

**RESOLUTION**  
**AUTHORIZING NON-RENEWAL OF ADMINISTRATIVE CONTRACTS**  
Board of Education  
Oswego Community Unit School District 308  
Kendall County, Illinois

WHEREAS, the administrators hereinafter set forth were employed in Oswego Community Unit School District 308, Kendall County, Illinois for the 2022-2023 school term;

WHEREAS, the Board of Education (“Board”) of Oswego Community Unit School District 308, Kendall County, Illinois, has determined that said administrators’ contracts shall not be renewed at the end of the 2022-2023 school term and said administrators shall not be re-employed for the 2023-2024 school term.

NOW, THEREFORE, BE IT RESOLVED by Oswego Community Unit School District 308, as follows:

SECTION 1: That the administrators listed in Exhibit “A” to this Resolution (attached hereto and made a part hereof by reference) shall not have their contracts renewed for the 2022-2023 school term and shall not be re-employed for the 2023-2024 school term.

SECTION 2: That the President and Secretary of this Board are hereby authorized and directed to send to said administrators referenced in Exhibit “A” written notice of non-renewal and non-reemployment by certified mail, return receipt requested, at least forty-five (45) days prior to the end of the 2022-2023 school term. Notice of non-renewal and non-reemployment shall be substantially in the same form as Exhibit “B” (attached hereto and made a part hereof by reference).

SECTION 3: That the Superintendent, or his designee, shall also deliver a copy of said notice of non-renewal and non-reemployment to such administrators referenced in Exhibit “A” substantially in the same form as Exhibit “B” by personal delivery at least forty-five (45) days before the end of the 2022-2023 school term.

SECTION 4: That this Resolution shall be in full force and effect upon its adoption.

A motion to approve this **RESOLUTION AUTHORIZING NON-RENEWAL OF ADMINISTRATIVE CONTRACTS AND NON-REEMPLOYMENT OF ADMINISTRATORS** was made by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_.

ADOPTED this 20th day of March, 2023, by a roll call vote, as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

ATTEST TO:

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

**EXHIBIT A**

**NON-RENEWAL OF ADMINISTRATIVE CONTRACTS AND  
NON-REEMPLOYMENT OF ADMINISTRATORS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>LOCATION</b>
Sparks, Aimee	Special Education Coordinator	District Administrative Center
Turner, Sarah	Special Education Coordinator	District Administrative Center

**EXHIBIT B**

NOTICE OF NON-RENEWAL OF THE ADMINISTRATIVE CONTRACT  
AND NON-REEMPLOYMENT  
(Administrators)

CERTIFIED MAIL, RETURN RECEIPT REQUESTED,  
FIRST CLASS U.S. MAIL, and PERSONAL DELIVERY

March 21, 2023

EMPLOYEE NAME  
EMPLOYEE ADDRESS  
EMPLOYEE CITY, STATE and ZIP CODE

Dear Mr. /Ms. EMPLOYEE LAST NAME:

The Board of Education of Oswego Community Unit School District 308, Kendall County, Illinois, regrets to advise you that your administrative contract shall not be renewed for the 2023-2024 school term. Accordingly, your employment with Oswego Community Unit School District 308 shall terminate on June 30, 2023.

The Board of Education thanks you for your service to Oswego Community Unit School District 308 and wishes you the best in your future endeavors.

Should you have any questions regarding your dismissal or your receipt of benefits based upon this action, please contact Executive Director of Human Resources, Mr. Kenneth Miller.

Very truly yours,

Board of Education  
Oswego Community Unit School District 308  
Kendall County, Illinois

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

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