



**Superintendent of Schools**  
Phone 269-695-8401  
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401 West Chicago Street  
Buchanan, Michigan 49107

November 13, 2018

Mrs. Karen Cuthbert, Administrative Assistant to  
Assistant Principal & Athletic Department  
Buchanan High School

Mrs. Cuthbert:

We are pleased to inform that you are the November winner of the Buchanan Community Schools Staff Appreciation Program! The process to select a winner for the staff appreciation award consists of:

1. Collection of nominee recommendations from parents, students, staff members, community members, and other BCS stakeholders.
2. All names of nominees are placed into a drawing; one name is blindly pulled from the envelope to be selected as the winner of the appreciation award.
3. The winner is then contacted and asked to attend the Board meeting in the month that the selection is made to be presented with a gift, and to be recognized by the Board.

Please accept this notification as an invite to the Board of Education meeting occurring Monday, November 19<sup>th</sup>, 6:00 pm, at the Buchanan Middle School's Media Center. We would like to share before the Board of Education and community the wonderful accolades that were entered on your behalf and present you with a gift. Contact the Office of the Superintendent by dialing ext. #20002, email [drussell@buchananschools.com](mailto:drussell@buchananschools.com), or stop by to visit us no later than Thursday, November 15<sup>th</sup>, to confirm your attendance at the Board meeting.

Below is the question and response that was submitted.

**What do you appreciate about this person's efforts to make BCS a great place to learn and a great place to work? Please provide as much detail as you wish so we can show our appreciation to this outstanding Buck! \***

*Karen has really stepped it up as she is the first person you see in the high school office, works all of the home athletic games, and has worn so many hats as Stacey and Renee have been out of the office. She never asks for help, and always handles everything life throws at her.*

On behalf of the Board of Education and Administration of Buchanan Community Schools, we thank you for your service and encourage you to keep up the great level of achievement and service to our district.

Sincerely,

A handwritten signature in cursive script that reads "Timothy J. Donahue".

Timothy J. Donahue, Ed.S.  
Superintendent of Schools