



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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MEMORANDUM

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

FROM: Teresa Michael, Inspector General *TM*

DATE: July 21, 2021

SUBJECT: Transmittal of Final Investigative Report:
21-0009-I Charter Schools Department

Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 21-0009-I related to the Charter Schools Department. On January 6, 2021, the Office of Inspector General (OIG) received a referral from Superintendent Donald Fennoy regarding alleged misconduct on the part of Instructional Specialist Bonnie Fox. Specifically, Superintendent Fennoy alleged that Fox did not report to her assigned Department, Charter Schools, and perform duties as detailed in her job description.

During the investigation, the OIG developed additional allegations against Instructional Specialist Bonnie Fox, then Deputy Superintendent/Chief of School Keith Oswald, Assistant Principal Shaun Schwartztrauber, Single School Culture Coordinator Jordan Peterson, and Charter Schools Director Joe DePasquale. The Allegations are as follows:

Allegation 1: It is alleged that Fox did not report to her assigned Department, Charter Schools, and perform duties as detailed in her job description.

Allegation 1a: It is alleged that Fox committed fraud in that she willfully or deliberately received a paycheck for time not worked.

Allegation 2: It is alleged that Oswald did not Make Ethical Decisions/Failure To Use Good Judgement regarding Fox's transfer/reassignments to School Transformations in November 2019 and Charter Schools in July 2020.

Allegation 3: It is alleged that Fox asked Assistant Principal Shaun Schwartztrauber to use her District credentials to complete her (Fox) timesheets.

Allegation 4: It is alleged that Fox provided her confidential District password to District employees, Assistant Principal Shaun Schwartztrauber and Single School Culture Coordinator

Jordan Peterson, and asked them to change her District password or complete timesheets and leave of absence requests that required her credentials on more than one occasion.

Allegation 5: It is alleged that Fox asked Assistant Principal Shaun Schwartztrauber to use her confidential District credentials to complete and falsely certify that she completed her required District training.

Allegation 6: It is alleged that Schwartztrauber used Fox's confidential District password to complete her (Fox's) timesheets and leave of absence requests, and change her (Fox's) password, at her request, on more than one occasion.

Allegation 7: It is alleged that Schwartztrauber accessed PeopleSoft using Fox's credentials to complete and falsely certify Fox's District training, at her (Fox's) request.

Allegation 7a: It is alleged that Schwartztrauber committed fraud in that he willfully or deliberately intended to unlawfully deprive the District by completing and falsely certifying Fox's District training.

Allegation 8: It is alleged that Peterson changed Fox's District confidential password, at Fox's request, on more than one occasion.

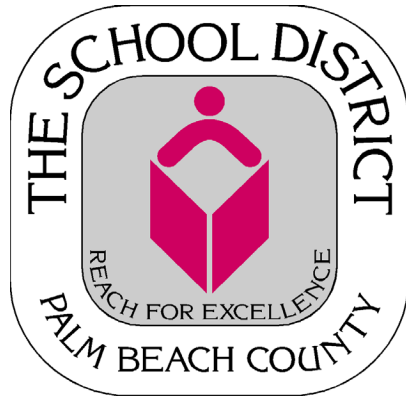
Allegation 9: It is alleged that DePasquale provided his District confidential password on more than one occasion to his administrative assistants.

Allegation 10: It is alleged that DePasquale did not approve the Charter Schools payroll in PeopleSoft, as required by District procedures.

With the exception of Allegations 1a and 7a, which were Unsubstantiated/Inconclusive, the OIG investigation concluded that Allegations 1 through 10 were Substantiated. The investigative findings of the allegations will be discussed in detailed in the report.

In accordance with *School Board Policy 1.092.9.b.iv.*, on June 10 2021, the draft of this investigation was provided to Bonnie Fox, Shaun Schwartztrauber, Jordan Peterson, Joe DePasquale, and Keith Oswald for a response. Oswald submitted a response on June 18, 2021, Schwartztrauber submitted a response on June 29, 2021, Peterson submitted a response on July 21, 2021. DePasquale and Fox did not submit a response. All responses have been attached in their entirety to the final report of investigation.

The findings of this report were referred to the Office of Employee and Labor Relations for action deemed appropriate.



OIG CASE NUMBER 21-0009-I

Charter Schools Department

TYPE OF REPORT: FINAL

DATE OF REPORT: July 21, 2021



Teresa Michael

**Teresa Michael, Inspector General
Office of Inspector General
School District of Palm Beach County**

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Office of Inspector General

Report of Investigation 21-0009-I

EXECUTIVE SUMMARY

From January 27, 2021, to April 2, 2021, the Office of Inspector General (OIG) conducted interviews and reviewed pertinent documentation and records related to the allegation that Instructional Specialist Bonnie Fox knowingly¹ violated School Board Policies 1.013 and 3.02 and Florida Administrative Codes 6A-5.080 and 6A-10.081 by not reporting to her assigned Department or producing work for that Department. It was also alleged that Fox committed fraud in that she willfully received a paycheck for time not worked. District records indicate that Fox retired effective May 5, 2021.

As a result of the investigation, the OIG identified the following additional allegations:

Fox knowingly violated School Board Policies 1.013, 2.501, 2.61, 3.02, and 3.10 Florida Administrative Codes 6A-5.080 and 6A-10.081, and the District's Information Technology User Standards and Guidelines Manual in the following manners:

- Failed to report to the department to which she was transferred.
- From July 1, 2020, through January 19, 2021, she collected her salary from her assigned department but did not appear to contribute or complete any work.
- Asked a District employee to use her credentials to complete her timesheets.
- Provided her confidential District password to two District employees and asked them to change her password.
- Falsified training records by asking a District employee to complete her District required training while using her credentials.

With the exception of the fraud allegation, the allegations against Fox, were **Substantiated**. The fraud allegation based on deliberate and willful collection of a paycheck for time not worked was **Unsubstantiated** (Inconclusive).

Deputy Superintendent/Chief of Schools Keith Oswald violated School Board Policy 3.02 by not Making Ethical Decisions/Failure to Use Good Judgement regarding Fox's transfer/reassignments to School Transformation in November 2019, and Charter Schools in July 2020. The allegation against Oswald was **Substantiated**.

Assistant Principal Shaun Schwartztrauber knowingly violated School Board Policies 1.013, 2.501, 2.61, and 3.02, Florida Administrative Code 6A-10.081, and the District's Information Technology User Standards and Guidelines Manual by the following:

¹ Definition of "knowing" from Black's Law Dictionary: Having or showing awareness or understanding.

- At a District employee's request, changed the employee's District password.
- At a District employee's request, used the employee's credentials to complete timesheets and falsely complete and certify District required training.

With the exception of the fraud allegation, the allegations against Schwartztrauber were **Substantiated**. The fraud allegation related to Schwartztrauber's willful and deliberate completion and false certification of Fox's training with the intent to unlawfully deprive the District was **Unsubstantiated** (Inconclusive).

Single School Culture Coordinator Jordan Peterson knowingly violated School Board Policy 1.013, 2.501, and 3.02, and the District's Information Technology User Standards and Guidelines Manual. Peterson changed an employee's District password, at the employee's request. The allegation against Peterson was **Substantiated**.

Charter Schools Director Joe DePasquale knowingly violated School Board Policies 1.013, 2.501, 3.02, and 3.10, the District's Information Technology User Standards and Guidelines Manual, and the District's Payroll and Time & Labor Training Manual by the following:

- Provided his District password to his administrative assistants.
- Failed to approve Charter School payroll per District procedures.

The allegations against DePasquale were **Substantiated**.

On June 10, 2021, the OIG forwarded a copy of the draft report to Bonnie Fox, Shaun Schwartztrauber, Jordan Peterson, Joe DePasquale, and Keith Oswald for a response by July 15, 2021. Oswald submitted a response on June 18, 2021, the response has been attached in its entirety. **(Exhibit 29)** In the response, Oswald refers to when Fox was transferred in June 2018. The June 2018, transfer is not in question. Allegation 2 of the report references two transfers/reassignments that took place in November 2019, and July 2020, the dates were added to the verbiage of Allegation 2. PeopleSoft records reflect that in July 2018, Fox reported to Oswald. The records reflect that Fox started reporting to Terembes in November 2019. **(Exhibit 30)**

The OIG reviewed Oswald's audio sworn statements to ensure accuracy. In addition to Oswald's summary statements included in the report, below are quotes from Oswald's April 1, 2021, statement, with regard to Fox's reassignment to School Transformation that took place in November 2019:

OIG: You placed Bonnie under Terembes?

Oswald: "In - - as far as the budget? Yeah."

OIG: There was a vacancy in Terembes' Department, so you placed Bonnie there?

Oswald: "So I put her under Terembes, yeah."

OIG: Was Terembes fully in charge of Bonnie?

Oswald: "No, but she and I worked together, right, because she was a principal on assignment. So I'm a principal, so Bonnie took directive from me. I mean, sometimes

Barbara and I worked very closely together.” “But as far as directing her what to - - as far as workflow, no. Barb wouldn’t really do that.”

OIG: Would Bonnie still have been coming to you around that time?

Oswald: “Assignment and work.”

OIG: Do you typically deal with transfers or did you deal with Bonnie because she basically reported to you?

Oswald: “Well, basically, she was kind of under me”

Schwartztrauber submitted a response on June 29, 2021, the response has been attached in its entirety. **(Exhibit 31)** Peterson submitted a response on July 21, 2021, the response has been attached in its entirety. **(Exhibit 32)** The OIG did not receive a response from Fox or DePasquale.

RECOMMENDATIONS

During the course of the investigation there were management issues that were discovered and are referred to Assistant Superintendent of Choice and Innovation Jay Boggess, Chief Financial Officer Michael Burke, Superintendent Donald Fennoy, Chief of Human Resources Gonzalo LaCava, and Director of Employee and Labor Relations Vicki Evans-Pare for review and consideration.

- The OIG recommends Mr. Burke review the current internal controls in place regarding the approval of payroll by departments/schools. It appears there may be a deficiency in ensuring Department Directors and Principals complete the proper approvals in a timely manner.
- The OIG recommends Mr. Burke require that the Budget and Payroll Department ensure that all Directors and Principals are completing payroll as required to avoid schools/departments from having unapproved payroll records.
- The OIG recommends Dr. LaCava review the current procedures in place for employee transfers to ensure there are detailed written procedures and or policies in place including, but not limited to:
 - Employee Transfer/Reassignment forms that require the appropriate approvals,
 - Written justification that includes a valid explanation for salary overrides, on an annual basis if applicable,
 - Written communication to all applicable parties regarding employee transfers/reassignments.
- The OIG recommends Dr. LaCava ensure there is a process in place to ensure accurate information is placed on board agenda’s in order to avoid what took place

with Fox's employment which was on two separate agendas with conflicting information.

- The OIG recommends Dr. Fennoy require all employees to follow "chain of command" in order to prevent administration from being excluded from employment decisions, such as transfers/reassignments.
- The OIG recommends the findings of this report be referred to Ms. Evans-Pare for review and action deemed appropriate.

INVESTIGATIVE PREDICATE

On January 6, 2021, the School District of Palm Beach County, Office of Inspector General (OIG), received a referral from Superintendent Donald Fennoy regarding alleged misconduct on the part of Instructional Specialist Bonnie Fox.

Specifically, Superintendent Fennoy alleged that Fox did not report to her assigned Department, Charter Schools, and perform duties as detailed in her job description. (Allegation 1).

Allegation 1a: It is alleged that Fox committed fraud in that she willfully or deliberately received a paycheck for time not worked.

During the investigation, the OIG developed the following additional allegations against Instructional Specialist Bonnie Fox, Deputy Superintendent/Chief of School Keith Oswald, Assistant Principal Shaun Schwartztrauber, Single School Culture Coordinator Jordan Peterson, and Charter Schools Director Joe DePasquale:

Allegation 2: It is alleged that Oswald did not Make Ethical Decisions/Failure To Use Good Judgement regarding Fox's transfer/reassignments to School Transformation in November 2019 and Charter Schools in July 2020.

Allegation 3: It is alleged that Fox asked Assistant Principal Shaun Schwartztrauber to use her District credentials to complete her (Fox) timesheets.

Allegation 4: It is alleged that Fox provided her confidential District password to District employees, Assistant Principal Shaun Schwartztrauber and Single School Culture Coordinator Jordan Peterson, and asked them to change her District password or complete timesheets and leave of absence requests that required her credentials on more than one occasion.

Allegation 5: It is alleged that Fox asked Assistant Principal Shaun Schwartztrauber to use her confidential District credentials to complete and falsely certify that she completed her required District training.

Allegation 6: It is alleged that Schwartztrauber used Fox's confidential District password to complete her (Fox's) timesheets and leave of absence requests, and change her (Fox's) password, at her request, on more than one occasion.

Allegation 7: It is alleged that Schwartztrauber accessed PeopleSoft using Fox's credentials to complete and falsely certify Fox's District training, at her (Fox's) request.

Allegation 7a: It is alleged that Schwartztrauber committed fraud in that he willfully or deliberately intended to unlawfully deprive the District by completing and falsely certifying Fox's District training.

Allegation 8: It is alleged that Peterson changed Fox's District confidential password, at Fox's request, on more than one occasion.

Allegation 9: It is alleged that DePasquale provided his District confidential password on more than one occasion to his administrative assistants.

Allegation 10: It is alleged that DePasquale did not approve the Charter Schools payroll in PeopleSoft, as required by District procedures.

On January 7, 2021, OIG Investigator Veronica Vallecillo was assigned this complaint for investigation.

With the exception of Allegations 1a and 7a, which were Unsubstantiated (Inconclusive), the OIG investigation concluded that Allegations 1 through 10 were Substantiated. The investigative findings of the allegations will be discussed in detail later in this report.

BACKGROUND

Palm Beach County School District, Odyssey Middle School (Odyssey), closed at the end of the 2018 school year. Bonnie Fox was the Principal at Odyssey until it closed. District records indicate that effective July 1, 2018, Fox was reassigned from Principal to Principal on Assignment, in which she supported various District schools. Subsequently, Deputy Superintendent Keith Oswald, transferred Fox to the Charter Schools Department as an Instructional Specialist working with Title I Charter Schools effective July 1, 2020. District records reflect that Fox's transfer to Charter Schools received School Board approval on July 22, 2020. Fox has been a District employee since 1997. Effective May 5, 2021, Fox retired.

Since Fox's position in the Charter Schools Department dealt with Title I Charter Schools, her position was fully funded with Federal Grant Funds. For audit purposes, the District collects supporting documentation (proof that work was completed in relation to the specific applicable grant that funds the position) from respective departments and employees. Additionally, when approving payroll, Department Directors/Principals must certify that any federally funded grant position worked on grant activities (full or partial). Title I, part of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the "Every Student Act", provides financial assistance to local education agencies and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

Assistant Superintendent of Choice and Innovation John Anthony "Jay" Boggess has been in his position since November 2019. Director of Charter Schools Joe DePasquale has been in his position since June 2018². Administrative Assistant Yaritza Dominguez has been in Charter Schools since October 2019. Deputy Superintendent/Chief of

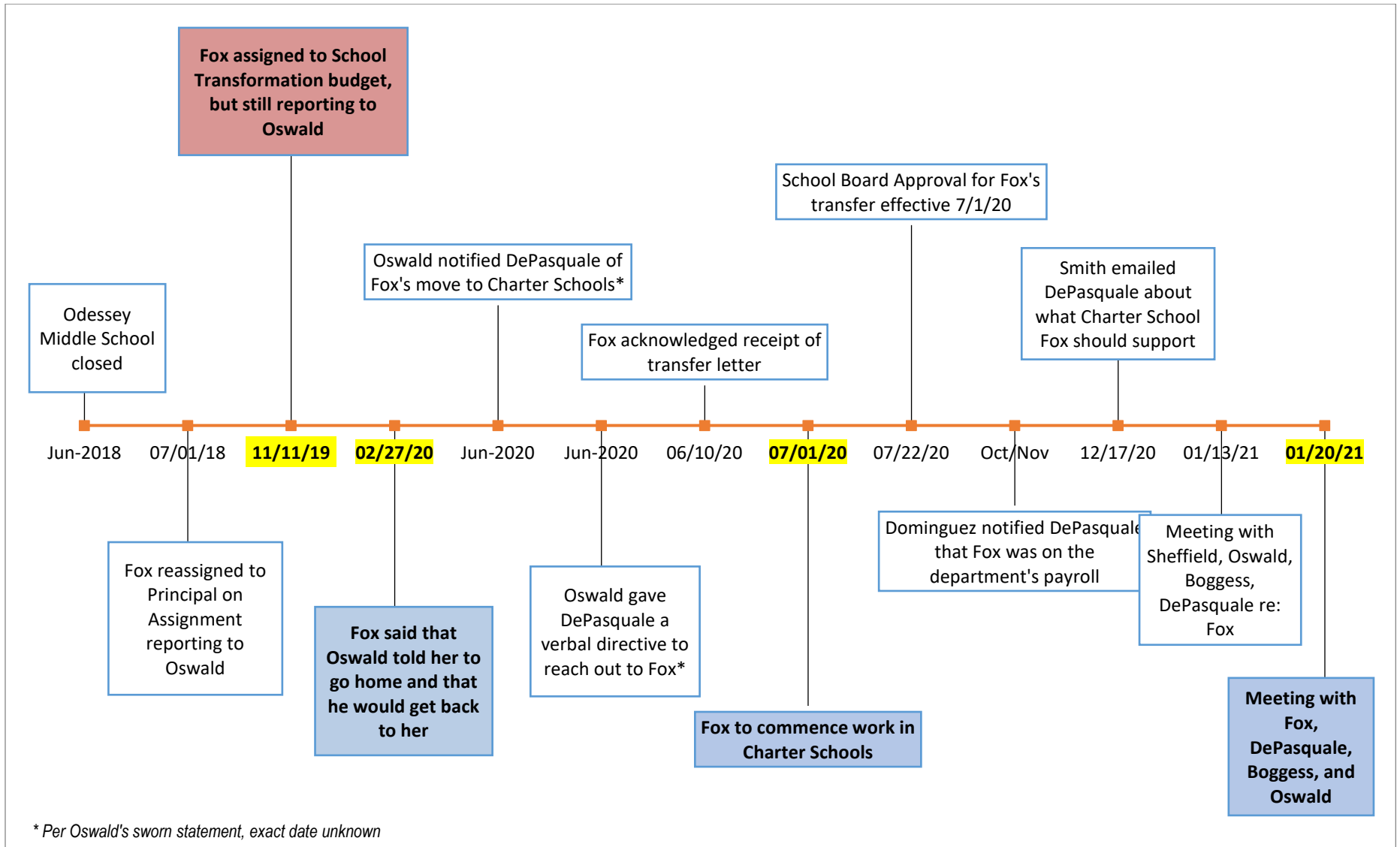
² Effective July 23, 2021, DePasquale retired.

Schools Keith Oswald has been in his position since March 2018.³ Single School Culture Coordinator Jordan Peterson has been a District employee since 2004. Peterson worked at Odyssey from 2004 until the school closed. Presently she is assigned to Lantana Middle School. Assistant Principal Shaun Schwartztrauber has been a District employee since 2006. Schwartztrauber previously worked at Odyssey as an Assistant Principal, and presently Schwartztrauber serves as an Assistant Principal at Lake Shore Middle School. Chief Academic Officer Glenda Sheffield has been in her position since May 2019. Director of Federal and State Programs Nicole Smith has been in her position since November 2018. Barbara Terembes retired from the District effective July 1, 2020. Prior to Terembes' retirement, she was the Assistant Superintendent of School Transformation. Executive Administrative Assistant Wendy Walker has been in School Transformation since October 2018.

The following demonstrates a summary timeline of the key events relevant to the investigation.

³ Oswald's new job title as of July 1, 2021, is Chief of Equity and Wellness.

TIMELINE OF EVENTS



ALLEGATION 1 and 1a

It is alleged that Instructional Specialist Bonnie Fox knowingly violated School Board Policies 1.013, 3.02, and 3.10, and Florida Administrative Codes 6A-5.080 and 6A-10.081 by not reporting to her assigned Department and performing duties as detailed in job description (Job Code #73245). Allegation 1a, alleges that Fox knowingly violated School Board Policy 2.61 in that she willfully or deliberately received a paycheck for time not worked.

School Board Policy 1.013.1. Responsibilities of School District Personnel and Staff states *“It shall be the responsibility of the personnel employed by the district school board to carry out their assigned duties in accordance with federal laws, rules, state statutes, state board of education rules, school board policy, superintendent’s administrative directives and local school and area rules.”*

School Board Policy 2.61.3. defines “Fraud” as *a willful or deliberate act or omission by which an individual intends to unlawfully deprive the District through an unauthorized benefit, service, property or something of value by deception, misrepresentation or other unethical or unlawful means. Fraudulent acts include, but are not limited to:*

d. “Authorizing or receiving compensation for time not worked;”

School Board Policy 3.02 Code of Ethics – Purpose and Authority states, in relevant part,

- 1. “The School Board of Palm Beach County (Board) believes it is imperative that public officials and public employees act in the highest ethical manner and preserve the public trust.”*
- 4. Accountability and Compliance*

Each employee agrees and pledges to:

a. “To provide the best example possible; striving to demonstrate excellence, integrity and responsibility in the workplace...”

f. “To take responsibility and be accountable for his or her acts or omissions.”

g. “To avoid conflicts of interest or any appearance of impropriety.”

h. “To cooperate with others to protect and advance the District and its students.”

5. Ethical Standards

c. Misrepresentation or Falsification – “...Employees should exemplify honesty and integrity in the performance of their official duties for the School District.”

School Board Policy 3.10.6 - Conditions of Employment with the District states, “*The District requires its employees to carry out their responsibilities in accordance to School Board Policy 1.013 (as may be amended), their job descriptions and reasonable directives from their supervisors that do not pose an immediate serious hazard to health and safety or clearly violate established law or policy.*”

Florida Administrative Code 6A-5.080(d)1 states, “*Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader. (a) Adheres to the Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida...*”

Florida Administrative Code 6A-10.081(2)(c) Principles of Professional Conduct for the Education Profession in Florida states, *Florida Educators have an Obligation to the profession of education that requires the individual maintain honesty in all professional dealings.*

COMPLAINT INFORMATION

On January 6, 2021, the School District of Palm Beach County, Office of Inspector General (OIG), received a referral from Superintendent Donald Fennoy regarding alleged misconduct on the part of Instructional Specialist Bonnie Fox.

WITNESS INTERVIEWS

On January 27, 2021, a sworn recorded interview of Deputy Superintendent/Chief of Schools Keith Oswald was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Oswald” as it relates to Allegation 1 and 1a:

Oswald said that in mid-January 2021, an issue was brought to his attention by Chief Academic Officer Glenda Sheffield wherein Assistant Superintendent of Choice and Innovation Jay Boggess and Charter Schools Director Joe DePasquale questioned why Instructional Specialist Bonnie Fox was on the Charter Schools budget.

Oswald explained that during the summer of 2020, the District was asked to make department cuts. Oswald noted that at the direction of the School Board, the District wanted to ensure the preservation of employees’ jobs. As a result, Oswald worked with the Director of Federal and State Programs Nicole Smith to assign Fox to a position where the job responsibilities would be to support Title I charter schools. Upon her reassignment,

Fox's job title and responsibilities were changed from Principal on Assignment to Instructional Specialist.

Oswald said that sometime in May/June 2020, he met with Fox regarding the change in position. Oswald stated that Fox agreed to step down from a Principal on Assignment to a specialist working in Charter Schools. Oswald reported that in June 2020, he notified Director of Charter Schools Joe DePasquale of Fox's transfer via telephone. Oswald said he gave DePasquale a directive to reach out to Fox and work on a plan to support Title I Charter Schools. Oswald stated he did not provide DePasquale a written directive to reach out to Fox. Oswald added that he notified Fox that DePasquale would be reaching out to her.⁴

Oswald said that on January 13, 2021, he met with DePasquale, Boggess, and Sheffield regarding Fox. According to Oswald, DePasquale said he had not worked on a plan for Fox because he was waiting for additional directives and information from Oswald. Oswald noted that he asked DePasquale why he did not call, email, or text him (Oswald) if he had questions regarding Fox. Oswald said that DePasquale was waiting for additional information. During a meeting on January 20, 2021, with DePasquale, Boggess, and Fox, Oswald questioned Fox as to why she had not reached out to him (Oswald). According to Oswald, Fox said that she did not know what she was supposed to do and was worried about her safety in relation to COVID-19. Oswald added that Fox said she reached out to individual Charter Schools, but no one responded. Oswald stated Fox said she provided support to Lake Shore Middle in the meantime.

