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**INTEROFFICE MEMORANDUM**

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**TO:** DR. JAMES HOFFMAN, SUPERINTENDENT  
**FROM:** MICHAEL OUMET, ASSISTANT SUPERINTENDENT FOR BUSINESS  
**SUBJECT:** MESSENGER POSITION  
**DATE:** 1/10/2014  
**CC:** BOARD OF EDUCATION

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I am pleased to recommend the probationary appointment of Mr. Steven Legnard to the position of Messenger. Steven was unanimously selected from several qualified candidates by a committee comprised of myself, Linda Primeau (Records Management Officer), Karen Andriano (Food Service Manager), Aaron Heffner (Superintendent of Buildings & Grounds), and John Bruce (Head Maintenance Mechanic), each of whose departments interact substantially with the district's Messenger.

Steven is currently employed by the United States Postal Service as a Letter Carrier. His work with the USPS provides him with the expertise necessary to successfully accomplish the mail and banking duties associated with the Messenger position, as well as the records management related tasks.

In addition, Steven had over five years of inventory management, physical labor and customer service experience with the Home Depot that will apply well to the Messenger position. This experience will be particularly applicable to Steven's work with both the Food Service and Buildings & Grounds Departments where among the many tasks he will be responsible for are maintaining food inventories, rotating stock, unloading and distributing food deliveries and copy paper to the various buildings and assisting with movement of furniture and equipment throughout the district

Steven's professional experience and knowledge make him the excellent candidate for the position of Messenger. Please place this recommendation on the January 14, 2014 Board of Education agenda. Please do not hesitate to contact me if you have any questions regarding this recommendation.