

To: HLWW School Board

From: Jennifer Olson

Date: August 25, 2025

RE: Resignation

I am writing to acknowledge receipt of Sarah Schanus' resignation from her position as Intervention Teacher at Winsted Elementary, effective on or before September 12, 2025. She has offered this flexible timeline to allow the district time to identify a suitable replacement.

Her letter of resignation has been forwarded to Human Resources, and I recommend that it be formally accepted.

Thank you—  
Jen Olson