



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

TO: Dr. Kent Mutchler

FROM: Craig Collins

RE: Dismissal of Educational Support Staff and Operations Staff

DATE: July 19, 2012

After analyzing our special education staffing needs for the 2012/2013 school year, it will be necessary to dismiss two (2) special education assistants at the elementary level. Due to the movement of special education students from the elementary to the middle school level, two additional special education assistants will need to be hired at the middle school level.

In addition, we are recommending the dismissal of a part-time security supervisor at the high school. Due to the resignation of the other part-time security supervisor in June, we intend to combine these two part-time positions in one full-time position. Up until this past December, the security position at the high school was a full-time position.

I recommend that the Board adopt the attached resolution authorizing the dismissal of two educational support staff members and one operations staff member enumerated on the attached Exhibit 1.

Should you or any Board member have any questions about the dismissal process, 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
(EDUCATIONAL SUPPORT STAFF & OPERATIONS PERSONNEL)**

which Resolution was duly adopted by said Board of Education at a meeting held on the 23rd day of July, 2012.

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 23rd day of July, 2012.

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

**RESOLUTION AUTHORIZING NOTICE OF NON-RENEWAL
(EDUCATIONAL SUPPORT STAFF & OPERATIONS PERSONNEL)**

BE IT RESOLVED by the Board of Education (the "Board") of Geneva Community Unit School District 304, Kane County, Illinois (the "School District"), as follows:

Section 1: That this Board of Education hereby determines that the Educational Support Staff & Operations Staff enumerated on **EXHIBIT 1**, attached hereto and made a part hereof, shall not be re-employed 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 beginning of the next school term.

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 person(s) 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 23rd day of July, 2012, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

July 23, 2012
EDUCATIONAL SUPPORT STAFF & OPERATIONS PERSONNEL
NOT TO BE RE-EMPLOYED
EFFECTIVE AT THE BEGINNING OF THE 2012-2013 SCHOOL TERM

Last Name	First Name	Position	Building
Little	Regis	Special Education Assistant	HES
Read	Melissa	Security Supervisor	GHS
Walker-Adkins	Jacqueline	Special Education Assistant	MCS

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

July 24, 2012

**BY CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

AND PERSONAL DELIVERY

«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

«First_Name» «Last_Name»
«Bldg»

Dear «First_Name»:

Illinois law requires that written notice be given by certified mail to those educational support personnel whose position may not be available the following school year due to budget reduction, enrollment uncertainty, program elimination or other related reasons.

You are hereby notified that the Board of Education of Geneva Community Unit School District 304, Kane County, Illinois, has determined that it will not renew your contract in this School District for the next ensuing school term due to a reduction in special education students at the elementary level. Your contract of employment will, therefore, terminate on August 23, 2012.

Should you have any questions about this dismissal notice, please contact Mr. Craig Collins, 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
Kane County, Illinois

By: _____
Mark Grosso, President, Board of Education

ATTEST:

By: _____
Kent Mutchler, Secretary, Board of Education

CTC/jw

cc: Personnel file

Exhibit 2a

*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

July 24, 2012

**BY CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

AND PERSONAL DELIVERY

«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

«First_Name» «Last_Name»
«Bldg»

Dear «First_Name»:

Illinois law requires that written notice be given by certified mail to those educational support personnel whose position may not be available the following school year due to budget reduction, enrollment uncertainty, program elimination or other related reasons.

You are hereby notified that the Board of Education of Geneva Community Unit School District 304, Kane County, Illinois, has determined that it will not renew your contract in this School District for the next ensuing school term due to restructuring of your current position. Your contract of employment will, therefore, terminate on August 23, 2012.

Should you have any questions about this dismissal notice, please contact Mr. Craig Collins, 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
Kane County, Illinois

By: _____
Mark Grosso, President, Board of Education

ATTEST:

By: _____
Kent Mutchler, Secretary, Board of Education

CTC/jw

cc: Personnel file

Exhibit 2b