

Glenbrook High Schools

Human Resources

To: Dr. Michael Riggle

From: Steven A. Caliendo

Date: March 11, 2013

Re: Procedures for Release of Non-Tenured Teachers

At the Board of Education meeting of March 18, 2013, we will ask the Board to adopt the attached resolutions releasing some of our non-tenured teachers and part-time teachers. Non-tenured teachers must be released at least 45 days before the end of the school year, June 7, 2013. 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. At this time, we have fourteen teachers in their first year of full-time non-tenure teaching; fifteen teachers in their second year of full-time non-tenure teaching; ten teachers in their third year of full-time non-tenure teaching; and sixteen teachers in their fourth year of full-time non-tenure teaching.

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 March 18th 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, the availability of firm departmental registrations, and the completion of our assessments of several of the teachers.

Following the Board meeting of March 18, 2013, 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 and the Board action to be taken is indicated on the next page.

PART-TIME TEACHERS

There are twenty-three teachers in this category. Historically we have been advised by our attorneys that the Board need not release part-time teachers. However, it is appropriate to release these teachers in order to allow student registrations to be completed thus determining the level of part time staff required. The resolution to be adopted by the Board and the letter to be sent to these teachers are identical to those for first through third year teachers. The Board is not required to give part-time teachers reasons for their release. On March 18th we will be requesting the Board give permission for contracts to be issued to those teachers we are sure we wish to rehire.

FIRST YEAR FULL-TIME TEACHERS

There are fourteen teachers in this category. We will be requesting the Board give permission for contracts to be issued to most of these teachers. The remaining teachers must be released or they will be automatically re-employed for the 2013-14 school year. The Board is not required to give first year teachers reasons for their release.

SECOND YEAR FULL-TIME TEACHERS

There are fifteen teachers in this category. We will be requesting the Board give permission for contracts to be issued to most of these teachers. The remaining teachers must be released or they will be automatically re-employed for the 2013-14 school year. The Board is not required to give second year teachers reasons for their release.

THIRD YEAR FULL-TIME TEACHERS

There are ten teachers in this category. We will be requesting the Board give permission for contracts to be issued to most of these teachers. The remaining teachers must be released or they will be automatically re-employed for the 2013-14 school year. The Board is not required to give third year teachers reasons for their release.

FOURTH YEAR FULL-TIME TEACHERS

There are sixteen teachers in this category, all of whom are eligible for tenure. We will forward tenure recommendations to the Board at its March 18th meeting.

BOARD MEETING MARCH 11, 2013

The purpose of placing this item on the agenda for March 11th is to provide the Board with a review of the procedure and to advise the Board of the actions necessary at the Board meeting of March 18th. No action regarding release of teachers is being requested at the March 11th meeting.

RESOLUTION FOR DISMISSAL AND NONRENEWAL OF PART-TIME PROBATIONARY TEACHERS

WHEREAS, the following teachers were employed for the 2012-13 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 2012-13 school term and not reemployed for the 2013-14 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 2012-13 school term and not reemployed as teachers in this school district for the 2013-14 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 2012-13 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 18th day of March, 2013, 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

March 19, 2013

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 2012-13 school term and not reemployed for the 2013-14 school term. Accordingly, your employment in and services to the School District shall terminate at the end of the last school day of the 2012-13 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 2012-13 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 2012-13 school term and not reemployed for the 2013-14 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 2012-13 school term and not reemployed as teachers in this school district for the 2013-14 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 2012-13 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 18th day of March, 2013 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

March 19, 2013

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 2012-13 school term and not reemployed for the 2013-14 school term. Accordingly, your employment in and services to the School District shall terminate at the end of the last school day of the 2012-13 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 2012-13 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 2012-13 school term and not reemployed for the 2013-14 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 2012-13 school term and not reemployed as teachers in this school district for the 2013-14 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 2012-13 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 18th day of March, 2013, 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

March 19, 2013

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 2012-13 school term and not reemployed for the 2013-14 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 2012-13 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 18th day of March, 2013,

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 18th day of March, 2013.

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