

**MATTOON COMMUNITY UNIT SCHOOL
DISTRICT NO. 2**

**1701 Charleston Avenue
Mattoon, Illinois 61938-3970
(217)-238-8850**

*David R. Skocy, Ph.D.
Asst. Supt. for Human Resources
217-238-8882*

*Tim Condron
Superintendent
217-238-8881*

*Dr. Christy Hild
Asst. Supt. for Student Services
217-238-8880*

To: Mr. Jeff Pence

From: David R. Skocy, Ph.D.
Assistant Superintendent for Human Resources

Copy: Mr. Tim Condron, MCUSD#2 Superintendent
Mr. McLain Schaefer, MCUSD#2 LIFT Director
Personnel File

Date: October 3, 2022

Re: Suspension with Pay



On October 3, 2022, at approximately 11:15AM, I received a call from Mr. Schaefer, MCUSD#2 LIFT Director, regarding students in your first hour session reporting pornographic material being projected on the screen in your classroom.

As a result of this information, and in accordance Article 7.17, entitled *Just Cause Suspension*, of the Professional Agreement between the Mattoon Community Unit School District and the Mattoon Education Association, which states:

“No employee shall be suspended without pay without just cause. This paragraph shall not apply to suspension with pay pending an investigation of alleged misconduct. Suspensions with pay are not disciplinary.”

I am placing you on *Paid Administrative Absence*, per Board Policy 5.240, with pay while the administration investigates this alleged incident. You will receive correspondence from Mr. Schaefer that will request your presence to attend an information-gathering meeting regarding this incident.

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To: Mr. Jeff Pence
From: McLain Schaefer, LIFT Director
Copy: Dr. David Skocy, Assistant Superintendent HR
Personnel File
Date: October 3, 2022
Re: Informational Gathering Meeting

Please meet with me on Tuesday, October 4, 2022 in the director's office at LIFT to discuss allegations of inappropriate content displayed by you and viewed by students in the 5th floor, East meeting space, that was reported to administration Monday, October 3, 2022.

Since this meeting has the potential for employee discipline, you are advised that you may have a union representative at this meeting. The purpose of the meeting will be to gather information pertaining to the possible violation of the Mattoon Community Unit School District #2 Work Rules and Procedures for Teachers, Administrators, and Other Certified Employees, specifically work rules numbers:

29. Employees shall not at any time engage in acts dangerous to the property of the district, students, other employees, or the public or the health, safety, or welfare of students, other employees, parents, or public. This rule shall not be deemed violated by accidental acts which are not intended by the employee, but employees shall act with prudence and caution at all times. This rule does not prohibit the employee from using reasonable force to protect themselves, others, or property from harm.

Dr, Dave Skocy, Assistant Superintendent of Human Services, will also attend the meeting.

Again, the purpose of this meeting is to gather information and allow you to respond to these allegations.