

GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING:

March 26, 2024

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 March 18, 2024.

This agenda item also provides the following job description for consideration and approval by the Governing Board:

Bookstore Bookkeeper (formerly Bookkeeper I)

The Bookkeeper I job description has been retitled and revised to represent the position's essential duties and responsibilities more accurately. While a revision to the description is warranted, a wage modification is not. Therefore, the position will remain to be paid at Level 3 of the Support Staff/Classified Salary Placement Schedule.

In addition, a change in the Quality First Incentive program for preschools is presented for consideration and approval by the Governing Board.

On January 9, 2024, the Governing Board approved a First Things First stipend of \$500.00 to all teachers, instructional specialists, teaching assistants, and aide/caregivers that work in a four- or five-star building.

Information has been received that the Quality First stipend was increased to \$1,000.00 for 5-star schools. The additional stipend will also come from the First Things First program. We would like this annual stipend to be paid out to our teachers, instructional aides, and caregivers that work in these buildings in February each year.

RECOMMENDATION:

It is the recommendation of the Administration that the personnel changes be approved as presented as well as the approval of the additional Quality First stipend.

INITIATED BY:

John Hastings, Director of Human Resources

Date: March 18, 2024

Todd A. Jaeger, J.D., Superintendent

3/26/2024

GOVERNING BOARD MEETING PERSONNEL CHANGES

Arredond Mateo	LAST NAME	FIRST NAMI	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CH	ANGE COMMENT
Blayda	Ross	Sarah	Social Worker	CT-PR	Holaway Elementary	Decrease FTE			*<0.5 FTE>
Boyer Lisa	Arredondo	Mateo	Teacher - Mathematics	CT	Amphi High School	Transfer			*
Brandon Shannon Teacher - Music CT Harelson Elementary Transfer	Blayda	Meghan	Teacher - Preschool Director	CT	Copper Creek Elementary	Transfer			*
Brandon Shannon Teacher - Music CT Harlson Elementary Transfer Shannon Shannon Teacher - Grade 3 CT Walker Elementary Transfer Shannon Shannon Shannon Teacher - ELL/SEI CT Amphi Middle School Added Duty \$3,012.03	Boyer	Lisa	Teacher - REACH	CT	Wilson K-8 School	Added Duty			\$4,091.86
Brown Ashlyn Teacher - Grade 3	Brandon	Shannon	Teacher - Music	CT	Harelson Elementary	Transfer			*
Campbell Ondrea Teacher - ELL/SEI CT Amphi Middle School Added Duty \$3,012.03 Duran Juanita Teacher - Grade 4 CT Amphi Middle School Added Duty \$2,752.49 Emans Kaylee Teacher - Grade 4 CT Harelson Elementary Transfer \$4.00 Glichrist Lindsey Teacher - Grade 2 CT Prince Elementary Transfer \$4.00 Glichrist Lindsey Teacher - P. E. CT Nash Elementary Transfer \$4.00 Goldberg Gina Teacher - P. E. CT Nash Elementary Transfer \$4.00 Goldberg Gina Teacher - Music CT Prince Elementary Transfer \$4.00 Granillo Russell Teacher - Music CT Prince Elementary Transfer \$4.00 Granillo Russell Teacher - Music CT Prince Elementary Transfer \$4.00 Granillo Russell Teacher - Music CT Prince Elementary Transfer \$4.00 Granillo Russell Teacher - Music CT Prince Elementary Transfer \$4.00 Granillo Russell Teacher - Crobestra CT Prince Elementary Transfer \$4.00 Granillo Russell Teacher - Note CT Prince Elementary Transfer \$4.00 Granillo Russell Teacher - Crobestra CT Prince Elementary Transfer \$4.00 Granillo Russell Teacher - REACH CT Prince Elementary Transfer \$4.00 Granillo Russell Teacher - Scolas Studies CT Prince Elementary Transfer \$4.00 Granillo Russell Teacher - Scolas Studies CT Amphi Middle School Naded Duty \$8,3216.61 Lundsey Teacher - Scolas Studies CT Amphi Middle School Naded Duty \$8,3216.61 Lurdsey Employee working additional position or stipend Added Duty \$4.00 Addendum Employee receiving extra-curricular position or stipend Added Duty \$4.00 Employee working an additional position or days Additional Position Employee working an additional position or days Additional Position Employee receiving a promotion to another position or the administration \$4.00 Engologe working an additional position or the administration \$4.00 Engologe working for a limited period of time Employee workin	Brandon	Shannon	Teacher - Music	CT	Harelson Elementary	Transfer			*
