



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Human Resources Department

Amanda Smith, Personnel Specialist - Certified
148 North Binkley Street Soldotna, Alaska 99669
Phone (907) 714-8888 Fax (907) 262-9645
Email: ASmith2@KPBSD.k12.ak.us

DATE: July 25, 2018

TO: Dr. Christine Ermold,
Director, Human Resources and Professional Development

FROM: Amanda Smith, Personnel Specialist - Certified

A handwritten signature in cursive script, appearing to read "Amanda Smith".

RE: Long Term Substitute Contract

During an audit of her timesheets, I was made aware that Susan Biggs substituted for more than 20 consecutive days for Amy Johnson at Homer Middle and High Schools in a certificated teaching position. I would like to request a long-term substitute teacher contract be issued.

*approved
CermoldEads
7/26/18*