



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

TO: Board of Education

FROM: Craig Collins

RE: Educational Support Service Personnel Handbook

DATE: August 4, 2011

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In June, a group of Educational Support Service staff, two Board members, and several administrators met to review and make changes, where necessary, to the Educational Support Service Handbook and to begin the process of moving to a “meet and confer” model similar to the process that is used with Transportation and Operations personnel. Handbook changes were discussed with the Board on June 27, 2011. These changes have now been incorporated into the 2011/2012 Handbook.

Meetings will be held with Educational Support Service personnel in August and September to review the changes to the 2011/2012 Handbook.

I recommend adoption of the 2011/2012 Educational Support Service Personnel Handbook.