



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

---

**DATE OF MEETING:** April 11, 2023

**TITLE:** Approval of Appointment of Administrative Personnel

---

**BACKGROUND:**

**1. Holaway Elementary School Principal**

Tassi Call, Matt Munger, Elizabeth Jacome, Julie Valenzuela, Angela Wichers, and Jason Weaver screened four files for the position. Two candidates were selected to interview with the committee. The individuals interviewed were: Trechel Gindt, and Michelle Poppen.

The interview committee consisted of:

- Tassi Call, Associate Superintendent for Elementary Education
- Rigel Escobar, Speech Pathologist, Holaway
- Stephanie Hamrick, Teacher at Holaway
- Jill Gibson-Sinclair, Teacher at Holaway
- Amanda Griffin, Parent of a Holaway student
- Jennifer Krim, Teacher at Holaway
- Annette Orelup, Principal of Keeling
- Laurie Sheber, Principal of Prince
- Mary Sierra, Parent of a Holaway student
- Kim Smith, Teacher at Holaway
- Kristi Williams, Campus Monitor at Holaway

Based on the ratings of the interview committee, a second interview occurred on April 10, 2023, with the following individuals serving as the interview panel:

- Tassi Call, Associate Superintendent for Elementary Education
- Matt Munger, Associate Superintendent for Secondary Education
- Michelle Tong, Associate to the Superintendent and General Counsel
- Scott Little, Chief Financial Officer

Associate Superintendent for Elementary Education Tassi Call conducted a final interview later that same day.

Superintendent Todd Jaeger recommends **Trechel Gindt** for the position of Principal of Holaway Elementary School for FY 23-24.

**2. Nash Elementary School Principal**

The position of Nash Elementary School Principal was advertised as open for FY 23-24 and qualified applicants reviewed. Tassi Call, Matt Munger, Elizabeth Jacome, Julie Valenzuela, David Humphreys, and Mamie Spillane screened five files for the position. Two candidates were selected to interview with the committee (two candidates were selected but one cancelled the day of the interviews). The individual interviewed was Jessica Jarrett.



GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

---

The interview committee consisted of:

- Tassi Call, Associate Superintendent for Elementary Education
- Kristin Alvarez, Teacher at Nash
- Susan Campbell, Administrative Assistant at Nash
- Steve Ernsky, Teacher at Nash
- Shari Loussou-Lossavi, Teacher at Nash
- Lisa Makovich, Library Aide at Nash
- Timothy Ripp, Principal of Mesa Verde
- Mickella Taylor, Teacher at Nash
- Christopher Trimble, Principal of Walker

Based on the ratings of the interview committee, a second interview occurred on April 10, 2023, with the following individuals serving as the interview panel:

- Tassi Call, Associate Superintendent for Elementary Education
- Matt Munger, Associate Superintendent for Secondary Education
- Michelle Tong, Associate to the Superintendent and General Counsel
- Scott Little, Chief Financial Officer

Associate Superintendent for Elementary Education Tassi Call conducted a final interview later that same day.

Superintendent Todd Jaeger recommends **Jessica Jarrett** for the position of Nash Elementary School Principal for FY 23-24.

---

**RECOMMENDATION:**

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

---

**INITIATED BY:**

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

Date: April 10, 2023

Todd A. Jaeger, J.D., Superintendent

4/11/2023

**GOVERNING BOARD MEETING  
APPOINTMENTS**

| LAST NAME | FIRST NAME | TITLE     | CT/CL | LOCATION           | LEVEL | EXP CREDIT | ADD'L INFO | RECOMMENDED BY | COMMENT |
|-----------|------------|-----------|-------|--------------------|-------|------------|------------|----------------|---------|
| Gindt     | Trechel    | Principal | CT-AD | Holaway Elementary | ESP   | +4%        | Promotion  | Ms. Call       | *       |
| Jarrett   | Jessica    | Principal | CT-AD | Nash Elementary    | ESP   | +4%        | Promotion  | Ms. Call       | *       |

\* 2023-2024 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

# Trechel Gindt

Educator

1

## Professional Objective

I am devoted to demonstrating positive communication with parents, teaching staff, administrators and community members. Through general direction and professional judgement, I am committed to upholding educational advancement of our students by instilling the portrait of a graduate. I believe the most effective way to establish this outcome is to build and maintain individual relationships.

