



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

TO: Dr. Kent Mutchler

FROM: Craig Collins

RE: Non-Renewal of Educational Support Service Personnel

DATE: April 27, 2015

It is our practice at this time of year to dismiss a certain number of Educational Support Service Personnel because we are not sure at this point in time whether or not there will be sufficient need next fall to employ these individuals.

In the event that certain Educational Support Service positions are not required in the next school year, the Board extends a notice of dismissal at this time in the school year. Taking such action at this time in the school year protects the school district from employing individuals whose position may not be available due to budget reduction, enrollment uncertainty, program elimination, or position reconfiguration.

I recommend that the Board adopt the attached resolution authorizing the dismissal of those Educational Support Service Personnel enumerated on the attached Exhibit 1.

Should you or any Board member have any questions about the dismissal process, 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
(EDUCATIONAL SUPPORT SERVICE PERSONNEL)**

which Resolution was duly adopted by said Board of Education at a meeting held on the 27th 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 27th day of April, 2015.

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

**RESOLUTION AUTHORIZING NOTICE OF NON-RENEWAL
(EDUCATIONAL SUPPORT SERVICE PERSONNEL)**

BE IT RESOLVED by the Board of Education (the "Board") of Geneva Community Unit School District 304, Kane County, Illinois (the "School District"), as follows:

Section 1: That this Board of Education hereby determines that the Educational Support Service Personnel enumerated on **EXHIBIT 1**, attached hereto and made a part hereof, shall not be re-employed 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.

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 person(s) 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 27th day of April, 2015, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

APRIL 27, 2015
EDUCATIONAL SUPPORT SERVICE PERSONNEL
NOT TO BE RE-EMPLOYED
EFFECTIVE AT THE CLOSE OF THE 2014-2015 SCHOOL TERM

Last Name	First Name	Position	Building
Brennan	Cheryl	Special Ed Assistant	HSS
Brown	Elizabeth	Special Ed Assistant	FS
Ernst	Michelle	Classroom Assistant	MCS
Koester	Clover	Special Ed Assistant	FS
Laub	Alison	Special Ed Assistant	FS
Mertes	Anne-Marie	Special Ed Assistant	HES
Morgan	Janice	Special Ed Assistant	WAS
Neumann	Judith	Special Ed Assistant	WES
Peters	Karen	Kindergarten Assistant	MCS
Scribano	Jennifer	Special Ed Assistant	FS
Tawzer	Samantha	Special Ed Assistant	FES
Walker-Adkins	Jacqueline	Special Ed Assistant	MCS
Weber	Gretchen	Kindergarten Assistant	HES

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 28, 2015

**BY CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

AND PERSONAL DELIVERY

«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

«First_Name» «Last_Name»
«Bldg»

Dear «First_Name»:

Illinois law requires that written notice be given by certified mail to those Educational Support Service Personnel whose position may not be available the following school year due to budget reduction, enrollment uncertainty, program elimination or other related reasons.

You are hereby notified that the Board of Education of Geneva Community Unit School District 304, Kane County, Illinois, has determined that it will not renew your contract in this School District for the next ensuing school term. Your contract of employment will, therefore, end at the close of the present school term.

Should you have any questions about this non-renewal notice, please contact Mr. Craig Collins, Assistant Superintendent-Human Resources, at (630) 463-3050.

Thank you for your service to the students and teachers of Geneva District 304.

Very truly yours,
Board of Education, Geneva Community Unit School District 304
Kane County, Illinois

By: _____
Mark Grosso, President, Board of Education

ATTEST:

By: _____
Kent Mutchler, Secretary, Board of Education

CTC/jw

cc: Personnel file

Exhibit 2