MEMORANDUM

TO: Honorable Chair and Members of the School Board  
Dr. Robert Avossa, Superintendent  
Chair and Members of the Audit Committee

FROM: Lung Chiu, Inspector General

DATE: 7/24/2017

SUBJECT: Transmittal of Final Investigative Report
Case #15-302
Afterschool Programming

In accordance with School Board Policy 1.092(6)(d), we hereby transmit the above-referenced final report.

The report addresses allegations of (1) Misuse of P-card and the Staples Rewards Program, (2) Theft of Time, and (3) Overtime Abuse in Afterschool Programming, and (4) Site Coordinators Logging Excessive Hours.

The OIG concludes that:

- The allegation of misuse of P-card and the Staples Rewards Program is substantiated.
- The allegation of Theft of Time is unsubstantiated.
- The allegation of Overtime abuse in Afterschool Programming is unsubstantiated.
- The allegation of Site Coordinators logging excessive hours is unsubstantiated.

The report is finalized and will be posted on the Inspector General’s website; www.palmbeachschools.org/inspectorgeneral.
AUTHORITY

Policy 1.092 Inspector General (4)(a)(iv); Provides that the Office of Inspector General is authorized to initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, financial mismanagement, fiscal misconduct, and other abuses in District government.

This preliminary investigation was conducted by Tanya Lawson, Investigator I.D. #201, in compliance with the Quality Standards for Investigations, Principles, and Standards for Offices of Inspector General, promulgated by the Association of Inspectors General.

BACKGROUND

21st CCLC Program Description as outlined in the Administrative Manual of the 21st CCLC Department:

The 21st Century Community Learning Centers (21st CCLC) grant is authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act (NCLB) of 2001. The focus of this program is to provide expanded academic enrichment opportunities for children attending Title I eligible schools. The priorities of the program, is to offer students a broad array of additional services, programs, and activities designed to reinforce and compliment the regular academic program, offer families of students opportunities for literacy and related educational development. Afterschool Programming operates at 94 Elementary site locations in the District, 30 of the 94 have the 21st CCLC curriculum.

On September 9, 2015, the OIG received a complaint from Dr. Cynthia George regarding School District employee Diana Brockman. Specifically, the allegations allege the following:

Allegation #1
Misuse of P-card and Staples Rewards Program that is only to be utilized for the 21st Century Community Learning Centers (CCLC) federal grant program by employee Diana Brockman.

Allegation #2
Theft of Time by School District Employee Diana Brockman

Allegation #3
Overtime Abuse

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:

**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 work 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 PBSD 1214-Time Sheet for Part-Time Employees
- Payroll Data for 21st CCLC (Accounting Department)

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**ALLEGATION #1: MISUSE OF 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.

Some of the questioned items purchased from Staples include items such as: One OPTIMA grip electric stapler, Ghirardelli chocolates on numerous occasions, Seven HP Office Jet Pro 8100 printers*, one Keurig coffee maker, three laptop desks, and one professional blender. It should also be noted that many of these items were purchased during District and/or national holidays.

*Note: An email was sent out by Dr. Cynthia George on July 2, 2015 to the Site Coordinators at each location asking if they were in possession of a color printer; but the specific description of the
printer was not given by Dr. George in the email. In response to Dr. George’s email, each Site Coordinator responded that they did not have a color printer (Exhibit 1, pgs. 1-17).

Total amount of the Staples coupons spent (from the evidence provided so far):

*Note: The coupon dollars were to go back into the program for the children in the program*

FY 14 $1,522.23 (Exhibit 2, pg. 5/5)

FY15: $526.98 (Exhibit 3, p 4/4)

The Staples Rewards has two separate reward account numbers (Exhibit 4, pgs. 1-8), and the address to where the Staples Rewards account information was going to via U.S. Mail, was Diana Brockman’s home address (verified via Palm Beach Property Appraiser) (Exhibit 4, pg. 8/8).

*Note: The Staples Rewards contact information appears to have been updated to show the home address of Diana Brockman; however, it also lists the method of delivery for Rewards statements to be sent to Cynthia George (Exhibit 5, pgs. 1-2).*

**Examples:**

Staples

- A Sample of purchases from Staples that included the purchase of six HP Officejet Prof 8100 e-printers (Exhibit 6).

Winn-Dixie

- This account also has a Fuel Perks reward program (Exhibit 7).

Office Depot

- This account may also be tied to a Rewards program (Exhibit 8, pgs. 1-2).

Consequently, the OIG referred the Preliminary Review results of Allegation #1 to School Police for further investigation.

**UPDATE FROM SCHOOL POLICE INVESTIGATION**

On May 19, 2017, the OIG received a copy of Investigative/Incident report #17001119 completed by School Police Detective Kevin McCoy. According to the Investigative/Incident report, Diana Brockman admitted to making personal purchases utilizing the After School Programming department’s Staples Rewards Program and using the District issued P-card to make personal purchases (Exhibit 9, pgs. 1-12).

The allegation of misuse of Purchasing Card (P-card) and Staples Rewards Program is **substantiated.**

**ALLEGATION #2: THEFT OF TIME BY DIANA BROCKMAN**

The allegation of theft of time being done by Diana Brockman was unsubstantiated. The review also revealed that Diana Brockman’s requests for time/days off due to sick or annual leave were
received via email by the complainant, Dr. Cynthia George as a direct email recipient, or included in addition to former Director, JoAnne Beckner (Exhibit 10, pgs. 1-25).

The allegation of theft of time by District employee Diana Brockman is unsubstantiated.

ALLEGATION #3: OVERTIME ABUSE

Regarding the allegation of abuse of overtime, the OIG cannot determine if the 21st CCLC staff intentionally abused overtime. Furthermore, the OIG also reviewed the email records of Program Manager, Dr. Cynthia George and determined that there were several requests made for “extra work time” from staff that was emailed directly to Dr. Cynthia George for her approval. In addition, the bulk of the overtime hours for the Afterschool Programming Group #9012 appeared to be accumulated by Custodian, Adrian Gonzalez (see interviews with Junia Francois and Wendy Quincey). The OIG cannot specifically substantiate overtime abuse. However, there is a possible lack of internal controls regarding the high number of Missed Punch Reports for the department (See allegation #4). At this time, the allegation regarding abuse of overtime is unsubstantiated.

ALLEGATION #4: SITE COORDINATORS LOGGING EXCESSIVE WORK HOURS, EXCESSIVE MISSED PUNCHES OF TCD, EXCESSIVE ADJUSTMENT TO WORK HOURS

Regarding the allegation of Site Coordinator’s logging excessive missed punches of the TCD, the OIG reviewed the email records of Dr. Cynthia George, and it was determined that during Fiscal Year’s 2014, 2015 and 2016, technical issues with the Time Collection Device (TCD) were being reported to Dr. Cynthia George by 21st CCLC staff at various 21st CCLC locations. Although, the number of Missed Punches is excessive, the OIG cannot determine abuse by employees. The matter of TCD malfunction protocol was documented in an email by Dr. George (Exhibit 11, pg. 4/17). Therefore, the OIG cannot determine the alleged abuse by the staff; but the OIG determined it was a possible lack of adequate record keeping and internal controls. The allegation is therefore unsubstantiated.

Regarding the allegation of excessive adjustment of work hours, the OIG reviewed the email records of Dr. Cynthia George, and Program Specialist Diana Brockman, and found that malfunctioning TCD machines could have potentially resulted in adjustments to employee hours. The information was relayed via email to Dr. George and at times, relayed to Diana Brockman (Exhibit 11, pgs. 2-17/17). Therefore, this allegation is unsubstantiated.

OIG SITE VISITS

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 record their hours worked (Exhibit 12, pgs. 1-47). The employment logs were made available by Dr. Cynthia George, who is 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 alleged by Dr. Cynthia George as an abuser of overtime. Timesheets/log was provided to the OIG for review by the regular Afterschool Director Cheri Rosen. Cheri Rosen requested that 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 6, 2017, the OIG conducted an interview with Gold Coast Community School Afterschool Programming Secretary, Junia Francois. Ms. Francois stated there are no written time sheets for Mr. Adrian Gonzalez when he performs duties for the Afterschool Programming located at 4260 Westgate Avenue, West Palm Beach, FL 33409. Ms. Francois stated because Mr. Gonzalez has to retrieve the keys from her in order to get into the offices at the Afterschool Programming, she sees him on a daily basis and simply inputs his time based on the four (4) hours that he is required to work for the Afterschool Programming department. Ms. Francois stated Mr. Gonzalez was hired by former Afterschool Programming Director, JoAnne Beckner.

**Wendy Quincey, Secretary Adult & Community Education (4200 Purdy Lane, West Palm Beach, FL)**

On February 7, 2017, the OIG conducted an interview with Adult & Community Education Secretary, Wendy Quincey regarding Custodian Adrian Gonzalez. Ms. Quincey stated Adrian Gonzalez divides his time between Adult & Community Education (CD Taylor/Kirklane Elem., 4200
Purdy Lane, West Palm Beach, FL), Project Transitions (located at Gold Coast in West Palm Beach, FL), and Afterschool Programming (also located on the Gold Coast campus). Ms. Quincey stated because there is not a TCD machine at Gold Coast Community School, nor at Adult & Community Education, Mr. Gonzalez uses PBSD 1214 (Time Sheet for Part-Time Employees) to document his time for the Adult & Community Education program. Ms. Quincey stated she does not know how Afterschool Programming documents/tracks Mr. Gonzalez’s time. Ms. Quincey stated Adult & Community Education administers a grant for Project Transitions and therefore, Mr. Gonzalez is paid via the Department of Adult & Community Education. Ms. Quincey stated Adult & Community Education’s previous Secretary, Ana Estrella was the payroll contact for Mr. Gonzalez, but stated Ms. Estrella left the department on Friday, February 3, 2017. Ms. Quincey stated Mr. Gonzalez does hour (4) hours at each location/area each day (See Table 1). Ms. Quincey stated Adult & Community Education agreed to allow Mr. Gonzalez to assist the Afterschool Programming because they needed a custodian at their location/area. Ms. Quincey stated for the four (4) hours Mr. Gonzalez works at the Afterschool Programming site, it is overtime because it is above Mr. Gonzalez’s 40 hours.

Table 1

<table>
<thead>
<tr>
<th>Location/Area</th>
<th>Hours</th>
<th>Regular Hours or Overtime Hours</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Transition</td>
<td>4</td>
<td>Regular hours</td>
<td>8 AM-12 PM</td>
<td>Gold Coast</td>
</tr>
<tr>
<td>Afterschool Programming</td>
<td>4</td>
<td>Overtime hours</td>
<td>12:30 PM-4:30 PM</td>
<td>Gold Coast</td>
</tr>
<tr>
<td>Adult &amp; Community Education</td>
<td>4</td>
<td>Regular hours</td>
<td>4:30 PM-6:30 PM</td>
<td>CO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Taylor/Kirkla</td>
</tr>
</tbody>
</table>

RESULTS OF PRELIMINARY REVIEW

During the November 2, 2016 site visit, the OIG was given two separate lists by Dr. Cynthia George. The two lists contain highlighted/starred names of staff that Dr. George identified as being alleged abusers of overtime (Exhibit 13, pgs. 1-9 & 13 B, pg.1). The first list “2015-2016 Payroll Hours,” has six highlighted/starred employees, of the six employees identified by Dr. George, two are Counselors. The second list “21st CCLC Site Directory-FY 2017 Draft,” has 11 employees that were identified by Dr. George (17 total for both lists). A review of PeopleSoft Overtime Report and TCD Report for Afterschool Programming, Group #9012, covering 2015 and 2016 shows that in 2015, there were five employees (Leonard, Albaladejo, DeLong, Fuentes, and Liberman) whose names did not appear on the TCD Report and in 2016, two employees (DeLong and Leonard) did not appear on the TCD report (See Table 2). For 2015 and 2016, only one of the 17 employees identified appears on the Overtime Report (Exhibit 14, pgs. 1-10). The OIG reviewed the employee data for the employee whose name does not appear on either the TCD Report or the Overtime Report (Christina DeLong), and determined that she is physically located at Jupiter Elementary. Ms. DeLong’s time has been charged under the group description #0071 (Jupiter Elementary), from 2014-2016. In addition, Ms. DeLong’s name does not appear on the Overtime Report for group #9012 or #0071.
Table 2 (Group I.D. #9012)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Aikins, Leonard</td>
<td>Cholee Lake</td>
<td>Counselor</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Albaladejo, Elmie</td>
<td>Forest Hill</td>
<td>Counselor</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Asprinio, Dominic</td>
<td>Starlight Cove</td>
<td>Site Coord</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Bolger, Michael</td>
<td>Indian Pines</td>
<td>Site Coord</td>
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<td>✓</td>
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<td>X</td>
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<tr>
<td>Capoccetta, Catherine</td>
<td>Loxahatchee Grooves</td>
<td>Site Coord</td>
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<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Currie, Rebecca</td>
<td>North Grade</td>
<td>Site Coord</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>X</td>
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<tr>
<td>DeLong, Christina</td>
<td>Jupiter Elementary</td>
<td>Site Coord</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Farmer, Andria</td>
<td>Greenacres</td>
<td>Site Coord</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>X</td>
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<td>Fuentes, Rosanne</td>
<td>North Grade</td>
<td>Site Coord</td>
<td>✓</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Gonzales, Ashley</td>
<td>Lantana</td>
<td>Site Coord</td>
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<td>✓</td>
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<td>X</td>
</tr>
<tr>
<td>Jost, Debbie</td>
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<td>Site Coord</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Liberman, Ashley</td>
<td>Greenacres</td>
<td>Site Coord</td>
<td>✓</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Navarez, Maria</td>
<td>Indian Pines</td>
<td>Site Coord</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Perez, Elizabeth</td>
<td>South Grade</td>
<td>Site Coord</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Rodriguez, John</td>
<td>Seminole Trails</td>
<td>Site Coord</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Thomas, Sherry</td>
<td>Forest Park</td>
<td>ITSA</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Tuttle, Cheryl</td>
<td>South Grade</td>
<td>Site Coord</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Data Source for TCD (Time Collection Device) and Overtime: PeopleSoft
Employee names provided by: Dr. Cynthia George
X=Not on TCD Report, Overtime Report
*Employee resigned from the District effective June 3, 2016. However, his name did not appear on the TCD or Overtime report for 2015 or 2016.

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:


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

2016-Twelve (12): DeLong, Farmer, Tuttle, Capoccetta, 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), indicates 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 alleged 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).

**Table 3**

<table>
<thead>
<tr>
<th>NAME</th>
<th>GROUP</th>
<th>CHARGED TO GRANT-2016</th>
<th>CHARGED TO GRANT-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albaladejo</td>
<td>4345</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Asprinio</td>
<td>4354</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Bolger</td>
<td>4344</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Capocetta</td>
<td>4353</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Currie</td>
<td>4352</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>DeLong</td>
<td>4352</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Farmer</td>
<td>4344</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Fuentes</td>
<td>4352</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Gonzalez, A</td>
<td>4343</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Jost</td>
<td>4354</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Liberman</td>
<td>4344</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Nevarez</td>
<td>4344</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Perez</td>
<td>4354</td>
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</tr>
<tr>
<td>Rodriguez</td>
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<td>✓</td>
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<td>Thomas</td>
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<td>✓</td>
</tr>
<tr>
<td>Tuttle</td>
<td>4354</td>
<td>✓</td>
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Data Source: PeopleSoft
Group Descriptions:
4344-Shining Starz
4345-Whiz Kidz
4351-Kreative Kitz
4352-Blazing Starz
4354-Super Starz
On May 4, 2017, the OIG contacted the Budget Specialist for the 21st CCLC Program, Martin Barrow for an explanation as to why Ms. DeLong’s name does not appear on the TCD report for Group #9012 (Afterschool Programming). Mr. Barrow verified Ms. DeLong was a part of the 21st CCLC until January 2016, but could not explain why Ms. DeLong’s name did not appear on the TCD reports. Mr. Barrow further explained that at one point, Dr. George was allowing Ms. DeLong to use only the timesheets/logs and MPR’s due to an issue with the TCD machine at Ms. DeLong’s Afterschool Program location. However, it is unclear why Ms. DeLong’s name does not appear on the TCD report for three (3) consecutive years’.

