



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

TO: Dr. Kent Mutchler

FROM: Dr. Adam Law

RE: Non-Renewal of Educational Support Service Personnel

DATE: April 5, 2018

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It is our practice at this time of year to dismiss a certain number of Educational Support Service Personnel 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 Service positions are not required in the next school year, the Board extends a notice of dismissal at this time in the school year to decrease the number of educational support personnel employed by the Board. 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 Service Personnel enumerated on the attached Exhibit 1.

Should you or any Board member have any questions about the dismissal process, please contact me.

**RESOLUTION FOR DISMISSAL OF  
EDUCATIONAL SUPPORT PERSONNEL**

**WHEREAS**, this Board of Education has determined that the educational support personnel hereinafter set forth shall be honorably dismissed on June 1, 2018 as a result of the decision of this Board of Education to decrease the number of educational support personnel employees employed by the Board; and

**WHEREAS**, pursuant to Section 10-23.5 of the *Illinois School Code* (105 ILCS 5/10-23.5) the Board is required to give these educational support employees written notice of honorable dismissal, stating the specific reasons therefor, not less than thirty (30) days prior to the employee's dismissal date.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of Geneva Community Unit School District 304, as follows:

**Section 1.** That the following educational support personnel within the designated category of position are hereby honorably dismissed from employment in Geneva Community Unit School District No. 304, effective June 1, 2018 and will not be re-employed for the 2017-2018 school term by reason of the decision of this Board of Education to decrease the number of educational support personnel employed by the Board:

Last Name	First Name	Bldg	Position
Carberry	Darcia	GELP	Special Ed Assistant 17 hrs week
Cedergren	Christine	HSS	Kindergarten Assistant 15 hrs week
Degrado-Conforti	Jane	WAS	Special Ed Assistant 15 hrs week
Grams	Theresa	WES	Special Ed Assistant 15 hrs week
Harper	Natalie	GELP	Special Ed Assistant 17 hrs week
Meyer	Tracy	MCS	Special Ed Assistant 15 hrs week
Miller	Jody	GELP	Special Ed Assistant 17 hrs week
Pannier	Lesley	FES	Special Ed Assistant 15 hrs week
Sweeney	Lindsay	MCS	Classroom Assistant 28.75 hrs week
Temple	Tracy	GELP	Special Ed Assistant 17 hrs week
Walter	Nancy	GMSS	Library Assistant 35 hrs week
Weber	Gretchen	HES	Kindergarten Assistant 15 hrs week
Wilson	Joy	HSS	Special Ed Assistant 15 hrs week

**EXHIBIT 1**

**Section 2.** The President and Secretary of this Board of Education are hereby authorized and directed to give these educational support employees written notice of this Board's decision to honorably dismiss them and not re-employ them for the 2018-2019 school term.

The notices shall be sent by certified mail, return receipt requested, at least thirty (30) days prior to the employees' respective dismissal dates and further, the notice and statement of honorable dismissal shall be substantially in the form of Exhibit 1 attached hereto.

**Section 3.** The Superintendent or designee will also personally deliver a copy of the Notice to the educational support personnel and may deliver the notice via email as well.

**Section 4.** This Resolution shall be in full force and effect immediately upon its passage.

Member \_\_\_\_\_ moved adoption of the foregoing Resolution and Member \_\_\_\_\_ seconded it.

ADOPTED this 9th day of April 2018, by the following vote:

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

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

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

BOARD OF EDUCATION OF GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304

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

ATTEST:

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

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  
Taylor Egan  
Leslie Juby  
David Lamb  
Michael McCormick  
Mary Stith

## **NOTICE OF STATEMENT OF HONORABLE DISMISSAL**

April 9, 2018

**BY CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

**AND PERSONAL DELIVERY**

Name  
Address  
City, State Zip

Name  
Building

Dear \_\_\_\_:

We regret to advise you that the Board of Education of Geneva Community Unit School District 304, pursuant to Section 10-23.5 of the *Illinois School Code*, has determined to decrease the number of educational support personnel employees employed by the Board. You will not be re-employed for the 2018-2019 school year and are hereby dismissed, effective June 1, 2017. This is an honorable dismissal. Accordingly, your employment with the School District shall terminate at the end of the school day on June 1, 2018.

This notice of dismissal is being sent to you pursuant to a Resolution of the Board of Geneva Community Unit School District 304, Illinois, duly adopted at a meeting held on April 9, 2018.

Should you have any questions about this non-renewal notice, please contact Dr. Adam Law, 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

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

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