

**RESOLUTION
HONORABLE DISMISSAL OF
EDUCATIONAL SUPPORT PERSONNEL EMPLOYEE(S)**

WHEREAS, the educational support personnel employee(s) listed in this Resolution are employed by the Board of Education of Central Community Unit School District No. 301 during the 2025-2026 school term; and

WHEREAS, the Board has determined to discontinue some particular type of educational support service in the District; and

WHEREAS, the educational support personnel employees with the shorter length of continuing service with the School District, within the respective category of position, must be dismissed first, unless an alternative method of determining the sequence of dismissal is established in a collective bargaining agreement or contract between the Board and any exclusive bargaining representative; and

WHEREAS, an alternative method of determining the sequence of dismissal is established in an applicable collective bargaining agreement or contract; and

WHEREAS, the Board has determined that the educational support personnel employee(s) named below will be honorably dismissed and not reemployed for the 2026-2027 school term, pursuant to Section 10-23.5 of the *School Code* (105 ILCS 5/10-23.5);

NOW, THEREFORE, Be It Resolved by the Board of Education of Central Community Unit School District No. 301, Kane County, Illinois, that:

Section 1: The following educational support personnel employee(s) shall be honorably dismissed and not reemployed for the 2026-2027 school term because of the decision of the Board to discontinue some particular type of educational support service(s):

Erica Janssen, Janice Kotwica

Section 2: The President and Secretary of the Board are authorized and directed to give the educational support personnel employee(s) a written Notice of Honorable Dismissal, together with the reason therefore, by first class mail at least thirty (30) days before the employee(s) are dismissed. A copy of this Notice is attached as Exhibit A and incorporated by reference.

Section 3: The Superintendent or designee shall also deliver a copy of the Notice to the educational support personnel employee(s) by certified mail, return receipt requested and personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

Section 4: This Resolution is in full force and effect upon its passage.

ADOPTED this 20th day of April, 2026, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

Board President

Board Secretary

EXHIBIT A

April 21, 2026

Via First Class Mail and Certified Mail, Return Receipt Requested AND/OR Personal Delivery

RE: NOTICE OF HONORABLE DISMISSAL

Dear _____:

At its meeting held on April 20, 2026, the Board of Education of Central Community Unit School District No. 301, Kane County, Illinois, pursuant to Section 10-23.5 of the *School Code*, resolved to honorably dismiss you from employment. The reason for your dismissal is the decision by the Board to discontinue some particular type of educational support service in the School District. Your last day of employment in the District will be June 3rd, 2026.

If the Board has any vacancies within the period prescribed by law, you will be tendered any such position becoming available for which you are qualified and to which you are entitled as prescribed by law.

Sincerely,

Board of Education
Central Community Unit School District No. 301
Kane County, Illinois

ATTEST

Board President

Board Secretary

EXHIBIT B
RECEIPT CONFIRMATION

I, _____, received the attached Notice of Honorable
(name of employee)

Dismissal by personal delivery from _____, _____, of
(name of person delivering notice) (title)

_____, on _____, 2026.
(School District) (date notice was given)

(signature of employee)

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