## Experience

### ASSISTANT PRINCIPAL

Coronado K-8 School / July 2020 – Current

- Observed, supported and evaluated 16 certified teachers
- Continually supervised classified staff members to serve students, assist teachers & ensure campus safety and cleanliness
- AVID Site Coordinator including recruiting incoming 6<sup>th</sup> grade students and current students to join
- Implemented new Social Emotional Learning Curriculum and support teachers with instruction
- Interviewed and hire numerous candidates within both certified and classified positions
- Supervised sporting events on campus all four quarters
- Addressed K-8 discipline, including parent teacher conferences, designing and implementing behavior plans and attending long term suspension hearings.
- Developed online learning procedures during the COVID-19 Pandemic
- Provided Crisis Prevention Intervention trainings for district employees
- Organized and implemented our first 6<sup>th</sup> grade orientation
- Organized and supervised 8<sup>th</sup> grade promotion and 8<sup>th</sup> grade end of year activities
- Coordinated Cougar Day- a 5<sup>th</sup> grade transition day preparing for middle school life
- Designed and developed a staff handbook for the campus
- Supervised and implemented all routine safety drills including distributing emergency procedures to all staff on campus
- Implemented and introduced an Advisory period to the Middle School instructional day.
- Attended AVID Summer Institute San Diego Summer 2022

### INSTRUCTIONAL SUPPORT ASSISTANT

Amphitheater High School/ August 2019-May 2020

- Observed, supported and evaluated 16 certified teachers
- Continually supervised 22 classified staff members to serve students, assist teachers & ensure campus safety
- Coordinated Civics testing for AHS students
- Facilitated honors nights by coordinating student volunteers, preparing appropriate achievement certificates and arranging physical location
- Interviewed and hired numerous candidates within the special education teaching assistant team, security team and special education certified staff
- Designed and provided professional development based on Danielson Evaluation system to AHS certified staff members
- Coordinated off site professional development to the Summit on Professional Learning Communities in Phoenix, AZ for nine staff members
- Supervised after school tutoring program and assisted students with coursework.
- Supervised bi-weekly after-school Mentor 2.0 meetings for AHS students run through a partnership with Big Brothers Big Sisters
- Addressed 9<sup>th</sup> and 10<sup>th</sup> grade discipline, including parent teacher conferences, designing and implementing behavior plans and attending long term suspension hearings
- Oversaw ASVAB testing
- Developed online learning procedures and coordinated technology distribution and collection during the COVID-19 Pandemic

## Certification

TEACHING CERTIFICATION  
State of Arizona

Principal, PreK-12

K-12 Cross Categorical  
Special Education

K-8 Elementary Education

CPR & First Aid

Article 9

SEI Endorsement

Crisis Prevention Intervention

## Education

BACHELOR OF SCIENCE  
Cross Categorical Special  
Education  
University of Arizona  
Tucson, Arizona  
May, 2012

MASTER OF EDUCATION  
Educational Leadership  
Northern Arizona University  
Flagstaff, Arizona  
May, 2017



## Experience (continued)

- Co-developed individualized graduation ceremonies for the 2020 graduating class that followed CDC and district guidelines for COVID-19
- Supervised the AHS Summer School program and transitioned it to remote, online learning
- Attending AVID Summer Institute online edition

### Core

SPECIAL EDUCATION FACILITATOR and 504 Coordinator  
Amphitheater Middle School/ August 2017-May 2019

- Conduct department meetings with special education team
- Conduct academic reevaluation testing using KTEA protocols
- Manage caseload of special education students in grades 6-8
- Develop and implement Individualized Education Plan(s), including holding annual IEP meetings
- Conduct manifestation determination reviews
- Developed Functional Behavioral Assessments and Behavior Intervention Plans
- Collaborate with related service providers and outside agencies including: speech pathologists, occupational therapists, physical therapists, school psychologists, social workers, transportation, ASDB, and DCS
- Instruct students with various disabilities, including differentiating instruction based on student ability and grade level
- Provide training in SEAS computerized program for IEP development to new Amphi staff
- Supervise instructional assistants
- Collaborate with feeder pattern schools regarding incoming middle school students
- Complete master scheduling for special education students
- Oversee and complete LRE process
- Assist in development of 504 plans
- Maintain IEP compliance of special education department
- Provide inclusion support to special education students within general education classroom
- Maintain compliance with IDEA and Section 504 laws
- Participated in the school leadership team meetings
- Attended AVID Summer Institute San Antonio

