

January 2, 2024

Superintendent Susan Swartz
900 Preddice Parkway
Scotia, NY 12302

Dear Superintendent Swartz,

I am writing this letter to inform you of my intent to retire from teaching in the Scotia-Glenville School District. My retirement will be effective as of June 30, 2025.

I will continue to use the district health and dental insurance plan in my retirement. Please forward my accumulated sick time buyout into my 403(b) account with Voya.

It has been a privilege to spend my career with the district.

Sincerely,

A handwritten signature in black ink that reads "Becky DiCaprio". The signature is written in a cursive, flowing style.

Becky DiCaprio

CC: Tonya Federico