



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

TO: Dr. Kent Mutchler
 FROM: Dr. Adam Law
 RE: January 27, 2020 Personnel Report
 DATE: January 23, 2020

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

CERTIFIED STAFF

I. FTE Adjustment - Certified Staff

Start Date	Name	School	Subject/Grade	Current FTE	New FTE
1/6/20 – 5/29/20	Horrigan, Lynn	GHS	Speech	1.0	1.1

Due to our inability to retain a teacher who is willing to teach one Speech class a day, I am recommending that Lynn Horrigan, who is a Learning Behavior Specialist at GHS, assume the teaching responsibility for one additional class during the second semester in the 2019-2020 school year.

II. Long-Term Substitutes

Length of Assignment	Name	School	Subject/Grade	FTE
2/21/20 – 5/26/20	Nunez, Jessica	HES	Psychologist	1.0

III. Family and Medical Leave

Name	School	Subject/Grade	Approximate Dates	FTE
Falls, Courtney	GELP	Learning Behavior Specialist	1/17/20 – 2/7/20	1.0

SUPPORT STAFF

I. New Hires

Start Date	Name	School	Position	School Year
1/27/20	Barnett, Tom	TRAN	Bus Driver	19-20
2/10/20	Noonan, Annie	CO	Payroll Specialist	19-20
2/3/20	Zajicek, Chuck	ALL	District Network Technician	19-20

II. Resignations

Name	School	Position	Effective Date	School Year

III. Reappointments/Reclassifications

Effective Date	Name	Position	School Year
1/14/20	Basova, Lisa	Lunchroom Supervisor (MCS) to Special Ed Asst. (GELP)	19-20
1/13/20	Gardner-Haycox, Jamie	Special Ed Asst. (HSS) to Reading Tutor (HSS)	19-20
1/23/20	Meier, Mandie	Lunchroom Supervisor (HES) to Reading Tutor (HES)	19-20
1/23/20	Sliwa, Maggie	Lunchroom Supervisor (HES) to Reading Tutor (HES)	19-20

IV. Family and Medical Leave

Name	School	Position	Approximate Dates	School Year

ADMINISTRATORS

I. Family and Medical Leave

Name	School	Position	Approximate Dates	School Year
Allison, Reed	GHS	Dean	2/2/20 – 3/9/20	19-20