



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

LUNG CHIU, CIG, CPA
INSPECTOR GENERAL

OFFICE OF INSPECTOR GENERAL
3318 FOREST HILL BLVD., C-306.
WEST PALM BEACH, FL 33406
(561) 434-7335 FAX: (561) 434-8652
www.palmbeachschools.org

SCHOOL BOARD
CHUCK SHAW, CHAIRMAN
DEBRA L. ROBINSON, M.D., VICE CHAIRWOMAN
MARCIA ANDREWS
FRANK A. BARBIERI, JR., ESQ.
KAREN M. BRILL
BARBARA McQUINN
ERICA WHITFIELD

ROBERT M. AVOSSA, Ed.D., SUPERINTENDENT

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 ^{KLC}

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 assessing 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.palmbeachschools.org/inspectorgeneral .

Office of Inspector General
The School District of Palm Beach County

Case No. 17-623

Allegations/Issue: Misuse of District Equipment and Funds

Location: Grove Park Elementary

INVESTIGATIVE REPORT FINAL

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 assessing 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)

Purchasing Card Procedures (Purchasing Manual, Chapter-24)
Internal Accounts Manual, Chapter-4, (Chart of Accounts)
FDOE 2015 Red Book, Chapter-8 (School Internal Funds)
PBCSD Bulletin #P-14050-S/CFO, Expanded Guidelines for Administrative Courtesy and Facility Leasing Accounts.

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's 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.ⁱ (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.ⁱⁱ (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) an 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*)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^{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 1 - Grove Park Elementary School, Building#1/Environmental Conservation Services (ECS): Findings-Summary

Finding#	Building#	Room#	Location	Remarks:
1.	Bldg#1	1-009A	Main Office Production Room	Mold below round table in center of room
2.	Bldg#1	1-034	Arts Room	Surface mold below desk in teacher work area
3.	Bldg#1	1-032	Mechanical Room	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
4.	Bldg#1	1-101 thru 1-108		Surface mold on cabinets above and below sink
5.	Bldg#1	1-105		Pest droppings under sink inside of the cabinet
6.	Bldg#1	1-109		Surface mold below rectangular computer station stables
7.	Bldg#1	1-110		High dust load on desk tops at the computer station
8.	Bldg#1	1-111		Surface mold below round tables, long rectangular tables, and student desks
9.	Bldg#1	1-112		Surface mold below round and semicircle tables and on the underside of student desks
10.	Bldg#1	1-113		Surface mold below round tables, termite Fras on bookcase and student books
11.	Bldg#1		Cafeteria/Kitchen	Mold on student dining tables/bench
12.	Bldg#1		Cafeteria/Kitchen	Sewer gas doors in kitchen staff restroom (have been told to stop putting water down drain which they stated did not help anyway)
13.	Bldg#1		Cafeteria/Kitchen	New steam machine exhaust vents directly into the kitchen (have been told it would be fixed for some time but they are still waiting)

TABLE 2 - Grove Park Elementary School, Building#2/Environmental Conservation Services (ECS): Findings-Summary

Finding#	Building#	Room#	Location	Remarks:
1.	Bldg#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
2.	Bldg#2 (All)			Lights lens covers light to moderate dusk
3.	Bldg#2 (All)			Sink fixed cabinets interior dirty
4.	Bldg#2 (All)			HVAC return interiors have moderate dust load
5.	Bldg#2 (All)			Dead cockroaches all throughout
6.	Bldg#2	#201		Mold on tack boards; cove base missing from sink cabinet toe kick
7.	Bldg#2	#202		Mold on wood book shelves and game tables; termite Fras on & adjacent to wood storage cabinet
8.	Bldg#2	#204		Cobwebs along ceiling; one (1) broken & one (1) cracked ceiling tile
9.	Bldg#2	#205		Mold on diffuser individual supply closet

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

Finding#	Building#	Room	Location	Remarks:
1.	Bldg#3 (All)			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
2.	Bldg#3 (All)			Light lens covers light to moderate dust/dirt
3.	Bldg#3 (All)			Sink fixed cabinet interiors dirty
4.	Bldg#3(All)			HVAC return interiors have moderate dust load
5.	Bldg#3 (All)			Live and dead cockroaches throughout
6.	Bldg#3	#301		Mold on wooden stools (approx 8); cove base falling off by closet
7.	Bldg#3	#302		Ceiling tiles adjacent to supply diffusers are dusty
8.	Bldg#3	#303		Three (3) stained ceiling tiles adjacent to diffuser
9.	Bldg#3	#304		Mold on interior of fixed cabinets below the sink & on classroom wood book shelves
10.	Bldg#3	#305		Mold on tack boards; fixed sink cabinets are missing (pipes protruding from wall)

TABLE 4 - Grove Park Elementary School, Building#4/Environmental Conservation Services (ECS): Findings-Summary

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

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

Finding#	Building #	Room#	Location	Remarks:
1.	Bldg#5 (All)			Mold on underside of the computer tables (2 per classroom)
2.	Bldg#5 (All)			Ceiling tiles dusty adjacent to supply diffusers
3.	Bldg#5 (All)			HVAC return interiors have moderate to heavy dust load
4.	Bldg#5	#504		Live ants on windowsill
5.	Bldg#5	#507		Mold on underside of student desks and tables
6.	Bldg#5	#508		Four (4) water-stained ceiling tiles
7.	Bldg#5	#510		Three (3) water-stained ceiling tiles

**TABLE 6 - Grove Park Elementary School Portables/Environmental Conservation Services (ECS):
Findings-Summary**

Portables	Remarks
C-1	Mildew on exterior of front door
C-2	Mildew on exterior of front door
C-3	N/A (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	N/A (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	N/A (no issues)
C-11	Lock needs lubrication, Vinyl cove base pulled off wall two (2) feet exposing black mild. Corner bead damaged
C-12	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
C-13	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
C-14	Occupied not inspected
C-15	Occupied not inspected
C-16	N/A (no issues)
C-17	Nine (9) stained ceiling tiles down center of classroom. Large stains on CT's near Bard Q-Tec unit
C-18	Corner bead by window sill at back at room
C-19	Light dust on supply diffusers and return grill, one stained CT
C-20	Mold on rectangular table; drywall damaged by sink
C-21	Light dust on supply diffusers and on CT's close to diffusers
P-2	(Portable packed with old desk) Termite Fras by both entrance doors, over sink, windowsill and area of ceiling plenum by the back door
P-3	Termite Fras by both the front and back door, on top of PA speaker and front wall beneath marker board

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.^v (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.^{vi} (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

	Date	Transaction	Description	Debit	Credit	Cleared	Balance
1.	08/19/2016	Check#11289	J. Rogers Meet the teacher	\$22.55		Yes	\$1,754.66
2.	08/19/2016	Check#11289	R. Rogers room supplies	\$29.53		Yes	\$1,725.13
3.	08/19/2016	Check#11292	SDPBC Inv.# WPB-153398	\$125.75		Yes	\$1,599.38
4.	09/09/2016	Check#11299	AP. M. Mitchell SAC Meeting	\$17.95		Yes	\$1,581.43
5.	09/09/2016	Check#11300	J. Rogers SAC Preparations 9-1-16	\$15.48		Yes	\$1,565.95
6.	09-15-2016	Check#11301	J. Rogers Media Center Set- Up Moving Furniture B. Velasquez	\$12.48		Yes	\$1,553.47
7.	09-27-2016	Check#11304	SDPBC Inv.# WPB-156961	\$211.96		Yes	\$1,341.51
8.	09-27-2016	Check#11304	SDPBC Inv.# WPB-156962	\$57.17		Yes	\$1,284.34
9.	09-28-2016	Deposit 568			\$7.13	Yes	\$1,291.47
10.	09-28-2016	Check#11306	Sheryl Chaney Instructional Review North Regional Team	\$35.37		Yes	\$1,256.10
11.	09-29-2016	Check#11307	J. Rogers Instructional Review Preparations AP Mitchell	\$100.00		Yes	\$1,156.00
12.	09-29-2016	Check#11307	J. Rogers Instructional Review-North Region Team	\$1.99		Yes	\$1,1541.11
13.	10/04/2016	Check#11308	J. Rogers Faculty Meeting, PLC Custodial Appreciation	\$33.95		Yes	\$1,120.16
14.	10/04/2016	Check#11308	J. Rogers Oct.4 Faculty Meeting	\$2.30		Yes	\$1,117.86
15.	10/17/2016	Check#11312	J. Rogers Hurricane Mathew- PBG High School Admin School Police	\$15.89		Yes	\$1,101.97
16.	10/18/2016	Check#11313	J. Rogers October 31 Character Parade Supplies	\$18.99		Yes	\$1,1082.98
17.	10/18/2016	Check#11313	J. Rogers FSA Parent Mtg. Preparation	\$7.93		Yes	\$1,075.05
18.	10/25/2016	Check#11317	J. Rogers Postage	\$5.98		Yes	\$1,069.07
19.	10/26/2016	Deposit 575			\$32.11	Yes	\$1,101.18
20.	11/01/2016	Check#11320	J. Rogers Brandon Velasquez Parade & Dance Preparation	\$11.79		Yes	\$1,1089.39
21.	11/01/2016	Check#11321	SDPBC Inv.# 158670	\$79.12		Yes	\$1,010.27
22.	11/01/2016	Check#11321	SDPBC Inv. #158670	\$9.18			\$1,001.27
23.	11/01/2016	Check#11321	SDPBC Inv. #158670	\$10.63		Yes	\$990.46
24.	11/04/2016	Check#11323	J. Rogers North Region Coaches; Mtg. Learning Walk @ WRES	\$25.44		Yes	\$965.02
25.	11/16/2017	Check#11325	J. Rogers Mitchell Saturday Tutorials	\$14.24		Yes	\$950.78
26.	11/16/2016	Check#11325	J. Rogers PLC Supplies Classroom Management Work Shop	\$13.98		Yes	\$936.80

27.	11/17/2016	Deposit			\$15.46	Yes	\$952.26
28.	11/22/2016	Check#11326	J. Rogers Data Processor-PMP Training-Mrs. Diaz	\$18.99		Yes	\$933.27
29.	11/22/2016	Check#11326	J. Rogers DA Presentation Debrief Planning	\$32.92		Yes	\$900.35
30.	11/22/2016	Check#11326	J. Rogers Plants (Holiday Program), Ms. Chaney (Tutorial Prep.)	\$141.21		Yes	\$759.14
31.	11/28/2016	Check#11328	Sam's Club Employee Retirement	\$18.63		Yes	\$740.51
32.	12/09/2016	Check#11331	J. Rogers PLC & Caney (Tutorial Support)	\$41.75		Yes	\$698.76
33.	12/09/2016	Check#11332	Brandon Velasquez Paint Brushes	\$8.63		Yes	\$690.13
34.	12/13/2016	Check#11333	J. Rogers AP. Mitchell-Winter Diagnostic	\$39.75		Yes	\$650.38
35.	12/13/2016	Check#11336	SDPBC Inv. # WPB-160840	\$9.98		Yes	\$640.40
36.	12/20/2016	Deposit		\$17.85		Yes	\$658.25
37.	01/11/2017	Check#11339	Sheryl Chaney	\$11.68		Yes	\$646.49
38.	01/23/2017	Check#11346	J. Rogers front office Assistance w/testing preparation	\$12.82		Yes	\$633.67
39.	01/23/2017	Deposit 592			\$20.38	Yes	\$654.05
40.	01/23/2017	Deposit 592			\$550.19	Yes	\$1,204.24
41.	01/30/2017	Check#11349	Sheryl Chaney Administrative Assistant Office Supplies	\$28.98		Yes	\$1,175.26
42.	01/30/2017	Check#11350	J. Rogers Removal of Furniture from P3 (Paulemon, Tyner, Saramago)	\$21.72		Yes	\$1,153.54
43.	01/31/2017	Check#11299	Void-Mitchell SAC Meeting (9-1-16)-stale dated- Tax \$0.00	(\$17.95)		Yes	\$1,171.49
44.	02/01/2017	Check#11351	J. Rogers Custodial Support Cabinet Review	\$18.19		Yes	\$1,153.30
45.	02/03/2017	Check#11353	J. Rogers PDD Lunch Entire Staff	\$209.85		Yes	\$943.45
46.	02/06/2017	Check#11354	SDPBC Inv. # WPB-162654	\$10.79		Yes	\$932.66
47.	02/06/2017	Check#11354	SDPBC Inv. # WPB-162654	\$349.20		Yes	\$583.46
48.	02/06/2017	Check#11354	SDPBC Inv. # WPB-164166	\$44.92		Yes	\$538.54
49.	02/06/2017	Check#11354	SDPBC Inv. # WPB-164166	\$18.00		Yes	\$520.54
50.	02/06/2017	Check#11354	SDPBC Inv. # WPB-164166	\$16.98		Yes	\$503.56
51.	02/06/2017	Check#11354	SDPBC Inv. # WPB-164166	\$50.36		Yes	\$453.20
52.	02/06/2017	Check#11354	SDPBC Inv. # WPB-164166	\$39.86		Yes	\$413.34
53.	02/13/2017	Check#11355	J. Roger Painters (Media Center, Rimelis and ELL Staff Access Testing	\$57.95		Yes	\$355.39
54.	02/13/2017	Check#11355	J. Rogers School Counselor week, Recognition Testing, Diagnostic	\$33.96		Yes	\$321.43

55.	02/14/2017	Check#11356	J. Rogers (Mitchell) iReady Usage Reports, Celebrations	\$9.29		Yes	\$312.14
56.	02/17/2017	Check#11358	SDPBC Family Dollar#9138, Duffy's PB-Gardens, Royal Sandwich, Office Depot#211 Inv. # WPB-165773	\$187.61		Yes	\$124.53
57.	02/22/2017	Check#11363	J. Rogers IB & Administrative Planning (Testing Window) Mitchell, Chaney, Holland Velasquez	\$110.21		Yes	\$14.32
58.	02/23/2017	Deposit			\$12.16	Yes	\$26.48
59.	03/29/2017	Check#11371	J. Rogers Mitchell, FSA 3 rd Grade Testing	\$4.28		Yes	\$22.20
60.	03/29/2017	Check#11327	Mitchell, Check 11299 is stale dated and lost	\$17.95		Yes	\$4.25
61.	04/25/2017	Deposit			\$16.56	Yes	\$20.81

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

Description	Charge	Date & # of Purchases Made:
Fed- Ex Office	\$515.82	08/06/16
Little Caesars	\$57.17	08/09/16
Office Max/Office Depot	\$29.98	08/10/16
TOTALS	\$602.97	3(Purchases)

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

Description	Charge	Date & # of Purchases Made:
Duffy's (Consumables)	\$79.12	09/15/16
Publix (Consumables)	\$9.18	09/19/16
Wal-Mart (Instructional)	\$28.80	09/20/16
OfficeMax/Office Depot	\$147.47	09/20/16
Publix (Consumable)	\$10.63	09/24/16
TOTALS	\$275.20	5(Purchases)

TABLE 8C - Principal Jo Anne Rogers P-Card Purchases from September 28, 2016 thru October 27, 2016

Description	Charge	Date & # of Purchases Made:
Publix	\$20.93	09/27/16
Curriculum Assoc. (School)	\$371.28	09/29/16
Publix	\$5.99	10/08/16
Citation Comm	\$166.75	10/11/16
Duffy's	\$24.98	10/11/16
McDonald's (Consumable)	\$35.00	10/11/16
McDonald's (Consumable)	\$10.00	10/11/16
Target (Halloween)	\$28.72	10/16/16
McDonald's	\$75.53	10/18/16
Publix	\$9.98	10/21/16
USPS	\$47.00	10/22/16
Halloween Costumes	\$165.86	10/21/16
Totals:	\$962.02	12 (Purchases)

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

Description	Charge	Date & # of Purchases Made:
Publix (food)	\$10.79	10/30/16
Target (Instructional)	\$38.56	11/06/16
Delta Air/AP-Mitchell (Teacher Conference IB)	\$349.20	11/17/16
TOTALS	\$398.55	3(Purchases)

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

Description	Charge	Date & # of Purchases Made:
Vista Print	\$16.98	11/28/16
Yin Can Cook	\$39.86	11/30/16
Publix	\$18.00	12/03/16
Macy's(Instruct Review)	\$50.36	12/04/16
Target (Consumables)	\$44.92	12/04/16
Lowe's	\$46.92	12/09/16
Comfort Suites	\$117.80	12/16/16
TOTALS	\$334.84	7(Purchases)

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

Description	Charge	Date & # of Purchases Made:
Family Dollar	\$13.64	01/10/17
Office Depot	\$19.78	01/10/17
Duffy's	\$107.41	01/13/17
Royal Sandwich	\$46.78	01/20/17
TOTALS	\$187.61	4(Purchases)

TABLE 8G - Principal Jo Anne Rogers P-Card Purchases from January 28, 2017 thru February 27, 2017

Description	Charge	Date & # of Purchases Made:
Publix	\$25.93	01/31/17
Publix	\$18.99	02/02/17
Publix	\$4.50	02/02/17
Sysco Food SVC's	\$333.23	02/23/17
TOTALS	\$382.65	4(Purchases)

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

Description	Charge	Date & # of Purchases Made:
Learning Sciences	\$659.00	03/20/17
Learning Sciences	\$659.00	03/20/17
Learning Sciences	\$659.00	03/20/17
Learning Sciences	\$659.00	03/20/17
Learning Sciences	\$659.00	03/20/17
Disney Resort Res (Staff)	\$164.25	03/20/17
Disney Resort Res (Staff)	\$164.25	03/20/17

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. 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's 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/Rental Courtesy 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."^{vii}(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

Date	Check Req#	Account#	Description	Cost:
07/18/16	#11283	Rental 6-3800.00	Chin Rest	\$20.92
10/02/16	#11308	Administrative Courtesy 6-0200.00	Target	\$33.95
10/31/16	#11320	Administrative Courtesy 6-0200.00	Custodial Parade & Dance Preparation	\$11.79
01/30/17	#11350	Administrative Courtesy 6-0200.00	Custodial Furniture Removal from Portable # 3	\$21.72
03/21/17	#11368	Rental 6-3800.00	Custodial Recognition/FSA Building Preparation	\$26.36
TOTAL				\$114.74

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.^{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.^{ix}(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 (PBSD 1894) form to Area Superintendent Camille Coleman. The Field Trip form shows that Area Superintendent Coleman reviewed the request on January 18, 2017,^{xi} (See Exhibit-11) and approved the request on the same date. Principal Rogers reported reasons for the field trip, attached to the PBSD 1894, states: "Activity is specifically connected to Grove Park's SIP, the district strategic plan: Goal #1. To provide effective and relevant instructions 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^{xii} (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."^{xiii} (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.^{xiv} (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,^{xv} (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:

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.

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.

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 **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".^{xvi} (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 Tangela 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>

J. Rogers
(18 - Pages)

17-623 Grove Park Elementary

6 messages

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

Tue, Jul 18, 2017 at 10:40 AM

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/>

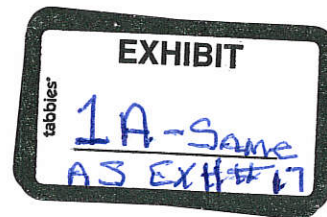
scanner@palmbeachschools.org_20170718_094054.pdf
21206K

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
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>
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 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

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

Wed, Jul 19, 2017 at 6:05 PM

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>
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 concerned 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

[Quoted text hidden]

o 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 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.
- 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.

[Quoted text hidden]



Robert Sheppard <robert.sheppard@palmbeachschools.org>

17-623 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/>
 **scanner@palmbeachschools.org_20170718_094054.pdf**
21206K
Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Jul 18, 2017 at 11:05 AM

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]


 **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.

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

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

Wed, Jul 19, 2017 at 6:05 PM

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>
 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 concerned 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

[Quoted text hidden]



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Consolidated Document, Letter Response, IG#17-623

1 message

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

Tue, Aug 8, 2017 at 6:46 PM

To: Robert Sheppard <robert.sheppard@palmbeachschools.org>, Camille Coleman <camille.coleman@palmbeachschools.org>

attachment

Thanks,

--

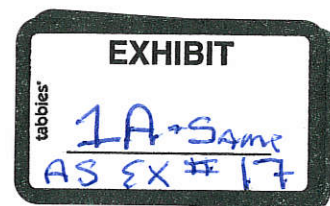
Jo Anne Rogers, Principal
Grove Park Elementary School

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-

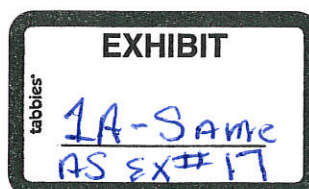
- 1.) I DID NOT use the school's p-card for the purchase of shoes for Marzella Mitchell, at all;
- 2.) I followed what I understood to be district guidelines and protocol for making this purchase, which to my understanding, gifts could not exceed \$100. The total amount was approximately \$185.00. Only \$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.

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)
- 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

Jar/jar

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-

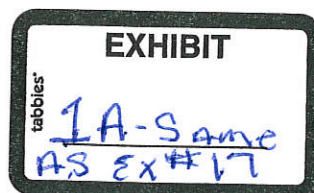
- 1.) I DID NOT use the school's p-card for the purchase of shoes for Marzella Mitchell, at all;
- 2.) I followed what I understood to be district guidelines and protocol for making this purchase, which to my understanding, gifts could not exceed \$100. The total amount was approximately \$185.00. Only \$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 transactions 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.

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)
- 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



Jar/jar



Robert Sheppard <robert.sheppard@palmbeachschools.org>

17-623 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.

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/>

 **scanner@palmbeachschools.org_20170718_094054.pdf**
21206K

Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Jul 18, 2017 at 11:05 AM

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]

 **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>

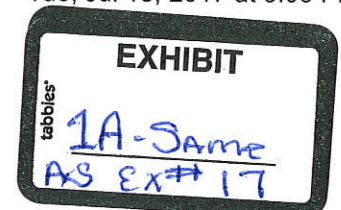
Mr. Sheppard:

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.



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

Exhibit 1B

Assistant Principal Marzella Mitchell

Response to IG#17623



Robert Sheppard <robert.sheppard@palmbeachschools.org>

IG#17-623

3 messages

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

Tue, Jul 18, 2017 at 11:14 AM

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>

Tue, Aug 8, 2017 at 8:03 AM

See attached response

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

Please Follow Us on Twitter, [@gpescpc](#)

[Quoted text hidden]

School response -Mitchell.docx
16K

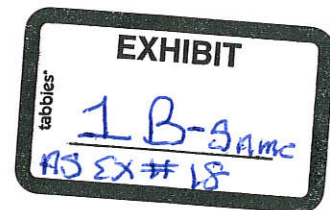
Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Marzella Mitchell <marzella.mitchell@palmbeachschools.org>

Tue, Aug 8, 2017 at 11:38 AM

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



[Quoted text hidden]

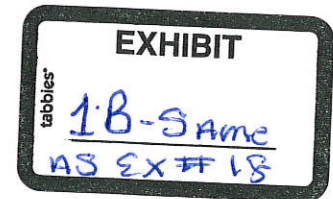
Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

RECEIVED
AUG 08 2017
INSPECTOR GENERAL

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.

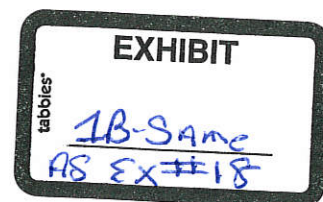
As mentioned in the factfinding part of this allegation, the vehicle that brought the toys delivered the toys during lunch of the last day of school before the Christmas break. There were two other authorized programs taking place in the school at the time of the arrival of the toys. In addition to Principal 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/UNSUABLE SCHOOL FURNITURE

