

OFFICE OF INSPECTOR GENERAL

PART III

FINAL INVESTIGATIVE REPORT

CASE #15-302

AFTERSCHOOL PROGRAMMING

EXHIBITS 16-22

EXHIBIT
 # 16
 Total pgs: 7
 tabbles

ID	Rpt Dt	Day Of Week	Name	TRC	Quantity	Dept	Dept	Job Title
1045610	3/11/2016	Friday	Alberti, Ileana	OVT	0.250000	9012	Extended Lrn	<u>Analyst Statistical</u>
1045610	9/23/2016	Friday	Alberti, Ileana	OVT	0.500000	9012	Extended Lrn	
1045610	10/21/2016	Friday	Alberti, Ileana	OVT	0.250000	9012	Extended Lrn	
				TOTAL	1.000000			
1111766	6/17/2016	Friday	Alcenat, Willendy	OVT	0.250000	9012	After School Program	<u>Counselor</u>
				TOTAL	0.250000			
1117614	6/10/2016	Friday	Altenor, My Hailine	OVT	1.250000	9012	After School Program	
				TOTAL	1.250000			
1091707	4/2/2016	Saturday	Alvin, Tom	OVT	7.000000	9012	After School Program	
				TOTAL	7.000000			
1093304	1/15/2016	Friday	Aponte Oyola, Vivian	OVT	2.000000	9012	After School Program	<u>ESOL CLF</u>
1093304	1/25/2016	Monday	Aponte Oyola, Vivian	OVT	2.500000	9012	After School Program	
1093304	1/29/2016	Friday	Aponte Oyola, Vivian	OVT	1.500000	9012	After School Program	
1093304	2/24/2016	Wednesday	Aponte Oyola, Vivian	OVT	3.500000	9012	After School Program	
1093304	4/20/2016	Wednesday	Aponte Oyola, Vivian	OVT	3.000000	9012	After School Program	
1093304	4/26/2016	Tuesday	Aponte Oyola, Vivian	OVT	2.250000	9012	After School Program	
1093304	4/22/2016	Friday	Aponte Oyola, Vivian	OVT	0.750000	9012	After School Program	
1093304	5/4/2016	Wednesday	Aponte Oyola, Vivian	OVT	1.750000	9012	After School Program	
1093304	5/9/2016	Monday	Aponte Oyola, Vivian	OVT	3.250000	9012	After School Program	
1093304	8/17/2016	Wednesday	Aponte Oyola, Vivian	OVT	1.250000	9012	After School Program	
1093304	9/14/2016	Wednesday	Aponte Oyola, Vivian	OVT	0.750000	9012	After School Program	
				TOTAL	22.500000			
1105692	6/17/2016	Friday	Auguste, Jonathon	OVT	1.000000	9012	After School Program	<u>Counselor</u>
				TOTAL	1.000000			
1100763	7/1/2016	Friday	Bailey, Octavia	OVT	0.250000	9012	After School Program	
				TOTAL	0.250000			
1073376	1/8/2016	Friday	Barrow, Martin	OVT	-0.250000	9012	After School Program	<u>Tech Budget Sr</u>
1073376	1/8/2016	Friday	Barrow, Martin	OVT	0.250000	9012	After School Program	
1073376	1/29/2016	Friday	Barrow, Martin	OVT	1.250000	9012	After School Program	
1073376	1/22/2016	Friday	Barrow, Martin	OVT	0.250000	9012	After School Program	
1073376	2/5/2016	Friday	Barrow, Martin	OVT	0.250000	9012	After School Program	
1073376	1/29/2016	Friday	Barrow, Martin	OVT	-1.250000	9012	After School Program	
1073376	1/29/2016	Friday	Barrow, Martin	OVT	0.750000	9012	After School Program	
1073376	2/29/2016	Monday	Barrow, Martin	OVT	1.000000	9012	After School Program	
1073376	3/4/2016	Friday	Barrow, Martin	OVT	2.000000	9012	After School Program	
1073376	3/4/2016	Friday	Barrow, Martin	OVT	0.250000	9012	After School Program	
1073376	3/11/2016	Friday	Barrow, Martin	OVT	0.250000	9012	After School Program	
1073376	4/8/2016	Friday	Barrow, Martin	OVT	0.250000	9012	After School Program	
1073376	5/6/2016	Friday	Barrow, Martin	OVT	-0.250000	9012	After School Program	
1073376	5/6/2016	Friday	Barrow, Martin	OVT	0.250000	9012	After School Program	
1073376	6/3/2016	Friday	Barrow, Martin	OVT	0.250000	9012	After School Program	
1073376	6/17/2016	Friday	Barrow, Martin	OVT	0.500000	9012	After School Program	
1073376	6/24/2016	Friday	Barrow, Martin	OVT	3.000000	9012	After School Program	
1073376	6/24/2016	Friday	Barrow, Martin	OVT	-3.000000	9012	After School Program	
1073376	9/16/2016	Friday	Barrow, Martin	OVT	0.750000	9012	After School Program	
1073376	10/7/2016	Friday	Barrow, Martin	OVT	0.750000	9012	After School Program	
1073376	10/14/2016	Friday	Barrow, Martin	OVT	0.500000	9012	After School Program	
				TOTAL	7.750000			
1115506	6/17/2016	Friday	Beaubrun, Nephthalie	OVT	0.500000	9012	After School Program	<u>Counselor</u>
1115506	7/1/2016	Friday	Beaubrun, Nephthalie	OVT	0.500000	9012	After School Program	
				TOTAL	1.000000			
1107720	1/8/2016	Friday	Budhoo, John	OVT	1.000000	9012	After School Program	<u>Asst Instr/Tech Suppt</u>
1107720	1/7/2016	Thursday	Budhoo, John	OVT	1.000000	9012	After School Program	
1107720	1/5/2016	Tuesday	Budhoo, John	OVT	1.000000	9012	After School Program	
				TOTAL	3.000000			
1105469	1/29/2016	Friday	Cabrera, Alyssa	OVT	1.750000	9012	After School Program	<u>Counselor</u>
1105469	2/12/2016	Friday	Cabrera, Alyssa	OVT	0.750000	9012	After School Program	
1105469	2/25/2016	Thursday	Cabrera, Alyssa	OVT	0.500000	9012	After School Program	
1105469	4/8/2016	Friday	Cabrera, Alyssa	OVT	1.500000	9012	After School Program	
1105469	4/6/2016	Wednesday	Cabrera, Alyssa	OVT	1.000000	9012	After School Program	
				TOTAL	5.500000			
1084437	2/24/2016	Wednesday	Caceres, Andres	OVT	1.750000	9012	After School Program	<u>Asst Instr/Tech Suppt</u>
				TOTAL	1.750000			

Exhibit 16

ID	Rpt Dt	Day Of Week	Name	TRC	Quantity	Dept	Dept	Job Title
1108894	5/16/2016	Monday	Cadenhead, Jason	OVT	1.250000	9012	After School Program	Asst Instr/Tech Suppt
				TOTAL	1.250000			
1050163	1/28/2016	Thursday	Canut, Maria	OVT	0.250000	9012	After School Program	ESOL CLF
				TOTAL	0.250000			
1101411	6/10/2016	Friday	Ceus, Naderge	OVT	1.000000	9012	After School Program	Counselor
				TOTAL	1.000000			
1111487	6/10/2016	Friday	Cherrone, Marissa	OVT	0.250000	9012	After School Program	Counselor
1111487	6/17/2016	Friday	Cherrone, Marissa	OVT	0.500000	9012	After School Program	
				TOTAL	0.750000			
1094034	6/17/2016	Friday	Compere, Jasmine	OVT	1.000000	9012	After School Program	Counselor
1094034	6/24/2016	Friday	Compere, Jasmine	OVT	0.750000	9012	After School Program	
1094034	7/1/2016	Friday	Compere, Jasmine	OVT	0.750000	9012	After School Program	
				TOTAL	2.500000			
1108904	1/27/2016	Wednesday	Conserve, Naomine	OVT	1.500000	9012	After School Program	ESOL CLF
1108904	4/28/2016	Thursday	Conserve, Naomine	OVT	2.000000	9012	After School Program	
1108904	10/25/2016	Tuesday	Conserve, Naomine	OVT	1.500000	9012	After School Program	
				TOTAL	5.000000			
1117965	6/10/2016	Friday	Cruz-Guerrero, Vanessa	OVT	1.000000	9012	Extended Lrn	Counselor
1117965	6/24/2016	Friday	Cruz-Guerrero, Vanessa	OVT	1.000000	9012	Extended Lrn	
1117965	7/1/2016	Friday	Cruz-Guerrero, Vanessa	OVT	0.500000	9012	Extended Lrn	
				TOTAL	2.500000			
1042312	10/25/2016	Tuesday	Delgado Millan, Marangeli	OVT	1.500000	9012	After School Program	ESOL CLF
				TOTAL	1.500000			
1101530	6/24/2016	Friday	Diaz, Carmen	OVT	0.250000	9012	After School Program	Counselor
				TOTAL	0.250000			
1111227	6/17/2016	Friday	Diaz, Victor	OVT	0.250000	9012	After School Program	Counselor
				TOTAL	0.250000			
1007739	2/24/2016	Wednesday	Diegelmann, Claire	OVT	1.750000	9012	After School Program	ESOL CLF
1007739	4/27/2016	Wednesday	Diegelmann, Claire	OVT	2.000000	9012	After School Program	
1007739	5/11/2016	Wednesday	Diegelmann, Claire	OVT	1.750000	9012	After School Program	
1007739	5/26/2016	Thursday	Diegelmann, Claire	OVT	-1.750000	9012	After School Program	
1007739	5/26/2016	Thursday	Diegelmann, Claire	OVT	1.750000	9012	After School Program	
1007739	5/26/2016	Thursday	Diegelmann, Claire	OVT	1.750000	9012	After School Program	
				TOTAL	7.250000			
1118940	6/17/2016	Friday	Dominguez, Cristo	OVT	0.250000	9012	After School Program	Counselor
1118940	7/1/2016	Friday	Dominguez, Cristo	OVT	0.250000	9012	After School Program	
				TOTAL	0.500000			
1110319	7/1/2016	Friday	Dumesle, Chouna	OVT	0.500000	9012	After School Program	Counselor
				TOTAL	0.500000			
1118485	6/17/2016	Friday	Dussuau, Felicia	OVT	1.250000	9012	After School Program	Counselor
1118485	6/24/2016	Friday	Dussuau, Felicia	OVT	0.250000	9012	After School Program	
				TOTAL	1.500000			
1118633	6/24/2016	Friday	Faustin, Stevenson	OVT	0.250000	9012	After School Program	Counselor
				TOTAL	0.250000			
1116654	6/10/2016	Friday	Ferguson, Sonjah	OVT	0.250000	9012	After School Program	Counselor
1116654	6/17/2016	Friday	Ferguson, Sonjah	OVT	0.250000	9012	After School Program	
				TOTAL	0.500000			
1097086	6/17/2016	Friday	Filibert, Daphney	OVT	1.500000	9012	After School Program	Counselor
				TOTAL	1.500000			
1118302	6/10/2016	Friday	Francis, Dion	OVT	6.250000	9012	After School Program	
				TOTAL	6.250000			
1048429	1/8/2016	Friday	Francois, Junia	OVT	-1.250000	9012	After School Program	Admin Asst
1048429	1/8/2016	Friday	Francois, Junia	OVT	1.250000	9012	After School Program	
1048429	1/15/2016	Friday	Francois, Junia	OVT	0.750000	9012	After School Program	
1048429	1/29/2016	Friday	Francois, Junia	OVT	0.750000	9012	After School Program	
1048429	2/12/2016	Friday	Francois, Junia	OVT	0.500000	9012	After School Program	
1048429	3/4/2016	Friday	Francois, Junia	OVT	0.250000	9012	After School Program	
1048429	4/1/2016	Friday	Francois, Junia	OVT	1.000000	9012	After School Program	
1048429	5/13/2016	Friday	Francois, Junia	OVT	3.000000	9012	After School Program	
1048429	5/27/2016	Friday	Francois, Junia	OVT	1.500000	9012	After School Program	
1048429	6/30/2016	Thursday	Francois, Junia	OVT	1.000000	9012	After School Program	
1048429	8/19/2016	Friday	Francois, Junia	OVT	0.500000	9012	After School Program	

