

GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: April 11, 2023

TITLE: Approval of Personnel Changes

BACKGROUND:

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of April 10, 2023.

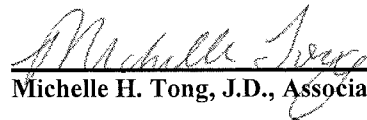
This agenda item also proposes adjustments to the specific salary placement schedule for the psychologist, nurse, and graphics & printing manager classifications. The psychologist and nurse adjustments are recommended after a market analysis for each position was conducted when vacancies had to be filled this year with contracted workers due to hiring difficulties. The graphics & printing manager adjustment is necessary because subordinate positions have increased to pay levels that exceed the minimum through mandatory minimum wage adjustments.

In addition, administration recommends approving a stipend in the amount of \$8,000 for employees who hired to work in the new Curriculum, Instruction & Intervention Support Specialist position approved by the Governing Board on February 14, 2023. This will replace the prior CISS stipend and not in addition to it. The Curriculum, Instruction & Intervention Support Specialist also qualifies to participate in partial (.5 FTE) 301 performance pay through the intervention duties of the job.

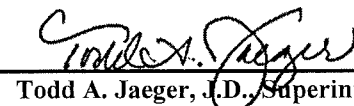
RECOMMENDATION:

It is the recommendation of the Administration that the personnel changes be approved as presented.

INITIATED BY:


Michelle H. Tong, J.D., Associate to the Superintendent

Date: April 10, 2023


Todd A. Jaeger, J.D., Superintendent

4/11/2023

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Hooton	Rose	English Learner/Special Education Sp	CT-PR	Federal/State Programs	Transfer	PR EX	4 years	*
Campbell	Jennifer	Curriculum, Instruction, & Interv. Sup	CT	Prince Elementary	Reassignment			*
Carlson	Joanne	Curriculum, Instruction, & Interv. Sup	CT	Wilson K-8 School	Reassignment			*
Cook	Cheryl	Teacher - Grade 3	CT	Painted Sky Elementary	Transfer			*
Inglett	Lindsay	Curriculum, Instruction, & Interv. Sup	CT	Mesa Verde Elementary	Reassignment			*
Teager	Lisa	GEAR UP Assistant	CL-RE	Amphi High School	Increase FTE			+ 0.125FTE
Gurule	Jamie	Manager of Graphics/Printing	CL-PR	Graphics & Printing	Salary Level Change	PR EX		*\$56,019.83
Badr	Carolyn	Library Assistant	CL	Innovation Academy	Promotion	4	+\$0.15	
Burchwell	Craig	Security Officer	CL	La Cima Middle School	Wage Adjustment		+\$0.85	
Francisco	Diana	Bookkeeper II	CL	Food Service Admin	Reassignment	7	+\$0.85	
Franzen	Nicole	Special Education Records Specialist	CL	Wetmore Center	Promotion	7	+\$0.69	
Johnson	Kaylee	Cook	CL	CDO High School	Decrease FTE			<0.125 FTE>
Konishi	Kristin	Library Assistant	CL	Copper Creek Elementary	Transfer	4	N/A	
McFadden	William	Classroom Aide/Caregiver	CL	Copper Creek Elementary	Promotion	2	+\$0.61	
Ramirez	David	Bus Driver	CL	Transportation	Increase FTE	11		+0.0313 FTE
Wahlmeier	Ernestina	Budget Technician	CL	Food Service Admin	Reassignment	10	+\$1.95	
Waters	Daniel	Lead Journeyman Carpenter	CL	Facilities Support	Promotion	10	+\$1.10	
Watters	Jilaine	Custodian I	CL	Coronado K-8 School	Transfer	2		
Arredondo	Mateo	Coach - Track Head MS	ADCT	Amphi Middle School	Addendum			\$1,700.00
Berrigan	Morgan	ADDN - Summer School Teacher HS	ADCT	Amphi High School	Addendum			\$5,712.00
Blount	Denita	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum			\$25.00 per hour
Bomke Keating	Amy	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$600.00

*	2023-2024 School Year					ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend					ADCL	Addendum Classified
Added Duty	Employee working additional hours or days					ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position					CT-AD	Certified Administrative
Correction	Correction to contract					CT	Certified
Decrease FTE	Decrease in hours					CL-AD	Classified Administrative
Extension	End date being extended					CL	Classified
Increase FTE	Increase in hours/contract					PR	Professional
Promotion	Employee receiving a promotion to another position					EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School
Status Change	Employee changing status (i.e. short term to career)					HS	High School
Temporary	Employee working for a limited period of time						
Transfer	Employee moving from one position to another						