EXHIBIT
#1

tabbies



EXHIBIT

tabbles

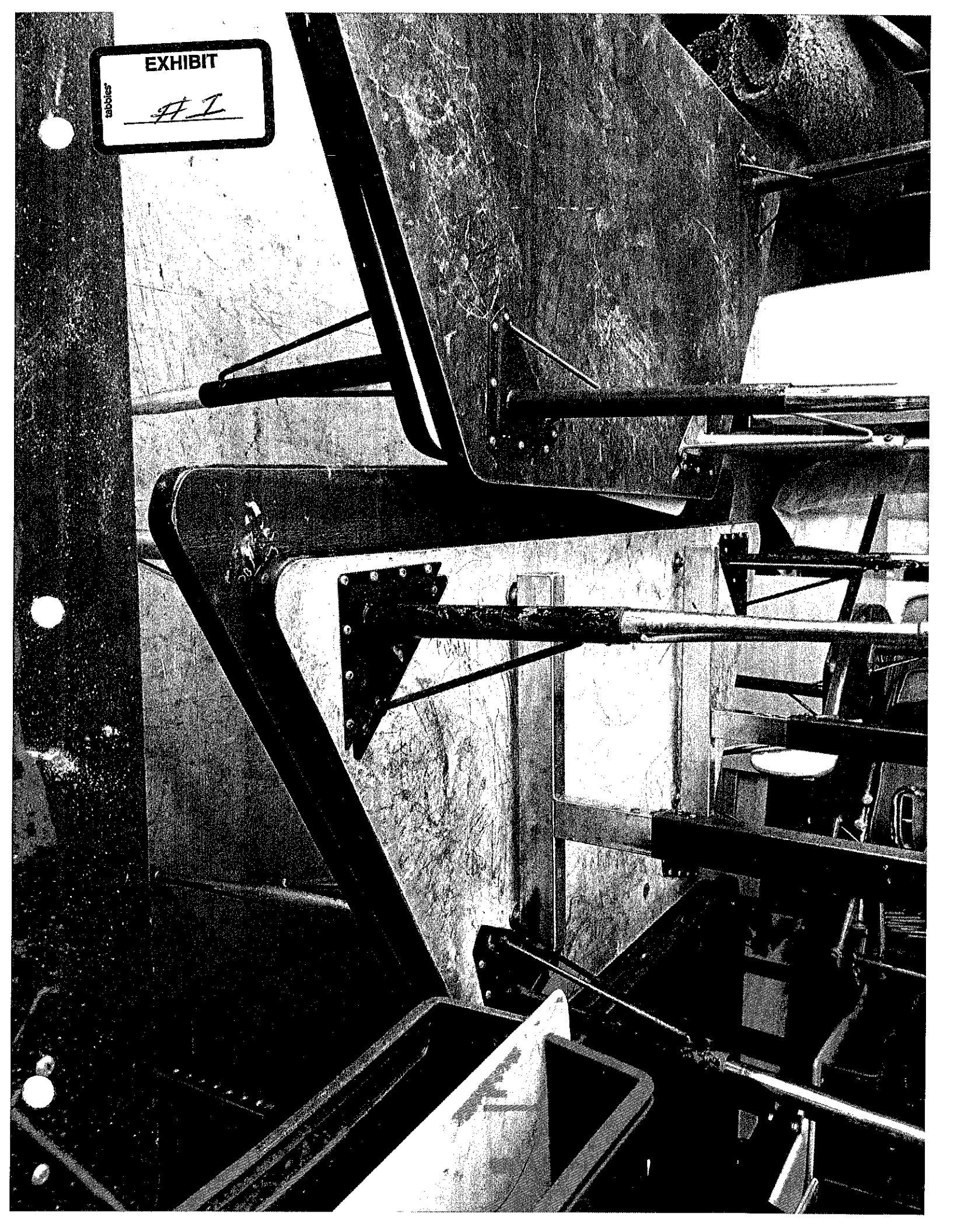
#1



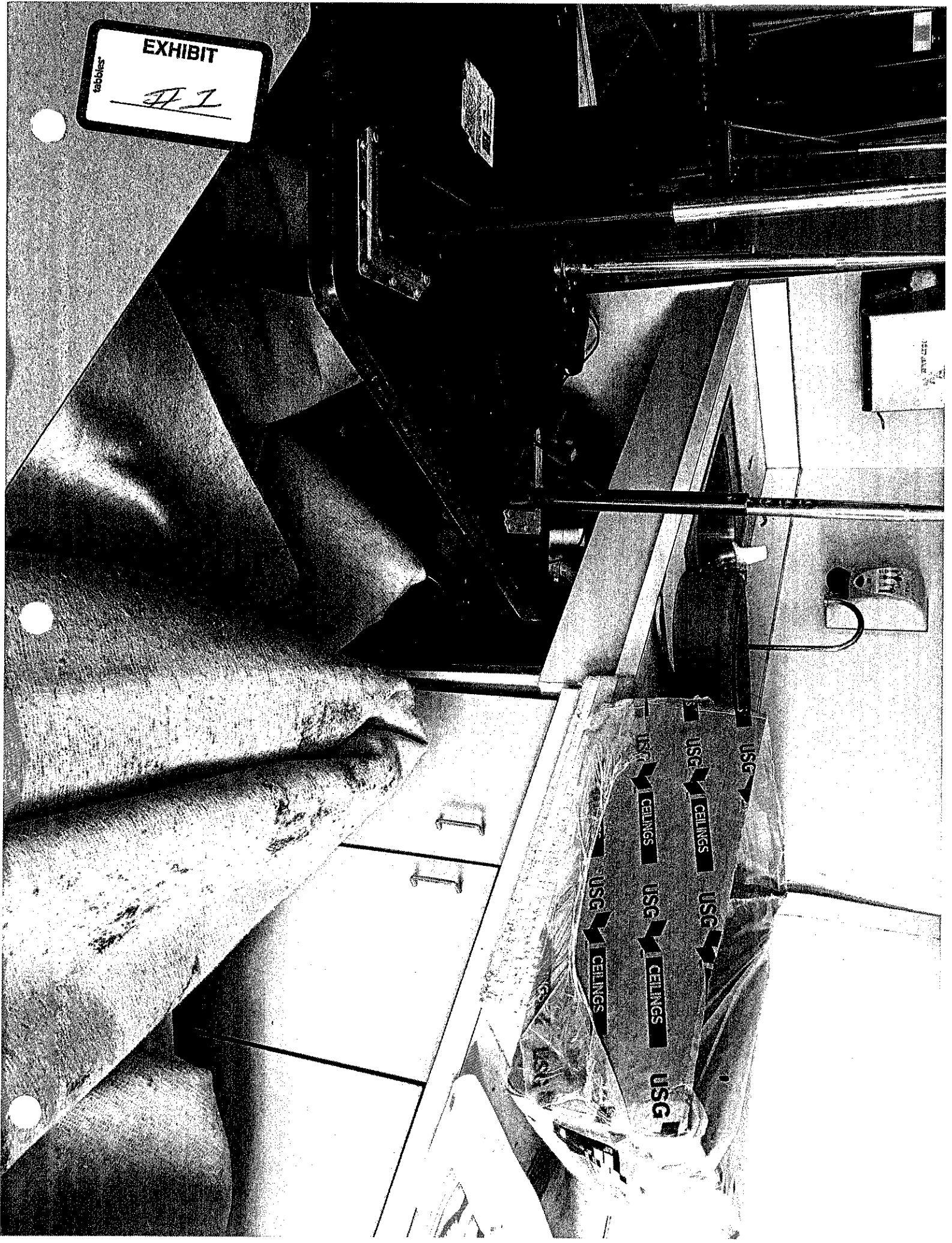
EXHIBIT

tabbies

#1



tabbles
EXHIBIT
71

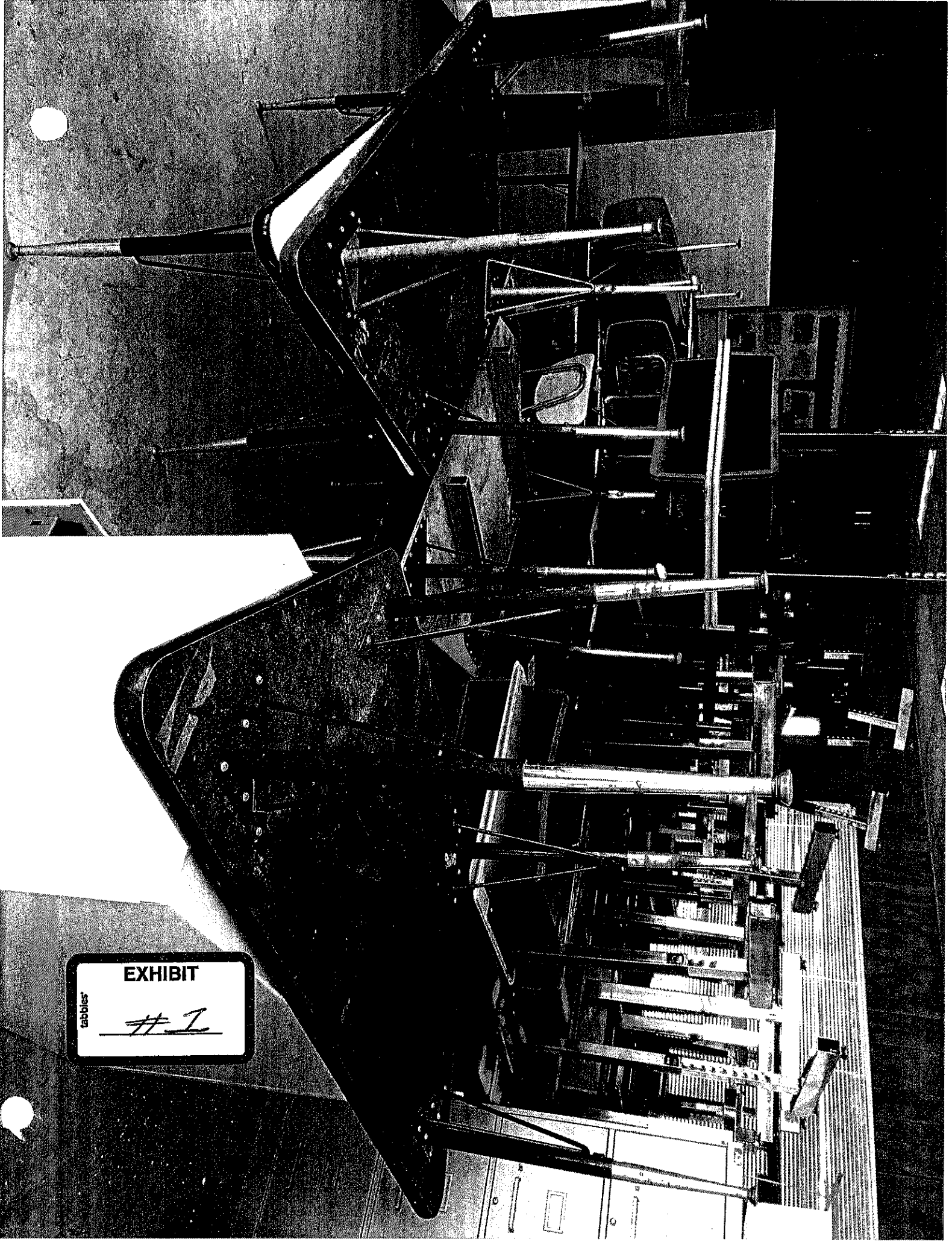


EXHIBIT

tabbles®

AZ

smart



EXHIBIT

#1

tabbles

EXHIBIT#2

**PRINCIPAL ROGERS, PHOTO-TRANSPORTING
CHRISTMAS DECORATIONS**

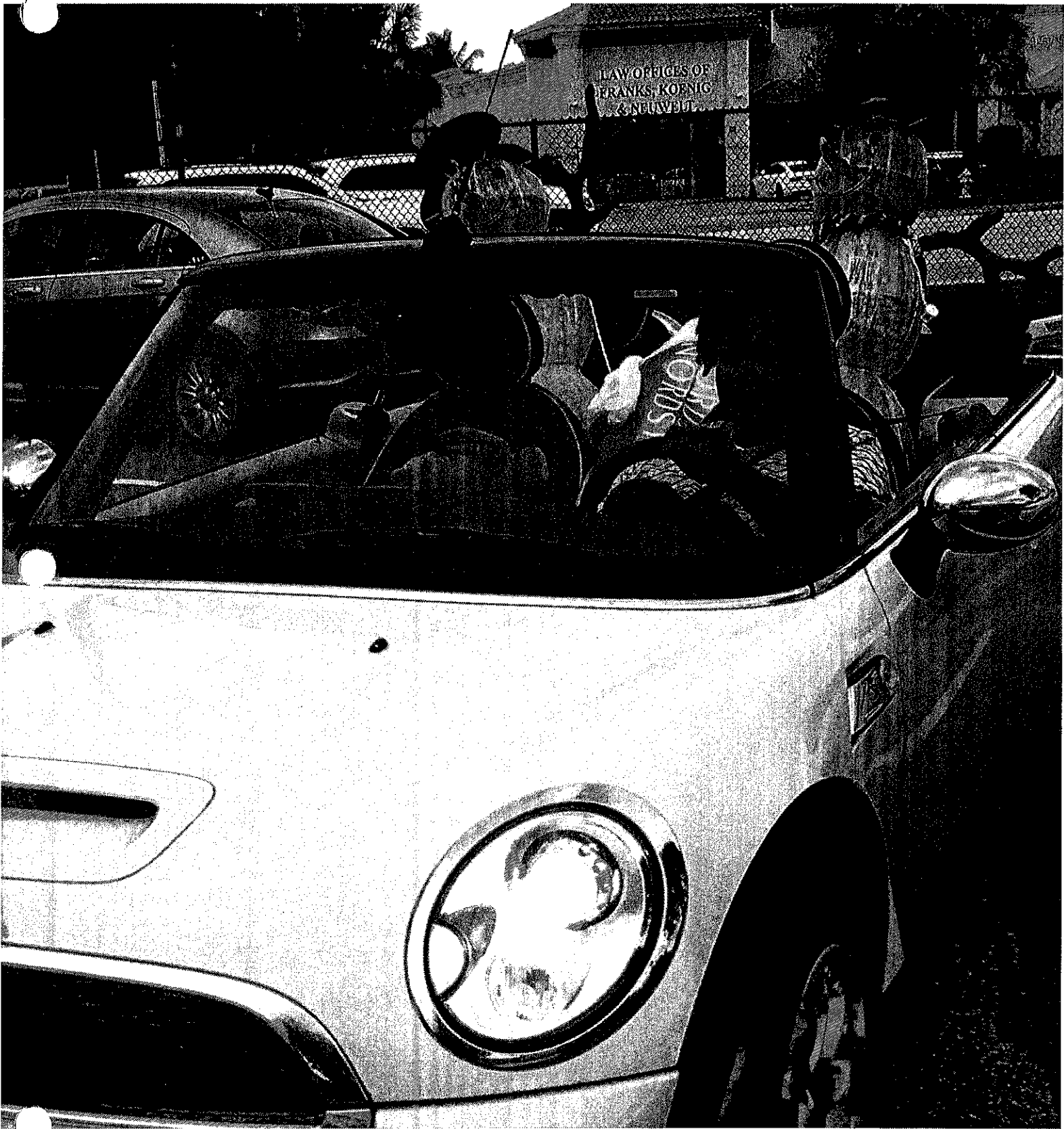


EXHIBIT
#2

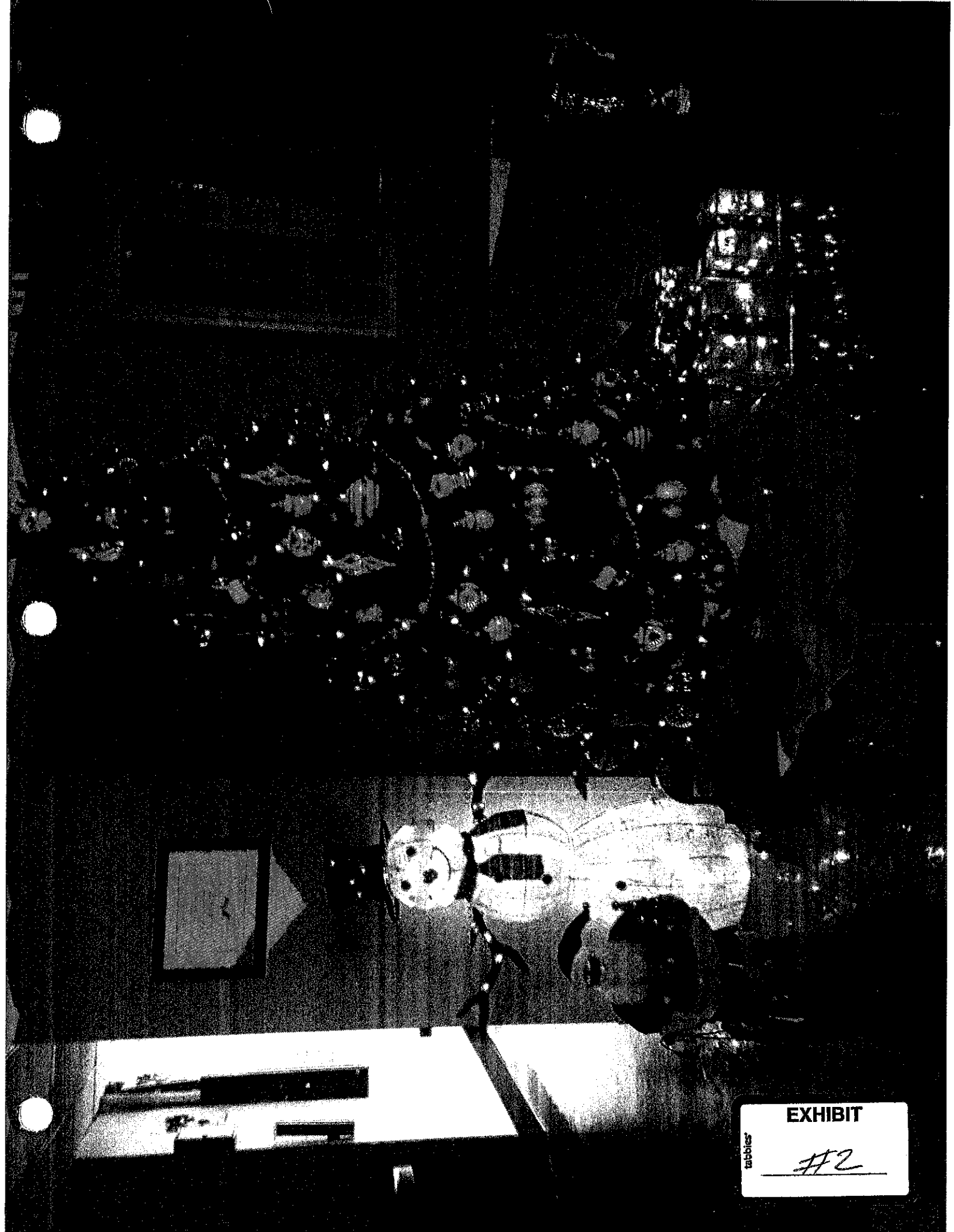
tabbies

EXHIBIT

tabbies

#2





EXHIBIT

tabbies

#2

EXHIBIT#3

**GROVE PARK ELEMENTARY –PROACTIVE
IAQ INSPECTION JULY 2016**



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fwd: Grove Park ES - Proactive IAQ Inspection July 2016

1 message

Camille Coleman <camille.coleman@palmbeachschools.org>

Mon, May 22, 2017 at 10:28 AM

To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

----- 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 3:56 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@palmbeachschools.org>, dave.trogdon@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:

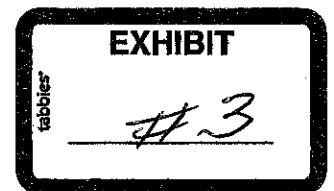
From: Kesta James <kesta.james@palmbeachschools.org>**Date:** July 26, 2016 at 3:47:44 PM EDT**To:** Paul Strauss <paul.strauss@palmbeachschools.org>**Subject:** Grove Park ES - Proactive IAQ Inspection July 2016

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



2/1/17

- 1-112 - Surface mold below round and semicircle tables and on the underside of student desks
- 1-113 - Surface mold below round tables, termite frass on bookcase and student reading books

(4)

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

(4)

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 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.

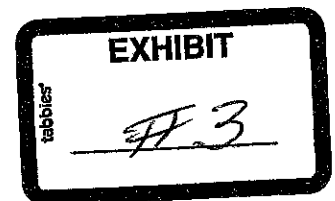
P2-(Portable packed with old desks) Termite fras by both entrance doors, over sink, window sill and area of ceiling plenum by the back door.

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



(4)

School District Palm Beach County
1400 North Florida Mango Road
West Palm Beach, FL 33409
Phone 561.684-5154 Px 45213
Cell 561.420.3135 FAX 561.684.5153
Kesta.James@palmbeachschools.org
<http://www.palmbeachschools.org/ecs/>

EXHIBIT#4

**GROVE PARK ELEMENTARY –PROACTIVE
IAQ INSPECTION JULY 2016**

(4)



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fwd: Grove Park ES - Proactive IAQ Inspection July 2016

1 message

Camille Coleman <camille.coleman@palmbeachschools.org>

Mon, May 22, 2017 at 10:28 AM

To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

----- 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 3:56 PM

Subject: Fwd: Grove Park ES - Proactive IAQ Inspection July 2016

To: craig.singleary@palmbeachschools.org

Cc: Jo Anne Rogers <joanne.rogers@palmbeachschools.org>, Rusty Everman <rusty.everman@palmbeachschools.org>, dave.trogdon@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: Kesta James <kesta.james@palmbeachschools.org>

Date: July 26, 2016 at 3:47:44 PM EDT

To: Paul Strauss <paul.strauss@palmbeachschools.org>

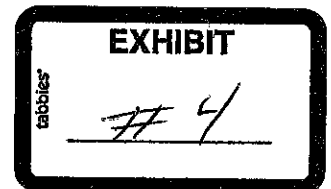
Subject: Grove Park ES - Proactive IAQ Inspection July 2016

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



2/16/17

(4)

- 1-112 - Surface mold below round and semicircle tables and on the underside of student desks
- 1-113 - Surface mold below round tables, termite frass on bookcase and student reading books

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:

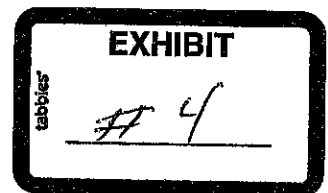
- ALL: Mold on student/teacher desks, fabric chairs, tables, underside of fixed cabinets mounted above the sinks, and wooden shelving in the pass-through storage rooms
- ALL: Light lens covers light to moderate dust/dirt
- ALL: Sink fixed cabinet interiors dirty
- ALL: HVAC return interiors have moderate 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

(4)

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 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



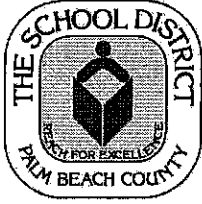
(4)

School District Palm Beach County
1400 North Florida Mango Road
West Palm Beach, FL 33409
Phone 561.684-5154 Px 45213
Cell 561.420.3135 FAX 561.684.5153
Kesta.James@palmbeachschools.org
<http://www.palmbeachschools.org/ecs/>

EXHIBIT#5

**PRINCIPAL ROGERS ADMINISTRATIVE
COURTESY ACCOUNT (6-0200.00)**

**& P-CARD PURCHASES JULY 16, 2016 THRU
APRIL 27, 2017**



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Reference #
206260
of Sheets in Package* (including this form)
14

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 #

P-Card Holder Employee: First Last

School/Department # & Name

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

Submit Date

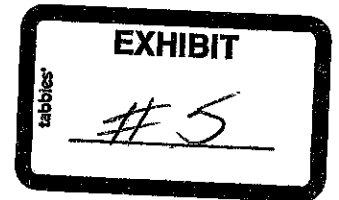
P-Card Statement Month P-Card Statement Year

Employee ID # of Person Submitting Statement

Person Submitting: First Last

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
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.

2. Signed Monthly Billing Statement approving all purchases.

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)

No.	TRANSACTION DATE	MERCHANT NAME AND PHONE NUMBER	DOLLAR AMOUNT	ITEM DESCRIPTION AND WHY
1.				
2.				
3.				



JO ROGERS
 1411 GROVE PARK ES
 XXXX-XXXX-XXXX-4228
 July 28, 2016 - August 27, 2016

Purchasing Card

Cardholder Activity

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238 Customer Service: 1.888.449.2273 24 Hours TTY Hearing Impaired: 1.800.222.7365 24 Hours Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 08/27/16 Credit Limit \$7,500 Cash Limit \$0 Days in Billing Cycle 31 Total Activity \$602.97 THIS IS NOT A BILL - DO NOT PAY	Credits \$0.00 Cash \$0.00 Purchases \$602.97 Other Debits \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Total Activity \$602.97

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
08/08	08/06	FEDEXOFFICE 00010751 WEST PALM BEAFL	24164076220069500390092	7338	515.82	
08/10	08/09	LITTLE CAESARS 3054-0002 LAKE PARK FL	24445006222200136019906	5814	57.17	
08/12	08/10	OFFICEMAX/OFFICEDEPOT612SPALM BEACH GAFL	24445746224100205761942	5943	29.98	

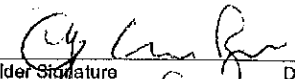
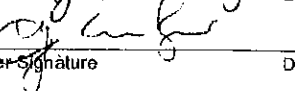
00000000 00000000 00000000 4715291208194228

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

Total Activity \$602.97

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

JO ROGERS
 1411 GROVE PARK ES
 3300 FOREST HILL BLVD
 A323 PCARD DEPT
 WEST PALM BEACH, FL 33406


 _____ 9-9-16
 Cardholder Signature Date

 _____ 9-9-16
 Manager Signature Date

Auto Scan-To-PDF 1 @ 0.8900 E
002862 Reg. Price 0.89

Price per piece 135.88
Regular Total 135.88
Discounts 0.00

22 x 28 - 3 Qty 1 75.88

File Enhancement 1 @ 5.0000 E
004373 Reg. Price 5.00

22x28 Poster Pkg 1 @ 89.9900 E
002332 Reg. Price 89.99

Auto Scan-To-PDF 1 @ 0.8900 E
002862 Reg. Price 0.89

Price per piece 75.88
Regular Total 75.88
Discounts 0.00

LAMINATION OF ORIGIN Qty 1 16.42

8.5x11 Lamination 8 @ 1.9900 E
004337 Reg. Price 1.99

Pouch Lam Trim 1 @ 0.5000 E
000335 Reg. Price 0.50

Price per piece 16.42
Regular Total 16.42
Discounts 0.00

Sub-Total 515.82
Tax 0.00
Deposit 515.82
Total 515.82

Total Tender 0.00
Change Due 0.00

Total Discounts 0.00



Tell us how we're doing and receive 15% off your next \$20 print order
fedex.com/wellisten or 1-800-398-0242
Offer Code: _____ Offer expires 12/31/16

Thank you for visiting

FedEx Office
Make It. Print It. Pack It. Ship It.
fedex.com/office

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



FedEx Office is your destination for printing and shipping.

2381 Palm Beach Lakes Blvd
West Palm Beach, FL 33409-3301
Tel: (561) 478-0600

8/7/2016 10:28:56 AM EST
Team Member: Vanessa J.
Customer: Joanne Rogers
Account #: XXXXX1386-
Account: palm beach county school board

SALE
Tax Exempt

22 x 28 - 1 Qty 1 75.88

File Enhancement 1 @ 5.0000 E
004373 Reg. Price 5.00

22x28 Poster Pkg 1 @ 89.9900 E
002332 Reg. Price 89.99

Auto Scan-To-PDF 1 @ 0.8900 E
002862 Reg. Price 0.89

Price per piece 75.88
Regular Total 75.88
Discounts 0.00

22 x 28 - 2 Qty 1 75.88

File Enhancement 1 @ 5.0000 E
004373 Reg. Price 5.00

22x28 Poster Pkg 1 @ 89.9900 E
002332 Reg. Price 89.99

Auto Scan-To-PDF 1 @ 0.8900 E
002862 Reg. Price 0.89

Price per piece 75.88
Regular Total 75.88
Discounts 0.00

36 X 48 - 1 Qty 1 135.88

File Enhancement 1 @ 5.0000 E
004373 Reg. Price 5.00

36x48 Poster Pkg 1 @ 129.9900 E
002814 Reg. Price 129.99

Auto Scan-To-PDF 1 @ 0.8900 E
002862 Reg. Price 0.89

Price per piece 135.88
Regular Total 135.88
Discounts 0.00

36 X 48 - 2 Qty 1 135.88

File Enhancement 1 @ 5.0000 E
004373 Reg. Price 5.00



2381 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



* 1 0 7 5 0 0 3 9 0 0 9 *
Order Number: 107503J0Z
Order Due 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



* 1 0 7 5 0 0 3 9 0 0 9 *

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.



FedEx Office is your destination for printing and shipping.

2381 Palm Beach Lakes Blvd
West Palm Beach, FL 33409-3301
Tel: (561) 478-0500

6/7/2016 10:28:58 AM EST
Team Member: Vanessa J.
Customer: Joanne Rogers
Account #: XXXXX1386
Account: palm beach county school board

SALE
Tax Exempt

22 x 28 - 1	Qty 1	75.88
File Enhancement	1 @	5.0000 E
004373 Reg. Price	5.00	
22x28 Poster Pkg	1 @	69.9900 E
002332 Reg. Price	69.99	
Auto Scan-To-PDF	1 @	0.8900 E
002862 Reg. Price	0.89	
Price per piece	75.88	
Regular Total	75.88	
Discounts	0.00	

22 x 28 - 2	Qty 1	75.88
File Enhancement	1 @	5.0000 E
004373 Reg. Price	5.00	
22x28 Poster Pkg	1 @	69.9900 E
002332 Reg. Price	69.99	
Auto Scan-To-PDF	1 @	0.8900 E
002862 Reg. Price	0.89	
Price per piece	75.88	
Regular Total	75.88	
Discounts	0.00	

36 X 48 - 1	Qty 1	135.88
File Enhancement	1 @	5.0000 E
004373 Reg. Price	5.00	
36x48 Poster Pkg	1 @	129.9900 E
002814 Reg. Price	129.99	
Auto Scan-To-PDF	1 @	0.8900 E
002862 Reg. Price	0.89	
Price per piece	135.88	
Regular Total	135.88	
Discounts	0.00	

36 X 48 - 2	Qty 1	135.88
File Enhancement	1 @	5.0000 E
004373 Reg. Price	5.00	
36x48 Poster Pkg	1 @	129.9900 E
002814 Reg. Price	129.99	

~~Handwritten signature~~

Auto Scan-To-PDF 1 @ 0.8900 E
002862 Reg. Price 0.89

Price per piece 135.88
Regular Total 135.88
Discounts 0.00

22 x 28 - 3 Qty 1 75.88

File Enhancement 1 @ 5.0000 E
004373 Reg. Price 5.00

22x28 Poster Pkg 1 @ 89.9900 E
002332 Reg. Price 89.99

Auto Scan-To-PDF 1 @ 0.8900 E
002862 Reg. Price 0.89

Price per piece 75.88
Regular Total 75.88
Discounts 0.00

LAMINATION OF ORIGIN Qty 1 16.42

8.5x11 Lamination 8 @ 1.8900 E
000337 Reg. Price 1.89

Pouch Lam Tria 1 @ 0.5000 E
000335 Reg. Price 0.50

Price per piece 16.42
Regular Total 16.42
Discounts 0.00

Sub-Total 515.82
Tax 0.00
Deposit 515.82

Total 515.82

Total Tender 0.00
Change Due 0.00

Total Discounts 0.00



Tell us how we're doing and receive
15% off your next \$20 print order
fedex.com/vellisten or 1-800-398-0242
Offer Code: _____ Offer expires 12/31/18

Thank you for visiting

FedEx Office
Make It. Print It. Pack It. Ship It.
fedex.com/office

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



2381 Palm Beach Lakes Blvd
West Palm Beach, FL 33409-3301
Tel: (561) 478-0600

8/8/2016 2:41:44 PM EST
Trans.: 9009 Branch: 1075
Register: 003 T111:KC102552
Team Member: Kate C.
Customer: Joanne Rogers

DEPOSIT ON ORDER



* 1 0 7 5 0 0 3 9 0 0 9 *
Order Number: 107503J0Z
Order Due 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



Inquiry Results

Business Unit: SDPBC
 Ledger Group: DETAIL Detail Tracking Budget
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:

Return to Criteria Max Rows: 100 Display Search Options

Ledger Totals (27 Rows)

Not Transfers:		
Budget:	290,334,900	0.000
Expense:	10,022,220	
Encumbrance:	214,469,320	
Pre-Encumbrance:	0.000	
Budget Balance:	73,823,420	
Associate Revenue:	0.000	
Available Budget:	73,823,420	

Budget Overview Results

	Ledger Group	Dept	Fund	Function	Account	Program	Bud Max	Local Code	Fiscal Year	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget
1	DETAIL	1411	4201	5150	522000	8559	NC02	000	2017	2017	0.000	216,860	0.000	0.000	-216,860
2	DETAIL	1411	4201	5150	523000	8559	NC02	000	2017	2017	0.000	379,450	0.000	0.000	-379,450
3	DETAIL	1411	4201	5150	521000	8559	NC02	000	2017	2017	24,363,690	216,500	26,982,790	0.000	-2,635,600
4	DETAIL	1411	4201	5150	521600	8559	NC02	000	2017	2017	4,974,520	0.000	0.000	0.000	4,974,520
5	DETAIL	1411	4201	5150	579100	8559	NC02	000	2017	2017	0.000	0.000	0.000	0.000	0.000
6	DETAIL	1411	4201	5150	576200	8559	NC02	000	2017	2017	30,060,000	0.000	0.000	0.000	30,060,000
7	DETAIL	1411	4201	5150	561100	8559	NC02	000	2017	2017	4,000,000	1,829,530	0.000	0.000	2,170,470
8	DETAIL	1411	4201	6160	518400	6559	NC02	000	2017	2017	16,000,000	0.000	0.000	0.000	16,000,000
9	DETAIL	1411	4201	5150	512000	8559	NC02	000	2017	2017	25,150,000	2,079,020	21,975,470	0.000	285,510
10	DETAIL	1411	4201	6152	551100	8559	NC02	000	2017	2017	541,410	0.000	0.000	0.000	541,410
11	DETAIL	1411	4201	5152	518000	8559	NC02	000	2017	2017	0.000	0.000	0.000	0.000	0.000
12	DETAIL	1411	4201	5152	522000	8559	NC02	000	2017	2017	0.000	51,280	0.000	0.000	-51,280
13	DETAIL	1411	4201	6152	524000	8559	NC02	000	2017	2017	0.000	8,460	0.000	0.000	-8,460
14	DETAIL	1411	4201	6152	525000	8559	NC02	000	2017	2017	0.000	2,390	0.000	0.000	-2,390
15	DETAIL	1411	4201	6152	516000	8559	NC02	000	2017	2017	21,582,500	407,380	10,669,710	0.000	10,274,990
16	DETAIL	1411	4201	6152	523200	8559	NC02	000	2017	2017	0.000	2,190	0.000	0.000	-2,190
17	DETAIL	1411	4201	6152	518400	8559	NC02	000	2017	2017	0.000	0.000	0.000	0.000	0.000
18	DETAIL	1411	4201	6152	521000	8559	NC02	000	2017	2017	11,513,590	40,070	9,061,090	0.000	2,412,840
19	DETAIL	1411	4201	6152	576200	8559	NC02	000	2017	2017	1,371,370	650,000	0.000	0.000	721,370
20	DETAIL	1411	4201	6152	518400	8559	NC02	000	2017	2017	0.000	0.000	0.000	0.000	0.000
21	DETAIL	1411	4201	6152	521500	8559	NC02	000	2017	2017	48,120	0.000	0.000	0.000	48,120
22	DETAIL	1411	4201	6402	513000	8559	NC02	000	2017	2017	33,859,000	2,507,810	38,090,840	0.000	12,161,360
23	DETAIL	1411	4201	6402	518400	8559	NC02	000	2017	2017	0.000	0.000	0.000	0.000	0.000
24	DETAIL	1411	4201	6402	521000	8559	NC02	000	2017	2017	25,881,840	195,360	26,479,420	0.000	-792,940
25	DETAIL	1411	4201	6402	518420	8559	NC02	000	2017	2017	0.000	0.000	0.000	0.000	0.000
26	DETAIL	1411	4201	6402	523000	8559	NC02	000	2017	2017	0.000	354,170	0.000	0.000	-354,170
27	DETAIL	1411	4201	6402	522000	8559	NC02	000	2017	2017	0.000	199,300	0.000	0.000	-199,300

Return to Criteria Notes

Save Notify Refresh



Gulhan Kilic <gulhan.kilic@palmbeachschools.org>

Please change to PCARD

1 message

Renee Murray <renee.murray@palmbeachschools.org>
To: Gulhan Kilic <Gulhan.Kilic@palmbeachschools.org>

Tue, Sep 6, 2016

1085970	1039324	08/10/2016	OFFICEMAX/OFFICEDEPOT6125	1411	1801	9810	551100	0000	1411	000		SDPBC	S1411	A/P	2
1085970	1039324	08/09/2016	TITLE CAESARS 3054-0002	1411	1801	9810	551100	0000	1411	000		SDPBC	S1411	A/P	5

Thank you,

Renee Murray

P-Card Administrator

Purchasing Department

3300 Forest Hill Blvd. A-323

West Palm Beach, Fl. 33406

Office 561-434-8410 PX 48410

Fax 561-434-8185 PX 48185



CAESAR'S

08/09/2016 12:01PM 0001
000003#0802

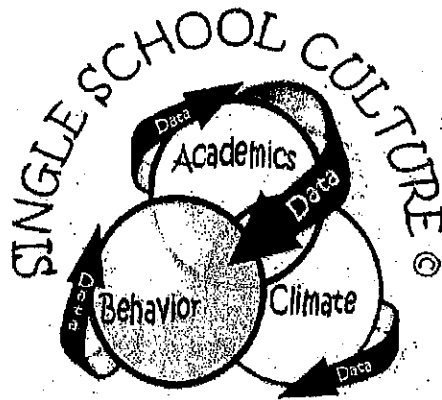
PEP.	\$5.55
PEP.	\$5.55
PEP.	\$5.55
PEP.	\$5.55
PEP.	\$5.55
CHEESE	T1 \$5.55
CHEESE	T1 \$5.55
CHEESE	T1 \$5.55
CHEESE	T1 \$5.55
CHEESE	T1 \$5.55

Ga R

MOSE ST	\$55.50
TAX1	\$1.67

TOTAL: **\$57.17**

Admin Courtesy
6.0200



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>

Office DEPOT OfficeMax

OfficeMax Store 6126
4242 Northlake Blvd
Palm Beach Gardens FL 33410
08/10/2016 16.4.2 7:10 PM
STR 6125 REG 3 TRN 8376 EMP 319741

SALE

Product ID	Description	Total
814395	DESKTOP, WIRELE	
2 @ 14.99		29.98
	Business Solutions Prc	59.980
	You Pay	29.98S
	Subtotal:	29.98
	Total:	29.98
	Visa 4228:	29.98

*rental facilities
6-3800*

Auth CODE 002905
TDS: Chip Read
AIP: A0000000031010 VISA CREDIT
FVR: 0080088000
CVS Signature Verified

Tax Exemption Number 30595956

*Cy Anne
Rogers*

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 HS8S



2PVTP9XP433XRRXUC

Daily P-Card Transaction Report

P-Card Transactions to be Approved

Billing Date: 8/27/2016

Site Administrator: 1085970

1039324 Rogers, Jo Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	Merchant	Dept	Fund	Func	Account	Prog	Budg	Loc	Award	Project	Activity	
08/08/2016	08/06/2016	2416407622069500390092	FEDEX OFFICE	1411	1000	7310	551100	0000	1411	000				515.82
08/10/2016	08/09/2016	24445006222200136013906	LITTLE CAESARS	1411	1000	7310	551100	0000	1411	000				57.17
08/12/2016	08/10/2016	24445746224100205761942	OFFICEMAX/OFFICE	1411	1000	7310	551100	0000	1411	000				29.98

Admin Courtesy
6.0000
Rental Jacket
6.3800



Monthly P-Card Statement

Run Date: 09/08/2016
Report ID: PBF0405
Run Time: 18:23:17
Page 3 of 3

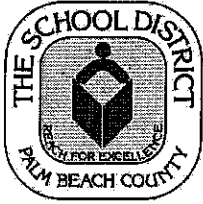
Billing Date : 2016-08-27
Site Administrator : 1085970

1039324 Rogers, Jo

Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	MERCHANT	Dept	Fund	Func	Account	Prog	Budg	Loc	Award	Project	Activity	
2016-08-08	2016-08-06	24164076220069500390092	#FEDEXOFFICE	1411	4201	6402	539300	6559	NC02	000	2017			515.82
2016-08-10	2016-08-09	2444500622200136019906	LITTLE CAESARS	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	57.17
2016-08-12	2016-08-10	24445746224100205761942	OFFICEMAX/OFFICEDEPOT	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	29.98

Total for Card: 602.97



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Reference #
207491
of Sheets in Package* (including this form)
12

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 #

P-Card Holder Employee: First Last

School/Department # & Name

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

Submit Date

P-Card Statement Month P-Card Statement Year

Employee ID # of Person Submitting Statement

Person Submitting: First Last

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, 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.

