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: June 19, 2017

SUBJECT: Transmittal of Final Investigative Report
            Case #16-551
            Title: Unentitled Supplements

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

The report is regarding an allegation made by a complainant alleging three (3) School District employees were not entitled to receive supplements. Specifically, the allegation is that the former Principal of the school knowingly approved supplements without verifying if the employees were entitled to receive supplements.

The results of the investigation determined the allegations to be unsubstantiated. The complainant was in charge of assigning supplements. No District Policy was violated by the Three (3) employees.

The report is finalized and will be posted on the Inspector General’s website; www.palmbeachschools.org/inspectorgeneral.
Office of Inspector General
The School District of Palm Beach County
Case No. 16-551
Allegations/Issue: Unentitled Supplements
Location: Lake Worth High School

FINAL INVESTIGATIVE REPORT

AUTHORITY

Policy 1.092 Inspector General (4)(a)(iv). 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 review 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

On December 21, 2016, the OIG received a referral from Jose Fred, Human Resource Manager of the Office of Professional Standards. The complaint is a written complaint filed by School District employee, Assistant Principal Terence Hart. The complaint makes several allegations that are being investigated by other departments within the School District.

The OIG is handling the allegations regarding supplements that Assistant Principal Terence Hart, stated were/are being received by employees who are not eligible to receive the supplements.

Specifically, the complainant was alleging that District employee Gerrick Morris received a supplement for driving a school bus for the track team, and District employee Kathy Greene received a supplement for being Assistant Band Director, although she is not a music teacher. Assistant Principal Terence Hart further alleges that supplements were approved for misuse by Principal George Lockhart.

DOCUMENTS REVIEWED

School District Policy 3.02, Code of Ethics
School District Policy 2.40, Field Trips
School District Policy 2.404, Use of School Buses for Field Trips and Other Purposes
Internal Accounts Manual, Chapter 20 (Field Trips)
Collective Bargaining Agreement July 1, 2016-June 30, 2017
PeopleSoft (Seasonal and Yearly Supplements)
INTERVIEWS CONDUCTED

Vincent Taormina, Lake Worth Community High School Assistant Principal, Adult Education

On January 19, 2017, the OIG conducted a phone interview with Adult Education Assistant Principal Vincent Taormina, who stated that he is helping out the Assistant Principal’s at the school until the investigation involving the Principal and one of the Assistant Principal’s has been settled. Mr. Taormina stated that because he is the Assistant Principal of the Adult Education Program, he is normally not at the school during the day. Mr. Taormina stated that he does not know anything about the supplements, nor does he know who is entitled to receive them. Regarding the subjects Gerrick Morris and Kathy Greene, Mr. Taormina stated that Lonnie Greene was in a very bad car accident and has been out on sick leave. Mr. Taormina also stated that Kathy Greene is Lonnie Greene’s wife, and due to Mr. Greene’s car accident, she too has been out on sick leave. Mr. Taormina informed the OIG to contact subject Gerrick Morris directly.

Gerrick Morris, Teacher, Physical Education, Lake Worth Community High School

On January 19, 2017, the OIG conducted a phone interview with Gerrick Morris. Mr. Morris stated that he coaches 9th grade boys’ basketball and girls’ and boys’ volleyball, and receives a supplement for all sports that he coaches. Mr. Gerrick stated that he is certified as a bus driver by the School District to transport teams to and from sporting events. This claim is validated by School District’s PeopleSoft, which shows that Mr. Morris’ secondary job is Driver School Bus I. Mr. Morris also stated he has transported the football team and the weightlifting team to their sporting events and gets paid when he performs this function, but stated that the payment is not in the form of cash nor a supplement as that would be “double dipping.” Mr. Morris stated that he fills out a form to receive pay when driving the football team and weightlifting team, but stated that he does not keep hard copies, but thinks that there is a possibility that the secretary, Ms. Sharon Anderson has copies. Mr. Morris stated he does not transport kids that he personally coaches. The OIG sent a follow-up email reminder to Mr. Morris, and he stated that he was “still seeking the documents.” As of March 7, 2017, Mr. Morris has not provided copies of the pay requests as it relates to him driving the football and weightlifting team to sporting events.

UPDATE:

On March 8, 2017, the OIG requested and received time sheets for Gerrick Morris as it relates to his secondary position as Bus Driver I via email from Confidential Secretary Sharon Anderson (See Sharon Anderson’s interview below).
George Millar, General Manager, Safety & Training, Transportation Services

On January 27, 2017, the OIG verified transportation certification for Gerrick Morris. George Millar, General Manager, Transportation stated Mr. Morris is certified as a bus driver, and would be cleared to transport Lake Worth High School students to and from sporting events. Mr. Millar also stated that the pay that it is received for driving a school bus in this capacity would not be a supplement, but a payroll check.

Kathy Greene, Exceptional Student Education (ESE) Teacher, Lake Worth High School

The OIG conducted an interview on February 24, 2017 with ESE Teacher Kathy Greene, who had been out on sick leave. Kathy Greene opted to provide a sworn written statement instead of an audio-recorded statement. The OIG’s written questions and Kathy Greene’s written responses were as follows:

Question: How long have you been employed with the School District?
Answer: I have been employed with the District 34 years.

Question: When did you first receive the Assistant Band Director supplement, and what were your duties?
Answer: I first received the Assistant Band Director supplement while working at Palm Beach Lakes High School from Mr. Nate Collins. My duties at Lake Worth High School are to teach English to ESE students. As well, I serve still in the capacity of Assistant Director of the band when needed and Dance Team Director.

Question: Who approved the supplements at Lake Worth High School?
Answer: I am not sure exactly who approved my supplements, but I know that Mr. Terrence Hart was over activities. My current supplements that I receive are a continuation of what I was already receiving at Palm Beach Lakes and it just continued here, at Lake Worth.

Question: What role did Mr. Lockhart have in your supplement being approved?
Answer: I cannot honestly say. I never had a conversation with him about it.

[End of sworn written statement]

Sharon Anderson, Confidential Secretary Lake Worth Community High School

On March 8, 2017, the OIG contacted Lake Worth Community High School’s Confidential Secretary Sharon Anderson. Ms. Anderson stated that she is in charge of inputting the supplements as well as payroll for staff therefore, the OIG requested that Ms. Anderson provide the following information: 1. Hard copies of time sheets for Gerrick Morris as bus driver for Lake Worth Community High School, 2. Proof of supplement approval for Kathy Greene, and 3. Assignment of duties/responsibilities for Assistant Principal Terence Hart. Upon receipt of documents via email from Sharon Anderson, the assignment of duties sheets for the Assistant Principals and other staff members for School Years 2012, 2013, 2014, 2015, 2016 and 2017 illustrate Assistant Principal Terence Hart was assigned “activities’ (pep rallies, games, etc.)” for Fiscal Years 2012-2017 as indicated on the assignment sheets (See Exhibit 1, pgs. 1-7). Ms.
Anderson stated that for supplements received by staff, she would input the supplements for payment after assignment of the supplements were already approved by Principal George Lockhart. Ms. Anderson stated that at the start of each year, Principal George Lockhart would conduct a meeting in which Principal George Lockhart would assign administrative staff their duties for the school year as well as approve supplements that were assigned to each individual staff member (See Exhibit 1). Ms. Anderson stated that Mr. Terence Hart was over activities and therefore, he would have been responsible for assigning the supplements, and Mr. Lockhart would have to approve the supplement request (See Exhibit 2, pgs. 1 & 4 for the signature of Principal George Lockhart).

RESULTS OF REVIEW

The OIG conducted a preliminary investigation and determined that regarding the allegation of Gerrick Morris and Kathy Greene not being entitled to receiving supplements, the allegation is unsubstantiated.

The OIG found that regarding Gerrick Morris, Mr. Morris received supplements in Fiscal Years 2015, 2016, and 2017 for the following activities: Basketball-9th Grade, Volleyball Head Coach (boys’ and girls’), and Assistant Track Coach (girls’) (See Table 1 for amounts of seasonal supplements). The allegation is that Mr. Morris received a Track and Field supplement for driving the activity bus for different sports. The OIG verified that Mr. Morris has been certified by the Transportation Department (Palm Beach County School District) to drive for Lake Worth High School, and would receive pay for driving by completing PBSD 1214 and submitting it to Secretary Sharon Anderson for payment, but not a supplement (See Exhibit 3). The OIG determined this allegation to be unsubstantiated.

