



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

DATE OF MEETING: June 20, 2017

TITLE: Addendum to Approval of Personnel Changes

BACKGROUND:

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

Michael Bejarano, Terri Amonson, Glenda Arffa, and Jennifer Atteberry-Pierpont screened 1 file for the position of Career and Technical Education Director.

The candidate interviewed was:

Tassi Call

The committee consisted of:

Mike Bejarano, Chief Academic Officer, Secondary Schools
Terri Amonson, High School Assistant Principal
Glenda Arffa, High School Assistant Principal
Jennifer Atteberry-Pierpont, Teacher

Patrick Nelson recommends Tassi Call for the position of Career and Technical Education Director.

Michael Bejarano, Steve Duley, and Patricia Harris screened 13 files for the position of Director of Interscholastics Activities.

The candidates interviewed were:

James Palacios
Troy Hudson
Armando Soto
Jill Ronsman
Terri Amonson

The committee consisted of:

Mike Bejarano, Chief Academic Officer, Secondary Schools
Gerad Ball, Coronado K-8 Principal
Tassi Call, Amphitheater Middle School Principal
Patricia Harris, CDO High School Assistant Principal
David Humphreys, Coronado K-8 Assistant Principal
Gary Minor, Teacher
Dustin Peace, Teacher

Based on the committee's ratings, Armando Soto was recommended as a finalist for interviews with Patrick Nelson, Mike Bejarano, and Christy Sullivan.

Patrick Nelson recommends Armando Soto for the position of Director of Interscholastics Activities.

Two candidates applied for the position of Assistant Principal at La Cima Middle School.

The candidates interviewed were:

Jessica Jarrett
Gayle Taylor

The committee members were:

Mike Bejarano, Chair
Julie Valenzuela, La Cima Assistant Principal
Jessica Roodvoets, Certified
Pam Vandivort, Certified
Stephanie Cuestas, Classified

Based on the committee's ratings, Jessica Jarrett and Gayle Taylor were recommended as finalists for interviews with Patrick Nelson, Mike Bejarano, and Julie Valenzuela.

Patrick Nelson recommends Gayle Taylor for the position of Assistant Principal at La Cima Middle School.

Michael Bejarano, Kristin McGraw, and Linda Haller screened 12 files for the position of Assistant Director of Student Services.

The candidates interviewed were:

Shyla Wells
Brande Golden
Jennifer Newman

The committee consisted of:

Michael Bejarano, Chief Academic Officer 6-12
Kristin McGraw, Special Education Coordinator
Linda Haller, Assistant Director of Student Services
Annette Orelup, Principal, Keeling Elementary School
Christy Sullivan, Principal, La Cima Middle School

Based on the committee's ratings, Jennifer Newman was recommended as the finalist for an interview with Kristin McGraw and Michael Bejarano.

Patrick Nelson recommends Jennifer Newman for the position of Assistant Director of Student Services.

Monica Nelson, Roseanne Lopez, and Laurie Sheber screened 23 files for the position of Assistant Principal at Prince Elementary School.

The candidates interviewed were:

Jennifer Royer
Kristel Foster
Gail Milton
Steven White
Jessica Jarrett

The committee consisted of:

Monica Nelson, Chair
Roseanne Lopez, Chief Academic Officer for Secondary Education
Laurie Sheber, Principal
Kris Holt, Teacher
Samantha Krenzer, Teacher
Kenda Parkey, Teacher
Mary Thatcher, Classified
Isabel Aguilar, Parent
Patricia Mada, Parent

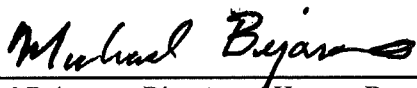
Based on the committee's ratings, Steven White, Jennifer Royer, and Jessica Jarrett, were recommended as finalists for interviews with Patrick Nelson, Roseanne Lopez, and Laurie Sheber.

Patrick Nelson recommends Jennifer Royer for the position of Assistant Principal at Prince Elementary School.

RECOMMENDATION:

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

INITIATED BY:



Michael Bejarano, Director of Human Resources

Date: June 19, 2017



Patrick Nelson, Superintendent

TASSI CALL

CAREER GOAL

To develop and support strong CTE programs throughout the Amphitheater School District while building strong community relationships that enhance opportunities for student success.

EDUCATION

University of Arizona Doctor of Philosophy, Educational Leadership and Policy, ABD	2018 (expected)
Northern Arizona University Masters of Education, Educational Leadership	1999
University of Arizona Bachelor of Arts, Psychology	1994

AWARDS

Rodel Exemplary Principal Mentored three Aspiring Principals and provided professional development for Rodel Exemplary Principals and Aspiring Principals, "Collaborative School Environments and Family and Community Involvement".	May 2011
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PROFESSIONAL EXPERIENCE

Amphitheater Public School District Principal, Amphitheater Middle School Promoted a positive school culture through PBIS strategies and strong social and emotional learning focus. Provided and implemented Professional Development on Depth of Knowledge and UBD. Coached, supported and evaluated teachers. AVID school wide systems refined. School wide STEM focus.	2015-present
Amphitheater Public School District Principal, Amphitheater Middle School and Keeling Elementary Turnaround Principal at Keeling. Initiated a PBIS reward system for students to create a positive school environment. Developed and led Professional Development on effective school culture. Reinstated the No Excuses University philosophy through a collaborative book study. Coached, supported and evaluated teachers.	2014-2015
Amphitheater Public School District Principal, Amphitheater Middle School Coached, supported and evaluated teachers. Continued to develop a strong and fluid AVID program school wide. Became a No Excuses University Middle School. School wide STEM focus.	2013-2014
Amphitheater Public School District Principal, Amphitheater Middle School and Prince Elementary Turnaround Principal at AMS. Reformed AMS from a third year school in corrective action, to a school that has a high "C" label from the state. Created systems that help increase student achievement. Responsible for over 1300 students and 100 certified employees. Multi-million dollar bond project, helped design a new administration building, new classroom building and remodel of a historic gym on the AMS campus. Started AVID on both campuses; creating a cohesive K-8 model of learning. Coached, supported and evaluated teachers.	2010-2013

Amphitheater Public School District
Principal, Prince Elementary School 2007-2010

Increased student achievement. Coached, supported and evaluated teachers. Current state label is a high "B". Became a No Excuses University School. Multi-million dollar bond project, helped design a new building on the Prince Elementary campus.

Amphitheater Public School District
Assistant Principal, Coronado K-8 2003-2007

In four years helped Coronado go from a "Performing" school to an "Excelling" school. Implemented a new reading and math program in the Elementary. Responsible for professional development and evaluation of the programs. Began a PBIS model of reward system for students to create positive school environment. Coached, supported and evaluated teachers.

Amphitheater Public School District
Assistant to the School Administration, Amphitheater Middle School 2002-2003

Led the ELD department and helped design and implement new ELD curriculum. Evaluated the program effectiveness. Initiated a PBIS reward system for students to create a positive school environment. Developed and led Professional Development on aligning the standards and creating common assessments. Coached, supported and evaluated teachers.

Amphitheater Public School District
Supervisor of Prince Elementary Saturday School, Prince Elementary School 1998-2003

Responsible for 150 students and thirteen staff members. Developed curriculum, hiring standards and school budget. Responsible for teacher observations and performance evaluations.

