

**ERIE COUNTY TECHNICAL SCHOOL**

**PROPOSED AGENDA ITEM**

---

**DATE:** February 25, 2021

**SUBJECT:** Retirement-Terri Birchard

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

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

---

**DESCRIPTION:**

Terri Birchard, has expressed her intent to retire. Her last date of employment will be March 11, 2021(see attached letter).

**RECOMMENDATION:**

**Motion to accept the retirement request of Terri Birchard with her last day of work being March 11, 2021.**

February 24, 2021

Dr. H. Fred Walker, Director  
Erie County Technical School  
8500 Oliver Road  
Erie, PA 16509

RE: Retirement request effective March 11, 2021

Dear Dr. Walker,

After more than six and one-half years of administrative service to the staff and community serving as the Business Manager at Erie County Technical School, I am submitting my request for retirement effective March 11, 2021, with my last day of work being Wednesday, March 10, 2021.

The experiences I have had and many friendships I have made during my years at the ECTS have enriched my life and will remain with me forever. I thank everyone at ECTS for allowing me to be a part of these priceless opportunities.

Respectfully,

  
Terri L. Birchard, CPA