Exhibit 16

ID	Rpt Dt	Day Of Week	Name	TRC	Quantity	Dept	Dept	Job Title
1048429	9/2/2016	Friday	Francois, Junia	OVT	0.250000	9012	After School Program	
1048429	9/9/2016	Friday	Francois, Junia	OVT	1.000000	9012	After School Program	
1048429	9/23/2016	Friday	Francois, Junia	OVT	0.250000	9012	After School Program	
1048429	10/14/2016	Friday	Francois, Junia	OVT	1.000000	9012	After School Program	
				TOTAL	11.750000			
1073678	5/13/2016	Friday	Gaines, Lakisha	OVT	1.250000	9012	After School Program	
1073678	6/10/2016	Friday	Gaines, Lakisha	OVT	0.500000	9012	After School Program	
				TOTAL	1.750000			
1088314	5/3/2016	Tuesday	Garcia Ruiz, Ledesma	OVT	0.750000	9012	After School Program	
1088314	8/31/2016	Wednesday	Garcia Ruiz, Ledesma	OVT	1.500000	9012	After School Program	
				TOTAL	2.250000			
1100811	6/10/2016	Friday	Gomez, Humberto	OVT	0.250000	9012	After School Program	
				TOTAL	0.250000			
1089863	7/25/2016	Monday	Gonzalez LaBrada, Adrian	OVT	5.500000	9012	Extended Lrn	Custodian
1089863	7/28/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	5.500000	9012	Extended Lrn	
1089863	7/27/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	5.500000	9012	Extended Lrn	
1089863	7/26/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	5.500000	9012	Extended Lrn	
1089863	8/5/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/4/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/3/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/2/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/1/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/11/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/10/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/9/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/8/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/17/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/16/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/15/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/12/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/19/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/18/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/24/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/23/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/22/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/26/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/25/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/31/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/30/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	8/29/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/1/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/7/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/6/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/2/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/12/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/9/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/8/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/15/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/14/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/13/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/21/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/20/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/19/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/16/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/23/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/22/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/28/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/27/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/26/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/29/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	9/30/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	

Exhibit 16

ID	Rpt Dt	Day Of Week	Name	TRC	Quantity	Dept	Dept	Job Title
1089863	10/5/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/4/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/3/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/14/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/13/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/12/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/11/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/10/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/19/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/18/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/17/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/21/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/20/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/27/2016	Thursday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/26/2016	Wednesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/25/2016	Tuesday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/24/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/31/2016	Monday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
1089863	10/28/2016	Friday	Gonzalez LaBrada, Adrian	OVT	4.000000	9012	Extended Lrn	
				TOTAL	274.000000			
1102399	3/2/2016	Wednesday	Gonzalez, Guimel	OVT	1.000000	9012	After School Program	<u>Asst Instr/Tech Suppt</u>
1102399	5/11/2016	Wednesday	Gonzalez, Guimel	OVT	2.000000	9012	After School Program	
				TOTAL	3.000000			
1071775	3/29/2016	Tuesday	Henry, Elizabeth	OVT	0.500000	9012	After School Program	
1071775	3/29/2016	Tuesday	Henry, Elizabeth	OVT	-0.500000	9012	After School Program	
1071775	3/29/2016	Tuesday	Henry, Elizabeth	OVT	1.500000	9012	After School Program	
				TOTAL	1.500000			
1105385	3/11/2016	Friday	Hummer, Nicholas	OVT	3.500000	9012	After School Program	
				TOTAL	3.500000			
1111389	1/15/2016	Friday	Hyppolite, Tabitha	OVT	2.250000	9012	After School Program	<u>Counselor</u>
1111389	2/5/2016	Friday	Hyppolite, Tabitha	OVT	0.500000	9012	After School Program	
1111389	2/26/2016	Friday	Hyppolite, Tabitha	OVT	2.000000	9012	After School Program	
1111389	3/11/2016	Friday	Hyppolite, Tabitha	OVT	0.250000	9012	After School Program	
1111389	3/4/2016	Friday	Hyppolite, Tabitha	OVT	1.250000	9012	After School Program	
1111389	4/1/2016	Friday	Hyppolite, Tabitha	OVT	3.000000	9012	After School Program	
1111389	3/31/2016	Thursday	Hyppolite, Tabitha	OVT	0.750000	9012	After School Program	
1111389	4/7/2016	Thursday	Hyppolite, Tabitha	OVT	1.500000	9012	After School Program	
1111389	4/15/2016	Friday	Hyppolite, Tabitha	OVT	1.000000	9012	After School Program	
1111389	4/8/2016	Friday	Hyppolite, Tabitha	OVT	3.000000	9012	After School Program	
1111389	4/22/2016	Friday	Hyppolite, Tabitha	OVT	3.000000	9012	After School Program	
1111389	4/21/2016	Thursday	Hyppolite, Tabitha	OVT	1.000000	9012	After School Program	
1111389	4/28/2016	Thursday	Hyppolite, Tabitha	OVT	3.000000	9012	After School Program	
1111389	4/29/2016	Friday	Hyppolite, Tabitha	OVT	3.250000	9012	After School Program	
1111389	4/28/2016	Thursday	Hyppolite, Tabitha	OVT	-3.000000	9012	After School Program	
1111389	4/28/2016	Thursday	Hyppolite, Tabitha	OVT	3.750000	9012	After School Program	
1111389	5/6/2016	Friday	Hyppolite, Tabitha	OVT	1.250000	9012	After School Program	
1111389	5/12/2016	Thursday	Hyppolite, Tabitha	OVT	-1.500000	9012	After School Program	
1111389	5/12/2016	Thursday	Hyppolite, Tabitha	OVT	0.250000	9012	After School Program	
1111389	5/12/2016	Thursday	Hyppolite, Tabitha	OVT	1.500000	9012	After School Program	
1111389	5/13/2016	Friday	Hyppolite, Tabitha	OVT	3.000000	9012	After School Program	
1111389	8/18/2016	Thursday	Hyppolite, Tabitha	OVT	2.250000	9012	After School Program	
1111389	8/19/2016	Friday	Hyppolite, Tabitha	OVT	3.000000	9012	After School Program	
1111389	8/25/2016	Thursday	Hyppolite, Tabitha	OVT	2.000000	9012	After School Program	
1111389	8/26/2016	Friday	Hyppolite, Tabitha	OVT	3.000000	9012	After School Program	
1111389	9/1/2016	Thursday	Hyppolite, Tabitha	OVT	1.000000	9012	After School Program	

