

To Whom it may Concern,

Chrissy Kotter has been the Secretary for the Facilities and Operations department for the past 8 years. In her role she handles all aspects of our department which includes Transportation, Maintenance, Custodial and new construction. Her organizational skills are second to none. Her ability to manage multiple competing interests at the same time is outstanding. Chrissy manages all aspects of the reporting we are required to do on new construction in the district and does so efficiently and thoroughly.

In our department we work with many outside groups such as architects, engineers, contractors and governmental entities. Chrissy always provides a friendly, highly competent, and very thorough person for all of these groups to interact with and she is highly regarded by all of these groups.

Chrissy knows what I need in meetings and is always ready to provide necessary documentation when it is needed. Chrissy's title says secretary, but in her role, she functions as an administrative assistant, without whom it would be very difficult to manage this department effectively.

I am grateful to Chrissy for all of her hard work. She is highly skilled and is always willing to do more, or learn more, to make me more effective in my role. I can't thank Chrissy enough for the hard work she does and I am proud to nominate her for the extra mile award.

Sincerely,

Scott Zellmer

Director of Facilities and Operations.