



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

DATE OF MEETING: **October 5, 2021**

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 October 4, 2021.

In addition, Administration recommends the Board approve the job description provided with this item for a “Pandemic Mitigation and Compliance Officer.” The pandemic has required employees throughout the Amphitheater District to take on new or additional responsibilities to be able to continue to provide in-person instruction in our schools. This is particularly true for the school health office employees who took on the following multiple new responsibilities, in addition to their already existing duties, to mitigate exposure of COVID-19 at school:

- Provide notice to Pima County Health Department (PCHD) about positive COVID-19 cases in the school community,
- Conduct contact tracing for positive cases at schools and issue letters to close contacts to quarantine,
- Answer questions for families about isolation and quarantine,
- Fill out the PCHD survey for close contacts,
- Evaluate COVID-19 vaccination cards and/or test results to readmit close contacts to school,
- Conduct BinaxNOW testing for students and staff displaying symptoms of COVID-19 at school, and
- Coordinate BinaxNOW test clinics after school hours as an added service for Amphitheater Public Schools students and their families.

Approval of the position of “Pandemic Mitigation and Compliance Officer” will help alleviate some of these extra duties for the school health offices by taking away a large part of the contact tracing that they have been doing. The position qualifies to be funded with ESSER funds.

In addition, Administration recommends that a “Health and Pandemic Stipend” be approved for School Nurses to pay them for an extra 5 hours of work per week to account for the other added responsibilities that they have taken on due to the pandemic. This stipend will be effective from date of approval by the Governing Board for this school year only, and likewise, qualifies to be funded with ESSER funds.

Finally, Administration recommends a similar “Health and Pandemic Differential” be approved for the School Health Assistants and Elementary School Health Aides in the amount of \$1.97 per hour this year only. Both positions are currently paid minimum wage. This differential will cover the extra duties required of them for testing and reporting during the pandemic.

RECOMMENDATION:

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

INITIATED BY:

Michelle Tong

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

Date: October 4, 2021

Todd A. Jaeger

Todd A. Jaeger, J.D., Superintendent

10/5/2021

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Deitering	Sheri	Teacher - Cross Categorical Classi	CT-301	Nash Elementary	301 Payment			\$600.00
Gilchrist	Lindsey	Teacher - Grade 2	CT-301	Rio Vista Elementary	301 Payment			\$600.00
Gonzalez Garcia	Leticia	Teacher - ELL/SEI	CT-301	Amphi Middle School	301 Payment			\$600.00
Guymon	Kate	Teacher - REACH	CT-301	La Cima Middle School	301 Payment			\$3,152.52
Hasenyager	Gabrielle	Teacher - Earth Science	CT-301	CDO High School	301 Payment			\$600.00
Puffett-Smith	Stephanie	Teacher - ELL/SEI	CT-301	Innovation Academy	301 Payment			\$450.00
Edelbrock	Thomas	Music Coordinator	CT	Wetmore Center	Added Duty			\$1,500.00 per year/Two year position
Hess	Charles	Teacher - P. E.	CT	Cross Middle School	Added Duty			\$8,372.64
Hill	Vanessa	Teacher - REACH	CT	Keeling Elementary	Decrease FTE			<.20 FTE>
Almada	Laura	Custodian I	CL	Wetmore Center	Transfer	D	N/A	
Battaglia	Beverly	Food Service Attendant I	CL	Donaldson Elementary	Increase FTE			+ .0625 FTE
Gaspari	Tracy	School Administrative Assistant	CL	Wilson K-8 School	Decrease FTE			<0.5 FTE>
Noshey	Aaron	Instructional Technology Specialist	CL	Donaldson Elementary	Increase FTE			+0.15 FTE
Thomas	Alexandre	Computer Repair Technician	CL	Ironwood Ridge High	Promotion	K	+\$2.55	
Utley	Lourdes	Crossing Guard	CL	Keeling Elementary	Transfer	A	N/A	
Utley	Lourdes	Campus Monitor	CL	Keeling Elementary	Transfer	A	N/A	
Aros	Jessica	Special Events Worker	ADCT	Ironwood Ridge High	Addendum			\$12.15 per hour
Baller	Ann	ADDN - Certified Tutor	ADCT	Walker Elementary	Addendum			\$30.00 per hour
Busby	Devon	ADDN - Student Council EL	ADCT	Donaldson Elementary	Addendum			\$950.00
Colaiani	Nina	ADDN - Essential Recruit Stipend	ADCT	Painted Sky Elementary	Addendum			\$3,473.17

