

Consent Agenda Item 06.13

**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*

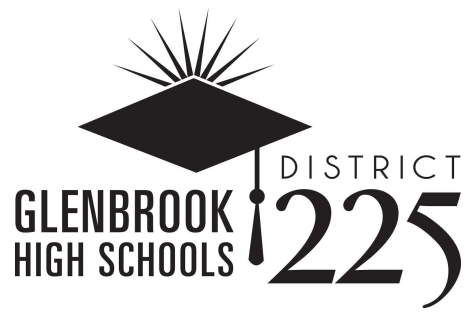
*Victoria Palmer, Benefits Assistant*

*Alice Kus, Human Resources Department Assistant*

To: Board of Education  
From: Brad Swanson  
Date: March 19, 2018  
Subject: Non-tenured Certified Staff Members to be Rehired or Honorably Dismissed

**2018-19 Non-Tenured Certified Staffing Recommendations:**

- Approve the rehiring of **full-time** non-tenured certified staff members listed as such on the attached spreadsheet. Note that certified staff members being rehired after a fourth consecutive year of full-time employment will be granted tenure.
- Approve the retaining of **part-time** non-tenured certified staff members listed as such on the attached spreadsheet. These staff members will have the same or greater part-time FTE amounts.
- Adopt the **RESOLUTION FOR DISMISSAL AND REASSIGNMENT OF TEACHERS** to assign a **lesser amount** of teaching assignment to current **full-time** non-tenured certified staff members listed as such on the attached spreadsheet.
- Adopt the **RESOLUTION FOR RELEASE OF TEACHERS** to release the non-tenured certified staff members listed as such on the attached spreadsheet. These staff members are to be assigned **no FTE**.



Each staff list was prepared in consultation with the building principals and has received their approval.

Some of the certified staff members being dismissed or reduced at this time may be reemployed after more enrollment information is gathered and reviewed in the coming weeks.

Following the Board Meeting on March 19, 2018, certified staff members being released or reduced will meet with their building principals to receive the letter of release. In addition, the letter will be mailed home via certified mail.

**Non-tenured certified staff members to be rehired as FULL-TIME**

**Grant Tenure in the 2018-19 School Year**

The following staff members are currently in Group 3 (Proficient Rating) or Group 4 (Excellent Rating).

Last Name	First Name	Department	First Year at 1.0 FTE	Years toward tenure at the end of 17-18	2018-19 FTE	Last Name	First Name	Department	First Year at 1.0 FTE	Years toward tenure at the end of 17-18	2018-19 FTE
Benca	Julie	Broadcasting	2014-15	4	1.0	Cooper	Justin	Math	2014-15	4	1.0
Bentley	Jennifer	Student Services	2014-15	4	1.0	Haugen	Samantha	WL	2014-15	4	1.0
Berkson	David	Social Studies	2014-15	4	1.0	Reimer	Kelly	Science	2014-15	4	1.0
Blix	John	CLS	2014-15	4	1.0	Rubin	Todd	Broadcasting	2014-15	4	1.0
Bowen	Esther	Math	2014-15	4	1.0	Ziemke	Kirk	PE/HE/DE	2014-15	4	1.0
Chiado	Annie	English	2014-15	4	1.0						
Cowhey	Robert	Science	2014-15	4	1.0						
Fastert	Meaghan	PE/DE/HE	2014-15	4	1.0						
Fraher	Carrie	Math	2014-15	4	1.0						
Garbe	David	English	2014-15	4	1.0						
Kim	Annie	English	2014-15	4	1.0						
Klimkowski	Brad	CLS	2014-15	4	1.0						
Lara	Raymond	Social Studies	2014-15	4	1.0						
LeDuc	Michael	Science	2014-15	4	1.0						
Leipert	Daniel	CLS	2014-15	4	1.0						
McGuinness	Elisabeth	Social Studies	2014-15	4	1.0						
McGuire	Jaclin	English	2014-15	4	1.0						
Mikos	Gabrielle	WL	2014-15	4	1.0						
Moskaites	Bridhid	English	2014-15	4	1.0						
O'Malley	John	Math	2014-15	4	1.0						
Oziminski	Kelley	PE/HE/DE	2014-15	4	1.0						
Parenti	Dayna	English	2014-15	4	1.0						
Pritzker	Jessica	Science	2014-15	4	1.0						
Puppala	Aparna	Science	2014-15	4	1.0						
Regan	Melissa	CLS	2014-15	4	1.0						
Serikaku	Jill	Science	2014-15	4	1.0						
Stanton	Joshua	PE/HE/DE	2014-15	4	1.0						
Stump	Lauren	Student Services	2014-15	4	1.0						
Suarez	Barbara	WL	2014-15	4	1.0						
Toniolo	Andrew	Music	2014-15	4	1.0						
Wysocki	Robert	English	2014-15	4	1.0						

**Full-time Rehire for 4th Year of Non-tenured Status in the 2018-19 School Year**

The following staff members are currently in Group 3 (Proficient Rating) or Group 4 (Excellent Rating).