Dumin Juanita Teacher - ELL/SEI CT Amphi Middle School Added Dufy \$2,752.49 Ernans Kaylee Teacher - Grade 4 CT Harelson Elementary Transfer • • • • • • • • • • • • • • • • • • •	Brown	Ashlyn	Teacher - Grade 3	CT	Walker Elementary	Transfer			*
Emans Kayle Teacher - Grade 4 CT Harelson Elementary Transfer - Goldberg Glink Teacher - Grade 2 CT Prince Elementary Transfer - Goldberg Glina Teacher - P. E. CT Nash Elementary Transfer - Goldberg Glina Teacher - P. E. CT Nash Elementary Transfer - Goldberg Glina Teacher - P. E. CT Nash Elementary Transfer - Goldberg Glina Teacher - Adaptive P.E. CT Nash Elementary Transfer - Goldberg Glina Teacher - Music CT Prince Elementary Transfer - Granillo Russell Teacher - Music CT Prince Elementary Transfer - Granillo Russell Teacher - Music CT Prince Elementary Transfer - Granillo Russell Teacher - Orchestra CT Prince Elementary Transfer - Granillo Russell Teacher - Orchestra CT Prince Elementary Transfer - Granillo Russell Teacher - Orchestra CT Prince Elementary Transfer - Granillo Russell Teacher - State Teacher - Cort Amphil Middle School Russell Teacher - ELUSEL CT Amphil Middle School Russell Teacher - ELUSEL CT Amphil Middle School Russell Teacher - ELUSEL CT Amphil Middle School Russell Teacher - Social Studies CT Amphil Middle School Russell	Campbell	Ondrea	Teacher - ELL/SEI	CT	Amphi Middle School	Added Duty			\$3,012.03
Gilchrist Lindsey Teacher - Grade 2 CT Prince Elementary Transfer - CGOldberg Gina Teacher - P. E. CT Nash Elementary Transfer - CGOldberg Gina Teacher - P. E. CT Nash Elementary Transfer - CGOldberg Gina Teacher - P. E. CT Nash Elementary Transfer - CGOldberg Gina Teacher - Adaptive P. E. CT Nash Elementary Transfer - CGGOldberg Gina Teacher - Adaptive P. E. CT Nash Elementary Transfer - CGGGING Teacher - Music CT Prince Elementary Transfer - CGGGING Teacher - Music CT Prince Elementary Transfer - CGGGING Teacher - Music CT Prince Elementary Transfer - CGGGING Teacher - Music CT Prince Elementary Transfer - CGGGING Teacher - CHOCK Teacher - CGGGING TEACH CT PRINCE Elementary Transfer - CGGGING TEACH CT PRINCE ELEMENT TEACH TEACH CT PRINCE ELEMENT TEACH	Duran	Juanita	Teacher - ELL/SEI	CT	Amphi Middle School	Added Duty			\$2,752.49
Goldberg Gina Teacher - P. E. CT Nash Elementary Transfer	Emans	Kaylee	Teacher - Grade 4	CT	Harelson Elementary	Transfer			*
Goldberg Gina Teacher - P. E. CT Nash Elementary Transfer - CGoldberg Gina Teacher - Adaptive P.E. CT Nash Elementary Transfer - CGR Goldberg Gina Teacher - Adaptive P.E. CT Nash Elementary Transfer - CGR Goldberg Gina Teacher - Music CT Prince Elementary Transfer - CGR Granillo Russell Teacher - Music CT Prince Elementary Transfer - CGR Granillo Russell Teacher - Orchestra CT Prince Elementary Transfer - CGR Granillo Russell Teacher - Corchestra CT Prince Elementary Transfer - CGR Granillo Russell Teacher - Corchestra CT Prince Elementary Transfer - CGR Granillo Russell Teacher - Kindergarten CT Innovation Academy Transfer - CGR Granillo Russell Teacher - Kindergarten CT Innovation Academy Transfer - CGR Granillo Russell Teacher - Kindergarten CT Amphi Middle School Added Duty - SA, 216.61 Lawrence Mia Teacher - Social Studies CT Amphi Middle School Increase FTE - CGR Granillo Russell Teacher - Grade 5 CT Mesa Verde Elementary Transfer - CGR Granillo Russell	Gilchrist	Lindsey	Teacher - Grade 2	CT	Prince Elementary	Transfer			*
Goldberg Gina Teacher - Adaptive P.E. CT Nash Elementary Transfer - Granillo Russell Teacher - Music CT Prince Elementary Transfer - Granillo Russell Teacher - Music CT Prince Elementary Transfer - Granillo Russell Teacher - Orchestra CT Prince Elementary Transfer - Granillo Russell Teacher - Orchestra CT Prince Elementary Transfer - Granillo Russell Teacher - Orchestra CT Prince Elementary Transfer - Granillo Russell Teacher - Orchestra CT Prince Elementary Transfer - Granillo Russell Teacher - Corchestra CT Prince Elementary Transfer - Granillo Russell Teacher - ELL/SEI CT Amphil Middle School Added Duty - Granillo Russell Teacher - ELL/SEI CT Amphil Middle School Increase FTE - Gracher - Social Studies CT Amphil Middle School Increase FTE - Gracher - Grade 5 CT Amphil Middle School Russell Ru	Goldberg	Gina	Teacher - P. E.	CT	Nash Elementary	Transfer			*
