

**AGENDA # K.3**  
**Scio Township Board of Trustees**  
**Completion of Introductory Period for Caitlin Scharer**

**FOR MEETING DATE OF:** March 24, 2026

**PREPARED ON:** March 11, 2026

**PREPARED BY:** Aurora Northrup

**SUBMITTED BY:** Human Resources

**ITEM TYPE:** Possible Action

**BACKGROUND:**

Caitlin Scharer was hired as Residential Assessor on December 15, 2025. Caitlin has demonstrated a high level of interest in her work and has been performing above expectations. Caitlin has the capacity to grow and to remain an asset to the department and Township.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Township Supervisor, Assessor, and HR Manager recommend approval.

**MODEL MOTION:**

To approve the successful completion of the introductory period for Caitlin Scharer, as required by Section 12 of Employee Handbook.

**QUESTION:** Shall this Motion be APPROVED?