On May 11, 2017, the OIG was informed by Teri Jensen in Payroll/Accounting that when running a query in PeopleSoft for documentation of overtime, the system is designed to only show the end-user (users other than Secretaries and Principals) current information therefore, past information for an employee such as overtime, will not show if the employee has left the department. For example, in the case of Christina DeLong, she is no longer apart of the 21st CCLC Afterschool Program, and therefore, when running the TCD and Overtime report, the information for this employee will no longer appear in Group #9012. The information would have to be verified via Payroll/Accounting in order to document possible overtime. The OIG verified that time for Ms. DeLong has come from her primary location (Jupiter Elementary) and no overtime was received.

Furthermore, regarding Dr. George’s allegation that employee Diana Brockman did not request/use a TDE for leave taken, the OIG reviewed the email records of Dr. Cynthia George, Diana Brockman, and former Director JoAnne Beckner, and found that requests for leave were made by Diana Brockman as well as completion of the required District TDE form (Exhibit 10, pgs. 1-22). Also, included are email records that demonstrate communication exchanges between Diana Brockman, Dr. Cynthia George, and former Director JoAnne Beckner regarding requests for days off from Diana Brockman (Exhibit 11, pgs. 11-25).

CONCLUSION:

In conclusion, in regards to Allegation #1, misuse of P-card and Staples Rewards Program is substantiated.

In regards to allegation #2, Diana Brockman’s theft of time, the allegation is unsubstantiated.

In regards to allegation #3, overtime abuse by 21st CCLC employees, the allegation is unsubstantiated.

In regards to allegation #4, Site Coordinator’s logging excessive hours, excessive missed punches of TCD, and excessive adjustment to work hours; the OIG cannot determine deliberate manipulation of hours/time by individuals at the various 21st CCLC site locations. The allegation is unsubstantiated.

Additionally, with regards to 21st CCLC employee/staff member Christina DeLong, timesheets/logs for Christina DeLong were obtained during the OIG’s site visit on April 7, 2017, and indicated that Christina DeLong completed 21st CCLC timesheets/logs, and they were signed by the appropriate staff for approval. In an email received by 21st CCLC’s Budget Technician Martin Barrow, Mr. Barrow stated he reached out to Bill Heiser, Analyst/Enterprise Business System Payroll, who informed Mr. Barrow that PeopleSoft queries will pull all current data even though the data being retrieved is for previous years’. The OIG contacted Mr. Heiser via email; however, Mr. Heiser referred the OIG to a different individual. Teri Jensen, Accounting Services/Payroll verified PeopleSoft does not store information from previous years’ when the individual
changes/transfers/leaves one department and goes to another department. For example, when Ms.
DeLong was in the Afterschool Programming Group #9012, her hours for the Afterschool Program
would have been retrieved from Group #9012 (provided Ms. DeLong was able to utilize the TCD
machine), but once she (DeLong) left Group #9012, her information from Group #9012 would no
longer appear in Group #9012. Moreover, Ms. DeLong does not appear on the TCD reports nor the
overtime reports for group #0071 (Jupiter Elementary) nor group #9012 (Afterschool
Programming). However, the payroll-funding source was verified by Teri Jensen Accounting
Services/Payroll as coming out of group #9012 for Afterschool Programming during Ms. DeLong’s
time with the Afterschool Programming. The OIG also notes that teachers do not utilize the TCD
machine, and therefore, Ms. DeLong would have only utilized the TCD machine upon starting her
duties in the Afterschool Program.

In addition, the total number of overtime hours for Afterschool Programming, #9012 for the period
of January 1, 2017-May 1, 2017 is 370.50, of that, 328 have been accumulated by the custodian.

RECOMMENDATIONS:

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 work 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 misuse of federal funds should be reported to the
   Executive Director immediately upon discovery.
3. For future grant award years, Afterschool Programming may want to consider adding a new
   position of a regular custodian (if possible) to cut down on overtime hours, if it is
   economically feasible.
4. The District may want to relocate all Afterschool Programming staff to 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 the new 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 prevent waste or over-ordering educational materials, consideration should be
given to expand 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 a financial and compliance audit to be conducted
for the department to ensure grant compliance, and proper expenditure.
ACTION TAKEN

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

AFFECTED PARTY RESPONSES

On May 23, 2017, the OIG provided a draft copy of this investigative report to the affected parties, who were given the opportunity to respond pursuant to School Board Policy 1.092, and Florida Statute Section 1012.31.

On June 19, 2017, the OIG received a response from Diana Brockman, Specialist Department of Afterschool Programming (Exhibit 19, pgs. 1-9). Ms. Brockman’s response included text message exchanges between herself (Brockman) and Dr. Cynthia George (Exhibit 19, pgs. 3-9). In a follow-up email to Ms. Brockman, the OIG verified that the text messages that are in the color green are Ms. Brockman’s responses and the responses that are in gray are from Dr. Cynthia George (Exhibit 20).

On June 20, 2017, the OIG received a response from Director of Afterschool Programming, Dr. Matthew Shoemaker (Exhibit 21, pgs. 1-7). Dr. Shoemaker also explained that the overtime that has been earned by the custodian, is coming from the Extended Learning Afterschool budget and not 21st CCLC grant funds (Exhibit 22).

As of July 26, 2017, the OIG has not received a response from Dr. Cynthia George.
Printers--21st CCLC

1 message

Cynthia George <cynthia.george@palmbeachschools.org>  Thu, Jul 2, 2015 at 8:44 PM
To: Laura Alvarez <laura.alvarez@palmbeachschools.org>, Aimee Godsey <aimee.godsey@palmbeachschools.org>, Amanda Recktenwald Simy <amanda.recktenwaldsimy@palmbeachschools.org>, Angie Maresma <angie.maresma@palmbeachschools.org>, Ann Jackman <ann.jackman@palmbeachschools.org>, Anna Garcia <anna.garcia@palmbeachschools.org>, ASHLEY GONZALES <ashley.gonzales@palmbeachschools.org>, "Ashley Lauren Goldberg (663)" <lauren.goldberg@palmbeachschools.org>, Brianna Koch <brianna.koch@palmbeachschools.org>, Briley Gammell <briley.gammell@palmbeachschools.org>, Bryan Russell <bryan.russell@palmbeachschools.org>, Celeste Battista <celeste.battista@palmbeachschools.org>, Cherl Girtman <cherl.girtman@palmbeachschools.org>, Cheryl Shanker <cheryl.shanker@palmbeachschools.org>, Cheryl Tuttle <cheryl.tuttle@palmbeachschools.org>, Chris Abbott <chris.abbott@palmbeachschools.org>, Christina Delong <christina.dejong@palmbeachschools.org>, Constance Russell <constance.russell@palmbeachschools.org>, Debbie Omeilia <debbie.omeilia@palmbeachschools.org>, Denise Ballard <denise.ballard@palmbeachschools.org>, Detrice Clayton <detrice.clayton@palmbeachschools.org>, Edna Martinez <edna.martinez@palmbeachschools.org>, Elizabeth Buzzanca <elizabeth.buzzanca@palmbeachschools.org>, "Elizabeth Perez (South Grade)" <elizabeth.perez.2@palmbeachschools.org>, Erin Mulcahy <erin.mulcahy@palmbeachschools.org>, Fatima Vital <fatima.vital@palmbeachschools.org>, Geina Roti <geina.roti@palmbeachschools.org>, GISSEL GAYLE <giselle.gayle@palmbeachschools.org>, Heather Beacher <heather.beacher@palmbeachschools.org>, Heather Tucker <heather.tucker@palmbeachschools.org>, Jeanette Duggan <jeannette.duggan@palmbeachschools.org>, Jenna Haera <jenna.haera@palmbeachschools.org>, Jennifer Cournoyer <jennifer.cournoyer@palmbeachschools.org>, Jennifer Schaefer <jennifer.schaefer@palmbeachschools.org>, Jessica Camille <jessica.camille@palmbeachschools.org>, Jessy St Cloud <jessy.stcloud@palmbeachschools.org>, "JOHN Rodriguez (Seminole Trails ES)" <john.rodriguez.1@palmbeachschools.org>, Kerry Ann Nelson <kerryann.nelson@palmbeachschools.org>, Kim Moniz O'Connor <kim.moniz-oconnor@palmbeachschools.org>, Kimberly DuPont <kimberly.dupont@palmbeachschools.org>, Lauren Gardner <lauren.gardner@palmbeachschools.org>, Lori Stephens <lori.stephens@palmbeachschools.org>, "Mandy Amole (Heritage Elementary)" <mandy.amole.1@palmbeachschools.org>, Mary Butler <mary.butter.1@palmbeachschools.org>, Matilde Kozain <matilde.kozain@palmbeachschools.org>, MEAGAN KNOWLES <meagan.knowles@palmbeachschools.org>, Michael Bolger <michael.bolger@palmbeachschools.org>, Michael Clark <michael.clark@palmbeachschools.org>, Myriande Bastien-Belin <myriande.bastien-belin@palmbeachschools.org>, ODALIS MENDEZ <odalis.mendez@palmbeachschools.org>, Rachel Busutil <rachel.busutil@palmbeachschools.org>, Rachel Roche <rachel.roche@palmbeachschools.org>, Rachel Ventresca <rachel.ventresca@palmbeachschools.org>, Sarah Lamarde <sarah.lamarde@palmbeachschools.org>, Seria Wegweiser <seria.wegweiser@palmbeachschools.org>, Tammy Adams <tammy.adams@palmbeachschools.org>, Torey Torsiello <torey.torsiello@palmbeachschools.org>

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

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

1 message

Jennifer Cournoyer <jennifer.cournoyer@palmbeachschools.org>  Thu, Jul 2, 2015 at 8:49 PM
To: Cynthia George <cynthia.george@palmbeachschools.org>

Hi for Washington Elementary

On Thursday, July 2, 2015, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

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

Mrs. Jennifer Cournoyer
4th Grade Reading & Writing Teacher
Washington Elementary School
"If you can imagine it, you can achieve it, if you can dream it, you can become it." William Arthur Ward

https://mail.google.com/mail/u/0?ui=2&rl=1&sk=5Xk8flqZ &view=pt&rsn=printers&sz=operators&sz=show=operator&sz=show=subject&sz=show=all&sz=show=1&sz=show=ALL...
Re: Printers—21st CCLC

1 message

Geina Roti <geina.roti@palmbeachschools.org> Thu, Jul 2, 2015 at 9:07 PM
To: Cynthia George <cynthia.george@palmbeachschools.org>, Ashley Barber <ashley.barber@palmbeachschools.org>, Diana Brockman <diana.brockman@palmbeachschools.org>, Jennifer Mooney <jennifer.mooney@palmbeachschools.org>, Ashley Barber <ashley.barber@palmbeachschools.org>, Loidy Jimenez <loidy.jimenez@palmbeachschools.org>, Angie Mareisma <angie.mareisma@palmbeachschools.org>, Claudia Mejias <claudia.mejias@palmbeachschools.org>

No.

On Thursday, July 2, 2015, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

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

Geina Roti, M.Ed.
3rd Grade Reading & Science
21st CCLC Site Coordinator
Flagler School of the Arts
Re: Printers--21st CCLC
1 message

Elizabeth Buzzanca <elizabeth.buzzanca@palmbeachschools.org>  Thu, Jul 2, 2015 at 9:10 PM
To: Cynthia George <cynthia.george@palmbeachschools.org>

No

On Thursday, July 2, 2015, Cynthia George <cynthia.george@palmbeachschools.org> wrote:
Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

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

Liz Buzzanca
Highland Elementary
Science Coach and Contact
Re: Printers--21st CCLC
1 message

Amanda Rieckenberg <amanda.rieckenbergsimy@palmbeachschools.org> Thu, Jul 2, 2015 at 9:57 PM
To: Cynthia George <cynthia.george@palmbeachschools.org>, Michael Bolger <michael.bolger@palmbeachschools.org>

On Jul 2, 2015 8:45 PM, "Cynthia George" <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
31st Century Community Learning Centers
School District of Palm Beach County
Office: 561-367-1881 (PX 51851)

Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address included in a response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.
Re: Printers--21st CCLC
1 message

Fri, Jul 3, 2015 at 7:56 AM
Cheryl Shenker <cheryl.shenker@palmbeacheschools.org>
To: Cynthia George <cynthia.george@palmbeacheschools.org>, Eric Moore <eric.moore@palmbeacheschools.org>

Loxahatchee groves does not have a CCLC color printer.

Sent from my iPhone

On Jul 2, 2015, at 8:45 PM, Cynthia George <cynthia.george@palmbeacheschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-387-1851 (FX 51851)
Re: Printers–21st CCLC
1 message

Sarah Larralde <sarah.larralde@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Wed, Jul 3, 2016 at 11:42 PM

No.

Sent from my iPhone

On Jul 2, 2016, at 3:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

---

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-257-1851 (FX 51851)
Re: Printers--21st CCLC
1 message

Brianna Koch <brianna.koch@palmbeachschools.org>  
To: Cynthia George <cynthia.george@palmbeachschools.org>  

Sat, Jul 4, 2015 at 1:53 PM

No

Sent from my iPhone

On Jul 2, 2015, at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

---

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

1 message

Rachel Vetrasca <rachel.vetrasca@palmbeachschools.org> Sun, Jul 5, 2015 at 7:38 PM
To: Cynthia George <cynthia.george@palmbeachschools.org>

On Thu, Jul 2, 2015 at 8:34 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1381 (FX 51851)

Rachel Vetrasca
4th Grade Teacher
Forest Hill Elementary
Re: Printers--21st CCLC

1 message

Michael Bolger <michael.bolger@palmbeacheschools.org>  
To: Cynthia George <cynthia.george@palmbeacheschools.org>  

Mon, Jul 6, 2015 at 7:31 AM

'No! Indian Pirates'

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeacheschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

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

1 message

Matilde Kozain <matilde.kozain@palmbeachschools.org>  
To: Cynthia George <cynthia.george@palmbeachschools.org>  

Mon, Jul 6, 2015 at 7:46 AM

Good Morning,

Matt Kozain
Dual Language
Resource Teacher
Berkshire Elementary
P.O. Box 62004

On Thu, Jul 2, 2015 at 8:46 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

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

1 message

TOREY TORSIELLO <torey.torsiello@palmbeachschools.org>  
To: Cynthia George <cynthia.george@palmbeachschools.org>  
Mon, Jul 6, 2015 at 7:56 AM

Sincerely,

Torey Torsiello  
BA Art-Ed, MS Exceptional Student Education  
ESE Teacher  
21st CCLC Co-Site Coordinator  
Starlight Cove Elementary School

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:
Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

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

https://mail.google.com/mail/u/0?ik=e281fbbd4c&view=pt&source= printers%26sep_size%3dpi%26width%3d1024%26height%3d1024&safe=off&sp coch=all&pgwithin=1#
Re: Printers--21st CCLC
1 message

Kimberly Dupont <kimberly.duport@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Mon, Jul 6, 2015 at 9:14 AM

NO

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia Geogé <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-367-1851 (FX 51851)
Re: Printers—21st CCLC

1 message

Chris Abbott <chris.abbott@palmbeachschools.org>  
To: Cynthia George <cynthia.george@palmbeachschools.org>

Món, Jul 6, 2015 at 9:31 AM

No printer

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia B. George, Ed.D.
Grant Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-367-1851 (PX 51851)

Chris Abbott
Math Coach
21 CCLC Site Coordinator
West Gate Elementary
px #77126
Re: Printers--21st CCLC
1 message

Mon, Jul 6, 2015 at 9:38 AM

Ann Jackman <ann.jackman@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

No, but we would love to have one!

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

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

Dr. Ann Jackman
Intermediate Literacy Coach
C.O. Taylor/Kirklane Elementary School (1551)
4200 Purdy Lane
Palm Springs, Florida 33461
954-449-3953
px-44953
ann.jackman@palmbeachschools.org
Re: Printers--21st CCLC
1 message

MEAGAN KNOWLES <meagan.knowles@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Mon, Jul 6, 2015 at 1:29 PM

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

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

Meagan Knowles
5th Grade Teacher
Hope Centennial Elementary
to me

Miss Erica Devin
ESE Teacher
Starlight Cove Elementary School
21st CCLC Co-Site Coordinator

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachtschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st-Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)
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<td>Y</td>
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<td>$3.95 MASTERCARD GIFT CARD FEE</td>
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<td>CERTIFICATE OF RECOGNITION</td>
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<td>124597</td>
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<td>148663</td>
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<td>206193</td>
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<td>653149</td>
<td>SPLS 9X12 ECON CLIPBRD 2PK BLK</td>
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Card Number: 1552089806

Updated 8/18/16
Data Source: Complainant
Rewards Number: 1552988806
DIANA BROCKMAN
SDPBC AFTERSCHOOL PROGRAMMING
2640 STARWOOD CIRCLE
WEST PALM BEACH, FL 33406

Value: $100.00
Earned From 04/01/2015 to 04/03/2015
Expires: 06/30/2015
Coupon Code: 8670670495354734

Redemption Instructions:
At Staples®: Enter the 16-digit coupon code above on the "Add Gift Coupons" screen when completing your order.
By Phone: Mention the 16-digit coupon code above when placing your order by phone (1-800-333-3333) or fax (1-800-253-3199). In Stores: Give your Reward to the cashier before your purchase is totaled. To find a store near you, call 1-866-STAPLES or go to staples-locator.com.
Cashier Instructions: Select Staples Coupons (F4), scan or key in coupon code and press Enter.