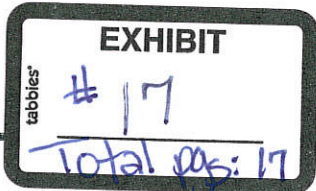
* TOTAL 274.000000

Exhibit 16

ID	Rpt Dt	Day Of Week	Name	TRC	Quantity	Dept	Dept	Job Title
1111389	9/2/2016	Friday	Hyppolite, Tabitha	OVT	3.000000	9012	After School Program	
1111389	9/16/2016	Friday	Hyppolite, Tabitha	OVT	2.000000	9012	After School Program	
1111389	9/22/2016	Thursday	Hyppolite, Tabitha	OVT	2.000000	9012	After School Program	
1111389	9/23/2016	Friday	Hyppolite, Tabitha	OVT	3.000000	9012	After School Program	
1111389	9/30/2016	Friday	Hyppolite, Tabitha	OVT	2.750000	9012	After School Program	
1111389	10/28/2016	Friday	Hyppolite, Tabitha	OVT	0.250000	9012	After School Program	
			TOTAL		55.250000			
1117625	6/10/2016	Friday	Jean Louis, Edwine	OVT	3.500000	9012	After School Program	
			TOTAL		3.500000			
1105780	1/15/2016	Friday	Johnson, Kiana	OVT	0.500000	9012	After School Program	<u>Counselor -</u>
1105780	3/4/2016	Friday	Johnson, Kiana	OVT	1.000000	9012	After School Program	
1105780	4/1/2016	Friday	Johnson, Kiana	OVT	1.000000	9012	After School Program	
1105780	4/8/2016	Friday	Johnson, Kiana	OVT	1.500000	9012	After School Program	
1105780	4/29/2016	Friday	Johnson, Kiana	OVT	0.250000	9012	After School Program	
1105780	5/6/2016	Friday	Johnson, Kiana	OVT	1.000000	9012	After School Program	
1105780	5/13/2016	Friday	Johnson, Kiana	OVT	1.250000	9012	After School Program	
1105780	6/17/2016	Friday	Johnson, Kiana	OVT	3.000000	9012	After School Program	
			TOTAL		9.500000			
1110025	6/17/2016	Friday	Kelley, Delores	OVT	0.500000	9012	After School Program	
			TOTAL		0.500000			
1115856	6/10/2016	Friday	Lemene, Ramona	OVT	1.000000	9012	After School Program	
1115856	6/24/2016	Friday	Lemene, Ramona	OVT	1.000000	9012	After School Program	
			TOTAL		2.000000			
1086385	5/16/2016	Monday	Medina, Merline	OVT	2.250000	9012	After School Program	
1086385	6/10/2016	Friday	Medina, Merline	OVT	0.250000	9012	After School Program	
			TOTAL		2.500000			
1096931	5/18/2016	Wednesday	Medina, Sheri	OVT	1.000000	9012	Extended Lrn	
			TOTAL		1.000000			
1053896	5/16/2016	Monday	Moise, Nahomie	OVT	5.500000	9012	After School Program	<u>ESOL CLF</u>
1053896	5/16/2016	Monday	Moise, Nahomie	OVT	5.500000	9012	After School Program	
1053896	5/24/2016	Tuesday	Moise, Nahomie	OVT	2.500000	9012	After School Program	
1053896	5/23/2016	Monday	Moise, Nahomie	OVT	2.250000	9012	After School Program	
1053896	5/19/2016	Thursday	Moise, Nahomie	OVT	2.500000	9012	After School Program	
1053896	5/18/2016	Wednesday	Moise, Nahomie	OVT	15.000000	9012	After School Program	
1053896	5/18/2016	Wednesday	Moise, Nahomie	OVT	2.500000	9012	After School Program	
1053896	6/10/2016	Friday	Moise, Nahomie	OVT	0.250000	9012	After School Program	
1053896	6/17/2016	Friday	Moise, Nahomie	OVT	0.500000	9012	After School Program	
			TOTAL		36.500000			
1103897	6/10/2016	Friday	Mouring, Kaitlyn	OVT	1.750000	9012	After School Program	
1103897	7/1/2016	Friday	Mouring, Kaitlyn	OVT	0.250000	9012	After School Program	
			TOTAL		2.000000			
1099682	6/10/2016	Friday	Murray, Amber	OVT	3.000000	9012	After School Program	
			TOTAL		3.000000			
1118187	2/24/2016	Wednesday	Navarro, Frank	OVT	1.000000	9012	After School Program	
			TOTAL		1.000000			
1101307	6/24/2016	Friday	Parker, Nickisha	OVT	0.250000	9012	After School Program	
			TOTAL		0.250000			
1000423	1/14/2016	Thursday	Pierre-Pierre, Phito	OVT	0.500000	9012	After School Program	<u>ESOL CLF</u>
1000423	2/25/2016	Thursday	Pierre-Pierre, Phito	OVT	1.750000	9012	After School Program	
1000423	4/5/2016	Tuesday	Pierre-Pierre, Phito	OVT	1.750000	9012	After School Program	
1000423	5/2/2016	Monday	Pierre-Pierre, Phito	OVT	2.750000	9012	After School Program	

ID	Rpt Dt	Day Of Week	Name	TRC	Quantity	Dept	Dept	Job Title
				TOTAL	6.750000			
1105501	6/24/2016	Friday	Portee, Jennifer	OVT	0.250000	9012	After School Program	
				TOTAL	0.250000			
1111864	6/17/2016	Friday	Rice, Tawana	OVT	0.250000	9012	After School Program	
1111864	6/24/2016	Friday	Rice, Tawana	OVT	0.250000	9012	After School Program	
				TOTAL	0.500000			
1095343	5/12/2016	Thursday	Ridgway, Doris	OVT	1.250000	9012	After School Program	
				TOTAL	1.250000			
1039805	9/29/2016	Thursday	Rivera, Landi	OVT	0.750000	9012	After School Program	
				TOTAL	0.750000			
1042773	9/28/2016	Wednesday	Roberson, Alisha	OVT	2.000000	9012	Extended Lrn	Counselor
1042773	9/29/2016	Thursday	Roberson, Alisha	OVT	2.000000	9012	Extended Lrn	
1042773	9/30/2016	Friday	Roberson, Alisha	OVT	2.000000	9012	Extended Lrn	
				TOTAL	6.000000			
1103354	5/2/2016	Monday	Rodriguez-Jones, Betzaida	OVT	2.750000	9012	After School Program	
				TOTAL	2.750000			
1115314	6/10/2016	Friday	Sans, Tatiana	OVT	0.500000	9012	After School Program	
1115314	6/17/2016	Friday	Sans, Tatiana	OVT	0.250000	9012	After School Program	
1115314	6/24/2016	Friday	Sans, Tatiana	OVT	0.500000	9012	After School Program	
				TOTAL	1.250000			
1108728	6/24/2016	Friday	Sarro, Nicole	OVT	0.250000	9012	After School Program	
				TOTAL	0.250000			
1102859	5/12/2016	Thursday	Schumacher, Timothy	OVT	1.250000	9012	After School Program	
				TOTAL	1.250000			
1109420	6/10/2016	Friday	Scott, Kishna	OVT	0.250000	9012	After School Program	
1109420	6/24/2016	Friday	Scott, Kishna	OVT	0.750000	9012	After School Program	
				TOTAL	1.000000			
1118734	7/1/2016	Friday	Serrata, Pedro	OVT	1.000000	9012	After School Program	
				TOTAL	1.000000			
1095869	1/29/2016	Friday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	Counselor
1095869	2/12/2016	Friday	Sheppard, Rashelle	OVT	3.250000	9012	After School Program	
1095869	2/11/2016	Thursday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	
1095869	2/5/2016	Friday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	
1095869	2/25/2016	Thursday	Sheppard, Rashelle	OVT	0.500000	9012	After School Program	
1095869	2/19/2016	Friday	Sheppard, Rashelle	OVT	1.500000	9012	After School Program	
1095869	3/3/2016	Thursday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	
1095869	2/26/2016	Friday	Sheppard, Rashelle	OVT	1.250000	9012	After School Program	
1095869	3/4/2016	Friday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	
1095869	3/11/2016	Friday	Sheppard, Rashelle	OVT	1.000000	9012	After School Program	
1095869	4/1/2016	Friday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	
1095869	3/31/2016	Thursday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	
1095869	4/15/2016	Friday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	
1095869	4/22/2016	Friday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	
1095869	4/21/2016	Thursday	Sheppard, Rashelle	OVT	1.250000	9012	After School Program	
1095869	5/5/2016	Thursday	Sheppard, Rashelle	OVT	2.250000	9012	After School Program	
1095869	6/10/2016	Friday	Sheppard, Rashelle	OVT	7.750000	9012	After School Program	
1095869	6/17/2016	Friday	Sheppard, Rashelle	OVT	8.000000	9012	After School Program	
1095869	6/24/2016	Friday	Sheppard, Rashelle	OVT	-0.500000	9012	After School Program	
1095869	6/24/2016	Friday	Sheppard, Rashelle	OVT	8.000000	9012	After School Program	
1095869	6/24/2016	Friday	Sheppard, Rashelle	OVT	0.500000	9012	After School Program	
1095869	7/1/2016	Friday	Sheppard, Rashelle	OVT	1.250000	9012	After School Program	

ID	Rpt Dt	Day Of Week	Name	TRC	Quantity	Dept	Dept	Job Title
1095869	8/26/2016	Friday	Sheppard, Rashelle	OVT	0.250000	9012	After School Program	
1095869	9/2/2016	Friday	Sheppard, Rashelle	OVT	3.250000	9012	After School Program	
1095869	9/30/2016	Friday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	
1095869	9/29/2016	Thursday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	
1095869	10/28/2016	Friday	Sheppard, Rashelle	OVT	3.000000	9012	After School Program	
1095869	10/27/2016	Thursday	Sheppard, Rashelle	OVT	1.000000	9012	After School Program	
TOTAL					76.500000			
1021165	4/27/2016	Wednesday	Stewart, Ivonne	OVT	2.250000	9012	After School Program	
1021165	5/11/2016	Wednesday	Stewart, Ivonne	OVT	1.750000	9012	After School Program	
1021165	5/26/2016	Thursday	Stewart, Ivonne	OVT	1.750000	9012	After School Program	
1021165	5/26/2016	Thursday	Stewart, Ivonne	OVT	1.750000	9012	After School Program	
1021165	5/26/2016	Thursday	Stewart, Ivonne	OVT	-1.750000	9012	After School Program	
TOTAL					5.750000			
1031547	3/17/2016	Thursday	Stroke, Sandra	OVT	1.500000	9012	After School Program	
1031547	3/16/2016	Wednesday	Stroke, Sandra	OVT	1.500000	9012	After School Program	
1031547	3/15/2016	Tuesday	Stroke, Sandra	OVT	1.500000	9012	After School Program	
TOTAL					4.500000			
1077119	3/1/2016	Tuesday	Thomas, Sherry	OVT	2.000000	9012	After School Program	<u>Asst Instr/Tech Suppt</u>
1077119	2/29/2016	Monday	Thomas, Sherry	OVT	2.000000	9012	After School Program	
1077119	9/1/2016	Thursday	Thomas, Sherry	OVT	2.500000	9012	After School Program	
1077119	9/12/2016	Monday	Thomas, Sherry	OVT	2.000000	9012	After School Program	
1077119	9/13/2016	Tuesday	Thomas, Sherry	OVT	3.000000	9012	After School Program	
TOTAL					11.500000			
1097070	6/17/2016	Friday	Valdez, Michael	OVT	0.250000	9012	After School Program	
1097070	7/1/2016	Friday	Valdez, Michael	OVT	0.250000	9012	After School Program	
TOTAL					0.500000			
1119038	6/10/2016	Friday	Villarreal, Fabiacesar	OVT	0.250000	9012	After School Program	
1119038	6/24/2016	Friday	Villarreal, Fabiacesar	OVT	0.250000	9012	After School Program	
TOTAL					0.500000			
1053744	6/24/2016	Friday	Whitehurst, Erica	OVT	1.750000	9012	After School Program	
TOTAL					1.750000			
1099817	6/10/2016	Friday	Williams, Tanisha	OVT	0.500000	9012	After School Program	
1099817	7/1/2016	Friday	Williams, Tanisha	OVT	0.750000	9012	After School Program	
TOTAL					1.250000			
GRAND TOTAL					626.000000			



From: on behalf of Cynthia George
Sent: Wednesday, March 11, 2015 7:32 PM
To: cheryl.shenker@palmbeachschools.org;jeannette.duggan@palmbeachschools.org;kelly.mcgregor@palmbeachschools.org;lauren.gardner@palmbeachschools.org;sonia.wegweiser@palmbeachschools.org;eric.moore@palmbeachschools.org
Cc: richard.myerson@palmbeachschools.org;christine.rick@palmbeachschools.org;carol.crille@palmbeachschools.org;teresa.stoupas@palmbeachschools.org;bonnie.welch@palmbeachschools.org;heather.graham@palmbeachschools.org;lori.seal@palmbeachschools.org;kayla.foster@palmbeachschools.org;ashley.barber@palmbeachschools.org;claudia.mejias@palmbeachschools.org;diana.brockman@palmbeachschools.org
Subject: 21st CCLC Program Information and Planning
Attachments: 21st CCLC Parent Handbook 2014-2015 CG updated 3-11-15 English-pdf.pdf; 21st CCLC Family Services Sign-in FY15 PDF.pdf; 21st CCLC Site Information Form - FY15.xls; 21st CCLC Parent Agreements-3 languages.zip; 21st CCLC Parent Invitation Letters-3 languages.zip; 21st CCLC Temporary Employment Log.pdf

Good evening Site Coordinators,

I greatly appreciate how busy you have been during this time of testing. Here is some information that will assist you with preparations for the April 6 opening date of the 21st CCLC program.

