COMMUNITY UNIT SCHOOL DISTRICT 304

2026-2027 SUBSTITUTE HANDBOOK

District Office Administration

Superintendent of Schools
Dr. Andrew Barrett
227 North Fourth Street
Geneva, IL 60134
630-463-3010

Assistant Superintendent - Human Resources
Dr. Adam Law
227 North Fourth Street
Geneva, IL 60134
630-463-3050

Assistant Superintendent - Business Services
Todd Latham
227 North Fourth Street
Geneva, IL 60134
630-463-3030

Assistant Superintendent - Learning & Teaching
Dr. George Petmezas
227 North Fourth Street
Geneva, IL 60134
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Executive Director of Student Services
Anne Scalia
227 North Fourth Street
Geneva, IL 60134
630-463-3060

Substitute Coordinator

Angela Corngold
acorngold@geneva304.org
(630) 463-3056

Geneva Community Unit School District 304

FABYAN ELEMENTARY SCHOOL 0S350 Grengs Lane Geneva, IL 60134 Lauri Haugen, Principal Building substitute contact: Terry Kuyawa 630-444-8600 tkuyawa@geneva304.org	**GENEVA EARLY LEARNING PROGRAM** *Located at Fabyan Elementary School* 0S350 Grengs Lane Geneva, IL 60134 Jennifer Seaton, Early Childhood Coordinator Building substitute contact: Candan Spellman 630-444-8700 cspellman@geneva304.org
HARRISON STREET SCHOOL 201 N. Harrison Street Geneva, IL 60134 Debby Klein, Co-Interim Principal Dr. Christina Podraza, Co-Interim Principal Building substitute contact: Vanessa Martin 630-463-3300 vemartin@geneva304.org	**HEARTLAND ELEMENTARY SCHOOL** 3300 Heartland Drive Geneva, IL 60134 Kimberly Hornberg, Principal Building substitute contact: Sheri Owen 630-463-3200 sowen@geneva304.org
MILL CREEK ELEMENTARY SCHOOL 1N900 Brundige Road Geneva, IL 60134 Tim Wyller, Principal Building substitute contact: Jessie Mader 630-463-3400 jmader@geneva304.org	**WESTERN AVENUE SCHOOL** 1500 Western Avenue Geneva, IL 60134 Casey O'Connell, Principal Building substitute contact: Liz Cannon 630-463-3500 ecannon@geneva304.org
WILLIAMSBURG ELEMENTARY SCHOOL 1812 Williamsburg Avenue Geneva, IL 60134 Elisabeth Stoffers, Principal Building substitute contact: Kari Bracey 630-463-3100 kabracey@geneva304.org	**GENEVA HIGH SCHOOL** 416 McKinley Avenue Geneva, IL 60134 Thomas Rogers, Principal Building substitute contact: Marcia Smith 630-463-3800 msmith@geneva304.org
GENEVA MIDDLE SCHOOL SOUTH 1415 Viking Drive Geneva, IL 60134 Terry Bleau, Principal Building substitute contact: Chrissi Johnson 630-463-3600 cjohnson@geneva304.org	**GENEVA MIDDLE SCHOOL NORTH** 1357 Viking Drive Geneva, IL 60134 Dave Carli, Principal Building substitute contact: Dawna Rock 630-463-3710 drock@geneva304.org

STUDENT STARTING/ENDING TIMES

Elementary School	Student day begins: Student day ends:	8:00 a.m. 2:15 p.m.
Middle School	Student day begins: Student day ends:	8:35 a.m. 3:24 p.m.
High School	Student day begins: Student day ends:	7:40 a.m. 2:45 p.m.
GELP (Geneva Early Learning Program)	AM Student day begins: AM Student day ends: PM Student day begins: PM Student day ends:	8:55 a.m. 11:30 a.m. 12:25 p.m. 3:00 p.m.

K-12 Institute/School Improvement Days - Students attend in a.m. only. Dismissal schedule as follows:

Early Learning Program	No school
Elementary School	11:20 a.m.
Middle School	12:00 p.m.
High School	10:51 a.m.

Early dismissal days qualify as a half day for substitutes at all three levels.

General Information

Geneva Community Unit School District #304 uses the online Absence Management substitute placement system (formerly known as Aesop). For information on how to use the Absence Management system, please refer to the final pages of this handbook.

