

**ERIE COUNTY TECHNICAL SCHOOL**

**PROPOSED AGENDA ITEM**

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**DATE:** December 4, 2020

**SUBJECT:** Retirement-James Tracy Massello

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

**INITIATED BY:** Cat Doty, Administrative Services / Human Resources Coordinator

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**DESCRIPTION:**

James Tracy Massello, has expressed his desire to retire. His last date of employment will be May 28, 2021(see attached letter).

**RECOMMENDATION:**

**Motion to accept the retirement request of James Tracy Massello with his last day of work being May 28, 2021.**

December 4, 2020

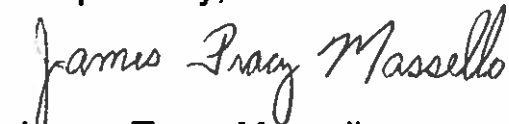
Ms. Terri Birchard  
Board Secretary  
Erie County Technical School  
8500 Oliver Road  
Erie, PA 16509

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 May 28, 2021 unless otherwise advised.

This notice is to insure eligibility for retirement compensation, as outlined in Article VI, Section 12 of the Master Contract in effect at this time.

Respectfully,

A handwritten signature in black ink that reads "James Tracy Massello". The signature is written in a cursive style with a large, stylized 'J' and 'M'.

James Tracy Massello