

December 20, 2024

Dear Susan Swartz,

Please accept this letter of notice of my retirement on June 30, 2025 from the position of being an elementary school teacher for the Scotia-Glenville School District. I plan to continue to use the provided family health insurance plan and dental insurance that I have been enrolled in through the district. I also request that any unused sick days be added to my already established 403b plan.

It has been a pleasure serving and getting to know the Scotia-Glenville staff and community for over thirty-five years as a second grade teacher. I am very grateful and blessed to be able to move forward in life with a wonderful collection of memories of my time with staff, parents, and students of Sacandaga Elementary School and throughout the district. It was a pleasure being invited back year after year doing what I truly love. Thank you.

Sincerely yours,
Katharine May

A handwritten signature in cursive script that reads "Katharine May". The signature is written in black ink and is positioned below the typed name.