Granillo Russell Teacher - Music CT Prince Elementary Transfer - Granillo Russell Teacher - Music CT Prince Elementary Transfer - Granillo Russell Teacher - Music CT Prince Elementary Transfer - Granillo Russell Teacher - Orchestra CT Prince Elementary Transfer - Granillo Russell Teacher - Chestra CT Prince Elementary Transfer - Granillo Russell Teacher - Kindergarten CT Innovation Academy Transfer - Salary Added Duty Salary Added Duty Salary Adjustment CTT-BA+ +\$666.75 - Granillo Rodriguez Kallie Teacher - Social Studies CT Amphi Middle School Increase FTE - Stewart Eric Teacher - Grade 5 CT Amphi Middle School Salary Adjustment CTT-BA+ +\$666.75 - Grade 5 CT Amphi Middle School Rodriguez Rodrigue	Goldberg	Gina	Teacher - P. E.	CT	Nash Elementary	Transfer			*
Granillo Russell Teacher - Music CT Prince Elementary Transfer	Goldberg	Gina	Teacher - Adaptive P.E.	CT	Nash Elementary	Transfer			*
Granillo Russell Teacher - Orchestra CT Prince Elementary Transfer Hoel Lindsey Teacher - Kindergarten CT Innovation Academy Transfer Keller Jennifer Teacher - ELL/SEI CT Amphi Middle School Added Duty \$3,216.61 Lawrence Mia Teacher - REACH CT Wilson K-8 School Increase FTE + 0.4 FTE Rodriguez Kallie Teacher - Social Studies CT Amphi Middle School Salary Adjustment CTT-BA+ +\$666.75 Stewart Eric Teacher - Grade 5 CT Amphi Middle School Salary Adjustment CTT-BA+ +\$666.75 ** 2024-2025 School Year ADCT Addendum Certified Addendum Employee receiving extra-curricular position or stipend Added Duty Employee working additional hours or days Additional Position Employee working additional hours or days Additional Position Correction to contract CT-AD Certified Administrative CT-AD Certified CT-AD Classified CT-AD Classified CT-AD CREASE FTE Increase in hours Contract CT Certified CT-AD CREASE FTE Increase in hours Contract CT CERTIFIED CT-AD CREASE FTE Increase in hours Contract CT CERTIFIED CT-AD CREASE FTE Increase in hours Contract CT CERTIFIED CT-AD CREASE FTE Increase In hours Contract CT CERTIFIED CT-AD CREASE FTE CT-AD C	Granillo	Russell	Teacher - Music	CT	Prince Elementary	Transfer			*
Hoel Lindsey Teacher - Kindergarten CT Innovation Academy Added Duty \$3,216.61 Lawrence Mia Teacher - REACH CT Wilson K-8 School Increase FTE Decrease in hours/contract Promotion Employee moving to another position or storage for Employee working a promotion to another position or the administration Reassignment Employee changing status (i.e. short term to career) Employee working for a limited period of time framsfer In added Duty Financial CTT-BA+ +\$666.75 Addendum CTT-BA+ +\$666.75 ADCT Addendum Certified Addendum Employee working additional hours or days Additional Position Correction to contract CT-AD Certified Administrative CT-AD Certified Administrative CL-AD Classified Administrative CL-AD Clas	Granillo	Russell	Teacher - Music	CT	Prince Elementary	Transfer			*
Keller Jennifer Teacher - ELL/SEI CT Amphi Middle School Added Duty \$3,216.61 Lawrence Mia Teacher - REACH CT Wilson K-8 School Increase FTE +0.4 FTE Rodriguez Kallie Teacher - Social Studies CT Amphi Middle School Salary Adjustment CTT-BA+ +\$66.75 Stewart Eric Teacher - Grade 5 CT Amphi Middle School Salary Adjustment CTT-BA+ +\$66.75 ** 2024-2025 School Year Addendum Employee receiving extra-curricular position or stipend Added Duty Employee working additional hours or days Additional Position Employee working an additional position Correction Correction to contract CT-AD Certified Administrative Decrease FTE Decrease in hours End date being extended Increase FTE Increase in hours/contract Promotion Employee receiving a promotion to another position at the direction of the administration Reassignment Employee working for a limited period of time Transfer Employee working from one position to another Employee working none position to another for the Employee working and the direction of the Employee working and the direction of the Employee working from one position to another for the Employee working from one position to another for the Employee working from one position to another for the Employee working from one position to another for the Employee working from one position to another for the Employee working from one position to another for the Employee working from one position to another for the Employee working for a limited period of time Transfer Employee working for another for the Employee working for a limited period of time Transfer Employee working for another for the Employee working for a limited period of time Transfer Employee working for another for the Employee working for a limited period of time Transfer Employee working for another for the Employee working for a limited period of time Transfer Employee working for another for the Employee for the Employee working for another for the Employee for the Employee working for another for the Employee for the Employee for the Employee for the	Granillo	Russell	Teacher - Orchestra	CT	Prince Elementary	Transfer			*
