



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

LUNG CHIU, CIG, CPA  
INSPECTOR GENERAL

OFFICE OF INSPECTOR GENERAL  
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**SCHOOL BOARD**  
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ERICA WHITFIELD

DONALD E. FENNOY II, Ed.D., SUPERINTENDENT

## MEMORANDUM

**TO:** Honorable Chair and Members of the School Board  
Dr. Donald E. Fennoy, Superintendent  
Chair and Members of the Audit Committee

**FROM:** <sup>KLC</sup> Lung Chiu, Inspector General

**DATE:** 9/11/2018

**SUBJECT:** Transmittal of Final Investigative Report  
Case #18-771  
Title: *Theft of Time*

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In accordance with School Board Policy 1.092 we hereby transmit the above-referenced final report.

The report addresses the allegation of theft of time by West Boca Raton High School Secretary Valerie McWhite. Ms. McWhite comes in to work late, leaves early, but does not adjust her leave balance accordingly to reflect the hours taken.

The allegation is unsubstantiated.

The report is finalized and will be posted on the Inspector General's website; [www.palmbeachschools.org/inspectorgeneral](http://www.palmbeachschools.org/inspectorgeneral).



Donald E. Fennoy II  
Superintendent

**SCHOOL DISTRICT OF PALM BEACH  
COUNTY  
OFFICE OF INSPECTOR GENERAL**



K. Lung Chiu  
Inspector General

**INVESTIGATIVE REPORT**

**Case Number:**

18-771

**Date of Complaint:**

4/27/2018

**Complainant:**

Anonymous

**Subject:**

Valerie McWhite, Confidential Administrative Assistant, W. Boca Raton High School

**Witnesses:**

Craig Sommer, Principal, W. Boca Raton High School

**Type of Report:**

FINAL

**AUTHORITY**

*School Board Policy 1.092* 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 investigative report was conducted by Investigator Tanya Lawson, in compliance with the *Quality Standards for Investigations, Principles and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

**INTRODUCTION**

On April 27, 2018, the OIG received an anonymous complaint alleging that Confidential Administrative Assistant Valerie McWhite had taken time off, but did not adjust her leave accordingly to reflect the hours taken. Specifically, the complaint alleged that Ms. McWhite comes into work late, leaves early, but does not adjust her leave to accurately reflect the hours taken. In addition, the complaint alleged that Ms. McWhite gets overtime pay to work from home.

**BACKGROUND**

West Boca Raton Community High School is located at 12811 Glades Road, Boca Raton, FL 33498, and is an accredited public high school. The school is part of the School District of Palm Beach County and is zoned for the far western area of Boca Raton, with students from any part of the Palm Beach County School District able to enroll if they are accepted into at least one of the school's academies. Its curriculum includes a set of magnet programs, or academies, available to all students who qualify. Academies offered at West Boca High include Medical Science,

Information Technology, Drafting and Design, Culinary Arts, Performing Arts, Cyber Security, and Investment Banking.

### ALLEGATIONS<sup>1</sup>

1. Confidential Administrative Assistant Valerie McWhite, comes into work late, leaves early, and does not adjust her leave to accurately reflect the hours taken. *Unsubstantiated.*
2. Valerie McWhite gets overtime pay to work from home. *Unsubstantiated.*

### GOVERNING DIRECTIVES

- Florida Statute §231.085 Duties of Principals
- School Board Policy 3.02-Code of Ethics
- School Board Policy 3.65-Assignment to Temporary Duty Elsewhere (TDE)
- School Board Policy 6.12-Overtime/Compensatory Time Off
- School Board Policy 1.014-Responsibilities of Principals
- Payroll and Time & Labor Training Manual (Fair Labor Standards Act)
- Palm Beach School District Administrative Policies and Procedures Manual
- PeopleSoft-Time Collection Device (TCD) report, Timesheets
- Temporary Duty Elsewhere (TDE)
- PBSB 2287-Flexible Work Schedule Request
- Bulletin #P-12974-CAO/COO

### ALLEGATION 1: EVIDENCE & TESTIMONY

*Allegation: Confidential Administrative Assistant Valerie McWhite comes into work late, leaves early, and does not adjust her leave to accurately reflect the hours taken.*

#### Complaint

The anonymous complaint alleged that Confidential Administrative Assistant Valerie McWhite comes into work late, leaves early, and does not adjust her leave to accurately reflect the hours taken.

