



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE: 2018-12-04 12:35 - School Board Operational Meeting

AGENDA ITEM: ITEMS

CATEGORY: I. OFFICE OF THE SUPERINTENDENT

DEPARTMENT: Office of Chief of Staff

Special Order Request  
 Yes  No

Time

Open Agenda  
 Yes  No

ITEM No.:  
 1-8.

TITLE:  
 Administrative Complaint Dana M. Sigler

REQUESTED ACTION:  
 Adopt the Superintendent's recommendation to suspend the teacher, Dana M. Sigler, for three (3) days without pay and transmit the matter to the Division of Administrative Hearings ("DOAH").

SUMMARY EXPLANATION AND BACKGROUND:  
 See Supporting Docs For Summary Explanation and Background.

SCHOOL BOARD GOALS:  
 Goal 1: High Quality Instruction  Goal 2: Continuous Improvement  Goal 3: Effective Communication

FINANCIAL IMPACT:  
 There is not financial impact to the School District.

EXHIBITS: (List)  
 (1) Summary Explanation and Background. (2) Notice of Board Meeting (3) Administrative Complaint (4) Affidavit of Service (5) Memo to Revise

BOARD ACTION:  
**ADOPTED**  
 (For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Tria Lawton-Russell	Phone: 754-321-2050
Name:	Phone:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
 Senior Leader & Title

Jeffrey S. Moquin - Chief of Staff

Signature  
 Jeffrey S. Moquin  
 11/30/2018, 4:26:51 PM

Approved In Open Board Meeting On: **DEC 0-4 2018**  
 By: *Shirley P. Gunkwold*  
 School Board Chair

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE SUPERINTENDENT  
ROBERT W. RUNCIE  
SUPERINTENDENT OF SCHOOLS

November 30, 2018

TO: School Board Members  
FROM: Jeffrey S. Moquin  
Chief of Staff  
VIA: Robert W. Runcie  
Superintendent of Schools



**SUBJECT: REVISION TO I-8, ADMINISTRATIVE COMPLAINT DANA M. SIGLER,  
FOR THE DECEMBER 4, 2018 SCHOOL BOARD OPERATIONAL  
MEETING**

Attached is a revision to I-8, Administrative Complaint Dana M. Sigler for the December 4, 2018 School Board Operational Meeting.

- Amend the Administrative Complaint to attach Exhibits A-C.

RWR/JSM/DGG/TLR:saj  
c: Senior Leadership Team

**SUMMARY EXPLANATION AND BACKGROUND**

During the 2015-2016, school year, DANA M. SIGLER (hereinafter "D.S.") exhausted all of her sick, as well as all of her personal leave for the school year. In addition to using nineteen (19) days of FMLA leave, D.S., took an additional eleven (11) full days of unpaid leave.

Next, during the 2016-2017, school year, D.S., again exhausted all of her sick and all of her personal leave. In addition to using fifty-eight (58) days of FMLA leave, D.S., took an additional eleven (11) full days of unpaid leave, including, two (2) partial days of unpaid leave, for the school year.

Finally, during the 2017-2018, school year, not only did D.S., exhaust both her sick and personal leave, she used an additional 60 days of FMLA leave. D.S., took an additional ten (10) full days of unpaid leave. Including an additional six (6) partial days of unpaid leave.

The Administrative Counsel prepared the Administrative Complaint and notice was personally served on D.S. on November 15, 2018, that a recommendation for her three (3)-day suspension without pay will be presented to the School Board on December 4, 2018, so that her deadline for requesting a hearing will expire prior to the Board meeting. Staff will advise the School Board whether a hearing has been requested no later than by the start of the Board meeting on December 4, 2018.