Amphitheater Public School District
Teacher, Prince Elementary School 1996-2002

Taught both second and fifth grades. School-wide math facilitator. Designed and implemented curriculum structures to meet diverse needs of students. Community involvement through PTO and School Management Team. Career Ladder mentoring.

COMMUNITY ACTIVITIES

Board Member, Zona Volleyball Club 2008- present

Vice-President, Canyon del Oro Little League 2007-2009

MEMBERSHIPS

Association for Supervisions and Curriculum Development; ASCD
National Association of Secondary School Principals; NASSP

REFERENCES AVAILABLE UPON REQUEST

Jennifer Newman

SPECIAL EDUCATOR

Professional Summary

A dedicated and experienced special education professional with an extensive understanding of all disabilities and laws concerning special education students. Has a Master's Degree in Special Education and Educational Leadership and Administration.

Teaching Experience

SPECIAL EDUCATION FACILITATOR

Amphitheater Middle School/ August 2016-Present

- Conduct scheduled department meetings with special education team
- Conduct academic reevaluation testing using KTEA protocols
- Manage caseload of special education students in grades 6-8
- Complete required IEP paperwork and facilitate annual IEP meetings
- Assist with discipline of special education students
- Facilitate manifestation determination reviews
- Assist in the development of 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
- Provide training in SEAS computerized program for IEP development
- Supervise instructional assistants
- Collaborate with feeder pattern schools regarding incoming middle school students
- Complete master scheduling for special education students
- Oversee and facilitate LRE process
- Assist in development of 504 plans
- Participate in Student Study Team meetings
- Maintain IEP compliance of special education department
- Provide inclusion support of special education students placed in general education classroom
- Maintain compliance with IDEA and Section 504 laws
- Collaborate with site administration regarding special education students
- Monitor student growth towards annual IEP goals
- Mentor teachers enrolled in Grow Your Own certification program

Certification

TEACHING CERTIFICATION
State of Arizona

K-12 Cross Categorical
Special Education

6-12 English/Language Arts

K-12 Principal- Pending

Education

BACHELOR OF ARTS
Criminal Justice
Southwestern Oklahoma State
Weatherford, Oklahoma
July, 2004

MASTER OF EDUCATION
Special Education
University of Phoenix
Phoenix, Arizona
May, 2011

MASTER OF EDUCATION
Educational Leadership
University of Arizona
Tucson, Arizona
May, 2016

Jennifer Newman

SPECIAL EDUCATOR

Core Competencies

IEP Development

Student Involvement

Behavioral Interventions

Conflict Resolution

Relationship Building

Differentiating Instruction

Leadership

Problem Solving

Additional Responsibilities

National Junior Honor Society
Sponsor
Amphitheater Middle School
2016-2017

Athletic Director
Amphitheater Middle School
March 2017-Present

Teaching Experience (continued)

RESOURCE ENGLISH TEACHER- GRADES 10/12

Ironwood Ridge High School/ August 2015-May 2016

- Provide instruction aligned with Common Core ELA Standards at the 10th and 12th grade levels
- Develop lessons based on student IEP needs
- Develop and implement annual IEP for assigned case load
- Track quarterly progress towards annual IEP goals
- Collaborate with special education department, administration, and other school personnel regarding student needs
- Complete post graduation transition plans

SELF-CONTAINED ED TEACHER- GRADES 6-8

Amphitheater Middle School/August 2012-May 2015

Villago Middle School/Casa Grande Elementary School District/2009-2011

- Provide a structured, safe environment for special education students requiring a self-contained environment
- Develop individualized behavior plans for each student to maximize their success
- Provide academic instruction based on the Arizona Common Core Standards- math, reading, writing, science, social studies
- Instruct students in appropriate methods of interacting with peers and staff
- Collaborate with school administration and other IEP team members on behavioral interventions
- Maintain points/rewards systems tailored to meet individual student needs
- Maintain case load of special education students in grades 6-8
- Conduct annual IEP reviews with IEP team
- Track quarterly progress towards annual IEP goals
- Facilitate manifestation determination reviews
- Assist in development of Functional Behavioral Assessments and Behavior Intervention Plans
- Supervise instructional assistants in daily responsibilities

Jennifer Newman

SPECIAL EDUCATOR



Teaching Experience (continued)

RESOURCE ELA/SOCIAL STUDIES TEACHER- GRADES 6-12 El Hogar Alternative School/August 2015-2016

- Provide instruction based on Arizona Common Core ELA and Social Studies standards
- Maintain caseload of long term suspended special education students in grades 6-12
- Facilitate annual IEP meetings for students
- Track quarterly progress towards annual IEP goals
- Prepare students for transition back to home school site once conditions of long-term suspension have been met

Additional Teaching Experience

ENGLISH LANGUAGE LEARNER SUMMER PROGRAM TEACHER Prince Elementary-2012/Nash Elementary-2014

- Provide reading and writing instruction to ELL students at the elementary level
- Develop instruction based on Arizona ELL standards
- Collaborate with other summer learning teachers to develop curriculum
- Create lesson plans based on instruction provided to students
- Assess student progress throughout summer learning program
- Develop progress reports based on student growth.

HOME INSTRUCTION TEACHER

Amphitheater Student Services Department/2011-as needed

- Provide instruction to special education students placed requiring home instruction services
- Collaborate with home school of students to identify student needs
- Provide instruction based on student IEP goals

Jennifer Newman

SPECIAL EDUCATOR

Additional Work Experience

COMMUNITY SUPERVISION OFFICER

Dallas County Community Supervision and Corrections/2007

- Supervise offenders placed on probation in Dallas County
- Assist offenders in remaining in compliance with probation conditions issued by court of Dallas County
- Schedule appointments with offenders to track and monitor progress
- Maintain detailed records of offender progress
- Certified State of Texas community supervision officer

CORRECTIONAL CASE MANAGER/CORRECTIONAL OFFICER

Diamondback Correctional Facility/ 2004-2007

- Supervise medium security inmates in various settings throughout correctional facility
- Maintain logs of daily activities in various settings
- Conduct annual classifications to determine placement and security level
- Complete release paperwork of offenders being released from custody
- Assist inmates in finding placement upon release
- Assign inmates to rehabilitative programming to meet release requirements
- Assist inmates in enrolling in educational programming

References

TANYA WALL

Principal

Copper Creek Elementary

520.696.6805

twall@amphi.com

TASSI CALL

Principal

Amphitheater Middle School

520.696.6234

tcall@amphi.com

DR. STEVE DULEY

Executive Director of Student

Services

Amphitheater Public Schools

520.696.5230

sduley@amphi.com

Jennifer A. Royer

OBJECTIVE

To serve as an educational leader in a school organization, where I will positively support and impact school stakeholders in order to implement a school and district's mission and vision.

