

September 30, 2024

Dear Keevin, Lourdes and Adam,

I know that this comes as no surprise to you. It is time for me to give my intent to retire. I would like my last day of work to be October 31, 2024.

Adam and I have been discussing who might be a good fit for my position. I have been working closely with my ESI teachers to make them aware of the responsibilities I have taken on and to work on a smooth transition in that respect.

I want to thank you for the opportunity to have served this school system for almost fifteen years, ten and one quarter of which were full time at the high school. I have been given the opportunity to learn and grow in so many ways and I thank you for that. I have loved the administration I have worked for and the teachers I have worked alongside with. But most of all, I have loved the students that I have been entrusted to work with, teach and nurture into young adults.

I truly will miss this, but I look forward to time with Buff and spending more time with my grandchildren.

What are the next steps that I need to take towards making this happen?

Sincerely,

Lisa C. Coe

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