



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

TO: Dr. Andy Barrett

FROM: Dr. Adam Law

RE: Dismissal of Part-time and Certified Staff

DATE: April 8, 2024

I am recommending the dismissal of part-time and select certificated teachers for reasons including but not limited to enrollment uncertainties, mid-year hires, teachers covering full-year leaves of absence, and Title I funding. As things become clearer later this spring, we may bring back the honorably dismissed individuals as needed.

Taking such action at this time in the school year protects the school district from employing individuals whose services may not be required next school year. Taking this action also provides our administrators with greater flexibility in creating a staffing plan that is responsive to changes in student enrollment and/or student course selection patterns.

Later in the school year, when staffing requirements for the 2024/2025 school year are more fully known, we will be in a better position to potentially re-employ some of these staff members at an appropriate level of service or employ new staff members who can better meet our staffing needs.

I recommend that Board of Education adopt the attached resolution.

Should you have any questions, please contact me.

STATE OF ILLINOIS)
) ss
COUNTY OF KANE)

SECRETARY'S CERTIFICATE

I, Andrew J. Barrett, 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 DISMISSAL
(TEACHERS)**

which Resolution was duly adopted by said Board of Education at a meeting held on the 8th day of April 2024.

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 8th day of April 2024.

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

**RESOLUTION AUTHORIZING NOTICE OF DISMISSAL
(TEACHERS)**

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

Section 1: That this Board of Education hereby determines that the teacher(s) enumerated on EXHIBIT 1, attached hereto and made a part hereof, shall not be re-employed as a teacher(s) 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: May 28, 2024.

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 teachers 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 8th day of April 2024, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

April 8, 2024

CERTIFICATED PERSONNEL

First Name	Last Name	Building	Position Assignment Desc
AMY	ALLEN	GHS	GUIDANCE COUNSELOR
LAUREN	BLACKFORD	HES	ART
JENNIFER	ELSEBAIE	FES/GMSS	ART
ALEXANDRIA	GOHLA	GHS	SOCIAL WORKER
KELLY	HESELBAUM	GHS	SOCIAL WORKER/PREV COORD
JENNIFER	HIGGINS	GHS	BUSINESS EDUCATION
GERALD	HUND	GHS	INDUSTRIAL TECHNOLOGY
KATHLEEN	KENNEDY	GMSN	LANGUAGE ARTS
KAREN	KOSOG	GHS/GMSN	WORLD LANGUAGE-GERMAN
EVA	LORD	GMSS/GMSN	ART
JADE	MAGIERA	HSS	PSYCHOLOGIST
SANDRA	MARTIN	WAS	GRADE 2
NICOLE	MCCLLOUD	WAS	GRADE 2
JAMES	MINARD	GHS	MUSIC-INSTRUMENTAL
MARK	MORRISON	HSS	GRADE 1
ELIZABETH	STEVENSON	GMSN	MATH
RENE	SWIDENBANK	GHS	WORLD LANGUAGE-GERMAN
TRICIA	WARREN	GHS	GUIDANCE COUNSELOR

EXHIBIT 1

Geneva Community Unit School
District Number 304
227 N. Fourth Street
Geneva, Illinois 60134
(630) 463-3000



BOARD OF EDUCATION
Larry Cabeen, President
Jacqueline Forbes, Vice President
Molly Ansari
Dan Choi
Stephanie Bellino
Paul Radlinski
Willard C. Hooks, Jr.

April 8, 2024

BY CERTIFIED MAIL
RETURN RECEIPT REQUESTED AND PERSONAL DELIVERY

Name	Name
Home Address	School
City, State Zip	

Dear Name:

At the April 8, 2024, meeting of the Geneva Community Unit School District 304 Board of Education, formal action was taken to extend to you a dismissal notice, effective at the conclusion of the 2023-2024 academic year. Your contract of employment will, therefore, end at the close of the current school term. Per the requirements of the Illinois School Code, we are required to notify you of this action via certified mail. That is the purpose of this communication.

On behalf of the Board and administration, we wish to thank you for the service that you have provided to the students of our school district. Should you require additional information or clarification, please contact Dr. Adam Law, Assistant Superintendent-Human Resources.

Very truly yours,

Larry Cabeen
President, District 304 Board of Education

Andrew J. Barrett
Secretary, District 304 Board of Education

EXHIBIT 2