



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

TO: Dr. Kent Mutchler
FROM: Dr. Adam Law
RE: September 23, 2019 Personnel Report
DATE: September 19, 2019

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

CERTIFIED STAFF

I. New Hires

Start Date	Name	School	Subject/Grade	FTE

II. Resignations

Name	School	Subject/Grade	Effective Date	FTE

III. Long-Term Substitutes

Length of Assignment	Name	School	Subject/Grade	FTE

IV. Reappointments/Reclassifications

Name	School	Position	School Year

V. Family and Medical Leave

Name	School	Subject/Grade	Approximate Dates	FTE
Paulsen, Craig	GMSN	Social Studies	9/11/19 – 10/8/19	1.0
Stevens, Leah	WES	Nurse	3/9/19 – 5/29/20	1.0

VI. FTE Adjustments- Certified Staff

Start Date	Name	School	Subject/Grade	Current FTE	New FTE
9/23/19	Medchill, Valerie	GMSS	SSO/GMSS	1.0	1.2

Due to our inability to retain a psychologist who is able to cover for a leave of absence at Geneva Middle School South, I am recommending that Valerie Medchill, who already works at GMSS, assume the responsibility for coordinating Student Services at GMSS in order to meet legal requirements during the 2019-2020 school year.

SUPPORT STAFF

I. New Hires

Start Date	Name	School	Position	School Year
9/10/19	Schultz, Faith	GHS/WAS	Custodian	19-20

II. Resignations

Name	School	Position	Effective Date	School Year
Mackall, Penny	CO	Administrative Assistant- Facilities	9/12/19	19-20
Anatra, Nick	TRAN	Bus Mechanic	9/27/19	19-20

III. Reappointments/Reclassifications

Name	School	Position	School Year
Gardner-Haycox, Jamie	HSS	Lunchroom Supervisor to Special Ed Assistant	19-20
Johnson, Jim	HSS	Custodian to Lunchroom Supervisor Sub	19-20
Meinig, Misty	MCS	Lunchroom Supervisor to Library Assistant	19-20
Prior, Anthony	GHS	Security to Campus Manager	19-20
Wolf, Angie	WAS	Special Ed Asst. (GMSN) to Special Ed Assistant (WAS)	19-20

IV. Family and Medical Leave

Name	School	Position	Approximate Dates	School Year
Martin, Vincent	Co	Grounds	8/26/19 – 10/6/19	19-22

V. Retirement

Start Date	Retirement Date	Name	School	Position	School Year

ADMINISTRATORS
