



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

TO: Dr. Kent Mutchler

FROM: Craig Collins

RE: Dismissal of Certificated, Full-time Teachers for the 2014-2015 School Year

DATE: April 9, 2015

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It has been our practice in past years to non-renew certain certificated, full-time teachers due to the return of teachers from full or partial leave of absence, enrollment uncertainty in specific academic areas, licensure deficiencies, or for performance-related reasons. Taking such action at this time in the school year protects the school district from employing individuals whose services are not required or who will not hold the proper Illinois teaching license 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.

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  
(FULL-TIME FIRST YEAR, SECOND-YEAR, AND THIRD-YEAR PROBATIONARY  
TEACHERS AND CERTIFICATED EMPLOYEES OTHER THAN THOSE COMPLETING  
THEIR LAST YEAR OF PROBATION)**

which Resolution was duly adopted by said Board of Education at a meeting held on the 13th day of April, 2015.

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 April, 2015.

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

**RESOLUTION AUTHORIZING NOTICE OF NON-RENEWAL**  
**(FULL-TIME FIRST YEAR, SECOND-YEAR, AND THIRD-YEAR PROBATIONARY**  
**TEACHERS AND CERTIFICATED EMPLOYEES OTHER THAN THOSE COMPLETING**  
**THEIR LAST YEAR OF PROBATION)**

**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 teachers and certificated employees of this District enumerated on EXHIBIT 1, attached hereto and made a part hereof, shall not be re-employed as teachers and certificated employees in this School District for the next ensuing school term, and accordingly that the present contracts of employment of said persons listed on EXHIBIT 1 shall terminate at the close of the present school term; to-wit: June 2, 2015.

Section 2: That the President and Secretary of this Board of Education are hereby authorized and directed to deliver, 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 re-employ said teachers and certificated employees of this District for the next ensuing school term, which 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 April, 2015, by the following roll call vote:

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

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

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

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

ATTEST:

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

APRIL 13, 2015

CERTIFICATED PERSONNEL  
(FULL-TIME FIRST YEAR, SECOND-YEAR, AND THIRD-YEAR PROBATIONARY  
TEACHERS OTHER THAN THOSE COMPLETING THEIR LAST YEAR OF PROBATION)

<b>Last Name</b>	<b>First Name</b>	<b>Building</b>	<b>FTE</b>	<b>Position</b>
Arnold	Inga	GMSS	1.0	Family & Consumer Science

**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

April 14, 2015

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 April 13, 2015 meeting of the Geneva Community Unit School District Number 304 Board of Education, formal action was taken to not re-employ you as a teacher and certificated employee of this School District for the next ensuing school term. Your contract of employment will, therefore, end at the close of the current school term on June 2, 2015. Per the requirements of the Illinois School Code, we are required to notify you of this action via certified mail.

On behalf of the Board and administration, I 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 Craig Collins, Assistant Superintendent-Personnel Services.

Very truly yours,

Mark Grosso  
President, District 304 Board of Education

Kent D. Mutchler  
Secretary, District 304 Board of Education

**EXHIBIT 2**