

**Glenbrook High Schools  
District 225  
Office of Human Resources**

To: Dr. Mike Riggle  
Fr: Steve Caliendo  
Re: Procedures for Release of Educational Support Staff  
Date: March 18, 2013

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Each year the Administration asks the Board of Education to adopt a resolution to release some of our non certified support staff. These employees must be notified of their release at least 30 days before the end of the school year. If this procedure does not occur according to the time line, the employees are automatically reemployed for the following school year.

At the April 8, 2013 Board of Education meeting, I will recommend to the Board the release of a number of non certified staff. It is likely that some of these employees will be reemployed later this spring as student needs are more clearly defined. Examples of information that may have an impact on the re-hire process are such things as: return of support staff that may be on leave, announcement of retirements, the final determination of FTE, and acquisition of grant monies.

Following the Board meeting on April 8, the support staff members that are to be released will receive a notice indicating the action by the Board of Education.

This memo acts as a general description of the process for release of non –certified staff. I have enclosed a draft of the letter in which the Board will act on April 8.

April 9, 2013  
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 2012-2013 school term and not reemployed for the 2013-2014 school term. Accordingly, your employment in and services to the School District shall terminate at the end of the last school day of the 2012-2013 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

SSReleases/IndReleaseLtr