

To: Susan Swartz, Scotia-Glenville Superintendent of Schools
Tonya Federico, Principal, Sacandaga Elementary School
Scotia-Glenville Board of Education

From: Kimberly Lavery, Kindergarten Teacher, Sacandaga
Elementary School

Date: December 23, 2024

To Whom It May Concern:

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

I will continue on the district health insurance plan through retirement as selected during the open enrollment period in May of 2025. I will carry the individual plan.

Thank you for the opportunity to serve the students, families, and community of Scotia-Glenville for 37 continuous years.

Sincerely,

A handwritten signature in black ink that reads "Kimberly A. Lavery". The signature is written in a cursive style with a large initial 'K' and a long, sweeping tail on the 'y'.

Kimberly A. Lavery