

3.072  
PPE 6/16

**CORPORATE MANAGEMENT GROUP**



**Employment Application**

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri  
Office Number: 507-923-4955  
Office Address: 3707 Commercial Dr. SW Rochester, MN 55902

**Applicant Information**

(APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED)

Please fully complete pages 1-3

X Full Name: (Last Name, First Name) Jemima Jibi Date: 6-20-19  
 X Address: (Street Address) 4836 16th AVE NW (Apt. /Unit #) 216  
 (City) Rochester (State) MN (ZIP Code) 55901  
 X Phone: 507 319-6925 Email: jibiJemima@gmail.com  
 X Social Security No. 502-25-7723 Date Available: 5/27/19  
 Position Applied for: Sanitation Desired Salary: 13.<sup>00</sup> + 2.<sup>00</sup>  
 Shift Available to work: 1<sup>st</sup> 2<sup>nd</sup>  3<sup>rd</sup> Employment desired: Full-Time Part-Time  
 Are you authorized to work in the U.S? Yes No  
 How did you hear about us? Mustersons Referral Name: \_\_\_\_\_  
 If under 18, please list age: \_\_\_\_\_  
 Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?  No Yes

Education				
Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School				
College				
Bus. Or Trade School				
Professional School				

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### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant x Jemima Jibi Date: x 6-20-19



MISSOURI DRIVER LICENSE

9 CLASS F  
4a DL NO. E026275008  
4b EXP 01/01/2025  
3 DOB 01/01/1957

1 JIBI  
2 JEMIMA NYARSUK  
8 2148 NE PARVIN RD  
KANSAS CITY, MO 64116

9a END NONE  
12 RESTRICTIONS A  
15 SEX F  
16 HGT 5'-06" 17 WGT 120 lb 4a ISS 10/02/2018  
18 EYES BRO

Jemima Nyarsuk  
5 DD 180262750065

ac → Patrick  
- son -      W4-726-5634

W4 ⇒ M/♀





## New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with the website, username and password to view the new hire forms that you signed during your CMG interview. Please sign and date the bottom of the sheet stating that you received your login information.

**CMG/ ESSG / Reichel Foods Handbook**

**Healthcare Notice of Exchange and Website for Enrollment**

**Safety Policy**

**Drug and Alcohol Testing Policy**

Website: <https://nhov2.esgazure.com/login/cmog>

Login Name: 5073196925

Login Password: Jje 7723

I hereby acknowledge that I have been provided with the login information to view the items listed above. I understand that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the times or its content, that it is my responsibility to address my questions with my supervisor or CMG representative, and hereby waive any claim, now or in the future, that I did not receive, did not read or did not comprehend the items or their contents.

Signature: Jemima [Signature] Date: 6/20/19

# AUTHORIZATION TO RELEASE INDUSTRIAL HEARING TEST RESULTS

I understand that a successful hearing test is a condition of my employment by Employer Solution Staffing Group, LLC. to work at the facility of Reichel Foods, Inc., and further, that Employer Solutions Staffing Group may, at its discretion, share the results of any such hearing test with Reichel Foods Inc.

I also understand that Employer Solutions Staffing Group may, at its discretion, conduct periodic hearing tests on me during the course of my employment with Employer Solutions Staffing Group and I consent to such tests.

First Name: Jemima

Middle Name: \_\_\_\_\_

Last Name: Jibi

X Social Security Number: 502-25-7723

X Date of Birth: 01-01-1957

Gender (Circle one):      Male      Female

J My Signature: Jemima Jibi

Today's Date: 6/20/19

## Employee Photo Release Form

I, Jemima, agree to let Reichel Foods use my picture for internal security purposes. I also agree to submit a written request to Reichel Foods if/when I wish my photo be removed from the company database.

