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: August 28, 2017

SUBJECT: Transmittal of Final Investigative Report
   17-623 Misuse of District Equipment and Funds

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

The report addresses allegations of Misuse of District Equipment and Funds by the Principal of Grove Park Elementary. The Allegations include: (1) The Principal discarded school furniture without accessing its usefulness; (2) Inappropriately used her Purchasing Card (P-Card) to purchase shoes for her Assistant Principal; (3) Used her P-Card to purchase lunch for custodial staff; (4) Spent hundreds of dollars using internal school funds to purchase Halloween costumes and Christmas trees; (5) Purchased lunch for certain students using funds from the Safety Patrol Account; (6) Spent $15,000 for a student field-trip to Miami (Dade County) Zoo; (7) Received a truck load of donated toys from “Toys-for-Tots” and did not distribute the toys to Grove Park students; and (8) Assistant Principal, and Lead Custodian removed some of the donated “Toys-for-Tots” from the school’s TV studio closet and took them home for personal use.

The results of the investigation concluded that allegations, Grove Park Principal (1) discarded school furniture without assessing its usefulness, is unsubstantiated; (2) Purchased shoes for her Assistant Principal, is substantiated; (3) Used her P-Card to purchase lunch for custodial staff, is unsubstantiated; (4) Spent hundreds of dollars using internal school funds to purchase Halloween costumes and Christmas trees, is unsubstantiated; (5) Purchased lunch for certain students using funds from the Safety Patrol Account, is unsubstantiated; (6) Spent $15,000 for a student field-trip to Miami (Dade County) Zoo, is unsubstantiated; (7) Received a truck load of donated toys from “Toys-for-Tots” and did not distribute the toys to Grove Park students is substantiated;
and (8) Principal, Assistant Principal, and Lead Custodian removed some of the donated “Toys-for-Tots” from the school’s TV studio closet and took them home for personal use, is unsubstantiated.

The report is finalized and being referred to the Office of Professional Standards for appropriate action.

The investigative report will be posted on the Inspector General’s website; www.palmbeachschoool.org/inspectorgeneral.
INTRODUCTION AND SYNOPSIS

The Palm Beach County Office of Inspector General (OIG) initiated an investigation based upon information received from an anonymous source alleging that Principal Jo Anne Rogers (1) inappropriately discarded school furniture; (2) used her District purchasing card (P-Card) to purchase shoes for an Assistant Principal; (3) purchased lunch for custodial staff; (4) used hundreds of dollars of school funds to purchase Halloween costumes and Christmas Trees; (5) purchased lunch for students with Safety Patrol funds; (6) spent $15,000. for a student field trip to Miami Zoo; and (7) received donated “Toy-for-Tots” toys and did not distribute to students; and allege that (8) Principal Rodgers, the Assistant Principal and Custodial staff took some of the donated “Toys-for-Tots” toys home for their personal use.

The investigation concluded that Principal Rogers (1) discarded molded tangible property housed at the school without assessing its usefulness, unsubstantiated; (2) purchased shoes for her Assistant Principal with her assigned P-Card and personal funds in the amount of $185.00 and the Assistant Principal accepted the gift, substantiated; (3) purchased meals for the custodial, staff with Administrative/Rental internal account funds as incentives for performance unsubstantiated; (4) purchased two costumes for staff to wear during Halloween, using her P-Card, but she did not purchase any Christmas trees, unsubstantiated; (5) did not purchase lunches for students using Safety Patrol funds, unsubstantiated; (6) did use Title-I funds to cover the costs of admission and transportation for a student field trip to Miami Zoo, which had been approved by District administration, unsubstantiated. (7) The Toys-for-Tots toys delivered to the school were not distributed to students because there were not enough toys to distribute to the entire student body. The toys were stored in the TV Studio closet and distributed later in the year to those students who demonstrated academic gains during testing or other academic performance achievements, substantiated; (8) The Principal, Assistant Principal, and custodial staff did not take any “Toys-for-Tots” toys home for their personal use, unsubstantiated.
AUTHORITY

School Board Policy 1.092, Inspector General (4)(a)(iv) authorizes the Office of Inspector General to initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent and eradicate fraud, waste, financial management, fiscal misconduct, and other abuses in District government.

This investigation was conducted by Robert Sheppard, Senior Investigator I.D. #202, 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 May 11, 2017, the OIG received an anonymous complaint about Jo Anne Rogers, Principal of Grove Park Elementary School. The caller alleges the following:

1. Principal Jo Anne Rogers discarded school furniture without accessing its usefulness, and without allowing other school staff members to assess the discarded furniture for use inside their classrooms/office.
2. Principal Rogers inappropriately used her Purchasing Card (P-Card) to purchase shoes for Assistant Principal Marzella Mitchell, and she (Principal Rogers) reimbursed herself from school funds.
3. Principal Rogers inappropriately used her P-Card to purchase lunch for custodial staff and reimbursed herself with the justification of moving furniture.
4. During Halloween and the Christmas season, Principal Rogers spent hundreds of dollars on costumes (like those used at Disney) and Christmas trees for the School’s Office Area using internal school funds.
5. Principal Rogers purchased lunches for certain students using funds from the Safety Patrol Account.
6. Principal Rogers spent $15,000 for a student field-trip to Miami (Dade County) Zoo.
7. Grover Park Elementary received a truck load of donated toys from the United States Marine Corps Reserve “Toys-for-Tots.” The donated toys were stored inside the TV Studio closet, and were never distributed to students.
8. The day before Christmas break Principal Rogers, Assistant Principal (Marzella Mitchell) and Custodial staff removed some of the donated “Toys-for-Tots” from the school’s TV studio closet and took them home for personal use.

DOCUMENTS REVIEWED

School Board Policy 1.092 Inspector General
School Board Policy 2.40 Field Trips
School Board policy 3.02 Code of Ethics
School Board Policy 6.14 (b)(ii)(a) Purchasing Department
School Board Policy 7.12 Disposal of School Board Real and Tangible Property Purchasing Manual, Chpt-21-2 (Disposition of Surplus)
INVESTIGATION

Statements of Jo Anne Rogers, Principal, Grove Park Elementary

On May 31, 2017, OIG staff conducted an interview with Principal Jo Anne Rogers inside her office at Grove Park Elementary. Ms. Rogers stated she has been assigned as Principal at Grove Park Elementary for nine (9) months and employed by Palm Beach County School District for a total of 28-years.

Ms. Rogers stated some of the procedures about discarding furniture she already knows, but if she has any specific questions beyond her scope she will engage Palm Beach County School District Office for further directions. Ms. Rogers stated if furniture has a red-tag she will complete a property transfer for (PD-9). Ms. Rogers stated red-tag is an identification process of furniture that has been inventoried, if the furniture is no longer in service or being used at the school it is then attached to the property from PD-9 and processed. Ms. Rogers stated the form PD-9 is forwarded to district officials who will review the form for compliance and report to the school to pick up the identified furniture. Ms. Rogers stated if the furniture is not red-tagged, but is old, molded, or obsolete, such as some of the furniture at Grove Park, she contacted district personnel (Craig Singletary, Kesta James, or Victor Tumor) to request how to appropriately process discarded furniture by adhering to district policies.

Ms. Rogers stated she has received specific instructions from individuals at the district office that she has counted on and depended on for the sake of creating a safe and clean learning environment for Grove Park student body. Ms. Rogers stated for the past three weeks she contacted the District Director of Accounting, Heather Knust to advise that she has old antique furniture and wanted to know the exact procedure of how to remove the furniture from campus. Ms. Rogers stated Ms. Knust forwarded her to the Tangible Asset (Karen Davies) to provide her with exact instructions regarding old School District furniture. Ms. Rogers stated Karen Davies requested that she (Ms. Rogers) take pictures of the furniture and forward for review. Ms. Rogers stated, items that are relics of the past such as cassette tapes, movie projectors, and record players will be placed in Grove Park newly designed media center as a remembrance of the past. Ms. Rogers stated if any visually identified furniture that's molded or furniture with nails protruding from it, will be categorized as unsafe for students and removed from Grove Park campus by district staff. Ms. Rogers stated on or about July 12, 2016, she had only three (3) weeks to get the building suitable for Grove Park student body and staff. Ms. Rogers stated she took pictures using her personal cell phone to capture the physical unsuitable condition of the school upon her arrival to Grove Park. Ms. Rogers stated Director of Maintenance & Plant Operations
Craig Singletary, probably made about (4) different trips to pick up molded, old, mismatched, broken and unsuitable furniture from the 70’2 and 80’s that was just being stored inside a classroom. Ms. Rogers stated she was particularly concerned about the comprehensive safety survey that was conducted by the previous administration on or about October or November 2016 that highlighted the areas with repeat findings of storage areas that were filled with boxes of wet papers and broken stuff. Ms. Rogers stated she invited district staff to report to Grove Park Elementary to physically view the schools condition. Ms. Rogers stated the custodial mechanical room was packed to the ceiling high with unusable wet molded ton up boxes, pallets, buckets of paint cans, old broom, mops, and full of insects. Ms. Rogers stated she spoke with Manager of Environmental Kesta James, who advised, “some storage areas throughout the school where school supplies were stored are locations of possible asbestos.” Ms. Rogers stated the District is aware of the possible asbestos inside the storage areas and has taken the appropriate action to resolve the concerns of asbestos. Ms. Rogers stated since her arrival to Grove Park closets have been cleaned and the molded papers have been removed from the storage areas.

Ms. Rogers showed OIG staff several pictures of specific areas at Grove Park that appear to be unsanitary.1 (See Exhibit-1) Ms. Rogers stated teachers can request and have access to available furniture that is not molded or damaged.

Ms. Rogers stated she has never purchased anything for staff using her assigned P-Card, but has purchased items for staff using her personal resources. Ms. Rogers stated if items were purchased for staff using her P-Card they were for academic reasons only.

Ms. Rogers stated she did not purchase shoes for her Assistant Principal. Ms. Rogers stated she did use her P-Card to purchase food for custodial staff, office staff, support staff, etc. to show appreciation. Ms. Rogers stated the funds came from the administrative or rental accounts which is allowed.

Ms. Rogers stated she did not use her P-Card to purchase Christmas trees, as a matter of fact, the school already has one (1) donated Christmas tree on campus that was not displayed. Ms. Rogers stated she brought in two (2) Christmas trees from her home and displayed one (1) Christmas tree in the front office for students to see a tree with lights, and the second Christmas tree was displayed inside her office. Ms. Rogers stated she has a twitter photo showing the top down of her personal vehicle transporting Christmas items to Grove Park.2 (See Exhibit-2)

Ms. Rogers stated she did purchase two (2) Halloween costumes for the school which were only to be used by school staff, the account used to purchase the items were the Administrative Account.

Ms. Rogers stated she did not use Safety Patrol funds to purchase lunches for certain students.

Ms. Rogers stated Title-I funds were used to pay for all of Grove Park students grades k-5 to go to Lion Country Safari, and Zoo in Miami Florida. Ms. Rogers stated on December 23, 2016, the day before the Christmas break, Grove Park received toys from Toys-for-Tots. Ms. Rogers stated she was out of town in Louisiana when the toys were brought to the school and Assistant Principal, Marzella Mitchell, was the
only administrator on campus. Ms. Rogers stated the toys were not distributed to Grove Park student body because there were not enough toys to give to all students, and they were received late in the afternoon the day before the Christmas break.

Ms. Rogers stated the toys were used as an incentive to give to students for academic gains during assemblies throughout the remainder of the school year. Ms. Rogers stated she did not remove any toy from the Toys-for-Tots for her personal use.

Statement of Marzella Mitchell, Assistant Principal, Grove Park Elementary

On May 31, 2017, OIG staff conducted an interview with Assistant Principal, Marzella Mitchell, inside her office at Grove Park Elementary Ms. Mitchell stated she has been and Assistant Principal at Grove Park Elementary for nine (9) months and employed by Palm Beach County School District a total of 16-years.

Ms. Mitchell stated she is somewhat aware of District Policy regarding discarding school district furniture provided the furniture has red tags. Ms. Mitchell stated, regarding discarded furniture, we (Grove Park) are to contact the Palm Beach County School District to have the identified damaged furniture removed from school grounds that is NOT red-tagged and is broken (not useable). Ms. Mitchell stated if a teacher or other school staff members needs furniture, they can send her (Ms. Mitchell) and email to request the needed furniture, and a custodial staff will directly deliver the furniture to the staff of request. Ms. Mitchell stated she has received email request for furniture from staff and has addressed their requests.

Ms. Mitchell stated she does not have a P-Card. Ms. Mitchell stated Principal Jo Anne Rogers has never purchased shoes for her.

Ms. Mitchell stated Principal Jo Anne Rogers has not purchased any food for custodial staff for moving furniture.

Ms. Mitchell stated she doesn’t recall Principal Rogers purchasing Halloween costumes or Christmas trees, but does recall receiving donations from local partners for such items. Ms. Mitchell stated she does not know if school funds were used to purchase Halloween costumes. Ms. Mitchell stated teachers dressed-up during the Halloween season. Ms. Mitchell stated the school (Grove Park) has Halloween costumes on campus, and teachers may dress-up in costumes if they choose.

Ms. Mitchell stated Principal Rogers did not buy lunches for certain students.

Ms. Mitchell stated she is aware of the field-trip to the zoo and it was funded by Title-I dollars, and that the field-trip was curriculum based.

Ms. Mitchell stated Grove Park did receive donated toys from toys-for-tots and the toys were used for incentives for students throughout the year who achieved positive academic gains, i.e. Diagnostic Tests, etc. Ms. Mitchell stated the toys-for-tots’ toys were received on or about December 23, 2016, the day before Christmas break. Ms. Mitchell stated Grove Park was not able
to distribute the toys-for-tots’ toys to the student body because the toys were received late in the day, and there were not enough toys for the entire student-body. Ms. Mitchell stated she did not know which students to distribute the toys-for-tots to. Ms. Mitchell stated there were no guidelines in how and when to distribute the toys to student body. Ms. Mitchell stated as a result she stored the toys in a room and distributed them during assembly’s as an incentive for recognizing students for academic improvements. Ms. Mitchell stated she did not remove any of the donated Toys-for-Tots from campus and take them home for her personal use.

**Statement of Brandon Velasquez, Lead Custodian, Grove Park Elementary**

On June 2, 2017, OIG staff conducted a face-to-face interview with Foreperson Custodial III, Brandon Velasquez, inside his office at Grove Park Elementary. Mr. Velasquez was advised by OIG staff that this interview is voluntary and was electronically recorded. Mr. Velasquez responded he understands. Mr. Velasquez stated he has been assigned at Grove Park Elementary for eight (8) months and employed by Palm Beach County School District for a total of roughly 2.5 years.

Mr. Velasquez stated he is aware of receiving the toys from the Toys-for-Tots on or about December 2016. Mr. Velasquez stated he was responsible for storing the toys in the studio closet. Mr. Velasquez stated that he, (Mr. Velasquez) the Principal and Assistant Principal, are the only staff at Grove Park who have access inside the studio closet. Mr. Velasquez stated he did not remove any of the Toys-for-Tots’ toys from the studio closet or take them home for his personal use.

Mr. Velasquez stated Principal Jo Anne Rogers did buy food for the custodial staff. Mr. Velasquez stated the food was purchased for him and his staff maybe twice for completing certain jobs (painting, moving furniture, etc.). Mr. Velasquez stated he was assigned a task of removing furniture.

**Email Provided to OIG by Principal Jo Anne Rogers After Her Interview**

On June 5, 2017, Principal Rogers provided the below email to OIG.

“Regarding purchases for staff, I have not purchased “tennis shoes” for staff but following district guidelines, have indeed purchased items for staff associated with “academics” in some way. My paperwork will show. I’ve always done this, but again, following policy, using administrative courtesy account or rental. My P-Card is never used for these type items. This year I’ve purchased items for:

- Office Staff members (all)
- AP-Assistant Principal
- Entire Cafeteria Staff (all)
- Entire Custodial Staff (all)

I’ve also distributed “plenty” gift cards this year. “All those cards have been “donated” by local businesses, never purchased by the school, used for activities such as:

- Parent door prizes
• Congratulations
• Resource Staff
• Professional Development Door Prize
• Farewells
• Teacher and Regional Appreciation, etc.

The only exception gift card was recently made for the 12th graders, for the promotional Ceremony, June 1. These students received top honors and signed for their cards, Chic Fila. I made the purchase on my personal debit card and was reimbursed by the school on a check req.”

RESULTS OF REVIEW

Discard of School Furniture

Allegation#1: Discard of School Furniture without accessing its usefulness, and not allowing other school staff members to assess the discarded furniture for usefulness inside classrooms/offices.

Investigative review shows that on July 11, 2016, Principal Jo Anne Rogers was reassigned to Grove Park Elementary (1411) from D.D. Eisenhower Elementary (1541). On July 19, 2016, Principal Rogers prepared and forwarded emails to Palm Beach County School District Leadership Staff (Area Superintendent Camille Coleman, Director of Maintenance & Plant Operations Craig Singletary, Director of Environmental & Conservation Services Paul Strauss, Manager Environmental Kesta James, Coordinator II Facilities Management Rusty Everman and General Manager Maintenance & Plant Operations Stacey Marshall)\(^\text{III}\), (See Exhibit-3) to make all aware of the physical state at Grove Park Elementary, and the condition of tangible furniture housed inside the school. On July 26, 2016, an email was prepared and forwarded by Mr. James to Mr. Strauss highlighting his summary findings of his Environmental Team direct field observation at Grove Park Elementary\(^\text{IV}\) (See Exhibit-4): As a result of Palm Beach County School District Office of Environmental Conservation Services (ECS) findings-summary, Principal Rogers requested all molded tangible furniture housed at Grove Park Elementary be properly discarded and labeled as NOT usable. (See Tables-1 thru 6 (Grove Park Elementary School, Building#1/Environmental Conservation Services (ECS): Findings-Summary), pages 8-11.

Finding(s): Principal Rogers contacted Palm Beach County School District Officials to make aware of the state of physical condition at Grove Park Elementary. School District Officials responded and directly dispatched a team (ECS) to Grove Park Elementary to access the condition of the school’s campus. School District (ECS) findings determined some tangible property and areas throughout the school was not safe or usable for students. As a result, furniture was discarded. The allegation that Principal Rogers discarded furniture without accessing it usefulness is unsubstantiated.
<table>
<thead>
<tr>
<th>Finding#</th>
<th>Building#</th>
<th>Room#</th>
<th>Location</th>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bldg#1</td>
<td>1-009A</td>
<td>Main Office Production Room</td>
<td>Mold below round table in center of room</td>
</tr>
<tr>
<td>2</td>
<td>Bldg#1</td>
<td>1-034</td>
<td>Arts Room</td>
<td>Surface mold below desk in teacher work area</td>
</tr>
<tr>
<td>3</td>
<td>Bldg#1</td>
<td>1-032</td>
<td>Mechanical Room</td>
<td>Vacuum dust from ceiling (immediately above entry door) dust from exterior of supply air duct be entry door, and top of two return grill immediately outside entry door</td>
</tr>
<tr>
<td>4</td>
<td>Bldg#1</td>
<td>1-101 thru 1-108</td>
<td></td>
<td>Surface mold on cabinets above and below sink</td>
</tr>
<tr>
<td>5</td>
<td>Bldg#1</td>
<td>1-105</td>
<td></td>
<td>Pest droppings under sink inside of the cabinet</td>
</tr>
<tr>
<td>6</td>
<td>Bldg#1</td>
<td>1-109</td>
<td></td>
<td>Surface mold below rectangular computer station stables</td>
</tr>
<tr>
<td>7</td>
<td>Bldg#1</td>
<td>1-110</td>
<td></td>
<td>High dust load on desk tops at the computer station</td>
</tr>
<tr>
<td>8</td>
<td>Bldg#1</td>
<td>1-111</td>
<td></td>
<td>Surface mold below round tables, long rectangular tables, and student desks</td>
</tr>
<tr>
<td>9</td>
<td>Bldg#1</td>
<td>1-112</td>
<td></td>
<td>Surface mold below round and semicircle tables and on the underside of student desks</td>
</tr>
<tr>
<td>10</td>
<td>Bldg#1</td>
<td>1-113</td>
<td></td>
<td>Surface mold below round tables, termite Fras on bookcase and student books</td>
</tr>
<tr>
<td>11</td>
<td>Bldg#1</td>
<td>Cafeteria/Kitchen</td>
<td></td>
<td>Mold on student dining tables/bench</td>
</tr>
<tr>
<td>12</td>
<td>Bldg#1</td>
<td>Cafeteria/Kitchen</td>
<td></td>
<td>Sewer gas doors in kitchen staff restroom (have been told to stop putting water down drain which they stated did not help anyway)</td>
</tr>
<tr>
<td>13</td>
<td>Bldg#1</td>
<td>Cafeteria/Kitchen</td>
<td></td>
<td>New steam machine exhaust vents directly into the kitchen (have been told it would be fixed for some time but they are still waiting)</td>
</tr>
</tbody>
</table>
### TABLE 2 - Grove Park Elementary School, Building#2/Environmental Conservation Services (ECS):
Findings-Summary

<table>
<thead>
<tr>
<th>Finding#</th>
<th>Building#</th>
<th>Room#</th>
<th>Location</th>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bldg#2 (All)</td>
<td></td>
<td></td>
<td>Mold on student/teacher desks, fabric chairs, tables, underside of fixed cabinets mounted above the sinks, and wooden shelving in the pass-through storage rooms</td>
</tr>
<tr>
<td>2.</td>
<td>Bldg#2 (All)</td>
<td></td>
<td></td>
<td>Lights lens covers light to moderate dusk</td>
</tr>
<tr>
<td>3.</td>
<td>Bldg#2 (All)</td>
<td></td>
<td></td>
<td>Sink fixed cabinets interior dirty</td>
</tr>
<tr>
<td>4.</td>
<td>Bldg#2 (All)</td>
<td></td>
<td></td>
<td>HVAC return interiors have moderate dust load</td>
</tr>
<tr>
<td>5.</td>
<td>Bldg#2 (All)</td>
<td></td>
<td></td>
<td>Dead cockroaches all throughout</td>
</tr>
<tr>
<td>6.</td>
<td>Bldg#2</td>
<td>#201</td>
<td></td>
<td>Mold on tack boards; Cove base missing from sink cabinet toe kick</td>
</tr>
<tr>
<td>7.</td>
<td>Bldg#2</td>
<td>#202</td>
<td></td>
<td>Mold on wood book shelves and game tables; termite Fras on &amp; adjacent to wood storage cabinet</td>
</tr>
<tr>
<td>8.</td>
<td>Bldg#2</td>
<td>#204</td>
<td></td>
<td>Cobwebs along ceiling; one (1) broken &amp; one (1) cracked ceiling tile</td>
</tr>
<tr>
<td>9.</td>
<td>Bldg#2</td>
<td>#205</td>
<td></td>
<td>Mold on diffuser individual supply closet</td>
</tr>
</tbody>
</table>

### TABLE 3 - Grove Park Elementary School, Building#3/Environmental Conservation Services (ECS):
Findings-Summary

<table>
<thead>
<tr>
<th>Finding#</th>
<th>Building#</th>
<th>Room#</th>
<th>Location</th>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bldg#3 (All)</td>
<td></td>
<td></td>
<td>Mold on student/teacher desks, fabric chairs, tables, underside of fixed cabinet mounted above the sinks and wooden shelving in the pass-through storage rooms</td>
</tr>
<tr>
<td>2.</td>
<td>Bldg#3 (All)</td>
<td></td>
<td></td>
<td>Light lens covers light to moderate dust/dirt</td>
</tr>
<tr>
<td>3.</td>
<td>Bldg#3 (All)</td>
<td></td>
<td></td>
<td>Sink fixed cabinet interiors dirty</td>
</tr>
<tr>
<td>4.</td>
<td>Bldg#3(All)</td>
<td></td>
<td></td>
<td>HVAC return interiors have moderate dust load</td>
</tr>
<tr>
<td>5.</td>
<td>Bldg#3 (All)</td>
<td></td>
<td></td>
<td>Live and dead cockroaches throughout</td>
</tr>
<tr>
<td>6.</td>
<td>Bldg#3</td>
<td>#301</td>
<td></td>
<td>Mold on wooden stools (approx 8); Cove base falling off by closet</td>
</tr>
<tr>
<td>7.</td>
<td>Bldg#3</td>
<td>#302</td>
<td></td>
<td>Ceiling tiles adjacent to supply diffusers are dusty</td>
</tr>
<tr>
<td>8.</td>
<td>Bldg#3</td>
<td>#303</td>
<td></td>
<td>Three (3) stained ceiling tiles adjacent to diffuser</td>
</tr>
<tr>
<td>9.</td>
<td>Bldg#3</td>
<td>#304</td>
<td></td>
<td>Mold on interior of fixed cabinets below the sink &amp; on classroom wood book shelves</td>
</tr>
<tr>
<td>10.</td>
<td>Bldg#3</td>
<td>#305</td>
<td></td>
<td>Mold on tack boards; fixed sink cabinets are missing (pipes protruding from wall)</td>
</tr>
</tbody>
</table>
# TABLE 4 - Grove Park Elementary School, Building#4/Environmental Conservation Services (ECS):
## Findings-Summary

<table>
<thead>
<tr>
<th>Finding #</th>
<th>Building #</th>
<th>Room #</th>
<th>Location</th>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bldg#4</td>
<td>#408</td>
<td>Media Center</td>
<td>Mold on inside of bottom cabinets</td>
</tr>
<tr>
<td>2.</td>
<td>Bldg#4</td>
<td>#404</td>
<td>Media Center</td>
<td>Mold on inside cabinet above sink; Dusty ceiling tiles around the supply</td>
</tr>
<tr>
<td>3.</td>
<td>Bldg#4</td>
<td>#404C</td>
<td>Darkroom</td>
<td>Mold on bulletin board, cabinets, wall where the light switch is, back of door and the door frame</td>
</tr>
<tr>
<td>4.</td>
<td>Bldg#4</td>
<td>#406</td>
<td>Media Center</td>
<td>Moldy wood boards (stored behind door). Could not thoroughly inspect this room because there was no walk way area</td>
</tr>
<tr>
<td>5.</td>
<td>Bldg#4</td>
<td>#407C</td>
<td>Storage Room</td>
<td>Four ceilings tiles with water damage/possible mold</td>
</tr>
<tr>
<td>6.</td>
<td>Bldg#4</td>
<td>#405</td>
<td>Media Center</td>
<td>Meeting happening at time of inspection...did not inspect, moderate dust/dirt on book shelves across from room#411, under the window</td>
</tr>
</tbody>
</table>

# TABLE 5 - Grove Park Elementary School, Building#5/Environmental Conservation Services (ECS):
## Findings-Summary

<table>
<thead>
<tr>
<th>Finding#</th>
<th>Building #</th>
<th>Room#</th>
<th>Location</th>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bldg#5</td>
<td>(All)</td>
<td></td>
<td>Mold on underside of the computer tables (2 per classroom)</td>
</tr>
<tr>
<td>2.</td>
<td>Bldg#5</td>
<td>(All)</td>
<td></td>
<td>Ceiling tiles dusty adjacent to supply diffusers</td>
</tr>
<tr>
<td>3.</td>
<td>Bldg#5</td>
<td>(All)</td>
<td></td>
<td>HVAC return interiors have moderate to heavy dust load</td>
</tr>
<tr>
<td>4.</td>
<td>Bldg#5</td>
<td>#504</td>
<td></td>
<td>Live ants on windowsill</td>
</tr>
<tr>
<td>5.</td>
<td>Bldg#5</td>
<td>#507</td>
<td></td>
<td>Mold on underside of student desks and tables</td>
</tr>
<tr>
<td>6.</td>
<td>Bldg#5</td>
<td>#508</td>
<td></td>
<td>Four (4) water-stained ceiling tiles</td>
</tr>
<tr>
<td>7.</td>
<td>Bldg#5</td>
<td>#510</td>
<td></td>
<td>Three (3) water-stained ceiling tiles</td>
</tr>
<tr>
<td>Portables</td>
<td>Remarks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>---------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-1</td>
<td>Mildew on exterior of front door</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-2</td>
<td>Mildew on exterior of front door</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-3</td>
<td>N/A (no issues)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-4</td>
<td>Dust in jamb of front door, dust on upper portion of restroom door, toilet continuously running</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-5</td>
<td>Return grill rusted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-6</td>
<td>N/A (no issues)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-7</td>
<td>Door lock needs lubrication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-8</td>
<td>Light dust accumulation of supply diffusers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-9</td>
<td>Damaged drywall by front door entrance where corner bead of door frame has been bumped</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-10</td>
<td>N/A (no issues)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-11</td>
<td>Lock needs lubrication, Vinyl cove base pulled off wall two (2) feet exposing black mild. Corner bead damaged</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-12</td>
<td>Mold under computer table, semi curricular table, all rectangle tables, Media Center control shelves, inside surface restroom door. Heavy dust on return grill and supply diffusers and on CT’s by supply diffusers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-13</td>
<td>AC not running (Onsite AC technician was informed of the issue with the AC., room was warm and humid) Vinyl cove and corner bead damaged by sink base. Mold under shelves by back door. Supply diffusers with heavy dust load</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-14</td>
<td>Occupied not inspected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-15</td>
<td>Occupied not inspected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-16</td>
<td>N/A (no issues)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-17</td>
<td>Nine (9) stained ceiling tiles down center of classroom. Large stains on CT’s near Bard Q-Tec unit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-18</td>
<td>Corner bead by window sill at back at room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-19</td>
<td>Light dust on supply diffusers and return grill, one stained CT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-20</td>
<td>Mold on rectangular table; drywall damaged by sink</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-21</td>
<td>Light dust on supply diffusers and on CT’s close to diffusers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P-2</td>
<td>(Portable packed with old desk) Termite Fras by both entrance doors, over sink, windowsill and area of ceiling plenum by the back door</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P-3</td>
<td>Termite Fras by both the front and back door, on top of PA speaker and front wall beneath marker board</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Purchase of Shoes for Assistant Principal

Allegation#2: Inappropriate use of her (Principal Rogers) assigned (P-Card) to purchase shoes for Assistant Principal Marzella Mitchell and reimburse herself from school funds.

A review of Principal Rogers’ Administrative Courtesy Account 6-0200.00 and P-Card Purchases transactions from August 19, 2016 thru April 25, 2017 shows a total of sixty-one (61) financial transactions was conducted. Of the sixty-one (61) financial transactions, there is NO record that indicates shoes were purchased by Principal Rogers for Assistant Principal Mitchell, with the District’s P-Card. [See Exhibit-5 Figures 6 thru 15]. However, a review of check requisition #11307 (paid on September 29, 2016) indicates sandals (slip-ons) were purchased from Saks Fifth Avenue for $185.50 using Principal Roger’s personal credit account, on September 24, 2016. [See Exhibit-6, Sak Fifth Avenue Receipt]. Ms. Rogers stated the sandals were purchased for Assistant Principal Marzella Mitchell in recognition of her efforts during instructional review, as Ms. Mitchell went above and beyond the call, and she (Ms. Rogers) wanted to award her. It should be noted that Principal Rogers did not provide a written justification for the sandals purchase until June 26, 2017, after this investigation commenced. [See Exhibit-6, June 26, 2017 “To Whom It May Concern” handwritten note of Principal Rogers]. In the written statement, Principal Rogers states, “This purchase was made within guidelines, for Assistant Principal Marzella Mitchell in recognition of the fall Instructional Review. Ms. Mitchell had made monumental preparations that included: Use of personal resources, contribution of additional hours, formulation of materials, conducted multiple meetings, etc. Only $100.00 of Administrative Courtesy/Rental funds were utilized for the purchase. The remaining funds were my personal funds to cover cost.” [See Exhibit-6, June 26, 2017 “To Whom It May Concern” handwritten note of Principal Rogers]. It should be noted that PBSCD Bulletin #P-14050-S/CFO(Expanded Guidelines for the Administrative Courtesy and Facility Leasing Accounts) and Internal Accounts Manual, Chapter 4 required gift purchases to be “fully documented with a vendor invoice or itemized receipt, along with the name of the recipient and the reason for the gift” [See Exhibit-6, Sak Fifth Avenue Receipt].

Finding(s):

1. Principal Rogers violated Board Policy 3.02 and the requirements of PBSCD Bulletin #P-14050-S/CFO (Expanded Guidelines for the Administrative Courtesy and Facility Leasing Accounts) and Internal Accounts Manual, Chapter 4 that gifts for adults “may not exceed a value of $100 per person.”

2. Principal Rogers did not timely, fully document the gift purchases as required by that PBSCD Bulletin #P-14050-S/CFO (Expanded Guidelines for the Administrative Courtesy and Facility Leasing Accounts) and Internal Accounts Manual, Chapter 4.

3. Assistant Principal Mitchell was also in violation of Board Policy 3.02 and of PBSCD Bulletin #P-14050-S/CFO (Expanded Guidelines for the Administrative Courtesy and Facility Leasing Accounts) and Internal Accounts Manual, Chapter 4 for accepting a gift of greater than $100.
4. The allegation that Principal Rogers purchased shoes for her Assistant Principal using internal funds is **substantiated**.

### Table 7 - Administrative Courtesy Account 6-0200.00 Transactions August 19, 2016-April 25, 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Cleared</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/19/2016</td>
<td>Check#11289</td>
<td>J. Rogers Meet the teacher</td>
<td>$22.55</td>
<td></td>
<td>Yes</td>
<td>$1,754.66</td>
</tr>
<tr>
<td>08/19/2016</td>
<td>Check#11289</td>
<td>R. Rogers room supplies</td>
<td>$29.53</td>
<td></td>
<td>Yes</td>
<td>$1,725.13</td>
</tr>
<tr>
<td>08/19/2016</td>
<td>Check#11292</td>
<td>SDPBC Inv.# WPB-153398</td>
<td>$125.75</td>
<td></td>
<td>Yes</td>
<td>$1,599.38</td>
</tr>
<tr>
<td>09/09/2016</td>
<td>Check#11299</td>
<td>AP. M. Mitchell SAC Meeting</td>
<td>$17.95</td>
<td></td>
<td>Yes</td>
<td>$1,581.43</td>
</tr>
<tr>
<td>09/09/2016</td>
<td>Check#11300</td>
<td>J. Rogers SAC Preparations 9-1-16</td>
<td>$15.48</td>
<td></td>
<td>Yes</td>
<td>$1,565.95</td>
</tr>
<tr>
<td>09-15-2016</td>
<td>Check#11301</td>
<td>J. Rogers Media Center Set-Up Moving Furniture B. Velasquez</td>
<td>$12.48</td>
<td></td>
<td>Yes</td>
<td>$1,553.47</td>
</tr>
<tr>
<td>09-27-2016</td>
<td>Check#11304</td>
<td>SDPBC Inv.# WPB-156961</td>
<td>$211.96</td>
<td></td>
<td>Yes</td>
<td>$1,341.51</td>
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<tr>
<td>09-27-2016</td>
<td>Check#11304</td>
<td>SDPBC Inv.# WPB-156962</td>
<td>$57.17</td>
<td></td>
<td>Yes</td>
<td>$1,284.34</td>
</tr>
<tr>
<td>09-28-2016</td>
<td>Deposit 568</td>
<td></td>
<td>$7.13</td>
<td></td>
<td>Yes</td>
<td>$1,291.47</td>
</tr>
<tr>
<td>09-28-2016</td>
<td>Check#11306</td>
<td>Sheryl Chaney Instructional Review North Regional Team</td>
<td>$35.37</td>
<td></td>
<td>Yes</td>
<td>$1,256.10</td>
</tr>
<tr>
<td>09-29-2016</td>
<td>Check#11307</td>
<td>J. Rogers Instructional Review Preparations AP Mitchell</td>
<td>$100.00</td>
<td></td>
<td>Yes</td>
<td>$1,156.00</td>
</tr>
<tr>
<td>09-29-2016</td>
<td>Check#11307</td>
<td>J. Rogers Instructional Review-North Region Team</td>
<td>$1.99</td>
<td></td>
<td>Yes</td>
<td>$1,154.11</td>
</tr>
<tr>
<td>10/04/2016</td>
<td>Check#11308</td>
<td>J. Rogers Faculty Meeting, PLC Custodial Appreciation</td>
<td>$33.95</td>
<td></td>
<td>Yes</td>
<td>$1,120.16</td>
</tr>
<tr>
<td>10/04/2016</td>
<td>Check#11308</td>
<td>J. Rogers Oct.4 Faculty Meeting</td>
<td>$2.30</td>
<td></td>
<td>Yes</td>
<td>$1,117.86</td>
</tr>
<tr>
<td>10/17/2016</td>
<td>Check#11312</td>
<td>J. Rogers Hurricane Mathew-PBG High School Admin School Police</td>
<td>$15.89</td>
<td></td>
<td>Yes</td>
<td>$1,101.97</td>
</tr>
<tr>
<td>10/18/2016</td>
<td>Check#11313</td>
<td>J. Rogers October 31 Character Parade Supplies</td>
<td>$18.99</td>
<td></td>
<td>Yes</td>
<td>$1,1082.98</td>
</tr>
<tr>
<td>10/18/2016</td>
<td>Check#11313</td>
<td>J. Rogers FSA Parent Mtg. Preparation</td>
<td>$7.93</td>
<td></td>
<td>Yes</td>
<td>$1,075.05</td>
</tr>
<tr>
<td>10/25/2016</td>
<td>Check#11317</td>
<td>J. Rogers Postage</td>
<td>$5.98</td>
<td></td>
<td>Yes</td>
<td>$1,069.07</td>
</tr>
<tr>
<td>10/26/2016</td>
<td>Deposit 575</td>
<td></td>
<td>$32.11</td>
<td></td>
<td>Yes</td>
<td>$1,101.18</td>
</tr>
<tr>
<td>11/01/2016</td>
<td>Check#11320</td>
<td>J. Rogers Brandon Velasquez Parade &amp; Dance Preparation</td>
<td>$11.79</td>
<td></td>
<td>Yes</td>
<td>$1,089.39</td>
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<tr>
<td>11/01/2016</td>
<td>Check#11321</td>
<td>SDPBC Inv.# 158670</td>
<td>$79.12</td>
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<td>Yes</td>
<td>$1,010.27</td>
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<tr>
<td>11/01/2016</td>
<td>Check#11321</td>
<td>SDPBC Inv. #158670</td>
<td>$9.18</td>
<td></td>
<td>Yes</td>
<td>$1,001.27</td>
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<tr>
<td>11/01/2016</td>
<td>Check#11321</td>
<td>SDPBC Inv. #158670</td>
<td>$10.63</td>
<td></td>
<td>Yes</td>
<td>$990.46</td>
</tr>
<tr>
<td>11/04/2016</td>
<td>Check#11323</td>
<td>J. Rogers North Region Coaches; Mtg. Learning Walk @ WRES</td>
<td>$25.44</td>
<td></td>
<td>Yes</td>
<td>$965.02</td>
</tr>
<tr>
<td>11/16/2017</td>
<td>Check#11325</td>
<td>J. Rogers Mitchell Saturday Tutorials</td>
<td>$14.24</td>
<td></td>
<td>Yes</td>
<td>$950.78</td>
</tr>
<tr>
<td>11/16/2016</td>
<td>Check#11325</td>
<td>J. Rogers PLC Supplies Classroom Management Work Shop</td>
<td>$13.98</td>
<td></td>
<td>Yes</td>
<td>$936.80</td>
</tr>
<tr>
<td>No.</td>
<td>Date</td>
<td>Type</td>
<td>Description</td>
<td>Amount</td>
<td>Type</td>
<td>Amount</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
<td>---------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------</td>
<td>------</td>
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<tr>
<td>27.</td>
<td>11/17/2016</td>
<td>Deposit</td>
<td>J. Rogers Data Processor-PMP Training-Mrs. Diaz</td>
<td>$18.99</td>
<td></td>
<td>$933.27</td>
</tr>
<tr>
<td>28.</td>
<td>11/22/2016</td>
<td>Check#11326</td>
<td>J. Rogers Data Processor-PMP Training-Mrs. Diaz</td>
<td>$32.92</td>
<td></td>
<td>$900.35</td>
</tr>
<tr>
<td>29.</td>
<td>11/22/2016</td>
<td>Check#11326</td>
<td>J. Rogers DA Presentation Debrief Planning</td>
<td>$141.21</td>
<td></td>
<td>$759.14</td>
</tr>
<tr>
<td>30.</td>
<td>11/22/2016</td>
<td>Check#11326</td>
<td>J. Rogers Plants (Holiday Program), Ms. Chaney (Tutorial Prep.)</td>
<td>$18.63</td>
<td></td>
<td>$740.51</td>
</tr>
<tr>
<td>31.</td>
<td>12/09/2016</td>
<td>Check#11331</td>
<td>J. Rogers PLC &amp; Caney (Tutorial Support)</td>
<td>$698.76</td>
<td></td>
<td></td>
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<tr>
<td>32.</td>
<td>12/09/2016</td>
<td>Check#11332</td>
<td>Brandon Velasquez Paint Brushes</td>
<td>$690.13</td>
<td></td>
<td></td>
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<tr>
<td>33.</td>
<td>12/09/2016</td>
<td>Check#11333</td>
<td>J. Rogers AP. Mitchell-Winter Diagnostic</td>
<td>$650.38</td>
<td></td>
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<tr>
<td>34.</td>
<td>12/13/2016</td>
<td>Check#11336</td>
<td>SDPBC Inv. # WPB-160840</td>
<td>$640.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35.</td>
<td>12/20/2016</td>
<td>Deposit</td>
<td>J. Rogers front office Assistance w/testing preparation</td>
<td>$658.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36.</td>
<td>12/20/2016</td>
<td>Deposit</td>
<td>J. Rogers Administrative Office Supplies</td>
<td>$646.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37.</td>
<td>01/11/2017</td>
<td>Check#11339</td>
<td>Sheryl Chaney</td>
<td>$633.67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38.</td>
<td>01/23/2017</td>
<td>Check#11346</td>
<td>J. Rogers Administrative Office Supplies</td>
<td>$654.05</td>
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<td></td>
</tr>
<tr>
<td>39.</td>
<td>01/23/2017</td>
<td>Deposit 592</td>
<td>J. Rogers Administrative Office Supplies</td>
<td>$1,204.24</td>
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</tr>
<tr>
<td>40.</td>
<td>01/30/2017</td>
<td>Check#11349</td>
<td>Sheryl Chaney Administrative Office Supplies</td>
<td>$1,175.26</td>
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<tr>
<td>41.</td>
<td>01/30/2017</td>
<td>Check#11350</td>
<td>J. Rogers Removal of Furniture from P3 (Paulenon, Tyner, Saramago)</td>
<td>$1,153.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42.</td>
<td>01/31/2017</td>
<td>Check#11299</td>
<td>Void-Mitchell SAC Meeting (9-1-16)-stale dated- Tax $0.00</td>
<td>$1,171.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43.</td>
<td>02/01/2017</td>
<td>Check#11351</td>
<td>J. Rogers Custodial Support Cabinet Review</td>
<td>$1,153.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44.</td>
<td>02/03/2017</td>
<td>Check#11353</td>
<td>J. Rogers PDD Lunch Entire Staff</td>
<td>$943.45</td>
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<tr>
<td>45.</td>
<td>02/04/2017</td>
<td>Check#11354</td>
<td>SDPBC Inv. # WPB-162654</td>
<td>$932.66</td>
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</tr>
<tr>
<td>46.</td>
<td>02/04/2017</td>
<td>Check#11354</td>
<td>SDPBC Inv. # WPB-162654</td>
<td>$583.46</td>
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<tr>
<td>47.</td>
<td>02/04/2017</td>
<td>Check#11354</td>
<td>SDPBC Inv. # WPB-164166</td>
<td>$538.54</td>
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</tr>
<tr>
<td>48.</td>
<td>02/04/2017</td>
<td>Check#11354</td>
<td>SDPBC Inv. # WPB-164166</td>
<td>$520.54</td>
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<td></td>
</tr>
<tr>
<td>49.</td>
<td>02/04/2017</td>
<td>Check#11355</td>
<td>J. Roger Painters (Media Center, Rimelis and ELL Staff Access Testing</td>
<td>$355.39</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50.</td>
<td>02/04/2017</td>
<td>Check#11355</td>
<td>J. Rogers School Counselor week, Recognition Testing, Diagnostic</td>
<td>$321.43</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Description</td>
<td>Charge</td>
<td>Date &amp; # of Purchases Made</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>-----------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55.</td>
<td>02/14/2017</td>
<td>Check#11356 J. Rogers (Mitchell) iReady Usage Reports, Celebrations</td>
<td>$9.29</td>
<td>Yes</td>
<td>$312.14</td>
<td></td>
</tr>
<tr>
<td>56.</td>
<td>02/17/2017</td>
<td>Check#11358 SDPBC Family Dollar#9138, Duffy's PB-Gardens, Royal Sandwich, Office Depot#211 Inv. # WPB-165773</td>
<td>$187.61</td>
<td>Yes</td>
<td>$124.53</td>
<td></td>
</tr>
<tr>
<td>57.</td>
<td>02/22/2017</td>
<td>Check#11363 J. Rogers IB &amp; Administrative Planning (Testing Window) Mitchell, Chaney, Holland Velasquez</td>
<td>$110.21</td>
<td>Yes</td>
<td>$14.32</td>
<td></td>
</tr>
<tr>
<td>58.</td>
<td>02/23/2017</td>
<td>Deposit</td>
<td>$12.16</td>
<td>Yes</td>
<td>$26.48</td>
<td></td>
</tr>
<tr>
<td>59.</td>
<td>03/29/2017</td>
<td>Check#11371 J. Rogers Mitchell, FSA 3rd Grade Testing</td>
<td>$4.28</td>
<td>Yes</td>
<td>$22.20</td>
<td></td>
</tr>
<tr>
<td>60.</td>
<td>03/29/2017</td>
<td>Check#11327 Mitchell, Check 11299 is stale dated and lost</td>
<td>$17.95</td>
<td>Yes</td>
<td>$4.25</td>
<td></td>
</tr>
<tr>
<td>61.</td>
<td>04/25/2017</td>
<td>Deposit</td>
<td>$16.56</td>
<td>Yes</td>
<td>$20.81</td>
<td></td>
</tr>
</tbody>
</table>

**TABLE 8A - Principal Jo Anne Rogers P-Card Purchases from July 28, 2016 thru August 27, 2016**

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Date &amp; # of Purchases Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed-Ex Office</td>
<td>$515.82</td>
<td>08/06/16</td>
</tr>
<tr>
<td>Little Caesars</td>
<td>$57.17</td>
<td>08/09/16</td>
</tr>
<tr>
<td>Office Max/Office Depot</td>
<td>$29.98</td>
<td>08/10/16</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$602.97</strong></td>
<td>3(Purchases)</td>
</tr>
</tbody>
</table>

**TABLE 8B - Principal Jo Anne Rogers P-Card Purchases from August 28, 2016 thru September 27, 2016**

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Date &amp; # of Purchases Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duffy's (Consumables)</td>
<td>$79.12</td>
<td>09/15/16</td>
</tr>
<tr>
<td>Publix (Consumables)</td>
<td>$9.18</td>
<td>09/19/16</td>
</tr>
<tr>
<td>Wal-Mart (Instructional)</td>
<td>$28.80</td>
<td>09/20/16</td>
</tr>
<tr>
<td>OfficeMax/Office Depot</td>
<td>$147.47</td>
<td>09/20/16</td>
</tr>
<tr>
<td>Publix (Consumable)</td>
<td>$10.63</td>
<td>09/24/16</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$275.20</strong></td>
<td>5(Purchases)</td>
</tr>
</tbody>
</table>
### TABLE 8C - Principal Jo Anne Rogers P-Card Purchases from September 28, 2016 thru October 27, 2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Date &amp; # of Purchases Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publix</td>
<td>$20.93</td>
<td>09/27/16</td>
</tr>
<tr>
<td>Curriculum Assoc. (School)</td>
<td>$371.28</td>
<td>09/29/16</td>
</tr>
<tr>
<td>Publix</td>
<td>$5.99</td>
<td>10/08/16</td>
</tr>
<tr>
<td>Citation Comm</td>
<td>$166.75</td>
<td>10/11/16</td>
</tr>
<tr>
<td>Duffy’s</td>
<td>$24.98</td>
<td>10/11/16</td>
</tr>
<tr>
<td>McDonald’s (Consumable)</td>
<td>$35.00</td>
<td>10/11/16</td>
</tr>
<tr>
<td>McDonald’s (Consumable)</td>
<td>$10.00</td>
<td>10/11/16</td>
</tr>
<tr>
<td>Target (Halloween)</td>
<td>$28.72</td>
<td>10/16/16</td>
</tr>
<tr>
<td>McDonald’s</td>
<td>$75.53</td>
<td>10/18/16</td>
</tr>
<tr>
<td>Publix</td>
<td>$9.98</td>
<td>10/21/16</td>
</tr>
<tr>
<td>USPS</td>
<td>$47.00</td>
<td>10/22/16</td>
</tr>
<tr>
<td><strong>Halloween Costumes</strong></td>
<td><strong>$165.86</strong></td>
<td><strong>10/21/16</strong></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$962.02</strong></td>
<td><strong>12 (Purchases)</strong></td>
</tr>
</tbody>
</table>

### TABLE 8D - Principal Jo Anne Rogers P-Card Purchases from October 28, 2016 thru November 27, 2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Date &amp; # of Purchases Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publix (Food)</td>
<td>$10.79</td>
<td>10/30/16</td>
</tr>
<tr>
<td>Target (Instructional)</td>
<td>$38.56</td>
<td>11/06/16</td>
</tr>
<tr>
<td>Delta Air/AP-Mitchell (Teacher Conference)</td>
<td>$349.20</td>
<td>11/17/16</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$398.55</strong></td>
<td><strong>3 (Purchases)</strong></td>
</tr>
</tbody>
</table>

### TABLE 8E - Principal Jo Anne Rogers P-Card Purchases from November 28, 2016 thru December 27, 2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Date &amp; # of Purchases Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vista Print</td>
<td>$16.98</td>
<td>11/28/16</td>
</tr>
<tr>
<td>Yin Can Cook</td>
<td>$39.86</td>
<td>11/30/16</td>
</tr>
<tr>
<td>Publix</td>
<td>$18.00</td>
<td>12/03/16</td>
</tr>
<tr>
<td>Macy’s (Instruct Review)</td>
<td>$50.36</td>
<td>12/04/16</td>
</tr>
<tr>
<td>Target (Consumables)</td>
<td>$44.92</td>
<td>12/04/16</td>
</tr>
<tr>
<td>Lowes</td>
<td>$46.92</td>
<td>12/09/16</td>
</tr>
<tr>
<td>Comfort Suites</td>
<td>$117.80</td>
<td>12/16/16</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$334.84</strong></td>
<td><strong>7 (Purchases)</strong></td>
</tr>
</tbody>
</table>

### TABLE 8F - Principal Jo Anne Rogers P-Card Purchases from December 28, 2016 thru January 27, 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Date &amp; # of Purchases Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Dollar</td>
<td>$13.64</td>
<td>01/10/17</td>
</tr>
<tr>
<td>Office Depot</td>
<td>$19.78</td>
<td>01/10/17</td>
</tr>
<tr>
<td>Duffy’s</td>
<td>$107.41</td>
<td>01/13/17</td>
</tr>
<tr>
<td>Royal Sandwich</td>
<td>$46.78</td>
<td>01/20/17</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$187.61</strong></td>
<td><strong>4 (Purchases)</strong></td>
</tr>
</tbody>
</table>
TABLE 8G - Principal Jo Anne Rogers P-Card Purchases from January 28, 2017 thru February 27, 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Date &amp; # of Purchases Made:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publix</td>
<td>$25.93</td>
<td>01/31/17</td>
</tr>
<tr>
<td>Publix</td>
<td>$18.99</td>
<td>02/02/17</td>
</tr>
<tr>
<td>Publix</td>
<td>$4.50</td>
<td>02/02/17</td>
</tr>
<tr>
<td>Sysco Food SVC’s</td>
<td>$333.23</td>
<td>02/23/17</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$382.65</strong></td>
<td></td>
</tr>
</tbody>
</table>

TABLE 8H - Principal Jo Anne Rogers Purchases from February 28, 2017 thru March 27, 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Date &amp; # of Purchases Made:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Sciences</td>
<td>$659.00</td>
<td>03/20/17</td>
</tr>
<tr>
<td>Learning Sciences</td>
<td>$659.00</td>
<td>03/20/17</td>
</tr>
<tr>
<td>Learning Sciences</td>
<td>$659.00</td>
<td>03/20/17</td>
</tr>
<tr>
<td>Learning Sciences</td>
<td>$659.00</td>
<td>03/20/17</td>
</tr>
<tr>
<td>Learning Sciences</td>
<td>$659.00</td>
<td>03/20/17</td>
</tr>
<tr>
<td>Disney Resort Res (Staff)</td>
<td>$164.25</td>
<td>03/20/17</td>
</tr>
<tr>
<td>Disney Resort Res (Staff)</td>
<td>$164.25</td>
<td>03/20/17</td>
</tr>
</tbody>
</table>

*Purchase of Lunch for Custodial Staff with P-Card*

**Allegation #3:** Principal Rogers inappropriately used her P-Card to purchase lunch for custodial staff and reimbursed herself with the justification of moving furniture.

