



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

TO: Dr. Andy Barrett
 FROM: Dr. Adam Law
 RE: April 22, 2024, Personnel Report
 DATE: April 22, 2024

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

CERTIFIED STAFF

I. New Hires

Name	School	Position	Effective Date	FTE
Buehler, Marissa	GHS	Learning Behavior Specialist	8/19/2024	1.0
Carter, Riley	GHS	Band Teacher – GHS / Elementary Schools	8/19/2024	1.0
Gardner-Haycox, Jamie	HSS	Learning Behavior Specialist	8/19/2024	1.0

II. Long-Term Substitute Teacher

Name	Length of Assignment	School	Subject/Grade	FTE
Jackson, Jill	4/10/2024 – 5/28/2024	MCS	Social Worker	1.0

III. Resignations

Name	School	Position	Effective Date	FTE
Novak, Abby	HSS	Learning Behavior Specialist	5/28/2024	1.0
Price, Melissa	MCS	Learning Behavior Specialist – FAST	5/28/2024	1.0

IV. Reappointments

Name	School	Position	Effective Date	FTE
Swidenbank, Rene	GHS	German Teacher	8/19/2024	0.6

V. FMLA

Name	School	Position	Approximate Dates	School Year
Beyer, Juli	GMSS	Social Studies Teacher	5/15/2024 – 5/28/2024	23/24

Trofimuk, Megan	FES	Learning Behavior Specialist	4/17/2024 – 4/26/2024	23/24
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SUPPORT STAFF

I. New Hires

Name	School	Position	Effective Date	School Year
Pye, Amaje	TRAN	Bus Monitor	4/22/2024	23/24
Reed, Michael	ALL	Custodian Floater – 2 nd Shift	4/15/2024	23/24
Spratt, Ryan	GHS	2 nd Shift Custodian	4/10/2024	23/24

II. Resignations

Name	School	Position	Effective Date	School Year
Best, Laura	HSS	Bilingual Paraprofessional	5/28/2024	23/24
Carlson, Wolfe	GHS	Security Guard	6/2/2024	23/24
Kanzler, Lisa	GHS	Administrative Assistant	5/29/2024	23/24
Lee, Alyssa	CO	Human Resources Administrative Assistant	5/10/2024	23/24
Major, Melanie	GHS	Administrative Assistant to the Principal	5/1/2024	23/24

III. Retirement

Name	School	Position	Effective Date	School Year
Viverito, Pamela	WES	Special Education Assistant	5/28/2024	23/24

IV. Reclassification/Transfer

Name	School	Position	Effective Date	FTE
Cella, Jennifer	CO	10-month Administrative Assistant-Sub Services to 12- month Human Resources Administrative Assistant	5/6/2024	1.0

V. FMLA

Name	School	Position	Approximate Dates	School Year
Johnson, Chrissi	CO	Administrative Assistant	7/26/2024 – 8/2/2024	24/25

ADMINISTRATORS

No updates.