



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

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**DATE OF MEETING:** July 9, 2024

**TITLE:** Approval of Personnel Changes

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**BACKGROUND:**

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of July 8, 2024.

In addition, Administration recommends the following:

Imagine Preschool Directors

Per the Arizona Department of Education (ADE), non-special education Preschool Directors may not be classified as certificated teachers. Therefore, the District must reclassify the Teacher – Preschool Director position at our Imagine Preschools to a certificated professional non-teaching position. Although the District cannot classify Imagine Preschool Directors as certificated teachers, we can still require teacher certification – which we will continue to do. This change allows the District flexibility with our certification requirements. For example, we have added the Career and Technical Education (CTE) certificate as acceptable certification to teach preschool. To reemphasize, all of the District’s Imagine Preschool Directors will continue to require teacher certification. Attached is an updated job description reflecting this change along with a new position title: Imagine Preschool Director.

Imagine Preschool Directors are currently paid at 1.2 FTE (ten hours per day) due to the required hours of operation of our preschools (7:00am to 5:00pm). The additional 0.2 FTE is paid as an addendum to their 1.0 FTE salary as per the Certificated Teacher Placement Schedule which is based on a 1.0 salary. However, their salary should reflect the full 1.2 FTE salary since working ten hours per day is the expectation of the position. Therefore, Administration recommends establishing a new placement schedule (below) for Imagine Preschool Directors. The new schedule will encompass the additional 0.2 FTE normally processed as an addendum. Administration recommends that the incumbents have their additional 0.2 FTE rolled into their 1.0 FTE salary as per the new placement schedule. Their individual salary adjustments will be presented at a future Governing Board meeting.

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**RECOMMENDATION:**

It is the recommendation of the Administration that the personnel changes be approved as presented as well as reclassifying the Imagine Preschool Directors and establishing the corresponding Imagine Preschool Director salary placement schedule.

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**INITIATED BY:**

A handwritten signature in black ink, appearing to read "John Hastings".

John Hastings, Director of Human Resources

Date: July 8, 2024

A handwritten signature in black ink, appearing to read "Todd A. Jaeger".  
Todd A. Jaeger, J.D. Superintendent

7/9/2024

**GOVERNING BOARD MEETING  
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Walker	Melissa	School Improvement Specialist	CT-PR	Rio Vista Elementary	Transfer	PR EX	0 years	
Cliff	Mary	Teacher - Mathematics	CT	Cross Middle School	Transfer			
Cliff	Mary	Curriculum, Instruction, & Interv. Sup	CT	Cross Middle School	Transfer			
Costelow	Gabrielle	Curriculum, Instruction, & Interv. Sup	CT	Copper Creek Elementary	Salary Level Change	CTT-MA	+\$2,000.25	
Costelow	Gabrielle	Teacher - Academic Intervention	CT	Copper Creek Elementary	Salary Level Change	CTT-MA	+\$2,000.25	
Edelbrock	Thomas	Teacher - Music	CT	Cross Middle School	Salary Level Change	CTT-EDS	+\$1,999.20	
Engelhard	Erin	Teacher - Rillito Classroom	CT	Rillito Center	Additional Position			\$10,402.66
Estrella	Crystal	Site Program Coordinator	CT	Rio Vista Elementary	Additional Position			\$9,585.59
Goldberg	Gina	Teacher - Rillito Classroom	CT	Rillito Center	Additional Position			\$5,453.58
Goldberg	Gina	Teacher - Rillito Classroom	CT	Rillito Center	Additional Position			\$5,453.58
Gran	Jennifer	Teacher - Rillito Classroom	CT	Rillito Center	Additional Position			\$13,851.36
Guymon	Kate	Site Program Coordinator	CT	Donaldson Elementary	Additional Position			\$9,267.13
Lipich	Brandi	Teacher - Rillito Classroom	CT	Rillito Center	Added Duty			\$11,701.56
Lopez	Lindsay	Instructional Support Assistant	CT	Cross Middle School	Salary Level Change	CTT-MA	+\$1,333.50	
McConnell	Marisa	Site Program Coordinator	CT	Mesa Verde Elementary	Additional Position			\$10,313.65
Thacker	Lynn	Site Program Coordinator	CT	Mesa Verde Elementary	Additional Position			\$9,548.18
Weiss	Allison	Teacher - Language Arts	CT	Cross Middle School	Salary Level Change	CTT-MA	+\$1,333.50	
Fimbres	Christine	ADDN - Extra Hours	CL	Painted Sky Elementary	Added Duty			* \$16.19 per hour
Gonzalez	Maria	Clerk	CL	La Cima Middle School	Transfer			
Molina Velazquez	Andres	Classroom Aide/Caregiver	CL	Cross Middle School	Transfer			
Muscarello	Chelsea	Special Education Teaching Assistan	CL	La Cima Middle School	Reassignment			
Noriega	Yvonne	Classroom Aide/Caregiver	CL	Rio Vista Elementary	Promotion	2	+\$0.69	

