



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

TO: Geneva CUSD 304 Board of Education  
Dr. Kent Mutchler

FROM: Dr. Adam Law

RE: Reduction in Force – Special Education Assistant

DATE: September 14, 2020

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Due to the decrease in the number of special education students at the Geneva Early Learning Program (GELP), and due to a vacancy for a Special Education Assistant at Heartland Elementary School (HES), a Special Education Assistant was transferred from GELP to HES. Since the FTE for the position of Special Education Assistant is 6.25 hours per day at GELP, and the FTE for the position of Special Education Assistant is 6.0 hours per day at the elementary schools, the FTE of the Special Education Assistant who was transferred needs to be reduced.

I am recommending a reduction in force for one (1) Special Education Assistant position from 6.25 hours per day to 6.0 hours per day. This reduction in force will result in a consistent level of staffing for the position of Special Education Assistant across all six District 304 elementary schools.

I recommend that the Board adopt the attached resolution authorizing the reduction in force of one (1) position of Special Education Assistant.

Should there be any questions about this process, please contact me.

**RESOLUTION FOR REDUCTION IN FORCE (FTE) OF  
EDUCATIONAL SUPPORT PERSONNEL**

**WHEREAS**, this Board of Education has determined that the educational support personnel hereinafter set forth shall have an honorable reduction in hours effective September 22, 2020, as a result of the decision of this Board of Education to decrease the employment of educational support personnel employees employed by the Board resulting from an unforeseeable drop in student enrollment; and

**WHEREAS**, pursuant to Section 10-23.5 of the *Illinois School Code* (105 ILCS 5/10-23.5) the Board is required to give such educational support employees written notice of the reduction in hours, stating the reasons therefor, not less than five days prior to the reduction date.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education, as follows:

**Section 1.** That the following educational support personnel within the designated category of position shall have a reduction in hours due to the decision of the Board of Education to decrease employment based upon an unforeseeable reduction in student enrollment:

Elizabeth Simpson    Special Education Assistant    6.0 hours/day

**Section 2.** The President and Secretary of this Board of Education are hereby authorized and directed to give this educational support employee written notice of this Board's decision to reduce the employee's FTE (full-time equivalent) employment.

The notices shall be sent by certified mail, return receipt requested, at least five days prior to the employees' respective reduction and further, the notice and statement of honorable dismissal shall be substantially in the form of Exhibit 1 attached hereto.

**Section 3.** The Superintendent or designee will also personally deliver or email a copy of the Notice to the educational support personnel.

**Section 4.** This Resolution shall be in full force and effect immediately upon its passage.

Member \_\_\_\_\_ moved adoption of the foregoing Resolution and Member \_\_\_\_\_ seconded it.

ADOPTED this 14<sup>th</sup> day of September, 2020, by the following vote:

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

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

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

BOARD OF EDUCATION OF GENEVA  
COMMUNITY UNIT SCHOOL DISTRICT 304,

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

ATTEST:

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



**Geneva Community Unit School District 304**  
**Dr. Adam Law Ed.D. Assistant Superintendent - Human Resources**  
227 North Fourth Street, Geneva, IL 60134  
Phone: (630) 463-3050 Fax: (630) 463-3059  
alaw@geneva304.org

September 14, 2020

**VIA REGULAR U.S. MAIL and CERTIFIED MAIL,**  
**RETURN RECEIPT REQUESTED**

Ms. Elizabeth Simpson  
470 Prairieview Dr.  
Geneva, IL 60134

Re: NOTICE OF HONORABLE REDUCTION IN FTE

Dear Elizabeth:

We regret to advise you that the Board of Education, pursuant to Section 10-23.5 of the *Illinois School Code*, has determined to decrease the hours of your employment as follows:

Special Education Assistant position from 6.25 hours per day to 6.0 hours per day.

This decision is being made based upon an unforeseeable reduction in student enrollment and is an honorable reduction in your hours.

This notice of dismissal is being sent to you pursuant to a Resolution of the Board of Education of Geneva Community Unit School District 304 adopted at a meeting held on September 14, 2020.

Very truly yours,

Board of Education

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

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