Staples Rewards cannot be redeemed for or applied against cash, taxes, credit balances, delivery charges, custom printing orders placed online, promotional products, any purchases made on print.staples.com, documents.staples.com, staplespromotionproducts.com, staplesstaples.com, staplesmono.com, staplesmarketing.com, gift cards, prepaid phone cards, postage stamps, order purchases, Staples Industrial purchases, purchases made on staplesmobile.com, or purchases on third-party Web sites. Purchases eligible for Rewards are the amount paid at checkout after application of all promotions, coupons and Rewards redemptions. Purchases made pursuant to a contract with Staples Contract & Commercial, Inc., are not eligible for the Staples Rewards Program. The sale, barter or transfer of Rewards, except by Staples, is expressly prohibited. Abuse of the Staples Rewards program, including violation of program policies, or other improper conduct as determined by Staples, may result in legal action, suspension of member's account, exclusion from the program, forfeiture of all Rewards accrued, and liability for past Rewards redeemed. If Reward is not redeemed in full on in-store purchase, a one-time-only coupon with the expiration date of the original Reward will be printed for any remaining balance of $1.00 or more. No balance coupon will be given on online or phone orders. Balance coupon may be used for future store, online or phone purchase. Expired Rewards cannot be reissued. Staples reserves the right to change the Rewards program at any time without notice.
Your Rewards

rewards®
PREMIER PLATINUM

Value: $100.00
Earned From 04/01/2016 to 04/02/2016
Expires: 06/26/2016

Rewards Number: 1552989806
DIANA BROCKMAN
SDPBC AFTERSCHOOL PROGRAMMING
2840 STARWOOD CIRCLE
WEST PALM BEACH, FL 33406

Coupon Code: 8573670496334734

Redemption Instructions:
1. Visit Staples.com/redemption and follow the prompts. Enter your Rewards Number and verify the redemption instructions. Staples cannot be redeemed for or applied against cash, taxes, credit balances, delivery charges, custom printing orders placed online, promotional products, any purchases made at online stores, gift cards, prepaid phone cards, postage stamps, prior purchases, Staples In-Store purchases, purchases made via Staples Mobile, or purchases on third-party sites. Purchases eligible for Rewards are the amount paid at checkout after application of all promotions, coupons and Rewards redemptions. Purchases made pursuant to a contract with Staples Contract & Commercial, Inc., are not eligible for the Staples Rewards Program. The sale, transfer or transfer of Rewards, except by Staples, is expressly prohibited. Abuse of the Staples Rewards program, including violation of program policies, or other improper conduct as determined by Staples, may result in legal action, cancellation of member's account, and forfeit the program, forfeiture of all Rewards account, and inability for past Rewards redeemed. If Reward is not redeemed in full on in-store purchase, a one-line-only coupon with the expiration date of the original Reward will be printed for any remaining balances of $1.00 or more. No balance coupon will be given on online or phone orders. Balance coupon may be used for 10% off store, online or phone purchases. Expires Rewards cannot be redeemed. Staples reserves the right to change the Rewards program at any time without notice.
Value: $135.00
Earned From: 04/16/2015 to 04/20/2016
Expires: 06/28/2016

Rewards Number: 1552939306
DIANA BROCKMAN
SDPBC AFTERSCHOOL PROGRAMMING
2640 STARWOOD CIRCLE
WEST PALM BEACH, FL 33406

Redemption Instructions:
At Staples.com: Enter the 16-digit coupon code above on the "Add/View Coupons" screen when completing your order.
By Phone: Mention the 16-digit coupon code above when placing your order by phone (1-800-333-3333) or fax (1-800-333-3399).
In Store: Give your Reward to the cashier before your purchase is totaled. To find a store near you, call 1-800-STAPLES or go to staples.com/storelocator.

Cashier Instructions: Select Staples Coupons (F4), scan or key in coupon code and press Enter.

Staples Rewards cannot be redeemed for or applied against cash, taxes, credit balances, delivery charges, custom printing orders placed online, promotional products, any purchases made on printstaples.com, documents.staples.com, staplespromotionalproducts.com, staplesdigitalprinting.staples.com, spotcenter.staples.com, gift cards, prepaid phone cards, postage stamps, prior purchases, Staples Indie Artist purchases, purchases made on staplesmobile.com, or purchases on third-party Web sites. Purchases eligible for Rewards is the amount paid at checkout after application of all promotions, coupons and Rewards redeemed. Purchases made pursuant to a contract with Staples Contract & Commercial, Inc., are not eligible for the Staples Rewards Program. The sale, barter or transfer of Rewards, except by Staples, is expressly prohibited. Abuse of the Staples Rewards program, including violation of program policies, or other improper conduct as determined by Staples, may result in legal action, cancellation of member’s account, exclusion from the program, forfeiture of all Rewards earned, and liability for past Rewards redeemed. If Reward is not redeemed in full on in-store purchase, a one-time-only coupon with the expiration date of the original Reward will beprinted for any remaining balances of $1.00 or more. No balances on coupon will be given on online or phone orders. Balance coupon may be used for future store, online or phone purchases. Expired Rewards cannot be reissued. Staples reserves the right to change the Rewards program at any time without notice.

Exhibit 4
Page 4/8
Redemption Instructions:
At Staples.com: Enter the 10-digit coupon code above on the "Add/Edit Coupons" screen when completing your order.
In Store: Give your Reward to the cashier before your purchase is totalled. To find a store near you, call 1-800-STAPLES or go to staples.com.
Cashier Instructions: Select Staples Coupons (F4), scan or key in coupon code and press Enter.

Staples Rewards cannot be redeemed for or applied against cash, taxes, credit balances, delivery charges, custom printing orders placed online, promotional products, any purchases made on prep-staples.com, osciar.staples.com, staplespromotionalproducts.com, staplesformprinting.blockcom.com, assocSale.staples.com, gift cards, prepaid phone cards, postage stamps, prior purchases, Staples individual(s) purchases, purchases made on staplesmobile.com, or purchases on third-party Web sites. Purchases made pursuant to a contract with Staples Contract & Commercial, Inc. are not eligible for the Staples Rewards Program. This sale, tenant or transfer of Rewards, except by Staples, is expressly prohibited. Abuse of the Staples Rewards program, including violation of program policies, or other improper conduct as determined by Staples, may result in legal action, cancellation of member's account, exclusion from the program, forfeiture of all Rewards earned, and liability for past Rewards redeemed. If Reward is not redeemed in full on in-store purchase, a one-time-only coupon with the expiration date of the original Reward will be prorated for any remaining balances of $1.00 or more. No balance coupon will be given on online or phone orders. Balance returns may be used for future store, online or phone purchases. Expired Rewards cannot be reissued. Staples reserves the right to change the Rewards program at any time without notice.
Rewards Number: 1552989806
DIANA BROCKMAN
SDPBC AFTERSCHOOL PROGRAMMING
2640 STARWOOD CIRCLE
WEST PALM BEACH, FL 33406

Value: $45.00
Expiry: 07/31/2015

Redemption Instructions:
Visit Staples.com/RealSavings; Enter the 16-digit code above on the "Apply" screen for completing your order.
If you shop in-store, mention the 16-digit code above when placing your order by phone (1-800-225-2222) or fax (1-800-225-2239),
and present your Reward to the cashier before your purchase is totalled. To find a store near you, call 1-800-STAPLES or go to
staples-locator.com.

Cashier Instructions: Select Staples Coupons (F4), scan or key in coupon code and press Enter.

Staples Rewards cannot be redeemed for or applied against cash, taxes, credit balances, shipping charges, orders placed online, promotional products, any purchases made on printstaples.com, documentstaples.com, staples.com/promotions/products.com,
staples.com/tips/points/bizsource.com, appcenter.staples.com, gift cards, prepaid phone cards, postage stamps, prior purchases, Staples
Inc.(or any corporate subsidiaries), purchases made on staplesmobile.com, or purchases from third-party Web sites. Purchases eligible for Rewards are
the amount paid at checkout after application of all promotions, coupons and Rewards redemptions. Purchases made pursuant to a contract
with Staples Co., & Commercial, Inc., are not eligible for the Staples Rewards Program. The sale, barter or transfer of
Rewards, except by Staples, is expressly prohibited. Abuse of the Staples Rewards program, including violation of program policies, or
other improper conduct as determined by Staples, may result in legal action, cancellation of membership account, exclusion from the
program, forfeiture of all Rewards accrued, and liability for paid Rewards redeemed. If Reward is not redeemed in full an in-store
purchase, a one-time-only coupon with the expiration date of the original Reward will be printed for any remaining balance of $1.00 or
more. No balance coupon will be given on online or phone orders. Balance coupon may be used for future store, online or phone
purchases. Expiring Rewards cannot be released. Staples reserves the right to change the Rewards program at any time without notice.

Exhibit

A. L. B.
Staples Rewards

Staples Rewards

Print Card

Don't want to carry a card? No problem. Simply use your phone number to look up your account in store, enter your Rewards number in your Staples.com profile or mention your Rewards number when placing a phone order.

www.staples.com/rewards

Rewards Number: 2254759443
Diarna Brockman

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**Location Address**: 2640 STARWOOD CIR  
**Municipality**: UNINCORPORATED  
**Parcel Control Number**: 00-43-44-08-27-000-00330  
**Subdivision**: LAKE MANGO SHORES  
**Official Records Book**: 18147  
**Sale Date**: FEB-2005  
**Legal Description**: LAKE MANGO SHORES LOT 33

### Owners

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<td>BROCKMAN COREY &amp;</td>
<td>2640 STARWOOD CIR</td>
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<tr>
<td>BROCKMAN DIANA</td>
<td>WEST PALM BEACH FL 33406 5196</td>
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### Exemption Applicant/Owner

- **Exemption Applicant/Owner**: BROCKMAN COREY & BROCKMAN DIANA  
- **Year**: 2016

### Property Details

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### Tax Year Details

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Exhibit 4  
PG 8/8
Hi, 21st CCLC Grant Office
YOUR ACCOUNT

Staples Rewards

Rewards Platinum
5% in rewards back on everything
Free shipping every day | 20% off Copy & Print

Update Contact Information

Note: Updates to your Staples Rewards account do not affect your Staples.com account.

CONTACT

Rewards Number: 15520896706

First Name: Diana

Last Name: Brockman

Company: SDPBC AFTERSCHOOL

Address:

2640 STARWOOD CIRCLE, U.S.

City: WEST PALM BEACH

State: FL, FLORIDA

Zip Code: 33406

Address Line 1: 2640 STARWOOD CIRCLE U.S.

Address Line 2: addresses only

Update Contact Information:

Add Cardholder:

Diana Brockman
Rewards Number: 225475943

Email Address:

diana.brockman@palmbeachschools.org

Statement Mail Address:

348 STARWOOD CIRCLE

WEST PALM BEACH, FLORIDA 33406

diana.brockman@palmbeachschools.org

Yes, I want to receive marketing communications. Learn more at staples.com/privacy.

Phone:

Number: 561-357-1881 Ext.

Email:

diana.brockman@palmbeachschools.org

Initials:

This Web site is intended for use by US residents only. See International Sites. See our delivery policy for full details. Copyright 1999-2014, Staples, Inc. All Rights Reserved.

Site Map | Privacy Policy | AdChoices

Exhibit 5
PG 1/2

https://rewards.staples.com/SRC/AccountProfile.do
Hi, 21st Century Grant Office
YOUR ACCOUNT

Staples Rewards

Rewards Account Profile

The information below is regarding your Staples Rewards Account only. Visit your Staples.com profile to update additional settings related to your Staples.com account.

CONTACT INFORMATION

Rewards Number: 1652389806

CYNTHIA GEORGE
SDPBC AFTER SCHOOL PROGRAMMING
2640 STARWOOD CIRCLE
WEST PALM BEACH, FLORIDA 33406
cynthia.george@palmbeachschools.org
(561) 968-1361

Update Contact Information

STATEMENT DELIVERY

I would like my rewards statements delivered via email to:
cynthia.george@palmbeachschools.org

Edit Email Address

I would like my rewards statements delivered via postal mail to:
2640 STARWOOD CIRCLE
WEST PALM BEACH, FLORIDA 33406

Edit Postal Address

ADDITIONAL CARDHOLDER

Diana Brockman
Rewards Number: 2254759943
Edit | Unlink | Print Card
Add Cardholder

STORE PURCHASE RECEIPT DELIVERY

Yes, I would like to receive all store purchase receipts via email:
cynthia.george@palmbeachschools.org

Edit Email Address

No, thank you. I do not wish to receive digital receipts for my store purchases
<table>
<thead>
<tr>
<th>ITEM</th>
<th>ITEM#</th>
<th>TRANSACTION#</th>
<th>MERCHANT</th>
<th>DATE</th>
<th>TOTAL COST</th>
<th>COUPON</th>
<th>NET COST</th>
<th>Receipt Y/N</th>
<th>Results From Site Visit 10/20/16</th>
<th>Location 21st CCLC, Manatee Etn-</th>
<th>Data source: Complainant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special order (2)</td>
<td>2276188</td>
<td>10098878</td>
<td>Staples.com</td>
<td>1/25/2014</td>
<td>$389.99</td>
<td>$0.00</td>
<td>$675.98</td>
<td>N</td>
<td>Unknown Item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP Officejet Prof 8100 Printer (6), initially 7, 1 returned</td>
<td>369450</td>
<td>220837</td>
<td>Staples</td>
<td>2/10/2014</td>
<td>$1,049.93</td>
<td>$349.86</td>
<td>$700.07</td>
<td>N</td>
<td>Not Found</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speakers (2 @24.88 ea)</td>
<td>P-card Receipt</td>
<td>2422638474091003129471</td>
<td>Walmart</td>
<td>3/14/2014</td>
<td>$49.76</td>
<td>$0.00</td>
<td>$49.76</td>
<td>Y</td>
<td>Found</td>
<td>Portable V1</td>
<td></td>
</tr>
<tr>
<td>Logitech Speakers item#5669898 (4)</td>
<td>P-card Receipt</td>
<td>24164076073125126248083</td>
<td>Staples Direct</td>
<td>3/14/2014</td>
<td>$103.96</td>
<td>$9.00</td>
<td>$103.96</td>
<td>Y</td>
<td>Found of the 4</td>
<td>Martin Barrow (F1) and Monica Gonzales (additional location)</td>
<td></td>
</tr>
<tr>
<td>Index Maker Bulk Stab Contena (2 @ 109.99 ea)</td>
<td>612390</td>
<td>10090218</td>
<td>Staples.com</td>
<td>4/30/2014</td>
<td>$219.98</td>
<td>$0.00</td>
<td>$219.98</td>
<td>Y</td>
<td>Found items</td>
<td>Portable V2</td>
<td></td>
</tr>
<tr>
<td>Palm Beach Zoo</td>
<td>N/A</td>
<td>2443365158200888400169</td>
<td>PB Zoo</td>
<td>6/2/2014</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$100.00</td>
<td>Y</td>
<td>Per Brockman, order done by Claudia Maja</td>
<td>Location of items Brockman after site visit. Per email w/photo</td>
<td></td>
</tr>
<tr>
<td>Stadium Chair (1)</td>
<td>343654</td>
<td>10029399</td>
<td>Staples.com</td>
<td>6/30/2014</td>
<td>$44.99</td>
<td>$1.38</td>
<td>$33.61</td>
<td>Y</td>
<td>Not Found</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Order (4)/Product Unknown</td>
<td>2276188</td>
<td>10073114</td>
<td>Staples.com</td>
<td>9/23/2014</td>
<td>$235.99</td>
<td>$9.80</td>
<td>$64.16</td>
<td>N</td>
<td>Unknown Item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Chopstick(2)</td>
<td>422189</td>
<td>10017075</td>
<td>Staples.com</td>
<td>10/15/2014</td>
<td>$251.99</td>
<td>$5.64</td>
<td>$496.34</td>
<td>Y</td>
<td>Per Brockman, used for arts &amp; crafts, actual item not found</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thermos QLTD Lunch Sack Bl/Pnk (1)</td>
<td>580495</td>
<td>148823</td>
<td>Staples, West Palm Bch</td>
<td>11/23/2014</td>
<td>$2.00</td>
<td>$0.00</td>
<td>$2.00</td>
<td>N</td>
<td>Not Found</td>
<td>Portable V2</td>
<td></td>
</tr>
<tr>
<td>Lunch Tote Set (1)</td>
<td>82760A</td>
<td>10078645</td>
<td>Staples, West Palm Bch</td>
<td>2/3/2015</td>
<td>$29.99</td>
<td>$29.99</td>
<td>$0.00</td>
<td>Y</td>
<td>Found</td>
<td>Portable V2</td>
<td></td>
</tr>
<tr>
<td>Punch Eloc 3-Hole 28 Sheet (1)</td>
<td>440311</td>
<td>10036603</td>
<td>Staples.com</td>
<td>6/3/2015</td>
<td>$164.99</td>
<td>2.41</td>
<td>$162.58</td>
<td>N</td>
<td>Found</td>
<td>Portable V1</td>
<td></td>
</tr>
<tr>
<td>MS Sculpt Comfort Mouse Win 7/8 (1)</td>
<td>187586</td>
<td>122772</td>
<td>Staples, West Palm Bch</td>
<td>6/23/2015</td>
<td>$34.99</td>
<td>$0.57</td>
<td>$34.42</td>
<td>N</td>
<td>Not Found</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 MF S303HD2 Slim Camera Pnk (5)</td>
<td>787154</td>
<td>10080440</td>
<td>Staples.com</td>
<td>6/24/2015</td>
<td>$84.19</td>
<td>0.00</td>
<td>$84.19</td>
<td>N</td>
<td>1 out of 5 Pink cameras found</td>
<td>Portable V1</td>
<td></td>
</tr>
<tr>
<td>Dell 20-inch LED Monitor (1)</td>
<td>1617945</td>
<td>10092304</td>
<td>Staples.com</td>
<td>6/30/2015</td>
<td>$119.99</td>
<td>101.08</td>
<td>$18.91</td>
<td>Y</td>
<td>Found on Dr. George's desk</td>
<td>Portable V2</td>
<td></td>
</tr>
<tr>
<td>Logi M325 WirelessMse Celebrate (1)</td>
<td>180068</td>
<td>10047189</td>
<td>Staples.com</td>
<td>6/30/2015</td>
<td>$29.99</td>
<td>$27.13</td>
<td>$2.86</td>
<td>N</td>
<td>Found</td>
<td>Portable V2</td>
<td></td>
</tr>
<tr>
<td>Logitech Wireless MK320 (2)</td>
<td>792257</td>
<td>10092304</td>
<td>Staples.com</td>
<td>6/30/2015</td>
<td>$39.99</td>
<td>$0.73</td>
<td>$39.26</td>
<td>Y</td>
<td>Not Found, but could be at school site</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $2,812.72 $597.22 $3,652.20
YOUR CASHIER TODAY WAS Leslie.

