



Kevin Kimmel
Superintendent
Lorraine A. Earnest
Treasurer

Termination Notice

February 8, 2024

Certified Mail: 7019 2280 0002 1903 3412

Brenda White
731 Grove Avenue
Galion, Ohio 44833

Dear Ms. White:

As of the date of this letter, we have not received your formal resignation for your position of Long-Term Substitute Teacher with Abraxas/Mid-Ohio Educational Service Center. Our understanding is on January 30, 2024, you informed Jolene Edwards, Principle at Abraxas, that you resigned effective that day and would not be back.

Due to the information stated above, Mid-Ohio Educational Service Center's Governing Board will be taking board action on February 14, 2024, to approve the termination of your contract.

If you have not done so already, please return any company property; including but not limited to your badge, keys, and other items (such as laptop or other technology) to the Human Resources office which is located at 890 West Fourth Street Mansfield, Ohio 44906.

Your final direct deposit notice will be mailed to your home. Notice of any accrued sick time will be sent to you in a separate correspondence.

To ensure you receive tax documents and other notices from Mid-Ohio Educational Service Center, please notify us if your address changes. If you have any questions, please contact me at 419-774-2505.

Sincerely,

Jennifer Reed
Director of Human Resources
Mid-Ohio Educational Service Center

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COLLABORATION, CUSTOMIZATION AND CREATIVITY