Lawrence Mia Teacher - REACH CT Wilson K-8 School Increase FTE Salary Adjustment CTT-BA+ +\$666.75 Stewart Eric Teacher - Social Studies CT Amphi Middle School Salary Adjustment CTT-BA+ +\$666.75 Teacher - Grade 5 CT Mesa Verde Elementary Transfer ADCT Addendum Certified Addendum Employee receiving extra-curricular position or stipend Addendum Semployee working additional hours or days Addendum Employee working an additional hours or days Additional Position Employee working an additional position Correction Correction to contract Extension End date being extended Increase FTE Increase in hours/contract Employee receiving a promotion to another position Employee receiving a promotion to another position Employee working of an imitted period of time Employee working for a limited period of time Employee working for a limited period of time Employee working from one position to another Employee moving from the position to another Employee moving from the positio	Hoel	Lindsey	Teacher - Kindergarten	CT	Innovation Academy	Transfer			*
Rodriguez Kallie Teacher - Social Studies CT Amphi Middle School Salary Adjustment CTT-BA+ +\$666.75 Stewart Eric Teacher - Grade 5 CT Mesa Verde Elementary Transfer * 2024-2025 School Year Addendum Employee receiving extra-curricular position or stipend Added Duty Employee working additional hours or days Additional Position Employee working an additional position Correction Correction to contract CT-AD Certified Administrative CT-AD Certified Administrative Ct-AD Classified Administrative Extension End date being extended CT-AD Classified Administrative Extension Employee receiving a promotion to another position at the direction of the administration Employee working for a limited period of time Employee working for a limited period of time Employee moving from one position to another Femployee femployee femployee moving from one position to another femployee fempl	Keller	Jennifer	Teacher - ELL/SEI	CT	Amphi Middle School	Added Duty			\$3,216.61
Stewart Eric Teacher - Grade 5 CT Mesa Verde Elementary Transfer 2024-2025 School Year Addendum Employee receiving extra-curricular position or stipend Added Duty Employee working additional hours or days Additional Position Correction Correction Correction to contract CT-AD Certified Administrative Ct-AD Certified Administrative Ct-AD Certified Administrative Ct-AD Certified Administrative Ct-AD Certified Currection Correction to contract CT Certified Currection Correction Correction to contract CT-AD Classified Administrative Ct-AD Classified Administrative Ct-AD Classified Currection Currection Currection Correction Correction to contract CT Certified Currection Currect	Lawrence	Mia	Teacher - REACH	CT	Wilson K-8 School	Increase FTE			+0.4 FTE
2024-2025 School Year Addendum Employee receiving extra-curricular position or stipend Addendum Employee working additional hours or days Additional Position Employee working an additional position Correction Correction to contract Correction Correction to contract Correction End date being extended Extension End date being extended Increase FTE Increase in hours/contract Promotion Employee receiving a promotion to another position Employee moving to another position at the direction of the administration Employee moving to another position at the direction of time Employee working for a limited period of time Employee working for a limited period of time Employee moving for move position to another for more form for more position to another for more form for more position to another for more form for more f	Rodriguez	Kallie	Teacher - Social Studies	CT	Amphi Middle School	Salary Adjustment	CTT-BA+	+\$666.75	*
