



PROPOSED AGENDA ITEM

MEETING DATE: August 27, 2020

SUBJECT: Retirement – Jane Boyd, Instructional Aide

SUBMITTED BY: Terri L. Birchard, Business Manager

DESCRIPTION:

Jane Boyd, Instructional Aide, has expressed her intent to retire effective August 27, 2020

RECOMMENDATION:

Motion to ratify the retirement request of Jane Boyd effective August 27, 2020

August 20, 2020

Ms. Terri Birchard
Board Secretary
Erie County Technical School
8500 Oliver Rd.
Erie, PA 16509

Dear Ms. Birchard:

This letter is to inform you of my intent to retire during the 2020-2021 contractual school year, July 1, 2020 to June 30, 2021. My last day of employment will be August 27, 2020 unless otherwise advised. My career of 25 years in education has been wonderful. I would like to express my appreciation to my ECTS family; for I am so grateful to have been a part of your day for the past 11 years.

Respectfully,

A handwritten signature in blue ink that reads "Jane Boyd". The signature is written in a cursive style with a large, stylized "J" and "B".

Jane Boyd