

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: October 22, 2015

SUBJECT: Retirement-Stephanie Holmes

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

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

DESCRIPTION:

Jan Kennerknecht, Supervisor of Instructional Support, has expressed her desire to retire after 22 years of service. Her retirement will be effective on June 22, 2016. (see attached letter).

RECOMMENDATION:

Motion to accept the retirement request of Jan Kennerknecht effective June 22, 2016.

September 28, 2015

JOC Board of Directors
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

Dear Directors,

This letter is my official notification to you and to ECTS staff that I plan to retire at the end of this school year. My last day of work at Erie County Technical School will be June 21, 2016.

I am looking forward to my retirement and want to take this opportunity to thank you for all of the opportunities that I have experienced working for ECTS over the past 22 years as both an instructor and an administrator. I have genuinely enjoyed my employment at this remarkable school.

I would be happy to assist administrative staff with the transition of my work to another employee.

With best regards and sincere appreciation,

A handwritten signature in cursive script that reads "Jan Kennerknecht". The signature is written in dark ink and is positioned above the printed name and title.

Jan Kennerknecht
Supervisor of Instructional Support Services