

Consent Agenda Item 06.14

**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: Certified Staff Reduction in Force

**2018-19 Tenured Certified Staff Reduction in Force Recommendation:**

- Adopt the **RESOLUTION FOR HONORABLE DISMISSAL OF TEACHERS** to release the tenured certified staff member listed as such on the attached spreadsheet. This staff member will be assigned ***no FTE***.

This recommendation was prepared in consultation with the building principal and has received her approval.

As this certified staff member is subject to the Reduction in Force procedures, recall rights apply accordingly.

Following the Board Meeting on March 19, 2018, the staff member being honorably dismissed will meet with her building principal to receive the appropriate letter. In addition, the letter will be mailed home via certified mail.

**RESOLUTION FOR HONORABLE DISMISSAL 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 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). The reason for this dismissal is a decision by the Board of Education to reduce 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 honorably 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, 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:

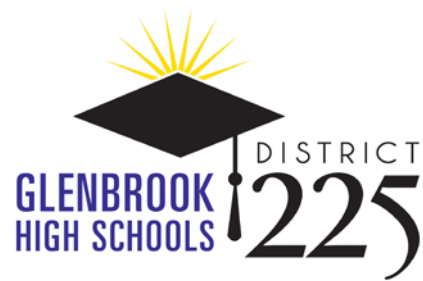
By: \_\_\_\_\_  
Secretary, Board of Education

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

**Honorable Dismissal: Full-time FTE to no FTE in the 2018-19 School Year**

The following staff member is currently in Group 2 (Need Improvement Rating).

Last Name	First Name	Department	2017-18 FTE	Tenure status	2018-19 FTE	Last Name	First Name	Department	2017-18 FTE	Tenure status	2018-19 FTE
Ingaunis	Natalie	Fine Arts	1.0	Tenured	0.0	NONE					



**LETTER TO BE SENT TO TEACHERS WHO ARE HONORABLY DISMISSED  
EXHIBIT 1**

NOTICE OF DISMISSAL

March 20, 2018

[Name]  
[Address]  
[Address]

Dear :

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 your position effective as of the end of the 2017-2018 school term and not re-employed for the 2018-2019 school term. The specific reason for your dismissal is a decision by the Board of Education to reduce the number of teachers employed by the Board.

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