

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

4/11/2023

GOVERNING BOARD MEETING PERSONNEL CHANGES

Hooton Rose English Learner/Special Education S; CT-PR Federal/State Programs Campbell Jennifer Curriculum, Instruction, & Interv. Supt CT Carlson Joanne Curriculum, Instruction, & Interv. Supt CT Carlson Joanne Cook Cheryl Teacher - Grade 3 CT CT Curriculum, Instruction, & Interv. Supt CT CT Curriculum, Instruction, & Interv. Supt CT CT Carlson Joanne Curriculum, Instruction, & Interv. Supt CT CT Curriculum, Instruction, & Interv. Supt CT Curric	LAST NAME	FIRST NAM	E TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHAN	GE COMMENT
Carlson Joanne Curriculum, Instruction, & Interv. Sup CT Wilson K-8 School Reassignment	Hooton	Rose	English Learner/Special Education S	r CT-PR	Federal/State Programs	Transfer	PR EX	4 years	*
Cook Chery Teacher - Grade 3	Campbell	Jennifer	•	•	Prince Elementary	Reassignment			*
Inglett		Joanne	Curriculum, Instruction, & Interv. Sup			Reassignment			*
Teager Lisa GEAR UP Assistant CL-RE Amphi High School Increase FTE	Cook	Cheryl			•				*
Gurule Jamle Manager of Graphics/Printing CL-PR Graphics & Printing Pland Carolyn Library Assistant CL Innovation Academy Promotion 4 + \$0.15 Badr Carolyn Craig Security Officer CL La Cima Middle School Wage Adjustment + \$0.85 Francisco Diana Bookkeeper II CL Food Service Admin Reassignment 7 + \$0.85 Francisco Diana Bookkeeper II CL Cupter Center Promotion 7 + \$0.89 Francisco Diana Bookkeeper II CL Cupter Center Promotion 7 + \$0.99 Johnson Raylee Cook Specialist CL Vettmore Center Promotion 7 + \$0.99 Johnson Kaylee Cook Cook Cupter Center Promotion 7 + \$0.99 Johnson Milliam Classroom Alde/Caregiver CL Cupter Center Promotion 2 + \$0.61 Ramirez David Bus Driver CL Transportation Increase FTE II + \$0.0313 FTE Waters Daniel Lead Journeyman Carpenter CL Food Service Admin Increase FTE II + \$1.00 Waters Daniel Lead Journeyman Carpenter CL Food Service Admin Increase FTE II + \$1.00 Waters Dianiel Custodian I CL Governoor As School Transportation Norgan ADDN - Summer School Teacher HS ADCT Amphi Middle School Addendum \$1.700.00 Berrigan Morgan ADDN - Summer School Teacher HS ADCT Amphi Middle School Addendum \$2.00 *** 2023-2024 School Year ADDN - Curriculum Development Bomke Keating Amy ADDN - IB Essay Coach HS ADCT CDO High School Addendum \$2.00 *** 2023-2024 School Year Addendum Employee verking an additional position or days Addendum Employee verking an additional position Correction Correcti	Inglett	Lindsay	Curriculum, Instruction, & Interv. Sup	•		•			*
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Franzen Nicole Special Education Records Specialist CL Wetmore Center Promotion 7 +\$0.69 Johnson Kaylee Cook CL CDO High School Decrease FTE	Burchwell	Craig	Security Officer	CL	La Cima Middle School	Wage Adjustment		+\$0.85	
Johnson Kaylee Cook CL CDO High School Decrease FTE	Francisco	Diana	Bookkeeper II	CL	Food Service Admin	Reassignment	7	+\$0.85	
Konishi Kristin Library Assistant CL Copper Creek Elementary Transfer 4 N/A McFadden William Classroom Alde/Caregiver CL Copper Creek Elementary Promotion 2 +50.61 Ramiricz David Bus Driver CL Transportation Increase FTE Increase ITE Imployee receiving a promotion to another position of the administration Increase ITE Increase ITE Imployee receiving a promotion to another position of time ITEMS INCREASE ITEMS	Franzen	Nicole	Special Education Records Specialis	t CL	Wetmore Center	Promotion	7	+\$0.69	
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Transfer Employee moving from one position to another	Temporary		Employee working for a limited period of time						
Page 1			Employee moving from one position to another	Г					

