

Jennifer Russell
7 Knollwood Hollow
Ballston Spa, NY 12020

March 27, 2024

Superintendent Susan Swartz
900 Preddice Parkway
Scotia, NY 12302

Dear Susan:

Please accept this letter as notification of my retirement effective August 31, 2024. Please deduct from my June paycheck the required amount to continue my health and dental insurance through August 31, 2024. Starting September 1, I will not be using district insurance in my retirement.

It has been a privilege and a pleasure to work with the students and staff in this district.

Sincerely,



Jennifer Russell