#### Testimony of Principal Craig Sommer, West Boca Raton Community High School

On May 7, 2018, the OIG conducted an interview with West Boca Raton Community High School Principal Craig Sommer. Mr. Sommer stated Ms. McWhite has done various work-related projects at times that required her to flex her work hours. For example, if she stayed late at work, she would come to work later in the morning the following day.

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<sup>1</sup> The OIG findings were determined using the standards that appear on the signature page at the end of this report.

Mr. Sommer stated Ms. McWhite has worked from home some time with his approval, on an as-needed basis. Mr. Sommer also stated Ms. McWhite's requests for leave had the required Temporary Duty Elsewhere (TDE) documentation. Additionally, Mr. Sommer stated that all time off for Ms. McWhite are accounted for and approved.

### **Testimony of Confidential Administrative Assistant Valerie McWhite**

On May 9, 2018, the OIG conducted an interview with Valerie McWhite. Ms. McWhite stated she estimated that she has been out about eight days this school year, and she used her annual leave. Ms. McWhite stated her leave requests were approved by Principal Sommer. Ms. McWhite denied not utilizing her accrued leave when she is absent from work. Ms. McWhite also stated that because she has an elderly mother who is ill, Mr. Sommer has been very understanding about her flexing her work time in order to escort her mother to the appointments.

### **Documentation Reviewed**

The OIG received TDE documentation from Mr. Sommer via email for the seven days she took time off during the school year. The documentation provided by Ms. Sommer matched the information contained in the PeopleSoft report run by the OIG. The seven days' time-off for Ms. McWhite that appeared on the PeopleSoft report, have the required TDE that illustrated Ms. McWhite's annual leave had been expended to cover the seven days that she was not at work.

Based on the evidence obtained during this investigation, the OIG has determined that the allegation that Confidential Administrative Assistant Valerie McWhite comes into work late, leaves early, and does not adjust her leave balance to accurately reflect the hours taken is *Unsubstantiated*.

## **ALLEGATION 2: EVIDENCE & TESTIMONY**

*Allegation: Valerie McWhite gets overtime pay to work from home.*

### **Complaint**

The anonymous complaint alleged that Ms. McWhite gets paid overtime to work from home.

### **Testimony of Principal Craig Sommer, West Boca Raton Community High School**

Mr. Sommer stated Ms. McWhite has worked from home depending on the need. Mr. Sommer stated that he approved each occasion that she worked from home. In a subsequent follow-up email response from Mr. Sommer clarifying if Ms. McWhite has worked at home for a full eight-hour day, Mr. Sommer stated that "the hours worked differs based on need, as dictated by the task." Mr. Sommer stated Ms. McWhite does not receive overtime; she adjusts her schedule based on the need.

### Testimony of Confidential Administrative Assistant Valerie McWhite

Ms. McWhite stated that she has occasionally worked from home with the approval of Principal Sommer. Ms. McWhite stated since she is in charge of processing payroll, she uses her District chrome notebook to conduct work-related business from home. Ms. McWhite stated the work that she performed at home were processing payroll, checking, and replying to work-related emails.