Employee Signature Name: Jemima Jibi

Date: 6/20/19

Name: Jemimina Jib

# Achoo!

By Cynthia Sherwood

Achoo! We all sneeze sometimes. Sneezing is a reflex that your body does automatically. That means you cannot make yourself sneeze or stop one once it has started. When you sneeze, your body is trying to get rid of bad things in your nose, such as bacteria. You have extra germs when you have a cold, so you sneeze a lot more. You might also sneeze when you smell pepper!

Inside your nose, there are hundreds of tiny hairs. These hairs filter the air you breathe. Sometimes dust and pollen find their way through these hairs and bother your nasal passages. The nerves in the lining of your nose tell your brain that something is invading your body.

Your brain, lungs, nose, mouth and the muscles of your upper body work together to blow away the invaders with a sneeze. When you sneeze, germs from your nose get blown into the air. Using a tissue or "sneezing into your sleeve" captures most of these germs. It is very important to wash your hands after your sneeze into them, especially during cold and flu season.

Do you ever sneeze when you walk into bright sunlight? Some people say that happens to them often. Scientists believe the UV rays of the sun irritate the nose lining of these people so they sneeze.

If someone nearby sneezes, remember to tell them "Gesundheit!" that is a funny-looking word which is pronounced "gezz-oont-hite." It is the German word that wishes someone good health after sneezing.

1. Why do people sneeze?
  - a. The tiny hairs in your nose tickle
  - b. Your body is trying to get rid of bad things
  - c. You can make yourself sneeze when you want to
2. What are the 3 parts of your body that work together with your upper body to sneeze?
  - a. Hand, Elbow, Shoulder
  - b. Ankle, Knee, Hip
  - c. Brain, Lungs, Mouth
3. What other things can make you sneeze?
  - a. Pepper, Sun, Dust, and Pollen
  - b. Water, Pop, Flowers, Trees
  - c. Salt, Seasonings, Meat, Fruit
4. What is a German word that people often say to someone that sneezes?
  - a. Good Job
  - b. Gesundheit
  - c. Hang in there
5. What should you do after your sneeze into your hands especially during cold and flu season? (This should also be done in the production area!)
  - a. Wipe them with a tissue
  - b. Nothing
  - c. Wash your hands



## Preliminary Questions

For CMG use only

Name: Jemima

Date: 6/20/19

1. If hired are you willing to take a drug test? yes
2. Do you have any known food allergies to soy, wheat, peanuts, or milk? NO
3. Are you able to work with pork? yes
4. Which plant do you prefer? S
5. What shift do you prefer? 3rd

**\*To be completed during or after interview\***

Date of interview 6/20/19

Have you ever been convicted of a crime? Yes  No

Explain

Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature Jemima Jubi

Interviewer Signature Diana



**Case Verification Number: 2019172172528**

Report prepared: 06/21/2019



### Company Information

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Company ID: 1284996

Company Name:  
Management Group

Client Company ID: 1284996

Client Company Name: ESSG - Corporate  
Management Group

### Employee Information

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Name: Jemima N. Jibi

Date of Birth: 01/01/1957

U.S. Social Security Number: \*\*\*-\*\*-7723

Employee's First Day of Employment:  
06/21/2019

Citizenship Status: U.S. Citizen

### Document Information

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List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Document Subtype: Driver's License

Document Number: \*\*\*\*\*5008

Expiration Date: 01/01/2025

State: Missouri

List C Document: Social Security Card

### Case Information

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Case Status: Closed

Case Submitted By: Diana Elton

Current Case Result: Employment Authorized

Reason for Closure: Employment Authorized  
Auto Close





# Reichel Foods, Inc.

## Employee Warning Notice

*am*

### Employee Information

Date: 3/11/2021  
Employee Name: Jemima Jibi  
Job Title: Sanitation  
Manager/Supervisor: Anthony Dahlke

### Type of Warning

Verbal Warning   
Written Warning   
Final Warning

### Type of Offense

Tardiness/Leaving Early   
Absenteeism   
Violation of Company Policies   
Substandard Work   
Violation of Safety Rules   
Rudeness to Customers/Coworkers   
Other

