

<b>Executive</b>	
<b>Debbie Kovacs</b> Executive Director 425-385-4103	<ul style="list-style-type: none"> <li>• Superintendent's cabinet</li> <li>• District leadership team</li> <li>• Labor relations and negotiations</li> <li>• Administrative staffing and personnel support</li> <li>• Administrative internships</li> <li>• Employee misconduct/discipline/grievances</li> <li>• Diversifying Pathways PMT</li> <li>• RWT-BEI grant oversight</li> </ul>
<b>Jean Hanson</b> Executive Assistant 425-385-4103	<ul style="list-style-type: none"> <li>• Executive Director support</li> <li>• HR budget manager</li> <li>• Administrator interviews</li> <li>• Certificated labor management support</li> </ul>

<b>Benefits (425-385-4115)</b>			
<b>Katy Bursch</b> Benefits Technician 425-385-4116	<ul style="list-style-type: none"> <li>• SEBB health benefits/open enrollment</li> <li>• Leave of absences</li> <li>• L&amp;I work related injuries</li> <li>• Unemployment liaison</li> <li>• Life insurance claims</li> <li>• Short-term and long-term disability</li> <li>• Leave sharing program</li> <li>• ADA accommodations</li> <li>• Medicare/SSA/HCA/PEBB document support</li> <li>• High Risk – HEP B</li> <li>• Monitoring</li> </ul>	Cedar Wood ES Forest View ES Jefferson ES Mill Creek ES Monroe ES Penny Creek ES Silver Firs ES Woodside ES Tambark Creek ES	Eisenhower MS Gateway MS Heatherwood MS Jackson HS Sequoia HS Port Gardner (Homeschool) Community Resource Center Administrators
<b>Linda Conti</b> Benefits Technician 425-385-4128		Emerson ES Garfield ES Hawthorne ES Jackson ES Lowell ES Madison ES Silver Lake ES View Ridge ES	Whittier ES Evergreen MS North MS Cascade HS Everett HS Special Ed Specialists

## Classified Staff

<p><b>Mandy Shinn</b> Director 425-385-4129</p>	<ul style="list-style-type: none"> <li>• Classified grievances</li> <li>• Evaluation support</li> <li>• Misconduct/discipline</li> <li>• Classified hiring approval</li> <li>• Classified labor relations</li> <li>• ADA support</li> </ul>	
<p><b>Janea Carrell</b> HR Specialist 425-385-4121</p>	<ul style="list-style-type: none"> <li>• Classified staffing (PAFs)</li> <li>• Personnel records</li> <li>• Pay adjustments for leaves/resignations</li> <li>• Paraeducator requirements</li> <li>• Classified compensation</li> <li>• Classified activity/athletics stipends</li> </ul>	<p>Middle Schools Departments Programs</p>
<p><b>Debra Wisniewski</b> HR Coordinator 425-385-4105</p>	<ul style="list-style-type: none"> <li>• End of year letters/employee notification</li> <li>• Personnel records</li> <li>• Pay adjustments for leaves/resignations</li> <li>• Paraeducator requirements</li> <li>• Classified compensation</li> <li>• Classified activity/athletic stipends</li> </ul>	<p>Elementary Schools High Schools</p>
<p><b>Alyssa Harrell</b> HR Specialist 425-385-4101</p>	<ul style="list-style-type: none"> <li>• Classified labor management support</li> <li>• Compensation surveys</li> <li>• Classification review process</li> <li>• Job descriptions</li> <li>• Executive assistant backup</li> <li>• Over goal/class size monitoring</li> <li>• Classified director support</li> <li>• ID badges</li> </ul>	
<p><b>Anne LaRue</b> Classified Professional Development Coordinator 425-385-4132</p>	<ul style="list-style-type: none"> <li>• Coordinates classified professional development activities</li> <li>• New employee professional development requirements</li> <li>• Tracks Paraeducator Fundamental Course of Study completion</li> </ul>	

## Welcome Desk

<p><b>Karen Reed</b> Administrative Assistant Welcome Desk 425-385-4100</p>	<ul style="list-style-type: none"> <li>• District/HR receptionist</li> <li>• Receives student transfer request forms</li> <li>• Fingerprint forms</li> <li>• State sexual misconduct forms</li> <li>• Frontline application support</li> </ul>	
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## Certificated Staff

