



# Craig City School District

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Jackie Hanson, Superintendent  
Christy House, Elem./MS Principal  
Josh Andrews, HS & PACE Principal

## Memorandum Item 10a

FOR: School Board Members  
FROM: Melinda Bass, Business Manager  
DATE: October 22, 2025  
SUBJECT: Personnel Report

It is the recommendation of the administration that the following personnel actions be approved:

### **New Hire:**

Ensign, Marilyn - Administrative Assistant / Accounts Payable / PACE Finance Coordinator  
Hanson, Charles - Long Term Substitute - K-12 PE / Health Teacher  
Canada, Kaila - Special Education Aide

### **FY26 Extra-Duty Contracts:**

Stock, Tricia - CHS Archery Coach  
Schuermyer-Balcom - CHS Music Advisor

### **Resignations / Retirement:**

N/A

Suggested Motion: Move to approve the Personnel Report as presented.