



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

TO: Dr. Kent Mutchler  
FROM: Adam Law Ed.D.  
RE: March 12, 2018 Personnel Report  
DATE: March 7, 2018

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

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**CERTIFIED STAFF**

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**I. New Hires**

None

**II. Resignations**

Name	School	Subject/Grade	Effective Date	FTE
Behlow, Laura	MCS	Grade 2	6/1/18	1.0

**III. Reappointments**

None

**IV. Reclassifications**

None

**V. Long-Term Substitutes**

None

**VI. Family and Medical Leave**

Name	School	Subject/Grade	Approximate Dates	FTE
McGowen, Katie	FES	Grade 2	3/15/18 - 4/2/18	1.0
Doty, Emily	GHS	Guidance Counselor	8/20/18 - 11/14/18	1.0

## VII. Leave of Absence

Name	School	Subject/Grade	Dates	FTE
Highmark, Meredith	HES	Grade 1	2018-2019 1st year	1.0

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## SUPPORT STAFF

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### I. New Hires

Start Date	Name	School	Position	School Year
3/12/18	Perillo, Jessica	GHS	Special Education Assistant 7 hrs day	9 month

### II. Resignations

Name	School	Position	Effective Date	School Year
Swanson, Chrissy	HSS	Special Education Assistant 3 hrs day	3/12/18	9 month

### III. Reappointments/Reclassifications

None

### IV. Family and Medical Leave

Name	School	Position	Approximate Dates	School Year
Bailey, Jeannie	GHS	Administrative Assistant	2/26/18 - 3/12/18	10 month
Carrino, Cathy	WAS	Special Education Assistant	3/5/18 - 4/2/18	9 month
Waller, Jan	CO	Administrative Assistant	4/3/18 - 4/18/18	12 month

### V. Retirement

Start Date	Retirement Date	Name	School	Position	School Year
7/9/07	5/4/18	Ward, Daniel	All	2nd Shift Custodian	12 month