

CAPISTRANO UNIFIED SCHOOL DISTRICT
BOARD REPORT

REVISED

To: Board of Trustees
From: Tim Brooks, Associate Superintendent, Human Resource Services
Date: May 20, 2020
Board Item: Resignations/Retirements/Employment – Certificated Employees

HISTORY

The activity list for employment, separation and additional assignments of certificated employees is a standing item that is presented during each regularly scheduled Board of Trustees meeting.

BACKGROUND INFORMATION

In accordance with California Education Code §§ 44830(a), 45102, 44930, 45201 and 45190, employment actions or processes that affect an employee's status or pay during their employment must be approved by the Board of Trustees.

Certificated activity lists may include a variety of "Additional Assignments." These may be instructional assignments outside an employee's normal instructional duties, such as teaching summer school or providing home/hospital instruction, or they may be non-instructional assignments such as professional development. Hourly pay for teachers is \$35 per hour for additional instructional assignments or \$30 per hour for non-instructional assignments. Other certificated employees may have different pay rates or per diem rates. After the assignment is completed, the Payroll Department will receive an employee timesheet, signed by a supervisor, showing the time worked on the assignment. The Payroll Department will determine whether the hours worked were approved and will pay the employee for the hours worked, up to the approved amount. If the employee works fewer than the approved number of hours, he or she is paid only for the number of hours worked. If the assignment cannot be completed within the approved number of hours, a new request must be submitted for the estimated amount of work remaining.

CURRENT CONSIDERATIONS

This agenda item presents for Board consideration the approval of the activity list for certificated employees.

FINANCIAL IMPLICATIONS

These positions will be charged to the appropriate fund and are included in the adopted budget.

STAFF RECOMMENDATION

It is recommended the Board of Trustees approve the activity list for certificated employees.

APPROVED BY: Tim Brooks, Associate Superintendent, Human Resource Services

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

REVISED

Personnel Activity List Board of Trustees Regular Meeting of May 20, 2020
Certificated Employees

ACCEPT RESIGNATION/TERMINATION

<u>Name</u>	<u>Position Title</u>	<u>Reason</u>	<u>Original Hire Date</u>	<u>Date of Separation</u>
1. Azzollini, Nicholas	Sub Teacher	Retirement	03/31/2004	03/14/2020
2. Cortez, Roxanne M.	Program Specialist	Retirement	08/23/2016	06/12/2020
3. Devaney, Brian T.	Teacher High School	Retirement	09/03/1985	06/05/2020
4. Devetis-Kruse, Terry	Teacher Special Ed (Non Cat)	Retirement	08/30/1991	06/05/2020
5. McAbee, Cristy A.	Teacher Elementary	Retirement	08/30/2006	06/05/2020
6. Ramirez, Theresa	Teacher Resource Specialist	Retirement	09/04/1998	06/05/2020
7. Renz, Beth I.	Teacher Elementary	Retirement	09/03/1996	06/05/2020
8. Rice, Susan H.	Teacher Elementary	Retirement	09/03/1985	06/05/2020
9. Sawyer, Pamela	Principal Middle School	Retirement	07/01/2013	06/30/2020
10. Seale, David D.	Teacher High School	Deceased	08/22/2003	04/09/2020
11. Stegner, Susan E.	Teacher High School	Retirement	08/19/2005	06/05/2020
12. Westling, Kurt J.	Teacher High School	Retirement	09/02/1986	06/05/2020

APPROVE HOME/HOSPITAL TEACHER

Pay @ \$35.00 per hour

- 13. Caruso, Heather D.
- 14. Connors, Katelyn A.

APPROVE 6/5^{THS} ASSIGNMENT

<u>Name</u>	<u>6/5^{THS} Assignment</u>	<u>Location</u>	<u>Effective Dates</u>
15. Olivieri, Rebekah B.	2nd Semester 6/5ths	Fresh Start	01/15/2020-06/05/2020

APPROVE NON-INSTRUCTIONAL ADDITIONAL ASSIGNMENT

Pay @ \$30.00 per hour

<u>Name</u>	<u>Additional Assignment</u>	<u>Location</u>	<u>Date(s)</u>
16. Brucks, Jessica E.	TAA NTE 3 hrs (Work on curriculum)	Dana Hills High School	03/04/2020-04/01/2020

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Certificated Employees

APPROVE NON-INSTRUCTIONAL ADDITIONAL ASSIGNMENT (Cont.)

