



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

TO: Dr. Andy Barrett

FROM: Dr. Adam Law

RE: December 16, 2024, Personnel Report

DATE: December 16, 2024

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

CERTIFIED STAFF

I. New Hires

Name	School	Position	Effective Date	FTE
Kallenbach, Joseph	GHS	Social Studies Teacher	1/6/2025	.60 Semester 2 only

II. Resignations

Name	School	Position	Effective Date	FTE
Weber, Jacquelyn	GHS	Social Worker	11/22/2024	1.0

III. Long-Term Substitute Teacher

Name	Length of Assignment	School	Subject/Grade	FTE
Kaprinay, Melissa	1/10/2025 – 2/12/2025	WES	4 th Grade	1.0
Kaprinay, Melissa	2/13/2025 – 5/15/2025	WES	2 nd Grade	1.0

IV. FMLA

Name	School	Position	Approximate Dates	School Year
Fallico, Dominic	GHS	Math Teacher	2/4/2025 – 2/25/2025	24/25
Forni, Taylor	GHS	Physical Education Teacher	2/9/2025 – 4/30/2025	24/25
Kazmer, Ame	GHS	Learning Behavior Specialist	12/17/2024 – 1/10/2025	24/25
Sudhakar, Sarah	MCS	Art Teacher	11/19/2024 - 12/10/2024	24/25

SUPPORT STAFF

I. New Hires

Name	School	Position	Effective Date	School Year
Bohorquez, Hannah	WES	Special Education Assistant	1/6/2025	24/25
Hart, Stephanie	GMSN	Special Education Assistant	12/9/2024	24/25
Nanak, Katherine	HSS	Reading Tutor	11/25/2024	24/25
Opholt, Jeannine	TRAN	Bus Monitor	12/2/2024	24/25
Santoyo, Daniel	O&M	District HVAC	12/16/2024	24/25

II. Resignations

Name	School	Position	Effective Date	School Year
Lightbourne, Lena	GMSN	Special Education Assistant	12/2/2024	24/25
Mitchinson, Allison	HSS	Special Education Assistant	12/20/2024	24/25
Reed, Michael	WES	2 nd Shift Custodian	11/7/2024	24/25
Rogers, Russell	CO	HVAC Mechanic	11/27/2024	24/25
Stout, Gary	TRAN	Bus Driver	11/22/2024	24/25

III. Reclassification/Transfer

Name	School	Position	Effective Date	School Year
Sheridan, Thomas	CO	1st Shift Grounds to Custodial Coordinator	1/2/2025	24/25
Willert, Lisa	GHS	Lunchroom Supervisor at HES to Administrative Assistant- Financial Bookkeeper at GHS	12/9/2024	24/25

IV. Retirement

Name	School	Subject/Grade	Effective Date	School Year
O'Malley, Mary Kate	CO	Identity & Systems Administrator	2/3/2025	24/25
Venneri, James	GMSN	2 nd Shift Custodian	1/3/2025	24/25

V. FMLA

Name	School	Position	Approximate Dates	School Year
Venneri, James	GMSN	2 nd Shift Custodian	12/2/2024 – 12/20/2024	24/25