

Glenbrook High Schools, District 225
Office of Human Resources
Memorandum

To: Dr. Mike Riggle
From: Steve Caliendo
Date: March 10, 2014
Re: Procedures for Release of Non-Tenured Teachers

At the Board of Education meeting of April 8, 2014, we will ask the Board to adopt resolutions releasing some of our nontenured teachers and part-time teachers. Nontenured teachers must be released at least 45 days before the last student day, June 6, 2014. If we fail to release such teachers within this time frame, the teachers are automatically reemployed for the following school year.

According to Illinois School Code, teachers who have been hired as full-time teachers after January 1, 1998, must complete four full-time, consecutive years of employment before they can be granted tenure.

As we have done for the past several years, we will be requesting permission from the Board to offer contracts to those non-tenured and part-time teachers who we are already certain we have positions for and whom we want to rehire. Consequently, we will not include these people in the release process.

It is likely that some of the teachers who will be released on April 8 will be re-employed after we have more information later this spring. The additional information involves such issues as the return of teachers from leave and the availability of firm departmental registrations.

Following the Board meeting of April 8, 2014, the teachers 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 teacher's home via certified mail.

A summary of the categories of teachers for the Board action to be taken will be shared with the Board for the April 8, 2014 Board action. Enclosed you will find sample resolutions and letters for the Board to review.

RESOLUTION FOR DISMISSAL AND NONRENEWAL OF PART-TIME PROBATIONARY TEACHERS

WHEREAS, the following teachers were employed for the 2013-14 school term as part-time probationary teachers:

- See attached list -

; and

WHEREAS, the Board of Education has determined that the teachers shall be dismissed as of the end of the 2013-14 school term and not reemployed for the 2014-15 school term, pursuant to Section 24-11 of The School Code of Illinois, (105 ILCS 5/24-11).

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 2013-14 school term and not reemployed as teachers in this school district for the 2014-15 school term:

- See attached list -

Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to give the teachers written Notice of Dismissal and Nonrenewal, in the form attached hereto as Exhibit 1 and incorporated herein by this reference, by certified mail, return receipt requested, at least forty-five (45) days before the end of the 2013-14 school term.

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

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

ADOPTED this 8th day of April, 2014, by the following vote:

AYES: _____

NAYS: _____

ABSTAIN: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

LETTER TO BE SENT TO PART-TIME PROBATIONARY TEACHERS WHO ARE BEING RELEASED

EXHIBIT 1

April 9, 2014

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear XXXXXXXXX:

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 Section 24-11 of The School Code of Illinois, has determined that you are to be released at the end of the 2013-14 school term and not reemployed for the 2014-15 school term. Accordingly, your employment in and services to the School District shall terminate at the end of the last school day of the 2013-14 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

RESOLUTION FOR DISMISSAL AND NONRENEWAL OF FIRST, SECOND AND THIRD YEAR FULL-TIME PROBATIONARY TEACHERS

WHEREAS, the following teachers were employed for the 2013-14 school term as first year, second year, or third year probationary teachers:

- See attached list -

; and

WHEREAS, the Board of Education has determined that the teachers shall be dismissed as of the end of the 2013-14 school term and not reemployed for the 2014-15 school term, pursuant to Section 24-11 of The School Code of Illinois, (105 ILCS 5/24-11).

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 2013-14 school term and not reemployed as teachers in this school district for the 2014-15 school term:

- See attached list -

Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to give the teachers written Notice of Dismissal and Nonrenewal, in the form attached hereto as Exhibit 1 and incorporated herein by this reference, by certified mail, return receipt requested, at least forty-five (45) days before the end of the 2013-14 school term.

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

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

ADOPTED this 8th day of April, 2014 by the following vote:

AYES: _____

NAYS: _____

ABSTAIN: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

**LETTER TO BE SENT TO FIRST, SECOND AND THIRD YEAR FULL-TIME
PROBATIONARY TEACHERS WHO ARE BEING RELEASED**

EXHIBIT 1

April 9, 2014

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear XXXXXXXXXXX:

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 Section 24-11 of The School Code of Illinois, has determined that you are to be released at the end of the 2013-14 school term and not reemployed for the 2014-15 school term. Accordingly, your employment in and services to the School District shall terminate at the end of the last school day of the 2013-14 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**

RESOLUTION FOR DISMISSAL AND NONRENEWAL OF FOURTH YEAR FULL-TIME PROBATIONARY TEACHERS

WHEREAS, the following teachers were employed for the 2013-14 school term as fourth year probationary teachers:

- See attached list -

; and

WHEREAS, the Board of Education has determined that the teachers shall be dismissed as of the end of the 2013-14 school term and not reemployed for the 2014-15 school term, pursuant to Section 24-11 of The School Code of Illinois, (105 ILCS 5/24-11).

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 2013-14 school term and not reemployed as teachers in this school district for the 2014-15 school term:

- See attached list -

Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to give the teachers written Notice of Dismissal and Nonrenewal, in the form attached hereto as Exhibit 1 and incorporated herein by this reference, by certified mail, return receipt requested, at least forty-five (45) days before the end of the 2013-14 school term.

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

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

ADOPTED this 8th day of April, 2014 by the following vote:

AYES: _____

NAYS: _____

ABSTAIN: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

LETTER TO BE SENT TO FOURTH YEAR FULL-TIME PROBATIONARY TEACHERS WHO ARE BEING RELEASED

EXHIBIT 1

April 9, 2014

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear XXXXXXXXXX:

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 Section 24-11 of The School Code of Illinois, has determined that you are to be released at the end of the 2013-14 school term and not reemployed for the 2014-15 school term. The reason for your release is because of the following:

(Insert reason for teacher)

Accordingly, your employment in and services to the School District shall terminate at the end of the last school day of the 2013-14 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**

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Northfield Township High School District 225, Cook County, Illinois (“Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of the Resolution adopted by the Board at its meeting held on the 8th day of April 2014,

RESOLUTION DISMISSING FOURTH YEAR NONTENURED TEACHER

a true, correct and complete copy of which said Resolution as adopted at said meeting appears in the minutes of said meeting.

I do further certify that the roll call vote taken adopting said Resolution was conducted openly, that said meeting was called and held at a specified time and place convenient to the public, that said meeting was called and held in strict compliance with the provisions of the *Open Meeting Act* of the State of Illinois, as amended, and that the Board of Education has complied with all of the provisions of said *Act* and with all the procedural rules of the Board.

IN WITNESS THEREOF, I hereunto affix my official signature this 8th day of April 2014.

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