### Documentation Reviewed

The OIG reviewed the PeopleSoft payroll information for Ms. McWhite. Ms. McWhite did not receive overtime payments at her full-time primary position at Boca Raton High School. However, PeopleSoft records indicated that Ms. McWhite received overtime pay for two temporary positions at Boynton Beach Community High School and Lake Worth Community High School. Ms. McWhite stated she performed data entry duties at each high school two days per week after her eight-hour day is complete at W. Boca Raton High School (Ms. McWhite averages 2.75 hours per day at each temporary job). Ms. McWhite stated both temporary positions ended at the end of the 2017/18 school year. PeopleSoft shows that the temporary position at Lake Worth High School was terminated March 8, 2018. However, Boynton Beach High School continues to show the employment status as active.

According to the School Board approved Job Description, Confidential Administrative Assistants are classified as non-exempt employees and non-exempt employees are eligible for overtime pay (time and a half) after 40 hours worked in a week pursuant to the Federal Fair Labor Standards Act (FLSA).

Based on the testimony and evidence obtained during this investigation, the OIG has determined that the allegation that Valerie McWhite gets paid overtime to work from home is ***Unsubstantiated***.

## CONCLUSION

In conclusion, the management of the school is the prime responsibility of the principal. School District Policy 1.014 states,

*The management of the school plant and of the financial affairs of the school shall be among the prime responsibilities of the principal.*

*The duties of all personnel at a school center shall be prescribed by the principal.*

The OIG contacted Human Resources and the Payroll department to verify if there are any mandatory/required documents that should have been completed by Ms. McWhite and approved by Mr. Sommers. Specifically, the OIG referenced PBSD 2287 (Flexible Work Schedule Request). The OIG received the following responses:

Payroll/Accounting Manager Teri Jensen stated “the intent of PBSD 2287 was to place employees on flexible schedules for a defined period of time not to exceed a year. Occasional flex schedules

are managed by the location” (**Exhibit 1**). In addition, Ms. Jensen stated PBSD 2287 is mandatory for permanent schedule changes (**Exhibit 2**). During Mr. Sommer’s testimony, he stated that Ms. McWhite flexes her schedule on an as-needed basis. Therefore, the situation is handled at the school level. As Principal of the school, Mr. Sommer has the authority to approve Ms. McWhite’s work schedule.

Furthermore, the overtime pay that Ms. McWhite received was related to her temporary positions which, she was entitled to as provided by FLSA (**Exhibit 3**).

Human Resources Technician Marlen Garcia-Figueroa verified Ms. McWhite’s temporary positions at Boynton Beach High School and Lake Worth High School were approved by the Board on May 11, 2016 and May 10, 2017 respectively (**Exhibit 4**).

### RECOMMENDATIONS

The OIG recommends that the District Update *Bulletin #P-12974-CAO-/COO* (no updates since inception in 2008), and include language that specifically addresses the requirements needed (if any) when an employee is flexing the work schedule on a temporary/occasional basis versus a permanent schedule change.

The OIG recommends that Board Policy 3.95, adopted June 16, 1982, be reviewed and updated.

It is recommended that this information be forwarded to Human Resources for review and action deemed appropriate.

### AFFECTED PARTY NOTICE

In accordance with School Board Policy 1.092 (8)(b)(iv), on 7/26/2018, Valerie McWhite was notified of the investigative findings and provided with an opportunity to submit a written response to these findings.


As of August 31, 2018, no response received from Ms. McWhite.

### DISTRIBUTION

Palm Beach County School Board Members  
Donald E. Fennoy II, Superintendent  
Audit Committee Members  
Gonzalo S. La Cava, Ed.D., Chief of Human Resources  
OIG file

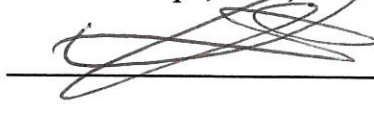
**Investigation Conducted by:**

Tanya Lawson, CIGI

 9/11/18  
Date

**Investigation Supervised by:**

Oscar Restrepo, CIGI, Director of Investigations

 9/11/18  
Date

**Investigation Approved by:**

K. Lung Chiu, CIG, Inspector General

 9-11-18  
Date

*The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with “beyond a reasonable doubt,” which is the more severe test required to convict a criminal and “clear and convincing evidence,” a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as “substantiated” means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as “unfounded” means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as “unsubstantiated” means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.*



