

# Geneva Community Unit School District 304



## Office of Human Resources Personnel Report

October 22, 2012



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

TO: Dr. Kent Mutchler  
FROM: Craig T. Collins  
RE: October 22, 2012 Personnel Report  
DATE: October 17, 2012

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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**

None

**II. Resignations**

None

**III. Reappointments**

None

**IV. Reclassifications**

None

**V. Long-Term Substitutes**

None

**VI. Family and Medical Leave**

None

**VII. Retirement**

None

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**SUPPORT STAFF**

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**I. New Hires**

None

**II. Resignations**

| <b>Name</b>       | <b>School</b> | <b>Position</b>    | <b>Effective Date</b> | <b>School Year</b> |
|-------------------|---------------|--------------------|-----------------------|--------------------|
| Orichiella, Sheri | MCS           | Building Secretary | 10/23/12              | 10 month           |

**III. Reappointments/Reclassifications**

| <b>Name</b>           | <b>School</b> | <b>Position</b>  | <b>School Year</b> |
|-----------------------|---------------|--|--------------------|
| Walker-Adkins, Jackie | MCS           | From Special Education Assistant Floater (3 hrs a day) to Classroom Assistant (5.75 hrs a day) | 9 month            |

**IV. Family and Medical Leave**

None

**V. Retirement**

None

**Note:**

We are recommending the addition of a classroom assistant at the first grade at Mill Creek (see recommendation above) due to a high number of special needs students. We are also recommending the hiring of two classroom assistants for the first grade at Williamsburg due to high class numbers. If approved, candidates for the two positions at Williamsburg would be presented to the Board in November.