

THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

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LUNG CHIU, CIG, CPA  
INSPECTOR GENERAL

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## MEMORANDUM

**TO:** Honorable Chair and Members of the School Board  
Dr. Donald E. Fennoy II, Superintendent  
Chair and Members of the Audit Committee

**FROM:** <sup>KLC</sup> Lung Chiu, Inspector General

**DATE:** November 13, 2018

**SUBJECT:** Transmittal of Final Investigative Report  
*Case # 19-805*

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In accordance with School Board Policy 1.092 we hereby transmit the above-referenced final report.

The report addresses allegation:

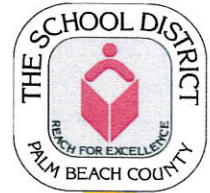
1. Inlet Grove Community High School staff (Dr. Emma Banks, Jodi Ingram, Cassandra Santos) allegedly did not input \$1,487.50 received for a lease into the District's TRIRIGA or School Online Cash Systems. *Unsubstantiated*

The report is finalized and will be posted on the Inspector General's website; [www.palmbeachschools.org/inspectorgeneral](http://www.palmbeachschools.org/inspectorgeneral).



Donald E. Fennoy II  
Superintendent

SCHOOL DISTRICT OF PALM BEACH  
COUNTY  
OFFICE OF INSPECTOR GENERAL



K. Lung Chiu  
Inspector General

INVESTIGATIVE REPORT

**Case Number:**

19-805

**Date of Complaint:**

July 10, 2018

**Complainant:**

Ann-Marie Haddad, Specialist-I IT (REDACTED)

**Subjects:**

Dr. Emma Banks, CEO/President Inlet Grove Community High School  
Jodi Ingram, Confidential Secretary, Inlet Grove Community High School  
Cassandra Santos, Confidential Secretary, Inlet Grove Community High School

**Witnesses:**

Sara Anderson, General Manager IT  
[REDACTED], Lease Coordinator  
Jorge Castro, Custodian  
Deborah Cross, Dispatcher, School Police  
Rosa Dawson, Technical Analyst III  
Kirk Patrick, Lead Custodian  
Ledys Sosa, Custodian

**Type of Report:**

FINAL

**AUTHORITY**

School Board Policy 1.092 provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews, as the Inspector General deems appropriate.

This investigation was conducted by Senior Investigator Robert Sheppard in compliance with the *Quality Standards for Investigations, Principles, and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

**INTRODUCTION**

On July 10, 2018, the Office of the Inspector General (OIG) received a complaint from I.T. Specialist-I Ann-Marie Haddad alleging that on May 12, 2018, a memorial service was held at Inlet Grove Community High School cafeteria from 11:00 AM to 6:00 PM. According to Ms. Haddad a lease agreement for the cost of the memorial was \$1,487.50. Ms. Haddad added that

there was no check entered in the District's TRIRIGA System, or the School Online Cash System, for the service.<sup>1</sup>

## BACKGROUND

Inlet Grove Community High School is a conversion charter high school in the School District of Palm Beach County. The school is located at 600 W. 28<sup>th</sup> Street, West Palm Beach, FL 33404. Total enrollment is 697, with a 16:1 Student-Teacher-Ratio. The school serves high school students for grades 9-12.

## ALLEGATION AND FINDINGS<sup>2</sup>

Inlet Grove Community High School staff allegedly did not input \$1,487.50 received for a lease into the District's TRIRIGA or School Online Cash System. *Unsubstantiated.*

## GOVERNING BOARD POLICIES AND DISTRICT DIRECTIVES

- School Board Policy 2.61 Fraud
- School Board Policy 3.02 Code of Ethics
- School Board Policy 4.101 Rules of Procedures
- School Board Policy 6.07 Internal Accounts
- School Board Policy 6.071 Collection of Internal Accounts Charges
- School Board Policy 6.11 Money Left in Schools After Hours
- School Board Policy 7.18 Community Use of District Facilities
- Internal Accounts Manual Chapter 25, Facility Leasing
- Palm Beach County Lease Agreement, Inlet Grove Community High School
- Lease Agreements for Inlet Grove Community High School on the TRIRIGA System

## ALLEGATION 1: EVIDENCE & TESTIMONY

*Allegation: Inlet Grove Community High School staff allegedly did not input \$1,487.50 received for a lease into the District's TRIRIGA or School Online Cash Systems.*

### Testimony of IT Specialist-I Ann-Marie Haddad

Ms. Haddad stated she works at the District central office as an IT Specialist in the IT Department and has been employed by the District a total of three years. Ms. Haddad stated she contacted the Inspector General Hotline due to information she received from district personnel that she did not want to identify. The information she received was regarding a funeral service held at Inlet Grove Community High School on (Saturday) May 12, 2018. The memorial service was allegedly paid

<sup>1</sup> The TRIRIGA system records lease agreement of rental space between the school and outside lessees. The District School Online Cash System records the school internal accounts transaction history.

<sup>2</sup> The OIG findings were determined using the standards that appear on the signature page at the end of this report.

for with a check that was not entered and reconciled in the District's TRIRIGA system as payment for the memorial service. Ms. Haddad stated no further information was provided to her.

Ms. Haddad stated the lease of a District facility is determined by the size of the rental space. If a church has an agreement with the school to conduct church services after school hours, then a set rate is determined by using the District's calculator to calculate how much the church will pay for the lease. The church must then complete a lease agreement with that school which permits the church to conduct a service at the school.

Ms. Haddad stated all District schools are required to document leases in the District TRIRIGA system and to show reconciliation of the lease. The lease payment is broken down into two parts: The District receives 35%, and the school receives the remaining 65% of the lease payment.

Ms. Haddad stated she and Technical Analyst-III Rosa Dawson facilitated training for Inlet Grove staff regarding using the District TRIRIGA system. The attendees were Dr. Emma Bank, Cassandra Santos, and Jodi Ingram. Ms. Haddad stated the lease coordinator inputs all lease agreements in the TRIRIGA system. She did not know who was the Inlet Grove lease coordinator. Ms. Haddad stated the training was required because Inlet Grove staff had not entered leases in the District TRIRIGA system in the past.

#### **Testimony of IT General Manager Sara Anderson**

Ms. Anderson stated she works at the District central office as the General Manager of IT Solutions and has been employed by the District for a total of ten years. Ms. Anderson stated she received a phone call from a friend that she did not want to identify about a lease that occurred at Inlet Grove. Ms. Anderson does not know the name of the church that leased the space from the school. Ms. Anderson stated she does not know if custodial staff were assigned to work after the event. The cost of the event was approximately \$1,500.

Ms. Anderson stated a lease agreement payment is determined by using two methods. The preferred method is using the District website lease estimator, which calculates the cost of the lease based on the size of the room or building. The second method is to contact the school and speak with the lease coordinator who will provide a quote.

Ms. Anderson stated she is the software manager for TRIRIGA, and that all leases are required to be entered in the District's TRIRIGA and Cash On-line systems 48 hours before the event. Ms. Andersons stated that schools can accept cash, check or credit card as payment.

Ms. Anderson stated Inlet Grove staff received training on how to operate the District's TRIRIGA system in the fall of 2017. The staff that attended the training were Dr. Emma Banks, and two confidential secretaries. Technical Analyst-III Rosa Dawson and Specialist-I Ann-Marie Haddad facilitated the training. Ms. Anderson indicated the training was facilitated because previous leases were executed and not entered in the District TRIRIGA system by Inlet Grove staff. Ms. Anderson stated she does not know who the leasing coordinator is at Inlet Grove.

**Testimony of Technical Analyst-III, Rosa Dawson**

Ms. Dawson stated she is a Technical Analyst-III for leasing and has been employed by the District for a total of thirty-three years. Ms. Dawson stated Specialist-I Ann-Marie Haddad told her that a memorial service occurred at Inlet Grove on May 12, 2018. Ms. Haddad told her about the memorial service because it involved a lease agreement. Ms. Dawson stated she did not know the name of the church that held the memorial service, nor does she know the custodial staff assigned to clean up after the memorial service. Ms. Dawson stated she did not know the rental charge for the memorial service or what if any type of payment was received for the rental.

Ms. Dawson stated lease agreements are to be documented in the District's TRIRIGA system. However, there was no entry in the TRIRIGA for a memorial service at Inlet Grove on May 12, 2018. Ms. Dawson stated TRIRIGA training was provided to Dr. Emma Banks, Jodi Ingram and Cassandra Santos.

Ms. Dawson said that there were discrepancies regarding lease agreements at Inlet Grove because several inquiries for leases were received and not fully completed in the TRIRIGA system between February 2017 and October 2017. Ms. Dawson stated if a lease is not entered in the TRIRIGA system there is no way to determine if a lease occurred unless the school is contacted to verify a paper lease document. Consequently, the School District will not know how much rental payments should be coming from the school. The paper lease document was the old way of keeping records of leases before the introduction of the TRIRIGA system.

**Testimony of Confidential Secretary Cassandra Santos**

Ms. Santos stated she is the Administrative Secretary for Dr. Banks at Inlet Grove and has been employed by Inlet Grove for four years. Ms. Santos explained that no funeral or memorial service occurred at the school on May 12, 2018. Ms. Santos stated that the current lease coordinator is [REDACTED]. Ms. Santos stated she did not enter any leases in the District's TRIRIGA system during the 2017/2018 school year. Ms. Santos confirmed that she received training regarding operating the District's TRIRIGA system.

**Testimony of Lead Custodian Kirk Patrick**

Mr. Patrick stated he is the Lead Custodian at Inlet Grove and has been employed by the District for a total of four years. Mr. Patrick stated he is the custodian assigned to work during events that occur at the school after hours or weekends. Mr. Patrick stated he was not assigned to work at the school on May 12, 2018. Mr. Kirk added that a memorial service did not occur at the school on May 12, 2018.

**Testimony of Custodian Jorge Castro**

Mr. Castro did not speak English. Inlet Grove Administrative Assistant Elisa Espinoza assisted with interpretation of interview questions and testimony. Mr. Castro stated he has never worked on the weekends and that he was not assigned to clean the cafeteria on May 12, 2018.

**Testimony of Custodian Ledys Sosa**

Mr. Sosa did not speak English. Administrative Assistant Elisa Espinoza assisted with interpretation of interview questions and testimony. Mr. Sosa stated he has never worked on the weekends and that he was not assigned to clean the cafeteria on Saturday May 12, 2018.

**Testimony of CEO/President Dr. Emma Banks**

Ms. Banks stated she is the Chief Executive Officer (CEO), founder of Inlet Grove Community High School. Ms. Banks stated she has been the CEO and founder of Inlet Grove for fifteen years. Ms. Banks stated six custodial staff are assigned to clean the school and provide maintenance for school repairs. Custodial staff are not assigned to work weekends.

Ms. Banks stated former confidential secretary Jodi Ingram was the lease coordinator who resigned in June 2018. The current lease coordinator is [REDACTED]. A lease between the school and the community has two steps; the first step is that the confidential secretary enters the lease details in the District's TRIRIGA system, the second step is the approval process. Ms. Banks said she approves or denies leases. Ms. Banks stated last year she, Jodi Ingram and Cassandra Santos attended TRIRIGA training facilitated by the District staff.

Ms. Banks said that no funeral or memorial service occurred at Inlet Grove on May 12, 2018. Ms. Banks stated on August 4, 2017 and August 5, 2017, a repast and funeral occurred at the school for an Inlet Grove staff's family member. Ms. Banks stated when she became the CEO of Inlet Grove in 2003 funerals could occur at District schools. She said she did not know that funerals were prohibited in District schools until a conversation with former Superintendent Dr. Robert Avossa and former School Police Chief Lawrence Leon. Dr. Avossa and Chief Leon told her funerals with expired remains were not allowed to take place on District school campuses.

Ms. Banks stated she is not allowed to attend principal or policy meetings because Inlet Grove is a conversion charter school, and conversion charter schools are not invited to principal or policy meetings. Ms. Banks stated she is unaware of current or revised policies. Ms. Banks stated she would have continued to have funerals at the school if it had not been for Chief Leon and Dr. Avossa telling her funerals were not allowed on school campuses. Ms. Banks stated Dr. Avossa told her it is permissible to have a repast, but you cannot have an expired body on school grounds.

**Testimony of former Confidential Secretary and Lease Coordinator Jodi Ingram**

Ms. Ingram contacted the OIG telephonically on August 9, 2018 and stated that she worked for Inlet Grove from October 2016 through June 2018. Ms. Ingram stated while she worked at Inlet Grove; she was a confidential secretary and the lease coordinator. Ms. Ingram stated funeral services had occurred at the school in the past. Ms. Ingram stated while she worked as the confidential secretary, she would receive several phone calls from the surrounding community requesting quotes for memorial services, wakes, or repasts. Ms. Ingram stated she provided quotes for the services. Ms. Ingram stated she did not record a repast or memorial service in the District's TRIRIGA system on May 12, 2018, because a repast or memorial service did not occur on Inlet Grove school grounds.

**Testimony of current Confidential Secretary and Lease Coordinator [REDACTED]**

[REDACTED] stated she has been employed by Inlet Grove Community High School for six weeks and is the lease coordinator. [REDACTED] stated her responsibilities include administrative duties and inputting leases in the District's TRIRIGA system. [REDACTED] stated she has no information regarding a funeral occurring on May 12, 2018, because she was not employed at Inlet Grove High School at the time.

**Testimony of Dispatcher School Police Deborah Cross**

On August 24, 2018, the OIG contacted School Police Dispatcher Deborah Cross. Ms. Cross stated that according to her records, Ms. Banks opened the school on May 12, 2018, at 7:12 AM, and that no memorial service was reported to have occurred at the school.

**Investigative Review**

The OIG attempted to obtain security video from Inlet Grove for May 12, 2018. The OIG determined that Inlet Grove's surveillance system is not equipped to record and retain surveillance footage beyond fourteen days. Dr. Banks stated during the month of May 2018 a school classroom was open for the nursing program students only and no memorial service was held at the school.

A review of Inlet Grove Community High School Lease Agreements for the Use of School Facilities provided by the school revealed that on August 4 and August 5, 2017, a repast and funeral took place at Inlet Grove auditorium and cafeteria (**Exhibit 1**). There was no lease agreement for a May 12, 2018 memorial service.

Dr. Banks provided the OIG an August 30, 2017, email between her and former Chief Operating Officer Dr. Donald Fennoy. The email shows that a discussion took place about lease agreements and funerals. Dr. Banks said that when she became aware that funerals could not take place on campus (**Exhibit 2**).

A review of the drop safe logs from May 1, 2018 through May 24, 2018, shows no deposit of \$1,487.50 (**Exhibit 3**).

**Inlet Grove Contract Background**

In response to an April 16, 2012, question from a former School Board Member (Jenny Prior Brown), former Chief of Support Operations Joseph Sanches responded as follows:

"The lease agreement with Inlet Grove for the "old Suncoast facility was for a two-year period from August 1, 2010 until July 31, 2012. The District wanted to avoid the cost of maintaining an empty building and making necessary safety improvements in the "old" Suncoast High School because the school is eventually going to be torn down. Inlet Grove agreed to take on the financial responsibility for a list of improvements knowing the lease could end in relatively short number of years. Inlet Grove asked that if they were allowed to keep 100% of the generated lease revenue they would agree to fund a list of improvements that were made part of the lease agreement. In

addition to the required improvements, Inlet Grove is also responsible for 100% of the utility costs for the school as well as minor maintenance.

The Board approved the two-year lease allowing Inlet Grove to keep 100% and provided they spend at least 30% of the gross lease revenue on School Boards approved alterations as set forth in the lease agreement. This 30% represents the funds that the District would have collected on the lease, much of which would have gone right back into the school to take care of repairs that Inlet Grove has agreed to take on themselves (**Exhibit 4**)." A seventh amendment lease agreement for the operation of Inlet Grove Charter High School has been attached to the original 2012 operational lease agreement and extended until July 31, 2019 (**Exhibit 5**).