YOU HAVE SAVED A TOTAL OF 51.12 WITH YOUR CUSTOMER REWARD CARD

******** WO FUEL PERKS *********

Fuel Perks! Earned today $0.15
Fuel Perks! Total per Gal $0.20
Sales Toward Next fuel perks! $12.04

**************

YOU COULD WIN $450!... Your feedback is important to us.
Complete a survey about your shopping visit within the next 3 days
and enter for a chance to win $450.
La encuesta esta disponible en espanol.
Go to www.winn-dixiesurvey.com
and enter code 012215 039701 270035
No purchase necessary for sweepstakes.
Must be 21 or older. Official rules:
Void where prohibited by law.

Thank you for shopping Winn-Dixie.

Questions or Comments
1-866-WINN-DIXIE (1-866-946-6349)
<table>
<thead>
<tr>
<th>Product ID</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>977022</td>
<td>HT,SS,2x2,8PK,</td>
<td>7.59$</td>
</tr>
<tr>
<td></td>
<td>Retail After Discounts</td>
<td>7.59</td>
</tr>
<tr>
<td></td>
<td>Business Solutions Prc</td>
<td>3.54</td>
</tr>
<tr>
<td></td>
<td>You Pay</td>
<td>3.54$</td>
</tr>
<tr>
<td>839678</td>
<td>CRD,4X6,AST,10</td>
<td></td>
</tr>
<tr>
<td>2 @ 3.19</td>
<td>Retail After Discounts</td>
<td>6.38</td>
</tr>
<tr>
<td></td>
<td>Business Solutions Prc</td>
<td>2.84</td>
</tr>
<tr>
<td></td>
<td>You Pay</td>
<td>2.84$</td>
</tr>
<tr>
<td>839886</td>
<td>CRD,5X8,100PK,</td>
<td></td>
</tr>
<tr>
<td>2 @ 3.89</td>
<td>Retail After Discounts</td>
<td>7.78</td>
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<tr>
<td></td>
<td>Business Solutions Prc</td>
<td>4.34</td>
</tr>
<tr>
<td></td>
<td>You Pay</td>
<td>4.34$</td>
</tr>
<tr>
<td>458914</td>
<td>BATTERY,AR,ALK</td>
<td>19.99$</td>
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<tr>
<td></td>
<td>Retail After Discounts</td>
<td>19.99</td>
</tr>
<tr>
<td></td>
<td>Business Solutions Prc</td>
<td>20.890</td>
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<tr>
<td></td>
<td>You Pay</td>
<td>19.89$</td>
</tr>
<tr>
<td>611497</td>
<td>MRKR,2 PACK,SI</td>
<td>3.99$</td>
</tr>
<tr>
<td></td>
<td>Retail After Discounts</td>
<td>3.99</td>
</tr>
<tr>
<td></td>
<td>Business Solutions Prc</td>
<td>3.51</td>
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<tr>
<td></td>
<td>You Pay</td>
<td>3.51$</td>
</tr>
<tr>
<td>185771</td>
<td>PEN,RT,F7NE,AS</td>
<td>4.99$</td>
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<tr>
<td></td>
<td>Instant Savings</td>
<td>-1.99</td>
</tr>
<tr>
<td></td>
<td>Retail After Discounts</td>
<td>3.00</td>
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<tr>
<td></td>
<td>Business Solutions Prc</td>
<td>4.740</td>
</tr>
<tr>
<td></td>
<td>You Pay</td>
<td>3.00$</td>
</tr>
<tr>
<td>542218</td>
<td>MRKR SHARPIE P</td>
<td>1.99$</td>
</tr>
<tr>
<td></td>
<td>Retail After Discounts</td>
<td>1.99</td>
</tr>
<tr>
<td>Item</td>
<td>Price</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>2 x 42.99</td>
<td>85.98</td>
<td></td>
</tr>
<tr>
<td>Retail After Discounts</td>
<td>85.98</td>
<td></td>
</tr>
<tr>
<td>Business Solutions Prc</td>
<td>34.38</td>
<td></td>
</tr>
<tr>
<td><strong>You Pay</strong></td>
<td><strong>34.38</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>73.59</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>73.59</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Visa 6417</strong></td>
<td><strong>73.59</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total Savings: $66.10

WE WANT TO HEAR FROM YOU!

Participate in our online customer survey and receive a coupon for $10 off your next qualifying purchase of $50 or more on office supplies, furniture and more. (Excludes Technology. Limit 1 coupon per household/business.)

Visit www.officemax.com/feedback and enter the survey code below.

Survey Code: 648N 0740 E4BA

How one company. How great savings. OfficeMax, Inc., including its subsidiary Office Depot, Inc.
SCHOOL POLICE DEPARTMENT
PALM BEACH COUNTY, FL

INCIDENT # / REPORT #  
17001119 / 1

Detective's Supplement

INCIDENT #17001119 DATA

As Of 04/28/2017 15:03:27

BASIC INFORMATION

CASE TITLE: ER
LOCATION: 7001 CHARLESTON SHORES BLVD

DATE/TIME REPORTED: 01/27/2017 10:43:31
DATE/TIME OCCURRED: 08/14/2014 19:56 to 12/24/2014 12:44

INCIDENT TYPE(S)/OFFENSE(S): (812.014.3A) PETTIT THEFT UNDER $100

PERSONS

<table>
<thead>
<tr>
<th>ROLE</th>
<th>NAME</th>
<th>SEX</th>
<th>RACE</th>
<th>AGH</th>
<th>DOB</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTING PERSON</td>
<td>GEORGE, CYNTHIA</td>
<td>FEMALE</td>
<td>WHITE</td>
<td>62</td>
<td>08/30/1951</td>
<td>(HOME)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(CELL)</td>
</tr>
<tr>
<td></td>
<td>ADDRESS: 6724 HATTERAS LAKE WORTH, FL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVOLVED PARTY</td>
<td>MURRAY, RENEE</td>
<td>FEMALE</td>
<td>WHITE</td>
<td>53</td>
<td>12/11/1963</td>
<td>(HOME) 561-434-8000</td>
</tr>
<tr>
<td></td>
<td>ADDRESS: 3330 FOREST HILL BLVD WEST PALM BEACH, FL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(CELL)</td>
</tr>
<tr>
<td>INVOLVED PARTY</td>
<td>SWAN, JENNIFER</td>
<td>FEMALE</td>
<td>WHITE</td>
<td>32</td>
<td>07/12/1984</td>
<td>(HOME)</td>
</tr>
<tr>
<td></td>
<td>ADDRESS: 40 HONORS WAY LYMAN, ME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(CELL)</td>
</tr>
<tr>
<td>INVOLVED PARTY</td>
<td>HILL, JENNY</td>
<td>FEMALE</td>
<td></td>
<td></td>
<td></td>
<td>(HOME)</td>
</tr>
<tr>
<td></td>
<td>ADDRESS: NOVA SCOTIA,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(CELL)</td>
</tr>
<tr>
<td>INVOLVED PARTY</td>
<td>&lt;Exempt 1&gt;</td>
<td>FEMALE</td>
<td>BLACK</td>
<td></td>
<td></td>
<td>(HOME)</td>
</tr>
<tr>
<td></td>
<td>ADDRESS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(CELL)</td>
</tr>
<tr>
<td>INVOLVED PARTY</td>
<td>&lt;Exempt 2&gt;</td>
<td>FEMALE</td>
<td>BLACK</td>
<td></td>
<td></td>
<td>(HOME)</td>
</tr>
<tr>
<td></td>
<td>ADDRESS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(CELL)</td>
</tr>
</tbody>
</table>
INVED PARTY SCHENKER, LINDA FEMALE (HOME)
ADDRESS: 

VICTIM PALM BEACH SCHOOL DISTRICT ADDRESS:

OFFENDERS:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>NAME</th>
<th>SEX</th>
<th>RACE</th>
<th>AGE</th>
<th>DOB</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUSPECT</td>
<td>BROCKMAN, DIANA</td>
<td>FEMALE</td>
<td>WHITE</td>
<td>37</td>
<td>05/03/1977</td>
<td>(HOME)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(CELL)</td>
</tr>
<tr>
<td>ADDRESS: 2640 STARWOOD CT R WEST PALM BEACH, FL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[NO VEHICLES]

PROPERTY:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>MAKE</th>
<th>MODEL</th>
<th>SERIAL #</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENCY/NOTES</td>
<td>ETC</td>
<td></td>
<td></td>
<td></td>
<td>189</td>
</tr>
</tbody>
</table>

OFFICER REPORT: 1/9/11/19 - 1/ MCCOY, K (S53)

DATE/TIME OF REPORT   TYPE OF REPORT    REVIEW STATUS
01/27/2017 10:50:07   INVESTIGATIONS    APPROVED

NARRATIVE:

On 1/26/2017, I received the Inspector General's Investigative File concerning possible theft/fraudulent activity involving purchases made for the 21st Century Community Learning Centers Grant Program. Dr. Cynthia George, Program Director for the 21st Century Community Learning Center Federal Grant Program, advised <Exempt 2> she was concerned that Instructional Specialist Diana Brockman was making personal purchase using funds intended for the Grant program. Dr. George's main concern was based on a review of items purchased at Staples. Dr. George advised food items and other items were being purchased in small quantities and the items purchased were not approved by her. Dr. George advised certain items were paid for by funds intended for the Grant Program. Payment for these suspected personal purchases was made by using rewards coupons awarded to the Grant Program by Staples based on prior purchases. The rewards coupons have a cash value and can be used to reduce the cost of future purchases.

On 2/7/2017, I met with Dr. Cynthia George at her residence. Dr. George is the Program Administrator for the 21st Century Community Learning Centers (CCLC) Federal Grant for Afterschool Programs. Dr. George advised the rewards program account with Staples was initiated by her for this Federal Grant Program in the Fall of 2012. Dr. George was listed as the contact person for the account and she was to receive all store purchase receipts via e-mail for all purchases made at Staples. Dr. George stated in July of 2015, she attempted to enter the Staples account online and learned that her login and password did not work. Dr. George contacted a Staples representative and learned the account had been updated on 1/23/2014. The account contact person...
was now listed as Diana Brockman, Instructional Specialist for the Afterschool Program. Dr. George stated she was unaware the account contact person had been changed to Ms. Brockman. Dr. George stated she also learned, from the Staples representative, that the rewards statement (coupons) were to be sent to Ms. Brockman's personal residence as documented on the Staples contact information record when the contact person information was changed.

Dr. George explained that merchandise was purchased from Staples for this Grant Program. Participation in the rewards program results in 5% of expenditures being rewarded back to the program to be used to reduce the cost of future purchases. Dr. George advised the rewards statement should not have been mailed to Ms. Brockman's personal residence. Dr. George stated Ms. Brockman had a School District Purchasing Card assigned to her in order to purchase items, approved by Dr. George, for the program. Dr. George stated she never gave Ms. Brockman permission to change the contact information or have the rewards statements (coupons) mailed to Ms. Brockman's residence. When Dr. George set up the rewards account with Staples she elected to have the rewards coupons (statements) sent to her e-mail address. Dr. George explained she would be notified by e-mail from Staples of the amount of the reward coupon and would also be notified if the reward coupon was about to expire. Dr. George provided me with an example of this procedure dated 2/9/2017. This document is included in this report.

Dr. George investigated this issue and obtained a spreadsheet of items purchased from Staples for 2014 and 2015. Dr. George discovered that items being purchased with Ms. Brockman's District Issued purchasing card for this program appeared to be for personal consumption due to the fact that certain items were being purchased in small quantities. Dr. George also discovered that a debit card and Visa cards, not assigned to the Grant Program, were also being used to purchase items under the Grant Rewards Program status. Dr. George advised Ms. Brockman was authorized to order items or purchase items that Dr. George approved and used the School District Visa Purchasing Card to pay for these items. Dr. George advised she discovered that receipts for some purchases were not being turned in as the Grant Program requires. Dr. George stated she obtained a duplicate receipt from Staples dated 2/10/2014. Dr. George stated this receipt documented the purchase of seven HP Office Jet Pro printers. Each of the printers listed on the receipt show an instant saving of $50.00 for each printer. The documentation list this $50.00 savings under the term Instant Savings #34034. Each printer normally sold for $149.99 but was reduced to $99.99 after the in store "Instant Savings" was applied. The receipt for this purchase shows these items were purchased under the Aftercare Program Grant Rewards account #1552989806 and documented that this account was classified as tax exempt. Dr. George noticed the Visa card number used to pay the $699.93 cost was not a Visa account assigned to her program. The Visa account used to pay for the printers ended in 9509. I spoke with Purchasing Card Administrator, Renee Murray and she advised the last four numbers of 9509 do not match the School District Visa purchasing cards assigned to the Afterschool Department. Dr. George had contacted the School District Inspector General's Office initially to advise them of this issue on September 9th 2015.

