



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

TO: Board of Education  
Dr. Kent Mutchler

FROM: Dr. Adam Law

RE: Reduction in Force – Kindergarten Assistant

DATE: June 13, 2022

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Due to the decrease in the number of kindergarten sections at Williamsburg Elementary School from four (4) sections during the 2021-22 school year to three (3) sections during the 2022-23 school year, the FTE for the position of Kindergarten Assistant needs to be reduced in order to not be overstaffed.

I am recommending a reduction in force for one (1) Kindergarten Assistant position from 29.75 hours per week to 15 hours per week. This reduction in force will result in a consistent level of staffing for the position of Kindergarten Assistant across all six District 304 elementary schools.

I recommend that the Board adopt the attached resolution authorizing the reduction in force of one (1) position of Kindergarten Assistant.

Should you or any Board member have questions about this process, please contact me.

**RESOLUTION FOR REDUCTION IN FORCE OF A  
KINDERGARTEN ASSISTANT  
Single Position - 29.75 Hours/Week to 15.0 Hours/Week**

**WHEREAS**, this Board of Education has received reports and recommendations from the Administration of this School District; and

**WHEREAS**, the reports and recommendations so received indicate that the School District does not need to employ Kindergarten Assistants at the level of six (6) employees at 29.75 hours per week each and four (4) employees at 15.0 hours per week each, but that the level of five (5) employees at 29.75 hours per week each and five (5) employees at 15.0 hours per week each will be sufficient; and

**WHEREAS**, pursuant to Section 10-23.5 of the *Illinois School Code* (105 ILCS 5/10-23.5) the Board is required to give this educational support employee written notice of this reduction in hours as a reduction in force, stating the specific reasons therefor, not less than thirty (30) days prior to the employee’s reduction in force;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of Geneva Community Unit School District 304, as follows:

That the following individual is the employee with the shortest length of continuing service with the District within the category of Kindergarten Assistant, and is hereby reduced in the number of hours worked per week in employment in Geneva Community Unit School District No. 304:

Last Name	First Name	Bldg	Position
GRIMES	COURTNEY	WES	KINDERGARTEN ASSISTANT

**Section 1.** That the preambles to this Resolution are hereby incorporated in this Section 1 as if fully restated and set forth herein verbatim.

**Section 2.** That one (1) position of Kindergarten Assistant at Williamsburg Elementary School shall be reduced from 29.75 hours per week to 15 hours per week for the 2022-23 school year.

**Section 3.** That the President and Secretary of this Board of Education are hereby authorized and directed to execute a true and correct copy of this Resolution and the Superintendent of Schools of this School District, or his designee, is authorized to serve, or cause to be served, for and on behalf of this Board of Education a copy of such executed Resolution, together with a Notice of this Board’s decision to reduce the hours of such educational support personnel employee for the 2022-2023 school term upon the employee named above by United States certified mail, return receipt requested, at their last known addresses indicated in the records of this School District in the time and manner required by law, which notice shall be substantially in the form of Exhibit A, attached hereto and made a part hereof.

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

Member \_\_\_\_\_ moved adoption of the foregoing Resolution and Member \_\_\_\_\_ seconded it.

ADOPTED this 13<sup>th</sup> day of June 2022, by the following vote:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

BOARD OF EDUCATION OF GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304

\_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education

EXHIBIT A

**BOARD OF EDUCATION OF  
GENEVA COMMUNITY UNIT SCHOOL DISTRICT NO. 304  
KANE COUNTY, ILLINOIS**

**NOTICE OF REDUCTION IN HOURS HONORABLE DISMISSAL**

[DATE]

***VIA U.S. MAIL AND CERTIFIED, RETURN RECEIPT REQUESTED***

TO: Courtney Grimes  
[ADDRESS]

Dear Ms. Grimes:

YOU ARE HEREBY NOTIFIED that the Board of Education of Geneva Community Unit School District No. 304, Kane County, Illinois, has decided that, in accordance with the sequence of honorable dismissal of educational support personnel employees required by Section 10-23.5 of the Illinois School Code, your position as Kindergarten Assistant shall be reduced from 29.75 hours per week to 15.0 hours per week for the 2022-2023 school year. Therefore, your position shall be reduced in the number of hours worked effective as of thirty (30) calendar days of the date of this letter.

The reasons for this action of the Board of Education are as follows: The needs and conditions of the School District warrant and justify the reduction of one 29.75-hour/week Kindergarten Assistant employee for the next ensuing school year to a 15.0-hour/week position. As a result of this reduction for the 2022-2023 school year and in accordance with the sequence of honorable dismissal required by Section 10-23.5 of the Illinois School Code, you are the individual whose position must be reduced.

As you may know, Section 10-23.5 of the School Code provides that, if the District has any educational support personnel vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available must be tendered to employees who were honorably dismissed and who are qualified to hold the positions. Should a 29.75-hour/week position become available during that time, you will be informed of such position.

We appreciate your service and hope you will remain a part of our District. Enclosed you will find a copy of the resolution adopted by the Board of Education which describes the reduction.

Very truly yours,

BOARD OF EDUCATION OF  
GENEVA COMMUNITY UNIT SCHOOL DISTRICT NO. 304,

By: [exhibit - not for signature]  
Its President

By: [exhibit - not for signature]  
Its Secretary