According to Board Agenda RE-1 Former Suncoast High School Charter School Lease for the July 28, 2010, School Board Meeting, "*The Tenant will be allowed to lease portions of the Leased premises in conformity with School Board Policy 7.18 Community Use of School Facilities and retain 100% of the gross lease revenue. Tenant shall be required to spend at least 30% on School Board approved alterations (Exhibit 6).*"

*Per School Board Policy 7.18 Community Use of District Facilities (6.b. i. & ii) Qualifications (Exhibit 7):*

- b. The Process and criteria for applying for a lease requires that the potential lessee:*
  - o Request that the School District facility complete a web-based lease in IBM TRIRIGA.*
  - o Provide the required additional documentation as identified in the IBM TRIRIGA lease program with the web-based lease.*
  - o Provide a copy of the certificate of insurance requirements as outlined by the terms and conditions of the lease agreement, naming the School Board of Palm Beach County, Florida as an additional insured, with the lease Agreement.*
  - o Potential Lessee must not be in default on a prior-lease payment with any District facility. Potential lessee must have fully compensated the District for any damages resulting from prior use.*

*g. Funeral services (i.e. services where the body or remains of the deceased person are present, including urns and caskets) are prohibited as a school sponsored event or under a lease. Memorial services commemorating the life of a deceased person shall only be permitted under the following circumstances:*

- I. As school sponsored event for a student who was enrolled at the school at the time of death, or a current or former District employee, and the service shall be exclusively for the student, faculty, staff, and immediate family of the deceased and not open to the general public upon approval in advance by the Regional Superintendent, Chief Operating Officer and Chief of Police.*
- II. Memorial services shall only be permitted under a lease under special circumstances conditioned upon:*



- *The service is accessory to a current ongoing lease (for example, an ongoing Church or public assembly lease), and conditioned upon approval in advance by the Regional Superintendent, Police Chief and Chief Operating Officer via Risk Management form PBSB #2498; or*
- *If the individual being memorialized had a significant affiliation with the school and/or community, as determined by the Superintendent or Deputy Superintendent/Chief of Schools, and conditioned upon approval in advance by the Regional Superintendent, Police Chief, (including pursuant to section 17.a. below) and Chief Operating Officer via Risk Management form PBSB #2498.*

The District’s TRIRIGA lease payment histories for Inlet Grove Community High School shows eight leases occurred at Inlet Grove during the 2018 fiscal school year, totaling \$16,614.27 (See **Table 1**). The District TRIRIGA system shows no data entry of a memorial service occurring on May 12, 2018, or of a \$1,487.50 payment received.

**(Table 1) TRIRIGA, Rental Contracts**

<b>Fiscal Year</b>	<b>School Name</b>	<b>Lessee Company</b>	<b>Contract Name</b>	<b>Date Approved</b>	<b>Total Cost</b>	<b>Total Paid</b>	<b>Total Remaining</b>
2018	Inlet H.S.	Emma Neal	Repast	11/17/17	\$280.90	\$280.00	\$ .90
2018	Inlet H.S.	ADIVA Prod, LLC	Here I Am		Canceled	\$0.00	\$0.00
2018	Inlet H.S.	Helping out People Everywhere	H.O.P. E	11/03/17	\$3,841.67	\$3,841.67	\$0.00
2018	Inlet H.S.	The Way of Hope Minis	Summer Camp		Draft	\$0.00	\$0.00
2018	Inlet H.S.	Temple DE LA Restoration LW, Inc.	Temple DE LA Restoration LW, Inc.	06/06/18	\$10,384.20	\$10,384.20	\$0.00
2018	Inlet H.S.		SEIU		Canceled	\$0.00	\$0.00
2018	Inlet H.S.	City of Riviera Bch	City of Riviera Bch Concert	03/14/18	\$2,107.50	\$2,107.50	\$0.00
2018	Inlet H.S.	Mildred Green	Mildred Green		Canceled	\$0.00	\$0.00
<b>Total</b>					<b>\$16,614.27</b>	<b>\$16,613.37</b>	<b>\$0.90</b>

Dr. Banks stated Inlet Grove does not have access to enter financial transactions in the District’s School Cash Online System to document financial balances of internal accounts. Inlet Grove has developed an in-house internal account system that is maintained by staff. According to the documents obtained from Dr. Banks forty-nine bank checks were deposited in Inlet Grove’s internal account between May 1, 2018 and May 21, 2018, totaling \$13,822.06 (**Exhibit 8**). Of the forty-nine checks deposited there was no check for a memorial service payable to Inlet Grove for \$1,487.50 (**See Table 2**).

(Table 2), Inlet Grove Internal Accounts

Date	Payment Method	Activity	Amount
05/01/2018	Check	Other General Fee	\$150.00
05/02/2018	Check	Donation	\$50.00
05/02/2018	Check	Fundraiser	\$125.00
05/02/2018	Check	Other General Fee	\$75.00
05/07/2018	Check	Other General Fee	\$300.00
05/07/2018	Check	Other General Fee	\$300.00
05/07/2018	Check	Fundraiser	\$500.00
05/08/2018	Check	Other General Fee	\$150.00
05/08/2018	Check	Other General Fee	\$150.00
05/08/2018	Check	Other General Fee	\$150.00
05/08/2018	Check	Other General Fee	\$150.00
05/08/2018	Check	Other General Fee	\$150.00
05/09/2018	Check	Other General Fee	\$150.00
05/10/2018	Check	Other General Fee	\$75.00
05/10/2018	Check	Other General Fee	\$100.00
05/10/2018	Check	Other General Fee	\$500.00
05/10/2018	Check	Other General Fee	\$300.00
05/10/2018	Check	Other General Fee	\$300.00
05/11/2018	Check	U.S. Army Recruiting	\$1500.00
05/11/2018	Check	Other General Fee	\$90.00
05/11/2018	Check	Other General Fee	\$150.00
05/11/2018	Check	Other General Fee	\$150.00
05/11/2018	Check	Fundraiser/Donation	\$300.00
05/14/2018	Check	Other General Fee	\$150.00
05/14/2018	Check	Fundraiser	\$500.00
05/14/2018	Check	Student Sponsorship	\$1500.00
05/14/2018	Check	Other General Fee	\$300.00
05/14/2018	Check	Other General Fee	\$150.00
05/14/2018	Check	Other General Fee	\$150.00
05/14/2018	Check	Other General Fee	\$300.00
05/14/2018	Check	Other General Fee	\$150.00
05/15/2018	Check	Other General Fee	\$300.00
05/15/2018	Check	Other General Fee	\$250.00
05/15/2018	Check	Other General Fee	\$150.00
05/16/2018	Check	Other General Fee	\$150.00
05/16/2018	Check	Other General Fee	\$300.00
05/16/2018	Check	Donation/St. Mary's Hosp.	\$1,000.00
05/16/2018	Check	Other General Fee	\$150.00
05/16/2018	Check	Other General Fee	\$150.00
05/17/2018	Check	Donation/Toyota	\$250.00
05/17/2018	Check	Donation	\$1,000.00
05/17/2018	Check	Other General Fee	\$150.00
05/17/2018	Check	Other General Fee	\$150.00
05/17/2018	Check	Other General Fee	\$150.00
05/18/2018	Check	Other General Fee	\$100.00
05/18/2018	Check	Other General Fee	\$150.00
05/18/2018	Check	Other General Fee	\$200.00
05/21/2018	Check	Other General Fee	\$7.06
05/21/2018	Check	Other General Fee	\$150.00
<b>Total:</b>			<b>\$13,822.06</b>

The OIG reviewed Inlet Grove’s leasing account bank statements from April 30, 2018 through May 31, 2018. Inlet Grove’s Bank Deposit Summary shows an account balance of \$3,177.10 as of April 30, 2018 and an ending balance of \$3,177.10 as of May 31, 2018, (See Table 3). No funds were deposited in May 2018 (Exhibit 9).

(Table 3) BB&T Bank Account Summary for Leases

Previous Balance as of April 30, 2018	\$3,177.10
Checks	\$0.00
Other Withdrawals, debits and service charges	\$0.00
Deposits, credits and interest.	\$0.00
<b>Account balance as of May 31, 2018</b>	<b>\$3,177.10</b>

Based on the information obtained and documents reviewed the OIG determined that there was no funeral service at the school on May 12, 2018. The allegation that Inlet Grove Community High School staff did not input \$1,487.50 received for a lease payment into the District’s TRIRIGA or School Online Cash System was **Unsubstantiated**.

**RECOMMENDATIONS**

It is recommended that no further action be taken regarding this matter.

**AFFECTED PARTY NOTICE**

In accordance with School Board Policy 1.092 (8)(b)(iv), on October 1, 2018, Dr. Emma Banks, Jodi Ingram and Cassandra Santos were notified of the investigative findings and provided with an opportunity to submit a written response to these findings.

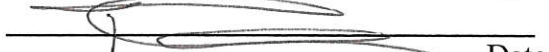
On October 2, 2018, Dr. Emma Banks responded via email concurring with the findings of the investigation (Exhibit 10). No responses were received from Jodi Ingram and Cassandra Santos.

**DISTRIBUTION**

- Palm Beach County School Board Members
- Donald E. Fennoy II, Superintendent
- Audit Committee Members
- Office of Professional Standards
- OIG file

**Investigation Conducted by:**

Robert Sheppard, CIGI, Senior Investigator

  
\_\_\_\_\_ Date

**Investigation Supervised by:**

Oscar Restrepo, CIGI, Director of Investigations

  
\_\_\_\_\_ Date

**Investigation Approved by:**

K. Lung Chiu, CIG, Inspector General

  
\_\_\_\_\_ Date

***The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with “beyond a reasonable doubt,” which is the more severe test required to convict a criminal and “clear and convincing evidence,” a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as “substantiated” means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as “unfounded” means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as “unsubstantiated” means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.***

EXHIBIT#1

Inlet Grove Community High School

Lease Agreement

For use of

School Facilities

(REDACTED)

**Inlet Grove Community High School**  
**Lease Agreement for the Use of School Facilities**

Fiscal Year	School Number	Lease Number
2017	1461	1060

**PREQUALIFIED AS:**

- Non-Profit       Authorized Fee Waiver  
 Commercial     Authorized In-kind Contribution       Interlocal Agreement

THIS AGREEMENT made on (date mm/dd/yyyy) 7/25/2017 between **INLET GROVE COMMUNITY HIGH SCHOOL**, as the Lessor, and Funeral (Repast lease # 1061), as the Lessee. That, by signing this agreement, Lessor does hereby lease unto the Lessee and Lessee takes and hires from Lessor the premises described below, for the date(s) and time(s) described below and for no other purpose, and will abide by all other terms and conditions listed on this lease, front and back, and Exhibit(s) (listed below) attached hereto.

Exhibits Funeral Saturday, August 5

Attached is proof of insurance (if required)

**QUOTE**

**INTERIOR SPACE/ EXTERIOR SPACE/ EXTERIOR LIGHTING**  
 See schedule for description and hourly rate

Description	Hours	Hourly Rate	Total Amount
Auditorium 11am-2pm (Funeral)	3.00	\$85.00	\$255.00
Viewing 5pm-8pm	3.00	\$0.00	\$0.00

Fee Waiver (if applicable) \_\_\_\_\_  
 In-kind Contribution \_\_\_\_\_

Subtotal \$ 255.00

Make Check Payable to:  
 Inlet Grove Community High School

\_\_\_\_\_

\*REFUNDABLE \$ 200.00

\*Deposit will not be refunded if event is cancelled

Make Check Payable to:  
 Inlet Grove Community High School

*-0-per  
Dr. Banks*

**CUSTODIAL SERVICES**

See schedule for description and hourly rate

Description	Hours	Hourly Rate	Number of Custodian	Total Amount
opening 10:30 (Funeral)				
11am-2pm	3	\$ 35.00	2	\$ 210.00
2pm-4pm	2	\$ 35.00	2	\$ 140.00
opening 4:30pm (Viewing)				
5pm-8pm	3	\$ 35.00	2	\$ 210.00
8pm-11pm	2	\$ 35.00	2	\$ 140.00
Subtotal				\$790.00

Audio Visual (August 5) Funeral	3.00	\$40.00	\$120.00
Audio Visual (August 4) viewing	3.00	\$40.00	\$120.00
Subtotal			\$240.00

Fee Waiver (if applicable) \_\_\_\_\_  
 In-kind Contribution \_\_\_\_\_

Subtotal \$ 940.00

Make Check Payable to:  
 Clotee Banks

Total Price (w deposit) \$ 1,395.00  
 Total Price (w/o deposit) \$ 1,195.00

*Ronald Banks*  
 Signature of Lessee

*Emma T. Banks*  
 Signature of Principal (Emma T. Banks, Ed.D.)

\_\_\_\_\_  
 Signature of Lessee

# Inlet Grove Community High School Payment Activity

Event: Funeral Saturday, August 5  
 Lessee: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_  
 Time of Event: \_\_\_\_\_

Lease No.: 1060  
 Date of Lease: \_\_\_\_\_

FACILITY RENTAL				
	AMOUNT	TYPE	DATE	BY
SUBTOTAL	\$ 255.00			
PAYMENT 1	\$ 250.00	MO# 24670604395	8/4/2017	Coach Smith
PAYMENT 2	\$5.00	Cash	8/4/2017	Coach Smith
PAYMENT 3				
BALANCE	\$ -			
CUSTODIAL SERVICE PAYMENT				
	AMOUNT	TYPE	DATE	BY
SUBTOTAL	\$ 940.00			
PAYMENT 1	\$ 940.00	Cash	8/4/2017	Coach Smith
PAYMENT 2				
BALANCE	\$ -			

DEPOSIT	\$ 200.00	*Paid the day of contract to hold the date
---------	-----------	--------------------------------------------

TOTAL	
TOTAL BALANCE DUE	\$ -

*Jody Ingram* 8/4/17

Prepared By: Jody Ingram  
 Updated: 8/4/2017

**Inlet Grove Community High School**  
**Lease Agreement for the Use of School Facilities**

Fiscal Year	School Number	Lease Number
2017	1461	1061

**PREQUALIFIED AS:**

- Non-Profit       Authorized Fee Waiver  
 Commercial     Authorized In-kind Contribution       Interlocal Agreement

THIS AGREEMENT made on (date mm/dd/yyyy) 7/23/2017 between INLET GROVE COMMUNITY HIGH SCHOOL, as the Lessor, and \_\_\_\_\_, as the Lessee. That, by signing this agreement, Lessor does hereby lease unto the Lessee and Lessee takes and hires from Lessor the premises described below, for the date(s) and time(s) described below and for no other purpose, and will abide by all other terms and conditions listed on this lease, front and back, and Exhibit(s) (listed below) attached hereto.

Exhibits \_\_\_\_\_ Repast 8/4/17

Attached is proof of insurance (if required)

**QUOTE**

**INTERIOR SPACE/ EXTERIOR SPACE/ EXTERIOR LIGHTING**

See schedule for description and hourly rate

Description	Hours	Hourly Rate	Total Amount
Repast 2pm-4pm Cafeteria	2.00	\$0.00	\$0.00
			\$0.00
			\$ -
			\$ -

Fee Waiver (if applicable) \_\_\_\_\_  
 In-kind Contribution \_\_\_\_\_

Subtotal \$ \_\_\_\_\_  
 Make Check Payable to:  
 Inlet Grove Community High School

**\*REFUNDABLE\*** \$ \_\_\_\_\_  
 \*Deposit will not be refunded if event is cancelled\*

**CUSTODIAL SERVICES**


See schedule for description and hourly rate

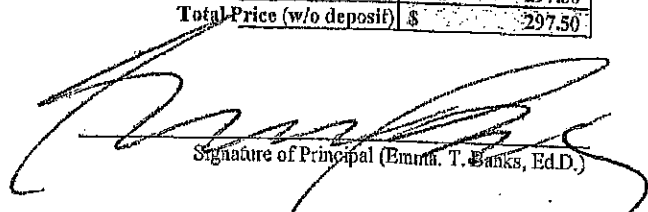
Description	Hours	Hourly Rate	Number of Custodian	Total Amount
opening 1:30pm	0.5	\$ 35.00	1	\$ 17.50
2pm-4pm	2	\$ 35.00	2	\$ 140.00
4pm-6pm	2	\$ 35.00	2	\$ 140.00

Fee Waiver (if applicable) \_\_\_\_\_  
 In-kind Contribution \_\_\_\_\_

Subtotal \$ 297.50  
 Make Check Payable to:  
 Clotee Banks

Total Price (w deposit)	\$ 297.50
Total Price (w/o deposit)	\$ 297.50

  
 Signature of Lessee

  
 Signature of Principal (Emma T. Banks, Ed.D.)

