

## Office of Human Resources

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**To:** Board of Education

**From:** Executive Director of Human Resources, Angelica Romano

**Date:** February 27, 2023

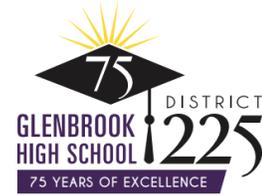
**Re:** **Procedures for Release of Non-Tenured and Part-Time Certified Staff**

At the Board of Education meetings of March 13, 2023 and March 20, 2023, 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) calendar days before the last day of student attendance. 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.

It is likely that some of the Certified Staff Members who might be released or reduced on March 13, 2023 and March 20, 2023, will be re-employed after the staffing process is completed. Their re-employment would be without a break in service, loss of seniority or earned salary and benefits. Additional information used in the staffing process involves such issues as the return of Certified Staff Members from leave and accurate student registration.

Following the Board meetings of March 13, 2023 and March 20, 2023, 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 13, 2023 and March 20, 2023 meetings. Enclosed you will find sample resolutions and letters for the Board to review.



**RESOLUTION FOR REDUCTION-IN-FORCE AND REASSIGNMENT OF  
FULL-TIME TEACHERS TO PART-TIME TEACHERS**

**EXHIBIT 1.a.**

WHEREAS, the teachers listed below were employed for the 2022-2023 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 2022-2023 school term and reassigned to part-time teaching positions beginning with the 2023-2024 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 2023-2024 school term to necessitate full-time employment of the dismissed teachers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Glenbrook 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 2022-2023 school term and reassigned to part-time teaching positions in Glenbrook High School District No. 225 for the 2023-2024 school term:

- See attached list -

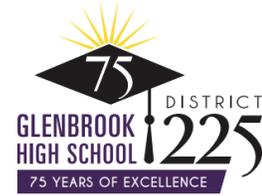
Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to give these teachers the attached written Notice of Dismissal and Reassignment, including the specific reason for the dismissal, by certified mail, return receipt requested, at least forty-five (45) calendar days before the end of the 2022-2023 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 \_\_\_\_\_, 2023.

President, Board of Education  
ATTEST: Secretary, Board of Education



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

**NOTICE OF DISMISSAL AND REASSIGNMENT**

March 14, 2023

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear XXXXXXXXX:

We regret to advise you that the Board of Education of Glenbrook 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 2022-2023 school term and reassigned to a part-time teaching position beginning with the 2023-2024 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 2023-2024 school term to necessitate your full-time employment.

Accordingly, your employment in and services to Glenbrook High School District No. 225 as a full-time teacher shall terminate at the end of the last teacher workday of the 2022-2023 school term, which is presently scheduled to be June 2, 2023. Your part-time teaching assignment will commence at the beginning of the 2023-2024 school term.

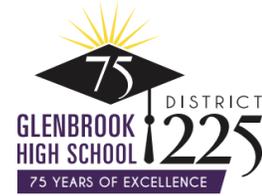
Sincerely,

Board of Education  
Glenbrook High School District 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  
PART-TIME TEACHERS**

**EXHIBIT 2.a.**

WHEREAS, the teachers listed below were employed for the 2022-2023 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 2022-2023 school term and assigned a reduced amount of teaching assignments beginning with the 2023-2024 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 2023-2024 school term to necessitate your current employment amount.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Glenbrook 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 2022-2023 school term and reassigned to reduced teaching amounts in Glenbrook High School District No. 225 for the 2023-2024 school term:

- See attached list -

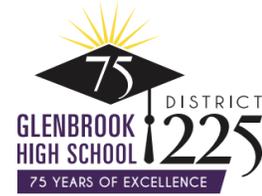
Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to give these teachers the attached written Notice of Reduction, including the specific reason for the reduction, by certified mail, return receipt requested, at least forty-five (45) calendar days before the end of the 2022-2023 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 \_\_\_\_\_, 2023.

President, Board of Education  
ATTEST:  
Secretary, Board of Education



**LETTER TO BE SENT TO PART-TIME TEACHERS WHO  
ARE BEING REDUCED IN THEIR ASSIGNMENT  
EXHIBIT 2.b.**

**NOTICE OF REDUCTION**

March 14, 2023

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear XXXXXXXXX:

We regret to advise you that the Board of Education of Glenbrook 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 2022-2023 school term and reassigned to a reduced amount of teaching position beginning with the 2023-2024 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 2023-2024 school term to necessitate your current employment amount.

