

**To:** Board of Education  
**From:** Brad Swanson  
**Date:** April 29, 2019  
**Re:** Release of Educational Support Personnel

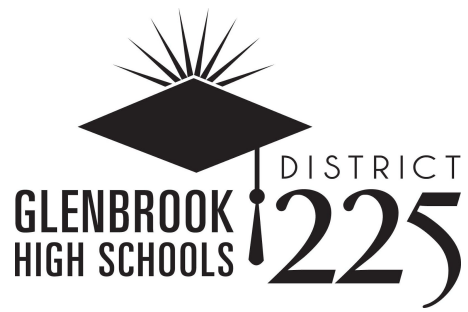
I recommend the Board of Education release the Educational Support Staff members listed below. These individuals do not have secured staffing at this time. This list was prepared in consultation with the building principals and has received their approval.

<b>Name</b>	<b>Building</b>	<b>Position</b>
Holzkopf, Nicholas	GBN	Sp Ed IA
Kizhakkekettu, Liza	GBN	Sp Ed IA
Petkova, Donka	GBN	Sp Ed IA
Presser, Debra	GBN	Sp Ed IA
Temple, Maureen	GBN	Sp Ed IA

If we fail to release Educational Support Staff at least thirty (30) calendar days (May 7, 2019) before the last day of student attendance (June 7, 2019), the Educational Support Staff are automatically re-employed for the following school year.

It is likely that some of the Educational Support Staff will be re-employed after the staffing process is completed. Additional information such as the return of Educational Support Staff from leave, announcements of retirements, acquisition of grants, and accurate student registration will influence staffing decisions for next school year.

Following the Board meeting of April 29, 2019, the Educational Support Staff who are to be released will meet with their principals and be given a copy of the letter of release (sample attached). In addition, the letter will be mailed to the Educational Support Staff's home via certified mail.



April 29, 2019

«First\_Name» «Last\_Name»  
«Address»  
«City», «State» «Zip»

Dear «First\_Name»:

We regret that we must advise you that the Board of Education of the Northfield Township High School District No. 225, Cook County, Illinois, pursuant to The School Code of Illinois, (105 ILCS 5110-23.5), has determined that you are to be released at the end of the 2018-2019 school term and not reemployed for the 2019-2020 school term.

Accordingly, your employment in, and services to, the School District shall terminate at the end of your contract for the 2018-2019 school term.

Sincerely,

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

By: \_\_\_\_\_

President

By: \_\_\_\_\_

Secretary

**CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
AND HAND DELIVERED**