Table 1

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Basketball, 9th Grade Boys HS</td>
<td>$1925</td>
</tr>
<tr>
<td>Volleyball Head Coach Boys HS</td>
<td>$3275</td>
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</table>

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<td>$3275</td>
</tr>
<tr>
<td>Volleyball Head Coach Girls</td>
<td>$3275</td>
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<tbody>
<tr>
<td>Basketball-9th Grade Boys</td>
<td>$1925</td>
</tr>
<tr>
<td>Track Asst. Coach Girls</td>
<td>$1925</td>
</tr>
<tr>
<td>Volleyball Head Coach Boys</td>
<td>$3275</td>
</tr>
<tr>
<td>Volleyball Head Coach Girls</td>
<td>$3275</td>
</tr>
</tbody>
</table>

Data Source: PeopleSoft
Regarding Kathy Greene, PeopleSoft data shows that for the current school year 2017, Kathy Greene is not receiving a yearly supplement as Assistant Band Director. However, School Years 2016 and 2015; Kathy Greene received the yearly Assistant Band Director supplement in the amount of $3015 respectively (See Table 2). PeopleSoft data also shows that Kathy Greene received seasonal supplements for Dance/Drill Team in the amount of $1925 for Fiscal Years 2015 and 2016, but currently is not receiving a seasonal supplement for 2017. Kathy Greene also received a seasonal supplement in 2015 for Special Activities (SGA) in the amount of $562 (See Table 3). The OIG determined that Kathy Greene’s supplement for Assistant Band Director was ultimately approved by Principal George Lockhart (See Exhibit 2, pgs. 1, 3-4). Specifically, the complainant alleges that Kathy Greene is not a music teacher, therefore, is not entitled to receive a supplement for Assistant Band Director. According to Collective Bargaining Agreement Appendix B; Supplemental Salary, "Unless otherwise noted herein, supplements are paid for services/duties performed beyond the regular duty day. Therefore, employees, excluding High School Athletic Directors, receiving any supplements are to teach or carry a full instructional assignment." District Policy does not prohibit an employee from receiving more than one supplement.

Table 2

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<th>Year</th>
<th>Position</th>
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<tr>
<td>2017</td>
<td>Assistant Band Director</td>
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</tr>
<tr>
<td>2016</td>
<td>Assistant Band Director</td>
<td>$3015</td>
</tr>
<tr>
<td>2015</td>
<td>Assistant Band Director</td>
<td>$3015</td>
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</table>

Data Source: PeopleSoft

Table 3

<table>
<thead>
<tr>
<th>Year</th>
<th>Position</th>
<th>Amount</th>
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<tbody>
<tr>
<td>2017</td>
<td>Dance/Drill Team</td>
<td>$0</td>
</tr>
<tr>
<td>2016</td>
<td>Dance/Drill Team (Fall)</td>
<td>$1925</td>
</tr>
<tr>
<td>2015</td>
<td>Dance/Drill Team (Fall)</td>
<td>$1625</td>
</tr>
<tr>
<td>2015</td>
<td>Special Activities (S.G.A.)</td>
<td>$562</td>
</tr>
</tbody>
</table>

Data Source: PeopleSoft
CONCLUSION

The OIG further determined that the complainant, Assistant Principal Terence Hart was in charge of activities and the assignment of supplements to specific staff for specific activities therefore Assistant Principal Terence Hart may have misrepresented his role in the assignment of supplements. The allegation that Kathy Greene and Gerrick Morris received supplements that they were not entitled to is unsubstantiated.

AFFECTED PARTY RESPONSES

In accordance with School Board Policy 1.092 (6)(iv), a draft copy of this report was provided to Assistant Principal Terence Hart, Principal George Lockhart, P.E. Teacher Gerrick Morris and ESE Teacher Kathy Greene, who were given an opportunity to respond. Responses received from Assistant Principal Terence Hart and Principal George Lockhart is attached. As of May 15, 2017, the OIG has not received responses from Kathy Greene and Gerrick Morris.

Response from Terence Hart (See Exhibit 4, pgs. 1-2)
Response from George Lockhart (See Exhibit 5)

In response to allegations made by Assistant Principal Terence Hart in his April 24, 2017 response to the OIG Draft Report:

FOLLOW-UP INVESTIGATION

Allegation:

Gerrick Morris received a track supplement, and did not perform the duties.

The OIG contacted former Lake Worth High School's Principal George Lockhart who stated from what he recalls, Mr. Gerrick Morris coached the Volleyball Team, Freshmen Basketball and the Boys' Track Team and maybe the Girls' Track Team, but could not recall specifically. The OIG verified via PeopleSoft that Gerrick Morris received a supplement described as "Track Asst. Coach Girls High" in Fiscal Year 2015. PeopleSoft does not show a supplement for Assistant Track Coach beyond 2015 for Mr. Morris. Basketball and Volleyball supplements were received by Mr. Morris for Fiscal Years 2015, 2016 and 2017.

Allegation:

Sharon Anderson is/was not entitled receive a supplement as Treasurer.

The OIG contacted former Lake Worth High School's Principal George Lockhart. Mr. Lockhart stated in regards to Confidential Secretary, Sharon Anderson, he doesn't recall if she received a supplement, but stated he, as Principal, would have approved any stipends/supplements that Ms. Anderson may have received. The OIG verified via PeopleSoft (year round supplements) that Sharon Anderson received a supplement in 2015 (the year in question by Mr. Hart) under the description of "School Trea (Enroll) High."
The OIG contacted Rebecca Robinson-Doby, Supervisor-Job Resources, Compensation, and Employee Information Services, who stated Principals have the discretion to pay supplements to whomever they choose, and the supplement may be used as a means of supplementing the individuals pay. Ms. Robinson-Doby stated to her knowledge, there isn’t a District Policy in place that say’s that a Confidential Secretary can’t receive a supplement as School Treasurer, but it is up to the Principal as to how they wish to allocate those funds.

The OIG contacted Lake Worth High School’s Girls’ Track Coach Donna Canady, who stated she has been the Girls’ Track Coach since the start of the current (2016/2017) school year. Ms. Canady stated that she does not recall Gerrick Morris coaching track.

The OIG contacted Dr. Elvis Epps, Principal Lake Worth Community High School who stated in regards to Confidential Secretary Sharon Anderson, Lake Worth High separates internal and external bookkeeping duties between two staff members; one for internal accounts, and the second person does external accounts. Dr. Epps stated Sharon Anderson performs the duties of internal bookkeeping and receives a supplement for her job functions. Mr. Epps also stated Ms. Anderson has a Bachelor’s degree in Business with emphasis in Accounting.

The allegation that Sharon Anderson is/was not entitled to a supplement as School Treasurer is unfounded.

Dr. Epps stated Gerrick Morris did coach track. Dr. Epps stated he (Dr. Epps) will contact the OIG later in order to verify the information. The OIG subsequently received an email from Dr. Epps stating Mr. Gerrick Morris did in fact receive a supplement as Assistant Coach-Girls’ Track in 2015. Dr. Epps stated he (Morris) did not perform the duties as a Coach for Track and that Mr. Morris drove the bus for the track team.

On May 15, 2017, the OIG conducted a face-to-face interview with Physical Education Teacher Gerrick Morris. Mr. Morris stated in 2015, he drove the boys’ and girls’ track team to their track meets, bought food and/or water for the team, and made sure the kids were where they were supposed to be when at track meets; making sure, the students did not run off anywhere while at the meets, and made sure the team had any necessary equipment for track meets. Mr. Morris stated Assistant Principal Mr. James Cooper informed him that he (Mr. Cooper) would put him in for an Assistant Track Coach Supplement. Mr. Morris stated he was not aware of a supplement until it was brought to his attention by Mr. James Cooper. Mr. Morris stated Mr. Cooper is no longer with the School District and left the State of Florida. The OIG confirmed via PeopleSoft-Employee Data Mr. James Cooper’s termination date as being September 30, 2016. Mr. Morris stated the name of the Track Coach at the time, was Lawrence Baker, but Mr. Morris stated Mr. Baker is no longer with the School District. The OIG verified via PeopleSoft-Employee Data Mr. Lawrence Baker’s termination date as being June 30, 2015.

Based on the current evidence received and obtained by the OIG, Mr. Morris did receive an Assistant Track Coach Supplement in 2015 for driving both the boys and girls to track meets; however, Mr. Morris’ role was as an assistant to the Track Team and not Head Coach of
Track/Coach. Confidential Secretary Sharon Anderson verified that Mr. Morris did not submit form PBSD 1214 (Time Sheet for Part-time Employees) to receive additional pay for driving the track team to track meets. The allegation that Gerrick Morris received a supplement for driving the track team, is unsubstantiated due to Mr. Morris’ role was as an assistant and not Head Track Coach/Coach. Again, noting Collective Bargaining Agreement Appendix B; Supplemental Salary, “Unless otherwise noted herein, supplements are paid for services/duties performed beyond the regular duty day. Therefore, employees, excluding High School Athletic Directors, receiving any supplements are to teach or carry a full instructional assignment.”

