



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

TO: Dr. Kent Mutchler
FROM: Dr. Adam Law
RE: February 13, 2023, Personnel Report
DATE: February 13, 2023

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

CERTIFIED STAFF

I. FMLA

Name	School	Position	Approximate Dates	School Year
Caputo, Lauren	WAS	Student Assistance Coordinator	5/15/2023-5/26/2023	22/23
Schramer, Natalie	WES	3 rd Grade Teacher	5/8/2023-5/26/2022 8/16/23-10/17/2023	22/23 23/24

II. Long-Term Substitutes

Name	Length of Assignment	School	Subject/Grade	FTE
Ciesla, Robert	1/9/2023-2/3/2023	GHS	Learning Behavior Specialist	1.0
Barber, Tina	3/14/23-4/28/23	WAS	Music Teacher	1.0
Kliros, Alexis	3/6/2023-5/26/2023	GMSS	7 th Grade Teacher	1.0

SUPPORT STAFF

I. New Hires

Name	School	Position	Effective Date	School Year
Thompson, Madison	HSS	Special Education Assistant	2/6/2023	22/23
Thompson, Paige	HES	Special Education Assistant	2/6/2023	22/23

II. Retirement

Name	School	Subject/Grade	Effective Date	School Year
Enneking, Leann	GMSN	Instructional Assistant	5/26/2023	22/23

III. FMLA

Name	School	Position	Approximate Dates	School Year
Dibble, Robin	MCS	Kindergarten Assistant	2/15/2023-3/24/2023	22/23
Milligan, Tamala	CO	Administrative Assistant	1/12/2023-2/3/2023	22/23
Johnson, Michael	GMSN	Custodian	12/20/2022-1/27/2023	22/23
Pedersen, Brian	CO	Building Services Coordinator	2/21/2023-3/10/2023	22/23

IV. LOA

Name	School	Position	Approximate Dates	School Year
Haenisch, Kerry	CO	Administrative Assistant	1/12/2023-1/23/2023	22/23

V. Resignation

Name	School	Position	Effective Date	School Year
Haenisch, Kerry	CO	Administrative Assistant	1/24/2023	22/23

VI. Termination

Name	School	Position	Effective Date	School Year
Berendt, Michael	Tran	Bus Driver	11/1/2022	22/23
Steger-Cook, Jacqueline	Tran	Bus Driver	12/22/22	22/23