*END OF DOCUMENT*



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

600 Southeast Third Avenue • Fort Lauderdale, Florida 33301 • Office: 754-321-2600 • Fax: 754-321-2701

**ROBERT W. RUNCIE**  
*Superintendent of Schools*

The School Board of  
Broward County, Florida

Nora Rupert, Chair  
Heather P. Brinkworth, Vice Chair

Robin Bartleman  
Patricia Good  
Donna P. Korn  
Laurie Rich Levinson  
Ann Murray  
Dr. Rosalind Osgood  
Abby M. Freedman

November 13, 2018

Ms. Dana M. Sigler  
10736 NW 21<sup>st</sup> Street  
Coral Springs, Florida 33071

**Re: Robert W. Runcie v. Dana M. Sigler**

Dear Ms. Sigler:

Pursuant to Florida Statute 1012.33, you are hereby notified that I, Robert W. Runcie, Superintendent, will make a recommendation to The School Board of Broward County, Florida for your formal suspension without pay. This recommendation is predicated upon the charges outlined in the attached Administrative Complaint.

These charges will be presented to the School Board on **Tuesday, December 4, 2018, at 10:05 A.M.**, at Kathleen C. Wright Administration Building, 600 Southeast Third Avenue, Fort Lauderdale, Florida. Pursuant to Florida Statute Chapter 120, you may request a formal hearing, provided that you request said hearing, in writing, to the Superintendent as set forth in the Notice section of the Administrative Complaint.

This is your notice pursuant to Florida Statute 1012.31 that the material contained in your investigative file is a public record and it will become available for inspection by the public ten days from receipt of this letter. Any request made by the public for the documentation referred to above will be provided in accordance with the laws of the State of Florida and Federal law.

Sincerely,



Robert W. Runcie

**NOTICE**

If you wish to contest the charges, you must, **within 15 calendar days after receipt of the written notice**, submit a written request for a hearing to Robert W. Runcie, Superintendent, Broward County School District, 600 S.E. 3rd Ave., Ft. Lauderdale, FL, 33301. If timely requested, such hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings of the Department of Management Services. The hearing shall be conducted within 60 days after receipt of the written appeal in accordance with chapter 120, Florida Statutes.

**FAILURE TO TIMELY REQUEST A HEARING WILL RESULT IN A WAIVER OF THE RIGHT TO CONTEST THE CHARGES.**

**IF YOU WANT TO HIRE AN ATTORNEY, YOU HAVE THE RIGHT TO BE REPRESENTED BY AN ATTORNEY IN THIS MATTER.**

RWR/TLR: saj  
Attachment

- c: Jeffrey S. Moquin, Chief of Staff  
Craig Nichols, Chief Human Resources and Equity Officer  
Valerie Wanza, Ph.D., Chief School Performance and Accountability Officer  
Barbara Myrick, General Counsel  
Susan Rockelman, Director, Talent Acquisition & Operations (Instructional)  
Linda Gonzalez, Director, Employee and Labor Relations  
Marietta DeArmas, Principal, J.P. Taravella High School  
Robert Hutchinson, Chief, Broward District Schools Special Investigative Unit  
Samantha Gordon, Human Resources Manager – Support Services

THE BROWARD COUNTY SCHOOL BOARD, FLORIDA

ROBERT W. RUNCIE,  
Superintendent of Schools,

Petitioner,

v.

DANA M. SIGLER,

Respondent.

AMENDED ADMINISTRATIVE COMPLAINT

Petitioner, Robert W. Runcie, Superintendent of Schools of Broward County, Florida ("Petitioner"), through his undersigned counsel, files this Amended Administrative Complaint against Respondent, DANA M. SIGLER ("SIGLER"). The Petitioner seeks a three (3) day suspension of Respondent's employment with the Broward County School Board ("BCSB"), pursuant to Chapter 120 and Sections 1001.51, 1012.27(5), 1012.335, 1012.55, and 1012.585 Florida Statutes and Rule 6A-5.056 of the Florida Administrative Code. The Petitioner alleges the following:

I. JURISDICTIONAL BASIS

1. The agency is the School Board of Broward County, Florida, located at 600 Southeast Third Avenue, Fort Lauderdale, Broward County, Florida 33301.
2. The Petitioner is Robert W. Runcie, who is the Superintendent of Schools of Broward County, Florida.
3. The Petitioner is statutorily obligated to recommend the placement of school personnel and to require compliance and

observance with all laws, rules, and regulations. Petitioner is authorized to report and enforce any violation thereof, together with recommending the appropriate disciplinary action against any instructional personnel employed by the BCSB, inclusive of SIGLER.