Site Coordinators Meeting and Materials Pick-up: You will receive all lessons, books, materials and supplies needed to fully implement the first five (5) weeks of PBL activities. The meeting will be Thursday, March 26, 3:30 to 6:00PM and a calendar invitation will be sent.

Site Information Form: Complete the attached form and return as an email attachment by Friday, March 13.

Staff Payroll Information: TCD and Temporary Employment Log are BOTH required:

- o **TCD:** Names and employee numbers need to be sent to me so staff will be set up to use the TCD under the 21st CCLC Grant. You will be notified when to begin using the TCD.
- o **Temporary Employment Logs:** Completed attached form in blue ink.

Site Coordinators Planning Hours: To prepare for the opening date of April 6th, ten (10) hours total per site (shared positions, five (5) hours per Site Coordinator) will be used for registration, planning and Professional Development. Be sure you are 'off-duty' CTA hours in order to be paid by the 21st CCLC Grant. The 21st CCLC hours will support the following tasks:

Student Registrations: There MUST be 65 students in attendance the first day of 21st CCLC Programming, so registrations are a priority.

Exhibit 17 | 03/17

- **21st CCLC Parent Invitation Letters:** Modify as needed. Attached versions in English, French Creole and Spanish.
- **Registration Packets:** Parents/Guardians must complete the Afterschool Registration forms and 21st CCLC Parent/Guardian Agreement. Attached versions in English, French Creole and Spanish.
- **21st CCLC Signature Cards:** Maintained the attached form on file, with signatures by parents/caregivers who are authorized to pick up students.
- **21st CCLC Parent Handbook:** The English version is attached, however, the Spanish and Creole versions haven't been translated. You may use this as a reference during the registration process with parents. Translated versions will be available in time for your first Family Literacy event. As a suggestion for the agenda, 21st CCLC staff, including CLFs, can review the 21st CCLC Parent Handbook with the parents and answer questions during break-out sessions.

School-based Professional Development: Site Coordinators will meet with 21st CCLC Academic Advisors and Counselors for two (2) hours to discuss general 21st CCLC information (roles & responsibilities, schedules, afterschool policies, etc.), and prepare for PBL activities and lessons. Please let me know the date and time for your meeting. The dates to choose from are follows: **March 27, 30, 31, April 1, 2, or 3.**

Pre-approval of 21st CCLC Hours: Please send an email request for additional hours needed to complete 21st CCLC program tasks such as: CLF assistance, registration events, and staff meetings. Your approval is required for payroll and grant purposes.

As always, please call or TEXT any time at 561-714-3946. Thank you for your continued support of the 21st CCLC Program. Have a restful evening. Cynthia

Cynthia R. George, Ed.D.

Grants Manager
 21st Century Community Learning Centers
 School District of Palm Beach County
 Office: 561-357-1851 (PX 51851)



Exhibit 17
 2/7/17

Good afternoon,

We welcome Terri Miller as the new Program Assistant/Payroll Technician to the 21st CCLC Grant Program Staff. Terri comes to us with payroll experience and will be a wonderful addition to our team.

This is a good time to review Payroll and TCD procedures that will assure 21st CCLC staff is paid in a timely manner. As always, new 21st CCLC staff may NOT begin working until Terri gives the 'green light' to begin using the TCD.

Hiring Procedures:

Current District Staff: If staff is already on the district payroll in another job, they must still be added to the 21st CCLC payroll (Site Coordinators, Academic Advisors, ITSAs, CLFs, and counselors working in afterschool).

New Counselors: Directors will follow the current afterschool hiring procedures for 21st CCLC counselors. After 'cleared' for employment, 21st CCLC counselors will be 'moved' under the 21st CCLC Grant and for TCD purposes.

The following information must be emailed to begin the hiring process for all 21st CCLC staff:

- Position
- Name (including maiden/married name)
- Employee ID number

Staff Payroll Information:

Temporary Employment Logs: Maintain a Temporary Employment Log binder near the TCD so staff completes the form (use a blue sharpie pen) immediately after using the TCD. Documented hours must match with the PeopleSoft Self Service printout. Scan and email completed forms to the Terri, Dr. George and staff. All sections must be complete, with full legible signatures

Time Collection Device (TCD) Payroll Documentation: This is the responsibility of individual staff members. All PeopleSoft print-outs must be provided to the Site Coordinator and Afterschool Director to confirm payroll hours. Refer to attached directions. Staff should check hours for accuracy.

Missed Punch Reports (MPRs): A completed MPR (PBSD 2323) must be scanned and emailed to Terri if the TCD malfunctions during regular 21st CCLC hours and trainings. This documentation is needed in a timely manner to allow enough turn-around time for 21st CCLC program staff to make the necessary corrections.

*procedure
10/21/17

Authorized (Extra) Payroll Hours: Professional Development (staff meetings), Family Literacy events, and/or all additional hours require prior permission from Dr. George

- Upon approval, the request will be sent by email and copied to Terri for payroll purposes
- An agenda must be provided and all attendees must complete sign-in sheet verifying their attendance
- Scan and email agenda, with sign-in sheets the day following the event or PD
- CLF and ITSA hours may go into overtime and a PBSD 1767 form must be signed by your principal

NOTE: If above procedures are not followed and/or met by the payroll deadlines, hours will not appear on following paycheck. All emails, with scanned documents, must be sent to Terri, and copied to Ashley, Claudia, Diana, and me.

As always, please call if you have questions or require additional information. Have a wonderful weekend.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)

Exhibit 17
4 of 17

As always, we want your 21st CCLC staff to be paid in a timely fashion. Terri has been working diligently to get everyone paid, however, this task is very time consuming with the added reminder emails and corrections with the vast volume of MPRs.

Please emphasize to your 21st CCLC staff the responsibilities regarding the correct use of the TCD, otherwise there is no guarantee they will be paid on time.

We will be closely tracking the MPRs and the payroll person at your school will be notified if there is a problem with clocking in/out correctly

If there is a technical issue with the TCD in the **Afterschool Director's office**, e-mail me directly, as well as, your payroll person and/or ITSA.

Please forward this email to your 21st CCLC staff with a 'Request Return Receipt' and copy Terri and me

OTE: Do not FAX any documents to the old office number (PX 76393). We no longer have a Fax number and request all documents are scanned and emailed.

As always, let me know if you have any questions.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



On Thu, Apr 2, 2015 at 2:24 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Exhibit 17
5 of 17

From: on behalf of Cynthia George
Sent: Saturday, April 18, 2015 4:48 AM
To: cheryl.shenker@palmbeachschools.org
Cc: terri.miller@palmbeachschools.org;ashley.barber@palmbeachschools.org;claudia.mejias@palmbeachschools.org;diana.brockman@palmbeachschools.org;eric.moore@palmbeachschools.org
Subject: Re: Payroll

Cheryl, You're doing fine. We'll review this with you Monday. Have a great weekend.

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



On Fri, Apr 17, 2015 at 6:13 PM, Cheryl Shenker <cheryl.shenker@palmbeachschools.org> wrote:
I need someone to go over with me.

I didn't get payroll in until 4:55 today as many of the logs were wrong and had to be changed.

On Monday do I need to have staff reprint their timesheets from peoplesoft so we have Fridays check out date.

My aftercare director won't sign until Mondays, so do I always have to send in twice.

This is very confusing. I need some help before the next payroll.

Cheryl Shenker
ESE Contact/SAC Chair
Loxahatchee Groves Elementary School

Exhibit 17
6 of 17

From: on behalf of Cynthia George
Sent: Tuesday, August 25, 2015 8:00 PM
To: michael.clark@palmbeachschools.org
Cc: ashley.barber@palmbeachschools.org; claudia.mejias@palmbeachschools.org; diana.brockman@palmbeachschools.org; jennifer.mooney@palmbeachschools.org; monica.perez@palmbeachschools.org; laura.lowman@palmbeachschools.org; kathryn.dipietro@palmbeachschools.org; terri.miller@palmbeachschools.org
Subject: Re: 21st CCLC Team Meeting

Michael, Approved for payroll. Have a good evening.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



On Tue, Aug 25, 2015 at 6:05 PM, Michael Clark <michael.clark@palmbeachschools.org> wrote:
Hello, Dr. George,

We will be meeting Thursday, August 27, 2015 from 3:00 to 5:00 pm to discuss general 21st CCLC information (roles & responsibilities, schedules, after-school policies, etc.), and prepare for PBL activities and lessons.

Thank You
Michael Clark
4th Grade Teacher
Heritage Elementary School

Exhibit 17
7 of 17

From: on behalf of Cynthia George
Sent: Tuesday, August 25, 2015 8:02 PM
To: erin.mulcahy@palmbeachschools.org
Cc: ashley.barber@palmbeachschools.org;diana.brockman@palmbeachschools.org;claudia.gonzalez@palmbeachschools.org;jennifer.mooney@palmbeachschools.org;monica.perez@palmbeachschools.org;martha.christiepatrick@palmbeachschools.org;terri.miller@palmbeachschools.org
Subject: Re: Extra Hours Request

Erin, Approved for payroll so I'm copying to Terri. Have a good evening.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



On Tue, Aug 25, 2015 at 5:45 PM, Erin Mulcahy <erin.mulcahy@palmbeachschools.org> wrote:

Good Evening,

I am asking one of my counselors to put in three extra hours this week due to myself being out all last week for a medical emergency. She will be doing things like making copies, getting rooms reday and helping execute plans. Please let me know if this is not okay. Thank you!

