



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

TO: Dr. Andy Barrett

FROM: Dr. Adam Law

RE: October 28, 2024, Personnel Report

DATE: October 28, 2024

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

**CERTIFIED STAFF**

**I. New Hires**

| Name                | School | Position             | Effective Date | FTE |
|---------------------|--------|----------------------|----------------|-----|
| Brunschenn, Jessica | WES    | Kindergarten Teacher | 1/6/2025       | 1.0 |

**II. FMLA**

| Name               | School | Position                      | Approximate Dates       | School Year |
|--------------------|--------|-------------------------------|-------------------------|-------------|
| Antone, Kirsten    | WES    | 2 <sup>nd</sup> Grade Teacher | 2/13/2025 – 5/15/2025   | 24/25       |
| Beyer, Juli        | GMSS   | Social Studies Teacher        | 11/13/2024 – 12/20/2024 | 24/25       |
| Helmlinger, Brooke | WAS    | Kindergarten Teacher          | 10/21/2024 – 11/01/2024 | 24/25       |
| Jordan, Haley      | GMSS   | LBS                           | 4/7/2025 – 6/3/2025     | 24/25       |
| Stegenga, Alex     | GHS    | Librarian                     | 4/7/2025 – 6/3/2025     | 24/25       |

**III. Full Year Leave of Absence – Semester 2**

| Name              | School | Subject/Grade              | School Year | FTE |
|-------------------|--------|----------------------------|-------------|-----|
| Medchill, Valerie | GMSN/S | Student Support Specialist | 24/25       | 1.0 |

**IV. Full Year Leave of Absence**

| Name        | School | Subject/Grade                 | School Year | FTE |
|-------------|--------|-------------------------------|-------------|-----|
| Bain, Cindy | FES    | 3 <sup>rd</sup> Grade Teacher | 25/26       | 1.0 |

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## SUPPORT STAFF

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### I. New Hires

| Name               | School | Position                           | Effective Date | School Year |
|--------------------|--------|------------------------------------|----------------|-------------|
| Fortino, Norma     | GHS    | Administrative Assistant-Registrar | 11/11/2024     | 24/25       |
| Gebauer, Katherine | TRAN   | Bus Driver                         | 10/21/2024     | 24/25       |

### II. Resignations

| Name              | School | Position                    | Effective Date | School Year |
|-------------------|--------|-----------------------------|----------------|-------------|
| Fink, Todd        | TRANS  | Bus Driver                  | 10/1/2024      | 24/25       |
| Springer, Meagan  | FES    | Special Education Assistant | 10/25/2024     | 24/25       |
| Steuart, Jennifer | HSS    | Reading Tutor               | 11/1/2024      | 24/25       |

### III. Reclassification/Transfer

| Name             | School | Position   | Effective Date | School Year |
|------------------|--------|--|----------------|-------------|
| Billings, Deanna | WES    | Special Education Assistant to Lunchroom Supervisor Substitute | 11/4/2024      | 24/25       |

### IV. Retirement

| Name              | School | Subject/Grade | Effective Date | School Year |
|-------------------|--------|---------------|----------------|-------------|
| McLaughlin, Kevin | CO     | Maintenance   | 12/6/2024      | 24/25       |

### V. FMLA/LOA

| Name          | School | Position   | Approximate Dates                      | School Year |
|---------------|--------|------------|--|-------------|
| Dumas, Sidney | TRANS  | Bus Driver | Non-FMLA LOA<br>10/14/2024 – 11/1/2024 | 24/25       |