4. SIGLER is an employee of the Broward County School Board and is currently employed as a teacher pursuant to an Annual Services Contract issued in accordance with Section 1012.335(2), Florida Statutes (2018).
5. The last known address of the Respondent, SIGLER, is 10736 NW 21<sup>st</sup> Street, Coral Springs, Florida 33071.

## **II. MATERIAL ALLEGATIONS**

6. This recommendation is based upon conduct that occurred during the 2017-2018 school year, but is also based on progressive discipline intended to address a pattern of excessive absenteeism.
7. SIGLER is a science teacher, who at all material times, was employed at J.P. Taravella High School (hereinafter "TARAVELLA").
8. SIGLER was hired by the Broward County School Board on August 8, 2013, as a science teacher.

### **2015-2016**

9. During the 2015-2016 school year, Sigler exhausted all of her sick and personal leave, (exhausted 19 days of Family

and Medical Leave Act ("FMLA") leave,) and took an additional eleven (11) full days of unpaid leave, as well as two (2) partial days of unpaid leave. The dates for the days of unpaid leaves of absences are reflected in **Exhibit "A"**.

**2016-2017**

10. During the 2016-2017 school year, Sigler exhausted all of her sick and personal leave, exhausted 58 days of FMLA leave, and took an additional eighteen (18) full days of unpaid leave, as well as one (1) partial day of unpaid leave. The dates for the days of unpaid leaves of absences are reflected in **Exhibit "B"**.

**2017-2018**

11. During the 2017-2018 school year, Sigler exhausted all of her sick and personal leave, exhausted 60 days of FMLA leave, and took an additional ten (10) full days of unpaid leave, as well as six (6) partial day of unpaid leave. The dates for the days of unpaid leaves of absences are reflected in **Exhibit "C"**.

**III. PREVIOUS DISCIPLINE**

12. On or about December 13, 2016, SIGLER received a verbal reprimand regarding her pattern of excessive absenteeism.
13. On or about April 25, 2017, SIGLER received a written reprimand for her continued excessive absenteeism, using



sick time as soon as it accumulates and being absent without leave.

#### IV. ADMINISTRATIVE CHARGES

14. Petitioner realleges and incorporates herein by reference the allegations set forth in paragraphs one (1) through thirteen (13) above.
15. Just cause exists for the requested relief pursuant to Fla. Stat. § 1012.33, Section 6A-5.056 F.A.C., the Respondent's employment contract, School Board rules and regulations, the Code of Ethics of the Education Profession, and the Employee Disciplinary Guidelines promulgated by the School Board.
16. "Just cause" means cause that is legally sufficient. "Just cause" includes, but is not limited to:

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- B. "Misconduct in Office" means one or more of the following:
  1. A violation of the Code of Ethics of the Education Profession in Florida as adopted in Rule 6A-10.080, F.A.C.<sup>1</sup>;
  2. A violation of the Principles of Professional Conduct for the Education Profession in Florida as adopted in Rule 6A-10.081, F.A.C.;
  3. A violation of the adopted school board rules;
  4. Behavior that disrupts the student's learning environment; or
  5. Behavior that reduces the teacher's ability or her or her colleagues' ability to effectively perform duties.
- C. "Incompetency" means the inability, failure or lack of fitness to discharge the required duty as a result of inefficiency or incapacity.
  1. "Inefficiency" means one or more of the following:

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<sup>1</sup> Repealed 3-23-16.