On February 1, 2021, a sworn recorded interview of Director of Charter Schools Joe DePasquale was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by "DePasquale" as it relates to Allegation 1 and 1a:

DePasquale said that Deputy Superintendent Keith Oswald contacted him via telephone sometime in May/June 2020. Oswald explained to DePasquale that he needed to find a position for Bonnie Fox. Oswald asked DePasquale if he would be willing to add Fox to the Charter Schools Department. DePasquale responded that he was a "team player" and would do what was being asked of him. As a result, Oswald said Fox would be assigned to assist Title I charter schools. DePasquale noted that Oswald told him that he (Oswald) would contact Fox to let her know of the change. DePasquale further added that Oswald told him that Fox would get in touch with him. DePasquale stated Oswald did not direct him to contact Fox.

DePasquale said that he did not hear from Fox or Oswald after his initial conversation with Oswald in May/June 2020. DePasquale stated that he thought the next steps after speaking with Oswald would have been a School Board action reflecting the change, a reclassification of job titles, and some form of notification. DePasquale noted that he

⁴ Fox confirmed Oswald told her DePasquale would reach out to her.

reviewed School Board agendas for any changes, but did not see anything regarding Fox.⁵

DePasquale reported that sometime in October/November 2020, Charter Schools Department Administrative Assistant Yaritza Dominguez informed him Fox was on the Charter Schools payroll. DePasquale said prior to Dominguez bringing the issue to his attention, he was not aware Fox was on the department's payroll. DePasquale stated he reported the issue to his supervisor, Choice and Innovation Assistant Superintendent Jay Boggess. Boggess told DePasquale that he would report the issue to Chief Academic Officer Glenda Sheffield.

DePasquale explained that after he reported the issue to Boggess, Oswald scheduled a Google Meet on January 13, 2021, with Oswald, Sheffield, DePasquale, and Boggess. DePasquale said that during the meeting, there were questions about where Fox was working and what she had been doing. DePasquale noted that he did not have any answers for them because he had not seen Fox. As a result of the Google Meet, a follow-up meeting with Fox was scheduled.

DePasquale added that employees working remotely required his approval and were required to submit a weekly timesheet. DePasquale said he did not receive a remote work request or timesheets from Fox.

DePasquale said there was a meeting with Oswald, Boggess, DePasquale, and Fox on January 20, 2021. During the meeting, Oswald asked Fox about her whereabouts, who she was reporting to, and what she had been doing. DePasquale said that Fox told Oswald that she called DePasquale over the summer. *Investigator's note: DePasquale's statement contradicts Fox's statement wherein she said she did not attempt to contact DePasquale.* DePasquale said he did not receive a call from Fox over the summer. DePasquale said he checked with Charter Schools Administrative Assistant Yaritza Dominguez, who told him she had not received a call from Fox either. DePasquale asked Fox why she did not email him; Fox did not provide an answer. DePasquale said Fox reported that she called some charter schools, but she did not hear back from any schools. DePasquale further stated that during the meeting, Oswald asked Fox why she did not reach out to him (Oswald) when she did not receive an assignment or have knowledge of whom she was reporting to. Fox responded by saying, "when I got this position you told me to stay under the radar." DePasquale noted that Oswald did not address Fox's comment.

DePasquale stated that he approves all TDE's⁶ and Dominguez is responsible for processing and approving payroll⁷ for Charter Schools in PeopleSoft. DePasquale noted that it is a standard practice to have "secretaries" approve payroll. *Investigator's note:*

⁵ Fox's transfer/reassignment to Charter Schools was on the July 22, 2020, School Board agenda. It should be noted the agenda did not include names.

⁶ "TDE" is used as a reference for District form PBSO 0032 Leave of Absence or Temporary Duty Elsewhere (TDE) Application. This form is used to request either a leave of absence or temporary duty elsewhere.

⁷ DePasquale's reference to "approving payroll" is also known as the approval of time.

Section G of the District's Payroll and Time & Labor Training Manual states, the District requires all time to be approved. Time is approved by Principals and/or Directors.

After the meeting with Fox on January 20, 2021, DePasquale said that on January 22, 2021, he met with Fox to develop an action plan and discuss what her responsibilities would be. DePasquale provided Boggess, Fox, and Oswald with a written document of what Fox's responsibilities were. DePasquale added that Fox has complied with her responsibilities since their meeting.

DePasquale noted that he contacted Human Resources Executive Administrative Assistant Nickla Greenway to obtain copies of Fox's transfer paperwork. Greenway reported that she did not think any transfer documentation⁸ was completed for Fox.

DePasquale said that since he has been with the Charter Schools Department, Fox was the first transfer he experienced.

On February 18, 2021, a sworn recorded interview of Charter Schools Administrative Assistant Yaritza Dominguez was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Dominguez" as it relates to Allegation 1 and 1a:

Dominguez stated her responsibilities include processing payroll, budget, and fielding communication for Charter Schools.

Regarding her payroll responsibilities, Dominguez stated she processes payroll in PeopleSoft by inputting any TDE's she received once DePasquale has approved them. Dominguez said as part of processing payroll, she only inputs TDE's. If an employee did not submit a TDE, there is no action on her part. Dominguez said she is not aware if DePasquale performed any action once she had processed payroll.

Dominguez stated DePasquale has not asked her to approve payroll.

Dominguez said DePasquale has not instructed her to review the salary or employee portion of the budget. Dominguez stated the only budget matters she dealt with were travel, supplies, and fund related transfers.

Dominguez said sometime in October/November 2020, she noticed Fox's name, while processing payroll. Dominguez said she contacted DePasquale via telephone and asked who Fox was and why she (Fox) was on the Charter School Department's payroll. Dominguez said that DePasquale told her, "Okay, I will take care of it. Don't worry about it." Dominguez said she did not contact the Payroll Department to inquire about Fox.

⁸ If created, the transfer information would have been entered into PeopleSoft via a job action. The District does not have a dedicated form in place for transfers. The OIG did not find record of a job action for Fox's transfer.

Dominguez said Fox began submitting timesheets to her (Dominguez) in February 2021. Dominguez stated once she receives timesheets from employees, she files them. Dominguez noted she does not review the timesheets.

On February 4, 2021, a sworn recorded interview of Assistant Superintendent of Choice and Innovation Jay Boggess was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Boggess” as it relates to Allegation 1 and 1a:

Boggess reported he is responsible for the following District Departments: Choice and Career Options, Charter Schools, Adult Education, Virtual and Home Education Services, and Athletics.

Boggess stated he was made aware that Bonnie Fox was part of Charter Schools on or about December 17, 2020, via an email from Federal and State Programs Director Nicole Smith. Boggess noted that based on Smith's email, it appeared that Fox's position was funded through Title I funds.

Boggess said he immediately contacted DePasquale to obtain further information. Boggess stated DePasquale told him that Oswald contacted him (DePasquale) sometime in July 2020, while working remotely, regarding Fox. DePasquale reported to Boggess that Oswald told him (DePasquale) he would get back to him. DePasquale advised Boggess he did not receive a callback or any other information from Oswald confirming the transfer was completed. Boggess said DePasquale indicated he was under the impression that Fox may have ended up in another department. Further, DePasquale told Boggess that in October/November 2020, DePasquale noticed that Fox was on the Charter Schools' budget.

Following Boggess' conversation with DePasquale, Boggess said he immediately contacted his direct supervisor, Chief Academic Officer Glenda Sheffield. Boggess said Sheffield advised she was not aware of the situation.

Boggess added that prior to the email from Smith and his call to DePasquale, DePasquale had not mentioned that Oswald called him about Fox or that Fox was part of Charter Schools.

Boggess indicated he asked DePasquale why he did not say anything to him (Boggess) regarding Fox when he noticed that she was on the Department's budget. DePasquale told him he did not think much of it and thought that possibly Fox was on special assignment. Boggess said he did not discipline DePasquale for not reporting the Fox matter to him immediately. Boggess said he had a conversation with DePasquale and made it very clear that they need to stay on the same page and have strong communication.

On or about January 13, 2021, a meeting took place with DePasquale, Oswald, Sheffield, and Boggess to discuss Fox. Boggess said that there was a little bit of “he said/she said”

between Oswald and DePasquale. Boggess stated that Oswald said he directed DePasquale to call Fox. Oswald asked DePasquale “What do you mean you never touched based with Fox?”. DePasquale told Oswald he was waiting for Oswald to get back to him. Boggess noted that DePasquale said he did not receive a directive from Oswald to call Fox.

Subsequently, Oswald requested an in-person meeting with Fox, DePasquale, Sheffield, and Boggess. Boggess noted that Sheffield did not attend the second meeting⁹. Boggess recalled that during said meeting, Oswald asked Fox what she had been doing. Fox responded, “Keith, I thought I was doing what you wanted me to, flying under the radar.” Oswald replied, “That is not what I intended by any stretch.”

Oswald gave DePasquale a directive to meet with Fox and create an action plan¹⁰. Fox noted that she did not have the “technical knowledge” to access charter school documentation and seemed apprehensive to go to schools because of COVID-19. Boggess said he followed up with DePasquale to ensure that Oswald’s directive had been completed. Boggess said he received a copy of the action plan that was agreed to by DePasquale and Fox. **(Exhibit 1)**

Boggess stated that to his knowledge, in situations where an employee is transferred to another department, there is School Board action and email communication from Human Resources. Boggess noted if the communication is not directly sent to him, he is copied when it is related to any of the departments he oversees. Boggess said that, to the best of his knowledge, Oswald had not placed anyone in any of the departments that he (Boggess) was responsible for without receiving some form of written or verbal notification.

On February 18, 2021, a sworn recorded interview of Chief Academic Officer Glenda Sheffield was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Sheffield” as it relates to Allegation 1 and 1a:

Sheffield explained that right before 2020 winter break, Boggess notified her of the issue with Bonnie Fox. Sheffield explained Boggess added Fox as a topic for discussion to their dashboard. Sheffield stated that during a one-on-one meeting with Boggess sometime in January (Sheffield later verified the meeting took place on January 12, 2021), they discussed the concern regarding Fox. Sheffield said Boggess told her the concern was that Fox was assigned to Charter Schools starting on July 1, 2020, but no one had heard from her or seen her. Sheffield said she asked Boggess who had assigned Fox to Charter Schools. Boggess responded that Oswald assigned Fox to Charter Schools after a conversation with DePasquale.

Sheffield asked Boggess who was approving Fox’s payroll. Boggess did not have an answer, but said he would reach out to DePasquale to obtain further information. Boggess

⁹ The meeting took place on January 20, 2021.

¹⁰ District email records indicate DePasquale and Fox met on January 22, 2021.

told Sheffield that he received an email from Federal & State Programs Director Nicole Smith regarding Fox¹¹. **(Exhibit 2)**

Sheffield said she spoke to Oswald the same day she met with Boggess. Sheffield stated she expressed her concern to Oswald regarding Fox and added that Fox's position was funded with Title I funds. Sheffield informed Oswald that she would schedule a meeting with Oswald, DePasquale, and Boggess to discuss the issue.

Sheffield noted the following about the meeting on January 13, 2021: Oswald asked DePasquale why he did not reach out to Fox. DePasquale told Oswald that he did not reach out to her because he thought Oswald would get back in touch with him. DePasquale further explained his secretary approved the Charter School's Department payroll.

Sheffield said there was a subsequent meeting with Fox (Sheffield later verified the meeting took place on January 20, 2021). Sheffield had a scheduling conflict and did not attend the January 20, 2021, meeting.

Sheffield explained she was not part of Oswald and DePasquale's discussion about assigning Fox to Charter Schools. Sheffield said she had no knowledge of the matter until before winter break when Boggess first notified her and when she met with Boggess on January 12, 2021. Sheffield said that to her knowledge, Boggess was not aware of the conversation between Oswald and DePasquale regarding Fox's placement in the Charter Schools Department.

Sheffield said Oswald did not reach out to her about assigning Fox to Charter Schools. Sheffield noted Oswald could make such decisions as the Deputy Superintendent and does not need her approval. Sheffield added that Oswald had not assigned/transferred someone in a department that she oversees without her knowledge.

Sheffield stated that as of July 1, 2020, she began reporting to Superintendent Donald Fennoy. Before July 1, 2020, she reported to Oswald.

On February 8, 2021, a sworn recorded interview of Director of Federal and State Programs Nicole Smith was conducted at the Federal and State Programs Department in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Smith" as it relates to Allegation 1 and 1a:

Smith explained that when a Title I funded position is needed, leadership will first request the position. The position is created and assigned accordingly. In general, the process, once a request is received by her department, is: ensuring the request is allowable by a grant, verification of vacancies, and then information is provided to the Budget

¹¹ On December 17, 2020, Smith emailed DePasquale and copied Oswald, Boggess, and Michael Burke. The email discussed a shift in Title I initiatives, and Fox's position was included as part of the initiative. The email stated, "Ms. Fox's work should be concentrated in supporting Glades Academy as they work to exit School Improvement Status."

Department.¹² The Budget Department then creates the position and provides confirmation once completed. Smith's department then provides confirmation to the requestor. Smith said her department does not play a role in notifying the Compensation Department or obtaining School Board approvals for positions.

Smith stated she received a request from Barbara Terembes for a Title I funded position in relation to Fox in May/June 2020.¹³ Smith said she received the request in person, possibly during a meeting with Terembes. Smith said the request was not in writing. Smith noted that Fox's position was part of a grant, fully funded with Title I funds, effective July 1, 2020. Smith said that Grant Programs and Administration Manager Amy Barningham processed the request. Smith said she may have provided Terembes with verbal confirmation once the request was completed.

On February 9, 2021, Smith emailed the OIG to note that on June 17, 2020, she received an email from Terembes notifying her that Oswald had informed Fox of the change in position to Charter Schools. Smith said that Terembes asked her to complete a "job action" on PeopleSoft regarding Fox's transfer.¹⁴ Smith stated she could not perform the job action because she was not responsible for Charter Schools.

On February 9, 2021, Smith emailed the OIG and clarified that after reviewing her notes and records that on November 11, 2020, she spoke to DePasquale to discuss Glades Academy Charter School with relation to Fox. Smith said during the conversation, DePasquale was unsure which schools Fox worked with and what exactly her (Fox's) responsibilities in the department were. Smith told DePasquale Fox should be focused on providing support to Title I charter schools.

In relation to grant compliance, Smith explained that the District does not send compliance related documentation to the State for grants. Instead, the State will randomly select grants to monitor and then request necessary documentation. The Federal and State Programs Department, therefore, collects information from each respective department that has a federally funded position by instructing each department to upload evidentiary examples. Once the information is received, it is reviewed to ensure sufficiency. Smith said specifically for Fox's position, sufficient evidence would include email communications to the schools, phone logs, calendar reflecting meetings, notes, and Google Meet records reflecting attendance. Smith advised she had not received any supporting documentation regarding Fox.

The OIG asked Smith if anyone had made her aware of any concerns or issues regarding Fox lacking sufficient documentation related to the grant funding Fox's position. Smith said she had not been made aware of any concerns or issues. Smith noted she received an email from Fox on January 30, 2021, in which Fox inquired about the archival process of documentation for grant compliance.

¹² Job code, funding source/strip, effective date, hours, and duty days.

¹³ On February 9, 2021, Smith emailed the OIG and clarified that after reviewing her notes she was asked to create the position in early May 2020.

¹⁴ PeopleSoft does not reflect a record of a "job action" for Fox's transfer. However, Fox's job profile in PeopleSoft reflects that effective July 1, 2020, her position was Instructional Specialist in Charter Schools.

The OIG asked Smith if there would be any consequences associated with Fox not having sufficient documentation to support her activities in support of the grant. Smith stated it would be a concern that could be rectified by “self-correcting” the issue. Smith explained that the District’s recourse would be to cover Fox’s salary with operating funds. Smith noted she would speak with Chief Financial Officer Michael Burke regarding the matter to ensure proper actions are taken. Smith said Fox’s salary expenses could be moved to another funding source. *Investigator’s note: On April 20, 2021, Deputy Chief Financial Officer Heather Knust notified the OIG that Fox’s salary and benefits for the period of July 1, 2020, through January 19, 2021, were deemed unallowable and were moved to “Disallowed Grant costs”.*

Smith said in late January 2021, DePasquale called with concerns regarding Fox’s productivity in Charter Schools. Smith said she told DePasquale Fox was permitted to serve any Title I charter school, but should prioritize her efforts to Glades Academy, a charter school with a low status.

Smith noted that when a Director approves payroll, the Director certifies federally funded grant positions worked on grant related activities.

On March 4, 2021, a sworn recorded interview of retired employee Barbara Terembes was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Terembes” as it relates to Allegation 1 and 1a:

Terembes confirmed she retired from the School Transformation Department in June 2020.

Terembes reported that in late 2019, Oswald’s then secretary Wendy Inman, complained to her that she was having difficulty determining Fox’s absences and obtaining pertinent TDE’s to complete Fox’s payroll. Inman told Terembes there were times where Fox would say she was at Lake Shore Middle, but Inman would call the school and they would tell her Fox was not there.

Terembes said that as a result, sometime in late 2019,¹⁵ Oswald placed Fox in Terembes’ budget (School Transformation) in order for Terembes to be able to monitor Fox’s whereabouts. Terembes stated that although Fox was in School Transformation’s budget, she did not evaluate Fox or manage her responsibilities. Terembes only managed the payroll aspect for Fox.

To Terembes’ knowledge, Fox should have provided support to Title I middle schools, but she never observed her doing so during the months she was part of School Transformation.

¹⁵ PeopleSoft records indicate that on November 11, 2019, Fox was assigned to the School Transformation Budget. Fox’s title remained as Principal on Assignment.

Terembes explained there was not an actual need for Fox or her position in School Transformation. Terembes said Fox did not do any work that was related to the responsibilities of the department.¹⁶ Terembes said Fox's transfer to School Transformation was strictly for budgetary purposes.

The OIG asked Terembes if Oswald made any comments to her about Fox staying under the radar or laying low. Terembes stated that she did not hear anything like that, but her perception was that Fox was "lying low." Terembes noted that she (Terembes) "never knew what she (Fox) was doing."

Terembes said she emailed Fox the rules regarding absences or requesting vacation. Terembes explained that in February/March 2020, because of COVID-19, her employees were required to sign-in/out by reporting their time on a Google sheet.¹⁷ Terembes noted that because Fox was "in her budget", she required Fox to do the same. Terembes said there were times where Fox had not completed the timesheet. Terembes added when she reached out to Fox about the incomplete timesheet, Fox told her she had someone else completing the time reporting sheet. Terembes noted that Fox was not "computer savvy."

Terembes said that while everyone was working remotely, she held virtual staff meetings. Terembes noted there were a few times that Fox missed the meetings because she was unable to figure out how to connect to the virtual meetings using a computer. Fox mainly called in to the virtual meetings.

Terembes stated that the intention in the budget process for FY 2020/21 was for Fox to be transferred from School Transformation to another department. Terembes said she thought Fox was expected to move to a school. Terembes does not know the reason why the move did not take place.

Terembes said Oswald asked her to place Fox in a Title I position. Terembes worked with Smith to place Fox. Terembes said that Oswald told her he notified Fox of the transfer and Fox was not okay with the new title because she felt it was a demotion. Terembes noted that Title I does not allow for the funding of administrative positions. Fox's position, Principal on Assignment, was considered an administrative position. Terembes added that Fox would be "enormously overpaid" for her new position,¹⁸ but further advised Oswald could make the decision to freeze a salary instead of adjusting the salary in accordance with the salary range of the position.

¹⁶ The District's website indicates School Transformation provides oversight and coordination for educational functions and program management for the Academic Division and coordinates and carries out the monitoring and review of school data to achieve assurance of the Differentiated Accountability requirements.

¹⁷ This document was created by Terembes where employees would enter information including daily time in/out and tasks. The document did not require a signature or certification the information entered was accurate and valid.

¹⁸ Fox's annual salary was \$134,408.24. The new position's (Instructional Specialist) minimum salary was \$66,579 and the maximum was \$116,552. Additional information regarding the salary difference is included in the Records Analysis section of Allegation 1.

Terembes said that she retired and did not know what else transpired with Fox and was not aware of the result.

On March 22, 2021, a sworn recorded interview of School Transformation Executive Administrative Assistant Wendy Walker was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Walker” as it relates to Allegation 1 and 1a:

Walker explained that in March 2020, her previous supervisor, Barbara Terembes, asked the School Transformation employees to log their time and tasks in a timesheet document located in the School Transformation shared Google drive. School Transformation employees were required to complete the timesheet by entering dates, times, and a description of what daily tasks were completed. Walker said she was not responsible for reviewing the timesheets.

Walker stated she found out Fox was no longer part of School Transformation when the OIG contacted her on March 11, 2021. Walker noted she did not receive any communication regarding Fox’s transfer to Charter Schools.

Walker said the only communication she had with Fox was on July 9, 2020, regarding payroll. Walker stated that Fox emailed her because she (Fox) had not received her direct payroll deposit. Walker said Fox later confirmed she received the deposit. Walker said she did not think anything of the email because she did not know that Fox was no longer part of School Transformation at the time of the email.

Walker was not aware that Fox continued to complete the School Transformation timesheet.¹⁹

SUBJECT INTERVIEW

On March 10, 2021, a sworn recorded interview of Instructional Specialist Bonnie Fox was conducted at a District training room in West Palm Beach, FL.²⁰ The following represents actual and paraphrased statements made by “Fox” as it relates to Allegation 1 and 1a:

Fox stated, “I signed a transfer assignment to the Charter Schools” on June 9, 2020. Fox said she signed the transfer letter with the understanding that it was either that position (Instructional Specialist) or no other position. Fox stated that although it was not in writing, Oswald said after a year in Charter Schools, she would return to a Principal position. Fox stated that she does not recall the exact date of the phone conversation with Oswald regarding the transfer to Charter Schools. Fox explained that during the conversation with Oswald, he told her there were no Principal positions available. Fox stated Oswald told

¹⁹The timesheet reflects information was entered from March 23, 2020, through January 22, 2021, via a self-managed process.

²⁰ At Fox’s request Staff Association representative, Dr. Arthur Johnson, was present during the interview and Attorney Thomas Elfers attended the interview virtually.

her she would be “reporting to the Charter School and work with a Federal grant for Title I schools”. Fox stated that during the conversation, Oswald said she (Fox) was to “stay under the radar.” The OIG asked Fox if she asked Oswald for clarification regarding the “stay under the radar” comment. Fox said she did not ask for clarification regarding the comment. The OIG asked Fox what the comment “stay under the radar” meant to her. Fox stated that to her, it meant to “wait to hear from anyone, stay low.” Fox said that Oswald did not give her a written or verbal directive not to work.

Fox said Oswald told her DePasquale would reach out to her. Fox denies that Oswald asked her to contact DePasquale. Fox stated that she did not hear from DePasquale, and she did not attempt to contact DePasquale or Oswald after not hearing from anyone. Fox added that Human Resources or the Compensation Department did not contact her.

The OIG asked Fox why she did not contact DePasquale if she did not hear anything from him after July 2020. Fox stated that she felt she was supposed to “stay under the radar”, not make waves, or get involved. Fox said she did not know if Charter Schools was operating. Fox noted that she thought someone would contact her when she was needed. When the OIG noted approximately six months passed, Fox responded that the District knew where she was. Fox stated that for many months she felt like no one cared if she existed and it was “diminishing and demeaning.” Fox said that she was being patient and trying to “respect everyone.”

Fox reported that after July 1, 2020, she “busied” herself by working with former mentees, reviewed and sent emails, and attended Google meetings. Fox provided the following examples: worked with Lake Shore Middle School, specifically with Assistant Principal Shaun Schwartztrauber on a school reopening plan, and texted/emailed the Principal at Bear Lakes Middle School. Additionally, Fox said she obtained a list of charter schools. Fox explained she emailed 10-15 charter schools in September and December. Fox noted she was unable to locate a record of those emails.²¹

Fox said she continued to email her timesheets to School Transformation Administrative Assistant Wendy Walker on a weekly basis. Fox noted the timesheets were sent to Walker through “Google drive”. Fox explained that the reason she continued to send her timesheets to School Transformation was because on or about July 9, 2020, she inquired, via email, with Walker about continuing to send Walker her timesheets.²² **(Exhibit 3)**

Fox stated she continued to receive a paycheck from the District after her transfer to Charter Schools. Fox said that she felt there was a pattern starting on February 25, 2020, when she met with Oswald. During the meeting Fox said that Oswald asked her to be acting Principal at Congress Middle School starting February 27, 2020, because the current Principal was going on leave. Fox explained that on that same day Oswald called her and told her not to report to Congress Middle, but to go home and he would get back to her. Subsequently, Fox was asked to report to School Transformation (Barbara

²¹ The OIG reviewed Fox’s District email records and did not find any record of the emails.