TANYA LAWSON <tanya.lawson@palmbeachschools.org>



**PBSD 2287**

**TERI JENSEN** <teri.jensen@palmbeachschools.org>  
To: TANYA LAWSON <tanya.lawson@palmbeachschools.org>

Thu, Jun 28, 2018 at 2:29 PM

Attached is the bulletin that was published in 2008 regarding the Flexible Work Schedule.

We believe the intent of the form was to place employees on flexible schedules for a defined period of time not to exceed a year.

Occasionally flex schedules are needed and managed by the location. Payroll does not manage the occasional flex schedules by a location.

On Thu, Jun 28, 2018 at 6:31 AM, TANYA LAWSON <tanya.lawson@palmbeachschools.org> wrote:  
Teri,

To your knowledge, is the form mandatory, and is there a specific mandate/bulletin/policy (that you're aware of) that refers to them as being mandatory? If a director/principal has an employee that occasionally works a flex schedule, would that form be required to be provided to payroll every time even if the principal/director has knowledge of and approved the employee's schedule?

Thx

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

On Wed, Jun 27, 2018 at 4:04 PM, TERI JENSEN <teri.jensen@palmbeachschools.org> wrote:  
Those forms are submitted to Payroll to notify us of a schedule change.

On Wed, Jun 27, 2018 at 3:48 PM, TANYA LAWSON <tanya.lawson@palmbeachschools.org> wrote:  
Teri,

Are you familiar with PBS D 2287; Flexible Work Schedule Request?

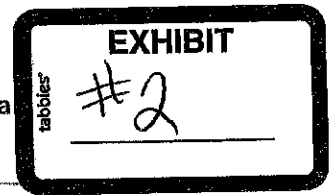
Thx.  
Tanya M. Lawson  
Office of Inspector General  
Investigator  
561-434-8511  
PX 48511

--  
Teri Jensen  
Payroll Manager  
Accounting Services/Payroll  
561-434-8944; PX48944  
[teri.jensen@palmbeachschools.org](mailto:teri.jensen@palmbeachschools.org)





TANYA LAWSON <tanya.lawson@pa



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**PBSO 2287**

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TERI JENSEN <teri.jensen@palmbeachschools.org>  
To: TANYA LAWSON <tanya.lawson@palmbeachschools.org>

Thu, Jun 28, 2018 at 3:20 PM

The forms are mandatory for permanent schedule changes for an extended period of time.

We are not always informed of these changes. As soon as we are made aware, we request a form.

The reason is due to the fact that employees could be paid incorrectly if schedule changes are not managed properly on the time sheet at the location.

[Quoted text hidden]

**Fair Labor Standards Act (FLSA)**

- ◇ **Can an employee volunteer to work “after hours” to complete work and not be compensated?**
  - Employees may not work “off the clock”. An employee cannot volunteer to work beyond their regular workday without compensation.
  - An employee’s good intention in performing additional work for the employer is still considered compensable under FLSA.
  - Employees may not volunteer to perform any work that benefits the employer without being compensated.
  
- ◇ **Time Collection Devices (TCDs)**
  - The District implemented time clocks to ensure accurate record keeping for FLSA compliance.
  - A centralized, electronic record is critical to meet the burden of proof when reporting time worked by employees.



**Common Pitfalls to Avoid**

- ◇ **Assuming a salaried employee is not eligible for overtime**
  - Salary basis and salary level are part of the determining criteria for overtime exemption. The job duties of the position, however, are the primary factors that are used in determining a job’s eligibility for overtime under FLSA.
  - Human Resources, in collaboration with the District’s Legal Department, administers specific tests to ensure that only jobs that meet exemption criteria are classified as FLSA overtime exempt.
  
