



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

TO: Dr. Andy Barrett

FROM: Dr. Adam Law

RE: August 26, 2024, Personnel Report

DATE: August 26, 2024

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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**

Name	School	Position	Effective Date	FTE
Funk, Linnea	GMSN	Social Worker	8/20/2024	1.0
Nations, Jacob	GMSS/WES	Physical Education Teacher	8/19/2024	.35

**II. FMLA**

Name	School	Position	Approximate Dates	School Year
Fuller, Cathy	WAS	Librarian	Intermittent 8/19/2024 – 6/3/2025	24/25
Kramer, Brett	GMSN	LBS	1/6/2025 – 1/31/2025	24/25
Kramer, Kelly	MCS	4 <sup>th</sup> Grade Teacher	11/6/2024 – 12/20/2024	24/25
Sanders, Jaclyn	HES	Music Teacher	10/15/2024 – 1/29/2025	24/25
Stevens, Leah	WES	Certified Nurse	Intermittent 8/19/2024 – 6/10/2025	24/25
Stone, Jason	FES	3 <sup>rd</sup> Grade Teacher	9/19/2024 – 10/10/2024	24/25

**III. Long-Term Substitute Teacher**

Name	Length of Assignment	School	Subject/Grade	FTE
Clark, Elizabeth	8/19/24 – 11/13/24	WAS	5 <sup>th</sup> Grade	1.0
Corkery, Jean	8/19/24 – 11/15/24	GMSN	Science	1.0
Helfers, Terri	8/19/24 – 11/1/24	GHS	Family and Consumer Science	1.0

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## SUPPORT STAFF

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### I. New Hires

Name	School	Position	Effective Date	School Year
Accamma George, Sanu	GMSS	Special Education Assistant	8/19/2024	24-25
Anson, Darby	GHS	Assessment Center Assistant	8/19/2024	24-25
Chua, Maria	CESC	Receptionist/Registrar	8/26/2024	24-25
Delgado, Fidel	TRANS	Bus Mechanic	8/26/2024	24-25
Dominguez, Kyleigh	GMSN	Special Education Assistant	8/19/2024	24-25
Hauser, Justin	WES	Special Education Assistant	8/19/2024	24-25
Henley, Kelly	FES	Reading Tutor	8/19/2024	24-25
Miranda, Matthew	CESC	District Painter	8/26/2024	24-25
Moore, Tim	GHS	Special Education Assistant	8/22/2024	24-25
Peterson, Britta	WES	Reading Tutor	8/22/2024	24-25
Stebbins, Karen	GMSS	Special Education Assistant	8/19/2024	24-25
Zhinin, Angelique	GMSS	Special Education Assistant	8/19/2024	24-25

### II. Resignations

Name	School	Position	Effective Date	School Year
Arnold, Michelle	GMSS	Special Education Assistant	5/28/2024	23-24
Mols, Alex	GHS	2 <sup>nd</sup> Shift Custodian	8/26/2024	24-25
Steben, Amy	WAS	Reading Tutor	5/28/2024	23-24

### III. Reappointments

Name	School	Position	Effective Date	School Year
Grimes, Courtney	WES	Kindergarten Aide 3hrs/day to Kindergarten Aide 29.75 hrs/wk	8/19/2024	24-25

**IV. Reclassification/Transfer**

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Effective Date</b>	<b>School Year</b>
Bauman, Leslie	WES	Lunchroom Supervisor to Special Education Assistant	8/19/2024	24-25
Gundrum, Jennifer	MCS	Lunchroom Supervisor to Special Education Assistant	8/19/2024	24-25
Traven, Sarah	WAS	Classroom Assistant to Reading Tutor	8/19/2024	24-25

**V. FMLA**

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Approximate Dates</b>	<b>School Year</b>
Burkitt, Kelly	GMSS	Library Assistant	8/22/2024 – 9/27/2024	24/25

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**ADMINISTRATORS**

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**I. Reappointments**

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Effective Date</b>	<b>School Year</b>
Anderson, Laura	CO	Private / Alternative Placement Coordinator	9/3/2024	24/25