Exhibit 17
8 of 17

Erin Mulcahy

5th Grade

21st CLCC Site Coordinator

Lake Park Elementary School

From: on behalf of JoAnne Beckner
Sent: Friday, November 20, 2015 3:27 PM
To: cynthia.george@palmbeachschools.org
Subject: TDEs

Please be certain you check the hours requested on TDEs so that they are correct.

I just rejected one from Martin for 8.5 hours for one day he needs to take. He works 8 hours, not 8.5.

Secondly, please note that at least three of the items you transferred to me today were for last payroll period. This means that Junia will have additional work to do outside of the correct payroll period.

You still need to see me to review the staff meeting you missed. I'm scheduling this meeting for Monday, November 23rd in my office at 12:30. I will see you then.

Thank you for your attention to these matters.

JoAnne

JoAnne C. Beckner, Director
Department of Afterschool Programming
4260 Westgate Avenue
West Palm Beach, FL 33409

joanne.beckner@palmbeachschools.org

561-687-6387 Office
561-640-1171 Fax

*former director
(retired)*

*Exhibit 17
10 of 17*

From: on behalf of Cynthia George
Sent: Thursday, January 21, 2016 4:56 PM
To: john.rodriguez.1@palmbeachschools.org
Cc: terri.miller@palmbeachschools.org; heather.tucker@palmbeachschools.org; diana.brockman@palmbeachschools.org
Subject: Re: Yesterday's payroll email

John, Please call me (cell- 561-714-3946) and I will further explain yesterday's email regarding MPRs. Thanks

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



On Thu, Jan 21, 2016 at 4:40 PM, JOHN Rodriguez (Seminole Trails ES)

<john.rodriguez.1@palmbeachschools.org> wrote:

This is getting to be a bit much... there are way to many demands being placed on Site-Coordinators at this point... I don't understand why we can not sign off on one another's paperwork... why have site-coordinators at this point if we must go through the afterschool director for everything?

John Rodriguez M.M.
Music Teacher
Seminole Trails Elementary School
4075 Willow Pond Road
West Palm Beach, FL 33417 Phone: (561) 598-7032

Exhibit 17
11 of 17

On Thu, Jan 21, 2016 at 4:27 PM, Terri Miller (After School Programming)

<terri.miller@palmbeachschools.org> wrote:

Good afternoon Heather,

Per the email sent out to all yesterday **Site Coordinator's are not allowed to sign off on each other's payroll documentation paperwork. Either Afterschool Director or Principal signatures only.** Please resubmit your last MPR. Thanking you in advance.

--
Terri Miller
Program Asst
21st CCLC Grant Program
AESOP President
7001 Charleston Shores Blvd-Portable V-1
561-357-1858, PX51858



Exhibit 17
12 of 17

From: on behalf of Diana Brockman
Sent: Sunday, May 15, 2016 10:21 AM
To: judith.garrard@palmbeachschools.org
Cc: cynthia.george@palmbeachschools.org; heather.tucker@palmbeachschools.org; bristol.bush@palmbeachschools.org; mariela.bort@palmbeachschools.org; ruth.nelsonpeeples@palmbeachschools.org
Subject: Re: Payroll 5/13/16 - Seminole Trails Elementary

Thank you, Ms. Garrard!

Enjoy your weekend!
~ Diana

> On May 15, 2016, at 10:14 AM, Judith Garrard <judith.garrard@palmbeachschools.org> wrote:

>

> ----- Forwarded message -----

> From: Heather Tucker <heather.tucker@palmbeachschools.org>

> Date: Fri, May 13, 2016 at 5:32 PM

> Subject: Payroll 5/13/16 - Seminole Trails Elementary

> To: Cynthia George <cynthia.george@palmbeachschools.org>

> Cc: Judith Garrard <judith.garrard@palmbeachschools.org>, Mariela Bort

> < mariela.bort@palmbeachschools.org>

>

> Attached you will find the Missed Punch Reports and Time Logs for
> Seminole Trails Elementary for the Payroll period 5/2/16 - 5/13/16.

>

> Thanks,

>

> Heather Tucker

> ASD Teacher/Site Coordinator

> Seminole Trails Elementary

>

>

>

> --

> Judith T. Garrard, Principal

> Seminole Trails Elementary School

> Tel. 561-598-7000, px77000

> Fax. 561-598-7052, px77052

> <Missed Punch Reports - Seminole Trails.pdf> <Time Logs 5-13-16 -

> Seminole Trails.pdf>

RE: MPR's

Exhibit 17
13 of 17

From: on behalf of Cynthia George
Sent: Tuesday, May 17, 2016 1:08 PM
To: kimberly.dupont@palmbeachschools.org
Cc: diana.brockman@palmbeachschools.org;rebecca.currie@palmbeachschools.org
Subject: Re: 21st CCLC Payroll Procedures

Hi Kimberly, I am approving times in 2 hour increments, so please let me know how it's going. Have a good afternoon.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)
Cell: 561-714-3946



Extra hours
request

On Tue, May 17, 2016 at 12:48 PM, Kimberly Dupont <kimberly.dupont@palmbeachschools.org> wrote:
Good afternoon,

North Grade Blazing Starz site coordinators will need extra hours for data compliance.

Thanks,
Kimberly

On Tue, May 17, 2016 at 10:16 AM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Good morning Site Coordinators,

14 of 17
Exhibit 17

Thank you for a wonderful end to the 21st CCLC school-year programming. Your hard work and dedication to the 21st CCLC children and their families is greatly appreciated.

As you know, we are all very busy preparing for the June 6 start date for Summer programming. Please let me you if you require extra hours to close out data requirements, meetings, student registrations, or other 21st CCLC related activities or tasks.

The payroll procedures will remain the same, however, Junia Francois is currently our point of contact. As a friendly reminder, 21st CCLC Payroll procedures are as follows:

- Peoplesoft time sheets must be submitted with the 21st CCLC Temporary Time Log for each 21st CCLC employee. It is imperative that the IN and OUT times on each sheet match exactly and all times are within the work times authorized by the grant. Please calculate the "Total" time from the time sheet and not the "Payable Time Summary", since Peoplesoft automatically performs this process for proper payment. This is a FDOE requirement for proper payroll record keeping that reflects all grant awards.
- All requests for additional hours for all 21st CCLC staff (Site Coordinators, Academic Advisors, Counselors, CLFs, and ITSAs), must be approved in writing by Dr. George. Please submit the 'approval email' for extra hours with the required Payroll forms.
- CLFs and ITSAs must complete the attached form *PBSD 1767* for approved overtime hours, along with use of the TCD and completion of the 21st CCLC Temporary Time Log.

For your convenience, attached are the required payroll forms, for District and Grant required documentation:

- 21st CCLC Temporary Time Log, updated, so dispose of older versions
- Form 1767 for overtime, signed by Principal
- Form 2323 for MPRs

As discussed at the Site Coordinators meeting, remind your staff about using the TCD, especially since there have been more MPRs (form 2323) than usual. Site Coordinators must sign Academic Advisor and Counselor MPRs. However, Site Coordinators must have the signature of the Afterschool Director or Principal.

All payroll forms, including MPRs, must be emailed to Junia Francois and copied to Dr. George, Ashley, Claudia, Diana, Eddie, and Monica.

Your cooperation in adhering to these directives is greatly appreciated. As always, please call if you have any questions.

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)
Cell: 561-714-3946



From: on behalf of Cynthia George
Sent: Friday, June 10, 2016 8:43 AM
To: ashley.barber@palmbeachschools.org;claudia.mejias@palmbeachschools.org;diana.brockman@palmbeachschools.org;eddie.runner@palmbeachschools.org;monica.m.gonzalez@palmbeachschools.org;martin.barrow@palmbeachschools.org;junia.francois@palmbeachschools.org
Subject: Payroll/MPRs

Good morning, If anyone calls or emails about Payroll/MPRs, please let them know I approved ALL Liquid Office MPRs and forwarded to Junia. Hard copy MPRs are no longer accepted. Have a great weekend. Thanks.

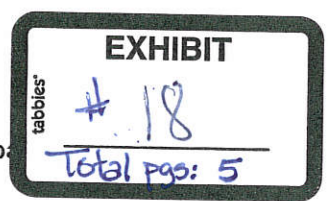
Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)
Cell: 561-714-3946





TANYA LAWSON <tanya.lawson@p



Excel Spreadsheet

5 messages

TANYA LAWSON <tanya.lawson@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Mon, Nov 7, 2016 at 12:27 PM

Dr. George,

Please forward the excel spreadsheet that has the list of employees (all employees). It will be easier for me to work with a spreadsheet.
This would be the list that you gave us that has the Site Coordinators.

Thank you.

Tanya M. Lawson
Office of Inspector General
Investigator
561-434-8511
PX 48511

Cynthia George <cynthia.george@palmbeachschools.org>
To: TANYA LAWSON <tanya.lawson@palmbeachschools.org>

Wed, Nov 9, 2016 at 1:33 PM

Tanya, Here is the 21st CCLC staff spreadsheet. I have also attached the most recent info of overtime. **I am contacting both of the sites highlighted in YELLOW with a history of OVT and recommending they be terminated from the 21st CCLC positions.** Also, we finally have a new Payroll Tech, Shavon and she is entering dates for 2016-2017. Please call if you have any questions.

Cynthia R. George, Ed.D.
Program and Grants Manager
21st Century Community Learning Centers
Department of Extended Learning
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)
Cell: 561-714-3946



Exhibit 18
pg. 1/5

[Quoted text hidden]

2 attachments



4343 FY17 overtime thru 8-9-16 thru 10-28-16.xls
39K



2015-2016 Staff--Payroll-21st CCLC Grant-start-end dates.xlsx
402K

TANYA LAWSON <tanya.lawson@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Wed, Nov 9, 2016 at 1:54 PM

Thank you very much.

Tanya M. Lawson
Office of Inspector General
Investigator
561-434-8511
PX 48511

[Quoted text hidden]

Cynthia George <cynthia.george@palmbeachschools.org>
To: TANYA LAWSON <tanya.lawson@palmbeachschools.org>

Wed, Nov 9, 2016 at 1:57 PM

Tanya, I believe you both of the highlighted staff should be looked at. You have back-up for only one (1). Thanks.