\_\_\_\_\_  
 Signature of Lessee



# Inlet Grove Community High School Payment Activity

Event: Repast  
 Lessee: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_  
 Time of Event: \_\_\_\_\_

Lease No.: 1061  
 Date of Lease: \_\_\_\_\_

FACILITY RENTAL				
	AMOUNT	TYPE	DATE	BY
SUBTOTAL	\$ -			
PAYMENT 1				
PAYMENT 2				
PAYMENT 3				
BALANCE	\$ -			
CUSTODIAL SERVICE PAYMENT				
	AMOUNT	TYPE	DATE	BY
SUBTOTAL	\$ 297.50			
PAYMENT 1	\$ 297.50	cash	8/4/2017	
PAYMENT 2				
BALANCE	297.50			

DEPOSIT	\$ -	*Paid the day of contract to hold the date
---------	------	--------------------------------------------

TOTAL	
TOTAL BALANCE DU	\$ -

*Jodi Ingram* 8/4/17

Prepared By: Jodi Ingram  
 Updated: 8/4/2017

# Inlet Grove Rental Contracts for FY17/18

Contract Name	Lease ID	Date	Lessee Company	Lessee Type	Lessee Company Status	School Facility	Rental Status
08/03/2018 07:59:46							
Summer Camp	LID - 2018 - 1461 - 1008	02/15/2018	The Way of Hope Ministries Inc	Non-Profit (Taxable)	Active	Inlet Grove @ Old Suncoast	Draft
City of Riviera Beach Concert	LID - 2018 - 1461 - 1007	02/05/2018	City of Riviera Beach	Non-Profit (Non-Taxable)	Active	Inlet Grove @ Old Suncoast	Completed
Temple De La Restoration, Inc.	LID - 2018 - 1461 - 1006	01/31/2018	TEMPLE DE LA RESTORATION LW, INC.	Non-Profit (Taxable)	Revision In Progress	Inlet Grove @ Old Suncoast	Completed
SEUI - Florida Public Services Union	LID - 2018 - 1461 - 1005	01/24/2018				Inlet Grove @ Old Suncoast	Cancelled
Here I Am	LID - 2018 - 1461 - 1004	11/17/2017	ADIVA PRODUCTIONS, LLC	Commercial	Draft	Inlet Grove @ Old Suncoast	Cancelled
Repeat	LID - 2018 - 1461 - 1003	11/14/2017	EMMA NEAL	Commercial	Active	Inlet Grove @ Old Suncoast	Issued
Mildred Green	LID - 2018 - 1461 - 1002	10/30/2017	MILDRED GREEN	Commercial	Draft	Inlet Grove @ Old Suncoast	Cancelled
H.O.P.E	LID - 2018 - 1461 - 1001	10/26/2017	HELPING OUT PEOPLE EVERYWHERE, INC.	Non-Profit (Taxable)	Active	Inlet Grove @ Old Suncoast	Issued

Rental Contracts

07/28/2018 15:19:50

Year	School Name	Lessee Company	Lessee Company Type	Lease ID	Contract Name	Date Approved	Rental Status	Total Cost	Total Paid To Date	Total Remaining
2018	Midlet Grove @ Old Suncoast	EMMA NEAL	Commercial	UD-2018-1461-1003	H.O.P.E. Spring Camp Report Here I am	11/17/2017	Issued	\$280.00 US Dollars	\$280.00 US Dollars	\$0.00 US Dollars
2018	Midlet Grove @ Old Suncoast	ADIVA PRODUCTIONS, LLC	Commercial	UD-2018-1461-1004	Midlet Green	11/19/2017	Cancelled	\$0.00 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018	Midlet Grove @ Old Suncoast	HELPING OUT PEOPLE EVERYWHERE, INC.	Non-Profit (Taxable)	UD-2018-1461-1001	on, Inc.	06/06/2018	Completed	\$3,841.67 US Dollars	\$3,841.67 US Dollars	(\$0.00) US Dollars
2018	Midlet Grove @ Old Suncoast	The Way of Hope Ministries Inc	Non-Profit (Taxable)	UD-2018-1461-1006	Temple Det	06/06/2018	Completed	\$0.00 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018	Midlet Grove @ Old Suncoast	TEMPLE OF LA RESTORATION LW, INC.	Non-Profit (Taxable)	UD-2018-1461-1008	SEU - Florida	03/14/2018	Cancelled	\$10,384.20 US Dollars	\$10,384.20 US Dollars	\$0.00 US Dollars
2018	Midlet Grove @ Old Suncoast	City of Riviera Beach	Non-Profit (Non-Taxable)	UD-2018-1461-1005	City of Riviera Beach Concert	03/14/2018	Completed	\$0.00 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018	Midlet Grove @ Old Suncoast	MILDRED GREEN	Commercial	UD-2018-1461-1007	Midlet Green	03/14/2018	Cancelled	\$2,107.50 US Dollars	\$2,107.50 US Dollars	\$0.00 US Dollars
2018	Midlet Grove @ Old Suncoast	MILDRED GREEN	Commercial	UD-2018-1461-1002	Midlet Green	03/14/2018	Cancelled	\$0.00 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars

Rental Contracts

07/26/2018 15:19:50	1	2	3	4	5	6	7	8	9	
Fiscal Year	School Name	Lessee Company	Lessee Company Type	Lessee ID	Contract Name	Date Approved	Rental Status	Total Cost	Total Paid To Date	Total Remaining
2018	Inlet Grove @ Old Suncoast	EMVA MICAL	Commercial	UD - 2018 - 1461 - 1003	Repeat	11/17/2017	Issued	\$280.50 US Dollars	\$280.00 US Dollars	\$0.50 US Dollars
2018	Inlet Grove @ Old Suncoast	ADVA PRODUCTIONS, LLC	Commercial	UD - 2018 - 1461 - 1004	Here I Am		Cancelled	\$0.00 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018	Inlet Grove @ Old Suncoast	HELPING OUT PEOPLE EVERYWHERE, INC.	Non-Profit (Taxable)	UD - 2018 - 1461 - 1001	H.O.P.E	11/09/2017	Issued	\$3,941.67 US Dollars	\$3,841.67 US Dollars	\$0.00 US Dollars
2018	Inlet Grove @ Old Suncoast	The Way of Hope Ministries Inc	Non-Profit (Taxable)	UD - 2018 - 1461 - 1008	Summer Camp		Draft	\$0.00 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018	Inlet Grove @ Old Suncoast	TEMPLE DE LA RESTORATION LW, INC.	Non-Profit (Taxable)	UD - 2018 - 1461 - 1006	Temple De La Restoration, Inc.	08/06/2018	Completed	\$10,394.20 US Dollars	\$10,394.20 US Dollars	\$0.00 US Dollars
2018	Inlet Grove @ Old Suncoast	City of Riviera Beach	Non-Profit (Non-Taxable)	UD - 2018 - 1461 - 1005	SEU - Florida Public Services Union		Cancelled	\$0.00 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018	Inlet Grove @ Old Suncoast	MILDRED GREEN	Commercial	UD - 2018 - 1461 - 1007	City of Riviera Beach, Concert	03/14/2018	Completed	\$2,107.50 US Dollars	\$2,107.50 US Dollars	\$0.00 US Dollars

LICK O'SHISKI  
 LICK O'SHISKI  
 LICK O'SHISKI

A-323  
 LICK O'SHISKI 9/8766  
 A-306

\* NO MAY (2017) - mermaid | Service - prior to tax  
 \* ONE MAY 2018  
 \* PLANNING & FINTE-GOVERNMENTAL - CHRISTOPHER GARRIS  
 \* Boogie Finales Grove LEPASS (May 2017)

\* MARY SUE BEAN - ACCOUNTING Wks Pays Lesses Now (A-323)  
 \* WEEK LEASE COORDINATOR

Rental Contracts

07/26/2018 15:19:50

Fiscal Year	School Name	Lessee Company	Lessee Company Type	Invoice ID	Contract Name	Date Approved	Rental Status	Total Cost	Total Paid To Date	Total Remaining
2018	Inlet Grove @ Old Suncoast	EMMA NEAL	Commercial	UB - 2018 - 1461 - 1003	Reheat	11/17/2017	Issued	\$280.00 US Dollars	\$280.00 US Dollars	\$0.00 US Dollars
2018	Inlet Grove @ Old Suncoast	ADVA PRODUCTIONS, LLC	Commercial	UB - 2018 - 1461 - 1004	Here I Am		Cancelled	\$0.00 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018	Inlet Grove @ Old Suncoast	HELPING OUR PEOPLE EVERYWHERE, INC.	Non-Profit (Taxable)	UB - 2018 - 1461 - 1001	H.O.P.E	11/03/2017	Issued	\$3,841.67 US Dollars	\$3,841.67 US Dollars	\$0.00 US Dollars
2018	Inlet Grove @ Old Suncoast	The Way of Home Ministries Inc	Non-Profit (Taxable)	UB - 2018 - 1461 - 1006	Summer Camp		Draft	\$0.00 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018	Grove @ Old Suncoast	TEMPLE DE LA RESTORATION LM, INC	Non-Profit (Taxable)	UB - 2018 - 1461 - 1008	Temple De I	06/06/2018	Completed	\$10,384.20 US Dollars	\$10,384.20 US Dollars	\$0.00 US Dollars
2018	Grove @ Old Suncoast	City of Silver Beach	Non-Profit (Taxable)	UB - 2018 - 1461 - 1005	SEU - Florid		Cancelled	\$0.00 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018	Inlet Grove @ Old Suncoast	MILDRED GREEN	Commercial	UB - 2018 - 1461 - 1007	CRYSTAL BEACH MILDRED GREEN	03/14/2018	Completed	\$2,107.50 US Dollars	\$2,107.50 US Dollars	\$0.00 US Dollars

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# ALL SCHOOLS SPACE RENTAL REPORT

07/26/2018 15:23:02

*62 hours 145  
174.50 FOT*

Fiscal Year	School Name	Lease ID #	Lessee Organization	Lease Type	TOTAL COST	Labor Cost - Subtotal	Interfocal Waiver - Subtotal	Waiver Payment - Subtotal
2018	Inlet Grove @ Old Suncoast	LD - 2018 - 1461 - 1001	HELPING OUT PEOPLE EVERYWHERE, INC.	Non-Profit (Taxable)	\$9,821.67 US Dollars	\$2,298.67 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018		LD - 2018 - 1461 - 1005	EMMA NEAL	Commercial	\$280.90 US Dollars	\$122.50 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018		LD - 2018 - 1461 - 1006	TEMPLE DE LA RESTORATION LW, INC.	Non-Profit (Taxable)	\$10,384.20 US Dollars	\$7,425.00 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
2018		LD - 2018 - 1461 - 1007	City of Riviera Beach	Non-Profit (Non-Taxable)	\$2,107.50 US Dollars	\$1,597.50 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars
Total					\$16,614.27 US Dollars	\$11,381.67 US Dollars	\$0.00 US Dollars	\$0.00 US Dollars

# IG - REVISED LEASES AUDIT REPORT

07/26/2018 15:14:53

Fiscal Year	School Facility	Principal Name	Approval Date	Lease ID	Lease Contract Name	Lessee Company	Effective Cost	Number of Revisions	Lease Status
2018	Inlet Grove @ Old Suncoast	Emma Banks	11/03/2017	LID - 2018 - 1461 - 1001	H.O.P.E	HELPING OUT PEOPLE EVERYWHERE, INC	\$5,841.67 US Dollars	1	Issued
2018	Inlet Grove @ Old Suncoast	Emma Banks	11/17/2017	LID - 2018 - 1461 - 1003	Repat	EMMA NEAL	\$280.90 US Dollars	1	Issued
2018	Inlet Grove @ Old Suncoast	Emma Banks	06/06/2018	LID - 2018 - 1461 - 1006	Temple De La Restoration, Inc.	TEMPLE DE LA RESTORATION LW, INC.	\$10,394.20 US Dollars	1	Completed

EXHIBIT#2

August 30, 2017, Email correspondence  
between

Dr. Banks and Dr. Fennoy





Emma Banks <emma.banks@pbcharterschools.org>

## Fwd: Lease Agreement

1 message

Emma Banks <emma.banks@pbcharterschools.org>

Wed, Aug 30, 2017 at 10:26 AM

To: Donald Fennoy <donaId.fennoy@palmbeachschools.org>, Jim Pegg <jim.pegg@palmbeachschools.org>, "Robert Avossa (Superintendent)" <avossa.rm@palmbeachschools.org>, Dr Charles W Woodard <chiefpsy@yahoo.com>

Thank you very much. I really appreciate it. We need to know when changes are taking place so that I plus we can be in compliance. With 50 years in education, I am not interested in going against policies that are in place, but I will continue to be an advocate for children. I really hope one day that some district employee will stop informing me that "You are a charter school and you do what ever you want. That's not a true statement.

Dr. Banks.

----- Forwarded message -----

From: **Donald Fennoy** <donaId.fennoy@palmbeachschools.org>

Date: Tue, Aug 29, 2017 at 4:53 PM

Subject: Re: Lease Agreement

To: Emma Banks <emma.banks@pbcharterschools.org>

Cc: "Robert Avossa (Superintendent)" <avossa.rm@palmbeachschools.org>, Dr Charles W Woodard <seedconsultation@gmail.com>, Wanda Paul <wanda.paul@palmbeachschools.org>, Jim Pegg <jim.pegg@palmbeachschools.org>, Kristin Garrison <kristin.garrison@palmbeachschools.org>, Blair LittleJohn <blair.littlejohn@palmbeachschools.org>, A Denise Sagerholm <adenise.sagerholm@palmbeachschools.org>, Joyell Shaw <joyell.shaw@palmbeachschools.org>

Dr. Banks,

I'm not able to speak to what was communicated in the past. What i will say that moving forward, we will make sure your team with be given the procedures for leasing district facilities. The team will also schedule a time so that members of your team can be trained on the appropriate procedures moving forward. The letter you received from me was sent to level set expectations and to clarify district policies moving forward. I will instruct the leasing team to reach out to your team as procedures and policies are changed or adjusted by the staff and board.

Thank you!

Donald

*Donald E. Fennoy II, Ed.D.*

*Chief Operating Officer*

School District Palm Beach County

3300 Forest Hill Blvd.

West Palm Beach, FL 33406

Phone: 561-357-7573

E-Mail: donald.fennoy@palmbeachschools.org

On Tue, Aug 29, 2017 at 3:30 PM, Emma Banks <emma.banks@pbcharterschools.org> wrote:

Good Afternoon Dr. Fennoy:

Please be aware that I am following my lease agreement and I was not aware that funerals could not be held on Inlet Grove Community High School campus. In the past, funerals were allowed on all district properties. Before I ever allowed a funeral, I was given permission from the district real estate office (Mr. Barry Present). When Dr. Avossa informed me, that funerals were not allowed, I immediately informed my staff.

This is why I requested permission to attend the opening of school meeting, so that I would be aware of any new policy changes.

We report the monies every year to the district as required. The account is kept as is indicated in your letter. If you have any questions, please contact Mr. Barry Present's office and they can provide you with the information.

We only had a FALL festival to raise money for our school clubs. We have also tried to have a Flea Market with no success.

Do I need to get approval for school activities that we have in the evenings? Such as fashion shows, talent shows, dance competition and plays? These are evening activities sponsored by our clubs on our campus to help raise money for our school.

When the district school board members want to have a forum at Inlet Grove Community High School, do I need approval from you?

In the future, would you please provide me with any changes to School District policies therefore I can remain compliant.

Please see attachments.

Thank you in advance for your cooperation in this matter.

Sincerely,

Dr. Emma Banks



Emma Banks <emma.banks@pbcharterschools.org>

## Fwd: Lease Agreement

1 message

Emma Banks <emma.banks@pbcharterschools.org>

Wed, Aug 30, 2017 at 10:26 AM

To: Donald Fennoy <donaId.fennoy@palmbeachschools.org>, Jim Pegg <jim.pegg@palmbeachschools.org>, "Robert Avossa (Superintendent)" <avossa.rm@palmbeachschools.org>, Dr Charles W Woodard <chiefpsy@yahoo.com>

Thank you very much. I really appreciate it. We need to know when changes are taking place so that I plus we can be in compliance. With 50 years in education, I am not interested in going against policies that are in place, but I will continue to be an advocate for children. I really hope one day that some district employee will stop informing me that "You are a charter school and you do what ever you want. That's not a true statement.

Dr. Banks.

----- Forwarded message -----

From: **Donald Fennoy** <donaId.fennoy@palmbeachschools.org>

Date: Tue, Aug 29, 2017 at 4:53 PM

Subject: Re: Lease Agreement

To: Emma Banks <emma.banks@pbcharterschools.org>

Cc: "Robert Avossa (Superintendent)" <avossa.rm@palmbeachschools.org>, Dr Charles W Woodard <seedconsultation@gmail.com>, Wanda Paul <wanda.paul@palmbeachschools.org>, Jim Pegg <jim.pegg@palmbeachschools.org>, Kristin Garrison <kristin.garrison@palmbeachschools.org>, Blair LittleJohn <blair.littlejohn@palmbeachschools.org>, A Denise Sagerholm <adenise.sagerholm@palmbeachschools.org>, Joyell Shaw <joyell.shaw@palmbeachschools.org>

Dr. Banks,

I'm not able to speak to what was communicated in the past. What i will say that moving forward, we will make sure your team with be given the procedures for leasing district facilities. The team will also schedule a time so that members of your team can be trained on the appropriate procedures moving forward. The letter you received from me was sent to level set expectations and to clarify district policies moving forward. I will instruct the leasing team to reach out to your team as procedures and policies are changed or adjusted by the staff and board.

Thank you!

