

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

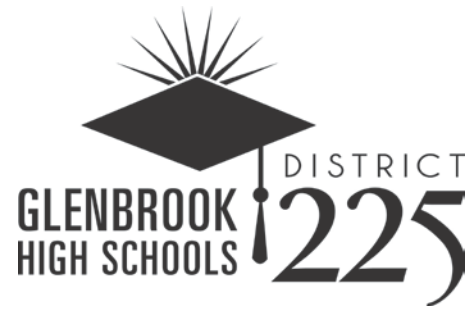
To: Board of Education
From: Brad Swanson
Date: April 27, 2015
Re: **Release of Educational Support Staff**

I recommend the Board of Education act to release the Educational Support Staff members listed on the attached spreadsheet. These individuals do not have secured staffing at this time. This list was prepared in consultation with the building principals and has received their approval.

If we fail to release Educational Support Staff at least thirty (30) school days (April 30, 2015) before the last day of student attendance (June 11, 2015), the Educational Support Staff are automatically re-employed for the following school year.

It is likely that some of the Educational Support Staff will be re-employed after the staffing process is completed. Soon to be known additional information such as the return of Educational Support Staff from leave, announcements of retirements, acquisition of grants, and accurate student registration will influence staffing decisions for next school year.

Following the Board meeting of April 27, 2015, the Educational Support Staff who are to be released will meet with their principals and be given a copy of the letter of release (sample attached). In addition, the letter will be mailed to the Educational Support Staff's home via certified mail.



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April 27, 2015

«First_Name» «Last_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 2014-2015 school term and not reemployed for the 2015-2016 school term.

Accordingly, your employment in, and services to, the School District shall terminate at the end of the last school day of the 2014-2015 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**

Release of Educational Support Staff - 4-27-15 BOE Meeting

Last Name	First Name	Building	Department	Position	Part or Full Time
Cummings	Robert	GBN	Dean	Instructional Assistant	Part-time
Drake	Richard	GBN	Sp Ed	Instructional Assistant	Full-time
Holmbeck	Jennifer	GBN	PE	Instructional Assistant	Part-time
Jou-Kim	Christina	GBN	English/ELL	Instructional Assistant	Part-time
Joe	Alex	GBN	Math	Instructional Assistant	Full-time
Korney (Matsunaga)	Bridget	GBN	PE	Instructional Assistant	Part-time
Knight	Michelle	GBN	Sp Ed	Instructional Assistant	Full-time
McCaffrey	Kevin	GBN	Dean	Instructional Assistant	Full-time
Nellans	Barb	GBN	Sp Ed	Instructional Assistant	Full-time
Powers	Kimmie	GBN	PE	Instructional Assistant	Full-time
Preuss	Kristin	GBN	Sp Ed	Instructional Assistant	Full-time
Roer	Colleen	GBN	Sp Ed	Instructional Assistant	Full-time
Schneider	Linda	GBN	Sp Ed	Instructional Assistant	Full-time
Stoczanyn	Kathryn	GBN	Sp Ed	Instructional Assistant	Part-time
Williams	Indra	GBN	Sp Ed	Instructional Assistant	Full-time
Morley	Nick	GBN	Dean	Paraprofessional	Part-time

Smith	Austin	GBS	English/TLC	Instructional Assistant	Part-time
Denofrio	Nicole	GBS	Music	Instructional Assistant	Part-time
O'Dwyer	Catherine	GBS	Math	Instructional Assistant	Part-time
Doody	Kenneth	GBS	Science	Instructional Assistant	Part-time
Biscotakis	Georgia	GBS	W.L.	Instructional Assistant	Part-time
Pavic	Lisa	GBS	Dean	Instructional Assistant	Part-time
Maier	Lisa	GBS	Dean	Instructional Assistant	Part-time
Condon	Emily	GBS	Sp Ed	Instructional Assistant	Full-time
Boczek	Robert	GBS	Dean	Paraprofessional	Part-time
Kirby	Allison	GBS	Dean	Paraprofessional	Part-time
Sarmiento	Edita	GBS	Dean	Paraprofessional	Part-time
Self	Austin	GBS	Dean	Paraprofessional	Part-time