²² District email records indicate Fox emailed Walker on July 9, 2020. The email exchange between Fox and Walker pertained to Fox’s pay and not timesheets. Further information regarding timesheets will be discussed in Allegation 3.

Terembes Department). Fox explained that for about four months while at School Transformation, “the subtle message was very clear... don’t call us, we’ll call you.” Fox noted that she has always tried to find ways to help the District and feel useful.

Fox said on January 13, 2021, she received a text from Oswald regarding a meeting on January 20, 2021, to discuss what Fox had been doing. Fox noted she replied to the text that there was not a whole lot for her to say because she had stayed under radar. Fox said Oswald did not reply.

Fox said on January 20, 2021, an in-person meeting took place at the District with DePasquale, Oswald, and Boggess. Fox said Oswald asked her what she had been doing since she was transferred to Charter Schools. Fox said she told them she was waiting for someone to contact her since she was told to stay under the radar. Fox said that Oswald told her he did not mean the comment that way. Fox noted that she apologized to Oswald. Fox said that she asked DePasquale if he knew that she existed. DePasquale said “no”. Fox stated for the remainder of the meeting they discussed the uniqueness of charter schools and what she (Fox) would be doing.

The OIG confirmed with Fox that from July 1, through January 13, 2021, she collected a paycheck and waited to hear from someone. Fox admitted that she did not do any work for Charter Schools because she did not receive an assignment and no one contacted her. Fox reiterated that she assisted Lake Shore Middle Assistant Principal Schwartztrauber by providing moral support and advice.

The OIG asked Fox if she had concerns with the fact that her position with Charter Schools was funded with federal grant funds. Fox said that it did not enter her mind.

Fox explained that in February 2021, Dr. Art Johnson located documentation reflecting Fox was appointed as Principal on Assignment as part of the School Transformation Department. Dr. Johnson advised the appointment was approved by the School Board on June 24, 2020. Fox added it is unclear and confusing as to why Oswald told her she could not be a Principal when they spoke in June 2020. *Investigator’s note: Director of Compensation and Employee Information Services Mark Mitchell provided the OIG with documentation showing the June 24, 2020, School Board agenda - Personnel item included Fox’s reappointment as Principal on Assignment for 2020/21. Records indicate the final resolution for this item was “Motion Passes.” Fox’s subsequent transfer from Principal on Assignment to Instructional Specialist was on the July 22, 2020, School Board agenda as a consent item. The July 22, 2020, agenda supersedes the June 24, 2020, agenda.*

Fox noted that January 23, 2021, was the first time she was introduced and welcomed to Charter Schools.

The OIG conducted follow up interviews with DePasquale and Oswald:

On March 12 and 25, 2021, a sworn recorded interview of Director of Charter Schools Joe DePasquale was conducted at a District training room in West Palm Beach, FL.²³ The following represents actual and paraphrased statements made by “DePasquale” as it relates to Allegation 1 and 1a:

The OIG explained to DePasquale that Boggess, during his February 4, 2021, interview, stated he initially learned about Fox’s assignment to Charter Schools based on an email dated December 17, 2020, from Director of Federal and State Programs Nicole Smith to DePasquale. DePasquale said Boggess was mistaken because “he (DePasquale) absolutely notified him.” DePasquale maintained that he notified Boggess about Fox verbally via a phone call or during their weekly meetings after he was notified by Dominguez. DePasquale said he does not have the exact date of when Dominguez called to notify him about Fox or when he verbally notified Boggess.

The OIG asked DePasquale if he spoke to Smith regarding Fox on November 11, 2020. DePasquale said that he does not recall speaking with Smith on that specific date. DePasquale noted that he has spoken to Smith about Fox several times, as recent as March 11, 2021.

Regarding DePasquale’s conversation with Oswald in June 2020, about Fox, DePasquale reiterated that Oswald said that he would like to place Fox in Charter Schools. DePasquale said that he asked Oswald what Fox would be doing. Oswald said that Fox would be working with Title I Charter Schools. Oswald told DePasquale that Fox would be in touch with him. DePasquale denied receiving a directive from Oswald to contact Fox.

The OIG asked DePasquale why he did not notify Boggess about his conversation with Oswald in June 2020 regarding Fox. DePasquale said he did not notify Boggess because he felt the Fox matter “was not solidified.”

The OIG asked DePasquale if Oswald gave him a directive to not notify his supervisor about Fox’s transfer to Charter Schools or to ensure that Fox stayed under the radar. DePasquale stated that he did not receive such directive from Oswald.

DePasquale noted he has never had a person placed in his budget without notification from the Budget Department.

²³ At DePasquale’s request Staff Association representative, Pat Kaupe, was present during the March 25, 2021 interview.

On April 1, 2021, a sworn recorded interview of Deputy Superintendent/Chief of Schools Keith Oswald was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Oswald” as it relates to Allegation 1 and 1a:

Oswald said that after Odyssey Middle School closed, the previous Deputy Superintendent David Christiansen promised Fox a Regional Instructional Superintendent position. Oswald said that placing Fox in a Regional Instructional Superintendent position was not realistic.

Oswald explained that around the same period of time, grades²⁴ for all the schools in the District were released. Lake Shore Middle School received a “D” grade, making it a double “D” school. Subsequently, the District worked with the Department of Education to determine an action plan for Lake Shore Middle. As a result, Fox was assigned to Lake Shore Middle to assist with the school’s improvement. Oswald added that Fox is “very talented” at student achievement improvements and has a successful history with “turn around work” with schools.

As a result, Fox’s title was changed to Principal on Assignment and she was assigned to Lake Shore Middle School. Oswald added that Fox’s salary remained the same with the new job title and responsibilities. Oswald noted he told Fox the change in job titles would be on the School Board agenda.

Oswald said that Fox’s assignment was completed successfully at Lake Shore Middle School. Subsequently, Oswald assigned Fox to Bear Lakes Middle School as a Principal on Assignment. Oswald noted that since Fox’s assignment, Bear Lakes Middle is doing very well at building capacity.

Oswald noted Lake Shore Middle School Assistant Principal Shaun Schwartztrauber mentioned to him (Oswald) that Fox helped and supported him (Schwartztrauber) while the Lake Shore Middle principal was on leave.²⁵

The OIG asked Oswald if he assigned Fox to Congress Middle School (Congress Middle). Oswald stated that during 2019/20, he explored the idea of assigning Fox to Congress Middle when the Congress Middle Principal was on leave and considering retirement. However, the Principal did not retire and ultimately returned to work. Oswald said that he had a conversation with Fox regarding the “potential” of her going to Congress Middle.

The OIG explained to Oswald Fox’s understating of the Congress Middle matter, as indicated in her March 10, 2021, interview. Oswald denied that he gave Fox a directive to go to Congress Middle. Oswald said he clarified to Fox that their discussion regarding Congress Middle was a possibility, but nothing was finalized. Oswald opined that Fox must have taken their initial conversation about Congress Middle “literally.”

²⁴ School grades are provided by the Florida Department of Education. The grades are a metric measuring the performance of a school.

²⁵ Lake Shore Middle School Principal was on leave from October 2020 through March 2021.

Oswald said Fox should have continued to work at Bear Lakes Middle School. Oswald denied giving Fox a directive to go home and not work after the Congress Middle confusion. Oswald added that he would never say anything like that to anyone.

Oswald explained School Transformation had a vacancy, so he assigned Fox to that department's budget since Fox's responsibilities as Principal on Assignment were related to school transformation work and building capacity of schools.²⁶ *Investigator's note: Oswald's statement contradicts Terembes' statement wherein she said Fox did not do any work that was related to the responsibilities of the School Transformation department.* Although Fox was in the School Transformation Department, she still reported and took directives from Oswald. Terembes only tracked Fox's pay and timesheets. Oswald noted Terembes and Oswald sometimes worked closely.

Oswald said during the time that Fox was assigned to School Transformation's budget, she should have been working and supporting Bear Lakes Middle School remotely. The OIG asked Oswald if Fox submitted timesheets to him since Fox was still reporting to Oswald. Oswald said he did not know and would have to check with Terembes about the timesheets.

OIG: You placed Bonnie under Terembes?

Oswald: "In - - as far as the budget? Yeah."

OIG: There was a vacancy in Terembes' Department, so you placed Bonnie there?

Oswald: "So I put her under Terembes, yeah."

OIG: Was Terembes fully in charge of Bonnie?

Oswald: "No, but she and I worked together, right, because she was a principal on assignment. So I'm a principal, so Bonnie took directive from me. I mean, sometimes Barbara and I worked very closely together." "But as far as directing her what to - - as far as workflow, no. Barb wouldn't really do that."

OIG: Would Bonnie still have been coming to you around that time?

Oswald: "Assignment and work."

OIG: Do you typically deal with transfers or did you deal with Bonnie because she basically reported to you?

Oswald: "Well, basically, she was kind of under me"

The OIG asked Oswald if he oversaw Fox's work or contacted her to determine what work she performed or followed up with Terembes as to what Fox did. Oswald responded that he did not check in with Fox during the early stages of the pandemic, March through June, because his primary focus was setting up remote learning and ensuring students had electronics and Wi-Fi. Oswald stated "micro managing that piece was not at the top of the priority at that time." Oswald noted that Principals were given directives via emails and Fox had the responsibility to follow those directives.

The OIG asked Oswald if he had any issues with Fox's attendance or not being able to get in touch with her. Oswald said that Terembes advised him that Fox was not submitting

²⁶ PeopleSoft records indicate Fox was assigned to School Transformation in November 2019.

TDE's when taking time off. Oswald said he let Fox know that she needed to submit TDE's when taking time off.²⁷

Regarding Fox's transfer to Charter Schools, Oswald explained that during the summer of 2020, budget cuts were required. At the time, there were no vacancies for Fox that would be a good match. Oswald added that the District's culture is to not get rid of employees, especially a Principal whose school closed down. Oswald noted Fox was nervous about COVID-19. Since there were Title I funds available, he thought it would be a good idea for Fox to work with Title I charter schools to help improve their performance.

Oswald spoke to Director of Compensation and Employee Information Services Mark Mitchell regarding the impact on Fox's salary with the change from Principal on Assignment to Specialist. Oswald stated that Mitchell told him the change would have a 5% salary cut. Oswald worked with Mitchell to process Fox's transfer. Oswald said he does not typically deal with employee transfers, but he was more hands on with Fox's transfer because she was a Principal on Assignment and "well, basically, she was kind of under me... that definitely is why I was more hands on than usual." Oswald said he does not have a full understanding of the employee reassignment/transfer process.

Oswald stated he did not know Fox was on the June 24, 2020, Board Agenda for reappointment as Principal on Special Assignment.

Regarding whether Oswald gave DePasquale a directive to reach out to Fox, Oswald maintained he gave DePasquale a verbal directive to contact Fox to discuss the scope of her job responsibilities. Oswald noted that during a meeting on January 13, 2021, with DePasquale, Boggess, and Sheffield, it was discussed that he (Oswald) did give DePasquale the directive to reach out to Fox. Oswald said that DePasquale said he was waiting for more information.

Regarding the comment that Oswald allegedly made to Fox to "stay under the radar", Oswald denied he made that comment to Fox. Oswald said he would never say anything like that to any employee. The OIG asked Oswald if he recalled a text message he sent to Fox around January 13, 2021. During the interview, Oswald found the text message and confirmed that Fox replied to his text about meeting on January 13, 2021. Oswald said that in her text message response, she mentioned she was staying under the radar, as Oswald suggested. Oswald said he did not know what she was talking about with reference to the stay under the radar comment. Oswald added, "those are her words, not mine". Oswald said he did not respond to her text message because he was so "pissed". Oswald added that he felt like Fox was trying to set him up.

Oswald said he did not have any underlying plan for Fox to be paid and not produce work. Oswald asked, "what motivation would I have to tell her not to do anything?" Oswald added that Fox is not his friend and he does not owe her anything. Oswald stated that he is "ethical and I'll stand by that until the day I die". Oswald said he would not be able to "sleep at night" knowing that Fox was sitting home just collecting a paycheck. Oswald

²⁷ District email records indicate that on December 16, 2020, Oswald sent Fox an email regarding her TDE's.

stated he was in disbelief that Fox did not reach out to anyone, especially because she was a Principal and she should know better. Oswald added he met with Director of Employee and Labor Relations Vicki Evans-Pare for an investigation into Fox and DePasquale's actions.²⁸

Oswald mentioned DePasquale was exhibiting a concerning "weird pattern" of being hands-off. Oswald discussed a specific incident, where he (Oswald) gave DePasquale a written directive to provide pertinent documents to Inspector General Teresa Michael. Oswald said that Michael did not receive the documents. When questioned as to why he had not provided the documents to Michael, DePasquale said he was waiting for more information. Additionally, Oswald said DePasquale took a hands-off approach, by only emailing charter school Principals, regarding what Fox's responsibilities were and how she could be of use and the benefits.²⁹ **(Exhibit 4)** Oswald noted DePasquale's approach was not very effective.

Oswald said he recently met with Nicole Smith regarding Fox's workload. Since Smith is short staffed, Fox will assist Smith when she is not working with Charter Schools.

RECORDS ANALYSIS

Exhibit 5: Email dated June 8, 2020, from Mitchell to Oswald

Exhibit 6: Assignment Transfer Letter Template

Exhibit 7: Electronic history of Fox's Transfer Letter

Exhibit 8: Job Position Description Notes

Exhibit 9: July 22, 2020, School Board Agenda – P1 Personnel Agenda

Exhibit 10: School Board Agenda Detail for July 22, 2020 Personnel Agenda

Exhibit 11: Non-Bargaining Unit (NBU) Employee Compensation Guidelines

Exhibit 12: Job Description: Instructional Specialist – Capacity Development

Exhibit 13: Staff Salary Schedule effective July 1, 2020

Exhibit 14: Email exchange dated July 13, 2020, between Fox and Schwartztrauber regarding a list of Charter Schools

Exhibit 15: Fox's timesheet from March 23, 2020, through January 22, 2021

Exhibit 33: Transcript of Keith Oswald's sworn statements to OIG

The OIG reviewed District email records that determined that on June 8, 2020, Director of Compensation and Employee Information Services Mark Mitchell emailed Oswald an "Assignment Transfer Letter Template" for Fox. **(Exhibit 5)** The email stated "Based on our conversation, please see attached draft letter to be placed on your letterhead. Please note the holding places for the title of the job and department name to which she is being transferred." **(Exhibit 6)**

The electronic history of Fox's transfer letter shows the document was created by Oswald's Executive Administrative Assistant Theresa Maloney on June 9, 2020. The

²⁸ ELR commenced an investigation, but it was terminated due to the OIG's investigation.

²⁹ District email records reflect that on February 23, 2021, Dominguez, on behalf of DePasquale, emailed Charter School Principals with subject "Principal updates" that included a section welcoming Fox to the team. **(Exhibit 4)**

history also reflects Oswald electronically signed the letter on June 9, 2020, and Fox acknowledged receipt of the letter with an electronic signature on June 10, 2020. **(Exhibit 7)** *Investigator's note: The OIG did not find any indication this letter was emailed to any other parties, such as Boggess, DePasquale, or Sheffield.*

PeopleSoft records indicate that Fox's current job as Instructional Specialist was entered into the system on June 15, 2020, by the Budget Department effective July 1, 2020. Details of the job position description entered reflect the request originated with Grant Programs and Administration Manager Amy Barningham. **(Exhibit 8)**

The OIG verified the information with Budget Manager Samarys Melecio. Fox's position as Instructional Specialist was funded with Title I funds. Melecio explained that Title I funded positions are handled slightly differently. Federal and State Programs Department emails the Budget Department directly vs. non-Title I positions are requested via a PeopleSoft job action.

School Board Policy 3.35.2 Transfers - Policy - states, "A request for transfer of an employee from one school or department to another shall be approved by both Principals and supervisors concerned and recommended by the Superintendent for School Board approval."

b. "When the authorized units in a school or department are decreased, the Superintendent may transfer an employee to another duty assignment considering such factors as length of service, job competency and geographic location. Such transfer shall be subject to approval by the School Board."

The School Board agenda dated July 22, 2020, includes "P1 Personnel Agenda" that reflects 545 transfers, among other personnel related transactions. **(Exhibit 9)** The agenda item does not include the names of everyone included in the personnel transactions. The consent agenda item states "Detailed information is on file in the Department of Compensation and Employee Information Services." **(Exhibit 10)** The OIG confirmed with the Department of Compensation and Employee Information Services that Fox's transfer was included on the July 22, 2020, agenda reflecting the transfer from Principal on Assignment in School Transformation to Instructional Specialist in Charter Schools.

The OIG obtained Non-Bargaining Unit (NBU) Employee Compensation Guidelines from the Department of Compensation and Employee Information Services webpage. **(Exhibit 11)** The NBU Guidelines included a section labeled "Reassignment for Current District Employees." This section detailed compensation information for involuntary or voluntarily reassigned/transferred employees. *Investigator's note: Mitchell told the OIG that Fox's transfer was considered "involuntary" because she did not apply for the Instructional Specialist position.*

The District's "HUB" contains an "HR JOB AIDS" section that includes various technical manuals. The manuals contain information on how to enter data in PeopleSoft regarding the hiring process, job process, and processing and reviewing job actions. While these manuals provide explanations and step processes on how to complete the actions in the database, the OIG did not find any information regarding administrative transfers/reassignments.

Aside from the NBU guidelines (effective date of December 13, 2012) and the job aids, the OIG did not find any other written procedures, guidelines, or forms regarding administrative transfers or reassignments.

The job description for job code 73245, Instructional Specialist – Capacity Development, indicates the essential functions of the position are to: provide technical assistance, review District, state, and federal requirements and program components, support school through data coaching, and assist in effective professional development delivery. **(Exhibit 12)**

The job description lists the salary level for this position as S2. The District's "Staff Salary Schedule" effective July 1, 2020, specifies the minimum salary for an S2 position is \$66,579 and the maximum salary is \$116,552. **(Exhibit 13)** PeopleSoft records reflect Fox's annual salary during her time assigned to Charter Schools was \$134,408.24. This figure was \$17,856.24 over the maximum of the salary range for her position as an Instructional Specialist.

PeopleSoft records indicate there was a salary override for Fox, which coincided with the transfer letter signed by Oswald stating Fox's base salary remained the same. *Investigator's note: Job Processing Supervisor Rebecca Robinson-Doby told the OIG she completed Fox's transfer based on the transfer letter dated June 9, 2020. Additionally, Mark Mitchell told the OIG that the Deputy Superintendent has the authority to maintain a salary even though it may be out of the salary range for the specific job.*

According to the June 9, 2020, transfer letter from Oswald to Fox, Fox's base salary was not affected by the change in title. It specifically stated, "your current base salary will remain in effect." It should be noted that Fox did not receive the \$10,560 complexity supplement,³⁰ with the transfer.

The OIG reviewed Fox's District email for activity from July 1, 2020, through January 19, 2021, to determine whether Fox worked on Charter School related activities or that she had any communication with any charter schools or charter schools' employees. The OIG located a District email dated July 13, 2020, where Fox requested "a list of District monitored charter schools" from Lake Shore Middle Assistant Principal Shaun Schwartztrauber. On the same day, Schwartztrauber sent Fox a link to the Charter Schools District webpage that contains a "Charter Schools List" **(Exhibit 14)**. Fox's emails records do not contain any emails to individual charter schools as she claimed in her sworn statement.

³⁰ An annual supplement for Principals and Assistant Principals

PeopleSoft records reflect that Fox's gross pay³¹ during July 1, 2020, through January 19, 2021, totaled \$74,700.

Fox's interview revealed that on February 25, 2020, Oswald gave her a directive to go home after the confusion with her role at Congress Middle. Oswald maintained he did not give Fox such a directive. Fox said she followed the directive she allegedly received. PeopleSoft records reflect that Fox's gross pay during February 26, 2020, through June 30, 2020, totaled \$57,790.92.³² As stated in Terembes and Oswald's statements, during the timeframe between November 11, 2019, and June 30, 2020, Terembes only managed Fox's payroll and Oswald did not provide Fox with work because he was overseeing remote learning and assumed Fox was at Bear Lakes Middle School.

The OIG obtained the School Transformation timesheet document for Fox. The document contained information entered from March 23, 2020 through January 22, 2021. The "Time In" and "Time Out" varied each day. The document included a section titled "Weekly Tasks for Providing Educational Services." For the 42 weeks reflected on the document, the same task was entered repeatedly, "Checking/Responding to emails, texts, phone correspondence." **(Exhibit 15) Investigator's note: Schwartztrauber admitted to entering the information on behalf of Fox. See Allegations 3 and 6 for further information.**

District training records reflect that someone utilizing Fox's credentials completed the "Annual HR Policies (FY21)" training on October 19, 2020. Included in this training is a presentation on School District Policy 3.02 – Code of Ethics. As part of the training employees must complete an acknowledgement of the Code of Ethics.

CONCLUSION

It is alleged that Instructional Specialist Bonnie Fox knowingly violated School Board Policies 1.013, 3.02, and 3.10, and Florida Administrative Codes 6A-5.080 and 6A-10.081 by not reporting to her assigned Department and performing duties as detailed in job description (Job Code #73245). Allegation 1a, alleges that Fox knowingly violated School Board Policy 2.61 in that she willfully or deliberately received a paycheck for time not worked.

School Board Policy 1.013.1. Responsibilities of School District Personnel and Staff states *"It shall be the responsibility of the personnel employed by the district school board to carry out their assigned duties in accordance with federal laws, rules, state statutes, state board of education rules, school board policy, superintendent's administrative directives and local school and area rules."*

School Board Policy 2.61.3. defines "Fraud" as *a willful or deliberate act or omission by which an individual intends to unlawfully deprive the District through an unauthorized*

³¹ The amount of wages earned, before any deductions or contributions are subtracted.

³² Fox's hourly rate in February 2020, was \$67.16 and in June 2020, \$69.70. In April 2020, she received \$3,898.30 in retro pay related to a pay increase.

benefit, service, property or something of value by deception, misrepresentation or other unethical or unlawful means. Fraudulent acts include, but are not limited to:

d. "Authorizing or receiving compensation for time not worked"

School Board Policy 3.02 Code of Ethics – Purpose and Authority states, in relevant part,

1. "The School Board of Palm Beach County (Board) believes it is imperative that public officials and public employees act in the highest ethical manner and preserve the public trust."

4. Accountability and Compliance

Each employee agrees and pledges to:

a. "To provide the best example possible; striving to demonstrate excellence, integrity and responsibility in the workplace..."

f. "To take responsibility and be accountable for his or her acts or omissions."

g. "To avoid conflicts of interest or any appearance of impropriety."

h. "To cooperate with others to protect and advance the District and its students."

5. Ethical Standards

c. Misrepresentation or Falsification - "Employees should exemplify honesty and integrity in the performance of their official duties for the School District."

School Board Policy 3.10.6 Conditions of Employment with the District states, *"The District requires its employees to carry out their responsibilities in accordance to School Board Policy 1.013 (as may be amended), their job descriptions and reasonable directives from their supervisors that do not pose an immediate serious hazard to health and safety or clearly violate established law or policy."*

Florida Administrative Code 6A-5.080(d)1 states, *"Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader. (a) Adheres to the Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida..."*

Florida Administrative Code 6A-10.081(2)(c) Principles of Professional Conduct for the Education Profession in Florida states that *Florida Educators have an Obligation to the profession of education that requires the individual maintain honesty in all professional dealings.*

The OIG determined there was insufficient communication and cooperation between all parties regarding Fox's transfer to Charter Schools. Palm Beach County School District, the largest employer in Palm Beach County, has 22,600 employees. An employer of such a large size should have established written guidelines and procedures for administrative transfers. The absence of guidelines caused a breakdown in communication and allowed a highly paid employee to collect her salary for six months despite minimal output which she justified by saying she was told to "stay under the radar".

Fox, a long-standing District employee, in a leadership position, did not contact neither Oswald nor DePasquale. Of the possible people Fox could have contacted regarding her transfer and new assignment, she chose to contact Wendy Walker in School Transformation about her paycheck. On July 9, 2020, eight (8) days after she should have been working at Charter Schools, Fox emailed Wendy Walker to ask if she (Walker) was still doing her (Fox) payroll because Fox's paycheck had not "appeared" in her bank account. Fox stated, "I am making sure I did not get lost".

Fox knowingly collected a paycheck without evidence of any work performed for Charter Schools. For approximately 11 months (February 25, 2020 - January 19, 2021), for a total of 201³³ business days, it appears Fox did minimal, if any, work. During those 11 months, Fox's total gross pay totaled \$132,490.92. Had Oswald, in fact, given Fox a directive to collect her pay and not work, she still had a responsibility to report it and not engage in dishonest and unethical behavior.