Addendum Employee receiving extra-curricular position or stipend ADCL Addendum Classified Added Duty Employee working additional hours or days Additional Position Employee working an additional position Correction Correction to contract CT-AD Certified Administrative Decrease FTE Decrease in hours Extension End date being extended CL-AD Classified Increase FTE Increase in hours/contract PR Professional Promotion Employee receiving a promotion to another position Reassignment Employee moving to another position at the direction of the administration Estatus Change Employee working for a limited period of time Firansfer Employee moving from one position to another Employee moving from one position to another Employee working for a mother form one position to another Employee working for mone position to another Employee moving from one position to another Employee working for a limited period of time Employee working for mone position to another Employee moving from one position to another	Stewart	Eric	Teacher - Grade 5	СТ	Mesa Verde Elementary	Transfer			*
Added Duty Employee working additional hours or days Additional Position Employee working an additional position Correction Correction to contract Decrease FTE Decrease in hours Extension End date being extended Increase FTE Increase in hours/contract Promotion Employee receiving a promotion to another position Reassignment Employee moving to another position at the direction of the administration End promotion Employee working additional hours or days Addendum Amphi Community Schools CT-AD Certified Correction CT Certified Classified Administrative CL-AD Classified CL Classified Increase FTE Increase in hours/contract PR Professional Employee receiving a promotion to another position EL Elementary Reassignment Employee moving to another position at the direction of the administration MS Middle School High School Femporary Employee working for a limited period of time Fransfer Employee moving from one position to another	*		2024-2025 School Year					ADCT	Addendum Certified
Additional Position	Addendum		Employee receiving extra-curricular position	n or stipend				ADCL	Addendum Classified
Additional Position	Added Duty		Employee working additional hours or days	i				ADACS	Addendum Amphi Community Schools
Correction Correction to contract CT Certified Decrease FTE Decrease in hours Extension End date being extended Increase FTE Increase in hours/contract Promotion Employee receiving a promotion to another position Reassignment Employee moving to another position at the direction of the administration Extension Employee changing status (i.e. short term to career) Employee working for a limited period of time Fransfer Employee moving from one position to another	•	ition						CT-AD	•
Decrease FTE Decrease in hours Extension End date being extended CL Classified CL Classified CL Classified Classified CL Classified Classified Classified CL Classified Classifi									
Extension End date being extended CL Classified Increase FTE Increase in hours/contract PR Professional Promotion Employee receiving a promotion 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 Femporary Employee working for a limited period of time Fransfer Employee moving from one position to another									
Increase in hours/contract Promotion Employee receiving a promotion to another position Employee moving to another position at the direction of the administration Employee moving to another position at the direction of the administration Employee changing status (i.e. short term to career) Employee working for a limited period of time Employee moving from one position to another Employee moving from one position to another									- · · · · · · · · · · · · · · · · · · ·
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									
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				•••					
Status Change Employee changing status (i.e. short term to career) Employee working for a limited period of time Fransfer Employee moving from one position to another									•
Femporary Employee working for a limited period of time Fransfer Employee moving from one position to another	Reassignment		Employee moving to another position at the direction of the administration						
Fransfer Employee moving from one position to another	Status Change		Employee changing status (i.e. short term t	o career)				HS	High School
Fransfer Employee moving from one position to another	Temporary		Employee working for a limited period of time	ne					
	Transfer		Employee moving from one position to anot	ther					

