



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: April 12, 2022

TITLE: Approval of Appointment of Administrative Personnel

BACKGROUND:

Administration presents the below candidates to the Governing Board for review and approval for hire for the following respective administrator positions: (1) Coronado K-8 School Principal, (2) Donaldson Elementary School, and (3) Harelson Elementary School Principal. Pertinent information about the recommendation for each position is set forth below.

1. Coronado K-8 School Principal

The position of Principal of Coronado K-8 School was advertised as open for Fiscal Year 2022-2023 and qualified applicants reviewed. Tassi Call, Matt Munger, Rowdy Frederiksen, and Bethany Papajohn screened twelve files for the position. Five candidates were selected to interview with the committee. The individuals interviewed were: Robert Jewett, Todd Garelick, Jennifer Letts, Joshua Peebles, and Charlene Roll.

The interview committee consisted of:

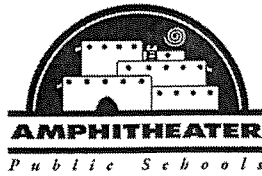
- Becka Elton, Parent of a student at Coronado K-8
- Ruth Galindo Rosenbaum, Counselor at Coronado K-8
- Rebecca Green, Teacher at Coronado K-8
- Michael McConnell, Principal of Innovation Academy
- Kristy Milne, Parent of a student at Coronado K-8
- Jane Morales, Teacher at Coronado K-8
- Matt Munger, Associate Superintendent for Secondary Education
- Liesl Scheffel, Teacher at Coronado K-8
- Jason Weaver, Principal at Harelson Elementary
- Shirley White, Registrar at Coronado K-8

Based on the ratings of the interview committee, the following two candidates were brought forward for a second interview on Monday, March 28, 2022: Todd Garelick and Jennifer Letts. The interview committee consisted of the following individuals:

- Todd Jaeger, Superintendent
- Tassi Call, Associate Superintendent for Elementary Education
- Matt Munger, Associate Superintendent for Secondary Education
- Michelle Tong, Associate to the Superintendent and General Counsel
- Kristin McGraw, Executive Director of Student Services
- Julie Valenzuela, Director of 21st Century Education

Based on the ratings of the second interview committee, Jennifer Letts was recommended as the finalist to interview with Superintendent Todd Jaeger on Monday, April 4, 2022.

Superintendent Todd Jaeger recommends **Jennifer Letts** for the position of Principal of Coronado K-8 School for Fiscal Year 2022-2023.



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2. Donaldson Elementary School Principal

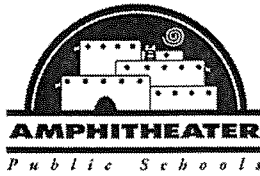
With the Governing Board's approval of Jennifer Letts as Principal of Coronado K-8 School, the position of Donaldson Elementary School Principal will become vacant for Fiscal Year 2022-2023. While small in number, the Donaldson school community is vital in the Amphitheater District so it is important that the principal vacancy created by Ms. Letts' promotion be filled as soon as possible to provide continuity for students, staff, and families in the Donaldson community.

The standard administrative screening and interview process takes between six to eight weeks to complete. If followed, a school principal will not be identified for Donaldson until summer. Also, the competition to hire experienced school administrators is higher than ever this spring after senior administrators throughout the county have announced plans to retire following back-to-back-to-back pandemic school years. In prior years, Administration has recommended using an interim appointment when principal positions become vacant so late in the school year to ensure consistency and continued success for the community. The concern is that many of the qualified candidates will already be under contract by the time the Donaldson community will be ready to interview potential principal applicants.

Fortunately, Amphitheater Public Schools has an experienced administrator on staff who is available to serve as an interim principal for Donaldson Elementary School next year. The District hired Andrew Szczepaniak last year as Principal of Amphi Academy Online when community requests for a fully online school were high due to COVID-19. As community transmission of the disease have dwindled and school-aged children have become eligible to receive a COVID-19 vaccination, more families indicate plans to return to traditional learning on a school campus next year. The decreased number of families desiring fully online school next year provides a unique opportunity for the Donaldson community to be able to work with Principal Szczepaniak on an interim basis, while he continues to oversee the online school, to end the school year knowing their principal and continue the important work that they are currently doing without interruption.

Principal Szczepaniak has closely worked with Principal Letts on elementary curriculum this year. He is a skilled administrator who came to the District with elementary experience. Administration met with Principal Szczepaniak this week to structure plans designed to ensure success for both schools next year. If appointed as interim Donaldson Elementary School Principal, Principal Szczepaniak will operate Amphi Academy Online from the Donaldson campus, which means he will be available to the Donaldson community full time. Amphi Academy Online already operates efficiently with limited staff, and until this year, it did not have a full-time administrator overseeing it. The lower enrollment numbers for both schools in FY 2022-2023 means that Principal Szczepaniak can supervise both without interruption to the other.