Fox stated she had Schwartztrauber complete her timesheet. This timesheet resided in School Transformation, not Charter Schools. Fox knew since June 2020, that effective July 1, 2020, she would be reporting to DePasquale, yet Fox continued to "complete" timesheets for a department she no longer reported to or worked for. Although Fox alleged that she "busied" herself by working with former mentees, reviewed and sent emails, and attended Google meetings, there is little evidence to support this.

DePasquale's testimony revealed he does not deny that Oswald informed him that Fox would be joining Charter Schools, but he does deny receiving a directive from Oswald to contact Fox. Oswald stated DePasquale exhibited concerning "weird patterns" such as justifying incomplete directives by stating that he was waiting for more information. This pattern aligned with DePasquale stating that he did not notify Boggess about his conversation with Oswald in June 2020, regarding Fox because he felt the Fox matter "was not solidified" and when Boggess advised that when he asked DePasquale why he did not say anything to him (Boggess) that Fox was on the Charter Schools budget and DePasquale responded that he did not think much of it and thought that possibly Fox was on special assignment.

DePasquale said that during October/November 2020, Administrative Assistant Yaritza Dominguez notified him that Fox was part of the Charter Schools Department. According to DePasquale's supervisor Jay Boggess, DePasquale did not notify him of the Fox matter during that October/November timeframe. Boggess stated that he contacted DePasquale

³³ Does not take into consideration leaves of absence.

as a result of an email regarding Fox from Director of Federal and State Programs Nicole Smith. However, action did not commence until January 13, 2021, with a meeting initiated by Chief Academic Officer Glenda Sheffield. Had Smith not sent DePasquale the email, it is possible more time would have passed and Fox would have continued to receive compensation from Charter Schools.³⁴

It is imperative that the District have clear guidelines and procedures that allow for a more streamlined process for administrative transfers in order to avoid what took place with Fox. Many of the actions taken by all parties involved, did not take place in writing, leaving the instructions undocumented. However, had DePasquale approved the Department's payroll, as required, the issue would have been identified in July 2020.

Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Bonnie Fox knowingly violated School Board Policies 1.013, 3.02, 3.10 and Florida Administrative Codes 6A-5.080 and 6A-10.081 by not reporting to her assigned Department and performing duties as detailed in job description (Job Code #73245) was **Substantiated**.

Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Bonnie Fox violated School Board Policy 2.61 in that she **willfully** or **deliberately** (emphasis added) received a paycheck for time not worked was **Unsubstantiated (Inconclusive)**.

ALLEGATION 2

It is alleged that Deputy Superintendent/Chief of Schools Keith Oswald violated School Board Policy 3.02 by not Making Ethical Decisions/Failure To Use Good Judgement regarding Fox's transfer/reassignment to School Transformation in November 2019, and Charter Schools in July 2020.

School Board Policy 3.02 Code of Ethics states,

3. Making Ethical Decisions

*While this Code of Ethics provides general guidance, it does not provide a complete listing or a definitive answer to every possible ethical situation. It is the intention of the Board in enacting this policy that the **use of good judgment**, based on high ethical principles and following such precedent as may be established by the Florida Commission on Ethics and Florida Education Practices Commission, will serve as a guide in determining appropriate conduct in any circumstance. When making decisions, the Superintendent and District*

³⁴ District payroll records indicate that Fox's payroll was not approved. This action should have been completed by DePasquale, Director of Charter Schools. This issue will be addressed in Allegation 10.

employees should use good judgment to fulfill the spirit as well as the letter of this Code of Ethics, and should: (Emphasis added)

- a. Evaluate the situation and identify ethical issues.*
- b. Consult this Code of Ethics, state laws and regulations, and the School Board's Policies and apply them to the situation.*
- c. Ask for guidance. In the event an individual is unsure of the proper course of action to be taken in a particular circumstance, guidance may be requested from the Chief Counsel, Chief Academic Officer or Chief of Schools, as appropriate.*

WITNESS INTERVIEWS

On March 4, 2021, a sworn recorded interview of retired employee Barbara Terembes was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Terembes" as it relates to Allegation 2:

Terembes reported that in late 2019, Oswald's then secretary Wendy Inman, complained to her that she was having difficulty determining Fox's absences and obtaining pertinent TDE's to complete Fox's payroll. Inman told Terembes there were times where Fox would say she was at Lake Shore Middle, but Inman would call the school and they would tell her Fox was not there.

Terembes said that as a result, sometime in late 2019, Oswald placed Fox in Terembes' budget (School Transformation) in order for Terembes to be able to monitor Fox's whereabouts. Terembes stated that although Fox was in School Transformation's budget, she did not evaluate Fox or manage her responsibilities. Terembes only managed the payroll aspect for Fox.

To Terembes' knowledge, Fox should have provided support to Title I middle schools, but she never observed her doing so during the months she was part of School Transformation.

Terembes explained there was not an actual need for Fox or her position in School Transformation. Terembes said that Fox did not do any work that was related to the responsibilities of the department. Terembes said Fox's transfer to School Transformation was strictly for budgetary purposes.

The OIG asked Terembes if Oswald made any comments to her about Fox staying under the radar or laying low. Terembes stated she did not hear anything like that, but her perception was that Fox was "lying low". Terembes noted that she (Terembes) "never knew what she (Fox) was doing."

Terembes said she emailed Fox the rules regarding absences or requesting vacation. Terembes explained that in February/March 2020, because of COVID-19, her employees were required to sign-in/out by reporting their time on a Google sheet. Terembes noted that because Fox was “in her budget”, she required Fox to do the same. Terembes said that there were times where Fox had not completed the timesheet. Terembes added she reached out to Fox to inquire about the completion of the timesheet, Fox told her that she had someone else completing the time reporting sheet. Terembes noted that Fox was not “computer savvy.”

Terembes said that while everyone was working remotely, she held virtual staff meetings. Terembes noted that there were a few times that Fox missed the meetings because she was unable to figure out how to connect to the virtual meetings using a computer. Fox mainly called in to the virtual meetings.

Terembes stated the intention in the budget process for FY 2020/21 was for Fox to be transferred from School Transformation to another department. Terembes said she thought Fox was expected to move to a school. Terembes does not know the reason why the move did not take place.

Terembes said Oswald asked her to place Fox in a Title I position. Terembes worked with Smith to place Fox. Terembes said Oswald told her that he notified Fox of the transfer and Fox was not okay with the new title because she felt it was a demotion. Terembes noted that Title I does not allow for the funding of administrative positions. Fox’s position, Principal on Assignment, was considered an administrative position. Terembes added Fox would be “enormously overpaid” for her new position, but further advised Oswald could make the decision to freeze a salary instead of adjusting the salary in accordance with the salary range of the position.

Terembes said that she retired and did not know what else transpired with Fox and was not aware of the result.

On February 1, 2021, a sworn recorded interview of Director of Charter Schools Joe DePasquale was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “DePasquale” as it relates to Allegation 2:

DePasquale said that Deputy Superintendent Keith Oswald contacted him via telephone sometime in May/June 2020. Oswald explained to DePasquale that he needed to find a position for Bonnie Fox. Oswald asked DePasquale if he would be willing to add Fox to the Charter Schools Department. DePasquale responded that he was a “team player” and would do what was being asked of him. As a result, Oswald said Fox would be assigned to assist Title I charter schools. DePasquale noted that Oswald told him that he (Oswald) would contact Fox to let her know of the change. DePasquale further added that Oswald told him that Fox would get in touch with him. DePasquale stated Oswald did not direct him to contact Fox.

DePasquale said he did not hear from Fox or Oswald after his initial conversation with Oswald in May/June 2020. DePasquale stated that he thought the next steps after speaking with Oswald would have been a School Board action reflecting the change, a reclassification of job titles, and some form of notification. DePasquale noted that he reviewed School Board agendas for any changes but did not see anything regarding Fox.³⁵

DePasquale reported that sometime in October/November 2020, Charter Schools Department Administrative Assistant Yaritza Dominguez informed him Fox was on the Charter Schools payroll. DePasquale said prior to Dominguez bringing the issue to his attention, he was not aware Fox was on the department's payroll. DePasquale stated that he reported the issue to his supervisor, Choice and Innovation Assistant Superintendent Jay Boggess. Boggess told DePasquale that he would report the issue to Chief Academic Officer Glenda Sheffield.

DePasquale explained that after he reported the issue to Boggess, Oswald scheduled a Google Meet on January 13, 2021, with Oswald, Sheffield, DePasquale, and Boggess. DePasquale said that during the meeting, there were questions about where Fox was working and what she had been doing. DePasquale noted that he did not have any answers for them because he had not seen Fox. As a result of the Google Meet, a follow-up meeting with Fox was scheduled.

DePasquale said there was a meeting with Oswald, Boggess, DePasquale, and Fox on January 20, 2021. During the meeting, Oswald asked Fox about her whereabouts, who she was reporting to, and what she had been doing. DePasquale said Fox told Oswald that she called DePasquale over the summer. *Investigator's note: DePasquale's statement contradicts Fox's statement wherein she said she did not attempt to contact DePasquale.* DePasquale said he did not receive a call from Fox over the summer. DePasquale said he checked with Charter Schools Administrative Assistant Yaritza Dominguez, who told him she had not received a call from Fox either. DePasquale asked Fox why she did not email him; Fox did not provide an answer. DePasquale said Fox reported that she called some charter schools, but she did not hear back from any schools. DePasquale further stated that during the meeting, Oswald asked Fox why she did not reach out to him (Oswald) when she did not receive an assignment or have knowledge of whom she was reporting to. Fox responded by saying, "when I got this position you told me to stay under the radar." DePasquale noted that Oswald did not address Fox's comment.

After the meeting with Fox on January 20, 2021, DePasquale said that on January 22, 2021, he met with Fox individually to determine an action plan and what her responsibilities would be. DePasquale provided Boggess, Fox, and Oswald with a written document of what Fox's responsibilities are. DePasquale added that Fox has complied with her responsibilities since their meeting.

³⁵ Fox's transfer/reassignment to Charter Schools was on the July 22, 2020, School Board agenda. It should be noted the Board agenda did not include names.

DePasquale said that since he has been with the Charter Schools Department, Fox was the first transfer he experienced.

On March 12 and 25, 2021, a sworn recorded interview of Director of Charter Schools Joe DePasquale was conducted at a District training room in West Palm Beach, FL.³⁶ The following represents actual and paraphrased statements made by “DePasquale” as it relates to Allegation 2:

The OIG asked DePasquale if Oswald gave him a directive to not notify his supervisor about Fox’s transfer to Charter Schools or to ensure that Fox stayed under the radar. DePasquale stated that he did not receive such directive from Oswald.

DePasquale noted he never had a person placed in his budget without notification from the Budget Department.

On February 4, 2021, a sworn recorded interview of Assistant Superintendent of Choice and Innovation Jay Boggess was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Boggess” as it relates to Allegation 2:

Boggess stated he was made aware that Bonnie Fox was part of Charter Schools on or about December 17, 2020, via an email from Federal and State Programs Director Nicole Smith. Boggess noted that based on Smith's email, it appeared Fox’s position was funded through Title I funds.

Boggess said he immediately contacted DePasquale to obtain further information. Boggess stated DePasquale told him that Oswald contacted him (DePasquale) sometime in July 2020, while working remotely, regarding Fox. DePasquale reported to Boggess that Oswald told him (DePasquale) he would get back to him. DePasquale advised Boggess he did not receive a callback or any other information from Oswald confirming the transfer was completed. Boggess said DePasquale indicated he was under the impression that Fox may have ended up in another department. Further, DePasquale told Boggess that in October/November 2020, DePasquale noticed that Fox was on the Charter Schools’ budget.

Following Boggess’ conversation with DePasquale, Boggess said he immediately contacted his direct supervisor, Chief Academic Officer Glenda Sheffield. Boggess said Sheffield advised she was not aware of the situation.

Boggess added that prior to the email from Smith and his call to DePasquale, DePasquale had not mentioned that Oswald called him about Fox or that Fox was part of Charter Schools.

On or about January 13, 2021, a meeting took place with DePasquale, Oswald, Sheffield, and Boggess to discuss Fox. Boggess said there was a little bit of “he said/she said”

³⁶ At DePasquale’s request Staff Association representative, Pat Kaupe, was present during the March 25 interview.

between Oswald and DePasquale. Boggess stated Oswald said he directed DePasquale to call Fox. Oswald asked DePasquale “What do you mean you never touched based with Fox?”. DePasquale told Oswald that he was waiting for Oswald to get back to him. Boggess noted that DePasquale said he did not receive a directive from Oswald to call Fox.

Subsequently, Oswald requested an in-person meeting with Fox, DePasquale, Sheffield, and Boggess. Boggess noted that Sheffield did not attend the second meeting.³⁷ Boggess recalled that during the meeting, Oswald asked Fox what she had been doing. Fox responded, “Keith, I thought I was doing what you wanted me to, flying under the radar.” Oswald replied, “That is not what I intended by any stretch.”

Oswald gave DePasquale a directive to meet with Fox and create an action plan.³⁸ Boggess said that he followed up with DePasquale to ensure that Oswald’s directive had been completed. Boggess said he received a copy of the action plan that was agreed to by DePasquale and Fox.

Boggess stated that, to his knowledge, in situations where an employee is transferred to another department, there is School Board action and email communication from Human Resources. Boggess noted if the communication was not directly sent to him, he is copied when it is related to any of the departments he oversees. Boggess said that, to the best of his knowledge, Oswald had not placed anyone in any of the departments that he (Boggess) was responsible for without receiving some form of written or verbal notification.

On February 18, 2021, a sworn recorded interview of Chief Academic Officer Glenda Sheffield was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Sheffield” as it relates to Allegation 2:

Sheffield explained that right before 2020 winter break, Boggess notified her of the issue with Bonnie Fox. Sheffield explained Boggess added Fox as a topic for discussion to their dashboard. Sheffield stated during a one-on-one meeting with Boggess sometime in January (Sheffield later verified the meeting took place on January 12, 2021), they discussed the concern regarding Fox. Sheffield said Boggess told her the concern was that Fox was assigned to Charter Schools starting on July 1, 2020, but no one had heard from her or seen her. Sheffield said she asked Boggess who had assigned Fox to Charter Schools. Boggess told her that Oswald assigned Fox to Charter Schools after having a conversation with DePasquale.

Sheffield said she spoke to Oswald the same day she met with Boggess. Sheffield stated she expressed her concern to Oswald regarding Fox and added that Fox’s position was funded with Title I funds. Sheffield let Oswald know that she would schedule a meeting with Oswald, DePasquale, and Boggess to discuss the issue.

³⁷ The meeting took place on January 20, 2021.

³⁸ District email records indicate DePasquale and Fox met on January 22, 2021.

Sheffield noted the following about the meeting on January 13, 2021: Oswald asked DePasquale why he did not reach out to Fox. DePasquale told Oswald that he did not reach out to her because he thought Oswald would get back in touch with him. DePasquale further explained his secretary approved the Charter School's Department payroll.

Sheffield said there was a subsequent meeting with Fox (Sheffield later verified the meeting took place on January 20, 2021). Sheffield had a scheduling conflict and did not attend the January 20, 2021, meeting.

Sheffield explained that she was not part of Oswald and DePasquale's discussion about assigning Fox to Charter Schools. Sheffield said she had no knowledge of the matter until before winter break when Boggess notified her and when she met with Boggess on January 12, 2021. Sheffield said that to her knowledge, Boggess was not aware of the conversation between Oswald and DePasquale regarding Fox's placement in the Charter Schools Department.

Sheffield said Oswald did not reach out to her about assigning Fox to Charter Schools. Sheffield noted that Oswald could make such decisions as the Deputy Superintendent and does not need her approval. Sheffield added that Oswald had not previously assigned/transferred someone in a department that she oversees without her knowledge.

On March 10, 2021, a sworn recorded interview of Instructional Specialist Bonnie Fox was conducted at a District training room in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Fox" as it relates to Allegation 2:

Fox stated, "I signed a transfer assignment to the Charter Schools" on June 9, 2020. Fox said she signed the transfer letter with the understanding that it was either that position (Instructional Specialist) or no other position. Fox stated that although it was not in writing, Oswald said after a year in Charter Schools, she would return to a Principal position. Fox stated that she does not recall the exact date of the phone conversation with Oswald regarding the transfer to Charter Schools. Fox explained that during the conversation with Oswald, he told her there were no Principal positions available. Fox stated Oswald told her she would be "reporting to the Charter School and work with a Federal grant for Title I schools." Fox stated that during the conversation Oswald said that she was to "stay under the radar." The OIG asked Fox if she asked Oswald for clarification regarding the "stay under the radar" comment. Fox said she did not ask for clarification regarding the comment. The OIG asked Fox what the comment stay "under the radar" meant to her. Fox stated that to her, it meant to "wait to hear from anyone, stay low." Fox said that Oswald did not give her a written or verbal directive not to work.

Fox said that Oswald told her that DePasquale would reach out to her. Fox denies that Oswald asked her to contact DePasquale. Fox stated that she did not hear from DePasquale, and she did not attempt to contact DePasquale or Oswald after not hearing

from anyone. Fox added that Human Resources or the Compensation Department did not contact her.

The OIG asked Fox why she did not contact DePasquale if she did not hear anything from him after July 2020. Fox stated that she felt she was supposed to “stay under the radar”, not make waves, or get involved.

Fox said she felt there was a pattern starting on February 25, 2020, when she met with Oswald. During the meeting Fox said Oswald asked her to be acting Principal at Congress Middle School starting February 27, 2020, because the current Principal was going on leave. Fox explained that on that same day Oswald called her and told her not to report to Congress Middle, to go home and that he would get back to her. Subsequently, Fox was asked to report to School Transformation (Barbara Terembes Department). Fox explained that for about four months while at School Transformation, “the subtle message was very clear... don’t call us, we’ll call you”. Fox noted that she has always tried to find ways to help the District and feel useful.

Fox said on January 13, 2021, she received a text from Oswald regarding a meeting on January 20, 2021, to discuss what Fox had been doing. Fox noted she replied to the text that there was not a whole lot for her to say because she had stayed under radar. Fox said that Oswald did not reply.

Fox said on January 20, 2021, an in-person meeting took place at the District with DePasquale, Oswald, and Boggess. Fox said that Oswald asked her what she had been doing since she was transferred to Charter Schools. Fox said she told them she was waiting for someone to contact her since she was told to stay under the radar. Fox said Oswald told her he did not mean the comment that way. Fox noted that she apologized to Oswald. Fox said she asked DePasquale if he knew that she existed. DePasquale said “no”. Fox stated for the remainder of the meeting they discussed the uniqueness of charter schools and what she (Fox) would be doing.

SUBJECT INTERVIEW

On January 27, 2021, a sworn recorded interview of Deputy Superintendent/Chief of Schools Keith Oswald was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Oswald” as it relates to Allegation 2:

Oswald said in mid-January 2021, an issue was brought to his attention by Chief Academic Officer Glenda Sheffield wherein Assistant Superintendent of Choice and Innovation Jay Boggess and Charter Schools Director Joe DePasquale questioned why Instructional Specialist Bonnie Fox was on the Charter Schools Department budget.

Oswald explained that during the summer of 2020, the District was asked to make department cuts. Oswald noted that at the direction of the School Board, the District wanted ensure the preservation of employees’ jobs. As a result, Oswald worked with the

Director of Federal and State Programs Nicole Smith to assign Fox to a position where the job responsibilities would be to support Title I charter schools. Upon her reassignment, Fox's job title and responsibilities were changed from Principal on Assignment to Instructional Specialist.

Oswald said that sometime in May/June 2020, he met with Fox regarding the change in position. Oswald stated that Fox agreed to step down from a Principal on Assignment to a specialist working in Charter Schools. Oswald reported that in June 2020, he notified Director of Charter Schools Joe DePasquale of Fox's transfer via telephone. Oswald said he gave DePasquale a directive to reach out to Fox and work on a plan to support Title I Charter Schools. Oswald stated he did not provide DePasquale a written directive to reach out to Fox. Oswald added that he notified Fox that DePasquale would be reaching out to her.³⁹

Oswald said that on January 13, 2021, he met with DePasquale, Boggess, and Sheffield regarding the Fox. According to Oswald, DePasquale said he had not worked on a plan for Fox because he was waiting for additional directives and information from Oswald. Oswald noted that he asked DePasquale why he did not call, email, or text him (Oswald) if he had questions regarding Fox. During a meeting on January 20, 2021, with DePasquale, Boggess, and Fox, Oswald questioned Fox as to why she had not reached out to him (Oswald). According to Oswald, Fox said that she did not know what she was supposed to do and was worried about her safety in relation to COVID-19. Oswald added that Fox said she reached out to individual Charter Schools, but no one responded. Oswald stated Fox said she provided support to Lake Shore Middle in the meantime.

On April 1, 2021, a sworn recorded interview of Deputy Superintendent/Chief of Schools Keith Oswald was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Oswald" as it relates to Allegation 2:

Oswald said that after Odyssey Middle School closed, the previous Deputy Superintendent David Christiansen promised Fox a Regional Instructional Superintendent position. Oswald said that placing Fox in a Regional Instructional Superintendent position was not realistic.

Oswald explained that around the same period of time, grades for all the schools in the District's were released. Lake Shore Middle School received a "D". Subsequently, the District worked with the Department of Education to determine an action plan for Lake Shore Middle. As a result, Fox was assigned to Lake Shore Middle in order to assist with the school's improvement. Oswald added that Fox is "very talented" at student achievement improvements and has a successful history with "turn around work" with schools.

As a result, Fox's title was changed to Principal on Assignment and she was assigned to Lake Shore Middle School. Oswald added that Fox's salary remained the same with the

³⁹ Fox confirmed that Oswald told her that DePasquale would reach out to her.

new job title and responsibilities. Oswald noted he told Fox that the change in job titles would be on the School Board agenda.

Oswald said that Fox's assignment was completed successfully at Lake Shore Middle School. Subsequently, Oswald assigned Fox to Bear Lakes Middle School as a Principal on Assignment. Oswald noted that since Fox's assignment, Bear Lakes Middle is doing very well at building capacity.

The OIG asked Oswald if he assigned Fox to Congress Middle School (Congress Middle). Oswald stated that during 2019/20, he explored the idea of assigning Fox to Congress Middle when the Congress Middle Principal was on leave and considering retirement. However, the Principal did not retire and ultimately returned to work. Oswald said that he had a conversation with Fox regarding the "potential" of her going to Congress Middle.

The OIG explained to Oswald Fox's understating of the Congress Middle matter, as indicated in her March 10, 2021, interview. Oswald denied that he gave Fox a directive to go to Congress Middle. Oswald said he clarified to Fox that their discussion regarding Congress Middle was a possibility, but nothing was finalized. Oswald opined that Fox must have taken their initial conversation about Congress Middle "literally".

Oswald said Fox should have continued to work at Bear Lakes Middle School. Oswald denied giving Fox a directive to go home and not work after the Congress Middle confusion. Oswald added that he would never say anything like that to anyone.

Oswald explained that School Transformation had a vacancy, so he assigned Fox to that department's budget since Fox's responsibilities as Principal on Assignment were related to school transformation work and building capacity of schools. *Investigator's note: Oswald's statement contradicts Terembes' statement where she said Fox did not do any work that was related to the responsibilities of the School Transformation department.*

Although Fox was in the School Transformation Department, she still reported and took directives from Oswald. Terembes only tracked Fox's pay and timesheets. Oswald noted Terembes and Oswald sometimes worked closely.

Oswald said that during the time that Fox was assigned to School Transformation's budget, she should have been working and supporting Bear Lakes Middle School remotely. The OIG asked Oswald if Fox submitted timesheets to him since Fox was still reporting to Oswald. Oswald said he did not know and would have to check with Terembes about the timesheets.

The OIG asked Oswald if he oversaw Fox's work or contacted her to determine what work she was doing or following up with Terembes as to what Fox was doing. Oswald responded that he did not check in with Fox during the early stages of COVID-19, March through June, because his primary focus was setting up remote learning and ensuring students had electronics and Wi-Fi. Oswald stated "micro managing that piece was not

at the top of the priority at that time”. Oswald noted that Principals were given directives via emails and Fox had the responsibility to follow those directives.

The OIG asked Oswald if he had any issues with Fox’s attendance or not being able to get in touch with her. Oswald said that Terembes advised him that Fox was not submitting TDE’s when taking time off. Oswald said he let Fox know that she needed to submit TDE’s when taking time off.

Regarding Fox’s transfer to Charter Schools, Oswald explained that during the summer of 2020, budget cuts were required. At the time, there were no vacancies for Fox that would be a good match. Oswald added that the District’s culture is to not get rid of employees, especially a Principal whose school closed down. Oswald noted that Fox was nervous about COVID-19. Since there were Title I funds available, he thought it would be a good idea for Fox to work with Title I Charter Schools to help improve their performance.

