

**RESOLUTION AUTHORIZING DISMISSAL
OF PART-TIME EDUCATIONAL SUPPORT PERSONNEL**

WHEREAS, the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois, has determined to decrease the total number of part-time educational support personnel employed by the Board; and

WHEREAS, the Board has determined that the part-time educational support personnel hereinafter set forth shall be dismissed and not reemployed for the 2016-2017 school term as a result of the decision by the Board to decrease the total number of part-time educational support personnel employed by the Board, pursuant to Section 5/10-23.5 of *The Illinois School Code*.

NOW, THEREFORE, Be It Resolved by the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois, as follows:

Section 1: That the following part-time educational support personnel are hereby removed or dismissed and not reemployed for the 2016-2017 school term, in conformance with the Exhibit(s) attached hereto and made a part hereof, because of the decision by the Board to decrease the total number of part-time educational support personnel employed by the Board:

**Cynthia Gotha
Karen Tomko
Lori Powell
Leanne Gramley
LeeAnn Dixon**

Section 2: That the Chair and Secretary of the Board are hereby authorized and directed to send the educational support personnel hereinabove set forth a written notice of dismissal by first class mail at least **thirty (30) days** before the employees' last day of employment, which notice shall be substantially as set forth in the Exhibit(s) attached hereto.

Section 3: That the Chair and Secretary of the Board are hereby authorized and directed to send or cause to be sent to the educational support personnel hereinabove set forth a written notice of dismissal either by certified mail, return receipt requested, or by personal

delivery with receipt, at least **thirty (30) days** before the employees' last day of employment, which notice shall be substantially as set forth in the Exhibit(s) attached hereto.

Section 4: That this Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this ___ day of _____, 2016, by the following vote:

AYES:

NAYS:

ABSENT:

Chair, Board of Education

ATTEST:

Secretary, Board of Education

NOTICE OF DISMISSAL

**VIA FIRST CLASS MAIL,
(VIA CERTIFIED MAIL –
RETURN RECEIPT REQUESTED
AND/OR PERSONAL DELIVERY WITH RECEIPT)**

_____, 2016

TO: *[Insert Name]*
[Insert Address]
[Insert City, State, and Zip Code]

We regret to advise you that the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois, pursuant to Section 5/10-23.5 of *The Illinois School Code*, has determined that you are to be dismissed and not reemployed for the 2016-2017 school term. The reason for your dismissal is the decision by the Board to decrease the total number of part-time educational support personnel employed by the Board. Your services to the Cooperative shall terminate on ***(insert date of last day of employment in the 2015-2016 school term)***.

Very truly yours,

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

By: _____
Chair

ATTEST:

Secretary

[If by personal delivery, add:

I received this Notice of Dismissal by personal delivery on _____, 2016.

[Insert Name]