- a. **Failure to perform duties prescribed by law;**
  - b. Failure to communicate appropriately with and relate to students;
  - c. Failure to communicate appropriately with and relate to colleagues, administrators, subordinates, or parents;
  - d. Disorganization of her or her classroom to such an extent that the health, safety or welfare of the students is diminished; or
  - e. **Excessive absences or tardiness.**
2. "Incapacity" means one or more of the following:
- a. Lack of emotional stability;
  - b. Lack of adequate physical ability;
  - c. Lack of general educational background; or
  - d. Lack of adequate command of her or her area of specialization.
- D. "Gross insubordination" means the intentional refusal to obey a direct order, reasonable in nature, and given by and with proper authority; misfeasance, or malfeasance as to involve failure in the performance of the required duties.
- E. "Willful neglect of duty" means intentional or reckless failure to carry out required duties.

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**A. JUST CAUSE**

17. Respondent's actions constitute just cause to suspend her for three (3) days without pay.

**B. MISCONDUCT IN OFFICE**

18. Respondent through her actions constitute misconduct in office by violating Fla. Stat. §1012.33 and 6A-5.056(2)(c) through (e) of the Florida Administrative Code. Respondent's excessive absences violated school board policies as well as disrupted her students' learning

environment. Additionally, Respondent's absences also affected her ability to perform her teaching duties effectively.

**C. INCOMPETENCY**

19. Respondent's actions constitute incompetency as a result of inefficiency. Respondent failed to perform duties prescribed by law by accumulating an excessive amount of absences.

**D. GROSS INSUBORDINATION**

20. Respondent's actions constitute gross insubordination. Sigler's supervisors have previously directed her on several occasions to discontinue her pattern of excessive absenteeism, as well as to discontinue her use of sick time as soon as it accumulates.

**E. WILLFUL NEGLECT OF DUTY**

21. Respondent's actions constitute willful neglect of duty by her continued failure to appear to work as an educator and her failure to follow the directive of her supervisors.

**F. ABSENCE WITHOUT LEAVE**

22. Respondent's actions described above violated §1012.67 Fla.

Stat., which provides that any "district school board employee who is willfully absent from duty without leave... shall be subject to termination by the district school board."

G. SCHOOL BOARD POLICY 4008

23. School Board Policy 4008, requires "all employees who have been issued contracts to comply with the provisions of the Florida School Code, State Board Regulations and regulations and policies of the Board."

24. Respondent is in violation of School Board 4008(B), which requires that "members of instructional staff shall perform the following functions":

3. Infuse in the classroom, the District's adopted Character Education Traits of Respect, Honesty, Kindness, Self-Control, Tolerance, Cooperation, Responsibility and Citizenship.

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8. Conform to all rules and regulations that maybe prescribed by the State Board and by the School Board.

25. Additionally, Policy 4008 (C) requires the following:

- Instructional personnel to work 196 days, 180 of which must be devoted to working full-time on instructional matters. Instructional personnel must be on duty a minimum of seven and one-half (7 1/2) hours daily.

- All members of the instructional staff shall be expected to teach a full schedule of classes, unless prior approval from the Area Superintendent or Superintendent of

Schools has been obtained.

H. COLLECTIVE BARGAINING AGREEMENT

26. Respondent's actions violates the Collective Bargaining Agreement ("CBA"), Article Five, "Conditions of Employment":

E. Length of Workday: "The employees' workday shall be seven and one-half (7 ½) consecutive hours, including the lunch period. The normal teaching load for assigned classes shall not exceed a daily average of three hundred (300) minutes."

27. Due to the Respondent's repeated excessive absences, she was unable to work the required consecutive hours and minutes as defined by the CBA.

28. In addition, Respondent's actions violates Article Twenty-Three, Section A.4.:

4. Use of Sick Leave: An employee shall have the right to use sick leave in one-half or full-day units, for the purpose of medical or dental appointments.

If an immediate supervisor suspects an abuse of sick leave, he or she shall first investigate the matter and discuss the findings with the affected employee.

