

**OFFICE OF DIRECTOR OF BUSINESS SERVICES**

Board of Education

22 Liberty Street

Meriden, Connecticut

**MEMO To: ALL BUILDING ADMINISTRATORS**

**FROM: Donna Carnot**

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September 1, 2018

RE: Payment of Athletic and Extra-Curricular Activities

Payment for the above-mentioned activities will be processed four (4) times yearly.

The following payroll dates have been established:

**PAYROLLS**

- November 15/16      All Fall Sports - Payrolls must be submitted by November 2<sup>nd</sup>, and the checks will be issued on November 15/16.
- January 24/25      Extra-Curricular Activities- (Midyear pay) Payrolls must be submitted by January 11<sup>th</sup>, and the checks will be issued on January 24/25.
- March 21/22      Winter Sports - The payroll must be submitted by March 8<sup>th</sup>; and the checks will be issued on March 21/22.
- May 16/17      Spring Sports/Extra-Curricular Activities - Payrolls must be submitted by May 3<sup>rd</sup>; and the checks will be issued on May 16/17.

Please be certain to institute procedures to ensure that no staff member is omitted from a payroll on a given date.

Please contact the Business Office if there are any questions.

c: Louis Bronk  
Michael Grove  
Karen Ferrigno  
Kristin Culver  
Brian Cyr  
Kelly Gontarz  
Heidi Charpentier