



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

TO: Dr. Kent Mutchler

FROM: Craig Collins

RE: Dismissal of Educational Support Staff

DATE: April 19, 2012

It is our practice at this time of year to dismiss a certain number of elementary special education assistants, kindergarten assistants, classroom assistants, and reading tutors because we are not sure at this point in time whether or not there will be sufficient need next fall to employ these individuals.

In the event that certain educational support staff positions are not required in the next school year, the Board has an obligation to extend a notice of dismissal at least thirty days before the end of the current school year. Taking such action at this time in the school year protects the school district from employing individuals whose position may not be available due to budget reduction, enrollment uncertainty, program elimination, or position reconfiguration.

I recommend that the Board adopt the attached resolution authorizing the dismissal of those educational support staff personnel enumerated on the attached Exhibit 1.

Should you or any Board member have any questions about the dismissal process, 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 NON-RENEWAL
(EDUCATIONAL SUPPORT STAFF PERSONNEL)**

which Resolution was duly adopted by said Board of Education at a meeting held on the 23rd day of April, 2012.

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 23rd day of April, 2012.

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

**RESOLUTION AUTHORIZING NOTICE OF NON-RENEWAL
(EDUCATIONAL SUPPORT STAFF PERSONNEL)**

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

Section 1: That this Board of Education hereby determines that the Educational Support Staff enumerated on **EXHIBIT 1**, attached hereto and made a part hereof, shall not be re-employed 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.

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 person(s) 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 23rd day of April, 2012, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

APRIL 23, 2012
 EDUCATIONAL SUPPORT STAFF PERSONNEL
 NOT TO BE RE-EMPLOYED
 EFFECTIVE AT THE CLOSE OF THE 2011-2012 SCHOOL TERM

Last Name	First Name	Position	Building
Bui	Jennifer	Special Education Assistant	FS
Demarco	Pamela	Reading Lab Assistant	GMSN
Diemand	Cindy	Special Education Assistant	FS
Duever	Alice	Secretary 9 Month	GHS
Ernzen	Emily	Special Education Assistant	FES
Farley	Suzan	Reading Tutor	HES
Finch	Sheila	Kindergarten Assistant	MCS
Holycross	Rhonda	Reading Lab Assistant	GMSS
Jacques	Julie	Classroom Assistant	HES
Littleson	Sheri	Reading Lab Assistant	GMSS
Macritchie	Jennifer	Kindergarten Assistant	HES
Mainzinger	Elaine	Reading Lab Assistant	GMSS
Monahan	Colleen	Kindergarten Assistant	FES
Morgan	Janice	Special Education Assistant	HES
Nerad	Rachel	Special Education Assistant	GMSS
Neswold	Sharon	Classroom Assistant	MCS
Neumann	Judith	Special Education Assistant	WES
Paniagua	Iris	Bi-lingual Classroom Assistant	HSS
Powelson	Maureen	Reading Tutor	WAS
Pray	Dina	Kindergarten Assistant	HSS
Rodriguez	Cynthia	Special Education Assistant	MCS
Salesky	Jacqueline	Special Education Assistant	WAS
Siciliano	Teresamarie	Kindergarten Assistant	WAS
Vandenakker	Nancy	Kindergarten Assistant	WES
Vandermeij	Jill	Reading Tutor	HES
Wilbur	Helen	Reading Tutor	WES

Exhibit 1

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



BOARD OF EDUCATION

Mark Grosso, President
Kelly Nowak, Vice President
Matthew Henry
Michael McCormick
Timothy Moran
Mary Stith
William Wilson

April 24, 2012

**BY CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

AND PERSONAL DELIVERY

«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

«First_Name» «Last_Name»
«Bldg»

Dear «First_Name»:

Illinois law requires that written notice be given by certified mail to those educational support personnel whose position may not be available the following school year due to budget reduction, enrollment uncertainty, program elimination or other related reasons.

You are hereby notified that the Board of Education of Geneva Community Unit School District 304, Kane County, Illinois, has determined that it will not renew your contract in this School District for the next ensuing school term due to uncertainty regarding student enrollment for the next school year. Your contract of employment will, therefore, terminate at the close of the present school term.

Should you have any questions about this dismissal notice, please contact Mr. Craig Collins, Assistant Superintendent-Human Resources, at (630) 463-3050.

Thank you for your service to the students and teachers of Geneva District 304.

Very truly yours,
Board of Education, Geneva Community Unit School District 304
Kane County, Illinois

By: _____
Mark Grosso, President, Board of Education

ATTEST:

By: _____
Kent Mutchler, Secretary, Board of Education

CTC/jw

cc: Personnel file

Exhibit 2