

**RESOLUTION REGARDING REDUCTION IN FORCE  
OF CERTIFIED STAFF (TEACHERS)**

**WHEREAS**, the Board of Education of North Boone Community Unit School District 200 has considered the report of the administration and information concerning programs, staffing needs, and finances for the 2023-2024 and 2024-2025 school years; and

**WHEREAS**, the School District employed certified employees in the positions attached hereto as *Exhibit A*, for the 2023-2024 school term; and

**WHEREAS**, the Board of Education of North Boone Community Unit School District 200 has determined that it must discontinue the teaching services of the specific certified employees identified in each of the positions attached hereto as *Exhibit B* for financial reasons, due to economic necessity and related programming decisions; and

**WHEREAS**, these persons identified in *Exhibit B* as certified employees in the School District in a position or service which is being discontinued are hereby honorably dismissed as employees of the School District due to this reduction in force; and

**WHEREAS**, pursuant to Section 5/24-12 of the School Code of Illinois, each of the certified employees identified in *Exhibit B* is the certified employee required to be honorably dismissed by the School District based upon the position category and grouping into which each employee is placed, and the qualifications and evaluations of certified employees in the School District; and

**WHEREAS**, pursuant to Section 5/24-12 of the School Code of Illinois, it is necessary to give such employee written notice of this Reduction In Force at least sixty (60) days prior to the end of the 2023-2024 school term that such employee will not be re-employed in a full-time capacity for the 2024-2025 school term and whose employment will therefore end at the close of the 2023-2024 school term.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of North Boone Community Unit School District 200 as follows:

**Section 1:** The recitals above are hereby repeated and incorporated as if set forth herein.

**Section 2:** The following positions are hereby discontinued at the close of the 2023-2024 school year: one Kindergarten Teacher, one 1<sup>st</sup> Grade Teacher and one 3<sup>rd</sup> Grade Teacher

**Section 3:** The certified employees identified in *Exhibit B* hereto, shall be given written notice of honorable dismissal and reduction in force by regular U.S. Mail delivery, by certified mail, return receipt requested, and by personal delivery with receipt, at least sixty (60) days before the end of the 2023-2024 school term in accordance with Section 5/24-12 of the School Code of Illinois in a form substantially similar to *Exhibit C* attached hereto.

**Section 4:** This Resolution shall be in full force and effect upon its passage.  
Member \_\_\_\_\_ moved that the foregoing resolution be adopted and  
Member \_\_\_\_\_ seconded the motion. Upon a roll call vote being taken, the members voted as follows:

Ayes:

Nays:

Absent:

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

The President declared the motion carried and the Resolution duly adopted.

Board of Education  
North Boone Community Unit  
School District 200  
Boone and Winnebago Counties, Illinois

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

Attest:

\_\_\_\_\_  
Secretary

EXHIBIT A

Certified Positions, or Reduction in the Number of Such Positions, Being Discontinued/  
Reduced/Eliminated:

1. 3<sup>rd</sup> Grade Teacher at Manchester Elementary
2. Kindergarten Teacher at Manchester Elementary
3. 1<sup>st</sup> Grade Teacher at Capron Elementary

EXHIBIT B

Certified Employees Being Honorably Dismissed Due to Elimination/Reduction of Positions in the School District:

<i>Name of Certified Employee</i>	<i>Position(s) Being Reduced or Eliminated</i>
1. Alexis Bishop	3 <sup>rd</sup> Grade Teacher at Manchester Elementary
2. Laura Bloomquist	Kindergarten Teacher at Manchester Elementary
3. Jordyn Lott	1 <sup>st</sup> Grade Teacher at Capron Elementary

EXHIBIT C

[DISTRICT LETTERHEAD]

Date: \_\_\_\_\_

Name  
Address of Teacher

Dear \_\_\_\_\_:

You are hereby notified that you are honorably dismissed as a teacher in this School District, effective at the end of the current school term. The reason for your dismissal is the decision of the Board of Education to decrease the number of teachers employed in this District and to discontinue or reduce particular types of teaching services, due to the financial position of the District, due to economic necessity and related programming decisions.

Very truly yours,

Board of Education of  
North Boone Community Unit School District 200  
Boone and Winnebago Counties, Illinois

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

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

By:  
*Regular U.S. Mail Delivery*  
*Certified Mail - Return Receipt Requested*  
*Personal Delivery*

**AFFIDAVIT OF PERSONAL SERVICE**

I, \_\_\_\_\_, being duly sworn, depose and say:

1. That I am 18 years of age and reside at: \_\_\_\_\_.

2. On the \_\_\_\_ day of \_\_\_\_\_, 2024 at \_\_\_\_\_  
(specify time)

at \_\_\_\_\_, I personally delivered a copy of the letter of honorable dismissal  
(location)  
of \_\_\_\_\_ as a teacher from North Boone Community Unit School District 200.  
(name of the certified employee)

3. I personally served a copy of said letter by delivering the letter in person to:  
\_\_\_\_\_ at said time and place.

(Name/to whom papers given)

4. I knew the person so served to be:

\_\_\_\_\_  
(Name/to whom papers given)

\_\_\_\_\_  
Signature of Person  
Personally Delivering  
Letter

Signed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public

*[Notary Stamp]*

**Acknowledgment of Receipt**

I \_\_\_\_\_ hereby acknowledge that I was personally handed the above-referenced  
letter of honorable dismissal from North Boone Community Unit School District 200 on the  
\_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature

**PROOF OF SERVICE**  
Regular and Certified Mailings

I, \_\_\_\_\_, state that I provided a copy of the letter of honorable dismissal from North Boone Community Unit School District 200 to \_\_\_\_\_ by sending it to \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, at or before 5:00 p.m, by regular U.S. mail delivery and by certified mail delivery.

\_\_\_\_\_

SUBSCRIBED AND SWORN  
to before me this \_\_\_\_ day of \_\_\_\_\_, 2024.

*[Notary stamp]*

\_\_\_\_\_  
Notary Public