**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

To: Board of Education

From: Brad Swanson

Date: March 9, 2015

Re: **Procedures for Release of Non-Tenured and Part-Time Certified Staff**

At the Board of Education meeting of March 23, 2015, 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 21, 2015) before the last day of student attendance (June 11, 2015). 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 23, 2015, will be re-employed after the staffing process is completed. The additional information gained during the staffing process includes such issues as the return of Certified Staff Members from leave and accurate student registrations.

Following the Board meeting of March 23, 2015, 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 23, 2015, meeting. Enclosed you will find sample resolutions and letters for the Board to review.

RESOLUTION FOR HONORABLE DISMISSAL OF TEACHERS

WHEREAS, the teachers listed below were employed for the 2014-2015 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 2014-2015 school term and not re-employed for the 2015-2016 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 2014-2015 school term and not re-employed as teachers in Northfield Township High School District No. 225 for the 2015-2016 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 2014-2015 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: _____

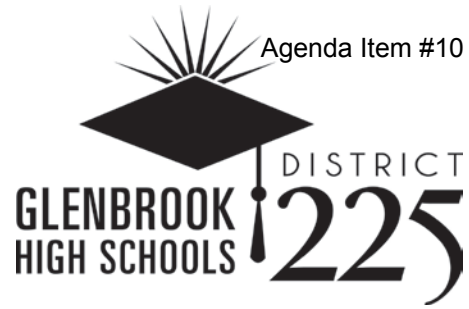
ABSENT: _____

ADOPTED this _____ day of _____, 2015.

President, Board of Education

ATTEST:

Secretary, Board of Education



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

NOTICE OF DISMISSAL

April 9, 2015

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear XXXXXXXXX:

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 2014-2015 school term and not re-employed for the 2015-2016 school term. The reason for your dismissal is a decision by the Board of Education to reduce the number of teachers employed by the Board due to enrollment projections. Accordingly, your employment in and services to the District shall terminate at the end of the last teacher workday of the 2014-15 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

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
AND HAND DELIVERED

RESOLUTION FOR DISMISSAL AND REASSIGNMENT OF TEACHERS

WHEREAS, the teachers listed below were employed for the 2014-2015 school term as full-time teachers;
and

WHEREAS, the Board of Education has determined that these teachers shall be honorably dismissed from full-time employment as of the end of the 2014-2015 school term and reassigned to part-time teaching positions beginning with the 2015-2016 school term, pursuant to Section 24-12 of The School Code of Illinois (105 ILCS 5/24-12). The reason for the dismissal is that it is uncertain whether there will be sufficient student enrollment for the 2015-2016 school term to necessitate full-time employment of the dismissed teachers.

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 from full-time teaching employment effective as of the end of the 2014-2015 school term and reassigned to part-time teaching positions in Northfield Township High School District No. 225 for the 2015-2016 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 2014-2015 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: _____

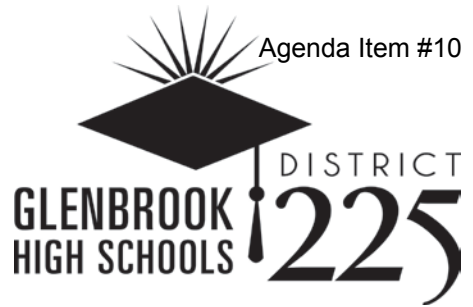
ABSENT: _____

ADOPTED this _____ day of _____, 2015.

President, Board of Education

ATTEST:

Secretary, Board of Education



LETTER TO BE SENT TO FULL-TIME TEACHERS WHO ARE BEING REDUCED TO PART-TIME

EXHIBIT 1

NOTICE OF DISMISSAL

April 9, 2015

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear XXXXXXXXXXX:

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 full-time teaching employment effective as of the end of the 2014-2015 school term and reassigned to a part-time teaching position beginning with the 2015-2016 school term. The specific reason for your dismissal from full-time teaching is that it is uncertain whether there will be sufficient student enrollment for the 2015-2016 school term to necessitate your full-time employment. Accordingly, your employment in and services to Northfield Township High School District No. 225 as a full-time teacher shall terminate at the end of the last teacher workday of the 2014-15 school term, which is presently scheduled to be June 12, 2015. Your part-time teaching assignment will commence at the beginning of the 2015-2016 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

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
AND HAND DELIVERED