Principal Rogers states she did purchase meals for custodial staff to show appreciation and to reward them for a job well done. A review of the Administrative/Rental Accounts was conducted. Five (5) transactions occurred from July 18, 2016 thru March 21, 2017. (See Findings Table-9, Award Incentives for Grove Park Elementary Staff, below). The records indicate Principal Rogers did purchase meals for custodial staff at Grove Park Elementary using the Administrative/Rental Accounts to pay for the meal purchases as follows:

- **July 18, 2016, Check Requisition #11283** for $20.92 shows lunch was purchased for Custodial Staff (Patrick Borden & Brandon Velasquez). The Rental Account (6-3800.00) was used to pay for the meal. Principal Rogers written justification for purchasing the meals were for “moving furniture and painting”.
- **October 2, 2016, Check Requisition #11308** for $33.95 shows a variety of items purchased (Keebler Cookies, Folders, Bowls, Halloween Decorations, female youth Jacket) the Administrative Courtesy Account (6-0200.00) was used to pay for the merchandise. The youth jacket was not purchased using the Administrative Courtesy Account, the jacket might have been purchased using personal funds. Principal Rogers’ written justification for the purchases were for “Faculty Meeting, PLC, and Custodial Appreciation.”
- **October 31, 2016, Check Requisition #11320** for $11.79 shows lunch was purchased for Lead Custodian Brandon Velasquez. The Administrative Courtesy Account (6-0200.00) was used to pay for the meal.
Account (6-0200.00) was used to pay for the meal. Principal Rogers’ written justification for purchasing the meal was for “dance & parade preparations.”

- January 30, 2017, Check Requisition #11350 for $21.72 shows Royal Subway Sandwiches were purchased for custodial staff (Paulerson, Tyner, Saramago). The Administrative Courtesy Account (6-0200.00) was used to purchase the sandwiches. Principal Rogers’ written justification for purchasing the sandwiches were for “removal of furniture from portable-3 (preparation for Spanish portable).”

- March 21, 2017, Check Requisition #11368 for $26.36 shows breakfast was purchased from McDonald’s for Custodial staff. The Rental Account (6-3800.00) was used to pay for the breakfast. Principal Rogers’ written justification was for “custodial recognition, FSA building preparations.”

Pursuant to Palm Beach County School District Internal Accounts Manual Chapter (4) Administrative/RentalCourtesy Account - “This account is provided for the use of school principals. Expenditures from accounts may be for school promotional activities, dues and fees for staff, faculty incentives and rewards, school hospitality expenses, purchases of supplies and equipment, or any other business-related expenditures as designated by the Principal. Expenditures from these accounts must be in compliance with State and District rules.”(See Exhibit-7)

Based on Palm Beach County School District Internal Manual Chapter-4, specifically Administrative Account, the allegation that Principal Rogers used her assigned P-Card to purchase meals for custodial staff and reimburse herself using Grove Park Elementary funds is unsubstantiated. Principal Rogers did purchase meals for her custodial staff as an award incentive for painting, building preparations, and removing molded furniture. According to the established guidelines on P-Card purchases and internal accounts, Principals may award staff for work performance. No inappropriate transactions were made by Principal Rogers to purchase meals for her custodial staff.

**TABLE 9 - Award Incentives for Grove Park Elementary Staff**

<table>
<thead>
<tr>
<th>Date</th>
<th>Check Req#</th>
<th>Account#</th>
<th>Description</th>
<th>Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/18/16</td>
<td>#11283</td>
<td>Rental 6-3800.00</td>
<td>Chin Rest</td>
<td>$20.92</td>
</tr>
<tr>
<td>10/02/16</td>
<td>#11308</td>
<td>Administrative</td>
<td>Target</td>
<td>$33.95</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courtesy 6-0200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/31/16</td>
<td>#11320</td>
<td>Administrative</td>
<td>Custodial Parade &amp; Dance Preparation</td>
<td>$11.79</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courtesy 6-0200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/30/17</td>
<td>#11350</td>
<td>Administrative</td>
<td>Custodial Furniture Removal from Portable # 3</td>
<td>$21.72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courtesy 6-0200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/21/17</td>
<td>#11368</td>
<td>Rental 6-3800.00</td>
<td>Custodial Recognition/FSA Building Preparation</td>
<td>$26.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
<td>$114.74</td>
</tr>
</tbody>
</table>
Purchase of Halloween Costumes and Christmas Trees

**Allegation#4:** During Halloween and Christmas season, she (Principal Rogers) spent hundreds of dollars on costumes (like those used at Disney) and Christmas Trees for the School’s Office area using school funds.

On October 21, 2016, Principal Rogers purchased two (2) Halloween Costumes at the cost of $165.00 using her assigned P-Card. Principal Rogers stated the two (2) costumes were purchased for staff to wear during Halloween. The Halloween costumes are stored at Grove Park Elementary, inside the main office.\(^\text{viii}\) (See Exhibit-8). Rogers indicated the costumes are used by staff only during Halloween. The costumes were purchased for the students to enjoy and only for adult staff to wear at school during Halloween and not for personal use. The purchase of the costumes was not in violation of any School District Purchasing Policy (Chpt-24). Principals have the discretion to purchase items for the betterment and/or promotional activities at the school.\(^{(See\ Exhibit-9)}\) Ms. Rogers states the two (2) Christmas trees that were on campus were her personal trees that were brought from her home and displayed in the Main Office and inside her office for Grove Park Students. Ms. Rogers further states she wanted the students to see a tree with lights. Principal Rogers state the school did have a donated Christmas tree on campus; however, the donated Christmas tree was not displayed during the Christmas Season and remained in storage.\(^{x}\) (See Exhibit-10). A Review of P-Card purchases and Check Requisitions from July 28, 2016, thru April 27, 2017 indicates that there were NO financial transactions that showed Christmas trees were purchased by Principal Rogers. The allegation that Principal Rogers spent hundreds of dollars to purchase Disney-like costumes and Christmas trees is unsubstantiated.

**Purchase of Lunches for Students with Safety Patrol Funds

**Allegation#5:** Purchased lunches for certain students using funds from the Safety Patrol Account.

Principal Rogers states she did not purchase lunch for certain students using her assigned P-Card. Review of Principal Rogers Check Requisitions from August 19, 2016 thru April 25, 2017 and P-Card purchases from July 28, 2016 thru April 27, 2017 does not show any lunch purchases made for students. Additionally, a review of Safety Patrol Club Account #4-4300.00 and Washington Safety Patrol Account #6-4000.00 shows there is no record of money transfers from Safety Patrol Account for payment of student lunches. Thus, the allegation that Principal Rogers purchased lunch for certain students is unsubstantiated.
Principal Spent $15,000 for School Field Trip to Miami Zoo

Allegation#6: Principal Rogers spent $15,000 for a student school-wide field-trip to Miami (Dade County) Zoo.

Principal Rogers states Palm Beach County School District did approve Grove Park Elementary School to participate in a field trip at Dade County Zoo. The source of funds used to finance the field-trip were Title-I funds ($15,000.00). On January 18, 2017, Principal Rogers submitted a Field Trip/Activity Planning Report and Approval Request (PBS&D 1894) form to Area Superintendent Camille Coleman. The Field Trip form shows that Area Superintendent Coleman reviewed the request on January 18, 2017, (See Exhibit-11) and approved the request on the same date. Principal Rogers reported reasons for the field trip, attached to the PBS&D 1894, states: “Activity is specifically connected to Grove Park’s SIP, the district strategic plan: Goal #1. To provide effective and relevant instruction to meet the needs of all students. Then we will increase reading on grade level by the third (3rd) grade. Building student’s overall schema, background knowledge, and instructional capacity are directly linked to increased reading proficiency. Doing so increases students’ ability for making connections self to text.” All proper (Field-Trip) documents were completed by Principal Rogers and forwarded to Area Superintendent Coleman, for review and approval, as pursuant to Palm Beach County School District Policy 2.40 (See Exhibit-12). On December 8, 2016, Palm Beach County School District Federal and State Program Specialist, Tangela Steele forwarded an email to Principal Rogers stating “Congratulations! Your trip to the Miami Zoo is approved! Title-I funds may cover the cost of transportation and admissions. All other miscellaneous expenses (i.e. lunch) is not allowed. Please provide a brief email explaining the rationale for the trip and its timing. I’m sure this trip will prove beneficial in allowing students to connect their learning to real life.” (See Exhibit-13). The approved Title-I funds covered charter bus transportation of students and admission cost for Grove Park Student body. Review of Palm Beach County School District Web-site also has pictures of Grove Park Elementary students at Dade County Zoo. (See Exhibit-14). Thus, the allegation that Principal Rogers spent $15,000 for a student field trip to Miami (Dade County) Zoo is unsubstantiated. The $15,000. Expenditure for the student field trip to Miami (Dade County) Zoo was approved and appropriately documented and approved by required district officials.

“Toys-for-Tots” Not Distributed at the School

Allegation#7: Received a truck load of donated toys from the United States Marine Corps Reserve “Toys-for-Tots.” The donated toys were housed inside the T.V. Studio closet, and not distributed to Grove Park Elementary students.

Principal Rogers states the Toys-for-Tots toys were donated and delivered to Grove Park Elementary on December 23, 2016, late in the school day prior to Christmas Break. She was out-of-town in Louisiana, so she was not on campus to receive the donated toys. Assistant Principal Marzella Mitchell received the toys from Toys-for-Tots. Assistant Principal Mitchell decided not
to distribute the toys to Grove Park student body due to not having enough toys for ALL students to receive a toy, nor were any directives left on how or who to distribute the toys to. As a result of not distributing the toys to Grove Park student body prior to Christmas break, the toys were stored in the T.V. Studio closet,\textsuperscript{16} (See Exhibit-15). The toys distributed later in the school year to those students who demonstrated academic gains during testing or other academic performance achievements. The students were recognized throughout the year at the Grove Park School wide assemblies.

A review of the U. S. Marine Corps Reserve Toys for Tots Program (Program) website was conducted (https://www.toysfortots.org/Default.aspx ). The website indicates the Program’s mission and objective is to collect and distribute toys as Christmas gifts to less fortunate children in the community. Furthermore, the Palm Beach County website of Toys for Tot (https://west-palm-beach-fl.toysfortots.org/local-coordinator-sites/lco-sites/request-toys.aspx), indicates the following:

\textbf{Beginning in 2016, the Palm Beach County Toys for Tots Campaign will be changing the way it distributes toys to the local community. In an effort to reach the maximum number of children, we are working through the Palm Beach County School District to facilitate all toys requests for children ages 5-18 who are on Title-I and Title-II programs.}

\textbf{We understand that this may be a difficult transition for some organizations, but this is the best and most proficient way to ensure we are getting toys to children in need in the local area and allows us to maximize the number of toys we provide to each of those children.}

\textbf{If your school is not a Title-I or II school on the Palm Beach County School Districts registry, please have your Title-I representative contact us at toys4totspalmbeach@gmail.com so we can work with you to provide toys for your community.}

The Program’s website is also set up to receive requests for toys.

Toys received through the Program were not distributed in accordance with the mission and objective of the Program. Clearly, the program desires for children to receive toys during the Christmas season and unrelated to the child’s “academic gains during testing” or the child’s academic performance achievements”. As noted above the mission and objective is to provide Christmas gifts to “less fortunate children”, and specifically in Palm Beach County Schools to children in “Title-I and Title-II programs”. The allegation that the donated Toys-for-Tots” toys were not distributed to students during the Christmas break is \textbf{substantiated}.
Assistant Principal Mitchell and Custodial Staff Removed Donated Toys for Personal Use

Allegation #8: The Assistant Principal (Marzella Mitchell) and Custodial staff removed some of the donated toys from the school’s T.V. Studio closet and took them home for personal use.

Principal Rogers, Assistant Principal Mitchell, and Mr. Velasquez stated they did not take any toys received from toy-for-tots for their personal use. To date there are numerous toys currently placed inside Grove Park T.V. Studio Closet that were received from United States Marine Corp Reserve “Toys-for-Tots”. (See Exhibit-16). The allegation Principal Rogers, Assistant Principal Mitchell and Lead Custodian Velasquez removed toys from Grove Park T.V. Studio closet for their personal use is unsubstantiated.

FURTHER ACTION

In accordance with School Board Policy 1.092, a twenty (20) working day letter was provided to Principal Jo Anne Rogers, Assistant Principal Marzella Mitchell, and Lead Custodian Brandon Velasquez as affected parties, providing them with the opportunity to submit a written response to this draft report.

MANAGEMENT RESPONSES

Responses from Principal Jo Anne Rogers and Assistant Principal Marzella Mitchell are attached to this report as Exhibits 1A & 1B, same as Exhibits #17 & 18.

No response was received from Lead Custodian Brandon Velasquez

RECOMMENDATION

The Principal be required to complete the on-line training related to internal funds (e-learning) and P-Cards.

A copy of this investigative report will be sent to the Office of Professional Standards for review.

---

i Molded unusable school furniture
ii Principal Rogers, photo transporting Christmas decorations
iii Email Grove Park Elementary-IAQ Assessment of Building #100, #200 & #300
iv Email Grove Park Elementary-IAQ Inspection July 2016
v P-Card Purchases July 16, 2016 – April 27, 2017
vi Saks Fifth Avenue Receipt
vii Internal Accounts Manual Chpt-4(b) Administrative Courtesy
viii Halloween Costumes
ix School Costume Purchase Receipt (P-Card)
x Photo of Roger Christmas decorations
xi Field Trip Request PBSD 1894
xii Field trip policy
xiii Email approval Field Trip Zoo Tangelia Steele
xiv Dade County Zoo Pictures
xv Toys Stored/Assembly
xvi Toys Stored
Exhibit 1A
Principal Jo Anne Rogers
Response to IG#17623
Robert Sheppard <robert.sheppard@palmbeachschools.org>  
To: Jo Anne Rogers <joanne.rogers@palmbeachschools.org>  
Tue, Jul 18, 2017 at 11:05 AM  

See attach -  

Robert L. Sheppard, Jr.  
Auditor/Investigator SRI  
Office of Inspector General  
3139 Forest Hill Blvd., Suite C-306  
West Palm Bch, FL 33406  
Phone: (561) 648-6877  
PX# 46877  
Email: Robert.Sheppard@palmbeachschools.org  
[quoted text hidden]  

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>  
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>  
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>  
Tue, Jul 18, 2017 at 3:05 PM  

Mr. Sheppard:  

Thanks for this information. I appreciate it.  

Please accept this email to document my disagreement and/or to provide clarity on three issues:  

Gift, Mrs. Marzella Mitchell, Assistant Principal, from Saks Fifth Avenue, a pair of shoes.  
   1) I DID NOT use the school's p-card for the purchase of shoes for Marzella Mitchell, at all.
2.) I followed what I understood to be district guidelines and protocol for making this purchase, which to my understanding, gifts can not exceed $100. The total amount was approximately $185.00. Only $100 of admin courtesy (or rental) were used towards this purchase, which was a check requisition, not a p-card. The remaining amount for covering this purchase were my own personal funds. My confusion (I now understand) was value vs. amount. Again, this is my error. I’ve done similar transitions at three prior schools. These transactions were never listed as an audit finding and so therefore, I thought I acted within compliance. With 28 years experience, 18 as principal, I would never knowingly violate SDPBC policy, ever.

3.) This gift to Mrs. Mitchell was academic recognition in nature and is indeed listed on the Check Requisition, preparations made for Grove Park’s Instructional Review. This reason was written (listed) at the exact time the requisition was submitted (processed) as how all requisitions are handled. Was it an oversight (perhaps) on your department’s behalf that this exact reason was not seen on the requisition on file? It’s listed. Providing reason for the purchase is provided and was provided timely as the requisition was submitted, documenting my actions for compliance and regard for policy.

Regarding Toys for Tots -
There is no way possible, on the last day before Winter Break, with the assistant principal being the only administrator on campus left to handle two different day-time programs, that Toys-for-Tots could have been distributed. I was on personal leave not even in the state of Florida - but yet is accused of taking toys for personal use. There were not enough toys for every student. There was no time within that day, December 22, 2017, to conduct mass distribution. The toys were distributed at times during the year for academic recognition. No staff member received toys that I knew about, ever, for personal reasons.

Lunch for Staff -
Yes, I have purchased lunch for office, administrative, resource, custodial staff, etc. throughout the year, to recognize academic initiatives and hard work.

Upon my arrival July 2016, Grove Park was a complete dump and then some. The people listed below have repeatedly sacrificed their time, personal resources, weekends and holidays to bring this school up:
- Marzella Mitchell
- Cheryl Chaney
- Jamie Vangergast
- Nicole Black
- Jason Overbaugh
- Brandon Velasquez foreperson, and entire custodial staff
- others

This staff deserves much more than the couple of lunches purchased here and there throughout the year. They’ve given up so much providing for Grove Park students only to become targets of personal attack. I do not regret my actions and stand behind them completely.

I am on personal leave, but can be reached by email or cell phone. I just had major surgery. I am happy to bring these issues to conclusion. Again, thank you for your time through the process.

Gratefully,

[Quoted text hidden]

--
Jo Anne Rogers, Principal
Grove Park Elementary School

Please Follow Us on Twitter, @gpespbc

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>  Wed, Jul 19, 2017 at 6:05 PM
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>

Mr. Sheppard:

Additional response regarding the Toys-for-Tots issue:

Toys-for-Tots initiatives and dates for receiving and distributing is not District policy but rather a preferred practice.

https://mail.google.com/mail/u/0/?ui=2&ik=5307f2628e&j国务=HFKfDbXmEiw.en.&view=pt&search=inbox&th=15d655c6e04c517c&siml=15d65259bfc...
We were not informed of the policy or preferred practice nor was it feasible based on the timeframe of delivery and staff available. This is not a neglect of district funds nor was it used for personal gain. What is substantiated? Is it substantiated that toys for tots wanted the toys given out to kids at Xmas? It may be, but this is not a violation of anything. In addition, there were not enough toys for all kids in the school.

Immediately returning from Winter Break, under my leadership fostering a focus on Student Achievement, we went directly into test mode, iReady Diagnostics, for an entire school. Stakes for Grove Park were the highest, even on the state level. Although I would never intentionally or knowingly violate intent of a donor, as the lowest F school in PBC, our complete focus was moving the school academically. It was tunnel vision. Toys didn't cross my mind returning from the break.

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>

Thu, Jul 20, 2017 at 7:07 AM

Good Morning Mr. Sheppard:

This email concerns the allegation, my use of Safety Patrol Funds. Although this allegation is listed unfounded, I want the record to reflect the following:

(I personally raised money for student safety patrols, in advocacy that more students travel to historic DC)

No significant fundraisers were initiated by our two Safety Patrol sponsors for maximizing student participation to Washington DC trip. On behalf of GP students, I enlisted donations from "private" donors beginning in November 2016. I've cut/pasted those emails at the bottom.

As a result, four (4) additional students attended the D.C. trip based on private donations received. Even with funds now "available" for additional students to attend, one GP sponsor opposed. He expressed concern about "timing" and the task of redoing the student roster required by Area Office. Earlier in the year, this sponsor emailed me asking me who gave me authority to advocate for students attending the trip. I felt his email was outrageous in nature, and included undertones for starting trouble. These donations are documented and were deposited directly into the student safety patrol account.

This allegation is a direct untruth, quite the opposite of my actions taken on behalf of the GP students.

November 2016 email...Hello Friends of Grove Park Elementary: Draft

Please email me if you'd like to sponsor a student or make a "contribution towards" Grove Park's Student Safety Patrol trip to D.C. I've got 10 outstanding, very deserving students who would love to attend but parents can't afford. I'm advocating on their behalf. We know what a memorable opportunity this is for fifth graders!

The cost is $929
Our trip is in May, after testing.

Thank you for your consideration and thanks for supporting Grove Park, overall. We have great kids.

Jo Anne

April 2017 email...Hi (sorry for this kind of email first thing in morning lol)

I've got a 5th grade student, whose parent was laid off this year - trying to get her on Grove Park's Student Safety Patrol Trip --

Please allow me to be blunt, last minute, but it would be meaningful to send this student - need $800 (today, luv you...) Would you consider making a donation towards, please? Doesn't matter the amount. Would be grateful.

This kid has done well academically and has served the school so responsibly this year. I'd love to she her attend. Our trip is May 18th.

Please email or text me
561-602-3316

https://mail.google.com/mail/u/0/?ui=2&ik=5307f2828e&gsrver=HFkIDbXMrXFw.en.&view=pt&search=inbox&th=15d855c6e04c517c&siml=15d562596f2...
Anne Rogers <joanne.rogers@palmbeachschools.org>  
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>  
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>

Fri, Jul 21, 2017 at 9:36 AM

Good Morning Mr. Sheppard:

Corrections to errors found in this report:

Page 4, Paragraph 1
(Reference to storage areas cleaned out since Rogers' arrival and molded papers being removed)

Correction: Among items removed were ruined "school supplies" stored in closets filled with mold and thick layers of dust. School supplies were covered with dust and mold, in my opinion, presented health hazard. I wondered why staff would think it was appropriate to distribute unsuitable items to students. I observed staff distributing moldy supplies as a regular practice. Moreover, our district was in process to determine if that flooring was asbestos type. A picture of this closet and its contents were provided. Since then, our district has replaced the floors, cleaned the walls removing the mold and dust, as well as shelving. This was a very lengthy and time-consuming process, especially considering every closet in the school was in this condition.

Paragraph 4
(Reference, Rogers' interview asking if Rogers had purchased "tennis" shoes...)  
In the interview I was asked if I had purchased "tennis shoes." I replied no.

Correction: Please be advised that several staff members, including the assistant principal and I, had purchased "the exact" tennis shoes for the Miami Zoo field trip. Since people around school were talking about that, I thought the question was directly related these "tennis shoes."

In an email provided to OIG, I clarified that while I had not purchased "tennis shoes," there were times during the year items were purchased for staff, including the AP, but not with a P-card, and that these purchases were always related to academic work and recognition. Documentation was always provided.

Paragraph 5
(Reference to Christmas trees...)

Correction
- The donated Christmas tree was "not already on campus." This was a boxed tree, donated by a parent much later in the holiday season. The tree had no ornaments, etc. and was stored in the treasurer's office.
- The principal not only wanted the students to see a Christmas Tree with lights, but made it a practice touring students through the front office during lunch periods to see holiday displays but also to alleviate lunch room over-crowding and noise.

Page 5, Paragraph 1
(Reference to Title I funds used for Grove Park K-5 Students to Lion Country Safari, Miami Zoo...)

Correction: In the context of curriculum-based field trips connected to a school's SIP (like GP's approved field trip to the Miami Zoo), I referenced similar trips coordinated at previous schools I was principal, including:
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All were curriculum-based, Title I approved activities. Lion Country Safari was Lincoln, not GP.

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(Reference to gift card purchases for students)

Correction:
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Second to Last Paragraph
(Reference to date Rogers emailed district staff reporting condition of GP)

Correction:
I contacted the district on my second and third day arrival on campus, not a week later.

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(Reference to items purchased that included a female youth jacket)

Question, Possible Correction: I don't recall a "female youth jacket" included on this check requisition. I would like to review this file for recall, making this determination. Files are currently with OIG.
Robert Sheppard <robert.sheppard@palmbeachschools.org>

7-623 Grove Park Elementary
5 messages

scanner@palmbeachschools.org <scanner@palmbeachschools.org>  Tue, Jul 18, 2017 at 10:40 AM
Reply-To: robert.sheppard@palmbeachschools.org
To: robert.sheppard@palmbeachschools.org

Reply to: Robert Sheppard Jr. <robert.sheppard@palmbeachschools.org>
Device Name: Not Set
Device Model: MX-M565N
Location: Not Set

File Format: PDF (Medium)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.
Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.
Adobe(R)Reader(R) can be downloaded from the following URL:
Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.

http://www.adobe.com/

Joanne Rodgers <joanne.rogers@palmbeachschools.org>  Tue, Jul 18, 2017 at 11:05 AM
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

See attach -

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
P# 46877
Email: Robert.Sheppard@palmbeachschools.org

[Quoted text hidden]

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>  Tue, Jul 18, 2017 at 3:05 PM
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>

Mr. Sheppard:

Thanks for this information. I appreciate it.

Please accept this email to document my disagreement and/or to provide clarity on three issues:

Gift, Mrs. Marzella Mitchell, Assistant Principal, from Saks Fifth Avenue, a pair of shoes.
1.) I DID NOT use the school's p-card for the purchase of shoes for Marzella Mitchell, at all.

https://mail.google.com/mail/u/0/?ui=2&ik=530712628a&jsver=VK6E92h7KU4.en.&view=pt&search=inbox&th=15d5f9f1a6d6a08e&siml=15d5825996f2c... 1/4
2.) I followed what I understood to be district guidelines and protocol for making this purchase, which to my understanding, gifts can not exceed $100. The total amount was approximately $185.00. Only $100 of admin courtesy (or rental) were used towards this purchase, which was a check requisition, not a p-card. The remaining amount for covering this purchase were my own personal funds. My confusion (I now understand) was value vs. amount. Again, this is my error. I've done similar transitions at three prior schools. These transactions were never listed as an audit finding and so therefore, I thought I acted within compliance. With 28 years experience, 18 as principal, I would never knowingly violate SDPBC policy, ever.

3.) This gift to Mrs. Mitchell was academic recognition in nature and is indeed listed on the Check Requisition, preparations made for Grove Park's Instructional Review. This reason was written (listed) at the exact time the requisition was submitted (processed) as how all requisitions are handled. Was it an oversight (perhaps) on your department's behalf that this exact reason was not seen on the requisition on file? It's listed. Providing reason for the purchase is provided and was provided timely as the requisition was submitted, documenting my actions for compliance and regard for policy.

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- Tammy Vandergragt
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This staff deserves much more than the couple of lunches purchased here and there throughout the year. They've given up so much providing for Grove Park students only to become targets of personal attack. I do not regret my actions and stand behind them completely.

I am on personal leave, but can be reached by email or cell phone. I just had major surgery. I am happy to bring these issues to conclusion. Again, thank you for your time through the process.

Gratefully,

[Quoted text hidden]

Jo Anne Rogers, Principal
Grove Park Elementary School

Please Follow Us on Twitter, @gpespbc

---

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>

Mr. Sheppard:

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Toys-for-Tots initiatives and dates for receiving and distributing is not District policy but rather a preferred practice.
We were not informed of the policy or preferred practice nor was it feasible based on the timeframe of delivery and staff available. This is not a neglect of district funds nor was it used for personal gain. What is substantiated? Is it substantiated that toys for tots wanted the toys given out to kids at Xmas? It may be, but this is not a violation of anything. In addition, there were not enough toys for all kids in the school.

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Jo Anne Rogers <joanne.rogers@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>
Cc: Camille Coleman <camille.coelman@palmbeachschools.org>

Thu, Jul 20, 2017 at 7:07 AM

Good Morning Mr. Sheppard:

This email concerns the allegation, my use of Safety Patrol Funds. Although this allegation is listed unfounded, I want the record to reflect the following:

(I personally raised money for student safety patrols, in advocacy that more students travel to historic DC)

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As a result, four (4) additional students attended the D.C. trip based on private donations received. Even with funds now "available" for additional students to attend, one GP sponsor opposed. He expressed concern about "timing" and the task of redoing the student roster required by Area Office. Earlier in the year, this sponsor emailed me asking me who gave me authority to advocate for students attending the trip. I felt his email was outrageous in nature, and included undertones for starting trouble. These donations are documented and were deposited directly into the student safety patrol account.

This allegation is a direct untruth, quite the opposite of my actions taken on behalf of the GP students.

---

November 2016 email....Hello Friends of Grove Park Elementary: Draft

Please email me if you'd like to sponsor a student or make a "contribution towards" Grove Park's Student Safety Patrol trip to D.C. I've got 10 outstanding, very deserving students who would love to attend but parents can't afford. I'm advocating on their behalf. We know what a memorable opportunity this is for fifth graders!

The cost is $929
Our trip is in May, after testing.

Thank you for your consideration and thanks for supporting Grove Park, overall. We have great kids.

Jo Anne
:)

---

April 2017 email...Hi (sorry for this kind of email first thing in morning lol)

I've got a 5th grade student, whose parent was laid off this year - trying to get her on Grove Park's Student Safety Patrol Trip - -

Please allow me to be blunt, last minute, but it would be meaningful to send this student - need $800 (today, luv you...) Would you consider making a donation towards, please? Doesn't matter the amount. Would be grateful.

This kid has done well academically and has served the school so responsibly this year. I'd love to see her attend. Our trip is May 18th.

Please email or text me
561-602-3316

https://mail.google.com/mail/u/0/?ui=2&ik=5307f2692c&jsver=VK8E92h7KU4.en.&view=pl&search=inbox&th=15d5fa51a6a08e&simfl=15d562596f2c...
Consolidated Document, Letter Response, IG#17-623

1 message

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>  
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>, Camille Coleman <camille.coleman@palmbeachschools.org>

attachment
Thanks,

--
Jo Anne Rogers, Principal
Grove Park Elementary School
Please Follow Us on Twitter, @gpespbc

2 attachments

- IGO.docx
  29K

- signed.pdf
  1165K
August 7, 2017

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Email: Robert.Sheppard@palmbeachschools.org

Lung Chiu, Inspector General

Dear Mr. Chiu:

Although I have responded through several emails with my disagreement with finding #2 and #3, Case 17-623, wanted to forward this information through letter format, providing one document for your review and reference.

Finding, #2
Gift, Mrs. Marzella Mitchell, Assistant Principal, from Saks Fifth Avenue, a pair of shoes-
1.) I DID NOT use the school's p-card for the purchase of shoes for Marzella Mitchell, at all;
2.) I followed what I understood to be district guidelines and protocol for making this purchase, which to my understanding, gifts could not exceed $100. The total amount was approximately $185.00. Only $100 of admin courtesy (or rental) were used towards this purchase, which was a check requisition, not a p-card.

The remaining amount for covering this purchase were use of personal funds. My confusion (I now understand) was value vs. amount. Again, this is my error. I've done similar transitions at three prior schools. These transactions were never listed as an audit finding and so therefore, I thought I acted within compliance. With 28-years of experience (18 as principal), I would never knowingly violate SDPBC policy, ever.

3.) This gift to Mrs. Mitchell was academic recognition in nature and is indeed listed on the Check Requisition, preparations made for Grove Park's Instructional Review. This reason was written (listed) at the exact time the requisition was submitted (processed) as how all requisitions are handled. Was it an oversight (perhaps) on your department's behalf that this exact reason was not seen on the requisition on file? It's listed. Providing reason for the purchase is provided, and was provided timely, at the exact time the requisition was submitted, documenting my actions for compliance and regard for policy.

In addition, an attachment is provided with the requisition – the Instruction Review agenda. These documents are still in possession of your office and can be located within the requisition files.

In addition, how would Marzella Mitchell know the value of a gift given to her?
Finding, #3, Toys-For-Tots

1.) There is no way possible, on the last day before Winter Break, with the assistant principal being the only administrator on campus left to handle two different day-time programs, that Toys-for-Tots could have been distributed. I was on personal leave not even in the state of Florida - but yet is accused of taking toys for personal use. There were not enough toys for every student. There was no time within that day, December 22, 2017, to conduct mass distribution. The toys were distributed at times during the year for academic recognition. No staff member received toys that I knew about, ever, for personal reasons.

2.) Toys-for-Tots initiatives and dates for receiving and distributing is not District policy but rather a preferred practice.

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Immediately returning from Winter Break, under my leadership fostering a focus on Student Achievement, we went directly into test mode, iReady Diagnostics, for an entire school. Stakes for Grove Park were the highest, even on the state level. Although I would never intentionally or knowingly violate intent of a donor, as the lowest F school in PBC, our complete focus was moving the school academically. It was tunnel vision. Toys didn’t cross my mind returning from the break.

OTHER CORRECTIONS, THROUGHOUT DOCUMENT:
Page 4,
Paragraph 1
(Reference to storage areas cleaned out since Rogers' arrival and molded papers being removed)
Correction: Among items removed were ruined "school supplies" stored in closets filled with mold and thick layers of dust. School supplies were covered with dust and mold, in my opinion, presented health hazard. I wondered why staff would think it was appropriate to distribute unsuitable items to students. I observed staff distributing moldy supplies as a regular practice. Moreover, our district was in process to determine if that flooring was asbestos type. A picture of this closet and its contents were provided. Since then, our district has replaced the floors, cleaned the walls removing the mold and dust, as well as shelving. This was a very lengthy and time-consuming process, especially considering every closet in the school was in this condition.

Paragraph 4
(Reference, Rogers' interview asking if Rogers had purchased "tennis" shoes...)
In the interview I was asked if I had purchased "tennis shoes." I replied no.
Correction: Please be advised that several staff members, including the assistant principal and I, had purchased "the exact" tennis shoes for the Miami Zoo field trip. Since people around school were talking about that, I thought the question was directly related these "tennis shoes." These tennis shoes (4 pairs, are documentable)

In an email provided to OIG, I clarified that while I had not purchased "tennis shoes," there were times during the year items were purchased for staff, including the AP, but not with a P-card, and that these purchases were always connected to academic work and recognition. Documentation was always provided.
Paragraph 5
(Reference to Christmas trees...)  
**Correction**  
- The donated Christmas tree was "not already on campus." This was a boxed tree, donated by a parent much later in the holiday season. The tree had no ornaments, etc. and was stored in the treasurer's office. (Picture of this donated tree was emailed to Mr. Sheppard August 3, 2017)  
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Second to Last Paragraph  
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I contacted the district on my second and third day arrival on campus, not a week later.

Page 17, October 2  
(Reference to items purchased that included a female youth jacket)  
**Question, Possible Correction:** I don't recall a "female youth jacket" included on this check requisition. I would like to review this file for recall, making this determination. Files are currently with OIG.

I've had major surgery July 12, 2017, and was unexpectedly readmitted a second time. Please accept the timing of this document. Again, this information was emailed to Mr. Sheppard in separate covers, but wanted to provide one document for easy reference. Feel free to contact me for further information.

Sincerely,  
Jo Anne Rogers, Principal  
Grove Park Elementary School

*Signature*
August 7, 2017

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Email: Robert_Sheppard@palmbeachschools.org

Lung Chiu, Inspector General

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(Reference, Rogers’ interview asking if Rogers had purchased “tennis” shoes…)
In the interview I was asked if I had purchased “tennis shoes.” I replied no.
Correction: Please be advised that several staff members, including the assistant principal and I, had purchased “the exact” tennis shoes for the Miami Zoo field trip. Since people around school were talking about that, I thought the question was directly related these “tennis shoes.” These tennis shoes (4 pairs, are documentable)

In an email provided to OIG, I clarified that while I had not purchased “tennis shoes,” there were times during the year items were purchased for staff, including the AP, but not with a P-card, and that these purchases were always connected to academic work and recognition. Documentation was always provided.
Paragraph 5
(Reference to Christmas trees...)  
**Correction**  
- The donated Christmas tree was "not already on campus." This was a boxed tree, donated by a parent much later in the holiday season. The tree had no ornaments, etc. and was stored in the treasurer's office. (Picture of this donated tree was emailed to Mr. Sheppard August 3, 2017)  
- The principal not only wanted the students to see a Christmas Tree with lights, but made it a practice touring students through the front office during lunch periods to see holiday displays, but also to alleviate lunch room over-crowding and noise.

Page 5, Paragraph 1  
(Reference to Title I funds used for Grove Park K-5 Students to Lion Country Safari, Miami Zoo...)  
**Correction:** In the context of curriculum-based field trips connected to a school's SIP (like GP's approved field trip to the Miami Zoo), I referenced similar trips coordinated at previous schools I was principal, including:  
- Barack Obama Presidential Inauguration, Roosevelt Middle  
- Lion Country Safari, Lincoln Elementary  
- Miami Sea Aquarium, Northmore Elementary  
All were curriculum-based, Title I approved activities. Lion Country Safari was Lincoln, not GP.

Page 7, Top Paragraph  
(Reference to gift card purchases for students)  
**Correction:**  
For the 2017 5th Grade promotional ceremony, gift cards were purchased for twelve 5th Graders for academic recognition (not 12th graders). Documentation is on file.

Second to Last Paragraph  
(Reference to date Rogers emailed district staff reporting condition of GP)  
**Correction:**  
I contacted the district on my second and third day arrival on campus, not a week later.

Page 17, October 2  
(Reference to items purchased that included a female youth jacket)  
**Question, Possible Correction:** I don't recall a "female youth jacket" included on this check requisition. I would like to review this file for recall, making this determination. Files are currently with OIG.

I've had major surgery July 12, 2017, and was unexpectedly readmitted a second time. Please accept the timing of this document. Again, this information was emailed to Mr. Sheppard in separate covers, but wanted to provide one document for easy reference. Feel free to contact me for further information.

Sincerely,  
Jo Anne Rogers, Principal  
Grove Park Elementary School

Jarjar
Robert Sheppard <robert.sheppard@palmbeachschools.org>

17-623 Grove Park Elementary
3 messages

scanner@palmbeachschools.org <scanner@palmbeachschools.org>  
Reply-To: robert.sheppard@palmbeachschools.org  
To: robert.sheppard@palmbeachschools.org

Reply to: Robert Sheppard Jr. <robert.sheppard@palmbeachschools.org>
Device Name: Not Set
Device Model: MX-M565N
Location: Not Set

File Format: PDF (Medium)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.
Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.
Adobe(R)Reader(R) can be downloaded from the following URL:
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http://www.adobe.com/

scanner@palmbeachschools.org_20170718_094054.pdf
21206K

Robert Sheppard <robert.sheppard@palmbeachschools.org>  
To: Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

See attach -

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch. FL 33406
Phone: (561) 648-6877
P# 46877
Email: Robert.Sheppard@palmbeachschools.org

[Quoted text hidden]

scanner@palmbeachschools.org_20170718_094054.pdf
21206K

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>  
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>  
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>

Mr. Sheppard:

Thanks for this information. I appreciate it.

Please accept this email to document my disagreement and/or to provide clarity on three issues:

Gift, Mrs. Marzella Mitchell, Assistant Principal, from Saks Fifth Avenue, a pair of shoes-1.) I DID NOT use the school's p-card for the purchase of shoes for Marzella Mitchell, at all.

https://mail.google.com/mail/u/0/?ui=2&ik=5307f2628e&jsver=qNcEVlnGVY9Q.en.&view=pl&search= inbox&th=15d571855fb8d086&siml=15d562596f...
2) I followed what I understood to be district guidelines and protocol for making this purchase, which to my understanding, gifts can not exceed $100. The total amount was approximately $185.00. Only $100 of admin courtesy (or rental) were used towards this purchase, which was a check requisition, not a p-card. The remaining amount for covering this purchase were my own personal funds. My confusion (I now understand) was value vs. amount. Again, this is my error. I've done similar transitions at three prior schools. These transactions were never listed as an audit finding and so therefore, I thought I acted within compliance. With 28 years experience, 18 as principal, I would never knowingly violate SDPBC policy, ever.

3) This gift to Mrs. Mitchell was academic recognition in nature and is indeed listed on the Check Requisition, preparations made for Grove Park’s Instructional Review. This reason was written (listed) at the exact time the requisition was submitted (processed) as how all requisitions are handled. Was it an oversight (perhaps) on your department’s behalf that this exact reason was not seen on the requisition on file? It’s listed. Providing reason for the purchase is provided and was provided timely as the requisition was submitted, documenting my actions for compliance and regard for policy.

Regarding Toys for Tots -
There is no way possible, on the last day before Winter Break, with the assistant principal being the only administrator on campus left to handle two different day-time programs, that Toys-for-Tots could have been distributed. I was on personal leave not even in the state of Florida - but yet is accused of taking toys for personal use. There were not enough toys for every student. There was no time within that day, December 22, 2017, to conduct mass distribution. The toys were distributed at times during the year for academic recognition. No staff member received toys that I knew about, ever, for personal reasons.

Lunch for Staff -
Yes, I have purchased lunch for office, administrative, resource, custodial staff, etc. throughout the year, to recognize academic initiatives and hard work.

Upon my arrival July 2016, Grove Park was a complete dump and then some. The people listed below have repeatedly sacrificed their time, personal resources, weekends and holidays to bring this school up:
- Marzella Mitchell
- Cheryl Chaney
- Jamie Vanderquest
- Nicole Black
- Jason Overbaugh
- Brandon Velasquez foreperson, and entire custodial staff
- others

This staff deserves much more than the couple of lunches purchased here and there throughout the year. They've given up so much providing for Grove Park students only to become targets of personal attack. I do not regret my actions and stand behind them completely.

I am on personal leave, but can be reached by email or cell phone. I just had major surgery. I am happy to bring these issues to conclusion. Again, thank you for your time through the process.

Gratefully,

[Quoted text hidden]

--
Jo Anne Rogers, Principal
Grove Park Elementary School

Please Follow Us on Twitter, @gpespbc
Exhibit 1B
Assistant Principal Marzella Mitchell
Response to IG#17623
Robert Sheppard <robert.sheppard@palmbeachschools.org>  
To: Marzella Mitchell <marzella.mitchell@palmbeachschools.org>  

See Attach -

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

17-623 Grove Park Elementary (1).pdf
21234K

Marzella Mitchell <marzella.mitchell@palmbeachschools.org>  
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>  
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>  

See attached response

Marzella Mitchell, Assistant Principal
Grove Park Elementary
8330 N. Military Trail
Palm Beach Gardens, Fl. 33410

Please Follow Us on Twitter, @gpespc

School response -Mitchell.docx
16K

Robert Sheppard <robert.sheppard@palmbeachschools.org>  
To: Marzella Mitchell <marzella.mitchell@palmbeachschools.org>  

Hi Ms. Mitchell,

Received, will attach your response to Final Report....

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org
Lung Chiu, Inspector General

RE: Allegation #2, & Allegation #7

Dear Mr. Chiu:

I wanted to add some comments to the allegations concerning my involvement. Allegation #2, #3 of your Findings states that I am in violation of accepting a gift of greater than $100.00. First and foremost, which can be verified by the tape recordings, the investigator asked “if Principal Rogers ever bought you (Ms. Mitchell) tennis shoes?”. Which I responded, “No”. The investigator never inquired about any other type of shoe or the costs (value) of any shoes.

Additionally, I was never informed by the Principal or anyone else of the value of the sandals that were purchased nor was I aware of where they were purchased. The “substantiated” findings in Paragraph #3 implies somehow that I had some knowledge of the value of the gift. This is not only erroneous, unsubstantiated, but there is not one iota of evidence indicating that I had knowledge of the value of the gifted sandals. I did accept a pair of sandals. However, I could not have violated Board policy 3.02 and PBSCD Bulletin #P-14050-S/CFO provided I was unaware of the gifts value.

As to the “substantiated” findings in allegation #7, stating that the “toys were not distributed to students during the Christmas break” is in my opinion, misleading. The paragraph fails to emphasize the urgent and congested environment of tasks surrounding the administrative decision to house the “Christmas” gifts.

As mentioned in the factfinding part of this allegation, the vehicle that brought the toys delivered the toys during lunch of the last day of school before the Christmas break. There were two other authorized programs taking place in the school at the time of the arrival of the toys. In addition to Principal Rogers being out of town, there were not enough toys allotted for the number of kids there that day. Based on that, the decision to store the toys in the closet was made. There was no bad faith involved or intended in making the decision. We wanted to disseminate the toys before the Christmas break but the time did not permit, nor did we have enough toys for all the children.

Finally, once the toys were in our possession after the Christmas holidays, we administratively decided to follow a directive provided by School Boards’s Federal & State Programs department
that, “Each school will have items delivered to the school and it will be up to them how they distribute the items”. (email will be provided upon request)

As a result, and since the Holidays were behind us, and to stay with the spirit of The Toys for Tots mission. We pursued the The Toys for Tots Literacy Program. “The Toys for Tots Literacy Program is an initiative of the Marine Toys for Tots Foundation.” “The mission of the Toys for Tots Literacy Program is to offer our nation’s most economically disadvantaged children the ability to compete academically and to succeed in life”. We did provide some toys to children “due to academic gains during testing” or due to a child’s “academic achievements”. A large majority of the toys remain stored in the closet. Again, nothing was done in bad faith or with the intent to defraud, steal or use the toys for personal purposes.

Thank you for allowing me to add my comments to your report.
EXHIBIT #1

MOLDED/UNSUITABLE SCHOOL FURNITURE
EXHIBIT#2

PRINCIPAL ROGERS, PHOTO-TRANSPORTING
CHRISTMAS DECORATIONS
EXHIBIT#3
GROVE PARK ELEMENTARY – PROACTIVE
IAQ INSPECTION JULY 2016
Fwd: Grove Park ES - Proactive IAQ Inspection July 2016

1 message

To: Robert Sheppard <robert.sheppard@palmbeachschools.org>
Mon, May 22, 2017 at 10:28 AM

----- Forwarded message ------
From: Jo Anne Rogers (DD Eisenhower ES) <joanne.rogers@palmbeachschools.org>
Date: Tue, Jul 26, 2016 at 4:39 PM
Subject: Fwd: Grove Park ES - Proactive IAQ Inspection July 2016
To: Camille Coleman <camille.coleman@palmbeachschools.org>

Tip of the iceberg. see list below regarding mold and mildew everywhere. the help Mr. Strauss is talking about will need to take place real fast.

----- Forwarded message ------
From: Paul Strauss <paul.strauss@palmbeachschools.org>
Date: Tue, Jul 26, 2016 at 3:58 PM
Subject: Fwd: Grove Park ES - Proactive IAQ Inspection July 2016
To: craig.singletary@palmbeachschools.org
Cc: Jo Anne Rogers <joanne.rogers@palmbeachschools.org>, Rusty Everman <rusty.everman@palmbeachschool.s.org>, dave.trogon@palmbeachschools.org

Craig....Please see the findings from today's ECS inspection. We will engage an IAQ contractor to assist the school's new school year opening.

Paul

Sent from my iPhone

Begin forwarded message:

From: Kasta James <kasta.james@palmbeachschools.org>
Date: July 26, 2016 at 3:47:44 PM EDT
To: Paul Strauss <paul.strauss@palmbeachschools.org>
Subject: Grove Park ES - Proactive IAQ Inspection July 2016

Paul

Below is a summary of the ECS team field observations at Grove Park ES.

Building #1:

- 1-009A - Main Office production room - mold below round table in center of room
- 1-034 - Art Room - Surface mold below desks in teacher work area
- 1-032 - Mech Room - HEPA vacuum dust from ceiling (immediately above entry door), dust from exterior of supply air duct be entry door, and top of two return grill immediately outside entry door
- 1-101 to 1-108 - Surface mold on cabinets above and below sink
- 1-105 - Pest droppings under sink inside of the cabinet
- 1-109 - Surface mold below the rectangular computer station tables
- 1-110 - High dust load on the desk tops at the computer stations
- 1-111 - Surface mold below round tables, long rectangular tables, and student desks
Building #1 - Cafeteria/Kitchen:
- Mold on student dining tables/benches
- Sewer gas odors in kitchen staff restroom (have been told to stop putting water down drain which they stated did not help anyway)
- New steam machine exhaust vents directly into the kitchen (have been told it would be fixed for some time but they are still waiting)

Building #2:
- ALL: Mold on student/teacher desks, fabric chairs, tables, underside of fixed cabinets mounted above the sinks, and wooden shelving in the pass-through storage rooms
- ALL: Light lens covers light to moderate dust/dirt
- ALL: Sink fixed cabinet interiors dirty
- ALL: HVAC return interiors have moderate dust load
- ALL: Dead cockroaches throughout
- #201: Mold on tack boards; cove base missing from sink cabinet toe kick
- #202: Mold on wood book shelves and game tables; termite frass on & adjacent to wood storage cabinet
- #204: Cobwebs along ceiling; one (1) broken & one (1) cracked ceiling tile
- #205: Mold on diffuser in individual supply closet

Building #3:
- ALL: Mold on student/teacher desks, fabric chairs, tables, underside of fixed cabinets mounted above the sinks, and wooden shelving in the pass-through storage rooms
- ALL: Light lens covers light to moderate dust/dirt
- ALL: Sink fixed cabinet interiors dirty
- ALL: HVAC return interiors have moderate dust load
- ALL: Live and dead cockroaches throughout
- #301: Mold on the wooden stools (approx 8); cove base falling off by closet
- #302: Ceiling tiles adjacent to supply diffusers are dusty
- #303: Three (3) stained ceiling tiles adjacent to diffuser
- #304: Mold on interior of fixed cabinets below the sink & on classroom wood book shelves
- #306: Mold on tack boards; fixed sink cabinets are missing (pipes protruding from wall)

Building #5:
- ALL: Mold on the underside of the computer tables (2 per classroom)
- ALL: Ceiling tiles dusty adjacent to supply diffusers
- ALL: HVAC return interiors have moderate to heavy dust load
- #506: Nine (9) water-stained ceiling tiles; supply diffusers have moderate dust
- #504: Live ants on windowsill
- #507: Mold on underside of student desks and tables
- #508: Four (4) water-stained ceiling tiles
- #510: Three (3) water-stained ceiling tiles

Building #4--Media Center:
- #408: Mold on inside of bottom cabinets
- #404: Mold on and inside cabinet above sink; Dusty ceiling tiles around the supply.
- #404C (darkroom): mold on bulletin board, cabinets, wall where the light switch is, back of door and the door frame.
- #406: Moldy wood boards (stored behind door). Could not thoroughly inspect this room because there was no walkway area
- #407C (storage room): Four ceiling tiles with water damage/possible mold
- #405: meeting happening at time of inspection--did not inspect
  - Moderate dust/dirt on book shelves across from #411, under the window

Portables
C-1-Mildew on exterior of front door
C-2-Mildew on exterior of front door
C-3-(No Issues)
C-4-Dust in jamb of front door, Dust on upper portion of restroom door, Toilet continuously running.
C-5-Return grill rusted.
C-6-(No Issues)
C-7-Door lock needs lubrication.
C-8-Light dust accumulation of supply diffusers.
C-9-Damaged drywall by front door entrance where corner bead of door frame has been bumped.
C-10-(No Issues)
C-11-Lock needs lubrication, Vinyl cove base pulled off wall well two (2) feet exposing black mold. Corner bead damaged.
C-12-Mold under computer table, semi circular table, all rectangular tables, Media Center control shelves, inside surface of restroom door. Heavy dust on return grill and supply diffusers and on CT's by supply diffusers.
C-13-AC not running (onsite AC technician was informed of the issues with the AC., room was warm and humid). Vinyl cove base and corner bead damaged by sink base. Mold under shelves by back door. Supply diffusers with heavy dust load.
C-14-Occupied - not inspected.
C-15-Occupied - not inspected.
C-16-(No Issues)
C-17-Nine (9) stained ceiling tiles down center of classroom. Large stains on CT's near Bard Qtec unit.
C-18-Corner bead by window sill at back of room
C-19-Light dust on supply diffusers and return grill, One stained CT.
C-20-Mold on rectangular table; drywall damaged by sink.
21-Light dust on supply diffusers and on CT's close to diffusers.
P2-(Portable packed with old desks) Termite fras by both entrance doors, over sink, window sill and area of ceiling plenum by the back door.
P3-Termite fras by both the front and back door, on top of PA Speaker and front wall beneath marker board.