PROFESSIONAL PROFILE

Dedicated, resourceful, and goal-driven, with a commitment to the social and academic growth and development of every student.
Fair and flexible ensuring that every child's learning styles and abilities are addressed using a variety of differentiating methods.
Integrates a 21st century framework which ensures every child will build skills and knowledge to succeed in work and life.
Experienced in gifted and talented education
Committed to leading with integrity

EXPERIENCE

Leadership Positions

School PBIS Coordinator, 2016-2017
Site Technology Coach, 2012-2017
Current grade level Lead teacher
Copper Creek Elementary, Summer School Lead, 2014
Member on the School Leadership team, 2014-2017
Current Site Council member, 2015-2017
STEM Scout Lab Manager, Grades 3rd, 4th, and 5th, 2016-2017
Served as the new Reading Street Curriculum Lead at Copper Creek Elementary, Career Ladder, 2013-2014
Served as the after-school tutoring coordinator which included supervision of over 70 students enrolled in the program and ten highly qualified teachers.
School coordinator for Odyssey of the Mind, 2007

Facilitated Professional Staff Development Trainings

Reading Street and ConnectEd Teacher Training, Fall, 2015, Fall, 2016
Tyler SIS, 2016
Novus Webpage beginner training
Renaissance Place Accelerated Math Training
SmartBoard Notebook 11-14
E-Clicker, 2011
Presenter for the district Summer Literacy conference, Provo-UT, 2003.
Web-page development in-service for K-5 teachers, SLC, UT, 2004

EDUCATION

M. Ed. ~ Educational Leadership, Principalship~
Arizona State University, 2014

B.S. ~ Elementary Education (K-8)
Utah State University, 2000

CERTIFICATIONS

AEPA-Principal, 2014
AEPA-Elementary Education, 2007
AEPA-Professional Knowledge, 2007

ENDORSEMENTS

English as a Second Language, PreK-12,
Exp. 1/29/2021

Gifted PreK-12
Exp. 1/29/2021

HONORS

Amphitheater Distinguished Employee Award -Tucson, AZ ~
May, 2015

Ben's Bell Recipient, Tucson, AZ, 2007

Wal-Mart Teacher of the Year - Tucson, AZ - Peter Howell Elementary, 2007

Jennifer A. Royer

EXPERIENCE Cont.

GRANTS

Amphi Foundation
Technology Grant-
Copper Creek
Elementary, Tucson,
AZ ~ 2014

Target Field Trip
Grant, Tubac One
Room School
House-Copper
Creek Elementary,
Tucson, AZ ~ 2011

Education
Enrichment
Foundation Grant-
Magic in the Circle,
Peter Howell
Elementary, Tucson,
AZ ~ 2007

Jordan Education
Foundation – Book
Grant – Midvale,
UT 2003
AT&T Technology
Grant- Midvale, UT
2002

2009-2017 ~ Copper Creek Elementary ~ Tucson, AZ

Teaching Positions~

2nd, 3rd, and 4th grade
After School Tutor, 4th and 5th grade
STEM Scout teacher, 3rd-5th grades

Duties and responsibilities~

Productively collaborate with a grade level team in order to support our district's mission and vision.

Communicate our school's mission and vision as a stakeholder and guide and direct the mission to our school body.

Effectively instruct a diverse group of students with various SES backgrounds.

Executed a variety of cooperative learning strategies in order to build a team atmosphere.

Effective follow through with accommodating students with IEPs, 504s, and Speech and Language goals.

Promote high expectations for student academic achievement.

Support student goal setting for academic growth.

Successful implementation of newly district adopted math and reading curriculum.

Created and maintained a personal web page for student and parent communication.

Fostered meaningful relationships with students, parents, and colleagues.

Application of the Amphitheater 21st Century Writing Academy curriculum 2008-2010.

2007-2009 Coronado K-8 Elementary ~ Tucson, AZ

Position: 4th grade teacher

Duties and responsibilities:

Productively collaborated with a grade level team in order to support our district's mission and vision.

Communicate our school's mission and vision as a stakeholder and guide and direct the mission to our school body.

Taught a culturally diverse class of 25-30 students in Northwest Tucson.

Participated in Amphi Project Excell program for 2 years.

Taught after school tutoring courses-ACHIEVE

Tier 2 Curriculum Map Dialogue group participant

Created and maintained a personal web page for student and parent communication.

2006-2007 Peter Howell Elementary ~ Tucson, AZ

Position: 2nd Grade Teacher

2000-2004 Copperview Elementary ~ Midvale, UT

Position: 4th Grade Teacher

Summer Learning Teacher-

2015-Lulu Walker Elementary, 2nd grade reading intervention

2014-Copper Creek Elementary, Summer Lead Teacher

2013-Walker Elementary, 2nd Grade, Assignment- Reading Comprehension,

Supervisor-Michael McConnell

2012- Coronado K-8, 2nd Grade, Assignment-Mathematics Problem Solving,

Supervisor, Tanya Wall

2011- Prince Elementary, 2nd Grade, Assignment- ELL, Supervisor, Tanya Wall

Armando Soto

Objective	To advance to the position of Director of Interscholastic Activities		
Work experience	08/2007 to present	Amphitheater High School	Tucson, Az.
	Athletic Director & Assistant Principal		
	2009	National Interscholastic Administrators Association	
	Certified Athletic Administrator		
	2007	Department of Education	Arizona
	Principals Certificate		
	08/2003 to 05/2007	Amphi Middle School	Tucson, Az.
	Assistant to Administration and Athletic Director		
	08/1995 to 05/2003	Amphi Middle School	Tucson, Az.
	Lab 2000 Teacher		
Education	1982 to 11/2001	Various Locations	Arizona
	High School and Middle School Coaching		
	• 1998-2001	Asst. Football Coach w/ Vern Friedli	AHS
	• 1995-1997	Head Coach Football, Soccer, Baseball, Softball	AMS
	• 1990-1994	Asst. Football Coach w/ Curly Santa Cruz	Pueblo HS
	• 1989-1990	Asst. Football Coach w/ Terry Seward	Sunnyside HS
	• 1988	Asst. Football Coach w/ Gus Brisco	Cholla HS
	• 1985-1987	Asst. Football Coach w/ Craig Holland	Flagstaff HS
	• 1982-1984	Asst. Football Coach w/ Dr. Robert Smith & Jeff Scurran	CDO HS
	1989 – 1997	University Medical Center	Tucson, Az.
	Patient Care Technician		
	1986-1989	University Medical Center	Tucson, Az.
	Security Officer		
	1995-1997	Northern Arizona University	Flagstaff, Az.
	Graduated		
	•	Masters Degree – Educational Leadership	
Continuing Education	1984 to 1986	Northern Arizona University	Flagstaff, Az.
	Graduated		
	•	BS Criminal Justice with minor in Social Studies	
	1982 to 1984	University of Arizona	Tucson, Az.
	Undergraduate work continued		
	08/1981 to 05/1982	Air Force Academy Prep School	Colorado Springs, Co.
Page 1 of 1	Undergraduate work started		
	1977 to 05/1981	Canyon Del Oro High School	Tucson, Az.
	High School Diploma		
	• 2008-Present	AIAAA & NIAAA Conference Attendee	
	• 1982-Present	Bi-Annual CPR & First Aid Certified	

GAYLE TAYLOR

OBJECTIVE

To utilize my teaching experience and knowledge of leadership to invoke dedication and determination in others who need support and guidance while working to achieve their goals.

