



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

TO: Dr. Kent Mutchler

FROM: Dr. Adam Law

RE: Dismissal of Select Part-Time Teachers

DATE: March 14, 2022

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Due to enrollment uncertainty in specific academic areas, the return of teachers from full leave and other reasons, I am recommending the dismissal of select certificated, part-time teachers.

Taking such action at this time in the school year protects the school district from employing individuals whose services may not be required next school year. Taking this action also provides our administrators with greater flexibility in creating a staffing plan that is responsive to changes in student enrollment and/or student course selection patterns.

Later in the school year, when staffing requirements for the 2022/2023 school year are more fully known, we will be in a better position to potentially re-employ some of these staff members at an appropriate level of service or employ new staff members who can better meet our staffing needs.

I recommend that Board of Education adopt the attached resolution.

Should you have any questions, please contact me.

STATE OF ILLINOIS    )  
  ) ss  
COUNTY OF KANE     )

**SECRETARY'S CERTIFICATE**

I, Kent D. Mutchler, the duly qualified Secretary of the Board of Education of Geneva Community Unit School District Number 304, Kane County, Illinois, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

**RESOLUTION AUTHORIZING NOTICE OF DISMISSAL  
(PART-TIME TEACHERS)**

which Resolution was duly adopted by said Board of Education at a meeting held on the 14th day of March, 2022.

I do further certify that a quorum of said Board of Education was present at the said meeting, and that there was compliance with all requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of March, 2022.

\_\_\_\_\_  
Secretary, Board of Education  
Geneva Community Unit School District Number 304  
Kane County, IL

**RESOLUTION AUTHORIZING NOTICE OF DISMISSAL  
(PART-TIME TEACHERS)**

**BE IT RESOLVED** by the Board of Education (the "Board") of Geneva Community Unit School District Number 304, Kane County, Illinois (the "School District"), as follows:

Section 1: That this Board of Education hereby determines that the teacher(s) enumerated on EXHIBIT 1, attached hereto and made a part hereof, shall not be re-employed as a teacher(s) in this School District for the next ensuing school term, and accordingly that the present contract of employment of said person(s) listed on EXHIBIT 1 shall terminate at the close of the present school term: May 31, 2022.

Section 2: That the President and Secretary of this Board of Education are hereby authorized and directed to give, by Certified Mail, return receipt requested, and by serving the same by personal delivery by the building administrator, to the person(s) listed on the aforesaid EXHIBIT 1 notice of this Board's decision to not reemploy said teachers for the next ensuing school term, said notice shall be substantially in the form of EXHIBIT 2, attached hereto and made a part hereof.

Section 3: This Resolution shall be in full force and effect upon its adoption.

**ADOPTED** this 14th day of March 2022, by the following roll call vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education

MARCH 14, 2022

CERTIFICATED PERSONNEL  
(PART-TIME TEACHERS)

<b>First Name</b>	<b>Last Name</b>	<b>Building</b>	<b>Position FTE</b>	<b>Position Assignment Desc</b>
Brienna	Arges	GELP	0.60	Speech/Language Pathologist
Lindsey	Brill	GMS	0.60	Psychologist
Pamela	Cabeen	GHS	0.80	Foreign Language-French
Erin	Cosky	GHS	0.60	Science
Zenna	Daker	GHS	0.80	English
Jennifer	Elsebaie	FES	0.73	Art
Karen	Kosog	GMS	0.60	Foreign Language-German
Laura	Krueger	GELP	0.60	Speech/Language Pathologist
Shannon	Madden	GHS	0.60	Math
Jade	Magiera	HSS	0.80	Psychologist
Courtenay	Shroff	GMS	0.90	Foreign Language-French
Linda	Zulkowski	FES	0.66	Student Assistance Coordinator

**EXHIBIT 1**

Geneva Community Unit School  
District Number 304  
227 N. Fourth Street  
Geneva, Illinois 60134  
630/463-3000



**BOARD OF EDUCATION**

Michael McCormick, President  
Larry Cabeen, Vice President  
Dan Choi  
Jacqueline Forbes  
Tamantha Meek

March 14, 2022

BY CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

AND PERSONAL DELIVERY

Name  
Home Address  
City, State Zip

Name  
School  
School Address  
Geneva, IL 60134

Dear Name:

At the March 14, 2022, meeting of the Geneva Community Unit School District 304 Board of Education, formal action was taken to extend to you a dismissal notice, effective at the conclusion of the 2021-2022 academic year. Your contract of employment will, therefore, end at the close of the current school term. Per the requirements of the Illinois School Code, we are required to notify you of this action via certified mail. That is the purpose of this communication.

On behalf of the Board and administration, we wish to thank you for the service that you have provided to the students of our school district. Should you require additional information or clarification, please contact Adam Law, Assistant Superintendent-Human Resources.

Very truly yours,

Michael McCormick  
President, District 304 Board of Education

Kent D. Mutchler  
Secretary, District 304 Board of Education

**EXHIBIT 2**