

Agenda Item 11

### **Human Resources Office**

*Brad Swanson, Assistant Superintendent for Human Resources*

*Alice Raflones, Director of Human Resources*

*Debbie Timpe, Human Resources Specialist; Certified*

*Jeanne Davito, Human Resources Specialist; Non-certified*

*Alice Kus, Human Resources Assistant*

**To:** Board of Education  
**From:** Brad Swanson  
**Date:** February 26, 2018  
**Re:** **Procedures for Release of Non-Tenured and Part-Time Certified Staff**

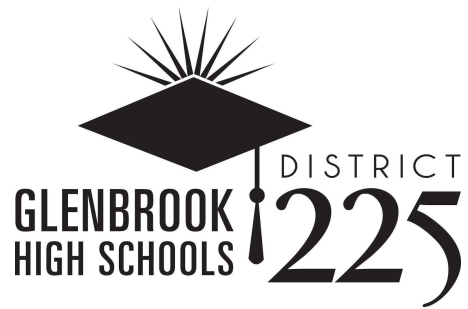
At the Board of Education meeting of March 19, 2018, we will ask the Board to adopt resolutions releasing some of our non-tenured and part-time Certified Staff Members. Non-tenured Certified Staff Members must be released at least forty-five (45) days (April 22, 2018) before the last day of student attendance (June 6, 2018). If we fail to release such Certified Staff Members within this timeframe, the Certified Staff Members are automatically re-employed for the following school year.

According to Illinois School Code, Certified Staff Members who have been hired as full-time employees after January 1, 1998, must complete four full-time, consecutive years of employment before they can be granted tenure.

It is likely that some of the Certified Staff Members who will be released on March 19, 2018, will be re-employed after the staffing process is completed. The additional information involves such issues as the return of Certified Staff Members from leave and accurate student registration.

Following the Board meeting of March 19, 2018, the Certified Staff Members who are to be released will meet with their principals and be given a copy of the letter of release. In addition, the letter will be mailed to the Certified Staff Member's home via certified mail.

A summary of the categories of Certified Staff Members will be shared with the Board for action at the March 19, 2018 meeting. Enclosed you will find sample resolutions and letters for the Board to review.



**LETTER TO BE SENT TO FULL-TIME TEACHERS  
WHO ARE BEING REDUCED TO PART-TIME  
EXHIBIT 1**

NOTICE OF DISMISSAL

March 20, 2018

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear XXXXXXXXX:

We regret to advise you that the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, pursuant to Section 24-12 of the School Code of Illinois, has determined that you are to be honorably dismissed from full-time teaching employment effective as of the end of the 2017-2018 school term and reassigned to a part-time teaching position beginning with the 2018-2019 school term. The specific reason for your dismissal from full-time teaching is that it is uncertain whether there will be sufficient student enrollment for the 2018-2019 school term to necessitate your full-time employment.

Accordingly, your employment in and services to Northfield Township High School District No. 225 as a full-time teacher shall terminate at the end of the last teacher workday of the 2017-2018 school term, which is presently scheduled to be June 7, 2018. Your part-time teaching assignment will commence at the beginning of the 2017-2018 school term.

Very truly yours,

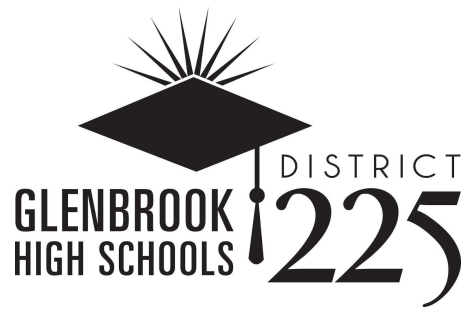
Board of Education  
Northfield Township High School District  
No. 225, Cook County, Illinois

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

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

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
AND HAND DELIVERED



**RESOLUTION FOR DISMISSAL AND REASSIGNMENT OF TEACHERS**

WHEREAS, the teachers listed below were employed for the 2017-2018 school term as full-time teachers;  
and

WHEREAS, the Board of Education has determined that these teachers shall be honorably dismissed from full-time employment as of the end of the 2017-2018 school term and reassigned to part-time teaching positions beginning with the 2018-2019 school term, pursuant to Section 24-12 of The School Code of Illinois (105 ILCS 5/24-12). The reason for the dismissal is that it is uncertain whether there will be sufficient student enrollment for the 2017-2018 school term to necessitate full-time employment of the dismissed teachers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, as follows:

Section 1: That the following teachers are hereby dismissed from full-time teaching employment effective as of the end of the 2017-2018 school term and reassigned to part-time teaching positions in Northfield Township High School District No. 225 for the 2018-2019 school term:

- See attached list -

Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to give these teachers the attached written Notice of Dismissal, including the specific reason for the dismissal, by certified mail, return receipt requested, at least forty-five (45) calendar days before the end of the 2017-2018 school term.

***Section 3: That the Superintendent, or designee, shall also personally deliver a copy of this notice to each teacher listed.***

Section 4: That this Resolution shall be in full force and effect forthwith upon its adoption.