Donald

*Donald E. Fennoy II, Ed.D.*

*Chief Operating Officer*

School District Palm Beach County

3300 Forest Hill Blvd.

West Palm Beach, FL 33406

Phone: 561-357-7573

E-Mail: donald.fennoy@palmbeachschools.org

On Tue, Aug 29, 2017 at 3:30 PM, Emma Banks <emma.banks@pbcharterschools.org> wrote:

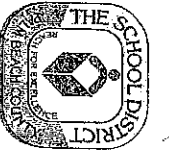
Good Afternoon Dr. Fennoy:

EXHIBIT#3

Inlet Grove Community High School

Drop-Safe Logs from

May 5, 2018 thru May 24, 2018



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

14-51073

Drop Safe Log

This form must be filed sequentially by number in a binder and retained for five years.

School Name

Inlet Grove.

School Number

1461

Date

5/1/18

Section 1 - To be Completed by Teacher/Event Sponsor

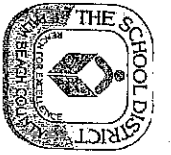
Date of Collection	Date Dropped In Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/1/18	5/1/18	(Signature)	\$41.00
5/1/18	5/1/18	(Signature)	\$500.00
5/1/18	5/1/18	(Signature)	\$286.00
5/1/18	5/1/18	(Signature)	\$33.00
5/1/18	5/1/18	(Signature)	130.00
5/1/18	5/1/18	(Signature)	500.00
5/1/18	5/1/18	(Signature)	25.00
5/1/18	5/1/18	(Signature)	30.00
5/1/18	5/1/18	(Signature)	\$20.25
5/1/18	5/1/18	(Signature)	\$1,000.00
5/1/18	5/1/18	(Signature)	\$500.00
5/1/18	5/1/18	(Signature)	\$95.00
5/1/18	5/1/18	(Signature)	\$190.80

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/1/18	(Signature)

Section 3 - To be Completed After Funds are Entered in SchoolCash

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
21762	(Signature)	
21740	(Signature)	
21739	(Signature)	
21760	(Signature)	
21738	(Signature)	
21743	(Signature)	
21742	(Signature)	
21744	(Signature)	
21752	(Signature)	
21750	(Signature)	
21758	(Signature)	
21753	(Signature)	



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

Drop Safe Log

14-51075

This form must be filed sequentially by number in a binder and retained for five years.

School Name Walter Moore

School Number 1461

Date 5/3/18

Section 1 - To be Completed by Teacher/Event Sponsor

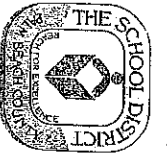
Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/3	5/3/18	<i>[Signature]</i>	46.57
5/3	5/3	<i>[Signature]</i>	41
5/4	5/4	<i>[Signature]</i>	30.00
5/4	5/4	<i>[Signature]</i>	267.00

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/4/18	<i>[Signature]</i>

Section 3 - To be Completed After Funds are Entered in SchoolCash

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
21746	<i>[Initials]</i>	
21937	<i>[Initials]</i>	
21745	<i>[Initials]</i>	
21774		Funds dropped See receipts collected slip



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

14-51076

Drop Safe Log

This form must be filed sequentially by number in a binder and retained for five years.

School Name

16CHS

School Number

1461

Date

5-4-18

Section 1 - To be Completed by Teacher/Event Sponsor

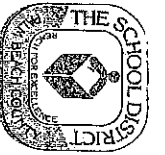
Date of Collection	Date Dropped In Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/11/18	5/11/18	[Signature]	\$234.24
5/11/18	5/11/18	[Signature]	\$3.00
5/11/18	5/11/18	[Signature]	\$515.44
5/11/18	5/11/18	[Signature]	\$800.00
5/11/18	5/11/18	[Signature]	\$115.00
5/11/18	5/11/18	[Signature]	\$300.00
5/11/18	5/11/18	[Signature]	\$500.00
5/11/18	5/11/18	[Signature]	\$277.30
5/11/18	5/11/18	[Signature]	\$52.12
5/11/18	5/11/18	[Signature]	\$1500.00

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/11/18	[Signature]

Section 3 - To be Completed After Funds are Entered in SchoolCash

Receipt#	Verified By (Initials)	Amount if Different than Amt Listed by Teacher
21849	[Signature]	
21839	[Signature]	
21813	[Signature]	
21836	[Signature]	
21837	[Signature]	
21799	[Signature]	
21842	[Signature]	
21798	[Signature]	
21844	[Signature]	
21817	[Signature]	
21821	[Signature]	



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

**Drop Safe Log**

14-51077

This form must be filed sequentially by number in a binder and retained for five years.

School Name

IGCHS

School Number

1461

Date

5/8/18

**Section 1 - To be Completed by Teacher/Event Sponsor**

Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/7/18	5/7/18	(Signature)	\$189.00
5/7/18	5/7/18	(Signature)	126.00
5/7/18	5/7/18	(Signature)	\$55.00
5/8/18	5/8/18	(Signature)	\$40.00
5/8/18	5/8/18	(Signature)	\$49.00
5/8/18	5/8/18	(Signature)	\$46.75
5/8/18	5/8/18	(Signature)	\$50.00
5/8/18	5/8/18	(Signature)	\$10.00
5/8/18	5/8/18	(Signature)	\$5.00
5/8/18	5/8/18	(Signature)	75
5/8/18	5/8/18	(Signature)	100
5/8/18	5/8/18	(Signature)	7

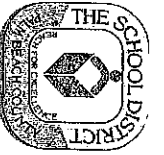
**Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper**

Date Removed From Safe	Verified by
5/14/18	(Signature)

**Section 3 - To be Completed After Funds are Entered in SchoolCash**

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
21835	(Signature)	
21827	(Signature)	
21851	(Signature)	
21824	(Signature)	
21823	(Signature)	
21825	(Signature)	
21797	(Signature)	
21809	(Signature)	
21828	(Signature)	
21841	(Signature)	
21820	(Signature)	
21822	(Signature)	
21814	(Signature)	





THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

14-51078

Drop Safe Log

This form must be filed sequentially by number in a binder and retained for five years.

School Name Bret Grove

School Number 1461

Date 5-8-18

Section 1 - To be Completed by Teacher/Event Sponsor

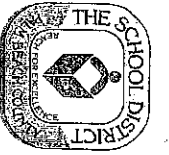
Date of Collection	Date Dropped In Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/8	5/8	<i>[Signature]</i>	\$165.40 ✓
5/8/18	5/8/18	<i>[Signature]</i>	\$150.00 ✓
5/8/18	5/8/18	<i>[Signature]</i>	\$150.00 ✓
5/8/18	5/8/18	<i>[Signature]</i>	\$5.00 ✓
5/8/18	5/8/18	<i>[Signature]</i>	\$35 ✓
5/8/18	5/8/18	<i>[Signature]</i>	\$150.00 ✓
5/8/18	5/8/18	<i>[Signature]</i>	\$150.00 ✓
5/8	5/8	<i>[Signature]</i>	40 ✓
5/8	5/8	<i>[Signature]</i>	104 ✓
5/9	5/9	<i>[Signature]</i>	50 ✓
5/8	05/09	<i>[Signature]</i>	\$3600 ✓

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/14/18	<i>[Signature]</i>

Section 3 - To be Completed After Funds are Entered in SchoolCash

Receipt#	Verified By (Initials)	Amount if Different than Amt Listed by Teacher
21846	<i>[Signature]</i>	
21803	<i>[Signature]</i>	
21805	<i>[Signature]</i>	
21854	<i>[Signature]</i>	
21819	<i>[Signature]</i>	
21807	<i>[Signature]</i>	
21800	<i>[Signature]</i>	
21856	<i>[Signature]</i>	
21853	<i>[Signature]</i>	
21850	<i>[Signature]</i>	
21840	<i>[Signature]</i>	
21818	<i>[Signature]</i>	



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

Drop Safe Log

14-51079

This form must be filed sequentially by number in a binder and retained for five years.

School Name Inlet Grove

School Number 1461

Date 05-09-18

Section 1 - To be Completed by Teacher/Event Sponsor

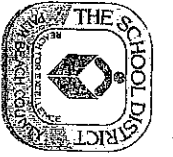
Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
05/09	05/09	[Signature]	200.00 ✓
5/9	5/9	[Signature]	200.00 ✓
5/9	5/9	[Signature]	230.00 ✓
5/9/18	5/9/18	[Signature]	\$150.00 ✓
5/9/18	5/9/18	[Signature]	\$35 ✓
5/9/18	5/9/18	[Signature]	1.00 ✓
5/10/18	5/10/18	[Signature]	\$263.40 ✓
5/10/18	5/10/18	[Signature]	\$75.00 ✓
5/10/18	5/10/18	[Signature]	\$214.00 ✓
5/10/18	5/10/18	[Signature]	\$150.00 ✓
5/10/18	5/10/18	[Signature]	\$15.00 ✓
5/10/18	5/10/18	[Signature]	\$500.00 ✓

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/14/18	[Signature]

Section 3 - To be Completed After Funds are Entered in SchoolCash

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
21831	[Signature]	
21834	[Signature]	
Deposit	[Signature]	
21847	[Signature]	
21810	[Signature]	
21855	[Signature]	
21833	[Signature]	
21848	[Signature]	
21806	[Signature]	
21832	[Signature]	
21838	[Signature]	
21829	[Signature]	
Payment	[Signature]	



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

14-51080

Drop Safe Log

This form must be filed sequentially by number in a binder and retained for five years.

School Name

*West Shore*

School Number

*1461*

Date

*5/10/18*

Section 1 - To be Completed by Teacher/Event Sponsor

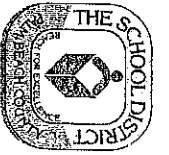
Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/10/18	5/10/18	<i>[Signature]</i>	\$300.00
5/10/18	5/10/18	<i>[Signature]</i>	\$500.00
5/10/18	5/10/18	<i>[Signature]</i>	\$100.00
5/10/18	5/10/18	<i>[Signature]</i>	\$219.25
5/11/18	5/11/18	<i>[Signature]</i>	\$68.60
5/11/18	5/11/18	<i>[Signature]</i>	\$100.00
5/11/18	5/11/18	<i>[Signature]</i>	\$230.00
5/11/18	5/11/18	<i>[Signature]</i>	\$25.00
5/11/18	5/11/18	<i>[Signature]</i>	\$70.00
5/11/18	5/11/18	<i>[Signature]</i>	\$300.00
5/11/18	5/11/18	<i>[Signature]</i>	\$150.00
5/11/18	5/11/18	<i>[Signature]</i>	\$90.00
5/11/18	5/11/18	<i>[Signature]</i>	\$3.00

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/14/18	<i>[Signature]</i>

Section 3 - To be Completed After Funds are Entered in School Cash

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
21812	<i>[Signature]</i>	
21811	<i>[Signature]</i>	
21810	<i>[Signature]</i>	
21815	<i>[Signature]</i>	
21830	<i>[Signature]</i>	
21845	<i>[Signature]</i>	
21808	<i>[Signature]</i>	
21808	<i>[Signature]</i>	
21802	<i>[Signature]</i>	
21796	<i>[Signature]</i>	
Should not have dropped		
21826	<i>[Signature]</i>	



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

# Drop Safe Log

14-51081

This form must be filed sequentially by number in a binder and retained for five years.

School Name Del Rio

School Number 1461

Date 5/14/18

### Section 1 - To be Completed by Teacher/Event Sponsor

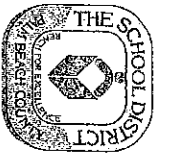
Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/14	5/14/18	<i>[Signature]</i>	4,500.00 ✓
5/14	5/14/18	<i>[Signature]</i>	6,800.00 ✓
5/14	5/14	<i>[Signature]</i>	71.38 ✓
/			

### Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5-14-18	<i>[Signature]</i>
/	

### Section 3 - To be Completed After Funds are Entered in SchoolCash

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
21804	<i>[Signature]</i>	
21801	<i>[Signature]</i>	
21843	<i>[Signature]</i>	
/		



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

14-51082

Drop Safe Log

This form must be filed sequentially by number in a binder and retained for five years.

School Name

*Bullet Grove Community HS*

School Number

*1461*

Date

*5-14-18*

Section 1 - To be Completed by Teacher/Event Sponsor

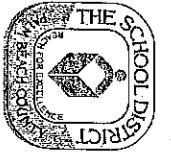
Date of Collection	Date Dropped In Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/14	5/14	<i>[Signature]</i>	100 ✓
5/14	5/14	<i>[Signature]</i>	\$150.00 ✓
5/14	5/14	<i>[Signature]</i>	\$156.00 ✓
5/14	5/14	<i>[Signature]</i>	\$300.00 ✓
5/14	5/14	<i>[Signature]</i>	\$500.00 ✓
5/14	5/14	<i>[Signature]</i>	\$150.00 ✓
5/14/18	5/14/18	<i>[Signature]</i>	\$307.50 ✓
5/14/18	5/14/18	<i>[Signature]</i>	47 ✓
5/14/18	5/14/18	<i>[Signature]</i>	138 ✓
5/14/18	5/14/18	<i>[Signature]</i>	124.00 ✓
5/13/18	5/13/18	<i>[Signature]</i>	\$214.85 ✓
5/13/18	5/13/18	<i>[Signature]</i>	\$30.10 ✓
5/13/18	5/13/18	<i>[Signature]</i>	\$222.00 ✓

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/14/18	<i>[Signature]</i>

Section 3 - To be Completed After Funds are Entered in School Cash

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
21931	<i>[Signature]</i>	
21905	<i>[Signature]</i>	
21923	<i>[Signature]</i>	
21910	<i>[Signature]</i>	
Account payment	<i>[Signature]</i>	
21909	<i>[Signature]</i>	
21929	<i>[Signature]</i>	
21930	<i>[Signature]</i>	
21883	<i>[Signature]</i>	needed change by 500 back
21933	<i>[Signature]</i>	
21922	<i>[Signature]</i>	
21904	<i>[Signature]</i>	
21932	<i>[Signature]</i>	



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

14-51083

Drop Safe Log

This form must be filed sequentially by number in a binder and retained for five years.

School Name

FGCHS

School Number

1461

Date

5/15/18

Section 1 - To be Completed by Teacher/Event Sponsor

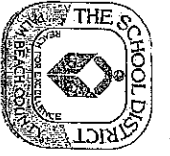
Date of Collection	Date Dropped In Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/15	5/15/18	[Signature]	\$300.00 ✓
5/15	5/15/18	[Signature]	\$250.00 ✓
5/15	5/15/18	[Signature]	\$150.00 ✓
5/15	5/15/18	[Signature]	\$150.00 ✓
5/15	5/15	[Signature]	108.75 ✓
5/15	5/15	[Signature]	\$280.00 ✓
5/15	5/15	[Signature]	\$150.00 ✓
5/16	5/16/18	[Signature]	\$150.00 ✓
5/16/18	5/16/18	[Signature]	133.25 ✓
5/16/18	5/16/18	[Signature]	\$13.00 ✓
5/16/18	5/16/18	[Signature]	\$370.00 ✓
5/16/18	5/16/18	[Signature]	\$50.75 ✓
5/16/18	5/16/18	[Signature]	\$77.00 ✓

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/15/18	[Signature]

Section 3 - To be Completed After Funds are Entered in SchoolCash

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
21908	[Signature]	
21907	[Signature]	
21906	[Signature]	
21911	[Signature]	
21962	[Signature]	
21927	[Signature]	
21903	[Signature]	
21902	[Signature]	
21925	[Signature]	
21940	[Signature]	
21926	[Signature]	
21912	[Signature]	
Deposit	[Signature]	



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

Drop Safe Log

14-51084

This form must be filed sequentially by number in a binder and retained for five years.

School Name West Shore

School Number 1401

Date 5/17/18

Section 1 - To be Completed by Teacher/Event Sponsor

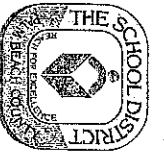
Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/16/18	5/16/18	[Signature]	\$ 215.94 ✓
5/16/18	5/16/18	[Signature]	\$ 600.00 ✓
5/16/18	5/16/18	[Signature]	\$ 18.00 ✓
5/16/18	5/16/18	[Signature]	\$ 100.00 ✓
5/16/18	5/16/18	[Signature]	\$ 575.00 ✓
5/16/18	5/16/18	[Signature]	\$ 25.00 ✓
5/16/18	5/16/18	[Signature]	\$ 103.75 ✓
5/16/18	5/16/18	[Signature]	\$ 27.00 ✓
5/16/18	5/16/18	[Signature]	\$ 59.07 ✓
5/16/18	5/16/18	[Signature]	\$ 300.00 ✓
5/17	5/17	[Signature]	\$ 115.00 ✓
5/17	5/17	[Signature]	\$ 150.00 ✓
5/17	5/17	[Signature]	\$ 200.00 ✓

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified by
5/16/18	[Signature]
	[Signature]
	[Signature]
	[Signature]
	[Signature]
	[Signature]
	[Signature]
	[Signature]
	[Signature]
	[Signature]
	[Signature]
	[Signature]
	[Signature]

Section 3 - To be Completed After Funds are Entered in School Cash

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
Deposit	[Signature]	
21936	[Signature]	
Deposit	[Signature]	
Deposit	[Signature]	
21935	[Signature]	
Deposit	[Signature]	
Deposit	[Signature]	
21938	[Signature]	
Deposit	[Signature]	
21901	[Signature]	
Deposit	[Signature]	
21937	[Signature]	
Deposit	[Signature]	
21900	[Signature]	
Deposit	[Signature]	
21941	[Signature]	



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

14-51085

Drop Safe Log

This form must be filed sequentially by number in a binder and retained for five years.

