



Mukwonago Area School District

Building Better Schools Together

April 4, 2025

Re: Personnel Investigation/Administrative Leave

Dear Kenneth Reed,

This letter is to notify you that you are being placed on paid administrative leave effective immediately until further notice, pending an investigation into allegations that you sent a communication representing yourself as an employee of the Mukwonago School District that contained false information about the District, resulting in a negative impact to community members, staff, and students. Your pay and benefits will continue while you are on administrative leave. While on leave, you are not to perform any services for the Mukwonago Area School District, and you are not permitted on the district's property.

This is a confidential investigation, and, with the exception of discussion with legal counsel and immediate family, you are not to discuss or disclose any information concerning this investigation with anyone, including, but not limited to District staff, students, and members of the public. To protect the integrity of the investigation, you are also not to interfere with the investigation in any way, including destroying any evidence or discussing this matter with staff, students, or parents. You are also directed not to retaliate against anyone who brought forward concerns regarding your alleged behavior or anyone who participates in the District's investigation into these matters. Failure to follow the directives contained in this letter may result in discipline up to and including termination.

As part of our investigation, your attendance is required at a meeting on Wednesday, April 9th at 3:00 pm at the Mukwonago Area School District Office, located at 365 E. Veterans Way.

If you have questions regarding this matter, please contact me.

Sincerely,

Rachel Hermann,
Assistant Superintendent/Chief Human Resource Officer



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