A copy of this Final Investigative Report will be given to Office of Professional Standards for further review.
PRINCIPAL
*George Lockhart – Department Chairs
Administrative Team Meetings
Departmental Head Supervision
Equity Coordinator
Evaluations: APs, Confidential Secretary/Data
Processor/Bookkeeper
Internal Accounts
Monitoring of Instruction
Personnel Selections
School Advisory Council (SAC)
Technology Administrator

ASSISTANT PRINCIPAL – PERSONNEL
James Cooper, 9th (Walters/Hexer)
1. Attendance, Discipline, Supervision for 9th
2. Bullying (i.e. hotline)
3. Campus Security/Supervision Plan (Drills)
4. Corkboards
5. District accreditation
6. Duties AM, lunch, PM (inside cafe)
7. ELL Administrator
8. Evaluations – ELECTIVES, CHOICE,
9. Health & Safety/Emergency Procedures (fire drills)
10. Lockers
11. Registrations
12. RtI
13. School-based Team
14. Substitute Teacher Coordinator
15. Truancy
16. Volunteers (VIPS)
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL – ALBURY
Attallah McLawrence 10th (Albury)
1. Attendance, Discipline, Supervision for 10th
2. Bell Ringers
3. Dean's office
4. Duties AM, lunch, PM (courtyard)
5. Evaluations – ENGLISH, READING
6. Faculty and LTM meeting Agendas
7. Faculty Handbook
8. Hospitality Committee
9. Main Office
10. PA and TV (i.e. morning Announcements Screening)
11. Professional Development Opportunities Coordinator
12. Reading Components and Initiative
13. Root Words
14. School Wide Focus
15. Secretaries (Sharon Anderson)
16. Student Publications (Newsletter, Yearbook, etc.)
17. Tutors
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL – CLASSROOMS
Terence Hart, 11th (Williams)
1. Attendance, Discipline, Supervision for 11th
2. Activities ( Pep Rallies, Games, etc.)
3. Band Booster Liaison
4. Duties AM, lunch, PM (lunches)
5. Clinic
6. Curriculum Plan
7. Duty Assignments for teachers
8. Educor Support Program (ESP), Interns
9. Evaluations – MATH, SOCIAL STUDIES
10. Field Trip Request
11. Fundraising
12. In-School Suspension Administrator
13. School-wide Attendance Administrator
14. Textbooks
15. Weekly Bulletin
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL – CURRIC & INST.
Jennifer Murphy 12th (Jackson)
1. AICE
2. Assessment and Testing
3. Alternative Education Administrator
4. Advanced Placement Dual Enrollment
5. Attendance, Discipline, Supervision for 12th
6. Duties AM, lunch, PM (bldg 14 & 18)
7. Evaluations- ISE, ALT ED, GUIDANCE
8. Front of school AM, PM
9. FTE Preparation & Audit Follow-up
10. Graduation
11. Lunches
12. Lessons Plans
13. Master Schedule
14. Personnel
15. Retakes
16. SIG Grant
17. School Improvement Plan (SIP)
18. SLC Grant
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL – COMMUNITY
SCHOOL (custodians, night school employees)
Peter Donato
1. Athletics
2. Capital Improvement Supervision
3. Community School Lease Coordinator
4. Duties AM, lunch, PM (front of school)
5. Evaluations – FOREIGN, SCIENCE
6. Hurricane & Safety (i.e. AEDs, fire extinguishers)
7. Key Administrator
8. Marquee
9. Night Emergency Security
10. Non-Instructional Staff
11. Parking Lot PM
12. Physical Plant
13. School Advisory Council (SAC)
14. Security Camera/Police
15. Transportation
All duties otherwise assigned by Principal

CHOICE COORDINATOR
Abbe Gleiser
Attendance, Discipline, Supervision for Choice Programs
Liaison: Special Parent, Community and Volunteer Programs
Progress Reports and Report Cards for Magnet
Magnet Registration
SACS Accreditation, 5 Star, etc.
Supplemental Educational Services
All duties otherwise assigned by Principal

Math Coach – Caelethia Clemmons
Science Coach – Vincent Taormina
Reading Coach – Christine Gainwells
LTF – Sheila Olovsky
*All administrators are expected to supervise the campus
before/after school, between classes, activities and during the lunch
periods. They are also expected to supervise extracurricular
activities in accordance with a monthly written schedule and attend
SAC & PTSC meetings. Lesson Plans, Monitoring of Instruction,
School Advisory Council (SAC), Cohorts, Attendance, Discipline,
Supervision, Grade Orientation.
PRINCIPAL

George Lockhart – Department Chairs

Administrative Team Meetings
Department Head Supervision
Equity Coordinator
Evaluations: APs, Confidential Secretary/Data
Processor/Bookkeeper
Internal Accounts
Monitoring of Instruction
Personnel Selections
School Advisory Council (SAC)
Technology Administrator

ASSISTANT PRINCIPAL – PERSONNEL

James Cooper, 9th (Walters/Hester)

1. Attendance, Discipline, Supervision for 9th
2. Bullying (i.e. hotline
3. Campus Security/Supervision Plan (Drills)
4. Cashbooks
5. District Accreditation
6. Duties AM, lunch, PM (inside cafe)
7. ELL Administrator
9. Locker
10. Registrations
11. Ref
12. School-based Teams
13. Substitute Teacher Coordinator
14. Attendance, Discipline, Supervision for 10th
15. Transfers
16. Volunteers (VIPS)

All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL – COMMUNITY SCHOOL (custodians, night school employees)

Peter DiDonato

1. Athletics
2. Capital Improvement Supervision
3. Community School Lease Coordinator
4. Duties AM, lunch, PM (front of school)
5. Evaluations – FOREIGN SCIENCE
6. Housekeeping (i.e. ABs, fire extinguishers)
7. Key Administrator
8. Marquee
9. Night Emergency Security
10. Non-instructional Staff
11. Parking Lot PM
12. Physical Plant
13. School Advisory Council (SAC)
14. Security Cameras/Police
15. Transportation

All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL – CLASSROOMS

Terence Hart, 11th (Williams)

1. Attendance, Discipline, Supervision for 11th
2. Activities (Pep Rally, Games, etc.)
3. Band Booster Liaison
4. Duties AM, lunch, PM (lunches)
5. Clinic
6. Curriculum Plan
7. Duty Assignments for teachers
8. Educator Support Program (ESP), Interns
9. Evaluations – MATH, SOCIAL STUDIES
10. Field Trip Request
11. Fundraising
12. In-School Suspension Administrator
13. School-wide Attendance Administrator

All duties otherwise assigned by Principal

CHOICE COORDINATOR

Abbe Glazer

Attendance, Discipline, Supervision for Choice Programs
Liaison: Special Parent, Community and Volunteer Programs
Progress Reports and Report Cards for Magnet
Magnet Registration
SACS Accreditation, 3 Star, etc.
Supplemental Educational Services

All duties otherwise assigned by Principal

*All administrators are expected to supervise the campus before/after school, between classes, activities and during the lunch periods. They are also expected to supervise extracurricular activities in accordance with a monthly written schedule and attend SAC & PTSC meetings. Lesson Plans, Monitoring of Instruction, School Advisory Council (SAC), Cohorts, Attendance, Discipline, Supervision, Grade Orientation
PRINCIPAL
*George Lockhart -- Department Chairs
  Administrative Team Meetings
  Department Head Supervision
  Equity Coordinator
  Evaluations: APs, Confidential Secretary/Data Processor/Bookkeeper
  Internal Accounts
  Monitoring of instruction
  Personnel Selections
  School Advisory Council (SAC)
  Technology Administrator

ASSISTANT PRINCIPAL -- PERSONNEL
Caelithia Clemmons, 9th (Albury/Baker)
  1. Attendance, Discipline, Supervision for 9th
  2. Bullying (i.e. hotline)
  3. Campus Security/Supervision Plm (Drills)
  4. Corkboards, Signs
  5. Duties AM, lunch, PM (inside caf)
  6. ELL, Administrator
  7. Evaluations -- MATH, SCIENCE
  8. Lesson Plans
  9. Lockers
  10. PA and TV (i.e. morning Announcements Screening)
  11. RIT
  12. Secretary/Assistant (Sharon Anderson)
  13. Substitute Teacher Coordinator
  14. Truancy
  15. Volunteers (VIPS)
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL
James Cooper 10th (McGinnis)
  1. AICE
  2. Advanced Placement Dual Enrollment
  3. Attendance, Discipline, Supervision for 10th
  4. Alternative Education Administrator
  5. Dean's Office
  6. District accreditation
  7. Duties AM, lunch, PM (caf & courtyard)
  8. Evaluations -- CHOICE, SS, FOREIGN LANG
  9. Faculty Handbook
  10. Health & Safety/Emergency Procedures (fire drills)
  11. Hospitality Committee
  12. SWIBS
  13. Student Publications (Newsletter, Yearbook, etc.)
  14. Tutorials
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL -- CLASSROOMS
Terence Hart, 11th (Williams)
  1. Attendance, Discipline, Supervision for 11th
  2. Activities (Pep Rally, Games, etc.)
  3. Duties AM, lunch, PM (lunch)
  4. Band Booster liaison
  5. Clinic
  6. Curriculum Plan
  7. Duty Assignments for teachers
  8. Educator Support Program (ESP), Interns
  9. Evaluations -- ESE, ELECTIVES, ATHLETICS
  10. Field Trip Request
  11. Fundraising
  12. In-School Suspension Administrator
  13. School-wide Attendance Administrator
  14. Textbooks
  15. Weekly Bulletin
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL -- CURRIC & INST.
Attallah McLawrence 12th (Williams)
  1. Assessment and Testing
  2. Attendance, Discipline, Supervision for 12th
  3. Duties AM, lunch, PM (bldg 14 & 18)
  4. Evaluations -- GUIDANCE, ENGLISH, READING
  5. Front of school AAII, PM
  6. FTE Preparation & Audit Follow-up
  7. Graduation
  8. Master Schedule
  9. Personnel
  10. Professional Development Opportunities Coordinator
     LTM meeting Agenda
  11. Registrations
  12. Reading Components and Initiative (Root Words)
  13. Rites of Passage
  14. School-based Teams/RTI
  15. School Improvement Plan (SIP)
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL -- COMMUNITY
SCHOOL (custodians, night school employees)
Peter Didonato
  1. Athletics
  2. Capital Improvement Supervision
  3. Community School Lease Coordinator
  4. Duties AM, lunch, PM (front of school)
  5. Evaluations --
     6. Hurricane & Safety (i.e. AEDs, fire extinguishers)
  7. Key Administrator
  8. Marquee
  9. Night Emergency Security
  10. Non-instructional Staff
  11. Parking Lot PM
  12. Physical Plant
  13. School Advisory Council (SAC)
  14. Security Cameras/Police
  15. Transportation
All duties otherwise assigned by Principal

