



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

TO: Dr. Andy Barrett

FROM: Dr. Adam Law

RE: January 8, 2024, Personnel Report

DATE: January 8, 2024

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

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**CERTIFIED STAFF**

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**I. New Hires**

Name	School	Position	Effective Date	FTE
Minard, James "Jimmy"	GHS	Band Director	1/8/2024	23/24
Stevenson, Elizabeth "Beth"	GMSN	Math Teacher	1/8/2024	23/24

**II. Resignations**

Name	School	Position	Effective Date	FTE
Kaefer, Kimberly	HSS	1 <sup>st</sup> Grade Teacher	1/26/2024	1.0
Zulkowski, Linda	FES	Student Assistance Coordinator	5/24/2024	1.0

**III. FMLA**

Name	School	Position	Approximate Dates	School Year
Price, Melissa	MCS	Learning Behavior Specialist – FAST	3/5/2024 – 5/24/2024	23/24

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**SUPPORT STAFF**

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**I. New Hires**

Name	School	Position	Effective Date	School Year
Conway, Emmy	WAS	Classroom Assistant (Split)	1/8/2024	23/24

Mitchinson, Allison "Allie"	HSS	Special Education Assistant	1/8/2024	23/24
Traven, Sarah	WAS	Classroom Assistant (Split)	1/8/2024	23/24
VanDorn, Paul	TRAN	Bus Monitor	1/8/2024	23/24

## II. Resignations

Name	School	Position	Effective Date	School Year
Gardner-Haycox, Jamie	HSS	Special Education Assistant	12/22/2023	23/24
Murphy, Nicole	WAS	Special Education Assistant – SLC	12/20/2023	23/24
Woodard, Denise	GHS	Special Education Assistant	1/8/2024	23/24

## III. Reclassification/Transfer

Name	School	Position	Effective Date	FTE
Babula, David	GHS	Maintenance to 2nd Shift Custodian at GHS	12/18/2023	1.0
Gonzalez, Serge	TRAN	Bus Driver to Bus Driver On Call Substitute	12/25/2023	1.0

## IV. FMLA

Name	School	Position	Approximate Dates	School Year
Corngold, Angela	CO	Receptionist/Registrar	1/3/2024 – 1/12/2024	23/24
Grimes, Jeremy	GHS	1st Shift Custodian	12/1/2023 – 3/1/2024	23/24
Ortega, Eloi	HES	2 <sup>nd</sup> Shift Custodian	12/19/2023 – 1/19/2024	23-24

## V. Non-FMLA/LOA

Name	School	Position	Approximate Dates	School Year
Grimes, Jeremy	GHS	1st Shift Custodian	3/2/2024 – 3/12/2024	23/24

## ADMINISTRATORS

No updates.