
INTEROFFICE MEMORANDUM

TO: MICHAEL OUIMET
FROM: CATINA RILEY
SUBJECT: PAYROLL CLERK
DATE: 10/19/2018
CC: BOARD OF EDUCATION

I am pleased to recommend the permanent appointment of Ms. Trisha Jansen to the position of Payroll Clerk in the Business Office. Since June 2015, Trisha has been performing the duties of the Payroll Clerk and learning HR functions. Trisha has successfully managed all aspects of the Payroll Department.

Prior to her appointment as the Payroll Clerk, Trisha worked for three years as the Senior Typist in the Office of Pupil Personnel Services for the Berlin CSD. In that capacity, she prepared IEP's, STAC forms, Medicaid claims, developed federal funds budgets and assisted in IDEA grant writing. Trisha's extensive school district experience in payroll, human resources and accounting will assist the district during its transition due to upcoming retirements.

Please place this recommendation on the November 19, 2018 Board of Education agenda. Please do not hesitate to contact me if you have any questions regarding this recommendation.