

Agenda Item #6.10

**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*

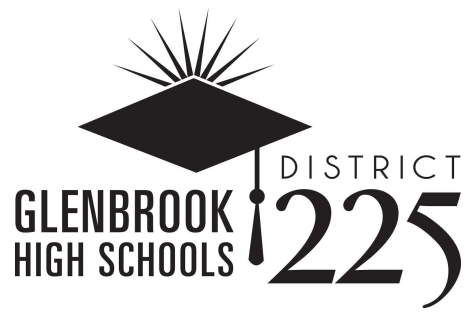
**To:** Board of Education  
**From:** Brad Swanson  
**Date:** April 24, 2017  
**Re:** Release of Educational Support Personnel

I recommend the Board of Education to release the Educational Support Staff members listed on the attached spreadsheet. 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.

If we fail to release Educational Support Staff at least thirty (30) calendar days (May 5, 2017) before the last day of student attendance (June 7, 2017), 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 24, 2017, 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.



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*Alice Kus, Human Resources Assistant*

April 25, 2017

«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 2016-2017 school term and not reemployed for the 2017-2018 school term.

Accordingly, your employment in, and services to, the School District shall terminate at the end of your contract for the 2016-2017 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**

Non-Certified Staff Recommended for Release for the 2017-18 School Year

<b>Last Name</b>	<b>First Name</b>	<b>Building</b>	<b>Position</b>	<b>FTE</b>
Blitt	Jessica	GBN	Sp Ed IA	0.67
Duff	Elizabeth	GBN	Sp Ed IA	0.67
Fine	Laura	GBN	Sp Ed IA	0.67
Hake	Tom	GBN	Sp Ed IA	0.67
Layfield	Chris	GBN	Sp Ed IA	0.43
Rieger	Jackie	GBN	Sp Ed IA	0.67
Lucchetti	Matthew	GBS	Sp Ed IA	0.36
Lialios	Emilie	GBS	Sp Ed IA	0.36