

Human Resources Office

*Brad Swanson, Assistant Superintendent for Human Resources
Debbie Timpe, Human Resources Specialist; Certified
Jeanne Davito, Human Resources Specialist; Non-certified
Alice Kus, Human Resources Assistant*

Agenda Item 14

To: Board of Education
From: Brad Swanson
Date: March 8, 2016
Re: **Procedures for Release of Non-Tenured and Part-Time Certified Staff Members**

At the Board of Education meeting of March 21, 2016, 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 27, 2016) before the last day of student attendance (June 9, 2016). If we fail to release such Certified Staff Members within this time frame, 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 21, 2016, 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 21, 2016, 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 21, 2016, meeting. Enclosed you will find sample resolutions and letters for the Board to review.

**RIF Committee Agreements
January 28, 2016**

Members:

- Ben Hussmann - GEA
- Pearl Lee - GEA
- Sharon Sheehan - GEA
- Ryan Bretag - Administration
- Cameron Muir - Administration
- Brad Swanson - Administration

Sequence of Honorable Dismissal List Tiebreakers for Certified Staff:

1. Years taught in D225 Service Area(s)
2. Academic Attainment (Vertical Column of Salary Schedule)
3. Years of service in D225
4. Years taught in Service Area in total
5. Years of service in total
6. Lottery

Reminders/Clarifiers points:

- All tie-breakers will be initially defined for the first 10 people in each Service Area. Additional tie-breakers will be determined as needed.
- Seniority will be defined according to the Contract.
- A teacher can acquire years of Seniority in more than one area in a given one year (For example, a teaching assignment of 0.4 FTE in Social Studies and 0.6 FTE in English would accrue Seniority in each Service Area.)
- Seniority is equal in all Service Areas in which the teacher has been hired to teach.

State Mandated RIF Committee Discussion Points (Section 24-12(c)):

- Item 1:
 - Year One: If a teacher received a Needs Improvement rating, the teacher would be placed in Group 2.
 - Year Two: A Professional Development Plan would be in place. If the teacher received a rating of Proficient or Excellent, the teacher would be placed in Group 3.
 - Year Three: A summative rating would be established. If the teacher received a rating of Proficient, the teacher would be placed in Group 3. If the teacher received a rating of Needs Improvement, the teacher would be placed in Group 2.
- Items 2,3, & 4:
 - No changes

Deadlines:

- First RIF Committee is to meet each year by 12/1.
- RIF Committee is to reach agreement on their process by 2/1.
- The RIF List is due to the GEA by 3/28 (75 days prior to end of the school year).
- Staff who are subject to the RIF process need to be notified by 4/27 (45 days prior to the end of the school year).

RESOLUTION FOR RELEASE OF TEACHERS

WHEREAS, the teachers listed below were employed for the 2015-2016 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 2015-2016 school term and not re-employed for the 2016-2017 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 2015-2016 school term and not re-employed as teachers in Northfield Township High School District No. 225 for the 2016-2017 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 2015-2016 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: _____

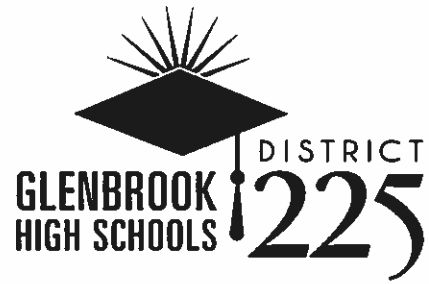
ABSENT: _____

ADOPTED this _____ day of _____, 2016.

President, Board of Education

ATTEST:

Secretary, Board of Education



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

NOTICE OF DISMISSAL

March 24, 2016

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear XXXXXXXX:

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 2015-2016 school term and not re-employed for the 2016-2017 school term.

Accordingly, your employment in and services to the District shall terminate at the end of the last teacher workday of the 2015-16 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

RESOLUTION FOR HONORABLE DISMISSAL OF TEACHERS

WHEREAS, the teachers listed below were employed for the 2015-2016 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 2015-2016 school term and not re-employed for the 2016-2017 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 2015-2016 school term and not re-employed as teachers in Northfield Township High School District No. 225 for the 2016-2017 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 2015-2016 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:

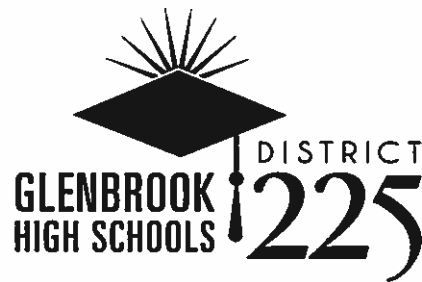
ABSENT:

ADOPTED this _____ day of _____, 2016.

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 24, 2016

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear XXXXXXXX:

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 2015-2016 school term and not re-employed for the 2016-2017 school term.

Accordingly, your employment in and services to the District shall terminate at the end of the last teacher workday of the 2015-16 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