

Geneva Community Unit School District 304



Office of Human Resources Personnel Report

January 11, 2016



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

TO: Dr. Kent Mutchler
FROM: Dr. Adam Law
RE: January 11, 2016 Personnel Report
DATE: January 7, 2016

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

CERTIFIED STAFF

I. New Hires

None

II. Resignations

None

III. Reappointments

None

IV. Reclassifications

None

V. Long-Term Substitutes

None

VI. Family and Medical Leave

Name	School	Subject/Grade	Approximate Dates	FTE
Flaks, Chrissa	GMSS	Music	3/24/16 - 8/22/16	1.0
Vargas-Herbst, Michelle	GHS	Psychologist	1/12/16 – 2/24/16	1.0

VII. Retirement

None

SUPPORT STAFF

I. New Hires

Start Date	Name	School	Position	School Year
12/11/15	Kern, Donna	Garage	Bus Driver	9 month
1/11/16	Kastor, Heather	CO	Payroll Specialist	12 month

II. Resignations

Name	School	Position	Effective Date	School Year
Burke, Danielle	HES	Special Education Assistant	12/18/15	9 month
Moore, Randy	CO	Web Application Specialist	1/15/16	10 month
LeBlanc, Stephanie	FS	Special Education Assistant	1/29/16	9 month

III. Reappointments/Reclassifications

None

IV. Family and Medical Leave

Name	School	Position	Approximate Dates	School Year
Anthony, Donald	GHS	2 nd Shift Custodian	11/20/15 – 2/29/16	12 month

V. Retirement

None

Note:

We are recommending the addition of a full-time special education instructional assistant at Geneva Middle School North to support an 8th grade middle school student who recently qualified for special education services, and one part-time classroom assistant at the fifth grade level at Williamsburg Elementary due to high class numbers in one of the sections (28). If approved, candidates for these positions would be presented to the Board at the next Board meeting.