

# Davenport School District

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## MEMO

**Date:** May 9, 2022

**To:** **School Board Directors**

**From:** Jim Kowalkowski, Superintendent  
Chad Prewitt, MS/HS Principal & Assistant Superintendent  
Noelle Carstens, Elementary Principal

**Subject:** **Recommendation for Hire:**

- Elementary Principal & Asst. MS Principal

We are very excited to recommend to you that Mrs. Serita Hopkins be hired to serve as our new Elementary Principal/Assistant MS Principal beginning with the 2022-23 school year.

Mrs. Hopkins currently works for the Cheney School District as an Assistant Principal/Interventionist at Cheney Middle School. As indicated on her attached resume, she has also served as an Assistant Principal at Betz Elementary School. She has also served as a National Board Certified teacher in several small and rural school districts in our state.

Serita Hopkins comes to us with very high recommendations and with an outstanding set of skills, talents, and experience. We are very fortunate to bring you this recommendation!

Enclosure: Resume

# Sarita Hopkins

Dedicated Administrator and veteran Educator, prepared for next challenge of positively supporting district staff and administration reach their goals of ensuring all students achieve at high levels and prepared for the future.

## Skills

- Positive, relationship driven leadership style
- Pro-active communicator
- Mentored/coached peers in classroom setting
- Facilitated district collaborative teams
- Goal oriented: results achiever
- Creative, flexible, adaptable
- Attention to details
- Vision for next step success

## Experience

AUGUST 2021 - CURRENT

### **Assistant Principal/Interventionist Cheney Middle School, Cheney, WA**

- \*Collaborating with Guiding Coalition Leadership Team, designed & implemented tier 2 intervention and extension structure including plan for professional development.
- \*Monitor, advise, and plan tier 3 intervention structure.
- \*Monitor data for common formative and summative assessments.
- \*Track priority standards by subject and grade level.
- \*Align Universal Skills school wide- including scaffolding discussions with elementary and high school subjects
- \*Created a guiding vision of partnerships with local businesses to provide mini-lessons during tier 2 extension time- school to work connection.
- \*Planned for hire of CTE/FFA teacher to implement next steps in school to work connection. Addition of community advisor board to guide.
- \*Responsible for guidance and support of ELA PLC Teams
- \*Coach and team teach alongside teachers to support best practices
- \*Guide teachers on learning walks (Powerful Teaching and Learning Trainer)
- \*Created new on-boarding program for 2022-23 school year to retain and grow new staff
- \*Continued managerial responsibilities of assistant principal position. Including evaluations, PBIS, discipline, etc.

AUGUST 2019 - JUNE 2021

### **Assistant Principal Cheney Middle School/Betz Elementary, Cheney, WA**

- \*Collaborated with district staff on remote learning implementation.
- \*Responsible for implementing transition to remote learning for both schools.

- \*Supported staff technology issues, created guest teacher structure, and standardized best practices in remote learning.
- \*Systematized learning materials distribution to families.
- \*Designed family read-aloud program during remote learning.
- \*Created teacher support and safety structure to bring back classrooms/programs to in-person learning fall of 2021-Feb. 2022.
- \*Responsible for PBIS team and restructure to address Covid protocols.
- \*Collaborated with Guiding Coalition school leadership teams to make key decisions during Covid Schooling.
- \*Continued managerial responsibilities for both schools including teacher evaluations, teacher coaching, and special program supports.

AUGUST 2018 - JUNE 2019

### **Administrative Internship/ Cheney Middle School, Cheney, WA**

Actively participated in all aspects of middle school principal internship: Created Teacher Leadership Team- Guiding Coalition, building manager for Professional Learning Communities, managed discipline, created budget plans, presented to staff/board school improvement plan, chaired meetings, coached teachers, took part in teacher evaluations and goal setting.

FEBRUARY 2019 – AUGUST 2019

### **Administrative Internship/ Cheney School District Teaching and Learning Department, Cheney, WA**

Collaborated and planned events with Teaching and Learning Director (including forming focused education for Professional Learning Communities): District Professional Learning Day, Summer Institute Hybrid, Google Training for Professional Learning Communities, Created district support website for Professional Learning Communities

AUGUST 2017 – JUNE 2019

### **Social Studies Professional Learning Community Team Lead/ Cheney Middle School/Westwood Middle School, Cheney, WA**

Facilitated implementation of Professional Learning Community for middle school social studies team. Implemented priority standards, scope and sequence, unwrapping of standards.

AUGUST 2012 – JUNE 2019

### **Teacher Leader-Peer Mentor/ Cheney Middle School, Cheney, WA**

Facilitate and collaborate to create programs to support and further professional development for peers: Staff implementation professional development for professional learning communities, implemented and guided Instructional Learning Walks, team member for state compliance and restructuring of Highly Capable Program- district, team member for creation of New Teacher Program- district, multiple student teachers for Eastern Washington University, individual peer coaching.

JULY 2010 – AUGUST 2012

### **Trainer for Professional Learning Communities Whitman County Consortium/ Whitman County Consortium of Schools/Principals' Association, Whitman County, WA**

Created and implemented Team Lead training for a nine-school consortium of Professional Learning Communities: initial training, support services for county wide Professional Learning Community Release Days, end of school year evaluations of teams and future planning.

JULY 2002 – AUGUST 2012

**District Coordinator- Professional Learning Communities/  
LaCrosse School District, LaCrosse, WA**

Trained and implemented Powerful Teaching and Learning district wide. Led learning walks for teams. Trained and implemented Professional Learning Communities district wide: effectively supported yearly training and evaluations of goals, team leader for PLC meetings, data-driven assessment to set goals, State of Washington Highly Effective School- 2005-2012

AUGUST 1992 – CURRENT

**Educator- Elementary & Middle School Positions/ Countrywood  
Elementary, Chino, CA., Washtucna School District, LaCrosse  
School District, LaCrosse, WA Cheney School District, Cheney, WA**

Teacher of multiple grade levels over 27 years, k-8: Implemented multi-age classrooms, inclusion and highly capable programs.

## **Education**

JULY 2019

**Principal Certification / Eastern Washington University, Cheney WA**

DECEMBER 2008 – INITIAL CERTIFICATION

DECEMBER 2018- RENEWAL

**National Board Certified Teacher**

AUGUST, 2005

**Masters of Curriculum and Instruction/ Walden University, Minneapolis,  
Minnesota**

DECEMBER 1991

**Bachelor of Science-Elementary Education K-8/ Montana State University,  
Bozeman, Montana**