



**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 2019-2020 School Year

DATE: March 9, 2020

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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 2020-2021 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 9th day of March, 2020.

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 9th day of March, 2020.

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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: May 29, 2020.

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 9th day of March, 2020, by the following roll call vote:

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

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

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

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

ATTEST:

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

MARCH 9, 2020

CERTIFICATED PERSONNEL  
(PART-TIME TEACHERS)

<b>Last Name</b>	<b>First Name</b>	<b>Building</b>	<b>FTE</b>	<b>Position Assignment Desc</b>
ACETO	KELLY	GHS	0.8	BUSINESS EDUCATION
ADAMS	KERRY	FES	0.6	PHYSICAL EDUCATION
COPPE	ELAINE	GHS	0.6	ENGLISH
ELSEBAIE	JENNIFER	FES	0.3	ART
ENAS	BENI	GHS	0.9	TV PRODUCTION
FREEDLUND	LYNN	GMS	0.4	FOREIGN LANGUAGE-FRENCH
KOSOG	KAREN	GMS	0.933	FOREIGN LANGUAGE-GERMAN
MAGIERA	JADE	HSS	0.8	PSYCHOLOGIST
MARKS	ALEXYS	GHS	0.97	ART
MORRISON	ELIZABETH	GHS	0.4	FOREIGN LANGUAGE-SPANISH
THRONEBURG	LESLEY	HES	0.7	SOCIAL WORKER
WARREN	TRICIA	GHS	0.4	GUIDANCE COUNSELOR
WHILDIN	SUSAN	GELP	0.5	LEARNING BEHAVIOR SPECIALIST

**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  
Taylor Egan, Vice President  
Larry Cabeen  
Leslie Juby  
David Lamb  
Michael McCormick  
Alicia Saxton

March 9, 2020

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 9, 2020, 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 2019-2020 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**