Last Name	First Name	Department	First Year at 1.0 FTE	Years toward tenure at the end of 17-18	2018-19 FTE	Last Name	First Name	Department	First Year at 1.0 FTE	Years toward tenure at the end of 17-18	2018-19 FTE
Anderson	Chris	CLS	2015-16	3	1.0	Bruno	Joseph	CTE	2015-16	3	1.0
Esser	Alan	Student Services	2015-16	3	1.0	Grimaldi	John	Social Studies	2015-16	3	1.0
Gruber	Lauren	IMC	2015-16	3	1.0	Kinsella	Kathleen	English	2015-16	3	1.0
Haenisch	Julie	Student Services	2015-16	3	1.0	Kotwica	Kerri	Student Services	2015-16	3	1.0
Kucharski	Thomas	English	2015-16	3	1.0	Matsunaga	Bridget	PE/HE/DE	2015-16	3	1.0
Lesch	Anne	Student Services	2015-16	3	1.0	Rogers	Rebecca	PPS	2015-16	3	1.0
Macfadden	Michael	CLS	2015-16	3	1.0	Schoenberger	Kristen	IMC	2015-16	3	1.0
O'Dwyer	Catherine	Math	2015-16	3	1.0	Vasilopoulos	Maria	Mathematics	2015-16	3	1.0
Osterbur	Lucas	Science	2015-16	3	1.0						
O'Toole	Kelly	Social Studies	2015-16	3	1.0						
Pavic	Lisa	Science	2015-16	3	1.0						
Smith	Austin	English	2015-16	3	1.0						
Zagorski	Christina	PE/HE/DE	2015-16	3	1.0						

**Full-time Rehire for 3rd Year of Non-tenured Status in the 2018-19 School Year**

The following staff members are currently in Group 3 (Proficient Rating) or Group 4 (Excellent Rating).

Last Name	First Name	Department	First Year at 1.0 FTE	Years toward tenure at the end of 17-18	2018-19 FTE	Last Name	First Name	Department	First Year at 1.0 FTE	Years toward tenure at the end of 17-18	2018-19 FTE
Blanchard	Jaqueline	Asst Dean	2016-17	2	1.0	Fastert	Matthew	PE/HE/DE	2016-17	2	1.0
Chambers	Heather	Soc St	2016-17	2	1.0	Figiel	Jennifer	World Lang	2016-17	2	1.0
Dorn	Kelly	PE/DE/HE	2016-17	2	1.0	Rathunde	Leslie	WL	2016-17	2	1.0
Elgass	Laura Jane	Science	2016-17	2	1.0	Valsamis	Anthony	Science	2016-17	2	1.0
Ethington	Brittany	PE/DE/HE	2016-17	2	1.0						
Kaminski	Natalie	World Lang	2016-17	2	1.0						
Kelliher	Victoria	PE/DE/HE	2016-17	2	1.0						
Logan	Jeannie	Social Studies	2016-17	2	1.0						
McBride	Erin	Science	2016-17	2	1.0						
McKenzie	Alexandra	English	2016-17	2	1.0						
Minogue	Thea	PE/DE/HE	2016-17	2	1.0						
Morley	Nicholas	Social Studies	2016-17	2	1.0						
Papinski	Katherine	PPS	2016-17	2	1.0						
Pasqualin	Jordan	Science	2016-17	2	1.0						
Santoro	Julie	WL	2016-17	2	1.0						
Steinberg	Michelle	Mathematics	2016-17	2	1.0						
Hanna	Emma	World Lang	2016-17	2	1.0						

**Full-time Rehire for 2nd Year of Non-tenured Status in the 2018-19 School Year**

The following staff members are currently in Group 3 (Proficient Rating) or Group 4 (Excellent Rating).

Last Name	First Name	Department	First Year at 1.0 FTE	Years toward tenure at the end of 17-18	2018-19 FTE	Last Name	First Name	Department	First Year at 1.0 FTE	Years toward tenure at the end of 17-18	2018-19 FTE
Ball-Ryan	Andrea	Student Services	2017-18	1	1.0	Jund	Stephanie	Social Studies	2017-18	1	1.0
Boran	Brian	Fine Arts	2017-18	1	1.0	Laker	Kerry	Mathematics	2017-18	1	1.0
Carrol	Lauren	Student Services	2017-18	1	1.0	Mills	Monica	Student Services	2017-18	1	1.0
Croak	Laura	CTE	2017-18	1	1.0	Musolf	Bryan	Science	2017-18	1	1.0
Davis	Sarah	Science	2017-18	1	1.0	Romito	Anthony	CTE	2017-18	1	1.0
Dubnicka	Laura	Science	2017-18	1	1.0						
Farekas	Sari	Mathematics	2017-18	1	1.0						
Fesl	Ann	Mathematics	2017-18	1	1.0						
Ralston	Phillip	English	2017-18	1	1.0						
Shellard	Robert	Fine Arts	2017-18	1	1.0						
Thomas	Madeline	Science	2017-18	1	1.0						
Walker	Zachary	PE/DE/HE	2017-18	1	1.0						
Zummo	Justin	CTE	2017-18	1	1.0						

**Retainment: Part-time FTE increase to Full-time FTE for 1st Year of Non-tenured Status in the 2018-19 School Year**

The following staff are currently in Group 1 (Non-tenured and Part-time regardless of rating).

