



**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 18, 2013

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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 22nd day of April, 2013.

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 22nd day of April, 2013.

\_\_\_\_\_  
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 22nd day of April, 2013, by the following roll call vote:

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

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

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

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

ATTEST:

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

APRIL 22, 2013  
 EDUCATIONAL SUPPORT SERVICE PERSONNEL  
 NOT TO BE RE-EMPLOYED  
 EFFECTIVE AT THE CLOSE OF THE 2012-2013 SCHOOL TERM

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Building</b>
Macritchie	Jennifer	Kindergarten Assistant	HES
Monahan	Colleen	Kindergarten Assistant	FES
Neswold	Sharon	Kindergarten Assistant	MCS
Powers	Jennifer	Kindergarten Assistant	MCS
Pray	Dina	Kindergarten Assistant	HSS
Siciliano	Teresamarie	Kindergarten Assistant	WAS
Spencer	Cynthia	Kindergarten Assistant	HSS
Vandenakker	Nancy	Kindergarten Assistant	WES
Sauerbier	Lori	Classroom Assistant	WES
Simmons	Brianne	Classroom Assistant	FES
Wagner	Lindsey	Classroom Assistant	WES
Walker-Adkins	Jacqueline	Classroom Assistant	MCS
Anderson	Lindsay	Special Education Assistant	GMSN
Cornelson	Irene	Special Education Assistant	GMSS
Osswald	Sean	Special Education Assistant	GMSN
Potnick	Ellen	Special Education Assistant	GMSS
Diemand	Cindy	Special Education Assistant	FS
Fiden	Marybeth	Special Education Assistant	FES
Fulfer	Diane	Special Education Assistant	HES
Herrera	Lisa	Special Education Assistant	HSS
Kasarda	Carole	Special Education Assistant	MCS
Laub	Alison	Special Education Assistant	FS
Little	Regis	Special Education Assistant	FS
Migliazzo	Sarah	Special Education Assistant	HES
Morgan	Janice	Special Education Assistant	HES
Mourek	Kathleen	Special Education Assistant	WAS
Neumann	Judith	Special Education Assistant	WES
Palarz	Ashley	Special Education Assistant	FES
Towler	Kelly	Special Education Assistant	WES
Campana	Gary	In-School Suspension Supervisor	GHS
Landrum	Julie	Hallway Supervisor	GHS
Carlson	Daniel	Bus Maintenance	Garage

**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  
Matthew Henry  
Michael McCormick  
Timothy Moran  
Mary Stith  
William Wilson

April 23, 2013

**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**