Cynthia R. George, Ed.D.
Program and Grants Manager
21st Century Community Learning Centers
Department of Extended Learning
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)
Cell: 561-714-3946



Exhibit 18
pg. 2/5

[Quoted text hidden]

TANYA LAWSON <tanya.lawson@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Wed, Nov 9, 2016 at 2:23 PM

Ok, no problem.

Tanya M. Lawson
Office of Inspector General
Investigator
561-434-8511
PX 48511

[Quoted text hidden]

*Exhibit 18
pg. 3/5*

Hernandez, Yashira	Berkshire	AA		
Hicks, Jerrica	Egret Lake	Counselor		
Hunttower, Monica	Westward	AA		
Hilare, Samuel	Egret Lake	Counselor	8/31/2016	
Howard, Karen	Palmetto	AA		
Hyppolite, Tabitha	Palmetto	Counselor		OVT
Infante, Loida	Palm Springs	Teacher	8/15/2016	
Ivery, Sharon	Starlight Cove	Counselor	10/24/2016	
Jackman, Ann	CO Taylor	Site Coord.		
Jackson, Montilya	Lake Park	AA		
Jean Joseph, Winston	North Grade	Counselor		
Jean Lewis, Edwine	Plumosa	Counselor		
Jean, Marie	North Palm Beach	AA		
Jeantinoble, Rose	Forest Park	AA		
Jeffrey, Michelle	Washington	AA		
Jimenez, Lydia	CO Taylor	Site Coord.	5/1/2016	
Johnson, Kiana	Forest Park	Counselor		
Johnson, Mia	Washington	Counselor		
Jones, Karen	Berkshire	Guest Artist	6/13/2016	
Jordone, Abda	Heritage	AA	8/29/2016	
Joseph, Geniel	Seminole Trails	AA		
Joseph, Geniel	Seminole Trails	AA		
Joseph, Sony	Rolling Green	AA		
Jost, Debbie	Starlight Cove	Site Coord.		
Kehoe, Rene	CO Taylor	AA		
Keisler, Karen	Hammock Pointe	Site Coord.		
Kelley, Delores	Greenacres	Counselor		
Kelly, Christine	Heritage	AA		
Kinght, Cynichele	Hope Centennial	AA		
Knowles, Meagan	Hope Centennial	Site Coord.		
Koch, Brianna	Forest Hill	Site Coord.		
Kozain, Matilde	Berkshire	Site Coord.		
Kraft, Christine	Plumosa	AA		
Labajo, Marissa	Greenacres	AA		
Lamour, Linda	Westward	AA		
Laws, Rebecca	South Grade	AA	8/15/2016	
Leach, Katie	Highland	AA		
Lemene, Ramona	Loxahatchee Grooves	Counselor		
Lewis, Yolanda	Westward	AA		
Liberman, Ashley	Greenacres	Site Coord.	8/18/2016	
Llewellyn, Behankier	Egret Lake	Counselor		
Mackie, Erica	Starlight Cove	AA		
Martin, Judith	Palm Springs	Site Coord.	8/15/2016	
Martinez, Edna	Highland	Site Coord.		
Masso, Jamilet	Starlight Cove	Counselor	8/15/2016	

Sapp, Lisamarie	Loxahatchee Grooves	AA	8/29/2016		
Sargent, Elisabeth	Plumosa	AA			
o, Nicole	Hammock Pointe	Counselor			
Savino, Cortney	Starlight Cove	Counselor			
Schaeffer, Melissa	Forest Hill	AA			
Schmidt, Kirsten	CO Taylor	AA			
Schoenewald, Nikita	Hope Centennial	AA			
Schur, Amber	Seminole Trails	AA			
Schwartztrauber, Danielle	Washington	AA			
Scott, Kishna	Westward	Counselor			
Shea, Kristen	Palmetto	Site Coord.			
Shechtman, Jodie	Greenacres	AA	8/18/2016		
Sheppard, Elizabeth	Diamond View	AA	8/15/2016		
Sheppard, Rashelle	West Gate	Counselor			OVT
Silverman, Veronica	Egret Lake	AA			
Simpson, Tiffany	Egret Lake	Counselor	9/27/2016		
Sims, Terry	Egret Lake	AA			
Smith Godwin, Beulah	Seminole Trails	Counselor			
Smithson, Elizabeth	Palmetto	AA			
Sosniki, Heather	Plumosa	AA			
ancer, Rochelle	CO Taylor	AA			
phens, Lori	Berkshire	Site Coord.			
Stevenson, Linda	North Grade	Art			
Stinson, Edward	Plumosa	Counselor			
Stock, Amanda	Starlight Cove	AA			
Stroke, Sandy	Rolling Green	ITSA			
Stubbs, Chrystal	Forest Park	AA			
Swartz, Rochelle	Diamond View	AA			
Tam, Donna Josefa	Starlight Cove	AA			
Thicklin, Janice	DD Eisenhower	Counselor			
Thomas, Sherry	Forest Park	ITSA			
Tipton, Anita	Lake Park	Counselor			
Trotter, Krystal	CO Taylor	AA	8/29/2016		
Tucker, Heather	Seminole Trails	Site Coord.			
Tull, Kyle	DD Eisenhower	AA			
Tuttle, Cheryl	South Grade	Site Coord.			
Urbina, Kayla	Hammock Pointe	AA			
Valdez, Michael	West Gate	Counselor			
Valeus, Sarafina	South Grade	Counselor	8/15/2016		
Valkenburg, Ally	Diamond View	AA	8/15/2016		
Vallalpando, Mitzy	Forest Hill	Counselor	8/23/2016		
ore, Michelle	North Palm Beach	AA			
Vega, Marisol	Rolling Green	AA			



Diana Brockman's response to the preliminary report of Case No. 15-302, the information is not accurate as written.

Response to Allegation #1: When I began working under Dr. George, she explained she liked to save up Staples Rewards to purchase items that cannot be paid for with grant funds. For example, Dr. George did not want standard district business cards and used Rewards to purchase 21st CCLC business cards for staff from Staples and she also had me use Rewards to send a printer to her farmhouse in Maine. I was given the impression they are also used as reimbursement for purchases for the grants. At no point were personal items purchased from Staples with my district p-card.

On December 9, 2013 I received an email from Staples stating Cynthia George added me as an additional cardholder to the Staples account (see attached file - Staples Rewards Enrollment Confirmation (Secondary Cardholder) Email 12-09-13 - Brockman). In January 2014, I noticed Rewards were used at the Lake Park location for a purchase we did not know about. I called Staples to report the issue. The service representative asked how we get the paper rewards, and I explained the main address is the district office, then they are ponied to our location. She suggested having them mailed to a home addresses to prevent them from getting lost. I discussed what the Staples representative suggested and Ms. George agreed to changing the address.

August 14, 2014, Staples Rewards were used as reimbursement. No personal items were purchased with my district p-card.

On November 18, 2014, Dr. George had me go to Staples to purchase a wood table for her office area with Staples Rewards. This item is not shown on the list provided by Dr. George. However, the 3-year full protection plan for \$9.99 is listed. Dr. George questioned items including two cutting board gift sets for \$19.99 each, purchased with Rewards. While I was purchasing the table, I spoke with Dr. George on the phone because it was on sale and there were extra Rewards to use. She had me purchase gift sets, chocolate, and random books/games we could give to sites. When I returned to the office with the items I sent Dr. George a picture of the table with the gift baskets and other items set up in her office area (see attached files 11-18-14 Wooden Cutting Board Gift Sets, Chocolate, Table for Dr. George Text & 11-17&18-14 Staples in Morning Text). During the interview I did not recall who the gift sets were given to. I now recall some of the people she mentioned she was planning to give them to as thank you/holiday gifts. Dr. George gave them to district employees in the budgeting and purchasing departments. No personal items were purchased with my district p-card.

On Monday, December 22, 2014, (a work day for 12-month employees) Dr. George and I agreed that I would purchase folding chairs for the office and use Staples Rewards to reimburse myself for the purchase. That day I went to Costco with another Specialist and purchased 8 or 10 folding chairs for the grant office. (We were having a meeting at our office and our conference table chairs were cut from the budget, so we had no chairs for the table.) The chairs

15-302
Brockman response

Exhibit 19
pg 1/9

cost \$14.99 each. I sent Dr. George a text message regarding the price and style while I was at Costco (see attached file - 12-22-14 Costco Chairs Text).

Monday, December 22, 2014, I mistakenly used district Staples Rewards instead of my mother's to purchase three lap desks totaling \$27.00. I have offered and am willing to submit payment for these items. No personal items were purchased with my district p-card.

On December 24, 2014, I was at Staples and used Rewards that were due to expire for reimbursement for the folding chairs and items for the office. No personal items were purchased with my district p-card.

In reviewing the documents Dr. George stated she could not login the account July 2, 2015 and notified Staples to have my name removed from the account. The six Staples Rewards certificates (Exhibit 4) provided by Dr. George were printed June 15, 2015, while Dr. George was logged in the Staples Rewards account, of which two are duplicates. I believe these are the ones Dr. George said were reissued by Staples. Items listed on June 30, 2015 were purchased on staples.com with rewards/coupons totaling almost the amount of rewards. Receipt for these items were not provided to the IG office. After I was questioned about the items (when two people from IG came to Manatee), I called Purchasing to check p-card purchases, since my statement for that month was missing. Purchasing was not able to locate the items in my p-card documents. I was informed they located the items but could not tell me who's p-card the items were purchased on.

Response to Allegation # 2: Not applicable

Response to Allegation # 3: Not applicable

Response to Allegation # 4: Not applicable

15-302
Brackman response

Exhibit 19
pg. 2/9

But will need help setting up.
Ugggggg!

Ok. Drying hair.

Jan 20, 2015, 8:24 AM

I still need to buy seefs

Seeds

Jan 21, 2015, 11:16 AM

Anything at Walmart? Getting
basketballs for Westward

Truck here. Pallet with
60 boxes

Holy shit!

Jan 21, 2015, 12:32 PM

Exhibit 19
pg. 3/9

Yup

15-302
Rec'd from Brockman 4/19/17

Waiting for a break in the rain

To get out of car

Feb 19, 2015, 9:00 AM

At Staples

Ok

Diamond view needs baby
wipes.

Don't call them at Staples want
me to stop somewhere else

No worries. Will get another
time. Need you here. Monica
and Claudia out.

Exhibit 19
pg. 4/9

figured. But wanted to make
sure. Driving. Had to wait for
guy to find table in back

15-302
Rec'd from
Brockman
2/19/15

pg. 4/9

Just a reminder I will be a little late. Riley has a thing at school this morning. :)

Ok

Jun 3, 2015, 8:20 AM

Can you put external harddrive and case on staples order?
Thanks.

