

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: January 23, 2014

SUBJECT: Resignation

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

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

DESCRIPTION:

Jennifer Douglas, High School Secretary (S-3), has expressed her desire to resign her position effective January 27, 2014. (see attached letter).

RECOMMENDATION:

Motion to accept the resignation of Jennifer Douglas effective January 27, 2014.

December 20, 2013

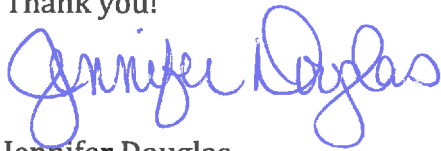
Natalie Fatica, CHQR
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

Natalie,

I am writing to formally notify you that I am resigning from my position as High School Secretary with Erie County Technical School. My last day of employment will be on or before Monday, January 27, 2014, pending approval of the Millcreek Board meeting on January 27, 2014.

I appreciate the opportunities that I have had at Erie County Technical School. I have enjoyed working with each faculty member, staff and administration of Erie County Technical School. I am especially thankful for the support and guidance that I received from Joe Tarasovitch and Lisa Sorensen.

Thank you!



Jennifer Douglas