- Thanks
  Kesta

Kesta James
Environmental Manager, Environmental & Conservation Services
Division of Support Operations
Exceeding Expectations
EXHIBIT#4

GROVE PARK ELEMENTARY—PROACTIVE
IAQ INSPECTION JULY 2016
Fwd: Grove Park ES - Proactive IAQ Inspection July 2016
1 message

Camille Coleman <camille.coleman@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>
Mon, May 22, 2017 at 10:28 AM

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Subject: Fwd: Grove Park ES - Proactive IAQ Inspection July 2016
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Cc: Jo Anne Rogers <joanne.rogers@palmbeachschools.org>, Rusty Everman <rusty.everman@palmbeachschools.org>, dave.trogdon@palmbeachschools.org

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Date: July 26, 2016 at 3:47:44 PM EDT
To: Paul Strauss <paul.strauss@palmbeachschools.org>
Subject: Grove Park ES - Proactive IAQ Inspection July 2016

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https://mail.google.com/mail/u/0?ui=2&ik=530722628e&view=pt&search=inbox&th=15c30900157e43d&sig=ml=15c30900157e43d
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Thanks
Kesta

Kesta James
Environmental Manager, Environmental & Conservation Services
Division of Support Operations
Exceeding Expectations
EXHIBIT#5

PRINCIPAL ROGERS ADMINISTRATIVE COURTESY ACCOUNT (6-0200.00)

& P-CARD PURCHASES JULY 16, 2016 THRU APRIL 27, 2017
Purchasing Card (P-Card) Monthly Statement Report

Enter the employee ID number of the P-Card Holder and press tab. The employee information will be entered into the appropriate fields automatically.

P-Card Holder Employee ID # 1039324

P-Card Holder Employee: First Jo Last Rogers

School/Department # & Name 1411 GROVE PARK ELEMENTARY SCHOOL

Enter the P-Card Statement month, year, and your employee ID #.

Submit Date 9/21/2016

P-Card Statement Month August P-Card Statement Year 2016

Employee ID # of Person Submitting Statement 1085970

Person Submitting: First Gulhan Last Kilic

1. Attach P-Card Month End Reconciliation package (refer to Sample Reconciliation package*) using the "How to Attach directions".
2. Attached file must be a PDF (See How to attach a file). File size is limited to 5 MB.

How to attach a file

* Refer to Sample Reconciliation package

Signature of Person Submitting Statement

Gulhan Kilic
Wednesday, September 21, 2016 11:00:17 AM

Choose submit in the drop-down menu and click "Go"
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

CARDHOLDER (Mandatory)

For the Month of August, Year 2016

Name: Jo Anne Rogers
Date: 08/31/2016

☐ No Activity

☒ 1. Reviewed Monthly Billing Statement; completed End-of-Cycle Checklist:
   ☒ a. Checked last month's End-of-Cycle Checklist for discrepancies and disputes, if:
      - None, continue to next step.
      - Resolved, put check mark by item & attach credit slip to statement when payment processes.
      - Unresolved, circle item and carry forward. If appropriate, file a dispute with Bank of America.
   ☒ b. Matched each receipt with each statement line item and identified any unauthorized purchases.
   ☒ c. Receipts were attached to statement.
      If the receipt/invoice was missing:
      - Completed Missing Receipt form (PBSD 2094) and attached to statement.
      - Delivered a copy of the Missing Receipt form to P-Card Site Coordinator.
   ☒ d. Identified current credits due by making a notation on statement & listing below:
      - Duplicate processing charge.
      - Duplicate payment (paid using Purchasing Card and a manual Direct Pay).
      - Returned merchandise.


☒ 3. Delivered the following to P-Card Site Coordinator:
   - Cardholder's End-of-Cycle Checklist.
   - Monthly Billing Statement with attached receipts/invoices & other required documentation.

Only transactions awaiting a credit should be listed below. Purchases made toward the end of the month and do not yet appear on the statement should "NOT" be listed; the purchase receipt/invoice should be held for the following month.

CREDITS DUE (Discrepancies and Disputes)

<table>
<thead>
<tr>
<th>No.</th>
<th>TRANSACTION DATE</th>
<th>MERCHANT NAME AND PHONE NUMBER</th>
<th>DOLLAR AMOUNT</th>
<th>ITEM DESCRIPTION AND WHY</th>
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<tr>
<td>3.</td>
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PBSTD 2095 (Rev. 7/1/2014)
# Purchasing Card

## Account Information
- **Mail Billing Inquiries to:** BANKCARD CENTER PO BOX 982238 EL PASO, TX 79988-2238
- **Customer Service:** 1.866.449.2273 24 Hours
- **TTY Hearing Impaired:** 1.800.222.7365 24 Hours
- **Outside the U.S.:** 1.303.353.8856 24 Hours
- **For Lost or Stolen Card:** 1.888.448.2273 24 Hours

## Payment Information
- **Statement Date:** 09/27/16
- **Credit Limit:** $7,500
- **Cash Limit:** $0
- **Days in Billing Cycle:** 31
- **Total Activity:** $602.97

**THIS IS NOT A BILL - DO NOT PAY**

## Account Summary
- **Credits:** $0.00
- **Cash:** $0.00
- **Purchases:** $802.97
- **Other D曲tible:** $0.00
- **Cash Fee:** $0.00
- **Other Fees:** $0.00
- **Total Activity:** $802.97

## Transactions

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Account Number: XXXX-XXXX-XXXX-XXXX-4228
July 28, 2016 - August 27, 2016

Total Activity: $602.97

Signature: ____________________________
Date: 9-7-16

Signature: ____________________________
Date: 9-7-16

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.
FedEx Office

2981 Palm Beach Lakes Blvd
West Palm Beach, FL 33409-3301
Tel: (561) 478-0600

8/6/2016
2:41:44 PM EST
Trans#: 9093
Branch: 1075
Register: 003
Till: KG02555
Team Member: Kate C.
Customer: Joanne Rogers

DEPOSIT ON ORDER

Order Number: 1075039-GZ
Order Date: 08/07/2016

Sub-Total: 515.82
Total: 515.82
Deposit Paid: 515.82
Estimated Tax: 0.00

(Tax will be recalculated at the applicable rate at time of tender.)

Balance Due: 0.00
Visa (S): 515.82
Account: 4228
Auth: 031270 (A)
Total Tender: 515.82
Change Due: 0.00

---

All jobs produced for customers will be retained for 30 days after the order due date reflected on this receipt. FedEx Office is not responsible for retaining any work not picked up by customer after such 30 day period and is entitled to collect and retain any deposits or other payment for all work performed on customer’s behalf.

---

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<tr>
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<tr>
<td>Discount</td>
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<td>129.9900 E</td>
</tr>
</tbody>
</table>
FedExOffice
2361 Palm Beach Lakes Blvd
West Palm Beach, FL 33409-3301
Tel: (561) 478-0600

8/6/2016 2:41:44 PM EST
Trans.: 9009 Branch: 1075
Register: 003 T11: KC102552
Team Member: Kate C.
Customer: Joanne Rogers

DEPOSIT ON ORDER

Order Number: 107500J02
Order Due Date: 08/07/2016

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Sub-Total: $515.82
Tax: $0.00
Deposit: $515.82
Total: $515.82

Balance Due: $0.00

Visa (S)
Account: 4228
Auth: 031720 (A)
Total Tender: $515.82
Change Due: $0.00

(Tax will be recalculated at the applicable rate at time of tender.)

By submitting your project to FedEx Office or by making a purchase in the FedEx Office store, you agree to all the FedEx Office terms and conditions, including Limitations of Liability, located at fedex.com/office, or you may request a copy of our terms and conditions, which will be made available to you upon request.

Customer Copy
## Inquiry Results

**Business Unit:** EDPRSC  
**Ledger Group:** DETAIL  
**Type of Calendar:** Detail Budget Period  
**Currency:** USD  

### Ledger Totals (27 Items)

- **Budget:** 208,324,900
- **Expense:** 10,822,220
- **Encumbrance:** 214,600,290
- **Payment:** 0.000
- **Budget Balance:** 7,693,620
- **Available Budget:** 7,693,620

### Budget Overview Results

| Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detail | Item | Detailed view
Please change to PCARD

From: Murray murray@palmbeachschools.org
To: Gunjan Kilic <gunjan.kilic@palmbeachschools.org>

Date: Tue, Sep 6, 2016

Thank you,

Reese Murray
P-Card Administrator
Purchasing Department
3500 Forest Hill Blvd. A-323
West Palm Beach, FL 33406
Office 561-434-8410 FAX 48185

---

https://mail.google.com/mail/u/0/?ui=2&ik=87051abb3a&view=pt&search= inbox&th=1570... 9/6/2016
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**Breakdown**

- **DINE IN** $35.50
- **TAX1** $1.67

**Total** $57.17

Admin Courtesy $0.0200
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Proactive & Positive Classroom Management Strategies

Classroom Management Plan

Electronic copies of documents available on SharePoint
https://www.sdpbc.org/dept/9018/CM/SitePages/Home.aspx
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**You Pay** 29.985

Subtotal: 29.98
Total: 29.98

Card Issuer Code 002905
Channel Code Chip Read
Account A000000031010 VISA CREDIT
FVR 0080088000
CVS Signature Verified

Tax Exemption Number 30595956

Shop online at www.officedepot.com

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.officedepot.com/feedback and enter the survey code below.

Survey Code: Y4KH P59M HS85
### Daily P-Card Transaction Report

**P-Card Transactions to be Approved**

**Billing Date:** 8/27/2016  
**Site Administrator:** 1065970

**Card Number:** **********4228

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<td>Activity</td>
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Total for Card: 602.97
THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Enter the employee ID number of the P-Card Holder and press tab. The employee information will be entered into the appropriate fields automatically.

P-Card Holder Employee ID # 1039324
P-Card Holder Employee: First Jo Last Rogers
School/Department # & Name 1411 GROVE PARK ELEMENTARY SCHOOL

Enter the P-Card Statement month, year, and your employee ID #.

Submit Date 10/21/2016
P-Card Statement Month September P-Card Statement Year 2016
Employee ID # of Person Submitting Statement 1085970
Person Submitting: First Gulhan Last Kilic

SUBMITTING P-CARD END OF MONTH RECONCILIATION PACKAGE

1. Attach P-Card Month End Reconciliation package (refer to Sample Reconciliation package*) using the "How to Attach directions".
2. Attached file must be a PDF (See How to attach a file). File size is limited to 5 MB.

EXHIBIT

Signature of Person Submitting Statement

Gulhan Kilic
Friday, October 21, 2016 9:12:40 AM

Choose submit in the drop-down menu and click "Go"
The School District of Palm Beach County

Purchasing Card End-of-Cycle Checklist

Cardholder (Mandatory)

For the Month of September, Year 2016

Name: Jo Anne Rogers
Date: October 20, 2016

☐ No Activity

☒ 1. Reviewed Monthly Billing Statement; completed End-of-Cycle Checklist:
   ☒ a. Checked last month’s End-of-Cycle Checklist for discrepancies and disputes, if:
      • None, continue to next step.
      • Resolved, put check mark by item & attach credit slip to statement when payment processes.
      • Unresolved, circle item and carry forward. If appropriate, file a dispute with Bank of America.
   ☒ b. Matched each receipt with each statement line item and identified any unauthorized purchases.
   ☒ c. Receipts were attached to statement.
      If the receipt/invoice was missing:
      • Completed Missing Receipt form (PBSD 2094) and attached to statement.
      • Delivered a copy of the Missing Receipt form to P-Card Site Coordinator.
   ☒ d. Identified current credits due by making a notation on statement & listing below:
      • Duplicate processing charge.
      • Duplicate payment (paid using Purchasing Card and a manual Direct Pay).
      • Returned merchandise.


☒ 3. Delivered the following to P-Card Site Coordinator:
   • Cardholder’s End-of-Cycle Checklist.
   • Monthly Billing Statement with attached receipts/invoices & other required documentation.

Only transactions awaiting a credit should be listed below. Purchases made toward the end of the month and do not yet appear on the statement should “NOT” be listed; the purchase receipt/invoice should be held for the following month.

CREDITS DUE (Discrepancies and Disputes)

<table>
<thead>
<tr>
<th>No.</th>
<th>TRANSACTION DATE</th>
<th>MERCHANT NAME AND PHONE NUMBER</th>
<th>DOLLAR AMOUNT</th>
<th>ITEM DESCRIPTION AND WHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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</tr>
<tr>
<td>3.</td>
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</tr>
</tbody>
</table>

PBSID 2085 (Rev. 7/1/2014)
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

The following steps must be performed by the P-Card Site Coordinator and/or Principal/Department Head. Completing this checklist is optional.

For the Month of September, Year 2016

P-CARD SITE COORDINATOR

Name: Gulhan Kilic

Date: September 20, 2016

[X] 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSD 2095)

[X] 2. If transactions were force posted at month-end, contacted Accounting Services to make a Journal Entry to correct the funding account strip (when necessary).

[X] 3. Print the Monthly P-Card Report. Report will be e-mailed on a monthly basis or can be printed once all the transactions have force posted.
   a. Ensure the PeopleSoft Monthly P-Card Report and Monthly Force Post Report are attached to the Monthly Bank statement, along with receipts and backup documentation.
   b. Verified PeopleSoft transaction total agrees to the Monthly Bank Statement.
   c. Check each transaction's funding strip for accuracy. If incorrect, request to move the expense by completing form PBSD 2242 if switching between internal and budget. Contact appropriate budget person if switching from one budget account to another.

[X] 4. Delivered the following to the Principal/Department Head for final approval.
   b. Cardholder's Monthly Billing Statement with attached receipts and any other required documentation (i.e., TDE for travel expenses, SAC minutes for SAC purchases, Agendas and Attendee Lists for meetings, etc.).
   d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSD 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name: Jo Anne Rogers

Date: September 20, 2016

[X] 1. Monthly Cardholder's reconciliation should be completed when bank statement is received but no later than 20th of the following month.

[X] 2. Cardholder signed Monthly Bank Statement & receipts were attached for each transaction.

[X] 3. Cardholder's Monthly Bank Statement was signed by the principal/department head, accepting responsibility that the purchases were legitimate District purchases and complied with District policy.

PBSO 2095 (Rev. 7/1/2014)

Page 2 of 2
# Bank of America

## Purchasing Card

**Mail Billing Inquiries to:**
BANKCARD CENTER
PO BOX 682238
EL PASO, TX 79988-2238

**Customer Service:**
1-888-449-2273 24 Hours

**TTY Hearing Impaired:**
1-800-222-7586 24 Hours

**Outside the U.S.:**
1-509-353-9658 24 Hours

**For Lost or Stolen Card:**
1-888-449-2273 24 Hours

---

<table>
<thead>
<tr>
<th>Statement Date</th>
<th>09/27/16</th>
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</thead>
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<tr>
<td>Cash Limit</td>
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THIS IS NOT A BILL - DO NOT PAY

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<th>Date</th>
<th>Date</th>
<th>Description</th>
<th>Reference Number</th>
<th>MCC</th>
<th>Charge</th>
<th>Credit</th>
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<td>09/20</td>
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---

**Account Number:** XXXX-XXXX-XXXX-4228

**Bank of America**
PO BOX 15731
WILMINGTON, DE 19807-5731

**JO ROGERS**
1411 GROVE PARK ES
3305 FOREST HILL BLVD
A323 PCARD DEPT
WEST PALM BEACH, FL 33406

---

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.
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<thead>
<tr>
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<th>Quantity</th>
<th>Price</th>
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<td>DRAFT SE SALAD*</td>
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<td>11.99</td>
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<td>$ADD CHIK BRST*</td>
<td></td>
<td>5.00</td>
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<tr>
<td>CHICKEN COBB*</td>
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<td>12.99</td>
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<td>6.29</td>
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Sub Total: 79.12
Sub Total: 79.12

05/15 1:53a TOTAL: 79.12

2 FOR 1 DRINKS ALL DAY - EVERY DAY

excludes shots and special offers
Professional Development Day

Created by: joanne.rogers@palmbeachschoools.org

Time
12pm - 3:30pm (Eastern Time)

Date
Thu Sep 15, 2016

Description
Lunch, 12:15pm - 12:55pm (Rocco's Tacos)

Professional Development Day, Agenda:
- Announcements and Updates (Marzella Mitchell, Asst. Principal)
- 11th Day Count
- Personnel
- Volunteers
- Entrance Through Front Office
- TDEs
- 5 Star
- Technology
- PLCs
- Focus, Teaching and Learning
- Instructional Review, September 25
- Marzano, Increasing Rigor (Jo Anne Rogers, Principal)
  - Goals
  - Desired Effects
  - Student Centered Learning
  - Alignment to Standards and Rigor
  - Learning Goals and Scales
- Pillars of Effective Learning
- Upcoming PDD, Follow Up
- The Writing Process
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**Total** 9.18

**Credit Payment** 9.18

**Change** 0.00

**TAX FORGIVEN** 0.56

**Savings Summary**

- **Special Price Savings** 4.19

---

**PRESTO!**
- Trace #: 058055
- Reference #: 0320392273
- Acct #: XXXXXXXXXX4228
- Purchase VISA
- Amount: $9.18
- Auth #: 000090

**16/18/2016 13:22**

**Credit Card Purchase**

- **CARD #:** XXXXXXXXXX4228
- **Trace #:058055**
- **Chip Card:** VISA CREDIT
- **Chip Card AID:** ACO00000031010
- **ATC:** 0004
- **TC:** 29BF7A30C4C5FAE
- **INVOICE:** 058055
- **Approval Code:** 00
- **Entry Method:** Issuer-PIN Verified

**Sale Amount** $9.18

**Approved by Issuer**

Admin Courtesy
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**Total Savings:** $49.74

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**AUTH CODE 013784**

**TDS Chip Read**

**RI8 80000000031010** **VISA CREDIT**

**TWR 0689046000**

**CVS PIN Verified**

**Tax Exemption Number 30596956**

**Total:** $147.47

**Visa 4288:** $147.47

**Subtotal:** $147.47

------------------

**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.officedepot.com/feedback and enter the survey code below:

**Survey Code:** MAKX H083 EDLY

------------------

**General Activities.**
CREDIT CARD PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #: 521196
Chip Card: VISA CREDIT
Chip Card AID: A000000003010
ATC: 0009
TC: 7E80846ACEA33A5E
INVOICE: 521196
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer-PIN Verified

SALE AMOUNT $10.63
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Alicia

09/24/2016 16:07 506987 11523379 C0416

Explore the many ways to save at Publix.
View bargains at publix.com/savingstyle

Publix Super Markets, Inc.
THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card)
Monthly Statement Report

Enter the employee ID number of the P-Card Holder and press tab. The employee information will be entered into the appropriate fields automatically.

P-Card Holder Employee ID # 1039324

P-Card Holder Employee: First Jo
Last Rogers

School/Department # & Name 1411 GROVE PARK ELEMENTARY SCHOOL

Enter the P-Card Statement month, year, and your employee ID #.

Submit Date 11/21/2016

P-Card Statement Month October
P-Card Statement Year 2016

Employee ID # of Person Submitting Statement 1085970

Person Submitting: First Gulhan
Last Kilic

SUBMITTING P-CARD END OF MONTH RECONCILIATION PACKAGE

1. Attach P-Card Month End Reconciliation package (refer to Sample Reconciliation package*) using the "How to Attach directions".
2. Attached file must be a PDF (See How to attach a file). File size is limited to 5 MB.

Signature of Person Submitting Statement

Gulhan Kilic
Monday, November 21, 2016 10:48:47 AM

Choose submit in the drop-down menu and click "Go"
## Purchasing Card

**Mail Billing Inquiries to:**
BANKCARD CENTER
PO BOX 932238
EL PASO, TX 79998-2238

**Customer Service:**
1.888.449.2273 24 Hours

**TTY Hearing Impaired:**
1.800.222.7365 24 Hours

**Outside the U.S.:**
1.509.353.6656 24 Hours

**For Lost or Stolen Card:**
1.888.449.2273 24 Hours

### Cardholder Activity

<table>
<thead>
<tr>
<th>Statement Date</th>
<th>10/27/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Limit</td>
<td>$7,500</td>
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<tr>
<td>Cash Limit</td>
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<td>Days in Billing Cycle</td>
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<tr>
<td>Total Activity</td>
<td>$962.02</td>
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**THIS IS NOT A BILL - DO NOT PAY**

### Posting Transaction

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reference Number</th>
<th>MCC</th>
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<tbody>
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### Account Information

**Account Number:** XXXX-XXXX-XXXX-4228

**Total Activity:** $962.02

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**This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.**
<table>
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</table>
Publix
Garden Towne Square
4200 Northlake Blvd
Palm Beach Garden, FL 33410
Store Manager: Pablo Iza
561-625-9632

09/27/2016
19:21:26

CREDIT CARD PURCHASE

CARD #: X000000000004229
Trace #: 106378
Chip Card: VISA CREDIT
Chip Card ACC #: 000000000000000010
ACC #: 00009
TC: FFU20360783461E3
INVOICE: 106378
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer

SALE AMOUNT APPROVED BY ISSUER $20.93

CUSTOMER COPY

Your cashier was Nyce
09/27/2016 19:21:21 S0434 R110 6349 C0211

Explore the many ways to save at Publix.
View bargains at publix.com/savingstyle

Publix Super Markets, Inc.

Mrs. Kilec, 9/28

"P-Card" purchase

Take from General

For: students' breakfast
Donuts w/ chocolate chips
Bill To: PALM BEACH CNTY SB  
3300 FOREST HILL BLVD  
STE A 323  
WEST PALM BEACH, FL 33406

Ship To: GROVE PARK ELEM  
8300 MILITARY TRAIL  
PALM BEACH GARDENS, FL 33410

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<tr>
<th>Item #</th>
<th>Backordered</th>
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Merchandise Total: $331.50
Shipping Charge: $36.78
Total Invoice US Amount: $371.28
Payment Received: $371.28
Total US Amount Due: $0.00

Please note that this invoice may not represent all items on your order, as some items might have been put on backorder until available.

Mail payment to:
Curriculum Associates LLC
PO Box 4119
Woburn, MA 01888-4119

For other addresses, refer to back of invoice.
Enclose explanation if not paying the total amount.
Publix
Northlake Promenade
374 Northlake Boulevard
Lake Park, FL 33403
Store Manager: Mitch Jeffreys
561-342-1153

KBLR GRIPZ RITY PK  5.99  F
KBLR GRIPZ CHP DLX  5.99  F
Promotion            5.99  F

Order Total         5.99
Sales Tax           0.00
Grand Total         5.99
Credit Payment      5.99
Change              0.00

Savings Summary
Special Price Savings  5.99

* Your Savings at Publix *
* 5.99 *

PRESTO!
Trace #: 077333
Reference #: 0351967305
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: $5.99
Auth #: 037541

10/08/2016
12:46:19
077333

CREDIT CARD
PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #:077333
Chip Card: VISA CREDIT
Chip Card AID: A0000000001010
AC#: 0000
TC: 07165A32D67A8B87
INVOICE: 077333
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer-PIN Verified

SALE AMOUNT $5.99

Mitchell
Brandon
From: Admin Courtesy
Re: PLC
JAR 10/10
CITATION COMMUNICATIONS INC.
1855 INDIAN ROAD
STE 207
WEST PALM BEACH FL 33409

Phone #: 561-688-0330

Bill To:
SCHOOL BOARD OF PALM
BEACH COUNTY
A/P FINANCE DEPT - SUITE A-323
3354 FOREST HILL BOULEVARD
WEST PALM BEACH FL 33406-5870

Ship To:
GROVE PARK ELEMENTARY
ATTN: GENA KILEC
8330 N MILITARY TRAIL
PALM BEACH GARDENS FL 33410

Invoice/Dt Order#/Dt Customer# Customer P.O. Terms SalesPerson
1325490 132549 880 PCARD 10/11/16 10/11/16 CUSTOMER PICKUP 01

<table>
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<th>AMOUNT</th>
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<td>5</td>
<td>EA BODYGUARDK1 LOC 001 KLEIN EARPHONE PTT EARLOOP 2W KENWOOD PRODUCT IS NON-RETURNABLE</td>
<td>31.45</td>
<td>157.25</td>
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Subtotal
9.50

Sales Tax

Tax #: 85-8013897253C1

Total

V

Total Due

166.75

CITATION COMMUNICATIONS
1855 INDIAN RD STE#207
WEST PALM BEACH FL 33409

DATE: 10/11/16
TIME: 15:18

CARD# ****4228
EXPIRATION DATE 5/2017
SEQ: 037723
APPROVAL CODE: 037723
CARD YER RESPONSE: N
ENTRY METHOD: KEYED
KEYED TYPE: PHONE SALE
AMOUNT: $166.75

TOTAL AMOUNT: $166.75

APPROVED 03/323

THANKS FOR YOUR BUSINESS

CUSTOMER COPY
**DUFFYS OF NORTHLAKE**

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<th>Price</th>
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<tr>
<td>TEL #</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>CHICKEN COBB#</td>
<td></td>
<td>12.99</td>
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<tr>
<td>DRAFT SSE SALAD#</td>
<td></td>
<td>11.99</td>
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Sub Total: 24.98

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Sub Total: 24.98

10/11 12:03p TOTAL: 24.98

VISA xxxxx4228 TOTAL: 24.98

REMAINING BALANCE: 0.00

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

2 FOR 1
DRINKS
ALL DAY - EVERY DAY

Excludes shots and special offers

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

---

- Peard
- From: Admin Courtesy
- Re: Parent FSA Preparation
- Marcella Mitchell
- Cheryl Church
BUY ONE GET ONE FREE QUARTER POUNDER
W/ CHEESE OR EGG McMUFFIN
Go to www.mcdvoice.com within 7 days and tell us about your visit.
Validation Code: ____________
Expires 30 days after receipt date.
Valid at participating US McDonald's.
Survey code: 0568-03131-01116-16394-00100-0
3805 N LAKE BLVD
PALM BEACH GARDENS
FL
33408
THANK YOU !!!
TEL#: 561 526 9977 Store#: 5892

**** TAX EXEMPT SALE ****

KS# 3 Oct.11'16 (Tue) 18:39
Sid# KVS Order 13

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<td>0</td>
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Discount: 9.80
Subtotal: 10.00
Tax: 0.00
Take-Out Total: 10.00
Cashless: 35.00
Change: 0.00

MER# 62738202
CARD ISSUER: 
ACCOUNT: 
Visa SALE: 4228
TRANSACTION AMOUNT: 10.00
AUTHORIZED CODE: 035654
SEQ#: 177447

McDonald's Restaurant

BUY ONE GET ONE FREE QUARTER POUNDER
W/ CHEESE OR EGG McMUFFIN
Go to www.mcdvoice.com within 7 days and tell us about your visit.
Validation Code: ____________
Expires 30 days after receipt date.
Valid at participating US McDonald's.
Survey code: 0568-03971-01116-17324-00360-0
3805 N LAKE BLVD
PALM BEACH GARDENS
FL
33408
THANK YOU ???
TEL#: 561 526 9977 Store#: 5892

**** TAX EXEMPT SALE ****

KS# 3 Oct.11'16 (Tue) 17:32
Sid# KVS Order 97

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<td>70</td>
<td>Hamburger</td>
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Discount: 34.30
Subtotal: 35.00
Tax: 0.00
Take-Out Total: 35.00
Cashless: 35.00
Change: 0.00

MER# 62738202
CARD ISSUER: 
ACCOUNT: 
Visa SALE: 4228
TRANSACTION AMOUNT: 35.00
AUTHORIZED CODE: 042690
SEQ#: 177447

McDonald's Restaurant
<table>
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<tr>
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<tbody>
<tr>
<td>Kara Lowen</td>
<td>Mrs. Arianna Place</td>
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<tr>
<td>Joette Pitts</td>
<td>Mrs. Kwiatkowski</td>
</tr>
<tr>
<td>Jaymes A. Baker</td>
<td>Ms. Brittany Healy</td>
</tr>
<tr>
<td>Dora Martinez</td>
<td>Mrs. Kwiatkowski</td>
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<tr>
<td>Carmen M. Diaz (mom)</td>
<td>Ms. Hayden</td>
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<tr>
<td></td>
<td>3rd</td>
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<tr>
<td>Judi Ruiz</td>
<td>Ms. Hayden, Kelly</td>
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<tr>
<td>Mirna Amador</td>
<td>Ms. O'Neil</td>
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<td>Enrique Obando Ade</td>
<td>Kwiatkowski, Courtney</td>
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<td>Rita Ramirez</td>
<td>Ms. Kwiatkowski</td>
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<tr>
<td>Rolando E. Osmonz</td>
<td>Ms. O'Neil</td>
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<tr>
<td>Sandra Hernandez</td>
<td>Ms. Heath</td>
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<td>Ann-Marie Alexander</td>
<td>Ms. O'Neil</td>
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<tr>
<td>Shaina Bogan</td>
<td>Ms. Hayden</td>
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<td>Susepe Zepeda</td>
<td>Lang Arts O'Neill</td>
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<td>F. Kirby</td>
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<td>Mrs. O'Neil</td>
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<td>Healy</td>
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<td>O'Neil</td>
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<td>Tanya Richards</td>
<td>Ms. Place</td>
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<tr>
<td>Magdalena Andres</td>
<td>Mrs. Hayden</td>
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<td>Kwiatkowski</td>
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<td>Ms. ?</td>
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<td>Mrs. Place</td>
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<tr>
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<td>Miss Healy</td>
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<td>Father &amp; Children</td>
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<tr>
<td>Aliannahommas</td>
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No School, Wednesday, Oct. 12th
Early Release, Thursday, Oct. 13th

IMPORTANT...

Parent “FSA” Meetings, 6:00pm:
• 3rd Grade, Oct. 11th
• 4th & 5th Grades, Oct. 18th

This opportunity will provide parents with specific details on requirements on FSA to be successful. This is a very important presentation. All parents are asked to attend.

Childcare, Movie & McDonald’s, Provided

October Dates
• 3rd Grade FSA Parent Meeting Oct. 11th (6:00pm)
• No School (Holiday) Oct. 12th
• Early Release (PreK, 11:30am) (K-5, 12:00pm) Oct. 13th
• Palm Beach Performance Assessment (3-5) Oct. 17th
• 4th & 5th Grade FSA Parent Training Oct. 18th (6:00pm)
• No School (Teacher Professional Development) Oct. 21st
• October 31st:
  - Flu Mist (Permission Slips Only)
  - Character Parade, PreK-K-2 (9:30am)
  - Character Dance, 3-5 (1:15pm)

DOOR PRIZES:
- Water Way Café
- The Melting Pot
- Outback Steakhouse

Instruction Begins at 8:00am

Candy Donations Wanted...

Pls. Give to Front Office

For Parade & Dance

From the Desk of Jo Anne Rogers, Principal: October 7, 2016
School District of Palm Beach County

Announcement...

No School

Thursday & Friday
October 6th - October 7th

Go to the district’s website for updates.
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**Subtotal:** $28.72  
**TAX EXEMPT SALE:** $0.00  
**Total:** $28.72

*4220 VISA CHARGE: $28.72  
A/D: A4000000031010  
VISA CREDIT*

RECIPT: 6290-1089-1000-0651-2 VCH751-251-941

Seasonal Team Members get a 10% discount  
Apply today & join our team  
TargetSeasonalJobs.com

---

**Was this trip a treat?**

Help make your Target Run better:  
Take a 2 minute survey about today's trip:

[Inforntarget.com](http://Inforntarget.com)  
User ID: 7370 9985 9999  
Password: 919 488

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days.
**### PROMO ###**

BUY ONE GET ONE FREE QUARTER POUNDER
W/ CHEESE OR EGG MC MUFFIN
Go to www.mcdvoice.com within 7 days
and tell us about your visit.
Validation Code: ______
Expires 30 days after receipt date.
Valid at participating US McDonald’s.
Survey code:
56832-09601-01016-18192-00755-3
3905 N LAKE BLVD
PALM BEACH GARDENS
FL
33406
1 1 1 THANK YOU 1 1 1
TEL# 561 628 8917 Store# 5892

K# 3 Oct.18’16 (Tue) 18:19

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 McDouble</td>
<td></td>
<td></td>
<td>71.25</td>
</tr>
</tbody>
</table>

Subtotal: 71.25
Tax: 4.28
Take-Out Total: 75.53
Cashless: 75.53
Change: 0.00
Total Savings: 41.25

ME# 62738202
CARD ISSUER ACCOUNT#
Visa SALE: ********************4226
TRANSACTION AMOUNT 75.53
AUTHORIZATION CODE: 040041
SEC# 181143

McDonald's Restaurant
Publix
Northlake Promenade
374 Northlake Boulevard
Lake Park, FL 33403
Store Manager: Mitch Jeffreys
581-542-1193

Order Total: 9.98
Sales Tax: 0.00
Grand Total: 9.98
Credit Payment: 9.98
Change: 0.00

PRESTO!
Trace #: 070516
Reference #: 0377827495
Acct #: XXXXXXXXXXXX4226
Purchase VISA
Amount: $9.98
Auth #: 039208

10/21/2016 07:12:13

CREDIT CARD PURCHASE

CARD #: XXXXXXXXXXXX4226
Trace #: 070516
Chip Card: VISA CREDIT
Chip Card AID: A000000031010
ATC: 0000
TC: 60C75C66EEBF6167
INVOICE: 070516
Approval Code: C0
Entry Method: Chip Read
Node: Issuer-PIN Verified

SALE AMOUNT APPROVED BY ISSUER $9.98

CUSTOMER COPY

Your cashier was Cristale
10/21/2016 7:12 SO999 R187 9194 0222
Explore the many ways to save at Publix.
View bargains at publix.com/savingstyle

Publix Super Markets, Inc.
Elementary Inservice, Full Professional Development, Agenda:
Created by: joanne.rogers@palmbeachschoools.org

Time
8am - 3:30pm (Eastern Time)

Date
Fri Oct 21, 2016

Description
7:45am, Donuts (Front Office), Voluntary

8:00am, Professional Development, A Focus on Rigor, with Marzano (Media Center)
Debbie Orneilla, Professional Development
- DQ2
- DQ3
- DQ4
- Learning Goals & Scales (Please Bring Marzano Rings to Meeting)

10:00am, Application of DQ2, DQ 3, DQ4
- Grade Levels with Coaches (Thanking Our Teacher Leaders)
Media Center

11:30am - 12:30pm Lunch (On Your Own)

12:30pm - 2:00pm Breakout Sessions (Key Performance Indicators):
- 3-5 and ESE Teachers, w/ Jo Anne Rogers, Media Center
- K-2 and ELL Teachers, Marzella Mitchell, Room 111
- Coaches, Resources Teachers, and Fine Arts, Planning

2:00pm - 3:30pm (Planning, On Your Own)
WEST PALM BEACH
3200 SUMMIT BLVD
WEST PALM BEACH, FL 33415-5500
119446-7500

(800) ASK-USPS
10/22/16 1:43PM

Device ID:CCCM00108222
Clerk ID:kbw000

Sales Receipt

US Flag Coil/100

<table>
<thead>
<tr>
<th>Qty</th>
<th>$47.00</th>
</tr>
</thead>
</table>

Total Paid: $47.00

Merchant Location: 905089634
Card Number: XXXX XXXX XXXX 4223
Reference ID: 029617343040
Card Type: Visa
Approval Code: 947536
Transaction ID: 40

All sales final on stamps and postage.

Order stamps at usps.com/shop or call 1-800-Stamps24. Go to usps.com/go/link3print to print shipping labels with postage.

For other information call 1-800-ASK-USPS.

Help us serve you better!

Go to: http://bit.ly/uspsqsdiff

Tell us about your most recent experience.

Your opinion counts!

Thank You!
<table>
<thead>
<tr>
<th>Order No.</th>
<th>Date</th>
<th>Sold To</th>
<th>Tax-exempt</th>
<th>Item Code</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>John Badly Candy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tax-exempt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$85.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total: $155.88**
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

CARDHOLDER (Mandatory)

For the Month of October, Year 2016

Name: Jo Rogers  Date: November 21, 2016

☐ No Activity

☒ 1. Reviewed Monthly Billing Statement; completed End-of-Cycle Checklist:
   ☐ a. Checked last month’s End-of-Cycle Checklist for discrepancies and disputes, if:
      • None, continue to next step.
      • Resolved, put check mark by item & attach credit slip to statement when payment processes.
      • Unresolved, circle item and carry forward. If appropriate, file a dispute with Bank of America.
   ☒ b. Matched each receipt with each statement line item and identified any unauthorized purchases.
   ☒ c. Receipts were attached to statement.
      If the receipt/invoice was missing:
      • Completed Missing Receipt form (PBSD 2094) and attached to statement.
      • Delivered a copy of the Missing Receipt form to P-Card Site Coordinator.
   ☒ d. Identified current credits due by making a notation on statement & listing below:
      • Duplicate processing charge.
      • Duplicate payment (paid using Purchasing Card and a manual Direct Pay).
      • Returned merchandise.


☒ 3. Delivered the following to P-Card Site Coordinator:
   • Cardholder’s End-of-Cycle Checklist.
   • Monthly Billing Statement with attached receipts/invoices & other required documentation.

Only transactions awaiting a credit should be listed below. Purchases made toward the end of the month and do not yet appear on the statement should “NOT” be listed; the purchase receipt/invoice should be held for the following month.

CREDITS DUE (Discrepancies and Disputes)

<table>
<thead>
<tr>
<th>No.</th>
<th>TRANSACTION DATE</th>
<th>MERCHANT NAME AND PHONE NUMBER</th>
<th>DOLLAR AMOUNT</th>
<th>ITEM DESCRIPTION AND WHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PBSD 2996 (Rev: 7/1/2014)
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

The following steps must be performed by the P-Card Site Coordinator and/or Principal/Department Head. Completing this checklist is optional.

For the Month of October, Year 2016

P-CARD SITE COORDINATOR

Name: Gulhan Kilic
Date: November 21, 2016

[X] 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSD 2095)

[X] 2. If transactions were force posted at month-end, contacted Accounting Services to make a Journal Entry to correct the funding account strip (when necessary).

[X] 3. Print the Monthly P-Card Report. Report will be e-mailed on a monthly basis or can be printed once all the transactions have force posted.
   a. Ensure the PeopleSoft Monthly P-Card Report and Monthly Force Post Report are attached to the Monthly Bank statement, along with receipts and backup documentation.
   b. Verified PeopleSoft transaction total agrees to the Monthly Bank Statement.
   c. Check each transaction's funding strip for accuracy. If incorrect, request to move the expense by completing form PBSD 2242 if switching between internal and budget. Contact appropriate budget person if switching from one budget account to another.

[X] 4. Delivered the following to the Principal/Department Head for final approval.
   b. Cardholder's Monthly Billing Statement with attached receipts and any other required documentation (i.e., TDE for travel expenses, SAC minutes for SAC purchases, Agendas and Attendee Lists for meetings, etc.).
   d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSD 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name: Jo Anne Rogers
Date: November 21, 2016

[X] 1. Monthly Cardholder's reconciliation should be completed when bank statement is received but no later than 20th of the following month.

[X] 2. Cardholder signed Monthly Bank Statement & receipts were attached for each transaction.

[X] 3. Cardholder's Monthly Bank Statement was signed by the principal/department head, accepting responsibility that the purchases were legitimate District purchases and complied with District policy.

PBSD 2095 (Rev. 7/1/2014)
THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Enter the employee ID number of the P-Card Holder and press tab. The employee information will be entered into the appropriate fields automatically.

P-Card Holder Employee ID # 1039324
P-Card Holder Employee: First Jo Last Rogers
School/Department # & Name 1411 GROVE PARK ELEMENTARY SCHOOL

Enter the P-Card Statement month, year, and your employee ID #.

Submit Date 12/20/2016
P-Card Statement Month November P-Card Statement Year 2016
Employee ID # of Person Submitting Statement 1085970
Person Submitting: First Gulhan Last Kilic

SUBMITTING P-CARD END OF MONTH RECONCILIATION PACKAGE

1. Attach P-Card Month End Reconciliation package (refer to Sample Reconciliation package*) using the "How to Attach directions".
2. Attached file must be a PDF (See How to attach a file). File size is limited to 5 MB.

EXHIBIT

* Refer to Sample Reconciliation package

Signature of Person Submitting Statement
Gulhan Kilic
Tuesday, December 20, 2016 3:21:47 PM

Choose submit in the drop-down menu and click "Go"
THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Purchasing Card End-of-Cycle Checklist
CARDHOLDER (Mandatory)
For the Month of November, Year 2016

Name: Jo Anne Rogers
Date: December 20, 2016

☐ No Activity

X 1. Reviewed Monthly Billing Statement; completed End-of-Cycle Checklist:
   a. Checked last month's End-of-Cycle Checklist for discrepancies and disputes, if:
      - None, continue to next step.
      - Resolved, put check mark by item & attach credit slip to statement when payment processes.
      - Unresolved, circle item and carry forward. If appropriate, file a dispute with Bank of America.
   b. Matched each receipt with each statement line item and identified any unauthorized purchases.
   c. Receipts were attached to statement.
      If the receipt/invoice was missing:
      - Completed Missing Receipt form (PBSO 2094) and attached to statement.
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      - Duplicate processing charge.
      - Duplicate payment (paid using Purchasing Card and a manual Direct Pay).
      - Returned merchandise.


X 3. Delivered the following to P-Card Site Coordinator:
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   - Monthly Billing Statement with attached receipts/invoices & other required documentation.

Only transactions awaiting a credit should be listed below. Purchases made toward the end of the month and do not yet appear on the statement should "NOT" be listed; the purchase receipt/invoice should be held for the following month.

CREDITS DUE (Discrepancies and Disputes)

<table>
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<th>No.</th>
<th>TRANSACTION DATE</th>
<th>MERCHANT NAME AND PHONE NUMBER</th>
<th>DOLLAR AMOUNT</th>
<th>ITEM DESCRIPTION AND WHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PBSO 2096 (Rev. 7/1/2014)
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

The following steps must be performed by the P-Card Site Coordinator and/or Principal/Department Head. Completing this checklist is optional.

For the Month of ___November___, Year ___2016___

P-CARD SITE COORDINATOR

Name: Gulban Kille

Date: December 20, 2016

☐ 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSD 2065)

☐ 2. If transactions were force posted at month-end, contacted Accounting Services to make a Journal Entry to correct the funding account strip (when necessary).

☐ 3. Print the Monthly P-Card Report. Report will be e-mailed on a monthly basis or can be printed once all the transactions have force posted.
   a. Ensure the PeopleSoft Monthly P-Card Report and Monthly Force Post Report are attached to the Monthly Bank statement, along with receipts and backup documentation.
   b. Verified PeopleSoft transaction total agrees to the Monthly Bank Statement.
   c. Check each transaction's funding strip for accuracy. If incorrect, request to move the expense by completing form PBSD 2242 if switching between internal and budget. Contact appropriate budget person if switching from one budget account to another.

☐ 4. Delivered the following to the Principal/Department Head for final approval.
   b. Cardholder's Monthly Billing Statement with attached receipts and any other required documentation (i.e., TDE for travel expenses, SAC minutes for SAC purchases, Agendas and Attendee Lists for meetings, etc.).
   d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSD 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name: Jo Anne Rogers

Date: December 20, 2016

☐ 1. Monthly Cardholder's reconciliation should be completed when bank statement is received but no later than 20th of the following month.

☐ 2. Cardholder signed Monthly Bank Statement & receipts were attached for each transaction.

☐ 3. Cardholder's Monthly Bank Statement was signed by the principal/department head, accepting responsibility that the purchases were legitimate District purchases and complied with District policy.

PBSD 2065 (Rev. 7/1/2014)
# Bank of America

## Purchasing Card

<table>
<thead>
<tr>
<th>Mail Billing Inquiries to:</th>
<th>Cardholder Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANKCARD CENTER</td>
<td></td>
</tr>
<tr>
<td>PO BOX 82238</td>
<td></td>
</tr>
<tr>
<td>EL PASO, TX 79988-2238</td>
<td></td>
</tr>
<tr>
<td>Customer Service:</td>
<td></td>
</tr>
<tr>
<td>1.888.449.2273 24 Hours</td>
<td></td>
</tr>
<tr>
<td>TTY Hearing Impaired:</td>
<td></td>
</tr>
<tr>
<td>1.800.222.7365 24 Hours</td>
<td></td>
</tr>
<tr>
<td>Outside the U.S.:</td>
<td></td>
</tr>
<tr>
<td>1.500.363.9658 24 Hours</td>
<td></td>
</tr>
<tr>
<td>For Lost or Stolen Card:</td>
<td></td>
</tr>
<tr>
<td>1.888.449.2273 24 Hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statement Date</th>
<th>11/27/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Limit</td>
<td>47,500</td>
</tr>
<tr>
<td>Cash Limit</td>
<td>0</td>
</tr>
<tr>
<td>Days in Billing Cycle</td>
<td>31</td>
</tr>
<tr>
<td>Total Activity</td>
<td>$398.55</td>
</tr>
</tbody>
</table>

**THIS IS NOT A BILL - DO NOT PAY**

## Posting Transaction

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Description</th>
<th>Reference Number</th>
<th>MCC</th>
<th>Charge</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/21</td>
<td>11/17</td>
<td>PUBLIX 6099</td>
<td>24442000400018652020</td>
<td>5411</td>
<td>10.75</td>
<td></td>
</tr>
<tr>
<td>11/07</td>
<td>11/08</td>
<td>TARGET</td>
<td>24164070311031807659772b</td>
<td>5411</td>
<td>36.53</td>
<td></td>
</tr>
<tr>
<td>11/25</td>
<td>11/27</td>
<td>DELTA AIR</td>
<td>24717558852055426900</td>
<td>3068</td>
<td>340.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MITCHELLMARZEL</td>
<td>00629636358054</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Account Number:** XXXX-XXXX-XXXX-4228  
October 28, 2016 - November 27, 2016

| Total Activity | $398.55 |

Signature:

*Jo Rogers*  
12/20/16

*Manager Signature*  
12/20/16

---

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.
Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): Contact our service for the hearing-impaired at 1.800.222.7555.

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank’s supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company’s behalf.

Disclosure: We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit www.bancofamerica.com/CorporateCardDisclosure or call the customer service number listed on your statement to request a copy.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 902236, EL PASO, TX 79998-2236. Your letter must include the following information:
- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

<table>
<thead>
<tr>
<th>Customer Service:</th>
<th>For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within the U.S.</td>
<td>Outside the U.S.</td>
</tr>
<tr>
<td>1.888.449.2273</td>
<td>1.509.353.6656</td>
</tr>
<tr>
<td>(collect calls accepted)</td>
<td></td>
</tr>
</tbody>
</table>

Thank you for your business.

Please write your change of address here:

Street

City

State  Zip

(    )  (    )

Home Phone  Business Phone

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.
<table>
<thead>
<tr>
<th>POST DT</th>
<th>TRANS DT</th>
<th>TRANSACTION #</th>
<th>MERCHANT</th>
<th>Dept</th>
<th>Fund</th>
<th>Func</th>
<th>Account</th>
<th>Prog</th>
<th>Budg</th>
<th>Loc</th>
<th>Award</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-11-07</td>
<td>2016-11-06</td>
<td>2416407831109107597524</td>
<td>TARGET 00019414</td>
<td>1411</td>
<td>1801</td>
<td>9810</td>
<td>551100</td>
<td>0000</td>
<td>1411</td>
<td>000</td>
<td>S1411</td>
<td>PCARDS</td>
<td>38.56</td>
</tr>
<tr>
<td>2016-10-31</td>
<td>2016-10-30</td>
<td>2444500930500054986220</td>
<td>PUBLIX #699</td>
<td>1411</td>
<td>1801</td>
<td>9810</td>
<td>551100</td>
<td>0000</td>
<td>1411</td>
<td>000</td>
<td>S1411</td>
<td>PCARDS</td>
<td>10.79</td>
</tr>
<tr>
<td>2016-11-21</td>
<td>2016-11-17</td>
<td>24717056323573230420890</td>
<td>DELTA AIR 0082383531954</td>
<td>1411</td>
<td>1801</td>
<td>9810</td>
<td>551100</td>
<td>0000</td>
<td>1411</td>
<td>000</td>
<td>S1411</td>
<td>PCARDS</td>
<td>349.20</td>
</tr>
</tbody>
</table>

Total for Card: 398.55
LAKE PARK/PALM BEACH GARDENS - 561-352-2098
11/06/2016 08:59 AM EXPIRES 02/04/17

HOME
070069684  FAVOR BAG   T  $6.96 #
34 @ $0.19 ea
Saved $1.20 off $57.66

SEASONAL
0610050168  GLASS JAR   T  $8.00
061082662  CARD HOLDER   T  $10.00
061110691  LUNCH NAPKN   T  $4.50
2 @ $2.25 ea
SANTA CUPS   T  $9.00
3 @ $3.00 ea
240431911  HWEEN PARTY   T  $0.20 #
Saved $1.80 off $2.00
240431914  HWEEN PARTY   T  $0.40 #
2 @ $0.20 ea
Saved $3.60 off $4.00

SUBTOTAL  $38.56
TAX EXEMPT SALE  $0.00
TOTAL  $38.56
*4228 VISA CHARGE  ($38.56)
AID: A000000000100
VISA CREDIT

# INDICATES SAVINGS

----------------------------------------------
TOTAL SAVINGS THIS TRIP
$66.60
----------------------------------------------

RED02-6311-1941-00075-9752-8 VC0000-251-346

Seasonal Team Members get a 10% discount
Apply today & join our team!
TargetSeasonalJobs.com

Feedback? Leave it for us. ☺

General
Student Supplies

Help make your Target Run better.
Take a 2 minute survey about today's trip:

Information:
User ID: 7368 8405 9992
Password: 402 472

CUENTENOS EN ESPANOL
Please take this survey within 7 days.
HALLOWEEN CK 24 CT 6.79  F
ASST DNSH FRANTS 4.00  F
X EXCEPT #

Order Total 10.79
Grand Total 10.79
Credit Payment 10.79
Change 0.00

Presto!
Trace #: 515395
Reference #: 0397023567
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: $10.79
Auth #: 094996

10/30/2016 12:01:32
515395

CREDIT CARD
PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #: 515395
Chip Card: VISA CREDIT
Chip Card AID: A0000000061610
ICC: 0010
TC: 04920660317788DD
INVOICE: 515395
Approval Code: 00
Entry Method: Chip Read
Node: Issuer-PIN Verified

SALE AMOUNT $10.79
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Jitaree
10/30/2016 12:01 S0599 R151 2105 CD409

Explore the many ways to save at Publix.
View bargains at publix.com/savingstyle.