<p><b>Mary O'Brien</b> Director 425-385-4106</p>	<ul style="list-style-type: none"> <li>• Certificated Staffing (PAFs)</li> <li>• Certificated grievances</li> <li>• Evaluation support</li> <li>• Misconduct/discipline</li> <li>• Certificated hiring approval</li> <li>• Coaches and EEA labor relations</li> <li>• ADA support</li> <li>• Volunteer background review</li> <li>• Title IX officer</li> </ul>		
<p><b>Cheryl Mercer</b> HR Specialist 425-385-4107</p>	<ul style="list-style-type: none"> <li>• Certificated compensation</li> <li>• Certificated personnel records</li> <li>• Certificated contracts</li> <li>• Certificated salary advancement</li> <li>• Long term substitute contracts</li> <li>• Certificated seniority</li> <li>• Administrator contracts</li> </ul>	<p>Cedar Wood ES Forest View ES Jefferson ES Mill Creek ES Monroe ES Penny Creek ES Silver Firs ES Woodside ES Tambark Creek ES</p>	<p>Eisenhower MS Gateway MS Heatherwood MS Jackson HS Sequoia HS Port Gardner (Homeschool) Community Resource Center Administrators</p>
<p><b>Stephanie North</b> HR Specialist 425-385-4120</p>	<ul style="list-style-type: none"> <li>• Certificated compensation</li> <li>• Certificated personnel records</li> <li>• Certificated contracts</li> <li>• Certificated salary advancement</li> <li>• Long term substitute contracts</li> <li>• Certificated seniority</li> </ul>	<p>Emerson ES Garfield ES Hawthorne ES Jackson ES Lowell ES Madison ES Silver Lake ES View Ridge ES</p>	<p>Whittier ES Evergreen MS North MS Cascade HS Everett HS Special Ed Specialists</p>
<p><b>Sara Coker</b> Administrative Assistant 425-385-4124</p>	<ul style="list-style-type: none"> <li>• Student teacher/internship placement</li> <li>• Recruitment support</li> <li>• Employee directory</li> <li>• Evaluation tracking</li> <li>• Director support</li> <li>• New classified employee orientation</li> <li>• Frontline application support</li> <li>• Welcome desk lunch coverage</li> <li>• ID Badges/CRC keys</li> </ul>		

## Talent Acquisition & Retention

<p><b>Randi Seaberg</b> Director 425-385-4104</p>	<ul style="list-style-type: none"> <li>• Recruitment (certificated, classified, substitutes)</li> <li>• Supervises benefits / leaves of absence</li> <li>• Supervises professional development logistics and absence management</li> <li>• Supervises student teacher placement and substitute dispatch</li> <li>• New employee orientations and onboarding</li> <li>• Frontline recruiting and hiring system manager</li> <li>• Long-term substitute hiring approval</li> <li>• Affirmative Action officer</li> <li>• ADA accommodations coordinator</li> </ul>		
<p><b>Ingrid Stafford</b> Systems Support Analyst 425-385-4114</p>	<ul style="list-style-type: none"> <li>• Frontline systems support:               <ul style="list-style-type: none"> <li>-professional growth</li> <li>-recruiting and hiring</li> <li>-absence management system</li> </ul> </li> <li>• SafeSchools training and data management</li> </ul>		
<p><b>Michelle Olson</b> Administrative Assistant Professional Development 425-385-4127</p>	<ul style="list-style-type: none"> <li>• Customer support on HR systems (Frontline recruiting and hiring, professional growth and absence management)</li> <li>• SafeSchools training and data management</li> <li>• Substitute services support</li> <li>• Employment services support</li> <li>• First aid registration and cards</li> <li>• ID badges</li> </ul>		
<p><b>Jessica Peyton</b> Administrative Assistant Substitute Services 425-385-4111</p>	<ul style="list-style-type: none"> <li>• Dispatches substitutes</li> <li>• Substitute orientations</li> <li>• Long-term substitute hiring documentation</li> <li>• Absence reporting</li> <li>• ID badges</li> </ul>		
<p><b>Kylie Drouillard</b> Administrative Assistant Employment Services 425-385-4113</p>	<ul style="list-style-type: none"> <li>• Employment support</li> <li>• Posts positions</li> <li>• Organizes pool interviews</li> <li>• Administrator support for application system</li> <li>• Hiring recommendations</li> <li>• Proctors pool assessments</li> <li>• Parapro assessment</li> <li>• ID badges</li> </ul>	Emerson ES Garfield ES Hawthorne ES Jackson ES Lowell ES Madison ES Silver Lake ES View Ridge ES	Whittier ES Evergreen MS North MS Cascade HS Everett HS Special Ed Specialists
<p><b>Katrina McNeal</b> Administrative Assistant Employment Services 425-385-4112</p>	<ul style="list-style-type: none"> <li>• Employment support</li> <li>• Posts positions</li> <li>• Organizes pool interviews</li> <li>• Administrator support for application system</li> <li>• Hiring recommendations</li> <li>• Proctors pool assessments</li> <li>• Parapro assessment</li> <li>• ID badges</li> </ul>	Cedar Wood ES Forest View ES Jefferson ES Mill Creek ES Monroe ES Penny Creek ES Silver Firs ES Woodside ES Tambark Creek ES	Eisenhower MS Gateway MS Heatherwood MS Jackson HS Sequoia HS Port Gardner (Homeschool) CRC Administrators