Yes. How many?

Another electric hole puncher too?

2. One for website stuff and another for me. 😊

15-302
Rec'd from Brockman 6/19/17



Jun 3, 2015, 11:15 AM

pg. 5/9
Exhibit 19

there until 6:00 yesterday. Keep the door locked.

Nov 5, 2015, 10:46 AM

I'll be working from Panera and then going to Hammock Pointe for site visit

Nov 6, 2015, 8:02 AM

2 or 3 dozen? 

2 is good. On my way

Ok. See you soon

Nov 9, 2015, 6:22 AM

Good morning. I forgot to get my keys back after meeting. See you later.

15-302 Rec'd from Bullkman 4/19/17

Nov 12, 2015, 8:07 AM

pg. 4/9
Exhibit 19

Text Message
Nov 17, 2014, 5:56 PM

How were the visits?

Just a reminder I'm going to
Staples in the morning

Nov 18, 2014, 9:27 AM

Had to wait for rain to stop :-/
Desk is in my car nice and dry!
On my way to office

Thanks

15-302
Rec'd from
Brockman
4/19/17



pg.
7/9
Exhibit
19

Nov 18, 2014, 9:27 AM

Had to wait for rain to stop :-/
Desk is in my car nice and dry!
On my way to office

Thanks



15-302
Rec'd from Brockman 4/19/17

pg. 8/9
Exhibit 19

Dec 22, 2014, 1:22 PM

This one only has padded ones.
14.99 each.

Want the padded

?

Steel with padding

Use your judgment

Did message go thru? Still at
work

Yes. I got them. Figured their
butts would like the padding if
we are going to have them for 2
hour meetings 😜

It's creepy there alone. Go
home!

Ok

15-302
Rec'd from D. Breckman 12/19/17

pg. 9/9
Exhibit 19



.5-302 Afterschool Programming

Diana Brockman <diana.brockman@palmbeachschools.org>
To:

Tue, Jun 20, 2017 at 3:38 PM

Hi Tanya,

My messages are in green and Dr. Cynthia George is in grey.

Thank you,

Diana Brockman

Specialist
School District of Palm Beach County
Department of Afterschool Programming
21st Century Community Learning Centers
Office: 561-357-1861 (PX 51861)



[Quoted text hidden]



wd: Clarification of report case no. 15-302

2 messages

Angelette Green <angelette.green@palmbeachschools.org>

Tue, Jun 20, 2017 at 1:14 PM

To: 1

See below.

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

From: **Matthew Shoemaker** <matthew.shoemaker@palmbeachschools.org>

Date: Tue, Jun 20, 2017 at 1:10 PM

Subject: Clarification of report case no. 15-302

To: Angelette Green <angelette.green@palmbeachschools.org>



Hi Angelette,

Please see a few minor clarifications that I am sending you.

It is very important to note that the Custodian was paid for out of our Afterschool Budget entirely and NOT out of the 21st CCLC grant funds.

Thanks - Please call with any questions.

Matt

Matthew S. Shoemaker, Ph.D.
 Director of Extended Learning
 Phone: 561-687-6387

—
 Angelette Green, MPA, CIGI, PHR
 Director of Investigations
 Office of Inspector General
 3138 Forest Hill Blvd., Suite C-306
 West Palm Beach, FL 33406
 561-434-8183

4 attachments

201706201254.pdf
77K

201706201250 (1).pdf
74K

201706201245.pdf
93K

201706201259.pdf
64K

Exhibit 21
Pg. 1/7

Matthew Shoemaker <matthew.shoemaker@palmbeachschools.org>

Tue, Jun 20, 2017 at 1:44 PM

To: Angelette Green <angelette.green@palmbeachschools.org>

Cc:

Attached is the Budget Status report generated on June 6, 2017 which reflects that Mr. Gonzales' overtime pay is paid from SACC (School Age Child Care or Extended Learning) funds and not 21st CCLC grant funds. If you would like district verification that none of Mr. Gonzales pay was derived from 21st CCLC funds, Raymond Church in the district budget department can quickly accommodate this request.

This information justify's the removal or modification of bullet three on the recommendation form associating Mr. Gonzales overtime to the grant.

Thanks

Matt

Matthew S. Shoemaker, Ph.D.
Director of Extended Learning
Phone: 561-687-6387

On Tue, Jun 20, 2017 at 1:13 PM, Angelette Green <angelette.green@palmbeachschools.org> wrote:
Ok. I will make sure Tanya get this.

Angelette Green

On Jun 20, 2017 1:10 PM, "Matthew Shoemaker" <matthew.shoemaker@palmbeachschools.org> wrote:
Hi Angelette,

Please see a few minor clarifications that I am sending you.

It is very important to note that the Custodian was paid for out of our Afterschool Budget entirely and NOT out of the 21st CCLC grant funds.

Thanks - Please call with any questions.

Matt

Matthew S. Shoemaker, Ph.D.
Director of Extended Learning
Phone: 561-687-6387


 201706201327.pdf
84K

Exhibit 21
Pg. 2/7

DRAFT

On September 19, 2016, Dr. Matthew Shoemaker, Director of Extended Learning (Afterschool Programming) contacted the Audit division of the OIG about concerns he had regarding the financial outlook of the department particularly as it relates to the amount of overtime being accumulated by staff. It should also be noted that in a separate complaint initially filed by Dr. Cynthia George, regarding unauthorized P-card purchases, allegations also included abuse of overtime, and the allegation that employee Diana Brockman had not reported leave time and/or did not complete a District required Temporary Duty Elsewhere (TDE) form. Therefore, the OIG's Overtime Abuse report will also contain documentation as it relates to Dr. Cynthia George. Specifically, Dr. Shoemaker's complaint alleges the following:

excessive time reported

Excessive time/overtime

Dr. Shoemaker

Allegation #4

- Site Coordinators are logging in excessive hours as indicated to Dr. Shoemaker by Dr. Cynthia George, Program Manager
- Excessive missed punch reports; too many Site Coordinators not utilizing the Time Collection Device (TCD)
- Excessive adjustments to hours during the tenure of former Payroll contact person, Terri Miller

DOCUMENTS REVIEWED

- Staples Purchases Rewards and Coupons printouts (provided by Dr. Cynthia George)
- 21st CCLC Program Manual (Afterschool Programming)
- 21st CCLC Program Manual (Federal Manual)
- 21st CCLC Temporary/Employment Log
- Outlook-Emails for Dr. Cynthia George, Diana Brockman and JoAnne Beckner, Director (retired)
- Palm Beach County Property Appraiser
- PeopleSoft-Employee Data, Overtime Report, TCD Data
- School District Form PBSO 1214-Time Sheet for Part-Time Employees
- Payroll Data for 21st CCLC (Accounting Department)

ALLEGATION #1: MISUSE OF PURCHASING CARD (P-CARD) AND STAPLES REWARDS PROGRAM

In response to the allegation made by Dr. Cynthia George, Program Manager, regarding theft from the Staples Rewards Program, and questionable P-card transactions made by Diana Brockman, the OIG reviewed the Staples purchase receipts. The Rewards earned are guided by the 21st CCLC federal grant program, and all Rewards are to go back into the program for the children.

Issues:

- Many of the items were purchased in quantities of "1 or 2."
- The District's tax exemption status appeared to have been used for each purchase.

*Exhibit 21
Pg. 3/7*

SITE VISITS CONDUCTED

On November 2, 2016, the OIG conducted a site visit at the 21st CCLC office located on the campus of Manatee Elementary, 7001 Charleston Shores Blvd., Lake Worth, Florida (Portables 1-6). The OIG made copies of Missed Punch Reports (MPR) and Temporary Employment Logs that employees utilized to log/record their hours worked (Exhibit 12, pgs. 1-47). The employment logs were made available by Dr. Cynthia George, who is physically stationed at Manatee Elementary 21st CCLC, Portable 1.

On April 7, 2017, the OIG conducted a site visit at Jupiter Elementary School to retrieve timesheets/logs for Site Coordinator Christina DeLong whose name was pointed out by Dr. Cynthia George as an abuser of overtime. Timesheets/log was provided by the regular Afterschool Director Cheri Rosen. Cheri Rosen directed the OIG to contact the Program Assistant for the 21st CCLC Program, Shavon Algee whom Cheri Rosen stated is the person she forwards the timesheets/logs to once collected.

INTERVIEWS CONDUCTED

Dr. Matthew Shoemaker, Director of Extended Learning (Afterschool Programming)

On November 2, 2016, the OIG conducted an interview with Dr. Shoemaker at his office located at Gold Coast Community School, West Palm Beach, FL, to determine the criteria for overtime for the department as it relates to his concern. Dr. Shoemaker stated that he became Director of the Afterschool Programming July 1, 2016. Dr. Shoemaker stated the Site Coordinators are physically located at all of the 21st CCLC locations, and are to work no more than three (3) hours each day from 2:30 P.M. - 5:30 P.M. Dr. Shoemaker stated Site Coordinators get paid \$25 per hour, and are teachers that are already located at each 21st CCLC site location. Dr. Shoemaker stated Site Coordinators are not required to punch in and out during their regular day of teaching, but are required to punch in and out when conducting the business of the 21st CCLC afterschool program. Dr. Shoemaker stated Site Coordinators can only have between 25-30 hours maximum in overtime, and it must be pre-approved by Dr. Cynthia George. Per Dr. Shoemaker, Dr. Cynthia George gave him a spreadsheet that she created which shows staff members that she felt were abusing overtime. Dr. Shoemaker stated that currently, Site Coordinators have to write down their hours on an Afterschool Programming Temporary Employment Log and the log must be approved/signed off on by the Principal or Assistant Principal at the site location. Dr. Shoemaker also stated he has concerns for the future of the grant due to what appears to be abuse/waste of the federal grant funds.

On March 2, 2017, the OIG conducted a follow-up phone interview with Dr. Matthew Shoemaker who stated that depending on the staff member's position, overtime is possible and in some cases, it is permissible. For example, if there are students in the Afterschool Programming that require extra attention due to medical issues/medical fragility, and there is a Afterschool Programming staff member with the qualifications needed to effectively assist the student, there may be overtime that would be allowed, and in some cases recommended for the benefit of the student.

