



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

DATE OF MEETING: May 2, 2017

TITLE: Addendum to Approval of Appointment of Personnel

BACKGROUND:

Candidate(s) will be presented herein to fill vacancies created by leaves of absence, retirements, resignations, and new positions.

Michael Bejarano, Roseanne Lopez, and Steve Duley screened 6 files for the position of Equal Opportunity Specialist.

The candidates interviewed were:

Debra Hillary
Stephanie Johnson
Anna Maiden
Connie McFarland

The committee consisted of:

Mike Bejarano, Chief Academic Officer, Secondary Schools
Roseanne Lopez, Chief Academic Officer, Elementary Schools
Jim Burns, Executive Manager of Operational Support
Tassi Call, Middle School Principal
Chris Gutierrez, Elementary School Principal
Glenda Arffa, High School Assistant Principal

Based on the committee's ratings, Debra Hillary and Anna Maiden were recommended as finalists for interviews with Patrick Nelson, Monica Nelson, Roseanne Lopez, and Michael Bejarano.

Patrick Nelson recommends Anna Maiden for the position of Equal Opportunity Specialist.

RECOMMENDATION:

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

INITIATED BY:



Michael Bejarano, Director of Human Resources

Date: May 1, 2017



Patrick Nelson, Superintendent

5/2/2017

**GOVERNING BOARD MEETING
APPOINTMENTS**

ADDENDUM EXHIBIT - 1

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	RANGE	STEP	ADD'L INFO	CERTIFIED	SCHOOL	DEG	RECOMMENDED BY	COMMENT
King	Barry	Career Tech Ed. Director	CT-AD	Wetmore Center	ADD	E	Replacement	Yes	PSU	MA	Mr. Nelson	*
Duran	Monica	HS Counselor	CT	Amphi High School	MA	A	Replacement	Yes	UA	MA	Mr. Lansa	*
Erickson	Brynne	EL Fourth Grade Teacher	CT	Wilson K-8 School	BA	B	Rehire	Yes	BYU	BA	Mr. Hannah	*
Neerhof	Taunya	Special Ed Resource Tchr	CT	Amphi Middle School	BA	A	Rehire	In Process	UW	BA	MS. Call	*
Privitera	Adrianna	HS American Sign Lang	CT	CDO High School	MA	A	Replacement	Yes	UA	MA	Mr. DeWeerd	*
Seo	John	HS Physics Teacher	CT	Ironwood Ridge High	MA	A	Replacement	In Process	UA	MA	Ms. Burnett	*
Maiden	Anna	Equal Opportunity Spec.	CL-AD	Wetmore Center	ESA	E	Rehire		PC	BA	Mr. Nelson	*
Ballesteros	Perla	Bilingual Inst Assistant	CL	Keeling Elementary	D	1.0	Replacement					
Harper	Jimmy	Campus Monitor	CL	Walker Elementary	A	8.0	Replacement					
Hernandez Jr.	Thomas	Custodian II	CL	Innovation Academy	E	3.0	New					
Marji	Issa	Bus Driver Trainee	CL	Transportation	A	8.0	Replacement					
Navarrete	Sylvia	Bus Driver	CL	Transportation	I	1.0	Replacement					
Ochoa	Adelina	Bus Driver	CL	Transportation	I	1.0	Rehire					
Perez	L	Special Ed Teaching Asst	CL	Wilson K-8 School	E	1.0	Correction					site
Pineda	Yanet	FS Attendant I	CL	Amphi Middle School	A	8.0	Replacement					
Taylor	Janalynn	FS Attendant I	CL	Ironwood Ridge High	A	8.0	Replacement					
Giffney	Steven	Baseball Head Coach MS	ADDM	Amphi Middle School			Addendum					\$1700.00
John	Macie	Volleyball Asst Sprg MS	ADDM	Amphi Middle School			Addendum					\$1400.00
Dylla	Maria	Track Asst Coach MS	ADCT	Coronado K-8 School			Addendum					\$1400.00
Ruiz Robles	Vanessa	Student Worker		Amphi High School			Rehire					\$10.00 per hour

*	2017-2018 School Year	HSP High School Principal	ADCT	Addendum Certified
Addendum	Former employee or new hire receiving extra-curricular position	MSP Middle School Principal	ADCL	Addendum Classified
New	New hire filling a newly created position	ESP Elementary School Principal	ADACS	Addendum Amphi Community Schools
Rehire	Former employee returning to a position in the district	HSA High School Assistant Principal	ADDM	Addendum Only
Replacement	New hire filling a vacated position	MSA Assistant Middle School Principal	CT-AD	Certified Administrative
Rescind	Declined position after appointment	ESA Elementary Assistant Principal	CT	Certified
		SAS Support Administrator	CL-AD	Classified Administrative
			CL	Classified
			PR	Professional
			ASW	Student Worker

Anna Maiden

PROFILE: A detail oriented, self-motivated professional with over 15 years of executive management experience in Change Management, Organizational Development and Human Resources. Ability to manage change through strategic planning and analytical analysis. Has implemented organization-wide policies and process improvements through a mentoring style of management. Leads, coaches, trains and motivates associates to offer their own unique skills and talents and collaborate as a team to achieve the company's goals and objectives.

