



Lee A. Tolbert Community Academy  
3400 Paseo Boulevard, Kansas City, MO 64109

April 28, 2022

To: LATCA Board of Education  
From: Dr. Donnie Mitchell, Superintendent  
Re: Employee request (Teacher, Janelle Pugh)

### REQUEST ACTION

Ms. Janelle Pugh is a part time special education instructor at LATCA. Currently, if she is sick she takes the day without pay. Being that she is a half-time employee and full-time employees receive 8 leave days per year, she is requesting to receive half of that (4) leave days per year. This is to prevent her from losing a day of pay in the rare case she has to be gone.

It was shared with her that this should be run by the BOE so we can be assured that we are operating within the scope of our school policy.