



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: June 19, 2012

TITLE: Addendum to Approval of Personnel Changes

BACKGROUND: Changes in the employment status of employee(s) will be presented herein.

Attached to this item is a job description for the new position of Executive Director of Elementary Education. This position will be added to a revised organizational chart to be presented to the Governing Board at a future meeting. The position is being created through reorganization of the Senior Staff and will not represent an increase in the number of positions.

Additionally, Monica Nelson, Adrian Hannah, Christy Sullivan, and Patrick Nelson screened 42 files for the position of Assistant Principal at Wilson K-8 School.

The candidates interviewed were:

Amy Cislak
Carmen De La Ossa
Carol Tracy
Stephen Rosenberg
Brent Spencer
Michael McCourtney

The committee consisted of:

Monica Nelson, Chair
Adrian Hannah, Co-Chair
Sheila Wilson, Teacher
Erika Genis, Teacher
Nathan Orelup, Teacher
Dana Redavid, Support Staff
April Dinsdale, Parent
Scott Marshall, Parent

Based on the committee's ratings, Carol Tracy, Amy Cislak, and Brent Spencer were recommended as finalists for interviews with Patrick Nelson, Monica Nelson, and Adrian Hannah.

RECOMMENDATION: The Administration recommends that the personnel changes be approved as presented including the reassignment of Dr. Roseanne Lopez to the position of Executive Director of Elementary Education. Furthermore, Dr. Balentine recommends Brent Spencer for the position of Assistant Principal at Wilson K-8 School.

INITIATED BY:

Todd A. Jaeger, Associate to the Superintendent

Date: June 19, 2012

Vicki Balentine, Ph.D., Superintendent

EXECUTIVE DIRECTOR of ELEMENTARY EDUCATION

QUALIFICATIONS

A. REQUIRED

- Master's degree in Education
- Three years of experience as an elementary school principal
- Arizona Administrative Certification
- Three years of teaching experience
- Ability to work well with others in training, collecting data, and implementing change
- Training and experience with curriculum development, assessment, and professional development
- Previous experience in administration/supervision
- Equivalent combination of education/training/experience

B. DESIRED

- Familiarity with Arizona State Standards and the Common Core Standards
- Familiarity with Arizona Instrument to Measure Standards
- Familiarity with state and federal grants and/or Career and Technical education

SUMMARY

The Executive Director of Elementary Education's duties include administration and support of various programs, including federal and state grants, District assessments, curriculum development, and professional development.

Reports to: Associate Superintendent

ESSENTIAL FUNCTIONS

- Plays a major role in the development, execution, and control of methods, systems or procedures which are designed to increase the overall effectiveness of various programs including initiatives in curriculum, assessment, and professional development
- Provides leadership for school improvement
- Manages data flow; classifies and organizes information for use in decision-making and monitoring; and assures District compliance with federal and state regulations
- Provides purpose and direction for program development
- Plans and collaborates with the Executive Director of Student Services and other staff to implement a framework for curriculum, assessment and instruction; aligns curriculum with desired outcomes; monitors social and technological developments as they affect curriculum and assessment; and adjusts content as needs and conditions change
- Works with faculty, staff, and Associate Superintendent to identify professional development needs; assists in planning, organizing, and facilitating staff development programs that are consistent with District goals/needs, state standards, and grant requirements to improve faculty and staff effectiveness

ESSENTIAL FUNCTIONS (continued):

- Involves appropriate staff in the planning and development process for various program budgets
- Acts in accordance with federal, state, and District regulations for various programs, including submission of required federal and state reports
- Works with designated committees of teachers, principals, students, parents, and community members in specific program/project development
- Acts as a liaison between the District and various community and state committees/task force groups, when assigned
- Compiles and maintains written records and reports on results of various local, state, and federal projects
- Supports and assists administrators with meeting grant requirements
- Advises and informs teachers and principals of requirements or changes in grants, titles, or other funding sources
- Researches parent and staff concerns, counsels them on program content, their obligations and responsibilities, and negotiates solutions
- Promotes and supports District wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Participates in the work of the District Intervention Team
- Supervises the Staff Development Literacy Specialist
- Supervises the Coordinators of Art, Music, and Physical Education
- Assists in conducting discipline hearings
- Manages Performance Pay programs
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to appropriately handle confidential information and records
- Ability to understand complex systems
- Ability to analyze large quantities of data
- Ability to analyze and solve varied and complex problems
- Ability and temperament to sustain through extended work hours and problem (stressful) situations
- Ability to 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 work alone and as part of a team
- Ability to interpret policies and communicate to others
- Ability to solve difficult client problems and issues
- Ability to analyze, synthesize, and “see the big picture”
- 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 multi-task in an office setting
- Ability to pull, stoop, bend, twist, turn, and sit still for long periods of time
- Ability to operate phone, computer, and digital equipment

