

# Geneva Community Unit School District 304



## Office of Human Resources Personnel Report

September 9, 2013



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

TO: Dr. Kent Mutchler  
FROM: Craig T. Collins  
RE: September 9, 2013 Personnel Report  
DATE: September 5, 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**

Start Date	Name	School	Subject/Grade	FTE
9/4/13	Pitner, Keith	HES/HSS	Music-Instrumental	.40

**II. Resignations**

None

**III. Reappointments**

None

**IV. Reclassifications**

None

**V. Long-Term Substitutes**

Length of Assignment	Name	School	Subject/Grade	FTE
10/15/13 - 1/6/14	Towler, Kelly (Christina Huffman)	WES	Grade 2	1.0

## VI. Family and Medical Leave

Name	School	Subject/Grade	Approximate Dates	FTE
Kohlhagen, Steve	HES	Grade 5	9/19/13 - 10/3/13	1.0
Jankovic, Kathy	GHS	F&CS	10/11/13 - 11/1/13	1.0

## VII. Retirement

None

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## SUPPORT STAFF

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### I. New Hires

Start Date	Name	School	Position	School Year
9/3/13	Fleming, Marcia	GMSN	Special Education Assistant	9 month
9/3/13	Holmes, Steven	GHS	2nd Shift Custodian	12 month
9/3/13	Khan, Amtulfatima	FS	Special Education Assistant - 3.25 hrs a day	9 month
9/3/13	Roeder, Amie	HES	Special Education Assistant - 6 hours a day	9 month
9/9/13	Berns, Sarah	FES	Reading Tutor	9 month
9/9/13	Rausch, Nicole	MCS	Special Education Assistant - 6 hours a day	9 month
9/10/13	Baert, David	CO	Mail Courier	12 month
9/11/13	Farley, Beth	CO	Administrative Assistant Student Services	12 month

### II. Resignations

Name	School	Position	Effective Date	School Year
Kinney, Marjorie	GMSS	Special Education Assistant	9/13/13	9 month

### III. Reappointments/Reclassifications

None

#### IV. Family and Medical Leave

<b>Name</b>	<b>School</b>	<b>Subject/Grade</b>	<b>Approximate Dates</b>	<b>School Year</b>
Reynolds, Richard	MCS	custodian	8/21/13 - 10/1/13	12 month

#### V. Long-Term Substitutes

<b>Length of Assignment</b>	<b>Name</b>	<b>School</b>	<b>Subject/Grade</b>	<b>FTE</b>
10/15/13 - 12/20/13	Miller, Janet (Kelly Towler)	WES	Special Education Assistant	1.0

#### V. Retirement

None