School Name Delton Shore

School Number 1461

Date 5/17/18

Section 1 - To be Completed by Teacher/Event Sponsor

Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/17	5/17/18	[Signature]	\$1,000.00
5/17/18	5/17/18	[Signature]	\$1,000.00
5/17/18	5/17/18	[Signature]	\$150.00
5/17/18	5/17/18	[Signature]	\$150.00
5/17/18	5/17/18	[Signature]	\$39.00
5/17/18	5/17/18	[Signature]	\$250.00
5/17/18	5/17/18	[Signature]	\$1,000.00
5/17/18	5/17/18	[Signature]	\$240.00
5/17/18	5/17/18	[Signature]	\$2.00
5/17/18	5/17/18	[Signature]	\$250.00
5/17/18	5/17/18	[Signature]	\$68.75
5/18/18	5/18/18	[Signature]	\$150.00
5/18/18	5/18/18	[Signature]	\$100.00

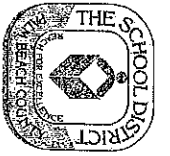
Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/25/18	[Signature]

Section 3 - To be Completed After Funds are Entered in SchoolCash

Receipt#	Verified By (Initials)	Amount if Different than Amt Listed by Teacher
21897	[Signature]	
21918	[Signature]	
21898	[Signature]	
21899	[Signature]	
21958	[Signature]	
21896	[Signature]	
21945	[Signature]	
21944	[Signature]	
21942	[Signature]	
21925	[Signature]	
21961	[Signature]	
21894	[Signature]	
21895	[Signature]	





THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

Drop Safe Log

14-51086

This form must be filed sequentially by number in a binder and retained for five years.

School Name West Shore

School Number 1461

Date 5/18/18

Section 1 - To be Completed by Teacher/Event Sponsor

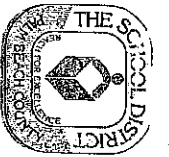
Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/18/18	5/18/18	[Signature]	\$200.00 ✓
5/18/18	5/18/18	[Signature]	\$150.00 ✓
5/18/18	5/18/18	[Signature]	\$175.00 ✓
5/18/18	5/18/18	[Signature]	\$160.00 ✓
5/18/18	5/18/18	[Signature]	\$240.00 ✓
5/18/18	5/18/18	[Signature]	\$189.00 ✓
5/18/18	5/18/18	[Signature]	\$20.00 ✓
5/18/18	5/18/18	[Signature]	\$52.00 ✓
5/18/18	5/18/18	[Signature]	\$95.00 ✓
5/21/18	5/21/18	[Signature]	\$97.00 ✓
5/21/18	5/21/18	[Signature]	\$100.00 ✓
5/21/18	5/21/18	[Signature]	\$150.00 ✓
5/21/18	5/21/18	[Signature]	\$150.00 ✓

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/21/18	[Signature]

Section 3 - To be Completed After Funds are Entered in School Cash

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
21892	[Signature]	
21893	[Signature]	
21964	[Signature]	
21947	[Signature]	
21943	[Signature]	
21920	[Signature]	
21946	[Signature]	
21916	[Signature]	
21934	[Signature]	
21959	[Signature]	
21948	[Signature]	
21886	[Signature]	
21891	[Signature]	



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

Drop Safe Log

14-51087

This form must be filed sequentially by number in a binder and retained for five years.

School Name West Shore

School Number 1461

Date 5/21/18

Section 1 - To be Completed by Teacher/Event Sponsor

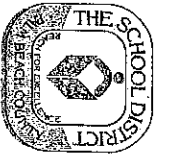
Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/21/18	5/21/18	[Signature]	\$706 ✓
5/21/18	5/21/18	[Signature]	\$450 ✓
5/21/18	5/21/18	[Signature]	\$150 ✓
5/21/18	5/21/18	[Signature]	\$950 ✓
5/21/18	5/21/18	[Signature]	\$50 ✓
5/21/18	5/21/18	[Signature]	\$132 ✓
5/21/18	5/21/18	[Signature]	\$358 ✓
5/21/18	5/21/18	[Signature]	\$64 ✓
5/21	5/21	[Signature]	\$30 ✓
5/21/18	5/21/18	[Signature]	\$35 ✓
5/21/18	5/21/18	[Signature]	✓
5/21/18	5/21/18	[Signature]	\$190 ✓
5/21/18	5/21/18	[Signature]	\$182 ✓

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/21/18	[Signature]

Section 3 - To be Completed After Funds are Entered in School Cash

Receipt#	Verified By (Initials)	Amount if Different than Amt Listed by Teacher
21889	[Signature]	
21890	[Signature]	
21885	[Signature]	
21887	[Signature]	
21888	[Signature]	
21915	[Signature]	
21924	[Signature]	
21950	[Signature]	
21949	[Signature]	
21880	[Signature]	
21937	[Signature]	
21914	[Signature]	



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

14-51088

### Drop Safe Log

This form must be filed sequentially by number in a binder and retained for five years.

School Name

16045

School Number

1461

Date

5-22-18

#### Section 1 - To be Completed by Teacher/Event Sponsor

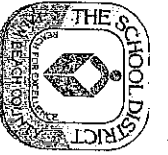
Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/12	5/12	[Signature]	\$209-
5/22/18	5/22/18	[Signature]	\$16.00 ✓
5/12	5/12	[Signature]	\$65.00 ✓
5/23/18	5/23/18	[Signature]	\$521.00 ✓
5/23/18	5/23/18	[Signature]	\$43.88 ✓
5/23/18	5/23/18	[Signature]	\$5.00 ✓
5/23/18	5/23/18	[Signature]	\$138.00 ✓
5/23/18	5/23/18	[Signature]	\$140.75 ✓
5/24	5/24	[Signature]	\$200.00 ✓
5/24	5/24	[Signature]	\$250.00 ✓
5/24	5/24	[Signature]	\$28.00 ✓
5/24	5/24	[Signature]	\$197.00 ✓

#### Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified by
5/21/18	[Signature]

#### Section 3 - To be Completed After Funds are Entered in SchoolCash

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
21884	[Signature]	
21951	[Signature]	
21952	[Signature]	
21954	[Signature]	
deposit	[Signature]	
21953	[Signature]	
21919	[Signature]	
21913	[Signature]	
21957	[Signature]	
Returned payment	[Signature]	
21963	[Signature]	
21960	[Signature]	
21917	[Signature]	



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

Drop Safe Log

14-51089

This form must be filed sequentially by number in a binder and retained for five years.

School Name Shut Grove Comm. HS

School Number 1461

Date 5-24-18

Section 1 - To be Completed by Teacher/Event Sponsor

Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
5/24/18	5/24/18	<i>[Signature]</i>	1435.50/24
5/24/18	5/24/18	<i>[Signature]</i>	1906/24
5/24/18	5/24/18	<i>[Signature]</i>	25.00/24
5/24/18	5/24/18	<i>[Signature]</i>	285.00/24
5/24/18	5/24/18	<i>[Signature]</i>	46/24

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper

Date Removed From Safe	Verified By
5/24/18	<i>[Signature]</i>
	<i>[Signature]</i>
	<i>[Signature]</i>
	<i>[Signature]</i>
	<i>[Signature]</i>

Section 3 - To be Completed After Funds are Entered in SchoolCash

Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
21928	<i>[Signature]</i>	
21965	<i>[Signature]</i>	
21955	<i>[Signature]</i>	
21956	<i>[Signature]</i>	
21879	<i>[Signature]</i>	

EXHIBIT#4

Palm Beach County School District  
Board Document Minutes

Board Docs

On April 16 Board Member Jenny Prior Brown asked the following questions regarding Board Item PR5 - Inlet Grove Community High School Lease Amendment

Question: As I understand it, this charter school gets to utilize our SD facility for \$0 rent. Please explain why charter schools can turn around and rent our property for a profit.

Response: Inlet Grove and South Tech are conversion charter schools that have specific agreements that address their use of School District facilities. Inlet Grove was located at the School Board's former North Tech campus in Riviera Beach. The Conversion Charter Agreement was a five year agreement from July 1, 2004 - June 30, 2009 and allowed Inlet Grove to lease specific areas of the North Tech campus. The School Board was to receive 10% of the rental income. This was the same arrangement for both Inlet Grove and South Tech in the original agreements.

Question: Do we allow all charter schools?

Response: No, the majority of the charter schools are not located in School Board facilities.

Question: Please justify the revenue sharing in this lease.

Response: Inlet Grove was selected from an RFP to move into the vacated "old" Suncoast HS facility that was earmarked for demolition and slated to become the site for the new Riviera Beach Area HS (03-MMM). The Board decided to make the "old" Suncoast HS facility available to charter schools after the decision was made to place the demolition of the "old" Suncoast HS on hold pending funding for the new Riviera Beach Area HS (03-MMM).

The lease with Inlet Grove for the "old" Suncoast facility was for a two year period from August 1, 2010 until July, 31, 2012. The District wanted to avoid the cost of maintaining an empty building and making necessary safety improvements in the "old" Suncoast HS because the school is eventually going to be torn down. Inlet Grove agreed to take on the financial responsibility for a list of improvements knowing the lease could end in a relatively short number of years. Inlet Grove asked that if they were allowed to keep 100% of the generated lease revenue they would agree to fund a list of improvements that were made part of the lease agreement. In addition to the required improvements, Inlet Grove is also responsible for 100% of the utility costs for the school as well as minor maintenance.

The Board approved the two year lease allowing Inlet Grove to keep 100% and provided they spend at least 30% of the gross lease revenue on School Board approved alterations as set forth in the lease agreement. This 30% represents the funds that the District would have collected on the lease, much of which would have gone right back into the school to take care of repairs that Inlet Grove has agreed to take on themselves.

Joseph Sanches

Chief of Support Operations

561-357-7573

EX  
#4

EXHIBIT#5

Palm Beach County School District  
Seventh Amendment to Lease Agreement  
&  
Inlet Grove Community High School

SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA  
SEVENTH AMENDMENT TO LEASE AGREEMENT

between

SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

(School Board)

and

**Inlet Grove Community High School, Inc.**

**Conversion Charter School**

**(Tenant)**



## **SEVENTH AMENDMENT TO LEASE AGREEMENT**

**THIS SEVENTH AMENDMENT TO LEASE** made and entered into, by and between SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA, a corporate body politic, existing under the laws of the State of Florida (the "School Board") and INLET GROVE COMMUNITY HIGH SCHOOL, INC., a Conversion Charter School as defined by Florida charter school law and a Florida non-profit corporation ("Tenant").

### **RECITALS:**

**WHEREAS**, School Board, in its capacity as Sponsor, and Tenant are parties to that certain Conversion Charter School Contract dated August 19, 2009 (the "Charter Contract"), which governs the Tenant's operation as a charter school in Palm Beach County, Florida;

**WHEREAS**, the School Board is the owner of certain real property situated in Palm Beach County, Florida, at 600 West 28<sup>th</sup> Street and known as former Suncoast High School, which property is depicted in Exhibit "A" attached hereto (hereinafter "the School"); and

**WHEREAS**, on July 28, 2010, the School Board approved leasing the School to Tenant beginning August 1, 2010 and expiring on July 31, 2012 (the "Lease"); on April 18, 2012 approved the first Amendment to the Lease Agreement expiring July 31, 2013; on May 15, 2013 approved the Second Amendment to the Lease Agreement expiring July 31, 2014; on May 13, 2014 approved the Third Amendment to the Lease Agreement expiring on July 31, 2015; on May 12, 2015 approved the Fourth Amendment to the Lease Agreement expiring July 31, 2016; on June 15, 2016 approved the Fifth Amendment to the Lease Agreement expiring July 31, 2017, on May 10, 2017 approved the Sixth Amendment to the Lease Agreement expiring June 30, 2018; and

**WHEREAS**, pursuant to Section 1.03 of the Lease, Tenant has requested that the School Board amend the Lease to permit Tenant to occupy the School's campus, on a temporary basis and extend the term of the Lease to facilitate Tenant's use for charter school purposes.

### **WITNESSETH:**

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference. Terms not defined herein shall have the same meaning as ascribed to them in the Lease.
2. Section 1.02 of the Lease is hereby amended to provide that the Term of the Lease has been extended until July 31, 2019.

3. Except as specifically modified by this Seventh Amendment, all of the terms, conditions and provisions of the Lease not amended herein shall remain unmodified, in full force and effect, and are hereby ratified, confirmed and adopted by the parties.

(REMAINDER OF PAGE INTENTIONALLY BLANK)

IN WITNESS WHEREOF, the parties hereto have duly executed this Seventh Amendment to Lease as of the day and year first above written.

Date of Execution: 6/21/18

ATTEST:

J.P. Ingram  
(Signature)  
Administrative Assistant  
(Title)

Inlet Grove Community High School, Inc.,  
a Florida non-profit corporation

By: Emma Banks  
(Signature)

Its: CEO/President  
(Title)

SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA,  
a corporate body politic

ATTEST:

By: \_\_\_\_\_  
Chuck Shaw, Chairman

BY: \_\_\_\_\_  
Donald E. Fennoy II, Ed.D., Superintendent

(Seal)

APPROVED AS TO FORM AND

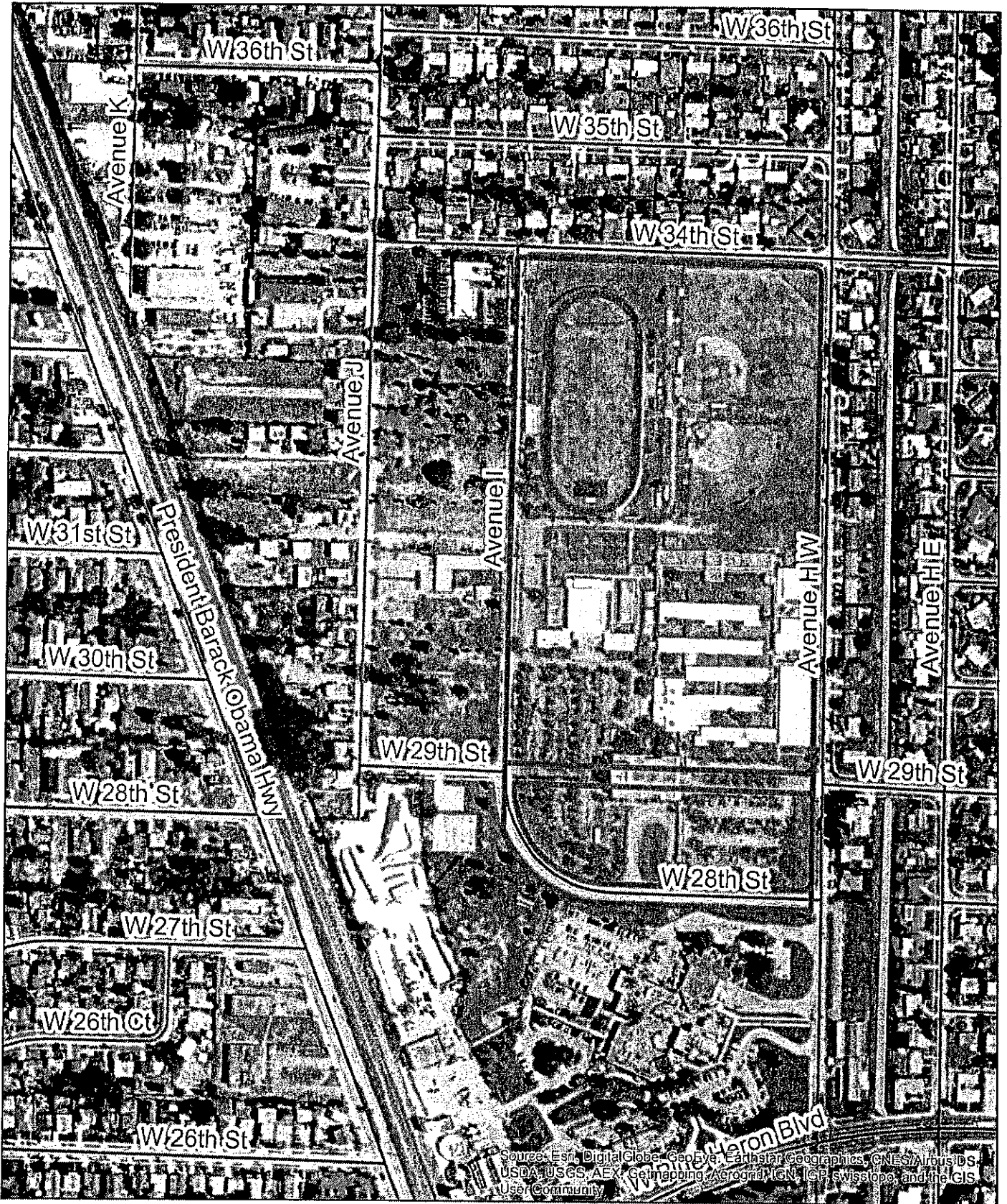
LEGAL SUFFICIENCY

By: Blair Littlejohn  
School Board Attorney

Digitally signed by Blair Littlejohn  
DN: cn=Blair Littlejohn, o=School Board of Palm Beach County, ou=Office of General Counsel, email=blair.littlejohn@palmbeachschools.org, c=US  
Date: 2018.06.21 14:57:34 -0400