*	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							

# GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Plata	Anna	Cook	CL	Keeling Elementary	Decrease FTE			<0.3125 FTE>
Quinn	Vanessa	Preschool Instructional Specialist	CL	Copper Creek Elementary	Transfer			
Bais	Ryan	Coach - Golf HS	ADCT	Ironwood Ridge High	Addendum		\$2,600.00	
Borden	Kylie	ADDN - Technology Coach MS	ADCT	Amphi Middle School	Addendum		\$1,550.00	
Borras	Gina	ADDN - Extra Hours	ADCT	Wetmore Center	Addendum		* \$49.89 per hour	
Brestel	Emily	ADDN - Extra Hours	ADCT	Wetmore Center	Addendum		* \$43.20 per hour	
Campbell	Ondrea	ADDN - MESA Coordinator MS	ADCT	Amphi Middle School	Addendum		\$1,500.00	
Campbell	Ondrea	ADDN - Yearbook MS	ADCT	Amphi Middle School	Addendum		\$1,500.00	
Campbell	Ondrea	ADDN - Odyssey of the Mind	ADCT	Amphi Middle School	Addendum		\$1,200.00	
Carson	Cara	DH - Student Services MS	ADCT	La Cima Middle School	Addendum		\$1,200.00	
Christman	Jill	DH - Science HS	ADCT	CDO High School	Addendum		\$3,350.00	
Cosbey	Jennifer	ADDN - Extra Hours	ADCT	Wetmore Center	Addendum		* \$53.32 per hour	
Culver	Jacob	ADDN - Performing Arts MS	ADCT	La Cima Middle School	Addendum		\$1,800.00	
Dale	Jessica	DH - Counseling HS	ADCT	CDO High School	Addendum		\$3,350.00	
Dale	Jessica	ADDN - Extra Hours	ADCT	CDO High School	Added Duty		* \$32.25 per hour	
De La Rocha	Natalia	ADDN - Student Council EL	ADCT	Walker Elementary	Addendum		\$950.00	
Doyle	Samantha	ADDN - School Support Team	ADCT	Prince Elementary	Addendum		* \$20.00 per hour	
Gerard	Michelle	DH - Physical Education HS	ADCT	CDO High School	Addendum		\$3,350.00	
Gipson	Lori	ADDN - Interscholastic Activities Mgr	ADCT	Ironwood Ridge High	Addendum		\$2,850.00	
Gowen	Jean	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Harakal	Amanda	DH - Science MS	ADCT	La Cima Middle School	Addendum		\$1,200.00	
Higgins	Kellie	DH - Science HS	ADCT	Amphi Middle School	Addendum		\$1,200.00	
Holt	Kris	ADDN - School Support Team	ADCT	Prince Elementary	Addendum		* \$20.00 per hour	
Jameson-Christia	Leslie	DH - Language Arts MS	ADCT	La Cima Middle School	Addendum		\$1,200.00	

