

**SPENCER COUNTY PUBLIC SCHOOLS**  
**Board of Education Agenda Item**

Item # \_\_\_\_\_ Meeting Date May 19, 2014

Topic/Title Educational Leave Request

Presenter \_\_\_\_\_

**Origin**

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

X 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**

Amy Peterson has been working toward her Master's degree in Special Education-Learning and Behavior Disorders. To complete the degree, Ms. Peterson is required to student teach in the Fall Semester beginning in August through December. A portion of Ms. Peterson's student teaching will be conducted at Spencer County Elementary. This request is only for the first semester of the 2014-15 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 -

Policy 03.2235 – Classified Personnel – Educational Leave

PERSONNEL

03.1235 AP.2

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 Amy R. Peterson  
Position/Work Site Spencer County Middle School  
Leave is requested for the Fall 2014 school year. Length of leave requested: Fall 2014 only  
Number of years employed in the District? 6.5  
Previously received educational leave in this District? ☒ No ☐ Yes, when N/A  
If granted, what will be the purpose of this leave?  
To student teach for my Master's degree in  
"Learning and Behavior Disorders" (Special Education)

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

I will gain valuable knowledge to enhance students  
learning in all capacities; especially students who  
struggle. I love Spencer county and hope to secure  
a job as a Special Education teacher here in the future also.

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.

Amy R. Peterson  
Employee's Signature  
[Signature]  
Supervisor's Signature  
[Signature]  
Superintendent's/designee's Signature

4/16/2014  
Date  
4/29/14  
Date  
4/30/14  
Date

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

Date

Review/Revised: 5/18/1998

Dear Mr. Adams,

I am sending a copy of my "Educational/Professional Leave Request" form, so that I may complete my student teaching during the fall of 2014. If possible, I would be extremely grateful to come back to the position of Detention Monitor; if not, I completely understand.

Thank you!

  
Amy Peterson

4/30/2014