

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

<b>Title:</b>	<b>Approval of Leave of Absence Request/Support</b>		
<b>Date:</b>	<b>June 4, 2012</b>	<b>Item Number:</b>	11a.(7)
<b>Administrator:</b>	<b>Tim Peterson, Human Resources</b>		
<b>Through:</b>	<b>Dave Jones, Assistant Superintendent</b>		
<b>Attachments:</b>	<b>Letter of Request for Leave of Absence</b>		

*Dave Jones* *Tim Peterson*

Action Needed     For Discussion     Information     Other: \_\_\_\_\_

## BACKGROUND INFORMATION

Name	Position	Location
Carole Nolden	School Secretary II	Kenai Middle School, effective the 2012-13 school year

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the above request for unpaid leave of absence be approved.

## **Leave of Absence Request for 2012-13 School Year**

Thursday, May 17, 2012

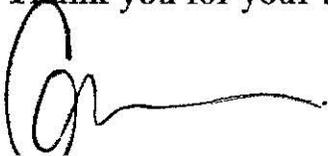
To Whom It May Concern:

My name is Carole Nolden. I have worked for the Kenai Peninsula Borough School District since 1986 in various capacities. I am currently a secretary at Kenai Middle School and have been here for 10 years. I have thoroughly enjoyed my time spent with the district; it has been a great organization to work for!

Recently I have been offered a chance to pursue a different career. In order to take advantage of this opportunity, I need to further my education. Therefore, I would need some time off to take classes, so I am asking for a year's leave of absence. I would like the possibility to come back and work for KPBSD if my pursuit does not work out.

Please take into consideration my commitment to our district and all the volunteer work that I have dedicated to our schools. I would like to continue my relationship with KPBSD and volunteer in all the activities that I have in the past.

Thank you for your time,



Carole Nolden