On October 20th 2016, <Exempt 1> and <Exempt 2>, conducted a site inspection at the 21st CCLC Administrative Office, located at 7001 Charleston Shores Blvd, Lake Worth Florida 33467 (Manatee Elementary campus). The six HP Office
jet printers (one had been returned) were not located. Prior to this site
inspection, Dr. George sent an e-mail to the site coordinators asking if
anyone had a color printer. Dr. George stated she received replies stating
they did not have HP printers. I contacted Ms. Murray again and asked if
anyone in the School District had a District Visa purchasing card ending in
9509. Ms. Murray advised a Visa School District purchasing card, ending in
9509, was assigned to teacher Kenny Pancake. Mr. Pancake is assigned to
Wynbrook Elementary School. Mr. Pancake has had this School District Visa
purchasing card since 8/20/2012. Ms. Murray obtained a record of purchases on
this Visa card and it was determined that Mr. Pancake purchased seven HP
printers from Staples on 2/10/2014 and also returned one of the printers on
the same day. The receipt attached to his purchasing card statement matched
the receipt Dr. George received from Staples. Mr. Pancake's receipt has a
notation the purchase was made under rewards account #1552939806, which is the
Staples Rewards Program account number assigned the Dr. George's Afterschool
grant program. The School District Consumer's Certificate of Exemption number
is a completely different number. The printers were a legitimate purchase but
for some reason was assigned to the Grant Rewards account number. This
purchase was made at the Staples store located at 2029 Okeechobee Blvd., West
Palm Beach Florida 33409. This is the same store where purchases were made for
the Afterschool Grant program. I spoke with Jenny Hill who is the account
manager for the rewards program that the Grant Program belongs to. Ms. Hill
could not give me a definitive answer as to why the Grant Rewards account
number was assigned to the purchase of the printers, but it was possibly done
when the clerk rang the order up on a District purchasing card and saw the
School District belonged to a rewards program and assigned the rewards account
number to the purchase by Mr. Pancake.

It was documented on the spreadsheet that certain purchases were made from
12/22/2014 through 12/24/14, during the winter break. The items purchased
were in small quantities. Items include two cans of potato chips, three bags
of popcorn, Coffee mate creamer, two twelve packs of raspberry tea, eight fiber
one bars, one lemon Puze tea etc. A professional blender was also purchased
as well as a $25.00 Home Depot gift card. The blender was priced at $139.99.
Dr. George stated she never saw a blender in the office and advised this item
should not have been purchased with funds associated with the Grant program.
This issue will be addressed later in this report.

Dr. George received documents from the Staples representative that includes
the date the account contact information was changed to Ms. Brockman's name
and directing Staples to send the rewards coupons to her private residence
located at 2640 Starwood Circle, West Palm Beach, Florida 33406. The rewards
coupons sent to Ms. Brockman's residence include the rewards coupons used to
pay for the items purchased on 12/24/2014. Staples also provided Dr. George
with a list of rewards coupon numbers that had been sent to this address.
These coupons include six coupons that had not been used. Dr. George
requested that these coupons be cancelled and re-issued. Dr. George provided
me with copies of duplicate receipts she obtained from Staples as well as the
list of rewards coupon numbers sent to Ms. Brockman's residence. Dr. George
advised the original receipts for these Staples purchases were never turned in
as required by the Grant.

I have reviewed the documents obtained from Dr. George and discovered the
following:

Dr. George advised she was in possession of a duplicate receipt for a HP901 XL
black ink cartridge for a HP printer. The date of this sale was 3/14/2015.
The ink cartridge purchased was priced at $39.99. The receipt documents a $2.00 coupon #9467911200927742 was used for this purchase to lower the price to $37.99. The receipt documents a cash card, valued at $34.07 was redeemed toward this purchase lowering the cost of the cartridge to $3.92. Cash was used in the amount of $4.02 to pay toward the $3.92 balance and $.11 was given as change. The $2.00 coupon # 9467911200927742 used in this transaction was one of the Grant Program coupons sent to Ms. Brockman’s residence by Staples as requested on the updated rewards account document. The fact that cash was used to pay the difference could indicate this was possibly a personal purchase otherwise a district purchasing card should have been used to pay the difference.

Dr. George provided a receipt from Staples dated 6/25/2014. Dr. George stated she never approved the items purchased on this date. The items include the purchase of a $149.99 Keurig K55 coffee brewer as well as a supply of coffee and two bags of candy. Two Grant Staple Reward Coupons, #946015224255578 valued at $100.00 and coupon #56575697191057580 valued at $159.50 were used to cover the cost of the items purchased. These two rewards coupons were on the list of reward coupons sent to Ms. Brockman’s private residence. This coffee brewer was observed in an office when <Exempt 1> and <Exempt 2> did their site inspection on October 20th 2016. Dr. George stated this purchase should not have been made with grant funds or reward coupons nor should the coffee K-cups to use with this brewer. This issue concerning this purchase would be an administrative issue and not a criminal issue.

Dr. George provide me with a duplicate Staples receipt for a purchase made at the Staples store located at 2029 Okeechobee Blvd. location. The date of the purchase was 8/14/2014 at 1956 hours. It was noted that the items purchased were heavy duty binders, a case of multi-use paper, notebooks, pencils, some cleaning supplies, Kleenex facial tissue, a box of bagels snacks, wet one wipes and pocket folders. These items were not purchased in bulk but rather are single item purchases. The Staples reward number for the Grant account appears on the register receipt. Additionally, an in store discount of 20% was deducted from this purchase as well as a $70.52 deduction due to the Grant reward coupon #5089955422945996 being used to offset the cost of the purchased items. This rewards coupon was valued at $115.50 and was due to expire on 8/30/2014. This rewards coupon had been mailed to Ms. Brockman’s residence according to what Dr. George stated she was told by a Staples representative when she discovered the account name changed to Ms. Brockman’s name as the contact person. Upon reviewing the register receipt a certain amount was deducted from each item purchased by using the grant rewards coupon. The total dollars saved on this purchase by using the Grant rewards card was $70.52. The purchase was further reduced by using an in store 20% off coupon. The balance due for this purchase, after the Grant reward coupon and the in store coupon was debited was $11.69 plus $.66 non tax totaling $12.35. The duplicate store receipt documents a personal debit card ending in #3951 was used to pay this balance instead of the District purchasing card. The purchasing card assigned to the Grant program should have been used to pay the balance if this were a Grant purchase. If the purchase was a personal purchase the Grant rewards coupons should not have been used.

Dr. George produced a duplicate receipt dated 11/18/2014. Dr. George reviewed this receipt and questioned several items purchased that were discounted by using the grant rewards coupons. Two cutting board gift sets were purchased. The original price of this item was $19.99 each. Two grant rewards coupons, # 6595431165324836 and #2109385103963345 were debited $7.81 and $12.18 respectively which offset the cost of the cutting board gift sets.
Dr. George also advised single purchases of a paper airplane building kit, juggling for beginners kit, an origami kit, a make a puppet kit and a paper airplane kit was also purchased. The price of these items was also offset by using the grant reward coupons ending in 4836 and 3345. Dr. George stated the candy purchased with this order was a legitimate purchase. The rewards account number 1552989806 was used for this purchase. The balance for this purchase was zero due to the rewards coupons being used. These rewards coupons had been sent to Ms. Brockman’s residence. Dr. George advised the additional purchase of the three types of coffee, the single purchase of planter’s peanuts and one pencil box and one teen vogue tin box containing binder clips should not have been paid for with Grant funds. Dr. George advised the single item purchases could possibly be personal purchases.

Dr. George reviewed register receipt dated 12/22/2014. Three Deskeez lap desks were purchased. The full price of these items was $9.00 each. The receipt documents the price of these items was offset by the use of Grant rewards coupons # 3370655419036048 and # 9040555482919871. The total of the Grant rewards coupons used equaled the total cost of these three items. Both of these rewards coupons were due to expire on 12/31/2014. Dr. George advised these items should not have been purchased with Grant funds. The rewards coupons used were the coupons mailed to Ms. Brockman’s house by Staples.

Dr. George also questioned purchases made at Staples on Christmas Eve, 12/24/2014, when school was closed for Winter Break. Dr. George produced a duplicate register receipt she received from Staples. The items purchased include a professional blender that retailed for $139.99. The cost of this item was offset using an in store coupon # 58528 in the amount of $21.00. The price was further reduced by the use of the Grant rewards coupons # 9280255486565932 and #35145502952490 for a total of $118.13. The balance for the blender was $.86 after the grant reward and in store coupons were used. Dr. George questioned the purchase of single items of potato chips, one energy drink, two 12 packs of Nestea drinks, one case of water, one lemon Fuze drink and single purchases of popcorn and candy. Dr. George stated a $25.00 Home Depot gift card was also purchased with this order. Dr. George stated these items should not have been purchased and paid for with the Grant rewards coupons and believes the items appear to be personal purchases. The register receipt documents $97.00 was used from Grant rewards coupon # 9280255486565932 and $98.75 was used from Grant rewards coupon #35145502952490. An in store coupon valued at $34.79 was also applied to the purchase. Two cash cards were redeemed that totaled $19.61 and applied toward the balance of this purchase. The balance of these purchases after the Grant rewards coupons and store coupons and cash cards were redeemed was $6.89. A cash payment of $10.00 was made and $3.11 change was returned. The fact that cash was used to pay the balance could be an indication the items were personal purchases. A District Purchasing Card could have been used if these items were a school or school program purchase. The Grant Staples coupons used for this purchase were included with the other Staples Grant rewards coupons sent to Ms. Brockman’s residence by Staples.

Dr. George reviewed a spreadsheet she obtained from Staples documenting purchases made at Staples during 2015 under the Grant rewards card #1552989806. Dr. George presented a duplicate receipt she received from Staples dated 7/30/2015. The receipt documents the purchase of six Master Card gift cards valued at $25.00 each plus a $3.95 activation fee for each card. The receipt also documents the purchase of four boxes of certificates of recognition at $5.49 each. I checked the Staples website and the only certificates I found at this price was for a box of 30 certificates. The
total purchase for this transaction was $195.66. The rewards account number for the grant program was documented on the receipt. The total was paid by a Visa card ending in 4645. I checked with Renee Murray, School District Purchasing Card Administrator reference this Visa card number. Ms. Murray stated this card is not a purchasing card for the Afterschool program. A further check by Ms. Murray revealed that the Visa card ending in 4645 is assigned to teacher Katina Thomas who is assigned to Galaxy Elementary School located in Boynton Beach Florida. A check of Ms. Thomas’s purchases revealed she purchased the gift cards and certificates at the Staples store located in Boynton Beach. This Visa purchasing card was assigned to Ms. Thomas on 4/25/2012 until 12/13/2016 when it was replaced with a different card. Ms. Murray advised she contacted Ms. Thomas who advised the gift cards were for students who completed the summer reading program. Ms. Murray advised Ms. Thomas to complete the appropriate documentation that includes the names of the students receiving the gift certificates, the certificates of recognition were for the same program. This is the same issue that was discovered with the purchase of the printers. It would appear that there was an issue with the Staples system that documented these purchases under the Grant Rewards Program account number, when in fact, these purchases were made by individuals not involved with the Grant Program.

Dr. George provided another receipt dated 10/27/2015 at 17:16 hours. The purchase was for a Logi Wireless Pres. I attempted to locate this item by model number but did not locate it on the Staples website. The original price of this item was $49.99 but was reduced to $44.99 due to an in store five dollar coupon being redeemed. The item was paid for by a debit card ending in 3229. This was possibly a personal purchase as the debit card is not assigned to this program. This purchase was made at the Boynton Beach, Florida location. Dr. George provided another receipt dated 10/27/2015. This receipt is for the return of this item purchased on 10/16/2015. The amount of purchase was credited to the same debit card ending in 3229. Reward coupons from the grant program were not used for this purchase. This is the only other purchase made at the Boynton location.

On 2/01/2017, I contacted Jenny Hill who is the Staples Account Manager for the 21st Century Community Learning Center Grant that Dr. George manages for the School District of Palm Beach County. Ms. Hill confirmed that this account was updated on 01/23/2014 by having Diana Brockman listed as the contact person for the rewards program. Ms. Hill also confirmed that the update also included instructions to have the rewards statements (coupons) sent by mail to Ms. Brockman's personal residence. Ms. Hill also confirmed she provided Dr. George with the list of rewards coupons that were subsequently sent to Ms. Brockman's residence. The rewards account profile documents Diana Brockman as an additional cardholder under rewards number 2254759943 with a comment to add this cardholder to the account. Ms. Hill advised she did not know why Ms. Brockman was given a separate rewards number but advised that if purchases were made using this rewards card number it would automatically link back to the Grant rewards number 1552789806 tax exempt account. Ms. Hill also confirmed Ms. Brockman's reward number was unlinked from the Grant account on 07/02/2015 after Dr. George contacted Staples when she could not log into the account. Ms. Hill advised the rewards card number issued to Ms. Brockman is inactive and has been since it was unlinked from the main Grant rewards account. Ms. Hill advised there was very little activity on this rewards card when it was active. Ms. Hill advised she cannot retrieve any purchase information (receipts) for this card number as their system cannot retrieve this information after two years has past. This is also true for receipts for purchases under the main rewards card number.
1552989806. I asked Ms. Hill if cash cards were used to reduce the cost of an item could the identity of the person who received the cash card be determined through the cash card identification number. Ms. Hill stated they could not. Ms. Hill advised cash cards could be issued for returned merchandise but it could not be linked to the particular purchase being returned or identify the individual who received the cash card.

There was a concern documented in the preliminary investigation report by <Exempt 2> concerning purchases made at Winn Dixie and Office Depot that may involve reward program benefits. Dr. George presented a receipt from Winn Dixie dated 1/22/15. The receipt documents the purchase of $131.46 worth of Lima beans. The District purchasing card assigned to Ms. Brockman was used to pay for this purchase. The receipt also documents a rewards account number ending in 5733. Additional documentation on the receipt indicates a fuel perks reward of fifteen cents ($.15) was earned with this purchase. Dr. George advised this was a legitimate purchase for the Grant program but the program does not have a rewards program with Winn Dixie. I reviewed the District purchasing card assigned to Ms. Brockman for purchases made from 07/27/2013 through 6/27/2015. This purchase on 1/22/15 was the only purchase at Winn Dixie paid for with Ms. Brockman’s District purchasing card. On 3/8/2013, I spoke with a customer representative for Winn Dixie (1-866-9466349). I was advised in order to receive the fuel perks reward, documented on this receipt, the customer must provide a phone number or present the rewards card to the cashier at the time of purchase.

The additional concern, mentioned in <Exempt 2>’s preliminary investigation, was the possibility that purchases at Office Depot were tied to a Rewards Program. I spoke with Ms. Murray from the School District Purchasing Department concerning this issue. Ms. Murray advised Office Depot does not offer a rewards program for the School District. The merchandise purchased for the District is discounted as it processed at the register unlike the Staples reward system where the discounts are obtained via store coupons and rewards coupons earned from prior purchases.

Dr. George also questioned purchases made by Instructional Specialist Diana Brockman and fellow Instructional Specialist Jennifer Swan from the Scholastic Book Club while working in the Department of Extended Learning that is funded by the Grant program. Ms. Swan has not worked for the School District since 2014. Dr. George’s advised it was her understanding that only classroom teachers could order from Scholastic Reading Club and obtain bonus points which could be used to purchase items from the Scholastic catalog which should benefit the students in the teacher’s classroom. I contacted Scholastic Reading Club at 1-800-2462986 and spoke with Holly from the Customer Support Division. I was advised that as long as an individual is an educator and the books are sent to the classroom they would be allowed to order from Scholastic and receive bonus points. I explained the assignments Ms. Brockman and Ms. Swan held and I was advised that they could order from Scholastic. Additionally, I spoke with Robin from Accounts Receivable at Scholastic Reading. Robin advised they could not retrieve the information on purchases made with the bonus points due to the length of time that has elapsed. Robin advised I could send an e-mail to readingclub@scholastic.com and inquire if this information could be retrieved by any other division within Scholastic. I sent an e-mail on 3/8/17 and 3/10/17 which is included in this case file. Dr. George advised she was aware that I-pads were purchased with Scholastic bonus points as well as ten Target gift cards at a cost of $50.00 each. Dr. George could not advise of any other items purchased from Scholastic using bonus points.
On 3/16/2017, I received a reply to the e-mail I sent requesting information reference the products that were purchased with bonus points by Ms. Brockman and Ms. Swan. Ms. Linda Schenker, Director of Customer Relations for Scholastic Reading Club, advised in her e-mail that the information concerning the items purchased with bonus points is not available due to the length of time that has passed since the order was placed. If this issue is a concern it should be addressed by the Grant Administration to ensure the use of the Scholastic bonus points are within policy. This e-mail is included in this case file.

