



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

TO: Dr. Andy Barrett

FROM: Dr. Adam Law

RE: September 23, 2024, Personnel Report

DATE: September 23, 2024

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

CERTIFIED STAFF

I. FTE Adjustments- Certified Staff

Start Date	Name	School	Subject/Grade	Current FTE	New FTE
10/07/2024	Estabrook, Ryan	GHS	Math	1.0	1.20 10/07/24-1/09/25
10/07/2024	Gehlhaar, Heather	GHS	Math	1.0	1.20 10/07/24-1/09/25
10/07/2024	O'Brien, Kaleigh	GHS	Math	1.0	1.20 10/07/24-1/09/25
10/07/2024	Oxler, Amanda	GHS	Math	1.0	1.20 10/07/24-1/09/25
10/07/2024	Philip, Sarayah	GHS	Math	1.0	1.20 10/07/24-1/09/25

Due to our inability to recruit a long-term Substitute Teacher for an 11-week FMLA, I am recommending that Ryan Estabrook, Heather Gehlhaar, Kaleigh O'Brien, Amanda Oxler, and Sarayah Philip assume the teaching responsibility for one additional class during the 11-week FMLA period of the 2024-2025 school year.

SUPPORT STAFF

I. New Hires

Name	School	Position	Effective Date	School Year
Brown, Jennifer	FES	Special Education Assistant	9/26/24	24/25
Drab, Andrea	TRANS	Bus Monitor	9/23/24	24/25
Forss, Robert	GHS	Custodian	9/23/24	24/25

II. Resignations

Name	School	Position	Effective Date	School Year
Filipiak, Andrew	CESC	Grounds	9/16/24	24/25
Maldonado, Omar	GMSS	Custodian	9/23/24	24/25

III. FMLA

Name	School	Position	Approximate Dates	School Year
Cuautle, David	GMSS	Custodian	9/9/2024-12/5/2024	24/25