Member \_\_\_\_\_ moved adoption of this Resolution and Member \_\_\_\_\_ seconded it. Upon roll call vote, the members voted as follows:

AYES:

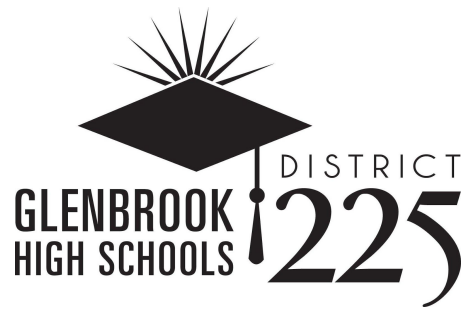
NAYS:

ABSENT:

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2015.

President, Board of Education  
ATTEST:

Secretary, Board of Education



**LETTER TO BE SENT TO TEACHERS WHO ARE HONORABLY DISMISSED  
EXHIBIT 1**

NOTICE OF DISMISSAL

March 20, 2018

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear XXXXXXXXXXX:

We regret to advise you that the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, pursuant to Section 24-12 of the School Code of Illinois, has determined that you are to be honorably dismissed effective as of the end of the 2017-2018 school term and not re-employed for the 2018-2019 school term.

Accordingly, your employment in and services to the District shall terminate at the end of the last teacher workday of the 2017-2018 school term.

Very truly yours,

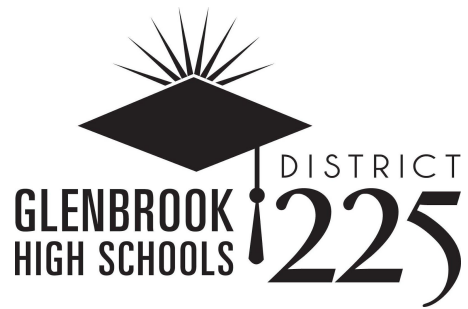
Board of Education  
Northfield Township High School District  
No. 225, Cook County, Illinois

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

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

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
AND HAND DELIVERED



**RESOLUTION FOR HONORABLE DISMISSAL OF TEACHERS**

WHEREAS, the teachers listed below were employed for the 2017-2018 school term as certified teachers; and

WHEREAS, the Board of Education has determined that these teachers shall be honorably dismissed as of the end of the 2017-2018 school term and not re-employed for the 2018-2019 school term, pursuant to Section 24-12 of The School Code of Illinois (105 ILCS 5/24-12). The reason for the dismissal is a decision by the Board of Education to decrease the number of teachers employed by the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, as follows:

Section 1: That the following teachers are hereby dismissed effective as of the end of the 2017-2018 school term and not re-employed as teachers in Northfield Township High School District No. 225 for the 2018-2019 school term:

- See attached list -

Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to give these teachers the attached written Notice of Dismissal, including the specific reason for the dismissal, by certified mail, return receipt requested, at least forty-five (45) calendar days before the end of the 2017-2018 school term.

***Section 3: That the Superintendent, or designee, shall also personally deliver a copy of this notice to each teacher listed.***

Section 4: That this Resolution shall be in full force and effect forthwith upon its adoption.

Member \_\_\_\_\_ moved adoption of this Resolution and Member \_\_\_\_\_ seconded it. Upon roll call vote, the members voted as follows:

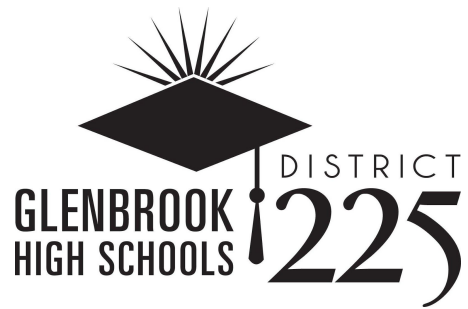
AYES:  
NAYS:  
ABSENT:

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

President, Board of Education

ATTEST:

Secretary, Board of Education



**LETTER TO BE SENT TO TEACHERS WHO  
ARE BEING REDUCED IN THEIR ASSIGNMENT  
EXHIBIT 1**

NOTICE OF DISMISSAL

March 20, 2018

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear XXXXXXXXX:

We regret to advise you that the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, pursuant to Section 24-12 of the School Code of Illinois, has determined that you are to be reduced from your current teaching employment effective as of the end of the 2017-2018 school term and reassigned to a lesser amount of teaching position beginning with the 2018-2019 school term. The specific reason for your reduction of teaching assignment is that it is uncertain whether there will be sufficient student enrollment for the 2018-2019 school term to necessitate a greater amount of employment.

Accordingly, your employment in and services to Northfield Township High School District No. 225 will be reduced at the end of the last teacher workday of the 2017-2018 school term, which is presently scheduled to be June 7, 2018. Your lesser teaching assignment will commence at the beginning of the 2017-2018 school term.