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Caputo	John	Coach - Track Assistant MS	ADCT	Amphi Middle School	Addendum		\$1,400.00	
Chavez	Justin	Coach - Baseball Assistant MS	ADCT	La Cima Middle School	Addendum		\$1,400.00	
Donahue	Brian	Coach - Volleyball Head Spring MS	ADCT	La Cima Middle School	Addendum		\$1,700.00	
Ettenger	Kerry	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum		\$200.00	
Hantman	Harlan	Coach - 4th Q. Interscholastic Superv	ADCT	Amphi Middle School	Addendum		\$500.00	
Holst	Lydia	Coach - Track Assistant MS	ADCT	Amphi Middle School	Addendum		\$1,400.00	
Hooton	Rose	Coach - Track Assistant MS	ADCT	La Cima Middle School	Addendum		\$1,400.00	
Lackow	Seth	Coach - Baseball Head MS	ADCT	Cross Middle School	Addendum		\$1,700.00	
Loera	Adriana	ADDN - Homebound	ADCT	Walker Elementary	Addendum		\$42.00 per hour	
Marlatt	Lauren	ADDN - Vex Robotics	ADCT	Coronado K-8 School	Addendum		\$1,200.00	
Morabito	Rachel	ADDN - Essential Recruit Stipend	ADCT	Mesa Verde Elementary	Addendum		\$878.05	
Olea Rowe	Briana	Coach - Volleyball Assistant Spring M	ADCT	La Cima Middle School	Addendum		\$1,400.00	
Panneck	Jeffrey	ADDN - Interscholastic Supervisor	ADCT	La Cima Middle School	Addendum		\$500.00	
Ramstack	Katie	Teacher - Rillito Classroom	ADCT	Rillito Center	Added Duty		\$3,447.80	
Rose	Stileda	ADDN - Summer School Counselor	ADCT	Amphi High School	Addendum		\$5,712.00	
Sanchez	Tenaya	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum		\$600.00	
Shepard	Shelley	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum		\$682.93	
Sparlin	Erika	Coach - Track Assistant HS	ADCT	Coronado K-8 School	Addendum		\$1,400.00	
Street	Lee	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum		\$200.00	
Thomure	Emry	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum		\$200.00	
Todd	Cary	Coach - Baseball Head MS	ADCT	La Cima Middle School	Addendum		\$1,700.00	
Woodard	Nicholas	ADDN - Extra Curric. Activ. Director	ADCT	La Cima Middle School	Addendum		\$2,000.00	
Yeager	Elizabeth	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum		\$600.00	
Berkej	Thomas	ADDN - Summer School Security Offi	ADCL	Amphi High School	Addendum		\$15.00 per hour	

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GOVERNING BOARD MEETING PERSONNEL CHANGES

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Farmer	Savannah	ADDN - Extra Hours	ADCL	Walker Elementary	Added Duty			\$16.37 per hour
Frank	Thomas	ADDN - Summer School Computer R	ADCL	Amphi High School	Addendum			\$19.46 per hour
Strang	Alecia	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$13.85 per hour

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MANAGER OF GRAPHICS & PRINTING

QUALIFICATIONS

A. REQUIRED

- A minimum of five (5) years of experience in the graphics and printing field, including three years managing or operating print shop or similar business.
- At least two years of supervisory experience including employee training, development, and evaluation.
- Knowledge of computer applications related to graphics and printing, including PhotoShop, Adobe products, and Acrobat Pro.
- Experience in utilizing and implementing business practices in pricing, inventory management, and customer service.
- Experience with purchasing large-scale equipment including copiers, binders, etc., through a competitive procurement process.
- Experience in developing business contacts with outside vendors.

B. DESIRED

- College training in supervision, management, and human relations, or equivalent
- Experience working with school district or other government-related procurement rules

SUMMARY

This is professional and technical work involving supervising the functions of the Graphics and Printing Department, District courier, District internal and external mail, and shipping services, and provides graphics and printing services to 22 schools as well as District departments.