On 4/3/2017, I spoke with Ms. Brockman via phone. I asked her if she could meet with me to discuss purchases made by her using the rewards coupons assigned to the Grant Program. Ms. Brockman agreed to meet with me and did so on 4/4/2017. Ms. Brockman provided a voluntary sworn recorded statement in which she admitted to making personal purchases at Staples and used the rewards coupons belonging to the Grant Program to receive the price reduction benefit afforded by the use of the rewards coupon. Ms. Brockman also confirmed she was receiving the Staples reward program coupons, belonging to the Grant program, at her private residence. Ms. Brockman stated some coupons were lost or stolen in the past so it was decided to have the rewards coupons sent directly to her residence. Ms. Brockman stated Dr. George agreed with this. This conflicts with Dr. George's original statement to me. Dr. George stated she had no idea the contact information was changed to Ms. Brockman's name and had no idea the Staples coupons were being mailed to Ms. Brockman's house. I contacted Dr. George, on 4/5/17 and advised her of what I was told by Ms. Brockman. Dr. George vehemently denied having this conversation with Ms. Brockman. Dr. George stated again she learned about the contact information change and the fact that the rewards coupons were being sent to Ms. Brockman's house in July 2015, when she attempted to log on to the Staples website and access was denied. Dr. George contacted Staples and discovered the contact information had been changed to Ms. Brockman's name and the rewards coupons were being sent to Ms. Brockman's house. This led Dr. George to examine purchases listed above and eventually report her findings to the School District Inspector General's Office.

Ms. Brockman reviewed the register receipt for purchases made on 08/14/14 and identified merchandise that was for personal consumption and was discounted due to her using the Grant Program rewards coupon #5089955422945996. Ms. Brockman identified the individual item by placing the letter "P" next to the item indicating personal purchase. Ms. Brockman put a question mark next to merchandise, she was unsure if it was a personal purchase or an item she bought for the Grant Program. Ms. Brockman placed the letter "G" next to the item she advised she purchased for the office. The discount benefit Ms. Brockman received by using the Grant Rewards Coupon for her personal purchases was $20.00. A total of $70.52 was deducted from rewards coupon #5089955422945996 for the entire purchase. A personal debit card #3951 was used to pay the $12.35 balance owed after each item was discounted by the Grant Rewards Coupon and the in-store coupon. This included the items Ms. Brockman identified as being purchased for the Grant Program and the items she was unsure if they were personal purchases or Grant Program purchases. I asked Ms. Brockman if she had a personal debit card ending in 3951. Ms. Brockman could not recall at the time of the interview, but subsequently called me on 4/5/17 and advised it was her debit card, ending in 3951 that was used to pay this balance. This debit card had since been replaced with a different card according to Ms. Brockman. The fact that Ms. Brockman used her
personal debit card to pay the balance due would indicate this purchase was a personal purchase.

Ms. Brockman reviewed the Staples receipt dated 11/18/2014. Dr. George questioned the purchase of two cutting boards at a cost of $19.99 each. Ms. Brockman stated she recalls purchasing these items and recalls giving them to Dr. George. Ms. Brockman stated they were given away as gifts but could not specifically recall who received them.

Ms. Brockman examined the Staples receipts dated 12/22/2014. Four different register transactions took place on this date within minutes of each other. Dr. George identified the three candy purchases as legitimate. The forth receipt documents the purchase of three "Deskeez Lapdesk." This item is placed on one's lap and a laptop computer can be placed on this item which allows one to work on the computer. The items cost $9.00 each retail. Ms. Brockman advised me this was a personal purchase. Ms. Brockman used the Grant's Staple rewards coupons # 3370655419036048 and the Staples Grant Rewards Coupon # 9040555482919872 in order to receive a total of $27.00 discount which paid for her personal purchase. Sales tax was not charged due to the items being purchased under the Rewards Program account number assigned to the Grant program. Ms. Brockman made a comment that her mother has belongs to the Staples reward program and she gives the rewards coupons to her to use. Ms. Brockman stated she might have used the Grant rewards coupons by mistake.

Ms. Brockman reviewed the Staples register receipt for purchases made on Christmas Eve 12/24/2014. Ms. Brockman identified merchandise on this receipt as being personal purchases and identified other items as being purchased for the office. It should be noted that after the rewards coupons were used a balance of $6.89 remained. This balance was paid for with cash by Ms. Brockman. I asked Ms. Brockman why she would pay in cash if the items were for the Grant Program. Ms. Brockman stated she might have left her District purchasing card at home. Ms. Brockman's personal purchases included snack items, potato chips, popcorn and drinks. The purchase on this date included a professional blender with a retail price of $139.99 and a $25.00 Home Depot gift card. The personal purchases by Ms. Brockman were discounted due to her using the Grant's Staple reward coupons # 9280255486565932 and #3531455502952490 that were sent to her house. I questioned Ms. Brockman concerning the purchase of the blender. Ms. Brockman stated she brought the blender to the office in order to make smoothies. I asked Ms. Brockman if she could provide the name of any office staff who could verify the blender was brought to the office. Ms. Brockman could not. Ms. Brockman stated when she brought it to the office it was only there a short time before she cracked the container on the blender. Ms. Brockman stated she took the Blender home and was going to order a new part but never did. This purchase was not approved. The price of the blender was reduced $118.13 due to Ms. Brockman using the Grant's Staple rewards coupons. An additional $21.00 discount was applied to this purchase with the use of an in store coupon. I questioned Ms. Brockman concerning the purchase of the $25.00 Home Depot gift card. Ms. Brockman stated it could have been a personal purchase, but did not recall giving it to anyone. Two Staples cash cards were redeemed with this purchase which left a balance of $6.89, which Ms. Brockman paid for with cash. The origin of the cash cards used to further defray the cost of these items cannot be determined. The total amount of Grant rewards coupons used to defray the cost of the personal purchases by Ms. Brockman, including the blender, was $142.46 for this transaction. At one point, during my interview with Ms. Brockman, I reminded her this was a sworn statement. I advised her, I believed the purchase of the blender on Christmas Eve was a personal purchase or purchased...
as a gift for someone. I asked Ms. Brockman if it was a personal purchase that went to her house. Ms. Brockman stated "sure but it still went to work to be used by people." Ms. Brockman stated no one approved this purchase. I also asked Ms. Brockman if, at the time she made her personal purchases from Staples and used the Staples rewards coupons belonging to the Grant Program, did she know it was wrong to do. Ms. Brockman stated "yeah."

Ms. Brockman stated the ink cartridge, purchased at the Lake Park store in which a Grant Staples reward coupon was used was purchased for another employee.

I discussed the issue concerning the orders from Scholastic Book Club with Ms. Brockman. Ms. Brockman stated she belonged to this program while she was a classroom teacher at Palmetto Elementary School. Ms. Brockman stated that when she took the position as an Instructional Specialist with the Grant program she continued to order from Scholastic Reading and accrue bonus points to be used to purchase additional items. Ms. Brockman stated at one point she attempted to log in to her account and was blocked. Ms. Brockman stated she contacted Scholastic Reading and was advised she no longer qualified to order from this organization due to her not being a classroom teacher. Ms. Brockman stated any items she purchased with the bonus points from Scholastic Reading went to the Grant Program to be distributed. The last orders from Scholastic Reading was in 2013. Due to the length of time that has passed, the information on what was purchased with the bonus points is no longer available.

The issue concerning Ms. Brockman's receiving a $.15 cent fuel perks from a legitimate Grant purchase at Winn Dixie was discussed with Ms. Brockman. Ms. Brockman stated she was unaware she was in a fuel perks rewards program with Winn Dixie. The merchandise purchased for the Grant Program was paid for with the District Purchasing card. Ms. Brockman was unaware the fuel perks valued at $.15 cents was credited to a rewards account. There is not a rewards program at Winn Dixie attached to the Grant Program. This was the only purchase at Winn Dixie with Ms. Brockman's District purchasing card. The date of this purchase was 1/22/2015.

Based on the information provided by Dr. George and Ms. Brockman's admissions in her sworn statement, it has been determined that Ms. Brockman used the Staples rewards coupons belonging to the Grant Program to receive a discount on personal purchases she made during 2014. The monetary loss to the Grant Program, based on the receipts provided by Dr. George and Ms. Brockman's recollection of what items were purchased for personal consumption, totals $189.46 for three different purchases. Dr. George states she never gave Ms. Brockman permission to change the contact information on the Staples rewards account she originally set up for the Grant Program. Dr. George also stated she never agreed to have the rewards coupons delivered to Ms. Brockman's residence contrary to what Ms. Brockman stated in her sworn statement. Ms. Brockman stated this conversation was just between Dr. George and herself. It cannot be established with certainty that the change of contact information and the mailing of the rewards coupons to Ms. Brockman's residence was accomplished strictly to commit theft. It was established that the rewards coupons that were sent to Ms. Brockman's residence were also used by her to make legitimate Grant program purchases. The three separate purchases in which Ms. Brockman used the Grant program rewards coupons to receive a discount benefit totaled $27.00 for the 12/22/2014 purchase, $20.00 for the 8/14/2014 purchase and $142.46 for the 12/24/2014 purchase. The total combined loss to the Grant Program was $189.46 due to Ms. Brockman using these rewards coupons toward her personal purchases. Taking each purchase
separately would constitute two second degree misdemeanor violations and one first degree misdemeanor violation. I included a copy of Florida State Statutes 775.15 with this report. Based on PSS 775.15 (2) (c) (d) prosecution for a second degree misdemeanor must be commenced within one year of being committed. Prosecution for a first degree misdemeanor must be commenced within two years of being committed therefore criminal charges will not be applicable in this case. Ms. Brockman stated she is willing to reimburse the program for her personal purchases. Ms. Brockman advised legitimate purchases she made at Staples were distributed to the schools in the program. Items purchased were also stored at Manatee Elementary. Apparently, an inventory list was not kept of these items when placed in storage. A problem also exist in that items legitimately purchased by individuals, not connected to the Grant Program, were listed on the Staples spreadsheet as being purchased under the Grant Rewards account such as the printers and the gift cards. This issue should be addressed by the administration in order to accurately account for items purchased for the Grant program. This investigation will be classified as a Petit Theft and should be considered exceptionally cleared.

On 4/7/2017, I spoke with <Exempt 3>, for the School District. I advised her of the issues discovered during this investigation. I advised <Exempt 3> that Ms. Brockman has a District Purchasing Card assigned to her.

On 4/26/2017, Dr. George contacted me to advise she had completed her sworn statement. Dr. George included attachments to her statement as well as e-mail correspondence with Staples concerning how she discovered the Staples contact person for the Grant Program had been changed to Dianna Brockman without her knowledge/permission. This investigation is inactive and should be forwarded to Professional Standards for their review of Ms. Brockman’s actions.

REPORT OFFICERS:

Reporting Officer: MCCOY, K 853
Reviewing Officer: 
Approving Officer: MURPHY, W 791
Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Jan 7, 2016 9:33 AM. You may access the document directly by clicking on this document link.

☐ Leave of Absence or TDE Application PBSD 0032

Click the Inbox link to see all of your assigned documents.

☐ Inbox
Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Feb 9, 2016 8:43 AM. You may access the document directly by clicking on this document link.

☐ Leave of Absence or TDE Application PBSD 0032

Click the Inbox link to see all of your assigned documents.

☐ Inbox
Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Feb 12, 2016 11:34 AM. You may access the document directly by clicking on this document link.

☐ Leave of Absence or TDE Application PBSD 0032

Click the Inbox link to see all of your assigned documents.

☐ Inbox
Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Feb 22, 2016 7:07 AM. You may access the document directly by clicking on this document link.

Leave of Absence or TDE Application PBSD 0032

Click the Inbox link to see all of your assigned documents.

Inbox
Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Apr 7, 2016 9:12 AM. You may access the document directly by clicking on this document link.

☐ Leave of Absence or TDE Application PBSD 0032

Click the Inbox link to see all of your assigned documents.

☐ Inbox
Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Apr 18, 2016 9:24 AM. You may access the document directly by clicking on this document link.

☐ Leave of Absence or TDE Application PBSD 0032

Click the Inbox link to see all of your assigned documents.

☐ inbox
Process Notification - Cancellation

Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Apr 20, 2016 9:55 AM has been cancelled by Diana Brockman. No further action regarding this instance of Leave of Absence or TDE Application PBSD 0032 is required.

Click the Inbox link to see all of your assigned documents.

Inbox
Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Apr 29, 2016 9:40 AM. You may access the document directly by clicking on this document link.

☐ Leave of Absence or TDE Application PBSD 0032

Click the Inbox link to see all of your assigned documents.

☐ Inbox
Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on May 11, 2016 2:09 PM. You may access the document directly by clicking on this document link.

Leave of Absence or TDE Application PBSD 0032

Click the Inbox link to see all of your assigned documents.
Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Aug 18, 2016 5:07 PM. You may access the document directly by clicking on this document link.

☐ Leave of Absence or TDE Application PBSD 0032

Click the Inbox link to see all of your assigned documents.

☐ Inbox
Diana, I just approved your TDE. So sorry to hear about your loss. Take care.

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 Mon, Jan 4, 2016 at 1:11 PM, Diana Brockman <diana.brockman@palmbeachschoo l.org> wrote:

Hi Cindy!

Hope you enjoyed your break! Someone I grew up with passed away and the service is early Wednesday evening (December 6th) in Orlando. Would it be OK if I leave a couple hours early that day to go to the service? I will submit a TDE for the hours.

Thanks,
Diana
Good morning Cindy,

As we discussed, I anticipate having all my tasks completed today. In the event that my site coordinators submit their documents after the end of my workday, I will come in Thursday after Taylor's doctor appointment to complete the tasks and modify my TDE accordingly.

Diana

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)
The Pre-Monitoring Documents are safely with the FDOE. So, now all 21st CCLC staff will collectively focus efforts on preparation of all documents for the FDOE team's review in the 21st CCLC Office, Monday to Friday. By the end of today, all of the following must be collected from the 20 designated sites for 2015 and 2016 grant years:

- Registration forms
- 21st Parent Agreement forms
- Teacher Certificates

If there is a problem with receiving these forms from the grant sites, please speak with me privately about your plan.

Of course, Diana, is on TDEs for Thursday and Friday, and will have all above documents collected/organized, as well as, the 21st CCLC Advisory Committee information (in a binder). Also, Diana, will leave the 21st CCLC flash drive with Terri, since I will have a numerous conference calls this week with the FDOE and may need to bring up other information.

For all 21st CCLC staff, it will be 'all hands on deck' for Thursday and Friday to prepare the final documents before we leave work Friday.

As already mentioned in yesterday's email, per Ms. Beckner and Dr. Lee, it is your choice to attend tomorrow's Birthday Luncheon at Gold Coast. However, per JoAnne, the extra time away from the office will need to be made up to complete all FDOE tasks by Friday.
My goal is that we have everything done Friday evening, so nobody will be working on final items over the weekend. Most of you have never been through a monitoring visit of this magnitude. Please understand we need to be 100% prepared for the FDOE team’s arrival Monday morning at 9:00AM.

Today I will get final details of the FDOE visit. As already discussed with you, all 20 sites need to be 100% ready for possible site visits, as the FDOE team will select the schools for 'surprise' visits.

Thank so much.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)
Thank you for the notification. I saw your TDE for the day and have approved it this morning. I was on leave and out of the county yesterday.

JoAnne

JoAnne

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

joanne.beckner@palmbeachschools.org

687-6387 Office
561-640-1171 Fax

On Mon, Feb 15, 2016 at 8:29 AM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Good morning JoAnne, I'm currently not in the office until a doctor's appt. (eye infection) and requesting to work from home. I did work extra hours per day when the FDOE Monitoring team was here. Please advise. Thank you.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX:51851)
Diana, Please submit a TDE for Monday for leaving early for your daughter's birthday at school. Thanks.

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

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

On Sun, Feb 21, 2016 at 8:02 PM, Cynthia George <cynthia.george@palmbeachschoools.org> wrote:
Diana, Please submit a TDE for Monday for leaving early for your daughter's birthday at school. 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)
Okay, it has been submitted.

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

On Sun, Feb 21, 2016 at 8:02 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Diana, Please submit a TDE for Monday for leaving early for your daughter's birthday at school. 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)
Okay, it has been submitted.

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

On Sun, Feb 21, 2016 at 8:02 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:
Diana, Please submit a TDE for Monday for leaving early for your daughter's birthday at school. 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)
approved already!

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, Mar 11, 2016 at 11:29 AM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:
Thanks Cindy! I'll add it on the calendar.
I also submitted one for a Personal Day for Wednesday, March 16th earlier this week.

Diana Brockman
Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)
On Fri, Mar 11, 2016 at 10:32 AM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:
Diana, I already sent on for final approval, so you're good.

