



December 21, 2023

Superintendent Susan Swartz
900 Preddice Parkway
Scotia, NY 12302

Dear Susan:

Please accept this letter as notification of my retirement effective June 30, 2024. I will continue to use the district health and dental insurance plan in my retirement. As per contract, please forward my accumulated sick time buyout into my 403(b) with Invesco.

I am grateful for the trajectory of my career as an educator in the Scotia-Glenville School District. Decades ago, I envisioned the opportunity to join the Tartan faculty as a library media specialist at Glen-Worden. In reality my tenure in the district far exceeded my expectations and afforded additional professional opportunities at the high school, district office, and the middle school. I am appreciative of the trust and support of my colleagues, students, and administrators throughout the district, and look forward to my remaining time as a S-G Tartan.

Thank you for the honor of working in SGCSO.

In gratitude,

A handwritten signature in blue ink that reads 'Jan Tunison'.

Jan Tunison

CC: Robert Cosmer, Elizabeth Fawcett