- ◇ **Improper application of an FLSA exemption**
  - Specific testing must be conducted prior to applying any exemption from overtime. Advisement on exemption status for any District job must originate from Human Resources.
  
- ◇ **Failing to pay for all hours “suffered or permitted” to work**
  - Whether authorized or unauthorized, employees must be compensated for all hours worked. For hourly employees, time and one-half or compensatory time must be paid or earned for all hours worked over forty (40) in a workweek.
  
- ◇ **Limiting the number of hours employees can record**
  - All hours “suffered or permitted” to work must be accurately recorded. For this reason, time clocks were implemented to ensure accurate record keeping.
  
- ◇ **Failing to add all hours worked in separate areas for the same employer when calculating overtime that is due**
  - The District must ensure all hours an employee works are recorded regardless of their job assignments and locations throughout the District. Implementing time clocks helps ensure the District’s compliance.

*Both civil penalties and criminal penalties may be levied against an employer and individuals for violations of the Fair Labor Standards Act.*

***If you have any further questions about FLSA, please call Payroll at (561) 434-8944 (Px48944) or email [Epaygroup@palmbeachschools.org](mailto:Epaygroup@palmbeachschools.org) for assistance.***



### Agenda Item Details

Meeting **May 10, 2017** - 3. REGULAR BOARD MEETING at 5 p.m. in the Board Room

Category 14. Consent Agenda

Subject P1 Personnel Agenda

Type Action (Consent)

Recommended Action I recommend the Board approve the Personnel Agenda as submitted.

#### DESCRIPTION:

Personnel Agenda for May 10, 2017

#### CONTACT:

Gonzalo La Cava, Ed.D., Chief of Human Resources  
 Mark Mitchell, Director, Compensation and Employee Info Services

#### FINANCIAL IMPACT:

The financial impact to the School District is absorbed within school, department, and grant budgets. Changes in employment status occur on a continual basis with little or no budgetary impact since terminations/leaves result in budgeted positions being vacant and appointments/promotions result in budgeted positions being filled. However, the net financial impact for the attached list of 3,316 transactions is \$-2,820,149. Detailed information is on file in the Office of Communications and Engagement and in the Department of Compensation and Employee Information Services.

#### Strategic Themes (choose all that apply):

- 1. Effective and relevant instruction to meet the needs of all students.
- 2. Positive and Supportive School Climate
- 3. Talent Development
- 4. High-Performance Culture

#### Long-Term Outcomes (choose all that apply):

- 1. Increase reading on grade level by 3<sup>rd</sup> grade.
- 2. Ensure high school readiness.
- 3. Increase the high school graduation rate.
- 4. Foster Post-graduate success.

P1 May 10 Agenda.pdf (12 KB)

May 10 Agenda Separation Chart.pdf (147 KB)

