



Forward Thinking. High Achieving

March 2, 2011

Valerie Addis  
887 Bear Creek Trl  
Victor, MT 59875

Dear Valerie,:

The Human Resources Office has received and accepted your letter dated February 18, 2011 to resign from your position as Supervisor Food Service at the MCPS Business Building effective February 18, 2011. Your service and commitment to the District has been greatly appreciated.

If you have questions regarding Public Employees Retirement System benefits, you may contact PERS in Helena, Montana at (406) 444-3154.

The District Payroll Department will be able to answer questions related to final payroll disbursements (728-2400 /High School ext. 3034/ Elementary 3026).

Your health and dental insurance coverage will be discontinued at midnight on **February 28, 2011**. Should you choose COBRA COVERAGE you are responsible for the premium amount payable by **March 1, 2011**. Shannon McWilliams, Benefits Technician, will assist you with questions regarding health and dental insurance. She can be reached at 728-2400 ext. 1044.

Please also contact Shannon with questions regarding our current Life Insurance Coverage.

Best wishes in your future endeavors.

Sincerely,

Stephen McHugh  
Director of Human Resources

c: Personnel File/Payroll/ Business Mgr //Benefits Tech/Board Report