



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

TO: Dr. Andy Barrett

FROM: Dr. Adam Law

RE: Dismissal of Educational Support Personnel

DATE: April 8, 2024

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It is our practice at this time of year to dismiss a certain number of part-time and select Educational Support Service Personnel because we are not sure at this point in time whether or not there will be sufficient need and/or grant funding next fall to employ these individuals.

In the event that certain Educational Support Service positions are not required in the next school year, the Board extends a notice of dismissal at this time in the school year to decrease the number of educational support personnel employed by the Board. Taking such action at this time in the school year protects the school district from employing individuals whose position may not be available due to budget reduction, enrollment uncertainty, program elimination, or position reconfiguration.

I recommend that the Board adopt the attached resolution authorizing the dismissal of those Educational Support Service Personnel enumerated on the attached Exhibit 1.

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

**RESOLUTION FOR DISMISSAL OF  
EDUCATIONAL SUPPORT PERSONNEL**

**WHEREAS**, this Board of Education has determined that the educational support personnel hereinafter set forth shall be honorably dismissed on May 28, 2024, as a result of the decision of this Board of Education to decrease the number of educational support personnel employees employed by the Board; 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 these educational support employees written notice of honorable dismissal, stating the specific reasons therefor, not less than thirty (30) days prior to the employee's dismissal date.

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

**Section 1.** That the following educational support personnel within the designated category of position are hereby honorably dismissed from employment in Geneva Community Unit School District No. 304, effective May 28, 2024, and will not be re-employed for the 2024-2025 school term by reason of the decision of this Board of Education to decrease the number of educational support personnel employed by the Board:

<b>First Name</b>	<b>Last Name</b>	<b>Building</b>	<b>Position Assignment Desc</b>
KARI	BRACEY	HES	KINDERGARTEN ASST-3.0 hrs
TERYN	BRYANT	WAS	SPECIAL ED ASSISTANT
CATHERINE	CARRINO	WAS	KINDERGARTEN ASST-3.0 hrs
EMMY	CONWAY	WAS	CLASSROOM ASSISTANT
ALLISON	COOK	GELP	SPECIAL ED ASSISTANT
LINDSEY	FAST	HES	KINDERGARTEN ASST-3.0 hrs
COURTNEY	GRIMES	WES	KINDERGARTEN ASST-3.0 hrs
COLLEEN	KROHE	FES	SPECIAL ED ASSISTANT
ALEXANDRA	MCLEAN BECERRA	GHS	CLASSROOM ASSISTANT
STEPHANIE	MOUNTSIER	HES	KINDERGARTEN ASST-3.0 hrs
JESSICA	REYNOLDS	GMSN	CLASSROOM ASSISTANT
JANE	RUNYAN	HSS	KINDERGARTEN ASST-3.0 hrs
LINDSAY	SWEENEY	MCS	KINDERGARTEN ASST-3.0 hrs
CHRISTINE	TODD	HSS	CLASSROOM ASSISTANT
SARAH	TRAVEN	WAS	CLASSROOM ASSISTANT

**EXHIBIT 1**

**Section 2.** The President and Secretary of this Board of Education are hereby authorized and directed to give these educational support employees written notice of this Board's decision to honorably dismiss them and not re-employ them for the 2024-2025 school term.

The notices shall be sent by certified mail, return receipt requested, at least thirty (30) days prior to the employees' respective dismissal dates and further, the notice and statement of honorable dismissal shall be substantially in the form of Exhibit 1 attached hereto.

**Section 3.** 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 8th day of April 2024, 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

Geneva Community Unit School  
District Number 304  
227 N. Fourth Street  
Geneva, Illinois 60134  
(630) 463-3000



BOARD OF EDUCATION  
Larry Cabeen, President  
Jacqueline Forbes, Vice President  
Molly Ansari  
Dan Choi  
Stephanie Bellino  
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**NOTICE OF STATEMENT OF HONORABLE DISMISSAL**

April 8, 2024

**BY CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

Name  
Address  
City, State Zip

Dear \_\_\_\_\_:

We regret to advise you that the Board of Education of Geneva Community Unit School District 304, pursuant to Section 10-23.5 of the *Illinois School Code*, has determined to decrease the number of educational support personnel employees employed by the Board. You will not be re-employed for the 2024-2025 school year and are hereby dismissed, effective May 28, 2024. This is an honorable dismissal. Accordingly, your employment with the School District shall terminate at the end of the school day on May 28, 2024.

This notice of dismissal is being sent to you pursuant to a Resolution of the Board of Geneva Community Unit School District 304, Illinois, duly adopted at a meeting held on April 8, 2024.

Should you have any questions about this non-renewal notice, please contact Dr. Adam Law, 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

By: \_\_\_\_\_  
Larry Cabeen, President, Board of Education

ATTEST:

By: \_\_\_\_\_  
Andrew J. Barrett, Secretary, Board of Education