



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

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**DATE OF MEETING:**      April 9, 2024

**TITLE:**              Approval of Personnel Changes

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**BACKGROUND:**

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of April 8, 2024.

In addition, this agenda items provides the following job description for consideration and approval by the Governing Board:

15 Passenger Bus Driver

Arizona Revised Statute 15-925 allows school districts to employ bus drivers who do not possess a commercial driver's license (CDL) to operate schools buses for the purpose of transporting no more than 15 students to and from educational activities. This position will support the Transportation department's efforts to reduce costs associated with the use of contracted vendors due to the lack of qualified candidates by allowing the District to recruit to a broader pool of drivers who do not possess a CDL.

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**RECOMMENDATION:**

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

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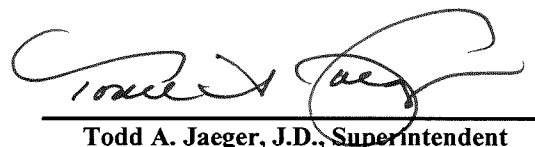
**INITIATED BY:**



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John Hastings, Director of Human Resources

Date: April 8, 2024



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Todd A. Jaeger, J.D., Superintendent

4/9/2024

GOVERNING BOARD MEETING  
PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Bennett	John	Teacher - Art	CT	Ironwood Ridge High	Transfer			*
Donahue	Brian	Teacher - Pandemic Recovery	CT	Walker Elementary	Decrease FTE			*<0.1 FTE>
Engelhard	Erin	Teacher - Special Education Resourc	CT	Innovation Academy	Transfer			*
Gallegos	Carmen	Teacher - Grade 1	CT	Rio Vista Elementary	Transfer			*
Inbody	Amy	Teacher - 21st Century	CT	Keeling Elementary	Decrease FTE			* <0.2 FTE>
Peterson	Jane	Teacher - Pandemic Recovery	CT	Walker Elementary	Decrease FTE			*<0.1 FTE>
Riggs	Jennifer	Teacher - Special Education Resourc	CT	Hareison Elementary	Transfer			*
Seymour	Gene	Teacher - Mathematics	CT	CDO High School	Transfer			*
Tuo	Alexis	Teacher - Academic Intervention	CT	Walker Elementary	Decrease FTE			*<0.3 FTE>
McDoniel	Chris	District Benefits Manager	CL-PR	Wetmore Center	Salary Adjustment		+ \$6,174.92	*
Nixon	Beverly	Manager of Payroll	CL-PR	Wetmore Center	Salary Adjustment		+ \$6,655.74	
Rusiecki	Elizabeth	Equity & Safety Compliance Officer	CL-AD	Wetmore Center	Salary Adjustment		+ \$7,069.85	*
Wadhams	Cliff	Business Manager	CL-AD	Wetmore Center	Salary Adjustment		+ \$7,708.99	*
Badr	Carolyn	Library Assistant	CL	Innovation Academy	Transfer			*
Drake	Tiffany	Special Events Worker	CL	Ironwood Ridge High	Addendum			\$14.35 per hour
Farmer	Courtney	Transportation Attendant	CL	Transportation	Decrease FTE			<0.25 FTE>
Ontiveros	Guy	Groundskeeper II	CL	Facilities Support	Promotion	5	+\$0.67	
Russell	Carolyn	Preschool Instructional Specialist	CL	CDO High School	Decrease FTE			<0.75 FTE>
Ball	Kori	ADDN - Quality First Stipend	ADCT	Copper Creek Elementary	Addendum			\$500.00
Boe	Bradley	ADDN - Extra Hours	ADCT	Ironwood Ridge High	Added Duty			\$31.14 per hour
Drew	Marcy	ADDN - Quality First Stipend	ADCT	Painted Sky Elementary	Addendum			\$500.00
Elliott	Jessica	ADDN - Quality First Stipend	ADCT	Donaldson Elementary	Addendum			\$500.00
* 2024-2025 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
Extension	End date being extended						CL-AD	Classified Administrative
Increase FTE	Increase in hours/contract						CL	Classified
Promotion	Employee receiving a promotion to another position						PR	Professional
Reassignment	Employee moving to another position at the direction of the administration						EL	Elementary
Status Change	Employee changing status (i.e. short term to career)						MS	Middle School
Temporary	Employee working for a limited period of time						HS	High School
Transfer	Employee moving from one position to another							

# GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Figueroa	Andrea	ADDN - Quality First Stipend	ADCT	Amphi High School	Addendum		\$500.00	
Garcia	Tiffin	ADDN - Quality First Stipend	ADCT	CDO High School	Addendum		\$500.00	
Gibson	Elizabeth	ADDN - Quality First Stipend	ADCT	Donaldson Elementary	Addendum		\$500.00	
Golden	Brande	ADDN - Quality First Stipend	ADCT	CDO High School	Addendum		\$500.00	
Holst	Lydia	Coach - Track Assistant MS	ADCT	Amphi Middle School	Rescind		\$1,400.00	
Holt	Nicholas	ADDN - Extra Hours	ADCT	CDO High School	Addendum		\$20.00 per hour	
Larkin	Jennifer	ADDN - Quality First Stipend	ADCT	Coronado K-8 School	Addendum		\$1,000.00	
Lipich	Brandi	ADDN - Quality First Stipend	ADCT	Walker Elementary	Addendum		\$500.00	
Olea Rowe	Briana	Coach - Volleyball Assistant MS	ADCT	La Cima Middle School	Addendum		\$1,400.00	
Paul	Kayleigh	ADDN - Quality First Stipend	ADCT	Rio Vista Elementary	Addendum		\$500.00	
Perkins	Mason	Coach - Track Assistant MS	ADCT	Amphi Middle School	Addendum		\$1,400.00	
Pisciotta	Michaela	ADDN - Quality First Stipend	ADCT	Copper Creek Elementary	Addendum		\$500.00	
Resio	Ashley	ADDN - Quality First Stipend	ADCT	Painted Sky Elementary	Addendum		\$500.00	
Schrimpf	Anastasia	ADDN - Certified Tutor	ADCT	Donaldson Elementary	Addendum		\$30.00 per hour	
Tretta	Heather	ADDN - Quality First Stipend	ADCT	Innovation Academy	Addendum		\$500.00	
Upmann	Adam	ADDN - Certified Tutor	ADCT	Coronado K-8 School	Addendum		\$30.00 per hour	
Whetherhult	Stephen	ADDN - Curriculum Development	ADCT	CDO High School	Addendum		\$25.00 per hour	
Willson	Patricia	ADDN - Essential Recruit Stipend	ADCT	Wilson K-8 School	Addendum		\$1,456.31	
Aldaraca	Erika	ADDN - Quality First Stipend	ADCL	Coronado K-8 School	Addendum		\$1,000.00	
Bengis	Phillis	ADDN - Quality First Stipend	ADCL	Innovation Academy	Addendum		\$500.00	
Bransky	Jodi	ADDN - Quality First Stipend	ADCL	Innovation Academy	Addendum		\$500.00	
Calvin	Leann	ADDN - Quality First Stipend	ADCL	CDO High School	Addendum		\$500.00	
Capriles Reggeti	Adriana	ADDN - Quality First Stipend	ADCL	Innovation Academy	Addendum		\$500.00	
Cruz	Kristy	ADDN - Quality First Stipend	ADCL	Walker Elementary	Addendum		\$500.00	