Angela Corngold is the District Substitute Coordinator. Her email address is acorngold@geneva304.org and her phone number is (630) 463-3056. Change of email address and/or phone number should be reported to Angela. If you are no longer available to substitute for our district, please let Angela know in a timely manner, so that our substitute list can be updated and remain accurate.

If there is a question or issue with your paycheck, please contact **Denise Lease** (630-463-3034 or dlease@geneva304.org) or **Annie Noonan** (630-463-3032 or anoonan@geneva304.org) in the Business Office. For example, new bank account information, W4 changes, etc.

All absences are created directly by the school or teacher in the Absence Management system. Once an absence is created, substitutes can view the absence in Absence Management. Absences can be visible in Absence Management up to 120 days in advance. If an absence does not get filled online, Absence Management will call substitutes to try and fill the absence. Calls are made between the hours of 5:30 a.m. - 11:59 a.m. and between 4:00 p.m. - 9:30 p.m. You can modify call times and even turn calls off if you prefer not to be called. Please enter any days you know you are not available as a Non-Workday in Absence Management.

Once a substitute selects an absence to fill, the teacher receives an email notification. Staff in the main office of each school have access to the Absence Management dashboard which includes a list of substitutes that will be in the building each day.

District 304 does not place substitute teachers in a school where their child attends unless the building principal has given his/her approval. While many District 304 schools do not allow substitute teachers to teach at their child's school, some do, especially at the secondary level.

If you are the parent of a District 304 student, and if you are placed as a substitute teacher at your child's school, please do not engage your child's teachers in impromptu conversations about your child's performance or stop into the teacher's classroom unannounced. If you have questions or concerns that you would like to discuss with your child's teacher, please set up a time via email or phone to meet with the teacher outside of the school day.

Cancellation Procedures

Cancellation of a substitute will be made only if absolutely necessary and at least 12 hours in advance. Substitutes may cancel a job in Absence Management (AESOP) at least 12 hours in advance. If an emergency situation arises and you are unable to fulfill an assignment with less than 12 hours' notice, please contact Angela Corngold, day or night. In the instance of a snow day or other situation in which school must be cancelled, all absence requests for that day will be deleted and unpaid.

Reasonable Letter of Assurance

Substitute teachers will be retained in a similar capacity the next school year unless they are notified at the end of the school year, in writing, that their services are not required the following school year for budgetary or performance related reasons. We do not utilize summer substitutes.

School Day Procedures

Substitutes should allow ample travel time from their home. It is recommended that substitutes arrive at the school approximately 30 minutes prior to the start of the day. Substitutes should plan to park in the designated teacher's parking lot or on the street. When subbing at Geneva High School, the main office can provide you with a parking pass for the faculty parking lot.

Substitute attire should be professional in appearance (e.g., no ripped jeans, shorts or shirts of a revealing nature). Please refrain from cell phone usage while in the classroom.

Substitutes must check in at the school office immediately upon arrival and sign the substitute attendance sheet. Occasionally, last-minute changes may be necessary and other duties may be assigned. The school office personnel will provide keys to the room, and will familiarize the substitute with emergency procedures and information pertaining to rest rooms, lunchroom, lounges, etc. *If a substitute teacher needs to leave the school during a break period, the sub must check out at the main office and remain "on call" (as the school may need the sub to return earlier than scheduled).* At no point should a classroom be left unattended while students are present. At the end of the assignment, substitutes must report back to the school office.

Lesson plans and/or a substitute folder will be provided either in a hard copy format or online in the Absence Management system. Substitutes should check Absence Management prior to the assignment and print lesson plans if the teacher has uploaded the lesson plans to Absence Management. **Substitutes are required to follow the given lesson plans for the day.** Failure to follow the lesson plans could result in a substitute not being rehired in that school in the future. Improvising may be necessary only if the lesson plan does not cover the entire assigned time.

Substitutes are asked to take a few minutes throughout the day to make pertinent notations for the teacher. Feel free to log into Absence Management after your assignment and fill out the evaluation about your experience. Teachers are also able to do so regarding your performance.

Classroom Ethics for Substitute Teachers

Substitute teachers in Illinois are subject to the Illinois Educator Code of Ethics, which has five core principles:

- Responsibility to students
- Responsibility to self
- Responsibility to colleagues and the profession
- Responsibility to parents, families, and communities
- Responsibility to the Illinois State Board of Education

Please review Board Policy 5:120 "Employee Ethics; Code of Professional Conduct; and Conflict of Interest" which can be found in the online Board Policy Manual:
https://www.boardpolicyonline.com/?b=geneva_cusd_304

Work Hour Limitations in AESOP

As part of our required Patient Protection and Affordable Care Act (PPACA) audit, we review and track substitutes to ensure hours worked do not exceed the threshold for insurance eligibility. Our Absence Management System/AESOP prompts an "overworked error" message to notify us that we need to monitor your hours. Substitutes can work up to 15 days per month.