PROFESSIONAL PRACTICES

- Open communication with all stakeholders
- Strong work ethic relies on accountability for self and others
- Servant leadership style supports others in their work
- Relationship-driven

EDUCATION / CERTIFICATION

Principal Certificate	April 2012
Northern Arizona University <i>Masters in Educational Leadership</i>	December 2011
Secondary Social Studies Certificate	August 2008
Northern Arizona University <i>Masters in Educational Technology</i>	December 2007
Secondary English Certificate	December 1999
Arizona State University <i>Bachelor of Arts/Secondary English Education</i> <i>Communications Minor</i>	December 1999

PROFESSIONAL EXPERIENCE

August 2015 – present <i>Teacher</i>	Amphitheater High School	Tucson, Arizona
<ul style="list-style-type: none">• Ninth grade English teacher• Reading Intervention teacher• Attended staff, department, and grade level meetings• Participated on the AVID committee• Participated on the Site Council• Mentored a student teacher		
June 2013 – June 2015 <i>Principal</i>	South Pointe Junior High School	Phoenix, Arizona
<ul style="list-style-type: none">• Provided leadership and support to staff• Organized and oversaw the implementation of curriculum• Designed and facilitated professional development sessions for staff• Fostered positive relationships and school culture• Perform HR duties such as hiring, evaluations, corrective action, and terminations• Managed state/federal compliance in programs and grants, such as Title I, NSLP, and 21st CCLC• Managed school budget and contracted services		

- Processed purchasing invoices
- Created safety procedures and school handbook
- Created and managed marketing materials such as fliers, postcards, website, Facebook, and stakeholder communication
- Testing coordinator for all state and school testing, such as AIMS, AZMerit, Galileo, and STAR
- Worked in a school community with the other schools in joint venues
- Facilitated community events and resources for low-income, high need population
- Attended corporate-led PLCs, meetings PD events, and other events

July 2012 – June 2013 South Pointe High School Phoenix, Arizona
Curriculum Coach / Tenth Grade Academic Advisor

- Provided cognitive coaching for teachers in overall teaching strategies and best practices
- Coordinated and provided professional development for staff
- Trained and monitored teacher use of CLI lesson plan system
- Participated in the administrative team and subsequent meetings
- Conducted teacher evaluations
- Managed the Title I grant and Cycle 4 Monitoring
- Aided in interviewing and recommending candidates for hire
- Participated in corporate-led PLC's for Math, English, and New Teachers
- Testing-Coordinator for Galileo, AIMS, Stanford 10, and PISA
- Provided schedules, academic support, and guidance to tenth graders and their parents

January 2012 – June 2012 Tempe Accelerated Tempe, Arizona
English / SEI Teacher

- Taught ninth and eleventh grade English
- Team taught AIMS Preparation course and Graphic Novels course
- Developed curriculum and teaching materials for all classes taught
- Participated in off-campus marketing events

April 2011 – December 2011 E2020 (now Edgenuity) Scottsdale, Arizona
Curriculum Developer

- Developed English 10 course materials including direct instruction, assignments, assessments, and supplemental activities
- Collaborated with team members on the development and review of course materials
- Collaborated with Editors and formatters on all course materials
- Delivered on-screen direct instruction for English 10 lessons
- Participated in critique of final English 10 course before release
- Researched current state standards and Common Core standards to create Scope & Sequence for English 11 development
- Developed prototype lesson for upcoming English 11 course
- Addressed support cases from clients on existing course materials
- Attended team, department, and company-wide meetings

July 2008 – June 2011 Hill Learning Academy Chandler, Arizona
Lead Teacher, English/Social Studies Teacher, Webmaster

- Taught ninth - twelfth grade English, social studies, and electives
- Taught seventh - eighth grade English
- Assisted in school creation including logo, motto, mascot, framework, and schedules
- Aided in interviewing and recommending candidates for hire
- Provided instructional coaching for teachers

- Developed curriculum and materials for multiple novel units and classes
- Participated in the administrative team and subsequent meetings
- Facilitated high school staff meetings
- Developed, organized, and maintained Saturday school program
- Assigned individual student classes according to specific educational and personal goals
- Attended long-term hearings
- Accompanied principal on home visits
- Created written communication from the school to parents
- Lead Member of Arizona School Improvement Plan (ASIP) committee
- On-Site A+ support contact
- Implemented SMART Sync classroom management software
- Developed and maintained school website
- Member of District Technology Task Force
- Trained staff on Centricity Schoolwires
- District Career Ladder Steering Committee member

November 2007 – June 2007 **Basha High School** **Chandler, Arizona**
Teacher (Interim Assignment)

- Tenth and twelfth grade English replacement teacher

June 2000 – June 2011 **Chandler Early College** **Chandler, Arizona**
Saturday School Teacher and Webmaster (June 2000 – June 2011)
Teacher (July 2002 – November 2007)
Summer Academy Coordinator (2004 – 2006)
Summer Academy Teacher (2004 – 2009)

- Taught ninth – twelfth grade English, social studies, and electives
- Identified individual student needs and assigned classes according to specific educational and personal goals
- Developed curriculum and/or created teaching materials for multiple novel units and classes
- Utilized multiple computer software curriculum programs
- Organized and monitored tutoring hours during school intersessions
- Planned and hosted graduation banquet
- Interviewed and hired staff
- Publicized and promoted program
- Organized and managed enrollment and grades
- Reported to home school counselors and district personnel
- Created and maintained website

August 2001 – May 2002 **Highland Junior High** **Gilbert, Arizona**
Teacher

- Taught seventh grade English
- Created differentiated teaching materials for Treasure Island
- Developed curriculum for and taught staff development class, “The Power Paragraph”, as part of school-wide goal of writing across the curriculum

August 2000 – May 2001 **Villa de Paz K-8** **Phoenix, Arizona**
Teacher

- Created teaching materials for and taught eighth grade Communication Arts
- Developed curriculum and teaching materials for and taught seventh - eighth grade music history and class

6/20/2017

GOVERNING BOARD MEETING
PERSONNEL CHANGES

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	RANGE	STEP	COMMENT
Call	Tassi	Career Tech Ed. Director	CT-AD	Wetmore Center	Transfer	HSA	G	Range MSP; Step D
McGraw	Kristin	Exe. Dir of Student Serv	CT-AD	Wetmore Center	Reclassification	CAB-A	A	
Newman	Jennifer	Asst. Director Sp. Ed.	CT-AD	Wetmore Center	Promotion	ADD	A	Range MA; Step F
Royer	Jenny	Elem Assistant Principal	CT-AD	Prince Elementary	Promotion	ESA	A	Range MA; Step F
Soto	Armando	Dir. Interscholastic Act.	CT-AD	Wetmore Center	Promotion	HSP	A	Range HSA; Step D
Taylor	Gayle	MS Assistant Principal	CT-AD	LaCima Middle School	Promotion	MSA	A	Range MA; Step F
Barrett	Pamela	EL Second Grade Teacher	CT	Donaldson Elementary	Reassignment	MA	C	
Glenn	Charlotte	REACH Teacher	CT	Coronado K-8 School	Transfer	MA	C	
Glenn	Charlotte	REACH Teacher	CT	Nash Elementary	Transfer	MA	C	
Menaugh	Jill	HS Art Teacher	CT	Ironwood Ridge High	Transfer	MA	L	
Morgan	Kiarah	Special Ed Preschool Tch	CT	Walker Elementary	Transfer	BA	E	
Radtke	Heidi	EL Reading Teacher	CT	Painted Sky Elementary	Increase FTE	MA	B	
Santillan	Mary Beth	Homeless Education Liaison	CL-PR	Federal/State Programs	Addendum	PR EX	19.0	*
Santillan	Mary Beth	Homeless Education Liaison	CL-PR	Federal/State Programs	Addendum	P	13.0	
Aguirre	Rebecca	Manager-Bookstore	CL	Amphi High School	Promotion	J	3.0	*Range F; Step 6
Andersen	Jared	Special Ed Teaching Asst	CL	Donaldson Elementary	Promotion	E	3.0	Range A; Step 1
Archuleta	Maria	Custodian I	CL	Rio Vista Elementary	Transfer	D	4.0	
Clary	Linda	Special Ed Teaching Asst	CL	Rio Vista Elementary	Reassignment	E	14.0	
Gentile	Louis	Custodian II	CL	Amphi High School	Promotion	E	1.0	Range D; Step 1
Lauscher	Kim	Special Ed Teaching Asst	CL	Amphi Middle School	Transfer	E	1.0	
Martin	Andrea	Library Assistant	CL	Amphi High School	Promotion	F	1.0	Range C; Step 3
Martinez	Crystal	Custodian I	CL	Painted Sky Elementary	Transfer	D	3.0	*
2016-2017 School Year								
Addendum		Employee receiving extra-curricular position or stipend				ADCT		Addendum Certified
Added Duty		Employee working additional hours or days				ADCL		Addendum Classified
Additional Position		Employee working an additional position				ADACS		Addendum Amphi Community Schools
Correction		Correction to contract				CT-AD		Certified Administrative
Decrease FTE		Decrease in hours				CT		Certified
Demotion		Voluntary demotion				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