Page 1

Transfer

Employee moving from one position to another

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Stewart	Patricia	Teacher - Grade 3	СТ	Mesa Verde Elementary	Transfer			*
White	Morgan	Teacher - Grade 2	CT	Copper Creek Elementary	Transfer			*
Wright	Treva	Teacher - Grade 1	CT	Walker Elementary	Transfer			*
Aldworth	Nicole	Library Assistant	CL	Keeling Elementary	Transfer	4	4 years	*
Fenn	James	Custodian I	CL	Coronado K-8 School	Transfer			
Kornman	Fredericka	Classroom Aide/Car		Walker Elementary	Correction			Status correction
Molina Velazque	zAndres	Classroom Aide/Car	•	Keeling Elementary	Transfer	2		
Rodriguez	Paul	Computer Network S	•	Wetmore Center	Promotion	12	+\$2.16	
Slaton	Stephanie	Behavioral Interventi	on Monitor CL	CDO High School	Transfer	2	-\$0.85	
Anderson	Rebecca	ADDN - Certified Tul			Addendum			\$30.00 per hour
Avila	Paul	ADDN - Student Cou		Amphi Middle School	Addendum			\$1,350.00
Beker-Rohrer	Judith	ADDN - School Supp	oort Team ADCT	Amphi High School	Addendum			\$20.00 per hour
Boe	Bradley	ADDN - Extra Hours	ADCT		Added Duty			\$31.14 per hour
Bomke Keating	Amy	ADDN - IB Essay Co	ech HS ADCT	CDO High School	Addendum			\$400.00
Boyer	Lisa	ADDN - Essential Re	•	Wilson K-8 School	Correction			Stipend \$2,943.69
Bradbury	Nicole	ADDN - School Supp	oort Team ADCT	Amphi High School	Addendum			\$20.00 per hour
Bratthauer-Heap	sDawn	ADDN - Section 504			Addendum			\$800.00
Brown	Karen	ADDN - Curriculum I	Development ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Bruce	Kathryn	Coach - Volleyball H	ead MS ADCT	Coronado K-8 School	Addendum			\$1,700.00
Busenbark	Dana	ADDN - Homebound	ADCT	La Cima Middle School	Addendum			\$30.00 per hour
Candelaria	Maria	ADDN - Certified Tut		Coronado K-8 School	Addendum			\$30.00 per hour
Christman	Jill	ADDN - IB Essay Co	ech HS ADCT	•	Addendum			\$400.00
Counts	Austin	ADDN - Extra Hours	ADCT		Addendum			\$25.29 per hour
Diaz	Richard	ADDN - School Supp	oort Team ADCT	Amphi High School	Addendum			\$20.00 per hour
*		2024-2025 School Year					ADCT Add	endum Certified
Addendum		Employee receiving extra-curr	icular position or stipend				ADCL Add	endum Classified
Added Duty		Employee working additional h	ours or days				ADACS Add	endum Amphi Community Schools
Additional Position	n	Employee working an addition						ified Administrative
Correction		Correction to contract					CT Cert	
Decrease FTE		Decrease in hours						sified Administrative
Extension		End date being extended						sified
Increase FTE		Increase in hours/contract	on to another assistan					essional
Promotion		Employee receiving a promotion	•					nentary
Reassignment		Employee moving to another p		f the administration				le School
Status Change		Employee changing status (i.e	•				HS High	School
Temporary		Employee working for a limited	d period of time					

