



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304**  
**FROM THE OFFICE OF HUMAN RESOURCES**

TO: Dr. Kent Mutchler  
FROM: Adam Law Ed.D.  
RE: January 10, 2022, Personnel Report  
DATE: January 6, 2022

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I request that the Board of Education approve the following personnel recommendations:

**CERTIFIED STAFF**

**I. Long-Term Substitutes**

Length of Assignment	Name	School	Subject/Grade	FTE
1/19/22 - 4/20/22	Balassone, Brittany	GHS	Counselor	0.6
1/10/22 – TBD	Fuentes, Alejandra	HSS	Learning Behavior Specialist	1.0

**II. FMLA**

Name	School	Position	Approximate Dates	School Year
Bechtle, Laila	HES	Learning Behavior Specialist	1/10/22 - 1/19/22	21-22
Meister, Lisa	GHS	Health	Intermittent	21-22
Torrence, Kelly	HES	Kindergarten	3/22/22 – 4/29/22	21-22

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**SUPPORT STAFF**

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**I. New Hires**

Name	School	Position	Effective Date	School Year
Martin, Sherry	GMSS	Special Education Assistant	01/13/22	21-22
Mines, Ginny	MCS	Special Education Assistant	01/10/22	21-22
Moynihan, Jana	CO	Administrative Assistant	01/10/22	21-22
Plumley, Susan	TRAN	Bus Driver	12/17/21	21-22
Quandt, Lura	HSS	Special Education Assistant	01/10/22	21-22
O'Rourke, Heather	All	Building Technician	1/10/22	21-22

**II. FMLA**

Name	School	Position	Approximate Dates	School Year
Brock, Michael	All	Grounds	12/17/21 – 12/31/21	21-22
Cortez Moreno, Juan	GHS	Custodian	12/8/21 - 12/17/21	21-22

**III. Resignations**

Name	School	Position	Effective Date	School Year
Sherman, Tina	TRAN	Bus Driver	12/15/21	21-22

**IV. Reclassification**

Name	School	Position	Effective Date	School Year
Clement, Andrew	WES	Custodian Floater to 2 <sup>nd</sup> Custodian (WES)	12/21/21	21-22
Romero, Amy	HSS	Lunchroom Supervisor (FES) to PT Special Education Assistant (HSS)	1/24/22	21-22
Wray, Julie	GHS	Special Education Assistant (HSS) to Special Education Assistant (GHS)	1/10/22	21-22

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**ADMINISTRATORS**


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**I. Resignation**

Name	School	Position	Effective Date	School Year
Mutchler, Kent	CO	Superintendent	6/30/23	22-23