Publix Super Markets, Inc.
Your Flight Receipt - MARZELLA LYNNELE MITCHELL 16DEC16

1 message

Delta Air Lines <DeltaAirLines@e.delta.com> Thu, Nov 17, 2016 at 2:27 PM

Reply-To: Delta Air Lines <support-b3h99bsbfpayqkauzq8kqq20p4pke@e.delta.com>
To: marzella.mitchell@palmbeachschools.org

---

**Your Trip Confirmation #: GIUSU6**

<table>
<thead>
<tr>
<th>Date</th>
<th>Flight</th>
<th>Departure City</th>
<th>Depart</th>
<th>Arrival City</th>
<th>Arrive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, 16DEC</td>
<td>DELTA 2564</td>
<td>WEST PALM BEACH, FL</td>
<td>3:00pm</td>
<td>ATLANTA</td>
<td>4:57pm</td>
</tr>
<tr>
<td></td>
<td>DELTA 29</td>
<td>ATLANTA</td>
<td>5:55pm</td>
<td>NEW ORLEANS, LA</td>
<td>6:33pm</td>
</tr>
<tr>
<td>Sun, 18DEC</td>
<td>DELTA 32</td>
<td>NEW ORLEANS, LA</td>
<td>7:15pm</td>
<td>ATLANTA</td>
<td>9:43pm</td>
</tr>
<tr>
<td></td>
<td>DELTA 1597</td>
<td>ATLANTA</td>
<td>11:30pm</td>
<td>WEST PALM BEACH, FL</td>
<td>1:17am</td>
</tr>
</tbody>
</table>

**Arrival date is different than departure date.**

---

STRETCH YOUR LEGS
Choose Delta Comfort+™ today for more legroom and personal space.

GET DETAILS:
U.S. DOT BANS SAMSUNG NOTE 7 DEVICE

The U.S. Department of Transportation has issued an emergency order that bans all Samsung Galaxy Note 7 devices from commercial air transport effective at noon Eastern Time on October 15.

Delta customers should comply by not traveling with this device in any form, whether on their person, in a carry-on bag, in a checked bag or shipped as cargo.

The U.S. DOT has provided additional information about the ban on their website.

RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, Delta no longer accepts hoverboards or any lithium battery powered self-balancing personal transportation devices on board its aircraft. These items are prohibited as both carry-on and checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, they must be removed and carried in the cabin. Further information and specific guidelines regarding restricted items can be found here.

Waste Not, Want Not with Delta SkyMiles®

You're already flying—why not get credit for it? Join the SkyMiles Program and earn miles that never expire. Use your miles toward award travel and your next vacation could be closer than you think.

Passenger Info

NAME
MARZELLA LYNNELL MITCHELL

FLIGHT SEAT
DELTA 2564 24D
DELTA 29 34C
DELTA 32 32D
DELTA 1597 31C

Visit delta.com or use the Fly Delta app to view, select or change your seat.

If you purchased a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

Ticket #: 0062363531954
Place of Issue: Delta.com
Ticket Issue Date: 17NOV16
Ticket Expiration Date: 17NOV17

METHOD OF PAYMENT
V^************4228 $349.20 USD

CHARGES
Air Transportation Charges
Base Fare $282.79 USD

Taxes, Fees and Charges
United States - Flight Segment Tax (ZP) $16.00 USD
United States - September 11th Security $11.20 USD
Fee(Passenger Civil Aviation Security Service Fee (AY)
United States - Passenger Facility Charge (XF) $18.00 USD
United States - Transportation Tax (US) $21.21 USD

**TICKET AMOUNT** $349.20 USD

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: PBI DL X/ATL DL MSY82.75VAUSKO9 MB DL X/ATL DL PBI200.00MSY/GA82.75END ZP PBIATL45MSY/A45TL45

**Checked Bag Allowance**

The fees below are based on your original ticket purchase. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

Fri 16 Dec 2016 DELTA: PBI & ATL
CARRY ON FIRST SECOND
FREE $25 USD $35 USD

Fri 16 Dec 2016 DELTA: ATL & MSY
CARRY ON FIRST SECOND
INCLUDED INCLUDED INCLUDED

Visit delta.com for details on baggage allowances that may apply to your itinerary.

Sun 18 Dec 2016 DELTA: MSY & ATL
CARRY ON FIRST SECOND
FREE $25 USD $35 USD

Sun 18 Dec 2016 DELTA: ATL & PBI
CARRY ON FIRST SECOND
INCLUDED INCLUDED INCLUDED
Visit delta.com for details on baggage embargo that may apply to your itinerary.

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit delta.com Restricted Items Section.

NEED MORE MILES?

Buy and transfer miles on delta.com.

GIVE THE DELTA GIFT CARD.

Let travelers in your life choose from 325+ destinations and limitless adventures. Get it now.

THE PLOT THICKENS.
ALL ENTERTAINMENT IS NOW FREE.

We have partnered with The Nature Conservancy to allow you to offset your carbon emissions from this trip. Go to delta.com/CO2 to calculate your CO2 emissions and learn more about offsetting.

Terms & Conditions

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Notes: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

All SkyMiles® program rules apply. To review the rules, see Membership Guide & Program Rules. Taxes and fees for Award Travel are the responsibility of the passenger and must be paid at the time the ticket is booked. Award Travel seats are limited and may not be available on all flights or in all markets. Offers void where prohibited by law. Other restrictions may apply.

Checked Bag Allowance

*On Delta operated flights, you may carry on one bag and a small personal item at no charge.

Delta One™/First/Business Class weight allowance reverses to 50 lbs for all checked bags beyond regular free allowance.

At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active U.S. Military personnel are eligible for fee waivers and other benefits. For more details, visit delta.com/baggage. Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at delta.com/baggagefees.

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta’s baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta’s check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

Do you have comments about our service? Please email us to share them.

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http://www.delta.com/
• Limits on our liability for personal injury or death of passengers, and for loss, damage of delay of goods and baggage.
• Claim restrictions including time periods within which you must file a claim or bring action against us.
• Our right to change terms of the contract.
• Check-in requirements and other rules established when we may refuse carriage.
• Our rights and limits of our liability for delay or failure to perform service including schedule changes, substitution of alternative air carriers or aircraft, and rerouting.
• Our policy on overbooking flights, and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these conditions of carriage on delta.com, or by requesting a copy from Delta.

You have received this email because you elected to receive your Electronic Ticket receipt sent to you via email. If you would like to take advantage of other Delta email programs featuring special fares, promotions, information and flight updates, please visit: delta.com/emailprograms or delta.com/notifications.

This document establishes the creation of your electronic EMD(s) in our computer systems. It does not constitute a document of carriage. Where this document is issued for transportation or services other than passenger air transportation, specific terms and conditions may apply. These terms and conditions may be provided separately or may be obtained from the issuing agent.

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Privacy Policy

Your privacy is important to us. Please review our Privacy Policy.
Thank you for traveling with Delta, Marzellai.

Your booking is complete. We'll send you an email on your DeltaMiles account using your name and any details.

West Palm Beach, FL to New Orleans, LA
Flight confirmation #GIUSU6 - Fri, 16 Dec 2016

Total Trip Cost $349.20 USD

Don't leave 1,415 miles behind
Create your free DeltaMiles account and earn 1,415 miles after your trip that you can redeem for rewards.
With SkyMiles, your miles don't expire.

What's next

- Visit My Trips to access your itinerary, see receipts, and manage your flights.
- You can also purchase trip insurance, trip protection, hotel stays or car rentals.

Flights

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Flight Details</th>
<th>Class</th>
<th>Main Cabin - Y</th>
<th>Main Cabin - E</th>
<th>Taxes, Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Dec</td>
<td>PBI</td>
<td>MSY</td>
<td>DL 2546, DL 279</td>
<td>5:30 PM</td>
<td>$282.96</td>
<td>$282.96</td>
<td>$16.55</td>
<td>$301.51</td>
</tr>
<tr>
<td>18 Dec</td>
<td>MSY</td>
<td>PBI</td>
<td>DL 1339</td>
<td>1:32 PM</td>
<td>$349.20</td>
<td>$349.20</td>
<td>$16.55</td>
<td>$365.75</td>
</tr>
</tbody>
</table>

Total Price $757.26 USD
Thank you for being a valued customer. The fees below are based on general passenger information. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

<table>
<thead>
<tr>
<th>PASSENGERS, SEATS &amp; extras</th>
<th>SEATS</th>
<th>EXTRAS</th>
<th>SPECIAL SERVICES</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Marzella Lynelda Mitchell</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From to From</th>
<th>PBI to ATL</th>
<th>ATL to MSY</th>
<th>MSY to ATL</th>
<th>ATL to PBI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>36.00</td>
<td>34.00</td>
<td>20.00</td>
<td>31.00</td>
</tr>
</tbody>
</table>

(On Delta operated flights, you may carry one bag and a small personal item at no charge. Carry-on allowances may differ and fees may apply for flights operated by carriers other than Delta. Contact the operating carrier for details on allowances and charges.

**IMPORTANT:** Visit delta.com for details on baggage allowances that may apply to your itinerary.

**Payment**

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Card Holder</th>
<th>Security Number</th>
<th>Amount Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>3456789012</td>
<td></td>
<td>1234567890123456</td>
<td>$349.30</td>
</tr>
</tbody>
</table>

**Car**

Book on delta.com, save up to 40% and earn 500 miles or more per rental. Learn more.

<table>
<thead>
<tr>
<th>Hertz Intermediate Car</th>
<th>Hertz Standard Car</th>
<th>Hertz Economy Car</th>
<th>Hertz Intermediate Car</th>
<th>Hertz Compact Car</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hybrid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From</td>
<td>$41.25</td>
<td>$43.00</td>
<td>$38.00</td>
<td>$41.00</td>
</tr>
</tbody>
</table>

**Hotel**

Earn miles* when booking on delta.com.

*Terms Apply.
TERMS AND CONDITIONS

GENERAL CONDITIONS OF PURCHASE

You agree to accept all terms and conditions for each flight. All Trip Extras Terms & Conditions, and all terms in Delta's applicable Contract of Carriage, even your flight is purchased, Non-Refundable Cancellation may apply. If non-cancelled, you receive a confirmation that payment has been completed and processed.

View Fare Details, Change or Cancellation Policies: The ticket is non-refundable, non-transferable, fees may apply.

The selected trip price is tax inclusive and subject to change. Additional fees apply in certain circumstances. You may not impair or interfere with our systems and the payment you are purchasing. Fees may vary depending on the rate of exchange or time of transaction.

Any services, accommodations, or transfers are subject to the change or delay.

Financing terms and interest rates are optional and are subject to change.

Production fees will be assessed and charged at the time of booking. Baggage fees may change based on the type or service orheadline difference.

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Leave of Absence
Temporary Duty Elsewhere (TDE)

Click the appropriate circle above. Only the areas you are required to complete will be visible. Enter Employee ID number and tab to the next field to obtain employee information.

Employee ID # 1055578  Last Name Mitchell  First Marzella  MI

School/Dept. Grove Park Elementary  Sch/Dept # 1411

Date(s) of Absence or TDE (duty days) From: Dec 17 2016 AM - PM  Total Duty Hours
To: Dec 18 2016 AM - PM  15.0

LEAVE OF ABSENCE

TEMPORARY DUTY ELSEWHERE (TDE)
Justification (Do not exceed field boundaries - if more space is required attach a word document)

IB ADMINISTRATIVE MTG

Destination NEW ORLEANS

Provide funding information below for the following
1. Substitute teacher required? Yes  No
2. Estimated Transportation Costs

<table>
<thead>
<tr>
<th>DEPT</th>
<th>FUND</th>
<th>FUNC</th>
<th>ACCOUNT</th>
<th>PROG</th>
<th>BUDG MGR</th>
<th>LOC CD</th>
<th>AWO YR</th>
<th>PROJECT</th>
</tr>
</thead>
</table>

$300.00 + $0.00 + $0.00 = $300.00

Transportation Costs  Lodging Costs  Other (Registration)  Total Estimated Travel Costs

Electronic signature certifies that funds are available in the accounts shown above for the specified amount(s). Area Superintendent Signature required for Principal’s Leave/TDE request. Out of county travel requires the approval of the Area Superintendent, Assistant Superintendent or Division Head. Out of State travel requires the approval of the Chief Officer in addition to out of county approvals.

How to attach a file

Marzella Mitchell
November 16, 2016 at 7:52:21 PM EST

Jo Anne Rogers (POD Eisenhower ES)
November 15, 2016 7:53:28 PM EST

Area Superintendent signature required for out-of-state/county

Camille Coleman
11/10/2016 3:20:21 PM

Chief Officer signature required for out-of-state/county

David Christiansen
Thursday, November 17, 2016 2:53:00 PM

https://formmidapp.palmbeach.k12.fl.us/forms/DFS__Actor=RouteSetForm&DFS__TrackerId=165161738822877309820685150685&DFS__DataSource=1&...
<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, December 16, 2016</td>
<td>Workshop check-in</td>
<td>4:00pm - 7:00pm</td>
</tr>
<tr>
<td></td>
<td>Breakfast, &amp; Registration</td>
<td>7:00am</td>
</tr>
<tr>
<td></td>
<td>Welcome &amp; Speaker</td>
<td>8:00am</td>
</tr>
<tr>
<td></td>
<td>Workshop classics, break &amp; lunch</td>
<td>8:45am - 4:30pm</td>
</tr>
<tr>
<td></td>
<td>Breakfast</td>
<td>7:00am</td>
</tr>
<tr>
<td>Sunday, December 18, 2016</td>
<td>Workshop classes, break &amp; lunch</td>
<td>8:15am - 3:45pm</td>
</tr>
<tr>
<td></td>
<td>Breakfast</td>
<td>7:00am</td>
</tr>
<tr>
<td>Monday, December 19, 2016</td>
<td>Workshop classics &amp; beverage break</td>
<td>8:15am - 11:30am</td>
</tr>
</tbody>
</table>

*Please be aware that dinner is not included in the workshop registration fee and will not be provided on any of the workshop dates.*
IB PROFESSIONAL DEVELOPMENT WORKSHOPS

COMING 2017

Featuring another talented IB student artist

IB PROFESSIONAL DEVELOPMENT
SPECIALIZING STUDIES IN INTERNATIONAL EDUCATION
Purchasing Card (P-Card) Monthly Statement Report

Enter the employee ID number of the P-Card Holder and press tab. The employee information will be entered into the appropriate fields automatically.

P-Card Holder Employee ID # 1039324

P-Card Holder Employee: First Jo Last Rogers

School/Department # & Name 1411 GROVE PARK ELEMENTARY SCHOOL

Enter the P-Card Statement month, year, and your employee ID #.

Submit Date 2/1/2017

P-Card Statement Month December P-Card Statement Year 2016

Employee ID # of Person Submitting Statement 1085970

Person Submitting: First Gulhan Last Kilic

SUBMITTING P-CARD END OF MONTH RECONCILIATION PACKAGE

1. Attach P-Card Month End Reconciliation package (refer to Sample Reconciliation package*) using the "How to Attach directions".
2. Attached file must be a PDF (See How to attach a file). File size is limited to 5 MB.

EXHIBIT

How to attach a file

* Refer to Sample Reconciliation package

Signature of Person Submitting Statement

Gulhan Kilic

Wednesday, February 01, 2017 2:33:40 PM

Choose submit in the drop-down menu and click "Go"
Re: 1411 - December p-card reconcile packet
1 message

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>            Wed, Feb 1, 2017 at 11:46 AM
To: Purchasing Card System <purchasingcards@palmbeachschools.org>
Cc: GULHAN KILIC <Gulhan.Kilic@palmbeachschools.org>

$50.36
Recognition to Office Staff for 1st Trimester
Individuals:

Kilic
Edwards
Diaz
Christie

$39.86
Retirement Lunch
Josephina Nunez and Custodial
(Josephina, Velasquez, Mitchell, Rogers)

On Thu, Jan 26, 2017 at 1:30 PM, Purchasing Card System <purchasingcards@palmbeachschools.org> wrote:

Yin Can Cook $39.86 & purchase of food - who & what for? If for adults - need an agenda and list of names of who received. If for students, write on the receipt or paper "students" and what for ie: 'SACC' or 'perfect attendance'.

Macy's $50.36 - was this purchase of gifts? If so, need list of names of who received and what the incentive was for.

Gina,

Once the above is obtained, please re-submit the p-card packet through eForms Desktop portal.

Reply with new reference #.

Thank you,
P-card Support

Lynn N. 47567 561.357.7567

https://mail.google.com/mail/u/0?ui=2&ik=87051abb3a&view=pt&search=inbox&th=159f...   2/1/2017
All approvals of payment on the p-card are assuming you have available funds and the funds allow for the purchase you are making.

Jo Anne Rogers, Principal
Grove Park Elementary School

Please Follow Us on Twitter, @gpespbc
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CIG - Shrimp Galas S. 17.50</td>
<td></td>
<td>3.50</td>
</tr>
<tr>
<td></td>
<td>CIG - White Rice &amp; Egg</td>
<td></td>
<td>2.25</td>
</tr>
<tr>
<td></td>
<td><em>No Mutton</em> &amp; Cabbage</td>
<td></td>
<td>12.50</td>
</tr>
<tr>
<td></td>
<td>Shrimp Pad Thai</td>
<td></td>
<td>2.25</td>
</tr>
<tr>
<td></td>
<td>No Cheeseburger</td>
<td></td>
<td>2.25</td>
</tr>
<tr>
<td></td>
<td>12oz. Bottle of Soda</td>
<td></td>
<td>2.25</td>
</tr>
<tr>
<td></td>
<td>24oz. Bottle of Soda</td>
<td></td>
<td>2.25</td>
</tr>
</tbody>
</table>

**Subtotal:** $34.96

**Fuel Charge:** $2.00

**Total:** $36.96

**Volume:** 12 oz

**Date:** 11/10/16

**Time:** 12:34 PM

**Check Out:** Server: 0

**Payment Method:** Credit Card

**Transaction #:** 12/28/14

**Card Type:** Visa

**Amount:** $34.96

**Credit Sale:** $34.96

**Item:** 100 ELEHANE TER.

**Phone:** (561) 802-2318

**Notes:**
- [Note 1]
- [Note 2]
Macy's
The Gardens
3107 PGA Blvd.
No. Palm Beach, FL 33410
561-628-2005

R63937600031296087109

760-0312-5608
10477655 0312 5:43 PM 12/04/2016
SELLING ASSOC. 71248518

PURCHASE
SNSL CONFINS
780994814958 767/21
Orig 34.00 Today's Price 17.99
30% Coupon
CRL X000000004953

SNSL CONFINS
780994814958 767/21
Orig 34.00 Today's Price 17.99
30% Coupon
CRL X000000004954

SNSL CONFINS
780994814958 767/21
Orig 34.00 Today's Price 17.99
30% Coupon
CRL X000000004955

SNSL CONFINS
780994814958 767/21
Orig 34.00 Today's Price 17.99
30% Coupon
CRL X000000004956

Subtotal 50.36
Total 50.36

Visa 50.36
VISA CREDIT A00000000031010
JO ROGERS
006586 X00X X000000004228
TS - FB2/130251856317 TV: F900
EMV Contact (2) - Online PIN

Total Coupon Savings is $21.60
Your Total Savings is $85.64

THANK YOU FOR SHOPPING AT MACY'S!

CLAIRING GIFT WITH PURCHASE
CHOICE OF 2 FREE DELUXE SAMPLES
WITH THE PURCHASE OF 2
FULL-SIZE PRODUCTS

CUSTOMER COPY
Purchasing Card End-of-Cycle Checklist

CARDHOLDER (Mandatory)
For the Month of December, Year 2016

Name: Jo Anne Rogers
Date: 1/23/2017

☐ No Activity

☒ 1. Reviewed Monthly Billing Statement; completed End-of-Cycle Checklist:
   ☒ a. Checked last month’s End-of-Cycle Checklist for discrepancies and disputes, if:
      • None, continue to next step.
      • Resolved, put check mark by item & attach credit slip to statement when payment processes.
      • Unresolved, circle item and carry forward. If appropriate, file a dispute with Bank of America.
   ☒ b. Matched each receipt with each statement line item and identified any unauthorized purchases.
   ☒ c. Receipts were attached to statement.
      If the receipt/invoice was missing:
      • Completed Missing Receipt form (PBSD 2094) and attached to statement.
      • Delivered a copy of the Missing Receipt form to P-Card Site Coordinator.
   ☒ d. Identified current credits due by making a notation on statement & listing below:
      • Duplicate processing charge.
      • Duplicate payment (paid using Purchasing Card and a manual Direct Pay).
      • Returned merchandise.


☒ 3. Delivered the following to P-Card Site Coordinator:
   • Cardholder’s End-of-Cycle Checklist.
   • Monthly Billing Statement with attached receipts/invoices & other required documentation.

Only transactions awaiting a credit should be listed below. Purchases made toward the end of the month and do not yet appear on the statement should "NOT" be listed; the purchase receipt/invoice should be held for the following month.

<table>
<thead>
<tr>
<th>No.</th>
<th>TRANSACTION DATE</th>
<th>MERCHANT NAME AND PHONE NUMBER</th>
<th>DOLLAR AMOUNT</th>
<th>ITEM DESCRIPTION AND WHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PBSD 2095 (Rev. 7/1/2014)
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

The following steps must be performed by the P-Card Site Coordinator and/or Principal/Department Head. Completing this checklist is optional.

For the Month of __________, Year __________

P-CARD SITE COORDINATOR

Name: GulshanKilic

Date: 1/23/2017

[X] 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSD 2095)

[X] 2. If transactions were force posted at month-end, contacted Accounting Services to make a Journal Entry to correct the funding account strip (when necessary).

[X] 3. Print the Monthly P-Card Report. Report will be e-mailed on a monthly basis or can be printed once all the transactions have force posted.
   a. Ensure the PeopleSoft Monthly P-Card Report and Monthly Force Post Report are attached to the Monthly Bank statement, along with receipts and backup documentation.
   b. Verified PeopleSoft transaction total agrees to the Monthly Bank Statement.
   c. Check each transaction's funding strip for accuracy. If incorrect, request to move the expense by completing form PBSD 2242 if switching between internal and budget.
      Contact appropriate budget person if switching from one budget account to another.

[X] 4. Delivered the following to the Principal/Department Head for final approval.
   b. Cardholder's Monthly Billing Statement with attached receipts and any other required documentation (i.e., TDE for travel expenses, SAC minutes for SAC purchases, Agendas and Attendee Lists for meetings, etc.).
   d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSD 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name: Jo Anne Rogers

Date: 1/23/2017

[X] 1. Monthly Cardholder's reconciliation should be completed when bank statement is received but no later than 20th of the following month.

[X] 2. Cardholder signed Monthly Bank Statement & receipts were attached for each transaction.

[X] 3. Cardholder's Monthly Bank Statement was signed by the principal/department head, accepting responsibility that the purchases were legitimate District purchases and complied with District policy.

PBSD 2095 (Rev. 7/1/2014)
**Bank of America**

**Purchasing Card**

<table>
<thead>
<tr>
<th>Account Information</th>
<th>Cardholder Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement Date: 12/27/16</td>
<td>Credits: $0.00</td>
</tr>
<tr>
<td>Credit Limit: $7,500</td>
<td>Cash: $0.00</td>
</tr>
<tr>
<td>Cash Limit: $0</td>
<td>Purchased: $334.84</td>
</tr>
<tr>
<td>Days in Billing Cycle: 30</td>
<td>Other Debits: $0.00</td>
</tr>
<tr>
<td>Total Activity: $334.84</td>
<td>Cash Fees: $0.00</td>
</tr>
<tr>
<td><strong>THIS IS NOT A BILL - DO NOT PAY</strong></td>
<td>Other Fees: $0.00</td>
</tr>
<tr>
<td></td>
<td>Total Activity: $334.84</td>
</tr>
</tbody>
</table>

**Account Summary**

**Transactions**

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Transaction</th>
<th>Reference Number</th>
<th>M/C</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29</td>
<td>VISTAPRINT.com</td>
<td>866-8696743</td>
<td>VISA</td>
<td>16.98</td>
</tr>
<tr>
<td>12/02</td>
<td>YIN CAN COOK INC</td>
<td>LAKE PARK, FL</td>
<td>24765918386010000967104</td>
<td>5612</td>
</tr>
<tr>
<td>12/05</td>
<td>PUBLEX #609</td>
<td>N PALM BEACH, FL</td>
<td>24445036359500700836332</td>
<td>5411</td>
</tr>
<tr>
<td>12/13</td>
<td>MARY'S EAST #700</td>
<td>PALM BEACH, FL</td>
<td>2444567163360915603496</td>
<td>54311</td>
</tr>
<tr>
<td>12/16</td>
<td>TARGET</td>
<td>200109414</td>
<td>LAKE PARK, FL</td>
<td>241046723909100077220371</td>
</tr>
<tr>
<td>12/19</td>
<td>LOWES #01720</td>
<td>LAKE PARK, FL</td>
<td>246271665434409884577260</td>
<td>5200</td>
</tr>
<tr>
<td>12/19</td>
<td>COMFORT SUITES</td>
<td>LAKE CITY, FL</td>
<td>2476501832282658943335</td>
<td>3582</td>
</tr>
</tbody>
</table>

Account Number: XXXX-XXXX-XXXX-4228
November 26, 2016 - December 27, 2016

Total Activity: $334.84

Manager Signature: 1-24-17

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.
Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): Contact our service for the hearing-impaired at 1.800.222.7585.

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

Disclosure: We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit www.bankoffamerica.com/corpinfo/security or call the customer service number listed on your statement to request a copy.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKGARD CENTER, PO BOX 82234, EL PASO, TX 79984-2234. Your letter must include the following information:
- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service: For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:

<table>
<thead>
<tr>
<th>Within the U.S.</th>
<th>Outside the U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.888.449.2273</td>
<td>1.509.353.6668</td>
</tr>
<tr>
<td>(collect calls accepted)</td>
<td></td>
</tr>
</tbody>
</table>

Thank you for your business.

Please write your change of address here:

Street

City

State: Zip: ( ) ( )

Home Phone: Business Phone

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.
Cafeteria

TARGET
EXACT MORE PAY LESS!

LAKE PARK/PALM BEACH GARDENS - 561-382-2059
12/04/2016 06:57 PM EXPIRES 03/04/17

GROCERY
071950231
AF SNACK MIX FT $34.93
7 @ $4.99 ea
WILTON FN $3.99

SUBTOTAL $44.92
TAX EXEMPT $0.00
TOTAL $44.92

#4228 VISA CHARGE $44.92
AID: 4001000000310120
VISA CREDIT

↓ INDICATES SAVINGS

TOTAL SAVINGS THIS TRIP $2.10

REC#2-639-1941-0077-2037-8 VCDW759-265-343

[Signature]

Did we make the good list?

Help make your Target Run better.
Take a 2 minute survey about today’s trip:

info@target.com
User ID: 7366 0815 9992
Password: 277 622

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days.
Northlake Promenade
374 Northlake Boulevard
Lake Park, FL 33408
Store Manager: Mitch Jeffreys
561-842-1193

CARD CHRISTMAS 6.99 T
CARD BOXED 9.99 T

Order Total 16.98
Sales Tax 1.02
Grand Total 18.00

Credit Payment 18.00
Change 0.00

PRESTO!
Trace #: 083333
Reference #: 0469410937
Acct #: XXXXXXXXXX4228
Purchase VISA
Amount: $18.00
Auth #: 017749

12/03/2016 13:25:45
083333

CREDIT CARD

PURCHASE

CARD #: XXXXXXXXXX4228
Trace #: 083333
Chip Card: VISA CREDIT
Chip Card AID: A000000000301010
ATC: 0012
TC: A97BE30374E9395A
INVOICE: 083333
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer-PIN Verified

SALE AMOUNT
$18.00
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Cristale
12/03/2016 13:25 30699 R106 5059 C0222

Explore the many ways to save at Publix.
View bargains at publix.com/savingstyle

Publix Super Markets, Inc.
### Macy's
The Gardens
3107 PGA Blvd.
No. Palm Beach, FL 33410
561-625-2585

760-0312-6608
10477695
0312 5:43 PM 12/04/2016
SELLING ASSOC. 71248518

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>QUANTITY</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNSL CONFETTIS</td>
<td>X000000000004953</td>
<td>12.59</td>
<td>2</td>
<td>25.18</td>
</tr>
<tr>
<td>SNSL CONFETTIS</td>
<td>X000000000004954</td>
<td>12.59</td>
<td>2</td>
<td>25.18</td>
</tr>
<tr>
<td>SNSL CONFETTIS</td>
<td>X000000000004955</td>
<td>12.59</td>
<td>2</td>
<td>25.18</td>
</tr>
</tbody>
</table>

Subtotal: $50.36
Total: $50.36

**Visa**

VISA CREDIT A000000000031010
JO ROGERS
005555 X00X 1000000000006228
T1 - FR24102015166317 TST: F800
EMV Contact (?) - Online PIN

Total Coupon Savings is $21.60
Your Total Savings is $28.54

THANK YOU FOR SHOPPING AT MACY'S!

CLARING GIFT WITH PURCHASE
CHOICE OF 2 FREE DELUXE SAMPLES WITH THE PURCHASE OF 2
FULL-SIZE PRODUCTS

CUSTOMER COPY

Admin
Hi, Jo Anne.

Your order will be on its way soon. Look for the shipping confirmation email in your inbox.

Questions? Visit our help page or contact us directly.

To check the status of your order at any time, click here.

Here are your order details:

Order Date: 11/23/2016
Delivery Option (*): Economy

(*): if your order contains bags, they will ship separately and will arrive within 9-11 business days.

You can expect to receive your order in 8 Business Days.

Payment Type: Visa

Order Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Base Price</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notepads</td>
<td>2</td>
<td>$15.99</td>
<td>$11.99</td>
</tr>
</tbody>
</table>

Merchandise: $11.99
Shipping Charges: $4.99
Total: $16.98

Sold By:

Vistaprint Nederland BV
Hudsonweg 8
Venlo, The Netherlands 5928 LW

Shipping To:

Jo Anne Rogers
Grove Park Elementary School
Order Confirmation

Checkout Complete

Congratulations Jo Anne!
You've been rewarded with Bonus Buys!

In the next 10 MINUTES only, get reduced pricing on the products below, with no additional shipping charges. But act quickly -- this special offer expires in 10 minutes!

Order

Save 25% and pay just $0.00 for an additional 1 Notepad. No additional shipping charge.

Extra Notepads

Order

Stock up and save! Get 1 additional Notepad.

Metal Business Card Holder

Order

Keep your business cards on hand and ensure you make a good first impression with this sleek, lightweight metal card holder.

Choose Quantity: 1 - $6.00

Get $10 off for every successful referral. They get a free item, you get an extra $10. Refer now.

Order Confirmation

Your order has been processed, and will be delivered according to your specifications.

To place another order, please click here.

Order Number: 9RKWK-34A91-517
Print Order Summary

Shipping Address: Jo Anne Rogers | Grove Park Elementary School, 8330 N. Military Trail, Palm Beach Gardens, FL 33418, United States of America
Billing Address: Jo Anne Rogers | Grove Park Elementary School, 8330 N. Military Trail, Palm Beach Gardens, FL 33418, United States of America

Your order details.

Notepads

Notepad

Status: Processing

Qty 2

Base Price $16.00

Item Total $11.99

SALE

756027 SS 14.5-IN BLACK DISC L: 11.97 19.97 DISCOUNT EACH -6.00
753224 UT 250W WARM LIGHT 4TALL: 24.98
771477 66 LED STRIPED CLIP-35 19.97

SOMETHING: 46.92
TOTAL TAX: 0.00
INVOICE 10/9/15 TOTAL: 46.92
VISA: 46.92

TOTAL DISCOUNT: 0.00

THANK YOU FOR SHOPPING LOWE'S,
SEE REVERSE SIDE FOR RETURN POLICY,
STORE HENDER: ROBERT THOMPSON

WE HAVE THE LOWEST PRICES, GUARANTEED!
IF YOU FIND A LOWER PRICE, WE WILL BEAT IT BY 10%.
SEE STORE FOR DETAILS.

RECEIPT düati:
GOOD SURE THIS DATE!

RECEIVE A CANOE TO BE
ONE OF FIVE $500 WINNERS DAILY MONTHLY!
REGISTRESE EN EL QUOTED MENSUAL.
PARA SER UNO DE LOS CINCO GANADORES DE $500!

RECEIVE A CANOE TO BE
ONE OF FIVE $500 WINNERS DAILY MONTHLY!
DELIVERY

YinCanCook
2863 Northlake Blvd
Lake Park, FL 33403
(561) 602-2345

11/30/16 12:20:35
Merchant ID: 300864
Device ID: 3036
Terminal ID: PPX11

Credit Sale:
Transaction #: 3
Card Type: Visa
Account: **********9226
Entry: Manual
Amount: $34.86
TIP: $5.00
Total: $39.86

2  C19 - Shrimp Garlic: S. 17.50
2 White Rice // 白飯
* No W. Chestnut // 不要馬蹄片
2 L2 - CK Broccoli: 13.50
芥蘭苗 (午).

SUBTOTAL: $31.00
SALES TAX: $1.86
FUEL CHARGE: $2.00
TOTAL: $34.86

PAY BY CREDIT CARD

Thank You

Mgr.
11/30/16 12:34 pm reg: SERVER chw: 0
Comfort Suites (FL990)  
3690 W US HWY 90  
Lake City, FL 32024  
(386) 765-9026  
GM,FL990@choicehotels.com

Rogers, Jo Ann  
1035 Center Stone Ln  
Riviera Beach, FL 33404  

Account: 466843482  
Date: 12/16/16  
Room: 302 LAM  
Arrival Date: 12/15/16  
Departure Date: 12/16/16  
Check In Time: 12/15/16 11:09 PM  
Check Out Time:  
Rewards Program ID:  
You were checked out by:  
You were checked in by: GCUNNI  
Total Balance Due: 0.00

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Comment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/15/16</td>
<td>Room Charge</td>
<td>#302 Rogers, Jo Ann</td>
<td>117.80</td>
</tr>
<tr>
<td>12/16/16</td>
<td>Visa Payment</td>
<td></td>
<td>(117.80)</td>
</tr>
</tbody>
</table>

XXXXX XXXXXXXX X4228

Folio Summary: 12/15/16 - 12/16/16

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Charge</td>
<td>117.80</td>
</tr>
<tr>
<td>Visa Payment</td>
<td>(117.80)</td>
</tr>
</tbody>
</table>

Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

Debit card policy: Anytime during your stay, if you have used your debit card for reservation the bank will hold the amount on your checking account and you would not be able to use the amount for 10 business days or more. Hotel would not be responsible for any bank charges.

For your convenience, we have prepared this zero-balance folio indicating a 0.00 balance on your account. Please be advised that any charges not reflected on this folio will be charged to this credit card on file with the hotel. While this folio reflects a 0.00 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

X Choice privileges


Thank you for your stay. Visit ChoiceHotels.com/VerifiedReviews to post your comment about your recent experience (Click the 'Write a Review' button)

Cj Lf
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Leave of Absence
- Temporary Duty Elsewhere (TDE)

Click the appropriate circle above. Only the areas you are required to complete will be visible. Enter Employee ID number and tab to the next field to obtain employee information.

Employee ID # 1039324 Last Name Rogers First Jo MI

School/Dept. Grove Park Elementary Sch/Dept # 1411

Date(s) of Absence or TDE (duty days)
From: Dec 16 2016 AM PM
To: Dec 20 2016 AM PM

TOTAL DUTY HOURS

LEAVE OF ABSENCE

TEMPORARY DUTY ELSEWHERE (TDE)

Justification (Do not exceed field boundaries - if more space is required attach a word document)

IB FYF Meeting, Administrators
(Days include weekend)

Destination New Orleans, Louisiana

Provide funding information below for the following

1. Substitute teacher required? Yes ☐ No ☐

2. Estimated Transportation Costs

$500.00 + $600.00 + $350.00 = $1,450.00

Transportation Costs Lodging Costs Other (Registration) Total Estimated Travel Costs

DEPT FUND FUNG ACCOUNT PROG SUDG MGR LOC CD AWD YR PROJECT

Electronic signature certifies that funds are available in the accounts shown above for the specified amount(s). Area Superintendent Signature required for Principal's Leave/TDE request. Out of county travel requires the approval of the Area Superintendent, Assistant Superintendent or Division Head. Out of State travel requires the approval of the Chief Officer in addition to out of county approvals.

Jo Anne Rogers (Dist. Executive Director)
November 15, 2016 7:18:27 PM EBT

Signature of Supervisor

Area Superintendent signature required for out-of-state/travel

Camille Coleman
11/16/2016 3:20:02 PM

Chief Officer signature required for out-of-state/travel

David Christiansen
Thursday, November 17, 2016 2:52:05 PM

How to attach a file

PBSD 0032 (Rev. 10/24/2013)

https://forms.midsapp.pslnabeach.k12.fl.us/server/DFS_Action=RootDocForm&DFS_EventID=222d1f509b773d6e0f09d50da5f_1631987488&DFS_DateSource... 1/1
Dear Joanne Rogers,

Please review your registration details below for the IB Americas workshop in New Orleans, Louisiana from Saturday, December 17, 2016 to Monday, December 19, 2016.

Please note, if the word “waitlist” appears with your selected workshop below, you are not confirmed at this point. This means that you are not registered for the workshop. However, should a spot become available, you will be automatically notified so you can then proceed to re-confirm your registration. Do not book any travel or hotel prior to being confirmed in the workshop.

If the word “waitlist” does not appear along with your selected workshop, you are then confirmed.

You are registered for:

<table>
<thead>
<tr>
<th>Registration Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration For</td>
<td></td>
</tr>
<tr>
<td>Joanne Rogers</td>
<td>Primary Years Programme</td>
</tr>
<tr>
<td>Workshop</td>
<td></td>
</tr>
<tr>
<td>Joanne Rogers</td>
<td>An Introduction to the PYP curriculum model - Category 1</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
</tr>
<tr>
<td>Joanne Rogers</td>
<td>Pursuant to the Americans with Disabilities Act, do you require any special aids or services?</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Language of Instruction: English</td>
</tr>
</tbody>
</table>

Confirmation Number: J5NWTJBTQF2

Workshop Materials and Descriptions

- Click here to review the materials you are required to bring to your workshop. You are welcome to bring paper copies or an electronic version of the materials on your laptop. Power strips and internet access (connection for one device only per person) will be available to participants in the workshop rooms.
- To ensure that you are registered for the correct workshop, please review the workshop descriptions by clicking here, as well as the workshop category descriptions, by clicking here.
Payment Information and Cancellation Policy

- You may cancel your registration at any time. In order to receive a credit for a cancellation, the cancellation must be made in the registration system, at least 22 days before the workshop start date. Please review the full IB Americas' Cancellation Policy here.
- The IB reserves the right to cancel a workshop due to low enrollment or unforeseen circumstances. The IB endeavors to give enrollees as much advance notice as possible of any change to their enrollment. If the IB must cancel a workshop enrolled participants will be informed immediately and be credited for registration fees. The IB cannot be held responsible for any other associated costs (flights, visas, hotel, etc). Please keep this in mind when making travel arrangements.

Accommodation and Travel Information

- Workshop participants are expected to make their own travel and hotel reservations. We encourage you to take advantage of the special rates IB Americas secures with the workshop venue, Sheraton New Orleans, and airlines. When making your hotel reservation, be sure to inform the agent that you are with the International Baccalaureate group.
  - If you are a waitlisted participant please do NOT book travel prior to being registered in the workshop. You will receive an email soon open up for you to reconfirm your registration.
- Review the workshop schedule before booking travel to and from the event.
- For more information regarding the workshop venue, accommodation, and travel, please visit the event's dedicated page here.

Participant Information

- To update your profile details, click on the following link: [http://www.event.com/Jes.aspx?23_P1+C070A34-C89C-4520-808-E5699820EB5892b2b357-74ad-3e56-ac80-e7d821d167c8](http://www.event.com/Jes.aspx?23_P1+C070A34-C89C-4520-808-E5699820EB5892b2b357-74ad-3e56-ac80-e7d821d167c8)
- To update registration details, please access your online registration form here: [http://www.event.com/d/MRhwp5GEEGJdu1p9lvng/jkg5/P1/0R7](http://www.event.com/d/MRhwp5GEEGJdu1p9lvng/jkg5/P1/0R7). You will be asked to enter the confirmation number shown above.
- If you need to transfer this registration to someone else, please contact us at ibaconference@ibo.org or 1 202 301 3025. You will need to provide the new registrant's name and email address.

We look forward to seeing all participants in [E-CITY].

Kind Regards,

IB Americas Professional Development

---

Having trouble with the link? Simply copy and paste the entire address listed below into your web browser:

[http://www.event.com/d/MRhwp5GEEGJdu1p9lvng/jkg5/P1/0R7](http://www.event.com/d/MRhwp5GEEGJdu1p9lvng/jkg5/P1/0R7)

If you no longer want to receive emails from IB Americas Professional Development please click the link below.

Opt-Out

Your payment for the CON/DP/MYP/PYP Categories 1, 2 & 3 workshops - New Orleans, LA event has been successfully processed. Please save this email for your records.
<table>
<thead>
<tr>
<th>Item</th>
<th>Transaction Information</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Years Programme</td>
<td>$739.00</td>
<td>1</td>
<td>$739.00</td>
</tr>
</tbody>
</table>

Transaction Total $739.00

Registration Confirmation Number: JSWJTJBTQF2
View your registration

If you have any questions about this transaction or email, please contact IB Americas Professional Development directly at ibaconference@ib.o.org.
<table>
<thead>
<tr>
<th>POST DT</th>
<th>TRANS DT</th>
<th>TRANSACTION #</th>
<th>MERCHANT</th>
<th>Dept</th>
<th>Fund</th>
<th>Func</th>
<th>Account</th>
<th>Prog</th>
<th>Budg</th>
<th>Loc</th>
<th>Award</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-12-05</td>
<td>2016-12-04</td>
<td>2418407839091007720371</td>
<td>TARGET 00019414</td>
<td>1411</td>
<td>1801</td>
<td>9810</td>
<td>551100</td>
<td>0000</td>
<td>1411</td>
<td>000</td>
<td>S1411</td>
<td>PCARDS</td>
<td>44.92</td>
</tr>
<tr>
<td>2016-12-05</td>
<td>2016-12-03</td>
<td>244450065390500700866132</td>
<td>PUBLIX #399</td>
<td>1411</td>
<td>1801</td>
<td>9810</td>
<td>551100</td>
<td>0000</td>
<td>1411</td>
<td>000</td>
<td>S1411</td>
<td>PCARDS</td>
<td>18.00</td>
</tr>
<tr>
<td>2016-12-05</td>
<td>2016-12-04</td>
<td>2444573839300515850495</td>
<td>MACY'S EAST #760</td>
<td>1411</td>
<td>1801</td>
<td>9810</td>
<td>551100</td>
<td>0000</td>
<td>1411</td>
<td>000</td>
<td>S1411</td>
<td>PCARDS</td>
<td>50.36</td>
</tr>
<tr>
<td>2016-11-29</td>
<td>2016-11-28</td>
<td>2469216633300115029084</td>
<td>VISTAPR*VistaPrint.com</td>
<td>1411</td>
<td>1801</td>
<td>9810</td>
<td>551100</td>
<td>0000</td>
<td>1411</td>
<td>000</td>
<td>S1411</td>
<td>PCARDS</td>
<td>18.98</td>
</tr>
<tr>
<td>2016-12-12</td>
<td>2016-12-09</td>
<td>24692166344000564677280</td>
<td>LOWES #01720*</td>
<td>1411</td>
<td>1801</td>
<td>9810</td>
<td>551100</td>
<td>0000</td>
<td>1411</td>
<td>000</td>
<td>S1411</td>
<td>PCARDS</td>
<td>46.92</td>
</tr>
<tr>
<td>2016-12-02</td>
<td>2016-11-30</td>
<td>2476501633601000967104</td>
<td>YIN CAN COOK INC</td>
<td>1411</td>
<td>1801</td>
<td>9810</td>
<td>551100</td>
<td>0000</td>
<td>1411</td>
<td>000</td>
<td>S1411</td>
<td>PCARDS</td>
<td>59.86</td>
</tr>
<tr>
<td>2016-12-19</td>
<td>2016-12-16</td>
<td>24765016352200856843335</td>
<td>COMFORT SUITES</td>
<td>9044</td>
<td>4520</td>
<td>6402</td>
<td>533620</td>
<td>0000</td>
<td>9044</td>
<td>000</td>
<td>2017</td>
<td></td>
<td>117.80</td>
</tr>
</tbody>
</table>

Total for Card: 334.84
THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Enter the employee ID number of the P-Card Holder and press tab. The employee information will be entered into the appropriate fields automatically.

P-Card Holder Employee ID # 1039324
P-Card Holder Employee: First Jo Last Rogers
School/Department # & Name 1411 GROVE PARK ELEMENTARY SCHOOL

Enter the P-Card Statement month, year, and your employee ID #.
Submit Date 2/21/2017
P-Card Statement Month January P-Card Statement Year 2017
Employee ID # of Person Submitting Statement 1085970
Person Submitting: First Gulhan Last Kilic

SUBMITTING P-CARD END OF MONTH RECONCILIATION PACKAGE

1. Attach P-Card Month End Reconciliation package (refer to Sample Reconciliation package*) using the "How to Attach directions".
2. Attached file must be a PDF (See How to attach a file). File size is limited to 5 MB.

Signature of Person Submitting Statement

Gulhan Kilic
Tuesday, February 21, 2017 2:18:36 PM

Choose submit in the drop-down menu and click "Go"
Purchasing Card End-of-Cycle Checklist

CARDHOLDER (Mandatory)

For the Month of January, Year 2017

Name: JO ROGERS

Date: 2/20/2017

☐ No Activity

☒ 1. Reviewed Monthly Billing Statement; completed End-of-Cycle Checklist:

☒ a. Checked last month’s End-of-Cycle Checklist for discrepancies and disputes, if:
   - None, continue to next step.
   - Received, put check mark by item & attach credit slip to statement when payment processes.
   - Unresolved, circle item and carry forward. If appropriate, file a dispute with Bank of America.

☒ b. Matched each receipt with each statement line item and identified any unauthorized purchases.

☒ c. Receipts were attached to statement.
   If the receipt/invoice was missing:
   - Completed Missing Receipt form (PBSO 2094) and attached to statement.
   - Delivered a copy of the Missing Receipt form to P-Card Site Coordinator.

☒ d. Identified current credits due by making a notation on statement & listing below:
   - Duplicate processing charge.
   - Duplicate payment (paid using Purchasing Card and a manual Direct Pay).
   - Returned merchandise.


☒ 3. Delivered the following to P-Card Site Coordinator:
   - Cardholder's End-of-Cycle Checklist.
   - Monthly Billing Statement with attached receipts/invoices & other required documentation.

Only transactions awaiting a credit should be listed below. Purchases made toward the end of the month and do not yet appear on the statement should “NOT” be listed; the purchase receipt/invoice should be held for the following month.

CREDITS DUE (Discrepancies and Disputes)

<table>
<thead>
<tr>
<th>No.</th>
<th>TRANSACTION DATE</th>
<th>MERCHANT NAME AND PHONE NUMBER</th>
<th>DOLLAR AMOUNT</th>
<th>ITEM DESCRIPTION AND WHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PBSO 2095 (Rev. 7/12/2014)
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

The following steps must be performed by the P-Card Site Coordinator and/or Principal/Department Head. Completing this checklist is optional.

For the Month of __________, Year __________

P-CARD SITE COORDINATOR

Name: GULHAN KILIC

Date: 2/20/2017

☐ 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSD 2095)

☐ 2. If transactions were force posted at month-end, contacted Accounting Services to make a Journal Entry to correct the funding account strip (when necessary).

☐ 3. Print the Monthly P-Card Report. Report will be e-mailed on a monthly basis or can be printed once all the transactions have force posted.
   a. Ensure the PeopleSoft Monthly P-Card Report and Monthly Force Post Report are attached to the Monthly Bank statement, along with receipts and backup documentation.
   b. Verified PeopleSoft transaction total agrees to the Monthly Bank Statement.
   c. Check each transaction's funding strip for accuracy. If incorrect, request to move the expense by completing form PBSD 2242 if switching between internal and budget. Contact appropriate budget person if switching from one budget account to another.

☐ 4. Delivered the following to the Principal/Department Head for final approval.
   b. Cardholder's Monthly Billing Statement with attached receipts and any other required documentation (i.e., TDE for travel expenses, SAC minutes for SAC purchases, Agendas and Attendee Lists for meetings, etc.).
   d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSD 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name: JO ANNE ROGERS

Date: 2/20/2017

☐ 1. Monthly Cardholder's reconciliation should be completed when bank statement is received but no later than 20th of the following month.

☐ 2. Cardholder signed Monthly Bank Statement & receipts were attached for each transaction.