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	RANGE	STEP	COMMENT
Smith	Moriah	Special Ed Teaching Asst	CL	Holaway Elementary	Reassignment	E	1.0	
Streeter-Jagow	Deborah	Student Serv Coord Asst I	CL	Wetmore Center	Decrease FTE	D	3.0	
Suarez	Ana	Special Ed Teaching Asst	CL	Walker Elementary	Transfer	E	4.0	
Sverdrup	Rose	Manager-Bookstore	CL	CDO High School	Promotion	J	1.0	Range F; Step 7
Verrett	Monica	Special Ed Teaching Asst	CL	Holaway Elementary	Reassignment	E	3.0	
Raine	Katelyn	Student Worker	ASW	CDO High School	Addendum			\$10.00 per hour
Bobb-Matzdorff	Kerri	School Support Team (CT)	ADCT	Holaway Elementary	Addendum			\$20.00 per hour
Clark	Susan	School Support Team (CT)	ADCT	Holaway Elementary	Addendum			\$20.00 per hour
Espinoza	Taylor	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			*\$25.00 per hour
Espinoza	Taylor	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Gale	Natalie	School Support Team (CT)	ADCT	Prince Elementary	Addendum			\$20.00 per hour
Goodridge	George	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			*\$25.00 per hour
Goodridge	George	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Gowen	Jean	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			*\$25.00 per hour
Gowen	Jean	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Holt	Kris	School Support Team (CT)	ADCT	Prince Elementary	Addendum			\$20.00 per hour
Hopkins	Kenna	School Support Team (CT)	ADCT	Holaway Elementary	Addendum			\$20.00 per hour
Howell	Luke	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			*\$25.00 per hour
Howell	Luke	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Hurley	Benjamin	Summer Camp Coach	ADCT	Amphi High School	Addendum			\$18.00 per hour
Januszewski	Allison	Math Intervention Teacher	ADCT	LaCima Middle School	Addendum	BA	B	
Jarrett	Jessica	School Support Team (CT)	ADCT	Holaway Elementary	Addendum			\$20.00 per hour
Jarrett	Jessica	School Support Team (CT)	ADCT	Holaway Elementary	Addendum			\$20.00 per hour
Keene	Bonnie	School Support Team (CT)	ADCT	Holaway Elementary	Addendum			\$20.00 per hour
* 2016-2017 School Year								
Addendum		Employee receiving extra-curricular position or stipend						ADCT Addendum Certified
Added Duty		Employee working additional hours or days						ADCL Addendum Classified
Additional Position		Employee working an additional position						ADACS Addendum Amphi Community Schools
Correction		Correction to contract						CT-AD Certified Administrative
Decrease FTE		Decrease in hours						CT Certified
Demotion		Voluntary demotion						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

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	RANGE	STEP	COMMENT
Kitay	Hillary	School Support Team (CT)	ADCT	Prince Elementary	Addendum			\$20.00 per hour
Krenzer	Samantha	School Support Team (CT)	ADCT	Prince Elementary	Addendum			\$20.00 per hour
Lang	William	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			*\$25.00 per hour
Lang	William	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Lise Jr	Ronald	Summer Camp Coach	ADCT	Amphi High School	Addendum			\$15.00 per hour
Maish	Ryan	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			*\$25.00 per hour
Maish	Ryan	Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Mendivil	Jorge	Summer Weight Prog	HS	Amphi High School	Addendum			\$1059.78
Moran	Kimberly	School Support Team (CT)	ADCT	Holaway Elementary	Addendum			\$20.00 per hour
Mounds	Deborah	School Support Team (CT)	ADCT	Prince Elementary	Addendum			\$20.00 per hour
Navarro	Susana	School Support Team (CT)	ADCT	Prince Elementary	Addendum			\$20.00 per hour
Nelson	Patrick	Superintendent	ADCT	Wetmore Center	Performance Stipendi			\$5000.00
Rangel-Procci	Monica	School Support Team (CT)	ADCT	Prince Elementary	Addendum			\$20.00 per hour
Riggs	Jennifer	School Support Team (CT)	ADCT	Holaway Elementary	Addendum			*\$20.00 per hour
Schickling	Martha	School Support Team (CT)	ADCT	Prince Elementary	Addendum			\$20.00 per hour
Smith	Kimberly	School Support Team (CT)	ADCT	Holaway Elementary	Addendum			\$20.00 per hour
Wick	Elizabeth	School Support Team (CT)	ADCT	Holaway Elementary	Addendum			\$20.00 per hour
Baca	Florence	Behavioral Interv Monitor	ADCL	Wilson K-8 School	Added Duty	D	5.0	\$20.00 per hour
Barrie	Tammy	Bus Driver	ADCL	Transportation	Addendum	I	14.0	
Bojorquez	Ramon	Bus Driver	ADCL	Transportation	Addendum	I	4.0	
Campbell	Tammy	Bus Driver	ADCL	Transportation	Addendum	I	12.0	
Carlson	Eugene	Bus Driver	ADCL	Transportation	Addendum	I	14.0	
Castro	Rosalia	Bilingual Clerk	ADCL	Federal/State Programs	Addendum	D	3.0	
Glen	Laurie	Bus Driver	ADCL	Transportation	Addendum	I	6.0	
* 2016-2017 School Year								
Addendum		Employee receiving extra-curricular position or stipend			ADCT			Addendum Certified
Added Duty		Employee working additional hours or days			ADCL			Addendum Classified
Additional Position		Employee working an additional position			ADACS			Addendum Amphi Community Schools
Correction		Correction to contract			CT-AD			Certified Administrative
Decrease FTE		Decrease in hours			CT			Certified
Demotion		Voluntary demotion			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