Superintendent Todd Jaeger recommends that **Andrew Szczepaniak** be appointed into the position of Donaldson Elementary School Principal on an interim basis for FY 2022-2023 while he continues to supervise Amphi Academy Online.



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3. Harelson Elementary School Principal

The position of Principal of Harelson Elementary School was advertised as open for Fiscal Year 2022-2023 and qualified applicants reviewed. Tassi Call, Matt Munger, Rowdy Frederiksen, Elizabeth Jacome, and AJ Malis screened fifteen files for the position. Five candidates were selected to interview with the committee. The individuals interviewed were: Kristy Esquerria, Todd Garelick, Stephanie Hayes, Robert Jewett, and Charlene Roll.

The interview committee consisted of:

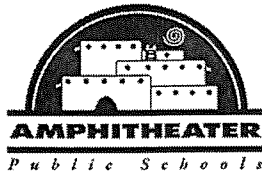
- Tara Bulleigh, Principal of Canyon del Oro High School
- Tassi Call, Associate Superintendent for Elementary Education
- Megan George, Parent of a student at Harelson Elementary
- Chris Gutierrez, Principal of Cross Middle School
- Lisa Hernandez, Administrative Assistant at Harelson Elementary
- Andrea Klein, Teacher at Harelson Elementary
- Lizabeth Loehr, Teacher at Harelson Elementary
- Leah Noreng, Parent of a student at Harelson Elementary
- Christine Petersen, Counselor at Harelson Elementary
- Lori Price, Parent of a student at Harelson Elementary
- Shauna Thomas, Teacher at Harelson Elementary
- Robyn Yewell, Teacher at Harelson Elementary

Based on the ratings of the interview committee, the following two candidates were brought forward for a second interview on Monday, March 28, 2022: Stephanie Hayes and Robert Jewett. The interview committee consisted of the following individuals:

- Todd Jaeger, Superintendent
- Tassi Call, Associate Superintendent for Elementary Education
- Matt Munger, Associate Superintendent for Secondary Education
- Michelle Tong, Associate to the Superintendent and General Counsel
- Kristin McGraw, Executive Director of Student Services
- Julie Valenzuela, Director of 21st Century Education

Based on the ratings of the second interview committee, Stephanie Hayes was recommended as the finalist to interview with Superintendent Todd Jaeger on Monday, April 4, 2022.

Superintendent Todd Jaeger recommends **Stephanie Hayes** for the position of Principal of Harelson Elementary School for Fiscal Year 2022-2023.



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RECOMMENDATION:

It is the recommendation of Administration that the Governing Board approve the above identified administrative appointments as presented.

INITIATED BY:

Michelle Tong

Michelle H. Tong, J.D.
Associate to the Superintendent and General Counsel

Date: April 11, 2022

Todd A. Jaeger

Todd A. Jaeger, J.D. Superintendent

4/12/2022

**GOVERNING BOARD MEETING
APPOINTMENTS**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	LEVEL	EXP CREDIT	ADD'L INFO	RECOMMENDED BY COMMENT
Haller	Linda	Assistant Director of Student Se	CT-AD-RET	Rillito Center			Rescind	*Retiring
Szczepaniak	Andrew	Principal	CT-AD-RET	Donaldson Elementary	KSP	+\$12,774.84	Promotion	*Continuing AAO Principal
Hayes	Stephanie	Principal	CT-AD	Harelson Elementary	ESP	0 years	Promotion	*
Letts	JJ	Principal	CT-AD	Coronado K-8 School	KSP	+\$8,238.19	Promotion	*

* 2022-2023 School Year
 Addendum Former employee or new hire receiving extra-curricular position
 New New hire filling a newly created position
 Rehire Former employee returning to a position in the district
 Replacement New hire filling a vacated position
 Rescind Declined position after appointment

HSP High School Principal
 MSP Middle School Principal
 ESP Elementary School Principal
 HSA High School Assistant Principal
 MSA Assistant Middle School Principal
 ESA Elementary Assistant Principal
 SAS Support Administrator

ADCT Addendum Certified
 ADCL Addendum Classified
 ADACS Addendum Amphi Community Schools
 ADDM Addendum Only
 CT-AD Certified Administrative
 CT Certified
 CL-AD Classified Administrative
 CL Classified
 PR Professional
 ASW Student Worker

Jennifer Jeanette Letts

Education/Certification

M.Ed.	Northern Arizona University, Tucson, Arizona Major: Educational Leadership, 2004
B.S.	Northern Arizona University, Flagstaff, Arizona, 1994 Major: Elementary Education and Special Education
Principal Certificate	Arizona expiration 2025
Teacher Certificate	Standard Elementary Education K-8, Arizona, expiration 2025 Standard Special Education K-12, Arizona, expiration 2025 Middle School Endorsement-Social Studies, Arizona Middle School Endorsement-Language Arts, Arizona K-8 ESL Endorsement, Arizona