2. Signed Monthly Billing Statement approving all purchases.

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)

No.	TRANSACTION DATE	MERCHANT NAME AND PHONE NUMBER	DOLLAR AMOUNT	ITEM DESCRIPTION AND WHY
1.				
2.				
3.				



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

- 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSB 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 PBSB 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.
 - a. Cardholder's End-of-Cycle Checklist.
 - 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.*).
 - c. PeopleSoft Monthly P-Card Report.
 - d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSB 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name Jo Anne Rogers Date September 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.



JO ROGERS
 1411 GROVE PARK ES
 XXXX-XXXX-XXXX-4228
 August 28, 2016 - September 27, 2016

Purchasing Card

Cardholder Activity

<p>Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238</p> <p>Customer Service: 1.888.449.2273 24 Hours</p> <p>TTY Hearing Impaired: 1.800.222.7365 24 Hours</p> <p>Outside the U.S.: 1.509.353.6656 24 Hours</p> <p>For Lost or Stolen Card: 1.888.449.2273 24 Hours</p>	<p>Statement Date 09/27/16 Credit Limit \$7,500 Cash Limit \$0 Days in Billing Cycle 31 Total Activity \$275.20</p> <p style="text-align: center;">THIS IS NOT A BILL - DO NOT PAY</p>	<p>Credits \$0.00 Cash \$0.00 Purchases \$275.20 Other Debits \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Total Activity \$275.20</p>
---	---	---

Posting Transaction						
Date	Date	Description	Reference Number	MCC	Charge	Credit
09/16	09/15	DUFFYS PALM BEACH GARDEN PALM BEACH GAFL	24326886260286599900023	5812	79.12	
09/19	09/18	PUBLIX #699 N PALM BEACH FL	24445006263000560060180	5411	9.18	
09/21	09/20	WAL-MART #3348 LAKE PARK FL	24226386265091005320254	5411	28.80	
09/22	09/20	OFFICEMAX/OFFICEDEPOT6125PALM BEACH GAFL	24445746265100210234109	5943	147.47	
09/26	09/24	PUBLIX #699 N PALM BEACH FL	24445006269500655942493	5411	10.63	

0000000 0000000 0000000 4715291208194228

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

Total Activity \$275.20

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

[Signature]
 Cardholder Signature Date
[Signature]
 Manager Signature Date

JO ROGERS
 1411 GROVE PARK ES
 3300 FOREST HILL BLVD
 A323 PCARD DEPT
 WEST PALM BEACH, FL 33406

DUFFYS[®]

SPORTS GRILL

DUFFYS OF NORTHLAKE

0101c TABLE # 700 #Party 0
TOGO H SvrCk: 2 11:03a 09/15/16

CHERYL	0.00
TEL #*,9047700	0.00
NAKED 5 WINGS*	6.29
NAKED 5 WINGS*	6.29
NAKED 5 WINGS*	6.29
NAKED 10 WINGS*	10.99
NAKED 12 WINGS*	12.99
DRAFTHSE SALAD*	11.99
\$ADD CHIK BRST*	5.00
CHICKEN COBB*	12.99
NAKED 5 WINGS*	6.29

Sub Total: 79.12

Sub Total: 79.12

09/15 11:53a TOTAL: 79.12

2 FOR 1
DRINKS
ALL DAY - EVERY DAY

excludes shots and special offers

Admin Courtesy
JWH

Professional Development Day

Created by: joanne.rogers@palmbeachschools.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

Publix

Northlake Promenade
374 Northlake Boulevard
Lake Park, FL 33408
Store Manager: Mitch Jeffreys
561-842-1193

CARD BIRTHDAY	4.99 T
HRSY YORK PATTIES	4.19 T F
HRSY YORK PATTIES	4.19 T F
Promotion	-4.19 T F
TAX EXEMPT #	

Order Total	9.18	
Grand Total	9.18	
Credit	Payment	9.18
Change	0.00	
TAX FORGIVEN	0.56	

Savings Summary
Special Price Savings 4.19

* Your Savings at Publix *
* 4.19 *

PRESTO!
Trace #: 058055
Reference #: 0320392273
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: \$9.18
Auth #: 000098

09/18/2016
058055

13:22:06

gab

CREDIT CARD

PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #: 058055
Chip Card: VISA CREDIT
Chip Card AID: A000000031010
ATC: 0004
TC: 29BF7A30BC4C5FAE
INVOICE: 058055
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer-PIN Verified

SALE AMOUNT \$9.18
APPROVED BY ISSUER

Admin Courtesy

Jan

Admin Courtesy

Office DEPOT OfficeMax

OfficeMax Store 6126
4242 Northlake Blvd

Palm Beach Gardens FL 33410
09/20/2016 16.7.2 6:48 PM
STR 6126 REG 3 TRN 4060 EMP 319741

SALE	Product ID	Description	Total
	507446	TRIMMERS,LIME	
	2 @ 3.19		6.38
	Business Solutions Prc		5.68
	You Pay		5.68S
	502491	PAPER,FADELESS	
	2 @ 9.99		19.98
	Business Solutions Prc		16.90
	You Pay		16.90S
	1376326	Folders File L	15.99S
	Business Solutions Prc		14.52
	You Pay		14.52S
	925382	PAPER,COPY,3RM	
	3 @ 12.00		36.00
	Promotion		
	Retail After Discounts		36.00
	Business Solutions Prc		52.710
	You Pay		36.00S
	722999	TABS,DISP,1IN,	9.99S
	Business Solutions Prc		8.92
	You Pay		8.92S
	463821	COMPBOOK,AST,S	
	12 @ 2.99		35.88
	Clearance		-18.96
	Business Solutions Prc		36.360
	You Pay		16.92S
	498256	CANDY,HARIBO B	12.99S
	Business Solutions Prc		12.53
	You Pay		12.53S
	925382	PAPER,COPY,3RM	12.00
	Promotion		
	Retail After Discounts		12.00
	Business Solutions Prc		17.570
	You Pay		12.00S
	925382	PAPER,COPY,3RM	
	2 @ 12.00		24.00
	Business Solutions Prc		35.140
	You Pay		24.00S
	925382	PAPER,COPY,3RM	12.00
	Prgmotion		-12.00
	Retail After Discounts		0.00
	Business Solutions Prc		17.570
	You Pay		0.00S
	925382	PAPER,COPY,3RM	12.00
	Promotion		-12.00
	Retail After Discounts		0.00
	Business Solutions Prc		17.570
	You Pay		0.00S

Subtotal: 147.47
Total: 147.47
Visa 4228: 147.47

AUTH CODE 013784
TDS Chip Read
AID A000000031010 VISA CREDIT
TVR 0080048000
CVS PIN Verified

Tax Exemption Number 30695956

Total Savings:
\$49.74

Signature

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:

M4XX M083 EJCX



2PVT794PX35X5RXBC

General Activities

Publix

Northlake Promenade
374 Northlake Boulevard
Lake Park, FL 33408
Store Manager: Mitch Jeffreys
561-842-1193

RECALL TRANSACTION
TERMINAL: 107
TRANS-NO: 0580

Alice
Rogers

PUBLIX SPRNG WATER	0.85	F
PUB GINGER SNAPS		
1 @ 2 FOR 3.00	1.50	F
WELCH GRAPE JC 6PK	4.29	F
OS CRAN-LEMONADE	3.99	T F
TAX EXEMPT #		
Order Total	10.63	
Grand Total	10.63	
Credit Payment	10.63	
Change	0.00	
TAX FORGIVEN	0.24	

PRESTO!
Trace #: 521196
Reference #: 0327081411
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: \$10.63
Auth #: 093540

09/24/2016
521196

16:07:28

CREDIT CARD

PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #: 521196
Chip Card: VISA CREDIT
Chip Card AID: A0000000031010
ATC: 0008
TC: 7E80B46ACEA93A5E
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 S0699 R152 3379 C0416

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

Publix Super Markets, Inc.

Admin Courtesy *Jan*



Monthly P-Card Statement

Run Date: 10/05/2016
 Report ID: PBR0405
 Run Time: 18:58:20
 Page 2 of 2

Billing Date : 2016-09-27
 Site Administrator : 1085970

1039324 Rogers, Jo

Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	MERCHANT	Dept	Fund	Func	Account	Prog	Budg	Loc	Award	Project	Activity	
2016-09-21	2016-09-20	24226386265091005320254	WAL-MART #3348	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	28.80
2016-09-16	2016-09-15	2432688626028659900023	DUFFEYS PALM BEACH GARDEN	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	79.12
2016-09-19	2016-09-18	24445006263000560060180	PUBLIX #999	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	9.18
2016-09-26	2016-09-24	24445006269500655942493	PUBLIX #699	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	10.63
2016-09-22	2016-09-20	24445746265100210234109	OFFICEMAX/OFFICEDEPOT18125	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	147.47

Total for Card: 275.20

Daily P-Card Transaction Report

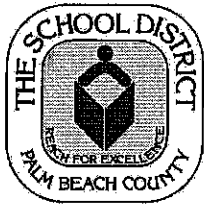
P-Card Transactions to be Approved

Print Date: 9/29/2016

Billing Date: 9/27/2016
 Site Administrator: 1085970

1039324 Rogers, Jo Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	MERCHANT	Dept	Fund	Func	Account	Prog	Budg	Loc	Award	Project	Activity	
09/21/2016	09/20/2016	24226386265091005320254	WAL-MART #3348	1411	1000	7310	551100	0000	1411	000				28.80 ✓
09/16/2016	09/15/2016	24326886260286599900023	DUFFYS PALM BEACH GARDEN	1411	1000	7310	551100	0000	1411	000				79.12 ✓
09/19/2016	09/18/2016	24445006263000560060180	PUBLIX #699	1411	1000	7310	551100	0000	1411	000				9.18 ✓
09/26/2016	09/24/2016	24445006269500655942493	PUBLIX #699	1411	1000	7310	551100	0000	1411	000				10.63 ✓
09/22/2016	09/20/2016	24445746265100210234109	OFFICEMAX/OFFICEDEPOT6125	1411	1000	7310	551100	0000	1411	000				147.47 ✓



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Reference #
208636
of Sheets in Package* (including this form)
22

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 #

P-Card Holder Employee: First Last

School/Department # & Name

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

Submit Date

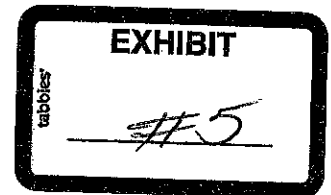
P-Card Statement Month P-Card Statement Year

Employee ID # of Person Submitting Statement

Person Submitting: First Last

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

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



JO ROGERS
 1411 GROVE PARK ES
 XXXX-XXXX-XXXX-4228
 September 28, 2016 - October 27, 2016

Purchasing Card

Cardholder Activity

Mail Billing Inquiries to:
 BANKCARD CENTER
 PO BOX 982238
 EL PASO, TX 79998-2238

Customer Service:
 1.888.449.2273 24 Hours

TTY Hearing Impaired:
 1.800.222.7365 24 Hours

Outside the U.S.:
 1.509.353.6656 24 Hours

For Lost or Stolen Card:
 1.888.449.2273 24 Hours

Statement Date	10/27/16
Credit Limit	\$7,500
Cash Limit	\$0
Days in Billing Cycle	30
Total Activity	\$962.02
THIS IS NOT A BILL - DO NOT PAY	

Credits	\$0.00
Cash	\$0.00
Purchases	\$962.02
Other Debits	\$0.00
Cash Fees	\$0.00
Other Fees	\$0.00
Total Activity	\$962.02

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
09/28	09/27	PUBLIX #434 PALM BCH GDNSFL	24445006272000577643910	5411	20.93	
09/30	09/29	CURRICULUM ASSOC 800-225-0248 MA	24492156273894777276255	5942	371.28	
10/10	10/08	PUBLIX #699 N PALM BEACH FL	24445006283500568966458	5411	5.99	
10/12	10/11	CITATION COMM. 407-688-0330 FL	24761976285838005360036	4812	166.75	
10/12	10/11	DUFFYS PALM BEACH GARDEN PALM BEACH GAFL	24326886286286599900148	5812	24.98	
10/12	10/11	MCDONALD'S F5892 PALM BEACH GAFL	24427336285720013385770	5814	35.00	
10/12	10/11	MCDONALD'S F5892 PALM BEACH GAFL	24427336285720013386059	5814	10.00	
10/17	10/16	TARGET 00019414 LAKE PARK FL	24164076290091008080517	5411	28.72	
10/19	10/18	MCDONALD'S F5892 PALM BEACH GAFL	24427336292720013339380	5814	75.53	
10/24	10/21	PUBLIX #699 N PALM BEACH FL	24445006296000713093220	5411	9.98	
10/24	10/22	USPS119446750050048347 WEST PALM BEAFL	24164076297418173490408	9402	47.00	
10/24	10/21	HOLLYWOOD COSTUMES LAKE PARK FL	24136006297980016013392	5699	165.86	

0000000 0000000 0000000 4715291208194228

Account Number: XXXX-XXXX-XXXX-4228
 September 28, 2016 - October 27, 2016

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

JO ROGERS
 1411 GROVE PARK ES
 3300 FOREST HILL BLVD
 A323 PCARD DEPT
 WEST PALM BEACH, FL 33406

Total Activity \$962.02

Cardholder Signature _____ Date 11/21/16
 Manager Signature _____ Date 11/21/16



Monthly P-Card Statement

Run Date: 11/08/2016
 Report ID: PBFRO405
 Run Time: 18:16:33
 Page 2 of 4

Billing Date: 2016-10-27
 Site Administrator: 1085970

1039324 Rogers, Jo

Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	MERCHANT	Dept	Fund	Func	Account	Prog	Budg	Loc	Award	Project	Activity	
2016-10-24	2016-10-21	24136006297980016013392	HOLLYWOOD COSTUMES	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	165.86
2016-10-17	2016-10-16	24164076290091008080517	TARGET	1411	1000	7310	551100	0000	1411	000				28.72
2016-10-24	2016-10-22	24164076297418173490408	USPS119446750050048347	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	47.00
2016-10-12	2016-10-11	24326886286286599900148	DUFFYS PALM BEACH GARDEN	1411	1000	7310	551100	0000	1411	000				24.98
2016-10-12	2016-10-11	24427336285720013385770	MCDONALD'S F5892	1411	1000	7310	551100	0000	1411	000				35.00
2016-10-12	2016-10-11	24427336285720013386059	MCDONALD'S F5892	1411	1000	7310	551100	0000	1411	000				10.00
2016-10-19	2016-10-18	24427336292720013339380	MCDONALD'S F5892	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	75.53
2016-09-28	2016-09-27	24445006272000577643910	PUBLIX #434	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	20.93
2016-10-10	2016-10-08	24445006283500568966458	PUBLIX #699	1411	1000	7310	551100	0000	1411	000				5.99
2016-10-24	2016-10-21	24445006296000713093220	PUBLIX #699	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	9.98



Monthly P-Card Statement

Run Date: 11/08/2016
 Report ID: PBPRO405
 Run Time: 18:16:33
 Page 3 of 4

2016-09-30	2016-09-29	2449216627369477276265	1411 1801 9810	551100	0000	1411	000	S1411	PCARDS	371.28	371.28 ✓
			CURRICULUM ASSOC								
2016-10-12	2016-10-11	24761976288838005360036	1411 1801 9810	551100	0000	1411	000	S1411	PCARDS	166.75	166.75 ✓
			CITATION COMM.								

Total for Card: 962.02

Publix

Garden Towne Square
4200 Northlake Blvd
Palm Beach Garden, FL 33410
Store Manager: Pablo Iza
561-625-9632

GLAZED DONUTS 6 CT	2.99	F
You Saved	0.30	
GLAZED DONUTS 6 CT	2.99	F
You Saved	0.30	
GLAZED DONUTS 6 CT	2.99	F
You Saved	0.30	
GLAZED DONUTS 6 CT	2.99	F
You Saved	0.30	
GLAZED DONUTS 6 CT	2.99	F
You Saved	0.30	
GLAZED DONUTS 6 CT	2.99	F
You Saved	0.30	

TAX EXEMPT #

Order Total	20.93
Grand Total	20.93
Credit Payment	20.93
Change	0.00

Savings Summary

Special Price Savings 2.10

 * Your Savings at Publix *
 * 2.10 *

PRESTO!

Trace #: 106378
Reference #: 0341129332
Acct #: XXXXXXXXXX4228
Purchase VISA
Amount: \$20.93
Auth #: 019463

General

09/27/2016
106378

19:21:26

CREDIT CARD
PURCHASE

CARD #: XXXXXXXXXXXX4228
 Trace #: 106378
 Chip Card: VISA CREDIT
 Chip Card AID: #0000000031010
 ATC: 0009
 TC: FFB20360783461E3
 INVOICE: 106378
 Approval Code: 00
 Entry Method: Chip Read
 Mode: Issuer

SALE AMOUNT \$20.93
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Nyce

09/27/2016 19:21 S0434 R110 6349 C0211

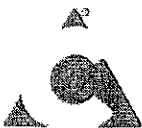
Explore the many ways to save at Publix.
View bargains at publix.com/savingstyle

Publix Super Markets, Inc.

Mrs. Kilec, 9/28
"P-Card"
purchase

** Take from*
General

** For:*
students' Breakfast
Donuts w/ dad's JAR



Curriculum Associates LLC

VMO

Page 1 of 1

PO Box 4119
Woburn, MA 01888-4119
FID: 26-3954988.

Invoice # 90440772
Account # 0013223
Invoice Date 9/22/2016

For other addresses, refer to back of invoice
Phone 1-800-225-0248 Fax 1-800-366-1158
For even faster delivery, order via our Web site: CurriculumAssociates.com

PO Number CC
Payment Terms NET 30 DAYS
OC# 20291196

Bill to Phone # 561-434-8600x...
Bill To: PALM BEACH CNTY SB
3300 FOREST HILL BLVD
STE A 323
WEST PALM BEACH, FL 33406

Ship to Phone # 561-681-0006x ...
Ship To: GROVE PARK ELEM
GULHAN KILIZ
8330 N MILITARY TRAIL
PALM BEACH GARDENS, FL 33410

Item #	Backordered	Shipped	Description	Unit Price	Extended Amount
			THANK YOU FOR YOUR ORDER. ORDERED BY GULHAN KILIZ 9/22		
16244.0	0	10	RFL MATH INST GR 3 SB	\$11.05	\$110.50
16245.0	0	10	RFL MATH INST GR 4 SB	\$11.05	\$110.50
16246.0	0	10	RFL MATH INST GR 5 SB	\$11.05	\$110.50
			Merchandise Total		\$331.50
			Shipping Charge		\$39.78
			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.		

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Mail payment to:

Curriculum Associates LLC

PO Box 4119
Woburn, MA 01888-4119

Account #: 0013223
Invoice #: 90440772
Invoice Date: 9/22/2016
PO #: CC
Total US Amt: \$ 0.00

For other addresses, refer to back of invoice.
Enclose explanation if not paying the total amount.

***** DO NOT WRITE BELOW THIS LINE *****

90440772000003712800132237

Frachman

Publix

Northlake Promenade
374 Northlake Boulevard
Lake Park, FL 33408
Store Manager: Mitch Jeffreys
561-842-1193

KBLR GRIPZ VRTY 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

*Ch Ann
PLC Regis*

10/08/2016
077333

12:46:19

CREDIT CARD

PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #: 077333
Chip Card: VISA CREDIT
Chip Card AID: A0000000091010
ATC: 000A
TC: 07166A92D67A9B87
INVOICE: 077333
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer-PIN Verified

SALE AMOUNT \$5.99
APPROVED BY [unclear]

~~Mitchell
Brandons~~

From:
Admin Courtesy

Re:
PLC

JAR
whio

CITATION COMMUNICATIONS INC.
1855 INDIAN ROAD
STE 207
WEST PALM BEACH FL 33409

I N V O I C E

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: 561-434-8000
GROVE PARK ELEMENTARY
ATTN: GENA KELLEC
8330 N MILITARY TRAIL
PALM BEACH GARDENS FL 33410

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

QUANTITY	U/M	ITEM/DESCRIPTION	DISC	UNIT PRICE	AMOUNT
5	EA	BODYGUARDK1 LOC 001 KLEIN EARPHONE PTT EARLOOP 2W KENWOOD PRODUCT IS NON-RETURNABLE		31.45	157.25
		Subtotal			157.25
		SHIPPING AND HANDLING			9.50
		Sales Tax			.00
		Tax #: 85-8013897253C1			
		Total			166.75
		V			166.75-
		Total Due			.00

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

DATE: 10/11/16 TIME: 15:10
MERCHANT ID: J012906117001
CREDIT CARD
VISA SALE

CARD# *****4228
EXPIRATION DATE
SEQ: 536003
APPROVAL CODE: 037223
CARD VER. RESPONSE: M
ENTRY METHOD: KEYED
KEYED TYPE: PHONE SALE
AMOUNT: \$166.75

TOTAL AMOUNT: \$166.75

APPROVED: 037223

THANKS FOR YOUR BUSINESS

CUSTOMER COPY

PLEASE PAY FROM THIS INVOICE
Thank you from Citation Communications.

Ch. Anne Rogers

DUFFYS

SPORTS GRILL

DUFFYS OF NORTHLAKE

0120b TABLE # 703 #Party 0
 TOGO H SvrCk: 4 11:33a 10/11/16

CHERYL 0.00
 TEL #*,9047700 0.00
 CHICKEN COBB* 12.99
 DRAFTSE SALAD* 11.99

Cheryl Chaney

Sub Total: 24.98
 Sub Total: 24.98

10/11 12:03p TOTAL: 24.98

VISA xxx4228 24.98
 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 Chaney

313

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:

05892-03131-01116-18394-00100-0

3805 N LAKE BLVD
PALM BEACH GARDENS
FL
33408

!!! THANK YOU !!!

TEL# 561 626 8917 Store# 5892

*** TAX EXEMPT SALE ***

KS# 3 Oct.11'16 (Tue) 18:39

Side1 KVS Order 13

QTY ITEM	TOTAL
20 Hamburger Plain	19.80
Discount	- 9.80
Subtotal	10.00
Tax	0.00
Take-Out Total	10.00
Cashless	10.00
Change	0.00

MER# 62738202
 CARD ISSUER ACCOUNT#
 Visa SALE *****4228
 TRANSACTION AMOUNT 10.00
 AUTHORIZATION CODE - 039554
 SEQ# 177447


 McDonald's Restaurant

397

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:

05892-03971-01116-17324-00350-0

3805 N LAKE BLVD
PALM BEACH GARDENS
FL
33408

!!! THANK YOU !!!

TEL# 561 626 8917 Store# 5892

*** TAX EXEMPT SALE ***

KS# 3 Oct.11'16 (Tue) 17:32

Side1 KVS Order 97

QTY ITEM	TOTAL
70 Hamburger	69.30
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
 AUTHORIZATION CODE - 042690
 SEQ# 177417


 McDonald's Restaurant

Grove Park Elementary School Sign-In Sheet
 FSA Parent Training, 3rd Grade Parents
 October 11, 2016

Parent	Teacher
KARA LONDON	Mrs Ariana Place
Joiette Pitts	mrs. Kwiatkowski
JAYMES A. BAKER	Ms. Brittany Healy
Dora Martinez	mrs. Kwiatkowski
Carmen M. Diaz (Jessica Lopez mom)	Mrs. Hayden Samy Antonio 3 th
Judi Ruiz	Ms. Hayden, Kelly
Mirna Amador	Ms O'Neill
Enrique Delgado Rde	KWIATKOWSKI, COURTNEY
Rita Ramirez	Ms Kwiatkowski
Rolando E. Ordonez	Ms O'neil
Sandra Hernandez	Ms. Healy
Ann-Marie Alexander	Ms. O'Neill
Shaina Boggan	Ms. Hayden
Suzana Zepeda	Lang Arts O'Neill
Brenda Medrano	?
Marina Garcia	?
Maria de la Cruz	
Blanca Valdez	?
Berlyne Acloque	Ms O'NEALL
MaKea St Lawrence	Jessica Lawrence Kratz
Michele Franco's	O'Neil
I...	Kratz

Grove Park Elementary School Sign-In Sheet
 FSA Parent Training, 3rd Grade Parents
 October 11, 2016

Parent	Teacher
Angela Wilson	P O'Neil
Tasha Allwood	Kwiatkowski
Tyrone Singleton	MS. Place, Jo'Neil
Lisa Maraden	Ms. Healy
Shawn Atkins	F. P. P. C.
Havonta Lara	Mrs. O'Neil
Iris Deane variety Reborn	Kwiatkowski
Diamisha Hubbard	mrs. Healy
Latoxa O'Neil	Kwiatkowski
Joe Jenkins	Healy
Nuvia Santos	O'Neil
Dalia Hidalgo	Kwiatkowski
Tanya Richards	Ms. Place
Magdalena Andres	Mrs. Hayden
Shamarle Brown	Kwiatkowski
Darrese Pigford	Kwiatkowski
Rosalia Hernandez	Reading O'Neil
Jessica Pano	O'Neil
Daline Pierre Louis	MS ?
Wanda Hollis	Mrs. Place
Blaine Ellis	Miss Healy
Ethel Ginnard	
Alpena Charles	

Grove Park Elementary School
 8330 N. Military Trail
 Palm Beach Gardens, FL 33410
 (561)904-7700



- **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

DOOR PRIZES:

- Water Way Café
- The Melting Pot
- Outback Steakhouse

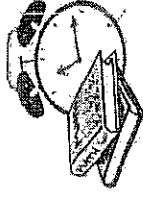
This opportunity will provide parents with specific details on requirements on FSA to be successful. This is a very important presentation. All parents are asked to attend.

Childcare, Movie & McDonald's, Provided

October Dates

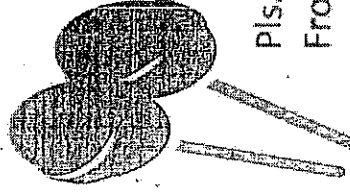
- 3rd Grade FSA Parent Meeting Oct. 11th (6:00pm)
- No School (Holiday) Oct. 12th
- Early Release (PreK, 11:30am) (K-5, 12:00pm) Oct. 13th
- Palm Beach Performance Assessment (3-5) Oct. 17th
- 4th & 5th Grade FSA Parent Training Oct. 18th (6:00pm)
- No School (Teacher Professional Development) Oct. 21st
- October 31st:

- Flu Mist (Permission Slips Only)
- Character Parade, PreK-K-2 (9:30am)
- Character Dance, 3-5 (1:15pm)

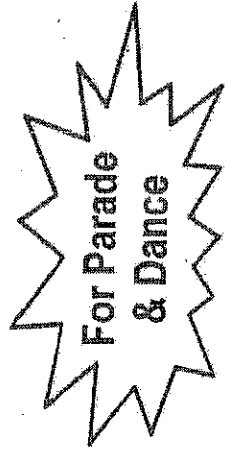


Instruction Begins
 at 8:00am

**Candy
 Donations
 Wanted...**



Pls. Give to
 Front Office



School District of Palm Beach County

Announcement...

No School

**Thursday & Friday
October 6th - October 7th**

Go to the district's website for updates.



LAKE PARK/PALM BEACH GARDENS - 561-352-2098
10/16/2016 09:37 AM EXPIRES 01/14/17



GROCERY			
055003371	TWIZZLES	FT	\$2.69
HOME			
253010158	UPUP PAPER L	T	\$1.89
	Cartwheel 5% off \$1.99		
253010158	UPUP PAPER L	T	\$5.97
	3 @ \$1.99 ea		
253010158	UPUP PAPER L	T	\$1.89
	Cartwheel 5% off \$1.99		
253010158	UPUP PAPER L	T	\$1.89
	Cartwheel 5% off \$1.99		
253010158	UPUP PAPER L	T	\$1.39
	Cartwheel 5% off \$1.99		
SEASONAL			
240431721	SPIDERWEB	T	\$4.00
240431800	HWEEN PARTY	T	\$5.00
240431913	HWEEN PARTY	T	\$1.50
240431914	HWEEN PARTY	T	\$2.00

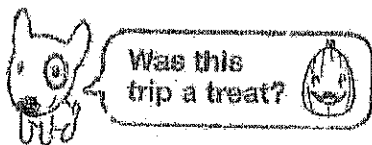
SUBTOTAL	\$28.72
TAX EXEMPT SALE	\$0.00
TOTAL	\$28.72

G. Anderson

*4228 VISA CHARGE	\$28.72
AID: A0000000031010	
VISA CREDIT	

REC#2-6290-1941-0080-8051-2 VCD#751-251-941

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



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

informtarget.com
User ID: 7370 9805 999t
Password: 919 488

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days.

360

***** PROMO *****

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:

05892-03601-01816-18192-00755-3

3805 N LAKE BLVD

PALM BEACH GARDENS

FL

33406

!!! THANK YOU !!!

TEL# 561 626 8917 Store# 5892

KSH# 3 Oct.18'16 (Tue) 18:19

Side1 KVS Order 60

QTY	ITEM		TOTAL
	150 McDouble	55P	71.25
	Subtotal		71.25
	Tax		4.28
	Take-Out Total		75.53
	Cashless		75.53
	Change		0.00
	Total Savings		41.25

MER# 62738202

CARD ISSUER

ACCOUNT#

Visa SALE

*****4228

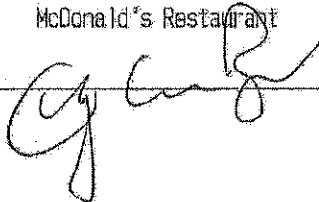
TRANSACTION AMOUNT

75.53

AUTHORIZATION CODE -- 040041

SEQ# 181143

McDonald's Restaurant

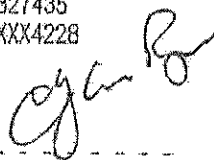


Publix

Northlake Promenade
374 Northlake Boulevard
Lake Park, FL 33408
Store Manager: Mitch Jeffreys
561-842-1193

ASST CASE DNTS	9.98	F
Order Total	9.98	
Sales Tax	0.00	
Grand Total	9.98	
Credit	Payment	9.98
Change		0.00

PRESTO!
Trace #: 070516
Reference #: 0377827435
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: \$9.98
Auth #: 099208



10/21/2016 07:12:13
070516

CREDIT CARD

PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #: 070516
Chip Card: VISA CREDIT
Chip Card AID: A0000000031010
ATC: 000C
TC: 80C73C66EEBF6167
INVOICE: 070516
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer-PIN Verified

SALE AMOUNT APPROVED BY ISSUER

\$9.98

CUSTOMER COPY

Your cashier was Cristele

10/21/2016 7:12 S0699 R107 9184 C0222

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@palmbeachschools.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 Omella, 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 33416-3599
119446-7500

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

Device ID:CCOHXUDCG22Y
Clerk ID:khxxxx

Sales Receipt

US Flag Coil/100
Qty: 1 @ \$47.00 \$47.00


Total Paid: **\$47.00**

Merchant Location: 905004834
Card Number: XXXXXXXXXXXX4228
Reference ID: 629617349040
Card Type: Visa
Approval Code: 047585
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/clickiship to print
shipping labels with postage.

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



Help us serve you better!

Go to: <http://bit.ly/uspsmpus>

Tell us about your most
recent experience.

Your opinion counts!

Thank You!



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.