CHOICE COORDINATOR
Abbe Gleiser
Attendance, Discipline, Supervision for Choice Programs
Liaison: Special Parent, Community and Volunteer Programs
Progress Reports and Report Cards for Magnet
Magnet Registration
SACS Accreditation, 5 Stro, etc.
Supplemental Educational Services
All duties otherwise assigned by Principal

Math Coach -- Melissa Kalsie, Marzano
Science Coach -- Vincent Taormina
Reading Coach -- Keturah Howard
Writing Coach -- Jennifer Iles, Common Core
LTF -- Sheila Orlovsky, Activities Director
*All administrators are expected to supervise the campus before/after school, between classes, activities and during the lunch periods. They are also expected to supervise extracurricular activities in accordance with a monthly written schedule and attend SAC & PTSC meetings. Lesson Plans, Monitoring of Instruction, School Advisory Council (SAC), Cohorts, Attendance, Discipline, Supervision, Grade Orientation.

Exhibit 1
PRINCIPAL
George Lackart - Department Chairs
Administrative Team Meetings
Department Head Supervision
Equity Coordinator
Evaluations: APs, Confidential Secretary
Internal Access
Monitoring of Instruction
School Advisory Council (SAC)
Technology Administrator

TOSA
Tom Welter, 9th (McLawrence)
1. Attendance, Discipline, Supervision for 9th
2. Bullying (i.e. hazing)
3. Busses
4. Carkebons, Signs
5. Lunches
6. PA and TV (i.e. morning Announcements Screening)
7. SRT/RTI
8. SWPBS
9. Manuepel
10. Testing

ASSISTANT PRINCIPAL - PERSONNEL
Caelithia Clemmons 10th (Baker)
1. Campus Security/Supervision Plan (Drills)
2. Emergency Procedures (fire drills)
3. Class Sponsor
4. Duties AM, lunch, PM (inside cafe)
5. Data Processor/Bookkeeper
6. ELL Administrator (ELL registrations)
7. Evaluations - MATH, SCIENCE
8. Five Star
9. Lesson Plans
10. SGA
11. Secretaries/Admin Office (Sharon Anderson)
12. Substitute Teacher Coordinator
13. Triney
14. Volunteers (VIPS)
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL - CLASSROOMS
Teregene Hart, 12th
1. Attendance, Discipline, Supervision for 12th
2. Activities (Pep Rally, Games, etc.)
3. Duties AM, lunch, PM (lunches)
4. Band Booster Liaison
5. Clinic
6. Curriculum Plan
7. Duty Assignments for teachers
8. Educor Support Program (ESP), interns
9. Evaluations - ESE, ELECTIVES
10. Field Trip Request
11. Fundraising
12. In-School Suspension Administrator
13. School-wide Attendance Administrator
14. Textbooks
15. Weekly Bulletin
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL - CURRIC & INST.
Attallah McLawrence, 9th
1. Assessment and Testing
2. Attendance, Discipline, Supervision for 12th
3. Duties AM, lunch, PM (5th gr 14 & 16)
4. Evaluations - GUIDANCE, ENGLISH, READING
5. RTI Preparation & Audit Follow-up
6. Graduation
7. Master Schedule
8. Personnel
9. Professional Development Opportunities Coordinator
10. LTM meeting Agenda
11. Registations
12. Reading Companents and Initiative (Root Words)
13. Rehabs
14. School-based Teams/RTI
15. School Improvement Plan (SIP)
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL - COMMUNITY SCHOOL
(custodians, night school employees)
Peter Dillman
1. Capital Improvement Supervision
2. Community School Loans Coordinator
3. Duties AM, lunch, PM (front of school)
4. Evaluations -
5. Health & Safety (i.e. AEDs, fire extinguishers)
6. Key Administrator
7. Night Emergency Security
8. Non-instructional Staff
9. Parking Lot PM
10. Physical Plant
11. School Advisory Council (SAC)
12. Security Cameras/Police
13. Transportation
All duties otherwise assigned by Principal

CHOICE COORDINATOR
Abbe Gleicer
Attendance, Discipline, Supervision for Choice Programs
1. Liaison: Special Parent, Community and Volunteer Programs
2. Progress Reports and Report Cards for Magnet
3. Magnet Registration
4. SACS Accreditation, 5 Star, etc.
5. Supplemental Educational Services
All duties otherwise assigned by Principal

Math Coach -- Melissa Kallmar, Manzann
Science Coach -- Vincent Taormina
Reading Coach -- Ketutah Hoyard
Writing Coach -- Jennifer Illes, Common Core

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PRINCIPAL
*George Lockhart – Department Chairs
Administrative Team Meetings
Department Head Staff Supervision
Equity Coordinator
Evaluations: APs, Confidential Secretary
Internal Accounts
Monitoring of Instruction
School Advisory Council (SAC)
Technology Administrator

ASSISTANT PRINCIPAL
Terence Hart, 9th
1. Attendance, Discipline, Supervision for 9th
2. Clubs/Activities & Class Sponsors
3. Duties AM, lunch, PM (inside/extra)
4. Duty Assignments for teachers
5. Student Support Program (ESP), Interns
6. Evaluations - ESE, ELECTIVES
7. Field Trip Request
8. Fundraising
9. School-wide Discipline/Attendance Administrator
10. SGA
11. Textbooks
12. Weekly Bulletin
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL – PERSONNEL
Tom Wolter, 10th (MeL@wrence)
1. Attendance, Discipline, Supervision for 10th
2. Bullying (i.e. hotline)
3. Busses
4. Checkouts, Signs
5. Lockers
6. PA and TV (i.e. morning Announcements Screening)
7. SBIRT
8. 5WPS
9. Marquee
10. Testing
11. Traunchy
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL
Cael techia Clemens 10th
1. Attendance, Discipline, Supervision for 10th
2. Campus Security/Supervision Plan (Drills)
3. Emergency Procedures (fire drills)
4. Duties AM, lunch, PM (inside cafe)
5. Data Processor/Bookkeeper
6. ELL Administrator (ELL registrations)
7. Evaluations – MATH, SCIENCE, GUIDANCE
8. Lesson Plans
9. Secretaries/Main Office (Sharon Andeanja)
10. Substitute Teacher Coordinator
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL
James Cooper 11th
1. ACE
2. Advanced Placement Dual Enrollment
3. Athletics
4. Attendance, Discipline, Supervision for 11th
5. Duties AM, lunch, PM (courts)
6. Evaluations – CHOICE, SS, FOREIGN LANG
7. Faculty Handbook
8. Five Star Volunteers (VIPS)
9. Graduation
10. Student Publications (Newsletter, Yearbook, etc.)
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL – CURRIC & INST.
Atallah McLawrence, 10th
1. Assessment and Testing
2. Attendance, Discipline, Supervision for 12th
3. Duties AM, lunch, PM (dellg 14 & 18)
4. Evaluations – ENGLISH, READING
5. FEI Preparation & Audit Follow-up
6. Master Schedule
7. Personnel
8. Professional Development/Potential Coordinator
9. Registrations
10. Reading Companions and Initiative (Root Words)
11. Retakes
12. School-based Team/RTI
13. School Improvement Plan (SIP)
All duties otherwise assigned by Principal