Oswald spoke to Director of Compensation and Employee Information Services Mark Mitchell regarding the impact on Fox’s salary with the change from Principal on Assignment to a Specialist. Oswald stated that Mitchell told him the change would have a 5% cut on salary. Oswald worked with Mitchell to process Fox’s transfer. Oswald said he does not typically deal with employee transfers, but he was more hands on with Fox’s transfer because she was a Principal on Assignment and “well, basically, she was kind of under me... that definitely is why I was more hands on than usual.” Oswald said he does not have a full understanding of the employee reassignment/transfer process.

Oswald stated that he does not have any knowledge that Fox was on the June 24, 2020, Board Agenda for reappointment as Principal on Special Assignment.

Regarding whether Oswald gave DePasquale a directive to reach out to Fox, Oswald maintains that he gave DePasquale a verbal directive to contact Fox to discuss the scope of her job responsibilities. Oswald noted that during a meeting on January 13, 2021, with DePasquale, Boggess, and Sheffield, it was discussed that he (Oswald) did give DePasquale the directive to reach out to Fox. Oswald said that DePasquale said he was waiting for more information.

Regarding the comment that Oswald allegedly made to Fox to “stay under the radar”, Oswald denies making that comment to Fox. Oswald said he would never say anything like that to any employee. The OIG asked Oswald if he had any recollection of a text message he sent to Fox around January 13, 2021. During the interview, Oswald found the text message and confirmed that Fox replied to his text about meeting on January 13, 2021. Oswald said that in her text message response, she mentioned she was staying under the radar, as Oswald suggested. Oswald said he did not know what she was talking about with reference to the stay under the radar comment. Oswald added, “those are her words, not mine”. Oswald said he did not respond to her text message because he was so “pissed”. Oswald added that he felt like Fox was trying to set him up.

Oswald said that he did not have any underlying plan for Fox to be paid and not produce work. Oswald stated, “what motivation would I have to tell her not to do anything”. Oswald added that Fox is not his friend and he does not owe her anything. Oswald stated that he is “ethical and I’ll stand by that until the day I die”. Oswald said he would not be able to “sleep at night” knowing that Fox was sitting home just collecting a paycheck. Oswald stated he is in disbelief that Fox did not reach out to anyone, especially because she was a Principal and she should know better. Oswald added that he met with Director of Employee and Labor Relations Vicki Evans-Pare for an investigation into Fox and DePasquale’s actions.

CONCLUSION

It is alleged that Deputy Superintendent/Chief of Schools Keith Oswald violated School Board Policy 3.02 by not Making Ethical Decisions/Failure To Use Good Judgement regarding Fox’s transfer/reassignment to School Transformation in November 2019, and Charter Schools in July 2020.

District training records reflect that Oswald completed the “Annual HR Policies (FY20)” training on August 1, 2019. Included in this training is a presentation on School District Policy 3.02 – Code of Ethics. As part of the training employees must complete an acknowledgement of the Code of Ethics.

The OIG determined that Oswald, directed the transfers/reassignments of Fox on two separate occasions, November 2019, and July 2020. While the transfers/reassignments were a permissible exercise of the Deputy Superintendent/ Chief of Schools’ discretion and were not contrary to any standing policies or laws, the means of communicating the transfers consequences proved problematic. Specifically, the nature of communications from Oswald, to Fox, Terembes, and DePasquale and the simultaneous lack of communication from Oswald to Sheffield and Boggess.

When Oswald reassigned Fox to School Transformation on November 11, 2019, he communicated to Terembes that Fox was to be “in her (Terembes’) budget” but Oswald would provide the direct supervision. While a permissible exercise of Oswald’s discretion, this created an environment where Terembes was charged with approving payroll for Fox, her budgetary subordinate, without any understanding of what Fox was doing to be paid thereby directing Terembes to violate payroll procedures, and would be considered a violation of Policy 3.02 – Code of Ethics.

In June 2020, a slightly different version occurred again. In this instance, Oswald issued another permissible, discretionary directive to reassign Fox from School Transformation to Charter Schools. However, by verbally communicating this transfer/reassignment directive to Fox and DePasquale only, Oswald circumvented the chain of command. And consequently, left both Sheffield and Boggess, the supervisors of DePasquale (and Fox) unaware of this personnel change.

More importantly, Oswald's verbal directives gave Fox the impression of "don't call us, we'll call you" regarding the specifics of her duties and obligations. Fox repeatedly stated the directive regarding the transfer to Charter Schools included an express message to "stay under the radar." While Oswald unequivocally denied making this statement, Boggess advised that Oswald indirectly acknowledged making the statement.

This duty, shared by everyone employed in the District, is stated clearly and directly in Policy 3.02.3, "When making decisions, the Superintendent and District employees should use **good judgment** to fulfill the spirit as well as the letter of this Code of Ethics..." (Emphasis added)

School Board Policy 1.092 Inspector General defines waste as: *"the act of using or expending District resources unreasonably, carelessly, extravagantly, or for no useful purpose."*

As mentioned, Oswald did not follow the proper chain of command. Based on the 2020/21 District's Organization Chart reporting lines (**Exhibit 16**), Oswald should have involved and notified Sheffield and Boggess of his plan. There is no documentation that Oswald notified Boggess or Sheffield, of Fox's transfer. Had Boggess or Sheffield been notified of Fox's employment transfer, they may have taken the proper steps to ensure DePasquale provided Fox with job responsibilities and assignments, which could have mitigated all of the waste of public funds.

What occurred with Fox's employment meets the definition of waste, waste of public funds. PeopleSoft reflects that Fox's salary is coded as a "salary override" because Oswald's transfer letter to Fox stated that her base salary would remain the same. It may be considered wasteful to have an Instructional Specialist with a salary of \$134,408.⁴⁰

Oswald explained that there were excess Title I funds. Oswald therefore worked with Smith to create a position for Fox where the plan was to have Fox work with Title I Charter schools, thereby her salary was budgeted with federal funds. Due to the OIG's investigation, a District correction for Fox's salary funding source was completed. On April 20, 2021, Deputy Chief Financial Officer Heather Knust notified the OIG that Fox's salary and benefits for the period of July 1, 2020, through January 19, 2021, were deemed unallowable and were moved to "Disallowed Grant costs". Fox not producing work pertinent to the grant that would have funded her position, could have been detrimental for the District.

Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Keith Oswald violated School Board Policy 3.02 by not Making Ethical Decisions/Failure To Use Good Judgement regarding Fox's transfer/reassignment to School Transformation in November 2019, and Charter Schools in July 2020, was **Substantiated**.

⁴⁰ The OIG determined that there are 16 other active employees with the same job code as Fox. Of the 16 employees, the highest base salary is \$81,467 and the lowest is \$70,977.

ALLEGATION 3

It is alleged that Instructional Specialist Bonnie Fox knowingly violated School Board Policies 1.013 and 3.02, and Florida Administrative Codes 6A-5.080 and 6A-10.081, by asking Assistant Principal Shaun Schwartztrauber to use her District credentials to complete her (Fox) timesheets.

School Board Policy 1.013.1. Responsibilities of School District Personnel and Staff states *“It shall be the responsibility of the personnel employed by the district school board to carry out their assigned duties in accordance with federal laws, rules, state statutes, state board of education rules, school board policy, superintendent’s administrative directives and local school and area rules.”*

School Board Policy 3.02 Code of Ethics – Purpose and Authority states, in relevant part,

1. *“The School Board of Palm Beach County (Board) believes it is imperative that public officials and public employees act in the highest ethical manner and preserve the public trust.”*

4. Accountability and Compliance

Each employee agrees and pledges to:

- a. *“To provide the best example possible; striving to demonstrate excellence, integrity and responsibility in the workplace...”*
- f. *“To take responsibility and be accountable for his or her acts or omissions.”*
- g. *“To avoid conflicts of interest or any appearance of impropriety.”*
- h. *“To cooperate with others to protect and advance the District and its students.”*

5. Ethical Standards

- c. *Misrepresentation or Falsification - “Employees should exemplify honesty and integrity in the performance of their official duties for the School District.”*

Florida Administrative Code 6A-5.080(d)1 states, *“Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader. (a) Adheres to the Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida...”*

Florida Administrative Code 6A-10.081(2)(c) Principles of Professional Conduct for the Education Profession in Florida states that *Florida Educators have an Obligation to the profession of education requires that the individual maintain honesty in all professional dealings.*

WITNESS INTERVIEW⁴¹

On March 2, 2021, a sworn recorded interview of Assistant Principal Shaun Schwartztrauber was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by “Schwartztrauber” as it relates to Allegation 3:

Schwartztrauber said that he met Fox in 2016 when she hired him to be an Assistant Principal at Odyssey Middle. Schwartztrauber said Fox “is not the most tech savvy” and that was why he continued to provide clerical support to Fox such as completing TDE’s, timesheets, and drafting documents. Schwartztrauber noted he does not do so of his own volition, only at Fox’s request.

Schwartztrauber explained that starting in March 2020, through January 2021, he logged in daily using Fox’s credentials to complete her timesheet. Schwartztrauber said he entered information such as dates and times on a Google document timesheet at the direction of Fox.

Schwartztrauber stated that he has a lot of respect for Fox. Schwartztrauber noted that Fox has been a mentor to him since 2016. Schwartztrauber added that Lake Shore Middle Principal Dr. Carl Gibbons has been on leave. Schwartztrauber said he reached out to Fox for support and advice during Gibbons’ leave.

Schwartztrauber said he has attempted to teach Fox how to complete the tasks on her own. Schwartztrauber noted that Fox has become reliant on him to complete all the tasks. Schwartztrauber said that Fox told him she was transferred to Charter Schools.

SUBJECT INTERVIEW

On March 10, 2021, a sworn recorded interview of Instructional Specialist Bonnie Fox was conducted at a District training room in West Palm Beach, FL.⁴² The following represents actual and paraphrased statements made by “Fox” as it relates to Allegation 3:

The OIG asked Fox if she had a District laptop/computer. Fox stated that she has a District issued Apple “Mac”, she received while at Odyssey Middle, but does not use it. Fox said she uses her personal cell phone to access her District emails. The OIG asked Fox how

⁴¹ Violations related to Schwartztrauber’s involvement in Allegation 3, will be addressed in Allegation 6.

⁴² At Fox’s request Staff Association representative, Arthur Johnson, was present during the interview and attorney Thomas Elfers attended the interview virtually.

she logs in to the District portal. Fox said that she has logged in a couple of times and is learning how to do so.

The OIG asked Fox if she shared her password with anyone so that other people can assist her. Fox said, "Different people have helped me." Fox stated she is aware that she is prohibited from sharing her password. The OIG asked Fox if she is familiar with the District's Information Technology (IT) security training. Fox said that she is familiar with it and took it a few months ago.⁴³

Fox admitted that Schwartztrauber completed the timesheets on her behalf. Fox stated that completing the timesheets was a "group effort" between her and Schwartztrauber. Fox said that she would usually provide Schwartztrauber with the information for the timesheet via "phone", either on a daily or weekly basis and he would complete the timesheet.

The OIG asked Fox if she would have found it acceptable had such scenario occurred with an employee reporting to her while she was Principal. Fox said she would not be okay with falsification, but she does not have a problem with someone else sending "accurate information", like the timesheets.

RECORDS ANALYSIS

Exhibit 17: Email dated March 18, 2020, from Terembes to Fox

Exhibit 18: Email dated March 18, 2020, Invitation to edit, "Remote Work Departmental Plan & Timesheet – 9030

Exhibit 19: Email exchange dated April 2, 2020, between Fox and Schwartztrauber

Exhibit 20: Email exchange dated July 13, 2020, between Fox and Schwartztrauber

District email records reflect that on March 18, 2020, Terembes emailed Fox regarding "working from home". Terembes stated, in part, "the log you must complete while working from home will be provided in a GoogleDoc that you will receive shortly." (**Exhibit 17**) The same day, Terembes emailed Fox an invitation to edit a spreadsheet titled, "Remote Work Departmental Plan & Timesheet – 9030." (**Exhibit 18**)

The OIG did not find a record of Fox sending the above timesheet to Schwartztrauber. However, on April 2, 2020, during an email exchange between Fox and Schwartztrauber, unrelated to this matter, Fox thanked Schwartztrauber for "doing timesheets." (**Exhibit 19**)

Additionally, on July 13, 2020, during an email exchange between Fox and Schwartztrauber. Schwartztrauber stated "I'm still signing you in/out as per usual." (**Exhibit 20**)

⁴³ District training records reflect that someone using Fox's credentials completed the training on November 23, 2020.

CONCLUSION

It is alleged that Instructional Specialist Bonnie Fox knowingly violated School Board Policies 1.013 and 3.02, and Florida Administrative Codes 6A-5.080 and 6A-10.081, by asking Assistant Principal Shaun Schwartztrauber to use her District credentials to complete her (Fox) timesheets.

Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Bonnie Fox knowingly violated School Board Policies 1.013 and 3.02, and Florida Administrative Codes 6A-5.080 and 6A-10.081 by asking Assistant Principal Shaun Schwartztrauber to use her District credentials to complete her (Fox) timesheets was **Substantiated**.

ALLEGATION 4

It is alleged that Instructional Specialist Bonnie Fox knowingly violated School Board Policies 1.013, 2.501, and 3.02, and Florida Administrative Codes 6A-5.080 and 6A-10.081, and the District’s Information Technology User Standards and Guidelines Manual by providing her confidential District password to District employees, Assistant Principal Shaun Schwartztrauber and Single School Culture Coordinator Jordan Peterson, by asking them to change her District password or complete timesheets and leave of absence requests that required her credentials on more than one occasion.

School Board Policy 1.013 Responsibilities of School District Personnel and Staff states,

2. *District Administrative Staff*

- a. *“The district administrative staff shall be responsible for the efficient planning and administration of all supporting educational services such as maintenance, transportation, school lunch, personnel, purchasing, federal programs, payroll and other responsibilities as directed by the superintendent. The district administrative staff is also responsible for insuring that the appropriate district policies, state board of education rules, state laws, and federal laws and rules are adhered to.”*

School Board Policy 2.501.2.a.iii. Information Security – Access Control Policy states, *“IT shall utilize appropriate information system controls to enforce the password standards defined in the IT User Standards and Guidelines Manual, which is incorporated herein by reference as part of this Policy...”*

The District’s Information Technology User Standards and Guidelines Manual, as referenced in School Board Policy 2.501.2.a.iii., states:

2.2. User Responsibilities - "Every information resource user must comply with all information security related policies, standards and procedures."

7.2 Password Confidentiality - "Unless otherwise authorized by School Board Policy, passwords must never be shared or revealed to anyone else besides the authorized user. To do so exposes the authorized user's responsibility for actions that the other party takes with the password."

"User accounts shall not be utilized by anyone but the individuals to whom they have been issued. Users shall not allow their user accounts to be used by others."

School Board Policy 3.02 Code of Ethics- Purpose and Authority states, in relevant part,

1. "The School Board of Palm Beach County (Board) believes it is imperative that public officials and public employees act in the highest ethical manner and preserve the public trust."

4. Accountability and Compliance

Each employee agrees and pledges to:

a. "To provide the best example possible; striving to demonstrate excellence, integrity and responsibility in the workplace..."

f. "To take responsibility and be accountable for his or her acts or omissions."

g. "To avoid conflicts of interest or any appearance of impropriety."

h. "To cooperate with others to protect and advance the District and its students."

5. Ethical Standards

c. Misrepresentation or Falsification - "Employees should exemplify honesty and integrity in the performance of their official duties for the School District."

Florida Administrative Code 6A-5.080(d)1 states, *"Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader. (a) Adheres to the Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida..."*

Florida Administrative Code 6A-10.081(2)(c)(1) Principles of Professional Conduct for the Education Profession in Florida states that *Florida Educators have an Obligation to the*

profession of education requires that the individual maintain honesty in all professional dealings.

WITNESS INTERVIEWS⁴⁴

On March 2, 2021, a sworn recorded interview of Single School Culture Coordinator Jordan Peterson was conducted at Lantana Middle School in Lantana, FL. The following represents actual and paraphrased statements made by “Peterson” as it relates to Allegation 4:

Peterson said that she maintains a personal relationship with Fox. Peterson said she worked with Fox at Odyssey Middle School. Peterson stated that while she was at Odyssey Middle, she did not provide clerical support to Fox. Peterson said that after leaving Odyssey Middle, Fox did not ask her to do anything work related.

Peterson said when they worked at Odyssey Middle, Fox shared her District password with her. Peterson noted that she would retrieve school data reports using Fox’s credentials.

The OIG asked Peterson if she reset Fox’s District password or if Fox had asked her to change the password. Peterson initially said she did not think she had reset Fox’s password, recalled changing Fox’s password or if Fox had asked her to change Fox’s password.

The OIG presented Peterson with an email exchange that took place in January 2020, between her and Fox related to Peterson resetting Fox’s password. Subsequently, Peterson admitted she changed Fox’s password. Peterson noted that she never changed Fox’s password without her knowledge or a request from Fox.

Peterson acknowledged changing Fox’s password was a problem and a violation. Peterson said that she did it to help Fox. Peterson noted that Fox did not know how to change or update her own passwords.

On March 2, 2021, a sworn recorded interview of Assistant Principal Shaun Schwartztrauber was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by “Schwartztrauber” as it relates to Allegation 4:

Schwartztrauber said Fox “is not the most tech savvy” and that was why he continued to provide clerical support to Fox such as completing TDE’s, timesheets and drafting documents. Schwartztrauber noted he does not do so of his own volition, only at Fox’s request.

⁴⁴ Violations related to Schwartztrauber’s and Peterson’s involvement in Allegation 4, will be addressed in Allegations 6 and 8, respectively.

Schwartztrauber admitted he changed Fox's District password. Schwartztrauber stated Fox emailed him when her password needed to be updated. Schwartztrauber stated he changed/updated Fox's password and then provided Fox with the updated password. Schwartztrauber stated that he maintained Fox's password saved on his District laptop.

Schwartztrauber acknowledged he should not have used Fox's credentials. Schwartztrauber said that he was aware of the District's Information Technology (IT) security policy and had completed the required training.⁴⁵

Regarding TDE's, Schwartztrauber stated Fox would either call or text him with dates for him to complete her TDE's. Schwartztrauber stated that he logged in using Fox's credentials and completed her TDE's in E-forms.

SUBJECT INTERVIEW

On March 10, 2021, a sworn recorded interview of Instructional Specialist Bonnie Fox was conducted at a District training room in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Fox" as it relates to Allegation 4:

The OIG asked Fox if she shares her password with anyone so that other people can assist her. Fox said, "Different people have helped me." Fox stated that she was aware she was prohibited from sharing her password. The OIG asked Fox if she was familiar with the District's Information Technology (IT) security training. Fox said that she was familiar with it and took it a few months ago.⁴⁶

The OIG asked Fox if she reset her District password when required or necessary. Fox stated she resets her District password. Fox noted that once she reset her password, she would notify Schwartztrauber via telephone. Fox reiterated that she resets her District password. The OIG asked Fox if she was certain that Schwartztrauber had not changed her District password on her behalf. Fox admitted, "He may have."

The OIG notified Fox that during the investigation process, the OIG retrieved evidence she (Fox) emailed Schwartztrauber and Peterson requesting they change/update her (Fox) District password. Fox did not deny that she sent the emails to Schwartztrauber and Peterson.

The OIG asked Fox who Peterson is. Fox stated that Peterson is a friend and was a Reading Coach and Single School Culture Coordinator at Odyssey Middle. The OIG asked Fox if Peterson had changed her District password or if Peterson had access to her credentials. Fox said that she asked Schwartztrauber to change her District password more often than she asked Peterson.

⁴⁵ District training records reflect that Schwartztrauber last completed the training on October 13, 2020.

⁴⁶ District training records reflect that someone using Fox's credentials completed the training on November 23, 2020.

RECORDS ANALYSIS

Exhibit 21: Emails documenting Peterson and Schwartztrauber accessed District systems using Fox's credentials

The OIG reviewed Fox's District email records from January 2019, through March 2021. The review revealed 15 emails that reflected Peterson or Schwartztrauber used Fox's District password to change her password, complete timesheets, leave of absence requests or approvals of budget related requisitions. See *Table 1*.

Table 1 – Emails from Fox to Peterson and Schwartztrauber

Date	Recipient	Action
01/03/19	Peterson	Peterson changed/updated Fox's password
01/03/19	Schwartztrauber	Schwartztrauber attempted to change/update Fox's password, but was unable to because it appears Peterson had already updated it.
02/26/19	Schwartztrauber	Schwartztrauber changed/updated Fox's password
04/22/19	Peterson	Peterson changed/updated Fox's password
06/17/19	Peterson	Peterson changed/updated Fox's password
08/12/19	Peterson	Peterson changed/updated Fox's password
01/27/20	Peterson	Peterson changed/updated Fox's password
03/20/20	Schwartztrauber	Fox provided Schwartztrauber with her password
03/23/20	Schwartztrauber	Fox stated "Until you teach me how easy this is, would you please be me?" (Subject Title: Timesheet Tracking for 9030...)
04/02/20	Schwartztrauber	Fox stated "Thanks for doing timesheets."
07/13/20	Schwartztrauber	Schwartztrauber stated "I'm still signing you in/out as per usual"
08/17/20	Schwartztrauber	Schwartztrauber attempted to log into PeopleSoft to approve a requisition using Fox's password.
02/17/21	Schwartztrauber	Schwartztrauber logged in as Fox to create a Google timesheet document for her.
02/18/21	Schwartztrauber	Schwartztrauber logged in as Fox to create a Google timesheet document for her.
03/01/21	Schwartztrauber	Schwartztrauber completed a leave of absence request in E-forms using Fox's password.

The above emails are included as **(Exhibit 21)**. It should be noted that of the five (5) emails related to "change/update" Fox's password, Fox acknowledged when Peterson or Schwartztrauber had completed the change/update of her password.

Fox's District email records show she asked Schwartztrauber to submit a leave of absence request for her on March 1, 2021. The OIG did not find further documentation that demonstrated that, Schwartztrauber submitted and electronically signed any other leave of absence/temporary duty elsewhere request for Fox.

CONCLUSION

It is alleged that Instructional Specialist Bonnie Fox knowingly violated School Board Policies 1.013, 2.501, and 3.02, and Florida Administrative Codes 6A-5.080 and 6A-10.081, and the District's Information Technology User Standards and Guidelines Manual by providing her confidential District password to District employees, Assistant Principal Shaun Schwartztrauber and Single School Culture Coordinator Jordan Peterson, by asking them to change her District password on more than one occasion.

Fox admitted she provided her District credentials and asked Peterson and Schwartztrauber to change her password or to complete other tasks.

Fox's habitual pattern of relying on Peterson and Schwartztrauber to change/update her District password violated policy. The District requires District employees to maintain their passwords' confidentiality.

Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Bonnie Fox knowingly violated School Board Policies 1.013, 2.501, and 3.02, Florida Administrative Codes 6A-5.080 and 6A-10.081, and the District's Information Technology User Standards and Guidelines Manual by providing her confidential District password to District employees, Assistant Principal Shaun Schwartztrauber and Single School Culture Coordinator Jordan Peterson, and by asking them to change her District password on more than one occasion was **Substantiated**.

ALLEGATION 5

It is alleged that Instructional Specialist Bonnie Fox knowingly violated School Board Policies 1.013, 2.61, and 3.02, and Florida Administrative Codes 6A-5.080 and 6A-10.081 by requesting that Assistant Principal Shaun Schwartztrauber use her confidential District credentials to falsely certify that she completed her required District training.