Page 2

Transfer

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANG	COMMENT
Duran-Keppler	Monica	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Engle	Katherine	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Garcia	Carla	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Garcia	Tiffin	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum			\$25.00 per hour
Gotlieb	Hayley	ADDN - Extra Hours	ADCT	Wetmore Center	Addendum			\$27.35 per hour
Gritis	Abigail	Coach - Track Assistant MS	ADCT	Cross Middle School	Addendum			\$1,400.00
Haverty	Matthew	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Horetski	Christine	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Impelluso	Sonya	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Johnson	Marian	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Lawrence	Mia	Teacher - REACH	ADCT	Wilson K-8 School	Addendum			\$520.39
Linn	David	ADDN - Homebound	ADCT	Wilson K-8 School	Addendum			\$30.00 per hour
McQuade	Lavinia	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Obregon	Jose	Coach - Volleyball Head MS	ADCT	Wilson K-8 School	Addendum			\$1,700.00
Padilla	Lisa	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Parham	John	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Pechuzal	Caroline	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$200.00
Rondeau	Caroline	Special Education Facilitator	ADCT	Walker Elementary	Addendum			*\$750.00
Rose	Stileda	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Sanchez	Tenaya	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$600.00
Sandoval	Gary	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Silvas	Sharon	Coach - Track Head MS	ADCT	Wilson K-8 School	Addendum			\$1,700.00
Smith	Lucas	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Smith	Shawn	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
*		2024-2025 School Year					ADCT Add	lendum Certified
Addendum		Employee receiving extra-curricular position of	r stipend				ADCL Add	lendum Classified
Added Duty		Employee working additional hours or days					ADACS Add	lendum Amphi Community Schools
Additional Position	on	Employee working an additional position						tified Administrative
Correction		Correction to contract						tified
Decrease FTE		Decrease in hours						ssified Administrative
								ssified
Extension		End date being extended						
Increase FTE		Increase in hours/contract	naitian					fessional
Promotion		Employee receiving a promotion to another po						mentary
Reassignment		Employee moving to another position at the d	irection of	the administration				dle School
Status Change		Employee changing status (i.e. short term to d	career)				HS Hig	n School
Temporary		Employee working for a limited period of time						