ASSISTANT PRINCIPAL – COMMUNITY
SCHOOL (custodians, night school employees)
Peter Didonato
1. Capital Improvement Supervision
2. Community School Lease Coordinator
3. Duties AM, lunch, PM (front of school)
4. Evaluations –
5. Hurricane & Safety (i.e. AEDs, fire extinguishers)
6. Key Administrator
7. Night Emergency Security
8. Non-instructional Staff
9. Parking Lot PM
10. Physical Plant
11. School Advisory Council (SAC)
12. Security Cameras/Police
13. Transportation
All duties otherwise assigned by Principal

Academic Leadership Team
Choice - Abbe Golcher
\* Attendance, Discipline, Supervision for Choice Programs
\* Liaison: Special Parent, Community and Volunteer Programs
\* Progress Reports and Report Cards for Choice Programs
\* Choice Registration
\* SAC Accreditation, 5 Star, etc.
\* Supplemental Educational Services
Math Coach – TBA
Science Coach – Vincent Taormina (data collection)
Reading Coach – TBA (College Readiness/Information)
Writing Coach – J. Illes (Hospitality Committee)
ELL – Nadia Charles (SAC, Family Involvement)
All duties otherwise assigned by Principal

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LAKE WORTH CHS ADMINISTRATIVE JOB DESCRIPTION OUTLAY 2015-16 DR. G. LOCKHART, PRINCIPAL
PRINCIPAL – DEPT CHAIRS
*George Lockhart – Department Chairs
Administrative Team Meetings
Equity Coordinator: APS, Confidential Secretary
Internal Accounts
Monitoring of Instruction
School Advisory Council (SAC)
Technology Administrator

ASSISTANT PRINCIPAL – SS, FOREIGN LANG
Doris Yanouze, 9th
1. Attendance, Discipline, Supervision for 9th
2. AVID
3. Campus Security/Supervision Plan (Drills)
4. Duties AM, Lunch B
5. Reading Initiative D.E.A.R.
6. Testing
7. Tutoring (AM, PM, Saturdays)

ASSISTANT PRINCIPAL – ESE, ELECTIVES
Teresa Hart, 10th
1. Attendance, Discipline, Supervision for 10th
2. Clubs/Activities & Class Sponsor
3. Duties AM Cafe, PM BLDG 14&18 Lunch A
4. Educator Support Program (ESP), Interns
5. Field Trip Request
6. Fundraising
7. SGA
8. Textbooks
9. Weekly Bulletin

TOSA
Tom Weller, 11th
1. Attendance, Discipline, Supervision for 11th
2. Bullying (i.e. hotline)
3. Busses/Transportation
4. Corkboards, Signs
5. Duty assignment for teachers
6. Duties AM, PM (Bldg 15), Lunch B
7. PA and TV Screening
8. SBT/RDI, Truancy

ASSISTANT PRINCIPAL – MATH, GUIDANCE
Catherine Clemens 12th
1. Attendance, Discipline, Supervision for 12th
2. Duties AM, PM Bldg 10 Lunch A
3. ELL Administrator (ELL registrations)
4. FTE Preparation & Audit Follow-up
5. Graduation
6. Registrations
7. Clerical, DP, Clerks (Sharon Anderson)
8. Substitute Teacher Coordinator
9. MVCC – McKinney Vento Campus Contact

ASSISTANT PRINCIPAL – CHOICE
James Cunep
1. AICB
2. Advanced Placement
3. Athletics
4. Dual Enrollment
5. Duties AM, PM (courtyard), Lunch B
6. Evaluations – CHOICE
7. Faculty Handbook
8. FIVE Stur, Volunteers (VIPS)
9. Student Publications (Newsletter, Yearbook, etc.)
10. SECMB

ASSISTANT PRINCIPAL – C&I, LITERACY
Attallah McLawrence
1. Budget
2. Master Schedule
3. Personnel
4. Professional Development Opportunities Coordinator
5. School Improvement Plan (SIP)
6. Title I

ASSISTANT PRINCIPAL – SCIENCE
Vincent Taormina, Community school
1. Community School Lease Coordinator
2. Duties AM, lunch, PM (front of school)
3. Hurricane & Safety (i.e. ARDs, fire extinguishers)
4. Key Administrator
5. Night Emergency Security
6. Non-instructional Staff
7. Physical Plant
8. Security Cameras/Police
9. Transportation
10. Vaccines

OTHER
Willow Louis
1. Tardy administrator
2. Lockers
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PRINCIPAL - DEPT CHAIRS
*George Lockhart - Department Chairs
Administrative Team Meetings
Equity Coordinator: APs, Confidential Secretary
Internal Accounts
Monitoring of Instruction
School Advisory Council (SAC)
Technology Administrator

TOSA - Science
Antonin Loyd
1. Attendance, Discipline, Supervision for 9th
2. Bullying (i.e. hotline)
3. Buses/Transportation
4. Signage/Marquee
5. Duties AM (cafeteria), Lunch B
6. PA and TV Screening
7. SBT/TRT, Truancy
8. Assistant Athletic Director

ASSISTANT PRINCIPAL - SS, FOREIGN LANG
Doris Younace, 9th
1. Attendance, Discipline, Supervision for 9th
2. AVID
3. Campus Security/Supervision Plan (Drills)
4. Duties AM, Lunch B
5. Reading Initiative D.E.A.R.
6. Testing
7. Tutorials (AM, PM, Saturdays)

ASSISTANT PRINCIPAL - ESE, ELECTIVES, DISCIPLINE
Terence Hart, 10th
1. Attendance, Discipline, Supervision for 10th
2. Clubs/Activities & Class Sponsors
3. Duties AM Cafeteria, PM Lunch A
4. Educator Support Program (ESP), Interns
5. Field Trip Request, Fundraising
6. SGA
7. Textbooks
8. Weekly Bulletin

ASSISTANT PRINCIPAL - MATH, GUIDANCE
Caetethia Clemens 12th
1. Attendance, Discipline, Supervision for 12th
2. Duties AM, PM Bldg 10 Lunch A
3. ELL Administrator (ELL registrations)
4. FTE Preparation & Audit Follow-up
5. Graduation
6. Registrations
7. Clerical, DP, Clerks (Sharon Anderson)
8. Substitute Teacher Coordinator
9. MVCC -- McKinney Vento Campus Contact

ASSISTANT PRINCIPAL - CHOICE
Christian Garate, 11th
1. AICE
2. Advanced Placement
3. Athletics
4. Dual Enrollment
5. Duties AM, PM (courtyard), Lunch B
6. Evaluations -- CHOICE
7. Faculty Handbook
8. FIVE Star, Volunteers (VISS), Character Counts
9. Student Publications (Newsletter, Yearbook, etc.)
10. SECME, Academic Games

ASSISTANT PRINCIPAL - C&I, LITERACY
Attallah McLawrence
1. Budget
2. Master Schedule
3. NHS/Student Accolades
4. Personnel
5. Professional Development Opportunities Coordinator
6. School Improvement Plan (SIP)
7. Title I

ASSISTANT PRINCIPAL - SCIENCE
Vincent Taormina, Community School
1. Community School Library Coordinator
2. Duties AM, lunch, PM (front of school)
3. Hurricane & Safety (i.e. AEDs, fire extinguishers)
4. Key Administrator
5. Night Emergency Security
6. Non-Instructional Staff
7. Physical Plant
8. Security Cameras/Police
9. Transportation
10. Vaccines

OTHER
Willow Louis, Jarvis Reddick
1. Tardy administrator
2. Lockers

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### Exhibit 2

#### Change to shorter effective B-16 & Exhibit A

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**Note:** The table above shows the changes to the effective dates and amounts for the mentioned individuals.

---

#### Exhibit B

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**Note:** The table above shows the changes to the effective dates and amounts for the mentioned individuals.
Re: Additional - Yearly Supplements

1 message

Rebeca Robinson-Doby <rebeca.robinson-doby@palmbeachschoois.org>       Wed, Nov 2, 2016 at 9:13 AM
To: Sharon Anderson <sharon.anderson@palmbeachschoois.org>

Sharon,

Your request has been completed.

Becky Robinson-Doby
Job Processing Supervisor
Compensation & Employees Information Services

On Wed, Nov 2, 2016 at 8:15 AM, Sharon Anderson <sharon.anderson@palmbeachschoois.org> wrote:

Please make the following:

Kathy Greene id# 1029788 Asst Band Director ($3015)

Lonnie Greene id# 1027698 - Band Director – will receive total of $3950

Thank you

Sharon Anderson, Confidential Administrative School Assistant
for Dr. George L Lockhart, Principal
Lake Worth High School
561.633.8323 or px 26323
Fax: 561.540.6146

Trojan PRIDE - "Focus on the Target"
Lake Worth High School

Exhibit 2
pg 2/4
<table>
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BASEBALL HEAD COACH
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BOYS WEIGHTLIFT COACH
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FEMALE SPORTS COACH FLAG JV
FEMALE SPORTS COACH FLAG 9th
SOFTBALL HEAD COACH
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TENNIS ASST COACH GIRLS
VOLLEYBALL HEAD COACH BOYS
VOLLEYBALL ASST COACH BOYS
VOLLEYBALL JV COACH
WATER POLO HEAD COACH
WATER POLO ASST COACH

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Greg Morris - 1105226 - 1078983
Shepard - 1066057
Shepard, Harrill - 108207
Carl Cooper - 109687

Gary Brennon - 1107681
Joseph Hargrett - 1066005
Bobby Gilbert - 1063890 - TPS
Danny Destefano - 1063890 - TPS
Patrick Logan - 1102515
Sheldon Harriott - 1066057
Willow Louis - 1067768
James Cortese - 1086893

Diane Sailor - 1099507
Monty Brown - 1117358
Zhelle Newman - 1013870
Kristopher Rush - 1096502
Alex Locket - 103174
Kristopher Rush - 1096502
Terrance Robinson - 1096775
Tawzia Mansoor - 1054621
Steven Cutcher - 1053915
Lori Repogle - 1066252
LaRue Kirkpatrick - 1093710
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I certify that I have reviewed the supplements and each employee is entitled to receive the payment per the contract.

