



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

TO: Dr. Andy Barrett

FROM: Dr. Adam Law

RE: December 11, 2023, Personnel Report

DATE: December 11, 2023

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

CERTIFIED STAFF

I. New Hires

Name	School	Position	Effective Date	FTE
Booker, Emilee	WAS	LBS	1/8/2024	1.0
Grabiec, Maria	GMSN/MCS	Permanent Substitute – LBS	1/8/2024	1.0
Hund, Gerald “Jerry”	GHS	Architecture Teacher	1/8/2024	0.2
Kennedy, Kathleen	GMSN	Language Arts Teacher	12/12/2023	1.0

II. Resignations

Name	School	Position	Effective Date	FTE
Burkemper, Andrew	GHS	Music (Band) Teacher	12/8/2023	23/24
Weber, Lauren	GMSN	Math Teacher	12/22/2023	23/24

III. Long-Term Substitute Teacher

Name	Length of Assignment	School	Subject/Grade	FTE
Glade, Daniel	12/15/23 – 1/26/24	GMSN	Social Studies	1.0
Wheeler, Tessa	1/8/24 – 3/8/24	GMSN	School Counselor	1.0

IV. FMLA

Name	School	Position	Approximate Dates	School Year
Connolly, Erin	GHS	School Counselor	3/11/2024 – 5/17/2024	23/24
Edison, Katherine	GMSN	Social Studies Teacher	12/15/2023 – 1/26/2024	23/24
Freeman, Lisa	MCS	3 rd Grade Teacher	2/12/2024 – 3/22/2024	23/24

SUPPORT STAFF

I. New Hires

Name	School	Position	Effective Date	School Year
Carlborg, Deanna	GHS	2 nd Shift Custodian	12/18/2023	23/24
Colorado, Christian	GHS	2 nd Shift Custodian	12/4/2023	23/24
McLean Becerra, Alexandra	GHS	Bilingual Classroom Assistant	12/4/2023	23/24
McVicar, Todd	GHS/WAS	2 nd Shift Custodian – Split	12/18/2023	23/24
Wagner, Tina	GHS	Assessment Center Assistant	12/4/2023	23/24
White, Stacie	TRAN	Bus Driver	11/28/2023	23/24

II. Resignations

Name	School	Position	Effective Date	School Year
Draftz, David	TRAN	Bus Driver	11/17/2023	23/24

III. Termination

Name	School	Position	Effective Date	School Year
Brady, John	TRAN	Bus Driver On Call Substitute	12/5/2023	23/24
Hutchison, Theresa	ALL	Custodian Floater 2 nd Shift	12/11/2023	23/24

IV. Reclassification/Transfer

Name	School	Position	Effective Date	FTE
Pott, Willard	TRAN	Bus Driver to Bus Monitor On Call Substitute	11/13/2023	23/24

V. FMLA

Name	School	Position	Approximate Dates	School Year
Baker, Timothy	CO	Safety/Security Coordinator	1/4/2024 – 2/23/2024	23/24
Baumgartner, Karen	WES	Special Education Assistant	12/4/2023 – 1/12/2024	23/24
Ramos, Maria “Suzy”	CO	Benefits Specialist	1/29/2024 – 3/31/2024 Intermittent	23/24

VI. Retirement

Name	School	Subject/Grade	Effective Date	School Year
Patterson, Tenese	GHS	2 nd Shift Custodian	11/30/2023	23/24

ADMINISTRATORS

No updates.