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GOVERNING BOARD MEETING PERSONNEL CHANGES

AST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHAN	GE 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
onahue	Brian	Coach - Volleyball Head Spring MS	ADCT	La Cima Middle School	Addendum			\$1,700.00
ttenger	Kerry	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$200.00
lantman	Harlan	Coach - 4th Q. Interscholastic Superv	ADCT	Amphi Middle School	Addendum			\$500.00
lolst	Lydia	Coach - Track Assistant MS	ADCT	Amphi Middle School	Addendum			\$1,400.00
ooton	Rose	Coach - Track Assistant MS	ADCT	La Cima Middle School	Addendum			\$1,400.00
ackow	Seth	Coach - Baseball Head MS	ADCT	Cross Middle School	Addendum			\$1,700.00
era	Adriana	ADDN - Homebound	ADCT	Walker Elementary	Addendum			\$42.00 per hour
arlatt	Lauren	ADDN - Vex Robotics	ADCT	Coronado K-8 School	Addendum			\$1,200.00
orabito	Rachel	ADDN - Essential Recruit Stipend	ADCT	Mesa Verde Elementary	Addendum			\$878.05
lea Rowe	Briana	Coach - Volleyball Assistant Spring M	ADCT	La Cima Middle School	Addendum			\$1,400.00
anneck	Jeffrey	ADDN - Interscholastic Supervisor	ADCT	La Cima Middle School	Addendum			\$500.00
amstack	Katie	Teacher - Rillito Classroom	ADCT	Rillito Center	Added Duty			\$3,447.80
ose	Stileda	ADDN - Summer School Counselor	ADCT	Amphi High School	Addendum			\$5,712.00
anchez	Tenaya	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$600.00
nepard	Shelley	ADDN - Essential Recruit Stipend	ADCT	Amphi High School	Addendum			\$682.93
arlin	Erika	Coach - Track Assistant HS	ADCT	Coronado K-8 School	Addendum			\$1,400.00
reet	Lee	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$200.00
nomure	Emry	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$200.00
odd	Cary	Coach - Baseball Head MS	ADCT	La Cima Middle School	Addendum			\$1,700.00
oodard	Nicholas	ADDN - Extra Curric. Activ. Director	ADCT	La Cima Middle School	Addendum			\$2,000.00
eager	Elizabeth	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$600.00
erkej	Thomas	ADDN - Summer School Security Offi	ADCL	Amphi High School	Addendum			\$15.00 per hour
		2023-2024 School Year					ADCT A	ddendum Certified
dendum		Employee receiving extra-curricular position or s	stipend					ddendum Classified
ded Duty		Employee working additional hours or days						ddendum Amphi Community Schools
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motion		Employee receiving a promotion to another posi-	ition					lementary
assignment		Employee moving to another position at the dire	ection of	the administration			MS M	liddle School
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mporary		Employee working for a limited period of time						
ınsfer		Employee moving from one position to another						
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GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Farmer Frank Strang	Savannah Thomas Alecia	ADDN - Extra Hours ADDN - Summer School Computer R Special Events Worker	ADCL	Walker Elementary Amphi High School Ironwood Ridge High	Added Duty Addendum Addendum			\$16.37 per hour \$19.46 per hour \$13.85 per hour

*	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		

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FLSA: Exempt Professional Exempt Revised April 2023



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.

FLSA: Exempt Professional Exempt Revised April 2023



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 PUBLI	C SCHOOLS	
FY24 PROFESSIONAL EXEMPT PL	ACEMENT SCH	EDULE
Professional Position	<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 item	ized separately on the s	salary
schedule and are subject to reduction if the override expires.		
*This amount represents maximum earning potential in this classif	fication.	
		04/11/2023

AMPHITHEATER PUBLIC SCHOOLS FY24 SCHOOL NURSE PLACEMENT SCHEDULE

Minimum

Maximum*

BACHELORS	BA/BS + 15	MASTERS	MA/MS + 15	ED SPEC/NBCT	DOCTORATE
\$44,500.00	\$45,135.00	\$46,405.00	\$47,039.00	\$48,309.00	\$49,578.00
\$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
	1724/3-2	
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