

**RESOLUTION AUTHORIZING  
HONORABLE DISMISSAL OF A TEACHER**

**WHEREAS**, the Board of Education of {District's Name}, DuPage County, State of Illinois has determined to decrease the total number of teachers in the School District;

**WHEREAS**, the teacher hereinafter set forth is employed with the School District on a full-time basis during the 2018-2019 school year;

**WHEREAS**, a Sequence of Dismissal (SOD) List was provided to the Elementary Teachers' Association of West Chicago on March 21, 2019;

**WHEREAS**, in accordance with Section 5/24-12 of The School Code, the Board of Education must dismiss teachers qualified to hold a position in the order of their groupings on the SOD List, with teachers in Group 1 dismissed first and teachers in Group 4 dismissed last;

**WHEREAS**, whenever the total number of honorable dismissal notices based upon economic necessity exceeds five (5) or one hundred fifty (150%) of the average number of teachers honorably dismissed in the preceding three (3) years, whichever is more, the Board is required to hold a public hearing on the question of dismissals;

**WHEREAS**, the Board has determined that a public hearing on the question of dismissals *is not* required; and

**WHEREAS**, the Board of Education has determined that the teacher hereinafter set forth shall be honorably dismissed at the end of the 2018-2019 school term as a result of the decision of the Board of Education to decrease the total number of teachers in the School District, pursuant to Section 5/24-12 of The School Code.

**NOW, THEREFORE**, Be It Resolved by the Board of Education of {District's Name}, DuPage County, State of Illinois, as follows:

**Section 1:** That the following teacher is hereby honorably dismissed at the end of the 2018-2019 school term in conformance with the Exhibit attached hereto and made a part hereof because of the decision of the Board of Education to decrease the total number of teachers in the School District:

**Name of Teacher**

**Section 2:** That the President and Secretary of the Board of Education are hereby authorized and directed to send the teacher written notice of honorable dismissal by first-class mail at least **forty-five (45) days** before the end of the school term, which notice shall be substantially as set forth in the Exhibit attached hereto.

**Section 3:** That the President and Secretary of the Board of Education are hereby authorized and directed to send the teacher a written notice of honorable dismissal by certified mail, return receipt requested, at least **forty-five (45) days** before the end of the school term, which notice shall be substantially as set forth in the Exhibit attached hereto.

**Section 4:** That the Superintendent or his/her designee shall personally deliver a copy of said notice to the teacher, at least **forty-five (45) days** before the end of the school term, which notice shall be substantially as set forth in the Exhibit attached hereto.

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

**ADOPTED** this 4th day of April, 2019, by the following vote:

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

**NOTICE AND STATEMENT OF HONORABLE DISMISSAL**

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

April 5, 2019

Name  
Address

We regret to advise you that the Board of Education of {District's Name}, DuPage County, State of Illinois, pursuant to Section 5/24-12 of *The School Code*, has determined that you are to be honorably dismissed as a teacher at the end of the 2018-2019 school term. The reason for your honorable dismissal is the decision of the Board of Education to decrease the total number of teachers in the School District. Your services to the School District shall terminate on June 12, 2019.

With regard to teachers in Groups 3 or 4 on the SOD List, in the event the Board of Education has any vacancies in the 2019-2020 school term or within one calendar year from the beginning of the 2019-2020 school term, teachers in Groups 3 or 4 on the SOD List will be tendered an available position in reverse order of dismissal, so far as the teachers are legally qualified to hold such available position.

With regard to teachers in Group 2 on the SOD List, in the event the Board of Education has any vacancies within the period from the beginning of the 2019-2020 school term through February 1, 2020, eligible teachers who are in Group 2 on the SOD List will be tendered an available position in reverse order of dismissal, so far as the teachers are legally qualified to hold such available position.

Very truly yours,

Board of Education  
District's Name  
DuPage County, Illinois

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

ATTEST:

\_\_\_\_\_  
Secretary

I received this Notice and Statement of Honorable Dismissal by personal delivery on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Teacher's Signature