School Board Policy 1.013.1 Responsibilities of School District Personnel and Staff states that *"It shall be the responsibility of the personnel employed by the district school board to carry out their assigned duties in accordance with federal laws, rules, state statutes, state board of education rules, school board policy, superintendent's administrative directives and local school and area rules."*

School Board Policy 2.61.3. defines "Fraud" as *a willful or deliberate act or omission by which an individual intends to unlawfully deprive the District through an unauthorized benefit, service, property or something of value by deception, misrepresentation or other unethical or unlawful means. Fraudulent acts include, but are not limited to:*

- a. *"Forgery, falsification or alteration of District documents or records"*

School Board Policy 3.02 Code of Ethics – Purpose and Authority states, in relevant part,

1. *“The School Board of Palm Beach County (Board) believes it is imperative that public officials and public employees act in the highest ethical manner and preserve the public trust.”*

4. *Accountability and Compliance*

Each employee agrees and pledges to:

- a. *“To provide the best example possible; striving to demonstrate excellence, integrity and responsibility in the workplace...”*
- f. *“To take responsibility and be accountable for his or her acts or omissions.”*
- g. *“To avoid conflicts of interest or any appearance of impropriety.”*
- h. *“To cooperate with others to protect and advance the District and its students.”*

5. *Ethical Standards*

- c. *Misrepresentation or Falsification - “Employees should exemplify honesty and integrity in the performance of their official duties for the School District.”*

Florida Administrative Code 6A-5.080(d)1 states, *“Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader. (a) Adheres to the Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida...”*

Florida Administrative Code 6A-10.081(2)(c)(1) Principles of Professional Conduct for the Education Profession in Florida states *“Florida Educators have an Obligation to the profession of education that requires the individual maintain honesty in all professional dealings.”*

WITNESS INTERVIEW⁴⁷

On March 2, 2021, a sworn recorded interview of Assistant Principal Shaun Schwartztrauber was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by “Schwartztrauber” as it relates to Allegation 5:

⁴⁷ Violations related to Schwartztrauber’s involvement in Allegation 5, will be addressed in Allegation 7.

Schwartztrauber admitted he logged in, on more than one occasion, and used Fox's credentials to complete her online trainings. Schwartztrauber said he did not recall the specific trainings he completed for Fox.

The OIG asked Schwartztrauber if he recalled taking the IT Security training for Fox, and Schwartztrauber confirmed he completed the IT Security training for her. Schwartztrauber noted that he only completed the training at her request.

SUBJECT INTERVIEW

On March 10, 2021, a sworn recorded interview of Instructional Specialist Bonnie Fox was conducted at a District training room in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Fox" as it relates to Allegation 5:

Fox said she has completed "some" District trainings on her own. Fox explained that her neighbor assisted her with logging in to complete District training.

When asked specifically about the District's required Information Technology (IT) Security Awareness training, Fox initially testified that she completed the training herself. The OIG explained to Fox that there was evidence suggesting Schwartztrauber had completed her IT Security training, Fox then admitted she did not complete the training herself.

The OIG asked Fox why she falsified training documentation. Fox said, "I really can't do it. I can't get on the computers. I can't figure out how to do it."

Fox noted in the past, she would have her secretary log in for her so she could complete District trainings.

The OIG asked Fox if she would have found it acceptable had such scenario occurred with an employee reporting to her while she was Principal. Fox said she would not be okay with falsification, but she does not have a problem with someone else sending "accurate information", like the timesheets.

RECORDS ANALYSIS

Exhibit 22: Email exchange dated October 15, 2020, between Fox and Schwartztrauber regarding IT Security training

Exhibit 23: Email exchange dated January 4, 2021, between Fox and Schwartztrauber regarding completion of IT Security training

Exhibit 24: Email exchange dated March 2, 2021, between Fox and Schwartztrauber regarding District training - Identifying and Reporting Child Abuse and Neglect

Exhibit 25: FY 21 Employee Technology Services Acknowledgement and Consent

District email records reflect that on October 14, 2020, Fox received an auto generated email regarding the IT Security Awareness and Acknowledgment (FY21) course. On October 15, 2020, Fox forwarded the above email to Schwartztrauber and stated “Did you do this? Is it too much to ask you to do another one?”⁴⁸ Schwartztrauber replied, “Yes, I will sign in this weekend to do it.” **(Exhibit 22)**

PeopleSoft training records reflect on November 23, 2020, an individual utilizing sign on credentials for Fox completed “District Wide Compliance Training: IT Security Awareness and Acknowledgement (FY21)”.

Although the records reflect the training was completed on November 23, 2020, Fox received an auto generated email regarding the same course on January 4, 2021.⁴⁹ The email stated “This is a friendly reminder to begin the IT Security Awareness and Acknowledgement (FY21) course.” That same day, Fox forwarded the email to Schwartztrauber without comment. Subsequently, Schwartztrauber replied, “This was completed. It is still showing "In progress" for some reason. It is the same on my end.” **(Exhibit 23)**

District email records reflect that on March 2, 2021, Fox received an auto generated email regarding training for a course titled, “Identifying and Reporting Child Abuse and Neglect.” The same day, Fox forwarded an email to Schwartztrauber and stated, “Has this been done?” **(Exhibit 24)**

As of April 12, 2021, PeopleSoft training records reflect that the course related to child abuse and neglect for Fox is “In Progress.”

As part of the training completion, each employee must acknowledge and consent to the contents of the training. The training includes a “Employee Technology Services Acknowledgement and Consent (FY21)” form. **(Exhibit 25)**

The form indicated by consenting, an employee agrees:

- Employees must read and be familiar with the IT User Standards and Guidelines Manual.
- All activities performed while using my District computer account will be attributed to me and no one else.
- Unless allowed by a School Board Policy, all passwords assigned to me will be kept confidential...

⁴⁸ It is unknown what training Fox referred to in the email. Schwartztrauber admitted to completing more than one training for Fox, but he was unable to determine what trainings he completed for her or when.

⁴⁹ The IT Department said Fox received the reminder email in error. For the FY 21 IT Security Awareness training, the due date was extended for all employees. The extension caused an error in the system that generated reminder emails to some that had already completed the training.

- Non-compliance with any of the above conditions may result in disciplinary actions, including loss of privileges, suspension, or dismissal.

The acknowledgement contains the final clause stating, “By agreeing below, I hereby acknowledge that I have read and understand the terms and conditions of this Acknowledgment and Consent, the statements are true and correct, and I agree to be bound by the terms and conditions.”

CONCLUSION

It is alleged that Instructional Specialist Bonnie Fox knowingly violated School Board Policies 1.013, 2.61, and 3.02, and Florida Administrative Codes 6A-5.080 and 6A-10.081 by requesting that Assistant Principal Shaun Schwartztrauber use her confidential District credentials to falsely certify that she completed her required District training.

PeopleSoft training records for Fox reflect that in 2020 through present, five (5) additional trainings were completed. It is undetermined if Fox completed the trainings or had Schwartztrauber or someone else complete them for her. Schwartztrauber, stated, he completed more than one training for Fox. The District requires employees to complete various trainings throughout the year. Each course serves an intended educational purpose. The training courses protect students, staff, and the District as a whole, and it is important that all employees complete the courses themselves, as intended.

Fox intentionally circumvented the systems the District has in place in order to falsify her training records by asking Schwartztrauber to use her credentials to complete her required training. Fox, as the more experienced employee in the relationship, should not have put Schwartztrauber in that position. Fox’s requests to Schwartztrauber were improper. In doing this, Fox put Schwartztrauber in a position where he also falsified training records.

Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Bonnie Fox knowingly violated School Board Policies 1.013, 2.61, and 3.02, and Florida Administrative Codes 6A-5.080 and 6A-10.081 by requesting that Assistant Principal Shaun Schwartztrauber use her confidential District credentials to falsely certify that she completed her required District training was **Substantiated**.

ALLEGATION 6

It is alleged that Assistant Principal Shaun Schwartztrauber knowingly violated School Board Policies 1.013, 2.501, 3.02, and the District’s Information Technology User Standards and Guidelines Manual by using Fox’s confidential District password to complete her (Fox) timesheets and leave of absence requests, and change her (Fox) password, at her request, on more than one occasion.

School Board Policy 1.013 Responsibilities of School District Personnel and Staff states,

1. *District Administrative Staff*

- a. *“The district administrative staff shall be responsible for the efficient planning and administration of all supporting educational services such as maintenance, transportation, school lunch, personnel, purchasing, federal programs, payroll and other responsibilities as directed by the superintendent. The district administrative staff is also responsible for insuring that the appropriate district policies, state board of education rules, state laws, and federal laws and rules are adhered to.”*

School Board Policy 2.501.2.a.iii Information Security – Access Control Policy states that *“IT shall utilize appropriate information system controls to enforce the password standards defined in the IT User Standards and Guidelines Manual, which is incorporated herein by reference as part of this Policy...”*

The District’s Information Technology User Standards and Guidelines Manual, as referenced in School Board Policy 2.501.2.a.iii., states:

2.2. *User Responsibilities –*

“Every information resource user must comply with all information security related policies, standards and procedures.”

“Users must report all incidents, where they believe an information security vulnerability or violation may exist, to the Department of Information Technology...”

7.2 *Password Confidentiality - “User accounts shall not be utilized by anyone but the individuals to whom they have been issued. Users shall not allow their user accounts to be used by others.”*

“Users are forbidden from performing any activity with user accounts belonging to other users.”

School Board Policy 3.02 Code of Ethics – Purpose and Authority states, in relevant part,

1. *“The School Board of Palm Beach County (Board) believes it is imperative that public officials and public employees act in the highest ethical manner and preserve the public trust.”*

4. *Accountability and Compliance*

Each employee agrees and pledges to:

a. *“To provide the best example possible; striving to demonstrate excellence, integrity and responsibility in the workplace...”*

g. *“To avoid conflicts of interest or any appearance of impropriety.”*

WITNESS INTERVIEW

On March 10, 2021, a sworn recorded interview of Instructional Specialist Bonnie Fox was conducted at a District training room in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Fox” as it relates to Allegation 6:

Fox admitted she asked Schwartztrauber to complete tasks like timesheets, leave absence requests, and the update/change of her District credentials. Fox noted that in the past, she had a secretary that would help her complete these tasks.

SUBJECT INTERVIEW

On March 2, 2021, a sworn recorded interview of Assistant Principal Shaun Schwartztrauber was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by “Schwartztrauber” as it relates to Allegation 6:

Schwartztrauber said Fox “is not the most tech savvy” and that is why he continued to provide clerical support to Fox such as completing TDE’s, timesheets and drafting documents. Schwartztrauber noted he does not do so of his own volition, only at Fox’s request.

Schwartztrauber admitted he changed Fox’s District password. Schwartztrauber explained Fox emailed him when her password needed to be updated. Schwartztrauber stated he changed/updated Fox’s password and then provided Fox with the updated password. Schwartztrauber stated that he maintained Fox’s password saved on his District laptop.

Schwartztrauber acknowledged he should not have used Fox’s credentials. Schwartztrauber said that he was aware of the District’s IT security policy, had completed the required training, and was aware his actions were a violation of District policy.

Regarding TDE’s, Schwartztrauber stated Fox would either call or text him with dates for him to complete her TDE’s. Schwartztrauber stated that he would log in using Fox’s credentials to complete her TDE’s in E-forms.

RECORDS ANALYSIS

Allegation 4 addressed the fact in which Fox provided her District credentials to Schwartztrauber and asked him to complete various tasks such as changing her passwords, completing timesheets and submitting leave of absence requests. Table 1, referenced in Allegation 4, disclosed ten (10) emails during January 2019 through March 2021, demonstrating that Schwartztrauber used Fox's credentials.

The OIG determined Schwartztrauber used Fox's credentials ten (10) times. However, Schwartztrauber noted Fox also called or texted him, which would not produce a District record to document those specific instances. For example, Allegation 3 discussed the issue in which Fox asked Schwartztrauber to complete her timesheets. As reflected in Exhibit 20, Schwartztrauber attested that he accessed Fox's timesheet located in the School Transformation shared Google drive to input information during March 2020 through January 2021.

The OIG requested an activity log of Fox's Google drive access.⁵⁰ The available data ranged from September 2020 through March 2021. During the time period, the log revealed the timesheet document was accessed 103 times⁵¹ by someone using Fox's credentials. Schwartztrauber acknowledged he used Fox's log in credentials to update her timesheets.

District training records reflect that Schwartztrauber completed the "Annual HR Policies (FY21)" training on October 12, 2020. Included in this training was a presentation on School District Policy 3.02 – Code of Ethics. As part of the training, all District employees must complete an acknowledgement of the Code of Ethics. Schwartztrauber further acknowledged completing IT security training on October 13, 2020.

CONCLUSION

It is alleged that Assistant Principal Shaun Schwartztrauber knowingly violated School Board Policies 1.013, 2.501, and 3.02, and the District's Information Technology User Standards and Guidelines Manual by using Fox's confidential District password to complete her (Fox) timesheets and leave of absence requests, and change her password, at her (Fox) request, on more than one occasion.

It should be noted that Schwartztrauber was forthcoming during his interview with the OIG regarding his involvement in accessing and using Fox's credentials. The OIG did not find any evidence that Schwartztrauber acted maliciously. Schwartztrauber's actions, although of his own volition, were in response to a request made by Fox, his mentor.

Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Shaun Schwartztrauber knowingly violated School Board Policies 1.013,

⁵⁰ Access data logs have a retention period of six months.

⁵¹ On some days, the document was accessed multiple times.

2.501, and 3.02, and the District's Information Technology User Standards and Guidelines Manual by using Fox's confidential District password to complete her (Fox's) timesheets and leave of absence requests, and change her (Fox's) password, at her request, on more than one occasion was **Substantiated**.

ALLEGATION 7 and 7a

It is alleged that Assistant Principal Shaun Schwartztrauber knowingly violated School Board Policies 1.013 and 3.02, and Florida Administrative Code 6A-10.081 by accessing PeopleSoft using Fox's credentials to complete and falsely certify Fox's District training, at her request. Allegation 7a, alleges that Schwartztrauber knowingly violated School Board Policy 2.61 in that he willfully or deliberately intended to unlawfully deprive the District by completing and falsely certifying Fox's District training.

School Board Policy 1.013 Responsibilities of School District Personnel and Staff states,

1. District Administrative Staff

- a. *"The district administrative staff shall be responsible for the efficient planning and administration of all supporting educational services such as maintenance, transportation, school lunch, personnel, purchasing, federal programs, payroll and other responsibilities as directed by the superintendent. The district administrative staff is also responsible for insuring that the appropriate district policies, state board of education rules, state laws, and federal laws and rules are adhered to."*

School Board Policy 2.61.3. defines "Fraud" as *a willful or deliberate act or omission by which an individual intends to unlawfully deprive the District through an unauthorized benefit, service, property or something of value by deception, misrepresentation or other unethical or unlawful means. Fraudulent acts include, but are not limited to:*

- a. *"Forgery, falsification or alteration of District documents or records"*

School Board Policy 3.02 Code of Ethics – Purpose and Authority states, in relevant part,

1. *"The School Board of Palm Beach County (Board) believes it is imperative that public officials and public employees act in the highest ethical manner and preserve the public trust."*

4. Accountability and Compliance

Each employee agrees and pledges to:

a. *“To provide the best example possible; striving to demonstrate excellence, integrity and responsibility in the workplace...”*

g. *“To avoid conflicts of interest or any appearance of impropriety.”*

Florida Administrative Code 6A-10.081(2)(c)(1) Principles of Professional Conduct for the Education Profession in Florida states *that Florida Educators have an Obligation to the profession of education requires that the individual maintain honesty in all professional dealings and (8) to not submit fraudulent information on any document in connection with professional activities.*

WITNESS INTERVIEW

On March 10, 2021, a sworn recorded interview of Instructional Specialist Bonnie Fox was conducted at a District training room in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Fox” as it relates to Allegation 7 and 7a:

Fox said she has completed “some” District trainings on her own. Fox also explained her neighbor assisted her with logging in to complete District training.

When asked specifically about the District’s required IT Security Awareness training, Fox initially testified that she completed the training herself. The OIG explained to Fox that there was evidence suggesting Schwartztrauber had completed her IT Security training, at which time Fox admitted she did not complete the training herself. The OIG asked Fox why she had falsified training documentation. Fox said, “I really can’t do it. I can’t get on the computers. I can’t figure out how to do it.”

Fox noted that in the past, she would have her secretary log in for her so she could complete District trainings.

The OIG asked Fox if she would have found it acceptable had such a scenario occurred with an employee reporting to her while she was Principal. Fox said she would not be okay with falsification, but she does not have a problem with someone else sending “accurate information”, like the timesheets.

SUBJECT INTERVIEW

On March 2, 2021, a sworn recorded interview of Assistant Principal Shaun Schwartztrauber was conducted at Lake Shore Middle School in Belle Glade, FL. The following represents actual and paraphrased statements made by “Schwartztrauber” as it relates to Allegation 7 and 7a:

Schwartztrauber admitted he logged in, on more than one occasion, and used Fox’s credentials to complete her online trainings. Schwartztrauber said he did not recall all the specific trainings he completed for Fox at Fox’s request.

The OIG asked Schwartztrauber if he recalled taking the IT Security training for Fox, Schwartztrauber stated that he did complete the IT Security training for her.

RECORDS ANALYSIS

Exhibit 17: Email dated October 15, 2020 between Fox and Schwartztrauber regarding training

Exhibit 18: Email dated January 4, 2021, between Fox and Schwartztrauber regarding completion of training

Exhibit 20: Employee Technology Services Acknowledgement and Consent

As discussed in Allegation 5, PeopleSoft training records reflect that on November 23, 2020, someone utilizing Fox's credentials completed "District Wide Compliance Training: IT Security Awareness and Acknowledgement (FY21)."

However, District emails reflect that on October 14, 2020, Fox received an auto generated email that stated, "Please begin your IT Security Awareness and Acknowledgment (FY21)" course. On October 15, 2020, Fox forwarded the above email to Schwartztrauber and stated "Did you do this? Is it too much to ask you to do another one?" Schwartztrauber replied, "Yes, I will sign in this weekend to do it." **(Exhibit 22)**

Although the records reflect the training was completed on November 23, 2020, Fox received an auto generated email regarding the same course on January 4, 2021. The email stated "This is a friendly reminder to begin the IT Security Awareness and Acknowledgement (FY21) course". That same day, Fox forwarded the email to Schwartztrauber without comment. Subsequently, Schwartztrauber replied, "This was completed. It is still showing "In progress" for some reason. It is the same on my end." **(Exhibit 23)**

As part of the training completion, each employee must acknowledge and consent to the contents of the training. The training includes a "Employee Technology Services Acknowledgement and Consent (FY21)" form. **(Exhibit 25)**

The form indicates by consenting, an employee agrees:

- Employees must read and be familiar with the IT User Standards and Guidelines Manual.
- All activities performed while using my District computer account will be attributed to me and no one else.
- Unless allowed by a School Board Policy, all passwords assigned to me will be kept confidential...
- Non-compliance with any of the above conditions may result in disciplinary actions, including loss of privileges, suspension, or dismissal.

The acknowledgement contains the final clause stating, “By agreeing below, I hereby acknowledge that I have read and understand the terms and conditions of this Acknowledgment and Consent, the statements are true and correct, and I agree to be bound by the terms and conditions.”

CONCLUSION

It is alleged that Assistant Principal Shaun Schwartztrauber knowingly violated School Board Policies 1.013 and 3.02, and Florida Administrative Code 6A-10.081 by accessing PeopleSoft using Fox’s credentials to complete and falsely certify Fox’s District training, at her request. Allegation 6a, alleges that Schwartztrauber knowingly violated School Board Policy 2.61 in that he willfully or deliberately intended to unlawfully deprive the District by completing and falsely certifying Fox’s District training.

Schwartztrauber assisted Fox in intentionally circumventing the systems the District has in place. Whether intended or not, Schwartztrauber committed the same offense more than once. Schwartztrauber knowingly and intentionally falsified training records for Fox.

During the completion of the IT Security Awareness Training, Schwartztrauber viewed four (4) learning videos and completed three (3) assessments related to the videos. Schwartztrauber also completed the section where employees are instructed to comply by “reading and accepting the policy.”

Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Shaun Schwartztrauber knowingly violated School Board Policies 1.013 and 3.02, and Florida Administrative Code 6A-10.081 by accessing PeopleSoft using Fox’s credentials to complete and falsely certify Fox’s District training, at her request was **Substantiated**.

Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Shaun Schwartztrauber knowingly violated School Board Policy 2.61 in that he **willfully or deliberately intended to unlawfully deprive** (emphasis added) the District by completing and falsely certifying Fox’s District training was **Unsubstantiated (Inconclusive)**.

ALLEGATION 8

It is alleged that Single School Culture Coordinator Jordan Peterson knowingly violated School Board Policies 1.013, 2.501, and 3.02, and the District’s Information Technology User Standards and Guidelines Manual by changing Fox’s District confidential password, at her request, on more than one occasion.

School Board Policy 1.013.1 Responsibilities of School District Personnel and Staff states that *“It shall be the responsibility of the personnel employed by the district school board*

to carry out their assigned duties in accordance with federal laws, rules, state statutes, state board of education rules, school board policy, superintendent's administrative directives and local school and area rules.”

School Board Policy 2.501.2.a.iii Information Security – Access Control Policy states that *“IT shall utilize appropriate information system controls to enforce the password standards defined in the IT User Standards and Guidelines Manual, which is incorporated herein by reference as part of this Policy...”*

The District’s Information Technology User Standards and Guidelines Manual, as referenced in School Board Policy 2.501.2.a.iii., states:

2.2. User Responsibilities –

“Every information resource user must comply with all information security related policies, standards and procedures.”

“Users must report all incidents, where they believe an information security vulnerability or violation may exist, to the Department of Information Technology...”

7.2 Password Confidentiality - “User accounts shall not be utilized by anyone but the individuals to whom they have been issued. Users shall not allow their user accounts to be used by others.”

“Users are forbidden from performing any activity with user accounts belonging to other users.”

School Board Policy 3.02 Code of Ethics – Purpose and Authority states, in relevant part,

1. “The School Board of Palm Beach County (Board) believes it is imperative that public officials and public employees act in the highest ethical manner and preserve the public trust.”

4. Accountability and Compliance

Each employee agrees and pledges to:

a. “To provide the best example possible; striving to demonstrate excellence, integrity and responsibility in the workplace...”

g. “To avoid conflicts of interest or any appearance of impropriety.”

WITNESS INTERVIEW

On March 10, 2021, a sworn recorded interview of Instructional Specialist Bonnie Fox was conducted at a District training room in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Fox” as it relates to Allegation 8:

The OIG asked Fox if she shared her password with anyone so that other people could assist her. Fox said, “Different people have helped me.” Fox stated she is aware that she is prohibited from sharing her password. The OIG asked Fox if she is familiar with the District’s IT security training. Fox said that she is familiar with it and took it a few months ago.⁵²

The OIG asked Fox who Jordan Peterson is. Fox stated, in response, that Peterson is a friend and she used to be a Reading Coach and Single School Culture Coordinator at Odyssey Middle. The OIG asked Fox if Peterson had changed her District password or if Peterson had access to her credentials. Fox stated that Peterson had access to Fox’s AOL account.

SUBJECT INTERVIEW

On March 2, 2021, a sworn recorded interview of Single School Culture Coordinator Jordan Peterson was conducted at Lantana Middle School in Lantana, FL. The following represents actual and paraphrased statements made by “Peterson” as it relates to Allegation 8:

Peterson said that she maintains a personal relationship with Fox.

Peterson said when they worked at Odyssey Middle, Fox shared her District password with her. Peterson noted that she would retrieve school data reports using Fox’s credentials.

The OIG asked Peterson if she reset Fox’s District password or if Fox had asked her to change the password. Peterson initially said she did not think she had reset Fox’s password or that Fox had asked her to change Fox’s password.

The OIG presented Peterson with an email exchange that took place in January 2020, between her and Fox related to Peterson resetting Fox’s password. Subsequently, Peterson admitted that she had changed Fox’s password. Peterson noted that she never changed Fox’s password without her knowledge or a request from Fox.

⁵² District training records reflect that someone utilizing Fox’s credentials completed the training on November 23, 2020.

RECORDS ANALYSIS

As discussed in Allegation 4, Fox provided her District credentials to Peterson and asked her change her password. Table 1, referenced in Allegation 4, disclosed five emails establishing that Peterson used Fox's credentials to change Fox's password during January 2019 through January 2020.

Table 1 – Emails from Fox to Peterson and Schwartztrauber

Date	Recipient	Action
01/03/19	Peterson	Peterson changed/updated Fox's password
01/03/19	Schwartztrauber	Schwartztrauber attempted to change/update Fox's password, but was unable to because it appears Peterson had already updated it.
02/26/19	Schwartztrauber	Schwartztrauber changed/updated Fox's password
04/22/19	Peterson	Peterson changed/updated Fox's password
06/17/19	Peterson	Peterson changed/updated Fox's password
08/12/19	Peterson	Peterson changed/updated Fox's password
01/27/20	Peterson	Peterson changed/updated Fox's password
03/20/20	Schwartztrauber	Fox provided Schwartztrauber with her password
03/23/20	Schwartztrauber	Fox stated "Until you teach me how easy this is, would you please be me?" (Subject Title: Timesheet Tracking for 9030...)
04/02/20	Schwartztrauber	Fox stated "Thanks for doing timesheets."
07/13/20	Schwartztrauber	Schwartztrauber stated "I'm still signing you in/out as per usual"
08/17/20	Schwartztrauber	Schwartztrauber attempted to log into PeopleSoft to approve a requisition using Fox's password.
02/17/21	Schwartztrauber	Schwartztrauber logged in as Fox to create a Google timesheet document for her.
02/18/21	Schwartztrauber	Schwartztrauber logged in as Fox to create a Google timesheet document for her.
03/01/21	Schwartztrauber	Schwartztrauber completed a leave of absence in E-forms using Fox's password.