Honors

Rodel Aspiring Principal 2010

Administrative and Leadership Experience

Amphitheater School District

Marion Donaldson Elementary

Principal 2018-present

- Instructional Leader
- Evaluation of Staff
- Professional Development
- Parent and Community Liaison
- Facilities Management
- Student Discipline

Amphitheater Middle School

Assistant Principal 2017- 2018t

Instructional Support Assistant 2015-2017

- ACHIEVE Coordinator
- Discipline 6-8
- 504 Coordinator
- Staff Evaluator Certified and Classified
- Professional Development Instructor
- UDB Curriculum design and alignment
- 301 Instructional Videos

Prince Elementary School

Instructional Support Assistant 2014-2015

- Discipline for K-5
- CAT Team Coordinator
- Staff Evaluator Certified and Classified
- Professional Development Coordinator and Instructor
- Master Schedule and AZMerit Testing Schedule

Amphitheater High School

Instructional Support Assistant 2013-2014

- Discipline for freshmen and seniors
- AP Coordinator

- Honors Ceremonies
- Staff Evaluator- Certified and Classified
- Director of Security
- Cambridge Summer Learning Coordinator
- Tutoring Programs Coordinator

Summer School Principal 2014

Special Education Facilitator, Special Education Department Head and 504 Coordinator 2012-2013

University Of Arizona

College of Education

Teaching, Learning & Sociocultural Studies

Site Coordinator for Coyote Trail, Richardson, and Mesa Verde Methods sites 2008- 2011

- Coordinated and facilitated the site with administration, teachers, and pre-service teachers
- Prepared materials for the students for the semester: site schedule, site calendar (assignments for all 5 classes), site roster, attendance notebook for each school office.
- Prepared materials for each school/teacher who hosts students for applications: brochure explaining the program, application schedule, roster of students and assigned classrooms, attendance folder for each classroom.
- Administered evaluations of students to teachers

Student Teaching Supervisor working with the Rodel Aspiring Student Teachers 2008-2011

- Observed and coached student teachers a minimum of every two weeks within the 75 days
- Evaluated student teachers through midterm and final evaluations with cooperating teachers
- Addressed issue, concerns, and questions

Flowing Wells School District

Flowing Wells Junior High

Advanced Ed. National Accreditation Committee 2011-2012

- Led committee to collect, organize, and assembled artifacts that displayed the district's personnel and staff development practices
- Analyze the district's mission and vision and collected artifacts to submit for review that displayed the district's practices that matched the vision and mission

Walter Douglas Elementary

Writing Coach 2007-2011

- Developed school wide quarterly writing assessments
- Designed and implemented a two day in-service program for all teachers in the school to teach and ensure the implementation of strong writing instruction across grade levels
- Trained all teachers in using the six-traits of writing rubric, R.A.F.T.S, and other methodology for implementing quality instruction to their students
- Led inter-rater reliability grading sessions at staff meetings

Career Ladder

Instructional Coordinator 2000, 2004

- Provided coaching for all career ladder participants using the cognitive coaching format
- Planned conferences, scheduled observations, conducted Information/Advisory meetings, coached for O.E. indicators, evaluations, and project documentation

Evaluator Liaison 1999-2000

- Evaluated written student achievement projects for participants on the ladder
- Communicated scores and feedback with teachers at my school site and answered questions

Teaching Experience

Flowing Wells School District

Flowing Wells Junior High

Resource English 7th Grade 2011-current

Social Studies Teacher 8th Grade 2002-2004

Reading Teacher 8th Grade 2002-2004

Social Studies Teacher 7th Grade 2001, 2002

Language Arts Teacher 8th Grade 2001, 2002

University Of Arizona

College of Education

Teaching, Learning & Sociocultural Studies
Clinical Assistant Professor specializing in Language Arts 2008-2011

Flowing Wells School District

Walter Douglas Elementary

Fifth Grade Teacher August 04 through 2008

Laguna Elementary

Fourth Grade Teacher 1996-2000

First Grade Teacher 1994-1996

Stephanie Hayes

SCHOOL ADMINISTRATOR



Education & Credentials

MASTER'S DEGREE
Educational Administration
Grand Canyon University
2018

MASTER'S DEGREE
Bilingual and Multicultural
Education
Northern Arizona University
2005

BACHELOR OF SCIENCE
Speech Pathology and
Audiology
Northern Arizona University
1994-1998

CERTIFICATIONS
Principal, PreK-12
Teacher, Grades K-8

ENDORSEMENTS
Reading, Grades K-8
ESL, Prek-12
Early Childhood, Birth-Age 8

NATIONAL BOARD
TEACHING CERTIFICATION
Literacy: Reading-Language
Arts, Early and Middle
Childhood

Professional Profile

I am a passionate, relationship-based, data-driven and detail-oriented administrator, who is committed to being an advocate for every student's success. During my 22 years of employment in the Amphitheater School District, I have been dedicated to learning and growing as an educator in order to best serve my students and school. My priority as an elementary principal is to create an environment where students, staff, families and the community work together to build and equip our students, both academically and socially, to be successful.