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)  
On Wednesday 3/10/2021, Jemima was not following the process and direction given to her by the Supervisor at the beginning of the shift. She was given specific instructions on what job duties she needed to complete and to work with her co-workers as a team to complete the cleaning process in the MV2 room. Jemima along with Tiberius decided to work ahead of the team and not communicate effectively with her other co-workers. The process for cleaning involves all team members in the room to be on the same cleaning steps and to help each other before moving on to the next step. Jemima along with her co-workers decided to argue amongst each other in the break room and with her Supervisor over the issues mentioned. Final instructions were given to her and the rest of the team to work as a team and to make sure they are communicating with each other in a respectful manner at all times.

Plan for Improvement:  
Jemima will communicate with her co-workers respectfully and make sure that she is being helpful and working as a team. Jemima will work as a team member and not work ahead in the next steps of the cleaning process while other steps have not yet been completed. Sanitation is a fast paced, team working process that needs every element working together to complete all tasks efficiently and effectively.

Consequences of Further Infractions:  
If further infractions occur, Jemima will receive progressive Disciplinary Action. Follow up with coaching, training and monitoring will be conducted to make sure Jemima is making progress with her communication and working as a team.

### Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

*Jemima Jibi*  
Employee Signature 3/11/21  
Date

*Anthony Dahlke*  
Manager/Supervisor 3/11/21  
Date

Witness Signature (if employee understands warning but refuses to sign) Date



*day*

*W*



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 12/12/2020  
Employee Name: Jemima Jibi  
Job Title: Sanitation  
Manager/Supervisor: Anthony Dahlke

### Type of Warning

Verbal Warning   
Written Warning   
Final Warning

### Type of Offense

Tardiness/Leaving Early   
Absenteeism   
Violation of Company Policies   
Substandard Work   
Violation of Safety Rules   
Rudeness to Customers/Coworkers   
Other

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)  
This morning around 5:33am, Jemima Jibi was sanitizing the trays in the Tumbler room and had splash chemical on her face and instead of the following the training and rinsing her face first and wiping it off before removing her goggles, she removed her goggles while the Hydroxysan hose was still splashing in her hand and got some of the chemical on her exposed eye areas. This caused an immediate irritation to her eyes and she had to rinse her eyes at the eye wash station for 15 minutes. An incident report has been filled out. All of Sanitation personnel have been trained on this specific procedure many times with training records.

Plan for Improvement:  
Jemima will follow all Safety Rules at all times to include the training that all sanitation have received about chemical splash. Safety goggles are to be worn tight on the face and to remain on the face when splashing occurs, wiped/rinsed away and then remove goggles to prevent chemical dripping into eye after removing goggles.

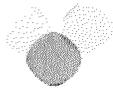
Consequences of Further Infractions:  
If further infraction occur, Jemima will receive progressive disciplinary action which may include up to termination of position in sanitation for not following safety rules at all times.

### Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature: *Jemima Jibi* Date: *12-12-20*  
Manager/Supervisor: *[Signature]* Date: *12-12-20*  
Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date \_\_\_\_\_





**PAYROLL DEDUCTION AUTHORIZATION**

I, Jemima Jibi (Employee) acknowledge that I owe Employer Solutions Staffing Group for the following:

A payroll advance in the amount of \$ \_\_\_\_\_  
 this advance will be paid back over the next \_\_\_\_\_ check(s)

Uniform Deduction in the amount of \$ \_\_\_\_\_  
 this uniform deduction is weekly  
 this uniform deduction is a one-time deduction

Other one-time deduction for 9/16 DW Drive Socket  
in the amount of \$ 8.79 KP

I hereby authorize Employer Solutions Staffing Group to deduct the above amount from my paycheck(s) to repay this amount.

Upon termination of my employment, regardless of the reason, I hereby authorize any unpaid amounts to be deducted in full from my final paycheck.

