



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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MEMORANDUM

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

FROM: *RLE*
Lung Chiu, Inspector General

DATE: November 15, 2016

SUBJECT: Transmittal of Final Report
Case # 16-458 Palm Beach Central High School

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

The report is regarding an outstanding balance at the end of the school year for a District book that was not returned. The complainant states the book was returned; however, a receipt was not provided at the time of return.

The results of the investigation determined the allegation to be unsubstantiated as the OIG could not determine if the student returned the book and school records indicate the book is missing.

We recommend District management review and revise District policies and procedures to include a mechanism that will provide schools and students proof and accountability when required materials are returned.

cc: Dr. David Christiansen, Deputy Superintendent

Office of Inspector General

The School District of Palm Beach County

Case No. 16-458

Issue: Student received a fine for a textbook allegedly not returned at the end of the year

Location: Palm Beach Central High School

INVESTIGATIVE REPORT

AUTHORITY

School Board Policy 1.092, Inspector General (4)(a)(iv) provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews as the Inspector General deems appropriate.

This investigation was conducted by Veronica Rodriguez, Senior Investigator I.D. #200, 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 June 7, 2016 the Office of Inspector General (OIG) received a complaint regarding the return of textbooks at the end of the school year. The complainant alleges the student returned all books as required at the end of the year. After the school year ended, the student had an outstanding balance of \$92.00 for a book that was not returned. Additionally, it is alleged, a receipt was not provided to the student at the time the books were returned.

DOCUMENTS REVIEWED

School Board Policy 8.1225 Instructional Materials Accountability
Staff Handbook – Textbook Procedures
Related Textbook Receipt

INTERVIEWS CONDUCTED

- Darren Edgecomb, Principal
- Samantha Butler, Assistant Principal

RESULTS OF INVESTIGATION

Mr. Darren Edgecomb, Principal, stated he discussed the issue with staff who confirmed the textbook in question was missing. Mr. Edgecomb further stated the outstanding fee related to the missing textbook was satisfied June 9, 2016. Additionally, Mr. Edgecomb stated, “In the event that the book is found, refunds are allocated to the address on file.”

The OIG obtained and reviewed school records indicating there is an outstanding textbook for the student which resulted in a fee of \$92.00. Records also indicate the fee was paid in full June 9, 2016. *See Exhibit 1.*

The OIG discussed the allegations with Ms. Samantha Butler, assistant principal, who is also the school's textbook manager. Ms. Butler stated the school provides students with receipts for the return of textbooks only if requested. Ms. Butler stated that in the past the school provided receipts to all students. Ms. Butler further stated the practice was eliminated due to many receipts left behind by the students and found on the floor throughout the school.

School Board Policy 8.1225 Instructional Materials Accountability (4)(d)(vi) states "A physical count of all student books and teacher materials returned at the year end and a count of books in storage shall result in the school's final inventory at year end."

School records indicate an inventory was performed July 12, 2016 subsequent to the textbook fee satisfied on June 9, 2016. *See Exhibit 2.*

CONCLUSION

The OIG cannot determine if the student returned the textbook. The school records reviewed indicate the textbook in question is missing. While the issue may have been nonexistent had the school issued a receipt to the student upon return of the textbooks, the OIG shows no record of a policy or procedure that requires a school provide receipts to students upon return of textbooks.

The allegation regarding the missing textbook is unsubstantiated.

RECOMMENDATION

We recommend District management review and revise District policies and procedures to include a mechanism that will provide schools and students proof and accountability when required materials are returned appropriately and timely.

We also recommend Palm Beach Central High School consider issuing receipts as previously done so until District management revises District policies and procedures.

AFFECTED PARTY RESPONSES

In accordance with *School Board Policy 1.092 (6)(iv)*, a draft copy of this report was provided to Mr. Darren Edgecomb and Ms. Samantha Butler, who were given an opportunity to respond. No responses were received.

(29111671)

Textbook - Lost

Balance: \$0.00

[Book] **LARSON GEOMETRY 2012** (Copy Deleted: 62631100749222)

Date	Transaction	Performed by	Amount	Balance
6/9/2016	Fine Assessed	Harris, Brandi	\$92.00	\$92.00
6/9/2016	Paid	Harris, Brandi	\$92.00	\$0.00





Inventory > Completed Inventories

Manage Patrons

Update Patrons

Update Classes

Manage Homerooms

Textbook Policies

Calendar / Hours

Forecasting

Site Configuration

Inventory

Job Manager

How do I... ?

In Progress **Completed**

Name	Completed ▾	Started by	Accounted For*	Unaccounted For*	Consumables Adjusted
FY16 Inventory 12/1/15-4/1/15	7/12/2016	Vicki	17,696	652 (Marked "Lost")	1,974

Remove

*These counts include both barcoded and unbarcoded copies.