Leadership Experience

Assistant Principal
Richard B. Wilson K-8 School, Oro Valley, AZ | July 2019- Current

As an assistant principal, I focused on building relationships with teachers, classified staff, students, and their families in order to maintain a high level of communication and support which enabled all stakeholders to be successful.

- Student supervision and discipline
- Teacher and staff evaluation, coaching, and support
- School test coordinator: create school wide testing schedule, knowledge of current requirements and accommodations, communication with testing proctors and monitoring of technology requirements
- Administrator in charge of technology: assist teachers with digital curriculum including Tyler SIS and Schoology, inventory and distribute Chromebooks, updating school webpage on Blackboard, promote 21st Century Skills
- Participate in screening and hiring certified and classified personnel
- Assist with effective implementation of math and reading curriculum, McGraw-Hill *Everyday Math* and Harcourt Houghton Mifflin *Into Reading*
- Attend District administrative retreats, District trainings, and monthly assistant principal meetings to collaborate and grow professionally
- Develop and facilitate elementary and middle school professional development
- Assist school administration in the coordination and supervision of school activities and programs
- Responsible for overall safety and welfare of students and staff

Instructional Specialist/Administrative Designee
Marion Donaldson Elementary School, Tucson, AZ | August 2014- May 2019

While at Donaldson, I took on roles that enabled me to develop my leadership skills. During this time, I experienced the positive impact an effective leader can have on a school community which inspired me to obtain my administrative degree.

- Administrative designee: Assisted principal with administrative tasks such as discipline, staffing issues, communication with parents, scheduling, testing coordinator and administrator, emergency response, teacher mentoring, professional development, staff hiring, and communication with central district personnel
- Teacher Leader: Technology Coach, Student Assistance Team Facilitator, Leadership Team Member, Student Services Goal Team Leader, Testing Coordinator, Reading Seed Coordinator

Stephanie Hayes

SCHOOL ADMINISTRATOR



Professional Development

MODEL SCHOOLS
Wilson K-8 School
2022

NO EXCUSES UNIVERSITY
Turn Around Schools
2019

COGNITIVE COACHING
Office of Pima County
Superintendent
2016

SUMMIT ON PLC AT WORK
Solution Tree
2016

Awards & Activities

DISTINGUISHED SERVICE
Amphitheater Public Schools
March 2019

NATIONAL BOARD
CANDIDATE SUPPORT TEAM
Arizona K-12 Center
2016-2019

ARIZONA TEACHER FELLOW
Hope Street Group
2017-2018

GOT 2B SAFE! NATIONAL
AWARD WINNER
Honeywell and The National
Center for Missing and
Exploited Children
2010

Leadership Experience continued

- 21st Century Community Learning Center ACHIEVE Coordinator:
Manage all aspects of grant funded before and after school program including staffing, hiring, budget, instructional content and development, student recruitment and attendance, discipline, teacher development and evaluation, parent communication, community involvement, grant

Core Competencies

Effective Communicator
Student-Centered Focus
Excellent Listener
Knowledge of Quality Instruction

Calm, Fair and Consistent
Technology Savvy
Creative Problem Solver
Lover of Learning

Teaching Experience

READING INTERVENTIONIST
Donaldson Elementary School, Tucson, AZ | Date 2014-2019

THIRD GRADE TEACHER
Donaldson Elementary School, Tucson, AZ | Date 2012-2014

THIRD GRADE TEACHER
Holaway Elementary School, Tucson, AZ | 2011-2012

ENGLISH LANGUAGE DEVELOPMENT TEACHER
Holaway Elementary School, Tucson, AZ | 2006-2011

FIRST AND SECOND GRADE TEACHER
Walker Elementary School, Tucson, AZ | 2002-2005

KINDERGARTEN TEACHER
Nash Elementary School, Tucson, AZ | 2001-2002

SECOND GRADE TEACHER
Esperanza Elementary, Tucson, AZ | 2000

GRADUATE LEVEL UNIVERSITY INSTRUCTOR
Foundations of Sheltered English Immersion [SIOP Model]
University of Phoenix | 2008-2011

SPEECH TECHNICIAN
Amphitheater Public Schools, Tucson, AZ | 2000-2001