Dated: 1/22/2021

Signed: [Signature]

Printed Name: Jemima Jibi





## AUTHORIZATION FOR PAYROLL DEDUCTION

I, Jemima Jib! (employee's name), hereby authorize CMB (agency) to deduct \$ \_\_\_\_\_ (amount) on the next payroll \_\_\_\_\_ (date) for my lost or broken tool or equipment.

At no time will I replace my lost or broken tool/equipment on my own. I will notify my supervisor of my lost or broken tool/equipment so the company can issue me a replacement.

I reserve the right to revoke this payroll deduction authorization at any time. I agree to return all tools or equipment when I terminate this authorization or my employment.

If I fail to return all of the tools and/or equipment issued to me, I authorize my employer to deduct from my final paycheck the replacement cost for such tools and/or equipment as outlined in the schedule below.

Employee Signature [Signature] Date 1/22/2021  
 Parts Specialist Signature [Signature] Date 1/27/21  
 Payroll Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Revised tool/pricing as of 6.29.20

Vendor	Item #	Tools and Equipment List	Price
MMCARR	56405A53	Stainless Steel Ultra Grip Phillips Screwdriver	\$13.48
MMCARR	56405A63	Stainless Steel Ultra Grip Flat Head Screwdriver	\$10.92
NJAMESON	6577315	Infrared Thermometer-QT418LD	\$140.68
MMCARR	5719A1	Snap-Ring Pliers	\$16.15
MENARD	2436496	6" Adjustable Wrench	\$7.99
MENARD	2437833	12" Adjustable Wrench	\$9.99
MENARD	2433853	15" Adjustable Wrench	\$17.99
MMCARR	91827A600	5/8" Stainless Steel Combination Wrench	\$54.74
MMCARR	91827A300	7/16" Stainless Steel Combination Wrench	\$28.98
MMCARR	91827A400	1/2" STAINLESS STEEL COMBINATION WRENCH	\$29.88
MMCARR	91827A500	9/16" Stainless Steel Combination Wrench	\$32.58
MMCARR	5637A3	6 1/2" Flat Jaw Tongue and Groove Pliers	\$12.99
MMCARR	5637A1	9 1/2" Flat Jaw Tongue and Groove Pliers	\$18.21
MMCARR	5160A9	3/4" Ratcheting Combination Wrench	\$48.18
MMCARR	5544A131	11/32", 6pt, 3/8" Sq. Drive Socket	\$7.27
MMCARR	5544A43	7/16", 6pt, 3/8" Sq. Drive Socket	\$8.38
MMCARR	5544A45	9/16", 6pt, 3/8" Sq. Drive Socket	<del>\$8.53</del> <u>8.79</u> KP
MMCARR	5544A44	1/2", 6pt, 3/8" Sq. Drive Socket	\$8.38
MMCARR	5849A35	10MM", 6pt, 3/8" Sq. Drive Socket	\$8.23
MMCARR	5172A51	7" Vise Grip	\$14.94
MMCARR	5878A11	Rubber Mallet	\$18.49
MMCARR	5160A26	14MM Ratcheting Combination Wrench	\$37.68
MMCARR	60025A65	12" Screwdriver Pry bar	\$14.44
MMCARR	85555A211	Adjustable Click Style Torque Wrench 30-150 in-lbs.	\$154.66
MMCARR	3691A55	Small Tube Cutters 1"	\$38.76
PVCFITTINGS	NA	Ratcheting PVC Pipe Cutters- 2"	\$35.00
NJAMESON	6904041	3"W Stainless Steel Scrapers	\$6.86
NJAMESON	6904032	1 1/2"W Stainless Steel Scrapers	\$6.33
MMCARR	8358A23	1/4" Nutdriver	\$7.04
MMCARR	7299A23	8MM Nutdriver	\$9.24
MMCARR	8358A31	9/16" Nutdriver - Screwdriver Grip	\$13.64
MMCARR	8358A28	7/16" Nutdriver - Screwdriver Grip	\$13.30
MMCARR	83375A24	5/32" Stainless Steel T-Handle Hex Key	\$26.17
MMCARR	83375A25	3/16" Stainless Steel T-Handle Hex Key	\$29.33
HOMDEP	20767	PolySteel FLASHLIGHT	\$23.18
MMCARR	5157A43	SS Needle Nose Pliers	\$25.78
MMCARR	7007K92	Wire Crimper/Stripper	\$15.41
MMCARR	5020A36	Stainless Steel 9/64" Hex Key	\$4.38
MMCARR	50485K221	Small Stainless Steel End Cap	\$7.56
MMCARR	5070K31	Small Plastic End Cap	\$25.87
MMCARR	7158A26	13 Pc. Standard L-Key Set	\$7.96
HOMEDPEOT	2606-20	Milwaukee M18 1/2" Brushless Drill Driver	\$99.00