An abuse of sick leave is defined as a pattern or series of absences, which occur over an extended period of time and on a regular and predictable basis and without adequate justification. For example a regular and predictable basis would be: sick leave being used as soon as earned; absence on only Mondays or Fridays; absences occurring on the days before or after a holiday period; absences occurring on the day after a payday on a regular basis.

If the investigation sustains that a documented pattern of abuse does exist the employee may be subject to disciplinary action as per Article section B (1).

DEMAND FOR RELIEF

WHEREFORE, based upon the foregoing, Petitioner, Robert W. Runcie, Superintendent of Schools, recommends that the School Board suspend the Respondent, DANA M. SIGLER, for three (3) days without pay based upon the foregoing facts and legal authority.

EXECUTED this 30<sup>th</sup> day of November 2018.

Handwritten signature of Robert W. Runcie in cursive, with a circled initial 'WR' at the end.

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ROBERT W. RUNCIE,  
Superintendent of Schools,  
Broward County

Respectfully submitted:  
Tria Lawton-Russell, Esq.  
Administrative Counsel

[Intentionally left blank. See notice next page.]

NOTICE

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FAILURE TO TIMELY REQUEST A HEARING WILL RESULT IN A WAIVER OF THE RIGHT TO CONTEST THE CHARGES.

IF YOU WANT TO HIRE AN ATTORNEY, YOU HAVE THE RIGHT TO BE REPRESENTED BY AN ATTORNEY IN THIS MATTER.

Exhibit A  
2015-2016  
Unpaid Leave

Last name	First name	Attendance or Absence Type	Hrs	Start Date	End Date	FMLA
SIGLER	DANA	Unpaid Leave	7.50	9/8/2015	9/8/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/9/2015	9/9/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/10/2015	9/10/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/11/2015	9/11/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/15/2015	9/15/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/16/2015	9/16/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/17/2015	9/17/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/18/2015	9/18/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/21/2015	9/21/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/22/2015	9/22/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/24/2015	9/24/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/25/2015	9/25/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/28/2015	9/28/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/29/2015	9/29/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	9/30/2015	9/30/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	10/1/2015	10/1/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	10/2/2015	10/2/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	10/5/2015	10/5/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	10/6/2015	10/6/2015	Y
SIGLER	DANA	Unpaid Leave	7.50	2/29/2016	2/29/2016	N
SIGLER	DANA	Unpaid Leave	7.50	3/1/2016	3/1/2016	N
SIGLER	DANA	Unpaid Leave	7.50	3/2/2016	3/2/2016	N
SIGLER	DANA	Unpaid Leave	2.50	3/28/2016	3/28/2016	N
SIGLER	DANA	Unpaid Leave	4.25	3/29/2016	3/29/2016	N
SIGLER	DANA	Unpaid Leave	7.50	4/18/2016	4/18/2016	N
SIGLER	DANA	Unpaid Leave	7.50	4/27/2016	4/27/2016	N
SIGLER	DANA	Unpaid Leave	7.50	5/9/2016	5/9/2016	N
SIGLER	DANA	Unpaid Leave	7.50	5/10/2016	5/10/2016	N
SIGLER	DANA	Unpaid Leave	7.50	5/11/2016	5/11/2016	N
SIGLER	DANA	Unpaid Leave	7.50	5/12/2016	5/12/2016	N
SIGLER	DANA	Unpaid Leave	7.50	5/13/2016	5/13/2016	N
SIGLER	DANA	Unpaid Leave	7.50	5/16/2016	5/16/2016	N

