

**TO:** Dr. Laurynn Evans, Superintendent

**FROM:** Chris Willits, Assistant Superintendent

**DATE:** September 22, 2017

**SUBJECT:** PERSONNEL RECOMMENDATIONS September 28 Board Meeting  
(Routine replacements, resignations, leaves or positions required by law or collective bargaining contracts)



**Resignation:**

Margaret Driscoll, 1.0 FTE Spanish/Social Studies Instructor, Kingston High School (effective September 15, 2017).

James Harney, Assistant Coach Boys' Basketball, Poulsbo Middle School (effective September 13, 2017).

Susan Hoke, Class of 2018 Advisor, North Kitsap High School (effective September 18, 2017). *Other assignments remain.*

**Leave of Absence:**

Lisa Poole, 1.0 FTE 4<sup>th</sup> Grade Instructor, Wolfle Elementary School (anticipated effective date January 2, 2018) for remainder of 2017/18 school year ONLY.

**Employment:**

**Student Support Services**

Susan Hoke, 8.0 hrs/day x 200 days/year Secretary (replacing resignation of Marybeth Foster) (effective September 14, 2017).

**Kingston High School**

Casey Nelson, Head Coach Wrestling (replacing resignation of Britton Johnson) (effective September 13, 2017).

Shelley West, Class of 2020 Advisor (replacing resignation of Amanda Stewart) (effective September 13, 2017).

**Kingston Middle School**

Tracy Knizek, 6.0 hrs/day x 139 days/year AND 5.25 hrs/day x 39 days/year Special Education Paraeducator (replacing leave of absence of Sharron Clark) (effective September 13, 2017).

**Poulsbo Elementary School**

Danielle Bradford, 4.0 hrs/day x 186 days/year secretary (effective September 14, 2017).

**Suquamish Elementary School**

Resa Benson, 5.0 hrs/day x 176 days/year Instructional Paraeducator (replacing resignation of Tracy Knizek) (effective September 22, 2017).

Patricia Ellerby, 0.8 FTE Teacher on Special Assignment/Elementary Instructional Support Specialist Leave Replacement (replacing leave of absence of Monique Seaberg) (effective September 13, 2017) for remainder of 2017/18 school year ONLY.

Amy McCollum, 5.0 hrs/day x 176 days/year Instructional Paraeducator (replacing resignation of Sandra Mitchell) (effective September 22, 2017)

Employment with the District will be conditional upon the district's receipt of a criminal conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges in accordance with Washington State law and conditional upon receipt of a Sexual Misconduct Disclosure Form from prior Washington State employer(s), where employment was in a school setting, indicating that no sexual misconduct materials were found in the records of such employer(s) pursuant to RCW 28A.400 and WAC 180-87-080.