

**RESOLUTION AUTHORIZING THE
HONORABLE DISMISSAL OF TEACHERS**

WHEREAS, the Board of Education (the “Board”) of Geneva Community Unit School District 304, Kane County, Illinois (the “School District”) has received reports and recommendations from members of the Administration concerning the number of teachers needed to be employed for the next school term;

WHEREAS, the Board of Education has determined to decrease the number of teachers employed by the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board that the following teacher

<u>Name</u>	<u>Position</u>
Susannah Hamilton	World Language-Spanish

shall be honorably dismissed as part of a reduction in force effective at the close of the 2025-2026 school term. The notice of such action shall be substantially in the form of the attached Exhibit 1. The Superintendent or designee shall prepare the actual letter to the affected teachers for signature by the Board’s President and Secretary including identification of the teacher’s grouping for reduction in force purposes and whether the teacher has recall rights.

2. As soon as practicable and no later than April 15, 2026, the Superintendent or designee shall deliver by personal service and electronic mail the Notice of Honorable Dismissal and a copy will also be sent by regular mail. If personal service or electronic mail cannot be made, the Notice shall also be sent by certified mail, return receipt requested.

3. This Resolution shall be in full force and effect upon its adoption.

ADOPTED this ____ day of _____, 2026, by a roll call vote as follows:

YES: _____

NO: _____

ABSENT: _____

President, Board of Education

Attest:

Secretary, Board of Education

EXHIBIT 1

NOTICE OF HONORABLE DISMISSAL

April 13, 2026

Via U.S. Mail and Email and Personal Delivery

Susannah Hamilton
0N705 Dauberman Road
Elburn, IL 60119
shamilton@geneva304.org

Dear Ms. Hamilton:

We regret to inform you that the Board of Education has determined to decrease the number of teachers employed by the School District as a part of a reduction in force. Therefore, you are hereby honorably dismissed from .40 full-time equivalent (“FTE”) of your position at the close of the 2025-2026 school term and shall be employed for the 2026-2027 school year in a position of .60 FTE. Given your placement in Grouping 2, you have limited recall rights as provided by the Illinois School Code.

Very truly yours,

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

By: _____
Board President

Attest:

Secretary

cc: Personnel File