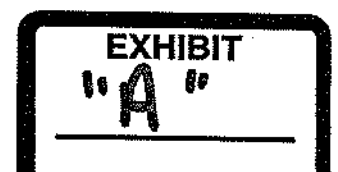




Exhibit B  
2016-2017  
Unpaid Leave

Last name	First name	Attendance or Absence Type	Hrs	Start Date	End Date	FMLA
SIGLER	DANA	Unpaid Leave	3.75	10/5/2016	10/5/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/11/2016	10/11/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/13/2016	10/13/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/14/2016	10/14/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/17/2016	10/17/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/18/2016	10/18/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/19/2016	10/19/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/20/2016	10/20/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/21/2016	10/21/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/24/2016	10/24/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/25/2016	10/25/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/26/2016	10/26/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/27/2016	10/27/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/28/2016	10/28/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	10/31/2016	10/31/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	11/1/2016	11/1/2016	Y
SIGLER	DANA	Unpaid Leave	7.50	11/14/2016	11/14/2016	N
SIGLER	DANA	Unpaid Leave	7.50	11/15/2016	11/15/2016	N
SIGLER	DANA	Unpaid Leave	7.50	11/16/2016	11/16/2016	N
SIGLER	DANA	Unpaid Leave	7.50	11/17/2016	11/17/2016	N
SIGLER	DANA	Unpaid Leave	7.50	11/18/2016	11/18/2016	N
SIGLER	DANA	Unpaid Leave	7.50	11/21/2016	11/21/2016	N
SIGLER	DANA	Unpaid Leave	7.50	11/22/2016	11/22/2016	N
SIGLER	DANA	Unpaid Leave	7.50	11/28/2016	11/28/2016	N
SIGLER	DANA	Unpaid Leave	7.50	11/29/2016	11/29/2016	N
SIGLER	DANA	Unpaid Leave	3.50	1/18/2017	1/18/2017	N
SIGLER	DANA	Unpaid Leave	7.50	1/19/2017	1/19/2017	N
SIGLER	DANA	Unpaid Leave	7.50	1/20/2017	1/20/2017	N
SIGLER	DANA	Unpaid Leave	7.50	2/13/2017	2/13/2017	N
SIGLER	DANA	Unpaid Leave	7.50	2/14/2017	2/14/2017	N
SIGLER	DANA	Unpaid Leave	7.50	2/22/2017	2/22/2017	N
SIGLER	DANA	Unpaid Leave	7.50	2/23/2017	2/23/2017	N
SIGLER	DANA	Unpaid Leave	7.50	2/24/2017	2/24/2017	N
SIGLER	DANA	Unpaid Leave	7.50	2/27/2017	2/27/2017	N
SIGLER	DANA	Unpaid Leave	7.50	2/28/2017	2/28/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/1/2017	3/1/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/2/2017	3/2/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/3/2017	3/3/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/6/2017	3/6/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/7/2017	3/7/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/8/2017	3/8/2017	Y



Exhibit B  
2016-2017  
Unpaid Leave

SIGLER	DANA	Unpaid Leave	7.50	3/9/2017	3/9/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/10/2017	3/10/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/13/2017	3/13/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/14/2017	3/14/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/15/2017	3/15/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/16/2017	3/16/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/17/2017	3/17/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/20/2017	3/20/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/21/2017	3/21/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/22/2017	3/22/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/23/2017	3/23/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/24/2017	3/24/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/27/2017	3/27/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/28/2017	3/28/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/29/2017	3/29/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/30/2017	3/30/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	3/31/2017	3/31/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	4/28/2017	4/28/2017	N
SIGLER	DANA	Unpaid Leave	7.50	5/16/2017	5/16/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	5/17/2017	5/17/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	5/18/2017	5/18/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	5/19/2017	5/19/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	5/22/2017	5/22/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	5/23/2017	5/23/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	5/24/2017	5/24/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	5/25/2017	5/25/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	5/26/2017	5/26/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	5/30/2017	5/30/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	5/31/2017	5/31/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	6/1/2017	6/1/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	6/2/2017	6/2/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	6/5/2017	6/5/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	6/6/2017	6/6/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	6/7/2017	6/7/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	6/8/2017	6/8/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	6/9/2017	6/9/2017	Y

