

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 11, 2025

SUBJECT: Transition Coordinator

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Cat Doty, Administrative Services/HR Coordinator

DESCRIPTION:

Erie County Technical School Administration recommends the hire of Jessica Munch as the Transition Coordinator for High School CTE Programming, effective on or about October 22, 2025, at Master's Column, Step 21 for an annual salary of \$74,815, with the addition of 15 days which will be paid at per diem rate, before, after, or during the school year as determined by the Director.

RECOMMENDATION:

Motion to approve the hire of Jessica Munch, Transition Coordinator for High School CTE Programming, at Master's Column Step 21, for an annual salary of \$74,815 (prorated), with the addition of 15 days which will be paid at per diem rate, before, after, or during the school year as determined by the Director.