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

# "Exhibit A"



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus/DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

- School Board Property
- Waterways
- Roads



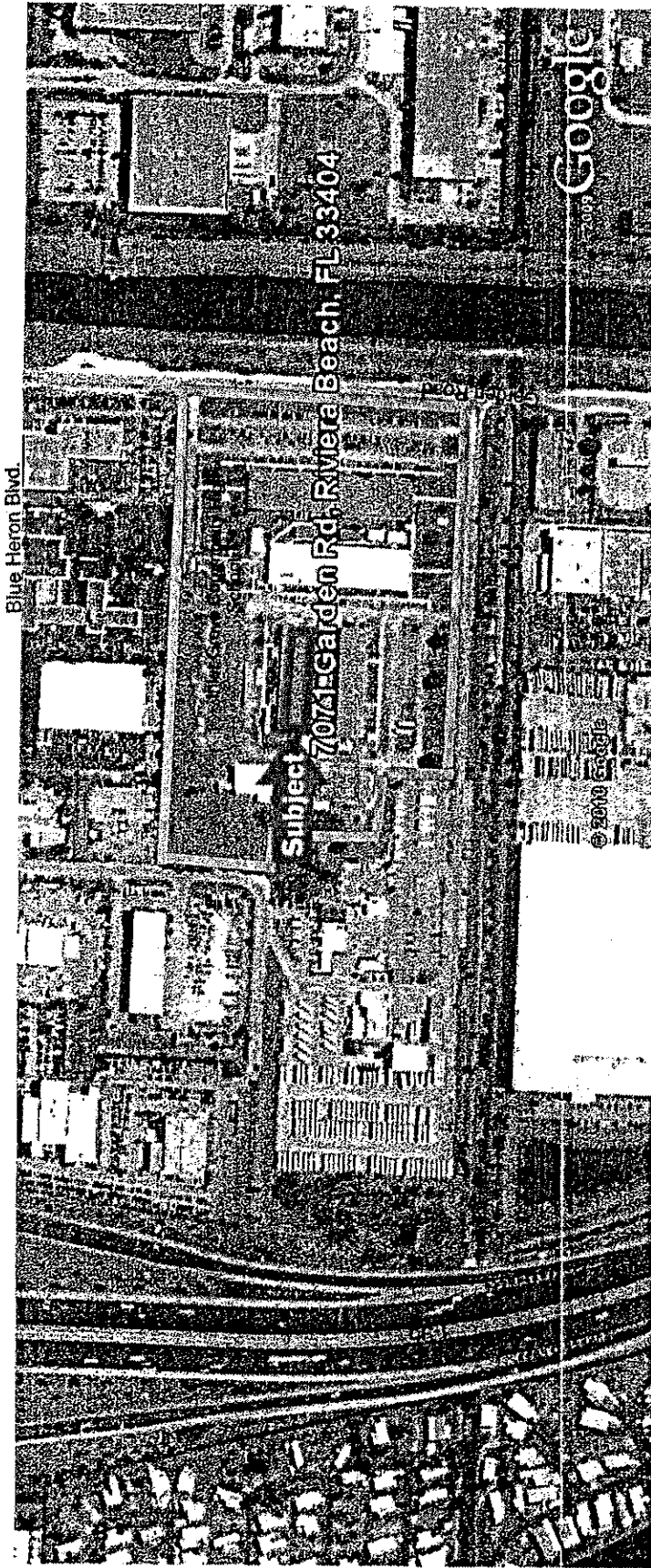
Palm Beach County School District  
Planning and Informational Resources - GIS



3338 Federal Rd Blvd  
West Palm Beach, FL 33414

4/18/2018 - 5:04am  
laura\_c\_schmitt\_185.mxd

Exhibit "A"



INLET GROVE COMMUNITY  
HIGH SCHOOL

Name of Contract: Inlet Grove - Joseph Littles Nguzo Saba Lease

\_\_\_\_\_ Board Item

\_\_\_\_\_ Board Meeting Date

### CONTRACT REVIEW CHECKLIST

**Contract Terms:**

	Comments
Term (Duration of Contract)	August 18, 2010 through December 23, 2010
Termination Clause	Article XIII Tenant may terminate early upon 60 days prior notice.
Insurance /Indemnification	Incorporates provisions of Article 26 of Charter Agreement
Liability issues	N/A
Confidentiality Provision	N/A
Warranties	Premises accepted in its "As Is" condition
Labor Issues	N/A
Disclaimers	N/A
Background Screening	N/A
Commercial Non-Discrimination per Policy 6.144	Section 4.04
Governing Law & Venue	Florida law and Palm Beach County venue

**Business Principles:**

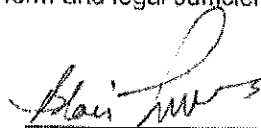
	Comments
Fees	
Payment Terms, i.e. --Lump sum, installments --Late fees	

**Other Issues:**

	Comments
Beneficial Interest Affidavit	N/A
Non-Negotiable Issues	None
Miscellaneous Issues	None

**Special Considerations:** \_\_\_\_\_

Reviewed and approved as to form and legal sufficiency. Yes  No

  
By: Attorney (Name and Date) 9/3/10

EXHIBIT#6

Palm Beach County School District

RE: -1 Former Suncoast High School  
Charter School Lease Recommendations

Exhibit "A"



July 28 , 2010

New Business - Real Estate

Title: RE- 1 Former Suncoast High School Charter School Lease

PASSED 6-0

Recommendation:

I recommend the School Board approve the Lease Agreement between Inlet Grove Community High School, Inc., a Conversion Charter School and the School Board of Palm Beach County for the former Suncoast High School located at 600 West 28<sup>th</sup> Street, Riviera Beach, and authorize the Chairman and Superintendent to sign all necessary documents.

Description:

1. Suncoast High School is relocating to their new campus located at 1717 Avenue "S", Riviera Beach, for the 2010-2011 school year.
2. The former Suncoast High School has been declared as "interim" and is available for lease.
3. On March 29, 2010 the School District distributed a Solicitation to Charter Schools to lease property at the former Suncoast High School. (See Exhibit "A")
4. Inlet Grove Community High School, Inc., a Conversion Charter School was the only school to submit a proposal.
5. Inlet Grove Community High School met all the eligibility requirements.
6. The term of the lease shall commence on August 1, 2010 and extend until July 31, 2012.
7. Inlet Grove may request one year extensions that will require School Board approval.
8. The tenant may not make any improvements, additions, modifications or alterations to the Leased Premises without School Board approval.
9. The School Board shall be responsible to make repairs to the roof, structural, electrical and plumbing systems.
10. The Tenant will be allowed to lease portions of the Leased Premises in conformity with School Board Policy 7.18 Community Use of School Facilities and retain 100% of the gross lease revenue. Tenant shall be required to spend at least 30% on School Board approved alterations.
11. The School Board and Tenant shall be responsible for the respective improvements set forth in Exhibit "C". The School Board's portion of these improvements is not to exceed approximately \$305,000.00.
12. Tenant shall be responsible for all utility fees related to the operation of the Lease Premises.
13. Upon termination or expiration of the lease the tenant shall be permitted to reoccupy its original facility "Inlet Grove".
14. If the School Board determines that the Leased Premises shall be demolished to prepare for the construction of the New Riviera Beach Area High School, the School Board has the right to terminate the lease by providing tenant 120 days prior written notice. The School Board shall pay all reasonable moving costs associated with Tenant's relocation back to the original facility, in an amount not exceed \$35,000.00
15. Board approval is contingent upon execution of the lease by Inlet Grove.

Financial Impact:

The financial impact to the Capital Project's Fund Budget is not to exceed \$325,000.00

For Additional Information, contact:

Joseph M. Moore ([moorej@palmbeachschools.org](mailto:moorej@palmbeachschools.org))

Joseph Sanches ([sanchesj@palmbeachschools.org](mailto:sanchesj@palmbeachschools.org))



EXHIBIT#7

Palm Beach County School District  
Policy 7.18  
Community Use of District Facilities



Book	School Board Policies
Section	Ch. 7. Facilities and Operations
Title	Community Use of District Facilities
Number	7.18
Status	Active
Adopted	February 18, 1972
Last Revised	June 6, 2018

## Policy 7.18 - Community Use of District Facilities

### 1. Purpose

The School Board recognizes that the use of facilities by the public may be mutually beneficial to all parties involved. In accordance with Fla. Stat. §§ 1001.43(5) and 1013.10, the Board may adopt policies and procedures necessary to protect school facilities and grounds when used by the community. This policy is to provide uniform procedures for the use of the District's facilities by the public.

### 2. Definitions

- a. Commercial Organizations shall include all for-profit organizations and private individuals.
- b. Non-profit Organizations shall include civic, religious, or community organizations that qualify as non-profit entities under the Internal Revenue Service Code and/or are a not-for-profit corporation under the law of a state and/or governmental entities.
- c. Behavioral Health, Cooperative or Service Agreement Agencies shall mean not-for-profit organizations that have an agreement with the School Board for the benefit of the children, and/or schools and/or District.
- d. Interlocal Agreement shall mean an agreement entered into by the School Board and one or more governmental entities under the authority of and for the purposes set forth in Chapter 163, Florida Statutes.
- e. Polling Places shall include the Supervisor of Elections and individual municipalities for securing sites for their elections.
- f. School-Based Organizations shall mean those volunteer organizations generated by the existence of a District-operated, non-charter school (e.g. School Foundations, booster clubs, parent-teacher organizations or associations).
- g. Employee-Based Organizations shall mean District-recognized employee organizations such as the Staff Association, Principal's Association, labor unions representing employees, Wellness Partners, Corporate Care Works, and professional associations and or other organizations that provide professional development opportunities primarily for the benefit of District employees or school-based personnel (i.e., school nurses).
- h. Girl and Boy Scouts shall mean the Girl Scouts of the United States of America and the Boy Scouts of America.
- a. Potential Lessee shall mean an individual, entity or organization that has made a request to lease a District property or facility.

- j. In-Kind Contribution shall mean payment in goods or services that directly benefits a school or facility in lieu of the payment of money.

### 3. Policy Statement

The Superintendent or designee shall manage and supervise the leasing process for community use of District facilities using industry best practices. By permitting community uses of District properties and facilities, it is not the intent of the School Board to create or open any Palm Beach County School District property or facility as a public forum or a limited public forum for expressive activity, nor is it the intent of the School Board to create a venue or forum for the expression of partisan political or controversial subjects which are inconsistent with the educational mission and vision of the School Board and the community values or which could be perceived as bearing the imprimatur or endorsement of the School Board.

### 4. Aquatic Facilities of the District

School District aquatic programs, practices and scheduled meets will have priority for the use of District swimming pool facilities. Swimming pool facilities are to only be leased for aquatic programs and competitive activities such as swimming, diving, water polo practices and competitions and shall not be leased for leisure activities such as pool parties and/or open swims.

### 5. Filming

- a. If the lease involves Filming as defined in Policy 2.54, in addition to the lease, the approval of the Superintendent is required pursuant to Policy 2.54 and the additional conditions of Policy 2.54 must be included in the permit issued by the Palm Beach County Film and Television Commission or an addendum to the lease.
- b. In cases where there are clear benefits to the District or its students, the Superintendent has the authority to waive leasing fees for filming, as determined to be in the best interests of the School Board. The Facility Lease Fee Waiver Documentation form PBSO #2574 must be completed, fully executed and uploaded to the IBM Tririga system.

### 6. Qualification

- a. All qualified entities as defined in sub paragraphs 2 a, b, d, f, g, and h, above, and set forth in the Matrix, which is incorporated herein by reference and attached hereto, including those under an Interlocal Agreement as stated below in Paragraph 10, shall be required to complete a lease agreement in the IBM Tririga system. A lease is required for all non-school events, non-District events and non-school sponsored events. A lease is required for all events for School-Based Organizations (PTA, PTO, PTSA) except for regular PTA, PTO, PTSA meetings. All PTA, PTO, or PTSAs must provide a copy of their certificate of insurance naming the School Board of Palm Beach County, Florida as an additional insured to their respective school principal upon renewal each year.
- b. The process and criteria for applying for a lease requires that the Potential Lessee:
  - i. Request that the School District facility complete a web based lease in IBM Tririga.
  - ii. Provide the required additional documentation as identified in the IBM Tririga lease program with the web based lease.
  - iii. Provide a copy of the certificate of insurance including insurance requirements as outlined by the terms and conditions of the lease agreement, naming the School Board of Palm Beach County, Florida as an additional insured, with the Lease Agreement.
  - iv. Potential Lessee must not be in default on a prior-lease payment with any District facility. Potential Lessee must have fully compensated the District for any damage resulting from prior use.
- c. Applying for a lease does not obligate the District or its Principal/Director to agree to lease to that Potential Lessee. Principals/Directors shall use their discretion in only approving Potential Lessees and events or activities that are not inconsistent with the educational mission and vision of the School Board and the community values. Principals/Directors shall decline to enter into a lease with a Potential Lessee for activities or events that include partisan political rallies. Principals/Directors shall use their discretion in deciding whether to approve or not approve a Potential Lessee when the activity or event is anticipated to address controversial social issues. Factors to be considered by a Principal/Director in making the decision to approve or not approve a particular activity or event, include but are not limited to: the community standards where the school is located; the consistency of the event or activity with

EXHIBIT#8

Inlet Grove Community High School  
Monies Collection Report

(REDACTED)



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21672  
DATE 05/01/2018

---

PMT METHOD  
Cash

DATE	ACTIVITY	QTY	AMOUNT
05/01/2018	Other general fee income Gala -	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>

Inlet Grove Community High School  
"My Teacher, My Hero" Awards Gala  
Saturday, May 19, 2018

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ West Palm Beach, FL 33401 \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Yes, I wish to attend the dinner. I would like to make a reservation for \_\_\_\_\_ guest(s) at \$150 each.

I am unable to attend the dinner, however, I enclosed a contribution of \$ 50.00.

- Platinum Honorary \$15,000 Includes 2 reserved tables, a group photo and honorable podium recognition during ceremony and a Full Page Ad.
- Gold Honorary \$ 5,000 Includes 1 reserved table, a group photo and honorable podium recognition during the ceremony and a Full Page Ad.
- Silver Honorary \$ 3,000 Includes 1 reserved table, a group photo and a Full Page Ad.
- Table Sponsor \$ 1,500 Includes 1 reserved table.

\* All Contributions will be used for scholarships for Inlet Grove students.

#136



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Monies Collected Report

DATE 5/2/18

ACCOUNT NAME(S) MMH	ACCOUNT NUMBER(S) 3620	AMOUNT 50.00
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

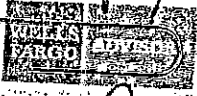
SOURCE	CHECK #	AMOUNT
Donation	4-30-2018	50.00

WEST PALM BEACH, FL 33401

Pay to the Order of Inter-Grove Community High School 50.00 Dollars

Fifty and 00/100

Date 4-30-2018



payable through Wells Fargo Bank, N.A.

CODE C



For Donation

TOTAL FOR DEPOSIT

50.00

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <u>[Signature]</u>	SIGNATURE OF REMITTER	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS)	OFFICIAL RECEIPT DATE	DEPOSIT #/FORM #
COMMENTS		





THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Monies Collected Report

DATE: 9/2/18

ACCOUNT NAME(S) <i>mm#</i>	ACCOUNT NUMBER(S) <i>620</i>	AMOUNT <i>605.00</i>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit.