Last Name	First Name	Eff Date	Position	Location	Prior Position	Prior Location	Financial Impact
Mcgregor	John	03/30/2017	Temp Tutor Certified	Independence Middle			0
McKenzie	Elizabeth	04/01/2017	Temp Tutor Certified	Okeehoele Middle			0
McMahon	Terenza	04/03/2017	Temp Tutor Certified	Meadow Park Elementary			0
McWhite	Valerie	04/03/2017	Temp Admin Support	Lake Worth High Adult *			0
Mellut	Devon	04/01/2017	Temp Tutor Certified	Palm Springs Middle			0
Mendez	Sara	04/03/2017	Temp Tutor Certified	Bencist Farms Elementary			0
Menor	Sarah	03/01/2017	Temp Tutor Certified	Okeehoele Middle			0
Milten	Jean	03/01/2017	Temp Activities Support	Oysey Middle			0
Mille	Christine	04/17/2017	Temp Tutor Certified	Loxahatchee Groves Elementary			0
Miller	Keve	04/12/2017	Temp Adult Ed Teacher	Palm Beach Gardens High Adult			0
Milstein	Joshua	04/01/2017	Temp Tutor Certified	Citrus Cove Elementary			0
Miranda	Jenny	03/01/2017	Temp Tutor Certified	Okeehoele Middle			0
Moran	Ramesh	04/02/2017	Custodian	Osceola Creek Middle			0
Molina	Brandi	04/01/2017	Temp Tutor Certified	Belvedere Elementary			0
Montes De Oca	Sergio	04/03/2017	Temp Tutor Certified	Lake Worth High			0
Monticello	Susan	04/10/2017	Temp Tutor Certified	Cypress Trails Elementary			0
Moodie	Mercia	04/04/2017	Temp Tutor Certified	Golden Grove Comm Elementary			0
Moon	Bonnie	04/01/2017	Temp Tutor Certified	Palm Springs Middle			0
Moore	Brittany	03/30/2017	Temp Tutor Certified	Independence Middle			0
Moore	Nah'lon	06/05/2017	Counselor After School	Elementary Education			0
Morejon	Lazaro	04/21/2017	Custodian	Binks Forest Elementary			0
Marine	Keili	04/10/2017	Temp Tutor Certified	Meadow Park Elementary			0
Mulhall	Donna	04/03/2017	Temp Tutor Certified	Freedom Student Ed OTS			0
Munth	Tiffany	03/06/2017	Temp Tch Homebound	Freedom Shores Elementary			0
Muniz	Estevan	03/30/2017	Temp Tutor Non-Cert	Olympic Heights High			0
Musser	Corey	04/10/2017	Temp Tutor Certified	Wellington Elementary			0
Myersough	Jessica	03/31/2017	Temp Tutor Certified	Seminole Trails Elementary			0
Myrtil	Vondredi	03/20/2017	Temp Tutor Non-Cert	Dr Mary McLeod Bethune Elem			0
Nagle	Melissa	03/30/2017	Temp Tutor Certified	Dr Mary McLeod Bethune Elem			0
Nails	Ailey	03/20/2017	Temp Tutor Certified	Orni Middle			0
Northern	Lovei	03/31/2017	Temp Tutor Certified	William T. Dwyer High			0
Odette	Jeffrey	04/10/2017	Temp Tutor Certified	Belvedere Elementary			0
Ogden	Angela	04/01/2017	Temp Tutor Certified	Binks Forest Elementary			0
Oh	Michelle	04/10/2017	Temp Tutor Certified	Palm Springs Middle			0
Ornole	Fokrunso	04/01/2017	Temp Tutor Certified	Eagles Landing Middle School			0
Orensteln	Denise	03/30/2017	Temp Tutor Certified	Eagles Landing Middle School			0
Orensteln	Denise	03/27/2017	Temp Tutor Certified	Binks Forest Elementary			0
Orias	Danielle	06/05/2017	Counselor After School	Binks Forest Elementary			0
Orozco	Esteban	05/05/2017	Temp Tutor Certified	Royal Palm Beach Comm High			0
Orosolino	Abel	04/01/2017	Temp Tutor Certified	Hope-Centennial Elementary Sch			0
Oritz	Wanda	04/06/2017	Temp Tutor Certified	Wellington Elementary			0
Oserio	Monica	04/23/2017	SFS Aide Lunchroom	Western Pines Comm Middle			0
Oversstreet	LaShonda	04/03/2017	Temp Tutor Certified	Village Academy			0
Owens	Sandra	03/27/2017	Temp Tutor Certified	Atlantic High			0
Parlamento	Jean	02/01/2017	Temp Tutor Certified	Westward Elementary			0
Paillo	Jimeka	04/01/2017	Temp Tutor Certified	Village Academy			0
Patterson	Jazmine	04/05/2017	Coach P/T Athletic Cart Season	Dr Mary McLeod Bethune Elem			0
Peete	Kishma	03/20/2017	Temp Tutor Non-Cert	Adult Education Center			0
Peguro	Yessenia	04/17/2017	Temp Admin Support	Palm Springs Middle			0
Peragine	Nicholas	04/04/2017	Temp Tutor Certified	Ebriidge Gale Elementary			0
Perella	Marggy	04/07/2017	Temp Tutor Certified	Oysey Middle			0
Peterfeso	Kristine	04/13/2017	Temp Tutor Certified	Independence Middle			0
Petroff	Margaretha	03/30/2017	Temp Tutor Certified	Wynbrook Elementary			0
Phareau	Renee	04/13/2017	Couns After School Certified	Waters Edge Comm Elementary			0
Piascik	Bonnie	04/03/2017	Temp Tutor Certified	Extended Lrn (Aftersch Prog)			0
Pierrelouis	Adassah	04/11/2017	Advisor Academic	Manatee Community Elem			0
Pirchio	Anthony	04/03/2017	Temp Tutor Certified	Independence Middle			0
Poppert	Eric	03/30/2017	Temp Tutor Certified	Don Estridge High Tech Middle			0
Queen	Ane	03/27/2017	Temp Tutor Certified	Crestwood Middle			0
Racos	Christopher	06/01/2017	Temp Tutor Certified	Pierce Hammock Elementary			0
Ratray	Peter-John	04/08/2017	Counselor After School	Santaluces High			0
Rawls	Charles	04/14/2017	Temp Theater Equip Tech	Lake Park Elementary			0
Ray	Kerri	04/07/2017	SFS Aide Lunchroom				0



