

Janice Balinski  
7508 Baimbridge Drive  
Downers Grove, IL 60516  
(630) 881-3801  
Janice.Balinski@gmail.com

January 26, 2026

Dr. Andrew S. Wise, Ph.D  
Center Cass District 66  
699 Plainfield Road  
Downers Grove, IL 60516

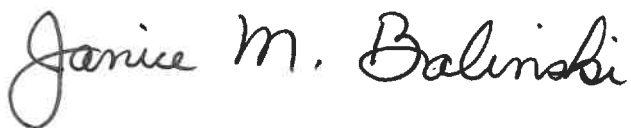
Dear Dr. Wise and The Board of Education,

Please accept this letter as formal notification of my intent to retire from my position as a Paraprofessional with Center Cass School District 66 (Elizabeth Ide Building). My last day of employment will be the last day of school, which is June 3, 2026.

I have truly enjoyed my 14 years of service at Elizabeth Ide Elementary School and am grateful for the opportunities for growth, valuable experiences that I have gained and the strong friendships that I have made. Working with the students and the dedicated teams has been an honor, and I will look back on my time here with fondness and many wonderful memories.

Thank you again for the support and guidance provided throughout my career here. I wish you, the Elizabeth Ide Principals (Mark and Laura), the entire staff, and the students continued success in the future.

Sincerely,

A handwritten signature in black ink that reads "Janice M. Balinski". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Janice M. Balinski