SOURCE	CHECK #	AMOUNT
<i>...</i>		<i>125.00</i>
		<del><i>50.00</i></del>
TOTAL FOR DEPOSIT		<i>125.00</i>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <i>[Signature]</i>	SIGNATURE OF REMITTER <i>[Signature]</i>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS)	OFFICIAL RECEIPT DATE	DEPOSIT #/FORM # <i>21756</i>
COMMENTS		

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)381-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21756  
**DATE** 05/04/2018

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/02/2018	fundraiser Gala - Bus One 1/4 page Ad	1	125.00

---

**TOTAL** 125.00  
**BALANCE DUE** **\$0.00**



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21758  
DATE 05/04/2018

PMT METHOD  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/02/2018	Other general fee Income Gala -	1	75.00

---

TOTAL 75.00  
BALANCE DUE **\$0.00**



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21798  
**DATE** 05/14/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/07/2018	Other general fee income Gala - Riviera Beach Prep & Achievement -	1	300.00

---

TOTAL	300.00
BALANCE DUE	<b>\$0.00</b>



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21799  
**DATE** 05/14/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/07/2018	Other general fee Income Gala	1	300.00

---

TOTAL	300.00
BALANCE DUE	<b>\$0.00</b>





THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Monies Collected Report**

DATE 5/17/18

ACCOUNT NAME(S) <u>M/M/H</u>	ACCOUNT NUMBER(S) <u>5620</u>	AMOUNT <u>500.00</u>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<u>500.00</u>
<b>TOTAL FOR DEPOSIT</b>		<u>500.00</u>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <u>[Signature]</u>	SIGNATURE OF REMITTER <u>[Signature]</u>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <u>[Signature]</u>	OFFICIAL RECEIPT DATE <u>5/17/18</u>	DEPOSIT #/FORM # <u>[Signature]</u>
COMMENTS		

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annetta.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# INVOICE

**BILL TO**

Romeo Chicco, CPA  
c/o Paymaster  
1880 Congress Ave#222  
Boynton Beach, FL 33426

**INVOICE # 21534****DATE 04/20/2018****DUE DATE 05/20/2018****TERMS Net 30**

---

DATE	ACTIVITY	QTY	AMOUNT
04/17/2018	<b>fundraiser</b> Gala - Full Page Ad listed In 2018 My Teacher, My Hero Award Gala brochure	1	500.00

---

**PAID**

PAYMENT

BALANCE DUE

500.00

**\$0.00**



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Monies Collected Report**

DATE 5/8/18

ACCOUNT NAME(S) <u>MTMH</u>	ACCOUNT NUMBER(S) <u>8100</u>	AMOUNT <u>150.00</u>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<u>150.00</u>
<u>20000000000</u>		
<b>TOTAL FOR DEPOSIT</b>		<u>150.00</u>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED

PRINT REMITTER NAME <u>[Signature]</u>	SIGNATURE OF REMITTER <u>[Signature]</u>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <u>[Signature]</u>	OFFICIAL RECEIPT DATE	DEPOSIT #/FORM # <u>2/1803</u>
COMMENTS		

8

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21803  
DATE 05/14/2018

PMT METHOD  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/08/2018	Other general fee Income Gala -	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

### Monies Collected Report

DATE 5/8/18

ACCOUNT NAME(S) <u>MTMH</u>	ACCOUNT NUMBER(S) <u>3020</u>	AMOUNT <u>150.00</u>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<u>150.00</u>

TOTAL FOR DEPOSIT 150.00

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <u>[Signature]</u>	SIGNATURE OF REMITTER <u>[Signature]</u>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <u>[Signature]</u>	OFFICIAL RECEIPT DATE <u>5/14/18</u>	DEPOSIT #/FORM # <u>21807</u>
COMMENTS		

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21807  
**DATE** 05/14/2018

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/08/2018	Other general fee income Gala -	1	150.00

---

<b>TOTAL</b>	150.00
<b>BALANCE DUE</b>	<b>\$0.00</b>



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21800  
**DATE** 05/14/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/08/2018	Other general fee Income Gala -	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>





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600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21797  
**DATE** 05/14/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/08/2018	Other general fee Income Gala -	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21805  
DATE 05/14/2018

PMT METHOD  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/08/2018	Other general fee Income Gala -	1	150.00

---

TOTAL 150.00  
BALANCE DUE **\$0.00**



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600 West 28th Street  
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(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21810  
DATE 05/14/2018

PMT METHOD  
Cash

DATE	ACTIVITY	QTY	AMOUNT
05/09/2018	Other general fee income Gala -	1	150.00

TOTAL 150.00  
BALANCE DUE **\$0.00**



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

## Monies Collected Report

DATE  
5/10/18

ACCOUNT NAME(S) <i>MMH</i>	ACCOUNT NUMBER(S) <i>5720</i>	AMOUNT <i>75.00</i>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<i>75.00</i>
<b>TOTAL FOR DEPOSIT</b>		<i>75.00</i>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <i>[Signature]</i>	SIGNATURE OF REMITTER <i>[Signature]</i>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <i>[Initials]</i>	OFFICIAL RECEIPT DATE <i>5/14/18</i>	DEPOSIT #/FORM # <i>21806</i>
COMMENTS		

PBSD 0180 (Rev. 5/9/2016)

White - Bookkeeper

YELLOW - Activity Sponsor

(14)

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21806  
**DATE** 05/14/2018

---

**PMT METHOD**  
Cash

DATE	ACTIVITY	QTY	AMOUNT
05/10/2018	Donation Gala -	1	75.00

---

<b>TOTAL</b>	75.00
<b>BALANCE DUE</b>	<b>\$0.00</b>





THE SCHOOL DISTRICT OF PALM BEACH COUNTY

**Monies Collected Report**

DATE

5/10/18

ACCOUNT NAME(S) <i>MTMH</i>	ACCOUNT NUMBER(S) <i>3650</i>	AMOUNT <i>100.00</i>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<i>100.00</i>
<b>TOTAL FOR DEPOSIT</b>		<i>100.00</i>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <i>A. [Signature]</i>	SIGNATURE OF REMITTER <i>[Signature]</i>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <i>[Signature]</i>	OFFICIAL RECEIPT DATE <i>5/14/18</i>	DEPOSIT #/FORM # <i>2/811</i>
COMMENTS		

PBSD 0180 (Rev. 6/9/2018) . White - Bookkeeper . YELLOW - Activity Sponsor

*15*

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21811  
**DATE** 05/14/2018

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/10/2018	Other general fee income Gala -	1	100.00

---

<b>TOTAL</b>	100.00
<b>BALANCE DUE</b>	<b>\$0.00</b>



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Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21812  
**DATE** 05/14/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/10/2018	Other general fee Income Gala -	1	500.00

---

TOTAL	500.00
BALANCE DUE	<b>\$0.00</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Monies Collected Report**

DATE: 5/10/18

ACCOUNT NAME(S) <u>MIMH</u>	ACCOUNT NUMBER(S) <u>3000</u>	AMOUNT <u>300.00</u>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<u>300.00</u>
<b>TOTAL FOR DEPOSIT</b>		<u>300.00</u>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <u>[Signature]</u>	SIGNATURE OF REMITTER <u>[Signature]</u>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <u>[Signature]</u>	OFFICIAL RECEIPT DATE <u>5/14/18</u>	DEPOSIT #/FORM # <u>[Signature]</u>
COMMENTS		

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# INVOICE

**BILL TO**

Kaiser University  
2600 N Military Trall  
West Palm Beach, FL 33409

INVOICE # 21232  
DATE 03/02/2018  
DUE DATE 04/01/2018  
TERMS Net 30

DATE	ACTIVITY	QTY	AMOUNT
03/02/2018	Other general fee income 2 Tickets 13th Annual My Teacher, My Hero Award Gala Featuring Keynote speaker - Saturday, May 19, 2018 Palm Beach Convention Center, West Palm Beach, FL Doors open at 5:30pm Dinner served at 6:00pm Attire: Formal Black Tie/Evening gown	2	300.00

PAYMENT 300.00  
BALANCE DUE \$0.00

1110

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
http://www.inletgrovehs.com

**INVOICE**

**BILL TO**

Urban League of P.B. County  
1700 N Australian Avenue  
West Palm Beach, FL 33407

INVOICE # 21600

DATE 04/24/2018

DUE DATE 05/01/2018

TERMS Due on receipt

DATE	ACTIVITY	QTY	AMOUNT
04/24/2018	<b>Other general fee income</b> 2 tickets @ \$150.00 13th Annual My Teacher, My Hero Award Gala Featuring Keynote speaker - Saturday, May19, 2018 Palm Beach Convention Center, West Palm Beach, FL Doors open at 5:30pm Dinner served at 6:00pm Attire: Formal Black Tie/Evening gown	2	300.00

BALANCE DUE

**\$300.00**

18

1110

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
http://www.inletgrovehs.com

**INVOICE**

**BILL-TO**

Northwest Mutual  
250 S. Australian Ave Suite  
1601  
West Palm Beach, FL 33401

INVOICE # 21456  
DATE 03/30/2018  
DUE DATE 04/29/2018  
TERMS Net 30

DATE	ACTIVITY	QTY	AMOUNT
04/03/2018	Other general fee income 2 Gala Ticket 13th Annual My Teacher, My Hero Award Gala Featuring Keynote speaker - Saturday, May19, 2018 Palm Beach Convention Center, West Palm Beach, FL Doors open at 5:30pm Dinner served at 6:00pm Attire: Formal Black Tie/Evening gown	2	300.00

BALANCE DUE

**\$300.00**

20

4/16/18



112

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
http://www.inletgrovehs.com

**INVOICE**

**BILL TO**

West Palm Beach Napleton  
2301 Okeechobee Blvd.  
West Palm Beach, FL 33409

INVOICE # 21455  
DATE 03/30/2018  
DUE DATE 04/29/2018  
TERMS Net 30

DATE	ACTIVITY	QTY	AMOUNT
04/03/2018	Other general fee Income 2 Gala Ticket 13th Annual My Teacher, My Hero Award Gala Featuring Keynote speaker - Saturday, May19, 2018 Palm Beach Convention Center, West Palm Beach, FL Doors open at 5:30pm Dinner served at 6:00pm Attire: Formal Black Tie/Evening gown	2	300.00

BALANCE DUE

**\$300.00**

(19)

112



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# INVOICE

## BILL TO

Urban League of P.B. County  
1700 N Australian Avenue  
West Palm Beach, FL 33407

INVOICE # 21600  
DATE 04/24/2018  
DUE DATE 05/01/2018  
TERMS Due on receipt

DATE	ACTIVITY	QTY	AMOUNT
04/24/2018	<b>Other general fee income</b> 2 tickets @ \$150.00 13th Annual My Teacher, My Hero Award Gala Featuring Keynote speaker - Saturday, May19, 2018 Palm Beach Convention Center, West Palm Beach, FL Doors open at 5:30pm Dinner served at 6:00pm Attire: Formal Black Tie/Evening gown	2	300.00

---

PAYMENT	300.00
BALANCE DUE	<b>\$0.00</b>



#146

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4809x24609  
annette.gardner@palmbeachschools.org  
http://www.inletgrovehs.com

# INVOICE

## BILL TO

Chief, Advertising and Public  
Affairs  
US Army Recruiting Battalion  
Miami  
7715 NW 48th Street, Suite  
200  
Miami, Florida 33166

INVOICE # 21765  
DATE 05/09/2018  
DUE DATE 05/09/2018  
TERMS Due on receipt

DATE	ACTIVITY	QTY	AMOUNT
05/09/2018	Other general fee income Table Sponsorship 13th Annual My Teacher, My Hero Award Gala Featuring Keynote speaker - Saturday, May19, 2018 Palm Beach Convention Center, West Palm Beach, FL Doors open at 5:30pm Dinner served at 6:00pm Attire: Formal Black Tie/Evening gown	1	1,500.00

PAID

PAYMENT	1,500.00
BALANCE DUE	\$0.00





THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
Monies Collected Report

DATE  
5/1/18

ACCOUNT NAME(S) <i>MTNH</i>	ACCOUNT NUMBER(S) <i>3030</i>	AMOUNT <i>90.00</i>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
	<i>111</i>	<i>90.00</i>

THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD UP TO LIGHT TO VIEW

**WESTERN UNION WU** WESTERN UNION FINANCIAL SERVICES INC. - ISSUER - Englewood, Colorado  
Payable at Wells Fargo Bank Grand Junction - Downtown, N.A., Grand Junction, Colorado

**MONEY ORDER**

*PUBLIX #0484* 17-760688716

A 20493A I 050818  
177606887165 L 000484 \$ *90.00*

PAY EXACTLY *NINETY DOLLARS AND NO CENTS*

PAY TO THE ORDER OF *Emma Banks* PAYMENT FOR/ACCT. #

*Colin Reid*

*Take of Gold from*

TOTAL FOR DEPOSIT		<i>90.00</i>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <i>EB</i>	SIGNATURE OF REMITTER	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS)	OFFICIAL RECEIPT DATE	DEPOSIT #/FORM #
COMMENTS		

*Dr. Banks took  
check from MS. Santos*





#1148

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21771  
**DATE** 05/11/2018

**PMT METHOD**  
Visa

DATE	ACTIVITY	QTY	AMOUNT
05/11/2018	Other general fee income Gala -	1	150.00

---

**TOTAL** 150.00  
**BALANCE DUE** **\$0.00**



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21796  
DATE 05/14/2018

---

PMT METHOD  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/11/2018	Other general fee income Gala -	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21802  
**DATE** 05/14/2018

---

**PMT METHOD**

Check

DATE	ACTIVITY	QTY	AMOUNT
05/11/2018	fundraiser Gala -	1	250.00
05/11/2018	Donation Gala -	1	50.00

---

<b>TOTAL</b>	300.00
<b>BALANCE DUE</b>	<b>\$0.00</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Monies Collected Report

DATE 5/14/18

ACCOUNT NAME(S) <u>MMH</u>	ACCOUNT NUMBER(S) <u>3000</u>	AMOUNT <u>150.00</u>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<u>150.00</u>
<b>TOTAL FOR DEPOSIT</b>		<u>150.00</u>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <u>[Signature]</u>	SIGNATURE OF REMITTER <u>[Signature]</u>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <u>[Signature]</u>	OFFICIAL RECEIPT DATE <u>5/14/18</u>	DEPOSIT #/FORM # <u>21775</u>
COMMENTS		

PBSD 0180 (Rev. 6/9/2016) White - Bookkeeper YELLOW - Activity Sponsor

#169

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21775  
**DATE** 05/14/2018

---

**PMT METHOD**  
Mastercard

DATE	ACTIVITY	QTY	AMOUNT
05/14/2018	Other general fee Income Gala-	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>





Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# INVOICE

**BILL TO**

The Club at Ibis  
8225 Ibis Boulevard  
West Palm Beach, FL 33412

INVOICE # 21181

DATE 02/21/2018

DUE DATE 03/23/2018

TERMS Net 30

---

DATE	ACTIVITY	QTY	AMOUNT
02/20/2018	<b>fundraiser</b> Gala - Ad full page My Teacher, My Hero 2018	1	500.00

PAID

---

PAYMENT  
BALANCE DUE

500.00  
**\$0.00**



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21804  
**DATE** 05/18/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/14/2018	Other general fee Income Gala -	1	1,500.00

---

<b>TOTAL</b>	1,500.00
<b>BALANCE DUE</b>	<b>\$0.00</b>



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21801  
**DATE** 05/14/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/14/2018	Other general fee income Gala -	1	300.00

---

TOTAL	300.00
BALANCE DUE	<b>\$0.00</b>



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21905  
**DATE** 05/29/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/14/2018	Other general fee income Gala - "	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Monies Collected Report

DATE: 5/14/18

ACCOUNT NAME(S) <i>MTMH</i>	ACCOUNT NUMBER(S) <i>3620</i>	AMOUNT <i>150.00</i>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<i>150.00</i>
TOTAL FOR DEPOSIT		<i>150.00</i>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <i>[Signature]</i>	SIGNATURE OF REMITTER <i>[Signature]</i>
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <i>[Initials]</i>	OFFICIAL RECEIPT DATE <i>5/25/18</i>
COMMENTS	DEPOSIT #/FORM # <i>21909</i>



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21909  
DATE 05/29/2018

PMT METHOD  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/14/2018	Other general fee income Gala	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Monies Collected Report

DATE 5/14/18

ACCOUNT NAME(S) <i>MTMH</i>	ACCOUNT NUMBER(S) <i>3650</i>	AMOUNT <i>300.00</i>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<i>300.00</i>
<b>TOTAL FOR DEPOSIT</b>		<i>300.00</i>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <i>[Signature]</i>	SIGNATURE OF REMITTER <i>[Signature]</i>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <i>[Signature]</i>	OFFICIAL RECEIPT DATE <i>5/25/18</i>	DEPOSIT #/FORM # <i>21910</i>
COMMENTS		