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	RANGE	STEP	COMMENT
Gutierrez	Sharon	Bus Driver	ADCL	Transportation	Addendum	I	14.0	
Harnick	Maria	Transportation Attendant	ADCL	Transportation	Addendum	B	14.0	
Hauer	Capella	Social Worker	ADCL	Holaway Elementary	Added Duty	SOCIAL V	2.0	*
Hauer	Capella	Social Worker	ADCL	Holaway Elementary	Added Duty	SOCIAL V	2.0	
Hyatt	Kristy	Transportation Attendant	ADCL	Transportation	Addendum	B	6.0	
Jones	Joyce	Transportation Attendant	ADCL	Transportation	Addendum	B	6.0	
Lewis	Linda	School Admin Assistant	ADCL	Walker Elementary	Added Duty	H	7.0	
Little	Denise	Bus Driver	ADCL	Transportation	Addendum	I	4.0	
Mendibles	Sherrilee	Transportation Attendant	ADCL	Transportation	Addendum	B	6.0	
Meneses	AnnMarie	Transportation Attendant	ADCL	Transportation	Addendum	B	6.0	
Nava	Ruben	Bus Driver	ADCL	Transportation	Addendum	I	4.0	
Pittman	Allisa	Transportation Attendant	ADCL	Transportation	Addendum	B	14.0	
Ratliff	Sandra	Bus Driver	ADCL	Transportation	Addendum	I	6.0	
Sanchez	Ana	Transportation Attendant	ADCL	Transportation	Addendum	B	11.0	
Serrano Ochoa	Rosa	Bus Driver	ADCL	Transportation	Addendum	I	2.0	
Stickney	Lisa	Bus Driver	ADCL	Transportation	Addendum	I	6.0	
Thatcher	Mary	School Admin Assistant	ADCL	Prince Elementary	Added Duty	H	2.0	
Williamson	Elaine	Bus Driver	ADCL	Transportation	Addendum	I	6.0	

*	2016-2017 School Year							
Addendum	Employee receiving extra-curricular position or stipend							Addendum Certified
Added Duty	Employee working additional hours or days							Addendum Classified
Additional Position	Employee working an additional position							Addendum Amphi Community Schools
Correction	Correction to contract							Certified Administrative
Decrease FTE	Decrease in hours							Certified
Demotion	Voluntary demotion							Classified Administrative
Extension	End date being extended							Classified
Increase FTE	Increase in hours/contract							Professional
Promotion	Employee receiving a promotion to another position							Elementary
Reassignment	Employee moving to another position at the direction of the administration							Middle School
Status Change	Employee changing status (i.e. short term to career)							High School
Temporary	Employee working for a limited period of time							
Transfer	Employee moving from one position to another							

AMPHITHEATER PUBLIC SCHOOLS' PERSONNEL ACTION FORM (PAF)

☐ Certified (Exempt)
 ☐ Classified (Non-Exempt)
 ☐ Professional Non-teaching (Exempt)
 ☒ Administrative (Exempt)
 ☐ Addendum
 ☐ Out of District

REQUEST TO ADVERTISE (Fill in All Shaded Areas)

Reason For Position (New Position/Replacement for "Employee's Name"):

Job Title:

Job Post/Advertisement:

3 Business Days Minimum Posting Requirement

☐ In District Only
☐ In & Out of District

(all postings are open until filled unless otherwise stated below)

Other Advertising Instructions:

PERSONNEL ACTION FORM (Every Action Requires Completion of Blocks 1 & 6)

☐ HIRE
☐ REHIRE (Complete sections 1, 2, 6)
☐ SEPARATION (Complete sections 1, 3, 6)
☐ PROMOTION
☐ DEMOTION
☒ TRANSFER
☐ ADDENDUM
☐ REASSIGNMENT (Complete 1, 2, 6)
☐ REQUEST LEAVE OF ABSENCE (Complete sections 1, 4, 6)
☐ OTHER STATUS CHANGE:

1. NAME: Tassi Call		DEPT/SCHOOL: CTE	
Job Title: Career & Technical Director	Job Class Code: TA22	Position Control #: 515-596-CTEDR-V	FTE: 1.0
Job Title:	Job Class Code:	Position Control #: - - -	FTE:
Job Title:	Job Class Code:	Position Control #: - - -	FTE:
Job Title:	Job Class Code:	Position Control #: - - -	FTE:
BUDGET (ACCOUNT) CODE (if applicable) #: 596-00-270-2290-515-6112 and - - - -			
Internal Candidates Considered? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Replacement for: Patricia Greenleaf	

2. RECOMMENDATION FOR HIRE	Start Date: 7/1/17	Will Work Friday before Winter Break? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
POSITION IS FOR 260 # OF DAYS		Total FTE: 1.0
<input checked="" type="checkbox"/> Career	<input type="checkbox"/> Academic Year	<input type="checkbox"/> Summer
<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Fiscal Year	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Short Term & Reason:		SX M X T X W X T X F S
PAY RECOMMENDATION Range: HSA Step: G		\$ / hour \$ /yr.
NEW USER IT NETWORK ACCOUNT – PLEASE GO TO: http://www.amphi.com/district/forms/		
OTHER INFORMATION:		

3. SEPARATION		Forwarding Address/Phone Number:
<input type="checkbox"/> Voluntary	<input type="checkbox"/> Lay-Off	
<input type="checkbox"/> Dismissal	<input type="checkbox"/> Abandonment	
Last Day of Work:	Date of Separation:	Employee Eligible for Rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO
		If Yes...in Same Position? <input type="checkbox"/> YES <input type="checkbox"/> NO
Other Information:		

4. REQUEST FOR LEAVE OF ABSENCE		
Type of Leave:	Leave will BEGIN on:	Leave will END on:
Employee Authorized Use of:	This is a Request for:	
<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Extension of Current Leave <input type="checkbox"/> Emergency Leave	
<input type="checkbox"/> Personal Leave	<input type="checkbox"/> Early Return from Leave Date of Return:	
<input type="checkbox"/> Vacation Leave (if applicable)	<input type="checkbox"/> Leave of Absence Without Pay	
	<input type="checkbox"/> Completed Classified Probationary Period? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing address/phone during leave: (Employee must notify HR prior to taking leave)		

5. TO BE COMPLETED BY HUMAN RESOURCES --		
Actual Start Date: 7/1/17		End Date: 6/30/18
Other Information: Board 6/20/17		

6. AUTHORIZATIONS/DATE Initiating Administrator: 802323/MB, 6/12/17	
Associate Superintendent: 802324MN HR Signature: 802830JH cs 6/19/17	Financial Authorization:

COMPLETE AND ATTACH TO EMAIL BACK TO YOUR HUMAN RESOURCES SPECIALIST/DATATECH

AMPHITHEATER PUBLIC SCHOOLS' PERSONNEL ACTION FORM (PAF)

☐ Certified (Exempt)
 ☐ Classified (Non-Exempt)
 ☐ Professional Non-teaching (Exempt)
 ☒ Administrative (Exempt)
 ☐ Addendum
 ☐ Out of District

REQUEST TO ADVERTISE (Fill in All Shaded Areas)

Reason For Position (New Position/Replacement for "Employee's Name"):

Job Title:

Job Post/Advertisement:

3 Business Days Minimum Posting Requirement

☐ In District Only
 ☐ In & Out of District

(all postings are open until filled unless otherwise stated below)

Other Advertising Instructions:

PERSONNEL ACTION FORM (Every Action Requires Completion of Blocks 1 & 6)

☐ HIRE
 ☐ REHIRE (Complete sections 1, 2, 6)
 ☐ SEPARATION (Complete sections 1, 3, 6)
 ☒ PROMOTION
 ☐ DEMOTION
 ☐ TRANSFER
 ☐ ADDENDUM
 ☐ REASSIGNMENT (Complete 1, 2, 6)
 ☐ REQUEST LEAVE OF ABSENCE (Complete sections 1, 4, 6)
 ☐ OTHER STATUS CHANGE:

1. NAME: Jennifer Newman

DEPT/SCHOOL: Student Services

Job Title: Asst. Director of Student Services #4803

Job Class Code: TA21

Position Control #: 540-001-ADR00-S

FTE: 1.0

Job Title:

Job Class Code:

Position Control #: - - -

FTE:

Job Title:

Job Class Code:

Position Control #: - - -

FTE:

Job Title:

Job Class Code:

Position Control #: - - -

FTE:

BUDGET (ACCOUNT) CODE (if applicable) #: 001-00-200-2240-540-6112 and - - - -

Internal Candidates Considered? ☐ Yes ☐ No

Replacement for:

2. RECOMMENDATION FOR HIRE

Start Date: 7/1/17

Will Work Friday before Winter Break? ☒ Yes ☐ No

POSITION IS FOR **260** # OF DAYS

Total FTE: 1.0

☒ Career
 ☐ Academic Year
 ☐ Summer
 ☐ Temporary
 ☒ Fiscal Year
 ☐ Volunteer
 ☐ Short Term & Reason:

Days / Hours: _____

S M T W T F S

PAY RECOMMENDATION Range: **ADD** Step: **A** \$ / hour \$ /yr.