2. Signed Monthly Billing Statement approving all purchases.

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)

No.	TRANSACTION DATE	MERCHANT NAME AND PHONE NUMBER	DOLLAR AMOUNT	ITEM DESCRIPTION AND WHY
1.				
2.				
3.				



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

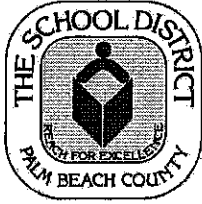
Name Gulhan Kilic Date November 21, 2016

- 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSB 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 PBSB 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.
 - a. Cardholder's End-of-Cycle Checklist.
 - 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.)*.
 - c. PeopleSoft Monthly P-Card Report.
 - d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSB 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name Jo Anne Rogers Date November 21, 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.



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Reference #
209799
of Sheets in Package* (including this form)
19

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 #

P-Card Holder Employee: First Last

School/Department # & Name

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

Submit Date

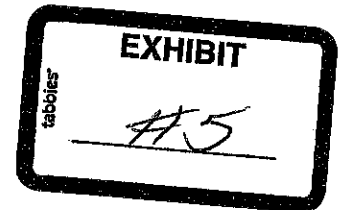
P-Card Statement Month P-Card Statement Year

Employee ID # of Person Submitting Statement

Person Submitting: First Last

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.



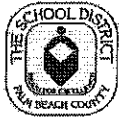
[How to attach a file](#)

* Refer to Sample Reconciliation package

Signature of Person Submitting Statement

Gulhan Kilic
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

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.

2. Signed Monthly Billing Statement approving all purchases.

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)

No.	TRANSACTION DATE	MERCHANT NAME AND PHONE NUMBER	DOLLAR AMOUNT	ITEM DESCRIPTION AND WHY
1.				
2.				
3.				



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 Gulhan Kilic Date December 20, 2016

- 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSO 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 PBSO 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.
 - a. Cardholder's End-of-Cycle Checklist.
 - 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.)*.
 - c. PeopleSoft Monthly P-Card Report.
 - d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSO 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.



JO ROGERS
 1411 GROVE PARK ES
 XXXX-XXXX-XXXX-4228
 October 28, 2016 - November 27, 2016

Purchasing Card

Cardholder Activity

<p>Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238</p> <p>Customer Service: 1.888.449.2273 24 Hours</p> <p>TTY Hearing Impaired: 1.800.222.7365 24 Hours</p> <p>Outside the U.S.: 1.509.363.6656 24 Hours</p> <p>For Lost or Stolen Card: 1.888.449.2273 24 Hours</p>	<p>Statement Date 11/27/16</p> <p>Credit Limit \$7,500</p> <p>Cash Limit \$0</p> <p>Days in Billing Cycle 31</p> <p>Total Activity \$398.55</p> <p style="text-align: center;">THIS IS NOT A BILL - DO NOT PAY</p>	<p>Credits \$0.00</p> <p>Cash \$0.00</p> <p>Purchases \$398.55</p> <p>Other Debits \$0.00</p> <p>Cash Fees \$0.00</p> <p>Other Fees \$0.00</p> <p>Total Activity \$398.55</p>
---	---	---

Posting Transaction						
Date	Date	Description	Reference Number	MCC	Charge	Credit
10/31	10/30	PUBLIX #699 N PALM BEACH FL	24445006305000648356220	5411	10.79	
11/07	11/06	TARGET 00019414 LAKE PARK FL	24164076311091007597524	5411	38.56	
11/21	11/17	DELTA AIR 0082363631954DELTA.COM CA MITCHELL/MARZEL 0062363631954	24717056323873230420990	3058	349.20	

0000000 0000000 0000000 4715291208194228

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

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19866-5731

JO ROGERS
 1411 GROVE PARK ES
 3300 FOREST HILL BLVD
 A323 PCARD DEPT
 WEST PALM BEACH, FL 33406

Total Activity \$398.55

Joline Rogus 12/20/16
 Cardholder Signature Date

Joline Rogus 12/20/16
 Manager Signature Date

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 1.800.222.7365.

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/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 982238, 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:	
	<u>Within the U.S.</u> 1.888.449.2273	<u>Outside the U.S.</u> 1.509.353.6666 (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

Run Date: 12/07/2016
Report ID: PBFRR005
Run Time: 15:07:35
Page 2 of 3

Billing Date: 2016-11-27
Site Administrator: 1085970

1039324 Rogers, Jo

Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	Dept	Fund	MERCHANT	Func	Account	Prog	Budg	Loc	Award	Project	Activity	
2016-11-07	2016-11-06	24164076311091007597524	1411	1801	TARGET	00019414	551100	0000	1411	000	000	S1411	PCARDS	38.56
2016-10-31	2016-10-30	24445006305000648356220	1411	1801	PUBLIX #699	9810	551100	0000	1411	000	000	S1411	PCARDS	10.79
2016-11-21	2016-11-17	24717056323873230420990	1411	1801	DELTA AIR	0062363531954	551100	0000	1411	000	000	S1411	PCARDS	349.20

Total for Card: 398.55



LAKE PARK/PALM BEACH GARDENS - 561-352-2098
11/06/2016 08:58 AM EXPIRES 02/04/17



HOME
070060684 FAVOR BAG T \$6.46 #
34 @ \$0.19 ea
Saved \$61.20 off \$67.66

SEASONAL
051050166 GLASS JAR T \$8.00
051082062 CARD HOLDER T \$10.00
051110691 LUNCH NAPKIN T \$4.50
2 @ \$2.25 ea
051110726 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: A0000000031010
VISA CREDIT

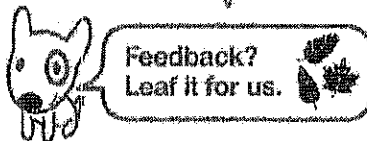
INDICATES SAVINGS

TOTAL SAVINGS THIS TRIP
\$66.60

REC#2-6311-1941-0075-9752-8 VCD#750-251-346

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

cy a b



*General
Student Supplies*

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

infortarget.com
User ID: 7368 8805 9992
Password: 402 472

CLIENTENOS EN ESPAÑOL

Please take this survey within 7 days.

HALLWEEN CK 24 CT 5.79 F
ASST DNSH FRT&NTS 4.00 F
X EXEMPT #

Order Total 10.79
Grand Total 10.79
Credit Payment 10.79
Change 0.00

PRESTO!
Trace #: 515395
Reference #: 0397023557
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: \$10.79
Auth #: 094996

10/30/2016 12:01:32
515395

GREDIT CARD

PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #: 515395
Chip Card: VISA CREDIT
Chip Card AID: A000000031010
ATC: 0010
IC: 048206BDB1778DD1
INVOICE: 515395
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer-PIN Verified

SALE AMOUNT \$10.79
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Jitaree

10/30/2016 12:01 S0699 R151 2105 C0409

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

Publix Super Markets, Inc.

Admin Courtesy

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	FLIGHT	SEAT
MARZELLA LYNNELL MITCHELL	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

VJ*****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 Fee (Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
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 MSY82.79VAUSK4MB DL X/ATL DL PBI200.00LAUVA0MA USD282.79END_ZP PBIATLMSYATL XF PBI4.5ATL4.5MSY4.5ATL4.5

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	\$25USD	\$35USD
Fri 16 Dec 2016	DELTA: ATL → MSY	
CARRY ON	FIRST	SECOND
INCLUDED	INCLUDED	INCLUDED

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

Sun 18 Dec 2016	DELTA: MSY → ATL	
CARRY ON	FIRST	SECOND
FREE	\$25USD	\$35USD
Sun 18 Dec 2016	DELTA: ATL → PBI	
CARRY ON	FIRST	SECOND
INCLUDED	INCLUDED	INCLUDED

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

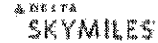
Transportation of Hazardous Materials

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.



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.

Note: 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 reverts 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 US 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/firstbagfree.

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 with 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.

Conditions of Carriage

Air transportation on Delta and the Delta Connection® carriers is subject to Delta's conditions of carriage. They include terms governing for example:

12/6/2016

SCHOOL DISTRICT OF PALM BEACH COUNTY MAIL - YOUR FLIGHT RECEIPT - MARZELLA LYNNELL MITCHELL TO DELTA

- Limits on our liability for personal injury or death of passengers, and for loss, damage or 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 change, 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.

Copyright Information

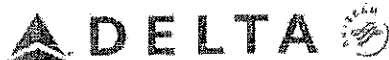
This email message and its contents are copyrighted and are proprietary products of Delta Air Lines, Inc. Any unauthorized use, reproduction, or transfer of this message or its contents, in any medium, is strictly prohibited.

This is a post only email. Please do not respond to this message.

© 2016 Delta Air Lines, Inc. All rights reserved.

Privacy Policy

Your privacy is important to us. Please review our [Privacy Policy](#).



MY TRIPS BOOK A TRIP FLIGHT STATUS CHECK IN

SIGN UP EOS IN

CONFIRMATION #GIUSU6

THANK YOU FOR TRAVELING WITH DELTA, MARZELLA

Your booking is complete. We'll send you an email to marzella.mitchell@palmbeachschools.org with your receipt and itinerary details.

West Palm Beach, FL to New Orleans, LA

TOTAL TRIP COST **\$349.20 USD**

Flight confirmation #GIUSU6 - Fri, 16 Dec 2016

ROUND TRIP | 1 PASSENGER

GET TRIP NOTIFICATIONS

Don't leave 1,415 miles behind

Create your FREE Delta SkyMiles 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 extras, trip protection, hotel stays or car rental.

FLIGHTS

FRI 16 DEC	PBI - MSY 3:00 PM 6:33 PM	DL 2564, DL 29 4h 23m 1 STOP	Main Cabin (Y) Main Cabin (Y) Changeable / Nonrefundable	Price per Passenger \$282.75 Taxes, Fees and Charges \$66.45
Details		Complete Delta Air Lines Baggage Information		

DEPARTS Fri, 16 Dec | 3:00 PM from Palm Beach Intl (PBI)
ARRIVES Fri, 16 Dec | 4:57 PM at Hartsfield-Jackson Atlanta Intl (ATL)
FLIGHT DL 2564 | 1h 57m |
AIRCRAFT Airbus A320 | Meal Services

58m Layover in Atlanta, GA | You change planes in ATL

DEPARTS Fri, 16 Dec | 5:55 PM from Hartsfield-Jackson Atlanta Intl (ATL)
ARRIVES Fri, 16 Dec | 6:33 PM at Louis Armstrong New Orleans Intl Arpt (MSY)
FLIGHT DL 29 | 1h 38m |
AIRCRAFT MD-90 | Meal Services

SUN 18 DEC	MSY - PBI 7:15 PM ARRIVES NEXT DAY	DL 32, DL 1597 3h 2m 1 STOP	Main Cabin (L) Main Cabin (L) Changeable / Nonrefundable	
Details		Complete Delta Air Lines Baggage Information		

DEPARTS Sun, 18 Dec | 7:15 PM from Louis Armstrong New Orleans Intl Arpt (MSY)
ARRIVES Sun, 18 Dec | 9:43 PM at Hartsfield-Jackson Atlanta Intl (ATL)
FLIGHT DL 32 | 1h 28m |
AIRCRAFT MD-38 | Meal Services

1h 47m Layover in Atlanta, GA | You change planes in ATL

Total Price **\$349.20 USD**

DEPARTS Sun, 18 Dec | 11:30 PM from Hartsfield-Jackson Atlanta Intl (ATL)
 ARRIVES Athens (ATH) Day 01 on 29 Dec | 01:17 AM at Palm Beach Intl (PBI)
 FLIGHT DL 1597 | 1h 42m |
 AIRCRAFT 310-98 | Meal Services

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.

PASSENGERS, SEATS & EXTRAS

	SEATS	EXTRAS	SPECIAL SERVICES	Sents	
1 Marzella Lynnette Mitchell				Extras	\$0
PBI → ATL	24D				
ATL → MSY	5AC				
MSY → ATL	30D				
ATL → PBI	31C				
				All Seats & Extras Subtotal	\$0.00

1 On Delta operated flights, you may carry on 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 detailed carry-on limitations and charges.

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

PAYMENT

	CARD HOLDER	CARD NUMBER	Amount Charged
VISA	Jo Rogers	*****4228	\$349.00 USD

CAR

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



HERTZ INTERMEDIATE CAR HYBRID
From \$41.55



HERTZ STANDARD CAR
From \$43.95



HERTZ ECONOMY CAR
From \$38.11



HERTZ INTERMEDIATE CAR
From \$41.50



HERTZ COMPACT CAR
From \$40.15

NEW ORLEANS AP - MSY Pick-up : Fri 18 Dec 2016 06:33 PM | Drop-Off : Sun 18 Dec 2016 07:15 PM

VIEW ALL

HOTEL

Earn miles* when booking on delta.com.

*Terms Apply.



NEW ORLEANS CATEAULA HOTEL
From



NEW ORLEANS HYATT REGENCY NEW ORLEANS
From



NEW ORLEANS INTERCONTINENTAL NEW ORLEANS
From



NEW ORLEANS ROYAL SONESTA NEW ORLEANS
From



NEW ORLEANS MARRIOTT - NEW ORLEANS
From

\$172.07

\$149.15

\$139.20

\$229.22

\$179.23

Check-in : Fri 16 Dec 2016 | Check-out : Sun 18 Dec 2016

[VIEW ALL](#)

TERMS AND CONDITIONS

GENERAL CONDITIONS OF PURCHASE


You agree to accept all Fare Rules for each flight, all Trip Extras Terms & Conditions, and all terms in Delta's applicable Contract of Carriage. Once your ticket is purchased, Risk-Free Cancellation may apply. No contract exists until you receive confirmation that payment was received and processed.

View Fare Rules, Change & Cancellation Policies: This ticket is changeable / non-refundable. Fees may apply.

The advertised price is not an offer and is subject to change. All prices are (USD) unless otherwise noted. You may see separate transactions to your credit card based on the vendors and the products you are purchasing. Amounts may vary dependent on the rate of exchange at time of transaction.

In-flight services and amenities may vary and are subject to change.

Final baggage fees will be assessed and charged at time of check-in. Baggage fees may change based on the class of service or frequent flyer status.

	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 <input type="checkbox"/> New <input type="checkbox"/> 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 # Last Name First MI

School/Dept. Sch/Dept #

Date(s) of Absence or TDE (duty days) From: AM PM Total Duty Hours
 To: AM PM

LEAVE OF ABSENCE

TEMPORARY DUTY ELSEWHERE (TDE)

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

Destination
 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

+ + =

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

DEPT	FUND	FUNC	ACCOUNT	PROG	BUDG MGR	LOC CD	AWD YR	PROJECT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 15, 2016 at 7:52:21 PM EST

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

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

Camille Coleman
11/16/2016 3:20:21 PM

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

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

CON/DP/MYP/PYP Categories 1, 2 & 3 workshops - New Orleans, LA

Workshop Schedule Outline

DATE	EVENT	TIME
Friday, December 16, 2016	Workshop check-in	4:00pm - 7:00pm
	Breakfast & Registration	7:00am
Saturday, December 17, 2016	Welcome Session	8:00am
	Workshop classes, break & lunch	8:45am - 4:30pm
	Breakfast	7:00am
Sunday, December 18, 2016	Workshop classes, break & lunch	8:15am - 3:45pm
	Breakfast	7:00am
Monday, December 19, 2016	Workshop classes & beverage break	8:15am - 11:30am

*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

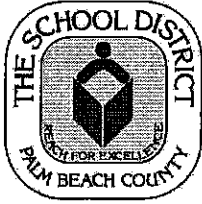
**COMING
2017**

Featuring
another
talented
IB student
artist

IB PROFESSIONAL DEVELOPMENT
BENEFITING STUDENTS IN INTERNATIONAL EDUCATION



International Baccalaureate
Baccalauréat International
Bachillerato Internacional



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Reference #
211081
of Sheets in Package* (including this form)
22

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 #

P-Card Holder Employee: First Last

School/Department # & Name

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

Submit Date

P-Card Statement Month P-Card Statement Year

Employee ID # of Person Submitting Statement

Person Submitting: First Last

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

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



Gulhan Kilic <gulhan.kilic@palmbeachschools.org>

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:

Jo,

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 Nath px 47567 561.357.7567

Purchasing - A-323



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

YIN CAN COOK INC
 2863 NORTHLAKE BLVD
 LAKE PARK, FL 33403
 561-882-2345

11/30/2016 12:28:35
 Merchant ID: *****8884
 Device ID: 3536
 Terminal ID: PPX11

Credit Sale:

Transaction #: 3
 Card Type: Visa
 Account: *****4228
 Entry: Manual

Amount: \$34.86
 TIP: \$ 5.00
 Total: \$ 39.86

STAN: 003
 Auth. Code: 841535
 Response: AUTH/TKT
 CVD Response: M - CVV Matches
 PCI Code: K
 TRANS ID: 006335633047074

CUSTOMER COPY
 Thank you
 Please come again

Admin

DELIVERY 外送

YinCanCook
 2863 Northlake Blvd
 (561) 882-2345

表: 4 11/30/16

(561) 802-3313
 JOANNE
 100 LEHANE TER
 APT: 6
 8330 N MILITARY TRAIL
 NORTH PALM BEAC, 33408

- 2 C19 - Shrimp Garlic S. 17.50
 魚香蝦(晚)
- 2 White Rice // 白飯
 * No W. Chestnut / 不要
 馬蹄片
- * No Mushroom / 不要蘑菇
- 2 L2 - CK Broccoli 13.50
 芥蘭(午)

SUBTOTAL 31.00
 SALES TAX 1.86
 TOTAL 32.86
 FUEL CHARGE 2.00
 TOTAL \$ 34.86

PAY BY CREDIT CARD

Thank You
 Mgr. *Cyber*
 11/30/16 12:34 pm reg: SERVER drw: 0

Office

Macy's
The Gardens
3107 PGA Blvd.
No. Palm Beach, FL 33410
561-625-2985



R6339760031296087109

760-0312-9608
10477655 0312 5:43 PM 12/04/2016
SELLING ASSOC 71248518

PURCHASE

SNSL CONF CTNS #/NF 12.59
 780994814998 767/21
 Orig 34.00 Today's Price 17.99
 30% Coupon
 CRL XXXXXXXX4953

SNSL CONF CTNS #/NF 12.59
 780994814998 767/21
 Orig 34.00 Today's Price 17.99
 30% Coupon
 CRL XXXXXXXX4954

SNSL CONF CTNS #/NF 12.59
 780994814998 767/21
 Orig 34.00 Today's Price 17.99
 30% Coupon
 CRL XXXXXXXX4955

SNSL CONF CTNS #/NF 12.59
 780994814998 767/21
 Orig 34.00 Today's Price 17.99
 30% Coupon
 CRL XXXXXXXX4956

Subtotal 50.36
Total 50.36

Visa 50.36
VISA CREDIT A0000000031010
JO ROGERS
006586 XXXX XXXXXXXXXXXX4228
TC - FB2413D2518B6357 TSI: F800
EMV Contact (Z) - Online PIN

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

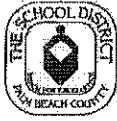
THANK YOU FOR SHOPPING AT MACY'S!

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

CUSTOMER COPY

Admin

*Food Items (gifts)
in recognition of
First Trimester of
for Office Staff.
JRM
6/20/17*



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
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.

2. Signed Monthly Billing Statement approving all purchases.

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)

No.	TRANSACTION DATE	MERCHANT NAME AND PHONE NUMBER	DOLLAR AMOUNT	ITEM DESCRIPTION AND WHY
1.				
2.				
3.				



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 December, Year 2016

P-CARD SITE COORDINATOR

Name Gulhan Kilic Date 1/23/2017

- 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSB 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 PBSB 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.
 - a. Cardholder's End-of-Cycle Checklist.
 - 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.*).
 - c. PeopleSoft Monthly P-Card Report.
 - d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSB 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name Jo Anne Rogers Date 1/23/2017

- 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.



JO ROGERS
 1411 GROVE PARK ES
 XXXX-XXXX-XXXX-4228
 November 28, 2016 - December 27, 2016

Purchasing Card

Cardholder Activity

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238 Customer Service: 1.888.449.2273 24 Hours TTY Hearing Impaired: 1.800.222.7365 24 Hours Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 12/27/16 Credit Limit \$7,500 Cash Limit \$0 Days in Billing Cycle 30 Total Activity \$334.84 THIS IS NOT A BILL - DO NOT PAY	Credits \$0.00 Cash \$0.00 Purchases \$334.84 Other Debits \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Total Activity \$334.84

Transactions							
Posting Transaction							
Date	Date	Description		Reference Number	MCC	Charge	Credit
11/29	11/28	VISTAPR*VistaPrint.com	868-8936743 MA	24692168333000115029084	2741	16.98	
12/02	11/30	YIN CAN COOK INC	LAKE PARK FL	24765016336010000967104	5812	39.86	
12/05	12/03	PUBLIX #899	N PALM BEACH FL	24445006339500700856132	5411	18.00	
12/05	12/04	MACY'S EAST #760	PALM BEACH GAFL	24445736339300515660495	5311	50.36	
12/05	12/04	TARGET 00019414	LAKE PARK FL	24164076339091007720371	5411	44.92	
12/12	12/09	LOWES #01720*	LAKE PARK FL	24692168344000664677280	5200	46.92	
12/19	12/16	COMFORT SUITES	LAKE CITY FL	24765016352200859943335	3562	117.80	
Arrival: 12/16/16							

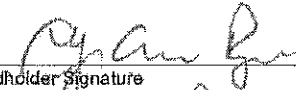
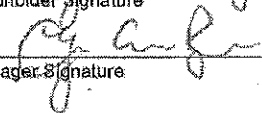
00000000 00000000 00000000 4715291208194228

Account Number: XXXX-XXXX-XXXX-4228
 November 28, 2016 - December 27, 2016

Total Activity \$334.84

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

JO ROGERS
 1411 GROVE PARK ES
 3300 FOREST HILL BLVD
 A323 PCARD DEPT
 WEST PALM BEACH, FL 33406

 1-24-17
 Cardholder Signature Date
 1-24-17
 Manager Signature Date

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 1.800.222.7365.

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/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 982238, 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:	
	<u>Within the U.S.</u> 1.800.449.2273	<u>Outside the U.S.</u> 1.509.353.6656 (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.

Cafeteria



LAKE PARK/PALM BEACH GARDENS - 561-352-2098
12/04/2016 06:57 PM EXPIRES 03/04/17



GROCERY			
071950231	AF SNACK MIX FT	\$34.93	
	7 @ \$4.99 ea		
261120029	WILTON FN	\$9.99	
	SUBTOTAL	\$44.92	
	TAX EXEMPT SALE	\$0.00	
	TOTAL	\$44.92	
	*4228 VISA CHARGE	\$44.92	
	AID: A000000031010		
	VISA CREDIT		

↓ INDICATES SAVINGS

TOTAL SAVINGS THIS TRIP
\$2.10

REC#2-6339-1941-0077-2037-8 VCD#759-255-343

[Handwritten signature]



Did we make the good list?

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

infocintarget.com
User ID: 7366 0805 9992
Password: 271 622

CUÉNTENOS EN ESPAÑOL

Please take this survey within 7 days.

Admin

Account

Publix

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 #: XXXXXXXXXXXX4228
Purchase VISA
Amount: \$18.00
Auth #: 017749

Cyber Post

12/03/2016
083333

13:25:45

CREDIT CARD

PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #: 083333
Chip Card: VISA CREDIT
Chip Card AID: A0000000031010
ATC: 0012
TC: A97BE3D374E9395A
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 Cristele

12/03/2016 13:25 S0699 RT08 5059 C0222

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

Publix Super Markets, Inc.

Admin

Handwritten initials

Macy's
The Gardens
3107 PGA Blvd.
No. Palm Beach, FL 33410
561-625-2985



R6339760031296087109

760-0312-9608
10477655 0312 5:43 PM 12/04/2016
SELLING ASSOC 71248518

PURCHASE

SNSL CONFCTNS	#NW 12.59
780994814998 767/21	
Orig 34.00 Today's Price 17.99	
30% Coupon	
CRL XXXXXXXX4953	
SNSL CONFCTNS	#NW 12.59
780994814998 767/21	
Orig 34.00 Today's Price 17.99	
30% Coupon	
CRL XXXXXXXX4954	
SNSL CONFCTNS	#NW 12.59
780994814998 767/21	
Orig 34.00 Today's Price 17.99	
30% Coupon	
CRL XXXXXXXX4955	
SNSL CONFCTNS	#NW 12.59
780994814998 767/21	
Orig 34.00 Today's Price 17.99	
30% Coupon	
CRL XXXXXXXX4956	

Subtotal 50.36
Total 50.36

Visa 50.36
VISA CREDIT A000000031010
JO ROGERS
006586 XXXX XXXXXXXXXXXX4228
TC - FB2413D2518B6387 TST: F800
EMV Contact(Z) - Online PIN

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

THANK YOU FOR SHOPPING AT MACY'S!

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

Handwritten signature

CUSTOMER COPY

Admin

Top of Form

Your Vistaprint Order Confirmation

Add Vistaprint to your address book

My Account: 7998-5004-1415

THANK YOU FOR YOUR ORDER

Your Order Number: **9RKWK-34A91-5I7** • [Track It](#)

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: 11/28/2016

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

Notepads

Notepad

Qty: 2

Base Price

~~\$16.00~~ \$11.99

Item Total

\$11.99

Merchandise: \$11.99

Shipping Charges: \$4.99

Total: \$16.98

Sold By

Vistaprint Netherlands BV

Hudsonweg 8

Venlo, The Netherlands 5928LW

Shipping To:

Jo Anne Rogers

Grove Park Elementary School

Payment Review **Order Complete**

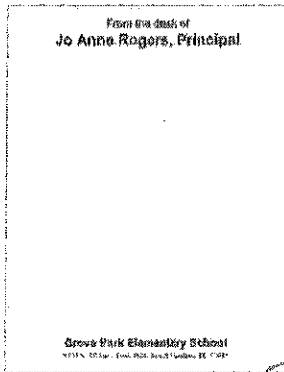
Checkout Complete

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!

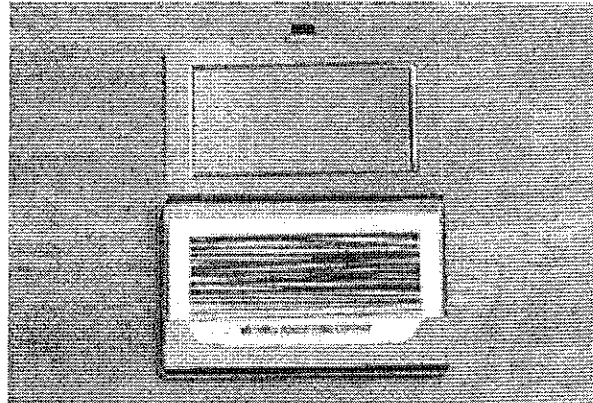


Extra Notepads

Save 25% and pay just \$9.00 for an additional 1 Notepads. No additional shipping charge.

Order

Stock up and save! Get 1 additional Notepads.



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 great savings too. So everyone wins. Refer now

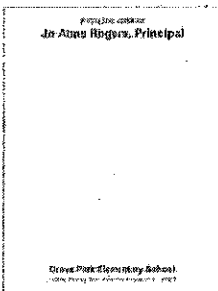
Order Confirmation

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 33410, United States of America
Billing Address: Jo Anne Rogers | Grove Park Elementary School, 8330 N. Military Trail, Palm Beach Gardens, FL 33410, United States of America

Your order details.



Notepads

Notepad

Status: Processing

Qty 2

Base Price

\$16.00 \$11.99

Item Total

\$11.99

Admin



LOVE'S HOME CENTERS, LLC
 401 NORTH CONGRESS AVENUE
 LAKE PARK, FL 33403 (561) 207-9037

- SALE -

SALES#: 517208V2 2202245 TRANS#: 10311253 12-09-16

756027 SS 10.6-IN BLACK DISCO € 11.97
 19.97 DISCOUNT EACH -8.00
 757224 UT 250W WDRK LIGHT 4TH(L) 14.98
 771477 SS LED STAINLESS CLIP-35 19.97

SUBTOTAL: 46.92
 TOTAL TAX: 0.00
 INVOICE TOTAL: 46.92
 VISA: 46.92

TOTAL DISCOUNT: 8.00

VISA:XXXXXXXXXX228 AMOUNT:46.92 AUTHCD:043510

CHIP REFID:172010150049 12/09/16 14:17:31

CUSTOMER CODE: 60

APL: VISA CREDIT TOR: 000000000

ATD: A000000031010 ISI: F000

STORE: 1720 TERMINAL: 10 12/09/16 14:21:34

OF ITEMS PURCHASED: 3

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.
 SEE REVERSE SIDE FOR RETURN POLICY.
 STORE MANAGER: ROB THOMPSON

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

* YOUR OPINIONS COUNT! *

* REGISTER FOR A CHANCE TO BE *

* ONE OF FIVE \$300 WINNERS DRAWN MONTHLY! *

* (REQUISITE EN EL SORTEO MENSUAL *

* PARA SER UNO DE LOS CINCO GANADORES DE \$300! *

* REGISTER BY COMPLETING A GUEST SATISFACTION SURVEY *

* WITHIN ONE WEEK AT: www.Lowes.com/survey *

* Y O U R I D N 10015 1720 344 *

* NO PURCHASE NECESSARY TO ENTER OR WIN. *

* VOID WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER. *

* OFFICIAL RULES & WINNERS AT: www.Lowes.com/survey *

STORE: 1720 TERMINAL: 10 12/09/16 14:21:34

Rental

YIN CAN COOK INC
2863 NORTHLAKE BLVD
LAKE PARK, FL 33403
561-882-2345

11/30/2016 12:20:35
Merchant ID: *****0884
Device ID: 3536
Terminal ID: PPX11

Credit Sale:

Transaction #: 3
Card Type: Visa
Account: *****4228
Entry: Manual

Amount: \$34.86
TIP: \$ 5.00
Total: \$ 39.86

STAN: 003
Auth. Code: 841535
Response: AUTH/TKT
CVD Response: M - CVV Matches
ACI Code: K
TRANS ID: 006335633047074

CUSTOMER COPY

Thank you
Please come again

Admin

DELIVERY 外送

YinCanCook
2863 Northlake Blvd
(561) 882-2345

4 11/30/16

(561) 602-3315
JOANNE
100 LEHANE TER**
APT. 5
\$330 N MILITARY TRAIL
NORTH PALM BEACH, 33408

- 2 C19 - Shrimp Garlic S. 17.50
魚香蝦 (辣)
2 White Rice // 白飯
* No W. Chestnut / 不要
馬蹄片
* No Mushroom / 不要蘑菇
2 L2 - CK Broccoli 13.50
芥蘭菜 (午)

SUBTOTAL 31.00
SALES TAX 1.56

TOTAL 32.56
FUEL CHARGE 2.00

TOTAL \$ 34.56

PAY BY CREDIT CARD

Thank You

Mgr. *Cyber*
11/30/16 12:34 pm reg: SERVER drw: 0



Comfort Suites (FL990)

3690 W US HWY 90
Lake City, FL 32024
(386) 765-9028
GM.FL990@choicehotels.com

Account: 498843483
Date: 12/16/16
Room: 302 LAAA
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: CCUNNI
Total Balance Due: 0.00

Rogers, Jo Ann
1036 Center Stone Ln
Riviera Beach, FL 33404

Post Date	Description	Comment	Amount
12/15/16	Room Charge	#302 Rogers, Jo Ann	117.80
12/16/16	Visa Payment		(117.80)

XXXXXXXXXXXX4228

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

Room Charge	117.80
Visa Payment	(117.80)
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 the 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.



You could be earning *free* nights and other great rewards. Join Choice Privileges today, at www.choiceprivileges.com.

