

Geneva Community Unit School District 304



Office of Human Resources Personnel Report

March 12, 2012



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

TO: Dr. Kent Mutchler
FROM: Craig T. Collins
RE: March 12, 2012 Personnel Report
DATE: March 8, 2012

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

CERTIFIED STAFF

I. New Hires

None

II. Resignations

Name	School	Subject/Grade	Effective Date	FTE
Carlson, Margaret	GMSN	Language Arts	6/4/12	1.0

III. Reappointments

None

IV. Reclassifications

Name	School	Subject/Grade	Effective Date
Petmezas, George	MCS	From Interim Principal at MCS to Principal at MCS	7/1/12

V. Long-Term Substitutes

Length of Assignment	Name	School	Subject/Grade	FTE
4/4/12 - 5/17/12	Samuelson, Carla (Leslee Kriegel)	FES	Special Education	1.0
4/9/12 - 6/4/12	Stanfa, Karen (Julia Camp)	MCS	Grade 4	1.0

VI. Family and Medical Leave

None

VII. Leave of Absence (2012-2013)

School Year	Name	Building	Subject/Grade
2012-2013	Cardwell, Elizabeth	GMSS	Language Arts
2012-2013	Chavez, Tara	GMSN	Guidance Counselor
2012-2013	Hawley, Gwen	GHS	Social Worker
2012-2013	Punsalan, Janet	GMSS	Science

VIII. Return from Leave of Absence (2012-2013)

Name	Building	Subject/Grade
Ugo-Ross, Laura	WES	Grade 5

IX. Retirement

Name	Effective Date	School	Subject/Grade	FTE
Cheek, Paul	6/4/12	GHS	Math	1.0
Haas, Colleen	6/4/12	GMSS	Special Education	1.0
Koehn, Bill	6/4/12	GHS	Industrial Technology	1.0
Leman, Jennifer	6/4/12	WAS	Grade 4	1.0
George, Dawn	6/30/12	CO	Assistant Superintendent- Student Services	1.0

SUPPORT STAFF

I. New Hires

None

II. Resignations

None

III. Reappointments/Reclassifications

None

IV. Family and Medical Leave

Name	School	Position	Approximate Dates	School Year
Butler, Robin	HSS	Technology Assistant	4/2/12 - 5/7/12	9 month

V. Retirement

Start Date	Retirement Date	Name	School	Position	School Year
6/2/97	6/8/12	Malette, Liz	CO	Secretary	12 month