

**RESOLUTION AUTHORIZING NON-REEMPLOYMENT OF  
FULL-TIME, FIRST, SECOND AND THIRD-YEAR, NON-TENURED TEACHERS**

**WHEREAS**, the full-time teachers hereinafter set forth are completing their first, second or third-year of probationary teaching service during the 2013-2014 school year; and

**WHEREAS**, the Board of Education of Urbana School District #116, County of Champaign, State of Illinois, has determined that the full-time, first, second and third-year, non-tenured teachers hereinafter set forth shall not be reemployed for the 2014-2015 school term, pursuant to Section 5/24-11 of *The Illinois School Code*.

**NOW, THEREFORE**, Be It Resolved by the Board of Education of Urbana School District #116, County of Champaign, State of Illinois, as follows:

**Section 1:** That the following full-time, third-year, non-tenured teacher shall not be reemployed for the 2014-2015 school term in conformance with the Exhibit attached hereto and made a part hereof:

**Matthew Shoemaker**

**Section 2:** That the following full-time, second-year, non-tenured teacher shall not be reemployed for the 2014-2015 school term in conformance with the Exhibit attached hereto and made a part hereof:

**Karie Brown-Tess**

**Section 3:** That the following full-time, first-year, non-tenured teacher shall not be reemployed for the 2014-2015 school term in conformance with the Exhibit attached hereto and made a part hereof:

**Margaret Pesavento Sullivan**

**Section 4:** That the President and Secretary of the Board of Education are hereby authorized and directed to send the teachers set forth above a written notice of non-reemployment by first class mail at least **forty-five (45) days** before the last day of the school term, which notice shall be substantially in the form of the Exhibits attached hereto.

**Section 5:** That the President and Secretary of the Board of Education are hereby authorized and directed to send the teachers set forth above a written notice of non-reemployment by certified mail, return receipt requested, at least **forty-five (45) days** before the last day of the school term, which notice shall be substantially as set forth in the Exhibits attached hereto.

**Section 6:** That the Superintendent or his designee shall personally deliver, with receipt, a written notice of non-reemployment to the teachers set forth above at least **forty-five (45) days** before the last day of the school term, which notice shall be substantially in the form of the Exhibits attached hereto.

**Section 7:** That this Resolution shall be in full force and effect upon its passage.

**ADOPTED** this 1<sup>st</sup> day of April, 2014, by the following vote:

AYES:  
NAYS:  
ABSENT:

\_\_\_\_\_, President  
Board of Education

ATTEST:

\_\_\_\_\_, Secretary  
Board of Education

**NOTICE OF NON-REEMPLOYMENT**

**VIA FIRST CLASS MAIL;**  
**CERTIFIED MAIL - RETURN RECEIPT REQUESTED;**  
**AND PERSONAL DELIVERY - WITH RECEIPT**

\_\_\_\_\_, 2014

TO: *[Insert Name]*  
*[Insert Address]*  
*[Insert City, State and Zip Code]*

We regret to advise you that the Board of Education of Urbana School District #116, County of Champaign, State of Illinois, pursuant to Section 5/24-11 of *The Illinois School Code*, has determined not to reemploy you for the 2014-2015 school term. Your services to the School District shall terminate on *[insert last day of school term]*, or the last teacher employment day during the 2013-2014 school term, whichever is later.

Very truly yours,

Board of Education  
Urbana School District #116  
County of Champaign  
State of Illinois

By: \_\_\_\_\_, President

ATTEST:

\_\_\_\_\_, Secretary

I received this Notice of Non-Reemployment by personal delivery on \_\_\_\_\_, 2014.

\_\_\_\_\_  
*[Insert Name]*

EXHIBIT \_\_\_\_