*	2020-2021 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
Colaiani	Nina	ADDN - Section 504	ADCT	Painted Sky Elementary	Addendum		\$300.00	
Dimillio	Donna	Special Events Worker	ADCT	Ironwood Ridge High	Addendum		\$12.15 per hour	
Donahue	Brian	ADDN - Certified Tutor	ADCT	Walker Elementary	Addendum		\$30.00 per hour	
Edelbrock	Thomas	ADDN - Performing Arts MS	ADCT	Cross Middle School	Addendum		\$1,800.00	
Emans	Deborah	ADDN - Certified Tutor	ADCT	Walker Elementary	Addendum		\$30.00 per hour	
Escalante	Ana	Special Education Facilitator	ADCT	Cross Middle School	Addendum		\$1,200.00	
Ettenger	Kerry	ADDN - Extra Hours	ADCT	CDO High School	Addendum		\$27.51 per hour	
Faniel	Kia	Special Events Worker	ADCT	Ironwood Ridge High	Addendum		\$12.15 per hour	
Gipson	Lori	Special Events Worker	ADCT	Ironwood Ridge High	Addendum		\$12.15 per hour	
Habinek	Daniel	Special Events Worker	ADCT	Ironwood Ridge High	Addendum		\$12.15 per hour	
Knepper	Damon	ADDN - Percussion HS	ADCT	Ironwood Ridge High	Rescind			
Moser	Sarah	ADDN - Extra Hours	ADCT	CDO High School	Addendum		\$25.97 per hour	
Murugesean	Ashreetha	Coach - Tennis MS	ADCT	Amphi Middle School	Rescind			
Pepliniski	Theresa	Special Events Worker	ADCT	Ironwood Ridge High	Addendum		\$12.15 per hour	
Post	Brian	Special Events Worker	ADCT	CDO High School	Addendum		\$12.15 per hour	
Reynolds	Leighann	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Rogers	Alison	ADDN - Extra Hours	ADCT	CDO High School	Addendum		\$31.13 per hour	
Rouille	Doreen	Special Events Worker	ADCT	Ironwood Ridge High	Addendum		\$12.15 per hour	
Sanchez	Tenaya	ADDN - Extra Hours	ADCT	CDO High School	Addendum		\$27.01 per hour	
Sova	Ashley	ADDN - Performing Arts MS	ADCT	Cross Middle School	Addendum		\$1,800.00	
Street	Lee	ADDN - Extra Hours	ADCT	CDO High School	Addendum		\$28.86 per hour	
Swartz	Danielle	ADDN - Section 504	ADCT	Innovation Academy	Addendum		\$248.78	

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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	
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Tagawa	Turo	ADDN - Performing Arts MS	ADCT	Cross Middle School	Addendum		\$1,800.00	
Thomure	Emery	ADDN - Extra Hours	ADCT	CDO High School	Addendum		\$25.97 per hour	
Wilmoth	Mikaela	ADDN - Certified Tutor	ADCT	Prince Elementary	Addendum		\$30.00 per hour	
Calderon	Jesus	Special Events Worker	ADCL	Amphi High School	Addendum		\$12.15 per hour	
Champie	Margaret	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Clark	Kandi	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Dees	Farrell	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Ferell	Joan	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Added Duty		\$15.91 per hour	
Fowler	Tracey	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Garbera	Shawn	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Horger	Mechele	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Hughett	Anthony	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Israel	Brenda	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Israel	Ira	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Kline	Joseph	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Lord	Robert	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
McGann	Bonny	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Neisius	Penny	Special Events Worker	ADCL	CDO High School	Addendum		\$12.15 per hour	
Nelson	Marjorie	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Ravenell	Aaron	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	
Soto	Rosemary	Special Events Worker	ADCL	CDO High School	Addendum		\$12.15 per hour	
Stillson	Deborah	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$12.15 per hour	

