

# Geneva Community Unit School District 304



## Office of Human Resources Personnel Report

February 11, 2013



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

TO: Dr. Kent Mutchler  
FROM: Craig T. Collins  
RE: February 11, 2013 Personnel Report  
DATE: February 7, 2013

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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**

None

**II. Resignations**

None

**III. Reappointments**

None

**IV. Reclassifications**

None

**V. Long-Term Substitutes**

Length of Assignment	Name	School	Subject/Grade	FTE
2/27/13 - 4/2/13	Arnold, Michelle (Cathy Fuller)	WAS	Kindergarten	1.0

**VI. Family and Medical Leave**

Name	School	Subject/Grade	Approximate Dates	FTE
McGowen, Katie	FES	Grade 2	5/7/13 - 5/30/13	1.0

**VII. Retirement**

None

## SUPPORT STAFF

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### I. New Hires

None

### II. Resignations

Name	School	Position	Effective Date	School Year
Newingham, Kari	GHS	Hallway Supervisor - 4 hrs a day	2/15/13	9 month
VanLear, Brandon	GHS	In School Suspension Supv - 21 hrs a week	2/14/13	9 month

### III. Reappointments/Reclassifications

Name	School	Position	School Year
Clark, Tom	GHS	From 2 <sup>nd</sup> shift custodian to Maintenance	12 month

### IV. Family and Medical Leave

Name	School	Subject/Grade	Approximate Dates	School Year
Guenther, Courtney	HES	Special Education Assistant	2/11/13 - 3/22/13	9 month

### V. Retirement

Start Date	Retirement Date	Name	School	Position	School Year
3/5/80	6/7/13	Olson, Cookie	CO	Secretary of Facilities	12 month

### Note:

We are recommending the addition of a classroom assistant at the second grade level at Fabyan Elementary School due to high class numbers in one of the sections (27). If approved, a candidate for this position at Fabyan Elementary School would be presented to the Board at the next Board meeting.