Compensation

DAILY RATE for the 2026/2027 school year: $165.00 Full day $82.50 Half day

LONG-TERM RATE: After a substitute teacher has substituted for the same teacher for twenty (20) consecutive days, the substitute's pay will increase to $240.00 per day. When it is known at the onset of an extended absence that the substitute teacher will be filling the position for one entire semester or more, the substitute teacher will be paid the long-term rate from the first day, rather than from the 21st day.

Additional Period - High School: $19.00
Additional Period - Middle School: $16.00

Substitute Nurse Rate: $33.23/hour

Elementary Schools

7:45 - 2:45	Full Day pay
7:45 until Lunch Period of the Teacher (*varies)	a.m. Half Day pay
11:00 - 2:45	p.m. Half Day pay

**The lunch periods for teachers in the elementary school vary. The earliest lunch period begins at 11:00 a.m. and the last lunch period begins at 12:40 p.m. The a.m. half-day substitute teacher will be expected to remain until the lunch period begins.*

Middle School

6 Periods	Full day pay
3 Periods	Half day pay

High School

4-5 Periods:	Full day pay
3 Periods:	Half day pay

Early Dismissal Days
Substitutes are given a half day of pay on early dismissal days (Teacher Institute, School Improvement, etc.).

RETIREES

If you have officially retired through TRS, it is imperative that you notify our office to ensure your payroll deductions are updated. If you have any questions regarding payroll deductions, please reach out to the Payroll department.

Annie Noonan; anoonan@geneva304.org; 630-463-3032
Denise Lease; dlease@geneva304.org; 630-463-3034

Remember, under current TRS rules, you can work up to 120 days or 600 hours each school year and still receive your TRS retirement annuity.

ALL SUBS

The District appreciates your flexibility in working with our main office staff when unforeseen needs arise that result in changes to your assignment. *When a substitute is being paid for either a full day or half day, he/she must be available to work the entire full day or half day requirement set by each school.*

Substitutes at the high school who have taken a 4 period assignment may be asked to work an additional period at the same full day rate of pay. If, after being asked to work the additional period, the substitute is unwilling or unable to work the 5th period, then the substitute's pay will be reduced/prorated accordingly for that day.

Substitutes at the middle school who have taken a 4 or 5 period assignment may be asked to work up to 6 periods at the same full day rate of pay. If, after being asked to work the additional period(s), the substitute is unwilling or unable to work the 5th and/or 6th period, then the substitute's pay will be reduced/prorated accordingly for that day.

Substitutes at the elementary level may have to stay later than the school's time posted if the teacher's ½ day schedule is different than the Absence Need requested.

Occasionally a substitute may be asked to work beyond a typical full day and additional compensation will be given.

Additionally, a substitute who subs for a support staff member (e.g., a Special Education Assistant) will be compensated for each additional period worked beyond 5 periods at the high school and beyond 6 periods at the middle school.

Geneva CUSD 304

2026-2027 Fiscal Year Bi-Weekly Payroll Dates

Payroll Date	Pay Period
07/02/2026	06/07 - 06/20
07/17/2026	06/21 - 07/04
07/31/2026 - 3rd Pay	07/05 - 07/18
08/14/2026	07/19 - 08/01
08/28/2026	08/02 - 08/15
09/11/2026	08/16 - 08/29
09/25/2026	08/30 - 09/12
10/09/2026	09/13 - 09/26
10/23/2026	09/27 - 10/10
11/06/2026	10/11- 10/24
11/20/2026	10/25 - 11/07
12/04/2026	11/08 - 11/21
12/18/2026	11/22 - 12/05
12/31/2026 - 3rd Pay	12/06 - 12/19
01/15/2027	12/20 - 01/02
01/29/2027	01/03 - 01/16
02/12/2027	01/17 - 01/30
02/26/2027	01/31 - 02/13
03/12/2027	02/14 - 02/27
03/26/2027	02/28 - 03/13
04/09/2027	03/14 - 03/27
04/23/2027	03/28 - 04/10
05/07/2027	04/11 - 04/24
05/21/2027	04/25 - 05/08
06/04/2027	05/09 - 05/22
06/18/2027	05/23 - 06/05

BELL SCHEDULES

Please select the link below for Bell Schedule information at our High School and Middle Schools.