Accordingly, your employment in and services to Glenbrook High School District No. 225 will be reduced at the end of the last teacher workday of the 2022-2023 school term, which is presently scheduled to be June 2, 2023. Your reduced teaching assignment will commence at the beginning of the 2023-2024 school term.

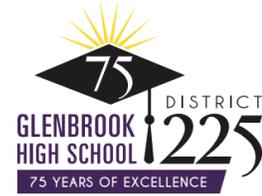
Sincerely,

Board of Education  
Glenbrook High School District 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  
FULL-TIME OR PART-TIME TEACHERS**

**EXHIBIT 3.a.**

WHEREAS, the teachers listed below were employed for the 2022-2023 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 2022-2023 school term and not re-employed for the 2023-2024 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 Glenbrook High School District No. 225, Cook County, Illinois, as follows:

Section 1: That the following teachers are hereby honorably dismissed effective as of the end of the 2022-2023 school term and not re-employed as teachers in Glenbrook High School District No. 225 for the 2023-2024 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 2022-2023 school term.

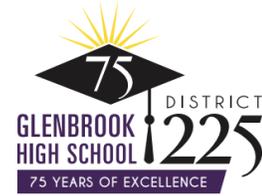
Section 3: That the Superintendent, or designee, shall also personally deliver a copy of this notice to each teacher listed.

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 \_\_\_\_\_, 2023.

President, Board of Education

ATTEST:  
Secretary, Board of Education



**LETTER TO BE SENT TO TEACHERS WHO ARE HONORABLY DISMISSED  
EXHIBIT 3.b.**

**NOTICE OF DISMISSAL**

March 14, 2023

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear XXXXXXXXX:

We regret to advise you that the Board of Education of Glenbrook 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 2022-2023 school term and not re-employed for the 2023-2024 school term. The reason for the dismissal is a decision by the Board of Education to decrease the number of teachers employed by the Board.

Accordingly, your employment in and services to the District shall terminate at the end of the last teacher workday of the 2022-2023 school term, which is presently scheduled to be June 2, 2023.

Sincerely,

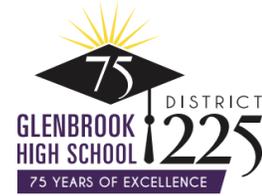
Board of Education  
Glenbrook High School District 225  
Cook County, Illinois

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

ATTEST:

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

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
AND HAND DELIVERED



**RESOLUTION FOR NON-RENEWAL OF FULL-TIME OR PART-TIME  
TEACHERS  
EXHIBIT 4.a.**

WHEREAS, the teachers listed below were employed for the 2022-2023 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 2022-2023 school term and not re-employed for the 2023-2024 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 Glenbrook High School District No. 225, Cook County, Illinois, as follows:

Section 1: That the following teachers are hereby released effective as of the end of the 2022-2023 school term and not re-employed as teachers in Glenbrook High School District No. 225 for the 2023-2024 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 Release by certified mail, return receipt requested, at least forty-five (45) calendar days before the end of the 2022-2023 school term.

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

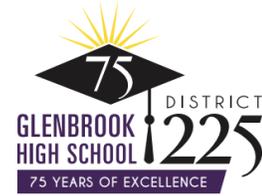
Section 4: That this Resolution shall be in full force and effect forthwith upon its adoption.

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 \_\_\_\_\_, 2023.

President, Board of Education

ATTEST:  
Secretary, Board of Education



**LETTER TO BE SENT TO TEACHERS WHO ARE RELEASED  
EXHIBIT 4.b.**

NOTICE OF RELEASE

March 14, 2023

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear XXXXXXXXX:

We regret to advise you that the Board of Education of Glenbrook 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 2022-2023 school term and not re-employed for the 2023-2024 school term.

Accordingly, your employment in and services to the District shall terminate at the end of the last teacher workday of the 2022-2023 school term, which is presently scheduled to be June 2, 2023.

Sincerely,

Board of Education  
Glenbrook High School District 225  
Cook County, Illinois

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

ATTEST:

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

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
AND HAND DELIVERED