Signature of Principal

Certification Date: 12-1-16

Changed to stronger effective 12-1-16.
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<td>10/01/16</td>
</tr>
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<td>1.0000</td>
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<td>HS Sales CoBankFVA - Coop</td>
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<td>1.0000</td>
<td>1092295</td>
<td>3165.00</td>
<td>10/01/16</td>
</tr>
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<tr>
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<td>SCHOOL TINS (ENROLLED) HIGH</td>
<td>1200.00</td>
<td>1.0000</td>
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<td>1200.00</td>
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<td>1.0000</td>
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<td>1145.00</td>
<td>10/01/16</td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
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<td>1.0000</td>
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<td>1250.00</td>
<td>10/01/16</td>
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Ms. Charles
<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Number</th>
<th>Name</th>
<th>Salary</th>
</tr>
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<tbody>
<tr>
<td>Athletic Director</td>
<td>1077399</td>
<td>Jessie Hester</td>
<td>4,915</td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td></td>
<td>Bhrette Butler</td>
<td>5,460</td>
</tr>
<tr>
<td>Assistant Athletic Director</td>
<td>1094151</td>
<td>Antonio Loyd</td>
<td>2,500</td>
</tr>
<tr>
<td>Assistant Athletic Director</td>
<td>1094612</td>
<td>Staci Gould</td>
<td></td>
</tr>
<tr>
<td>Fall Coaches</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football Head Coach</td>
<td>1077399</td>
<td>Jessie Hester</td>
<td>4,110</td>
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<tr>
<td>Football Assistant Coach</td>
<td>1085317</td>
<td>Sherman Adams</td>
<td>1,215</td>
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<tr>
<td>Football Assistant Coach</td>
<td>1085328</td>
<td>Greg Moreland</td>
<td>3,015</td>
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<tr>
<td>Football Assistant Coach</td>
<td>1090687</td>
<td>Carl Cooper</td>
<td>3,015</td>
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<tr>
<td>Football Assistant Coach</td>
<td>1096500</td>
<td>Kristopher Rush</td>
<td>3,015</td>
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<tr>
<td>Football Assistant Coach</td>
<td></td>
<td>Gary Brannen</td>
<td>3,015</td>
</tr>
<tr>
<td>Football JV Assistant Coach</td>
<td>1066607</td>
<td>Sheldon Harriott</td>
<td>1,507.5</td>
</tr>
<tr>
<td>Football JV Assistant Coach</td>
<td>1112670</td>
<td>Jarvis Piedmont</td>
<td>1,507.5</td>
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<tr>
<td>Football JV Head Coach</td>
<td>1063159</td>
<td>Mishah Mays</td>
<td>3,015</td>
</tr>
<tr>
<td>Football 9th Grade Coach</td>
<td>1091659</td>
<td>Joseph Hargrett</td>
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<tr>
<td>Bowling Coach</td>
<td>1096393</td>
<td>David Dorish</td>
<td>1,925</td>
</tr>
<tr>
<td>Cross Country Boys</td>
<td>1096028</td>
<td>Gerald Williams</td>
<td>2,185</td>
</tr>
<tr>
<td>Cross Country Girls</td>
<td>1096306</td>
<td>Donna Canady</td>
<td>2,185</td>
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<tr>
<td>Cheerleader Varsity</td>
<td>1089877</td>
<td>Tiffany Marshal</td>
<td>3,275</td>
</tr>
<tr>
<td>Cheerleader JV Coach</td>
<td>1096037</td>
<td>Isabella Okonjo</td>
<td>1,925</td>
</tr>
<tr>
<td>Cheerleader 9th Coach</td>
<td>1087188</td>
<td>Cecilia Tipton</td>
<td>1,925</td>
</tr>
<tr>
<td>Golf Head Coach Boys</td>
<td>1102575</td>
<td>Patrick Logan</td>
<td>1,925</td>
</tr>
<tr>
<td>Golf Head Coach Girls</td>
<td>1105915</td>
<td>Steven Cutcher</td>
<td>1,925</td>
</tr>
<tr>
<td>Swimming Head Coach Boys</td>
<td>1022462</td>
<td>Glenn Stubb</td>
<td>3,275</td>
</tr>
<tr>
<td>Swimming Assistant Coach Boys</td>
<td>1006977</td>
<td>Debbie Riley</td>
<td>1,925</td>
</tr>
<tr>
<td>Swimming Head Coach Girls</td>
<td>1022642</td>
<td>Glenn Stubb</td>
<td>3,275</td>
</tr>
<tr>
<td>Swimming Assistant Coach Girls</td>
<td>1006977</td>
<td>Debbie Riley</td>
<td>1,925</td>
</tr>
<tr>
<td>Volleyball Head Coach Girls</td>
<td>1056847</td>
<td>Derrick Morris</td>
<td>3,275</td>
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<tr>
<td>Volleyball Assistant Coach</td>
<td>1098255</td>
<td>Melissa Garvin</td>
<td>1,925</td>
</tr>
<tr>
<td>Volleyball JV Coach Girls</td>
<td>110673</td>
<td>Jasmine Leger</td>
<td>2,500</td>
</tr>
</tbody>
</table>
# Time Sheet for Part-Time Employees

**THE SCHOOL DISTRICT OF PALM BEACH COUNTY**  
**Time Sheet for Part-Time Employees**

**LOCATION # | DEPT. # | PROJECT | EMPLOYEE NAME (first, middle initial, last)**  
--- | --- | --- | ---  
 | | | Gerrick W. Morris |

<table>
<thead>
<tr>
<th>CLASS / PROGRAM / LOCATION</th>
<th>COMBO CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>TOTAL NO. HOURS WORKED</th>
<th>NO. STUDENTS PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/11</td>
<td>4:30</td>
<td>9:45</td>
<td>5.25</td>
<td>40</td>
</tr>
</tbody>
</table>

The above information for this pay period is correct.

**Signature of Employee**  
Gerrick Morris  
11/12/15

**Signature of Supervisor**  
11/12/15

**PBSD 1214 (REV. 10/4/2005)**  
ORIGINAL - Payroll Contact  
COPY - Work Location  
COPY - Grant  
COPY - Employee
THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Time Sheet for Part-Time Employees

**EMPLOYEE NAME**: Gerrick W. Morris

**PAY PERIOD**: 9/13 to 9/17

**DATE**: 9/13

**TIME IN**: 12:45

**TIME OUT**: 6:45

**TOTAL NO. HOURS WORKED**: 6

**NO. STUDENTS PRESENT**: 27

**DESCRIPTION**: Drove CHOICE PROGRAM to a symposium at Riviera Beach Municipal Complex

---

The above information for this pay period is correct.

**SIGNATURE OF EMPLOYEE**: Gerrick Morris 11/2/15

**SIGNATURE OF SUPERVISOR**: [Signature] 12/13

**TOTAL HOURS**: 6

---

**SECTION II: TEMPORARY TIME CORRECTIONS**

**Employee Name**: Gerrick Morris

**Employee ID #**: 1056847

**Pay Period**: 9/13/15 to 9/17/15

**Employee Type**: Permanent (P)  Temporary (T)  [T]  Job No.: 2

**Hourly Rate**: 12.37

**Comments**: Timesheet not submitted during reporting period

---

**PAYROLL COMBO CODE**: 05911A-EXTRATIME

**TOTAL HOURS**

---

**CONTACT PERSON**: Sharon Anderson

**CONTACT PERSON PX**: 26323

---

**Exhibit 3 pg 2/14**
**THE SCHOOL DISTRICT OF PALM BEACH COUNTY**

**Time Sheet for Part-Time Employees**

<table>
<thead>
<tr>
<th>LOCATION #</th>
<th>DEPT. #</th>
<th>PROJECT</th>
<th>EMPLOYEE NAME (first, middle, initial, last)</th>
<th>PAY PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gerrick Morris</td>
<td>11/1415</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14</td>
<td>9:15</td>
<td>Drove Weightlifting Team to an event</td>
</tr>
<tr>
<td></td>
<td>7:45</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Hours</td>
</tr>
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</table>

The above information for this pay period is correct.

