



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

TO: Dr. Andy Barrett

FROM: Dr. Adam Law

RE: August 25, 2025, Personnel Report

DATE: August 25, 2025

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

CERTIFIED STAFF

I. Reclassifications/Transfers

Name	School	Position	Effective Date	FTE
Pollina, Elizabeth	FES/GMSN	SLP at FES/GMSN to SLP at FES/WES	8/18/2025	1.0

II. FTE Adjustments- Certified Staff

Start Date	Name	School	Subject/Grade	Current FTE	New FTE
8/18/2025	Sloan, Carey	GMSN	Spanish	1.0	1.17 8/18/2025-6/1/2026

III. Retirement

Name	School	Subject/Grade	Effective Date	School Year
Henrickson, Kevin	GMSN	Music	6/1/2026	25/26

IV. NON-FMLA LOA

Name	School	Position	Approximate Dates	School Year
Lopez, Andrea	WAS	Kindergarten Teacher	8/18/2025 – 9/19/2025	25/26

V. FMLA

Name	School	Position	Approximate Dates	School Year
Juergens, Renee	GELP	Learning Behavior Specialist	11/19/2025 – 12/19/2025	25/26
Meyers, Megan	HES	School Psychologist	1/14/2026 – 4/16/2026	25/26
Perry, Tina	GHS	Learning Behavior Specialist	11/11/2025 – 11/21/2025	25/26

VI. Long-Term Substitute Teacher

Name	Length of Assignment	School	Subject/Grade	FTE
Schwarz, Alexandra	8/18/2025 – 10/29/2025	GHS	English	.60

SUPPORT STAFF**I. New Hires**

Name	School	Position	Effective Date	School Year
Burkhart, Danielle	HES	Kindergarten Assistant	8/18/2025	25/26
Delp, Kate	MCS	Kindergarten Assistant	8/25/2025	25/26
Freeman, Alvin “AJ”	GHS	Assessment Center Assistant	8/18/2025	25/26
Gainous, Tracey	MCS	Special Education Assistant	8/18/2025	25/26
Gardilcic, Magdalena	GMSN	Special Education Assistant	TBD	25/26
Harvey, Katelyn	HES	Kindergarten Assistant	8/18/2025	25/26
Hutter, Colleen	GMSS	Special Education Assistant	8/25/2025	25/26
Kaus, Parker	GHS	Custodian	8/25/2025	25/26
Koesterer, Laura	HES	Kindergarten Assistant	8/18/2025	25/26
Lopez, Anabel	GHS	Custodian	8/25/2025	25/26
Melnuk, Michaelle	GMSN	Nurse- Registered	8/18/2025	25/26
Meza, Sandra	TRAN	Bus Driver	8/13/2025	25/26
Ruff, Elizabeth	GHS	Special Education Assistant	8/18/2025	25/26
Saari, Jared	CESC	Technology Support Technician	8/14/2025	25/26
Sullivan, Taryn	GMSN	Special Education Assistant	TBD	25/26

II. Resignations

Name	School	Position	Effective Date	School Year
Atkinson, Catherine	GMSN	Special Education Assistant	6/3/2025	24/25
Wagner, Tina	GHS	Administrative Assistant	8/18/2025	25/26

III. Reclassification/Transfer

Name	School	Position	Effective Date	School Year
Loera, Jose	GHS to MCS	Custodian	8/18/2025	25/26

IV. FMLA

Name	School	Position	Approximate Dates	School Year
Perry, Susan	GHS	Administrative Assistant	8/20/2025 – 9/9/2025	25/26

ADMINISTRATORS

No updates