



**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.

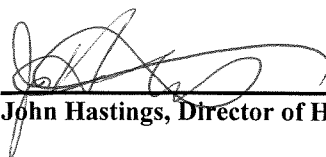
On January 9, 2024, the Governing Board approved a First Things First stipend of \$500.00 to all teachers, instructional specialists, teaching assistants, and aide/caregivers that work in a four- or five-star building.

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:

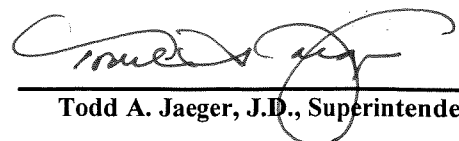
It is the recommendation of the Administration that the personnel changes be approved as presented as well as the approval of the additional Quality First stipend.

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**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Ross	Sarah	Social Worker	CT-PR	Holaway Elementary	Decrease FTE			*<0.5 FTE>
Arredondo	Mateo	Teacher - Mathematics	CT	Amphi High School	Transfer			*
Blayda	Meghan	Teacher - Preschool Director	CT	Copper Creek Elementary	Transfer			*
Boyer	Lisa	Teacher - REACH	CT	Wilson K-8 School	Added Duty			\$4,091.86
Brandon	Shannon	Teacher - Music	CT	Harelson Elementary	Transfer			*
Brandon	Shannon	Teacher - Music	CT	Harelson Elementary	Transfer			*
Brown	Ashlyn	Teacher - Grade 3	CT	Walker Elementary	Transfer			*
Campbell	Ondrea	Teacher - ELL/SEI	CT	Amphi Middle School	Added Duty			\$3,012.03
Duran	Juanita	Teacher - ELL/SEI	CT	Amphi Middle School	Added Duty			\$2,752.49
Emans	Kaylee	Teacher - Grade 4	CT	Harelson Elementary	Transfer			*
Gilchrist	Lindsey	Teacher - Grade 2	CT	Prince Elementary	Transfer			*
Goldberg	Gina	Teacher - P. E.	CT	Nash Elementary	Transfer			*
Goldberg	Gina	Teacher - P. E.	CT	Nash 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			*
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	Mesa Verde Elementary	Transfer			*

*	2024-2025 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
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GOVERNING BOARD MEETING PERSONNEL CHANGES

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Stewart	Patricia	Teacher - Grade 3	CT	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/Caregiver	CL	Walker Elementary	Correction			Status correction
Molina Velazquez	Andres	Classroom Aide/Caregiver	CL	Keeling Elementary	Transfer	2		
Rodriguez	Paul	Computer Network Systems Installer	CL	Wetmore Center	Promotion	12	+\$2.16	
Slaton	Stephanie	Behavioral Intervention Monitor	CL	CDO High School	Transfer	2	-\$0.85	
Anderson	Rebecca	ADDN - Certified Tutor	ADCT	Mesa Verde Elementary	Addendum			\$30.00 per hour
Avila	Paul	ADDN - Student Council MS	ADCT	Amphi Middle School	Addendum			\$1,350.00
Beker-Rohrer	Judith	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Boe	Bradley	ADDN - Extra Hours	ADCT	Ironwood Ridge High	Added Duty			\$31.14 per hour
Bomke Keating	Amy	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$400.00
Boyer	Lisa	ADDN - Essential Recruit Stipend	ADCT	Wilson K-8 School	Correction			Stipend \$2,943.69
Bradbury	Nicole	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour
Bratthauer-Heaps	Dawn	ADDN - Section 504 2nd Position	ADCT	Wetmore Center	Addendum			\$800.00
Brown	Karen	ADDN - Curriculum Development	ADCT	Ironwood Ridge High	Addendum			\$25.00 per hour
Bruce	Kathryn	Coach - Volleyball Head 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 Tutor	ADCT	Coronado K-8 School	Addendum			\$30.00 per hour
Christman	Jill	ADDN - IB Essay Coach HS	ADCT	CDO High School	Addendum			\$400.00
Counts	Austin	ADDN - Extra Hours	ADCT	La Cima Middle School	Addendum			\$25.29 per hour
Diaz	Richard	ADDN - School Support Team	ADCT	Amphi High School	Addendum			\$20.00 per hour

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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

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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	ADCT	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	

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Moran	Dessie	ADDN - Extra Hours	ADCL	Transportation	Added Duty		\$20.13 per hour	
Moreno Andrade	Elizabeth	ADDN - Instructional Aide	ADCL	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	

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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



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