**THE SCHOOL DISTRICT OF PALM BEACH COUNTY**

**Time Sheet for Part-Time Employees**

<table>
<thead>
<tr>
<th>LOCATION #</th>
<th>DEPT. #</th>
<th>PROJECT</th>
<th>EMPLOYEE NAME (first, middle, initial, last)</th>
<th>PAY PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gerrick Morris</td>
<td>11/12015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30</td>
<td>5:15</td>
<td>Drove Girls' Basketball Team to an event</td>
</tr>
<tr>
<td></td>
<td>10:00</td>
<td>event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Hours</td>
</tr>
</tbody>
</table>

The above information for this pay period is correct.

**Exhibit 3 9/3 4/3**
<table>
<thead>
<tr>
<th>LOCATION #</th>
<th>DEPT. #</th>
<th>PROJECT</th>
<th>EMPLOYEE NAME (Last, middle, first)</th>
<th>PAY PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gerrick W, Morris</td>
<td>1/1 to 1/1</td>
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</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>TOTAL NO. HOURS WORKED</th>
<th>NO. STUDENTS PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/2</td>
<td>5:45</td>
<td>9:15</td>
<td>4</td>
<td>38</td>
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</table>

The above information for this pay period is correct.

Signed: 

Total Hours: 4

Exhibit 3 pg 4/4
April 24, 2017

My response to the information that I received regarding a complaint that I filed in December 2016. The following information in this review is inaccurate and a further review of this complaint needs to be executed.

1. Vincent Taormina did not give an accurate statement regarding Mr. Lonnie Green. Mr. Green was not in an accident; he had a stroke and was in rehab before passing on April 13, 2017. Mr. Taormina was not honest regarding his work hours. He comes in daily around 12:00 pm. He does cafeteria duty during 2nd lunch. One of his daily duties is supervising buses at dismissal.

2. Mr. Gerrick Morris stated in his statement that he is the Head Girls/Boys Volleyball Coach and Freshman Basketball Coach. On page 4 of this report “Table 1” shows that Gerrick Morris was paid a Track Assistant Coach stipend for $1,925. Gerrick Morris has never coached track. This can be verified by the Head Track Coach Lawrence Baker #561-628-0470. I know that one of the reasons Coach Baker resigned as head track coach is because the stipend was given to Coach Morris and not to one of his track assistants. This can also be verified by the schedule. If Coach Morris was a track coach, his name should appear on the 2015 track schedule. Finally, boys’ volleyball and track run simultaneously, so it would be difficult for Coach Morris to drive the bus, coach boys volleyball, and coach girls track. As the administrator over activities, I was not in charge of assigning stipends. That would be the Athletic Director (Jessie Hester at the time), Sharon Anderson (Confidential Sec), and the Principal (George Lockhart at the time).

3. Mrs. Kathy Greene stated in her statement that she was continuing with the stipends that she received from PB Lakes. The first time that I met Kathy Greene is when she began teaching at LWCHS in 2013 – 14. I was her supervising administrator for ESE. I took over electives which included band in 2014 – 15, so it would be impossible for me to know what stipends Kathy Greene received from PB Lakes. I did not interview Kathy Greene or Lonnie Greene for their positions at LWCHS. As I stated in my original documents, in December I found this Assistant Band Director’s position in the CTA handbook. I asked the Principal, George Lockhart, if I could use the stipend to hire a potential replacement for Mr. Greene because he was retiring in June. He granted me permission to do so. When I spoke to Lonnie Greene to seek his advice on a candidate, he replied he and Dr. Lockhart have a handshake deal that Kathy would be the assistant band director. After I explained this to Dr. Lockhart, he pretended to have no knowledge of this deal, but Kathy Greene was no longer the assistant band director. Please refer to page 5 of this report. It clearly shows that Kathy Greene was paid the assistant band director’s stipend in 2015 and 2016, but not in 2017 when I discovered she was receiving this supplement without performing the task. I have never assigned the band or assistant band director’s stipends. Please review the attachment of supplements that the activities director (Katie Devivo) was responsible for submitting.

4. Exhibit 1 shows the Admin assignments for FY12 – FY17. One of the duties under my name states “activities” (pep rallies, activities, etc.). My job was to approve activities and place them on an activities calendar and to approve the club stipends for staff interested in having clubs on campus. As you can see on the first page of the attachment. Sharon Anderson sent an email to Katie Devivo on May 16, 2016 requesting names for club supplements. This has always been the process. On that list, band, athletics, or assistant band director is not listed.
5. **Exhibit 2** shows the stipends for FY16. Why is FY15 not available? I’m sure FY15 was left out for a reason. Pages 1 and 3 also show that Sharon Anderson, the Confidential Secretary, received the school treasurer (enroll) high for $1200 (code ST3). From my understanding that stipend should go to the bookkeeper. That needs to be looked into as well.

In conclusion, my role as the administrator over activities did not include assigning supplements for band or athletics; therefore it would be impossible to know that Kathy Greene was receiving a stipend for assistant band director. As I previously stated, when I found that position in the CTA handbook I attempted to find a future replacement for Mr. Greene who was retiring at the end of the year. Mr. Greene informed me that his wife Kathy Greene was receiving that supplement as well as the drill team supplement. That is when the supplement stopped in August 2016, when I stopped it. Kathy Greene was in charge of the Drill Team but did not receive that supplement this year (see supplement received pg. 5 of 6). From my understanding LaRue Kirkpatrick Murphy received that supplement. She is the Head Cheerleading Coach. That means someone needs to investigate why she received that supplement and did not perform the task. Gerrick Morris did in fact receive a supplement (see seasonal supplement pg. 4 of 6) for assistant track coach, but never coached track. He stated that in his statement and Lawrence Baker (head track coach that year) can confirm this fact. Exhibit 2 pages 5 and 6 are the same information from FY16. You need to look at FY15 which will show either the assistant track coach that was supposed to receive the supplement or it will show Gerrick Morris receiving the supplement. Finally, Sharon Anderson has been receiving the School Treasurer Stipend (see exhibit 2 pgs. 1 & 3) for at least the last two years. To my understanding, that stipend can only be issued to the school’s budget or bookkeeper. If that is the case, an investigation should be launched. I did not misrepresent my role as administrator in charge of activities. I assigned club stipends to the 25 plus teachers that applied via club sponsor applications. Please check the club sponsor applications; there will not be one there for assistant band director, but you will find one for SGA for Kathy Greene in FY15 and FY16. Please also check the club supplement list as well. I was not privy to view this list once it was submitted for pay because there were supplements that were given to staff that did not perform the task. I can almost guarantee that Sharon Anderson’s name is on that list as well, but she was never in charge of a club. I look forward to hearing back from you on the new claims that are listed in my response.

Thank you,

Terence X. Hart
Fwd: Club Supplements
1 message

Katie Devivo <katie.devivo@palmbeachschools.org>
To: Terence Hart <terence.hart@palmbeachschools.org>

here is 15
---------- Forwarded message ----------
From: Katie Devivo <katie.devivo@palmbeachschools.org>
Date: Tue, May 10, 2016 at 12:14 PM
Subject: Re: Club Supplements
To: Sharon Anderson <sharon.anderson@palmbeachschools.org>

here it is dont mind the colors

On Tue, May 10, 2016 at 11:08 AM, Sharon Anderson <sharon.anderson@palmbeachschools.org> wrote:
Club Supplements are due Friday, May 13, 2016; therefore, please forward/submit to me the final list of approved clubs and sponsors no later than Thursday, May 12. Payout is on May 20, 2016 pay check.

Thank you for your prompt attention to this matter.