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, Mar 11, 2016 at 10:11 AM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:
Hi Cindy,

Please let me know if this day is approved or not approved to take a vacation day. I submitted it in PeopleSoft/eForms this morning so I would be able to add it to the calendar you left in V-2 for us to add our approved TDE's on for March per your email.

Thanks!
~ Diana

Exhibit 10
PG 2a/25
On Thu, Mar 10, 2016 at 11:35 AM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:

Good morning!

I would like to take a vacation day on Friday, March 18th. It is a Teacher Work Day and we do not have programming. Please let me know if this is approved so I can enter a TDE/Leave of Absence in PeopleSoft.

Thanks!!

~ Diana

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)
Hi Dr. George,

Attached is a copy of my TDE signed by Dr. Shoemaker and Dr. Ruiz.

Diana Brockman

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

On Tue, Jul 19, 2016 at 4:21 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:
Hello, Please be sure to take care of this today, forwarding to Dr. Shoemaker and copying me. I can't register you for the conference without the completed TDE from Dr. Shoemaker and Dr. Ruiz. Thanks so much.

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
On Tue, Jul 19, 2016 at 1:49 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

"correction....please change duty hours to 24 hours"

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

On Tue, Jul 19, 2016 at 1:41 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

"Good afternoon, Thank you for attending the 21st CCLC Conference in Orlando, August 1 to 3. Attached is a SAMPLE TDE for the 21st CCLC Conference. Please complete the form in LIQUID OFFICE by filling in the highlighted sections. I estimated the travel costs, since I don't know yet who will be drivers or passengers. Please let me know what you prefer.

Your Marriott and Conference Reservation are complete. After"
after completing the TDE, please forward to Dr. Matthew Shoemaker and copy me.

Your FUND numbers are as follows:

- Diana and Martin - 4344
- Monica - 4345
- Suzanne - 4351
- Nancy - 4352

For your convenience, attached is the agenda. Let me know if you have any questions. 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
Dr. George,

Attached is the updated list with the information and names you provided from your emails today. Please let me know if you need any additional information.

Diana Brockman

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

On Fri, Jun 17, 2016 at 1:35 PM, Cynthia George <cynthia.george@palmbeachschoools.org> wrote:

Diana, Her name is on the list I provided Junia. 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
On Fri, Jun 17, 2016 at 1:33 PM, Diana Brockman <diana.brockman@palmbeachs...> wrote:

Hello,

There is a Guest Artist at Berkshire who cannot use the TCD. I was not sure if you needed Guest Artist information or you already submitted those names. Here is her information:

Karen Jones (Guest Artist) 1043751

Diana Brockman

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

On Fri, Jun 17, 2016 at 11:54 AM, Diana Brockman <diana.brockman@palmbeachs...> wrote:

Dr. George,
Attached is a list of staff who still can not use the TCD machine at their location for 21st CCLC. I have followed up and am still waiting for Site Information responses from the following schools:

Site Information Needed:
CO Taylor/Kirklane
Hammock Pointe
Highland
Hope-Centennial
Plumosa SOA
South Grade
The Conservatory School (sending when they return to work, out of town)
Westward

Please let me know if you need any additional information included on the spreadsheet for payroll.

Thank you,

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861).
Thank you!

Diana Brockman

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

On Mon, Jun 20, 2016 at 2:26 PM, Claudia Mejias <claudia.mejias@palmbeachschoo...> wrote:
Melanie,

Can you please REPLY ALL with your employee number. We are having trouble finding you in the system.

On Sun, Jun 19, 2016 at 2:11 PM, Melanie Seewaldt de Langhoff <melanie.seewaldtdelanghoff@p...> wrote:
Dear Dr. George,

I'm just writing to let you know I have not been able to clock in through TCD, and it looks like my MPRs are not going through because I'm not registered yet. When I look in People Soft there is no record of any hours worked and no hours were reflected on my paycheck either. Thank you for your attention to this matter.
Sincerely,

On Wed, Jun 15, 2016 at 12:52 PM, Melanie Seewaldt de Langhoff
<melanie.seewaldt.delanghoff@palmbeachschools.org> wrote:
Just to keep you informed, I tried to clock in at Starlight Cove and still was not recognized by the system.

On Mon, Jun 13, 2016 at 7:35 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:
Melanie, I'll check tomorrow. 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)
Cell: 561-714-3946

On Mon, Jun 13, 2016 at 1:24 PM, Melanie Seewaldt de Langhoff
<melanie.seewaldt.delanghoff@palmbeachschools.org> wrote:
I just tried to clock in at South Grade and it didn't recognize me...

On Mon, Jun 13, 2016 at 11:17 AM, Melanie Seewaldt de Langhoff
<melanie.seewaldt.delanghoff@palmbeachschools.org> wrote:
I filled the form out at the meeting, but I have not been able to clock in yet. I'll try again today.

On Sun, Jun 12, 2016 at 1:23 AM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:
Melanie, Are you set up in the TCD machine? 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 Fri, Jun 10, 2016 at 10:08 AM, Melanie Seewaldt de Langhoff
<melanie.seewaldtdelanghoff@palmbeachschools.org> wrote:

**Process Notification - Assignment**

Please review the Time Clock Missed Punch Report PBSD 2323 originally from Melanie Seewaldt de Langhoff on Jun 10, 2016 10:05 AM. You may access the document directly by clicking on this document link.

[Time Clock Missed Punch Report PBSD 2323](#)

Click the Inbox link to see all of your assigned documents.

---

Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

---

Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School
Hi Lori,

Is Karen able to use the TCD?

Thanks!

Diana Brockman

Specialist
1st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)

On Wed, Jun 15, 2016 at 3:44 PM, Lori Stephens <lori.stephens@palmbeachschools.org> wrote:
I wasn't sure where to add or if I needed to add Karen Jones, our guest artist.academic advisor, so I added her at the bottom.

Thanks
Lori

On Wed, Jun 15, 2016 at 1:59 PM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:

Good afternoon,
Per Dr. George, please send an updated Site Information Form (attached) including:

- all 21st CCLC staff who are active on your site's payroll
- if you need additional space for names please start a second Site Information Form
- highlight any employee who can NOT use the TCD machine

Send updated forms to Dr. George, Ashley, Claudia, Diana, Eddie, and Monica by the end of the day Thursday June 16, 2016.

Have a great day!
~ Diana

Diana Brockman

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

--
Lori Stephens
K-5 Literacy Coach
Berkshire Elementary

Exhibit II
pg. 9/17
Send the new hire form to LaNorris McFadden and have her complete MPRs until she is cleared to use the TCD machine.

~ Diana

On Sep 2, 2016, at 9:42 AM, Cheri Girtman <cheri.girtman@palmbeachschools.org> wrote:

Thanks Diana.

Is there anything else I need to do to make sure Mrs. Trotter is able to clock in and out?

Cheri Girtman, MS
Certified School Counselor
Clifford O. Taylor/Kirklane Elementary School
561-804-3525, PX 83525

"Sailing Toward Success"

On Fri, Sep 2, 2016 at 8:43 AM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:

Thank you for the update Cheri!

Have a great day!
~ Diana

On Sep 2, 2016, at 8:30 AM, Cheri Girtman <cheri.girtman@palmbeachschools.org> wrote:
We have two academic advisors. Lizette Roman and Krystal Trotter. I was informed yesterday that Krystal Trotter was not enrolled as an Academic Advisor. She has been using the TCD machine to sign in and it hasn't been working for her. I then realized that I did not have her sign the letter of intent for this school year. I will need to have her do that this afternoon.

I have added her to the new hire form so that she can be added to the list of teachers so that she can use the TCD machine. I have also attached the corrected Site Information form. I saw that I made an error.

Cheri Girtman, MS  
Certified School Counselor  
Clifford O. Taylor/Kirklane Elementary School  
561-804-3525, PX 83525

"Sailing Toward Success"

On Thu, Sep 1, 2016 at 6:09 PM, Diana Brockman <diana.brockman@palmbeachschoo.ls.org> wrote:

Thanks Cheri!

Do you have one or two Academic Advisors for the 4/5 group? I only see one but I thought when I was at your site Monday I saw two listed on the whiteboard.

Have a great evening!

~ Diana
Hello Ladies,

Attached you will find the Site Information Form.

*Have a great evening!*

Cheri Girtman, MS  
Certified School Counselor  
Clifford O. Taylor/Kirklane Elementary School  
561-804-3525, PX 83525

"Sailing Toward Success"

<Site Information Form FY17.xlsx>

<21st CCLC New Hire Form 2017.docx>  
<Site Information Form FY17.xlsx>
From: on behalf of Diana Brockman

To: melanie.seewaldtdelanghoff@palmbeachschoo\ls.org

Cc: claudia.mejias@palmbeachschoo\ls.org; cynthia.george@palmbeachschoo\ls.org; junia.franc\ls.cois@palmbeachschoo\ls.org


Thank you!

Diana Brockman

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

On Mon, Jun 20, 2016 at 4:36 PM, Melanie Seewaldt de Langhoff <melanie.seewaldtdelanghoff@palmbeachschoo\ls.org> wrote:
Employee ID: 1083135
Melanie Seewaldt de Langhoff

On Mon, Jun 20, 2016 at 2:26 PM, Claudia Mejias <claudia.mejias@palmbeachschoo\ls.org> wrote:
Melanie,

Can you please REPLY ALL with your employee number. We are having trouble finding you in the system.

On Sun, Jun 19, 2016 at 2:11 PM, Melanie Seewaldt de Langhoff <melanie.seewaldtdelanghoff@palmbeachschoo\ls.org> wrote:
Dear Dr. George,

I'm just writing to let you know I have not been able to clock in through TCD, and it looks like my MPRs are not going through because I'm not registered yet. When I look in People Soft there is no record of any hours worked and no hours were reflected on my paycheck either. Thank you for your attention to this matter.
Sincerely,

On Wed, Jun 15, 2016 at 12:52 PM, Melanie Seewaldt de Langhoff <melanie.seewaldtdelanghoff@palmbeachschools.org> wrote:
Just to keep you informed, I tried to clock in at Starlight Cove and still was not recognized by the system.

On Mon, Jun 13, 2016 at 7:35 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:
Melanie, I'll check tomorrow. 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)
Cell: 561-714-3946

On Mon, Jun 13, 2016 at 1:24 PM, Melanie Seewaldt de Langhoff <melanie.seewaldtdelanghoff@palmbeachschools.org> wrote:
I just tried to clock in at South Grade and it didn't recognize me...

On Mon, Jun 13, 2016 at 11:17 AM, Melanie Seewaldt de Langhoff <melanie.seewaldtdelanghoff@palmbeachschools.org> wrote:
I filled the form out at the meeting, but I have not been able to clock in yet. I'll try again today.

On Sun, Jun 12, 2016 at 1:23 AM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:
Melanie, Are you set up in the TCD machine? 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 Fri, Jun 10, 2016 at 10:08 AM, Melanie Seewaltd de Langhoff
<melanie.seewaltdde.langhoff@palmbeachschools.org> wrote:

**Process Notification - Assignment**

Please review the Time Clock Missed Punch Report PBSD 2323 originally from Melanie Seewaltd de Langhoff on Jun 10, 2016 10:05 AM. You may access the document directly by clicking on this document link.

☑️ Time Clock Missed Punch Report PBSD 2323

Click the Inbox link to see all of your assigned documents.

☑️ Inbox

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Melanie Seewaltd de Langhoff
5th Grade Teacher
Panther Run Elementary School

---

Melanie Seewaltd de Langhoff
5th Grade Teacher
Panther Run Elementary School

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Exhibit 11
Pg. 14/17
Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

Claudia L. Mejias
Program Specialist
School District of Palm Beach County
Department of Afterschool Programming
21st Century Community Learning Centers
Phone (561) 357-1856 PX 51856
Fax (561) 357-1866 PX 51866
claudia.mejias@palmbeachschools.org

Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School
Hi Anna,

Please send us your lesson plans with a materials list of items needed with quantities for one school so we can order them for you both. We will order the same list for all four schools.

Also, Dr. George is checking on your payroll and will let you know.

Thanks!

~ Diana

On Jun 12, 2016, at 7:15 PM, Anna Karabensh <anna.karabensh@palmbeachschools.org> wrote:

Hi Diana,

I'm sending this to you as well, as I'm not really sure who is in charge of coordinating these two items. Thanks!

--------- Forwarded message ---------
From: Anna Karabensh <anna.karabensh@palmbeachschools.org>
Date: Sun, Jun 12, 2016 at 7:13 PM
Subject: Time reporting and Orders
To: Cynthia George <cynthia.george@palmbeachschools.org>, Claudia Mejias <claudia.mejias@palmbeachschools.org>

Good afternoon,

I do have some confusion with my time reporting from this past week as a guest artist. I'm signing into TCD as an advisor. On Friday I signed in at both schools (Highland and Greenacres) and on peoplesoft it shows 7 hours for that day, which seems correct. On Wednesday I sent a liquid office MPR for my hours and they are showing up as 5.5 hours for that day. Is that my day of work plus the hours from the meeting a while back, or is it reporting more hours than I worked? I don't think I had received those hours yet. The hours that are not showing up are from Tuesday when I worked at Greenacres and we filed a paper MPR. If you need me to do an electronic one for that day, I'll do that instead.

I also have some materials to order. I'll be using them at both Greenacres and Highland, and Melanie Seewaltdt de Langhoff will be using the same materials at Starlight Cove and Southgrade, so we will need 4 sets. Please let me know what I need to do to submit this order.
Thanks!

---

Anna Karabensh
Music Teacher-K-5
Panther Run Elementary
Calypso Cats Steel Drum Band, Director

---

Anna Karabensh
Music Teacher-K-5
Panther Run Elementary
Calypso Cats Steel Drum Band, Director
## 21st Century Community Learning Centers
### Temporary Employment Log

**Employee Name:** Amber Murray  
**Employee ID #:** 1099682  
**School Name:** Lantana Elem.

### 21st CCLC Staff:  
- [ ] Site Coordinator  
- [ ] Academic Advisor  
- [ ] Counselor  
- [ ] Language Facilitator  
- [ ] Guest Artist

### Payroll Period:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time In AM</th>
<th>Time Out AM</th>
<th>Time In PM</th>
<th>Time Out PM</th>
<th>Total Time</th>
<th>Overlapping Hours</th>
<th>Program Time</th>
<th>Family Literacy</th>
<th>Staff Development</th>
<th>Data Development</th>
<th>Compliance</th>
<th>Trainings (Write name of training):</th>
<th>Other:</th>
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**TOTAL HOURS TO BE PAID PER TCD RECORD:** 14.50

**PeopleSoft Payable Time Summary MUST be reviewed before signing.**

**21st CCLC Staff Signature:** [Signature]  
**Site Coordinator Signature:** [Signature]  
**Afterschool Director Signature:** [Signature]

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.

**Site visit conducted on 1/21/16**

**Date:** 1/21/16  
**Exhibit:** F12

**Recovered by:** Yanya Lawson  
**Date:** 11/02/2016  
**Total Pages:** 19
21st Century Community Learning Centers
Temporary Employment Log

Employee Name: Ranada Rainy-Reese
Employee ID #: 1057674
School Name: Lantana Elem.

