

INSTRUCTIONS FOR FINAL YEAR PROBATIONARY LICENSED EMPLOYEES

Board Member

I move that this Executive Advisory Board adopt the resolution before you, authorizing and directing the Board Chair and Secretary to give to the **Final-Year Probationary Licensed Employee(s)** listed written notice of this Board's decision to not re-employ said licensed employee(s) for the **2017-18** school year, and, in view of the fact that the resolution form in front of you is the same for these **Final-Year Probationary Licensed Employees**, I recommend we adopt this like resolution.

Board Chair:

Is there a second to this motion?

Motion seconded by \_\_\_\_\_.

Board Chair:

Is there a request that this resolution be read in its entirety?

(Acknowledge requests, if any. Board member who made motion should read the resolution.)

Is there a request that any individual resolutions be read in their entirety?

(Acknowledge requests, if any.)

Is there any other discussion?

After all discussion, (if any), request a roll call vote on the motion.

RESOLUTION AUTHORIZING NOTICE OF DISMISSAL TO  
FINAL YEAR PROBATIONARY LICENSED EMPLOYEES

**BE IT RESOLVED** by the Executive Advisory Board of Mid Valley Special Education Cooperative, Kane County, Illinois, as follows:

**Section 1:** That this Executive Advisory Board hereby determines that the following employee(s) shall not be re-employed as licensed employee(s) in this Cooperative for the next school term, and accordingly the present contract of employment of said licensed employee(s) shall terminate, and said licensed employee(s) are dismissed effective at the end of the present school term:

**Anne Santangelo**

**Section 2:** That the Chair and Secretary of this Board are hereby authorized and directed to give to each of said licensed employee(s) listed above, by certified mail, return receipt requested, a written notice of this Board's decision not to re-employ them for the next school term, which notice shall be substantially in the form of Exhibit(s) attached hereto and made a part hereof.

**Section 3:** This Resolution shall be in full force and effect from and after its adoption.

**ADOPTED** this 5<sup>th</sup> day of April, 2017, by the following roll call vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
Board Chair

ATTEST:

\_\_\_\_\_  
Board Secretary

STATE OF ILLINOIS                    )  
  )  
COUNTY OF KANE                    )

**SECRETARY'S CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting secretary of the Executive Advisory Board of Mid Valley Special Education Cooperative, Kane County, Illinois, and that the attached is a true and correct copy of a Resolution entitled:

**RESOLUTION AUTHORIZING NOTICE OF DISMISSAL TO  
FINAL YEAR PROBATIONARY LICENSED EMPLOYEES**

That said Resolution has been adopted by a motion duly made, seconded and carried by the affirmative vote of a majority of all members of the Executive Advisory Board voting at a duly convened meeting held on April 5, 2017, and has been signed and approved by the Board Chair and Board Secretary; that the Resolution is now a part of the official records of the Executive Advisory Board; and the same has not in any manner been revoked or rescinded, that the attached copy shows the vote for and against the adoption of said Resolution as said vote was recorded; and that the Board Chair and each and every member of said Board had due and timely notice of the meeting at which said Resolution was adopted, all as appears from the official records of the proceedings of said Board.

Dated this 5th day of April, 2017.

\_\_\_\_\_  
Board Secretary

Subscribed and Sworn  
to before me this 5<sup>th</sup> day  
of April, 2017.

\_\_\_\_\_  
Notary Public



**Mid-Valley Special Education Cooperative**

Dr. Carla Cumblad, Executive Director  
1304 Ronzheimer Avenue  
St. Charles, IL 60174  
Phone: 331-228-4873  
Fax: 331-228-4874

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April 6, 2017

Name  
Address  
City State Zip

Dear \_\_\_\_\_:

You are hereby notified that pursuant to Section 24-11 of the Illinois School Code, you are dismissed as a Final Year Probationary Licensed Employee in this District effective at the end of the present **2016-2017** school term and, therefore, you will not be re-employed for the **2017-2018** school term. Your employment in and services to the school district shall terminate at the end of the 2016-17 school term. The reason(s) for your termination are as follows:

**1. List Reason.**

Very truly yours,

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

By: \_\_\_\_\_  
Board Chair

By: \_\_\_\_\_  
Board Secretary