



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

TO: Dr. Kent Mutchler
 FROM: Adam Law Ed.D.
 RE: September 10, 2018 Personnel Report
 DATE: September 6, 2018

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

CERTIFIED STAFF

I. Medical Leave

Name	School	Subject/Grade	Approximate Dates	FTE
Nickas, Stephanie	WES	Grade 2	1/28/19 - 3/8/19	1.0

SUPPORT STAFF

I. New Hires

Start Date	Name	School	Position	School Year
8/30/18	Mortenson, Christopher	MCS	Special Education Asst 30 hrs week	9 month
9/4/18	Aritzendi, Maryann	WAS	Special Education Assistant (SLC) 32.5 hrs week	9 month
9/4/18	Esser, Maureen	All Elem	Outdoor Education Nurse/Substitute Nurse	9 month
9/4/18	Peterson, Bridget	GELP	Special Education Assistant 31.25 hrs week	9 month
9/5/18	Gates, Julie	WES	Reading Tutor 15 hrs week	9 month
9/11/18	Hatton, Molly	MCS	Library Assistant 10 hrs week	9 month

II. Resignations

Name	School	Position	Effective Date	School Year
Velazquez, Dario	GHS	2nd Shift Custodian	9/7/18	12 month

III. Reappointments/Reclassifications

Name	School	Position	School Year
Reyes, Eugenio	GHS	From 2nd Shift Custodian to 1st Shift Custodian	12 month

IV. Family and Medical Leave

Name	School	Position	Approximate Dates	School Year
Wicklund, Sandy	GHS	Administrative Assistant	9/4/18 - intermittent	12 month
Waller, Jan	CO	Administrative Assistant	10/1/18 - 10/31/18	12 month