

SPENCER COUNTY PUBLIC SCHOOLS
Board of Education Agenda Item

Item # _____ Meeting Date May 21, 2012

Topic/Title Educational/Professional Leave Request

Presenter _____

Origin

_____ Topic presented for information only (*no board action required*).

_____ Action requested at this meeting.

☒ Item is on the consent agenda for approval.

_____ Action requested at future meeting, _____ (date).

_____ Board review required by –

_____ State or federal law or regulation

_____ Board of Education policy

_____ Other _____

Previous Review, Discussion or Action

_____ No previous Board review, discussion or action

_____ Previous review or action

Date _____

Action _____

Background/Summary of Information

Tracy Caple is requesting Educational/Professional Leave for the 2012-13 school year.

Impact on Resources (REQUIRES FINANCE OFFICER'S INITIALS OF REVIEW)

_____ Finance Officer

Timetable for Further Review or Action

SUPERINTENDENT'S RECOMMENDATION

Recommend based on –

**Procedure Request Form 03.1235 AP.2 - Classified Personnel – Educational/Professional
Leave Request**

Educational/Professional Leave Request

EMPLOYEES MAY BE GRANTED A LEAVE OF ABSENCE FROM THE DISTRICT FOR ONE (1) YEAR AT NO COST TO THE DISTRICT, PURSUANT TO THE TERMS OF POLICIES 03.1235/03.2235. THIS COMPLETED FORM MUST BE RECEIVED AND ACTED UPON AS FOLLOWS:

CERTIFIED: At least sixty (60) days prior to the opening of the affected school term.

CLASSIFIED: Prior to the educational opportunity/training event.

Employee's Name Tracye Caple
 Position/Work Site LA in Special ed at SCHS
 Leave is requested for the 2012/2013 school year. Length of leave requested: one year
 Number of years employed in the District? 10

Previously received educational leave in this District? ☒ No ☐ Yes, when —
 If granted, what will be the purpose of this leave?

I am taking American Sign Language classes at U of L. I am working on my bachelor's degree in American Sign Language interpreting.

How will the granting of this leave enhance your professional skills to the benefit of the District?

We have students now at the high school who use sign language. I would be more qualified to work with these students and be able to teach them more sign language.

If this leave request is approved by the Board, I understand that my return to employment in the District is subject to the provisions of policies 03.123/03.223, 03.1235/03.2235, and the terms of my employment contract.

Tracye Caple
 Employee's Signature
Chris Jan
 Supervisor's Signature
Chris Jan
 Superintendent's/designee's Signature

04/27/12
 Date
4-27-12
 Date
5/19/12
 Date

LEAVE REQUEST WAS ☐ APPROVED ☐ DENIED BY BOARD AT ITS _____ MEETING.

Date

Review/Revised:5/18/1998