



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

TO: Dr. Kent Mutchler  
 FROM: Adam Law Ed.D.  
 RE: July 19, 2017 Personnel Report  
 DATE: July 17, 2017

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

**CERTIFIED STAFF**

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**I. New Hires**

Start Date	Name	School	Subject/Grade	FTE
8/21/17	Chack, Amanda	HSS	Student Assistance Coordinator	1.0
8/21/17	Hagemann, Meggan	FES	Special Education	1.0
8/21/17	Penley, Michelle	FES/HSS	General Music/Band	.90

**II. Resignations**

Name	School	Subject/Grade	Effective Date	FTE
Kramer, Katherine	WES	Grade 5	6/26/17	1.0

**III. Reappointments**

Name	School	Subject/Grade	2016-2017 FTE	2017-2018 FTE
Koehler, Kathryn	GHS	English	1.0	1.0

**IV. Reclassifications**

None

**V. Long-Term Substitutes**

Length of Assignment	Name	School	Subject/Grade	FTE
8/21/17 - 12/22/17	Marks, Alexys (Danica Fahmy)	GHS	Art	1.0
9/14/17 - 12/27/17	Salzman, Stacie (Katie Strizu)	HSS	Kindergarten	1.0

**VI. Family and Medical Leave**

None

**VII. Retirement**

None

**SUPPORT STAFF**

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**I. New Hires**

Start Date	Name	School	Position	School Year
8/21/17	Berens, Eileen	GMSN	Special Education Assistant 7 hrs a day	9 month
8/21/17	Houk, Sue	MCS	Reading Tutor 3 hrs day	9 month
8/21/17	Meyer, Tracy	MCS	Special Education Assistant 3 hrs day	9 month
8/21/17	Nakum, Kanan	GHS	Library Assistant	9 month
8/21/17	Schaper, Wendy	HSS	Reading Tutor 3 hrs day	9 month
8/21/17	Sheehan, Amy	MCS	Special Education Assistant 6 hrs day	9 month

**II. Resignations**

Name	School	Position	Effective Date	School Year
Scribano, Michelle	HES	Building Technician	7/12/17	10 month

**III. Reappointments/Reclassifications**

Name	Position	School Year
Degrado-Conforti, Jane	From Special Education Assistant 3 hrs day at WAS to same position	9 month

<b>Name</b>	<b>Position</b>	<b>School Year</b>
Grams, Theresa	From Special Education Assistant 3 hrs day at WES to same position	9 month
Hecker, Julie	From Kindergarten Assistant at WAS 3 hrs day to Special Education Assistant at WAS 6 hrs day	9 month
Hepburn, Amy	From Classroom Assistant 5.75 hrs day at WAS to same position	9 month
Jensen, Jill	From Classroom Assistant at FES 5.75 hrs a day to Reading Tutor at HSS 3 hrs a day	9 month

#### **IV. Family and Medical Leave**

None

#### **V. Retirement**

<b>Start Date</b>	<b>Retirement Date</b>	<b>Name</b>	<b>School</b>	<b>Position</b>	<b>School Year</b>
1/7/81	8/17/17	Letterer, Don	All	Grounds	12 month

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### **ADMINISTRATORS**

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#### **I. New Hires**

<b>Start Date</b>	<b>Name</b>	<b>School</b>	<b>Subject/Grade</b>	<b>FTE</b>
7/25/17	Sprague, Laura	CO	Communications Coordinator	1.0

#### **II. Resignations**

None

#### **III. Reappointments**

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Torman, Kimberly	From English Teacher at GHS 1.0 to Dean at GMSN - 10 month position	7/1/17