M E M O R A N D U M

Date: July 17, 2009

To: Board of Directors

From: Mark Mansell

Subject: Vacation Buy-Back 2008-2009 School Year

Please accept this memorandum as my official request for the district to buy-back 10.5 days of vacation in addition to the 10 days of vacation buy-back allowed by contract.

It is my goal in any given year to use the vacation provided to me as part of my contract. This year, between the economic challenges and the truly exciting opportunities for increasing learning across the district I did not find time for more than 4.5 days! In the spirit of full disclosure, I want you to know that due to some confusion over how to best handle this unfamiliar situation, a check was issued before I had the opportunity to make this request. I will, of course, do whatever is appropriate to be in compliance with your response to this request.

I am pleased to note that I have made a good start on my vacation days for the 2009/2010 school year. I have already used several days and am scheduled for another week the end of July. I do understand the need for rest and recuperation, and believe this past year represents a somewhat unique situation.

Thank you for considering this request.

Mark