

INSTRUCTIONS FOR DISMISSAL OF PART TIME ESP REPORT

BOARD MEMBER

I move that this Executive Advisory Board adopt the resolution before you, authorizing and directing the Board Chair and Secretary to give to the Selected Part Time Educational Support Personnel attached hereto, written notice of this Board's decision to honorably dismiss said personnel effective as of the end of the 2016-2017 school term, and, in view of the fact that resolution form in front of you is the same for these selected support personnel, I recommend we adopt this like resolution.

BOARD CHAIR:

Is there a second to this motion?

Motion seconded by _____

BOARD CHAIR:

Is there a request that this resolution be read in its entirety? (Acknowledge requests, if any. Board member who made motion should read the resolution.)

Is there a request that any individual resolutions be read in their entirety? (Acknowledge requests, if any.)

Is there any other discussion?

After all discussion, (if any), request a roll call vote on the motion.

**RESOLUTION AUTHORIZING DISMISSAL
OF PART-TIME EDUCATIONAL SUPPORT PERSONNEL**

WHEREAS, the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois, has determined to decrease the total number of part-time educational support personnel employed by the Board; and

WHEREAS, the Board has determined that the part-time educational support personnel hereinafter set forth shall be dismissed and not reemployed for the 2017-2018 school term as a result of the decision by the Board to decrease the total number of part-time educational support personnel employed by the Board, pursuant to Section 5/10-23.5 of *The Illinois School Code*.

NOW, THEREFORE, Be It Resolved by the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois, as follows:

Section 1: That the following part-time educational support personnel are hereby removed or dismissed and not reemployed for the 2017-2018 school term, in conformance with the Exhibit(s) attached hereto and made a part hereof, because of the decision by the Board to decrease the total number of part-time educational support personnel employed by the Board:

Theresa Baier
Bridget Koefeldt
Lori Powell
Mary Plum
Kathryn Goblet
Mary Therriault
Emily Greene

Section 2: That the Chair and Secretary of the Board are hereby authorized and directed to send the educational support personnel hereinabove set forth a written notice of dismissal by first class mail at least **thirty (30) days** before the employees' last day of employment, which notice shall be substantially as set forth in the Exhibit(s) attached hereto.

Section 3: That the Chair and Secretary of the Board are hereby authorized and directed to send or cause to be sent to the educational support personnel hereinabove set forth a written notice of dismissal either by certified mail, return receipt requested, or by personal delivery with receipt, at least **thirty (30) days** before the employees' last day of employment, which notice shall be substantially as set forth in the Exhibit(s) attached hereto.

Section 4: That this Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this ____ day of _____, 2017, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Board Chair

ATTEST:

Board Secretary



Mid-Valley Special Education Cooperative

Dr. Carla Cumblad, Executive Director

1304 Ronzheimer Avenue

St. Charles, IL 60174

Phone: 331-228-4873

Fax: 331-228-4874

April 6, 2017

Name

Address

City, State, and Zip Code

Dear _____:

We regret to advise you that the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois, pursuant to Section 5/10-23.5 of *The Illinois School Code*, has determined that you are to be dismissed and not reemployed for the 2017-2018 school term. The reason for your dismissal is the decision by the Board to decrease the total number of part-time educational support personnel employed by the Board. Your services to the Cooperative shall terminate at the end of the 2016-17 school term.

Very truly yours,

Executive Advisory Board of Mid-Valley Special
Education Cooperative, Kane County, Illinois

By: _____

Board Chair

ATTEST:

Board Secretary