Page 3

Employee moving from one position to another

Transfer

Employee moving from one position to another

LAST NAME	FIRST NAM	E TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHAI	IGE COMMENT
Sparlin	Erika	Coach - Track Assistant MS	ADCT	Coronado K-8 School	Addendum			\$1,400.00
Stoxen	Amanda	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Street	Lee	ADDN - Extra Hours	ADCT	CDO High School	Addendum			\$31.75 per hour
Summons	Sjana	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Thomure	Emery	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$200.00
Velasquez	Jeanne	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Vo	Michael	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Walker	Melissa	ADDN - Academic Assistant EL	ADCT	Rio Vista Elementary	Addendum			\$700.00
Watson	David	ADDN - School Support Team		Amphi High School	Addendum			\$20.00 per hour
Watson	David J. E	. Coach - Volleyball Assistant - 2nd Se	ADCT	Amphi High School	Addendum			\$2,400.00
Willis	John	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Willis	Maria	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Yeager	Elizabeth	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$200.00
Baird	Leonar	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$16.10 per hour
Blauser	Devonne	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$23.77 per hour
Blauser	Devonne	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$23.77 per hour
Blauser	Devonne	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$23.77 per hour
Cuyler	Wayne	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$20.33 per hour
Dempsey	Clifford	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$14.50 per hour
Guitron	Sarah	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$14.78 per hour
Icely	Benjamin	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$21.66 per hour
Kaysen	Brian	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$19.75 per hour
Manes	Rorie	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$15.06 per hour
Moody	Dora	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$20.14 per hour
*		2024-2025 School Year					ADCT A	ddendum Certified
Addendum		Employee receiving extra-curricular position or	stipend					ddendum Classified
Added Duty		Employee working additional hours or days	•					ddendum Amphi Community Schools
Additional Pos	ition	Employee working an additional position						ertified Administrative
Correction		Correction to contract						ertified
Decrease FTE		Decrease in hours						lassified Administrative
Extension		End date being extended						elassified
Increase FTE		Increase in hours/contract	- 141					rofessional
Promotion		Employee receiving a promotion to another po						lementary
Reassignment		Employee moving to another position at the di	rection of	the administration				liddle School
Status Change	•	Employee changing status (i.e. short term to c Employee working for a limited period of time	areer)				HS F	igh School
Temporary		Employee working for a limited period of time						

Page 4

2024-2025 School Year

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Moran	Dessie	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$20.13 per hour
Moreno Andrade		ADDN - Instructional Aide		Rio Vista Elementary	Added Duty			\$14.50 per hour
Ochoa	Jose	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$20.13 per hour
Pinto	Arcilio	ADDN - Extra Hours	ADCL	CDO High School	Added Duty			\$17.26 per hour
Plattor	Edward	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$21.02 per hour
Plattor	Edward	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$21.02 per hour
Salvas	Paul	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$20.75 per hour
Sena	John	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$20.70 per hour
Thongkumsai	Bobby	ADDN - Extra Hours	ADCL	Transportation	Added Duty			\$17.75 per hour

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		
	Page 5		

ADCT

Addendum Certified

FLSA: Non-Exempt Support Staff – Level 3 Revised March 2025



BOOKSTORE BOOKKEEPER

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Two years of previous clerical experience
- Good working knowledge of computer applications, including word processing, database and spreadsheet applications
- Equivalent combination of education/training/experience

B. DESIRED

- Thorough knowledge of bookkeeping techniques; accurate and reasonable speed in mathematical operations
- Thorough knowledge of keyboarding, calculators, and other bookkeeping machines
- · Previous experience in a school setting

SUMMARY

Prepares statements of accounts in accordance with policies of the District. Performs specialized clerical work in keeping financial records of moderate variety.

Reports to appropriate Administrator

ESSENTIAL FUNCTIONS

- Maintains general accounting records of moderate complexity and variety according to established procedures
- Maintains such records as journals, check registers, accounts receivable, general ledgers, and makes adjustments as required
- Deposits money and posts to proper accounts; and balances bank statements and financial statements at the end of each month
- Prepares daily deposit for bookstore for deposit to the bank
- Prepares checks to vendors weekly
- Collects and records student fees
- Assumes correspondence of a routine or moderately technical nature regarding matters of finance; may perform keyboarding/data entry and operate a variety of office and accounting software
- Prepares cash boxes for all athletic/club events including reconciliation paperwork;
 and reconciles cash boxes upon return and posts to correct school account
- Secures deliveries of materials, supplies, and equipment
- Maintains fundraiser and school club documentation, AP exams paperwork, and spreadsheets for various reports
- Responsible for maintaining textbooks and upholding sanitation standards
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

FLSA: Non-Exempt Support Staff – Level 3 Revised March 2025



BOOKSTORE BOOKKEEPER

MENTAL AND PHYSICAL REQUIREMENTS

- · Ability to concentrate for extended periods of time
- · Ability to remain seated for extended periods of time
- · Ability to multi-task in an office setting
- Ability to perform calculations
- Ability to effectively communicate
- Ability to perform functions from oral and written instructions
- Ability to evaluate written materials
- Ability to perform functions requiring manual dexterity