6/19/2012

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

ADDENDUM - EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	RANGE	STEP	COMMENTS
Lopez	Roseanne	Exec Dir of Elementary Ed	CT-AD	Wetmore Center	Reassignment	CABD-E	C	*
Spencer	Brent	K-8 Assistant Principal	CT-AD	Wilson K-8 School	Promotion	MSA	A	*
Arthurs	Robbin	EL First Grade Teacher	CT	Copper Creek Elemen.	Transfer	MA	I	*
Coulter	Jill	EL Art Teacher	CT	Painted Sky Elementary	Additional Pos	MA+	G	*
Davis	Laonna	HS Government Teacher	CT	CDO High School	Increase	MA+	R	*
Davis	Laonna	HS History Teacher	CT	CDO High School	Increase	MA+	R	*
Flannery	Margaret	EL Fifth Grade Teacher	CT	Copper Creek Elemen.	Status Change	BA+	W	
Floyd	Katherine	MS Mathematics Teacher	CT	Amphi Middle School	Transfer	BA	M	*
Hehli	Colleen	Academic Intervention Tch	CT	Mesa Verde Elementary	Increase	BA	D	*
Jennings	Danielle	HS Government Teacher	CT	CDO High School	Increase	BA	B	*
Juarez	Pamela	SEI Teacher	CT	Walker Elementary	Increase	MA+	R	*
Langley	Shannon	EL First Grade Teacher	CT	Prince Elementary	Reassignment	MA	C	*
McDonnell	Kathleen	Special Ed Resource Tchr	CT	Prince Elementary	Transfer	MA	G	*
Meitner	Nickolas	HS CTE Teacher	CT	CDO High School	Increase	BA	B	*
Robinson	Casey	Academic Intervention Tch	CT	Donaldson Elementary	Transfer	MA	G	*
Smith	Debra	EL Fourth Grade Teacher	CT	Copper Creek Elemen.	Status Change	MA	D	
Stewart	Patricia	EL Primary Teacher	CT	Mesa Verde Elementary	Transfer	MA	D	*
van der Zee	Elise	MS Language Arts Teacher	CT	Amphi Middle School	Status Change	BA	C	
Varma	Donna	EL Third Grade Teacher	CT	Rio Vista Elementary	Status Change	MA	C	*
Barber	Joan	Clerk II	CL	Painted Sky Elementary	Increase	05	4.0	*
Cooper Blackmore	Jalene	Shipping/Receiving Clerk	CL	Warehouse	Addendum	06	3.0	
Fernandez	Mercy	Clerk II	CL	Prince Elementary	Increase	05	11.0	*
Mele	James	Custodian I	CL	Coronado K-8 School	Promotion	06	1.0	
Aragon	Jennifer	ESY Teacher	ADCT	Rillito Center	Addendum			\$2400.00
Baker	Rolande	Summer School Teacher	ADCT	Amphi High School	Addendum			\$4080.00
Brower	Kristy	EL Music Teacher	ADCT	Wilson K-8 School	Addendum	BA	I	*

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Addendum Employee receiving extra-curricular position
Correction Correction to Contract
Decrease Decrease in hours
Demotion Voluntary Demotion
Extension End date being extended
Increase Increase in hours/Contract
Promotion Employee receiving a promotion to another position
Reassignment Employee moving to another position at the direction of the administration
Status Change Employee changing status (i.e. short term to career)
Temporary Employee working for a limited period of time
Total Salary Total Salary
Transfer Employee moving from one position to another
Stipend/Cont.Fund Stipend or Contingency Fund monies
Appointment Appointment of personnel

ADCT Addendum Certified
ADCL Addendum Classified
CT-AD Certified Administrative
CT Certified
CL-AD Classified Administrative
CL Classified
PR Professional
ES Elementary School
MS Middle School
HS High School