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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
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Johnson	Neely	DH - Social Studies MS	ADCT	La Cima Middle School	Addendum		\$1,200.00	
Johnson	Neely	ADDN - Student Council MS	ADCT	La Cima Middle School	Addendum		\$1,350.00	
Johnson	Neely	ADDN - AVID Site Team Coordinator	ADCT	La Cima Middle School	Addendum		\$1,500.00	
Keller	Jennifer	DH - Language Arts MS	ADCT	Amphi Middle School	Addendum		\$1,200.00	
Keller	Jennifer	ADDN - Newspaper MS	ADCT	Amphi Middle School	Addendum		\$1,200.00	
Keller	Jennifer	ADDN - National Honor Society MS	ADCT	Amphi Middle School	Addendum		\$750.00	
Keller	Jennifer	ADDN - Dyslexia Training Designee	ADCT	Amphi Middle School	Addendum		\$3,350.00	
Krutzsch	Mary	ADDN - Dyslexia Training Designee	ADCT	La Cima Middle School	Addendum		\$1,675.00	
Lang	William	Coach - Volleyball Head HS	ADCT	Ironwood Ridge High	Addendum		\$3,000.00	
Lang	William	DH - CTE HS	ADCT	Ironwood Ridge High	Addendum		\$3,350.00	
Le	Thanhliem	DH - Mathematics MS	ADCT	Amphi Middle School	Addendum		\$1,200.00	
Loving	Victoria	ADDN - Odyssey of the Mind	ADCT	La Cima Middle School	Addendum		\$1,200.00	
Martinez	Amy	ADDN - Performing Arts MS	ADCT	La Cima Middle School	Addendum		\$1,800.00	
Martinez	Amy	ADDN - Technology Coach MS	ADCT	La Cima Middle School	Addendum		\$1,550.00	
Mccann-Smith	Sarina	DH - Foreign Language HS	ADCT	CDO High School	Addendum		\$3,350.00	
Mercillott	Christopher	DH - Social Studies HS	ADCT	Amphi Middle School	Addendum		\$1,200.00	
Michaels	Christina	DH - Mathematics MS	ADCT	La Cima Middle School	Addendum		\$1,200.00	
Paulson-Midgley	Tamara	ADDN - Performing Arts MS	ADCT	Amphi Middle School	Addendum		\$1,800.00	
Queiruga	Jennifer	ADDN - AVID Site Team Coordinator	ADCT	Amphi Middle School	Addendum		\$1,500.00	
Richards	Monet	ADDN - Dyslexia Training Designee	ADCT	La Cima Middle School	Addendum		\$1,675.00	
Roche	Christine	ADDN - Extra Hours	ADCT	Cross Middle School	Added Duty			* \$33.61 per hour
Roche	Christine	ADDN - ESY Teacher EL	ADCT	Rillito Center	Rescind			* \$1,800.00
Rouille	Doreen	DH - English HS	ADCT	Ironwood Ridge High	Addendum		\$3,350.00	
Sanchez	Tenaya	DH - English HS	ADCT	CDO High School	Addendum		\$3,350.00	

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Smith	Michael	Coach - Cross Country HS	ADCT	Ironwood Ridge High	Addendum		\$2,600.00	
Street	Lee	DH - Fine Arts HS	ADCT	CDO High School	Addendum		\$3,350.00	
Tarbet	Jeremy	DH - CTE HS	ADCT	CDO High School	Addendum		\$3,350.00	
Tarbet	Jeremy	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Tuo	Alexis	ADDN - Dyslexia Training Designee	ADCT	Walker Elementary	Addendum		\$3,350.00	
Walden	Sandra	ADDN - ESY Teacher EL	ADCT	Rillito Center	Rescind		* \$2,400.00	
Yeager	Elizabeth	DH - Social Studies HS	ADCT	CDO High School	Addendum		\$3,350.00	
Aguiree	Adilene	ADDN - Summer School Preschool A	ADCL	Keeling Elementary	Addendum		\$16.62 per hour	
Alvarado	Elsa	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
Blanco	Sandra	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
Bradley	John	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
Clark	Kandi	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
Cypert	Jacob	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
Dalton-Aragon	Jaron	ADDN - Yearbook MS	ADCL	La Cima Middle School	Addendum		\$1,500.00	
Drake	Tiffany	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
D'Souza	Serena	ADDN - Summer School Presch. Inst	ADCL	Keeling Elementary	Addendum		\$16.00 per hour	
Fogltance	Debra	ADDN - Extra Hours	ADCL	Cross Middle School	Added Duty		\$21.87 per hour	
Fowler	Tracey	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
Garbera	Shawn	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
Gipson	Lori	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
Hardin	Kristy	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
Hurtado	Siria	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
Martinez	David	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	
McGann	Bonny	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$14.35 per hour	

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Moreno	Elizabeth	ADDN - Summer School Classroom /	ADCL	Rio Vista Elementary	Addendum			* \$16.50 per hour
Neisius	Penelope	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$14.35 per hour
Salaz III Smith	Yvonne	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$14.35 per hour
Sennett	Daniel	ADDN - Summer School Classroom /	ADCL	Rio Vista Elementary	Addendum			* \$16.05 per hour
Stoll	Mary	ADDN - Extra Hours	ADCL	Cross Middle School	Added Duty			\$17.25 per hour
Strang	Alecia	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$14.35 per hour
Strang	Alecia	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			* \$16.99 per hour
Suarez	Ana	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$14.35 per hour
Teran	Anais	ADDN - Extra Hours	ADCL	Rio Vista Elementary	Addendum			* \$15.06 per hour
Traweek	Donna	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$14.35 per hour
Villa Felix	Grecia	ADDN - Extra Hours	ADCL	Rio Vista Elementary	Addendum			* \$16.21 per hour
Wilford	Cindy	Special Events Worker	ADCL	Ironwood Ridge High	Addendum			\$14.35 per hour

