

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: August 23, 2012

SUBJECT: Business Manager/Board Secretary

CATEGORY: Personnel

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

DESCRIPTION:

The administration received nearly two dozen letters of interest for the business manager's position. Nine candidates were selected for first round interviews with the Coordinator of Human and Quality Resources and the Director. That field was reduced to four candidates for second round interviews. A committee of six staff members, including one business manager from a participating school district, interviewed the four candidates. Of the four, the committee identified three that were capable of filling the position. The committee and administration is pleased to recommend the most qualified candidate.

RECOMMENDATION:

Motion to employ Marcia Jones as Business Manager/Board Secretary, at an annual salary of \$88,000 to begin on or after September 1, 2012.