Last Name	First Name	Department	2017-18 FTE	Years toward tenure at the end of 17-18	2018-19 FTE	Last Name	First Name	Department	2017-18 FTE	Years toward tenure at the end of 17-18	2018-19 FTE
Ceiplik	Thomas	PE/DE/HE	0.4	0	1.0	Kudert	Grant	Science	0.75	0	1.0
Sachs	Karly	Mathematics	0.9	0	1.0	Nichols	Kelsey	Fine Arts	0.8	0	1.0
Schaefer	Joel	English	0.8	0	1.0	Rose	Christina	CTE	0.4	0	1.0

**Non-tenured certified staff members to be rehired as PART-TIME**

**Retention: Part-time FTE to the same or greater Part-time FTE in the 2018-19 School Year**

The following staff are currently in Group 1 (Non-tenured and Part-time regardless of rating).

Last Name	First Name	Department	2017-18 FTE	Years toward tenure at the end of 17-18	2018-19 FTE	Last Name	First Name	Department	2017-18 FTE	Years toward tenure at the end of 17-18	2018-19 FTE
Toth	Renate	WL	0.8	0	0.8	Jou-Kim	Christina	English	0.2	0	0.2
						Borisova	Svetlana	WL	0.6	0	0.8
						Carranza	Lauren	WL	0.8	0	0.8
						Houmpavlis	Konstantena	Mathematics	0.6	0	0.8
						Vogg	Amanda	WL	0.8	1	0.8

**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 2018-2019 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 \_\_\_\_\_, 2018.

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

ATTEST:

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

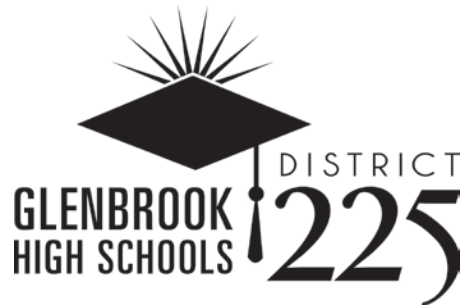
**Non-tenured certified staff member who is subject to the RESOLUTION FOR DISMISSAL AND REASSIGNMENT OF TEACHERS**

**Reduction: Full-time FTE to Part-time FTE in the 2018-19 School Year**

The following staff member is currently in Group 3 (Proficient Rating).

Last Name	First Name	Department	2017-18 FTE	Years toward tenure at the end of 17-18	2018-19 FTE	Last Name	First Name	Department	2017-18 FTE	Years toward tenure at the end of 17-18	2018-19 FTE
Chou	Wanyin	WL (GBS)	0.2	1	0.2	Chou	Wanyin	WL (GBN)	0.8	1	0.6





**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 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 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 District 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 2018-2019 school term.

Very truly yours,

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

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

ATTEST:

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

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

ATTEST:

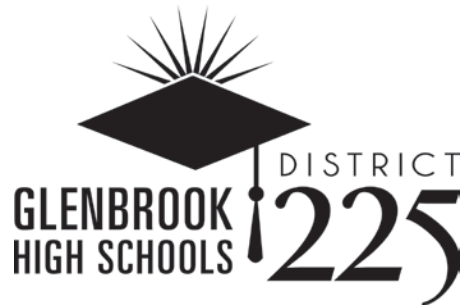
By: \_\_\_\_\_  
Secretary, Board of Education

**Non-tenured certified staff members who are subject to the RESOLUTION FOR RELEASE OF TEACHERS**

**Release: Part-time FTE to no FTE in the 2018-19 School Year**

The following staff members are currently in Group 1 (Non-tenured and Part-time regardless of rating).

Last Name	First Name	Department	2017-18 FTE	Years toward tenure at the end of 17-18	2018-19 FTE	Last Name	First Name	Department	2017-18 FTE	Years toward tenure at the end of 17-18	2018-19 FTE
Berkenfield	Jessica	Student Services	0.2	0	0.0	Fester	Katherine	English	0.4	0	0.0
Biscotakis	Georgia	World Lang	0.2	0	0.0	Karzen	Kimberly	CTE	0.4	0	0.0
Hanson	Larissa	Mathematics	0.4	0	0.0	Odiotti	Virna	English	0.4	0	0.0
Sosa	Kia	Social Studies	0.7	0	0.0						
Wolf	Yvonne	WL	0.2	0	0.0						



**LETTER TO BE SENT TO TEACHERS WHO ARE RELEASED  
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 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 District 225 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.

Very truly yours,

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

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

ATTEST:

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

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
AND HAND DELIVERED