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21910  
**DATE** 05/29/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/14/2018	Other general fee income Gala -	1	300.00

---

<b>TOTAL</b>	300.00
<b>BALANCE DUE</b>	<b>\$0.00</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Monies Collected Report

DATE 5/14/18

ACCOUNT NAME(S) <u>MTM H</u>	ACCOUNT NUMBER(S) <u>3620</u>	AMOUNT <u>150.00</u>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<u>150.00</u>
<b>TOTAL FOR DEPOSIT</b>		<u>150.00</u>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <u>[Signature]</u>	SIGNATURE OF REMITTER	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS)	OFFICIAL RECEIPT DATE	DEPOSIT #/FORM # <u>21911</u>
COMMENTS		

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21911  
**DATE** 05/29/2018

---

**PMT METHOD**  
Cash

DATE	ACTIVITY	QTY	AMOUNT
05/14/2018	Other general fee Income Gala -	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Monies Collected Report**

DATE 5/15/18

ACCOUNT NAME(S) <u>MTMH</u>	ACCOUNT NUMBER(S) <u>3000</u>	AMOUNT <u>300.00</u>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<u>300.00</u>
<b>TOTAL FOR DEPOSIT</b>		<u>300.00</u>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <u>[Signature]</u>	SIGNATURE OF REMITTER <u>[Signature]</u>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <u>[Initials]</u>	OFFICIAL RECEIPT DATE <u>5/15/18</u>	DEPOSIT #/FORM # <u>21908</u>
COMMENTS		

35

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21908  
**DATE** 05/29/2018

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/15/2018	Other general fee income Gala -	1	300.00

---

**TOTAL** 300.00  
**BALANCE DUE** **\$0.00**





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## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21907  
**DATE** 05/29/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/15/2018	Donation Gala -	1	250.00

---

<b>TOTAL</b>	250.00
<b>BALANCE DUE</b>	<b>\$0.00</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Monies Collected Report**

DATE 9/15/18

ACCOUNT NAME(S) <u>MMH</u>	ACCOUNT NUMBER(S) <u>2020</u>	AMOUNT <u>150.00</u>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<u>150 00</u>
<b>TOTAL FOR DEPOSIT</b>		<u>150 00</u>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <u>[Signature]</u>	SIGNATURE OF REMITTER <u>[Signature]</u>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <u>[Signature]</u>	OFFICIAL RECEIPT DATE <u>9/25/18</u>	DEPOSIT #/FORM # <u>21906</u>
COMMENTS		

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21906  
**DATE** 05/29/2018

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/15/2018	Other general fee Income Gala -	1	150.00

---

TOTAL	150.00
BALANCE DUE.	<b>\$0.00</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Monies Collected Report

DATE 5/16/18

ACCOUNT NAME(S) <i>MMH</i>	ACCOUNT NUMBER(S) <i>3600</i>	AMOUNT <i>150.00</i>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<i>150 00</i>
<b>TOTAL FOR DEPOSIT</b>		<i>150 00</i>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <i>Jan</i>	SIGNATURE OF REMITTER <i>[Signature]</i>
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <i>[Signature]</i>	OFFICIAL RECEIPT DATE <i>5/16/18</i>
COMMENTS	DEPOSIT #/FORM # <i>2178B</i>

#177

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21788  
**DATE** 05/16/2018

**PMT METHOD**  
Amex

DATE	ACTIVITY	QTY	AMOUNT
05/16/2018	Donation Gala -	1	150.00

---

**TOTAL** 150.00  
**BALANCE DUE** **\$0.00**



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Monies Collected Report**

DATE 5/16/18

ACCOUNT NAME(S) <u>MTMH</u>	ACCOUNT NUMBER(S) <u>3620</u>	AMOUNT <u>300.00</u>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<u>300.00</u>
<b>TOTAL FOR DEPOSIT</b>		<u>300.00</u>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <u>[Signature]</u>		SIGNATURE OF REMITTER <u>[Signature]</u>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <u>[Initials]</u>		OFFICIAL RECEIPT DATE <u>5/18/18</u>	DEPOSIT #/FORM # <u>2787</u>
COMMENTS			

PBSD 0180 (Rev. 5/9/2016) White - Bookkeeper YELLOW - Activity Sponsor

4/17/18

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21787  
**DATE** 05/16/2018

**PMT METHOD**  
Visa

DATE	ACTIVITY	QTY	AMOUNT
05/16/2018	Other general fee Income Gala	1	300.00

**TOTAL** 300.00  
**BALANCE DUE** **\$0.00**





#10

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(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21786  
**DATE** 05/16/2018

**PMT METHOD**  
Visa

DATE	ACTIVITY	QTY	AMOUNT
05/16/2018	Donation	1	1,000.00

---

<b>TOTAL</b>	1,000.00
<b>BALANCE DUE</b>	<b>\$0.00</b>



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Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21902  
**DATE** 05/25/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/16/2018	Other general fee income Gala - I	1	150.00

---

<b>TOTAL</b>	150.00
<b>BALANCE DUE</b>	<b>\$0.00</b>



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Riviera Beach, FL 33404  
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annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21901  
DATE 05/25/2018

---

PMT METHOD  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/16/2018	Other general fee Income Gala -	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>



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Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21896  
DATE 05/25/2018

---

PMT METHOD  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/17/2018	Donation Gala -	1	250.00

---

TOTAL	250.00
BALANCE DUE	<b>\$0.00</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Monies Collected Report**

DATE 5/17/18

ACCOUNT NAME(S) <i>NTMH</i>	ACCOUNT NUMBER(S) <i>3620</i>	AMOUNT <i>1,000.00</i>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<i>1,000.00</i>
TOTAL FOR DEPOSIT		<i>1,000.00</i>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <i>[Signature]</i>	SIGNATURE OF REMITTER <i>[Signature]</i>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <i>[Signature]</i>	OFFICIAL RECEIPT DATE <i>5/25/18</i>	DEPOSIT # / FORM # <i>21897</i>
COMMENTS		

(44)



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21897  
**DATE** 05/25/2018

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/17/2018	Donation Gala -	1	550.00
05/17/2018	Other general fee income Gala - I	1	450.00

---

<b>TOTAL</b>	1,000.00
<b>BALANCE DUE</b>	<b>\$0.00</b>



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annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21898  
**DATE** 05/25/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/17/2018	Other general fee income Gala -	1	150.00

---

<b>TOTAL</b>	150.00
<b>BALANCE DUE</b>	<b>\$0.00</b>



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annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21899  
DATE 05/25/2018

---

PMT METHOD  
Cash

DATE	ACTIVITY	QTY	AMOUNT
05/17/2018	Other general fee Income Gala -	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Monies Collected Report**

DATE 5/17/18

ACCOUNT NAME(S) <u>MTMH</u>	ACCOUNT NUMBER(S) <u>3650</u>	AMOUNT <u>150.00</u>
COUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
		<u>150.00</u>
<b>TOTAL FOR DEPOSIT</b>		<u>150.00</u>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <u>[Signature]</u>	SIGNATURE OF REMITTER <u>[Signature]</u>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <u>[Signature]</u>	OFFICIAL RECEIPT DATE <u>5/17/18</u>	DEPOSIT #/FORM # <u>21900</u>
COMMENTS		

PBSD 0100 (Rev. 5/9/2016) White - Bookkeeper Yellow - Activity Sponsor

47

Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21900  
**DATE** 05/25/2018

**PMT METHOD**  
Cash

DATE	ACTIVITY	QTY	AMOUNT
05/17/2018	Other general fee income Gala	1	150.00

---

**TOTAL** 150.00  
**BALANCE DUE** **\$0.00**



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Monies Collected Report**

DATE  
 5/18/18

ACCOUNT NAME(S) MTMH	ACCOUNT NUMBER(S) 3620	AMOUNT 100.00
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT	
		100	00
<b>TOTAL FOR DEPOSIT</b>			100 00

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <i>[Signature]</i>	SIGNATURE OF REMITTER <i>[Signature]</i>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <i>[Initials]</i>	OFFICIAL RECEIPT DATE 5/25/18	DEPOSIT #/FORM # 21895
COMMENTS		

48



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21895  
DATE 05/25/2018

PMT METHOD  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/18/2018	fundraiser Gala - 1	1	100.00

---

TOTAL  
BALANCE DUE 100.00  
**\$0.00**



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21894  
**DATE** 05/25/2018

---

**PMT METHOD**  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/18/2018	Other general fee Income Gala -	1	150.00

---

TOTAL	150.00
BALANCE DUE	<b>\$0.00</b>



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Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

## SALES RECEIPT

**BILL TO**  
Ingram, Jo

**SALES #** 21892  
**DATE** 05/25/2018

---

**PMT METHOD**  
Cash

DATE	ACTIVITY	QTY	AMOUNT
05/18/2018	Donation Gala -	1	200.00

---

<b>TOTAL</b>	200.00
<b>BALANCE DUE</b>	<b>\$0.00</b>



Inlet Grove Community High School, Inc.  
600 West 28th Street  
Rivera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21889  
DATE 05/24/2018

PMT METHOD  
Money order

DATE	ACTIVITY	QTY	AMOUNT
05/21/2018	Other general fee income	1	7.06

---

TOTAL  
BALANCE DUE

7.06  
**\$0.00**





Inlet Grove Community High School, Inc.  
600 West 28th Street  
Riviera Beach, FL 33404  
(561)881-4609x24609  
annette.gardner@palmbeachschools.org  
<http://www.inletgrovehs.com>

# SALES RECEIPT

BILL TO  
Ingram, Jo

SALES # 21885  
DATE 05/24/2018

PMT METHOD  
Check

DATE	ACTIVITY	QTY	AMOUNT
05/21/2018	Other general fee income Gala -	1	150.00

---

TOTAL  
BALANCE DUE

150.00  
**\$0.00**

EXHIBIT#9

Inlet Grove Community High School

Statements

(REDACTED)



**INLET GROVE COMMUNITY HIGH SCHOOL INC**  
**FACILITIES LEASING ACCT**  
600 W 28TH ST  
RIVIERA BEACH FL 33404-4309

## Your account statement

For 05/31/2018

## Contact us



BBT.com



(800) BANK-BBT or  
(800) 226-5228

### BB&T Merchant Services

Accept payments from a name you can trust, BB&T. With BB&T Merchant Services, we offer next-business-day funding, a monthly maintenance fee waived on a Business Value 200 and Business Value 500 checking accounts\*, competitive pricing and the newest technologies.

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Subject to business type and credit approval.

\*Services fee apply. See the Business Services Product and Pricing Guide for details.

BB&T Merchant Services are offered by Branch Banking and Trust Company. Member FDIC.

### ■ BASIC PUBLIC FUND CHECKING

#### Account summary

Your previous balance as of 04/30/2018	\$3,177.10
Checks	- 0.00
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 0.00
Your new balance as of 05/31/2018	= \$3,177.10

# Deposit Summary

06/21/2018

Summary of Deposits to 1112 Cash:Cash-Temporarily Restricted:Internal-Temp.Restricted-BB&T-40280-7989 on 06/21/2018

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
	Check	Ingram, Jo		6919.20
	Cash	McKay, R.		707.90
	Cash	Ingram, Jo		3.00
	Cash	Jacoviello, G.		5.00
	Cash	McKay, R.		500.00
	Check	Santos, Cassandra		100.00
	Check	Jacoviello, G.		342.97
	Cash	Stern, E.		3.00
	Cash	Jacoviello, G.		2.00
	Cash	Ingram, Jo		10.00
	Cash	Jacoviello, G.		30.00
	Cash	Ingram, Jo		26.55
DEPOSIT SUBTOTAL				8649.62
LESS CASH BACK				
DEPOSIT TOTAL				8649.62



1-800-BANKBBT  
1-800-226-5228



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Mobile Banking at BBT.com

## TRANSACTION RECEIPT

All items are credited subject to payment.



Location/Date/Transaction #

Amount

10:26 06/21/18  
DUPLICATE DEPOSIT

8,649.62

C0028090186  
Rev. 04/01/13

Member FDIC

**DEPOSITS SUBJECT TO VERIFICATION AND MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.**



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Monies Collected Report**

DATE: 6/14/18

ACCOUNT NAME(S) <u>Housing</u>	ACCOUNT NUMBER(S) <u>3210</u>	AMOUNT <u>6919.20</u>
ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
REASON		

Transmits herewith monies, obtained from sources indicated below, for deposit

SOURCE	CHECK #	AMOUNT
	<u>check</u> <u>20</u>	<u>6919.20</u>
<b>TOTAL FOR DEPOSIT</b>		<u>6919.20</u>

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME <u>[Signature]</u>	SIGNATURE OF REMITTER <u>[Signature]</u>	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) <u>[Initials]</u>	OFFICIAL RECEIPT DATE <u>6/14/18</u>	DEPOSIT #/FORM # <u>22047</u>
COMMENTS		



INLET GROVE COMMUNITY HIGH SCHOOL INC  
FACILITIES LEASING ACCT  
600 W 28TH ST  
RIVIERA BEACH FL 33404-4309

## Your account statement

For 06/29/2018

## Contact us



BBT.com



(800) BANK-BBT or  
(800) 226-5228

Your account security is our top priority. That's why BB&T will soon be providing interactive alerts on Business Debit Card transactions. If BB&T suspects fraud, primary account owners who have provided contact information will be automatically contacted through a text, email, Small Business Online banking, U by BB&T or phone. Account owners will be able to respond immediately to secure all cards on the account including those that employees use. Interactive alerts will be automatically included with your BB&T Business Debit Cards.

BB&T, Member FDIC.

### ■ BASIC PUBLIC FUND CHECKING

#### Account summary

Your previous balance as of 05/31/2018	\$3,177.10
Checks	- 0.00
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 6,919.20
Your new balance as of 06/29/2018	= \$10,096.30

#### Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
06/26	BB&T BUSINESS ONLINE TRANSFER TRANSFER FROM CHECKING	6,919.20
Total deposits, credits and interest		= \$6,919.20

EXHIBIT#10

October 2, 2018, Email Response from

Dr. Emma Banks

(IG# 19-805 Report)



Office of Inspector General <officeofinspectorgeneral@palmbeachschools.org>

---

**Re: IG Case #19-805**

1 message

---

**Emma Banks** <emma.banks@pbcharterschools.org>

Tue, Oct 2, 2018 at 2:59 PM

To: robert.sheppard@palmbeachschools.org, Donald Fennoy <donald.fennoy@palmbeachschools.org>, Board Office Group <boardoffice@palmbeachschools.org>, Dr Charles W Woodard <chiefpsy@yahoo.com>, Barbara Carey-Shuler <careyshuler1@bellsouth.net>, Kathleen Schoenberg <kathleen@charterschooltraining.com>, Corey Smith <cmsmithlaw@gmail.com>, Office of Inspector General <officeofinspectorgeneral@palmbeachschools.org>

Good Afternoon Mr. Sheppard:

Based on the information above from my staff and your finding, I agree that there was no activity on this campus on May 12, 20018. I was told not to have any activities pertaining to a funeral and TRUST me I will follow that order. You can help me by asking everyone to keep me in the loop when there are changes made pertaining to District's schools.

Sincerely,

Dr. Emma Banks

On Mon, Oct 1, 2018 at 10:56 AM Robert Sheppard <robert.sheppard@palmbeachschools.org> wrote:  
Good Morning Dr. Banks

Attached is a copy of the above investigative report...Please, note that you have 20-days to respond. The 20-day ends October 29, 2018.

Robert L. Sheppard, Jr.  
Auditor/Investigator SRI  
Office of Inspector General  
3138 Forest Hill Blvd., Suite C-306  
West Palm Bch, FL 33406  
Phone: (561) 649-6877  
PX# 46877  
Email: Robert.Sheppard@palmbeachschools.org





Robert Sheppard <robert.sheppard@palmbeachschools.org>

## IG Case #19-805

3 messages

**Robert Sheppard** <robert.sheppard@palmbeachschools.org>  
To: Emma Banks <emma.banks@pbcharterschools.org>

Mon, Oct 1, 2018 at 10:55 AM

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Phone: (561) 649-6877  
PX# 46877  
Email: Robert.Sheppard@palmbeachschools.org

**Dr. Emma Banks.pdf**  
652K

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Sincerely,

Dr. Emma Banks  
[Quoted text hidden]

**Office of Inspector General** <officeofinspectorgeneral@palmbeachschools.org>  
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Wed, Oct 3, 2018 at 7:54 AM

[Quoted text hidden]



Robert Sheppard &lt;robert.sheppard@palmbeachschools.org&gt;

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**IG Case #19-805**

3 messages

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To: Emma Banks <emma.banks@pbcharterschools.org>


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Tue, Oct 2, 2018 at 2:59 PM

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