



**Bloomington
School District 13**
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April 19, 2023

Ms. Marlynn Reuter
168 Cambridge Lane
Bloomington, IL 60108

SENT VIA FIRST CLASS AND CERTIFIED MAIL DELIVERY

RE: Recommendation for Dismissal

Dear Ms. Reuter:

At the November 28, 2022 regular meeting of the Board of Education, you were hired to serve Westfield Middle School as a paraprofessional. You officially started December 12th in the role. On February 15, 2023, you worked 45 minutes, left work and have not returned since. Your supervisor has asked you to call several times in reference to any reasons related to your absence and those requests have been ignored. Since your first day of work, you have missed 40 days of an eligible 73 days of employment at Westfield Middle School. You were approved for a Family and Medical Leave Act unpaid leave on February 24 with an effective beginning date of February 17 that expired on April 17. As of April 17, you have not reported to work nor alerted your supervisor as to any reasons why this is the case. I have determined that it is in the best interest of the organization to recommend your dismissal from your employment as a paraprofessional for reasons of job abandonment.

The Board of Education will review the recommendation that you be dismissed on Monday, April 24 at 7:00 p.m. at the District Office in Executive Session. You are free to attend this meeting to respond to my recommendation; you may be accompanied by an attorney or other representative if you so choose.

I have attached a draft resolution and I will present to the Board this letter. If you would like to review this information with me, you may call 630-893-9590 to set up an appointment to do so. Otherwise, you will remain on administrative leave without pay through Monday, April 24.

If you have questions about this letter, please contact me.

Sincerely,

Jon Bartelt, Ed.D.
Superintendent

Enclosure: Draft resolution for dismissal
cc: Personnel File