

# Memo

To: All Staff  
From: S. Rebelo  
Date: November 3, 2020  
Re: New Staff Member – Jennifer Maalouf

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Dear Staff Members,

As you may be aware, Sandra Da Costa is no longer the school secretary at Gerald McShane. She has accepted a position at Pius X Adult Center.

Please note that Jennifer Maalouf has returned from leave to assume her position as school secretary at Gerald McShane Elementary School. Please join me in welcoming Jennifer to our school.

Kind Regards,

S. Rebelo