

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: November 22, 2005

SUBJECT: Request for Approval of Ms. Donna Ralston-Smolko as a substitute teacher

INITIATED BY: John Hansen

DESCRIPTION:

Ms. Donna Ralston-Smolko has recently relocated to our area from Huntingdon County due to her husband's employment. She was a Graphics Communications Instructor for the past ten years at Central PA Institute of Science and Technology in Centre County.

RECOMMENDATION:

Motion to approve Donna Ralston-Smolko as a substitute teacher pending updated clearances.

**Donna Ralston-Smolko
12401 Sharp Road
Waterford, PA 16441
(814) 796-2062**

November 8, 2005

Mr. John Hansen, Principal
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

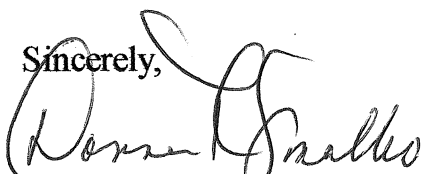
Dear Mr. Hansen,

Enclosed please find my preliminary application for substitute teaching at your school. I recently relocated to this area from Huntingdon County due to my husband's employment with the PA Fish and Boat Commission.

My previous employer was Central PA Institute of Science and Technology in Centre County. My position was Graphic Communications Instructor for the past ten years. Prior to that, I was employed in the graphics and printing industry for approximately 17 years.

I enjoy working with students and have maintained one of the largest programs at CPI. An opportunity to speak with you regarding the possibility of subbing would be appreciated.

Thank you for your time.

Sincerely,

Donna Ralston-Smolko

ERIE COUNTY TECHNICAL SCHOOL
8500 OLIVER ROAD
ERIE, PA 16509
APPLICATION FOR EMPLOYMENT

(Fill Out Completely. Please type or print.)

Position Desired Substitute Instructor
Name Donna R. Smolk Date 11/1/05
Address 12401 SHARP Road, Watertford, PA 16441
Phone (814) 796-2062

State, in order of preference, skills in which you are trained and prefer to do:

Graphic Communications, graphic arts software applications,
Photography

Salary last received 39,640⁰⁰ Initial Salary Expected daily stipend

Hobbies or outside interests? Photography, graphics, computer upgrades repair,
Law enforcement

If you are currently employed, why do you want to leave? N/A (Formerly an Instructor for CPI)
Recently relocated here due to my husband's job.

References: (Give names and addresses of persons acquainted with your work experience and ability.)

NAME	ADDRESS
<u>Pat Weaver - CPI</u>	<u>540 N. HARRISON Rd, Pleasant Gap, PA 16823</u>
<u>Greg Michelson - CPI</u>	<u>" " (814) 359-2793</u>
<u>Terry Cook - CPI Instructor</u>	<u>" "</u>

The Erie County Technical School does not discriminate on the basis of race, color, national or ethnic origin, sex, handicap, or disability in the administration of any of its educational programs and activities in accordance with applicable federal/state statutes and regulations. Inquiries should be directed to Paul D. Fritz, Title IX/ADA Coordinator, Erie County AVTS, 8500 Oliver Road, Erie, PA 16509, (814) 864-0641, Ext. 346. (EOE)

RESUME

Donna-rae Ralston-Smolko
12401 Sharp Road • Waterford, PA 16441
(814) 796-2062

EMPLOYMENT HISTORY

Freelance Photographer and Graphic Artist

Current

Central Pennsylvania Institute of Science & Technology, Pleasant Gap, PA (formerly Centre County Tech. School)
9/95-9/05

Title: Instructor, Graphic/Visual Communications

Responsibilities: Instruct senior high school students and adult students in the field of graphic communications, including offset printing, silk-screen printing, photography, graphic design and desktop publishing software applications. The objective is to train students for immediate employment in industry or ready them for placement in college or trade school.

Budgeting and writing curriculum are also part of the position.

Jostens Printing & Publishing, 401 Science Park Rd., State College, PA
5/89-9/95

Title: Commercial Printing Services Manager

Responsibilities: Oversee daily operation of 2 million dollar commercial printing services department. Forecasting, budgeting, marketing, training, customer service, estimating, billing and reporting were part of my area. Responsible for several managers and eleven hourly employees; production and clerical.

The Prudential Insurance Co., Printing Office, New Providence, NJ
6/88-5/89

Title: Printing Analyst

Responsibilities: Public relations and advertising department coordination and planning of marketing materials. Worked closely with corporate office, designers and vendors to assure quality and timely production.

Planned the \$250,000 Heritage Account package from estimating through completion of the project. Also planned the Pru Re Annual Report for the 1988 year.

Nittany Valley Offset, State College, PA
3/87-5/89

Title: Customer Service Rep./Production Coordinator

Responsibilities: Spokesperson for the company. Communicating between sales representative, customer and plant personnel. Write job tickets, arrange necessary vendor services and follow through the production process.

North Central PA Regional Planning & Development Commission, Ridgway, PA

5/86-3/87

Title: Director of Printing Services

Responsibilities: Manage the in-house printing facility and commercial printing services. Supervised one employee equipment operator. Occasionally operated duplicator, folder, cutter and various other printing equipment as needed. Offered consulting services to local manufacturing businesses in need of printing services for marketing purposes.

Central Penn Printing, State College, PA

6/85-5/86

Title: Office Assistant

Responsibilities: Assisted owner in daily operations. Received and scheduled incoming printing orders. Typesetting on a Compugraphic Editwriter 7500, layout and pasteup, camera line and halftone shooting, negative stripping and platemaking.

Central Intermediate Unit #10, West Decatur, PA

Title: Printer

Responsibilities: Four years of service running the in-house printing facility. Operation of all equipment, including: process camera, platemaker, duplicators, cutter, collator, folder, etc. Offered printing services to school districts within a six county area.

Olenick's Printing, Philipsburg, PA

Title: Office Assistant

Responsibilities: General office clerical duties, typesetting and pasteup. Bindery and finishing. Occasional photography for local newspaper.

EDUCATION

PSU Workforce Education - PDE Vocational I Teaching Certification
Cisco Certified Networking Instructor
PSU Business Management
Dale Carnegie - Public Speaking and Human Relations
Association of Graphic Arts, NYC, Production Planning and Print Production Management
Graduate of Moshannon Valley Jr., Sr., H.S.

SEMINARS & TRAINING

Adobe software: Photoshop, PageMaker, In-Design, Acrobat
Personal Computer Troubleshooting
Word Perfect 6.0
Introduction to D-Base III
Lotus 1-2-3
Supervisor Training School, Jostens, MN
Time Management
Quality Involvement Process
Affirmative Action/Sexual Harassment
Performance Management

CLEARANCES

Act 34 and 151 Certified
Act 235 Certification pending completion of all documentation