



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

TO: Dr. Kent Mutchler
FROM: Adam Law Ed.D.
RE: January 9, 2017 Personnel Report
DATE: January 5, 2017

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

CERTIFIED STAFF

I. New Hires

None

II. Resignations

Name	School	Subject/Grade	Effective Date	FTE
Bowman, Mary	WAS	Grade 1	6/5/17	1.0
Newcomb-McNeal, Ericka	HSS	Psychologist	6/5/17	1.0
Schrotenboer, Kristina	FES	Kindergarten	6/5/17	1.0

III. Reappointments

None

IV. Reclassifications

None

V. Long-Term Substitutes

Length of Assignment	Name	School	Subject/Grade	FTE
2/8/17 - 6/5/17	Leavitt, Marvin (Erica Duppler)	GMSN	Guidance Counselor	1.0

VI. Family and Medical Leave

None

VII. FTE Adjustment - Certified Staff

Start Date	Name	School	Subject/Grade	Current FTE	New FTE
1/3/17	Chrusciel, Karna	GHS	English	.40	.50
1/3/17	Madden, Shannon	GHS	Math	.60	.70

Due to our inability to retain a teacher who is willing to teach one English class and one Math class a day, I am recommending that Karna Chrusciel and Shannon Madden, who already teach English and Math at GHS, assume the teaching responsibility for this one class during the **second semester** of the 2016-2017 school year.

VIII. Retirement

None

SUPPORT STAFF

I. New Hires

Start Date	Name	School	Position	School Year
1/3/17	Daly, Susan	GMSN	Special Education Assistant	9 month
1/3/17	Emody, Thomas	MCS	Technology Assistant	9 month

II. Resignations

None

III. Reappointments/Reclassifications

None

IV. Family and Medical Leave

Name	School	Position	Approximate Dates	School Year
Ortega, Eloi	HES	2nd Shift Custodian	12/12/16 - 1/30/17	12 month
Ochoa, Martin	WAS	2nd Shift Custodian	12/16/16 - 1/6/17	12 month
Dargis, Diane	WAS	Special Education Assistant	1/3/17 - 2/16/17	9 month
Bragg, Lisa	HSS	Special Education Assistant	1/5/17 - 4/5/17	9 month
Reynolds, Richard	MCS	2nd Shift Custodian	Intermittent	12 month

V. Retirement

None