

June 23, 2022

Mr. Michael Waters, Principal
BOE, Mrs. Rebecca Garrison, President
Charlotte Valley Central School
15611 State Highway 23
Davenport, NY 13750

Dear Mr. Waters and the Board of Education:

I have recently been made aware that Mrs. Jester, the CROP site coordinator, has resigned from her position, as she has accepted another job here at Charlotte Valley. I am writing this letter to express my interest in the site coordinator position, effective, September 2022.

I am aware that the position is open for the summer months as well. Unfortunately, I have already accepted the position as math interventionist for the summer and would not be able to commit myself fully to the CROP position. I would, however, be able to assist whoever is hired for the summer, as I am available after 12:30 and all day on Friday.

CROP started here at Charlotte Valley back in 2002. It was then that I began as a CROP Activity Leader. I continued to work both during the school year, as well as in the summer for many years. I only stopped working CROP when my children were active in athletics and I no longer was able to continue. Due to my experience as activity leader, I am familiar with most of the daily procedures of CROP, such as time sheets, lesson plans, check in and out, attendance, supplies, field trips, and parent orientation meetings. I also have been teaching in the classroom for over twenty years and have excellent management skills.

I think I would be a great addition to the leadership of CROP here at CVCS. Thank you in advance for your time and consideration.

Sincerely,



Nicole Lubbers