

**SUMMARY EXPLANATION AND BACKGROUND**

During the 2019-2020 school year, DAMIAN J. FRANCIS (hereinafter “FRANCIS”) has continued to have excessive absences and failed to adhere to the directive of submitting a doctor’s note for absences. FRANCIS has also continuously failed to provide current lesson plans.

Additionally, during the 2009-2010 through 2011-2012 school years, FRANCIS exhausted all his personal and sick leave, as well as thirty-one (31) full days, and four (4) partial days of unpaid leave. Further, during the 2013-2014 school year, FRANCIS exhausted all his personal and sick leave, and he used three (3) full days and two (2) partial days of unpaid leave. Moreover, during the 2015-2016 through 2017-2018 school years, FRANCIS exhausted all his personal and sick leave, and took an additional twenty (20) full days and four (4) partial days of unpaid leave. This recommendation for suspension is part of progressive discipline and is intended to address a pattern of excessive absenteeism, as well as his failure to leave lesson plans in his absences.

As background and in support of the recommendation, on or about March 27, 2017, FRANCIS received a verbal reprimand regarding his pattern of excessive absenteeism and failure to have current lesson plans available in the classroom. On or about June 6, 2018, FRANCIS received a written reprimand for his continued excessive absenteeism, excessive tardiness, failure to report absences in a timely manner, and not having current lesson plans available in the classroom in the event of absence. On or about October 11, 2019, FRANCIS received a written reprimand for failure to submit lesson plans at the close of the 2018-2019 school year.

The Assistant General Counsel prepared the Administrative Complaint and notice was provided to FRANCIS that a recommendation for his three (3) day suspension without pay will be presented to the School Board on March 3, 2020. The Administrative Complaint was served on FRANCIS on February 18, 2020, and he timely requested a hearing.