☐ 3. Cardholder's Monthly Bank Statement was signed by the principal/department head, accepting responsibility that the purchases were legitimate District purchases and complied with District policy.
**Bank of America**

**Purchasing Card**

<table>
<thead>
<tr>
<th>Mail Billing Inquiries to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANKCARD CENTER</td>
</tr>
<tr>
<td>PO BOX 902238</td>
</tr>
<tr>
<td>EL PASO, TX 79998-2239</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.888.449.2273 24 Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TTY Hearing Impaired:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.800.222.7365 24 Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outside the U.S.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.560.365.9856 24 Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Lost or Stolen Card:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.888.449.2273 24 Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statement Date</th>
<th>01/27/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Limit</td>
<td>$7,000</td>
</tr>
<tr>
<td>Cash Limit</td>
<td>$0</td>
</tr>
<tr>
<td>Days in Billing Cycle</td>
<td>31</td>
</tr>
<tr>
<td>Total Activity</td>
<td>$187.61</td>
</tr>
</tbody>
</table>

**Cardholder Activity**

<table>
<thead>
<tr>
<th>Credits</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$0.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>$187.61</td>
</tr>
</tbody>
</table>

| Other Debits | $0.00 |
| Cash Fees   | $0.00 |
| Other Fees  | $0.00 |

| Total Activity | $187.61 |

**Posting Transaction**

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Description</th>
<th>Reference Number</th>
<th>MCC</th>
<th>Charge</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/11</td>
<td>01/10</td>
<td>FAMILY DOLLAR 89138</td>
<td>24321687818327003224</td>
<td>5331</td>
<td>13.84</td>
<td></td>
</tr>
<tr>
<td>01/12</td>
<td>01/10</td>
<td>OFFICE DEPOT #211</td>
<td>24445747011504225539</td>
<td>5945</td>
<td>19.78</td>
<td></td>
</tr>
<tr>
<td>01/15</td>
<td>01/13</td>
<td>DUFFYS PALM BEACH GARDEN PALM BEACH GAFL</td>
<td>243216870142869900012</td>
<td>5512</td>
<td>107.41</td>
<td></td>
</tr>
<tr>
<td>01/23</td>
<td>01/20</td>
<td>Royal Sandwich</td>
<td>24426297020680005427305</td>
<td>5914</td>
<td>46.78</td>
<td></td>
</tr>
</tbody>
</table>

**Account Number:** XXXX-XXXX-XXXX-4228  
December 26, 2016 - January 27, 2017

**Total Activity** $187.61

**Cardholder Signature**  2/06/17

**Manager Signature**  2/22/17

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.
Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): Contact our service for the hearing impaired at 1.800.222.7366.

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employee and any person acting on Company's behalf.

Disclosure: We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit www.bankofamerica.com/corporatecardDisclosure or call the customer service number listed on your statement to request a copy.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 982236, EL PASO, TX 79999-2236. Your letter must include the following information:

- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

<table>
<thead>
<tr>
<th>Customer Service</th>
<th>For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within the U.S.</td>
<td>1.888.446.2273</td>
</tr>
<tr>
<td>Outside the U.S.</td>
<td>1.503.333.6656 (collect calls accepted)</td>
</tr>
</tbody>
</table>

Thank you for your business.

Please write your change of address here:

Street

City

State Zip

( ) ( )

Home Phone Business Phone

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.
<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHRIMP SCAMPI</td>
<td>14.99</td>
</tr>
<tr>
<td>CHIK ALFREDO</td>
<td>12.99</td>
</tr>
<tr>
<td>NAKED 5 KINGS</td>
<td>6.29</td>
</tr>
<tr>
<td>NAKED 10 WINGS</td>
<td>11.59</td>
</tr>
<tr>
<td>NAKED 10 KINGS</td>
<td>11.59</td>
</tr>
<tr>
<td>CHICKEN COBB</td>
<td>12.99</td>
</tr>
<tr>
<td>CHICKEN COBB</td>
<td>12.99</td>
</tr>
<tr>
<td>DRAFTSE SALAD</td>
<td>11.99</td>
</tr>
<tr>
<td>DRAFTSE SALAD</td>
<td>11.99</td>
</tr>
</tbody>
</table>

Sub Total: 107.41  
Tax: 7.52  
Total: 114.93

2 FOR 1 DRINKS ALL DAY - EVERY DAY

excludes shots and special offers

---

Iready testing
SALE AMOUNT $45.73
TIP AMOUNT 
TOTAL AMOUNT 

10% = $4.67  15% = $7.01  20% = $9.35 
THANK YOU

CUSTOMER COPY

Admin

Ready testing preparations.
Enter the employee ID number of the P-Card Holder and press tab. The employee information will be entered into the appropriate fields automatically.

P-Card Holder Employee ID # 1039324
P-Card Holder Employee: First Jo Last Rogers
School/Department # & Name 1411 GROVE PARK ELEMENTARY SCHOOL
Enter the P-Card Statement month, year, and your employee ID #.
Submit Date 3/17/2017
P-Card Statement Month February P-Card Statement Year 2017
Employee ID # of Person Submitting Statement 1085970
Person Submitting: First Gulhan Last Kilic

SUBMITTING P-CARD END OF MONTH RECONCILIATION PACKAGE

1. Attach P-Card Month End Reconciliation package (refer to Sample Reconciliation package*) using the "How to Attach directions".
2. Attached file must be a PDF (See How to attach a file). File size is limited to 5 MB.

* Refer to Sample Reconciliation package

Signature of Person Submitting Statement
Gulhan Kilic
Friday, March 17, 2017 4:13:36 PM

Choose submit in the drop-down menu and click "Go"
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

CARDHOLDER (Mandatory)

For the Month of __FEBRUARY__, Year __2017__

Name: JO ANNE ROGERS __________________________________________ Date: 3/17/2017

☐ No Activity

☒ 1. Reviewed Monthly Billing Statement; completed End-of-Cycle Checklist:
   ☒ a. Checked last month's End-of-Cycle Checklist for discrepancies and disputes, if:
      • None, continue to next step.
      • Resolved, put check mark by item & attach credit slip to statement when payment processes.
      • Unresolved, circle item and carry forward. If appropriate, file a dispute with Bank of America.
   ☒ b. Matched each receipt with each statement line item and identified any unauthorized purchases.
   ☒ c. Receipts were attached to statement:
      If the receipt/invoice was missing:
      • Completed Missing Receipt form (PBSD 2064) and attached to statement.
      • Delivered a copy of the Missing Receipt form to P-Card Site Coordinator.
   ☒ d. Identified current credits due by making a notation on statement & listing below:
      • Duplicate processing charge.
      • Duplicate payment (paid using Purchasing Card and a manual Direct Pay).
      • Returned merchandise.


☒ 3. Delivered the following to P-Card Site Coordinator:
   • Cardholder's End-of-Cycle Checklist;
   • Monthly Billing Statement with attached receipts/invoices & other required documentation.

Only transactions awaiting a credit should be listed below. Purchases made toward the end of the month and do not yet appear on the statement should "NOT" be listed; the purchase receipt/invoice should be held for the following month.

CREDIT$ DUE (Discrepancies and Disputes)

<table>
<thead>
<tr>
<th>No.</th>
<th>TRANSACTION DATE</th>
<th>MERCHANT NAME AND PHONE NUMBER</th>
<th>DOLLAR AMOUNT</th>
<th>ITEM DESCRIPTION AND WHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PBSD 2055 (Rev. 7/1/2014)
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

The following steps must be performed by the P-Card Site Coordinator and/or Principal/Department Head. Completing this checklist is optional.

For the Month of FEBRUARY, Year 2017

P-CARD SITE COORDINATOR

Name: GULHAN KILIC
Date: 3/17/2017

[X] 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSD 2095)

[X] 2. If transactions were force posted at month-end, contacted Accounting Services to make a Journal Entry to correct the funding account strip (when necessary).

[X] 3. Print the Monthly P-Card Report. Report will be e-mailed on a monthly basis or can be printed once all the transactions have force posted.
   a. Ensure the PeopleSoft Monthly P-Card Report and Monthly Force Post Report are attached to the Monthly Bank statement, along with receipts and backup documentation.
   b. Verified PeopleSoft transaction total agrees to the Monthly Bank Statement.
   c. Check each transaction’s funding strip for accuracy. If incorrect, request to move the expense by completing form PBSD 2242 if switching between internal and budget; contact appropriate budget person if switching from one budget account to another.

[X] 4. Delivered the following to the Principal/Department Head for final approval.
   b. Cardholder’s Monthly Billing Statement with attached receipts and any other required documentation (i.e., TDE for travel expenses, SAC minutes for SAC purchases, Agendas and Attendee Lists for meetings, etc.).
   d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSD 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name: JO ANNE ROGERS
Date: 3/17/2017

[X] 1. Monthly Cardholder’s reconciliation should be completed when bank statement is received but no later than 20th of the following month.

[X] 2. Cardholder signed Monthly Bank Statement & receipts were attached for each transaction.

[X] 3. Cardholder’s Monthly Bank Statement was signed by the principal/department head, accepting responsibility that the purchases were legitimate District purchases and complied with District policy.

PBSD 2095 (Rev. 7/1/2014)
Bank of America

Purchasing Card

<table>
<thead>
<tr>
<th>Mail Billing Inquiries to:</th>
<th>Cardholder Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANKCARD CENTER</td>
<td></td>
</tr>
<tr>
<td>PO BOX 982238</td>
<td></td>
</tr>
<tr>
<td>EL PASO, TX 79999-2238</td>
<td></td>
</tr>
<tr>
<td>Customer Service:</td>
<td></td>
</tr>
<tr>
<td>1.888.448.2273 24 Hours</td>
<td></td>
</tr>
<tr>
<td>TTY Hearing Impaired:</td>
<td></td>
</tr>
<tr>
<td>1.800.222.7366 24 Hours</td>
<td></td>
</tr>
<tr>
<td>Outside the U.S.:</td>
<td></td>
</tr>
<tr>
<td>1.800.353.6626 24 Hours</td>
<td></td>
</tr>
<tr>
<td>For Lost or Stolen Card:</td>
<td></td>
</tr>
<tr>
<td>1.888.448.2273 24 Hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchased via Purchasing Card:</th>
<th>Statement Date</th>
<th>Credit Limit</th>
<th>Cash Limit</th>
<th>Days in Billing Cycle</th>
<th>Total Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>02/27/17</td>
<td>$7,500</td>
<td>$0</td>
<td>31</td>
<td>$392.65</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>THIS IS NOT A BILL - DO NOT PAY</td>
</tr>
</tbody>
</table>

Posting Transaction

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reference Number</th>
<th>MCC</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01</td>
<td>PUBLIX #434</td>
<td>2444690703200069123037</td>
<td>5411</td>
<td>25.93</td>
</tr>
<tr>
<td>02/02</td>
<td>PUBLIX #212</td>
<td>24446907034000724467190</td>
<td>5411</td>
<td>19.89</td>
</tr>
<tr>
<td>02/27</td>
<td>PUBLIX #212</td>
<td>24446907034000724467234</td>
<td>6411</td>
<td>4.50</td>
</tr>
<tr>
<td>02/27</td>
<td>SYSCO FOOD SERVICES</td>
<td>24247607085500664595632</td>
<td>6199</td>
<td>333.23</td>
</tr>
</tbody>
</table>

Account Number: XXXX-XXXX-XXXX-4229
January 29, 2017 - February 27, 2017

Total Activity: $392.65

Signature: 3/17/17
Date: 3/17/17

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.
Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): Contact our service for the hearing-impaired at 1.800.222.7335.

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

Disclosure: We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit www.bankofamerica.com/coreprivateandbusiness or call the customer service number listed on your statement to request a copy.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 982238, EL PASO, TX 79988-2238. Your letter must include the following information:
. The company name, cardholder name and account number in question.
. The dollar amount of the suspected error.
. A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service: For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:

<table>
<thead>
<tr>
<th>Within the U.S.</th>
<th>Outside the U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.866.449.2273</td>
<td>1.509.333.6656</td>
</tr>
<tr>
<td>(collect calls accepted)</td>
<td></td>
</tr>
</tbody>
</table>

Thank you for your business.

Please write your change of address here:

Street

City

State Zip

Home Phone Business Phone

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.
**Publix**

Garden Towne Square
4200 Northlake Blvd
Palm Beach Garden, FL 33410
Store Manager: Pablo Iza
561-625-8632

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>OJ GRAN GRAPE</td>
<td>3.99</td>
<td>T F</td>
<td>3.99</td>
</tr>
<tr>
<td>OJ GRANAPPLE JUICE</td>
<td>3.99</td>
<td>T F</td>
<td>3.99</td>
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<tr>
<td>Promotion</td>
<td>-3.99</td>
<td>T F</td>
<td>-3.99</td>
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<td>HERSHEY NG'S ALMD</td>
<td>4.29</td>
<td>T F</td>
<td>4.29</td>
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<tr>
<td>HERSHEY NG'S ALMD</td>
<td>4.29</td>
<td>T F</td>
<td>4.29</td>
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<tr>
<td>ASSIT CASE DNTS</td>
<td>3.69</td>
<td>F</td>
<td>3.69</td>
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<tr>
<td>ICED DONUT</td>
<td>3.69</td>
<td>F</td>
<td>3.69</td>
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<tr>
<td>GLAZED DONUTS 6 CT</td>
<td>2.99</td>
<td>F</td>
<td>2.99</td>
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<td>You Saved</td>
<td>0.30</td>
<td></td>
<td>0.30</td>
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<td>GLAZED DONUTS 6 CT</td>
<td>2.99</td>
<td>F</td>
<td>2.99</td>
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<tr>
<td>You Saved</td>
<td>0.30</td>
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<td>0.30</td>
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**TAX EXEMPT #**

**Order Total**: 25.33
**Grand Total**: 25.33

**Credit**

**Payment**: 25.33
**Change**: 0.00

**TAX EXONERATED**: 0.00

---

**SAVINGS SUMMARY**

**Special Price Savings**: 4.59

* Your Savings at Publix *

* 4.59 *

---

**PRES'U!**

Trace #: 056247
Reference #: 0408028078
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: $25.33
Auth #: 091213

---

**01/31/2017 07:20:20**

**CREDIT CARD**

**PURCHASE**

CARD #: XXXXXXXXXXXX4228
Trace #: 056247
Chip Card: VISA CREDIT
Chip Card nID: A0000000031010
ATC: 0020
TC: 869F4A5DEB937FC
INVOICE: 056247
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer-PIN Verified

**SALE AMOUNT**: $25.33

**APPROVED BY ISSUER**

---

**CUSTOMER COPY**

Your cashier was Marileena
01/31/2017 7:28 S0434 R106 8159 00286

Explore the many ways to save at Publix. View bargains at publix.com/savingstyles

Publix Super Markets, Inc.

---

Admin Courtesy

Superintendent Cabinet Review

Walkthrough

---

---
Important, Cabinet Visit Tuesday, January 31

Dr. Avossa, Superintendent, the entire executive cabinet, and 3 board members will visit Grove Park Elementary Tuesday, January 31, 2017. I know this sounds like a bit much (smile), but I truly see this as an opportunity to shine. The Grove Park faculty and staff have worked extremely hard this year. I am proud of all we've accomplished together. Please accept my commendations.

The purpose of the visit is to see our students in action, as it relates to Grove Park's operational and instructional systems of the day. The cabinet will visit every classroom.

Although this is not a dog and pony show, the preparations (reminders) listed below are brought to your attention:

- Environment
  Declutter Classrooms Now
  Empty Trash
  Clean Boards
  Remove Excessive Personal Items
  Custodial (Clear Stage, courtyards, entrances etc)
  Orderly transitions

- Academic
  Adhere to Schedule
  Board Configuration Posted
  Learning Goal
  Lesson should scream "Standards"
  Academic Language
  Modeled "explicit" Instruction w/ Appropriate Materials
  Focus on "Small Group" Instruction
  Students citing evidence
  Writing
  Technology on and being used (IReady)
  Focus on DQ 2, DQ 3, DQ4
  Implement classroom management plan

Visitors will arrive around 9:30am using the media center, meeting with yours truly on school recent data. Shortly after (probably between 9:45am - 10:00am), groups will rotate to classrooms. Media will travel all day. At the conclusion of classroom visits, the group will meet with principal debriefing. I will communicate with staff after school Tuesday.

This information would've been communicated earlier, but we were informed Friday midday. With those still on campus, I spoke with team leaders Friday after school for speaking with teams.

This visit is going to be outstanding. Wanted to give you a heads up. Coaches will not be in classrooms Monday but will resume groups Tuesday.

Please email me should you have any questions.

Proud of the GP staff,
<table>
<thead>
<tr>
<th>Time</th>
<th>GROUP A - Rogers</th>
<th>GROUP B - Mitchell</th>
<th>GROUP C - Rimeles</th>
<th>GROUP D - Overbaugh/Holland</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45</td>
<td>3-ELA-KRATZ-RM. C2</td>
<td>3-MATH-KWIATKOWSKI- RM. C1</td>
<td>5-ELA-HUTSON- RM. 305</td>
<td>2-ELA-NEWKIRK- RM. C17</td>
</tr>
<tr>
<td>9:50</td>
<td>3-MATH-PLACE- RM. C6</td>
<td>3-ELA-O'NEIL- RM. C7</td>
<td>5-MATH-HECKMAN- RM. 302</td>
<td>2-MATH-Antonucci- RM. C11</td>
</tr>
<tr>
<td>10:00</td>
<td>3-MATH-KWIATKOWSKI- RM. C1</td>
<td>3-ELA-KRATZ- RM. C2</td>
<td>5-MATH-APPLEMAN- RM. 303</td>
<td>1-ELA/MATH-GRiffin- RM. C6</td>
</tr>
<tr>
<td>10:05</td>
<td>3-ELA-O'NEIL- RM. C7</td>
<td>5-ELA-HOLCOMB- RM. 306</td>
<td>4-ELA-Miller- RM. 201</td>
<td>1-ELA/MATH-Kaufman- RM. C21</td>
</tr>
<tr>
<td>10:10</td>
<td>3-MATH-HAYDEN- RM. C4</td>
<td>5-MATH-APPLEMAN- RM. 303</td>
<td>4-MATH-ACERRA- RM. 206</td>
<td>3-ELA-HEALY- RM. C5</td>
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<tr>
<td>10:15</td>
<td>5-ELA-FLITSON- RM. 305</td>
<td>5-MATH-HECKMAN- RM. C2</td>
<td>4-ELA-Marinacci- RM. 205</td>
<td>3-MATH-PLACE- RM. C6</td>
</tr>
<tr>
<td>10:20</td>
<td>1-ELA/MATH-WATSON- RM. C1B</td>
<td>1-ELA/MATH-RAYMOND- RM. C19</td>
<td>4-MATH-HELMS- RM. 204</td>
<td>3-ELA-KRATZ- RM. C2</td>
</tr>
<tr>
<td>10:25</td>
<td>5-ELA-HOLCOMB- RM. 306</td>
<td>4-MATH-HELMS- RM. 204</td>
<td>3-MATH-PLACE- RM. C6</td>
<td>3-MATH-KWIATKOWSKI- RM. C1</td>
</tr>
<tr>
<td>10:30</td>
<td>5-MATH-HECKMAN- RM. 302</td>
<td>4-ELA-Miller- RM. 201</td>
<td>2-MATH-Antonucci- RM. C11</td>
<td>4-ELA-Marinacci- RM. 205</td>
</tr>
<tr>
<td>10:40</td>
<td>4-MATH-ACERRA- RM. 206</td>
<td>2-ELA-NEWKIRK- RM. C17</td>
<td>K-ELA/MATH-REYES- RM. 501</td>
<td>4-ELA-Miller- RM. 201</td>
</tr>
<tr>
<td>10:50</td>
<td>Debrief-Media Center</td>
<td>Debrief-Media Center</td>
<td>Debrief-Media Center</td>
<td>Debrief-Media Center</td>
</tr>
</tbody>
</table>

Dr. Christiansen  
Dr. Coleman  
Marc Andrew  
Diane Forman  
Matt Howard  
Eric Luchman  
Frank Rodriguez  

Barbara McQuinn  
Joe Lee  
Amy Atkins  
Jamie Wyatt  
Kerry McCormick  
Ian Saltz  

Geoff Ackee  
Catherine Arlen  
Dana Sodik  
Vivian Green  
Jeff Peg  

Maria Bishop  
Glenda Sheffield  
Howard Hepburn  
Pete Licata  
Margarita Pinkos  
Enrique Vela
Garden Square
10913 N Military Trail
Palm Beach Gardens, FL 33410
Store Manager: Mark Ball
561-632-9584
02/02/2017 11:32:36
076513
CREDIT CARD
PURCHASE
CARD #: XXXXXXXXXXXX4228
Trace #: 076513
Chip Card: VISA CREDIT
Chip Card AID: A0000000091010
ATC: 0021
TC: 7F60D7EE3CF3D9F
INVOICE: 076513
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer-PIN Verified
SALE AMOUNT $18.99
APPROVED BY ISSUER

Your cashier was Drita
02/02/2017 11:32 50212 R107 6991 00234
Explore the many ways to save at Publix. View bargains at publix.com/savingstyle
Publix Super Markets, Inc.
Your cashier was Maria

02/02/2017 11:41 S0212 R151 1840 00408

Explore the many ways to save at Publix.
View bargains at publix.com/savingstyle

Publix Super Markets, Inc.
Hello Mr. Gutiérrez,

Crystal Lakes Elementary called for you this morning. I agreed to releasing you—— your last day working at Grove Park is February 3rd.

Your effective start date at Crystal Lakes is, Monday, February 6, 2017.

FYI.

Please plan.

Hola señor Gutiérrez,

La primaria Crystal Lakes te llamó esta mañana. Estuve de acuerdo en liberarle —— su último día trabajando en Grove Park, es el 3 de febrero.

Su fecha de inicio efectiva en Crystal Lakes es el lunes 6 de febrero de 2017.

FYI.

Por favor planea.

Jo Anne Rogers, Principal
Grove Park Elementary School

Please Follow Us on Twitter, @gpespbc
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Brand</th>
<th>Case</th>
<th>Price</th>
<th>Pack Size</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Comb'l Fruit Punch</td>
<td>24/8 oz.</td>
<td>24/8 oz.</td>
<td>24/8 oz.</td>
<td>24/8 oz.</td>
<td>24/8 oz.</td>
<td>24/8 oz.</td>
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<tr>
<td>Coffee</td>
<td>18/6 oz.</td>
<td>46/7 oz.</td>
<td>18/6 oz.</td>
<td>46/7 oz.</td>
<td>18/6 oz.</td>
<td>46/7 oz.</td>
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<tr>
<td>Juice Apple</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
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<tr>
<td>Juice Berry</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
</tr>
<tr>
<td>Juice Cherry</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
</tr>
<tr>
<td>Juice Grape</td>
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<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
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<tr>
<td>Juice Orange</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
<td>32/6 oz.</td>
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<tr>
<td>Arizona Black Cherry</td>
<td>24/11 oz.</td>
<td>24/11 oz.</td>
<td>24/11 oz.</td>
<td>24/11 oz.</td>
<td>24/11 oz.</td>
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<tr>
<td>Arizona Cranberry</td>
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<td>24/11 oz.</td>
<td>24/11 oz.</td>
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<tr>
<td>Arizona Ice Tea</td>
<td>24/11 oz.</td>
<td>24/11 oz.</td>
<td>24/11 oz.</td>
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<td>24/11 oz.</td>
<td>24/11 oz.</td>
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</table>

Beverages

**Price subject to change due to product availability.**

**Note:** All orders over $200.00 will be processed w/o an approved written approval.

**PLEASE PLACE ORDER 3 WEEKS PRIOR TO DELIVERY DATE.**

**SCHOOL NAME & PHONE NUMBER:**

**SCHOOL CONTACT:**

**PLEASE PLACE ORDER 3 WEEKS PRIOR TO DELIVERY DATE.**

**Price subject to change due to product availability.**

**Bulk Snack List FY 17**
<table>
<thead>
<tr>
<th>Chips</th>
<th>Price</th>
<th>Information</th>
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<tr>
<td>Crystal Geyser</td>
<td>1.95</td>
<td>¥230.00</td>
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<td>Crystal Geyser</td>
<td>2.95</td>
<td>¥330.00</td>
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<td>Crystal Geyser</td>
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<td>¥430.00</td>
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<td>4.95</td>
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<td>5.95</td>
<td>¥630.00</td>
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<td>¥730.00</td>
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<td>7.95</td>
<td>¥830.00</td>
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<tr>
<td>Crystal Geyser</td>
<td>8.95</td>
<td>¥930.00</td>
</tr>
<tr>
<td>Crystal Geyser</td>
<td>9.95</td>
<td>¥1,030.00</td>
</tr>
<tr>
<td>Crystal Geyser</td>
<td>10.95</td>
<td>¥1,130.00</td>
</tr>
<tr>
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<td>11.95</td>
<td>¥1,230.00</td>
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<td>Crystal Geyser</td>
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<td>¥1,330.00</td>
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<td>Crystal Geyser</td>
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<td>Crystal Geyser</td>
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<td>20.95</td>
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</tr>
<tr>
<td>Snack Bars</td>
<td>Price</td>
<td>Description</td>
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<td></td>
<td>$0.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>VALUE</th>
<th>8/125 ct</th>
<th>16.22</th>
<th>4/125 ct</th>
<th>22.76</th>
<th>1000 ct.</th>
<th>6.36</th>
<th>1000 ct.</th>
<th>6.98</th>
<th>40/25 ct</th>
<th>17.26</th>
<th>12/500 ct.</th>
<th>3.46</th>
<th>100 ct.</th>
<th>1.04</th>
<th>Calico</th>
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</table>

**Total** 384.80

### Non-Food

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<th>0.00</th>
<th>144/0.25 oz.</th>
<th>44.36</th>
<th>144/0.5 oz.</th>
<th>44.98</th>
<th>48/0.5 oz.</th>
<th>53.96</th>
<th>48/1.5 oz.</th>
<th>35.96</th>
<th>38/1.25 oz.</th>
<th>33.96</th>
<th>39/1.75 oz.</th>
<th>32.96</th>
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</thead>
</table>

### Snacks

<table>
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<tr>
<th>0.00</th>
<th>60/1 oz.</th>
<th>20.75</th>
<th>60/3 oz.</th>
<th>20.75</th>
</tr>
</thead>
</table>

**Please make sure P/CARD has available Funds to process at time of delivery. Thank you.**

**DID YOU INCLUDE YOUR DIRECT PHONE/CONTACT #?**
Recurring Billing Credit Card Authorization Agreement

To protect your privacy, this form must be returned to the secure fax number at your local Operating Company and identified as CONFIDENTIAL - Credit Card Operations. This phone number or mailbox address can be obtained from your Marketing Associate. Do not allow anyone else to handle or have your credit card information.

FAX: 561-842-3652 or 800-852-9983

The undersigned (CARDHOLDER), who has a financial interest(s) in each business location listed below (LOCATIONS), hereby authorizes SYSCO Corporation and any of its subsidiaries or affiliates (SYSCO) to automatically charge the CARDHOLDER's below referenced credit card account, on a recurring basis, in an amount equal to the amount of each invoice from SYSCO as payment for goods delivered to any such LOCATION. CARDHOLDER agrees that either SYSCO's invoice or 3rd party carrier's delivery document shall constitute proof of the delivery of goods covered by any such SYSCO invoice. CARDHOLDER hereby agrees that SYSCO may charge CARDHOLDER's credit card the full amount reflected on all invoices for shipments of goods to all LOCATIONS. CARDHOLDER represents that each invoice or other delivery document will only be executed by his/her designated representative and that any such signature is sufficient to establish proof of delivery of such goods. CARDHOLDER acknowledges that SYSCO will charge the card account for the full amount of any invoice on the day of delivery or as soon as practical thereafter.

CARDHOLDER agrees to abide by the credit and returns policy of the SYSCO entity delivering the goods (POLICY) and hereby acknowledges receipt of the POLICY. The POLICY and any updates are available any time at the delivering operation's place of business and may be obtained from CARDHOLDER's SYSCO sales representative. CARDHOLDER agrees to keep up with all updates to the POLICY.

CARDHOLDER understands that this authorization agreement is, and remains, in effect until CARDHOLDER sends a termination notice sent via certified mail to SYSCO Food Services of Southeast Florida, LLC, 1999 Dr. Martin Luther King Jr. Blvd., Riviera Beach Florida 33404. Attention Cashier. CARDHOLDER must submit a termination notice to each SYSCO operation that has delivered goods to a LOCATION. The SYSCO entity receiving such termination notice will discontinue using credit card within two (2) business days of receipt of such notice.

<table>
<thead>
<tr>
<th>BUSINESS</th>
<th>CARDHOLDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYSCO Ship To Customer Number (See Invoice): 46157</td>
<td>Cardholder Name: Jo Anne Rogers</td>
</tr>
<tr>
<td>Business Legal Name: Grove Park Elementary</td>
<td>SYSCO Billing Street Address: 8330 N. Military Trail</td>
</tr>
<tr>
<td>Business DBA Name:</td>
<td>City: Palm Beach Gardens</td>
</tr>
<tr>
<td></td>
<td>State: FL</td>
</tr>
<tr>
<td>Business Street Address: 8330 North Military Trl</td>
<td>Zip: 33418</td>
</tr>
<tr>
<td>City: Palm Beach Gardens</td>
<td>SYSCO Business Card (Y/N): Y</td>
</tr>
<tr>
<td>State: FL</td>
<td>Card Type: Visa</td>
</tr>
<tr>
<td>Telephone #: 561-504-7700</td>
<td>Business Name (as it appears on card):</td>
</tr>
<tr>
<td></td>
<td>Card Account #: 4715391208174238</td>
</tr>
<tr>
<td></td>
<td>Exp. Date (MM/YY): 04/19</td>
</tr>
</tbody>
</table>

Cardholder Signature: Jo Anne Rogers
Date: 2-15-17

Procedure Recurring Charge Terms Agreement v4.doc
Enter the employee ID number of the P-Card Holder and press tab. The employee information will be entered into the appropriate fields automatically.

P-Card Holder Employee ID # 1039324

P-Card Holder Employee: First Jo Last Rogers

School/Department # & Name 1411 GROVE PARK ELEMENTARY SCHOOL

Enter the P-Card Statement month, year, and your employee ID #.

Submit Date 4/21/2017

P-Card Statement Month March P-Card Statement Year 2017

Employee ID # of Person Submitting Statement 1085970

Person Submitting: First Gulhan Last Kilic

SUBMITTING P-CARD END OF MONTH RECONCILIATION PACKAGE

1. Attach P-Card Month End Reconciliation package (refer to Sample Reconciliation package*) using the "How to Attach directions".
2. Attached file must be a PDF (See How to attach a file). File size is limited to 5 MB.

How to attach a file

* Refer to Sample Reconciliation-package

Signature of Person Submitting Statement

Gulhan Kilic

Friday, April 21, 2017 3:22:59 PM

Choose submit in the drop-down menu and click "Go"
Purchasing Card End-of-Cycle Checklist

CARDHOLDER (Mandatory)

For the Month of MARCH, Year 2017

Name: JO ROGERS  Date: 04/20/2017

☐ No Activity

☒ 1. Reviewed Monthly Billing Statement; completed End-of-Cycle Checklist:
  ☒ a. Checked last month’s End-of-Cycle Checklist for discrepancies and disputes, if:
     • None, continue to next step.
     • Resolved, put check mark by item & attach credit slip to statement when payment processes.
     • Unresolved, circle item and carry forward. If appropriate, file a dispute with Bank of America.
  ☒ b. Matched each receipt with each statement line item and identified any unauthorized purchases.
  ☒ c. Receipts were attached to statement.
     If the receipt/invoice was missing:
     • Completed Missing Receipt form (PBSD 2094) and attached to statement.
     • Delivered a copy of the Missing Receipt form to P-Card Site Coordinator.
  ☒ d. Identified current credits due by making a notation on statement & listing below:
     • Duplicate processing charge.
     • Duplicate payment (paid using Purchasing Card and a manual Direct Pay).
     • Returned merchandise.


☒ 3. Delivered the following to P-Card Site Coordinator:
   • Cardholder’s End-of-Cycle Checklist.
   • Monthly Billing Statement with attached receipts/invoices & other required documentation.

Only transactions awaiting a credit should be listed below. Purchases made toward the end of the month and do not yet appear on the statement should "NOT" be listed; the purchase receipt/invoice should be held for the following month.

CREDITS DUE (Discrepancies and Disputes)

<table>
<thead>
<tr>
<th>No.</th>
<th>TRANSACTION DATE</th>
<th>MERCHANT NAME AND PHONE NUMBER</th>
<th>DOLLAR AMOUNT</th>
<th>ITEM DESCRIPTION AND WHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PBSD 2096 (Rev. 7/1/2014)
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

The following steps must be performed by the P-Card Site Coordinator and/or Principal/Department Head. Completing this checklist is optional.

For the Month of __MARCH__, Year __2017__

**P-CARD SITE COORDINATOR**

<table>
<thead>
<tr>
<th>Name</th>
<th>GULHAN KILIC</th>
<th>Date</th>
<th>04/20/2017</th>
</tr>
</thead>
</table>

- [X] 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSD 2095)
- [X] 2. If transactions were force posted at month-end, contacted Accounting Services to make a Journal Entry to correct the funding account strip *(when necessary)*.
- [X] 3. Print the Monthly P-Card Report. Report will be e-mailed on a monthly basis or can be printed once all the transactions have force posted.
  - b. Verified PeopleSoft transaction total agrees to the Monthly Bank Statement.
  - c. Check each transaction's funding strip for accuracy. If incorrect, request to move the expense by completing form PBSD 2242 if switching between internal and budget. Contact appropriate budget person if switching from one budget account to another.
- [X] 4. Delivered the following to the Principal/Department Head for final approval.
  - b. Cardholder's Monthly Billing Statement with attached receipts and any other required documentation *(i.e., TDE for travel expenses, SAC minutes for SAC purchases, Agendas and Attendee Lists for meetings, etc.)*.
  - d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSD 2343 by the 20th of the following month.

**PRINCIPAL / DEPARTMENT HEAD**

<table>
<thead>
<tr>
<th>Name</th>
<th>JO ANNE ROGERS</th>
<th>Date</th>
<th>04/20/2017</th>
</tr>
</thead>
</table>

- [X] 1. Monthly Cardholder's reconciliation should be completed when bank statement is received but no later than 20th of the following month.
- [X] 2. Cardholder signed Monthly Bank Statement & receipts were attached for each transaction.
- [X] 3. Cardholder's Monthly Bank Statement was signed by the principal/department head, accepting responsibility that the purchases were legitimate District purchases and complied with District policy.

PBSD 2095 (Rev. 7/1/2014)
# Bank of America

## Purchasing Card

**Mall Billing Inquiries to:**
BANKCARD CENTER
PO BOX 982238
EL PASO, TX 79998-2238

**Customer Service:**
1.888.449.2273 24 Hours

**TTY Hearing Impaired:**
1.800.222.7565 24 Hours

**Outside the U.S.:**
1.509.983.3858 24 Hours

**For Lost or Stolen Card:**
1.888.449.2273 24 Hours

## Cardholder Activity

<table>
<thead>
<tr>
<th>Statement Date</th>
<th>Credit Limit</th>
<th>Cash Limit</th>
<th>Days in Billing Cycle</th>
<th>Total Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/27/17</td>
<td>$7,500</td>
<td>$0</td>
<td>28</td>
<td>$3,787.75</td>
</tr>
</tbody>
</table>

**THIS IS NOT A BILL - DO NOT PAY**

## Posting Transaction

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Description</th>
<th>Reference Number</th>
<th>MCC</th>
<th>Charge</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/21</td>
<td>03/20</td>
<td>LEARNING SCIENCES</td>
<td>724-455-2100 PA</td>
<td>242244537960140280025231</td>
<td>5942</td>
<td>650.00</td>
</tr>
<tr>
<td>03/21</td>
<td>03/20</td>
<td>LEARNING SCIENCES</td>
<td>724-459-2100 PA</td>
<td>242244537960140280025215</td>
<td>5942</td>
<td>650.00</td>
</tr>
<tr>
<td>03/21</td>
<td>03/20</td>
<td>LEARNING SCIENCES</td>
<td>724-459-2100 PA</td>
<td>242244537960140280025213</td>
<td>5942</td>
<td>650.00</td>
</tr>
<tr>
<td>03/21</td>
<td>03/20</td>
<td>LEARNING SCIENCES</td>
<td>724-458-2100 PA</td>
<td>242244537960140280025256</td>
<td>5942</td>
<td>890.00</td>
</tr>
<tr>
<td>03/22</td>
<td>03/20</td>
<td>DISNEY RESORTS-RESE</td>
<td>40782585830 FL</td>
<td>24431067608909004134086</td>
<td>3780</td>
<td>104.25</td>
</tr>
<tr>
<td>03/22</td>
<td>03/20</td>
<td>DISNEY RESORTS-RESE</td>
<td>40782585830 FL</td>
<td>24431067608909004134086</td>
<td>3780</td>
<td>104.25</td>
</tr>
</tbody>
</table>

**Account Number:** XXXX-XXXX-XXXX-4228

**February 28, 2017 - March 27, 2017**

**Total Activity:** $3,787.75

**Cardholder Signature:**

**Manager Signature:**

---

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.
Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): Contact our service for the hearing-impaired at 1.800.222.7585.

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

Disclosure: We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit www.bankoffine.com/corporatedisclosure or call the customer service number listed on your statement to request a copy.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 90 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, P O BOX 982930, EL PASO, TX 79990-2230. Your letter must include the following information:

1. The account name, cardholder name and account number in question.
2. The dollar amount of the suspected error.
3. A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service:

For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:

Within the U.S.
1.800.449.2273
Outside the U.S.
1.593.363.8655
(collect calls accepted)

Thank you for your business.

Please write your change of address here:

________________________________________
Street
________________________________________
City
________________________________________
State Zip
( ) ( )
Home Phone Business Phone

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.
<table>
<thead>
<tr>
<th>POST DT</th>
<th>TRANS DT</th>
<th>TRANSACTION #</th>
<th>MERCHANT</th>
<th>Dept</th>
<th>Fund</th>
<th>Func</th>
<th>Account</th>
<th>Prog</th>
<th>Budge</th>
<th>Loc</th>
<th>Award</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-03-21</td>
<td>2017-03-20</td>
<td>24224437080104026802907</td>
<td>LEARNING SCIENCES</td>
<td>1411</td>
<td>4201</td>
<td>6402</td>
<td>533600</td>
<td>6559</td>
<td>NC02</td>
<td>000</td>
<td>2017</td>
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</tr>
<tr>
<td>2017-03-21</td>
<td>2017-03-20</td>
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<td>LEARNING SCIENCES</td>
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<td>4201</td>
<td>6402</td>
<td>533600</td>
<td>6559</td>
<td>NC02</td>
<td>000</td>
<td>2017</td>
<td></td>
<td>659.00</td>
</tr>
<tr>
<td>2017-03-21</td>
<td>2017-03-20</td>
<td>24224437080104026802923</td>
<td>LEARNING SCIENCES</td>
<td>1411</td>
<td>4201</td>
<td>6402</td>
<td>533600</td>
<td>6559</td>
<td>NC02</td>
<td>000</td>
<td>2017</td>
<td></td>
<td>659.00</td>
</tr>
<tr>
<td>2017-03-21</td>
<td>2017-03-20</td>
<td>24224437080104026802931</td>
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<td>1411</td>
<td>4201</td>
<td>6402</td>
<td>533600</td>
<td>6559</td>
<td>NC02</td>
<td>000</td>
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<tr>
<td>2017-03-21</td>
<td>2017-03-20</td>
<td>24224437080104026802964</td>
<td>LEARNING SCIENCES</td>
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<td>4201</td>
<td>6402</td>
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<td>6559</td>
<td>NC02</td>
<td>000</td>
<td>2017</td>
<td></td>
<td>659.00</td>
</tr>
<tr>
<td>2017-03-22</td>
<td>2017-03-20</td>
<td>24431067080893080413486</td>
<td>DISNEY RESORTS-RESE</td>
<td>1411</td>
<td>4201</td>
<td>6402</td>
<td>533600</td>
<td>6559</td>
<td>NC02</td>
<td>000</td>
<td>2017</td>
<td></td>
<td>492.75</td>
</tr>
</tbody>
</table>

**Total for Card:** 3,787.75
P-Card Monthly Force Post Site

Run Date: 04/10/2017
Report ID: PBFR0410
Run Time: 15:26:13

for Site Administrators
Billing Data:

The transactions listed on this report were Force Posted. It is the Site Administrator's responsibility to ensure the accuracy of the funding. When changes to funding are required, contact PCARD ADMIN PX48410 or 48309 for instructions on a corrective Journal Entry process.
Dear Sheryl:

Please save this email for future reference.

Event: Building Expertise 2017
Number in Party: 1
Time: 7:30 AM
Date: 03/14/17
Location: Disney's Coronado Springs Resort
Address: 1060 W Buena Vista Drive, Lake Buena Vista, Florida 32830, USA
Dress: Business Casual

Group Confirmation Number: LBNPH2VYY8
Primary Registrant (Marzella Mitchell)
Confirmation Number: FDNDY6NZ3X

<table>
<thead>
<tr>
<th>Marzella Mitchell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Date</td>
</tr>
<tr>
<td>20-Mar-2017</td>
</tr>
</tbody>
</table>

https://mail.google.com/mail/u/0/?ui=2&ik=595c4e4cc1&view=pt&q=disney%27s%20coronad... 4/5/2017
To view or modify the online registration for anyone in your group, Click here. You will be asked to enter your name and the group confirmation number shown above.

If you no longer wish to receive emails for Building Expertise 2017 you may Opt-Out.

Conference Team <ConferenceTeam@learningsciences.com>
Reply-To: ConferenceTeam@learningsciences.com
To: Sheryl Chaney <sheryl.chaney@palmbeachschoools.org>

Mon, Mar 20, 2017 at 10:40 AM

Dear Sheryl:

Please save this email for future reference.

Event: Building Expertise 2017
Number in Party: 1
Time: 7:30 AM
Date: 06/14/17
Location: Disney's Coronado Springs Resort

https://mail.google.com/mail/u/0/?ui=2&ik=595c4e4ec1&view=pt&q=disney's%20coronad... 4/5/2017
Group Confirmation Number: PTN6L2HWFLM6
Primary Registrant (Nicole Black)
Confirmation Number: PQ9JCKSW93

<table>
<thead>
<tr>
<th>Nicole Black</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Date</td>
</tr>
<tr>
<td>20-Mar-2017</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

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If you no longer wish to receive emails for Building Expertise 2017 you may Opt-Out.

Conference Team <ConferenceTeam@learningsciences.com>
Reply-To: ConferenceTeam@learningsciences.com
To: Sheryl Chaney <sheryl.chaney@palmbeachschools.org>

Mon, Mar 20, 2017 at 10:50 AM
Dear Sheryl:

Please save this email for future reference.

Event: Building Expertise 2017
Number in Party: 1
Time: 7:30 AM
Date: 03/14/17
Location: Disney's Coronado Springs Resort
Address: 1000 W Buena Vista Drive, Lake Buena Vista, Florida 32830, USA
Dress: Business Casual

Group Confirmation Number: ZDNS3GKTTGC
Primary Registrant (Jamie VanderGast)
Confirmation Number: M4NLZFN7KY

<table>
<thead>
<tr>
<th>Jamie VanderGast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Date</td>
</tr>
<tr>
<td>20-Mar-2017</td>
</tr>
<tr>
<td>Item Type</td>
</tr>
<tr>
<td>3-Day Full Conference (Wednesday-Friday Package)</td>
</tr>
<tr>
<td>Amt Ordered</td>
</tr>
<tr>
<td>$659.00</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

To view or modify the online registration for anyone in your group, Click here. You will be asked to enter your name and the group confirmation number shown above.

If you no longer wish to receive emails for Building Expertise 2017 you may Opt-Out.

https://mail.google.com/mail/u/0/?ui=2&ik=595c4e4ec1&view=pt&q=disney%27s%20coronad... 4/5/2017
Conference Team <ConferenceTeam@learningsciences.com>  
Reply-To: ConferenceTeam@learningsciences.com  
To: Sheryl Chaney <sheryl.chaney@palmbeachschoools.org>

Mon, Mar 20, 2017 at 10:56 AM

Dear Sheryl:

Please save this email for future reference.

Event: Building Expertise 2017
Number in Party: 1
Time: 7:30 AM
Date: 06/14/17
Location: Disney's Coronado Springs Resort
Address: 1000 W Buena Vista Drive, Lake Buena Vista, Florida 32830, USA
Dress: Business Casual

Group Confirmation Number: PDNXK4GVF3D  
Primary Registrant (Andrea McIntyre)  
Confirmation Number: ZXNQTCH7DHR

<table>
<thead>
<tr>
<th>Andrea McIntyre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Date</td>
</tr>
<tr>
<td>20-Mar-2017</td>
</tr>
</tbody>
</table>

https://mail.google.com/mail/u/0/?ui=2&ik=595c4e4ec1&view=pt&q=disney's%20coronad... 4/5/2017
To view or modify the online registration for anyone in your group, Click here. You will be asked to enter your name and the group confirmation number shown above.

If you no longer wish to receive emails for Building Expertise 2017 you may Opt-Out.

Conference Team <ConferenceTeam@learningsciences.com>  
Reply-To: ConferenceTeam@learningsciences.com  
To: Sheryl Chaney <sheryl.chaney@palmbeachschools.org>

Dear Sheryl:

Please save this email for future reference.

Event: Building Expertise 2017  
Number in Party: 1  
Time: 7:30 AM  
Date: 03/14/17  
Location: Disney's Coronado Springs Resort  
Address: 1000 W Buena Vista Drive, Lake Buena Vista, Florida 32830, USA  
Dress: Business Casual

https://mail.google.com/mail/u/0/?ui=2&ik=595c4e4ee1&view=pt&q=disney's%20coronad...  4/5/2017
Group Confirmation Number: JPNVN8ZRXBJ
Primary Registrant (Ann-Marie Alexander)
Confirmation Number: M9N536Q1PJ3

<table>
<thead>
<tr>
<th>Order Date</th>
<th>Invoice</th>
<th>Order Type</th>
<th>Item</th>
<th>Item Type</th>
<th>Amt Ordered</th>
<th>Amt Paid</th>
<th>Amt Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-Mar-2017</td>
<td>BE2017-0006-0051-0553</td>
<td>Online Charge</td>
<td>3-Day Full Conference (Wednesday-Friday Package)</td>
<td>Admission Item</td>
<td>$659.00</td>
<td>$659.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

To view or modify the online registration for anyone in your group, [Click here](https://mail.google.com/mail/u/0/?ui=2&ik=595c4e4ec1&view=pt&q=disney%20corona...). You will be asked to enter your name and the group confirmation number shown above.

If you no longer wish to receive emails for Building Expertise 2017 you may [Opt-Out](https://mail.google.com/mail/u/0/?ui=2&ik=595c4e4ec1&view=pt&q=disney%20corona...).

[Quoted text hidden]
Walt Disney World Resort Reservation Confirmation

1 message

Walt Disney World Resort <groupcampaigns@pokghriss.com>
Reply-To: tracking@pokghriss.com
To: sheryl.chaney@palmbeachschools.org

Mon, Mar 20, 2017 at 11:12 AM


Dear Marzella Mitchell,

We are pleased to confirm your reservation at Disney's Coronado Springs Resort, as part of Building Experience 2017. Should we have any questions regarding your payment, a Disney group specialist will contact you via phone. If for any reason your travel plans change, simply modify your reservation via: https://aws.pasekey.com/event/16064740/owner/78257647/32JPLV87/7f444f6e5d53709b549c0547b53719c33?utm_source=78257647&utm_medium=email&utm_campaign=60030258.

For your convenience, Disney's Magical Express at Walt Disney World® Resort offers complimentary motorcoach transportation to and from Orlando International Airport for attendees staying at a Disney Resort hotel. To enjoy this service, please submit a request.

Before your visit, take advantage of My Disney Experience. My Disney Experience takes your visit to Walt Disney World® Resort to an all-new level, making it uniquely yours, so you can enjoy every moment with family, friends and colleagues. Click here to learn more on My Disney Experience.

We look forward to your arrival.

Your Reservation Details

Confirmation Number: 32JPLV87
Date Booked: 20-Mar-2017
Reservation Name: Marzella Mitchell
Arrival Date: 13-Jun-2017
Departure Date: 16-Jun-2017
Room Type: Preferred Room

https://mail.google.com/mail/u/0/?ui=2&ik=59504e4e1&view=pt&q=disney's%20coronad... 4/5/2017
Number of Rooms: 1
Number of Guests: Adults 1, Children 0

<table>
<thead>
<tr>
<th>Date</th>
<th>Guest(s)</th>
<th>Status</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-Jun-2017</td>
<td>1</td>
<td>Confirmed</td>
<td>146.00</td>
</tr>
<tr>
<td>14-Jun-2017</td>
<td>1</td>
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<td>146.00</td>
</tr>
<tr>
<td>15-Jun-2017</td>
<td>1</td>
<td>Confirmed</td>
<td>146.00</td>
</tr>
</tbody>
</table>

Per Night Rate:

<table>
<thead>
<tr>
<th>Additional Guest</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Guest</td>
<td>0.00</td>
</tr>
<tr>
<td>Third Guest</td>
<td>15.00</td>
</tr>
<tr>
<td>Fourth Guest</td>
<td>15.00</td>
</tr>
<tr>
<td>Fifth Guest</td>
<td>15.00</td>
</tr>
</tbody>
</table>

Please note additional guest fees only applies to those 18 years and older.

Requests:

Total Charge: 438.00

Room Rates shown do not include 12.50% tax rate for Resorts in Orange County (subject to change). Total charges presented on the website will include all room fees and taxes. (6% Florida State Accommodation, 6% Orange County Accommodation, 0.5% Orange County Surtax)

Tax Disclosure:

Check-In after 3:00 PM/Check-out before 11:00 AM

Important Notes:

***At time of booking, a total of one night room and taxes are charged.

***Room type, location, and view are not guaranteed and subject to change.

DEPOSIT REQUIREMENTS: If a deposit is not received by the date indicated on the front of the confirmation, the reservation will be automatically canceled. Deposit requirements are subject to change and additional deposits may be required.

CANCELLATION POLICY: To receive a refund of your deposit, including credit card deposit transactions, we must receive notice of cancellation from you at least five days before your arrival date. To cancel a room reservation, call (407) 939-4386. Please note that if you are holding any other types of reservations, such as dining reservations, those reservations will not be cancelled unless you also advise us to cancel them.

CHANGES TO RESERVATIONS: Changes to a reservation, including but not limited to travel dates, length of stay or hotel accommodations, are subject to availability at the time the change is made and the guest is responsible for paying any increase in price resulting from the change.

RESORT CHECK-IN/CHECK-OUT: Check-in time is generally after 3 p.m. (some hotels have check-in after 4 p.m.) and check-out time is before 11 a.m. Delays may occur during peak check-in periods.

ROOM LOCATION AND INFORMATION: Adjacent rooms, connecting rooms, and specific room locations, types of bedding must be specifically requested and are subject to availability at the time of check-in. Such requests cannot be guaranteed. Specific room types or locations may result in additional charges.

