ADMINISTRATIVE (NON-CERTIFIED)
EMPLOYMENT INTENT

NAME OF EMPLOYEE:	WENDY CARTLEDGE
POSITION ASSIGNMENT:	CHIEF LEGAL OFFICER
HOURS PER DAY:	8
DAYS PER YEAR:	260
SCHOOL YEAR:	2023-2024

It is the intent of the Beaufort County School District ("BCSD") to employ you for the indicated school year at an annual salary based on a Board-approved salary schedule.

The BCSD's intent to employ is subject to loss or reduction in any amount of anticipated or appropriated state, local or federal funding, which may, at the discretion of the BCSD, require a pro-rata reduction of salary, a reduction in the number of days worked and pro-rata reduction in salary, i.e., a furlough consistent with State law, or a termination of employment. Furthermore, any decline in student enrollment, elimination or change in course programming, or temporary closing of school or BCSD operations because of emergency circumstances may require a pro-rata reduction in the number of days you work and/or in salary.

Please indicate below whether or not you wish to continue working for the BCSD, and return this letter to your principal/supervisor before 05/11/2023.

Sincerely,

Alice W. Walton

Alice W. Walton
Chief Administrative and Human Resources Services Officer

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I have read and understand the terms of this offer of employment and choose:

✔ To return for the indicated school year.

_____ Not to return.

Wendy Cartledge
Employee's Signature

04/25/2023
Date