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

	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 * <input type="checkbox"/> New <input type="checkbox"/> 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 # Last Name First MI

School/Dept. Sch/Dept #

Date(s) of Absence or TDE (duty days) From: AM PM Total Duty Hours

To: AM PM

LEAVE OF ABSENCE

TEMPORARY DUTY ELSEWHERE (TDE)

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

Destination 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

+ + =

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

DEPT	FUND	FUNC	ACCOUNT	PROG	BUDG MGR	LOC CD	AWD YR	PROJECT
<input type="text" value="9044"/>	<input type="text" value="4520"/>	<input type="text" value="6402"/>	<input type="text" value="533620"/>	<input type="text" value="0000"/>	<input type="text" value="9044"/>	<input type="text" value="000"/>	<input type="text" value="2017"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 (DD Eisenhower ES)
November 15, 2016 7:18:27 PM EST

Signature of Supervisor

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

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

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

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

[How to attach a file](#)

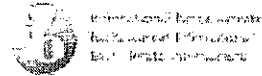


Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

Registration Confirmation - IBA New Orleans Workshop!

IB Americas Professional Development <ibaconference@ibo.org>
Reply-To: ibaconference@ibo.org
To: Joanne Rogers <joanne.rogers@palmbeachschools.org>

Wed, Nov 16, 2016 at 9:12 AM



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:

Registration Information:		
Registration For		
Joanne Rogers	Primary Years Programme	
Workshop		
Joanne Rogers	An Introduction to the PYP curriculum model - Category 1	17-Dec-2016
Additional Information		
Joanne Rogers	Pursuant to the Americans with Disabilities Act, do you require any special aids or services?	
	No	
	Language of Instruction:	
	English	

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 should a spot 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](#).

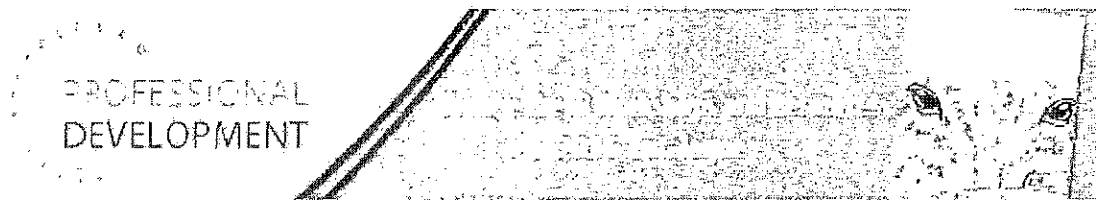
Participant Information

- To update your profile details, click on the following link - <http://www.cvent.com/e.aspx?2B,P1,CD070A34-C89C-4520-808E-B56909820EB8,9cb2b357-74ed-4958-ac90-e7d821d167d8>.
- To update registration details, please access your online registration form [here](http://www.cvent.com/d/MRhwP5WGEEGJdu1p8livng/jkg5/P1/0R?): <http://www.cvent.com/d/MRhwP5WGEEGJdu1p8livng/jkg5/P1/0R?> 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.cvent.com/d/MRhwP5WGEEGJdu1p8livng/jkg5/P1/0R?>

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.

11/16/2016

School District of Palm Beach County Mail - Registration Confirmation - IBA New Orleans Workshop!

Transaction Information:

Item	Transaction Information	Quantity	Amount
Primary Years Programme		1	\$739.00
	Transaction Total		\$739.00

Registration Confirmation Number: J5NWTJBTQF2

[View your registration](#)

If you have any questions about this transaction or email, please contact IB Americas Professional Development directly at ibaconference@ibo.org.



Monthly P-Card Statement

Run Date: 01/10/2017
Report ID: PBF0405
Run Time: 06:59:19
Page 3 of 4

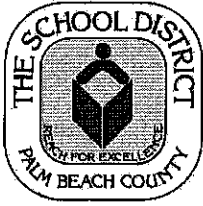
Billing Date : 2016-12-27
Site Administrator : 1085970

1039324 Rogers, Jo A

Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	MERCHANT			Account	Prog	Budg	Loc	Award	Project	Activity	
			Dept	Fund	Func								
2016-12-05	2016-12-04	24184076339091007720371	TARGET	1411	1801	00019414	551100	0000	1411	000	S1411	PCARDS	44.92 ✓
2016-12-05	2016-12-03	24445006339500700856132	PUBLIX #699	1411	1801	9810	551100	0000	1411	000	S1411	PCARDS	18.00 ✓
2016-12-05	2016-12-04	24445736339300515650495	MACYS EAST #760	1411	1801	9810	551100	0000	1411	000	S1411	PCARDS	50.36 ✓
2016-11-29	2016-11-28	24692166333000115029084	VISTAPR*VistaPrint.com	1411	1801	9810	551100	0000	1411	000	S1411	PCARDS	16.98 ✓
2016-12-12	2016-12-09	24692166344000664577280	LOWES #01720*	1411	1801	9810	551100	0000	1411	000	S1411	PCARDS	46.92 ✓
2016-12-02	2016-11-30	24765016336010000967104	YIN CAN COOK INC	1411	1801	9810	551100	0000	1411	000	S1411	PCARDS	39.86 ✓
2016-12-19	2016-12-16	24765016352200859943335	COMFORT SUITES	9044	4520	6402	533620	0000	9044	000	2017		117.80 ✓

Total for Card: 334.84



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Reference #
212144
of Sheets in Package* (including this form)
9

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 #

P-Card Holder Employee: First Last

School/Department # & Name

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

Submit Date

P-Card Statement Month P-Card Statement Year

Employee ID # of Person Submitting Statement

Person Submitting: First Last

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
Tuesday, February 21, 2017 2:18:36 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 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.
 - 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.

2. Signed Monthly Billing Statement approving all purchases.

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)

No.	TRANSACTION DATE	MERCHANT NAME AND PHONE NUMBER	DOLLAR AMOUNT	ITEM DESCRIPTION AND WHY
1.				
2.				
3.				



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 JANUARY, Year 2017

P-CARD SITE COORDINATOR

Name GULHAN KILIC Date 2/20/2017

- 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSB 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 PBSB 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.
 - a. Cardholder's End-of-Cycle Checklist.
 - 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.*).
 - c. PeopleSoft Monthly P-Card Report.
 - d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSB 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.



JO ROGERS
 1411 GROVE PARK ES
 XXXX-XXXX-XXXX-4228
 December 28, 2016 - January 27, 2017

Purchasing Card

Cardholder Activity

Mail Billing Inquiries to:
 BANKCARD CENTER
 PO BOX 982238
 EL PASO, TX 79998-2238

Customer Service:
 1.888.449.2273 24 Hours

TTY Hearing Impaired:
 1.800.222.7365 24 Hours

Outside the U.S.:
 1.509.363.6856 24 Hours

For Lost or Stolen Card:
 1.888.449.2273 24 Hours

Statement Date	01/27/17
Credit Limit	\$7,500
Cash Limit	\$0
Days in Billing Cycle	31
Total Activity	\$187.61
THIS IS NOT A BILL - DO NOT PAY	

Credits	\$0.00
Cash	\$0.00
Purchases	\$187.61
Other Debits	\$0.00
Cash Fees	\$0.00
Other Fees	\$0.00
Total Activity	\$187.61

Posting Transaction							
Date	Date	Description	Reference Number	MCC	Charge	Credit	
01/11	01/10	FAMILY DOLLAR #9138	RIVIERA BEACHFL	24231687611837000098647	5331	13.64	
01/12	01/10	OFFICE DEPOT #211	PALM BEACH GAFL	24445747011500422816624	5943	19.78	
01/16	01/13	DUFFYS PALM BEACH GARDEN	PALM BEACH GAFL	24326887014266599900012	5812	107.41	
01/23	01/20	Royal Sandwich	WEST PALM BEAFL	24426297020980005427395	5814	46.78	

0000000 0000000 0000000 4715291208194228

Account Number: XXXX-XXXX-XXXX-4228
 December 28, 2016 - January 27, 2017

Total Activity \$187.61

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

JO ROGERS
 1411 GROVE PARK ES
 3300 FOREST HILL BLVD
 A323 PCARD DEPT
 WEST PALM BEACH, FL 33408

Cardholder Signature _____ Date 2/20/17
 Manager Signature _____ Date 2/22/17

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 1.800.222.7365.

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/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 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.

Customer Service:	For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:	
	<u>Within the U.S.</u> 1.888.449.2273	<u>Outside the U.S.</u> 1.509.353.6659 (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

Run Date: 02/07/2017
 Report ID: PBR0405
 Run Time: 15:33:33
 Page 1 of 3

Billing Date : 2017-01-27
 Site Administrator : 1085970

1039324 Rogers, Jo A

Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	MERCHANT	Dept	Fund	Func	Account	Prog	Budg	Loc	Award	Project	Activity	
2017-01-11	2017-01-10	24231687011837000098647	FAMILY DOLLAR #9138	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	13.64
2017-01-16	2017-01-13	243268887014286599900012	DUFFYS PALM BEACH GARDEN	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	107.41
2017-01-23	2017-01-20	24426297020980005427395	Royal Sandwich	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	46.78
2017-01-12	2017-01-10	24445747011500422816624	OFFICE DEPOT #211	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	19.78

Total for Card: **187.61**

Office DEPOT OfficeMax

OFFICE DEPOT STORE 211
2420 PGA BOULEVARD
PALM BEACH GARDENS, FL 33410
561-775-2550

01/10/2017 16.9.2 10:42 AM
STR 211 REG 3 TRN 7228 EMP 792946

Product ID	Description	Total
203472	NOTE,PST-IT,SS	
2 @ 8.29		16.58
Promotion		-6.58
Retail After Discounts		10.00
Business Solutions Prc		8.30
You Pay		8.30SS
667770	ENV.STRING,LTR	9.99SS
Business Solutions Prc		7.33
You Pay		7.33SS
203472	NOTE,PST-IT,SS	8.29SS
Business Solutions Prc		4.15
You Pay		4.15SS
Subtotal:		19.78
Total:		19.78
Visa 4228:		19.78

AUTH CODE 063113
TDS Chip Read
AID A0000000031010 VISA CREDIT
TVR 0080088000
CVS No Signature Required

Tax Exemption Number 30059517

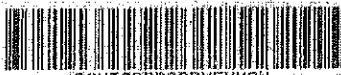
Total Savings:
\$15.08

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

F4TP J5AF D1CB



22VT9PPPQ3XEXXCU

FAMILY DOLLAR

STORE #09138 2501 Congress Avenue
Riviera Beach, FL 561-845-3901

GAD FREEZER STORAGE BAGS 1GAL 4OCT	
C12587784921	2.25 T
GAD FREEZER STORAGE BAGS 1GAL 4OCT	
C12587784921	2.25 T
GAD FREEZER STORAGE BAGS 1GAL 4OCT	
C12587784921	2.25 T

S.BTCTA. \$12.75
TAX1 \$0.89
TOTAL \$13.64
VISA \$13.64
VISA CREDIT *****4228
CHIP READ Approved
AUTH 054503 SEQUENCE NO: 432201
ONLINE PIN VERIFIED
Mcc: Issuer IC - 7835029DAGF70C38
ACC: A0000000031010 ARC: 00
NO SIGNATURE REQUIRED

99091380143220171763

ITEMS 9
01-10-2017 11:37:24 09138 01 807706 4322

TEAR HERE
DISH'S Most Popular Channels

dish \$39.99 MO
AUTHORIZED RETAILER
Free Satellite for 3 Years

BEAT YOUR OWN TV PACKAGE!

\$50 VISA GIFT CARD
OFFER CODE: GIFT50

HIGH-SPEED INTERNET
STARTING AT \$14.95*
(Where available)

CALL: 1-844-715-0710
For next day installation*

www.InfinityDish.com

*See terms and conditions apply. Indiana C.P.J. Reg. No. T.S. R1785. VISA Gift Card with DISH Activation, courtesy of Infinity Dish. 24 Month Agreement Required.

TEAR HERE

How are we doing?

Take a brief survey within the next 30 days for a chance to win a

\$500 gift card

www.ratefd.com

Encuesta tambien disponible en Espanol

Admin Testing Supplies

DUFFYSSM

SPORTS GRILL

DUFFYS OF NORTHLAKE

0100a TABLE # 998 #Party 0
TOGO H SvrCk: 1 10:44a 01/13/17

SHRIMP SCAMPI	14.99
CHIK ALFREDO	12.99
NAKED 5 WINGS	6.29
NAKED 10 WINGS	11.59
NAKED 10 WINGS	11.59
CHICKEN COBB	12.99
CHICKEN COBB	12.99
DRAFTSE SALAD	11.99
DRAFTSE SALAD	11.99

Sub Total: 107.41

Tax : 7.52

Sub Total: 114.93

01/13 11:26a TOTAL: **114.93**

2 FOR 1
DRINKS
ALL DAY - EVERY DAY

excludes shots and special offers

Copy on Row

*ready
testing*

Royal Sandwich
4211 N SHORE DR STE D
W PALM BCH, FL 33407
(561) 842-4959

01/20/2017

07:56:14

CREDIT CARD

VISA SALE

Card # XXXXXXXXXXXXX4228
Chip Card: VISA CREDIT
AID: A0000000031010
ATC: 001F
TC: 01484C433A16D513
SEQ #: 7
Batch #: 3
Trans #: 7
SERVER 0001
Approval Code: 014009
TRANS ID: 167020569268231
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SALE AMOUNT \$46.78

TIP AMOUNT _____

TOTAL AMOUNT: _____

Cy Anfor

Gratuity Guidelines

10% = \$4.67 15% = \$7.01

20% = \$9.35

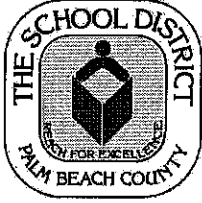
THANK YOU

CUSTOMER COPY

Admin

*iReady testing

preparation.*



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Reference #
213102
of Sheets in Package* (including this form)
19

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 #

P-Card Holder Employee: First Last

School/Department # & Name

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

Submit Date

P-Card Statement Month P-Card Statement Year

Employee ID # of Person Submitting Statement

Person Submitting: First Last

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, 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 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.

2. Signed Monthly Billing Statement approving all purchases.

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)

No.	TRANSACTION DATE	MERCHANT NAME AND PHONE NUMBER	DOLLAR AMOUNT	ITEM DESCRIPTION AND WHY
1.				
2.				
3.				



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

- 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSO 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 PBSO 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.
 - a. Cardholder's End-of-Cycle Checklist.
 - 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.*).
 - c. PeopleSoft Monthly P-Card Report.
 - d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSO 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name JO ANNE ROGERS Date 3/17/2017

- 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.



JO ROGERS
 1411 GROVE PARK ES
 XXXX-XXXX-XXXX-4228
 January 28, 2017 - February 27, 2017

Purchasing Card

Cardholder Activity

Mail Billing Inquiries to:
 BANKCARD CENTER
 PO BOX 982238
 EL PASO, TX 79998-2238

Customer Service:
 1.888.449.2273 24 Hours

TTY Hearing Impaired:
 1.800.222.7365 24 Hours

Outside the U.S.:
 1.509.353.6656 24 Hours

For Lost or Stolen Card:
 1.888.449.2273 24 Hours

Statement Date	02/27/17
Credit Limit	\$7,500
Cash Limit	\$0
Days in Billing Cycle	31
Total Activity	\$382.65
THIS IS NOT A BILL - DO NOT PAY	

Credits	\$0.00
Cash	\$0.00
Purchases	\$382.65
Other Debits	\$0.00
Cash Fees	\$0.00
Other Fees	\$0.00
Total Activity	\$382.65

Posting Transaction						
Date	Date	Description	Reference Number	MCC	Charge	Credit
02/01	01/31	PUBLIX #434 PALM BCH GDNSFL	24445007032000691623037	5411	25.93 ✓	
02/03	02/02	PUBLIX #212 PALM BCH GDNSFL	24445007034000724487150	5411	18.99 ✓	
02/03	02/02	PUBLIX #212 PALM BCH GDNSFL	24445007034000724487234	5411	4.50 ✓	
02/27	02/23	SYSCO FOOD SERVICES OF SO661-882-2185 FL	24247607055500644558973	6199	333.23 ✓	



00000000 00000000 00000000 4715291208194228

Account Number: XXXX-XXXX-XXXX-4228
 January 28, 2017 - February 27, 2017

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

JO ROGERS
 1411 GROVE PARK ES
 GROVE PARK ES
 8330 N MILITARY TRL
 WEST PALM BEACH, FL 33410-6399

Total Activity \$382.65

 3/17/17
 Cardholder Signature Date
 3/17/17
 Manager Signature Date

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 1.800.222.7365.

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/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 982238, 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:	
	<u>Within the U.S.</u>	<u>Outside the U.S.</u>
	1.888.449.2273	1.509.353.6656 (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

Run Date: 03/07/2017
 Report ID: PBFRO405
 Run Time: 15:41:31
 Page 2 of 3

Billing Date : 2017-02-27
 Site Administrator : 1085970

1039324 Rogers, Jo A

Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	MERCHANT	Dept	Fund	Func	Account	Prog	Budg	Loc	Award	Project	Activity	
2017-02-27	2017-02-23	24247607055500644558973	SYSCO FOOD SERVICES OF SO	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	333.23
2017-02-01	2017-01-31	24445007032000691623037	PUBLIX #434	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	25.93
2017-02-03	2017-02-02	24445007034000724487150	PUBLIX #212	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	18.99
2017-02-03	2017-02-02	24445007034000724487234	PUBLIX #212	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	4.50

Total for Card: 382.65



Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

Important, Cabinet Visit Tuesday, January 31

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

Sat, Jan 28, 2017 at 9:22 AM

To: 1411Mail <1411mail@palmbeachschools.org>, Christina Gray <Christina.gray@palmbeachschools.org>, Mindy Rosen <mindy.freemanrosen@palmbeachschools.org>

Bcc: Amy Barnett <amybrooke118@gmail.com>, betty rogers <betty8655@sbcglobal.net>

Colleagues: Very Very Draft

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 work 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,

GROVE PARK ELEMENTARY ACADEMIC CABINET TOUR SCHEDULE

	<u>GROUP A-Rogers</u>	<u>GROUP B-Mitchell</u>	<u>GROUP C-Rimeles</u>	<u>GROUP D-Overbaugh/Holland</u>
9:45	3-ELA-KRATZ- RM. C2	3-MATH-KWIATKOWSKI- RM. C1	5-ELA-HUTSON- RM. 305	2-ELA-NEWKIRK- RM. C17
9:50	3-MATH-PLACE- RM. C6	3-ELA-O'NEIL- RM. C7	5-MATH-HECKMAN- RM. 302	2-MATH-ANTONUCCI- RM. C11
9:55	3-ELA-HEALY- RM. C5	3-MATH-PLACE- RM. C6	5-ELA-HOLCOMB- RM. 306	2-ELA-ALEXANDER- RM. C13
10:00	3-MATH-KWIATKOWSKI- RM. C1	3-ELA-KRATZ- RM. C2	5-MATH-APPLEMAN- RM. 303	1-ELA/MATH-GRIFFIN- RM. C8
10:05	3-ELA-O'NEIL- RM. C7	5-ELA-HOLCOMB- RM. 306	4-ELA-MILLER- RM. 201	1-ELA/MATH-KAUFMAN- RM. C21
10:10	3-MATH-HAYDEN- RM. C4	5-MATH-APPLEMAN- RM. 303	4-MATH-ACERRA- RM. 206	3-ELA-HEALY- RM. C5
10:15	5-ELA-HUTSON- RM. 305	5-MATH-HECKMAN- RM. 302	4-ELA-MARINACCIO- RM. 205	3-MATH-PLACE- RM. C6
10:20	1-ELA/MATH-WATSON- RM. C18	1-ELA/MATH-RAYMOND- RM. C19	4-MATH-HELMS- RM. 204	3-ELA-KRATZ- RM. C2
10:25	5-ELA-HOLCOMB- RM. 306	4-MATH-HELMS- RM. 204	3-MATH-PLACE- RM. C6	3-MATH-KWIATKOWSKI- RM. C1
10:30	5-MATH-HECKMAN- RM. 302	4-ELA-MILLER- RM. 201	2-MATH-ANTONUCCI- RM. C11	4-ELA-MARRINACIO- RM. 205
10:35	4-ELA-MILLER- RM. 201	K-ELA/MATH-KESSLER- RM. 503	2-ELA/MATH-BROOKS- RM. C16	K-ELA/MATH-VALENTINE- RM. 502
10:40	4-MATH-ACERRA- RM. 206	2-ELA-NEWKIRK- RM. C17	K-ELA/MATH-REYES- RM. 501	4-ELA-MILLER- RM. 201
10:45	K-ELA/MATH-PALMER- RM. 505	2-MATH-MITCHELL- RM. C12	1-ELA/MATH-ALVIN- RM. C9	4-MATH-ACERRA- RM. 206
10:50	Debrief-Media Center	Debrief-Media Center	Debrief-Media Center	Debrief-Media Center
	Dr. Christiansen Dr. Coreman Marcia Andrews Diana Fedderman Mark Howard ERIC Lundman Frank Rodriguez	Barbara McQuinn Joe Lee Amy Dujon Jamie Wyatt Kevin McCormick Jan Saltzman	Geoff McKee Carlene Miller Dana Godek Vivian Green Jeff Pegg	Maria Bishop Glenda Sheffield Howard Hepburn Pete Licata Margarita Pinkos Enrique Vela

Publix

Garden Square
10913 N Military Trail
Palm Beach Gardens, FL 33410
Store Manager: Mark Ball
561-622-3584

~~8" DEC. BUTTERCREAM 18.99~~

Order Total 18.99
Sales Tax 0.00
Grand Total 18.99
Credit Payment 18.99
Change 0.00

PRESTO!
Trace #: 076513
Reference #: 0582667654
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: \$18.99
Auth #: 005545

02/02/2017 11:32:35
076513

CREDIT CARD

PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #: 076513
Chip Card: VISA CREDIT
Chip Card AID: A0000000031010
ATC: 0021
TC: 7F6ED73EE3CF3D9F
INVOICE: 076513
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer-PIN Verified

SALE AMOUNT \$18.99
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Drita

02/02/2017 11:32 S0212 R107 6891 C0234

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

Publix Super Markets, Inc.

Publix

Garden Square
10913 N Military Trail
Palm Beach Gardens, FL 33410
Store Manager: Mark Ball
561-622-3584

~~8" DEC. BUTTERCREAM 18.99~~

Order Total 18.99
Sales Tax 0.00
Grand Total 18.99
Credit Payment 18.99
Change 0.00

PRESTO!
Trace #: 076513
Reference #: 0582667654
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: \$18.99
Auth #: 005545

02/02/2017 11:32:35
076513

CREDIT CARD

PURCHASE

CARD #: XXXXXXXXXXXX4228
Trace #: 076513
Chip Card: VISA CREDIT
Chip Card AID: A0000000031010
ATC: 0021
TC: 7F6ED73EE3CF3D9F
INVOICE: 076513
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer-PIN Verified

SALE AMOUNT \$18.99
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Drita

02/02/2017 11:32 S0212 R107 6891 C0234

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

Publix Super Markets, Inc.

Admin

Jose Gutierrez Recognition
1st Trimester of 7 years

Publix

Garden Square
10913 N Military Trail
Palm Beach Gardens, FL 33410
Store Manager: Mark Ball
561-622-3584

Refunded Item		
8"DEC.BUTTERCREAM	-18.99	F
1/4 DC BUTTERCREAM	23.49	F
Order Total	4.50	
Sales Tax	0.00	
Grand Total	4.50	
Credit	Payment	4.50
Change		0.00

PRESTO!
Trace #: 517745
Reference #: 0582671710
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: \$4.50
Auth #: 048040

02/02/2017 11:41:37
517745

CREDIT CARD

PURCHASE

CARD #:	XXXXXXXXXXXX4228
Trace #:517745	
Chip Card:	VISA CREDIT
Chip Card AID:	A0000000031010
ATC:	0022
TC:	77BA74A7F380B24D
INVOICE:	517745
Approval Code:	00
Entry Method:	Chip Read
Mode:	Issuer-PIN Verified

SALE AMOUNT \$4.50

APPROVED BY ISSUER

Cy Anfor
CUSTOMER COPY

Your cashier was Maria

02/02/2017 11:41 S0212 R151 1848 C0408

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

Publix Super Markets, Inc.

Publix

Garden Square
10913 N Military Trail
Palm Beach Gardens, FL 33410
Store Manager: Mark Ball
561-622-3584

Refunded Item		
8"DEC.BUTTERCREAM	-18.99	F
1/4 DC BUTTERCREAM	23.49	F
Order Total	4.50	
Sales Tax	0.00	
Grand Total	4.50	
Credit	Payment	4.50
Change		0.00

PRESTO!
Trace #: 517745
Reference #: 0582671710
Acct #: XXXXXXXXXXXX4228
Purchase VISA
Amount: \$4.50
Auth #: 048040

02/02/2017 11:41:37
517745

CREDIT CARD

PURCHASE

CARD #:	XXXXXXXXXXXX4228
Trace #:517745	
Chip Card:	VISA CREDIT
Chip Card AID:	A0000000031010
ATC:	0022
TC:	77BA74A7F380B24D
INVOICE:	517745
Approval Code:	00
Entry Method:	Chip Read
Mode:	Issuer-PIN Verified

SALE AMOUNT \$4.50

APPROVED BY ISSUER

Cy Anfor
CUSTOMER COPY

Your cashier was Maria

02/02/2017 11:41 S0212 R151 1848 C0408

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

Publix Super Markets, Inc.

Admin

Jose Gutierrez Recognition
1st Trimester \$ 7 years



Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

Release of Employee February 3 (Start Date at Crystal Lakes, February 6))

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

Mon, Jan 23, 2017 at 12:05 PM

To: Jose Gutierrez <jose.gutierrez@palmbeachschools.org>

Cc: Marzella Mitchell <marzella.mitchell@palmbeachschools.org>, Sheryl Chaney <sheryl.chaney@palmbeachschools.org>, Brandon Velasquez <brandon.velasquez@palmbeachschools.org>, Ronnie Manning <ronnie.manning@palmbeachschools.org>

Hello Mr. Gutierrez,

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



BULK SNACK LIST FY17

**Price subject to change due to product availability

Please place order 3 weeks prior to delivery date

Sysco Contact: Jeffrey Dettman 561-882-2140 Email: dettman.jeffrey@sef.sysco.com

SCHOOL NAME & PHONE NUMBER: REQUIRED TO COMPLETE ORDERING PROCESS FOR DELIVERY WEEK OF: ORDER DATE

Grave Park Elementary 561 904 7704 2/20/17 2/15/17

MAX. of \$1,000.00 ORDER ON P-CARD/Orders OVER "policy" WILL NOT BE PROCESSED W/O attached WRITTEN APPROVAL

SFS#	SUPC#	Item Description	Brand	Pack Size	Case Price	Quantity	Total Price
------	-------	------------------	-------	-----------	------------	----------	-------------

Beverages

2014-17	3107135	Arizona lead Tea Lemon Flavor	Arizona	24/11.5 oz.	10.41		\$0.00
2219-17	3107127	Arizona Green Tea	Arizona	12/11.5 oz.	5.79		\$0.00
2223-17	3107087	Arizona Arnold Palmer	Arizona	12/11.5 oz.	5.79		\$0.00
2214-17	3867888	Aseptic Juice, Orange Tangerine	Juicy Juice	40/4.23 oz.	7.66		\$0.00
2213-17	3867874	Aseptic Juice, Grape	Juicy Juice	40/4.23 oz.	7.66		\$0.00
2019-17	3867854	Aseptic Juice, Apple	Juicy Juice	40/4.23 oz.	7.66		\$0.00
2036-17	3867862	Aseptic Juice, Berry	Juicy Juice	40/4.23 oz.	7.66		\$0.00
2020-17	3907437	Aseptic Juice, Fruit Punch	Juicy Juice	32/6 oz.	8.16		\$0.00
2046-17	3867914	Aseptic Juice, Berry	Juicy Juice	32/6 oz.	8.16		\$0.00
2013-17	3564855	Aseptic Juice, Apple	Juicy Juice	32/6 oz.	8.16		\$0.00
2066-17	4069338	Aseptic Veg. Fruit Blend, Gold Rush	Apple & Eve	40/4.23 oz.	9.16		\$0.00
2065-17	1906781	Aseptic Veg. Fruit Blend, Tropical Twist	Apple & Eve	40/4.23 oz.	9.16		\$0.00
3296-17	3131436	Cocoa Milk No Sugar Added	Nestle	180/6 oz.	46.76		\$0.00
2345-17	7002905	Cocunut Water, Lemon-Lime Cherry	Roar= not available	24/12 oz.	14.66	mim order	#VALUE!
2346-17	7002921	Cocunut Water, Island Punch	Roar " "	24/12 oz.	14.66	requirment	#VALUE!
2347-17	7002919	Cocunut Water, Blue Raspberry	Roar " "	24/12 oz.	14.66	unachiev-	#VALUE!
2044-17	7220850	Envy non-carb Pineapple Orange	Envy	24/8 oz.	12.31	able	#VALUE!
2037-17	7001123	Envy non-carb Fruit Punch	Envy	24/8 oz.	12.31		\$0.00

2511-17	7001863	Fruit Wave Orange	Fruit Wave= not available	24/12 oz.	13.16	min order	#VALUE!
2513-17	7001859	Fruit Wave Green Apple	Fruit Wave " " "	24/12 oz.	13.16	requirement	#VALUE!
2514-17	7001865	Fruit Wave Cherry	Fruit Wave " " "	24/12 oz.	13.16	unachievable	#VALUE!
2515-17	7001861	Fruit Wave Grape	Fruit Wave " " "	24/12 oz.	13.16	able	#VALUE!
2022-17	6976023	Gatorade G2 Orange	PepsiCo	24/12 oz.	11.46		\$0.00
2025-17	8170963	Gatorade G2 Glacier Freeze	PepsiCo	24/12 oz.	11.46		\$0.00
2203-17	6975987	Gatorade G2 Grape	PepsiCo	24/12 oz.	11.46		\$0.00
2205-17	8567093	Gatorade G2 Fruit Punch	PepsiCo	24/12 oz.	11.46		\$0.00
2250-17	0097008	Naked Strawberry Banana	PepsiCo	8/10 oz.	10.28		\$0.00
2251-17	8697423	Naked Mighty Mango	PepsiCo	8/10 oz.	10.28		\$0.00
2252-17	8697411	Naked Berry Blast	PepsiCo	8/10 oz.	10.28		\$0.00
2254-17	8703660	Naked Green Machine	PepsiCo	8/10 oz.	10.28		\$0.00
2224-17	7389756	Propel Kiwi Strawberry	PepsiCo	24/16.9 oz.	12.94		\$0.00
2216-17	7389774	Propel Lemon	PepsiCo	24/16.9 oz.	12.94		\$0.00
2018-17	7389766	Propel Grape	PepsiCo	24/16.9 oz.	12.94		\$0.00
2215-17	7381245	Propel Berry	PepsiCo	24/16.9 oz.	12.94		\$0.00
2035-17	8083343	V-8 Fusion Strawberry Banana	Campbell's	24/8 oz.	13.72		\$0.00
2210-17	8083741	V-8 Fusion Pomegranate Blueberry	Campbell's	24/8 oz.	13.72		\$0.00
2212-17	1436585	V-8 Fusion Concord Grape Raspberry	Campbell's	24/8 oz.	13.72		\$0.00
2008-17	5630264	Water 16.9 oz.	Crystal Geyser	35/16.9 oz.	5.26		\$0.00
2009-17	1949411	Water 8 oz.	Crystal Geyser	28/8 oz.	4.16		\$0.00

Chips

2400-17	4360762	Baked Cheetos-Cheesy	Frito-Lay	104/0.875 oz.	23.64		\$0.00
2424-17	4360776	Baked Cheetos-Flamin' Hot	Frito-Lay	104/0.875 oz.	23.64		\$0.00
2427-17	2255848	Baked Cheetos-Cheese Puffs	Frito-Lay	72/7 oz.	17.81		\$0.00
2305-17	6888479	Fantastix Flamin Hot Corn& Potato Crisps	Frito-Lay	104/1 oz.	23.64		\$0.00
2390-17	1899077	Simply Cheex Cheddar	Cheex	60/0.92 oz.	17.05		\$0.00
2412-17	1899063	Simply Cheex Strawberry Yogurt	Cheex	60/1.03 oz.	17.05		\$0.00
2416-17	2974097	Simply Cheex Habanero Lime	Cheex	60/0.92 oz.	17.05		\$0.00
2391-17	1899085	Simply Cheex Chocolate Caramel	Cheex	60/1.03 oz.	17.05		\$0.00
2419-17	3232527	Lays Baked Potato Chips	Frito-Lay	60/0.875 oz.	15.03		\$0.00
2420-17	8063190	Lays BBQ Baked Potato Chips	Frito-Lay	60/0.875 oz.	15.03		\$0.00
2421-17	3232725	Lays Sour Cream & Onion Baked Potato C	Frito-Lay	60/0.875 oz.	15.03		\$0.00