### Agenda Item Details

Meeting	May 11, 2016 - 1. REGULAR BOARD MEETING at 5 p.m. in the Board Room
Category	14. Consent Agenda
Subject	P1 Personnel Agenda
Type	Action (Consent)
Recommended Action	I recommend the Board approve the Personnel Agenda as submitted.

#### DESCRIPTION:

Personnel Agenda for May 04, 2016

#### CONTACT:

David Christiansen, Ed.D., Deputy Superintendent/Chief of Schools ([david.christiansen@palmbeachschools.org](mailto:david.christiansen@palmbeachschools.org))

Sandra Gero, Chief Human Resources (outgoing)

Gonzalo La Cava, Ed.D., Chief of Human Resources (incoming)


Mark Mitchell, Director, Compensation and Employee Info Services


#### FINANCIAL IMPACT:

The financial impact to the School District is absorbed within school, department, and grant budgets. Changes in employment status occur on a continual basis with little or no budgetary impact since terminations/leaves result in budgeted positions being vacant and appointments/promotions result in budgeted positions being filled. However, the net financial impact for the attached list of 13,929 transactions is \$1,134,590 and is inclusive of the salary increase processing of the bargaining unit settlements approved by the Board for AESOP, PBA and SEIU/FPSU on March 16, 2016. Detailed information is on file in the Office of Communications and engagement and in the Department of Compensation and Employee Information Services.

#### SCHOOL BOARD GOALS: (Check all that apply.)

- 1. Student First Philosophy
- 2. Family Matters
- 3. Qualified and Highly Effective Workforce
- 4. Efficiency and Accountability
- 5. Community Engagement
- 6. Communication

 May 11 Agenda.pdf (27 KB)

 May11AgendaSeparationCount.pdf (147 KB)