SELF CONTAINED CROSS CATEGORICAL CLASSROOM TEACHER- GRADES 6-8  
Amphitheater Middle School/ August 2016-May 2017

SELF CONTAINED EMOTIONAL/BEHAVIORAL CLASSROOM TEACHER- GRADES 6-8  
La Cima Middle School/ August 2014-May 2016

RESOURCE LANGUAGE ARTS TEACHER- GRADES 7-8  
Amphitheater Middle School/ August 2012-May 2014

## Additional Experience

Crisis Prevention Intervention District Trainer  
Amphitheater School District / March 2019-Present

- Provide Crisis Prevention Intervention trainings for district employees quarterly
- Provide feedback and CPI support to teachers and staff within district needing post training

21<sup>st</sup> Century ACHIEVE Co-Coordinator  
Amphitheater Middle School / August 2017 – May 2019

- Interview and hire teachers for after school tutoring and enrichment courses
- Create program schedule
- Evaluate program year at a glance for state of Arizona compliance report
- Arrange and schedule snack for students during program
- Manage time sheets and paperwork for Achieve staff
- Budget allotted funding based on program needs

Leadership

Communication

Relationship Building

Problem Solving

IEP Development

Student Involvement

Behavioral Interventions

Conflict Resolution

Differentiating Instruction

### References

---

---

**JESSICA M. JARRETT**  
ASSISTANT PRINCIPAL,  
AMPHITHEATER MIDDLE SCHOOL

---

### OBJECTIVE

To foster an educational setting centered on creating life-long learners through collaboration with staff, students, and community members to develop programs and experiences focused on Communication, Critical Thinking, Creative Thinking, Problem-Solving, Collaboration, Citizenship, and Caring while continuing to ensure academic content is being delivered with skill and fidelity.

### SKILLS & ABILITIES

Developing Partnerships;  
Identifying and Addressing Strengths and Needs; Problem Solving; Staff Development; Scheduling; Conflict Resolution; Analyzing School-Wide Data; Advocating; Building Relationships; Collaboration

## EXPERIENCE

### ASSISTANT PRINCIPAL, AMPHITHEATER MIDDLE SCHOOL

#### 2018-PRESENT

- Assisted Principal in daily management of faculty, students, and facilities
- Facilities, Custodial, Security, Special Education, and Athletics Supervisor
  - Trained staff members following District and State policies
  - Scheduled and Managed fire drill and lock down procedures
  - Created and managed staff schedules
- Recruited, hired, and maintained certified and classified staff
- Supervised and supported certified and classified staff members through the evaluation process, mentorships, and providing resources
- Supervised and facilitated State and District testing
- Supervised and trained special education facilitator in role and policies
- Facilitated Professional Development for staff including Curriculum, School-Wide Data, PCBL, AVID, Trauma Informed Practices, etc.
- Led school and team Professional Learning Communities
- Designed and executed student and school activities i.e. grade-level assemblies, athletic events, honor roll assemblies, field trips, etc.
- Collaborated on the development of Master Schedule and Bell Schedules
- Built collaborative relationships with families and community partners
- Organized and facilitated individual student support teams
- Collaborated on development of school pantry
- Trained Assistant Principals and staff on discipline process and school procedures
- Delivered progressive disciplinary action based on District Policy
- Principal Designee

### ADMINISTRATIVE DESIGNEE, HOLAWAY ELEMENTARY SCHOOL

#### 2013-2018

- Developed master schedule for the 2016-2017, 2017-2018 school years
- Developed and trained school-wide PBIS policies and procedures
- Active contributing member of school Leadership Team (2009-2018)
- Member of Family Involvement Team to foster community
- Active contributing member of the PTO supporting the school community

---

JESSICA M. JARRETT  
ASSISTANT PRINCIPAL,  
AMPHITHEATER MIDDLE SCHOOL

**SPECIAL EDUCATION TEACHER, HOLAWAY  
ELEMENTARY SCHOOL  
2009-2018**

- Lead Teacher for Cross-Categorical 2009-2013
- Resource Teacher 2013-2018
- Collaborated with classroom teachers to modify and adapt curriculum
- Developed and facilitated staff-wide professional development training on the special education process

**CREDENTIALS**

**Master of Educational Leadership, Northern Arizona University - 2017**

**National Board Certified Teacher, Exceptional Needs Specialist - 2014**

**Cross-Categorical Endorsement, Pima Community College - 2011**

**Bachelors of Science in Education, Northern Arizona University - 2008**