

To: Susan Swartz, Scotia Glenville Superintendent of Schools  
Tom Eagan, Principal, Glendaal Elementary School  
Scotia Glenville Board of Education

From: Gina Brown, 3rd Grade Educator, Glendaal Elementary

Date: December 15, 2023

To Whom It May Concern:

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, 2024.

I will continue on the district health insurance plan in retirement. I will continue to carry the family plan through Highmark.

It has been an honor and a privilege to work in the district for the past thirty plus years. Thank you.

Gina Brown

A handwritten signature in blue ink that reads "Gina Brown". The signature is written in a cursive style with a large, looped initial "G".