--
Sharon Anderson, Confidential Secretary
for Dr. George L Lockhart, Principal
Lake Worth High School
561.533.6323 or px 26323
Fax: 561.540.6146

Trojan PRIDE - "Back to Front"
Lake Worth High School

Katie Devivo
Reading Department Chair
Dance Team Sponsor
Senior Class co-Sponsor
Activities Director
9-12
Lake Worth High

--
Katie Devivo
Reading Department 9-12
Dance Team Coach
Senior Class co-Sponsor
Activities Director
Lake Worth High
<table>
<thead>
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<th>Club Name</th>
<th>Sponsor</th>
<th>Type</th>
<th>Supplement</th>
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<td>Weatherspoon</td>
<td>District</td>
<td>District</td>
</tr>
<tr>
<td>Freshman</td>
<td>Riley</td>
<td>District</td>
<td>District</td>
</tr>
<tr>
<td>Sophomore</td>
<td>Kirkpatrick-Murphy</td>
<td>District</td>
<td>District</td>
</tr>
<tr>
<td>Junior</td>
<td>Johnson</td>
<td>District</td>
<td>District</td>
</tr>
<tr>
<td>Senior</td>
<td>DevivoK, DevivoM</td>
<td>District</td>
<td>District</td>
</tr>
<tr>
<td>SGA</td>
<td>Greene</td>
<td>Personal</td>
<td>Yes</td>
</tr>
<tr>
<td>Book Room</td>
<td>Luis</td>
<td>Personal</td>
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<tr>
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<td>O'neal</td>
<td>District</td>
<td>District</td>
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<td>Price</td>
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<tr>
<td>Caribbean Honor</td>
<td>Riely</td>
<td>Club</td>
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<td>Teen mom sup</td>
<td>Simmons</td>
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<td>Science Club</td>
<td>Hertz</td>
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<td>Thomas</td>
<td>Club</td>
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<tr>
<td>FBLA</td>
<td>Richardson</td>
<td>Club</td>
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<tr>
<td>Wall street society</td>
<td>Dorish</td>
<td>Club</td>
<td>Yes</td>
</tr>
<tr>
<td>Chess Club</td>
<td>Raymond Cavanagh</td>
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<tr>
<td>Battle of the books</td>
<td>Devivo M</td>
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<tr>
<td>Step team</td>
<td>Leger</td>
<td>Club</td>
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<tr>
<td>The industry</td>
<td>Gironda</td>
<td>Club</td>
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<td>Spectrum</td>
<td>Winkler</td>
<td>Club</td>
<td>Yes</td>
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<tr>
<td>Debate Club</td>
<td>Crouch</td>
<td>District</td>
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<tr>
<td>Tomorrow</td>
<td>Roy</td>
<td>Club</td>
<td>Yes</td>
</tr>
<tr>
<td>Dance</td>
<td>Devivo K</td>
<td>Club</td>
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<tr>
<td>Club</td>
<td>District</td>
<td>Personal</td>
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<td>-------------</td>
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<td>-----</td>
</tr>
<tr>
<td>Encounters</td>
<td>Replogle</td>
<td>Club</td>
<td>Yes</td>
</tr>
<tr>
<td>Speak-Out Poets</td>
<td>Francis</td>
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</tr>
<tr>
<td>NAHS</td>
<td>Bludworth</td>
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<td>Yes</td>
</tr>
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<td>Teen 'Lit'</td>
<td>Linda Grant</td>
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</tr>
<tr>
<td>Digital Divide</td>
<td>Soleyn</td>
<td>Club</td>
<td>Yes</td>
</tr>
<tr>
<td>Pathfinders</td>
<td>Cain</td>
<td>Club</td>
<td>Yes</td>
</tr>
<tr>
<td>Klinique</td>
<td>Ceaser</td>
<td>Club</td>
<td>Yes</td>
</tr>
<tr>
<td>Queens</td>
<td>K. Hernandez, K. Sanders, A. Hansborough</td>
<td>Club</td>
<td>Yes</td>
</tr>
<tr>
<td>KHAS</td>
<td>Martinez</td>
<td>Club</td>
<td>Yes</td>
</tr>
<tr>
<td>Medical HS</td>
<td>Bean</td>
<td>Club</td>
<td>Yes</td>
</tr>
<tr>
<td>NJHS</td>
<td>Crouch</td>
<td>District</td>
<td>Yes</td>
</tr>
<tr>
<td>Shope</td>
<td>Shorkey</td>
<td>District</td>
<td>Yes</td>
</tr>
<tr>
<td>Newspaper</td>
<td>Harlowe</td>
<td>District</td>
<td>Yes</td>
</tr>
<tr>
<td>Yearbook</td>
<td>Harlowe</td>
<td>District</td>
<td>Yes</td>
</tr>
<tr>
<td>FFEA</td>
<td>Brixius</td>
<td>District</td>
<td>Yes</td>
</tr>
<tr>
<td>Graduation</td>
<td>Cain</td>
<td>Personal</td>
<td>Yes</td>
</tr>
<tr>
<td>Haitian Honor</td>
<td>Tabatue</td>
<td>Club</td>
<td>Yes</td>
</tr>
<tr>
<td>SWAT</td>
<td>Acuna</td>
<td>District</td>
<td>Yes</td>
</tr>
<tr>
<td>Spanish Honor</td>
<td>Leon</td>
<td>Club</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Anderson stated that for supplements received by staff, she would input the supplements for payment after assignment of the supplements were already approved by Principal George Lockhart. Ms. Anderson stated that at the start of each year, Principal George Lockhart would conduct a meeting in which Principal George Lockhart would assign administrative staff their duties for the school year as well as approve supplements that were assigned to each individual staff member (See Exhibit 1). Ms. Anderson stated that Mr. Terence Hart was over activities and therefore, he would have been responsible for assigning the supplements, and Mr. Lockhart would have to approve the supplement request (See Exhibit 2, pgs. 1 & 4 for the signature of Principal George Lockhart).

RESULTS OF REVIEW

The OIG conducted a preliminary investigation and determined that regarding the allegation of Gerrick Morris and Kathy Greene not being entitled to receiving supplements, the allegation is unsubstantiated.

The OIG found that regarding Gerrick Morris, Mr. Morris received supplements in Fiscal Years 2015, 2016, and 2017 for the following activities: Basketball-9th Grade, Volleyball Head Coach (boys' and girls'), and Assistant Track Coach (girls') (See Table 1 for breakdown by year). The allegation is that Mr. Morris received a Track and Field supplement for driving the activity bus for different sports. The OIG verified that Mr. Morris has been certified by the Transportation Department (Palm Beach County School District) to drive for Lake Worth High School, and would receive pay for driving by completing PBS2 1214 and submitting it to Secretary Sharon Anderson for payment, but not a supplement (See Exhibit 3). The OIG determined this allegation to be unsubstantiated.

Table 1

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball, 9th Grade Boys HS</td>
<td>$1925</td>
</tr>
<tr>
<td>Volleyball Head Coach Boys HS</td>
<td>$3275</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2016 Seasonal Supplements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball-9th Grade Boys</td>
</tr>
<tr>
<td>Volleyball Head Coach Boys</td>
</tr>
<tr>
<td>Volleyball Head Coach Girls</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2015 Seasonal Supplements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball-9th Grade Boys</td>
</tr>
<tr>
<td>Track Asst. Coach Girls</td>
</tr>
<tr>
<td>Volleyball Head Coach Boys</td>
</tr>
<tr>
<td>Volleyball Head Coach Girls</td>
</tr>
</tbody>
</table>

Data Source: PeopleSoft
Regarding Kathy Greene, PeopleSoft data shows that for the current school year 2017, Kathy Greene is not receiving a yearly supplement as Assistant Band Director. However, School Years 2016 and 2015; Kathy Greene received the yearly Assistant Band Director supplement in the amount of $3015 respectively (See Table 2). PeopleSoft data also shows that Kathy Greene received seasonal supplements for Dance/Drill Team in the amount of $1925 for Fiscal Years 2015 and 2016, but currently is not receiving a seasonal supplement for 2017. Kathy Greene also received a seasonal supplement in 2015 for Special Activities (SGA) in the amount of $562 (See Table 3). The OIG determined that Kathy Greene's supplement for Assistant Band Director was ultimately approved by Principal George Lockhart (See Exhibit 2, pgs. 1, 3-4).

Specifically, the complainant alleges that Kathy Greene is not a music teacher, therefore, is not entitled to receive a supplement for Assistant Band Director. According to Collective Bargaining Agreement Appendix B; Supplemental Salary, "Unless otherwise noted herein, supplements are paid for services/duties performed beyond the regular duty day. Therefore, employees, excluding High School Athletic Directors. receiving any supplements are to teach or carry a full instructional assignment." District Policy does not prohibit an employee from receiving more than one supplement.

Table 2

<table>
<thead>
<tr>
<th>Year</th>
<th>Position</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>2017</td>
<td>Assistant Band Director</td>
<td>$0</td>
</tr>
<tr>
<td>2016</td>
<td>Assistant Band Director</td>
<td>$3015</td>
</tr>
<tr>
<td>2015</td>
<td>Assistant Band Director</td>
<td>$3015</td>
</tr>
</tbody>
</table>

Data Source: PeopleSoft

Table 3

<table>
<thead>
<tr>
<th>Year</th>
<th>Seasonal Supplement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Dance/Drill Team</td>
<td>$0</td>
</tr>
<tr>
<td>2016</td>
<td>Dance/Drill Team (Fall)</td>
<td>$1925</td>
</tr>
<tr>
<td>2015</td>
<td>Dance/Drill Team (Fall)</td>
<td>$1625</td>
</tr>
<tr>
<td>2015</td>
<td>Special Activities (S.G.A.)</td>
<td>$562</td>
</tr>
</tbody>
</table>

Data Source: PeopleSoft
Case #16-551

George Lockhart <georgelockh@gmail.com>
To: tanya.lawson@palmbeachschools.org

Mon, Apr 17, 2017 at 10:57 AM

Ms. Lawson,

I concur with the findings.

Dr. George Lockhart

[Quoted text hidden]

16-551 20 Day Affected Party Letter Principal George Lockhart.pdf
1644K