Last Name	First Name	Eff Date	Position	Location	Prior Position	Prior Location
Mann	Shajuana	04/04/2016	Temp Tutor Certified	Roosevelt Middle		
Manwaring	Renee	04/08/2016	Coach P/T Athletic Cert Season	Spanish River High		
Marks	Austin	06/01/2016	Counselor AfterSchool	Waters Edge Comm Elementary		
Marquez	Diana	04/07/2016	Temp Tutor Certified	Conniston Middle		
Mastrapa	Orlando	04/22/2016	Temp Tutor Certified	Berkshire Elementary		
Mcalexander	Christine	04/02/2016	Temp Tutor Certified	Jupiter Middle		
Mccauley	Rebecca	04/05/2016	Temp Tutor Certified	Manatee Community Elem		
McCoy	Ana	06/01/2016	Counselor AfterSchool	Heritage Elementary		
McNab	Tara	04/13/2016	Couns AfterSchool Certified	Panther Run Elementary		
McWhite	Valerie	03/30/2016	Temp Admin Support	Boynton Beach High Adult		
Merced	Marietta	04/20/2016	Counselor AfterSchool	Blinks Forest Elementary		
Milano	Michele	03/28/2016	Temp Adult Ed Teacher	Adult Virtual Academy		
Millines	Monica	04/02/2016	Custodian	Boynton Beach High		
Moe	Alison	04/07/2016	Temp Tutor Certified	Santaluces High		
Moise	Nahomie	03/02/2016	Couns AfterSchool Certified	After School Programming		
Monilla	Melissa	04/11/2016	Counselor AfterSchool	Hammock Pointe Elementary		
Morales Dominguez	Maria	06/01/2016	Counselor AfterSchool	Forest Hill Elementary		
Moss	Gillian	03/21/2016	Temp Tch Homebound	Exceptional Student Ed OTS		
Mullen	Diane	04/01/2016	Temp Tutor Certified	Greenacres Elementary		
Mullen	Tracey	03/04/2016	Temp Tch Homebound	Exceptional Student Ed OTS		
		03/12/2016	Coor Leased Facilities			
Mundie	Gregory	03/28/2016	Temp Instructor Comm Educ	Spanish River High		
		04/12/2016	Counselor AfterSchool			
		04/12/2016	Counselor AfterSchool			
		04/12/2016	Couns AfterSchool Certified			
Neetz	Krista	04/01/2016	Advisor Academic	Heritage Elementary		
Negron	Esmeralda	04/01/2016	Temp Tutor Certified	Greenacres Elementary		
Nelson	Albera	04/06/2016	Counselor AfterSchool	S D Spady Elementary		
Nobles	Zakiya	04/12/2016	Tch Day to Day Substitute	District Substitute Pool		
Oberto	Michel	04/06/2016	Temp Theater Equip Tech	Atlantic High		
Ornelia	Deborah	04/11/2016	Temp Tutor Certified	Lake Park Elementary		
Orozco	Ashley	01/04/2016	Tch Day to Day Substitute	District Substitute Pool		
Orth	Christina	08/12/2015	Counselor AfterSchool	Lighthouse Elementary		
Owens	Tyrani	04/04/2016	Coach P/T Athletic Cert Season	Atlantic High		
Paredes	Andrea	02/25/2016	Temp Tutor NonCert	Acreege Pines Elementary		
Pearson	Tyree	04/13/2016	Custodian	Palm Beach Lakes High		
Pender	Angela	04/18/2016	Temp Tutor Certified	Palm Beach Lakes High		
Pendleton	Corey	04/01/2016	Temp Tutor Certified	Indian Pines Elementary		
Perez De Leon	Wilson	04/02/2016	Advisor Academic	Highland Elementary		
Petit-Homme	Rachelle	03/26/2016	Temp Tutor Certified	Lake Shore Middle		
		04/04/2016	Counselor AfterSchool			
Phalin	Jessica	04/02/2016	Temp Tutor Certified	Jupiter Middle		
Pirchio	Anthony	04/07/2016	Temp Tutor Certified	Manatee Community Elem		
Pirchio	Melissa	04/01/2016	Temp Tutor Certified	Santaluces High		
Pirchio	Melissa	04/01/2016	Temp Tutor Certified	Santaluces High		
Pisano	Gia	06/01/2016	Counselor AfterSchool	Waters Edge Comm Elementary		