2428-17	3294549	Pita Chips, W/sea Salt	Kangaroo	79/1.25 oz.	23.22		\$0.09
2402-17	3118363	Sunchips Snack Mix, Cheddar	Frito-Lay	104/0.875 oz.	24.23		\$0.00
2403-17	3108814	Sunchips Snack Mix, Garden Salsa	Frito-Lay	104/0.875 oz.	24.23		\$0.00
2370-17	6626774	Doritos, Nacho Cheese	Frito-Lay	72/1 oz.	17.81		\$0.00
2757-17	5073130	Doritos, Cool Ranch	Frito-Lay	72/1 oz.	17.81		\$0.00
2374-17	7700812	Doritos, Spicy Sweet Chili	Frito-Lay	72/1 oz.	17.81		\$0.00
2405-17	2734842	White Cheddar Popcorn	Frito-Lay	72/0.5 oz.	17.81	3	\$0.00
2360-17	4105007	Sea Salted Caramel Popcorn	Frito-Lay	72/0.5 oz.	17.81		\$0.00
2190-17	2909979	Peppered Crisps, Original	Mfg- DISCONTINUED	69/9.71 oz.	14.60		\$0.00
1277-17	2909962	Popped Crisps, Honey BBQ	Eagle	60/0.78 oz.	14.60		\$0.00
1281-17	2915441	Popped Crisps, Sour Cream and Onion	Eagle	60/0.78 oz.	14.60		\$0.00
2414-17	3817578	Popped Crisps, Applewood BBQ	Snak King	200/0.88 oz.	45.16		\$0.00
2417-17	3817651	Puffs, Jalapeno-Cheddar	Snak King DISCONTINUED	200/0.78 oz.	45.16		\$0.00
2415-17	1746093	Rold Gold Heartzels Pretzels	Frito-Lay	104/0.70 oz.	24.23		\$0.00

Crackers

2308-17	2098269	Cheez-It Whole Grain	Cheez-It	175/0.75 oz.	29.86		\$0.00
2382-17	2907295	Cheez-It Whole Grain Atomic Cheddar	Cheez-It	175/0.75 oz.	29.86		\$0.00
2383-17	3491042	Cheez-It Whole Grain Cheddar Loco	Cheez-It sub to 3128344 khalagos atomicw/grain	175/0.75 oz.	29.86		\$0.00
2588-17	2476030	Savory Bites Tomato Basil Whole Grain	MJM	155/0.78 oz.	25.16		\$0.00
2395-17	7180144	Giant Chocolate Graham Bears	MJM	300/1 oz.	34.91		\$0.00
3228-17	6639736	Cinnamon Graham (3 count)	MJM	150/1 oz.	17.66		\$0.00
2481-17	8797195	Whole Grain Animal Crackers	J&J Snacks	200/1 oz.	25.66		\$0.00
2789-17	7389141	Giant Apple Cinnamon Graham Bear	MJM	300/1 oz.	34.91		\$0.00
2786-17	4461810	Giant Vanilla Graham Bear	MJM	300/1 oz.	34.91		\$0.00
2299-17	2093213	Keebler Honey Graham (3 count)	Keebler	150/0.78 oz.	15.84		\$0.00
3225-17	6031407	Apple Cinnamon Waffle Graham	MJM	300/1 oz.	34.91		\$0.00
3226-17	1772631	Strawberry Waffle Graham	MJM	300/1 oz.	34.91		\$0.00
3227-17	2790956	Maple Waffle Graham	MJM	300/1 oz.	34.91		\$0.00
2616-17	5656006	Hot & Spicy Cheddar Goldfish Whole Grain	Peppridge Farm	300/0.75 oz.	43.81		\$0.00
2321-17	8026122	Goldfish Pretzels	Peppridge Farm	300/0.75 oz.	38.22	3	\$0.00
2618-17	6599405	Cheddar Goldfish Whole Grain	Peppridge Farm	300/0.75 oz.	47.05	3	\$0.00

Snack Bars

2265-17	'0643682	Quaker Chewy Peanut Butter Granola Bar	Quaker	96/0.84 oz.	22.74			\$0.00
2267-17	'0643678	Quaker Chewy Oatmeal Raisin Granola Bar	Quaker	96/0.84 oz.	22.74			\$0.00
2266-17	'0643209	Quaker Chewy Chocolate Chunk Granola Bar	Quaker	96/0.84 oz.	22.74			\$0.00
3023-17	1400482	Strawberry Nutri-Grain Bar	NutriGrain	96/1.5 oz.	26.50			\$0.00
3024-17	1400492	Apple Cinnamon Nutri-Grain Bar	NutriGrain	96/1.5 oz.	26.50			\$0.00
3205-17	2210365	Blueberry Nutri-Grain Bar	NutriGrain	96/1.5 oz.	26.50			\$0.00
3206-17	2017097	Oatmeal Cinnamon Benefit Bar	J&J Snacks	96/1.25 oz.	20.06			\$0.00
3207-17	2017109	Oatmeal Chocolate Chip Benefit Bar	J&J Snacks	96/1.25 oz.	20.06			\$0.00
3208-17	'0830150	Maple Brown Sugar Benefit Bar	J&J Snacks	96/1.25 oz.	20.06			\$0.00
3209-17	'0830139	Oatmeal Spice Benefit Bar	J&J Snacks	96/1.25 oz.	20.06			\$0.00
3210-17	'0830107	Cranberry Orange Benefit Bar	J&J Snacks	96/1.25 oz.	20.06			\$0.00
2384-17	4399511	Chocolate Chip Oatmeal Bar	Sky Blue	210/1.13 oz.	51.16			\$0.00
2385-17	4399451	Butterscotch Oatmeal Bar	Sky Blue	210/1.13 oz.	52.16			\$0.00
2386-17	2093518	Cocoa Krispies Cereal Bar	Kelloggs	96/1.27 oz.	25.64			\$0.00
3215-17	8056679	Rice Krispies Apple Cinnamon Cereal Bar	Kelloggs	96/1.27 oz.	25.64			\$0.00
2387-17	'0445052	Rice Krispies Berry Cereal Bar	Kelloggs	96/1.27 oz.	25.64			\$0.00
2316-17	'0445062	Pop-Tart Strawberry	Kelloggs	120/1.76 oz.	32.92			\$0.00
2323-17	'0445088	Pop-Tart Cinnamon Brown Sugar	Kelloggs	120/1.76 oz.	32.92			\$0.00
2325-17	3490776	Pop-Tart Chocolate Fudge	Kelloggs	120/1.76 oz.	32.92			\$0.00

Cookies/Cakes

3413-17	'0744720	Brownie, whole grain	Dessert Innovations	96/1.4 oz.	23.25			\$0.00
2407-17	4411991	Cookie IW Sugar	Epic Harvest	100/1.3 oz.	37.16			\$0.00
2409-17	4410607	Cookie IW Festive Chip	Epic Harvest	100/1.3 oz.	39.16			\$0.00
2408-17	4410538	Cookie IW Double Chocolate	Epic Harvest	100/1.3 oz.	39.16			\$0.00
2406-17	4410488	Cookie IW Chocolate Chip	Epic Harvest	100/1.3 oz.	39.16			\$0.00
2501-17	7068176	Mini Chocolate Chip Cookies	Bake Crafters	100/1 oz.	17.77			\$0.00
3483-17	4412013	Cupcakes, Chocolate	Epic Harvest	168/2 oz.	60.41			\$0.00
3488-17	4412096	Cupcakes, White	Epic Harvest	168/2 oz.	60.41			\$0.00
2359-17	3105242	Goodyman Whole Grain Rice Crispy	Super Bakery	50/1.6 oz.	13.66			\$0.00
2602-17	3910542	Rice Krispies Treats Mini	Kelloggs	600/0.42 oz.	75.56			\$0.00
3783-17	1044977	States & Capitals Cookies Inter-changeable	Dick and Jane	120/0.88 oz.	21.56			\$0.00
3784-17	1044910	Presidents Cookies Inter changeable	Dick and Jane	120/0.88 oz.	21.56			\$0.00
3785-17	1044987	English & Spanish Cookies Inter changeable	Dick and Jane	120/0.88 oz.	21.56			\$0.00

Snacks

3012-17	2548192	Pudding, Cake Batter	Rich's -- frozen	60/3 oz.	20.75		\$0.00
3013-17	2548182	Pudding, Brownie Batter	Rich's -- Frozen	60/3 oz.	20.75		\$0.00
2365-17	2270449	Cranberries, Cherry	Ocean Spray	200/1.16 oz.	39.16		\$0.00
2366-17	2295190	Cranberries, Blueberry	Ocean Spray	200/1.16 oz.	39.16		\$0.00
2371-17	3883299	Cranberries, Orange	Ocean Spray	200/1.16 oz.	39.16		\$0.00
1072-17	0613191	Sausage link	JTM	384/1.25 oz.	77.36		\$0.00
3026-17	3287895	Jerky, Beef, Original	Jack Link's	48/0.85 oz.	53.96		\$0.00
3027-17	3288202	Jerky, Beef, Teriyaki	Jack Link's	48/0.85 oz.	53.96		\$0.00
3028-17	3319508	Jerky, Beef, Peppered	Jack Link's	48/0.85 oz.	53.96		\$0.00
3029-17	3846001	Beef Stick	Jack Link's	144/0.50 oz.	44.36		\$0.00
3030-17	3846041	Turkey Stick	Jack Link's	144/0.50 oz.	44.36		\$0.00

Non-Food

7604-17	3759216	Can Liner 33 Gal	Calico	100 ct.	10.14		\$0.00
7619-17	4056743	Napkin 12x13 1-Ply	GP Pro	12/500 ct.	34.61		\$0.00
7607-17	4088829	Cup, Foam 8 oz.	Dart	40/25 ct.	17.26		\$0.00
7625-17	1278439	Spoon, Plastic Medium White	Daxwell	1000 ct.	6.36		\$0.00
7623-17	1227576	Fork, Plastic Medium White	Daxwell	1000 ct.	6.36		\$0.00
6568-17	1491400	Plate, Plastic 9" Luncheon	Dart	4/125 ct.	22.76		\$0.00
7594-17	1508895	Bowl, Polystyrene 12 oz.	Dart	8/125 ct.	16.22		\$0.00

Total **384.80** #VALUE!

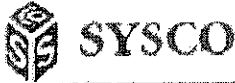
DID YOU INCLUDE YOUR DIRECT

PHONE/CONTACT

?????

PLEASE MAKE SURE P/CARD HAS AVAILABLE FUNDS TO PROCESS AT TIME OF DELIVERY-THANK YOU

PLEASE FAX THIS PAGE TO 561-842-3652 CONFIDENTIAL



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 to: 561-842-3652 or 800-852-9983

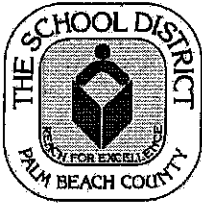
The undersigned (CARDHOLDER), who has a financial interest(s) in each business location listed below (LOCATIONS), hereby authorizes SYSCO Corporation and any of its subsidiaries or affiliates (SYSCO) to automatically charge the CARDHOLDER'S below referenced credit card account, on a recurring basis, 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.

BUSINESS	CARDHOLDER
SYSCO Ship To Customer Number (See Invoice): 46157	Cardholder Name: Jo Anne Rogers
Business Legal Name: Grave Park Elementary	Cardholder Billing Street Address: 8330 N. Military Trail
Business DBA Name:	City State Zip: Palm Beach Gardens FL
Business Street Address: 8330 North Military Trl	SYSCO Business Card (Y or N) If No. Card Type: Y Visa
City State Zip: Palm Beach Gardens FL	Business Name (as it appears on card): 1411 Grove Park ES
Telephone #: 561-904-7700 33410	Card Acct Number: Expiration Date (MO/YR): 4715291208194228 07/19

Cardholder Signature Jo Anne Rogers Date 2-15-17



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Reference #
214371
of Sheets in Package* (including this form)
26

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 #

P-Card Holder Employee: First Last

School/Department # & Name

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

Submit Date

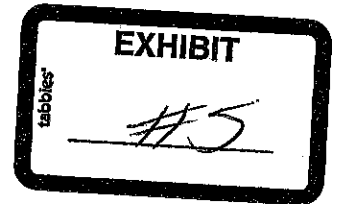
P-Card Statement Month P-Card Statement Year

Employee ID # of Person Submitting Statement

Person Submitting: First Last

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"



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
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.

2. **Signed** Monthly Billing Statement approving all purchases.

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)

No.	TRANSACTION DATE	MERCHANT NAME AND PHONE NUMBER	DOLLAR AMOUNT	ITEM DESCRIPTION AND WHY
1.				
2.				
3.				



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

Name GULHAN KILIC Date 04/20/2017

- 1. Verified cardholder performed monthly reconciliation duties. (Reference page 1 of PBSO 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 PBSO 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.
 - a. Cardholder's End-of-Cycle Checklist.
 - 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.*).
 - c. PeopleSoft Monthly P-Card Report.
 - d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSO 2343 by the 20th of the following month.

PRINCIPAL / DEPARTMENT HEAD

Name JO ANNE ROGERS Date 04/20/2017

- 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.



JO ROGERS
 1411 GROVE PARK ES
 XXXX-XXXX-XXXX-4228
 February 28, 2017 - March 27, 2017

Purchasing Card

Cardholder Activity

Mail Billing Inquiries to:
 BANKCARD CENTER
 PO BOX 982238
 EL PASO, TX 79998-2238

Customer Service:
 1.888.449.2273 24 Hours

TTY Hearing Impaired:
 1.800.222.7365 24 Hours

Outside the U.S.:
 1.509.353.6856 24 Hours

For Lost or Stolen Card:
 1.888.449.2273 24 Hours

Statement Date	03/27/17
Credit Limit	\$7,500
Cash Limit	\$0
Days in Billing Cycle	28
Total Activity	\$3,787.75
THIS IS NOT A BILL - DO NOT PAY	

Credits	\$0.00
Cash	\$0.00
Purchases	\$3,787.75
Other Debits	\$0.00
Cash Fees	\$0.00
Other Fees	\$0.00
Total Activity	\$3,787.75

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
03/21	03/20	LEARNING SCIENCES	724-459-2100 PA 24224437080104026802931	5942	659.00	
03/21	03/20	LEARNING SCIENCES	724-459-2100 PA 24224437080104026802915	5942	659.00	
03/21	03/20	LEARNING SCIENCES	724-459-2100 PA 24224437080104026802923	5942	659.00	
03/21	03/20	LEARNING SCIENCES	724-459-2100 PA 24224437080104026802964	5942	659.00	
03/21	03/20	LEARNING SCIENCES	724-459-2100 PA 24224437080104026802907	5942	659.00	
03/22	03/20	DISNEY RESORTS-RESE	4078285630 FL 24431067080893080413486	3780	164.25	
		Arrival: 06/13/17				
03/22	03/20	DISNEY RESORTS-RESE	4078285630 FL 24431067080893080413486	3780	164.25	
		Arrival: 06/14/17				
03/22	03/20	DISNEY RESORTS-RESE	4078285630 FL 24431067080893080413486	3780	164.25	
		Arrival: 06/14/17				

00000000 00000000 00000000 4715291208194228

Account Number: XXXX-XXXX-XXXX-4228
 February 28, 2017 - March 27, 2017

Total Activity \$3,787.75

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

JO ROGERS
 1411 GROVE PARK ES
 GROVE PARK ES
 8330 N MILITARY TRL
 WEST PALM BEACH, FL 33410-6399

Cardholder Signature _____ Date 4/20/17
 Manager Signature _____ Date 4/20/17

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 1.800.222.7365.

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/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 982238, 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:	
	<u>Within the U.S.</u> 1.888.449.2273	<u>Outside the U.S.</u> 1.509.353.6656 (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

Run Date: 04/10/2017
Report ID: PBF0405
Run Time: 15:26:14
Page 2 of 3

Billing Date : 2017-03-27
Site Administrator : 1085970

1039324 Rogers, Jo A

Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	MERCHANT	Dept	Fund	Func	Account	Prog	Budg	Loc	Award	Project	Activity
2017-03-21	2017-03-20	24224437080104026802907	LEARNING SCIENCES	1411	4201	6402	533600	6559	NC02	000	2017		659.00
2017-03-21	2017-03-20	24224437080104026802915	LEARNING SCIENCES	1411	4201	6402	533600	6559	NC02	000	2017		659.00
2017-03-21	2017-03-20	24224437080104026802923	LEARNING SCIENCES	1411	4201	6402	533600	6559	NC02	000	2017		659.00
2017-03-21	2017-03-20	24224437080104026802931	LEARNING SCIENCES	1411	4201	6402	533600	6559	NC02	000	2017		659.00
2017-03-21	2017-03-20	24224437080104026802964	LEARNING SCIENCES	1411	4201	6402	533600	6559	NC02	000	2017		659.00
2017-03-22	2017-03-20	24431067060893080413486	DISNEY RESORTS-RESE	1411	4201	6402	533600	6559	NC02	000	2017		492.75
				1411	4201	6402	533600	6559	NC02	000	2017		164.25
				1411	4201	6402	533600	6559	NC02	000	2017		164.25
				1411	4201	6402	533600	6559	NC02	000	2017		164.25

Total for Card: 3,787.75



P-Card Monthly Force Post Site

Run Date: 04/10/2017
Report ID: PBF0410
Run Time: 15:26:13
Page 1 of 1

for Site Administrators
Billing Date :

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.



Sheryl Chaney <sheryl.chaney@palmbeachschools.org>

Registration Confirmed - Building Expertise 2017

5 messages

Conference Team <ConferenceTeam@learningsciences.com>

Mon, Mar 20, 2017 at 10:25 AM

Reply-To: ConferenceTeam@learningsciences.com

To: Sheryl Chaney <sheryl.chaney@palmbeachschools.org>

LearningSciencesInternational
LEARNING AND PROFESSIONAL DEVELOPMENT



BUILDING EXPERTISE 2017
EDUCATORS CONFERENCE

Soaring to New Heights

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: LBNPH2VYVY8
Primary Registrant (Marzella Mitchell)
Confirmation Number: FDNDYY6NZ3X

Marzella Mitchell							
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
20-Mar-2017 10:18 AM ET	BE2017-0006- 0542-0544	Online Charge	3-Day Full Conference (Wednesday-Friday Package)	Admission Item	\$659.00	\$659.00	\$0.00

	Amt Ordered	Amt Paid	Amt Due
Total	\$659.00	\$659.00	\$0.00

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.



powered by
cvent

Conference Team <ConferenceTeam@learningsciences.com>

Mon, Mar 20, 2017 at
10:40 AM

Reply-To: ConferenceTeam@learningsciences.com

To: Sheryl Chaney <sheryl.chaney@palmbeachschools.org>

Learning Sciences International
CORPORATE AND COMMUNITY SERVICES



BUILDING EXPERTISE 2017
EDUCATORS CONFERENCE

Soaring to New Heights

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

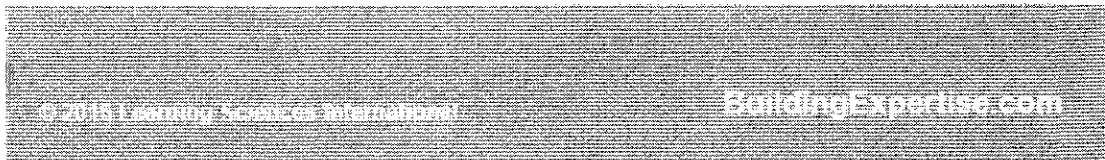
Address: 1000 W Buena Vista Drive, Lake Buena Vista, Florida 32830, USA
 Dress: Business Casual

Group Confirmation Number: PTN6L2HWFLM
 Primary Registrant (Nicole Black)
 Confirmation Number: PQN9JCKSW98

Nicole Black								
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due	
20-Mar-2017 10:30 AM ET	BE2017-0006- 0543-0545	Online Charge	3-Day Full Conference (Wednesday-Friday Package)	Admission Item	\$659.00	\$659.00	\$0.00	
					Amt Ordered	Amt Paid	Amt Due	
Total					\$659.00	\$659.00	\$0.00	

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.



[Quoted text hidden]

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

Learning Sciences International
LEARNING SCIENCES INTERNATIONAL



BUILDING EXPERTISE 2017
EDUCATORS CONFERENCE
Soaring to New Heights

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: ZDNS3QKTTGC
 Primary Registrant (Jamie VanderGast)
 Confirmation Number: M4NL5ZFN7KY

Jamie VanderGast							
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
20-Mar-2017 10:40 AM ET	BE2017-0006- 0544-0546	Online Charge	3-Day Full Conference (Wednesday-Friday Package)	Admission Item	\$659.00	\$659.00	\$0.00
					Amt Ordered	Amt Paid	Amt Due
					Total	\$659.00	\$659.00 \$0.00

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](#).



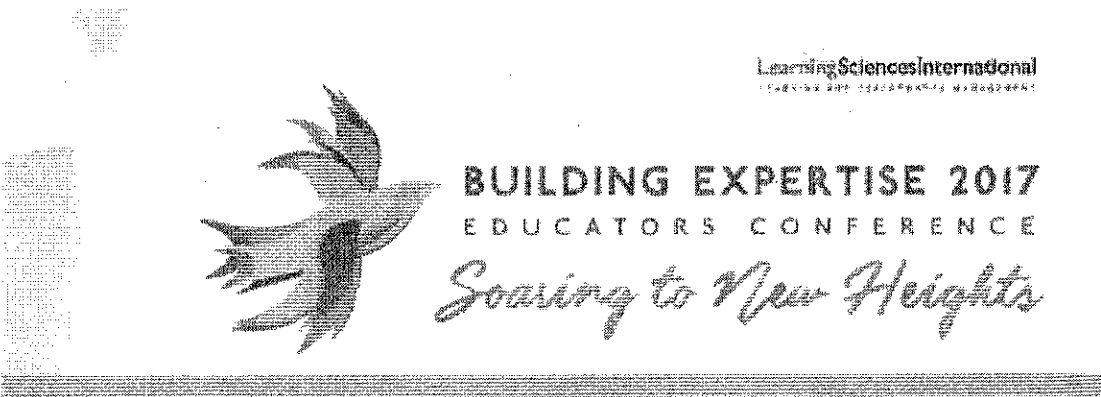
[Quoted text hidden]

Conference Team <ConferenceTeam@learningsciences.com>

Mon, Mar 20, 2017 at 10:55 AM

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: 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: PDNXXK4GVF3D
Primary Registrant (Andrea McIntyre)
Confirmation Number: ZXNQTCH7DHR

Andrea McIntyre		Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
20-Mar-2017 10:46 AM ET	BE2017-0006-0545-0547	Online Charge	3-Day Full Conference (Wednesday-Friday Package)	Admission Item	\$659.00	\$659.00	\$0.00

	Amt Ordered	Amt Paid	Amt Due
Total	\$659.00	\$659.00	\$0.00

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.



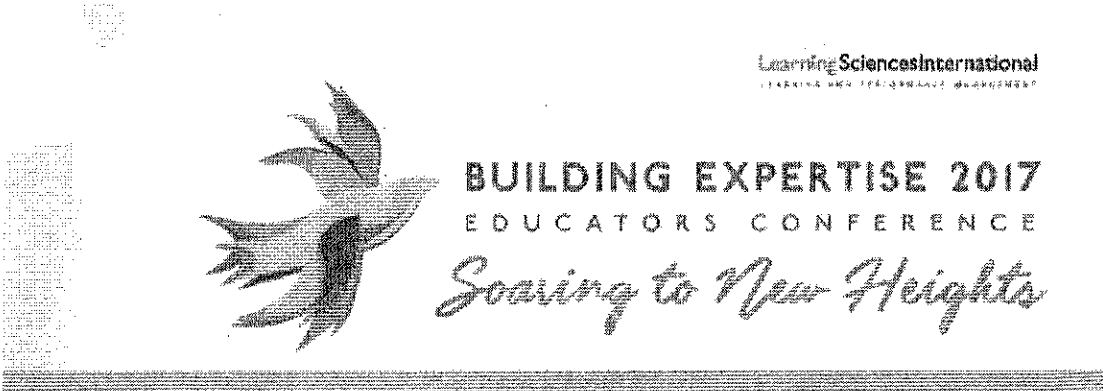
[Quoted text hidden]

Conference Team <ConferenceTeam@learningsciences.com>

Mon, Mar 20, 2017 at
11:10 AM

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: 06/14/17

Location: Disney's Coronado Springs Resort

Address: 1000 W Buena Vista Drive, Lake Buena Vista, Florida 32830, USA

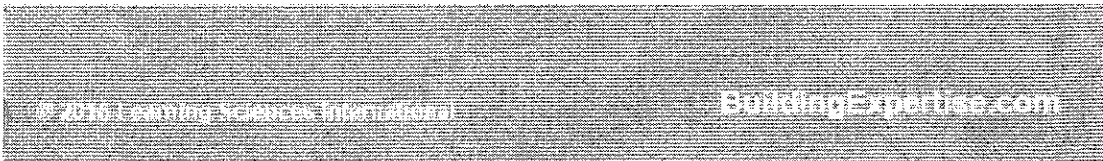
Dress: Business Casual

Group Confirmation Number: JPNVN8ZXBXJ
 Primary Registrant (Ann-Marie Alexander)
 Confirmation Number: M9N538QLPJG

Ann-Marie Alexander								
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due	
20-Mar-2017 11:02 AM ET	BE2017-0006- 0551-0553	Online Charge	3-Day Full Conference (Wednesday-Friday Package)	Admission Item	\$659.00	\$659.00	\$0.00	
					Amt Ordered	Amt Paid	Amt Due	
					Total	\$659.00	\$659.00	\$0.00

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.



[Quoted text hidden]

g. amf



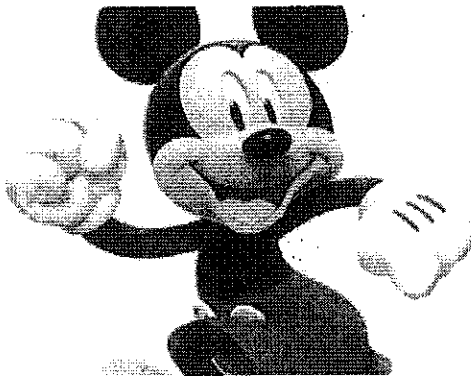
Sheryl Chaney <sheryl.chaney@palmbeachschools.org>

Walt Disney World Resort Reservation Confirmation

1 message

Walt Disney World Resort <groupcampaigns@pkghlrss.com>
Reply-To: tracking@pkghlrss.com
To: sheryl.chaney@palmbeachschools.org

Mon, Mar 20, 2017 at 11:12 AM



Disney Destinations, LLC

Building Expertise 2017 ~ 10-Jun-2017 - 18-Jun-2017 ~ Disney's Coronado Springs Resort

Dear Marzella Mitchell,

We are pleased to confirm your reservation at Disney's Coronado Springs Resort, as part of Building Expertise 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.passkey.com/event/16064740/owner/70576/t/32JPLV87/7fb4aa4df53703c450c3047b63719a33?utm_source=70576&utm_medium=email&utm_campaign=89090258.

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

Number of Rooms: 1
 Number of Guests: Adults 1, Children 0

Date2	Guest(s)	Status	Rate
13-Jun-2017	1	Confirmed	146.00
14-Jun-2017	1	Confirmed	146.00
15-Jun-2017	1	Confirmed	146.00

Per Night Rate:

Additional Guest	Rate
Second Guest	0.00
Third Guest	15.00
Fourth Guest	15.00
Fifth Guest	15.00

Please note additional guest fees only applies to those 18 years and older.

Requests:

Total Charge: 438.00

Tax Disclosure:

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)

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) 939-4686. 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.

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
****4228
/

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

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

USD 292.00

TAXES

USD 36.50

TOTAL ROOM PRICE

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

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) 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 adult's room with existing bedding.

Copyright © 1997-2017 Passkey International, Inc. All Rights Reserved.
Privacy Policy. Terms and Conditions.PDB2-02242017-prod aws04a

	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 <input type="radio"/> New <input type="radio"/> 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 # Last Name First MI

School/Dept. Sch/Dept.#

Date(s) of Absence or TDE (duty days) From: * AM PM Total Duty Hours
 To: AM * PM

LEAVE OF ABSENCE

TEMPORARY DUTY ELSEWHERE (TDE)

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

Destination 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

+ - + =

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

DEPT	FUND	FUNC	ACCOUNT	PROG	BLDG MGR	LOC CD	AWD YR	PROJECT
<input type="text" value="1411"/>	<input type="text" value="4201"/>	<input type="text" value="6402"/>	<input type="text" value="583600"/>	<input type="text" value="0559"/>	<input type="text" value="AK02"/>	<input type="text" value="000"/>	<input type="text" value="2017"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Marzella Mitchell
1/27/2017 9:16:34 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

How to attach a file

	THE SCHOOL DISTRICT OF PALM BEACH COUNTY <input type="radio"/> Leave of Absence <input checked="" type="radio"/> Temporary Duty Elsewhere (TDE)	Check new or, to change a previously submitted request, choose revised <input checked="" type="radio"/> New <input type="radio"/> 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 # Last Name First MI

School/Dept. Schl/Dept #

Date(s) of Absence or TDE (duty days) From: AM PM To: 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)

Destination 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

+ \$0.00 + \$0.00 = \$0.00

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

DEPT	FUND	FUNC	ACCOUNT	PROG	BUDG MGR	LOC CD	AWD YR	PROJECT
<input type="text" value="1411"/>	<input type="text" value="4201"/>	<input type="text" value="6402"/>	<input type="text" value="533600"/>	<input type="text" value="6559"/>	<input type="text" value="N002"/>	<input type="text" value="000"/>	<input type="text" value="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.

Andrea McIntyre
3/21/2017 8:18:11 AM

Jo Anne Rogers
3/21/2017 9:03:13 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

How to attach a file

	THE SCHOOL DISTRICT OF PALM BEACH COUNTY <input type="radio"/> Leave of Absence <input checked="" type="radio"/> Temporary Duty Elsewhere (TDE)	Check new or, to change a previously submitted request, choose revised <input checked="" type="radio"/> New <input type="radio"/> 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 # Last Name First MI

School/Dept. Sch/Dept #

Date(s) of Absence or TDE (duty days) From: AM PM To: 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)

Destination 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

\$0.00 + \$0.00 + \$0.00 = \$0.00

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

DEPT	FUND	FUNC	ACCOUNT	PROG	BUDG MGR	LOC CD	AWD YR	PROJECT
<input type="text" value="1411"/>	<input type="text" value="92201"/>	<input type="text" value="5402"/>	<input type="text" value="533600"/>	<input type="text" value="6559"/>	<input type="text" value="AC05"/>	<input type="text" value="000"/>	<input type="text" value="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 12:45:17 PM


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

How to attach a file

	THE SCHOOL DISTRICT OF PALM BEACH COUNTY <input type="radio"/> Leave of Absence <input checked="" type="radio"/> Temporary Duty Elsewhere (TDE)	Check new or, to change a previously submitted request, choose revised <input checked="" type="radio"/> New <input type="radio"/> 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 # Last Name First MI

School/Dept. Schl/Dept #

Date(s) of Absence or TDE (duty days) From: AM PM To: 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)

Destination 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

+ + =

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

DEPT	FUND	FUNC	ACCOUNT	PROG	BUDG MGR	LOC CD	AWD YR	PROJECT
<input type="text" value="1411"/>	<input type="text" value="4201"/>	<input type="text" value="6402"/>	<input type="text" value="533620"/>	<input type="text" value="6559"/>	<input type="text" value="N002"/>	<input type="text" value="000"/>	<input type="text" value="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.


