

**RESOLUTION AUTHORIZING HONORABLE DISMISSAL
OF FULL-TIME EDUCATIONAL SUPPORT PERSONNEL**

WHEREAS, the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois, has decided to decrease the total number of full-time educational support personnel employed by the; and

WHEREAS, as between full-time educational support personnel, the employee with the shorter length of continuing service with the Cooperative, within the respective category of position, must be removed or dismissed first unless an alternative method of determining the sequence of dismissal is established in a collective bargaining agreement or contract between the Board and any exclusive bargaining agent; and

WHEREAS, there is no collective bargaining agreement or contract between the Board and any exclusive bargaining agent which establishes an alternative method of determining the sequence of the removal or dismissal of full-time educational support personnel; and

WHEREAS, the Board has decided that the full-time educational support personnel hereinafter set forth shall be removed or dismissed and not reemployed for the 2016-2017 school term as a result of the decision by the Board to decrease the total number of full-time educational support personnel employed by the Board, pursuant to Section 5/10-23.5 of *The Illinois School Code*.

NOW, THEREFORE, Be It Resolved by the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois, as follows:

Section 1: That the following full-time educational support personnel are hereby removed or dismissed and not reemployed for the 2016-2017 school term, in conformance with the Exhibit(s) attached hereto and made a part hereof, because of the decision by the Board to decrease the total number of full-time educational support personnel employed by the Board:

**Tracy O'Higgins
Jamie Potts**

**Lindsay McEachern
Sheila Law**

Section 2: That the Chair and Secretary of the Board are hereby authorized and directed to send the educational support personnel hereinabove set forth a written notice of honorable dismissal by first class mail at least **thirty (30) days** before the employees' last day of employment, which notice shall be substantially as set forth in the Exhibit(s) attached hereto.

Section 3: That the Chair and Secretary of the Board are hereby authorized and directed to send or cause to be sent to the educational support personnel hereinabove set forth a written notice of honorable dismissal either by certified mail, return receipt requested, or personal delivery with receipt, at least **thirty (30) days** before the employees' last day of employment, which notice shall be substantially as set forth in the Exhibit(s) attached hereto.

Section 4: That this Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this _____ day of _____, 2016, by the following vote:

AYES:

NAYS:

ABSENT:

Chair, Board of Education

ATTEST:

Secretary, Board of Education

NOTICE OF HONORABLE DISMISSAL

**VIA FIRST CLASS MAIL
(VIA CERTIFIED MAIL -
RETURN RECEIPT REQUESTED
AND/OR PERSONEL DELIVERY WITH RECEIPT)**

_____, 2016

TO: (Insert Name)
(Insert Street Address)
(Insert City, State and Zip Code)

We regret to advise you that, pursuant to Section 5/10-23.5 of *The Illinois School Code*, the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois, has decided that you are to be removed or dismissed from employment and not reemployed for the 2016-2017 school term. The reason for your dismissal is a decision by the Board to decrease the total number of full-time educational support personnel employed by the Board. Your services to the Cooperative shall terminate on the last day of employment in the 2015-2016 school term.

If the Board has any vacancies during the 2016-2017 school term, or within one year from the beginning of the 2016-2017 school term, you may be tendered an available position, provided that you are legally qualified to hold such position at that time.

Very truly yours,

Executive Advisory Board of Mid-Valley Special
Education Cooperative, Kane County, State of Illinois

By: _____
Chair

ATTEST:

Secretary

[If by personal delivery, add:

I received this Notice of Honorable Dismissal by personal delivery on _____, 2016.

[Insert Name]