



Memorandum

Date: August 5, 2025

To: Board of Directors of the Pendleton School District 16R

From: Kevin Dinning, Director of Human Resources
Prepared by Ronda Thornburg, Executive Secretary

Subject: Information Only - Building Administrative & Secretarial Assignments

Background: Financial agencies require documentation for all personnel with fiscal responsibilities within the district. New district hires go to the board for approval, and transfers within the district go through a less formal process.

Proposal: We ask that you review the building administration and secretary assignments for the 2025-26 school year.

Recommendation: Refer any questions you have regarding these assignments to Mr. Dinning.

Building	Principal	Assistant Principal	Secretaries
Pendleton Early Learning Center 541-966-3300	Angela Lattin		Lori Curtis, Secretary III
McKay Creek Elementary 541-966-3000	Anne Sokoloski		Leslie Gard, Secretary III
Sherwood Heights Elementary 541-966-3050	TJ Presley	Mindy Barron	Amy Kline, Secretary III Rhonda Daggett, Secretary II
Washington Elementary 541-966-3552	Heidi Paullus	Rachael Olson	Nora Rivera, Secretary III Andrea Jackson, Secretary II
Sunridge Middle School 541-966-3412	Angie Horton	Doug Gunter	Nicole Kuza, Secretary III Angie Steidl, Bookkeeper I Nicki Bowen, Counseling Secretary III
Pendleton High School/ PTTC/Hawthorne 541-966-3804	Pat Dutcher	Curt Thompson Mike Somnis, Athletic Director	Shelby McQuinn, Secretary III Marti McGraw, Bookkeeper I Micki Zander, Athletic Secretary Brianna Voorhies, Secretary II Renee Moore, Counseling Secretary III