District training records reflect that Peterson completed the "Annual HR Policies (FY20)" training on December 10, 2019. Included in this training is a presentation on School District policy 3.02 – Code of Ethics. As part of the training employees must complete an acknowledgement of the Code of Ethics. Additionally, Peterson completed "District Wide Compliance Training: IT Security Awareness and Acknowledgement (FY21)" on November 3, 2020.

CONCLUSION

It is alleged that Single School Culture Coordinator Jordan Peterson knowingly violated School Board Policies 1.013, 2.501, and 3.02, and the District's Information Technology User Standards and Guidelines Manual by changing Fox's District confidential password, at her request, on more than one occasion.

Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Single School Culture Coordinator Jordan Peterson knowingly violated School Board Policies 1.013, 2.501, and 3.02, and the District’s Information Technology User Standards and Guidelines Manual by changing Fox’s District confidential password, at her request, on more than one occasion was **Substantiated**.

ALLEGATION 9

It is alleged that Charter Schools Director Joe DePasquale knowingly violated School Board Policies 1.013, 2.501, 3.02, and 3.10, the District’s Information Technology User Standards and Guidelines Manual by providing his District confidential password on more than one occasion to his administrative assistants.

School Board Policy 1.013 Responsibilities of School District Personnel and Staff states,

1. District Administrative Staff

- a. *“The district administrative staff shall be responsible for the efficient planning and administration of all supporting educational services such as maintenance, transportation, school lunch, personnel, purchasing, federal programs, payroll and other responsibilities as directed by the superintendent. The district administrative staff is also responsible for insuring that the appropriate district policies, state board of education rules, state laws, and federal laws and rules are adhered to.”*

School Board Policy 2.501.2.a.iii Information Security – Access Control Policy states that *“IT shall utilize appropriate information system controls to enforce the password standards defined in the IT User Standards and Guidelines Manual, which is incorporated herein by reference as part of this Policy...”*

The District’s Information Technology User Standards and Guidelines Manual, as referenced in School Board Policy 2.501.2.a.iii., states:

2.2. User Responsibilities - “Every information resource user must comply with all information security related policies, standards and procedures.”

7.2 Password Confidentiality - “Unless otherwise authorized by School Board Policy, passwords must never be shared or revealed to anyone else besides the authorized user. To do so exposes the authorized user’s responsibility for actions that the other party takes with the password.”

“User accounts shall not be utilized by anyone but the individuals to whom they have been issued. Users shall not allow their user accounts to be used by others.”

School Board Policy 3.02 Code of Ethics – Purpose and Authority states, in relevant part,

1. *“The School Board of Palm Beach County (Board) believes it is imperative that public officials and public employees act in the highest ethical manner and preserve the public trust.”*

4. *Accountability and Compliance*

Each employee agrees and pledges to:

a. *“To provide the best example possible; striving to demonstrate excellence, integrity and responsibility in the workplace...”*

g. *“To avoid conflicts of interest or any appearance of impropriety.”*

h. *“To cooperate with others to protect and advance the District and its students.”*

School Board Policy 3.10.6 Conditions of Employment with the District states, *“The District requires its employees to carry out their responsibilities in accordance to School Board Policy 1.013 (as may be amended), their job descriptions and reasonable directives from their supervisors that do not pose an immediate serious hazard to health and safety or clearly violate established law or policy.”*

WITNESS INTERVIEW

On February 18, 2021, a sworn recorded interview of Charter Schools Administrative Assistant Yaritza Dominguez was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Dominguez” as it relates to Allegation 9:

Dominguez stated her payroll responsibilities were to process payroll in PeopleSoft by inputting any TDE’s she received once they have been approved by DePasquale. Dominguez said that as part of processing payroll, she only inputs TDE’s. If an employee did not submit a TDE, there is no action on her part. Dominguez said she was not aware if DePasquale performed any action once she had processed the applicable TDE’s. Dominguez stated that she does not approve payroll.

The OIG asked Dominguez if DePasquale had provided his District password to her so that she could approval payroll. Dominguez responded that DePasquale had not provided his password to approve payroll. The OIG asked Dominguez if she had DePasquale’s District password. Dominguez stated, “I don’t have it.”

SUBJECT INTERVIEW

On February 1, 2021, March 12, 2021, and March 25, 2021⁵³, sworn recorded interviews of Director of Charter Schools Joe DePasquale were conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “DePasquale” as it relates to Allegation 9:

During his February 1, 2021 interview, DePasquale stated Dominguez was responsible for processing and approving payroll for Charter Schools in PeopleSoft. DePasquale noted that it is a standard practice to have secretaries approve payroll. *Investigator’s note: Section G of the District’s Payroll and Time & Labor Training Manual states, the District requires all time to be approved. Time is approved by Principals and/or Directors.*

During his March 12 and 25, 2021 interviews, DePasquale admitted he provided Dominguez with his District password when she started working in Charter Schools. DePasquale said he provided his password because he was under the impression that she would be approving payroll. DePasquale explained that in March 2021, he had a conversation with Dominguez regarding the approval of the department’s payroll. Dominguez told him that she was not approving payroll. Dominguez noted he gave her his password once to retrieve a report, but the password did not work.

DePasquale said he has updated his password several times since Dominguez started and he has not shared the updated passwords with her.

DePasquale said he completed the District’s IT security training.⁵⁴ DePasquale acknowledged the District’s policy and training related to IT security prohibit the sharing of passwords.

The OIG asked DePasquale why he thought it was acceptable to provide his password to Dominguez. DePasquale stated, it has been a “practice my colleagues have used for years in this District.” DePasquale stated, “People give their passwords to their secretaries.”

CONCLUSION

It is alleged that Charter Schools Director Joe DePasquale knowingly violated School Board Policies 1.013, 2.501, 3.02, and 3.10, and the District’s Information Technology User Standards and Guidelines Manual by providing his District confidential password on one more than one occasion to his administrative assistants.

DePasquale was forthcoming regarding providing his password to Dominguez when she started working in Charter Schools. DePasquale was under the impression that

⁵³ At DePasquale’s request Staff Association representative, Pat Kaupe, was present during the March 25 interview.

⁵⁴ PeopleSoft training records reflect that DePasquale completed the training on September 24, 2020.

Dominguez was approving the department's payroll. Payroll records indicate the Charter Schools Department's payroll has not been approved since June 25, 2020. The OIG did not find documentation to show that Dominguez possessed or used DePasquale's credentials. During her interview, Dominguez was not aware of the payroll approval function. Further information regarding the department's payroll approval process will be discussed in Allegation 10.

The District's Information Technology User Standards and Guidelines Manual notes that employees must change their passwords at least once every 90 days.⁵⁵ Employees receive email notices periodically regarding the expiration of their passwords.

DePasquale noted that password sharing with secretaries is practice he and his District colleagues engaged in for years. DePasquale's apparent rationalization that he followed a practice established by his colleagues does not justify him overriding District Policies and procedures.

District training records reflect that DePasquale completed the "Annual HR Policies (FY20)" training on October 11, 2020. Included in this training is a presentation on School District policy 3.02 – Code of Ethics. As part of the training employees must complete an acknowledgement of the Code of Ethics.

Based on DePasquale's testimony, Joe DePasquale admitted to knowingly violating School Board Policies 1.013, 2.501, 3.02, and 3.10, and the District's Information Technology User Standards and Guidelines Manual by providing his District confidential password on more than one occasion to his Administrative Assistants. The allegation was **Substantiated**.

ALLEGATION 10

It is alleged that Charter Schools Director Joe DePasquale knowingly violated School Board Policies 1.013 and 3.10, and the Payroll and Time & Labor Training Manual by not approving the Charter Schools payroll in PeopleSoft, as required by District procedures.

School Board Policy 1.013 Responsibilities of School District Personnel and Staff states,

1. District Administrative Staff

- a. *"The district administrative staff shall be responsible for the efficient planning and administration of all supporting educational services such as maintenance, transportation, school lunch, personnel, purchasing, federal programs, payroll and other responsibilities as directed by the superintendent. The district administrative staff is also responsible for insuring that the appropriate district policies,*

⁵⁵ Does not include technical system administrators.

state board of education rules, state laws, and federal laws and rules are adhered to.”

School Board Policy 3.10.6 Conditions of Employment with the District states, *“The District requires its employees to carry out their responsibilities in accordance to School Board Policy 1.013 (as may be amended), their job descriptions and reasonable directives from their supervisors that do not pose an immediate serious hazard to health and safety or clearly violate established law or policy.”*

Section G of the District’s Payroll and Time & Labor Training Manual states:

The District requires all time to be approved. Time is approved by Principals and/or Directors. If the cutoff time is missed for approving time, then the District will institute another means for approval. Once the payroll processing for the period is complete, Principals and/or Directors who were unable to meet the cutoff time will be able and will be required to complete the Post Approval Process.

WITNESS INTERVIEW

On February 18, 2021, a sworn recorded interview of Charter Schools Administrative Assistant Yaritza Dominguez was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Dominguez” as it relates to Allegation 10:

Dominguez stated her payroll responsibilities were to process payroll in PeopleSoft by inputting any TDE’s she received once they were approved by DePasquale. Dominguez said that, as part of processing payroll, she only inputs TDE’s. If an employee did not submit a TDE, there was no action on her part. Dominguez said she was not aware if DePasquale performed any action once she had processed the applicable TDE’s. Dominguez stated that she does not approve payroll.

The OIG asked Dominguez if DePasquale had provided his District password to her so that she could approval payroll. Dominguez responded that DePasquale has not provided his password to approve payroll. The OIG asked Dominguez if she had DePasquale’s District password. Dominguez stated, “I don’t have it.”

SUBJECT INTERVIEW

On February 1, 2021, and March 12, 2021, sworn recorded interviews of Director of Charter Schools Joe DePasquale were conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “DePasquale” as it relates to Allegation 10:

During his February 1, 2021 interview, DePasquale stated Dominguez was responsible for processing and approving payroll for the Charter Schools in PeopleSoft. DePasquale noted it was a standard practice to have secretaries approve payroll.

On March 12, 2021, DePasquale met with the OIG to amend his February 1, 2021, sworn statement, specifically regarding payroll. DePasquale said that since his initial statement, he received a Department - Financial Accounting Current Tasks (D-FACT) report from Chief Financial Officer Michael Burke. DePasquale stated that on March 1, 2021, he called Dominguez to discuss the unapproved records reflected in the D-FACT. DePasquale explained that he thought Dominguez was approving payroll. DePasquale said that Dominguez informed him that she was not approving payroll.

DePasquale stated he is not “religious” about reviewing the D-FACT reports because Charter Schools is “so small”.

DePasquale stated he assumed Dominguez had been approving payroll since she started. DePasquale attributed the payroll approval issue to a “miscommunication” between he and Dominguez. DePasquale reiterated it was a standard practice to have secretaries approve payroll. DePasquale added, “it doesn’t make it right, but it’s a common practice.” DePasquale acknowledged that was his responsibility as a Director to approve payroll.

DePasquale stated he still had not approved the department’s payroll. DePasquale explained he did not feel comfortable approving the department’s payroll records until the OIG investigation was completed. DePasquale noted he advised Assistant Superintendent of Choice and Innovation Jay Boggess that he would not approve payroll until the OIG investigation was completed.

The OIG asked DePasquale if he had received calls from the Payroll Department or if Dominguez and he had discussed payroll approval during his time in the Charter Schools Department. DePasquale said he did not recall receiving a call from the Payroll Department or from Dominguez.

DePasquale said he had not completed the District’s payroll training. The OIG explained to DePasquale records reflected he completed the training in 2018. DePasquale acknowledged that maybe he did complete it, did not remember.⁵⁶

RECORDS ANALYSIS

Exhibit 26: Email dated June 16, 2020, from DePasquale to Dominguez

Exhibit 27: June 2020 D-FACT for Charter Schools

Exhibit 28: Email exchange dated June 25, 2020, between DePasquale and Dominguez

⁵⁶ PeopleSoft training records reflect that DePasquale completed Payroll & Time Keeping Processes for Principals and District Administration on March 26, 2018.

Chief Financial Officer Michael Burke notifies all District Department heads via email when the D-FACT reports are available. The report is stored in PeopleSoft in each department's budget folder. The emails note that the report provides a snapshot of important financial metrics concerning each department. The D-FACT report currently includes information related to payroll, asset management, accounts payable, and accounting related training that needs to be completed.

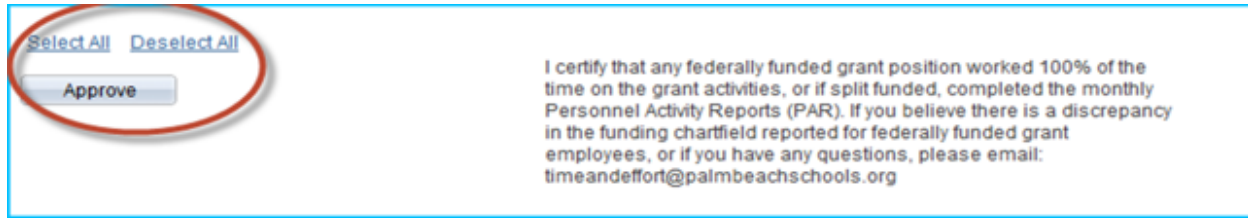
DePasquale's email records show that during 2020, emails related to the D-FACT report were sent monthly between February and June 2020, and again in December 2020. The records revealed on June 16, 2020, DePasquale sent the June 2020 notification email to Dominguez and stated "Look into this please. I do not think we should have any issues." **(Exhibit 26)** On June 25, 2020, Financial Accounting Specialist Steven Slaman emailed DePasquale the June D-FACT report for Charter Schools. **(Exhibit 27)**. The same day, Dominguez emailed DePasquale and reported there were "unapproved Payroll Records." The June D-FACT report showed that there were 409 unapproved payroll records as of June 11, 2020. Dominguez wrote, "I try (sic) doing it myself but it has to be done by the Director." That same day, DePasquale replied to Dominguez, "Done." **(Exhibit 28)** District payroll records confirmed DePasquale approved the payroll records on June 25, 2020.

The OIG obtained the February 2021, D-FACT report for Charter Schools from the Accounting Department. The report revealed that as of February 15, 2021, there are 921 unapproved payroll records.

The Payroll & Time Keeping Processes for Principals and District Administration training states, in part,

- "as the administrator responsible for your school's or department's budget and staff, accountability resides with you."
- "It is a requirement of the District that all time be approved. "
- "Only Principals and department heads have security to approve payroll records..."
- "Payroll/Time should be approved each pay period;"
- "Principals and department heads will access PeopleSoft Manager Self Service to perform the approval process."
- "If records are not approved timely, the District approves all records centrally for payroll processing on your behalf. However, Principals and department heads must acknowledge these records using the post time approval process."

The Payroll & Time Keeping Processes for Principals and District Administration training provides specific instructions for approving payroll. As part of those instructions, it reflects the following image demonstrating the “Approve” icon.



As demonstrated in the above image, as part of approving payroll, principals/department heads certify that any federally funded grant positions worked 100% of the time on the grant activities, or if split funded, completed the monthly Personnel Activity Reports.

CONCLUSION

It is alleged that Charter Schools Director Joe DePasquale knowingly violated School Board Policies 1.013 and 3.10, and the Payroll and Time & Labor Training Manual by not approving the Charter Schools payroll in PeopleSoft, as required by District procedures.

The District has internal controls and separation of duties in place to minimize risk. As noted in Allegation 1, had DePasquale approved payroll as required, the issue with Fox would have been identified much earlier.

DePasquale assumed Dominguez was approving the Department’s payroll, even though he stated he was aware that he was responsible for approving payroll. Although during his interview, DePasquale said he did not recall receiving information from the Payroll Department or Dominguez regarding the department’s payroll, a June 2020, email exchange between DePasquale and Dominguez took place regarding approving the Department’s payroll. The email reflected that Dominguez notified DePasquale that the payroll approvals had to be completed “by the Director.” As the Director, this communication should have alerted DePasquale about his role in the department’s payroll approval process.

Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Joe DePasquale knowingly violated School Board Policy 1.013 and 3.10, and the Payroll and Time & Labor Training Manual by not approving the Charter Schools payroll in PeopleSoft, as required by District procedures was **Substantiated**.

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

ATTESTATION

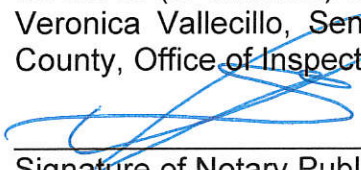
I, the undersigned, do hereby swear, under penalty of perjury, to the best of my personal knowledge, information, and belief, the contents of this report are true and accurate; and I have not knowingly or willfully deprived or allowed another to deprive, the subject of the investigation of any rights contained in Sections 112.532 and 112.533, Florida Statutes. This investigation was conducted pursuant to School District Policy 1.092, Inspector General, and in accordance with applicable Principles and Standards for Offices of Inspectors General as published by the Association of Inspectors General.



Veronica Vallecillo, Senior Investigator

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

Sworn to (or affirmed) and subscribed before me this 21 day of July, 2021, by Veronica Vallecillo, Senior Investigator for the School District of Palm Beach County, Office of Inspector General, who is personally known by me.




Signature of Notary Public

Notary Public or Law Enforcement Officer



This investigation was conducted by Veronica Vallecillo, supervised and approved by Director of Investigations Oscar Restrepo. The investigation was conducted in accordance with guidance from the Association of Inspectors General handbook and within standards as prescribed by Commission for Florida Law Enforcement Accreditation.

Approved by:  Date: 7/21/2021
Oscar Restrepo, Director of Investigations

Approved by:  Date: 7/21/2021
Teresa Michael, Inspector General

EXHIBIT LIST

Email dated January 22, 2021, to Fox from DePasquale reflecting a recap of their meeting	Exhibit 1
Email dated December 17, 2020, to DePasquale from Smith	Exhibit 2
Email exchange between Fox and Walker during July 9 – July 10, 2020	Exhibit 3
Email dated February 23, 2021, from DePasquale to Charter School Principals	Exhibit 4
Email dated June 8, 2020, from Mitchell to Oswald	Exhibit 5
Assignment Transfer Letter Template	Exhibit 6
Electronic history of Fox’s Transfer Letter.....	Exhibit 7
Job Position Description Notes	Exhibit 8
July 22, 2020, School Board Agenda – P1 Personnel Agenda	Exhibit 9
School Board Agenda Detail for July 22, 2020 Personnel Agenda	Exhibit 10
Non-Bargaining Unit (NBU) Employee Compensation Guidelines	Exhibit 11
Job Description: Instructional Specialist – Capacity Development.....	Exhibit 12
Staff Salary Schedule effective July 1, 2020	Exhibit 13
Email exchange dated July 13, 2020, between Fox and Schwartztrauber regarding a list of Charter Schools.....	Exhibit 14
Fox’s timesheet from March 23, 2020, through January 22, 2021	Exhibit 15
2020-21 District Organizational Chart.....	Exhibit 16
Email dated March 18, 2020, from Terembes to Fox.....	Exhibit 17
Email dated March 18, 2020, Invitation to edit, “Remote Work Departmental Plan & Timesheet – 9030.....	Exhibit 18
Email exchange dated April 2, 2020, between Fox and Schwartztrauber ..	Exhibit 19
Email exchange dated July 13, 2020, between Fox and Schwartztrauber ..	Exhibit 20
Emails documenting Peterson and Schwartztrauber accessed District systems using Fox’s credentials	Exhibit 21
Email exchange dated October 15, 2020, between Fox and Schwartztrauber regarding IT Security training	Exhibit 22
Email exchange dated January 4, 2021, between Fox and Schwartztrauber regarding completion of IT Security training.....	Exhibit 23
Email exchange dated March 2, 2021, between Fox and Schwartztrauber.....	Exhibit 24
FY 21 Employee Technology Services Acknowledgement and Consent... ..	Exhibit 25
Email dated June 16, 2020, from DePasquale to Dominguez.....	Exhibit 26
June 2020 D-FACT for Charter Schools	Exhibit 27
Email exchange dated June 25, 2020, between DePasquale and Dominguez.....	Exhibit 28
Response from Keith Oswald dated June 18, 2021	Exhibit 29
PeopleSoft record - Fox’s Work History	Exhibit 30
Response from Shaun Schwartztrauber dated June 29, 2021	Exhibit 31
Response from Jordan Peterson dated July 21, 2021	Exhibit 32
Transcript of Keith Oswald’s sworn statements to OIG	Exhibit 33

DISTRIBUTION LIST

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Donald E. Fennoy II, Superintendent
Jay Boggess, Assistant Superintendent, Choice and Innovation
Michael Burke, Chief Financial Officer
Gonzalo LaCava, Chief of Human Resources
Vicki Evans-Pare, Director, Employee and Labor Relations

Information Distribution:

Palm Beach County School Board Members
Audit Committee Members
OIG File

From: on behalf of Joe De Pasquale (Dir Of Charter School)
Sent: Friday, January 22, 2021 11:05 AM
To: bonnie.fox@palmbeachschools.org
Cc: keith.oswald@palmbeachschools.org;jay.boggess@palmbeachschools.org
Subject: Charter meeting 1/22/21 10:30 am

January 22, 2021

Bonnie please see below for a recap of our meeting today.

1. Charter School Title I school assignments

Glades Academy
Everglades Prep
Inlet Grove HS
Palm Beach Prep

2. Responsibilities: support and assist schools as mutually agreed by administration and yourself. Focus to be determined mutually after meeting with administration, reviewing data and mapping out a course of support you will provide with emphasis on academic achievement, systems and structures.

3. Schedule a time with Dr. Lockhart and Dr. Carvelli for an initial visit to respective schools.

4. Sign in and out daily via email to Yaritza Dominguez.

5. Submit timesheet via email each Friday by 12 noon to Yaritza Dominguez.

6. Submit all TDE's when taken to me directly.

7. Contact Nicole Smith regarding Title I questions.

George cell--561-662-2820

John cell--772-486-0051

Yaritza cell-561-506-0598

Yaritza will provide you with a timesheet template via email to be utilized weekly. Please contact George and John directly with issues pertaining to schools assigned and they will pass information along to me when necessary.

Thank you

Joe

Activity #: 21.0009.5
OIG Staff: V. Valleccillo
Date Rec'd: 2.24.21 Pages: 1
Rec'd: District email records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 1

From: on behalf of Nicole Smith (Federal Prog)
Sent: Thursday, December 17, 2020 3:40 PM
To: joe.depasquale@palmbeachschools.org
Cc: keith.oswald@palmbeachschools.org;jay.boggess@palmbeachschools.org;mike.burke@palmbeachschools.org
Subject: Title I - Glades Academy Support

Hi, Joe.

After Leadership's review of school-level data, there has been a shift in Title I initiatives to increase support to the District's School Improvement (formerly DA) schools. Each of the School Improvement schools will now receive dedicated support from a specialist level position. The position held by Bonnie Fox will be included as part of this initiative to support Glades Academy. Ms. Fox's work should be concentrated in supporting Glades Academy as they work to exit School Improvement Status.

Please let me know if you have questions or concerns.

Thank you.
Nicole

Nicole C. Smith

Director, Department of Federal and State Programs
The School District of Palm Beach County
3300 Forest Hill Boulevard, Suite B-102
West Palm Beach, FL 33406
Ph: (561) 434-8111 (PX 48111)
nicole.c.smith@palmbeachschools.org



The School Board of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

Activity #: 21 0009. I
OIG Staff: V. Vallellio
Date Rec'd: 3.25.21 Pages: 1
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 2

From: Wendy Walker
To: bonnie.fox@palmbeachschools.org
Subject: Re: Payroll
Date: Friday, July 10, 2020 8:27:19 AM

Activity #: 21.0009-I
OIG Staff: V. Valleclio
Date Rec'd: 2-24-21 Pages: 1
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 3

Awesome!!

On Fri, Jul 10, 2020 at 9:20 AM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:
It just appeared. Thank you.
Have a great weekend.

Sent from my iPhone

On Jul 10, 2020, at 8:51 AM, Wendy Walker
<wendy.walker@palmbeachschools.org> wrote:

Good morning

I will follow up on this right now. It should be there. Give me a little and I will update you.

Sorry

On Fri, Jul 10, 2020 at 8:50 AM Bonnie Fox
<bonnie.fox@palmbeachschools.org> wrote:

Did you do my payroll ? It has not appeared in my bank account.
Perhaps, it is too early in the day. I am just making sure I did not get lost. Thank you.

