



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

TO: Dr. Kent Mutchler
 FROM: Adam Law Ed.D.
 RE: September 10, 2020 Personnel Report
 DATE: September 14, 2020

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

CERTIFIED STAFF

I. New Hires

Start Date	Name	School	Subject/Grade	FTE
8/31/20	Corkery, Jean	GHS	Project Lead the Way	.6

II. FTE Adjustments- Certified Staff

Start Date	Name	School	Subject/Grade	Current FTE	New FTE
8/17/20	Byrne, Kerrigan	GHS	Learning Behavior Specialist	1.0	1.2 1 st semester
8/17/20	Evans, Zach	GHS	Science	1.0	1.2 1 st semester
8/17/20	Horrigan, Lynn	GHS	Learning Behavior Specialist	1.0	1.2 1 st semester
8/17/20	Kosecki, Lauren	GHS	Learning Behavior Specialist	1.0	1.2 1 st semester
8/17/20	Martin, Rich	GHS	Learning Behavior Specialist	1.0	1.2 1 st semester
8/17/20	Miller, Aly	GHS	Learning Behavior Specialist	1.0	1.2 1 st semester
8/17/20	Nesci, Marc	GHS	Learning Behavior Specialist	1.0	1.2 1 st semester

Start Date	Name	School	Subject/Grade	Current FTE	New FTE
8/17/20	Owens, Megan	GHS	Science	1.0	1.2 1 st semester
8/17/20	Potsic, Kayla	GMSN	Learning Behavior Specialist	1.0	1.2 1 st semester
8/17/20	Rago, Angela	GMSN	Learning Behavior Specialist	1.0	1.2 1 st semester
8/17/20	Sutor, Derek	GHS	Learning Behavior Specialist	1.0	1.2 1 st semester

Due to the increased enrollment for the online-only learning, I am recommending that the below teachers, who already teach in their designated subject/grade, assume the teaching responsibility for one additional class during the first semester in the 2020-2021 school year.

III. Family and Medical Leave

Name	School	Position	Approximate Dates	School Year
Marschinke, Allison	FES	Grade 1	1/11/21 – 3/26/21	20-21
Poppen, Jenna	GMSS	Learning Behavior Specialist	11/16/20 – 1/29/21	20-21
Girard, Ashley	GELP	Learning Behavior Specialist	11/30/21 – 3/9/21	20-21

IV. Leave of Absence

Name	School	Position	Approximate Dates	School Year
Bechtle, Laila	HES	Learning Behavior Specialist	11/23/20 – 12/11/20	20-21

SUPPORT STAFF

I. New Hires

Name	School	Position	Effective Date	School Year
Smith, Marcia	HES	Library Assistant	9/14/20	20-21
Zaragoza Lopez, Jose	All	Custodian Substitute	9/14/20	20-21

II. Resignations

Name	School	Position	Effective Date	School Year
Hiller, Cliff	TRAN	Bus Driver	8/6/20	20-21
Japuntich, Joe	TRANS	Bus Driver	8/25/20	20-21
McKittrick, Christie	HES	Special Education Assistant	9/18/20	20-21
Meier, Leigh	HES	Reading Tutor	8/24/20	19-20
Metz, Maryann	TRAN	Bus Monitor	8/10/20	20-21
Worthel, Shirley	TRAN	Bus Monitor	5/29/20	19-20

III. Reclassifications

Name	School	Position	School Year
Read, Bailey	WES	On-call Custodian to 2 nd shift Custodian	20-21
Matousek, Matt	All	On-call Custodian to Grounds	20-21

IV. Dismissals

Name	School	Position	Effective Date	School Year
Schultz, Faith	GHS/WAS	Custodian	9/8/20	20-21

V. Family and Medical Leave

Name	School	Position	Approximate Dates	School Year
Peruba, Karen	GMSN	Special Education Assistant	8/17/20 – 8/21/20	20-21
Estrada, Christina	GHS	Administrative Assistant	9/3/20 – 9/15/20	20-21

VI. Retirement

Start Date	Retirement Date	Name	School	Position	School Year
8/4/14	8/13/20	Mittman, Greg	TRANS	Bus Driver	20-21
11/26/96	8/3/20	Ward, Suzanne	TRANS	Bus Driver	20-21