Exhibit C  
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Last name	First name	Attendance or Absence Type	Hrs	Start Date	End Date	FMLA
SIGLER	DANA	Unpaid Leave	2.25	10/19/2017	10/19/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	10/23/2017	10/23/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	10/24/2017	10/24/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	10/25/2017	10/25/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	10/26/2017	10/26/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	10/27/2017	10/27/2017	Y
SIGLER	DANA	Unpaid Leave	5.50	10/30/2017	10/30/2017	Y
SIGLER	DANA	Unpaid Leave	5.50	10/31/2017	10/31/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	11/1/2017	11/1/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	11/2/2017	11/2/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	11/3/2017	11/3/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	11/6/2017	11/6/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	11/7/2017	11/7/2017	Y
SIGLER	DANA	Unpaid Leave	2.75	11/27/2017	11/27/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	11/28/2017	11/28/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	11/29/2017	11/29/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	11/30/2017	11/30/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	12/1/2017	12/1/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	12/4/2017	12/4/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	12/5/2017	12/5/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	12/6/2017	12/6/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	12/7/2017	12/7/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	12/8/2017	12/8/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	12/11/2017	12/11/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	12/12/2017	12/12/2017	Y
SIGLER	DANA	Unpaid Leave	7.50	12/18/2017	12/18/2017	Y
SIGLER	DANA	Unpaid Leave	1.00	1/9/2018	1/9/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	1/10/2018	1/10/2018	Y
SIGLER	DANA	Unpaid Leave	4.50	1/11/2018	1/11/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	1/12/2018	1/12/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	1/31/2018	1/31/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	2/8/2018	2/8/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	2/9/2018	2/9/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	2/12/2018	2/12/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	2/13/2018	2/13/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	2/14/2018	2/14/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	2/15/2018	2/15/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	2/16/2018	2/16/2018	N
SIGLER	DANA	Unpaid Leave	0.75	2/23/2018	2/23/2018	N
SIGLER	DANA	Unpaid Leave	1.25	3/12/2018	3/12/2018	N
SIGLER	DANA	Unpaid Leave	7.50	3/13/2018	3/13/2018	N
SIGLER	DANA	Unpaid Leave	1.75	3/15/2018	3/15/2018	N
SIGLER	DANA	Unpaid Leave	4.75	4/3/2018	4/3/2018	N
SIGLER	DANA	Unpaid Leave	7.50	4/4/2018	4/4/2018	N
SIGLER	DANA	Unpaid Leave	4.50	4/5/2018	4/5/2018	N



Exhibit C  
2017-2018

			Unpaid Leave			
SIGLER	DANA	Unpaid Leave	7.50	4/10/2018	4/10/2018	N
SIGLER	DANA	Unpaid Leave	7.50	4/11/2018	4/11/2018	N
SIGLER	DANA	Unpaid Leave	7.50	4/12/2018	4/12/2018	N
SIGLER	DANA	Unpaid Leave	7.50	4/13/2018	4/13/2018	N
SIGLER	DANA	Unpaid Leave	7.50	4/16/2018	4/16/2018	N
SIGLER	DANA	Unpaid Leave	7.50	4/17/2018	4/17/2018	N
SIGLER	DANA	Unpaid Leave	7.50	4/18/2018	4/18/2018	N
SIGLER	DANA	Unpaid Leave	7.50	4/23/2018	4/23/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	4/24/2018	4/24/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	4/25/2018	4/25/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	4/26/2018	4/26/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	4/27/2018	4/27/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	4/30/2018	4/30/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/1/2018	5/1/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/2/2018	5/2/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/3/2018	5/3/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/4/2018	5/4/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/7/2018	5/7/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/8/2018	5/8/2018	Y
SIGLER	DANA	Unpaid Leave	6.25	5/9/2018	5/9/2018	Y
SIGLER	DANA	Unpaid Leave	4.50	5/10/2018	5/10/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/11/2018	5/11/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/14/2018	5/14/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/15/2018	5/15/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/16/2018	5/16/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/17/2018	5/17/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/18/2018	5/18/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/21/2018	5/21/2018	Y
SIGLER	DANA	Unpaid Leave	7.50	5/22/2018	5/22/2018	Y
SIGLER	DANA	Unpaid Leave	0.75	6/1/2018	6/1/2018	N