

March 27 2024

Susan Swartz
Superintendent Scotia Glenville Schools
900 Preddice Parkway
Scotia, NY 12302

Dear Superintendent Swartz:

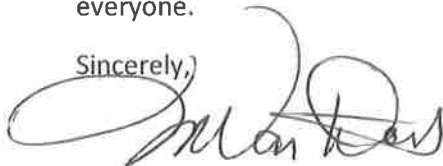
It is with mixed emotions that I submit to you my letter of intent to retire. I plan on completing the 2023-2024 school year with June 28, 2024, as my last day here at the Middle School.

My time here in the Guidance Office for the last ten years has been a rewarding experience. Working with the Guidance Counselors as well as all staff at the middle school has made me feel part of the Scotia Glenville School District family in a positive way. The friendships I have gained hopefully will continue. The hardest part of leaving is my love for the students. Their challenges each day to be a young adult in this world has helped me understand what each one goes through individually. I am hopeful I have had a positive effect on at least one student through these years.

I have extended an offer to help Mr. Robert Cosmer in making the transition easier on all those involved. If you need me to help train a new Executive Secretary, I would be willing to come in at designated times in the summer. Also, I can be called upon at any time to assist the person assuming the responsibilities or as a long-term sub.

Thank you again for the opportunity to work here at Scotia Glenville Middle School. I will surely miss everyone.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle A. VanWoeart". The signature is fluid and cursive, with a large initial "M" and "V".

Michelle A. VanWoeart

Cc: Robert Cosmer, Principal
MS Counseling Staff