

**RESOLUTION AUTHORIZING HONORABLE DISMISSAL AND REASSIGNMENT
OF FULL-TIME EDUCATIONAL SUPPORT PERSONNEL**

WHEREAS, the Board of Education of Urbana School District No. 116, County of Champaign, State of Illinois, has decided to decrease the total number of full-time educational support personnel employed by the Board of Education;

WHEREAS, as between full-time educational support personnel, the employee with the shorter length of continuing service with the School District, within the respective category of position, must be removed or dismissed first unless an alternative method of determining the sequence of dismissal is established in a collective bargaining agreement or contract between the Board of Education and any exclusive bargaining agent;

WHEREAS, there is no collective bargaining agreement or contract between the Board of Education and any exclusive bargaining agent which establishes an alternative method of determining the sequence of the removal or dismissal of full-time educational support personnel; and

WHEREAS, the Board of Education has decided that the full-time educational support personnel hereinafter set forth shall be honorably dismissed from a full-time position at the end of the 2017-2018 school term and reassigned to a 6 hours per day position for the 2018-2019 school term as a result of the decision by the Board of Education to decrease the total number of full-time educational support personnel employed by the Board of Education, pursuant to Section 5/10-23.5 of *The Illinois School Code*.

NOW, THEREFORE, Be It Resolved by the Board of Education of Urbana School District No. 116, County of Champaign, State of Illinois, as follows:

Section 1: That the following full-time educational support personnel are hereby honorably dismissed from a full-time position at the end of the 2017-2018 school term and reassigned to a 6 hours per day position for the 2018-2019 school term, in conformance with the Exhibits attached hereto and made a part hereof, because of the decision by the Board of Education to decrease the total number of full-time educational support personnel employed by the Board of Education:

**Lynette Correa-Velez
Christina Fritz**

Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to send the educational support personnel hereinabove set forth a written notice of honorable dismissal and reassignment by first class mail at least **forty-five (45) days** before the employees' last day of employment as full-time educational support personnel, which notice shall be substantially as set forth in the Exhibits attached hereto.

Section 3: That the President and Secretary of the Board of Education are hereby authorized and directed to send the educational support personnel hereinabove set forth a written notice of honorable dismissal and reassignment by certified mail, return receipt requested, at least **forty-five (45) days** before the employees' last day of employment as full-time educational support personnel, which notice shall be substantially as set forth in the Exhibits attached hereto.

Section 4: That the Superintendent or her designee shall also personally deliver, with receipt, a written notice of honorable dismissal and reassignment to the educational support personnel hereinabove set forth at least **forty-five (45) days** before the employees' last day of employment as full-time educational support personnel, which notice shall be substantially as set forth in the Exhibits attached hereto.

Section 5: That this Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 13th day of March, 2018, by the following vote:

AYES:

NAYS:

ABSENT:

President, Board of Education

ATTEST:

Secretary, Board of Education

NOTICE OF HONORABLE DISMISSAL AND REASSIGNMENT

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

March 13, 2018

TO: Lynette Correa-Velez
812 E. Kerr Ave., Apt. 108
Urbana, IL 61802

We regret to advise you that, pursuant to Section 5/10-23.5 of *The Illinois School Code*, the Board of Education of Urbana School District No. 116, County of Champaign, State of Illinois, has decided that you are to be honorably dismissed as a full-time educational support person at the conclusion of the 2017-2018 school term and reassigned as a 6 hours per day position for the 2018-2019 school term. The reason for your honorable dismissal and reassignment is a decision by the Board of Education to decrease the total number of full-time educational support personnel employed by the Board of Education. Your services to the School District as a full-time educational support person shall terminate on June 28, 2018.

If the Board of Education has any vacancies during the 2018-2019 school term, or within one year from the beginning of the 2018-2019 school term, you may be tendered an available position, provided that you are legally qualified to hold such position at that time.

Very truly yours,

Board of Education
Urbana School District No. 116
County of Champaign, State of Illinois

By: _____
President

ATTEST:

Secretary

I received this Notice of Honorable Dismissal and Reassignment by personal delivery on _____, 2018.

Lynette Correa-Velez

EXHIBIT 1

NOTICE OF HONORABLE DISMISSAL AND REASSIGNMENT

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

March 13, 2018

TO: Christina Fritz
707 E. Burkwood Drive
Urbana, IL 61801

We regret to advise you that, pursuant to Section 5/10-23.5 of *The Illinois School Code*, the Board of Education of Urbana School District No. 116, County of Champaign, State of Illinois, has decided that you are to be honorably dismissed as a full-time educational support person at the conclusion of the 2017-2018 school term and reassigned as a 6 hours per day position for the 2018-2019 school term. The reason for your honorable dismissal and reassignment is a decision by the Board of Education to decrease the total number of full-time educational support personnel employed by the Board of Education. Your services to the School District as a full-time educational support person shall terminate on May 25, 2018.

If the Board of Education has any vacancies during the 2018-2019 school term, or within one year from the beginning of the 2018-2019 school term, you may be tendered an available position, provided that you are legally qualified to hold such position at that time.

Very truly yours,

Board of Education
Urbana School District No. 116
County of Champaign, State of Illinois

By: _____
President

ATTEST:

Secretary

I received this Notice of Honorable Dismissal and Reassignment by personal delivery on _____, 2018.

Christina Fritz

EXHIBIT 2