HOMEDPEOT	1000318554	Milwaukee M18 Lithium 2.0 Battery	\$89.00
HOMEDPEOT	1001222707	Milwaukee M18 18-Volt Lithium Ion 5.0Ah Battery	\$99.00
HOMEDPEOT	1000308499	M18 Milwaukee Battery Charger	\$59.00
HOME DEPOT	1003168718	Milwaukee M18 FUEL HEX Impact Driver 1/4"	\$139.00
MMCARR	70175T91	SS / Plastic Inspection Mirror 2"x3", Telescoping Handle , 9-30" L	\$14.72
BAYTECH	5201	HDPE Bung Wrench	\$9.95
MMCARR	91827A100	5/16" Stainless Steel Combination Wrench	\$23.72
MMCARR	91827A200	3/8" Stainless Steel Combination Wrench	\$27.18
MENARD	2440351	5-Piece Pin Punch Set	\$12.99
MENARD	2440304	3/16" Long Pin Punch	\$4.89
MENARD	2440306	1/4" long Pin Punch	\$4.89
MENARD	2440302	1/8" Long Pin Punch	\$4.49
MENARD	2440303	5/32" Long Pin Punch	\$4.79
MENARD	2440301	3/32" Long Pin Punch	\$4.99
MMCARR	5020A38	3/16" Stainless Steel L-Key	\$5.77



# EMPLOYEE WARNING NOTICE FORM

Employee Name: Jemima Jibi

Date: 5/27/2021

Supervisor Name: Jamie Sorenson

Hire Date: 5/22/2019

- Verbal Warning                       Written Warning                       Final Warning
- Coaching/Counseling Session                       Assignment End                       Termination

## 1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                       Failure to Meet Performance Standards  
 Policy Violation                       Poor Work Quality  
 Falsifying Company Documents                       Other

## 2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 5/26/2021

## 3. Prior Warnings:

6/16/2020- Notification for tardy  
6/19/2020- Notification for attendance  
8/10/2020- NOTificaitonf for tardy  
8/26/2020- Notification for tardy  
8/27/2020- Notification for attendance  
9/2/2020- Notification for tardy  
10/16/2020- Notification for attendance  
11/17/2020- Notification for attendance  
11/25/2020- Notification for tardy  
12/23/2020- Verbal for attendance  
1/14/2021- Verbal for attendance  
3/16/2021 Notification for attendance  
3/26/2021- Notification for attendance  
4/8/2021- Notification for attendance  
4/9/2021- Notification for tardy  
4/13/2021- Verbal for tardy  
4/14/2021- Verbal for tardy  
4/18/2021- Verbal for tardy  
4/23/2021- Verbal for tardy  
4/24/2021- Verbal for attendance  
4/27/2021- Verbal for tardy  
5/9/2021- Verbal for tardy  
5/11/2021- Verbal for tardy  
5/13/2021- Verbal for attendance