Disney Resort Hotels are smoke-free environments. Smoking is allowed only in designated outdoor smoking locations. A room recovery fee will be charged for smoking in guest rooms, on balconies or on patios.
Building Expertise 2017
Jun 10, 2017 - Jun 18, 2017

Reservation Details
ACKNOWLEDGEMENT NUMBER:32JPN3W7

DISNEY'S CORONADO SPRINGS RESORT
1000 West Buena Vista Drive, Lake Buena Vista, FL 32830, UNITED STATES
https://disneyworld.disney.go.com/resorts/coronado-springs-resort/

PREFERRED ROOM
DATES: Jun 14, 2017 - Jun 16, 2017
2 nights, 2 adults, 0 children
RATES
USD 292.00
TAXES
USD 36.50
TOTAL ROOM PRICE
USD 328.50

ADD-ONS

SUBTOTAL
USD 328.50

GUEST SUMMARY
MRS ANDREA MCINTYRE
8330 N Military Trail,
Palm Beach Gardens, FL, 33410
US
andrea.mcintyre@palmbeachschools.org
5619047700
Jun 14, 2017 - Jun 16, 2017

MISS ANN MARIE ALEXANDER
8330 N Military Trail,
Palm Beach Gardens, FL, 33410
US
annmarie.alexander@palmbeachschools.org
5619047700
Jun 14, 2017 - Jun 16, 2017

PAYMENT INFORMATION
Credit Card
VISA
BILLING ADDRESS
Mrs Andrea McIntyre
8330 N Military Trail,
Palm Beach Gardens, FL, 33410
US
5619047700

RATES
Jun 14, 2017 - USD 146.00
Jun 15, 2017 - USD 146.00
3/20/2017
OTHER INFORMATION

SMOKING PREFERENCE: No Preference

POLICIES

ROOM POLICIES
- Tax is not included
- Fees for extra guests: 2nd guest= 0.00

TAX POLICY.

Room Rates shown do not include 12.50% tax rate for Resorts in Orange County (subject to change). Total charges presented on the website will include all room fees and taxes. (6% Florida State Accommodation, 6% Orange County Accommodation, 0.5% Orange County Surtax)

CANCEL POLICY

To receive a refund of your deposit, including credit card deposit transactions, we must receive notice of cancellation from you at least five days before your arrival date. To cancel a room reservation, call [407] 953-6686. Please note that if you are holding any other types of reservations, such as dining reservations, those reservations will not be cancelled unless you also advise us to cancel them.

CHILDREN POLICY

Children 17 years or younger will stay free of charge in adult's room with existing bedding.
Building Expertise 2017
Jun 10, 2017 - Jun 18, 2017

Reservation Details
ACKNOWLEDGEMENT NUMBER: 32JPN3FK

DISNEY'S CORONADO SPRINGS RESORT
1000 West Buena Vista Drive, Lake Buena Vista, FL 32830, UNITED STATES
https://disneyworld.disney.go.com/resorts/coronado-springs-resort/

PREFERRED ROOM

DATES: Jun 14, 2017 - Jun 16, 2017
2 nights, 2 adults, 0 children

RATES
TAXES

TOTAL ROOM PRICE
USD 292.00
USD 36.50
USD 328.50

ADD-ONS

SUBTOTAL
USD 328.50

GUEST SUMMARY
MRS. NICOLE BLACK
8330 N Military Trail,
Palm Beach Gardens, FL, 33410
US
nicole.black@palmbeachschools.org
5619047700
Jun 14, 2017 - Jun 16, 2017

MRS. JAMIE VANDERGAST
8330 N Military Trail,
Palm Beach Gardens, FL, 33410
US
jamie.vandergast@palmbeachschools.org
5619047700
Jun 14, 2017 - Jun 16, 2017

PAYMENT INFORMATION
Credit Card
VISA
******4228

BILLING ADDRESS
Mrs. Nicole Black
8330 N Military Trail,
Palm Beach Gardens, FL, 33410
US
5619047700

RATES
Jun 14, 2017 - USD 146.00
Jun 15, 2017 - USD 146.00

http://www.guestkey.com/event/16064740/login/70576/url=www/print/32JPN3FK/16919
3/20/2017
Reservation Details
ACKNOWLEDGEMENT NUMBER: 32JPLVB7

DISNEY'S CORONADO SPRINGS RESORT
1000 West Buena Vista Drive, Lake Buena Vista, FL 32830, UNITED STATES
https://disneyworld.disney.go.com/resorts/coronado-springs-resort/

Preferred Room
Dates: Jun 13, 2017 - Jun 16, 2017
3 nights, 1 adult, 0 children
Rates
Taxes
Total Room Price

Add-Ons

Subtotal
USD 492.75

Guest Summary
Mrs. Marzella Mitchell
8330 N Military Trail,
Palm Beach Gardens, FL 33410
US
shenyl.chaney@palmbeachschools.org
5619047700
Jun 13, 2017 - Jun 16, 2017

Payment Information
Credit Card
Visa
**4228**

Billing Address
Mrs. Marzella Mitchell
8330 N Military Trail,
Palm Beach Gardens, FL 33410
US
5619047700

Rates
Jun 13, 2017 - USD 146.00
Jun 14, 2017 - USD 146.00
Jun 15, 2017 - USD 146.00

Other Information
Smoking Preference: No Preference

Policies
Room Policies
- Tax is not included
Tax Policy

Signature: [Signature]
Room Rates shown do not include 12.50% tax rate for Resorts in Orange County (subject to change). Total charges presented on the website will include all room fees and taxes, (6% Florida State Accommodation, 6% Orange County Accommodation, 0.9% Orange County Surtax).

CANCEL POLICY
To receive a refund of your deposit, including credit card deposit transactions, we must receive notice of cancellation from you at least five days before your arrival date. To cancel a room reservation, call (407) 939-4686. Please note that if you are holding any other types of reservations, such as dining reservations, those reservations will not be cancelled unless you also advise us to cancel them.

CHILDREN POLICY
Children 17 years or younger will stay free of charge in an adult's room with existing bedding.
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Leave of Absence
* Temporary Duty Elsewhere (TDE)

Click the appropriate circle above. Only the areas you are required to complete will be visible. Enter Employee ID number and tab to the next field to obtain employee information.

Employee ID #  1035378  Last Name   Mitchell  First Marozilla  MI

School/Dept:  Grove Park Elementary  Sch/Dept #  1411

Date(s) of Absence or TDE (duty days) From:  Jun 13 2017  AM  PM  Total Duty Hours
Te:  Jun 16 2017  AM  PM  27

LEAVE OF ABSENCE

TEMPORARY DUTY ELSEWHERE (TDE)
Justification (Do not exceed field boundaries - if more space is required attach a word document)

Building Expertise, Marzano Conference 2017

Destination  Coronado Springs, Lake Buena Vista FL  In-county

Provide funding information below for the following
1. Substitute teacher required?  Yes  No
2. Estimated Transportation Costs

<table>
<thead>
<tr>
<th>Transportation Costs</th>
<th>Lodging Costs</th>
<th>Other (Registration)</th>
<th>Total Estimated Travel Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250.00 + $492.75 = $542.75</td>
<td>$659.00</td>
<td>$1,493.00</td>
<td></td>
</tr>
</tbody>
</table>

Electronic signature certifies that funds are available in the accounts shown above for the specified amount(s). Area Superintendent Signature required for Principal’s Leave/TDE request. Out of county travel requires the approval of the Area Superintendent, Assistant Superintendent or Division Head. Out of State travel requires the approval of the Chief Officer in addition to out of county approvals.

How to attach a file

PBSD 0032 (Rev. 10/24/2013)

Marcella Mitchell
12/27/2017 9:18:34 AM

Signature of Supervisor

Area Superintendent signature required for out-of-state/county

Signature of Area Superintendent

Chief Officer signature required for out-of-state/county

Signature Chief Officer
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

☐ Leave of Absence
☐ Temporary Duty Elsewhere (TDE)

Check now or, to change a previously submitted request, choose revised
☐ New ☐ Revised

Click the appropriate circle above. Only the areas you are required to complete will be visible. Enter Employee ID number and tab to the next field to obtain employee information.

Employee ID #: 1084416
Last Name: McIntyre
First Name: Andrea
School/Dept.: Grove Park Elementary
SchlDept #: 1411

Date(s) of Absence or TDE (duty days):
From: Jan 14 2017, AM PM
To: Jan 16 2017, AM PM

22.5 Total Duty Hours

LEAVE OF ABSENCE

TEMPORARY DUTY ELSEWHERE (TDE)

Justification (Do not exceed field boundaries - if more space is required attach a word document)

Mazzaro Professional Development

Destination: Disney's Coronado Springs Resort, Orlando Fl

Provide funding information below for the following
1. Substitute teacher required?  ☐ Yes ☐ No
2. Estimated Transportation Costs.

$0.00 $280.50 $0.00 $654.60 $0.00 $937.50 $0.00

Transportation Costs Lodging Costs Other (Registration) Total Estimated Travel Costs

DEPT: 1411 FUND: 4291 FUNC: 5332 ACCOUNT: 0600158
PROG: NV2 AWD YR: 2017 PROJECT: 

Electronic signature certifies that funds are available in the accounts shown above for the specified amount(s). Area Superintendent Signature required for Principal's Leave/TDE request. Out of county travel requires the approval of the Area Superintendent, Assistant Superintendent or Division Head. Out of state travel requires the approval of the Chief Officer in addition to out of county approvals.

How to attach a file

Andrea McIntyre
3/21/2017 19:11 AM

To: Anne Rogers
3/21/2017 03:13 AM

Area Superintendent signature required for out-of-state county

Signature of Area Superintendent

Chief Officer signature required for out-of-state county

Signature Chief Officer

https://eformmidapp.palmbeach.k12.fl.us/user/event/134553540787ff80af64cbcc_1491535... 3/21/2017
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

o Leave of Absence  o Temporary Duty Elsewhere (TDE)

Click the appropriate circle above. Only the areas you are required to complete will be visible. Enter Employee ID number and tab to the next field to obtain employee information.

Employee ID #: 078405  Last Name: Black  First: Nicole  MI:

School/Dept: Grove Park Elementary  Sch/Dpt #: 1411

Date(s) of Absence or TDE (duty days)

From: Jun 14 2017 AM  PM  Total Duty Hours
To: Jun 15 2017 AM  PM

16

LEAVE OF ABSENCE

TEMPORARY DUTY ELSEWHERE (TDE)

Justification (Do not exceed field boundaries - if more space is required attach a word document)
Marzano Conference

Destination: Orlando, FL  o In-county  o Out-of-county

Out-of-State

Provide funding information below for the following:
1. Substitute teacher required?  o Yes  o No

2. Estimated Transportation Costs

$0.00 + $355.00 + $65.00 + $0.00 = 927.50

Transportation Costs  Lodging Costs  Other (Registration)  Total Estimated Travel Costs

DEPT: 1411  FUND: 4271  FUNC: 533  ACCOUNT: 6557  PROJECT: 2017

Electronic signature certifies that funds are available in the accounts shown above for the specified amount(s). Area Superintendent Signature required for Principal's Leave/TDE request. Out of county travel requires the approval of the Area Superintendent, Assistant Superintendent or Division Head. Out of State travel requires the approval of the Chief Officer in addition to out of county approvals.

Nicole Black
3/6/2017 12:42:59 PM

To Anne Rogers 3/6/2017 1:45:17 PM

Area Superintendent signature required for out-of-state

Signature of Area Superintendent

Chief Officer signature required for out-of-state

Signature of Chief Officer
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

☐ Leave of Absence
☐ Temporary Duty Elsewhere (TDE)

Check new or, to change a previously submitted request, choose revised
☐ New ☐ Revised

Click the appropriate circle above. Only the areas you are required to complete will be visible. Enter Employees ID number and tab to the next field to obtain employee information.

Employees ID # 1001185 Last Name Alexander First Ann MI

School/Dept. Grove Park Elementary Schl/Dept # 411

Date(s) of Absence or TDE (duty days) From: Jan 14 2017 6 AM  PM Total Duty Hours 22.5 To: Jan 16 2017 6 AM  PM

LEAVE OF ABSENCE

TEMPORARY DUTY ELSEWHERE (TDE)

Justification (Do not exceed field boundaries - if more space is required attach a word document)

Marzaro Professional Development

Destination Disney's Coronado Springs Resort

☐ In-county ☐ Out-of-county

☐ Out-of-State

Provide funding information below for the following
1. Substitute teacher required? ☐ Yes ☐ No

2. Estimated Transportation Costs

<table>
<thead>
<tr>
<th>Transportation Costs</th>
<th>Lodging Costs</th>
<th>Other (Registration)</th>
<th>Total Estimated Travel Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$328.50</td>
<td>$0.00</td>
<td>$987.50</td>
</tr>
<tr>
<td></td>
<td>$659.00</td>
<td>$0.00</td>
<td>$659.00</td>
</tr>
</tbody>
</table>

Electronic signature certifies that funds are available in the accounts shown above for the specified amounts. Area Superintendent signature required for Principal's Leave/TDE request. Out of county travel requires the approval of the Area Superintendent, Assistant Superintendent or Division Head. Out of State travel requires the approval of the Chief Officer in addition to out of county approvals.

How to attach a file

Anne Marie Alexander 3/23/2017 15:25:18 PM

Jo Ann Rogers 3/23/2017 15:26:19 PM

Signature of Area Superintendent

Signature of Chief Officer

Signature of Chief Officer

PBSD 0032 (Rev. 10/24/2013)

https://eformmidapp.palmbeach.k12.fl.us/ifservers 3/23/2017
## Leave of Absence or TDE Application

**THE SCHOOL DISTRICT OF PALM BEACH COUNTY**

- **Leave of Absence**
- **Temporary Duty Elsewhere (TDE)**

**Employee ID #: 1074140**

**Last Name:** VanderGuest  
**First Name:** Jamie

**School/Dept.:** Grove Park Elementary  
**Schl/Dept #:** 1411

**Date(s) of Absence or TDE (daily days):**
- **From:** Jun 14 2017  
- **To:** Jun 16 2017

### LEAVE OF ABSENCE

### TEMPORARY DUTY ELSEWHERE (TDE)

**Justification** (Do not exceed field boundaries - If more space is required attach a word document):

Marzano Professional Development

**Destination:** Disney Coronado Springs Orlando

- **In-county**
- **Out-of-county**
- **Out-of-State**

**Provide funding information below for the following:**

1. **Substitute teacher required?**  
   - **Yes**  
   - **No**

2. **Estimated Transportation Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other (Registration)</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Estimated Travel Costs</strong></td>
<td>$381.00</td>
</tr>
</tbody>
</table>

Electronic signature certifies that funds are available in the accounts shown above for the specified amount(s). Area Superintendent signature required for Principal's Leave/TDE request. Out of county travel requires the approval of the Area Superintendent, Assistant Superintendent or Division Head. Out of State travel requires the approval of the Chief Officer in addition to out of county approvals.

**How to attach a file**

---

**Jamie VanderGuest**  
3/29/2017 10:42 AM

**In Anne Rogers**  
3/29/2017 12:06:11 PM

**Signature of Area Superintendent**

**Signature of Chief Officer**
Purchasing Card (P-Card) Monthly Statement Report

Enter the employee ID number of the P-Card Holder and press tab. The employee information will be entered into the appropriate fields automatically.

P-Card Holder Employee ID # 1039324

P-Card Holder Employee: First Je Last Rogers

School/Department # & Name 1411 GROVE PARK ELEMENTARY SCHOOL

Enter the P-Card Statement month, year, and your employee ID #.

Submit Date 5/23/2017

P-Card Statement Month April P-Card Statement Year 2017

Employee ID # of Person Submitting Statement 1085978

Person Submitting: First Gulhan Last Kilic

SUBMITTING P-CARD END OF MONTH RECONCILIATION PACKAGE

1. Attach P-Card Month End Reconciliation package (refer to Sample Reconciliation package*) using the "How to Attach directions".
2. Attached file must be a PDF (See How to attach a file). File size is limited to 5 MB.

EXHIBIT

signature of Person Submitting Statement

Gulhan Kilic

Tuesday, May 23, 2017 2:01:30 PM

Choose submit in the drop-down menu and click "Go"
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

CARDHOLDER (Mandatory)

For the Month of ______ APRIL _____, Year _____2017_____

Name: JO ROGERS __________________________________________________________ Date: 5/23/2017

☐ No Activity

☒ 1. Reviewed Monthly Billing Statement; completed End-of-Cycle Checklist:
   ☒ a. Checked last month's End-of-Cycle Checklist for discrepancies and disputes, if:
      • None, continue to next step.
      • Resolved, put check mark by item & attach credit slip to statement when payment processes.
      • Unresolved, circle item and carry forward. If appropriate, file a dispute with Bank of America.
   ☒ b. Matched each receipt with each statement line item and identified any unauthorized purchases.
   ☒ c. Receipts were attached to statement.
      If the receipt/invoice was missing:
      • Completed Missing Receipt form (PBSD 2094) and attached to statement.
      • Delivered a copy of the Missing Receipt form to P-Card Site Coordinator.
   ☒ d. Back-up documentation was attached for all applicable purchases:
      • Travel: Approved TDE
      • Field Trip: Approved Field Trip Form (not required for ASP camps)
      • Adult Food: Attendee list, agenda if meeting, flyer if public event, or notation of allowable school/District sponsored event as outlined in Bulletin #P-14050 dated 10/12/2011.
      • Gift Cards/Gifts: List of who received what and why.
      • SAC: Minutes approving purchase.
      • Purchases over $1000.00: other than travel, approval email.
   ☒ e. Identified current credits due by making a notation on statement & listing below:


☒ 3. Delivered the following to P-Card Site Coordinator:
   • Cardholder’s End-of-Cycle Checklist.
   • Monthly Billing Statement with attached receipts/invoices and required back-up documentation.

Only transactions awaiting a credit should be listed below. Purchases made toward the end of the month and do not yet appear on the statement should "NOT" be listed; the purchase receipt/invoice should be held for the following month.

CREDITS DUE (Discrepancies and Disputes)

<table>
<thead>
<tr>
<th>No.</th>
<th>Transaction Date</th>
<th>Merchant Name and Phone Number</th>
<th>Dollar Amount</th>
<th>Item Description and Why</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Purchasing Card End-of-Cycle Checklist

The following steps must be performed by the P-Card Site Coordinator and/or Principal/Department Head. Complating this checklist is optional.

For the Month of April, Year 2017

P-CARD SITE COORDINATOR

Name GULHAN KILIC ___________________________ Date 5/23/2017

☒ 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSD 2095)

☒ 2. If transactions were force posted at month-end, contacted Accounting Services to make a Journal Entry to correct the funding account strip (when necessary).

☒ 3. Print the Monthly P-Card Report. Report will be e-mailed on a monthly basis or can be printed once all the transactions have force posted.
   a. Ensure the PeopleSoft Monthly P-Card Report and Monthly Force Post Report are attached to the Monthly Bank statement, along with receipts and backup documentation.
   b. Verified PeopleSoft transaction total agrees to the Monthly Bank Statement.
   c. Check each transaction's funding strip for accuracy. If incorrect, request to move the expenditures by completing form PBSD 2242 if switching between internal and budget. Contact appropriate budget person if switching from one budget account to another.

☐ 4. Delivered the following to the Principal/Department Head for final approval.
   b. Cardholder's Monthly Billing Statement with attached receipts and any other required documentation (i.e., TDE for travel expenses, SAC minutes for SAC purchases, Agendas and Attendee Lists for meetings, etc.).
   d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSD 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name JO ANNE ROGERS ___________________________ Date 5/23/2017

☒ 1. Monthly Cardholder's reconciliation should be completed when bank statement is received but no later than 20th of the following month.

☒ 2. Cardholder signed Monthly Bank Statement & receipts were attached for each transaction.

☒ 3. Cardholder's Monthly Bank Statement was signed by the principal/department head, accepting responsibility that the purchases were legitimate District purchases and complied with District policy.
## Bank of America

### Purchasing Card

<table>
<thead>
<tr>
<th>Mall Billing Inquiries to:</th>
<th>Credit Limit</th>
<th>Days in Billing Cycle</th>
<th>Total Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANKCARD CENTER</td>
<td>$7,500</td>
<td>31</td>
<td>$3,469.80</td>
</tr>
<tr>
<td>PO BOX 39233</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EL PASO, TX 79968-2238</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Service:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.888.449.2273 24 Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TTY Hearing Impaired:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.800.222.7385 24 Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outside the U.S.:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.609.353.3608 24 Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Lost or Stolen Card:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.888.449.2273 24 Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cardholder Activity

<table>
<thead>
<tr>
<th>Statement Date</th>
<th>Credits</th>
<th>Cash</th>
<th>Purchases</th>
<th>Other Debits</th>
<th>Cash Fees</th>
<th>Other Fees</th>
<th>Total Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/27/17</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,499.80</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,469.80</td>
</tr>
</tbody>
</table>

**THIS IS NOT A BILL - DO NOT PAY**

### Posting Transaction

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Description</th>
<th>Reference Number</th>
<th>MCC</th>
<th>Charge</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/04</td>
<td>04/03</td>
<td>TRIUMPH LEARNING</td>
<td>800-2219372 NY</td>
<td>6269</td>
<td>996.01</td>
<td>Credit</td>
</tr>
<tr>
<td>04/08</td>
<td>04/04</td>
<td>BARNES &amp; NOBLE #2230</td>
<td>PALM BEACH GDFL</td>
<td>5942</td>
<td>999.43</td>
<td>Credit</td>
</tr>
<tr>
<td>04/13</td>
<td>04/11</td>
<td>BARNES &amp; NOBLE #2230</td>
<td>PALM BEACH GDFL</td>
<td>5942</td>
<td>997.04</td>
<td>Credit</td>
</tr>
<tr>
<td>04/14</td>
<td>04/13</td>
<td>Royal Sandwich</td>
<td>WEST PALM BEACH</td>
<td>5814</td>
<td>96.02</td>
<td>Credit</td>
</tr>
<tr>
<td>04/19</td>
<td>04/21</td>
<td>BARNES &amp; NOBLE #2230</td>
<td>PALM BEACH GDFL</td>
<td>5814</td>
<td>394.80</td>
<td>Credit</td>
</tr>
<tr>
<td>04/24</td>
<td>04/21</td>
<td>PUBlix #699</td>
<td>N PALM BEACH PL</td>
<td>5411</td>
<td>46.70</td>
<td>Credit</td>
</tr>
</tbody>
</table>

Account Number: XXXX-XXXX-XXXX-4228  
March 28, 2017 - April 27, 2017  
Total Activity: $3,499.80

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.
Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): Contact our service for the hearing-impaired at 1.800.222.7395.

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

Disclosure: We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit www.berkshireamerica.com/compliance/disclosure or call the customer service number listed on your statement to request a copy.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 98238, EL PASO, TX 79998-2238. Your letter must include the following information:

- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service: For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:

<table>
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<tr>
<th>Within the U.S.</th>
<th>Outside the U.S.</th>
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<tbody>
<tr>
<td>1.866.449.2273</td>
<td>1.866.333.8658</td>
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(collect calls accepted)

Thank you for your business.

Please write your change of address here:

Street:

City:

State Zip

( ) ( )

Home Phone Business Phone

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.
**Monthly P-Card Statement**

**Billing Date:** 2017-04-27  
**Site Administrator:** 1085970  
**Card Number:** **********4228

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**Total for Card:** 3,499.80
INVOICE

GROVE PARK ELEMENTARY SCHOOL
8330 N MILITARY TRL
PALM BCH GONS, FL 33410

WORK NUMBER 557051
TERMS NET 30 DAYS
CUSTOMER P.O. NO CC/RODGERS
ACCOUNT NO 523629
ORDER DATE 03/17/2017

ORDER BACKORDER ITEM# TITLE QUANTITY SHIPPED UNIT PRICE NET PRICE
0 99 195FLPE FL GOLD ED COACH SCIENCE GR 5 99 $3.99 $390.01
0 5 195FLTK FL GOLD ED COACH SCI TO.AK GR 5 6 $0.00 $0.00

PAID IN FULL

SHIPPED VIA UPS GROUND DATE SHIPPED 04/04/2017
SALES AREA N/A
NO OF CARTONS 1

SUBTOTAL: $890.01
SALES TAX: $0.00
SHIPPING & HANDLING: $106.80
TOTAL: $1076.81

INVOICE PLEASE PAY THIS AMOUNT

Explaination of codes in status column:
- B/O - BACKORDERED
- NLA - NO LONGER AVAILABLE, CANCELLED
- NBL - NO BACKORDERS ALLOWED
- NY - NOT YET PUBLISHED, CANCELLED
- NTP - NOT OUR TITLE, CANCELLED
- O/P - OUT OF PRINT, CANCELLED

Returns: Please contact Customer Service for the return of Triumph Learning materials. Returns must be received within 30 days of the invoice date, and all materials must be in clean, sellable condition. Stamped books will not be accepted for return under any circumstances. The customer is responsible for return shipping charges. In addition, returns received between 31 and 60 days of the invoice date will be charged a 15% restocking fee. No credit will be given for returns received after 60 days of the invoice date.

Page 1 of 1
Royal Sub's
4211 North Shore Dr
West Palm Beach, FL 33407
Ph: (561) 842-4959
Thank you!

#167370 04/13/2017 10:03:05AM
01 CLERK001 000000
28 7.50 $815.00
Sub's
78 4.95 $384.85
Sub's
60 5.20 $312.20
Sub's
10 7.95 $79.50
Sub's
$68.00
TAX
$8.22
CASH $95.02

Royal Sandwich
4211 N. SHORE DR STE D
W PALM BCH, FL 33407
(561) 420-4959
04/13/2017
07:17:07

CREDIT CARD
VISA SALE

Card #: XX00000000402228
Chip Card: VISA CREDIT
AID: A00000000310100
ATC: 0023
TC: 6CEFB62274936669
SEQ #: 6
Bob #: 6
Trans #: 6
Approval Code: 062669
TRANS ID: 267103544554565
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SALE AMOUNT $95.02
TIP AMOUNT
TOTAL AMOUNT

Gratuity Guidelines
10% = $9.50  15% = $14.25
20% = $19.00
THANK YOU

CUSTOMER COPY

Math BA Day 4
Planning, Test Administrators
and Support

Faculty Fund
Earth Book
9781944830068
(1 @ 29.99) Institutional 25% (7.50)
(1 @ 22.49) 22.49
Ultimate Oceanpedia: The Most Complete O
9781465423502
(1 @ 24.99) Institutional 25% (6.25)
(1 @ 18.74) 18.74
Oceans: Dolphins, Sharks, Penguins, and
9781465430599
(1 @ 14.99) Institutional 25% (3.75)
(1 @ 11.21) 11.21
Discovering Sharks
9781604336407
(1 @ 19.99) Institutional 25% (4.99)
(1 @ 14.99) 14.99
Utterly Amazing Science
9781465412212
(1 @ 19.99) Institutional 25% (5.00)
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Science Year by Year: A Visual History
9781465457585
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Pictopedia
9781465438287
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You Can Be a Paleontologist: Discoverin
9781465427285
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(1 @ 12.74) 12.74
Most Beautiful Roof in the World: Explor
9780152008970
(1 @ 9.00) Institutional 25% (2.25)
(1 @ 6.75) 6.75
One Well: The Story of Water on Earth
9781550379548
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(1 @ 14.21) 14.21
Volcano and Earthquake (DK Eyewitness Bo
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Weather (DK Eyewitness Books Series)
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Hurricane & Tornado (DK Eyewitness Books
9781465420594
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(1 @ 7.49) 7.49
Ultimate Explorer Field Guide: Night Sky
9781465425465
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Stars: A New Way to See Them
978054763449
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Smart Kids Space
9780312514594
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My Tourist Guide to the Solar System
9780566839490
(1 @ 14.99) Institutional 25% (3.75)
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Animal Book
9781465414571
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(1 @ 18.74) 18.74
5,000 Awesome Facts (About Everything)
9781465410493
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(1 @ 14.99) 14.99
Ocean (DK Eyewitness Books Series)
9781465420541
(1 @ 9.99) Institutional 25% (2.50)
(1 @ 7.49) 7.49
Barnes & Noble Booksellers #2230
11380 Legacy Ave
Palm Beach Gardens, FL 33410
561-625-3932

STR:2230 REG:008 TAN:5479 CSR:Lauren P

INSTITUTIONAL ACCT# 5866843
ACCOUNT NAME: Grove Park Elementary

TAX EXEMPT ID: 858013897253c1
TAX EXEMPT RSN: School

VOLUME ORDER PAYMENT
ORDER NUMBER: 517369-53619913

TOTAL 997.04

VISA 997.04
Card#: XXXXXXXX4228
Expo#date: XX/XX
Auth.: 011960
Entry Method: Keyed

Connect with us on Social:
Facebook: @BNPalmBeachGardens
Instagram: @bnppa
Twitter: @BN_PGA

101.43D 04/11/2017 09:42AM

CUSTOMER COPY
### Barnes & Noble Payment 517369

**To:** joanne.rogers@palmbeachsleys.org

**Cold District of Palm Beach County Mail - Barnes & Noble Payment 517369**

**CRM2230@bn.com**  
**CRM2230@bn.com**

**Date:** 04/11/2017  
**Order Number:** 517369

**Payment Number:** 361931  
**VOS User:** Lauren Pfretzschner

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**Customer Type:** Institutional  
**Inst/Corp Number:** ***8943**

**Inst/Corp Name:** Grove Park Elementary  
**Register Number:** 8

**Payment Date:** 2017-04-11 09:45:53.0  
**Payment Store Number:** 2230

**Customer PO Number:**  
**Customer Name:** JoAnne Rogers  
**Transaction Number:** 5479

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Subtotal: $997.04  
Shipping fee: $0.00  
Sales Tax: $0.00  
Payment Total: $997.04

Thank you for shopping at Barnes & Noble Booksellers

This electronic mail message contains information that (a) is or may be CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of the addressee(s) named herein. If you are not an intended recipient, please send an email immediately to postmaster@bn.com and take the steps necessary to delete the message completely from your computer system.
Barnes & Noble Booksellers #2230
1380 Legacy Ave
Palm Beach Gardens, FL 33410
561-625-3932

STR: 2230 REG: 008 TRN: 5829 CSR: Lauren P

INSTITUTIONAL ACCT #: 5865843
ACCOUNT NAME: GROVE PARK

TAX EXEMPT ID: 85801383725351
TAX EXEMPT RSN: School

Trains: An Illustrated History from Steam
9781435193004
(1 @ 12.95) Institutional 25% (3.75)
(1 @ 9.73) 9.73

Passion for Horses
9781435159865
(1 @ 14.98) Institutional 25% (3.75)
(1 @ 11.23) 11.23

Historical Atlas of Native Americans
9780789314557
(1 @ 14.99) Institutional 25% (3.75)
(1 @ 11.23) 11.23

Space Atlas: Mapping the Universe and Beyond
9781435154117
(1 @ 12.99) Institutional 25% (3.25)
(1 @ 9.73) 9.73

Art of the Muscle Car
9780060925234
(1 @ 19.99) Institutional 25% (5.00)
(1 @ 14.99) 14.99

World’s Must-See Places: A Look Inside
9780756831525
(1 @ 27.00) Institutional 25% (6.75)
(1 @ 20.25) 20.25

Frederick Douglass: The Lion Who Wrote History
9780060277093
(1 @ 17.99) Institutional 25% (4.50)
(1 @ 13.49) 13.49

Story of the Titanic
9780766659174
(1 @ 17.99) Institutional 25% (4.50)
(1 @ 13.49) 13.49

For the Right to Learn: Malala Yousafzai
9781250046253
(1 @ 15.99) Institutional 25% (3.99)
(1 @ 11.96) 11.96

Concise Encyclopedia of the Universe
9781783422708
(1 @ 12.99) Institutional 25% (3.25)
(1 @ 9.73) 9.73

National Geographic Complete National Parks
9781426216923
(1 @ 40.00) Institutional 25% (10.00)
(1 @ 30.00) 30.00

Walt Disney: Drawn from Imagination
9781423196471
(1 @ 14.99) Institutional 25% (3.75)
(1 @ 11.24) 11.24

Fearless Women: Courageous Females Who R
9780764188864
(1 @ 8.95) Institutional 25% (2.25)
(1 @ 6.74) 6.74

Amelia Earhart
9781476803982
(1 @ 14.89) Institutional 25% (3.75)
(1 @ 11.24) 11.24

Coco Chanel
9781478078477
(1 @ 14.26) Institutional 25% (3.55)
(1 @ 11.24) 11.24

Basketball’s Greatest Stars
9781770885779
(1 @ 24.95) Institutional 25% (6.24)
(1 @ 18.71) 18.71

Obama: The Historic Presidency of Barack
9781494925398
(1 @ 24.95) Institutional 25% (6.24)
(1 @ 18.71) 18.71

Football 101: Today’s Gridiron Greats
97817708852822
(1 @ 24.95) Institutional 25% (6.24)
(1 @ 18.71) 18.71

Journeys of a Lifetime: 500 of the World’s More Extraordinary Destinations
9781426216923
(1 @ 30.00) Institutional 25% (7.50)
(1 @ 22.50) 22.50

Ada Lovelace, Poet of Science: The First
9781481452496
(1 @ 17.99) Institutional 25% (4.50)
(1 @ 13.49) 13.49

Concise Encyclopedia of Wildlife
9781783423378
(1 @ 12.99) Institutional 25% (3.25)
(1 @ 9.73) 9.73

Florida’s Fabulous Mammals
9780811197734
(1 @ 16.95) Institutional 25% (4.24)
(1 @ 12.71) 12.71

Florida’s Fabulous Reptiles and Amphibians
9780393197710
(1 @ 16.95) Institutional 25% (4.24)
(1 @ 12.71) 12.71

Everglades: America’s Wetland
9780811130485
(1 @ 45.00) Institutional 25% (11.25)
(1 @ 33.75) 33.75

TOTAL
364.80

VISA
364.80

Card#: XXXXXXXXXX804228
Expiration: 10/24
Auth.: 060095
Entry Method: Keyed

Connect with us on Social:
Facebook: BBN_PalmBeachGardens
Instagram: BBN_Beach
Twitter: BBN_PGA

101.490
0/17/2017 12:07PM

CUSTOMER COPY
Northlake Promenade
374 Northlake Boulevard
Lake Park, FL 33408
Store Manager: Ritch Jeffreys
561-942-1193

BTTRCM CUPCK 6CT 4.99 F
BTTRCM CUPCK 6CT 4.99 F
BTTRCM CUPCK 6CT 4.99 F
BTTRCM CUPCK 6CT 4.99 F
DECORATED CAKE 28.74 F

Order Total 46.70
Sales Tax 0.00
Grand Total 46.70
Credit Payment 46.70
Change 0.00

PRESTO!
Trace #: 075533
Reference #: 0544896151
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: $46.70
Auth #: 043079

04/21/2017 10:02:22
075533
CREDIT CARD
PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #: 075533
Chip Card: VISA CREDIT
Chip Card AID: A0000000091010
ATC: 0024
TC: A26DBDOC0E27250DE
INVOICE: 075533
Approval Code: 00
Entry Method: Chip Read
Node: Issuer-PIN Verified

SALE AMOUNT $46.70
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Cristele
04/21/2017 10:02 S0598 R107 9956 C0222

Explore the many ways to save at Publix.
View bargains at publix.com/savingstyle

Publix Super Markets, Inc.
EXHIBIT#6

PRINCIPAL ROGERS SAK’S FIFTH AVENUE RECEIPT $185.00

&

PRINCIPAL ROGERS WRITTEN STATEMENT
06/26/2017
To Whom It May Concern:

This purchase was made within guidelines, for the Assistant Principal, Marzella Mitchell, in recognition of the Fall Instructional Review. Mrs. Mitchell had made (provided) monumental preparations that included:

- Use of personal resources
- Contribution of additional hours
- Formulation of materials
- Conducted multiple mtgs,
- etc.

Only $100 of courtesy/rental funds were utilized for the purchase. The remaining funds were personal funds to cover the cost.

[Signature]

6/20/17
Saks Fifth Avenue
Saks Fifth Avenue
3109 PGA Boulevard
Palm Beach Gardens, FL 33410
561-694-9009

STORE MGR: Deb McGinnis
ASSOC: 510545 Richard

Client: 101715190608
Jo Anne Rogers
ST: 610 TAN: 064 TRN: 72890 TAKE

SDM2 SLIPON
885133752008 178/321
(1 @ 175.00)

Item Tax
Subtotal
Total Tax
Total
$185.50

WIN A $2500 SAKS GIFT CARD
Complete a brief survey
for your chance to win!
http://www.saks.com/storeSurvey
Please have your receipt available.
No purchase necessary to enter or win.

Items Purchased: 1
Thank you for shopping at Saks
Visit saks.com

V333.20P07 09/24/2016 02:27PM

EXHIBIT
one year, and a list of inactive accounts can be obtained from the SchoolCash.Net software. Care should be taken in identifying dormant accounts in the Trust major category numbering sequence (accounts with a prefix of 6) to ascertain whether the funds were obtained as part of a grant that requires the return of unspent funds to the grantor. If that is the case, the school should issue a check to the granting agency to close the account instead of transferring the balance to General Activities.

The amounts collected from lessees for labor charges are estimates which do not always match exactly with the actual payroll charges invoiced by the school district. At the close of the fiscal year, after all leasing labor invoices have been paid, schools are permitted to analyze the facility lease labor accounts (account 6-1500.00 Extra Services-Custodial and account 6-1600.00 Extra Services-Other) and if a surplus was collected from the lessees, schools can transfer that surplus to the 6-3800.00 Facility Leasing account. Likewise, if the amounts collected resulted in a deficit in the lease labor accounts, those deficits may be covered from the 6-3800.00 Facility Leasing account.

Since permanent internal accounts should not close the year with a negative balance, the principal and activity sponsors must closely monitor account balances on a regular basis to avoid year-end deficits. The District’s Accounting Services Department has established the following specific guidelines for covering account deficits at the close of the fiscal year.

1. Cover deficits in Athletics and Music from other accounts within the classification. The Athletics and Music programs should be self-supporting.
2. Cover any remaining deficit balances in the Athletic, Music, Club, Department, Class and General account classifications with General Activities, Administrative Courtesy, or Facility Rentals. For the detailed closeout process, refer to Chapter 30, Year End Closing.
3. Once a deficit is covered through the year-end transfer process, that transfer may not be reversed and the deficit may not be reinstated in the following school year.
4. At the end of the year, the principal has the discretion to close surplus balances in the Class and Department accounts, in whole or in part, by transferring funds to the General Activities account, with the exception of high school class accounts, which must remain open until the class graduates.

Principals and bookkeepers are encouraged to meet on a monthly basis to review account balances so action can be taken as early as possible to work with the activity sponsor and generate additional funds or reduce spending in student activity accounts that have a potential for year-end deficits. At the close of the fiscal year, primary accounts deficits will be reported to the Audit Committee and School Board.

**Administrative Courtesy and Rental Facilities Account**

State Board of Education Rule 6A-1.0143 states in part that the School Board may authorize a portion of funds derived from auxiliary enterprises and undesignated gifts for the purpose of promotion, public relations, hospitality of business guests, and staff reward and incentives provided those activities serve the best interests of the district. The DOE Red Book, Chapter 7, also provides guidance to school districts.
with regard to the administration of these funds. In Palm Beach County Schools, the Administrative Courtesy and Rental Facilities accounts are designated for this purpose.

**Revenue Sources for Administrative Courtesy**

Revenues from the following sources may be deposited into the Administrative Courtesy Account:

1. Proceeds from school pictures and vending may be deposited in Administrative Courtesy.
2. Donations specifically earmarked by the donor as such may be deposited in Administrative Courtesy. Donations not specifically designated for Administrative Courtesy or another purpose must be deposited in student activity accounts.

**Revenue Sources for Rental Facilities**

The school share of revenues from the rental of school facilities to non-school organizations shall be deposited into the Rental Facilities account. Facility leasing must be in accordance with School Board Policy 7.18, Community Use of School Facilities, and rates are set by the Board and communicated to schools annually in a bulletin from Real Estate Services.

**Prohibited Expenditures from AdministrativeCourtesy and Rental Facilities Accounts**

The following expenditures are not permitted from the Administrative Courtesy and Rental Facilities Accounts:

1. Purchases that are not supported by a vendor invoice, itemized sales receipt, or some other form of acceptable documentation. All expenditures from internal accounts must be fully documented in accordance with District standards.
2. Expenditures which constitute overspending and result in a deficit balance in the account.
3. Items for the personal use of any employee, except those items which are identifiable as being in recognition and appreciation of service to the school or the promotion of school activities.
4. Items purchased for family members, friends or other persons not directly affiliated with the school.
5. Alcoholic beverages or mood altering substances.
6. Employee salary or monetary awards.
7. Loans or cash advances.
8. Payments to entities or individuals that violate ethical standards prohibiting transactions with family members or other related parties.
9. Gift certificates or gift cards for distribution to teachers, staff or for use by other adult members of the school community. Gift certificates purchased for student use must be accompanied by a roster showing the reason for the gift, the amount, and the name of the recipient(s).
11. Adult meals while on approved TDE for out-of-county travel.
12. In-county meals may not be purchased unless they are purchased in connection with an official school or district-sponsored student or staff recognition event or meeting.
13. Social events that do not constitute official school or district business may not be sponsored by the Administrative Courtesy or Rental Facilities account. These events may be appropriate for the Faculty Fund.
School Sponsored Events

Common school sponsored events that constitute official school business may be sponsored by the Administrative Courtesy or Rental Facilities Account. Properly documented expenditures for these events would include the invoice or receipt for the purchase as well as the date, time and number of attendees at the event. Most of these events take place on the school campus. When schools are sponsoring an event, meal related purchases may not exceed an average of $20 per person.

The following events usually occur on the school campus and are group events for the staff or for specific groups within the school population:

1. Welcome back meeting for faculty and staff
2. Teacher Appreciation Day
3. Secretary’s Day (also known as Administrative Assistant’s Day)
4. SAC Committee Meetings
5. Volunteer Appreciation Day
6. Professional Development Days
7. Learning Team Meetings
8. Honor Roll Celebration or Honors Breakfast
9. Student Award and Recognition Events
10. End-of-year meeting for faculty and staff
11. New school dedication ceremonies
12. Hosting visiting committees and district meetings
13. Other similar events to recognize or reward students, staff, or other members of the school community.

District Sponsored Events

The following are examples of off-campus events sponsored by the District or community organizations where school participation is expected, and attendance fees for these events may be paid from Administrative Courtesy or Rental Facilities:

1. Literacy Luncheon
2. SACC Awards Banquet
3. Community School Awards Banquet
4. Volunteers in Public Schools Luncheon
5. Scholastic Achievement Dinner
6. Other banquets, luncheons, and school-related events where attendance of school staff is necessary

Events that Require Additional Approval or More Extensive Documentation

The following are examples of events that may require the Regional or Instructional Superintendent’s approval or for which more rigorous documentation is necessary. Although these events often take place off-campus at a venue selected by the principal, the same prohibitions listed above and the standard spending limits will apply to these purchases. Out-of-County travel paid from the
Administrative Courtesy must be for staff in-service or workshops, and must comply with District Policy 6.01, Authorized Travel Expense Reimbursement, which requires advance approval for all out-of-county travel.

1. In-county meetings with staff, volunteers, parents, business partners, etc. which occur on-campus or off-campus. Expenditures for meals may not exceed an average of $20 per person. Documentation for these meetings must include a statement explaining who was in attendance, the business purpose or agenda for the meeting, and itemized receipts. Gratuities may not exceed 20% of the restaurant or catering charges. Any off campus meeting must be for the purpose of recognizing students, staff, or other members of the school community for outstanding performance, an extraordinary contribution to the school, or promoting the school.

2. Out-of-county travel to workshops, conferences, and other in-service events must be approved in advance through proper channels and documented by an approved Leaves/TDE Application form (PBS00032). Travel expenditures must be in compliance with District Policy 6.01. Meals will be reimbursed at the standard meal allowance rates and mileage will be reimbursed at the standard rate in effect at the time of the travel. For this reason, no meals may be purchased from Administrative Courtesy or Rental Facilities and no gasoline may be purchased for the traveler’s personal vehicle, regardless of method of payment used (district P-card or internal accounts check). Upon completion of the trip, the traveler must complete an Out-of-County Travel Reimbursement Claim form (PBS0 0096) including receipts for hotels, registration, and other expenses as outlined in the travel policy and explained on the reimbursement claim form. Upon proper review and approval of the claim form, the traveler may be reimbursed for their travel expenses from internal funds. Any travel for the principal requires the review and approval of the Area Superintendent. Internal funds may be used for this purpose only when budget funds designated for travel are depleted.

Gifts for Faculty, Staff, Students, District Officials, and Other Members of the School Community

Principals are permitted to purchase occasional gifts for individuals from Administrative Courtesy or Rental Facilities if those individuals are members of the faculty, staff, student body, general school community, or district administration. Gifts purchased from internal accounts must be to reward or recognize the accomplishments of students or staff.

1. Gifts for adults may not be in the form of gift cards or gift certificates and may not exceed a value of $100 per person. As with all expenditures from internal accounts, gift purchases must be fully documented with a vendor invoice or itemized receipt, along with the name of the recipient and the reason for the gift and there must be adequate funds available in the Administrative Courtesy or Rental Facilities account to pay for the purchases.

2. Gifts for students must be documented with the name of the student, the amount of the gift certificate or a description of the gift, and the reason for the gift. Principals are advised to exercise caution and good taste in the selection of gifts for students and to avoid the appearance of favoritism.

3. Principals may authorize the use of Administrative Courtesy or Rental Facilities for student activities to reward outstanding student accomplishment, provide scholarships to deserving students, or to help underwrite the cost of student activities on the school campus. Monies
transferred into student accounts or scholarship funds are subject to all the standard purchasing rules and regulations and are governed by the guidelines established by the student organization or scholarship committee.

Other Acceptable Expenditures from Administrative Courtesy and Rental Facilities Accounts

Other items for the benefit of staff or for the general benefit of the student body may be purchased from Administrative Courtesy or Facilities Rental. Standard internal accounts purchasing guidelines apply, and funds must be available in the account to cover the expenditures. Examples of other common disbursements from internal funds include:

1. Dues and memberships in professional organizations that are established in the name of the school. Any payments for dues and memberships must be reviewed by the District’s Accounts Payable office for compliance with state statute 119.012 prior to payment.
2. Uniforms that help students and parents identify school officials at campus functions (e.g., shirts with school insignia or crest) and improve security may be purchased from Administrative Courtesy.
3. Furniture, equipment, and facility improvements may be funded from the Administrative Courtesy or Rental Facilities accounts. Any alterations to buildings or grounds must be approved by Facilities Management as outlined in School Board Policy 7.26, Facilities or Grounds Modifications Funded by Internal Accounts or Donations.
4. Principals at schools with the ability to generate significant revenues are encouraged to support schools that are more financially disadvantaged. This would be accomplished by issuing a check payable to the disadvantaged school for deposit into the recipient school’s Administrative Courtesy or Rental Facilities account.
5. All expenditures must be fully documented with a vendor’s invoice or itemized sales receipt or some other acceptable form of support which conforms to District standards. Deficits in Administrative Courtesy at the end of the fiscal year are prohibited.
6. Deficits in Administrative Courtesy and Rental Facilities at the end of the fiscal year are prohibited, and may not be covered by transferring funds from student activity accounts.

Faculty Fund

The Faculty Fund (sometimes referred to as the Hospitality Fund or the Sunshine Club) is established in internal funds to collect funds and make expenditures for social events, gifts, etc. for members of the school staff.

Revenue Sources for Faculty Fund

Revenues from the following sources may be deposited into the Faculty Fund Account:

1. In accordance with Article II, Section D of the CTA bargaining agreement, the faculty may opt to designate proceeds from staff vending machines for the Faculty Fund. Upon exercise of that option, the proceeds from staff vending machines may be deposited in the Faculty Fund account in internal accounts.
2. Dues collected from members of the faculty.
3. Donations or collections for flowers, gifts, holiday parties, etc. to conduct social events or celebrate personal milestones (birthdays, weddings, funerals, etc.) may be deposited in the Faculty Fund.

**Prohibited Expenditures from Faculty Fund**

The following expenditures are not permitted from the Faculty Fund Account:

1. Purchases that are not supported by a vendor invoice, itemized sales receipt, or some other form of acceptable documentation. All expenditures from the Faculty Fund must be fully documented in accordance with District standards.
2. Expenditures which constitute overspending and result in a deficit balance in the account.
3. Alcoholic beverages or mood altering substances.
4. Employee salary or monetary awards.
5. Loans or cash advances.
6. Payments to entities or individuals that violate ethical standards which prohibit employees from transacting business with family members or other related parties.
7. Gift certificates or gift cards for distribution to teachers, staff, or other adult members of the school community.
9. Adult meals while on approved TDE for out-of-county travel.

A detailed list of the permanent student activity accounts established for internal funds is included in this chapter of the manual. In addition, there is a more comprehensive discussion of the typical revenues and expenditures, including transmittal timetables and any other special requirements associated with the student activity accounts.

**Transaction Codes**

Transaction codes provide a way for schools to track similar types of cash receipts and cash disbursements that appear in different accounts within a school’s internal funds. Transaction codes are a required data element when entering checks and deposits into the School Cash system. For example, gate receipts from ballgames and other athletic events can be entered into School Cash using the same transaction code; if a school wants to see the grand total of all gate receipts, the bookkeeper could run a report on the ADMISSION TO SCHOOL EVENTS transaction code and get a listing of all gate receipts for each sport. A complete list of transaction codes is included in this chapter of the manual.
Chapter 4 – Chart of Accounts

The Florida Department of Education has specified the following major account categories for school internal funds:

1. **Athletics** – All revenues and expenditures involving athletic business transacted at the school level shall be recorded in accounts in this classification. Some examples of revenues include gate receipts, donations, collections from students, concession income, fundraising proceeds, and other similar items. Some examples of expenditures include game workers, athletic officials, transportation to games, sports equipment purchases or refurbishment, uniforms, student awards, security at sporting events, and other similar items.

2. **Music** – All revenues and expenditures associated with school music organizations shall be recorded in accounts in this classification. Examples of revenues include admission fees for performances, donations, collections from music students, instrument rental fees, fundraising proceeds, and other similar items. Examples of expenditures include musical instrument purchases or repairs, sheet music and musical scores, student awards, transportation to music competitions and festivals, uniforms, and other similar items.

3. **Classes** – All revenues and expenditures associated with curricular classes shall be recorded in this account classification. Freshman through senior classes, ESE classes, ESOL classes, and grade level classes are included in this classification. Examples of revenues include collections from students for field trips, instructional materials and supplies, class dues, donations, fundraising proceeds, and other similar items. Examples of expenditures include payment of field trip expenses (such as transportation and admission fees), purchases of books and classroom supplies, and other items that are needed to carry out the class or grade-level activities.

4. **Clubs** – All revenues and expenditures involved with school-sponsored and approved extracurricular student clubs shall be recorded in accounts in this classification. Examples of revenues include club dues, donations, fundraising proceeds, and other similar items. Expenditures are for purchases approved by the club members who contributed or helped raise the funds. Each club will have a faculty sponsor and student officers, and a summary of club receipts and expenditures will be reported to members at club meetings. When clubs disband and are no longer active on campus, the unused balance in the club account will be transferred to the General Activities account to benefit the entire student body.