Ann-Marie Alexander
3/22/2017 9:29:18 PM

To Anne Rogers
3/22/2017 9:36:19 PM

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

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

How to attach a file

	THE SCHOOL DISTRICT OF PALM BEACH COUNTY <input type="radio"/> Leave of Absence <input checked="" type="radio"/> Temporary Duty Elsewhere (TDE)	Check new or, to change a previously submitted request, choose revised <input checked="" type="radio"/> New <input type="radio"/> 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 # Last Name First MI

School/Dept. Schl/Dept #

Date(s) of Absence or TDE (duty days) From: AM PM To: 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)

Destination 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

+ \$0.00 + \$0.00 = \$0.00

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

DEPT	FUND	FUNC	ACCOUNT	PROG	BUDG MGR	LOC CD	AWD YR	PROJECT
<input type="text" value="1411"/>	<input type="text" value="4201"/>	<input type="text" value="6402"/>	<input type="text" value="533600"/>	<input type="text" value="6559"/>	<input type="text" value="1402"/>	<input type="text" value="000"/>	<input type="text" value="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.

Jamie VanderGast
3/29/2017 10:15:42 AM

To Anne Rogers
3/29/2017 12:52:11 PM

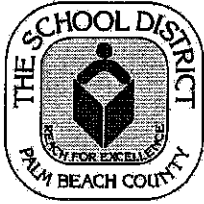
Area Superintendent signature required for out-of-state/county

Signature of Area Superintendent

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

Signature Chief Officer

How to attach a file



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

Purchasing Card (P-Card) Monthly Statement Report

Reference #
215529
of Sheets in Package* (including this form)
16

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 #

P-Card Holder Employee: First Last

School/Department # & Name

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

Submit Date

P-Card Statement Month P-Card Statement Year

Employee ID # of Person Submitting Statement

Person Submitting: First Last

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
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:
- 2. **Signed** Monthly Billing Statement approving all purchases.
- 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)

No.	Transaction Date	Merchant Name and Phone Number	Dollar Amount	Item Description and Why
1.				
2.				
3.				



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 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 PBSB 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 PBSB 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.
 - a. Cardholder's End-of-Cycle Checklist.
 - 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.).
 - c. PeopleSoft Monthly P-Card Report.
 - d. When principal/department head signs the completed reconciliation package, scan entire package and attach to PBSB 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.



JO ROGERS
 1411 GROVE PARK ES
 XXXX-XXXX-XXXX-4228
 March 28, 2017 - April 27, 2017

Purchasing Card

Cardholder Activity

Mail Billing Inquiries to:
 BANKCARD CENTER
 PO BOX 982238
 EL PASO, TX 79998-2238

Customer Service:
 1.888.449.2273 24 Hours

TTY Hearing Impaired:
 1.800.222.7365 24 Hours

Outside the U.S.:
 1.509.353.6656 24 Hours

For Lost or Stolen Card:
 1.888.449.2273 24 Hours

Statement Date	04/27/17
Credit Limit	\$7,500
Cash Limit	\$0
Days in Billing Cycle	31
Total Activity	\$3,499.80
THIS IS NOT A BILL - DO NOT PAY	

Credits	\$0.00
Cash	\$0.00
Purchases	\$3,499.80
Other Debits	\$0.00
Cash Fees	\$0.00
Other Fees	\$0.00
Total Activity	\$3,499.80

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
04/04	04/03	TRIUMPH LEARNING	800-2219372 NY	24332397094008770932951	8299	996.81
04/06	04/04	BARNES & NOBLE #2230	PALM BEACH GDFL	24445007095100148445093	5942	999.43
04/13	04/11	BARNES & NOBLE #2230	PALM BEACH GDFL	24445007102100203942001	5942	997.04
04/14	04/13	Royal Sandwich	WEST PALM BEAFL	24426297103980005427395	5814	95.02
04/19	04/17	BARNES & NOBLE #2230	PALM BEACH GDFL	24445007108100188073388	5942	364.80
04/24	04/21	PUBLIX #699	N PALM BEACH FL	24445007112000802185069	5411	46.70

000000 000000 000000 4715291208194228

Account Number: XXXX-XXXX-XXXX-4228
 March 28, 2017 - April 27, 2017

Total Activity \$3,499.80

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

[Handwritten Signature] 5/23/17
 Cardholder Signature Date

[Handwritten Signature] 5/23/17
 Manager Signature Date

JO ROGERS
 1411 GROVE PARK ES
 GROVE PARK ES
 8330 N MILITARY TRL
 WEST PALM BEACH, FL 33410-6399
 UNITED STATES

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 1.800.222.7365.

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/comporatecarddisclosure 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 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:	
	<u>Within the U.S.</u> 1.888.449.2273	<u>Outside the U.S.</u> 1.509.353.6656 (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

Run Date: 05/08/2017
 Report ID: PBR0405
 Run Time: 15:11:17
 Page 2 of 3

Billing Date: 2017-04-27
 Site Administrator: 1085970

1039324 Rogers, Jo A

Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	DEPT	FUND	FUNC	ACCOUNT	PROG	BUDG	LOC	AWARD	PROJECT	ACTIVITY	
2017-04-04	2017-04-03	24332397094008770932951	1411	1000	5150	551100	6803	1411	000				996.81 ✓
			1411	1000	5101	551100	0000	1411	000				994.00 2.81
2017-04-14	2017-04-13	24426297103980005427395	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	95.02 ✓
2017-04-06	2017-04-04	24445007095100148445093	1411	4201	5150	551100	6559	NC02	000	2017			999.43 ✓
2017-04-13	2017-04-11	24445007102100203942001	1411	4201	5150	551100	6559	NC02	000	2017			997.04 ✓
2017-04-19	2017-04-17	24445007108100188073388	1411	4201	5150	551100	6559	NC02	000	2017			364.80 ✓
2017-04-24	2017-04-21	24445007112000802185069	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	46.70 ✓

Total for Card: 3,499.80

INVOICE

triumphlearning™



Customer Service and Billing: 1-800-338-6519 Fax: 866-805-5723



REMIT TO:
Triumph Learning LLC
PO Box 35617
Newark, N.J. 07193-5617

INVOICE NO: IR071542
INVOICE DATE: 04/04/2017
FEDERAL ID: 13-4087398

SOLD TO
GROVE PARK ELEMENTARY SCHOOL
8330 N MILITARY TRL
PALM BCH GDNS, FL 33410

SHIP TO
GROVE PARK ELEMENTARY SCHOOL
PRINCIPAL
JOANNE RODGERS
8330 N MILITARY TRL
PALM BCH GDNS, FL 33410

WORK NUMBER	TERMS	CUSTOMER P.O. NO	ACCOUNT NO	ORDER DATE
557051	NET 30 DAYS	CC/RODGERS	523629	03/17/2017

ORDER QTY	BACKORDER QTY	BACKORDER STATUS	ITEM#	TITLE	QUANTITY SHIPPED	UNIT PRICE	NET PRICE
99	0	-	195FLPE	FL GOLD ED COACH SCIENCE GR 5	99	\$8.99	\$890.01
5	0	-	195FLTK	FL GOLD ED COACH SCI TG&AK GR 5	5	\$0.00	\$0.00

PAID IN FULL

SHIPPED VIA UPS GROUND	DATE SHIPPED 04/04/2017	SALES AREA	NO OF CARTONS 1	<u>SUBTOTAL:</u> \$890.01
				<u>SALES TAX:</u> \$0.00
				<u>SHIPPING&HANDLING:</u> \$106.80
				<u>TOTAL:</u> \$0.00

EXPLANATION OF CODES IN STATUS COLUMN

BO- BACKORDERED	NLA- NO LONGER AVAILABLE, CANCELLED
NBO- NO BACKORDERS ALLOWED	NYP- NOT YET PUBLISHED, CANCELLED
NOT- NOT OUR TITLE, CANCELLED	OP- OUT OF PRINT, CANCELLED

All Returns with copy of packing slip to: Triumph Learning Returns 121 N. Shirk Road New Holland, PA 17657

INVOICE PLEASE PAY THIS AMOUNT



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 material must be in clean saleable 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.

Joanne Rodgers

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 CLERK01 000000

2@ 7.50	\$15.00
Sub's	
7@ 4.95	\$34.65
Sub's	
6@ 5.20	\$31.20
Sub's	
1@ 7.95	\$7.95
Sub's	
HOUSE ST	\$88.80
TAXI	\$6.22

ITEMS 166
 CASH *Egan* \$95.02

Royal Sandwich
 4211 N SHORE DR STE D
 W PALM BCH, FL 33407
 (561) 842-4959

04/13/2017 07:17:07

CREDIT CARD
 VISA SALE

Card #: XXXXXXXXXXXX228
 Chip Card: VISA CREDIT
 AID: A0000000031010
 ATC: 0023
 TC: 6CFFB627946AE6C9
 SEQ #: 6
 Batch #: 6
 Trans #: 6
 Approval Code: 062669
 TRANS ID: 287103544544516
 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

Barnes & Noble Booksellers #2230
11380 Legacy Ave
Palm Beach Gardens, FL 33410
561-625-3932

STR:2230 REG:008 TRN:5257 CSHR:Lauren P

INSTITUTIONAL ACCT# 5866843
ACCOUNT NAME:
GROVE PARK

TAX EXEMPT ID: 85801389725301
TAX EXEMPT RSN: School

Where on Earth?
9781465402455
(1 @ 19.99) Institutional 25% (5.00)
(1 @ 14.99) 14.99
Night Sky Atlas
9780756628390
(1 @ 22.99) Institutional 25% (5.75)
(1 @ 17.24) 17.24
Space Encyclopedia: A Tour of Our Solar
9781426309489
(1 @ 24.95) Institutional 25% (6.24)
(1 @ 18.71) 18.71
Space!
9781465438065
(1 @ 24.99) Institutional 25% (6.25)
(1 @ 18.74) 18.74
Rosie Revere's Big Project Book for Bold
9781419719103
(1 @ 14.95) Institutional 25% (3.74)
(1 @ 11.21) 11.21
Botanicum
9780763689230
(1 @ 35.00) Institutional 25% (8.75)
(1 @ 26.25) 26.25
Science: A Visual Encyclopedia
9781465420466
(1 @ 29.99) Institutional 25% (7.50)
(1 @ 22.49) 22.49
Elements Book (B&N Exclusive Poster Edit
9781465463685
(1 @ 22.99) Institutional 25% (5.75)
(1 @ 17.24) 17.24
Super Human Encyclopedia
9781465424457
(1 @ 24.99) Institutional 25% (6.25)
(1 @ 18.74) 18.74
Ocean: A Visual Encyclopedia
9781465435941
(1 @ 19.99) Institutional 25% (5.00)
(1 @ 14.99) 14.99
Ocean Animals: Who's Who in the Deep Blue
9781426325069
(1 @ 12.99) Institutional 25% (3.25)
(1 @ 9.74) 9.74
National Geographic Kids Why?: Over 1,11
9781426320965
(1 @ 19.99) Institutional 25% (5.00)
(1 @ 14.99) 14.99
National Geographic Animal Encyclopedia:
9781426310225
(1 @ 24.95) Institutional 25% (6.24)
(1 @ 18.71) 18.71
Ultimate Oceanpedia: The Most Complete O
9781426325502
(1 @ 24.99) Institutional 25% (6.25)
(1 @ 18.74) 18.74
Layer by Layer: Under the Sea
9781626867536
(1 @ 19.99) Institutional 25% (5.00)
(1 @ 14.99) 14.99

Earth Book
9781944530068
(1 @ 29.99) Institutional 25% (7.50)
(1 @ 22.49) 22.49
Ultimate Oceanpedia: The Most Complete O
9781426325502
(1 @ 24.99) Institutional 25% (6.25)
(1 @ 18.74) 18.74
Oceans: Dolphins, Sharks, Penguins, and
9781426306860
(1 @ 14.95) Institutional 25% (3.74)
(1 @ 11.21) 11.21
Discovering Sharks
9781604336047
(1 @ 19.95) Institutional 25% (4.99)
(1 @ 14.96) 14.96
Utterly Amazing Science
9781465414212
(1 @ 19.99) Institutional 25% (5.00)
(1 @ 14.99) 14.99
Science Year by Year: A Visual History,
9781465457585
(1 @ 24.99) Institutional 25% (6.25)
(1 @ 18.74) 18.74
Picturepedia
9781465438287
(1 @ 29.99) Institutional 25% (7.50)
(1 @ 22.49) 22.49
You Can Be a Paleontologist!: Discover in
9781426327285
(1 @ 16.99) Institutional 25% (4.25)
(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
9781553379546
(1 @ 18.95) Institutional 25% (4.74)
(1 @ 14.21) 14.21
Volcano and Earthquake (DK Eyewitness Bo
9781465426185
(1 @ 9.99) Institutional 25% (2.50)
(1 @ 7.49) 7.49
Weather (DK Eyewitness Books Series)
9781465451804
(1 @ 9.99) Institutional 25% (2.50)
(1 @ 7.49) 7.49
Hurricane & Tornado (DK Eyewitness Books
9781465420534
(1 @ 9.99) Institutional 25% (2.50)
(1 @ 7.49) 7.49
Ultimate Explorer Field Guide: Night Sky
9781426325465
(1 @ 12.99) Institutional 25% (3.25)
(1 @ 9.74) 9.74
Stars: A New Way to See Them
9780544763449
(1 @ 14.99) Institutional 25% (3.75)
(1 @ 11.24) 11.24
Smart Kids Space
9780312514594
(1 @ 9.99) Institutional 25% (2.50)
(1 @ 7.49) 7.49
My Tourist Guide to the Solar System
9780756689940
(1 @ 14.99) Institutional 25% (3.75)
(1 @ 11.24) 11.24
Animal Book
9781465414571
(1 @ 24.99) Institutional 25% (6.25)
(1 @ 18.74) 18.74
5,000 Awesome Facts (About Everything!)
9781426310492
(1 @ 19.95) Institutional 25% (4.99)
(1 @ 14.96) 14.96
Ocean (DK Eyewitness Books Series)
9781465420541
(1 @ 9.99) Institutional 25% (2.50)
(1 @ 7.49) 7.49

National Geographic Little Kids First Bi
 9781426313684
 (1 @ 14.95) PROMO New Price
 (1 @ 10.00) 10.00

National Geographic Little Kids First Bi
 9781426324321
 (1 @ 14.99) PROMO New Price
 (1 @ 10.00) 10.00

National Geographic Little Kids First Bi
 9781426308468
 (1 @ 14.95) PROMO New Price
 (1 @ 10.00) 10.00

National Geographic Little Kids First Bi
 9781426317231
 (1 @ 14.99) PROMO New Price
 (1 @ 10.00) 10.00

National Geographic Little Kids First Bi
 9781426307041
 (1 @ 14.95) PROMO New Price
 (1 @ 10.00) 10.00

National Geographic Little Kids First Bi
 9781426313684
 (1 @ 14.95) PROMO New Price
 (1 @ 10.00) 10.00

National Geographic Little Kids First Bi
 9781426320507
 (1 @ 14.99) PROMO New Price
 (1 @ 10.00) 10.00

National Geographic Little Kids First Bi
 9781426307041
 (1 @ 14.95) PROMO New Price
 (1 @ 10.00) 10.00

Our Solar System and Beyond
 9781435156036
 (1 @ 9.98) Institutional 25% (2.50)
 (1 @ 7.48) 7.48

1000+ Fantastic Facts
 9781782099673
 (1 @ 14.98) Institutional 25% (3.75)
 (1 @ 11.23) 11.23

1000+ Animal Facts
 9781782099665
 (1 @ 14.98) Institutional 25% (3.75)
 (1 @ 11.23) 11.23

Wonder of Dolphins
 9781681881218
 (1 @ 9.98) Institutional 25% (2.50)
 (1 @ 7.48) 7.48

Wonder of Sharks
 9781616287900
 (1 @ 9.98) Institutional 25% (2.50)
 (1 @ 7.48) 7.48

Animal Book
 9781786171771
 (1 @ 9.98) Institutional 25% (2.50)
 (1 @ 7.48) 7.48

Earth Book
 9781786171764
 (1 @ 9.98) Institutional 25% (2.50)
 (1 @ 7.48) 7.48

History Book
 9781786171788
 (1 @ 9.98) Institutional 25% (2.50)
 (1 @ 7.48) 7.48

Science Book
 9781786171795
 (1 @ 9.98) Institutional 25% (2.50)
 (1 @ 7.48) 7.48

Why Is the Sea Salty?: And Other Questions
 9781454906773
 (1 @ 5.95) Institutional 25% (1.49)
 (1 @ 4.46) 4.46

Magic School Bus Presents: Sea Creatures
 9780545683661
 (1 @ 6.99) Institutional 25% (1.75)
 (1 @ 5.24) 5.24

How Strong Is an Ant?: And Other Questions
 9781454906858
 (1 @ 5.95) Institutional 25% (1.49)
 (1 @ 4.46) 4.46

Magic School Bus Inside a Beehive (Magic
 9780590257213
 (1 @ 6.99) Institutional 25% (1.75)
 (1 @ 5.24) 5.24

Magic School Bus on the Ocean Floor (Mag
 9780590414319
 (1 @ 6.99) Institutional 25% (1.75)
 (1 @ 5.24) 5.24

Ocean Animals: Who's Who in the Deep Blu
 9781426325069
 (1 @ 12.99) Institutional 25% (3.25)
 (1 @ 9.74) 9.74

Child's Introduction to Natural History:
 9780316311366
 (1 @ 19.99) Institutional 25% (5.00)
 (1 @ 14.99) 14.99

Top Dogs: Canines That Made History
 9781554519064
 (1 @ 12.95) Institutional 25% (3.24)
 (1 @ 9.71) 9.71

Amazing Animal Babies
 9781454923374
 (1 @ 14.95) Institutional 25% (3.74)
 (1 @ 11.21) 11.21

Amazing Animal Journeys
 9781454919056
 (1 @ 14.95) Institutional 25% (3.74)
 (1 @ 11.21) 11.21

Rocks, Minerals, and Gems
 9780545947190
 (1 @ 19.99) Institutional 25% (5.00)
 (1 @ 14.99) 14.99

Welcome to Mars: Making a Home on the Re
 9781426322068
 (1 @ 18.99) Institutional 25% (4.75)
 (1 @ 14.24) 14.24

Sun and the Moon (Let's-Read-and-Find-Out
 9780062338037
 (1 @ 6.99) Institutional 25% (1.75)
 (1 @ 5.24) 5.24

Magic School Bus Lost in the Solar Syste
 9780590414296
 (1 @ 6.99) Institutional 25% (1.75)
 (1 @ 5.24) 5.24

How Many Planets Circle the Sun?: And Ot
 9781454906698
 (1 @ 5.95) Institutional 25% (1.49)
 (1 @ 4.46) 4.46

Why Does Earth Spin?: And Other Questions
 9781454906759
 (1 @ 5.95) Institutional 25% (1.49)
 (1 @ 4.46) 4.46

What Makes Day and Night
 9780062381972
 (1 @ 6.99) Institutional 25% (1.75)
 (1 @ 5.24) 5.24

Planets in Our Solar System
 9780062381941
 (1 @ 6.99) Institutional 25% (1.75)
 (1 @ 5.24) 5.24

Moon Seems to Change
 9780062382061
 (1 @ 6.99) Institutional 25% (1.75)
 (1 @ 5.24) 5.24

Oceans: Dolphins, Sharks, Penguins, and
 9781426306860
 (1 @ 14.95) Institutional 25% (3.74)
 (1 @ 11.21) 11.21

Animal Planet Animals: A Visual Encyclop
 9781618931595
 (1 @ 24.95) Institutional 25% (6.24)
 (1 @ 18.71) 18.71

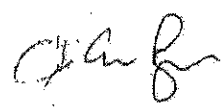
Astronaut Handbook
 9780399555466
 (1 @ 7.99) Institutional 25% (2.00)
 (1 @ 5.99) 5.99

Journey Through Space
 9781609926285
 (1 @ 16.95) Institutional 25% (4.24)
 (1 @ 12.71) 12.71

Universe (DK Eyewitness Books Series)
 9781465431875
 (1 @ 9.99) Institutional 25% (2.50)
 (1 @ 7.49) 7.49
 Then & Now: A Journey through the Histor
 9781454919629
 (1 @ 14.95) Institutional 25% (3.74)
 (1 @ 11.21) 11.21
 Child's Introduction to the Night Sky: T
 9781579123666
 (1 @ 19.99) Institutional 25% (5.00)
 (1 @ 14.99) 14.99
 Adventures of Earth
 9781454921431
 (1 @ 14.95) Institutional 25% (3.74)
 (1 @ 11.21) 11.21
 Utterly Amazing Earth
 9781455458674
 (1 @ 19.99) Institutional 25% (5.00)
 (1 @ 14.99) 14.99
 This Book Stinks!: Gross Garbage, Rotten
 9781426327308
 (1 @ 14.99) Institutional 25% (3.75)
 (1 @ 11.24) 11.24
 How Hot Is Lava?: And Other Questions Ab
 9781454916017
 (1 @ 5.95) Institutional 25% (1.49)
 (1 @ 4.46) 4.46
 Weather (DK Eyewitness Books Series)
 9781465451804
 (1 @ 9.99) Institutional 25% (2.50)
 (1 @ 7.49) 7.49
 Star Stuff: Carl Sagan and the Mysteries
 9781596439603
 (1 @ 17.99) Institutional 25% (4.50)
 (1 @ 13.49) 13.49
 DK findout! Solar System
 9781465454287
 (1 @ 10.99) Institutional 25% (2.75)
 (1 @ 8.24) 8.24
 What Is the World Made Of?: All About So
 9780062381958
 (1 @ 6.99) Institutional 25% (1.75)
 (1 @ 5.24) 5.24
 Rebel Science
 9781454919452
 (1 @ 14.95) Institutional 25% (3.74)
 (1 @ 11.21) 11.21
 Slither and Crawl: Eye to Eye with Repti
 9781454914716
 (1 @ 6.95) Institutional 25% (1.74)
 (1 @ 5.21) 5.21
 Wild Tracks!: A Guide to Nature's Footpr
 9781454914723
 (1 @ 6.95) Institutional 25% (1.74)
 (1 @ 5.21) 5.21

TOTAL 999.43
 VISA 999.43

Card#: XXXXXXXXXXXX4228
 Expdate: XX/XX
 Auth: 009677
 Entry Method: Keyed



Connect with us on Social

Facebook- @BNPalmBeachGardens
 Instagram- @bnpga
 Twitter- @BN_PGA

101.43D 04/04/2017 11:46AM



CUSTOMER COPY

Barnes & Noble Bookellers #2230
11380 Legacy Ave
Palm Beach Gardens, FL 33410
561-625-3932

STR:2230 REG:008 TRN:5479 CSHR: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#: XXXXXXXXXXXX4228
Expdate: XX/XX
Auth: 011960
Entry Method: Keyed

Connect with us on Social

Facebook- @BNPalmBeachGardens
Instagram- @bnpga
Twitter- @BN_PGA

101.43D

04/11/2017 09:42AM



CUSTOMER COPY



Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

Barnes & Noble Payment 517369

CRM2230@bn.com <CRM2230@bn.com>

Tue, Apr 11, 2017 at 9:46 AM

To: joanne.rogers@palmbeachschools.org

Barnes & Noble
Booksellers
Store 2230

VOS Payment Statement

Date: 04/11/2017	Customer Type: Institutional	Payment Date: 2017-04-11 09:45:53.0
Order Number: 517369	Inst/Corp Number: ***6843	Payment Store Number: 2230
Payment Number: 361991	Inst/Corp Name: Grove Park Elementary	Register Number: 8
VOS User: Lauren Pfretzschner	Customer PO Number:	Transaction Number: 5479
	Customer Name: JoAnne Rogers	

Product	Title	Format	Destination	Qty	List Price	% Off	Discount Price	Extended Price
9781454926368	Michelle Obama: A Photographic Journey	TC	S	6	\$24.95	25.0%	\$18.71	\$112.26
9780756915933	Who Was Sacagawea?	TC	S	4	\$16.60	25.0%	\$12.45	\$49.80
9781847808899	Maya Angelou	TC	S	4	\$14.99	25.0%	\$11.24	\$44.96
9781426326851	Our Country's Presidents: A Complete Encyclopedia of the U.S. Presidency	TC	S	4	\$24.99	25.0%	\$18.74	\$74.96
9780803740853	I am Rosa Parks	TC	S	4	\$14.99	25.0%	\$11.24	\$44.96
9780375858871	I Have a Dream	TC	S	4	\$18.99	25.0%	\$14.24	\$56.96
9781416950462	Moonshot: The Flight of Apollo 11	TC	S	4	\$19.99	25.0%	\$14.99	\$59.96
9781588382443	Tuskegee Almen, an Illustrated History: 1939-1949	TC	S	1	\$27.95	25.0%	\$20.96	\$20.96
9781499801033	Freedom in Congo Square	TC	S	4	\$17.99	25.0%	\$13.49	\$53.96
9781426309489	Space Encyclopedia: A Tour of Our Solar System and Beyond	TC	S	4	\$24.95	25.0%	\$18.71	\$74.84
9780756989354	Who Was Martin Luther King, Jr.?	TC	S	4	\$16.60	25.0%	\$12.45	\$49.80
9780375835278	Of Thee I Sing: A Letter to My	TC	S	10	\$17.99	25.0%	\$13.49	\$134.90

Daughters									
9781426310140	National Geographic Little Kids First Big Book of Space	TC	S	4	\$14.95	25.0%	\$11.21	\$44.84	
9781435161641	Complete Guide to Sharks	TC	S	4	\$9.98	25.0%	\$7.49	\$29.96	
9781442412163	Malcolm Little: The Boy Who Grew Up to Become Malcolm X	TC	S	4	\$17.99	25.0%	\$13.49	\$53.96	
9781760340643	National Parks of America: Experience America's 59 National Parks	TC	S	4	\$29.99	25.0%	\$22.49	\$89.96	
							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
#11380 Legacy Ave
Palm Beach Gardens, FL 33410
561-625-3932

STR:2230 REG:008 TRN:5829 CSIR:Lauren P

INSTITUTIONAL ACCT# 5866843
ACCOUNT NAME:
GROVE PARK

TAX EXEMPT ID: 858013897253C1
TAX EXEMPT RSN: School

Trains: An Illustrated History from Stea
9781435150041
(1 @ 12.98) Institutional 25% (3.25)
(1 @ 9.73) 9.73
Passion for Horses
9781435154865
(1 @ 14.98) Institutional 25% (3.75)
(1 @ 11.23) 11.23
Historical Atlas of Native Americans
9780785831457
(1 @ 14.98) Institutional 25% (3.75)
(1 @ 11.23) 11.23
Space Atlas: Mapping the Universe and Be
9781435154117
(1 @ 12.98) Institutional 25% (3.25)
(1 @ 9.73) 9.73
Art of the Muscle Car
9780760352434
(1 @ 19.98) Institutional 25% (5.00)
(1 @ 14.98) 14.98
World's Must-See Places: A Look Inside M
9780756683825
(1 @ 27.00) Institutional 25% (6.75)
(1 @ 20.25) 20.25
Frederick Douglass: The Lion Who Wrote H
9780060277093
(1 @ 17.99) Institutional 25% (4.50)
(1 @ 13.49) 13.49
Story of the Titanic
9780756691714
(1 @ 17.99) Institutional 25% (4.50)
(1 @ 13.49) 13.49
For the Right to Learn: Malala Yousafzai
9781623704261
(1 @ 15.95) Institutional 25% (3.99)
(1 @ 11.96) 11.96
Concise Encyclopedia of the Universe
9781783422708
(1 @ 12.98) Institutional 25% (3.25)
(1 @ 9.73) 9.73
National Geographic Complete National Pa
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
9780764168864
(1 @ 8.99) Institutional 25% (2.25)
(1 @ 6.74) 6.74
Amelia Earhart
9781847808882
(1 @ 14.99) Institutional 25% (3.75)
(1 @ 11.24) 11.24

Coco Chanel
9781847807847
(1 @ 14.99) Institutional 25% (3.75)
(1 @ 11.24) 11.24
Basketball's Greatest Stars
9781770855779
(1 @ 24.95) Institutional 25% (6.24)
(1 @ 18.71) 18.71
Obama: The Historic Presidency of Barack
9781454926399
(1 @ 24.95) Institutional 25% (6.24)
(1 @ 18.71) 18.71
Football Now!: Today's Gridiron Greats
9781770852822
(1 @ 24.95) Institutional 25% (6.24)
(1 @ 18.71) 18.71
Journeys of a Lifetime: 500 of the World
9781426201257
(1 @ 40.00) Institutional 25% (10.00)
(1 @ 30.00) 30.00
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 @ 12.98) Institutional 25% (3.25)
(1 @ 9.73) 9.73
Florida's Fabulous Mammals
9780911977134
(1 @ 16.95) Institutional 25% (4.24)
(1 @ 12.71) 12.71
Florida's Fabulous Reptiles and Amphibia
9780911977110
(1 @ 16.95) Institutional 25% (4.24)
(1 @ 12.71) 12.71
Everglades: America's Wetland
9780813049854
(1 @ 45.00) Institutional 25% (11.25)
(1 @ 33.75) 33.75

TOTAL 364.80
VISA 364.80

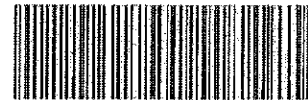
Card#: XXXXXX000004228
Expdate: XX/XX
Auth: 099325
Entry Method: Keyed

Connect with us on Social

Facebook- @BNPalmBeachGardens
Instagram- @bnppga
Twitter- @BN_PGA

101.430

04/17/2017 12:07PM



CUSTOMER COPY

3rd Grade Student Behavior Incentive / Healy

Publix

Northlake Promenade
374 Northlake Boulevard
Lake Park, FL 33408
Store Manager: Mitch Jeffreys
561-842-1193

BTTRCRM CUPCK 6CT	4.99	F
BTTRCRM CUPCK 6CT	4.99	F
BTTRCRM CUPCK 6CT	4.99	F
BTTRCRM CUPCK 6CT	4.99	F
DECORATED CAKE	26.74	F

Order Total	46.70	
Sales Tax	0.00	
Grand Total	46.70	
Credit	Payment	46.70
Change		0.00

PRESTO!
Trace #: 075533
Reference #: 0544895151
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:	A0000000031010
ATC:	0024
TC:	A26D60C0E27250DE
INVOICE:	075533
Approval Code:	00
Entry Method:	Chip Read
Mode:	Issuer-PIN Verified

SALE AMOUNT \$46.70
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Cristele

04/21/2017 10:02 S0699 R107 8956 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

EXH
#6

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 mtg,
- etc.



Only \$100 of courtesy/rental funds were utilized for the purchase. The remaining funds were personal funds to cover the cost.

