



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

TO: Dr. Kent Mutchler

FROM: Dr. Adam Law

RE: Dismissal of Certificated, Part-time Teachers for the 2016-2017 School Year

DATE: March 13, 2017

It has been our practice in past years to dismiss certificated, part-time teachers due to the return of teachers from full or partial leave, enrollment uncertainty in specific academic areas, or other reasons not related to a teacher's job performance (e.g., certification deficiencies). 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 2017-2018 school year are more fully known, we will be in a better position to re-employ 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 NON-RENEWAL
(PART-TIME TEACHERS)**

which Resolution was duly adopted by said Board of Education at a meeting held on the 13th day of March, 2017.

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 13th day of March, 2017.

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

**RESOLUTION AUTHORIZING NOTICE OF NON-RENEWAL
(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.

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 13th day of March, 2017, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

MARCH 13, 2017

CERTIFICATED PERSONNEL
(PART-TIME TEACHERS)

Last Name	First Name	Building	FTE	Position Assignment Desc
Chrusciel	Karna	GHS	0.60	English
Clark	Tyler	GHS	0.80	Social Studies
Dec	Karolina	GMSN	0.50	Home Economics
Freedlund	Lynn	GMS	0.80	Foreign Language-French
Hoffman	Lynn	FES	0.90	Music-Vocal
Holstein	Kimberly	WES	0.75	Social Worker
Kosog	Karen	GMS	0.60	Foreign Language-German
Machut	Lindsay	GHS	0.60	Physical Education
Madden	Shannon	GHS	0.80	Math
Morrison	Elizabeth	GHS	0.60	Foreign Language-Spanish
Serluco	Alexander	FES	0.50	Physical Education
Swanson	Ashley	FS	0.80	Special Education
Thorson	Kristen	WAS	0.50	Student Assistance Coordinator
Warren	Tricia	GHS	0.40	Guidance Counselor

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
Leslie Juby
David Lamb
Michael McCormick
Mary Stith
William Wilson

March 13, 2017

BY CERTIFIED MAIL
RETURN RECEIPT REQUESTED

AND PERSONAL DELIVERY

Name
Home Address
City, State Zip

Name
School
School Address
Geneva, IL 60134

Dear Name:

At the March 13, 2017, 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 2016-2017 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.

This action is required based upon uncertain staffing levels which will be required in the coming school year.

At such time as staffing levels for the coming year are determined and should an opening be in an area for which you are qualified, we would invite your application.

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,

Mark Grosso
President, District 304 Board of Education

Kent D. Mutchler
Secretary, District 304 Board of Education

EXHIBIT 2