

### ADMINISTRATIVE DISCIPLINE

~~Whenever it becomes necessary to discipline a member of the administrative team, the Board of Education directs the Superintendent to utilize related procedures that satisfy all legal requirements outlined in law.~~

~~Using appropriate due process procedures, the Superintendent shall conduct an investigation, as dictated by the situation, including providing the administrator with reasonable notice and the opportunity to respond. If it appears that disciplinary action beyond reprimand may be necessary, s/he should determine the disciplinary action to be taken and inform the Board President who shall decide whether or not to present the issue in open session, unless a closed session is requested by the staff member. The terms of the contract with the administrator shall also be used to determine the appropriate process and action to be taken as well as to determine whether the administrator has breached the contract in any way.~~

~~The Board requires that all disciplinary actions involving loss of pay and/or suspension be presented to the Board for review as soon as possible after the action has been taken.~~

***When the Superintendent becomes aware that an administrator may have engaged in conduct that if true, would necessitate discipline, up to and including dismissal (i.e., incompetency, cruelty, negligence, immorality or any other sufficient cause), the Board of Education directs the Superintendent to utilize the procedures set forth below. (In the event that the Superintendent is the administrator that may have engaged in conduct that, if true, would necessitate discipline, the Board President shall be substituted with the "Superintendent."):***

- 1. Using appropriate due-process procedures, the Superintendent shall conduct an investigation, as dictated by the situation.***
- 2. If, after the Superintendent's investigation, he/she determines that a more thorough investigation of the matter by an outside party is warranted, he/she shall confer with the Board President prior to making arrangements for such an investigation.***

- 3. Following the Superintendent's investigation and/or pending a more thorough investigation of the matter, the Superintendent may, in his/her discretion and as the situation warrants: a) provide the administrator with an oral or written reprimand; and/or b) suspend the administrator, with or without pay. Prior to issuing such a discipline, the Superintendent shall provide the administrator with reasonable notice and the opportunity to respond to the allegations. If the Superintendent determines that a suspension is warranted, he/she shall confer with the Board President prior to issuing the discipline, if practicable.**
- 4. After the Superintendent informs the administrator of the discipline that will be imposed upon the administrator, the Superintendent shall inform the Board President, if he/she has not done so already.**
- 5. The Board President shall decide whether or not to present the issue in closed session at the next regular Board meeting or, if necessary, schedule a special Board meeting to discuss the matter; provided, however, that: a) all disciplinary actions involving the Superintendent; and b) all disciplinary actions involving loss of pay and/or suspension, shall be presented to the Board for review as soon as possible after the action has been taken.**
- 6. In the event that the Board determines that the administrator shall be dismissed for cause, it shall be in accordance with Board policy.**

**The terms of the administrator's contract and state and federal law shall also be used to determine the appropriate process and action to be taken.**

105 ILCS 5/10-21.4  
105 ILCS 5/10-21.4a  
105 ILCS 5/10-23.8  
105 ILCS 5/10-23.8b

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To Policy Committee 4/28/2014, Revised Collins