NEW USER IT NETWORK ACCOUNT - PLEASE GO TO: <http://www.amphi.com/district/forms/>

OTHER INFORMATION:

3. SEPARATION

☐ Voluntary
 ☐ Lay-Off
 ☐ Dismissal
 ☐ Abandonment

Forwarding Address/Phone Number:

Last Day of Work:

Date of Separation:

Employee Eligible for Rehire? ☐ YES ☐ NO

If Yes...in Same Position? ☐ YES ☐ NO

Other Information:

4. REQUEST FOR LEAVE OF ABSENCE

Type of Leave:

Leave will **BEGIN** on:

Leave will **END** on:

Employee Authorized Use of:

☐ Sick Leave
 ☐ Personal Leave
 ☐ Vacation Leave (if applicable)

This is a Request for:

☐ Extension of Current Leave
 ☐ Emergency Leave
 ☐ Early Return from Leave
 Date of Return:
 ☐ Leave of Absence Without Pay
 ☐ Completed Classified Probationary Period? ☐ Yes ☐ No

Mailing address/phone during leave:
(Employee must notify HR prior to taking leave)

5. TO BE COMPLETED BY HUMAN RESOURCES -- Actual Start Date: 7/1/17

End Date: 6/30/18

Other Information: **Board 6/20/17**

6. AUTHORIZATIONS/DATE Initiating Administrator: 81200 mld 061917

Associate Superintendent: **802324MN**
HR Signature: **802830JH cs 6/19/17**

Financial Authorization: **80200 SDuley**

COMPLETE AND ATTACH TO EMAIL BACK TO YOUR HUMAN RESOURCES SPECIALIST/DATATECH

AMPHITHEATER PUBLIC SCHOOLS' PERSONNEL ACTION FORM (PAF)

☐ Certified (Exempt)
 ☐ Classified (Non-Exempt)
 ☐ Professional Non-teaching (Exempt)
 ☒ Administrative (Exempt)
 ☐ Addendum
 ☐ Out of District

REQUEST TO ADVERTISE (Fill in All Shaded Areas)

Reason For Position (New Position/Replacement for "Employee's Name"):

Job Title:

Job Post/Advertisement:

3 Business Days Minimum Posting Requirement

☐ In District Only
☐ In & Out of District

(all postings are open until filled unless otherwise stated below)

Other Advertising Instructions:

PERSONNEL ACTION FORM (Every Action Requires Completion of Blocks 1 & 6)

☐ HIRE
☐ REHIRE (Complete sections 1, 2, 6)
☐ SEPARATION (Complete sections 1, 3, 6)
☒ PROMOTION
☐ DEMOTION
☐ TRANSFER
☐ ADDENDUM
☐ REASSIGNMENT (Complete 1, 2, 6)
☐ REQUEST LEAVE OF ABSENCE (Complete sections 1, 4, 6)
☐ OTHER STATUS CHANGE:

1. NAME: Jennifer Royer**DEPT/SCHOOL: Prince**

Job Title: Asst. Principal

Job Class Code: TA71

Position Control #: 111-001-APRIN-

FTE: 1.0

Job Title:

Job Class Code:

Position Control #: - - -

FTE:

Job Title:

Job Class Code:

Position Control #: - - -

FTE:

Job Title:

Job Class Code:

Position Control #: - - -

FTE:

BUDGET (ACCOUNT) CODE (if applicable) #: 001-00-100-2410-111-6111 and - - - -

Internal Candidates Considered? ☐ Yes ☐ No

Replacement for:

2. RECOMMENDATION FOR HIRE

Start Date:

07/26/17

Will Work Friday before Winter Break? ☒ Yes ☐ NoPOSITION IS FOR **218** # OF DAYS

Total FTE: 1.0

☒ Career
☐ Short Term/Career
☐ Summer
☒ Academic Year
☐ Fiscal Year
☐ Volunteer
☐ Temporary
☐ Short Term & Reason:

Days / Hours: _____

S M T W T F S

PAY RECOMMENDATION Range: **ESA** Step: **A** \$ / hour \$ /yr.NEW USER IT NETWORK ACCOUNT – PLEASE GO TO: <http://www.amphi.com/district/forms/>

OTHER INFORMATION:

3. SEPARATION

☐ Voluntary
☐ Lay-Off
☐ Dismissal
☐ Abandonment

Forwarding Address/Phone Number:

Last Day of Work:

Date of Separation:

Employee Eligible for Rehire? ☐ YES ☐ NOIf Yes...in Same Position? ☐ YES ☐ NO

Other Information:

4. REQUEST FOR LEAVE OF ABSENCE**Type of Leave:**Leave will **BEGIN** on:Leave will **END** on:

Employee Authorized Use of:

☐ Sick Leave
☐ Personal Leave
☐ Vacation Leave (if applicable)

This is a Request for:

☐ Extension of Current Leave
☐ Emergency Leave
☐ Early Return from Leave
☐ Leave of Absence Without Pay
☐ Completed Classified Probationary Period? ☐ Yes ☐ No

Date of Return:

Mailing address/phone during leave:
(Employee must notify HR prior to taking leave)**5. TO BE COMPLETED BY HUMAN RESOURCES --**

Actual Start Date: 07/26/17

End Date: 06/01/18

Other Information: Board 06/20/17 Payroll 06/22/17

6. AUTHORIZATIONS/DATE Initiating Administrator: 802324 mn 6/13/17

Associate Superintendent: 802324 MN

HR Signature: 802830 JH/ph 06/19/17

Financial Authorization:

COMPLETE AND ATTACH TO EMAIL BACK TO YOUR HUMAN RESOURCES SPECIALIST/DATATECH

Revised July 2009

AMPHITHEATER PUBLIC SCHOOLS' PERSONNEL ACTION FORM (PAF)

☐ Certified (Exempt)
 ☐ Classified (Non-Exempt)
 ☐ Professional Non-teaching (Exempt)
 ☒ Administrative (Exempt)
 ☐ Addendum
 ☐ Out of District

REQUEST TO ADVERTISE (Fill in All Shaded Areas)

Reason For Position (New Position/Replacement for "Employee's Name"):

Job Title:

Job Post/Advertisement:

3 Business Days Minimum Posting Requirement

☐ In District Only
 ☐ In & Out of District

(all postings are open until filled unless otherwise stated below)

Other Advertising Instructions:

PERSONNEL ACTION FORM (Every Action Requires Completion of Blocks 1 & 6)