Pay @ \$30.00 per hour

<u>Name</u>	<u>Additional Assignment</u>	<u>Location</u>	<u>Date(s)</u>
17. Moos, Theresa C.	TAA NTE 3 hrs (Work on curriculum)	Dana Hills High School	03/04/2020-04/01/2020
18. Reischl, Virginia A.	TAA NTE 200 hrs (Assist curriculum specialist with history/social science duties)	Ed Services Department	01/06/2020-06/05/2020
19. Sampson, Timothy W.	TAA NTE 3 hrs (Work on curriculum)	Dana Hills High School	03/04/2020-04/01/2020

APPROVE ADDITIONAL ASSIGNMENT

Pay @ per diem rate

<u>Name</u>	<u>Additional Assignment</u>	<u>Location</u>	<u>Date(s)</u>
20. Casteel, Janice L.	TAA NTE 24 hrs (Complete extra hours and support student assessments)	Student Support Services	01/01/2020-02/04/2020
21. Hanaford, Laura	TAA NTE 15 hrs (Non-public school evaluation writing during enrichment week)	Special Education Services	04/06/2020-04/10/2020

APPROVE CO-CURRICULAR ASSIGNMENT

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary</u>	<u>Effective Dates</u>
22. Billy, Cindy M.	ASB, Elem-50%	Truman Benedict Elem School	\$743.00	08/16/2019-06/05/2020
23. Hitchcock, Robert C.	Baseball, Varsity (Asst)	San Clemente High School	\$3,468.00	02/03/2020-05/01/2020
24. Johnson, Daniel R.	Track, Boys' Varsity (Head)	San Clemente High School	\$3,963.00	02/10/2020-05/01/2020
25. Lambert, David L.	Softball, Varsity (Asst)	San Clemente High School	\$3,468.00	02/03/2020-04/30/2020
26. Malcolm, William C.	Softball, Varsity (Head)	San Clemente High School	\$3,963.00	02/03/2020-04/30/2020
27. Mann, Jennie R.	Soccer, Girls' Varsity (Asst)	San Clemente High School	\$2,973.00	11/04/2019-02/06/2020

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Personnel Activity List Board of Trustees Regular Meeting of May 20, 2020
Certificated Employees

APPROVE CO-CURRICULAR ASSIGNMENT (Cont.)

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary</u>	<u>Effective Dates</u>
28. Olmedo, Christian R.	Soccer, Girls' Varsity (Asst)	Capistrano Valley High School	\$2,973.00	11/18/2019-02/08/2020
29. Ortiz, Jaime R.	Football, Varsity (Head)	San Clemente High School	\$3,500.00	02/21/2020-04/11/2020
30. Ridill, Danielle A.	ASB, Elem-50%	Truman Benedict Elem School	\$743.00	08/16/2019-06/05/2020
31. Schepens, Scott	Track, Girls' Varsity (Head)	Capistrano Valley High School	\$3,963.00	02/22/2020-05/01/2020
32. Schepens, Scott	Track, Boys' Varsity (Head)	Capistrano Valley High School	\$3,963.00	02/22/2020-05/01/2020
33. Soto, Matthew J.	Track, Boys' Varsity (Asst)	Capistrano Valley High School	\$2,973.00	02/22/2020-05/01/2020
34. Talafus, Ryan R.	Volleyball, Boys' Varsity (Asst)	San Clemente High School	\$2,973.00	02/10/2020-04/29/2020

APPROVE CIF CO-CURRICULAR ASSIGNMENT

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary</u>	<u>Effective Date(s)</u>
35. Dowell, John W.	Surfing, Varsity (Head)	San Clemente High School	\$247.70	03/02/2020-03/08/2020

APPROVE ASB FUNDED ASSIGNMENT @ \$10.00 PER UNIT

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary</u>	<u>Effective Date(s)</u>
36. Bisch, Jonathan	Volleyball, Boys' (Asst)	San Clemente High School	\$2,886.00	02/10/2020-04/29/2020
37. Fitzgerald, Nicholas A.	Lacrosse, Girls' JV	Capistrano Valley High School	\$2,886.00	01/06/2020-04/30/2020
38. Hambrick, Kelly R.	Golf, Boys' (Asst)	San Juan Hills High School	\$2,500.00	02/02/2020-05/09/2020
39. Hernandez, Juan J.	Baseball, (Asst)	San Juan Hills High School	\$1,000.00	02/02/2020-05/09/2020
40. Miyake, Darin S.	Baseball, (Asst)	San Juan Hills High School	\$2,000.00	02/02/2020-05/02/2020
41. Rodriguez, George L.	Track, (Asst)	San Juan Hills High School	\$1,000.00	02/02/2020-05/09/2020