21st CCLC Staff:  
- Site Coordinator
- ITSA
- Academic Advisor
- Language Facilitator
- Counselor
- Guest Artist

Payroll Period:

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<th>Literacy</th>
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<th>Development</th>
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TOTAL HOURS TO BE PAID PER TCD RECORD: 350

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: [Signature]
Date: 12/18/15

Site Coordinator Signature: [Signature]
Date: 12/18/15

Afterschool Director Signature: [Signature]
Date: 12/18/15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.
# 21st Century Community Learning Centers
## Temporary Employment Log

**Employee Name:** Heather Gomez  
**Employee ID #:** 1020705  
**School Name:** Lantana Elem.

**21st CCLC Staff:**  
☐ Site Coordinator  
☐ Academic Advisor  
☐ Counselor  
☐ ITSA  
☐ Language Facilitator  
☐ Guest Artist

## Payroll Period:

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<th>Staff Development</th>
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<th>Trainings (Write name of training)</th>
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**TOTAL HOURS TO BE PAID PER TCD RECORD:** 135

*PeopleSoft Payable Time Summary MUST be reviewed before signing.*

**21st CCLC Staff Signature:**  
**Date:** 12/19/15

**Site Coordinator Signature:**  
**Date:** 12/19/15

**Afterschool Director Signature:**  
**Date:** 12/19/15

*NOTE: This is a 'back-up' log to TCD Records, for internal use only.*

21st CCLC Grant Program/8-12-14

Exhibit 12
# 21st Century Community Learning Centers

## Temporary Employment Log

**Employee Name:** Naderge Ceus  
**Employee ID #:** 1101411  
**School Name:** Lantana Elem.

### 21st CCLC Staff:
- [ ] Site Coordinator
- [ ] Academic Advisor
- [ ] Counselor
- [ ] Language Facilitator
- [ ] Guest Artist

### Payroll Period:

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### TOTAL HOURS TO BE PAID PER TCD RECORD

**PeopleSoft Payable Time Summary MUST be reviewed before signing.**

- **21st CCLC Staff Signature:**  
  - Date: 12-18-2015
- **Site Coordinator Signature:**  
  - Date: 12-18-2015
- **Afterschool Director Signature:**  
  - Date: 11-22-14

**NOTE:** This is a ‘back-up’ log to TCD Records, for internal use only.
### 21st Century Community Learning Centers
#### Temporary Employment Log

**Employee Name:** Amanda Rabah  
**Employee ID #:** 1057966  
**School Name:** Lantana Elem.

**21st CCLC Staff:**  
- [ ] Site Coordinator  
- [ ] Academic Advisor  
- [ ] Counselor  
- [ ] Language Facilitator  
- [ ] Guest Artist

### Payroll Period:

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**TOTAL HOURS TO BE PAID PER TCD RECORD:** 15.75

PeopleSoft Payable Time Summary MUST be reviewed before signing.

**21st CCLC Staff Signature:**  
**Date:** 12/18/15

**Site Coordinator Signature:**  
**Date:**

**AfterSchool Director Signature:**  
**Date:** 12/18/15

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.
## 21st Century Community Learning Centers
### Temporary Employment Log

**Employee Name:** Ashley Gonzales  
**Employee ID #:** 1093183  
**School Name:** Lantana Elem.

**21st CCLC Staff:**  
- [ ] Site Coordinator
- [ ] Academic Advisor
- [ ] Counselor
- [ ] Language Facilitator
- [ ] Guest Artist

### Payroll Period:

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**TOTAL HOURS TO BE PAID PER TCD RECORD:** 7.00

**PeopleSoft Payable Time Summary MUST be reviewed before signing.**

**21st CCLC Staff Signature:** [Signature]  
**Date:** [Date]

**Site Coordinator Signature:** [Signature]  
**Date:** [Date]

**Afterschool Director Signature:** [Signature]  
**Date:** [Date]

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.
# 21st Century Community Learning Centers
## Temporary Employment Log

**Employee Name:** Brenda Cruz  
**Employee ID #:** 1097098  
**School Name:** Lantana Elem.

**21st CCLC Staff:**  
- [ ] Site Coordinator  
- [ ] Academic Advisor  
- [ ] Counselor  
- [ ] Language Facilitator  
- [ ] Guest Artist

### Payroll Period:

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**TOTAL HOURS TO BE PAID PER TCD RECORD:** 14.75

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**PeopleSoft Payable-Time Summary MUST be reviewed before signing.**

- **Date:** 12/18/15
- **Date:** 12/18/15
- **Date:** 12/18/15

---

*NOTE: This is a 'back-up' log to TCD Records, for internal use only.*
## 21st Century Community Learning Centers
### Temporary Employment Log

**Employee Name:** Constance Russell  
**Employee ID #:** 1051331  
**School Name:** Lantana Elem.

#### 21st CCLC Staff:  
- [ ] Site Coordinator  
- [ ] Academic Advisor  
- [ ] Counselor  
- [ ] ITSA  
- [ ] Language Facilitator  
- [ ] Guest Artist

### Payroll Period:

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### TOTAL HOURS TO BE PAID PER TCD RECORD

**PeopleSoft Payable Time Summary MUST be reviewed before signing.**

21st CCLC Staff Signature:  
Site Coordinator Signature:  
Afterschool Director Signature:  

**Date:**  
**Date:**  
**Date:** 10-16-15

**NOTE:** This is a ‘back-up’ log to TCD Records, for internal use only.
# 21st Century Community Learning Centers
## Temporary Employment Log

**Employee Name:** Ashley Gonzales  
**Employee ID #:** 1093183  
**School Name:** Lantana Elem.

### Payroll Period:

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**TOTAL HOURS TO BE PAID PER TCD RECORD**

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PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: [Signature]  
Date: 12-18-15

Site Coordinator Signature: [Signature]  
Date: 12-18-15

Afterschool Director Signature: [Signature]  
Date: 12-18-15

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.
# 21st Century Community Learning Centers (CCLC)
## Temporary Employment LOG

**Employee Name:** Marie Carey-Marshall  
**Employee ID #:** 1,055,071  
**School Name:** Palmetto Elementary  

### 21st CCLC Staff:  
- [ ] Site Coordinator  
- [ ] Site Coordinator Substitute  
- [ ] Academic Advisor  
- [ ] Academic Advisor Substitute  
- [ ] ITSA  
- [ ] Language Facilitator  
- [ ] Counselor  
- [ ] Guest Artist

**Payroll Period:** December 14 - 18, 2015

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**TOTAL HOURS TO BE PAID PER TCD RECORD:** 6:03

**Other:**

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*PeopleSoft Payable Time Summary MUST be reviewed before signing.*

**21st CCLC Staff Signature:**  
**Date:** 12/18/15  
**Site Coordinator Signature:**  
**Date:** 12/18/15  
**Afterschool Director Signature:**  
**Date:** 12/18/15

---

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.
## Timesheet

**Carey Marshall, Maria**

**Job Title:** Advisor Academic

### View By:
- Calendar Period

#### *Date: 12/12/2015*

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https://erp.palmbeach.k12.fl.us/psp/PAPRD/EMPLOYEE/EMPL/e?uri=https%3A%2F%2Ferp.palmbeach.k12.fl.us%3A8089%2Findex.html&PORTALPARAM_PT... 1/1
## 21st Century Community Learning Centers (CCLC)
### Temporary Employment LOG

**Employee Name:** Ellen Festner  
**Employee ID #:** 1,010,938  
**School Name:** Palmetto Elementary

**21st CCLC Staff:**  
- □ Site Coordinator  
- □ Site Coordinator Substitute  
- □ Academic Advisor  
- □ Academic Advisor Substitute  
- □ ITSA  
- □ Language Facilitator  
- □ Counselor  
- □ Guest Artist

**Payroll Period:** December 14 - 18, 2015

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<th>Program Time</th>
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</table>

**TOTAL HOURS TO BE PAID PER TCD RECORD:** 6.00

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**PeopleSoft Payable Time Summary MUST be reviewed before signing.**

**21st CCLC Staff Signature:**  
**Site Coordinator Signature:**  
**Afterschool Director Signature:**

**Date:** 12/18/15

---

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.
### Timesheet

**Employee:** Pedro Elix
**Job Title:** Advisor/Academic

**View By:** Weekly

**Date:** 12/12/2015

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**Reported Hours:** 4.75
**Scheduled Hours:** 8.00

**Empl ID:** 1010938
**Empl Record:** 1

**Previous Job:**

- Previous Week: 1
- Next Week: 0

**Frequently Asked Questions**

- [View All Questions](#)
# 21st Century Community Learning Centers (CCLC) Temporary Employment LOG

**Employee Name:** Tabatha Hyppolite  
**Employee ID #:** 1,111,389  
**School Name:** Palmetto Elementary

**21st CCLC Staff:**  
- Site Coordinator  
- Site Coordinator Substitute  
- Language Facilitator  
- Academic Advisor  
- Academic Advisor Substitute  
- Guest Artist  
- ITSA  
- Counselor

**Payroll Period:** December 14 - 18, 2015

<table>
<thead>
<tr>
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<th>DATE</th>
<th>Time In AM</th>
<th>Time Out AM</th>
<th>Time In PM</th>
<th>Time Out PM</th>
<th>TOTAL TIME</th>
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<th>Program</th>
<th>Family Literacy</th>
<th>Staff Development</th>
<th>CPR</th>
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**TOTAL HOURS TO BE PAID PER TCD RECORD:** 8.66

**PeopleSoft Payable Time Summary MUST be reviewed before signing.**

**21st CCLC Staff Signature:**  
**Date:** 12/15/15

**Site Coordinator Signature:**  
**Date:**

**Afterschool Director Signature:**  
**Date:**

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.

**Exhibit 12**
<table>
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<th>Taxable</th>
<th>Total Pay</th>
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</table>

**Explanation:**
- Hours: Total hours worked per week.
- Gross Pay: Payment before tax deductions.
- Taxable: Amount subject to tax.
- Total Pay: Gross pay after tax deductions.
# 21st Century Community Learning Centers (CCLC)
## Temporary Employment LOG

**Employee Name:** Rony Flores  
**Employee ID #:** 1,100,902  
**School Name:** Palmetto Elementary

### 21st CCLC Staff:
- [ ] Site Coordinator
- [ ] Site Coordinator Substitute
- [ ] Academic Advisor
- [ ] Academic Advisor Substitute
- [ ] ITSA
- [ ] Language Facilitator
- [ ] Counselor
- [ ] Guest Artist

### Payroll Period: December 14 - 18, 2015

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<th>Time In AM</th>
<th>Time Out AM</th>
<th>Time In PM</th>
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<th>TOTAL TIME</th>
<th>Overlapping Hours</th>
<th>Program Time</th>
<th>Family Literacy</th>
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</table>

**TOTAL HOURS TO BE PAID PER TCD RECORD:** 44.5

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**PeopleSoft Payable Time Summary MUST be reviewed before signing.**

21st CCLC Staff Signature:  
Date: 12/18/15

Site Coordinator Signature:  
Date:  

After-school Director Signature:  
Date: 12/18/15

---

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.
# Timesheet

**Employee Name:**

**Job Title:**

**Emp ID:** 1109002

**Emp Record:** 1

**Date:** 12/21/2015 - 12/25/2015

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**Signature:**

**Date:** 12/19/15

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Exhibit 12
# 21st Century Community Learning Centers (CCLC) 
## Temporary Employment Log

**Employee Name:** Kristen Shea  
**Employee ID #:** 1,074,368  
**School Name:** Palmetto Elementary

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<th>Language Facilitator</th>
<th>Academic Advisor</th>
<th>Academic Advisor Substitute</th>
<th>Counselor</th>
<th>Guest Artist</th>
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</thead>
</table>

### Payroll Period: December 14 - 18, 2015

<table>
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<tr>
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<th>Time Out AM</th>
<th>Time In PM</th>
<th>Time Out PM</th>
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</table>

**TOTAL HOURS TO BE PAID PER TCD RECORD:** 16:45

**Please initial in the box below:**

**Trainings**

- [X] Other:
- [ ] Grant requirements

---

**PeopleSoft Payable Time Summary MUST be reviewed before signing.**

**21st CCLC Staff Signature:**

**Site Coordinator Signature:**

**Afterschool Director Signature:**

**Date:** 12/18/15

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**NOTE:** This is a ‘back-up’ log to TCD Records, for internal use only.
<table>
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Reported Time: 6.72
Scheduled Time: 0.00

Frequent Asked Questions

Email ID: 1974368
Emp ID: 2
Previous Week: 0
Next Week: 0
Previous Job: 0

Exhibit 12
## 21st Century Community Learning Centers (CCLC)
### Temporary Employment LOG

**Employee Name:** Vanessa Rodriguez  
**Employee ID #:** 1,098,833  
**School Name:** Palmetto Elementary

**21st CCLC Staff:**  
- [ ] Site Coordinator  
- [ ] Site Coordinator Substitute  
- [ ] Academic Advisor  
- [ ] Academic Advisor Substitute  
- [ ] ITSA  
- [ ] Language Facilitator  
- [ ] Counselor  
- [ ] Guest Artist

**Payroll Period:** December 14 - 18, 2015

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**TOTAL HOURS TO BE PAID PER TCD RECORD**

**Trainings**

- Program Time
- Family Literacy
- Staff Development
- CPR
- Summer
- Safety
- Other:

**PeopleSoft Payable Time Summary MUST be reviewed before signing.**

**21st CCLC Staff Signature:**  
**Date:** 12/17/15

**Site Coordinator Signature:**  
**Date:** 12/18/15

**Afterschool Director Signature:**  
**Date:** 12/19/15

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.
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# 21st Century Community Learning Centers (CCLC) Temporary Employment LOG

**Employee Name:** Karen Howard  
**Employee ID #:** 1,098,672  
**School Name:** Palmetto Elementary

**21st CCLC Staff:**  
- [ ] Site Coordinator  
- [ ] Site Coordinator Substitute  
- [ ] Academic Advisor  
- [ ] Academic Advisor Substitute  
- [ ] Language Facilitator  
- [ ] Counselor  
- [ ] Guest Artist

**Payroll Period:** December 14 - 18, 2015

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**TOTAL HOURS TO BE PAID PER TCD RECORD:** 2.41

**PeopleSoft Payable Time Summary MUST be reviewed before signing.**

**21st CCLC Staff Signature:**  
**Site Coordinator Signature:**  
**Afterschool Director Signature:**

**Date:** 12/18/15

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.
# Timesheet

**Howard Perez**  
Job Title: Advisor Academic

**View By:** Calendar Period

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Reported Hours: 1.00  
Scheduled Hours: 0.00  

**Exhibit 12**
### 21st Century Community Learning Centers (CCLC) Temporary Employment LOG

**Employee Name:** Jeanine Brehm  
**Employee ID #:** 1,015,391  
**School Name:** Palmetto Elementary

**21st CCLC Staff:**  
- [ ] Site Coordinator  
- [ ] Site Coordinator Substitute  
- [ ] Academic Advisor  
- [ ] Academic Advisor Substitute  
- [ ] ITSA  
- [ ] Language Facilitator  
- [ ] Counselor  
- [ ] Guest Artist

**Payroll Period:** December 14 - 18, 2015

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<th>Program Time</th>
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**TOTAL HOURS TO BE PAID PER TCD RECORD:**  

**PeopleSoft Payable Time Summary MUST be reviewed before signing:**

**21st CCLC Staff Signature:**  
**Date:** 12/18/15  
**Site Coordinator Signature:**  
**Date:** 12/18/15  
**Afterschool Director Signature:**  
**Date:** 12/18/15

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.
21st Century Community Learning Centers (CCLC)
Temporary Employment LOG

Employee Name: Kathleen Anderson  Employee ID #: 1,037,912  School Name: Palmetto Elementary

21st CCLC Staff:  
- [ ] Site Coordinator
- [ ] Site Coordinator Substitute
- [ ] Academic Advisor
- [ ] Academic Advisor Substitute
- [ ] ITSA
- [ ] Language Facilitator
- [ ] Counselor
- [ ] Guest Artist

Payroll Period: December 14 - 18, 2015

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TOTAL HOURS TO BE PAID PER TCD RECORD: 6.21

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: [Signature]  Date: 12/17/15

Site Coordinator Signature: [Signature]  Date: 12/18/15

Afterschool Director Signature: [Signature]  Date: [Signature]

NOTE: This is a 'back-up' log to TCD Records, for internal use only.
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<td>Fri</td>
<td>12/25</td>
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</table>
# 21st Century Community Learning Centers (CCLC)
## Temporary Employment LOG

**Employee Name:** Myrlande Bastien  
**Employee ID #:** 1,047,565  
**School Name:** Palmetto Elementary

### 21st CCLC Staff:
- [ ] Site Coordinator
- [ ] Site Coordinator Substitute
- [ ] Academic Advisor
- [ ] Academic Advisor Substitute
- [ ] ITSA
- [ ] Language Facilitator
- [ ] Counselor
- [ ] Guest Artist

### Payroll Period: December 14 - 18, 2015

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>Time In AM</th>
<th>Time Out AM</th>
<th>Time In PM</th>
<th>Time Out PM</th>
<th>TOTAL TIME</th>
<th>Overlapping Hours</th>
<th>Program Time</th>
<th>Family Literacy</th>
<th>Staff Development</th>
<th>CPR</th>
<th>Summer Safety</th>
<th>Other:</th>
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**TOTAL HOURS TO BE PAID PER TCD RECORD:** 104.00

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PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: [Signature]  
Date: 12/18/15

Site Coordinator Signature: [Signature]  
Date: 12/18/15

Afterschool Director Signature: [Signature]  
Date: 12/18/15

**NOTE:** This is a 'back-up' log to TCD Records, for internal use only.