Geneva High School: https://www.geneva304.org/BellSchedule.aspx

Geneva Middle School North: https://www.geneva304.org/bellschedules8613.aspx

Geneva Middle School South: https://www.geneva304.org/BellSchedules1.aspx

Elementary School Bell Schedule
7:45am Supervision begins
8:00am Tardy Bell
2:15pm Dismissal (11:20am Half-Day Dismissal)
Always be prepared for outside supervision of children

Early Learning Schedule
9:00am-11:30am Morning Session
12:30pm-3:00pm Afternoon Session

School is not in session on District Half-Days

Absence Management

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

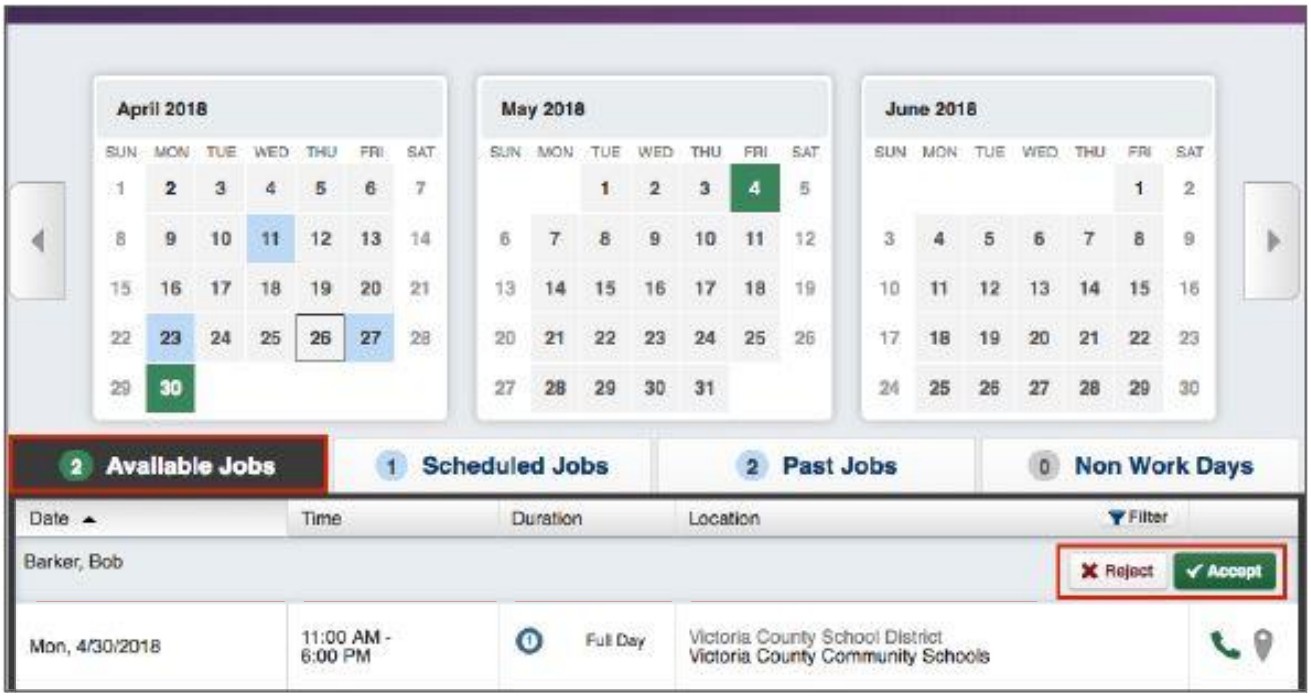
RECOVERING CREDENTIALS

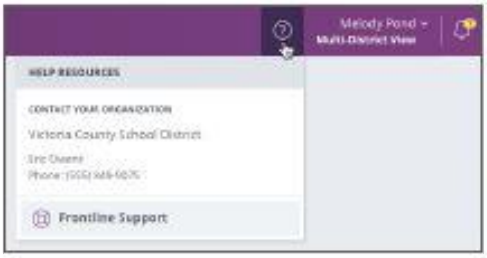
If you cannot recall your credentials, use the recovery options or click the "**Having trouble signing in?**" link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).





GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – Press 1
- Prevent Absence Management from calling again today – Press 2
- Prevent Absence Management from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

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