5. **Departments** – All revenues and expenditures associated with a curricular department shall be recorded in this account classification. Curricular departments (Science, Math), elective classes (Yearbook, Media) and career academies are included in this classification. Examples of revenues include collections from students for field trips or yearbooks, instructional material and lab fees, donations, fundraising proceeds, and other similar items. Examples of
expenditures include payment of field trip expenses, yearbook production expenses, and equipment and supplies for the vocational education programs.

6. **Trusts**—Monies that are collected for a specific purpose are deposited into trust accounts. Funds in unrestricted trust accounts may be spent for the general benefit of the student population. Funds in restricted trust accounts must be spent for the express purpose designated by the donor. Fees collected for transmittal to the District are held in trust accounts, as are scholarship funds, PTA/PTO funds, booster funds, leasing revenues, etc., which have restrictions as to their use. The Administrative Courtesy and Faculty Fund accounts are classified in the trust category due to their unique status. Trust accounts are not permitted to carry a deficit balance at any time.

7. **General**—All revenues and expenditures associated with the general student population or that cannot be specifically identified to any particular student group are accounted for in this classification. Examples of revenue include commissions from vendors (Target, Office Depot, Papa John’s), interest, and other general school income. Examples of expenditures include bank charges, banking supplies, and other general school expenditures that benefit the students.

Internal accounts may be established as permanent or temporary accounts. All temporary accounts must be affiliated with a corresponding permanent account. Permanent accounts are also referred to as primary accounts, and they are designated by a .00 decimalization in the chart of accounts (for example, 3-3100.00 is the permanent account for First Grade). Permanent or primary account balances roll forward from one year to the next. Temporary accounts are also referred to as decimalized accounts, and are designated with a decimalization of 01 – 99. For example, a first grade fundraiser may be assigned account number 3-3100.01 and a first grade field trip may be assigned account number 3-3100.02, but both decimalized accounts are affiliated with and eventually combine with the 3-3100.00 primary account. The purpose of the decimalized account is to track revenues and expenses from a specific fundraiser, field trip, or other student-related event. It allows the principal and activity sponsor to evaluate the financial gain or loss from a specific student event and assists the sponsor in completing the paperwork to finalize the event and close the decimalized account. A positive balance in the account denotes a financial gain, and a negative balance denotes a financial loss. Decimalized accounts may be closed by the activity sponsor at the conclusion of the fundraiser or field trip, but in any case, all temporary decimalized accounts must be closed out to the affiliated primary account before the end of the fiscal year. This is accomplished by transferring the positive balance from the decimalized account to the affiliated primary account (if there is a financial gain) or by transferring funds from the primary account to the affiliated decimalized account (to cover a financial loss). At the close of the fiscal year, all temporary decimalized accounts must have a zero balance and permanent accounts should not have a negative balance. Negative balances in primary accounts will be reported to the Audit Committee and School Board at the end of the fiscal year.

At the end of the fiscal year, schools may identify dormant accounts and transfer inactive account balances to General Activities. Dormant accounts are defined as accounts which have been inactive for
EXHIBIT #8
HALLOWEEN COSTUMES
## Purchasing Card

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This is not a bill - Do not pay

### Customer Service:
- 1.888.449.2273 24 Hours

### TTY Hearing Impaired:
- 1.800.222.7365 24 Hours

### Outside the U.S.:
- 1.559.353.6696 24 Hours

### For Lost or Stolen Card:
- 1.888.449.2273 24 Hours

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September 28, 2016 - October 27, 2016

Total Activity: $962.02

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Date: [Date]

Manager Signature: [Signature]
Date: [Date]

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.
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EXHIBIT#9
PURCHASING MANUAL CHAPTER-24
PURCHASING CARD PROCEDURES
CHAPTER 24

PURCHASING CARD PROCEDURES

24-1 INTRODUCTION

The School Board of Palm Beach County, Florida has authorized the use of a Purchasing Card to expedite small dollar purchases for materials, supplies, and other items needed for daily operations or for authorized travel. The Purchasing Card represents another step in simplifying District financial transactions and saving on administrative costs while offering schools/departments broad choices in card-based services. Purchasing Cards will be issued to school and department staff as an alternative method for making purchases.

This Purchasing Card Program is designed to empower selected school and department employees to make purchases equal to or less than $1000 per vendor, per day in accordance with District Purchasing Policies, Procedures, and Guidelines. PeopleSoft Special Request Purchase Orders will not be processed for orders under $1,000.00. Employee reimbursements with receipts is another means of handling low dollar purchases. The School District no longer utilizes the Direct Pay Process. The goals of this program include the following:

- Allow a convenient and expedient method of purchasing small items and approved travel expenses.
- Offer an efficient, low-cost procurement and payment mechanism which significantly shortens the time between need and acquisition while providing management with monthly reports.
- Streamline payment process and reduce administrative costs for acquisitions of certain supplies.
- Provide flexibility to schools and departments to obtain authorized materials and supplies.

The District P-Card Administrator issues all Purchasing Cards and is responsible for establishing the card profiles that dictate card controls. All cardholders are associated with a card profile with limits that are predefined and enforced at the point of purchase by Bank of America. Limitations have been established for single (per vendor per day) and monthly transaction credit limits and the types of vendors from whom purchases can be made.

Principals/Directors; 1) shall appoint a P-Card Site Admin to manage the Purchasing Card Program at the school or department level, 2) have the flexibility to designate the employees assigned Purchasing Cards, and 3) accept responsibility that card purchases comply with District Purchasing Policies, Procedures and Guidelines as well as State Statutes when approving the cardholder's statement.

Although ultimately up to the Principal/Director, the cardholder is given inherent authority to spend budgetary funds when the Principal/Director approves an employee for cardholder privileges. When a cardholder agrees to the Cardholder Acceptance Guidelines and Contract (signed electronically in eLearning Management: P-Card Mandatory Training), the employee accepts responsibility for all purchases charged against the card and any liability from abuse or violation of the terms of the agreement. The authorized cardholder, whose name appears on the face of the Purchasing Card, should purchase materials and supplies with the Purchasing Card assigned to them.

24-2 PURPOSE

1) Establish a set of procedures for Purchasing Card usage.

2) Ensure Purchasing Card purchases are in accordance with District Policies, Procedures, and Guidelines.

3) Provide guidelines for corrective action if the Purchasing Card is misused.

4) Ensure the District bears no legal liability from inappropriate Purchasing Card usage.

1 (Revised 12/16)
Purchasing Manual – Chapter 24

24-3 DEFINITIONS

For the purposes of this Purchasing Card Procedure Manual, the following terms, phrases, and words shall have the meaning given herein.

Cardholder - The District employee issued a purchasing card that is responsible for all transactions made on the card.

Cardholder Profile - The description of the cardholder’s single and monthly transaction limits, blocked Merchant Category Codes (MCCs), default G/L Account Strip, reporting hierarchy, physical address, and associated P-Card Site Admin.

Single Transaction Credit Limit - Restricts the dollar amount of the cardholder’s individual purchase established by the type of card profile.

Director - Responsible for overseeing the Purchasing Card Program in their department which includes: 1) appointing the P-Card Site Admin, 2) designating the employees assigned Purchasing Cards, and 3) reviewing and approving purchases made by Cardholders.

District P-Card Administrator - The individual appointed by the Director of Purchasing to support the administrative functions of the Purchasing Card Program within the District.

Issuing Bank - The bank that issues the Purchasing Cards (VISA cards) in the District’s name and to whom the District pays the monthly charges. Currently the issuing bank is Bank of America.

MCC - Merchant Category Code, a code established by VISA that describes the merchant’s primary business.

Merchant - Any organization that sells commodities, services, equipment, or construction to the District. Same as Supplier or Vendor.

Monthly Credit Limit - Restricts the dollar amount of the cardholder’s cumulative purchases for each billing period established by the type of card profile.

PIN – Personal identification Number. This is a series of digits used to verify the identity of the holder of a card. The PIN is a kind of password and may be required when making purchases in person with your p-card.

Principal - Responsible for overseeing the Purchasing Card Program in their school which includes: 1) appointing the P-Card Site Admin, 2) designating the employees assigned Purchasing Cards, and 3) reviewing and approving purchases made by Cardholders.

Procurement - Includes purchasing, buying, renting, leasing or otherwise acquiring any commodity, service, or equipment.

Procurement Card - Same as a Purchasing Card.

P-Card Site Administrator (Admin) - The individual appointed by the Principal/Director to support the Purchasing Card administrative functions within the school or department.

PM - Purchasing Manual.

Purchasing - Same as Procurement.
Purchasing Card - The VISA card issued by the District to use in place of District Direct Pays for purchases less than $1000.

Purchasing Card Company - Same as Issuing Bank.

Purchasing Card Site Coordinator - Same as P-Card Site Admin.

Purchasing Manual - PM.

Pyramiding - When a cardholder subdivides an order to circumvent the Purchasing Policies, Procedures, and Guidelines, such as splitting a payment to stay within the single purchase limit. This is not allowed.

Supplier - Same as Merchant.

Vendor - Same as Merchant.

24-4 PURCHASING CARD TRANSACTION FLOW

☐ Cardholder places an order by phone, fax, mail, Internet, or over-the-counter. This is the transaction date.

☐ Merchant receives authorization for the purchase.

☐ Cardholder receives goods or services with an Itemized invoice/receipt.

☐ The transaction is posted to the issuing bank, currently Bank of America. This is referred to as the posting date.

☐ An electronic transaction file is received daily from Bank of America with all of the previous day’s posted transactions and downloaded into the PeopleSoft financial system.

☐ The Purchasing Card transactions should be reclassified to the correct funding and approved on a daily basis to ensure that the budget is kept current.

☐ The monthly BOA bank statement is downloaded by the Site Administrator electronically from www.baml.com/paymentcenter.

☐ In order to pay the monthly Bank of America statement, all transactions not reviewed and approved by posted force post- date will automatically be posted to each card’s default funding. If this occurs, a Force Post report will be generated and emailed to the P-Card Site Admin. A Force Post schedule is provided each year and is posted on the Purchasing website.

☐ Bank of America provides the District with a combined monthly bank statement for all District Purchasing Cards. The statement covers the period of the 28th of the previous month through the 27th of the current month. Payment is made by the District office electronically and made within 10calendar days.

☐ At the end of each monthly cycle, each cardholder’s purchase receipts must be reconciled against his/her individual monthly Bank of America statement. The monthly cardholder’s reconciliation process should be completed and scanned by the 20th of the following month.
**Purchasing Manual – Chapter 24**

## 24-5 WHO TO CALL FOR WHAT?

Purchasing, Accounting, and the P-Card Site Admin monitor program performance.

<table>
<thead>
<tr>
<th>Card Lost or Stolen</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>Bank of America</td>
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</tr>
<tr>
<td></td>
<td>Your P-Card Site Admin</td>
<td>Your Location</td>
<td>Purchasing Card System</td>
</tr>
<tr>
<td></td>
<td>District P-Card Administrator</td>
<td>434.8410 px 48410 357.7567 px 47567</td>
<td>Purchasing Card System</td>
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**Purchasing Procedures**

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<th>Email / Link</th>
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</thead>
<tbody>
<tr>
<td>Your P-Card Site Admin</td>
<td>Your Location</td>
<td>Purchasing Card System</td>
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<td>District P-Card Administrators</td>
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Reconciliation & Posting Questions

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<tbody>
<tr>
<td>District P-Card Administrators</td>
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**PeopleSoft Issues**

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</table>

**Funding Questions**

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<tr>
<td>Grant Funds – Assigned Grant Manager</td>
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<td><a href="mailto:loreta.mcintyre@palmbeachschools.org">loreta.mcintyre@palmbeachschools.org</a></td>
</tr>
<tr>
<td>Capital Funds – Loretha McIntyre</td>
<td>434.8198 px 48198</td>
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</tr>
</tbody>
</table>
A. Cardholder Duties and Responsibilities:

Cardholders hold a public trust and must meet the highest ethical standards. Cardholders shall:

**Daily or Ongoing**

- Hold and safeguard Purchasing Card, account number, and PIN at all times.
- Register for PIN access at [www.bofami.com/globalcardaccess](http://www.bofami.com/globalcardaccess). P-Card staff does not have access to your PIN.
- Ensure Purchasing Card is used for official District purposes only. No personal use is permitted.
- Ensure purchased item falls within the cardholder's authorized purchasing limits and available budgeted funds.
- Purchase items according to District Policies, Procedures, and Guidelines.
- **Confirm sales tax is not paid.** Educational purchases made in Florida and for use in Florida, are exempt from Florida sales tax. Although the tax-exempt identification number is printed on the face of the purchasing card, cardholders are also given a Consumer's Certificate of Exemption to use if additional documentation is needed. *(Note: Your Consumer's Certificate of Exemption is to be used solely by your organization and applies only to purchases your organization makes. Under no circumstances should this certificate be used for the personal benefit of any individual.)* Purchases made in other states are subject to that state's sales tax. The cardholder must be diligent when dealing with the merchant regarding taxes. If the merchant cannot deduct the sales tax because of pre-set controls within their computer systems or will not honor the exemption, the cardholder may continue with the purchase but must note the refusal on the receipt. If purchases are taxable such as fundraising items and food or gifts for staff, it is permissible to pay tax with the Purchasing Card. The cardholder cannot dispute taxes with Bank of America.
- Not receive any cash back for refunds or exchanges; refunds or exchanges must be credited back to the Purchasing Card.
- Attempt to resolve discrepancies with vendors and formally dispute transactions when necessary.
- Report lost, stolen, or missing cards immediately to:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of America</td>
<td>1.888.448.2273</td>
<td>n/a</td>
</tr>
<tr>
<td>District P-Card Admin</td>
<td>434.8410 px 48410</td>
<td>Purchasing Card System</td>
</tr>
<tr>
<td></td>
<td>357.7567 px 47567</td>
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</tbody>
</table>

- Cardholders need to contact the bank and complete required documentation as requested by the Bank.

- When leaving school or department the card needs to be closed.

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<tr>
<th>Contact</th>
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<tbody>
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</tr>
<tr>
<td></td>
<td>357.7567 px 47567</td>
<td></td>
</tr>
</tbody>
</table>

- Turn your card into your P-Card Site Admin to be shredded.

5 (Revised 12/16)
Monthly Cardholder Reconciliation

Cardholder reconciliation is the process of the cardholder gathering, reviewing, and providing documentation to support that each purchase transaction appearing on the cardholder’s billing statement is an appropriate, legitimate District purchase. The cardholder should:

1) Provide receipts and back-up documentation to P-Card Site Admin in a timely manner (as transactions occur).
   Examples of required back-up documentation are:
   - Travel – Approved TDE
   - Field Trip – Approved Field Trip Form (Summer, Winter, Spring Camps excluded from having to include in the monthly p-card package due to the governance by Extended Learning Department
   - Adult Food – Attendee list, Agenda if meeting, or reason for purchase if other
   - Gift Cards / Gifts – List of who received what card and why. Gift cards for students only.
   - SAC – Minutes approving purchase
   - Purchase over $1,000.00 (other than travel) or questioned item – Copy of approval e-mail

2) Complete the End-of-Cycle Checklist for Cardholder (PBSD 2095).

   a. Match each original receipt with each statement line item and identify any unauthorized purchases.
   b. Attach itemized receipts and back-up documentation to statement. If the receipt/invoice is not itemized or missing and attempts to get copy of the receipt from vendor failed:
      i. Complete Missing Receipt Form (PBSD 2094).
      ii. Include copy of the Missing Receipt Form in Reconciliation package.

4) Check for any pending discrepancies or disputes.
   a. Review last month’s End-of-Cycle Checklist for discrepancies and disputes, if:
      i. None, continue to next step.
      ii. Resolved, put check mark by item.
      iii. Unresolved, circle item and carry forward.
      iv. Attach credit slip when credit is processed
   b. Identify any current discrepancies or disputed items by making a notation on the Monthly Bank of America Statement and track on Cardholder’s End-of-Cycle Checklist (PBSD 2095).
   c. Ensure all discrepancies are filed as disputes, if applicable.

6) Sign Monthly Bank of America Statement certifying receipt of goods, approving all purchases, and verifying that they balance.

7) Deliver the following to the P-Card Site Admin in a timely fashion so it may be scanned to the District by the 20th:
   b. Cardholder Monthly Bank of America Statement with receipts, invoices and any other required backup documentation.

6 (Revised 12/16)
B. P-Card Site Admin Duties and Responsibilities:

Daily or Ongoing

- Receive receipts, invoices, and/or packing slips from cardholders as transactions occur.
- When a transaction appears in PeopleSoft, confirm the funding is correct and approve. This procedure is recommended on a daily basis, but at a minimum weekly.
- To avoid any duplicate payments, check Missing Receipt forms received in the last 60 days.
- Confirm sales tax was not charged. If sales tax is found and should not have been paid, inform cardholder to request Purchasing Card credit adjustment from vendor.
- Assist in handling disputed charges identified by the cardholder. Verify a Commercial Card Claims Statement of Disputed Item form is filed with Bank of America for any unresolved items over 45 days.
- Assist in Purchasing Card application process, PBSD 2076.
- Serve as liaison between cardholder and District’s Procurement Card Administrator
- Email the District P-Card Administrator and Principal/Director if a card is lost/stolen or needs to be closed.
- On, or after, the first of each month, print the Bank of America p-card bank statement and deliver to each cardholder. See Payment Center Job Aid on p-card website.

Monthly Reconciliation

1) Confirm the cardholder has provided their month end reconciliation package which includes the Cardholder End of Cycle Checklist (form 2095), monthly Bank of America statement, all receipts, and invoices with any additional required documentation, such as email confirmations, TDE’s, etc.

2) Ensure discrepancies and disputed items (credits due) are listed on Cardholder’s End-of-Cycle Checklist (PBSD 2095).

3) Verify cardholder signed the monthly Bank of America statement.

4) Review PeopleSoft Monthly Transaction Statement
   a. Verify PeopleSoft transaction total agrees to the monthly Bank of America statement.
   b. Check each transaction funding strip for accuracy.
   c. Review PeopleSoft Monthly Transaction Statement and month-end Force Post report and request journal entries* to move transaction funding if required.

5) Optional: Complete End-of-Cycle Checklist for P-Card Site Admin (PBSD 2095).

6) Deliver the following to the Principal/Director for final approval.
   b. Monthly Bank of America Statement
   c. PeopleSoft Monthly Transaction Statement
   d. Receipts and invoices with any additional required documentation, such as email confirmations, approved TDE’s, etc.

7 (Revised 12/16)
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Notation: Principals / Directors only have to sign their own BOA Statement as cardholder. No further approvals are necessary.

7) Once Principal/Director signoff is received, scan completed packages on the Ricoh copier on your desktop folder. Complete PBSD 2343 and attached scanned packages should be completed by the 20th of the following month. File original reconciliations at school/department for 5 years.

*Journal entry requests for:
> Internal accounts, complete PBSD 2242 and send to Eliecer Vallejo.
> Operating funds, provide a copy of the PeopleSoft Monthly Transaction Statement with corrected funding, receipts, and back-up documentation to Karen Miller.
> Grant funds, provide a copy of the PeopleSoft Monthly Transaction Statement with corrected funding, receipts, and back-up documentation to Christy Price or your school’s Title I Specialist, if a Title I grant.
> Capital funds, provide a copy of the PeopleSoft Monthly Transaction Statement with corrected funding, receipts, and back-up documentation to Loretta McIntyre.

Copies of all journal entry requests should be kept with the month end reconciliation package.

C. Principal/Director Duties and Responsibilities:

Daily or Ongoing

• Responsible for overseeing the Purchasing Card Program in school/department

• Exercise judgment and restraint in issuing Purchasing Cards to staff. Cards should only be issued to employees with a legitimate need to have a card.

• Ensure the cardholder follows all required District Policies, Procedures, and Guidelines when making purchases using the Card.

• Notify the District’s Procurement Card Administrator when adding, removing, or transferring cardholders.

• Requesting spending control changes. An email outlining the additional limits and time frames should be forwarded to Purchasing Card Administrator via e-mail to purchasingcards@palmbeachschools.org.

• Affirm the continuing need for each of their staff to have a card and related transaction credit limit.

• Inform the District’s Procurement Card Administrator prior to leaving school or department.

• Retain the original cardholder’s monthly reconciliation package and supporting receipts for a period of 5 years.

Monthly Reconciliation

1) Ensure each cardholder appropriately completes the monthly reconciliation in a timely fashion to allow scanning to the District by the 20th of the following month.

2) Review cardholder’s monthly reconciliation package. Confirm the month end reconciliation package includes the Cardholder End of Cycle Checklist, monthly Bank of America statement, PeopleSoft Monthly Transaction Statement and all receipts and invoices with any additional required back-up documentation, such as email confirmations, approved TDE’s, etc.
3) Optional: Complete End-of-Cycle Checklist for Principal/Department Head (PBSD 2095).

4) Approve and sign monthly Bank of America statements, accepting responsibility that the purchases are appropriate legitimate District purchases and comply with District policies. Principals / Directors only have to sign their own BOA Statement as cardholder. No further approvals are necessary.

5) Provide signed monthly reconciliation packages back to P-card Site Admin for scanning and retention.

24-7 PURCHASING GUIDELINES FOR CARDHOLDERS

Authorized cardholders can purchase materials and supplies of $1000 or less with the Purchasing Card assigned to them. Bid awarded vendors must be used where available. The cardholder should verify funds are available prior to purchasing items; if funds are not available, do not make purchase. If guidance is needed when choosing an item, contact the appropriate Purchasing Agent. If special circumstances require the need to purchase over the $1,000 daily vendor limit, email “purchasing card system” for guidance and / or approval review.

➢ P-Card cardholders are responsible for reviewing the accuracy of charges, confirming compliance with bid terms and conditions, and verifying the delivery of goods.

➢ P-Card cardholders must retain detailed vendor receipts/invoices for the monthly account reconciliation. At the close of each billing period, the p-card site administrator will supply a Bank of America p-card statement to each cardholder and they will review it for accuracy, attach the invoices and back-up documentation to the bank statement, sign the bank statement, and forward it to the Purchasing Card Site Coordinator for review, processing, and records retention.

A. TYPES OF PURCHASES

Regular Purchases. Catalogs from contracted vendors should be used to obtain item descriptions and pricing. Whenever possible, purchases should be made from bid awarded vendors. For a listing of bid-awarded vendors and other helpful purchasing information, check under Ordering Info on the Purchasing website.

Asset Purchases. Assets are not allowed to be purchased on the P-Card.

Technology Purchases. If purchasing computer peripheral equipment, fax machines, printers, etc., purchase through the Marketplace or contact Justin Jaksa for District recommendations. Only approved TCC software may be purchased.

Purchases of “all” computers are prohibited with the Purchasing Card

Travel Purchases. The District Policies, Procedures, and Guidelines regarding travel apply to all Purchasing Card travel related transactions. See Florida Statutes 112.061 (13), (12), (3)(e); School Board Policy 6.01 and 6.14(2) (d) & (e) (http://www.boarddocs.com/fl/palmbeach/Board.nsf/Public).

When using a Purchasing Card for travel:

• If the total cost for any travel purchase is over $1,000 then you must contact the District Purchasing Card Administrator and request authority to have your card temporarily increased above the $1,000 single transaction limit. Please email requests to “Purchasing Card System”.
  Out of County: All travel for employees or other authorized persons must be approved by the Superintendent or designee prior to departure and incurrence of expenses.
• Must have fully approved TDE’s prior to incurring any travel expense.

9 (Revised 12/16)
• If travel is allowed on card, the card can be used as a room guarantee when making a hotel reservation. If the room(s) is no longer required, it is the cardholder’s responsibility to cancel the reservation prior to the hotel’s cancellation deadline.

• If Principal/Director’s Purchasing Card was used to reserve a room, often the hotel has a standard form for the cardholder to complete, sign and fax back which allows the room to be charged without the cardholder’s presence.

• Rental Cars – Enterprise is the District’s preferred vendor. Please contact Maria Telfair at 561.434.8096 / px48096 to obtain rental instructions. If Enterprise is not available, then your P-Card may be used at an alternate source with prior approval from Maria Telfair. Please make sure to solicit the best rates for the rental.

• Gas purchases are allowed for rental vehicles and custodial equipment only. Gas is not allowed to be purchased on the P-Card when using a personal vehicle.

Registration/Conference Fees. All registration/conference fees should be paid using your p-card. If the dollar amount exceeds the daily vendor limit of $1,000, email Purchasing Card System and request a temporary increase. If the entity does not accept p-cards then enter a special request requisition in PeopleSoft. NOTE: Conferences held on school district property can only be considered registration if the public is invited to attend. Otherwise, they should be handled as a consultant using Form 1420 and may not be paid with a p-card.

Placing personal charges on the purchasing card and then later having the amount deducted from the travel reimbursement form is not allowed.

B. CARD LIMITATIONS AND RESTRICTIONS

When using the card, reasonableness, common sense and discretion should prevail. Purchases should be made within the District’s Policies, Procedures, and Guidelines as well as any grant constraints.

Use bid awarded vendors where available. Refer to the All-In-One Webpage on the Purchasing website for bid awarded vendor information.

C. CARDHOLDER USE ONLY

The Purchasing Card shall only be used by the employee whose name is embossed on the card. No other person is authorized to use the card. The cardholder is responsible and accountable for all transactions that occur on his/her card.

Upon receipt of the Purchasing Card, the cardholder should NOT sign the back of the card, but, should write one of the following: REQUEST PHOTO ID or REQUEST DRIVERS LICENSE. This is to help prevent fraudulent use of the card by unauthorized individuals.

District Purchases Only
The Purchasing Card may be used by the cardholder for District authorized purchases only and not for personal use. Expenditures on the p-card for personal use will require immediate reimbursement and may result in disciplinary action which may include dismissal and/or criminal prosecution.

Dollar Limitations
The general limits are as follows; however the Principal/Director may choose lower general limits and/or request temporary increases as needed.
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General employee limits are:
Travel expenditures – not allowed
Per vendor per day - $1,000
Monthly limit - $5,000

Principal / Director limits are:
Travel expenditures - allowed
(Must notify p-card department in advance if travel transaction is over $1,000 or it will be denied)
Per vendor per day - $1,000
Monthly limit - $7,500

Pyramiding
A purchase may be made for multiple items, but the total invoice may not exceed the $1,000 per day, per vendor limit. Splitting an invoice totaling more than $1,000 is considered pyramiding and is not allowed. Payment for purchases shall not be split to stay within the single purchase limit. A requisition in PeopleSoft should be created.

Budget Limitations
The cardholder must ensure budgeted funds are available to cover the amount of any purchases made.

Prohibited Expenses
Although not inclusive, the following expenditures are not authorized Purchasing Card purchases:

- Cash Advances & Money Orders
- Personal use
- Alcohol or drugs
- Food except where allowed by funding and with appropriate documentation
- Purchases greater than $1000, except for travel when allowed, unless special approval granted
- Building / Wall paint without prior approval by Facilities Management Coordinator
- Aerosol Paint
- Chemicals and custodial supplies such as floor wax, floor stripper, bleach, cleaning sprays or cleaning wipes. Hand, dish, and laundry detergent, baby wipes, and hand sanitizer in small quantities are allowed
- Any and all computers (excludes peripheral equipment)
- Salary and monetary awards
- Gift certificates or gift cards except for students. Refer to Bulletin PD 17-023 CFO
- Consultants and temporary help
- Business services without prior approval from Purchasing Department unless on Allowed list
- Rental agreements without prior approval from Principal / Director
- Beautification for campus or office without prior approval from Purchasing Department
- Plants, seeds, trees, fertilizer, sod, without prior written approval from Jeannine Rizzo or in accordance with the School Garden Development Guide
- Taxes (except on allowable purchases), late penalties/fees, and interest charges
- Insurance
- Utilities, telephone, and cell phone services
- Gas, except for rental vehicles, District golf carts, and custodial equipment
- Rental Cars – Enterprise is the District preferred vendor. If Enterprise is not available, prior approval from Maria Telfair is required.
- Assets
- Ebay or on-line auction items

Please refer to the current P-Card Allowed / Prohibited List posted on the Purchasing Card website.
11 (Revised 12/16)
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24-8 PLACING AN ORDER WITH A VENDOR

Each card has been established with spending controls, including single and monthly credit limits and the types of vendors from whom purchases can be made.

If your purchase is denied, contact your P-Card Site Admin or District P-Card Administration.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>District P-Card Administrator</td>
<td>434.8410 px 48410</td>
<td>Purchasing Card System</td>
</tr>
<tr>
<td></td>
<td>357.7567 px 47567</td>
<td></td>
</tr>
</tbody>
</table>

Purchasing Card orders can be placed by one of the following ways:

A. Telephone, Fax Or Mail Order

1) Request from vendor:
   a) Any documentation from the vendor should be sent to cardholder’s school or department.
   b) Notify vendor the District is tax exempt. If the vendor requires a tax-exempt form, a copy of the tax exempt certificate is provided with each card or a form can be obtained from the Purchasing Department’s Website: https://www.palmbeachschools.org/purchasing/wp-content/uploads/sites/76/2016/02/taxexempt2017.pdf

2) When the item is received:
   - Verify you have received an itemized receipt.
   - Submit the documentation to the P-Card Site Admin in a timely manner so that the transactions may be funded correctly.

B. Internet

1) When purchasing on the Internet, make sure Internet Explorer displays 'https' in the address bar. If this prompt does not appear, do not proceed with the transaction. Purchases on the Internet are allowed only on secured websites.

3) Notify vendor the District is tax exempt. If the vendor requires a tax-exempt form, a copy of the tax exempt certificate is provided with each card or a form can be obtained from the Purchasing Department’s Website: https://www.palmbeachschools.org/purchasing/wp-content/uploads/sites/76/2016/02/taxexempt2017.pdf

4) Print the email order confirmation in order to show paid receipt. If not printed and/or lost, use the packing slip as a substitute receipt if it is itemized with prices.

5) When the item is received:
   - Verify you have received an itemized receipt.
   - Submit the documentation to the P-Card Site Admin in a timely manner so that the transactions can be funded correctly.

C. Over-the-counter

1) Notify vendor the District is tax exempt. If the vendor requires a tax-exempt form, a copy of the tax exempt certificate is provided with each card or a form can be obtained from the Purchasing Department’s Website: https://www.palmbeachschools.org/purchasing/wp-content/uploads/sites/76/2016/02/taxexempt2017.pdf
Purchasing Manual – Chapter 24

Department’s website: https://www.palmbeachschools.org/purchasing/wp-content/uploads/sites/76/2016/02/taxxcempt2017

2) Many vendors now request the cardholder to enter a pin number. This number should be safeguarded by the cardholder and entered when requested.

3) Obtain paid itemized receipt, charge slip, and any other supporting documentation when appropriate.

4) If the items purchased are not specifically identified, request an itemized receipt. If the vendor cannot supply one, complete a P-Card Missing Receipts Report (PBSD 2094)

5) Submit the documentation to the P-Card Site Admin in a timely manner so that the transactions can be funded correctly.

24-9 CREDITS DUE

A. RETURNS
   All returns of merchandise for which credit is given should be listed on the Cardholder’s End-of-Cycle Checklist until the credit appears on the monthly Bank of America statement. The cardholder must check subsequent billing statements for credit and attach the credit slip to the statement when it appears. If a credit slip was not obtained, attach other documentation explaining the return.
   If a credit does not appear within 45 days, it is the cardholder’s responsibility to immediately file a dispute with Bank of America and notify the District P-Card Administrator.

B. DUPLICATE CHARGES
   These transactions represent a multiple billing to your account when only one charge from the merchant has been authorized.
   • When this takes place, request a credit on your Purchasing Card from vendor and track on End-of-Cycle Checklist.

C. ITEMS NOT RECEIVED
   Occasionally, an item charged during the previous billing cycle may not be received by the time the cardholder performs the monthly reconciliation process. If this occurs, track the item as a credit due on the Cardholder’s End-of-Cycle Checklist until resolved.

24-10 FUNDING TRANSACTIONS (P-Card Site Admin)

- Log into PeopleSoft, Financials FNPRD link. Go to Purchasing>Procurement Card>Reconcile Statement.

- Choose from dropdown menus for 1) Role Name (P-card Site Admin); 2) Card Issuer (BOA Visa Card) and 3) Bill Date. Click on Search button. P-card transactions for the chosen criteria will appear.

- If Budget status and Chartfield Status are valid, and the default funding strip is correct, then the transaction status can be changed from Staged/Verified to Approved. Approve using the dropdown or by checking the box to the left of the transaction and clicking the Approve button. Remember to click the save button.

- To review or change funding, click on the Distribution icon. The account distribution page will appear and funding can be changed. If funding is correct, then click the cancel button to return to the Reconciliation Statement page. Approve using the dropdown or by checking the box to the left of the transaction and clicking the Approve button. Remember to click the save button.

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> If funding is not correct, change to the correct funding and click ok to save the changes and return to the Reconciliation Statement page. Budget Status will reflect Not Checked. Budget check the transactions by placing a check in the box next to each transaction that is in Not Checked status and click on the Validate Budget button. When budget checking is completed and both the Budget status and Chartfield Status are valid. Approve using the dropdown or by checking the box to the left of the transaction and clicking the Approve button. Remember to click the save button.

> If budget status is in error, click on the error link. A new budget exception window will open and provide the exception reason. Close budget exception window by clicking on the red x to return to Reconciliation Statement page. Refer to budget guide for instructions on how to correct budget errors. When budget error is corrected, validate, approve and save as described above.

24-11 MONTHLY PROCESS

A. MONTHLY CYCLE
All transactions must be funded and approved by the P-card Site Admin by the force post date. After this date, transactions will be force posted, which is undesirable, but necessary in order to pay the monthly Bank of America statement. When a transaction is force posted, it will most likely either put the school or department in an over budget status or be charged to the card’s default account. It is the responsibility of the P-card Site Admin to review the Monthly PeopleSoft Transaction Report and month-end Force Post report for funding accuracy and request journal entries or initiate a budget amendment to correct transactions funded incorrectly.

B. BILLING CYCLE
The Purchasing Card monthly billing cycle is from the 28th of the previous month through the 27th of the current month.

C. MONTH-END RECONCILIATION
Based on Duties and Responsibilities described above for:
1) Cardholder
2) P-Card Site Admin
3) Principal/Director

24-12 YEAR-END PROCESS

The year-end process is the same as the month-end process; the only difference is that the cardholder needs to allow enough time for transactions to post on or before the 27th of June. Transactions posted by June 27th (not the transaction date) will be charged to the current fiscal year, all transactions posted after June 27th will be charged to the next fiscal year, even if the transaction date is before June 27.

24-13 PURCHASING CARD ASSIGNMENT AND CONTROL

A. CARD SECURITY
Each cardholder is responsible for the security of their Purchasing Card and PIN; all precautions should be used to maintain confidentiality of all related information, such as cardholder account number and expiration date. The bank does not maintain the individual cardholder information such as personal credit records and social security numbers, only the cardholder’s work address and phone number. The card should be treated in the same manner as you would treat your own personal credit card.

All Purchasing Cards will have the School District’s name, logo, tax exemption number, and the card’s expiration date embossed on the face of the card. Each card is associated to a profile with limits that are pre-defined and enforced at the point of purchase. Controls are established for single transaction limits, monthly transaction limits, and types of vendors from whom purchases can be made.

14 (Revised 12/16)
B. CARDHOLDER APPLICATION

The Cardholder Application is currently available through the employee portal page, eForms Desktop tile, form PBSD 2076.

1) Procedures for Requesting a Purchasing Card

a. Principal/Director:
   - Appoint a P-Card Site Admin to manage the Purchasing Card Program at the school or department level (usually the school’s treasurer or department’s secretary).
   - Consider the following factors when choosing a cardholder and appropriate card profile:
     - Decide which employee(s) should have a Purchasing Card; only School District employees may be issued a Purchasing Card.
     - Assess whether the person is trustworthy and fiscally responsible with District funds.
     - Consider the employee’s need for the card; Purchasing Cards may be issued to individual employees who frequently purchase goods and/or services.
     - Each card must have a designated default fund strip used for Purchasing Card expenditure coding; this default strip should be the one used most often by the cardholder.
   - Approve and electronically sign Purchasing Card Application (PBSD 2076).
   - Forward to Pcard_New_Apps for processing

b. P-Card Site Admin:
   - Assist those applying for new cards as needed.
   - Assist with the Purchasing Card Application form funding information.
   - After cardholder is assigned a card, verify access to cardholder in PeopleSoft

c. Cardholder:
   - Complete Purchasing Card Application (PBSD 2076) through eForms Desktop tile by following the instructions with the application
   - Electronically sign and forward to Principal / Director for approval.
   - View the required on-line training session on proper card usage in eLearning Management, complete all activities in order to receive a Purchasing Card. Purchasing Cards will not be issued without viewing the P-card Training Video, completion of the quiz, Cardholder Acceptance Guidelines and Contract, and required evaluation. This training must be completed each fiscal year by December 31st per Bulletin PD17-024 CFO.

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- Activate the card by following standard security activation procedures included with your card.
- Use Purchasing Card according to District Policies, Procedures, and Guidelines.
- Register for PIN access at www.bofami.com/globalcardaccess. P-Card staff does not have access to your PIN.

C. ACCOUNT CHANGES

Cardholder’s Principal/Director Leaves
When the cardholder’s approving Principal/Director transfers to another school/department or leaves the District:

1) The Principal/Director leaving should inform the District P-Card Administrator of the event.

2) The new Principal/Director should obtain a listing of current cardholders at his/her new location from the District P-Card Administrator and confirm all cardholders still require cards.

Cardholder Transferred or Promoted Within Same Location
If a cardholder is transferred or promoted within the same school/department, the Principal/Director has the choice to cancel the employee’s purchasing card(s), or request a change regarding the card profile and/or default funding. All requests must be made in writing to the District P-Card Administrator via email to ‘Purchasing Card System’.

D. ACCOUNT TERMINATION

Purchasing Card is lost, stolen or missing:
If a Purchasing Card is lost, stolen, or missing during non-business hours, the cardholder must immediately notify Bank of America at 1-888-449-2273. Cardholder must notify P-Card Site Admin as soon as possible during normal business hours. The P-Card Site Admin will notify the District P-Card Admin.

If during normal business hours:
Cardholder should notify the P-Card Site Admin, and if not available, the Principal/Director.

P-Card Site Admin (or the Principal) should immediately notify the District P-Card Administrator at px 48221/48410/47567 or via email at Purchasing Card System.

<table>
<thead>
<tr>
<th>Card Lost or Stolen</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of America</td>
<td>1.888.449.2273</td>
<td>n/a</td>
</tr>
<tr>
<td>Your P-Card Site Admin</td>
<td>Your Location</td>
<td></td>
</tr>
<tr>
<td>District P-Card Administrator</td>
<td>434.8410 px 48410 357.7567 px 47567</td>
<td>Purchasing Card System</td>
</tr>
</tbody>
</table>

Cardholder Transferred to a different Location
If a cardholder is transferred or promoted to a different school/department, the Principal/Director or P-Card Site Admin should notify the District P-Card Administrator, in writing via (Purchasing Card System) purchasingcards@palmbeachschools.org, to close the card. Request should include cardholder’s name only. You will be required to register for PIN check access at www.bofami.com/globalcardaccess for this new card.

Fraudulent Activity or Data Breach

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If a cardholder detects a fraudulent charge, the P-Card Site Admin should be notified immediately. The P-Card Site Admin will contact the District P-Card Administrator so the fraud can be reported to the bank. The card will be closed and a new card will be issued.

If the bank detects fraud, the bank will contact the District P-Card Administrator to verify charges. The District P-Card Administrator will contact the P-Card Site Admin to verify if charges are valid. If charges are fraudulent, the card will be closed and a new card will be issued.

If the card has been compromised due to a data breach, the bank will send out a new card. The current card will still be active for the lesser of 30 days or until the new card is activated. The District P-Card Administrator will notify the P-Card Site Admin or cardholder. When the replacement card arrives, it should be activated and the old card should be destroyed. When signing into www.bofaml.com/globalsecureaccess, you will be prompted to enter the new card information; however, the PIN will remain the same as your prior card.

Credit card numbers should never be sent via e-mail.

E. RIGHT TO CANCEL OR INACTIVATE A CARD

The District reserves the right to cancel or to temporarily inactivate any purchasing card at the discretion of the District P-Card Administrator or any District Official.

The cardholder may terminate his/her account at any time by calling Bank of America at 1-888-449-2273 and by notifying the P-Card Site Admin. P-Card Site Admin should notify the District P-Card Administrator.

A Principal/Director may request his/her employee’s Purchasing Card closed at any time. Cancellation can be accomplished by notifying the District P-Card Administrator, in writing via (Purchasing Card System) purchasingcards@palmbeachschools.org.

When cancelling a Purchasing Card, the P-Card Site Admin should request card closed via email to the District P-Card Administrator (Purchasing Card System).

purchasingcards@palmbeachschools.org, with the cardholder’s name only.

P-card administration runs a daily report of open p-cards issued to employees no longer with the District. These cards will be closed by p-card administration without e-mail verification.

Credit card numbers should never be sent via e-mail.

F. ABUSE / VIOLATIONS

Participation in the District’s Purchasing Card Program is a convenience that carries responsibilities along with it. Purchasing Cards are the property of the School District of Palm Beach County and shall be used with good judgment. Cardholders are expected to comply with the District Purchasing Policies, Procedures and Guidelines in order to protect District assets. This includes keeping receipts, reconciling monthly statements, and following proper card security measures.

Improper use of the card can be considered misappropriation of District funds, which may result in disciplinary action up to and including termination and/or criminal prosecution. See Disciplinary Action Guidelines, section G. Acts of abuse, misuse, and violation, include but are not limited to:
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- Purchase of items in excess of authorized amounts or budgeted funds.
- Purchase of unauthorized or prohibited goods/services.
- Making multiple transactions with the same vendor, on the same day, to circumvent single transaction limits (pyramiding).
- Not providing proper documentation, receipts, invoices, monthly statements, etc.
- Purchase of assets or capital project items that require a purchase order.
- Purchase from vendors which creates a conflict of interest, such as a relative.
- Purchase of personal goods/services.
- Failure to report a lost or stolen card in a timely manner.
- Not performing the cardholder monthly reconciliation in a timely manner.

G. DISCIPLINARY ACTION GUIDELINES FOR PURCHASING CARD MISUSE & PYRAMIDING

The purpose of the Purchasing Card is to expedite small dollar purchases for materials, supplies, and other items needed for daily operations or for travel as authorized in accordance with Board Policy 6.01.

Although budget is ultimately the responsibility of the Principal/Director, the cardholder is given inherent authority to spend budgetary funds when the Principal/Director approves an employee for cardholder privileges. When a cardholder agrees to the Cardholder Acceptance Guidelines and Contract, the employee accepts responsibility for all purchases charged against the card and any liability from abuse or violation of the terms of the agreement, up to and including termination of employment. Disciplinary action will be determined based upon the severity of the non-compliance.

This Purchasing Card Program is designed to empower selected school and department employees to make purchases equal to or less than $1000 per vendor, per day in accordance with District Purchasing Policies, Procedures, and Guidelines or to pay for approved travel expenses.

Pyramiding, or fragmenting, is making a purchase greater than $1,000 and paying for the item(s) in separate payments of less than $1,000 over an interval of time. Individual purchases to any merchant may not exceed $1000 unless prior approval received from Purchasing Department. Intentional fragmenting of a purchase is not allowed based on District Purchasing Policies, Procedures and Guidelines. A purchase order must be issued for purchases for greater than $1,000 unless special approval for p-card payment has been granted from Purchasing.

Notification of Possible Procedure Non-Compliance

The following process has been established for notification of Purchasing Card non-compliance:

1. An e-mail will be sent to the cardholder with the 'Cardholder Notification of Possible P-Card Non-Compliance' Form 2093. This form will notify the cardholder of the possible procedure violation and the necessary documentation required.

2. The cardholder will have 5 business days from the e-mail notification to sign and complete their response to the District P-Card Administration including an electronic signature from their Principal /Director. If cardholder does not provide requested documentation within 5 business days from e-mail notification, their P-Card may be suspended. P-Card suspension will be lifted when adequate documentation is received and/or, if determined necessary, cardholder attends re-training.

3. Original documentation should be kept with the month end p-card reconciliation package.

4. Determination of whether or not there is non-compliance will be made after receipt of adequate documentation.

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5. Upon the second occurrence, notification may be made to the cardholder’s supervisor, Regional / Instructional Superintendent, appropriate Chief, or other appropriate personnel.

6. On the third occurrence, the P-Card may be suspended for the remainder of the fiscal year or terminated indefinitely. Notification may be made to the Regional / Instructional Superintendent, appropriate Chief, or other appropriate personnel.

Note: If the purchase in question was for non-approved or questionable items, the appropriate Chief may be copied on the request for information, as well as the responses received and the action may be forwarded to Professional Standards for possible disciplinary action.

H. Disciplinary Action Guidelines for Non-Compliance of Monthly Scan Requirements

Monthly p-card scan packages are due on the 20th of the month following the end date of the statement (Example: If the statement end date is September 27th, the scans are due no later than October 20th). The following process has been established for p-card scans not received by the deadline:

1. A first e-mail notification will be sent to the P-Card Site Administrator and Principal / Department Head asking for the monthly p-card packages. Valid justification is requested if scans cannot be received by a given extension date.
   
   a. If justification is valid, the P-Card administration may give an additional extension either verbally or in writing. No extensions will be given beyond 60 days without the approval of the Director of Purchasing.

2. If the extension deadline was not met and a valid justification was not given, a second e-mail notification will be sent to the P-Card Site Administrator and the Principal / Department Head with notice that if a third e-mail notification needs to be sent, p-cards may be suspended.
   
   a. The school is responsible for providing a back-up plan in the event the named P-Card Site Administrator is unable to perform the monthly p-card scan.

3. If scans are still not received, p-cards may be suspended. A suspension notification e-mail will be sent to the Purchasing Director, Purchasing Manager, P-Card Site Administrator, Principal / Department Head and Regional / Instructional Superintendent and/or appropriate Chief.

24-14 DISCREPANCY AND DISPUTE PROCEDURES

A. DISCREPANCIES

A discrepancy is any billing difference with a vendor that is unresolved; the majority of discrepancies can be resolved amicably between the cardholder and vendor. See Credits Due, section 24-9.

Tracking a Discrepancy
Cardholder should attempt to resolve the discrepancy with the vendor in a timely manner. Discrepancies should be tracked by listing the item on the Cardholder’s End-of-Cycle Checklist until resolved. If there is no resolution with 45 days of the transaction date, then file a formal dispute.

B. DISPUTES

A dispute is any discrepancy that cannot be resolved between the cardholder and vendor. The District handles disputed transactions through a “pay and confirm” process. In this process, payment of invoice is made promptly, subject to follow-up verification of receipt and acceptance of goods. Bank of America will:

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- Issue temporary credit from the balance due when a dispute is properly initiated and received.
- Resolve most disputes within 30 days and all disputes within 180 days.
- Notify the cardholder in writing of the dispute resolution.

**Filing a Dispute**

A formal dispute must be filed with Bank of America no later than 45 days of the billing close date.

Please complete the Commercial Card Claims Statement of Disputed Item form located on the Purchasing Card Website. The form should be completed and faxed to Bank of America at (888) 678-6046 and a copy sent to the District P-Card Administrator. Print fax confirmation for proof of delivery and attach to dispute form. Include dispute form and confirmation in the monthly scan package.

**C. COMMON CAUSES OF DISPUTES**

- **Items Billed but Not Received.** The most common reason for cardholder disputes involves transactions for items billed but not received. Sometimes the item that you charged may not be received until the next billing cycle. If the item does not arrive by the time the next billing statement is received, the transaction must be formally disputed. Cardholders are requested to wait 30 days prior to disputing non-receipt of billed items. This waiting period eliminates the requirement for cardholders to initiate a formal dispute for purchases that may be received during the next billing cycle.

- **Erroneous Charges.** If a cardholder receives a Monthly Billing Statement that lists an unauthorized or incorrect charge, the cardholder must try to resolve the charge with the vendor. After the cardholder makes a reasonable attempt to resolve the situation with the vendor and the situation cannot be resolved, the transaction must be formally disputed with the bank. Suspected FRAUD is the only exception to this policy.

- **Merchandise Returned.** Your account has been charged for the transaction, but you have documented evidence, such as a credit or refund slip, that the merchandise has since been returned.

- **Defective Items.** If items purchased with the District’s purchasing card are found to be defective, the cardholder must obtain replacement of the item or correction of the defect as soon as possible. If the merchant refuses to replace or correct the faulty item, then the purchase of the item must be formally disputed.

- **Duplicate Charge.** The transaction represents a multiple billing to your account when only one charge from the merchant has been authorized.

**24-15 REPORT PRINTING INSTRUCTIONS**

Monthly PeopleSoft Transaction Reports and Force Post reports are generated and e-mailed to each P-Card Site Admin once District P-Card Administrators finish the end of month close process. If you are not receiving these reports, please contact the District P-Card Administrators via 'Purchasing Card System' e-mail.

Reports can also be generated on-demand: Purchasing>Procurement Cards>Reports. See Job aid for detailed directions.

**24-16 P-CARD REVIEWS**

The District Purchasing card team will:

A. Monitor that monthly reconciliation packages are scanned each month for each active P-Card. Send reminders and temporarily suspend P-Cards, if necessary, to ensure users do not become delinquent completing their monthly reconciliations.

B. Spot check some monthly reconciliation packages for completeness.

C. No less than once each year, ensure that any purchasing card limits above the standard amount are in line with usage.

20 (Revised 12/16)
D. Cancel all P-Card access for cardholders who are terminated or transferred to a different position.

COMMONLY ASKED QUESTIONS & ANSWERS

For what types of purchases should I use the Purchasing Card?

The District's Purchasing Policies, Procedures, and Guidelines govern how you should use the Purchasing Card.

In what ways do I benefit from using the Purchasing Card?

When you use the Purchasing Card, you enjoy reduced paperwork, direct contact with suppliers, quick and efficient order processing, faster delivery, and reduced potential for errors and no out of pocket purchases.

How does the District benefit from the Purchasing Card Program?

When employees use the Purchasing Card, the District achieves greater productivity as a result of reduced paperwork, savings from one consolidated monthly statement with multiple vendor invoices, and greater control over spending.

What should I do if my Purchasing Card is lost, stolen, or missing?

If a Purchasing Card is lost, stolen, or missing during non-business hours, the cardholder must immediately notify Bank of America at 1-888-449-2273. Cardholder must notify P-Card Site Admin as soon as possible during normal business hours. The P-Card Site Admin will notify the District P-Card Admin.

If during normal business hours:
Cardholder should notify the P-Card Site Admin, and if not available, the Principal/Director.

P-Card Site Admin (or the Principal) should immediately notify the District P-Card Administrator at px 48221/48410/47567 or via email at Purchasing Card System.

What do I do if a purchase is denied?

Your purchase may have exceeded the per vendor limit, monthly credit limit, or the District excluded that type of supplier or merchant. Contact the District P-Card Administration to determine the reason.

How is the monthly credit limit on my card determined?

The monthly credit limit is based on the default spending profile identified on the P-Card Application. These limits are set when the card is established on the bank system. The P-Card limit set on the bank system does not change as the available money in your budget changes.

