



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: April 8, 2022

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 11th day of April, 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 11th day of April, 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 11th day of April 2022, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

APRIL 11, 2022

CERTIFICATED PERSONNEL
(PART-TIME TEACHERS)

First Name	Last Name	Building	Position FTE	Position Assignment Desc
Jean	Corkery	GHS	0.40	Project Lead The Way
Jessica	Lehan	GHS	0.40	Spanish

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
Molly Ansari
Dan Choi
Jacqueline Forbes
Tamantha Meek
Paul Radlinski

April 12, 2022

BY CERTIFIED MAIL
RETURN RECEIPT REQUESTED

AND PERSONAL DELIVERY

Name
Home Address
City, State Zip

Name
School

Dear Name:

At the April 11, 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