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**AMPHITHEATER PUBLIC SCHOOLS**  
**FY25 IMAGINE PRESCHOOL DIRECTOR PLACEMENT SCHEDULE**

	BACHELORS	BA/BS + 15	MASTERS	MA/MS + 15	ED SPEC/NBCT	DOCTORATE
Minimum	\$55,903.98	\$56,570.73	\$57,904.23	\$58,569.93	\$59,903.43	\$61,235.88

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.
- additional compensation for working a 10-hour work day as is a requirement of the position.

07/09/2024



## IMAGINE PRESCHOOL DIRECTOR

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### QUALIFICATIONS

#### A. REQUIRED

- Bachelor's Degree in early childhood, child development, elementary education, or a closely related field
- Arizona Early Childhood certification, Elementary certification with an Early Childhood endorsement, Special Education certification with an Early Childhood endorsement or Career and Technical Education (CTE) Certification
- At least three months of childcare experience
- Current training in First Aid and CPR as required by R9-5-403(E)
- Proof of a negative Tuberculosis (TB) test
- Must be 21 years of age or older required per R9-5-401

#### B. DESIRED

- Early childhood endorsement
- Administrative experience and/or certification

### SUMMARY

Supervises and implements a quality preschool and childcare program which allows children to grow and develop socially, physically, intellectually, and creatively in a caring and nurturing environment.

Reports to: Director of Early Childhood Education and the building Principal

### ESSENTIAL FUNCTIONS

- Clearly and accurately articulates the philosophy and goals of the preschool program to parents and the community
- Ensures that staff duties and responsibilities are performed and completed
- Maintains accurate records as required for licensure of the facility by the Arizona Department of Health Services
- Oversees and is responsible for the daily on-site operations of the preschool facility and program
- Manages data, organizes data, and prepares information for District personnel to assist in decision making
- Participates in staff interviews, hiring, evaluation, and discipline of all employees of the preschool
- Provides purpose and direction for program development and improvement
- Provides instruction and guidance to preschool children in the program
- Plans and prepares curriculum and activities for children
- Plans and collaborates with the Director of Early Childhood Education and the building Principal to implement appropriate early childhood curriculum and assessment and makes adjustments as needed
- Identifies professional development needs of teachers and staff and assists in planning and organizing training to fill those needs
- Conducts required training of new staff members as delineated in R9-5-403





## IMAGINE PRESCHOOL DIRECTOR

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- Monitors staff to ensure compliance with 18 hours of training every 12 months as required for licensure
- Monitors program budget
- Ensures compliance with staff-to-children ratios as required by R9-5-404
- Ensures that staffing at the facility each day meets state requirements
- Prepares required reports to meet District, state and federal requirements as needed
- Maintains on-going communication with staff, parents, school staff, and the Director of Early Childhood Education
- Develops and distributes a newsletter to families each month
- Documents all communications, written correspondence, and parental requests and concerns, and takes appropriate action as needed to resolve issues
- Maintains a professional work environment that fosters collaboration and trust
- Shows respect and sensitivity for cultural differences and demonstrates their belief in the value of diversity
- Conducts routine safety drills and trains all staff on appropriate procedures during an emergency
- Controls the access to the facility and the children to ensure student and staff safety
- Reports accidents, injuries, etc. as required by policy and state law
- Reports necessary repairs to the facility or equipment to the School Principal
- Adheres to all school District policies and procedures

### MENTAL AND PHYSICAL REQUIREMENTS

- Ability to handle confidential information and records
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to meet deadlines
- Maintain consistent and punctual attendance
- Ability to work alone and as part of a team
- Ability to multi-task in a preschool setting
- Ability to exhibit patience with young children
- Ability to pull, stoop, bend, twist, turn, and sit for long periods of time
- Ability to operate computer, digital equipment, and phone
- Ability to utilize word processing, spreadsheet, and basic publishing software