



# **BURCH ELEMENTARY SCHOOL**

**RT 3, PO BOX 4B**

**DELBARTON, WV 25670**

**304-475-2141**

**FAX 304-475-2676**

Dr. Doug Ward, Principal

Deborah Starr, Vice Principal

August 29, 2013

Dear Jeanette Oldaker,

This is a letter of formal reprimand due to your failure to attend the Burch Elementary Open House scheduled for your workplace on the above date. Your failure to attend this event and failure to communicate with either administrator demonstrated unprofessional conduct. This letter will be forwarded to the Office of Personnel, Mingo County Schools. Should you wish to dispute or make comments to this letter you may do so by speaking with me as your immediate supervisor and/or add comments in an additional correspondence to the Director of Personnel.

Reiterating correct procedure for Mingo County School employees, please follow instructions for attendance to required school events and in the event of unforeseen circumstances, you are instructed to communicate your intentions with either Deborah Starr, Assistant Principal, Burch Elementary, or me.

Professionally,

Dr. C. Douglas Ward,

Burch Elementary School

Principal

Cc: Nell Hatfield, Personnel Director