Junia Francois, Secretary, Afterschool Programming (4260 Westgate Ave, West Palm Beach, FL)

After reviewing the list of names Dr. George submitted to Dr. Shoemaker, the OIG noted School District employee Adrian Gonzalez had a high number of reported overtime hours, and therefore, on February 5, 2017, the OIG conducted an interview with Gold Coast Community School Afterschool Programming

pg. 4/7

5/23/17

Exhibit 21

Dr. Shoemaker
overtime and can only require additional straight time (\$5.00) with the approval of Dr. George prior to in advance.

Dr. Shoemaker
are not eligible

DRAFT

On February 15, 2017, the OIG received payroll data from Teri Jensen, Accounting Services/Payroll as it relates to the identified overtime abusers of the 21st CCLC Program, and verified the specific accounts/departments that were charged for the purposes of payroll. The time covered included Fiscal Years' 2014-2016. The School District's Accounting Department show that for Fiscal Year's 2014-2016, not all 17 staff members' (identified in Table 2) pay was charged to department #9012 (Exhibit 15, pgs. 1-4). The following individual's hours/pay was charged to account #9012 for the identified years:

2014: Eight (8): DeLong, Tuttle, Jost, Perez, Bolger, Gonzalez, A., Currie, and Rodriguez

2015: Ten (10): DeLong, Tuttle, Capocchetta, Asprinio, Jost, Thomas, Bolger, Gonzales, A., Hyppolite, Rodriguez

2016: Twelve (12): DeLong, Farmer, Tuttle, Capocchetta, Asprinio, Albaladejo, Jost, Thomas, Bolger, Gonzales, A., Currie, Hyppolite

Remaining staff members appear to demonstrate payroll being charged to the accounts/departments at their primary work locations.

Moreover, review of the District's PeopleSoft Overtime Report for the Afterschool Programming Department (#9012), illustrates that the bulk of overtime hours are being accrued by the custodian, who had a total of 274 hours in 2016 (Exhibit 16, pg. 4/7). The OIG's review of Dr. George's email history shows that the requests for "extra time" made by staff were approved by Dr. George (Exhibit 17, pgs. 2, 4, 6-8/17). In a subsequent email to the OIG from Dr. Cynthia George on November 9, 2016, Dr. George stated there were two employees that she recommended be terminated from the 21st CCLC Program due to their overtime abuse (Exhibit 18, pgs. 1-5). At this time, the OIG cannot determine if the two employees that were terminated from the 21st CCLC program, ever made requests for overtime via email.

On April 11, 2017, the OIG contacted Shavon Algee, Accounting, and Payroll Technician for the 21st CCLC Program (as of November 2016). Shavon Algee stated she collects the Time Sheets and Missed Punch Reports and submits them to the School District's Payroll Department, but Ms. Algee stated she does not assign the funding source. The OIG also contacted "Jessica," Payroll, who stated the 21st CCLC Program would have been responsible for overseeing the funding source for payroll for the 21st CCLC grant. Secretary to the Director, Junia Francois was also contacted on April 11, 2017, and stated she could not find any records for Christina DeLong as having worked for the 21st CCLC Program.

In addition, the OIG has determined that although Ms. DeLong's name did not appear on the TCD report for #9012, Accounting does show payroll for Ms. DeLong being charged to the 21st CCLC grant for Fiscal Year's 2015 and 2016 (See Table 3).

Dr. Shavon Algee

Mr Gonzalez was paid from Afterschool programming budget and not 21st CCLC fm

*Exhibit 21
Pg. 5/7*

RECOMMENDATIONS:

The OIG recommends the following:

1. Administrative Staff should make sure that all malfunctioning TCD machines are reported for repairs (when/if applicable).
2. Program Manager or other designated individual should specifically monitor the times of all staff of the Afterschool Programming and address any issues concerning overtime immediately to make sure that Federal funds are being expended appropriately. Matters affecting the budget and potential waste of federal funds should be reported to the Executive Director immediately upon discovery.
3. For future grant award years, Afterschool Programming should budget for the position of a regular custodian (if possible) to cut down on overtime hours.
4. Relocate all Afterschool Programming staff in one location for direct access to the Director of Afterschool Programming (or in the same general vicinity if space is an issue).
5. Director of Afterschool Programming may need to re-evaluate all positions and duties for Afterschool Programming staff and adjust as needed.
6. All employees, consultants (if applicable), per-diem staff times should be accurately documented and tracked at all times.
7. To better combat waste or over ordering educational materials, consideration should be given to expansion of the 21st CCLC Program's reach (if possible) to other schools in the District where resources for such materials is not readily accessible such as books, arts and craft products and other learning materials. *The OIG noted a plethora of educational materials at the site visit conducted at November 2, 2016. According to 21st CCLC Guidance, page 23, section F-12, "funds may be used to expand or enhance current activities, or to establish program in non-participating schools within an LEA (local educational agency) that has a 21st CCLC grant."

Finally, the OIG's Investigative Unit recommends an independent financial and compliance audit be completed for the department to ensure grant compliance, and proper expenditure of federal funds to maintain the longevity of the program.

ACTION TAKEN

A copy of this Draft Report will be sent to Office of Professional Standards for further action.

AFFECTED PARTY NOTICE

In accordance with *School Board Policy 1.092*, a twenty (20) working day letter will be provided to the affected individuals providing them with the opportunity to submit a written response to the Draft Report.

Exhibit 21
pg. 6/7

Dr. Shamaker

BUDGET STATUS REPORT

Department: 9012 Extended Lrn (Aftersch Prog)

Report Date: 6-Jun-17

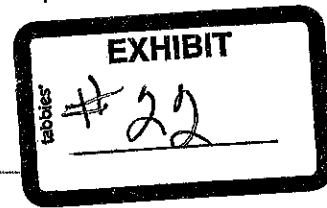
Fund: 1301 Afterschool Program
 Program: 9394 SACC Funds

BUDGET 938,676.23
 ENCUMB 4,966.20
 EXPENSE 1,060,483.17
 AVAILABLE (126,773.14)

FUNCTION	ACCOUNT	BMGR	A YR	LOCAL CODE	BUDGET	ENCUMB	EXPENSE	AVAILABLE
6300	Instruction/Curriculum Dev				0.00	0.00	16,268.12	(16,268.12)
6302	Curriculum Development	BD09		000	0.00	0.00	16,268.12	(16,268.12)
6300	Instruction/Curriculum Dev				0.00	0.00	5,373.75	(5,373.75)
6302	Curriculum Development	BD09		000	0.00	0.00	2,113.29	(2,113.29)
6302	Curriculum Development	BD09		000	0.00	0.00	1,267.47	(1,267.47)
6302	Curriculum Development	BD09		000	0.00	0.00	1,683.89	(1,683.89)
6302	Curriculum Development	BD09		000	0.00	0.00	6.51	(6.51)
6302	Curriculum Development	BD09		000	0.00	0.00	292.83	(292.83)
6302	Curriculum Development	BD09		000	0.00	0.00	9.76	(9.76)
7200	General Administration				0.00	0.00	128,004.51	(128,004.51)
7210	General Administration	BD09		000	0.00	0.00	128,004.51	(128,004.51)
7200	General Administration				0.00	0.00	4,155.66	(4,155.66)
7210	General Administration	BD09		000	0.00	0.00	4,155.66	(4,155.66)
7200	General Administration				0.00	0.00	31,849.29	(31,849.29)
7210	General Administration	BD09		000	0.00	0.00	9,625.97	(9,625.97)
7210	General Administration	BD09		000	0.00	0.00	8,299.00	(8,299.00)
7210	General Administration	BD09		000	0.00	0.00	11,698.34	(11,698.34)
7210	General Administration	BD09		000	0.00	0.00	46.87	(46.87)
7210	General Administration	BD09		000	0.00	0.00	2,108.81	(2,108.81)
7210	General Administration	BD09		000	0.00	0.00	70.30	(70.30)
7500	Fiscal Services				0.00	0.00	46,413.52	(46,413.52)
7510	Fiscal Services	BD09		000	0.00	0.00	46,413.52	(46,413.52)
7500	Fiscal Services				0.00	0.00	186.98	(186.98)
7510	Fiscal Services	BD09		000	0.00	0.00	186.98	(186.98)
7500	Fiscal Services				0.00	0.00	21,900.76	(21,900.76)
7510	Fiscal Services	BD09		000	0.00	0.00	3,504.41	(3,504.41)
7510	Fiscal Services	BD09		000	0.00	0.00	3,167.56	(3,167.56)
7510	Fiscal Services	BD09		000	0.00	0.00	14,421.17	(14,421.17)
7510	Fiscal Services	BD09		000	0.00	0.00	17.01	(17.01)
7510	Fiscal Services	BD09		000	0.00	0.00	765.10	(765.10)
7510	Fiscal Services	BD09		000	0.00	0.00	25.51	(25.51)
7900	Operation of Plant				0.00	0.00	3,700.70	(3,700.70)
7902	Operation of Plant	BD09		000	0.00	0.00	3,700.70	(3,700.70)
7900	Operation of Plant				0.00	0.00	14,582.64	(14,582.64)
7902	Operation of Plant	BD09		000	0.00	0.00	14,582.64	(14,582.64)
7900	Operation of Plant				0.00	0.00	4,666.21	(4,666.21)
7902	Operation of Plant	BD09		000	0.00	0.00	1,086.62	(1,086.62)
7902	Operation of Plant	BD09		000	0.00	0.00	1,136.52	(1,136.52)
7902	Operation of Plant	BD09		000	0.00	0.00	2,141.63	(2,141.63)
7902	Operation of Plant	BD09		000	0.00	0.00	6.33	(6.33)

*Rec'd
 6/10/17
 from
 Dr. Hoemaker*

Exhibit 21 pg. 6



Fwd: Clarification of report case no. 15-302

Matthew Shoemaker <matthew.shoemaker@palmbeachschools.org>

Wed, Jun 21, 2017 at 7:32 AM

To: ?

Cc: Angelette Green <angelette.green@palmbeachschools.org>

Good Morning,

Account 51900 is overtime totaling \$14,582. It isn't entirely attributed to him but the vast majority (over 95%) is Mr. Gonzales' overtime.

I wanted you to see that the overtime funding (indicated on top left) is solely from the Extended Learning Afterschool budget and NOT the 21st CCLC grant funds as was indicated in the report recommendations #3. For the sake of accuracy, I request that item to be removed.

Fund 1301 (Afterschool Program)
Program: 9394 (SACC Funds)

Please call with any questions

Thanks

Matt

Matthew S. Shoemaker, Ph.D.
Director of Extended Learning
Phone: 561-687-6387

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