AREAS OF EXPERTISE

- Program Management
- Business Strategies and Compliance
- Strategic Direction and Leadership
- Meet and Confer
- Process Improvement
- HR Solutions and Effective Support
- Organizational Management
- Excellent Communication Skills

PROVEN ACCOMPLISHMENTS

Organized efficient and effective internal procedures to prepare department for accurate and expedited reporting. Provided guidance and established timelines to meet monthly goals. **RESULTS:** Increased customer service by eliminating inefficient procedures through use of technology.

Implemented a policy and procedures to address return to work employees after injury and ADA reasonable accommodation requests. Established a District commitment to employees and their diverse needs and developed a budget for future expenditures associated with reasonable accommodations. **RESULT:** Reduction in workers' compensation claims and compliance with the ADA.

Resolved concerns of inconsistent employee discipline. Developed a matrix to ensure progress and adherence to expectations. Worked with multiple stakeholders to develop appropriate expectations and consequences. Coordinated resources needed to support management's goal. **RESULT:** Every manager with supervisory authority now refers to the matrix for guidance on employee discipline.

Implemented a position control process to resolve the unreliable scheduling of personnel. Analyzed the impact of full time employees not working full time schedules and determined the need to develop a staffing ratio and accurately schedule staff with a comparative report from the HR database. **RESULT:** Mandated budget cuts were addressed without affecting productivity or a mandatory reduction in force.

Designed a rehire criteria to comply with new state law which mandated rehires could not be reinstated solely by the use of seniority. Collaborated with a group of stakeholders to identify the critical attributes needed by this particular employee group to be considered for rehire. **RESULT:** Successfully established the first criteria based rehire process ever used by this organization.

EDUCATION

Bachelor of Arts – Business / Management (4.0 GPA) - Prescott College
Master of Education (M.Ed.) – Educational Leadership with Distinction - Northern Arizona University

Anna Maiden

PROFESSIONAL HISTORY

TUCSON UNIFIED SCHOOL DISTRICT 2014 - Present

Chief Human Resources Officer (2104 - Present)

- Lead all human resources functions, including recruitment and selection, compensation and classification, organizational effectiveness and development, research and information systems, employee relations and employee records.
- Serve on the Superintendent's cabinet.

SUNNYSIDE SCHOOL DISTRICT Tucson, AZ 2007 – 2013

Assistant Superintendent (2013)

- Leads initiatives for process improvement, organizational development, and oversight of HR, Public Information and all Athletics Departments.
- Collaborate with the Superintendent and Director of Public Information on rebranding and improving the current image and reputation of the district.

Executive Director of Human Resources & Operations (2007 – 2013)

- Direct the operations programs for five departments with over 500 employees and implement full use of the system's software.
- Provide leadership for department directors with specific emphasis being placed on following the organization's mission of customer service and efficiency.
- Facilitate budget control and minimize overtime costs.
- Interpret and communicate company policies with all senior level staff as well as the board of directors.
- Analyzed and developed effective procedures and ensured customer service through training and development of staff.
- Coordinated with management and provided compliance support in the areas of employment law related to personnel for 20 departments and 22 sites. Oversaw benefits, Workers' Compensation and risk management.
- Communicated with all senior level staff on matters related to human resources.

VAIL SCHOOL DISTRICT Vail, AZ 2002 – 2007

Director of Human Resources

- Analyzed and implemented standard operating procedures for recruitment.
- Developed leadership and direction of the HR department, benefits administration and compliance with state and federal regulations related to teacher certification.
- Interpreted governing board policy to all personnel in the district.

ADDITIONAL EXPERIENCE

Comprehensive Certifications: Faculty Standards Teaching Certification • Volunteer Work: Girl Scouts of Southern AZ Board Member (2013), Mediator - Arizona Attorney General - Conflict Resolution (2000-2010) Associations: Society of HR Management (SHRM) - Tucson & National- Diversity and Inclusion Committee Member

TECHNICAL QUALIFICATIONS

Microsoft Suite • Quicken/Quick Books • PowerPoint • Keynote • Pages • Numbers • Enterprise • Applitrack • Visions • Virtual Meeting Software