Cyber

6/26/17

PAID

CK. NO.
DATE



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: 1017151906908
Jo Anne Rogers

ST: 610 TRM: 064 TRN: 72890 TAKE

SNDLS SLIPON	
885133752008	178/321
(1 @ 175.00)	
Item Tax	175.00
	10.50 T
Subtotal	175.00
Total Tax	10.50
Total	185.50
SFA Charge	185.50
ACCT # /K xxxxxx9217	Approved-00
DL #/FL/0113 AUTH: 005131	

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 02:32PM



1061000647289409242016510545

Customer Copy

PAID

CK. NO. 11307
DATE 9/29/16

*Admin Courtesy of
Instructional
Review*

EXHIBIT
tabbles
#6

EXHIBIT#7

**PALM BEACH COUNTY SCHOOL DISTRICT
INTERNAL ACCOUNTS MANUAL
ADMINISTRATIVE COURTESY/RENTAL
ACCOUNT**

CHAPTER-4 (Pg.3)

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 Administrative Courtesy and Rental Facilities

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).
10. Gasoline for personal vehicles.
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 (PBSD0032). 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 (PBSD 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.
8. Gasoline for personal vehicles.
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:

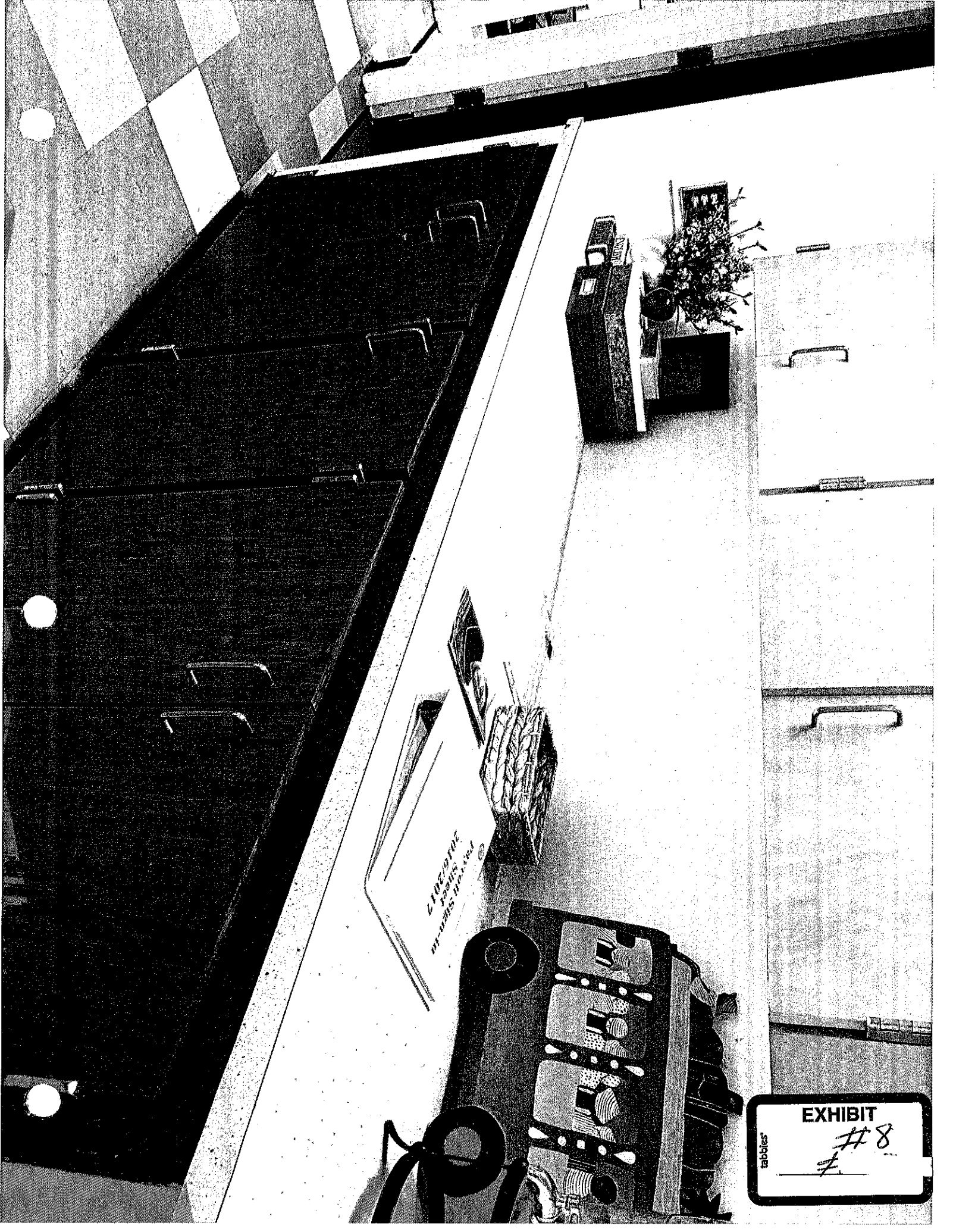
1. **Athletics** – All revenues and expenditures involving athletic business transacted at the school level shall be recorded in accounts in this classification. Some examples of revenues include gate receipts, donations, collections from students, concession income, fundraising proceeds, and other similar 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



L100-9910F
POLYMER
MATERIALS RESEARCH

EXHIBIT
#8
#



EXHIBIT#8
HALLOWEEN COSTUMES



JO ROGERS
 1411 GROVE PARK ES
 XXXX-XXXX-XXXX-4228
 September 28, 2016 - October 27, 2016

Purchasing Card

Cardholder Activity

<p>Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238</p> <p>Customer Service: 1.888.449.2273 24 Hours</p> <p>TTY Hearing Impaired: 1.800.222.7365 24 Hours</p> <p>Outside the U.S.: 1.509.353.6656 24 Hours</p> <p>For Lost or Stolen Card: 1.888.449.2273 24 Hours</p>	<p>Statement Date 10/27/16</p> <p>Credit Limit \$7,500</p> <p>Cash Limit \$0</p> <p>Days in Billing Cycle 30</p> <p>Total Activity \$962.02</p> <p style="text-align: center;">THIS IS NOT A BILL - DO NOT PAY</p>	<p>Credits \$0.00</p> <p>Cash \$0.00</p> <p>Purchases \$962.02</p> <p>Other Debits \$0.00</p> <p>Cash Fees \$0.00</p> <p>Other Fees \$0.00</p> <p>Total Activity \$962.02</p>
--	---	---

Date	Date	Description	Reference Number	MCC	Charge	Credit
09/28	09/27	PUBLIX #434 PALM BCH GDNSFL	24445006272000577643910	5411	20.93	
09/30	09/29	CURRICULUM ASSOC 800-225-0248 MA	24492156273894777276255	5942	371.28	
10/10	10/08	PUBLIX #699 N PALM BEACH FL	24445006283500568966458	5411	5.99	
10/12	10/11	CITATION COMM. 407-688-0330 FL	24761976285838005360036	4812	166.75	
10/12	10/11	DUFFYS PALM BEACH GARDEN PALM BEACH GAFL	24326886286286599900148	5812	24.98	
10/12	10/11	MCDONALD'S F5892 PALM BEACH GAFL	24427336285720013385770	5814	35.00	
10/12	10/11	MCDONALD'S F5892 PALM BEACH GAFL	24427336285720013386059	5814	10.00	
10/17	10/16	TARGET 00019414 LAKE PARK FL	24164076290091008080517	5411	28.72	
10/19	10/18	MCDONALD'S F5892 PALM BEACH GAFL	24427336292720013339380	5814	75.53	
10/24	10/21	PUBLIX #699 N PALM BEACH FL	24445006296000713093220	5411	9.98	
10/24	10/22	USPS1.19446750050048347 WEST PALM BEAFL	24164076297418173490408	9402	47.00	
10/24	10/21	HOLLYWOOD COSTUMES LAKE PARK FL	24136006297980016013392	5699	165.86	

0000000 0000000 0000000 4715291208194228

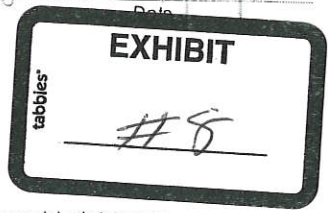
Account Number: XXXX-XXXX-XXXX-4228
 September 28, 2016 - October 27, 2016

Total Activity \$962.02

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

JO ROGERS
 1411 GROVE PARK ES
 3300 FOREST HILL BLVD
 A323 PCARD DEPT
 WEST PALM BEACH, FL 33406

Cardholder Signature _____ Date 11/21/16
 Manager Signature _____ Date 11/21/16





Monthly P-Card Statement

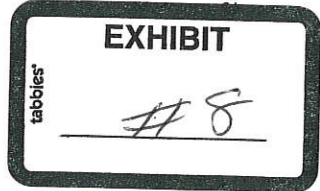
Run Date: 11/08/2016
 Report ID: PPR0405
 Run Time: 18:16:33
 Page 2 of 4

Billing Date: 2016-10-27
 Site Administrator: 1085970

1039324 Rogers, Jo

Card Number: *****4228

POST DT	TRANS DT	TRANSACTION #	MERCHANT	Dept	Fund	Func	Account	Prog	Budg	Loc	Award	Project	Activity	
2016-10-24	2016-10-21	24136006297980016013392	HOLLYWOOD COSTUMES	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	185.86
2016-10-17	2016-10-16	24164076290091008080517	TARGET	1411	1000	7310	551100	0000	1411	000				28.72
2016-10-24	2016-10-22	24164076297418173490408	USPS119446750050048347	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	47.00
2016-10-12	2016-10-11	24326886286286599900148	DUFFYS PALM BEACH GARDEN	1411	1000	7310	551100	0000	1411	000				24.98
2016-10-12	2016-10-11	24427336285720013385770	MCDONALD'S F5892	1411	1000	7310	551100	0000	1411	000				35.00
2016-10-12	2016-10-11	24427336285720013386059	MCDONALD'S F5892	1411	1000	7310	551100	0000	1411	000				10.00
2016-10-19	2016-10-18	24427336292720013339380	MCDONALD'S F5892	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	75.53
2016-09-28	2016-09-27	24445006272000577643910	PUBLIX #434	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	20.93
2016-10-10	2016-10-08	24445006283500568966458	PUBLIX #699	1411	1000	7310	551100	0000	1411	000				5.99
2016-10-24	2016-10-21	24445006296000713093220	PUBLIX #699	1411	1801	9810	551100	0000	1411	000		S1411	PCARDS	9.98



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.

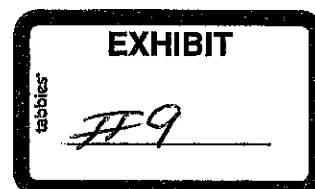
The District P-Card Administrator issues all Purchasing Cards and is responsible for establishing the card profiles that dictate card controls. All cardholders are associated with a card profile with limits that are pre-defined and enforced at the point of purchase by Bank of America. Limitations have 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.



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 Manual – Chapter 24

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.

Reason	Who and Where to go
--------	---------------------

Card Lost or Stolen

Contact	Phone	Email
Bank of America	1.888.449.2273	n/a
Your P-Card Site Admin	Your Location	
District P-Card Administrator	434.8410 px 48410 357.7567 px 47567	Purchasing Card System

Purchasing Procedures

Contact	Phone	Email / Link
Purchasing Manual	n/a	http://www.palmbeachschools.org/purchasing/bids/purch/manual/index.asp
Your P-Card Site Admin	Your Location	
District P-Card Administrators	434.8410 px 48410 357.7567 px 47567	Purchasing Card System

Reconciliation & Posting Questions

Contact	Phone	Email / Link
Purchasing Manual	n/a	http://www.palmbeachschools.org/purchasing/bids/purch/manual/index.asp
District P-Card Administrators	434.8410 px 48410 357.7567 px 47567	Purchasing Card System

PeopleSoft Issues

Contact	Phone	Email
District P-Card Administrators	434.8410 px 48410 357.7567 px 47567	Purchasing Card System

Funding Questions

Contact	Phone	Email / Link
Internal Accounts Manual		http://www.palmbeachschools.org/accounting/bookkeeper-manual
Operating Funds – Assigned Budget Analyst	434.8837 px 48837	
Grant Funds – Assigned Grant Manager	n/a	
Capital Funds – Loretha McIntyre	434.8198 px 48198	loretha.mcintyre@palmbeachschools.org

Purchasing Manual – Chapter 24

24-6 DUTIES AND RESPONSIBILITIES

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.bofam1.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:

Contact	Phone	Email
Bank of America	1.888.449.2273	n/a
District P-Card Administrator	434.8410 px 48410 357.7567 px 47567	Purchasing Card System

- 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.

Contact	Phone	Email
District P-Card Administrator	434.8410 px 48410 357.7567 px 47567	Purchasing Card System

- Turn your card into your P-Card Site Admin to be shredded

Purchasing Manual – Chapter 24

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*).
- 3) Review Monthly Bank of America Statement.
 - 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:
 - a. Cardholder's End-of-Cycle Checklist.
 - b. Cardholder Monthly Bank of America Statement with receipts, invoices and any other required backup documentation.

Purchasing Manual – Chapter 24

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.
 - a. Cardholder's End-of-Cycle Checklist.
 - 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.

Purchasing Manual – Chapter 24

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 PBSB 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 PBSB 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 Loretha 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.

Purchasing Manual – Chapter 24

- 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 circumstance 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 Jakska 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.**

Purchasing Manual – Chapter 24

- 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.

Purchasing Manual – Chapter 24

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.

Purchasing Manual – Chapter 24

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.

Contact	Phone	Email
District P-Card Administrator	434.8410 px 48410 357.7567 px 47567	Purchasing Card System

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

Purchasing Manual – Chapter 24

Department's website: : <https://www.palmbeachschools.org/purchasing/wp-content/uploads/sites/76/2016/02/taxexempt2017>

- 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.

Purchasing Manual – Chapter 24

- 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.

Purchasing Manual – Chapter 24

B. CARDHOLDER APPLICATION

The Cardholder Application is currently available through the employee portal page, eForms Desktop tile, form PBSO 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 (PBSO 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 (*PBSO 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.

Purchasing Manual – Chapter 24

- 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.bofamf.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.

Card Lost or Stolen

Contact	Phone	Email
Bank of America	1.888.449.2273	n/a
Your P-Card Site Admin	Your Location	
District P-Card Administrator	434.8410 px 48410 357.7567 px 47567	Purchasing Card System

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 Administrator 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.bofamf.com/globalcardaccess for this new card.

Fraudulent Activity or Data Breach

Purchasing Manual – Chapter 24

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 lessor 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.bofam.com/globalcardaccess, 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:

Purchasing Manual – Chapter 24

- 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.

Purchasing Manual – Chapter 24

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:

Purchasing Manual – Chapter 24

- 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.

Purchasing Manual – Chapter 24

- 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.

Purchasing Manual – Chapter 24

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?

Purchasing Manual – Chapter 24

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?

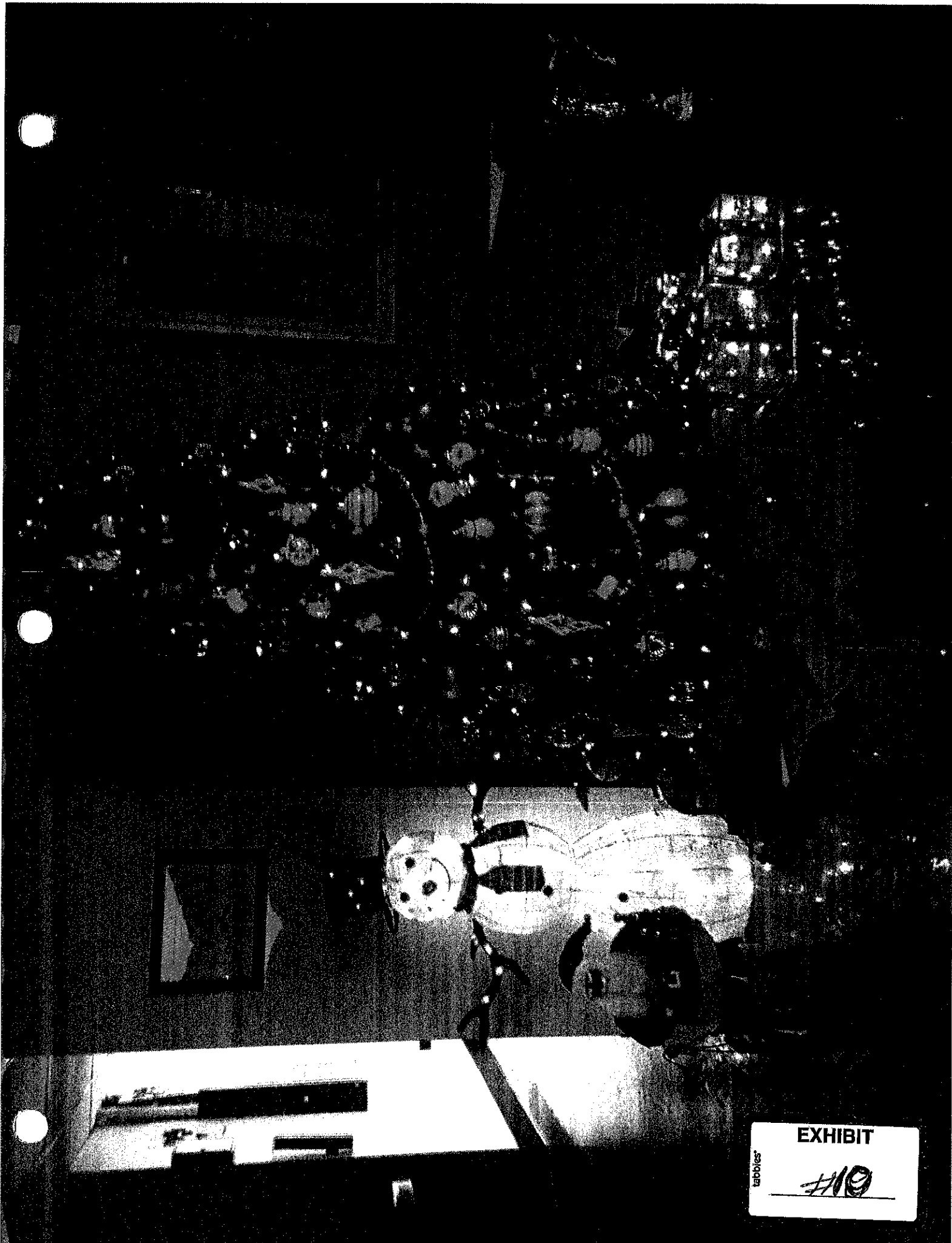
Job aids and helpful information can be found on the purchasing website under the p-cards tab:

<https://www.palmbeachschools.org/purchasing/bids/purch/pcard/>

EXHIBIT#10
PRINCIPAL ROGERS CHRISTMAS
DECORATIONS



tabbies®
EXHIBIT
#10



tabbles®
EXHIBIT
#10

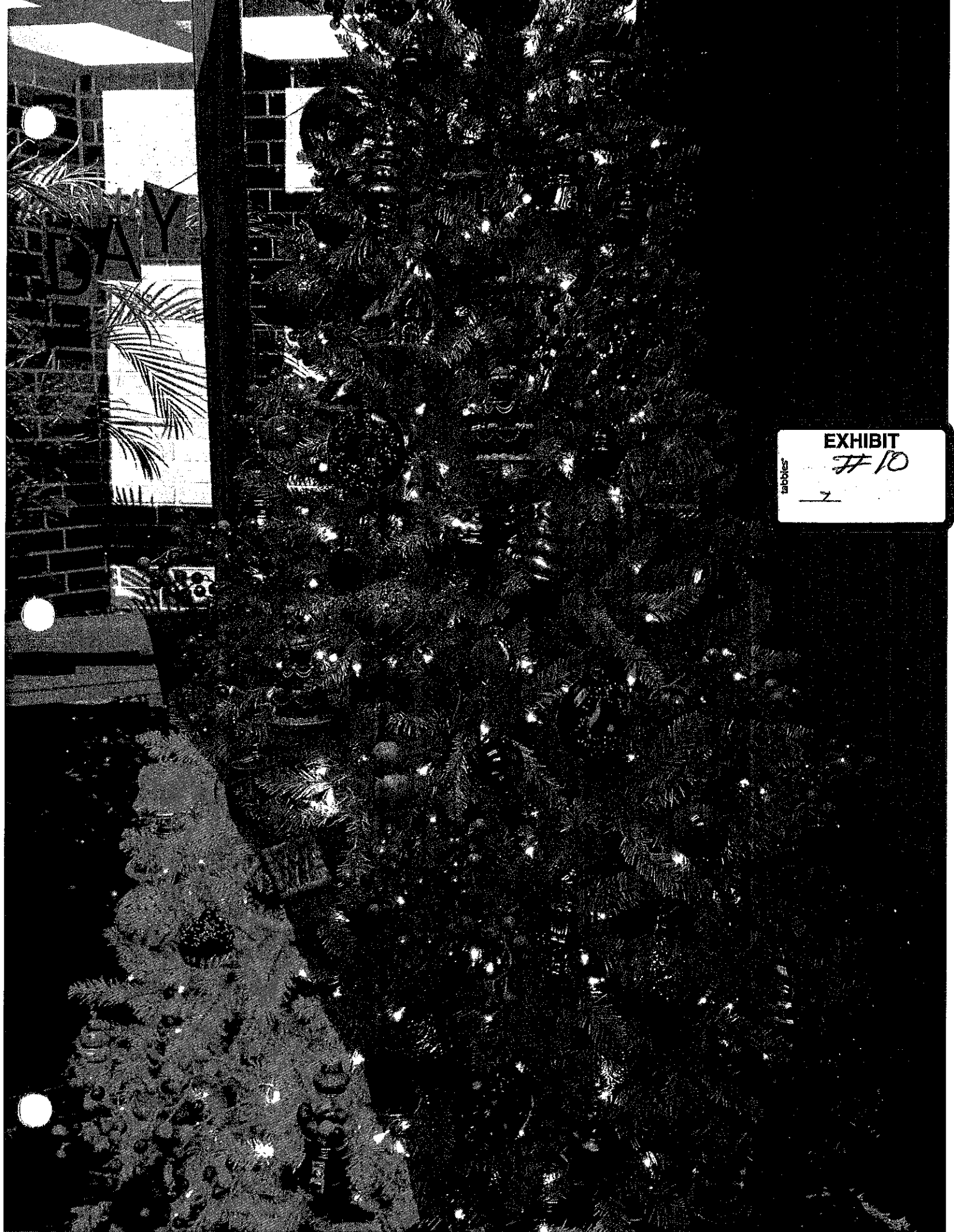


EXHIBIT
#10
7

EXHIBIT#11

FIELD TRIP REQUEST PBSO 1894



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF ACCOUNTING SERVICES

Field Trip Type
Fiscal Year

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

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	Time 7:30 am	End Date 5/15/2017	Time 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

Admission/ Registration	Transportation	Meals	Lodging	Enrichment Activity	Other Fees	Total Est. Costs	Funding Source
\$4,837	\$9,600	\$0	\$0	\$0	\$0	\$14,437	Split (Title I/Magnet)45

Estimated Participants

	Female	Male	Total
# Chaperones	59	20	79
# Students Participating	255	281	536

Estimated Number of Staff

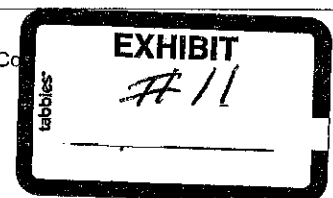
Custodians	School Police	Substitute Teachers
4	0	0
Other Staff (specify) ADMINISTRATION AND OFFICE STAFF		

Transportation and Number of Vehicles Required

Buses	Cars, Vans	Other
12	0	CHARTERED BUSES (ACADEMY)

If the following items are required, describe the items and indicate who will provide them.

Equipment	BAG LUNCHES, ICE CHESTS
Clean-up	CUSTODIAL
Meals/snacks	SCHOOL LUNCH



Activity or Field Trip SCHOOL-WIDE FIELD TRIP, MIAMI ZOO	School # 1411
---	------------------

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

Region



[How to attach a PDF](#)

[How to route a form](#)

[Attach a PDF file](#)

[Go](#)

Trace for form: Field Trip/Activity Planning Report and Approval Request PBSB 1894

First Name: Jo Anne Last Name: Rogers

Received from: Jo Anne Rogers (DD Eisenhower ES) Assigned to: Camille Coleman Action:

Route Time: Jan 18, 2017 3:45 PM

EXHIBIT#12

SCHOOL BOARD POLICY 2.40 FIELD TRIP

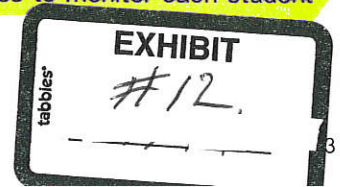
DISCLAIMER: You have reached an old page that may be out of date.
 The School Board Policies **have moved to:**
www.BoardDocs.com/FL/PalmBeach/Board.nsf/Public

RULES OF THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

Title 6Gx50
 Chapter 2. General Administration
 Section 2.40

Policy **2.40 Field Trips**

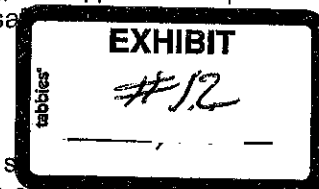
1. Purpose. The purpose of this policy is to set forth standards relating to school sponsored field trips. This policy addresses limitations for scheduling field trips and the procedures for obtaining School District approval, parental permission and approval of chaperones as well as provisions for students' 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. PBSD 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 or other 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.

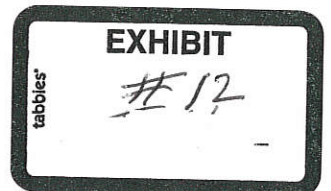
8. Forms

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



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 6Gx50
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. PBSD 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.

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

EXHIBIT#13

FIELD TRIP APPROVAL (EMAIL 12-08-2016)

FEDERAL & STATE PROGRAM SPECIALIST

TANGELA STEELE

(13)



Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

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 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.

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) 649-6868 PX: 46868
Cell: (561) 628-2605
tangela.steele@palmbeachschools.org





Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

Curriculum Field Trip Approval

Jo Anne Rogers <joanne.rogers@palmbeachschools.org>
To: Tangela Steele <tangela.steele@palmbeachschools.org>
Cc: Amy Bamingham <amy.bamingham@palmbeachschools.org>

Tue, Jan 17, 2017 at 10:33 AM

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 self 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

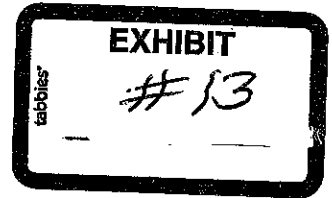
Body of Knowledge: Life Science

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 the 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.

[Quoted text hidden]

Jo Anne Rogers, Principal
Grove Park Elementary School

Please Follow Us on Twitter, @gpespbc

3 attachments

SIP Goal 1_Barrier_Strategies.docx
256K

SIP Strategies and Steps_Continued.docx
223K

Tips-Resources-Supporting-Literacy.pdf
239K

EXHIBIT#14

**GROVE PARK ELEMENTARY
DADE COUNTY ZOO PICTURE**

(<http://www.palmbeachschools.org>)



School District of Palm Beach County (<http://www.palmbeachschools.org>)

District News (<https://www.palmbeachschools.org/districtnews>)

Grove Park Elementary Students Cap Year's Lessons with Trip to Zoo Miami

By Julie Houston Trieste (<https://www.palmbeachschools.org/districtnews/author/1110759/>) | 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.

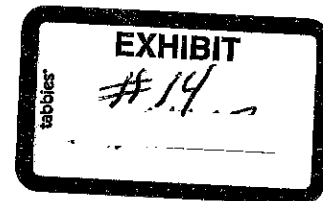
“Being an I.B. PYP (Primary Years Programme) school truly ‘prepares students for the intellectual challenges of further education and their future careers, focusing on the development of the whole child as an inquirer, both in the classroom and in the world outside’,” said Nicole Black, the Single School 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 and Math) while another is adding STEAM

(Science, Technology, Engineering, Arts and Math) curriculum. For more information on the MSAP program and how to apply, click here.

(<https://www.palmbeachschools.org/districtnews/2017/02/27/applications-being-accepted-for-five-school-district-magnet-programs/>)

Grove Park Roaring at Miami Zoo



Posted in department (<https://www.palmbeachschools.org/districtnews/category/department/>), Home Page (<https://www.palmbeachschools.org/districtnews/category/home-page/>), Schools (<https://www.palmbeachschools.org/districtnews/category/schools/>), Students (<https://www.palmbeachschools.org/districtnews/category/students/>), Teachers (<https://www.palmbeachschools.org/districtnews/category/teachers/>) and tagged Grove Park Elementary School (<https://www.palmbeachschools.org/districtnews/tag/grove-park-elementary-school/>)

Search this Blog






Search

Fulton-Holland Educational Services Center

3300 Forest Hill Boulevard

West Palm Beach, FL 33406

Phone: (561) 434-8000, (866) 930-8402

 (<https://www.facebook.com/PBCSD/>)  (<https://twitter.com/pbcds/>)  ([/districtnews/feed/](https://districtnews/feed/))  (<http://instagram.com/pbcds/>) 
(https://www.youtube.com/channel/UCIK9U-c6_PlykRg3PoZtPA)

[ABOUT US \(/COMMUNICATIONS/ABOUTUS/INDEX/\)](#)

[CALENDAR \(/COMMUNICATIONS/CALENDAROFEVENTS/\)](#)

EXHIBIT#15

**TOYS-FOR-TOTS' TOYS STORED INSSIDE TV
STUDIO CLOSET & TOYS GIVEN TO
STUDENTS DURING AN ASSEMBLY**

Box
8-10
(19)



EXHIBIT
#15

EXHIBIT
#16





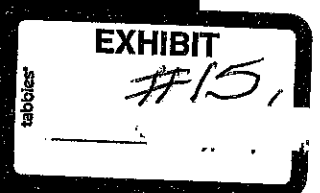
Grove Park ES @GPESpbc · 12/15/16

Student Celebrations!

Perfect Attendance

Academics, Most Improved

Grove Park Behavior



EXHIBIT#16

**TOYS-FOR-TOTS' TOYS STORED INSSIDE TV
STUDIO CLOSET**

EXHIBIT
#16



EXHIBIT#17

**Principal Jo Anne Rogers Email Response to
IG#17-623 Report**



Robert Sheppard <robert.sheppard@palmbeachschools.org>

J. Rogers
(18-Pages)

17-623 Grove Park Elementary

6 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/>

scanner@palmbeachschools.org_20170718_094054.pdf
21206K

Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Jul 18, 2017 at 11:05 AM

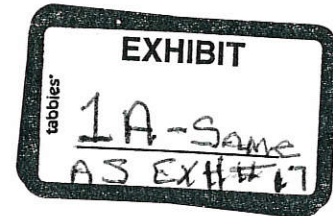
To: Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

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]



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.

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

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

Wed, Jul 19, 2017 at 6:05 PM

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>
 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 concerned 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

[Quoted text hidden]

o 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 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.
- 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.

[Quoted text hidden]



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/>
scanner@palmbeachschools.org_20170718_094054.pdf
21206K
Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Jul 18, 2017 at 11:05 AM

To: Jo Anne Rogers <joanne.rogers@palmbeachschools.org>

See attach -

Robert L. Sheppard, Jr.

Auditor/Investigator SRI

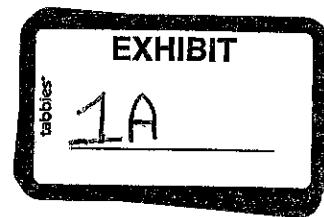
Office of Inspector General

3138 Forest Hill Blvd., Suite C-306West Palm Bch, FL 33406Phone: (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.

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

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

Wed, Jul 19, 2017 at 6:05 PM

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>
 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 concerned 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

[Quoted text hidden]



Robert Sheppard <robert.sheppard@palmbeachschools.org>

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>

Tue, Aug 8, 2017 at 6:46 PM

attachment

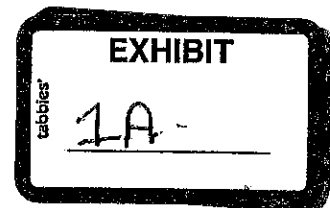
Thanks,

--
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.

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)
- 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

Jar/jar

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.

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)
- 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



Jar/jar



Robert Sheppard <robert.sheppard@palmbeachschools.org>

17-623 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.

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/>

 **scanner@palmbeachschools.org_20170718_094054.pdf**
21206K

Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Jul 18, 2017 at 11:05 AM

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]

 **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>

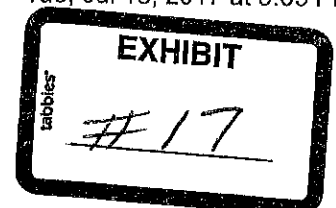
Mr. Sheppard:

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.



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

Exhibit-18

Assistant Principal Marzella Mitchell
Response to IG#17-623 Report



Robert Sheppard <robert.sheppard@palmbeachschools.org>

IG#17-623

3 messages

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

Tue, Jul 18, 2017 at 11:14 AM

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>

Tue, Aug 8, 2017 at 8:03 AM

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](https://twitter.com/gpespc)

[Quoted text hidden]

 **School response -Mitchell.docx**
16K

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

Tue, Aug 8, 2017 at 11:38 AM

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

[Quoted text hidden]

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

RECEIVED
AUG 08 2017
INSPECTOR GENERAL

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.

m

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.