Reports to: Director of Communications

ESSENTIAL FUNCTIONS

- Performs overall management duties including supervising and training all Graphics and Printing department personnel; setting and maintaining the department budget; maintaining accounting records; and managing purchasing process to secure inventory and enable schools and sites to secure printed materials in a timely manner.
- Determines priorities; sets production schedules and maintains quality standards including seeking feedback from schools and sites to ensure satisfaction with orders and processes.
- Establishes and maintains staffing; selects, trains, supervises and evaluates staff.
- Ensures proper and efficient use of staff, supplies, equipment, operation and storage areas; maintains a safe work area and disposes of all hazardous materials in a safe manner; and maintains Material Safety Data Sheets (MSDS) on chemicals.
- Assists principals, department heads, and administrative office staff with projects from conception to completion to ensure the end result meets expectations and needs of the department and makes best use of District resources.
- Maintains and monitors profit/loss records and implements practices to ensure department remains budget-neutral when possible.



MANAGER OF GRAPHICS & PRINTING

- Manages procurement processes when required for purchase and maintenance of all equipment.
- Supervises District courier, who provides mail and delivery services to all schools and departments, and directs regular and special delivery courier routes.
- Oversees postage and U.S. Mail service to all District sites.
- Serves as liaison between the District and third-party printing companies on projects requiring equipment or processes not available in District print shop.
- Acts as liaison between facility and clients, offering technical advice on all aspects of print production and scheduling. Meets with all salespeople as needed.
- Monitors projects with regard to progress and costs of materials. Plans projects and schedules tasks over short- and long-term periods.
- Inspects submitted projects to ensure adherence to District printing policies, including inclusion of updated leadership and disclaimer text.
- Inspects completed projects to ensure compliance with plans and specifications.
- Meets regularly with staff to discuss and refine changes in policy and procedures necessary for proper departmental operations.
- Actively participates in monthly District leadership meetings and carries necessary information back to Graphics & Printing team.
- Keeps records of equipment maintenance; directs service technicians.
- Develops specifications for purchase of graphics and printing equipment as needed.
- Assists District public relations activities by ensuring appropriate branding on all communication materials such as brochures, newsletters, posters, and other marketing or outreach materials.
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century.
- Exhibits patience, courtesy, and tact when dealing with others.
- Performs other related duties as required.

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to lift 60 lbs. as a regular part of the position.
- Ability to pull, grasp, bend, stoop, twist, reach, and kneel.
- Accurate vision for proofreading, with or without reasonable accommodations.
- Accurate hearing at close range and up to 75 feet, with or without reasonable accommodations.
- Ability to sequentially order and prioritize.
- Ability to remain calm when handling customer concerns.
- Ability to problem-solve.
- Ability to digitally manipulate personal computer and office machines.

AMPHITHEATER PUBLIC SCHOOLS

FY24 PROFESSIONAL EXEMPT PLACEMENT SCHEDULE

<u>Professional Position</u>	<u>Minimum</u>	<u>Maximum*</u>
Manager of Graphics & Printing	\$42,302.62	\$69,586.27
Additional compensation may be given for years of experience.		
Salary amounts include override retention funding previously itemized separately on the salary schedule and are subject to reduction if the override expires.		
*This amount represents maximum earning potential in this classification.		
		04/11/2023

**AMPHITHEATER PUBLIC SCHOOLS
FY24 SCHOOL NURSE PLACEMENT SCHEDULE**

	BACHELORS	BA/BS + 15	MASTERS	MA/MS + 15	ED SPEC/NBCT	DOCTORATE
Minimum	\$44,500.00	\$45,135.00	\$46,405.00	\$47,039.00	\$48,309.00	\$49,578.00
Maximum*	\$67,705.72	\$68,772.64	\$70,906.48	\$71,973.40	\$74,107.24	\$76,240.06

Additional compensation may be given for years of experience.

Salary amounts include override retention funding previously itemized separately on the salary schedule and are subject to reduction if the override expires.

*This amount represents maximum earning potential in this classification.

04/11/2023

**AMPHITHEATER PUBLIC SCHOOLS
FY24 PROFESSIONAL PLACEMENT SCHEDULE**

	MINIMUM	MAXIMUM*
Psychologists	\$ 62,014.76	\$ 90,438.86
Psychologists w/doctorate	\$ 64,833.22	\$ 94,902.80

Additional compensation may be given for years of experience.

Salary amounts include override retention funding previously itemized separately on the salary schedule and are subject to reduction if the override expires.

*This amount represents maximum earning potential in this classification.

04/11/2023