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Variance	Thaddeus	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$12.15 per hour
Voorhees	Betty	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$12.15 per hour
Wilford	Cindy	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$12.15 per hour
Williams	Daniel	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$12.15 per hour
Wilson	Clay	Special Events Worker	ADCL	CDO High School	Addendum			\$12.15 per hour
Zinkin	Michael	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$12.15 per hour

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Professional Exempt
September 2021

PANDEMIC MITIGATION AND COMPLIANCE OFFICER

QUALIFICATIONS

A. REQUIRED

- Bachelor's Degree or higher in a related field
- Minimum two years of experience in health or health related services, human services, data analysis and collection, or community relations
- Strong working knowledge of computer applications to include word processing, spreadsheets, databases and software applications
- Equivalent combination of education/training/experience

B. DESIRED

- Prior experience working in an educational setting

SUMMARY

Oversees and coordinates the District's mitigation efforts in regards COVID-19 and related case investigations and contact tracing. Serves as primary liaison with state and local public health departments.

Reports to: Associate to the Superintendent/General Counsel

ESSENTIAL FUNCTIONS

- Serves as primary liaison with state and local public health departments
- Develops and enforces pandemic mitigation measures
- Tracks, analyzes, advises, consults, and implements new/updated public health guidelines in coordination with the District's Health Services and Legal Division and other district stakeholders as necessary
- Continuously monitors the District's preparedness activities, protocols, and responses to the ever-changing conditions
- Coordinates with schools and district sites for compliance with reporting to public health departments
- Serves as a resource and provide guidance to district administrators regarding district protocols, contact tracing, and communication including effective implementation. Provides assistance with contact tracing for cases that involve more than one school site and/or department and assist with prompt communications
- Provides information to public health departments about reports of contagious disease or potential exposure at a school or District site
- Investigates reports of potential exposures at school
- Communicates with individuals in a manner that preserves the confidentiality and privacy of all involved
- Collaborates with sites to provide notice of potential exposure to COVID-19 adhering to established protocols to provide COVID-19 information
- Conducts notification of exposure in a manner that maintains the confidentiality of the individual who was diagnosed with COVID-19 except as necessary for public health and safety
- Communicates with health departments, school and Districts sites, and families about isolation and quarantine notices

- Coordinates with District and public health departments on testing and vaccination options for students, families, employees and community members
- Obtains and documents relevant information, including contact demographics, underlying medical conditions, and other risk factors
- Maintains data concerning isolation and quarantine of students and employees
- Maintains District reports and web site information related to pandemic mitigation measures and dash boards
- Work with the Amphitheater's Communications Department to develop strategies of communication about COVID-19 response and protocols for internal and external district stakeholders, including but not limited to staff, students, families, community members, elected officials and more
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs all duties with patience, courtesy, and tact
- Perform other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate and express oneself clearly and concisely, both orally and in writing
- Ability to effectively communicate with a wide variety of people in varying circumstances
- Ability to apply strong evaluative statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to sustain extended work hours and problem situations
- Ability to work alone and as part of a team
- Ability to multi-task in an office setting
- Ability to appropriately handle confidential information and records
- Ability to organize work and handle high volumes of information
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established guidelines
- Ability to concentrate for extended periods of time
- Ability to operate phone, computer and digital equipment

AMPHITHEATER PUBLIC SCHOOLS

Pandemic Mitigation & Compliance Officer - Professional Exempt

Salary Placement Schedule (FY22)

Minimum	1 Year	2 years	3 years	4 years	5 years	6 years	7 years	8 years	9 years	10 years
\$54,223.43	\$55,291.19	\$56,380.30	\$57,491.20	\$58,624.33	\$59,780.12	\$60,959.00	\$62,161.49	\$63,388.01	\$64,639.06	\$65,915.13