**GOVERNING BOARD MEETING
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LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	RANGE	STEP	COMMENTS
Christy	Julie	Speech /Lang. Pathologist	ADCT	Rillito Center	Addendum	AUDIO/S	10.0	
Cluff	Holly	Curriculum Writing	ADCT	Wetmore Center	Addendum			\$25.00 per hour
Crosswhite	Joanne	ESY Teacher	ADCT	Rillito Center	Addendum			\$2400.00
Deitering	Joseph	ESY Teacher	ADCT	Rillito Center	Addendum			\$2400.00
Golden	Brande	ESY Teacher	ADCT	Rillito Center	Addendum			\$30.00 per hour
Hill	Linda	Curriculum Writing	ADCT	Rillito Center	Addendum			\$25.00 per hour
Johnson Bivens	Adria	ESY Teacher	ADCT	Rillito Center	Addendum			\$2400.00
Kuranz	Craig	ESY Teacher	ADCT	Rillito Center	Addendum			\$2400.00
Mansouri	Wilda	Curriculum Specialist	ADCT	Wetmore Center	Addendum			\$30.00 per hour
McClemons	Teri	Psychologist	ADCT	Rillito Center	Addendum	PSYCH	10.0	
Powell	Lisa	Certified Tutor	ADCT	Amphi Middle School	Addendum			\$30.00 per hour
Rondeau	Caroline	Curriculum Writing	ADCT	Wetmore Center	Addendum			\$25.00 per hour
Ruboyianes	Amy	ESY Teacher	ADCT	Rillito Center	Addendum			\$2400.00
Schmidt Jr.	Paul	ESY Teacher	ADCT	Rillito Center	Addendum			\$2400.00
Scott	Debra	Summer School Teacher	ADCT	Amphi High School	Addendum			\$4080.00
Smith	Bernadette	Audiologist	ADCT	Rillito Center	Addendum	AUDIO/S	7.0	
Summers	Tara Jayne	ESY Teacher	ADCT	Rillito Center	Addendum			\$2400.00
Teran	Kristen	ESY Teacher	ADCT	Rillito Center	Addendum			\$2400.00
Tucker	Patricia	Curriculum Writing	ADCT	Wetmore Center	Addendum			\$25.00 per hour
Urreiztieta	Melissa	Speech /Lang. Pathologist	ADCT	Rillito Center	Addendum	AUDIO/S	12.0	
Zolo	Tatiana	Summer School Teacher	ADCT	Amphi High School	Addendum			\$4080.00
Brent	Darlene	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	2.0	
Castro	Edna	Summer Inst. Aide	ADCL	Amphi Middle School	Addendum	04	4.0	
Catanzaro	Phyllis	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	7.0	
Cheney	Derek	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	1.0	
Clark	Susan	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	3.0	
Corona	Vanessa	Summer Inst. Aide	ADCL	Amphi High School	Addendum	04	2.0	
Fiske	Hui	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	13.0	
Furgason	Kimberly	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	1.0	

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Addendum	Employee receiving extra-curricular position	ADCT	Addendum Certified
Correction	Correction to Contract	ADCL	Addendum Classified
Decrease	Decrease in hours	CT-AD	Certified Administrative
Demotion	Voluntary Demotion	CT	Certified
Extension	End date being extended	CL-AD	Classified Administrative
Increase	Increase in hours/Contract	CL	Classified
Promotion	Employee receiving a promotion to another position	PR	Professional
Reassignment	Employee moving to another position at the direction of the administration	ES	Elementary School
Status Change	Employee changing status (i.e. short term to career)	MS	Middle School
Temporary	Employee working for a limited period of time	HS	High School
Total Salary	Total Salary		
Transfer	Employee moving from one position to another		
Stipend/Cont.Fund	Stipend or Contingency Fund monies		
Appointment	Appointment of personnel		

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Gambrell	Nancy	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	1.0	
Hines	Scott	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	3.0	
Hull	James	Tutor	ADCL	Amphi High School	Addendum			\$15.00 per hour
Islas	Barbara	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	7.0	
Johnson	Sandra	School Health Assistant	ADCL	Rillito Center	Addendum	05	16.0	
Kelly	Nancy	Summer Inst. Aide	ADCL	Amphi High School	Addendum	04	5.0	
Kersh	Amanda	Tutor	ADCL	Amphi High School	Addendum			\$15.00 per hour
Lenhardt	Justin	Tutor	ADCL	Amphi High School	Addendum			\$15.00 per hour
Lindsey	Cathy	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	4.0	
Mastrorocco	Wendy	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	10.0	
Munoz	Mariana	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	5.0	
Nash	Kathleen	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	16.0	
O'Brien	Martha	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	11.0	
Ordaz	Veronica	Clerk III	ADCL	Rillito Center	Addendum	06	3.0	
Plimpton	John	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	2.0	
Protteau	Elsa	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	3.0	
Redford	Anita	School Nurse-Special Ed.	ADCL	Rillito Center	Addendum	BA	1	
Soderman	Patti	ESY Teaching Asst	ADCL	Rillito Center	Addendum	07	7.0	
Upmann	Adam	Tutor	ADCL	Amphi High School	Addendum			\$15.00 per hour
Yon	Shayla	Tutor	ADCL	Amphi High School	Addendum			\$15.00 per hour

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