

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: February 22, 2007

SUBJECT: Substitute Secretaries

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

Due to the resignation of Marchelle Eberle, Business and Technology Secretary, there is a need for substitute secretarial help as recruiting for permanent staffing is conducted. ECTS Administration recommends hiring Steve Brawn and Susan Tatalone as part-time substitutes as recruiting is conducted at the rate of \$12.00 per hour.

RECOMMENDATION:

Motion to hire Steve Brawn and Susan Tatalone as secretarial subs at the rate of \$12.00 per hour, effective February 26, 2007 pending receipt of background clearances.