



**CABELL COUNTY  
SCHOOLS**

P.O. Box 446 • Huntington, WV 25709  
2850 Fifth Avenue • Huntington, WV 25702  
304-528-5000 • Fax 304-528-5080

January 3, 2024

Dear Employee:

This letter is being disseminated to Cabell County School employees with the purpose of providing important information concerning retirement from the school system at the end of the 2023 – 2024 school year.

As you are aware, each year student population fluctuates, which in turn requires a reduction-in-force and/or adjustments affecting staff. To help minimize the number of reductions/adjustments and the stress they cause, the legislature, by WVC §18A-2-2(g), offers \$500.00 to classroom teachers who notify the personnel office in writing on or before **March 1** each school year on the proper documentation of their intention to retire at *the conclusion of the school year/contract year*.

By authority given to county boards in WVC §18A-2-5a, the Cabell County Board of Education has approved the \$500.00 incentive to professional personnel other than classroom teachers or service personnel who provide written notice of their intent to retire at the end of their contract term for the 2023 – 2024 school year on or before March 1, 2024, with the Cabell County Board of Education then acting upon the retirement through Board approval. **No person will be offered this option after the March 1 deadline.** The amount of your retirement is calculated from the last day you work, not on the date the Board acts on your decision to retire. This retirement incentive shall be effective for the 2023 - 2024 school year and shall be subject to annual review by the Cabell County Board of Education for effectiveness and availability of resources. The \$500.00 bonus will be included with your May 15, 2024, paycheck.

If you are interested, please contact the professional or service personnel office immediately and they will assist you with the process. Knowing the anxiety that receiving a reduction-in-force or transfer letter can cause, your early notification could help alleviate the stress for many during the upcoming personnel season.

Sincerely,

Dr. Ryan S. Saxe  
Superintendent of Cabell County Schools

**SUPERINTENDENT OF SCHOOLS:** Ryan S. Saxe, Ed.D.

**DEPUTY SUPERINTENDENTS:**

Justin Boggs, District Operations and Support Division • Kelly Watts, Instruction and Leadership Division

**ASSISTANT SUPERINTENDENT:** Kim A. Cooper

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