Very truly yours,

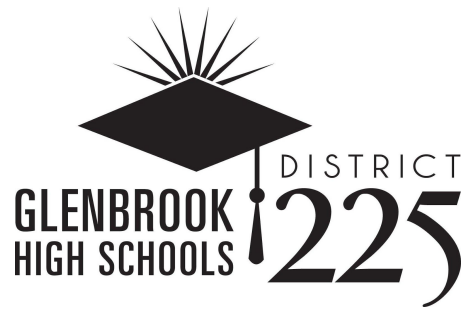
Board of Education  
Northfield Township High School District  
No. 225, Cook County, Illinois

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

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

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
AND HAND DELIVERED



**RESOLUTION FOR REDUCTION OF ASSIGNMENT OF TEACHERS**

WHEREAS, the teachers listed below were employed for the 2017-2018 school term as part-time teachers;  
and

WHEREAS, the Board of Education has determined that these teachers shall be reduced in their employment as of the end of the 2017-2018 school term and assigned lesser amount of teaching assignments beginning with the 2018-2019 school term, pursuant to Section 24-12 of The School Code of Illinois (105 ILCS 5/24-12). The reason for the dismissal is that it is uncertain whether there will be sufficient student enrollment for the 2018-2019 school term to necessitate the current employment amount.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, as follows:

Section 1: That the following teachers are hereby reduced in their teaching employment effective as of the end of the 2017-2018 school term and reassigned to lesser teaching amounts in Northfield Township High School District No. 225 for the 2018-2019 school term:

- See attached list -

Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to give these teachers the attached written Notice of Dismissal, including the specific reason for the reduction, by certified mail, return receipt requested, at least forty-five (45) calendar days before the end of the 2017-2018 school term.

***Section 3: That the Superintendent, or designee, shall also personally deliver a copy of this notice to each teacher listed.***

Section 4: That this Resolution shall be in full force and effect forthwith upon its adoption.

Member \_\_\_\_\_ moved adoption of this Resolution and Member \_\_\_\_\_ seconded it. Upon roll call vote, the members voted as follows:

AYES:

NAYS:

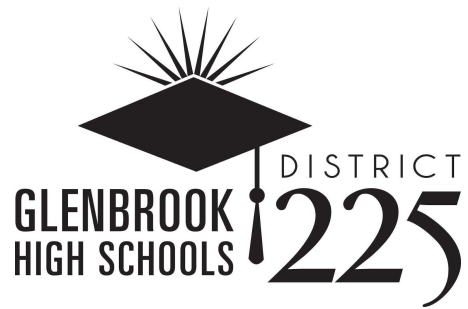
ABSENT:

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

President, Board of Education

ATTEST:

Secretary, Board of Education



**LETTER TO BE SENT TO TEACHERS WHO ARE RELEASED  
EXHIBIT 1**

NOTICE OF DISMISSAL

March 20, 2018

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear XXXXXXXXXXX:

We regret to advise you that the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, pursuant to Section 24-12 of the School Code of Illinois, has determined that you are to be released effective as of the end of the 2017-2018 school term and not re-employed for the 2018-2019 school term.

Accordingly, your employment in and services to the District shall terminate at the end of the last teacher workday of the 2017-2018 school term.

Very truly yours,

Board of Education  
Northfield Township High School District  
No. 225, Cook County, Illinois

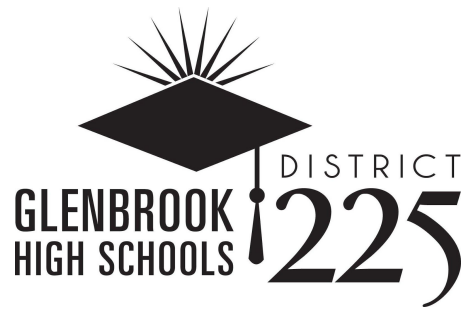
By: \_\_\_\_\_  
President, Board of Education

ATTEST:

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

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
AND HAND DELIVERED





**RESOLUTION FOR RELEASE OF TEACHERS**

WHEREAS, the teachers listed below were employed for the 2017-2018 school term as certified teachers; and

WHEREAS, the Board of Education has determined that these teachers shall be released as of the end of the 2017-2018 school term and not re-employed for the 2018-2019 school term, pursuant to Section 24-12 of The School Code of Illinois (105 ILCS 5/24-12).

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, as follows:

Section 1: That the following teachers are hereby dismissed effective as of the end of the 2017-2018 school term and not re-employed as teachers in Northfield Township High School District No. 225 for the 2018-2019 school term:

- See attached list -

Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to give these teachers the attached written Notice of Dismissal, including the specific reason for the dismissal, by certified mail, return receipt requested, at least forty-five (45) calendar days before the end of the 2017-2018 school term.

***Section 3: That the Superintendent, or designee, shall also personally deliver a copy of this notice to each teacher listed.***

Section 4: That this Resolution shall be in full force and effect forthwith upon its adoption.

Member \_\_\_\_\_ moved adoption of this Resolution and Member \_\_\_\_\_ seconded it. Upon roll call vote, the members voted as follows:

AYES:

NAYS:

ABSENT:

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

President, Board of Education

ATTEST:

Secretary, Board of Education