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Duarte-Jungermai	Blanca	ADDN - Quality First Stipend	ADCL	Painted Sky Elementary	Addendum		\$500.00	
Etter	Hannah	ADDN - Quality First Stipend	ADCL	CDO High School	Addendum		\$500.00	
Guerena	Tanya	ADDN - Quality First Stipend	ADCL	Amphi High School	Addendum		\$500.00	
Jansen	Sara	ADDN - Quality First Stipend	ADCL	Painted Sky Elementary	Addendum		\$500.00	
Johnson	Karri	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$15.50 per hour	
Kornman	Fredericka	ADDN - Quality First Stipend	ADCL	Walker Elementary	Addendum		\$500.00	
Kunstman	Matthew	ADDN - Extra Hours	ADCL	Wetmore Center	Added Duty		\$16.05 per hour	
Larson-Camacho	Kathryn	ADDN - Quality First Stipend	ADCL	Donaldson Elementary	Addendum		\$500.00	
Lawrence	Hailey	ADDN - Quality First Stipend	ADCL	Copper Creek Elementary	Addendum		\$500.00	
Lewis	Brandy	ADDN - Quality First Stipend	ADCL	Innovation Academy	Addendum		\$500.00	
Lopez	Erica	ADDN - Quality First Stipend	ADCL	Donaldson Elementary	Addendum		\$500.00	
Markley	Karen	ADDN - Quality First Stipend	ADCL	Copper Creek Elementary	Addendum		\$500.00	
McCormick	Marina	ADDN - Quality First Stipend	ADCL	Painted Sky Elementary	Addendum		\$500.00	
Mitchell	Kristen	ADDN - Quality First Stipend	ADCL	Innovation Academy	Addendum		\$500.00	
Ortiz	Lisa	ADDN - Quality First Stipend	ADCL	Copper Creek Elementary	Addendum		\$500.00	
Pacheco	Felipe	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$18.23 per hour	
Reed	Jan	ADDN - Quality First Stipend	ADCL	Rio Vista Elementary	Addendum		\$500.00	
Reyes	Maria	ADDN - Quality First Stipend	ADCL	Coronado K-8 School	Addendum		\$1,000.00	
Robison	Julia	ADDN - Quality First Stipend	ADCL	CDO High School	Addendum		\$500.00	
Ruesch	Svana	ADDN - Quality First Stipend	ADCL	Rio Vista Elementary	Addendum		\$500.00	
Russell	Carolyn	ADDN - Quality First Stipend	ADCL	CDO High School	Addendum		\$500.00	
Sanchez	Bianca	ADDN - Quality First Stipend	ADCL	Painted Sky Elementary	Addendum		\$500.00	
Shields	Donna	ADDN - Quality First Stipend	ADCL	Amphi High School	Addendum		\$500.00	
Taylor	Miriah	ADDN - Quality First Stipend	ADCL	Copper Creek Elementary	Addendum		\$500.00	

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Trombetta	Ann	ADDN - Quality First Stipend	ADCL	Painted Sky Elementary	Addendum			\$500.00
Williams	Bonnie	ADDN - Quality First Stipend	ADCL	Innovation Academy	Addendum			\$500.00

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## **15 PASSENGER BUS DRIVER**

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### **QUALIFICATIONS**

#### **A. REQUIRED**

- High school diploma or GED
- Must possess a valid Class D Arizona driver's license
- Must meet all Arizona School Bus Driver requirements at time of employment offer
- Must be able to meet requirements of Arizona Department of Public Safety Physical Performance Test
- Must maintain a valid fingerprint clearance card
- Must obtain First Aid and CPR certifications for children and adults, as a requirement of the position, for state certification
- Equivalent combination of education/training/experience

#### **B. DESIRED**

- Previous student transport experience

### **SUMMARY**

Operates buses of the Amphitheater School District for the sole purpose of transporting students (of at least eleven to no more than fifteen students) and other persons to and from educational activities. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Assistant Manager of Transportation

### **ESSENTIAL FUNCTIONS**

- Performs daily pre-trip duties as outlined in the Commercial Driver's License manual and department guidelines; and prepares documentation (i.e., daily mileage, drivers log, vehicle inspections reports, vehicle repair reports, incident/accident reports, etc.)
- Checks bus constantly for mechanical defects and needed repairs and reports these to appropriate supervisor
- Drives school bus on scheduled routes
- Transports student to and from school in a safe and timely manner
- Maintains order among the passengers and supervises their behavior; and prepares student conduct reports, as needed
- Transports children on educational field trips and transports band, athletes, and others on out-of-town trips
- Administers first aid, when necessary
- Maintains accurate information pertaining to stop times through a bus binder located on the bus and in office file
- Keeps interior of bus clean and neat
- Keeps daily record of gas, oil, mileage and number of children transported
- Exhibits patience, courtesy and tact when dealing with others



## **15 PASSENGER BUS DRIVER**

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- Performs other related duties as assigned

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to communicate and comprehend instructions
- Ability to distinguish colors
- Ability to bend, stoop, squat, twist and kneel
- Ability to lift objects above shoulder level
- Ability to sit for extended periods of time
- Ability to work in adverse weather conditions
- Ability to withstand exposure to dust, gas and fumes
- Ability to communicate in group settings
- Ability to communicate the movement of limbs simultaneously
- Ability to operate foot controls with one foot
- Ability to be exposed to noise
- Ability to communicate with employees, students and public
- Ability to utilize radio equipment
- Ability to operate standard or automatic transmission motor vehicles
- Ability to perform tasks requiring manual dexterity
- Ability to hear within a normal range, with or without reasonable accommodations
- Ability to perform functions from written, oral instructions and from observing others
- Ability to sort, separate and file documents and forms