


KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street  
Phone (907) 714-8888

Soldotna, Alaska  
Fax (907) 262-9645

DATE: September 10, 2007  
TO: Board of Education  
FROM: Tim Peterson, Director, Human Resources   
THROUGH: Glen Szymoniak, Assistant Superintendent  
SUBJECT: Approval of Leave of Absence Request/Support- Item- 10 a (5)

It is recommended that the following request for unpaid leave of absence be approved:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Marcia Boone	School Secretary III	Homer Middle School, effective October 8, 2007



August 23, 2007

Tim Peterson  
Director, Human Resources  
Kenai Peninsula Borough School District  
148 N. Binkley  
Soldotna, Alaska 99669

Dear Mr. Peterson,

I would like to request a leave of absence from my position as Secretary III at Homer Middle School for one year beginning on October 8, 2007 for personal reasons.

By waiting until October, I felt that it would be the least disruptive for the school and students, as the year will be well underway and things will be running smoothly.

I certainly hope you will approve this request and forward it to the school board for the September 10<sup>th</sup> agenda. If you have any questions, you can contact me at Homer Middle School. Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'Marcia Boone'.

Marcia Boone  
Secretary, Homer Middle School

cc. Dan Beck