



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304

TO: Dr. Kent Mutchler

FROM: Craig Collins

RE: Non-renewal of Full-Time Teachers and Certificated Employees

DATE: April 4, 2013

It has been our practice in past years to non-renew certain certificated, full-time teachers due to the return of teachers from full or partial leave, enrollment uncertainty in specific academic areas, or for certification deficiencies. Taking such action at this time in the school year protects the school district from employing individuals whose services are not required or who will not hold the proper Illinois teaching certification 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 2013-2014 school year are more fully known, we will be in a better position to re-employ 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 NON-RENEWAL
(FULL-TIME FIRST YEAR, SECOND-YEAR, AND THIRD-YEAR PROBATIONARY
TEACHERS AND CERTIFICATED EMPLOYEES OTHER THAN THOSE COMPLETING
THEIR LAST YEAR OF PROBATION)**

which Resolution was duly adopted by said Board of Education at a meeting held on the 8th day of April, 2013.

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 8th day of April, 2013.

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

RESOLUTION AUTHORIZING NOTICE OF NON-RENEWAL
(FULL-TIME FIRST YEAR, SECOND-YEAR, AND THIRD-YEAR PROBATIONARY
TEACHERS AND CERTIFICATED EMPLOYEES OTHER THAN THOSE COMPLETING
THEIR LAST YEAR OF PROBATION)

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 teachers and certificated employees of this District enumerated on EXHIBIT 1, attached hereto and made a part hereof, shall not be re-employed as teachers and certificated employees in this School District for the next ensuing school term, and accordingly that the present contracts of employment of said persons listed on EXHIBIT 1 shall terminate at the close of the present school term; to-wit: May 31, 2013.

Section 2: That the President and Secretary of this Board of Education are hereby authorized and directed to deliver, 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 re-employ said teachers and certificated employees of this District for the next ensuing school term, which 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 8th day of April, 2013, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

APRIL 8, 2013

TEACHERS AND CERTIFICATED EMPLOYEES
(FULL-TIME FIRST YEAR, SECOND-YEAR, AND THIRD-YEAR PROBATIONARY
TEACHERS OTHER THAN THOSE COMPLETING THEIR LAST YEAR OF PROBATION)

Last Name	First Name	Bldg	FTE	Subject Grade
Blaszynski	Toni	HES	1.0	Grade 4
Barabasz	Jacqueline	HES	1.0	Grade 2
Burke	Melissa	MCS	1.0	Grade 3
Curl	Rebecca	WES	1.0	Grade 4
Doll	Pamela	HSS	1.0	Social Worker
Donash	Judy	GHS	1.0	Study Skills
Fitzgerald	Tamara	GMSN	1.0	Guidance Counselor
Kroncke	Cindy	GMSN	1.0	Guidance Counselor
Matousek	Julie	FES	1.0	Grade 4
Putz	Lindsay	WES	1.0	Kindergarten
Romaneck	Erin	FS	1.0	Special Education
Samuelson	Carla	HSS	1.0	Reading Specialist
Vargas-Herbst	Michelle	GHS	1.0	Psychologist
Welker	Megan	MCS	1.0	Grade 1

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 9, 2013

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 April 8, 2013 meeting of the Geneva Community Unit School District Number 304 Board of Education, formal action was taken to not re-employ you as a teacher and certificated employee of this School District for the next ensuing school term. Your contract of employment will, therefore, end at the close of the current school term on May 31, 2013. Per the requirements of the Illinois School Code, we are required to notify you of this action via certified mail.

On behalf of the Board and administration, I 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 Craig Collins, Assistant Superintendent-Personnel Services.

Very truly yours,

Mark Grosso
President, District 304 Board of Education

Kent D. Mutchler
Secretary, District 304 Board of Education

EXHIBIT 2