

May 26, 2026

Dear Leasa Griffith-Mathews, Robert Kretschman and Mendon Board of Education;

It is with mixed emotions that I resign my position as Administrative Assistant to the Superintendent and Guidance Office with Mendon Community Schools. I have accepted a position at the St. Joseph County ISD within the Career and Technical Education (CTE) Department as the CTE Executive Assistant.

While I am excited for this new opportunity, especially since I will continue working for Mendon students, I am saddened to leave behind the colleagues, friendships, and sense of family I have established here at Mendon.

The past 13 years at Mendon Community Schools have been very special to me. Mendon has been more than a workplace; it has been a second home for me. I am very thankful for the support, encouragement and friendships I have gained throughout my time here. I will always cherish the memories I have made and the relationships I have built. Mendon is truly an outstanding district with a wonderful staff, administrators and students.

I am committed to making this transition as smooth as possible. I will continue working closely with Leasa and Bobby to ensure that all end of year reporting and responsibilities are finalized and preparations for the new school year are in place before my last day on June 30, 2026. Even after I leave, I will only be a phone call away should any questions or assistance be needed.

Thank you again for all your support over the years. It has been a privilege to serve Mendon Community Schools and I wish the district and staff continued success in the future.

Sincerely,



Leigh Ann Jackson