

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 27, 2007

SUBJECT: RCTC Secretary Resignation

CATEGORY: Operations: Policy: Information: Personnel: X

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

DESCRIPTION:

Donna Ralston-Smolko, (S-3) RCTC Secretary has expressed her desire to resign effective September 7, 2007.

RECOMMENDATION:

Motion to accept the resignation of Donna Ralston-Smolko, S-3 Secretary, effective September 7, 2007.

Donna Ralston-Smolko
12401 Sharp Road
Waterford, PA 16441
814.796.2062

August 28, 2007

Mary Ellen Camp
ECTS/RCTC
8500 Oliver Road
Erie, PA 16509

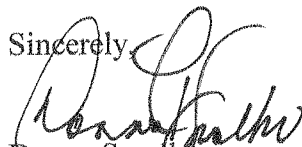
Dear Mary Ellen,

Effective on or about September 7, 2007 I will tender my resignation as RCTC Secretary. As you know I have been searching for more consistent hours and perhaps full time employment. Though that was not necessarily my original intent I have come to realize that working several part-time jobs is not in my best interest.

I will continue to seek a full time position, preferably within the state system, and I am hopeful that giving up one of my part-time jobs will allow me the time to do that.

Thank you for allowing me the opportunity to work in the adult education program. Let me offer my assistance to you, should you need it, in the interim. As long as my schedule will permit I would be happy to help wherever I can.

Sincerely,



Donna Smolko

CC: Natalie Fatica, Human Resources