

# Geneva Community Unit School District 304



## Office of Human Resources Personnel Report

September 12, 2011

**REVISED**



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

TO: Dr. Kent Mutchler  
FROM: Craig T. Collins  
RE: September 12, 2011 Personnel Report  
DATE: September 12, 2011

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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**

None

**III. Reappointments**

None

**IV. Reclassifications**

None

**V. Long-Term Substitutes**

Length of Assignment	Name	School	Subject/Grade	FTE
9/26/11 - 11/18/11	Stanfa, Karen (Sarah O'Keefe)	MCS	Grade 2	1.0

**VI. Family and Medical Leave**

Name	School	Subject/Grade	Approximate Dates	FTE
Rottmann, Melissa	WAS	Reading Specialist	1/5/12 - 4/5/11	1.0
Esposito, Shannon	MCS	Grade 4	1/23/12 - 4/18/12	1.0
Edison, Katie	GMSN	Social Studies	2/13/12 - 6/7/12	1.0
Wright, Jenna	FS	Special Education	3/20/12 - 6/7/12	1.0

## VII. Retirement

None

## SUPPORT STAFF

### I. New Hires

Start Date	Name	School	Position	School Year
8/30/11	Gadzinski, Jennifer	FS	Special Ed Assistant 3.25 hrs a day, Tuesday - Friday	9 month
9/6/11	Morgan, Janice	HES	Special Education Assistant (Kindergarten Booster) - 12 hrs week	9 month
<b>9/12/11</b>	<b>Ernzen, Emily</b>	<b>FES</b>	<b>Special Education Assistant - 15 hrs a day</b>	<b>9 month</b>

### II. Resignations

Name	School	Position	Effective Date	School Year
Manikas, Kim	WES	Reading Tutor - 3 hrs a day	6/7/11	9 month
Read, Tracy	HES	Kindergarten Booster Assistant - 12 hrs a week	6/7/11	9 month

### III. Reappointments/Reclassifications

Name	School	Position	School Year
<b>Gutierrez, Eddie</b>	<b>Garage</b>	<b>Bus Driver</b>	<b>9 month</b>
Honey, Kathy	Garage	Bus Driver	9 month

### IV. Family and Medical Leave

Name	School	Subject/Grade	Approximate Dates	School Year
Irwin, Chris	MCS	Technology Assistant	8/23/11 - 9/12/11	9 month
<b>Bennett, Kristina</b>	<b>GMSN</b>	<b>Special Education Assistant</b>	<b>2/15/12 - 6/7/12</b>	<b>9 month</b>

## V. Retirement

None