What should I do if I want to change my monthly credit limit?

Your Principal/Director will need to request an increase via e-mail to purchasingcards@palmbeachschools.org. The new limit amount, time frame for increase, and reason for increase should be included in the request. If an increase is needed for a Principal's card, e-mail approval from the Regional / Instructional Superintendent is required. Director's and higher are required to have their supervisor approve of the increased monthly limit.
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**What is the per vendor per day (single transaction) limit on my card?**

All cards are set to $1,000 per vendor, per day limit. The p-card department must be contacted for any approved travel request over $1000.

**What do I do if my purchase is for over $1,000?**

Create a requisition in PeopleSoft for any purchase from a single vendor over $1,000. Do not place order with the P-Card and have the vendor split the charges to the P-Card. This is considered pyramiding which is against P-Card procedures. If you have special circumstances requiring the need use the p-card for a purchase over the $1,000 per vendor, per day limit, email “purchasing card system” for guidance.

**How can I get travel added to my card?**

Your Principal/Director will need to notify the District P-Card Administrators in writing to request that travel be added to your card for a specified time frame.

**Can the P-Card be used to buy Gift Cards?**

The P-Card can be used to buy gift cards for students only. If your total gift card purchase will exceed the $1,000 threshold, please e-mail Purchasing Card System for approval and so credit limits can be adjusted accordingly. Gift cards **cannot** be purchased for staff. Please reference Bulletin PD 17-023 CFO.

**What is my default funding strip and how is it used?**

A default funding strip is identified on the P-Card Application. This should be the funding that will be most frequently used for P-Card transactions. Every transaction that is loaded into PeopleSoft from the bank will post to your budget with the default funding. If the default funding is not appropriate for the transaction it can be changed under the Reconcile Statement page in PeopleSoft. Once funding is changed and budget validation process is run, the default fund will be credited and the new fund will be debited. Internal Accounts (Fund 1801) may not be used as a default fund.

**How do I change my default funding strip?**

Request that your P-Card Site Coordinator send an e-mail to ‘Purchasing Card System’ e-mail requesting that the change be made. Once the change is made, any new transactions loaded from the bank will reflect the new default funding.

**What should I do if a supplier does not accept the Purchasing Card?**

Create a requisition. Also, contact the P-Card Site Admin, who will in turn contact the District’s P-Card Administrator if necessary. The District’s Procurement Card Administrator may work with the bank to solicit the vendor to accept Visa cards.

**Will use of the Purchasing Card affect my credit report?**

No. The Purchasing Card is a corporate liability card, and carries no personal liability for cardholders that use the Purchasing Card according to Bank of America’s policy.

**Whom should I contact to resolve an error or dispute concerning my account?**

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You should first contact the vendor. Most exceptions or issues can be resolved between you and the vendor. If you cannot resolve an issue with the vendor, complete the dispute procedures outlined in section 24-14 B of this policy within 45 days. Your P-Card Site Admin should notify the District P-Card Administrator.

At year-end, which fiscal year will the transaction be charged to?

Transactions which the bank posts by June 27 (not the transaction date) will be charged to the current fiscal year; all transactions posted by the bank after June 27 will be charged to the new fiscal year, even if the transaction date is before June 27.

What do I do if I forget my PIN?

A one time registration at www.bofami.com/globalcardaccess is required for PIN access. If you have registered, just log in, click PIN Check, enter your security code and your PIN will be displayed.

Where can I find job aids for anything p-card related?

Job aids and helpful information can be found on the purchasing website under the p-cards tab:

https://www.palmbeachschools.org/purchasing/bics/purch/pcard/
EXHIBIT#10

PRINCIPAL ROGERS CHRISTMAS DECORATIONS
EXHIBIT#11

FIELD TRIP REQUEST PBSD 1894
THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF ACCOUNTING SERVICES
Field Trip/Activity Planning
Report and Approval Request

Complete this request to receive approval for a field trip or school activity. Review School Board policies.

Field Trip Type: In-State
Fiscal Year: 16/17

School #1411
School: GROVE PARK ELEMENTARY SCHOOL
Grade Level: K-5
Trip Sponsor: WENDY HOLLAND
Phone / PX: 904-7704

Activity or Field Trip:
SCHOOL-WIDE FIELD TRIP, MIAMI ZOO

City: MIAMI
State: FLORIDA
Country: UNITED STATES

Purpose of Activity or Trip:
STANDARDS-BASED, CURRICULUM RELATED FIELD TRIP (SEE BELOW)

Start Date: 5/15/2017 7:30 am
End Date: 5/15/2017 2:30 pm
Request Date: 1/18/2017
Club or Group: GROVE PARK ELEMENTARY SCHOOL

Description of Activity or Trip:
Activity is specifically connected to Grove Park’s SIP, the district’s strategic plan:

Goal 1: IF we provide effective and relevant instruction to meet the needs of all students, THEN we will increase reading on grade level by third grade. Building students' overall schema, background knowledge, and instructional capacity are directly linked to increased reading proficiency. Doing so increases students ability for making connections self to text. See step 10.

Units of study, Standards (this unit expands across grade levels; for the purpose of this email, submitting Third Grade: SC.3.L.15.1)

Estimated Costs and Funding Source

<table>
<thead>
<tr>
<th>Admission</th>
<th>Transportation</th>
<th>Meals</th>
<th>Lodging</th>
<th>Enrichment Activity</th>
<th>Other Fees</th>
<th>Total Est. Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,837</td>
<td>$9,600</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$14,437</td>
</tr>
</tbody>
</table>

Funding Source: Split (Title I/Magnet) 45

Estimated Participants

<table>
<thead>
<tr>
<th># Chaperones</th>
<th>Female</th>
<th>Male</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td># Students Participating</td>
<td>59</td>
<td>20</td>
<td>79</td>
</tr>
<tr>
<td>255</td>
<td>281</td>
<td>536</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Number of Staff

<table>
<thead>
<tr>
<th>Custodians</th>
<th>School Police</th>
<th>Substitute Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Other Staff (specify):
ADMINISTRATION AND OFFICE STAFF

Transportation and Number of Vehicles Required

<table>
<thead>
<tr>
<th>Buses</th>
<th>Cars, Vans</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>0</td>
</tr>
</tbody>
</table>

Other:
CHARTERED BUSES (ACADEMY)

If the following items are required, describe the items and indicate who will provide them.

Equipment: RAG LUNCHES, ICE CHESTS
Clean-up: CUSTODIAL
Meals/snacks: SCHOOL LUNCH

FBSID 1894 (Rev. 8/24/2016) Record Copy - Principal or Instructional Area Office (as appropriate)
Itinerary

Provide a complete detailed itinerary including times and location. Use approximate time if unsure of exact time. List all probable stops including meals. For example, “At 8:00 A.M. bus leaves school parking lot; two hour travel time on bus, no stops; 10:00 A.M. bus arrives Disney World.” Approval will be based upon this sequential schedule. There can be no additional stops added without prior approval unless an emergency occurs. Parents must be aware of this schedule when their permission is obtained. Attach additional pages if needed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/15/2017</td>
<td>7:45 am</td>
<td>End Breakfast</td>
</tr>
<tr>
<td></td>
<td>8:00 am</td>
<td>Load Buses, Attendance Rosters (Bus Captains and Teachers)</td>
</tr>
<tr>
<td></td>
<td>9:30 am</td>
<td>Arrival, Zoo; Supervised (Chaperoned) Tours Begin</td>
</tr>
<tr>
<td></td>
<td>11:00 am</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>11:30 am</td>
<td>Tours, Continuation</td>
</tr>
<tr>
<td></td>
<td>12:45 pm</td>
<td>Tours Conclude</td>
</tr>
<tr>
<td></td>
<td>12:55 pm</td>
<td>Load Buses, Attendance Rosters, Bus Captains and Teachers</td>
</tr>
<tr>
<td></td>
<td>1:00 pm</td>
<td>Attendance Verification, Administration</td>
</tr>
<tr>
<td>5/15/2017</td>
<td>2:30 pm</td>
<td>Return, to Grove Park, School Dismissal</td>
</tr>
</tbody>
</table>
Notes

Funding
No penalty of any type will be imposed against the student based upon a failure to pay. No student shall be denied the right to participate for failure to pay. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity.

Chaperones
All groups going on field trips are required to have sufficient chaperones to ensure each student's safety and to meet the student's personal health and security needs. All chaperones must have a completed and approved School Volunteer On-Line Application on record at the school prior to the event (see the School Volunteer Coordinator). Provide a description of circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. (EXAMPLE: When students are on the rides at Disney World they will be treated and will be subject to the same level of supervision by the Disney World staff as any other visitor.) If this request is approved provide a list of all chaperones and their telephone numbers to the principal. Chaperones should be advised that they have the authority to direct students to stop any activity the chaperone deems unsafe or unreasonable. If students refuse to discontinue the activity, the chaperone should report the incident to the teacher/administrator immediately.

Transportation
Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and upon request to the parents/guardians of the student traveling in the vehicle. Volunteer drivers are required to carry minimum insurance requirements as specified by Fla. Stat. 627.736. All volunteer drivers must have a completed and approved School Volunteer On-Line Application on record at the school prior to the event (see the School Volunteer Coordinator). The school must obtain a copy of each driver’s auto insurance card and license before the event.

I have completed the eLearning on field trips.

☐ Yes  ☐ No

Jo Anne Rogers (DD Eisenhower ES)
1/18/2017, 3:42:56 PM

Camille Coleman
1/18/2017, 5:27:41 PM

Camille Coleman
1/18/2017, 5:27:32 PM
EXHIBIT #12
SCHOOL BOARD POLICY 2.40 FIELD TRIP
DISCLAIMER: You have reached an old page that may be out of date.
The School Board Policies have moved to:
www.BoardDocs.com/FL/PalmBeach/Board.nsf/Public

RULES OF THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

Title 6G50
Chapter 2. General Administration
Section 2.40

Policy 2.40 Field Trips

1. Purpose. The purpose of this policy is to set forth standards relating to school sponsored field trips. This policy addresses limitations for scheduling field trips and the procedures for obtaining School District approval, parental permission and approval of chaperones as well as provisions for students' safety, security procedures and transportation alternatives and conditions. Moreover, the policy distinguishes school trips from non-school sponsored trips.

2. Limitation of Field Trips
   a. Students making up the membership of a course of instruction, group of such courses, school organization, school extracurricular activity, or affiliated school organization, shall be permitted to take trips which enhance learning.
   b. Field trips in or out of the county should not negatively impact the student's regular instructional program.

3. Approval of Field Trips
   a. PBSO 1894, the Field Trip/Activity Planning Report and Approval Request must be completed and approved for each field trip. No money is to be raised, plans for trips made, or contracts signed until proper approval has been received. All field trips shall be recorded on the school's calendar with the required documents on file at the site.
   b. In-county field trips - All in-county field trips require the principal's approval.
   c. Out-of-county field trips - Groups planning a trip that will take the group beyond the boundaries of Palm Beach County must obtain approval of the principal, and the area superintendent or designee.
   d. Out-of-state field trips - Groups planning a trip that will take the group beyond the boundaries of Florida must obtain approval of the principal, the area superintendent or designee, Chief Academic Officer, Chief Operating Officer or Chief of Staff.
   e. Out-of-country or overseas trips - Groups planning a trip to a foreign country or any overseas location must obtain prior approval of the principal, superintendent and school board.
      i. The principal will ensure that at the time the trip is planned there are no travel restrictions or concerns in the area to be visited.
      ii. Immediately prior to departure of the students, the principal will review the State Department website for the alerts on unsafe travel conditions.
      iii. Further, foreign travel activities must include trip cancellation/interruption insurance which will become effective should circumstances warrant School Board action to cancel or interrupt the trip due to activities in the area.

4. Safety and Security of Students for School Sponsored Field Trips
   a. Principals shall ensure that all groups going on field trips have sufficient chaperones to monitor each student and to address the student's personal health and security needs.
b. Chaperones shall be notified by the school that they are required to adhere to all rules that are followed by School Board employees at all times on the trip and be provided, at a minimum, a brief training session as to their authority. Once approved as a chaperone, the person must register online as a volunteer, (unless the person has already registered as a volunteer for that school year), to ensure clearance prior to the trip pursuant to the District’s procedures. A field trip activity roster, PBSD Form 2149 must be completed. Field trips shall not be authorized unless each student authorized to attend has the maturity and the skills necessary to participate safely and meaningfully in the activity. Only school-approved persons, including but not limited to students, school staff, parents or other persons assisting a particular student(s), and approved chaperones are allowed to travel with the field trip. Withholding of approval may be based on safety considerations, good cause factors, but must be compliant with sub-paragraph 4(c) below.

c. ESE and 504 Accommodations

i. Principals shall make reasonable provisions for ESE students and students with disabilities to participate in field trip activities. Federal and State law guarantees that each student with a disability must have an equal opportunity to participate in all extra-curricular activities, including field trips, assuming the student is otherwise qualified to participate.

ii. At the time the principal requests transportation services, on the appropriate Mainframe CICS TR71 panel, prior to the field trip, which shall occur as per Policy 2.404 at least two weeks prior to the day of the trip, the principal shall have determined if any of the students to be transported have special transportation needs or accommodations, as specified in their current individualized education program (IEP) or Section 504 Plan. As examples, students may need a specially adapted bus to safely transport a wheelchair, special restraint harness, preferential seating, or have diet restrictions.

iii. The principal shall communicate any student’s identified special transportation needs or accommodations to the District’s Transportation Department on the appropriate Mainframe CICS TR71 panel and ensure that appropriate transportation will be available to serve each student scheduled to travel on the field trip.

iv. The principal shall also communicate on the appropriate Mainframe CICS TR71 panel to the District’s ESE Department the funding request to meet any student’s identified special transportation needs or accommodations, and the funding must be approved by the ESE Director/designee.

v. Before the field trip commences, the bus driver(s) must receive a copy of any special service or accommodations the driver(s) is responsible for implementing. The school must ensure the bus driver understands the special service or accommodations and is capable of implementing them. The school must obtain a signed release of information form from the parents prior to the school sharing any disability information with the bus driver(s).

d. Health, safety or security problems which arise as a result of a field trip shall be reported immediately to the Principal. If there is an accident, the principal/designee shall immediately complete a Student/Visitor Accident Report (PBSD 0335). This includes identifying any witnesses and identifying and preserving any other pertinent information and may include obtaining and/or taking photographs, if possible. For any accidents where injury results in medical care at a hospital or by a physician, the principal/designee shall promptly submit this report to the Risk Management Department. The principal will report these problems to the Area Superintendent. The District’s Third Party Administrator department shall conduct an immediate and thorough investigation of catastrophic occurrences and for other accidents will conduct the investigation when a notice of claim is made.

e. Students may be transported to and from field trips in a school bus, whenever practical, or other vehicles, such as chartered buses and public transportation, to the extent authorized by Fla. Stat. § 1006.22.

f. Students may also be transported in School District passenger cars or multipurpose passenger vehicles or trucks if this motor vehicle is designed to transport fewer than ten (10) persons which meet all federal motor vehicle safety standards for passenger cars and the standards within Fla. Stat. § 1006.22. Students must be transported in designated seating positions and must use the occupant crash protection systems provided by the manufacturer unless the student’s physical condition prohibits such use. The School Board’s tort liability for use of motor vehicles owned, maintained, operated or used by the School District is governed by the provisions within Fla. Stat. § 1006.24 (1). Violations of sub-paragraphs (4)(e) or (f) of this Policy may subject an employee to disciplinary action.

g. Students may be transported to and from field trips in privately owned motor vehicles on a case by case basis as allowed only in the circumstances described within Fla. Stat. § 1006.22 (2). This method of transportation would be allowed if transportation is not available, as a practical matter, using a school bus or School District passenger car. Parents shall be notified in advance of and consent in writing to the intended use of a private
vehicle. Volunteer drivers must complete and execute PBSD 2362 and carry the required insurance. This motor vehicle must be designed to transport fewer than ten (10) persons which meet all federal motor vehicle safety standards for passenger cars and the standards within Fla. Stat. § 1006.22. Students must be transported in designated seating positions and must use the occupant crash protection systems provided by the manufacturer unless the student's physical condition prohibits such use. Tort liability for use of private motor vehicles approved for use on field trips is governed by the provisions within Fla. Stat. § 1006.24 (1) and 1006.22 (3).

h. Notwithstanding the transportation provisions stated above in sub-paragraphs 4 (e), (f), and (g), in an emergency situation constituting an imminent threat to the student's health or safety, school personnel may take whatever steps are necessary under the circumstances to protect the student's health and safety.

5. Parent/Guardian/Emancipated Student Permission and Consent Forms

a. A student's parent or Guardian or an Emancipated Student shall be notified prior to any trip that the trip is contemplated. The notice shall give the place to be visited, the date, the time of departure and the estimated time of return to the school. A field trip permission form, PBSD 0755, covering each student must be signed by the parent(s)/guardian covering each student, although if the student is emancipated as defined within School Board Policy 5.072, the student's signature shall be required and alone is sufficient.

b. If in an unusual circumstance a parent/guardian requests to take the student to the location of the field trip or to return the student from a field trip, it is within the principal's discretion, based on safety and disruption factors and the location(s), of the trip, whether to grant permission to the parent/guardian's request. If permission is granted, it is contingent on the parent/guardian signing and agreeing to the terms within the consent and release form to the School District as provided in PBSD 2360.

6. Financing Field Trips

All Arrangements for payment of expenses incurred by individual students, student groups and their chaperones on school related trips shall be the responsibility of the appropriate personnel in the involved school. All such arrangements shall have prior approval of the school principal and others as may be required under appropriate policy. Payments for field trips may include funds from fundraising (pursuant to School Board Policy 2.16) and shall be in compliance with School Board Policy 2.21.

7. Non-school sponsored trips

Chaperones/organizers of trips by groups of students planning to travel under the auspices of an individual or non-school agency must advise parents/guardians and emancipated students in writing that the travel is neither authorized nor sponsored by the school.

Principals should not permit recruiting of student travelers, or planning activities during regular school hours. School employees, acting as individuals, may be permitted to meet prospective student travelers during non-school hours on school premises by following the regular procedures for lease of facilities by outside agencies.

Under no circumstances may school activity accounts (internal accounts) be used as a depository/disbursement source for funds for non-school sponsored trips.

8. Forms

All forms mentioned within this Policy are incorporated herein by reference as part of this Policy and can be found on the District website for forms at: http://www.palmbeachschools.org/forms/.

STATUTORY AUTHORITY:        Fla. Stat. §§ 1001.32 (2); 1001.41 (2); 1001.42 (26); 1001.43 (1)

LAWS IMPLEMENTED:            Fla. Stat. §§ 1001.32 (2); 1001.42 (8), (10) & (12); 1001.43 (1), (3) & (5); 1006.22

HISTORY:                    6/12/74; 7/18/79; 7/21/82; 1/22/92; 7/7/2010
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LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32 (2); 1001.42 (8), (10) & (12); 1001.43 (1), (3) & (5); 1006.22

HISTORY: 6/12/74; 7/18/79; 7/21/82; 1/22/92; 7/7/2010
EXHIBIT #13
FIELD TRIP APPROVAL (EMAIL 12-08-2016)
FEDERAL & STATE PROGRAM SPECIALIST
TANGELA STEELE
Curriculum Field Trip Approval

Tangela Steele <tangela.steele@palmbeachschools.org>  
To: "Jo Anne Rogers (DD Eisenhower ES)" <joanne.rogers@palmbeachschools.org>  
Cc: Amy Barningham <amy.barningham@palmbeachschools.org>

Thu, Dec 8, 2016 at 10:07 AM

Good Morning,

Congratulations! Your trip to the Miami Zoo is approved! Title I funds may cover the cost of transportation and admissions. All other miscellaneous expenses (i.e., lunch) is not allowed. Please provide a brief email explaining the rationales for the trip and its timing. I’m sure this trip will prove beneficial in allowing students to connect their learning to real life.

Thanks!

--

Tangela Steele, CPA  
School District of Palm Beach County  
Specialist  
Federal & State Programs  
3346 Forest Hill Blvd. Suite C-210  
West Palm Beach, FL 33414  
Office: (561) 649-6688 PX: 46868  
Cell: (561) 628-2605  
tangela.steele@palmbeachschools.org
Curriculum Field Trip Approval

To: Tanglea Steele <tanglea.steele@palmbeachschools.org>
Cc: Amy Birmingham <amy.birmingham@palmbeachschools.org>

Good Morning Mrs. Steele,

Thank you for your support to Grove Park Elementary School. We appreciate the assistance of Title I and what this means for the students and community. Please see below for the curriculum related field trip requested to the Miami Zoo:

- Activity is specifically connected to Grove Park's SIP, the district’s strategic plan:

  Goal 1: IF we provide effective and relevant instruction to meet the needs of all students, THEN we will increase reading on grade level by third grade.

  Building students’ overall schema, background knowledge, and instructional capacity are directly linked to increased reading proficiency. Doing so increases students ability for making connections well to text. See step 10.

  I have also attached supporting documents for integrating literacy into content areas, such as in this case, science and social studies.

  Units of study, Standards (this unit expands across grade levels; for the purpose of this email, submitting Third Grade:

  - SC.3.L.15.1

  Classify animals into major groups (Mammals, birds, reptiles, amphibians, fish, arthropods)

  Vertebrates vs. invertebrates

  Physical Characteristics and Behaviors

  Subject Area: Science

  Body of Knowledge: Life Science

  Grade: 3

  Big Idea: Diversity and Evolution of Living Organisms -

  A. Earth is home to a great diversity of living things, but changes in the environment can affect their survival.

  B. Individuals of the same kind often differ in their characteristics and sometimes these differences give individuals an advantage in surviving and reproducing.

  Timing:

  - May 15th, 2017

Request specifically supports student achievement timeline for this Unit of Study (teaching the units), and state assessment noninterference. Units of study will occur February - April.

Please let me know if additional information is required.

Jo Anne Rogers, Principal
Grove Park Elementary School

Please Follow Us on Twitter, @gpespbc

3 attachments

1) SIP Goal 1_Barrier_Strategies.docx
258K

2) SIP Strategies and Steps_Continued.docx
223K

3) Tips-Resources-Supporting-Literacy.pdf
238K

https://mail.google.com/mail/u/0?ui=2&ik=69dd152d8d&view=pt&miag=156edf023b6b1c0c2&q=tanglea.steele%40palmbeachschools.org&qs=true&search=quer...
EXHIBIT#14
GROVE PARK ELEMENTARY
DADE COUNTY ZOO PICTURE
Grove Park Elementary Students Cap Year's Lessons with Trip to Zoo Miami

By Julie Houston Tristie | June 8, 2017

Grove Park Elementary School capped up the end of the year and their first year as an International Baccalaureate School by sending the entire school to Zoo Miami for a field trip to wrap up the students' Sharing the Planet unit that included the students researching and studying various animals, creating Paper Slide videos and presentations on the iPads – that the students received as part of the MSAP grant. The zoo trip was a first for many of the children.

"Being an I.B. PYP (Primary Years Programme) school truly prepares students for the intellectual challenges of further education and their future careers, focusing on the development of the whole child as an inquirer, both in the classroom and in the world outside," said Nicole Black, the Single School Culture Coordinator for the school.

Grove Park Elementary School is one of five District schools that are still accepting applications for enrollment into their MSAP grant-funded programs, including two I.B. elementary schools, an I.B. middle school and one I.B. middle school adding STEM (Science, Technology, Engineering, Arts and Math) curriculum. For more information on the MSAP program and how to apply, click here.

Grove Park Roaring at Miami Zoo
EXHIBIT#15

TOYS-FOR-TOTS’ TOYS STORED INSIDE TV STUDIO CLOSET & TOYS GIVEN TO STUDENTS DURING AN ASSEMBLY
Grove Park ES @GPESpbc · 12/15/16
Student Celebrations!
Perfect Attendance
Academics, Most Improved
Grove Park Behavior
EXHIBIT#16
TOYS-FOR-TOTS’ TOYS STORED INSIDE TV STUDIO CLOSET
EXHIBIT#17
Principal Jo Anne Rogers Email Response to IG#17-623 Report
Robert Sheppard <robert.sheppard@palmbeachschools.org>  
To: Jo Anne Rogers <joanne.rogers@palmbeachschools.org>  
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>  

Tue, Jul 18, 2017 at 3:05 PM

Mr. Sheppard:

Thanks for this information. I appreciate it.

Please accept this email to document my disagreement and/or to provide clarity on three issues:

1. Gift, Mrs. Marzella Mitchell, Assistant Principal, from Saks Fifth Avenue, a pair of shoes- I DID NOT use the school's p-card for the purchase of shoes for Marzella Mitchell, at all.
2.) I followed what I understood to be district guidelines and protocol for making this purchase, which to my understanding, gifts can not exceed $100. The total amount was approximately $185.00. Only $100 of admin courtesy (or rental) were used towards this purchase, which was a check requisition, not a p-card. The remaining amount for covering this purchase were my own personal funds. My confusion (I now understand) was value vs. amount. Again, this is my error. I’ve done similar transitions at three prior schools. These transactions were never listed as an audit finding and so therefore, I thought I acted within compliance. With 28 years experience, 18 as principal, I would never knowingly violate SDPBC policy, ever.

3.) This gift to Mrs. Mitchell was academic recognition in nature and is indeed listed on the Check Requisition, preparations made for Grove Park’s Instructional Review. This reason was written (listed) at the exact time the requisition was submitted (processed) as how all requisitions are handled. Was it an oversight (perhaps) on your department’s behalf that this exact reason was not seen on the requisition on file? It’s listed, Providing reason for the purchase is provided and was provided timely as the requisition was submitted, documenting my actions for compliance and regard for policy.

Regarding Toys for Tots -
There is no way possible, on the last day before Winter Break, with the assistant principal being the only administrator on campus left to handle two different day-time programs, that Toys-for-Tots could have been distributed. I was on personal leave not even in the state of Florida - but yet is accused of taking toys for personal use. There were not enough toys for every student. There was no time within that day, December 22, 2017, to conduct mass distribution. The toys were distributed at times during the year for academic recognition. No staff member received toys that I knew about, ever, for personal reasons.

Lunch for Staff -
Yes, I have purchased lunch for office, administrative, resource, custodial staff, etc. throughout the year, to recognize academic initiatives and hard work.

Upon my arrival July 2016, Grove Park was a complete dump and then some. The people listed below have repeatedly sacrificed their time, personal resources, weekends and holidays to bring this school up:
- Marzella Mitchell
- Cheryl Chaney
- Jamie Vandergast
- Nicole Black
- Jason Overbaugh
- Brandon Velasquez foreperson, and entire custodial staff
- others

This staff deserves much more than the couple of lunches purchased here and there throughout the year. They’ve given up so much providing for Grove Park students only to become targets of personal attack. I do not regret my actions and stand behind them completely.

I am on personal leave, but can be reached by email or cell phone. I just had major surgery. I am happy to bring these issues to conclusion. Again, thank you for your time through the process.

Gratefully,

[Quoted text hidden]

--
Jo Anne Rogers, Principal
Grove Park Elementary School

Please Follow Us on Twitter, @gpespbc
We were not informed of the policy or preferred practice nor was it feasible based on the timeframe of delivery and staff available. This is not a neglect of district funds nor was it used for personal gain. What is substantiated? Is it substantiated that toys for tots wanted the toys given out to kids at Xmas? It may be, but this is not a violation of anything. In addition, there were not enough toys for all kids in the school.

Immediately returning from Winter Break, under my leadership fostering a focus on Student Achievement, we went directly into test mode, iReady Diagnostics, for an entire school. Stakes for Grove Park were the highest, even on the state level. Although I would never intentionally or knowingly violate intent of a donor, as the lowest F school in PBC, our complete focus was moving the school academically. It was tunnel vision. Toys didn't cross my mind returning from the break.

[Quoted text hidden]

[Quoted text hidden]

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>  
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>  
Cc: Camille Coleman <camille.cooleman@palmbeachschools.org>

Thu, Jul 20, 2017 at 7:07 AM

Good Morning Mr. Sheppard:

This email concerns the allegation, my use of Safety Patrol Funds. Although this allegation is listed unfounded, I want the record to reflect the following:

(I personally raised money for student safety patrols, in advocacy that more students travel to historic DC)

No significant fundraisers were initiated by our two Safety Patrol sponsors for maximizing student participation to Washington DC trip. On behalf of GP students, I enlisted donations from "private" donors beginning in November 2016. I've cut/pasted those emails at the bottom.

As a result, four (4) additional students attended the D.C. trip based on private donations received. Even with funds now "available" for additional students to attend, one GP sponsor opposed. He expressed concern about "timing" and the task of redoing the student roster required by Area Office. Earlier in the year, this sponsor emailed me asking me who gave me authority to advocate for students attending the trip. I felt his email was outrageous in nature, and included undertones for starting trouble. These donations are documented and were deposited directly into the student safety patrol account.

This allegation is a direct untruth, quite the opposite of my actions taken on behalf of the GP students.

November 2016 email...Hello Friends of Grove Park Elementary:  Draft

Please email me if you'd like to sponsor a student or make a "contribution towards" Grove Park's Student Safety Patrol trip to D.C. I've got 10 outstanding, very deserving students who would love to attend but parents can't afford. I'm advocating on their behalf. We know what a memorable opportunity this is for fifth graders!

The cost is $929
Our trip is in May, after testing.

Thank you for your consideration and thanks for supporting Grove Park, overall. We have great kids.

Jo Anne
:

April 2017 email...Hi (sorry for this kind of email first thing in morning lol)

I've got a 5th grade student, whose parent was laid off this year - trying to get her on Grove Park's Student Safety Patrol Trip - -

Please allow me to be blunt, last minute, but it would be meaningful to send this student - need $800 (today, luv you...) Would you consider making a donation towards, please? Doesn't matter the amount. Would be grateful.

This kid has done well academically and has served the school so responsibly this year. I'd love to see her attend. Our trip is May 18th.

Please email or text me
561-602-3316

https://mail.google.com/mail/u/0/?ui=2&ik=5307f2628e&jk=HFkDdbXmXEw.en&view=pt&search=inbox&th=15d655c6e04c517c&sim=15d6562596f2...
Anne Rogers <joanne.rogers@palmbeachschools.org>  
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>  
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>  

Fri, Jul 21, 2017 at 9:35 AM

Good Morning Mr. Sheppard:

 Corrections to errors found in this report:

Page 4,  
Paragraph 1  
(Reference to storage areas cleaned out since Rogers' arrival and molded papers being removed)

Correction: Among items removed were ruined "school supplies" stored in closets filled with mold and thick layers of dust. School supplies were covered with dust and mold, in my opinion, presented health hazard. I wondered why staff would think it was appropriate to distribute unsuitable items to students. I observed staff distributing moldy supplies as a regular practice. Moreover, our district was in process to determine if that flooring was asbestos type. A picture of this closet and its contents were provided. Since then, our district has replaced the floors, cleaned the walls removing the mold and dust, as well as shelving. This was a very lengthy and time-consuming process, especially considering every closet in the school was in this condition.

Paragraph 4  
(Reference, Rogers' interview asking if Rogers had purchased "tennis" shoes...)  
In the interview I was asked if I had purchased "tennis shoes." I replied no.

Correction: Please be advised that several staff members, including the assistant principal and I, had purchased "the exact" tennis shoes for the Miami Zoo field trip. Since people around school were talking about that, I thought the question was directly related these "tennis shoes."

In an email provided to OIG, I clarified that while I had not purchased "tennis shoes," there were times during the year items were purchased for staff, including the AP, but not with P-card, and that these purchases were always connected to academic work and recognition. Documentation was always provided.

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(Reference to Christmas trees...)

Correction  
- The donated Christmas tree was "not already on campus." This was a boxed tree, donated by a parent much later in the holiday season. The tree had no ornaments, etc. and was stored in the treasurer's office.
- The principal not only wanted the students to see a Christmas Tree with lights, but made it a practice touring students through the front office during lunch periods to see holiday displays but also to alleviate lunch room over-crowding and noise.

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Correction: In the context of curriculum-based field trips connected to a school's SIP (like GP's approved field trip to the Miami Zoo), I referenced similar trips coordinated at previous schools I was principal, including:  
- Barack Obama Presidential Inauguration, Roosevelt Middle  
- Lion Country Safari, Lincoln Elementary  
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I contacted the district on my second and third day arrival on campus, not a week later.

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Question, Possible Correction: I don't recall a "female youth jacket" included on this check requisition. I would like to review this file for recall, making this determination. Files are currently with OIG.

[Quoted text hidden]
7-623 Grove Park Elementary
5 messages

scanning@palmbeachschools.org <scanning@palmbeachschools.org>  
Reply-To: scanning@palmbeachschools.org  
To: scanning@palmbeachschools.org

Reply to: Robert Sheppard Jr. <robert.sheppard@palmbeachschools.org>
Device Name: Not Set
Device Model: MX-M565N
Location: Not Set

File Format: PDF (Medium)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.
Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.
Adobe(R)Reader(R) can be downloaded from the following URL:
Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe
Systems Incorporated in the United States and other countries.

http://www.adobe.com/

scanning@palmbeachschools.org_20170718_094054.pdf
21206K

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

See attach -

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org
[Quoted text hidden]

scanning@palmbeachschools.org_20170718_094054.pdf
21206K

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To: Robert Sheppard <robert.sheppard@palmbeachschools.org>
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>

Mr. Sheppard:

Thanks for this information. I appreciate it.

Please accept this email to document my disagreement and/or to provide clarity on three issues:

Gift, Mrs. Marzella Mitchell, Assistant Principal, from Saks Fifth Avenue, a pair of shoes-
1.) I DID NOT use the school's p-card for the purchase of shoes for Marzella Mitchell, at all.

https://mail.google.com/mail/u/0?ui=2&ik=5307f2628e&jsver=VK6E82h7KU4.en.&view=pt&search=inbox&h=15d5f1fa6d6a08e&siml=15d562596f2c...

Tue, Jul 18, 2017 at 11:05 AM

Tue, Jul 18, 2017 at 3:05 PM

EXHIBIT 1A
2.) I followed what I understood to be district guidelines and protocol for making this purchase, which to my understanding, gifts can not exceed $100. The total amount was approximately $185.00. Only $100 of admin courtesy (or rental) were used towards this purchase, which was a check requisition, not a p-card. The remaining amount for covering this purchase were my own personal funds. My confusion (I now understand) was value vs. amount. Again, this is my error. I've done similar transitions at three prior schools. These transactions were never listed as an audit finding and so therefore, I thought I acted within compliance. With 28 years experience, 18 as principal, I would never knowingly violate SDPBC policy, ever.

3.) This gift to Mrs. Mitchell was academic recognition in nature and is indeed listed on the Check Requisition, preparations made for Grove Park's Instructional Review. This reason was written (listed) at the exact time the requisition was submitted (processed) as how all requisitions are handled. Was it an oversight (perhaps) on your department's behalf that this exact reason was not seen on the requisition on file? It's listed. Providing reason for the purchase is provided and was provided timely as the requisition was submitted, documenting my actions for compliance and regard for policy.

Regarding Toys for Tots -
There is no way possible, on the last day before Winter Break, with the assistant principal being the only administrator on campus left to handle two different day-time programs, that Toys-for-Tots could have been distributed. I was on personal leave not even in the state of Florida - but yet is accused of taking toys for personal use. There were not enough toys for every student. There was no time within that day, December 22, 2017, to conduct mass distribution. The toys were distributed at times during the year for academic recognition. No staff member received toys that I knew about, ever, for personal reasons.

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Gratefully,

[Quoted text hidden]

Jo Anne Rogers, Principal
Grove Park Elementary School

Please Follow Us on Twitter, @gpespbc

---

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>  
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>  
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>  

Mr. Sheppard:

Additional response regarding the Toys-for-Tots issue:

Toys-for-Tots initiatives and dates for receiving and distributing is not District policy but rather a preferred practice.
We were not informed of the policy or preferred practice nor was it feasible based on the timeframe of delivery and staff available. This is not a neglect of district funds nor was it used for personal gain. What is substantiated? Is it substantiated that toys for tots wanted the toys given out to kids at Xmas? It may be, but this is not a violation of anything. In addition, there were not enough toys for all kids in the school.

Immediately returning from Winter Break, under my leadership fostering a focus on Student Achievement, we went directly into test mode, iReady Diagnostics, for an entire school. Stakes for Grove Park were the highest, even on the state level. Although I would never intentionally or knowingly violate intent of a donor, as the lowest F school in PBC, our complete focus was moving the school academically. It was tunnel vision. Toys didn’t cross my mind returning from the break.

[Quoted text hidden]

[Quoted text hidden]

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>  Thu, Jul 20, 2017 at 7:07 AM
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>

Good Morning Mr. Sheppard:

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(I personally raised money for student safety patrols, in advocacy that more students travel to historic DC)

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The cost is $929
Our trip is in May, after testing.

Thank you for your consideration and thanks for supporting Grove Park, overall. We have great kids.

Jo Anne

:)  

April 2017 email...Hi (sorry for this kind of email first thing in morning lol)

I've got a 5th grade student, whose parent was laid off this year - trying to get her on Grove Park's Student Safety Patrol Trip - -

Please allow me to be blunt, last minute, but it would be meaningful to send this student - need $800 (today, luv you,...) Would you consider making a donation towards, please? Doesn't matter the amount. Would be grateful.

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https://mail.google.com/mail/u/0?ui=2&ik=5307f2628e&jave=VK6E02h7KU4.en&view=pl&search=inbox&th=15d5fa1a6d6a08e&slb=15d582596f2c...
Consolidated Document, Letter Response, IG#17-623
1 message

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>, Camille Coleman <camille.coleman@palmbeachschools.org>

attachment

Thanks,

--

Jo Anne Rogers, Principal
Grove Park Elementary School

Please Follow Us on Twitter, @gpespbc

2 attachments

- IGO.docx
  29K

- signed.pdf
  1165K
August 7, 2017

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Email: Robert.Sheppard@palmbeachschools.org

Lung Chiu, Inspector General

Dear Mr. Chiu:

Although I have responded through several emails with my disagreement with finding #2 and #3, Case 17-623, wanted to forward this information through letter format, providing one document for your review and reference.

Finding, #2

Gift, Mrs. Marzella Mitchell, Assistant Principal, from Saks Fifth Avenue, a pair of shoes-

1.) I DID NOT use the school’s p-card for the purchase of shoes for Marzella Mitchell, at all;
2.) I followed what I understood to be district guidelines and protocol for making this purchase, which to my understanding, gifts could not exceed $100. The total amount was approximately $185.00. Only $100 of admin courtesy (or rental) were used towards this purchase, which was a check requisition, not a p-card.

The remaining amount for covering this purchase were use of personal funds. My confusion (I now understand) was value vs. amount. Again, this is my error. I’ve done similar transitions at three prior schools. These transactions were never listed as an audit finding and so therefore, I thought I acted within compliance. With 28-years of experience (18 as principal), I would never knowingly violate SDPBC policy, ever.

3.) This gift to Mrs. Mitchell was academic recognition in nature and is indeed listed on the Check Requisition, preparations made for Grove Park’s Instructional Review. This reason was written (listed) at the exact time the requisition was submitted (processed) as how all requisitions are handled. Was it an oversight (perhaps) on your department’s behalf that this exact reason was not seen on the requisition on file? It’s listed. Providing reason for the purchase is provided, and was provided timely, at the exact time the requisition was submitted, documenting my actions for compliance and regard for policy.

In addition, an attachment is provided with the requisition – the Instruction Review agenda. These documents are still in possession of your office and can be located within the requisition files.

In addition, how would Marzella Mitchell know the value of a gift given to her?
Finding, #3, Toys-For-Tots

1.) There is no way possible, on the last day before Winter Break, with the assistant principal being the only administrator on campus left to handle two different day-time programs, that Toys-for-Tots could have been distributed. I was on personal leave not even in the state of Florida - but yet is accused of taking toys for personal use. There were not enough toys for every student. There was no time within that day, December 22, 2017, to conduct mass distribution. The toys were distributed at times during the year for academic recognition. No staff member received toys that I knew about, ever, for personal reasons.

2.) Toys-for-Tots initiatives and dates for receiving and distributing is not District policy but rather a preferred practice.

We were not informed of the policy or preferred practice nor was it feasible based on the timeframe of delivery and staff available. This is not a neglect of district funds nor was it used for personal gain. What is substantiated? Is it substantiated that toys for tots wanted the toys given out to kids at Xmas? It may be, but this is not a violation of anything. In addition, there were not enough toys for all kids in the school.

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OTHER CORRECTIONS, THROUGHOUT DOCUMENT:
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(Reference to storage areas cleaned out since Rogers’ arrival and molded papers being removed)
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In an email provided to OIG, I clarified that while I had not purchased “tennis shoes,” there were times during the year items were purchased for staff, including the AP, but not with a P-card, and that these purchases were always connected to academic work and recognition. Documentation was always provided.
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(Reference to Christmas trees...)

Correction:
- The donated Christmas tree was "not already on campus." This was a boxed tree, donated by a parent much later in the holiday season. The tree had no ornaments, etc. and was stored in the treasurer's office. (Picture of this donated tree was emailed to Mr. Sheppard August 3, 2017)
- The principal not only wanted the students to see a Christmas Tree with lights, but made it a practice touring students through the front office during lunch periods to see holiday displays, but also to alleviate lunch room over-crowding and noise.

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(Reference to items purchased that included a female youth jacket)

Question, Possible Correction: I don't recall a "female youth jacket" included on this check requisition. I would like to review this file for recall, making this determination. Files are currently with OIG.

I've had major surgery July 12, 2017, and was unexpectedly readmitted a second time. Please accept the timing of this document. Again, this information was emailed to Mr. Sheppard in separate covers, but wanted to provide one document for easy reference. Feel free to contact me for further information.

Sincerely,
Jo Anne Rogers, Principal
Grove Park Elementary School
August 7, 2017

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
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(Reference to Title I funds used for Grove Park K-5 Students to Lion Country Safari, Miami Zoo...)
Correction: In the context of curriculum-based field trips connected to a school’s SIP (like GP’s approved field trip to the Miami Zoo), I referenced similar trips coordinated at previous schools I was principal, including:
- Barack Obama Presidential Inauguration, Roosevelt Middle
- Lion Country Safari, Lincoln Elementary
- Miami Sea Aquarium, Northmore Elementary
All were curriculum-based, Title I approved activities. Lion Country Safari was Lincoln, not GP.

Page 7,
Top Paragraph
(Reference to gift card purchases for students)
Correction:
For the 2017 5th Grade promotional ceremony, gift cards were purchased for twelve 5th Graders for academic recognition (not 12th graders). Documentation is on file

Second to Last Paragraph
(Reference to date Rogers emailed district staff reporting condition of GP)
Correction:
I contacted the district on my second and third day arrival on campus, not a week later.

Page 17, October 2
(Reference to items purchased that included a female youth jacket)
Question, Possible Correction: I don’t recall a "female youth jacket" included on this check requisition. I would like to review this file for recall, making this determination. Files are currently with OIG.

I've had major surgery July 12, 2017, and was unexpectedly readmitted a second time. Please accept the timing of this document. Again, this information was emailed to Mr. Sheppard in separate covers, but wanted to provide one document for easy reference. Feel free to contact me for further information.

Sincerely,
Jo Anne Rogers, Principal
Grove Park Elementary School

Jarjar
i7-623 Grove Park Elementary
3 messages

scanner@palmbeachschools.org <scanner@palmbeachschools.org>                 Tue, Jul 18, 2017 at 10:40 AM
Reply-To: robert.sheppard@palmbeachschools.org
To: robert.sheppard@palmbeachschools.org

Reply to: Robert Sheppard Jr. <robert.sheppard@palmbeachschools.org>
Device Name: Not Set
Device Model: MX-M565N
Location: Not Set

File Format: PDF (Medium)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.
Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.
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http://www.adobe.com/

scanner@palmbeachschools.org_20170718_094054.pdf
21206K

---------------------------------------------------------------

Robert Sheppard <robert.sheppard@palmbeachschools.org>                 Tue, Jul 18, 2017 at 11:05 AM
To: Jo Anna Rogers <joanne.rogers@palmbeachschools.org>

See attach -

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

[quoted text hidden]

scanner@palmbeachschools.org_20170718_094054.pdf
21206K

---------------------------------------------------------------

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>                 Tue, Jul 18, 2017 at 3:05 PM
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>
Cc: Camille Coleman <camille.coleman@palmbeachschools.org>

Mr. Sheppard:

Thanks for this information. I appreciate it.

Please accept this email to document my disagreement and/or to provide clarity on three issues:

Gift, Mrs. Marzella Mitchell, Assistant Principal, from Saks Fifth Avenue, a pair of shoes-
1.) I DID NOT use the school's p-card for the purchase of shoes for Marzella Mitchell, at all.

https://mail.google.com/mail/u/0?ui=2&ik=530772628e&jsver=qNoEVm6G9Q.6.en.&view=pt&search=inbox&th=15d571455fb8d086&sid=15d562596f... 1/2
2.) I followed what I understood to be district guidelines and protocol for making this purchase, which to my understanding, gifts can not exceed $100. The total amount was approximately $185.00. Only $100 of admin courtesy (or rental) were used towards this purchase, which was a check requisition, not a p-card. The remaining amount for covering this purchase were my own personal funds. My confusion (I now understand) was value vs. amount. Again, this is my error. I’ve done similar transitions at three prior schools. These transactions were never listed as an audit finding and so therefore, I thought I acted within compliance. With 28 years experience, 18 as principal, I would never knowingly violate SDPBC policy, ever.

3.) This gift to Mrs. Mitchell was academic recognition in nature and is indeed listed on the Check Requisition, preparations made for Grove Park’s Instructional Review. This reason was written (listed) at the exact time the requisition was submitted (processed) as how all requisitions are handled. Was it an oversight (perhaps) on your department’s behalf that this exact reason was not seen on the requisition on file? It’s listed. Providing reason for the purchase is provided and was provided timely as the requisition was submitted, documenting my actions for compliance and regard for policy.

Regarding Toys for Tots -
There is no way possible, on the last day before Winter Break, with the assistant principal being the only administrator on campus left to handle two different day-time programs, that Toys-for-Tots could have been distributed. I was on personal leave not even in the state of Florida - but yet is accused of taking toys for personal use. There were not enough toys for every student. There was no time within that day, December 22, 2017, to conduct mass distribution. The toys were distributed at times during the year for academic recognition. No staff member received toys that I knew about, ever, for personal reasons.

Lunch for Staff -
Yes, I have purchased lunch for office, administrative, resource, custodial staff, etc. throughout the year, to recognize academic initiatives and hard work.

Upon my arrival July 2016, Grove Park was a complete dump and then some. The people listed below have repeatedly sacrificed their time, personal resources, weekends and holidays to bring this school up:
- Marzella Mitchell
- Cheryl Chaney
- Jamie Vandergeist
- Nicole Black
- Jason Overbaugh
- Brandon Velasquez foreperson, and entire custodial staff
- others

This staff deserves much more than the couple of lunches purchased here and there throughout the year. They’ve given up so much providing for Grove Park students only to become targets of personal attack. I do not regret my actions and stand behind them completely.

I am on personal leave, but can be reached by email or cell phone. I just had major surgery. I am happy to bring these issues to conclusion. Again, thank you for your time through the process.

Gratefully,

[Quoted text hidden]

--
Jo Anne Rogers, Principal
Grove Park Elementary School

Please Follow Us on Twitter, @gpespbc
Exhibit-18
Assistant Principal Marzella Mitchell
Response to IG#17-623 Report
Robert Sheppard <robert.sheppard@palmbeachschools.org>  

To: Marzella Mitchell <marzella.mitchell@palmbeachschools.org>  

See Attach -

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

17-623 Grove Park Elementary (1).pdf
21234K

Marzella Mitchell <marzella.mitchell@palmbeachschools.org>  

To: Robert Sheppard <robert.sheppard@palmbeachschools.org>  

CC: Camille Coleman <camille.cooley@palmbeachschools.org>  

See attached response

Marzella Mitchell, Assistant Principal
Grove Park Elementary
8330 N. Military Trail
Palm Beach Gardens, Fl. 33410

Please Follow Us on Twitter, @gpespc

[Quoted text hidden]

School response -Mitchell.docx
16K

Robert Sheppard <robert.sheppard@palmbeachschools.org>  

To: Marzella Mitchell <marzella.mitchell@palmbeachschools.org>  

Hi Ms. Mitchell,

Received, will attach your response to Final Report....

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
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Email: Robert.Sheppard@palmbeachschools.org

Lung Chiu, Inspector General

RE: Allegation #2, & Allegation #7

Dear Mr. Chiu:

I wanted to add some comments to the allegations concerning my involvement. Allegation #2, #3 of your Findings states that I am in violation of accepting a gift of greater than $100.00. First and foremost, which can be verified by the tape recordings, the investigator asked “if Principal Rogers ever bought you (Ms. Mitchell) tennis shoes?”. Which I responded, “No”. The investigator never inquired about any other type of shoe or the costs (value) of any shoes.

Additionally, I was never informed by the Principal or anyone else of the value of the sandals that were purchased nor was I aware of where they were purchased. The “substantiated” findings in Paragraph #3 implies somehow that I had some knowledge of the value of the gift. This is not only erroneous, unsubstantiated, but there is not one iota of evidence indicating that I had knowledge of the value of the gifted sandals. I did accept a pair of sandals. However, I could not have violated Board policy 3.02 and PBSCD Bulletin #P-14050-S/CFO provided I was unaware of the gifts value.

As to the “substantiated” findings in allegation #7, stating that the “toys were not distributed to students during the Christmas break” is in my opinion, misleading. The paragraph fails to emphasize the urgent and congested environment of tasks surrounding the administrative decision to house the “Christmas” gifts.

As mentioned in the factfinding part of this allegation, the vehicle that brought the toys delivered the toys during lunch of the last day of school before the Christmas break. There were two other authorized programs taking place in the school at the time of the arrival of the toys. In addition to Principal Rogers being out of town, there were not enough toys allotted for the number of kids there that day. Based on that, the decision to store the toys in the closet was made. There was no bad faith involved or intended in making the decision. We wanted to disseminate the toys before the Christmas break but the time did not permit, nor did we have enough toys for all the children.

Finally, once the toys were in our possession after the Christmas holidays, we administratively decided to follow a directive provided by School Boards’s Federal & State Programs department
that, “Each school will have items delivered to the school and it will be up to them how they distribute the items”. (email will be provided upon request)

As a result, and since the Holidays were behind us, and to stay with the spirit of The Toys for Tots mission. We pursued the The Toys for Tots Literacy Program. “The Toys for Tots Literacy Program is an initiative of the Marine Toys for Tots Foundation.” “The mission of the Toys for Tots Literacy Program is to offer our nation's most economically disadvantaged children the ability to compete academically and to succeed in life”. We did provide some toys to children “due to academic gains during testing” or due to a child’s “academic achievements”. A large majority of the toys remain stored in the closet. Again, nothing was done in bad faith or with the intent to defraud, steal or use the toys for personal purposes.

Thank you for allowing me to add my comments to your report.
Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
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West Palm Bch, FL 33406
Phone: (561) 648-6877
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