☐ HIRE
 ☐ REHIRE (Complete sections 1, 2, 6)
 ☐ SEPARATION (Complete sections 1, 3, 6)
 ☒ PROMOTION
 ☐ DEMOTION
 ☐ TRANSFER
 ☐ ADDENDUM
 ☐ REASSIGNMENT (Complete 1, 2, 6)
 ☐ REQUEST LEAVE OF ABSENCE (Complete sections 1, 4, 6)
 ☐ OTHER STATUS CHANGE:

1. NAME: Armando Soto		DEPT/SCHOOL: Wetmore/Interscholastics	
Job Title: Director of Interscholastic Activities	Job Class Code: TA20	Position Control #: 512-001-ATHDR-A	FTE: 1.0
Job Title:	Job Class Code:	Position Control #: - - -	FTE:
Job Title:	Job Class Code:	Position Control #: - - -	FTE:
Job Title:	Job Class Code:	Position Control #: - - -	FTE:
BUDGET (ACCOUNT) CODE (if applicable) #: 001-00-620-2325-512-6111 and - - - -			
Internal Candidates Considered? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Replacement for: Patricia Greenleaf	

2. RECOMMENDATION FOR HIRE	Start Date: <u>7/1/17</u>	Will Work Friday before Winter Break? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
POSITION IS FOR 260 # OF DAYS		
<input checked="" type="checkbox"/> Career <input type="checkbox"/> Academic Year <input type="checkbox"/> Summer <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Fiscal Year <input type="checkbox"/> Volunteer		Total FTE: <u>1.0</u>
<input type="checkbox"/> Short Term & Reason:		Days / Hours: <u>5/8</u>
		SX M X T X W X T X F S
PAY RECOMMENDATION Range: HSP Step: A \$ / hour \$ /yr.		
NEW USER IT NETWORK ACCOUNT – PLEASE GO TO: http://www.amphi.com/district/forms/		
OTHER INFORMATION:		

3. SEPARATION		Forwarding Address/Phone Number:	
<input type="checkbox"/> Voluntary <input type="checkbox"/> Lay-Off <input type="checkbox"/> Dismissal <input type="checkbox"/> Abandonment			
Last Day of Work:	Date of Separation:	Employee Eligible for Rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		If Yes...in Same Position? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Other Information:			

4. REQUEST FOR LEAVE OF ABSENCE			
Type of Leave:		Leave will BEGIN on:	Leave will END on:
Employee Authorized Use of:		This is a Request for:	
<input type="checkbox"/> Sick Leave <input type="checkbox"/> Personal Leave <input type="checkbox"/> Vacation Leave (if applicable)		<input type="checkbox"/> Extension of Current Leave <input type="checkbox"/> Emergency Leave <input type="checkbox"/> Early Return from Leave Date of Return: <input type="checkbox"/> Leave of Absence Without Pay <input type="checkbox"/> Completed Classified Probationary Period? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing address/phone during leave: (Employee must notify HR prior to taking leave)			

5. TO BE COMPLETED BY HUMAN RESOURCES --		Actual Start Date: <u>7/1/17</u>	End Date: <u>6/30/18</u>
Other Information: <u>Board 6/20/17</u>			

6. AUTHORIZATIONS/DATE Initiating Administrator: <u>802323 MB 06/13/17</u>	
Associate Superintendent: <u>802324MN</u> HR Signature: <u>802830JH cs 6/19/17</u>	Financial Authorization:

COMPLETE AND ATTACH TO EMAIL BACK TO YOUR HUMAN RESOURCES SPECIALIST/DATATECH

AMPHITHEATER PUBLIC SCHOOLS' PERSONNEL ACTION FORM (PAF)

☐ Certified (Exempt)
 ☐ Classified (Non-Exempt)
 ☐ Professional Non-teaching (Exempt)
 ☒ Administrative (Exempt)
 ☐ Addendum
 ☐ Out of District

REQUEST TO ADVERTISE (Fill in All Shaded Areas)

Reason For Position (New Position/Replacement for "Employee's Name"):

Job Title:

Job Post/Advertisement:

3 Business Days Minimum Posting Requirement

☐ In District Only
☐ In & Out of District

(all postings are open until filled unless otherwise stated below)

Other Advertising Instructions:

PERSONNEL ACTION FORM (Every Action Requires Completion of Blocks 1 & 6)

☐ HIRE
☐ REHIRE (Complete sections 1, 2, 6)
☐ SEPARATION (Complete sections 1, 3, 6)
☒ PROMOTION
☐ DEMOTION
☐ TRANSFER
☐ ADDENDUM
☐ REASSIGNMENT (Complete 1, 2, 6)
☐ REQUEST LEAVE OF ABSENCE (Complete sections 1, 4, 6)
☐ OTHER STATUS CHANGE:

1. NAME: Gayle TaylorDEPT/SCHOOL: **La Cima**

Job Title: MS Assistant Principal	Job Class Code: TA61	Position Control #: 165-001-APRIN-	FTE: 1.0
Job Title:	Job Class Code:	Position Control #: - - -	FTE:
Job Title:	Job Class Code:	Position Control #: - - -	FTE:
Job Title:	Job Class Code:	Position Control #: - - -	FTE:

BUDGET (ACCOUNT) CODE (if applicable) #: 001-00-100-2410-165-6111 and - - - -

Internal Candidates Considered? ☐ Yes ☐ No Replacement for:**2. RECOMMENDATION FOR HIRE**Start Date: **7/24/17**Will Work Friday before Winter Break? ☐ Yes ☐ NoPOSITION IS FOR **230** # OF DAYSTotal FTE: **1.0**

☒ Career
☐ Short Term/Career
☐ Summer
☒ Academic Year
☐ Fiscal Year
☐ Volunteer
☐ Temporary
☐ Short Term & Reason:

Days / Hours: _____

S M T W T F S

PAY RECOMMENDATION Range: **MSA** Step: **A** \$ / hour \$ /yr.NEW USER IT NETWORK ACCOUNT - PLEASE GO TO: <http://www.amphi.com/district/forms/>

OTHER INFORMATION:

3. SEPARATION

☐ Voluntary
☐ Lay-Off
☐ Dismissal
☐ Abandonment

Forwarding Address/Phone Number:

Last Day of Work:

Date of Separation:

Employee Eligible for Rehire? ☐ YES ☐ NOIf Yes...in Same Position? ☐ YES ☐ NO

Other Information:

4. REQUEST FOR LEAVE OF ABSENCE**Type of Leave:**Leave will **BEGIN** on:Leave will **END** on:

Employee Authorized Use of:

☐ Sick Leave
☐ Personal Leave
☐ Vacation Leave (if applicable)

This is a Request for:

☐ Extension of Current Leave
☐ Emergency Leave
☐ Early Return from Leave
☐ Leave of Absence Without Pay
☐ Completed Classified Probationary Period? ☐ Yes ☐ No

Date of Return:

Mailing address/phone during leave:

(Employee must notify HR prior to taking leave)

5. TO BE COMPLETED BY HUMAN RESOURCES -- Actual Start Date: 7/24/17**End Date: 6/8/18**Other Information: **Board 6/20/17****6. AUTHORIZATIONS/DATE Initiating Administrator: 802324 mn 6/14/17**Associate Superintendent: **802324MN**HR Signature: **802830JH cs 6/19/17**

Financial Authorization:

COMPLETE AND ATTACH TO EMAIL BACK TO YOUR HUMAN RESOURCES SPECIALIST/DATATECH

Revised July 2009