

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: June 26, 2014

SUBJECT: Business Manager/Board Secretary

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

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

DESCRIPTION:

Due to the resignation of Marcia Jones there is a vacancy for in the position of Business Manager/Board Secretary. ECTS administration recommends hiring Terri Birchard as Business Manager/Board Secretary. (see attached résumé)

RECOMMENDATION:

Motion to employ Terry Birchard as Business Manager/Board Secretary, at the salary of \$70,000 to begin on or after July 1, 2014.