

Michelle Chin

Chairman of the Board

Ivy Hawn Charter School of the Arts

April 8th, 2021

Dear Michelle and the Governing Board Members,

I am writing this letter to inform you that I am retiring from the position of Principal at Ivy Hawn Charter School of the Arts. That last day of my contract would be June 30, 2021. This should provide enough time for me to facilitate the passing over of duties to my replacement.

With this letter, I would like to express my sincere gratitude to the board for giving me the opportunity to serve in this position for the past 5 years. After serving in education for 38 years, this is a long-awaited opportunity for me to spend time with family and travel.

With Warm Regards,

Kelly Conway