Sent from my iPhone

> **On Jul 9, 2020, at 7:23 AM, Bonnie Fox**
> <bonnie.fox@palmbeachschools.org> wrote:

>

> Good morning. I hope all is still going well. I miss our weekly chats.
> I am just confirming that you are still doing my payroll. Am I correct?
> Thank you.

>

> Sent from my iPhone

--
Wendy Walker
Executive Administrative Assistant to
Michelle L. Fleming
Director of Administration and Compliance
The School District of Palm Beach County, FL
3300 Forest Hill Boulevard, Suite C-316
West Palm Beach, FL 33406

From: on behalf of Bonnie Fox
Sent: Tuesday, February 23, 2021 6:11 PM
To: bnnbcf@aol.com
Subject: Fwd: Principal updates

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 2-24-21 Pages: 1 of 4
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 4

Sent from my iPhone

Begin forwarded message:

From: Yaritza Dominguez Soto <yaritza.dominguezsoto@palmbeachschools.org>
Date: February 23, 2021 at 4:40:51 PM EST
Cc: Bonnie Fox <bonnie.fox@palmbeachschools.org>, "Branch, Karla" <karla.branch@palmbeachschools.org>, "Byrne, Stephen" <stephen.byrne@palmbeachschools.org>, "Carvelli, John" <john.carvelli@palmbeachschools.org>, "Helfrich, Lisa" <lisa.helfrich@palmbeachschools.org>, Joe De Pasquale <joe.depasquale@palmbeachschools.org>, "Lockhart, George" <george.lockhart@palmbeachschools.org>, Jay Boggess <jay.boggess@palmbeachschools.org>
Subject: Principal updates

February 23, 2021

Below you will find the information that was scheduled to be shared this morning.

Welcome and Safety

1. Welcome: The charter office welcomes Bonnie Fox to the team. Bonnie is a former principal for many years in the district and brings a wealth of knowledge to her position. She's a specialist assigned to work with Title I schools. If you are a Title school and would like Bonnie's assistance please contact me directly with specifics and we will see if Bonnie is able to assist.
2. Please be certain to keep up with all safety benchmarks and other safety requirements and mandates involving school safety. All schools should have uploaded their amended **security contract and attestation letter for child abuse and neglect training** by now. Remember 1 code red and 1 fire drill is due each month. Please be certain you are utilizing **SESIR** and **FortifyFI** at your schools. Please be reminded of your responsibility to register for **CSTAG Threat Assessment Training** and upload completion certificates in charter tools by the end of May. New for 2021-2022 is **Alyssa's Law**. I recommend you read through the law and plan to be in compliance for the coming school year.
3. **Annual reviews:** the staff is currently reviewing your documents and I have directed them for any element marked DNM to immediately notify the school so you have ample time to correct.

4. **Work Authorization Process:** form **2177** must be completed in its entirety or it will not be signed off by the charter office. No one is permitted to begin work at your schools until this process is complete and the charter office has signed off. **Fingerprints are good for 5 years.** Anyone, including board members, must submit for a new background check every 5 years. The administration of each school is responsible for ensuring all teachers and staff are in compliance. **Background checks must be done in PBC.**

ESE

1. Please remind your 504/SBT/ESE team of the importance of attending trainings/meetings such as the Regional Collaborative Meetings, SBT meetings/trainings, etc.
2. Please have all ESE service providers on your campus including therapists and ESE teachers, complete the Progress Track training for EdPlan in eLearning.
3. All required members of IEP/Child Study Teams must be in attendance at the meeting. They cannot sign forms after the fact.
4. Truancy procedures outlined in your charter must be followed, including documentation of follow-up for truancy, and attendance data in SIS should match data in the school's internal system.

Student Discipline in Virtual Setting

1. A link was sent out by Dr. Lockhart previously. Please contact him directly with questions.

Truancy Update

1. Melissa Matthews recorded a podcast that was already provided to all principals.

Summer School

1. HO already provided.

Date Sensitive Documents in Charter Tools

1. Dr. Carvelli wanted to remind you to be certain you are up to date with all **health inspections, insurance renewals and fire inspections.**

Third Grade Good Cause

Activity #: 21.0009.I
OIG Staff: V. Vallecillo
Date Rec'd: 2-24-21 Pages: 2 of 4
Rec'd: District email records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 4

A link to the recorded "Portfolio Contact meeting" will be sent to Elementary Charter Principals next week along with the necessary resources.

Please share this information with your designated "Portfolio Contact" who may then use the information to train third grade teachers about the process.

Please contact Karla Branch at karla.branch@palmbeachschools.org with any questions pertaining to Third Grade Good Cause.

If you have any questions please feel free to email or call the individuals connected to the information above.

I would like to again apologize for this morning's cancellation. I am certain you all understand that some of the information shared during these meetings is sensitive and meant only for the school principal. Of course it is your prerogative of who you decide to share it with at your school. Google meetings are a whole lot different than a face to face meeting as you know. It is critical that the charter office knows who is on these calls and what role they play at the school. I am sure you agree that when 10-15 names appear on our invite list five minutes prior to the meeting beginning, and we have no idea who these people are, it is a cause for concern.

It has always been the practice of the charter office to limit the attendance to principals only but to also allow other individuals once requested by the school principal and approved by the director; my predecessor followed this protocol as well. This protocol was in effect when we were conducting face to face meetings as well. I very much doubt that any principal in the age of on-line meetings would conduct one without knowing who was on the other end.

I hope this helps you to understand my rationale for this morning's cancellation. The charter office will continue to adhere to our Core Principles:

Maintain High Standards
Uphold Charter School Autonomy
Protect Student and Public Interests

Thank you

Activity #: 21-0009-I
OIG Staff: V. Vallecullo
Date Rec'd: 2/24/21 Pages: 3 of 4
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 4

Joe

Activity #: 21-0009 J
OIG Staff: V Vallecello
Date Rec'd: 2.24.21 Pages: 4 of 4
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 4

From: on behalf of Mark Mitchell
Sent: Monday, June 8, 2020 12:02 PM
To: keith.oswald@palmbeachschools.org
Cc: gonzalo.lacava@palmbeachschools.org
Subject: Bonnie Fox transfer - draft letter
Attachments: Assignment Transfer Letter Template.docx

Hi Keith,

Based on our conversation, please see attached draft letter to be placed on your letterhead. Please note the holding places for the title of the job and department name to which she is being transferred.

Just let me know if there is anything else we may assist with.

Take care,

Mark Mitchell

Director, **Compensation & EIS**

Phone: (561) 357-7529 - PX 47529, Fax (561) 434-7318 - PX 47318

MAKE THE CHANGE

COME TEACH IN PALM BEACH



**HIGHEST TEACHER SALARY
IN SOUTH FLORIDA**

CALL A RECRUITER **NOW!**

Activity #: 21-0009-I
OIG Staff: V. Yallecillo
Date Rec'd: 2.24.21 Pages: 1
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 5



SCHOOL DISTRICT
PALM BEACH COUNTY, FLORIDA
DEPARTMENT NAME
3300 FOREST HILL BLVD., SUITE #
WEST PALM BEACH, FL 33406-5813

Ph: 561-XXX-XXXX Fax: 561-XXX-XXXX
www.palmbeachschools.org/compensation

NAME
DIRECTOR

NAME
CHIEF OF XXXXX

June 4, 2020

Bonnie Fox
1014594
9030 School Transformation

RE: Employee Transfer

Dear Ms. Fox

This letter serves to confirm your transfer/assignment from your current position as Principal, Special Assignment, to the position of <fill in title here>, in the <fill in the department here> Department, effective July 1, 2020. As a result of this transfer, your current base salary will remain in effect.

Sincerely,

Keith Oswald
Deputy Superintendent

c: Mark Mitchell, Director, Compensation & Employee Info Svcs (Personnel File)

My signature below indicates that I have received a copy of this correspondence which will be added to my personnel file.

(Employee's Signature)

(Date)

Activity #: 21.0009.I
OIG Staff: V. Vallecillo
Date Rec'd: 2-24-21 Pages: 1
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 6



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

DEPUTY SUPERINTENDENT/CHIEF OF SCHOOLS
3300 FOREST HILL BOULEVARD, C-316
WEST PALM BEACH, FL 33406-5869

PHONE: 561-649-6805 / FAX: 561-649-6837
WWW.PALMBEACHSCHOOLS.ORG

KEITH OSWALD
DEPUTY SUPERINTENDENT/CHIEF OF SCHOOLS

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 2-24-21 Pages: 1 of 2
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 7

June 9, 2020

Bonnie Fox
1014594
9030 School Transformation

RE: Employee Transfer

Dear Ms. Fox

This letter serves to confirm your transfer/assignment from your current position as Principal, Special Assignment, to the position of Instructional Specialist, in the Charter Schools Department, effective July 1, 2020. As a result of this transfer, your current base salary will remain in effect.

Sincerely,

Keith Oswald
Keith Oswald (Jun 9, 2020 16:30 EDT)

Keith Oswald
Deputy Superintendent

c: Mark Mitchell, Director, Compensation & Employee Info Svcs (Personnel File)

My signature below indicates that I have received a copy of this correspondence which will be added to my personnel file.

Bonnie Fox
Bonnie Fox (Jun 10, 2020 09:09 EDT)

(Employee's Signature)

Jun 10, 2020

(Date)









Bonnie Fox Letter

Final Audit Report

2020-06-10

Created:	2020-06-09
By:	Theresa Maloney (theresa.maloney@palmbeachschools.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAkNDqyGoVJO8WalTMbnMYA4zFU8kOKzjU

"Bonnie Fox Letter" History

-  Document created by Theresa Maloney (theresa.maloney@palmbeachschools.org)
2020-06-09 - 8:13:39 PM GMT - IP address: 66.176.176.240
-  Document emailed to Keith Oswald (keith.oswald@palmbeachschools.org) for signature
2020-06-09 - 8:20:42 PM GMT
-  Email viewed by Keith Oswald (keith.oswald@palmbeachschools.org)
2020-06-09 - 8:30:13 PM GMT - IP address: 66.102.8.111
-  Document e-signed by Keith Oswald (keith.oswald@palmbeachschools.org)
Signature Date: 2020-06-09 - 8:30:42 PM GMT - Time Source: server- IP address: 67.191.19.224
-  Document emailed to Bonnie Fox (bonnie.fox@palmbeachschools.org) for signature
2020-06-09 - 8:30:44 PM GMT
-  Email viewed by Bonnie Fox (bonnie.fox@palmbeachschools.org)
2020-06-09 - 8:48:24 PM GMT - IP address: 76.109.148.41
-  Document e-signed by Bonnie Fox (bonnie.fox@palmbeachschools.org)
Signature Date: 2020-06-10 - 1:09:37 PM GMT - Time Source: server- IP address: 107.72.178.72
-  Signed document emailed to Theresa Maloney (theresa.maloney@palmbeachschools.org), Bonnie Fox (bonnie.fox@palmbeachschools.org) and Keith Oswald (keith.oswald@palmbeachschools.org)
2020-06-10 - 1:09:37 PM GMT

Activity #: 21.0009.I
OIG Staff: V. Valleclio
Date Rec'd: 2/24/21 Pages: 2 of 2
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 7

Activity #: 21.0009.I
 OIG Staff: V. Vallello
 Date Rec'd: 2/26/21 Pages: 1
 Rec'd: Samantha Melecio
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 8

Description | **Specific Information** | **Budget and Incumbents**

Position Information

Position Number: 10107201
 Headcount Status: Filled Current Head Count: 1 out of 1
 *Effective Date: 07/01/2020 *Status: Active
 Reason: TTL Title Change Action Date: 06/02/2020
 *Position Status: Approved Status Date: 07/01/2020 Key Position

Job Information

*Business Unit: SDPBC School Dist of Palm Beach Co
 Job Code: 73245 Spec Instr Capacity Developmnt SOC Code: 64010 SPEC. ST TRNG
 *Reg/Temp: Regular *Full/Part Time: Full-Time
 *Regular Shift: Not Applicable Union Code: 08S Staff Assoc-Staff
 Title: Spec Instr Capacity Developmnt Short Title: SP IN CPDV Detailed Position Description

Work Location

*Reg Region: USA United States
 Department: 9333 Charter Schools
 Location: L049 FHESC IBIS Building E
 Reports To: 10015123 Dir Charter Sch & Home Ed
 Supervisor Lvl:

Salary Plan Information

Salary Admin Plan: Grade: Step:
 Standard Hours: 40.00 Work Period: 260 260 Day
 USA
 Updated on: 06/15/2020 9:18:29AM Updated By: USSERY

Detailed Position Description

Spec Instr Capacity Developmnt change job code per Amy Barningham email dated 6/16/20 MU
 Coordinator Single Sch Culture- create per Amy Barningham email dated 6/2/20 for FY21 MU

Save | Return to Search | Notify

Description | Specific Information | Budget and Incumbents

OK Cancel

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

Set ID: SHARE Department: 9333 Charter Schools Fiscal Year: 2021
 Budget Begin Date: 07/01/2020 Offset Group: PBCSD Budget Cap
 Budget End Date: 06/30/2021 Per Budget Level Per Earn/Tax/Ded
 Default Funding Source Option: Distrib over Actual Earnings

Level Department Position Pool Jobcode Position Appointment
 Position Number: 10107201 Spec Instr Capacity Developmnt
 Effective Date: 07/04/2020 Eff Seq: 0 Status: Active Date Entered: 07/04/2020
 Earnings Cap: 0.00 Currency: USD

Earnings Distribution

Earnings Code	Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	9333-OTS4201-6402-6570-21			100.000

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Includes History | Correct History

Agenda Categories	Personnel Transactions
Additional Job	977
Data Change	1250
Death	3
Introductory/Instructional	2
Introductory/NonInstructional	3
Leave of Absence	68
Pay Rate Change	8832
Recall from Suspension	1
Retirement	65
Return from Leave	12
Separation of Employment	501
Substitute Appointment	3
Suspension	1
Temporary Appointment	1
Transfer	545
TOTAL PERSONNEL TRANSACTIONS	12264

Activity #: 21.0009.I
 OIG Staff: V. Vallejo
 Date Rec'd: 2.8.21 Pages: 1 of 2
 Rec'd: Board Docs
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 9

A complete listing of all personnel transactions is maintained by the Department of Compensation and Employee Information Services. This register is available for review by the public from 8:00 AM to 4:30 P.M. daily at the Fulton-Holland Educational Services Center in Suite A-152 in the Office of Compensation & Employee Information Services.

IN MEMORIAM

Eusebio Goyogana	Lead Custodian Jeaga Middle School	Born: April 27, 1944 Deceased: June 15, 2020
Cindy Radoff	Teacher - Elementary Kindergarten U B Kinsey/Palm View Elementary	Born: July 10, 1965 Deceased: May 19, 2020
Eric Reid	Teacher - Middle English 6-8 John F Kennedy Middle	Born: October 14, 1984 Deceased: May 18, 2020

Activity #: 21.0009.I
OIG Staff: T. Valleclio
Date Rec'd: 2.8.21 Pages: 2 of 2
Rec'd: Board Docs
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 9



Activity #: 21-0009.I
OIG Staff: V. Vallellid
Date Rec'd: 2.8.21 Pages: 1
Rec'd: Board Docs
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 10

Agenda Item Details

Meeting Jul 22, 2020 - 1. VIRTUAL BOARD MEETING AT 5 p.m. using Google Meet Technology
Category 14. Consent Agenda
Subject P1 Personnel Agenda
Type Action (Consent)
Recommended Action I recommend the Board approve the Personnel Agenda as submitted.

DESCRIPTION:

Personnel Agenda for July 22, 2020

CONTACT:

Gonzalo La Cava, Ed.D., Chief of Human Resources (gonzalo.lacava@palmbeachschools.org)
Mark Mitchell, Director, Compensation and Employee Info Services

FINANCIAL IMPACT:

The financial impact to the School District is absorbed within school, department, and grant budgets. Changes in employment status occur on a continual basis with little or no budgetary impact since terminations/leaves result in budgeted positions being vacant and appointments/promotions result in budgeted positions being filled. However, the net financial impact for the attached list of 12,264 transactions is -7,590,115 and is inclusive of the processing of salary increases as approved by the Board for SEIU Florida Public Services Union on March 18, 2020 and Palm Beach County Police Benevolent Association (PBA) approved by the board on June 17, 2020. Detailed information is on file in the Department of Compensation and Employee Information Services.

Strategic Themes (choose all that apply):

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

Long-Term Outcomes (choose all that apply):

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

July 22 Agenda.pdf (170 KB)

July 22 Agenda Separation Chart.pdf (78 KB)

Non-Bargaining Unit (NBU) Employee Compensation Guidelines

Effective December 13, 2012

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 4.4.21 Pages: 1 of 3
Rec'd: Compensation & Employee Info SW
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 11

base pay adjustment for Assistant Principals would only apply when assigned to NBU non-school-based positions on the Staff Schedule lower than pay level 2*.

3. Confidential employees on multi-year contracts that are involuntarily reassigned shall maintain their pay rate until the expiration of their contract. At the expiration of the contract, their base pay shall remain intact unless their base pay exceeds the maximum of the lower pay level, in which case, their pay rate shall be adjusted to the maximum of the range for that level.
4. When NBU employees are involuntarily reassigned to a position assigned to a lower pay level, their base pay shall remain intact for the balance of the current fiscal year. At the beginning of the next fiscal year, their base pay shall remain intact unless their base pay exceeds the maximum of the lower pay level, in which case, their pay rate shall be adjusted to the maximum of the range for that level.

B. Voluntary Reassignments/Transfers

1. When a Principal or Assistant Principal voluntarily requests reassignment to a school with a different complexity level, their complexity supplement will be adjusted to the level for the new school, effective the first day of the pay period following the transfer/reassignment.
2. When all other NBU employees request a voluntary transfer/reassignment to a position assigned to a lower pay level, their current base pay shall be reduced by 5% effective the date of the reassignment. If their adjusted base pay exceeds the maximum of the lower pay level, the pay rate shall be adjusted to the maximum for that pay level effective the date of the reassignment.

III. New Hires/Formal Employees/Retirees

- A. New hires with non-District experience may be considered for advanced placement on the NBU Schedule. For each year of identical or nearly identical job experience, new employees may be granted one percent (1%) of the pay range minimum toward pay range advancement.
- B. No one hired from outside the District shall be paid more than the highest paid employee in the same job, or in the case of a one-of-a-kind job, at the same level within the appropriate department/division, unless specifically authorized in writing by the Superintendent.
- C. Former employees are not guaranteed their prior rate of pay. For each year of identical or nearly identical District work experience, former employees may be granted two percent (2%) of the pay range minimum toward pay range advancement, on an equitable basis in comparison to existing District employees, on the pay level for the position to which they return. Former employees may also qualify for pay advancement as described above in Section III-A.

Non-Bargaining Unit (NBU) Employee Compensation Guidelines

Effective December 13, 2012

I. Promotions/Placements for Current District Employees

- A. For the purpose of these guidelines, a promotion is defined as an appointment to a position assigned to a higher pay level. Promotional increases for Principals would only apply when appointed to NBU positions assigned to Staff Schedule pay level 11* and higher. Similarly, promotional increases for Assistant Principals would only apply when appointed to NBU positions assigned to Staff Schedule pay level 4* and higher.
- B. Supplements will not be considered part of the base pay when adjudicating promotional increases. This applies to those employees moving from a bargaining unit position to an NBU position, as well as employees moving from one NBU position to another.
- C. When an NBU promotion is effective July 1st, the promotional increase shall be based on the new fiscal year base rate.
- D. NBU employees promoted to another position compensated on the NBU Schedule shall receive a 5% increase to their current base pay OR will be placed at the minimum of the new pay level, whichever is greater.
- E. Existing District employees being promoted into non-school-based, District Staff positions shall be placed at the minimum of the new salary level or will receive a 5% increase in base salary, whichever is greater. For purposes of this calculation, the 5% adjustment is based on the employee's current base salary only with no upward adjustment to be made for any differences in duty days that may exist between the employee's current position and the promotional NBU assignment.

II. Reassignments for Current District Employees

A. Involuntary Reassignments/Transfers

- 1. When a Principal or Assistant Principal is involuntarily reassigned to a school that is assigned a lower complexity factor, the complexity supplement will be adjusted effective January 1st of the fiscal year. If the complexity factor for the new assignment is higher, the complexity supplement will be adjusted effective the date of reassignment.
- 2. When a Principal or Assistant Principal who holds a multi-year contract is involuntarily reassigned to an NBU position (non-school-based), their base pay shall not be adjusted during the remainder of the fiscal year. However, the authorization for their complexity supplement will be rescinded effective the first day of the pay period following the involuntary reassignment. Effective July 1st of the subsequent fiscal year, the base pay for the employee's reassigned non-school-based position will be adjusted pursuant to the appropriate compensation schedule and pay level for the new position. If their pay exceeds the maximum of the lower pay level, their pay rate shall be adjusted to the maximum of the range for that level. For the purpose of these guidelines, the base pay adjustment for Principals would only apply when assigned to NBU non-school-based positions on the Staff Schedule lower than pay level 8*. Similarly, the

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 4-4-21 Pages: 2 of 3
Rec'd: Compensation & Employee Info Serv
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 11

Non-Bargaining Unit (NBU) Employee Compensation Guidelines

Effective December 13, 2012

- D. Retirees, other than teachers, are not eligible for rehire until they have been retired for a length of time in accordance by Florida State Statute and Florida Retirement System (FRS) guidelines. Employees who retire from service with the District (including those who terminate from DROP) and are rehired shall be placed at the minimum of the pay level for the position to which they return.
- E. New and former employees are ineligible for performance based pay advancement during their probationary period of employment. After completing their probationary period, they shall be eligible for the same performance based pay advancement as all other regular employees within their assigned employee group.

IV. Requests for exceptions to these compensation guidelines must be justified in writing and authorized by signature from the Superintendent of Schools.

**Please note that these pay levels may be changed should new schedules be adopted at a later date.*

Activity #: 21-0009.1
OIG Staff: V. Vallecillo
Date Rec'd: 4.4.21 Pages: 3 of 3
Rec'd: Compensation & Employee Info Serv.
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 11

JOB CODE: 73245

TITLE: INSTRUCTIONAL SPECIALIST – CAPACITY DEVELOPMENT

QUALIFICATIONS:

- 1. Master’s degree and valid teaching certificate required.
- 2. Successful teaching experience including experience in articulating with other areas and levels.
- 3. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
- 4. Knowledge of current computing technologies and software applications appropriate to the position’s job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

Provides Technical Assistance

- 1. Identifies and communicates evidence-based practices to schools.
- 2. Is thoroughly familiar with the longitudinal data available for assigned schools.
- 3. Identifies trends revealed through data analysis.
- 4. Orchestrates change under the leadership of the Area Director – School Accountability.
- 5. Helps district develop capacity for future scale-up projects linked to student achievement.
- 6. Regularly reports information relevant to specific schools progress, status of student achievement, and school environment details to the Area Director – School Accountability.

Reviews District, State, and Federal Requirements and Program Components

- 7. Reviews and provides input on the School Improvement Plan and the District Improvement, Assistance and Intervention Plan.
- 8. Assists with data analysis, curriculum alignment and pacing.
- 9. Consistently utilizes rubrics, monitoring tools, and reports.

Supports Schools through Data Coaching

- 10. Uses data conferencing for the review of student work to assess and improve instruction.
- 11. Employs multiple approaches to solve specific achievement challenges identified by data.
- 12. Avoids using a single year’s data to identify trends.
- 13. Uses data to identify high and low performing groups and to provide thoughtful and effective intervention.
- 14. Helps schools connect student data and teacher professional development.
- 15. Examines student data and data on teacher professional development to determine over longer periods of time the effectiveness of professional development efforts.
- 16. Achieves continuous improvement through district and schoolwide data driven processes.

Activity #: 21.0009-I
 OIG Staff: V. Vallecaillo
 Date Rec'd: 2.8.21 Pages: 1 of 2
 Rec'd: Compensation webpage
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 12

Assists in Effective Professional Development Delivery

- 17. Assists district/schools to move away from offering a menu of professional development workshops to a cohesive, sustained, intensive and classroom-focused approach.
- 18. Stays abreast of the latest research regarding curriculum, instruction, and professional development related to their content areas.
- 19. Supports the use of evidence-based professional development that: focuses on academic content; is engaging, rich, and relevant for teachers and administrators; demonstrates how students think and learn content; links to teachers daily classroom experiences; allows teachers to engage in learning sessions collectively in Professional Learning Communities and Learning Team Meetings / Lesson Study Groups to encourage on-going reflection upon what has been learned; and uses a variety of approaches including but not limited to: demonstration, modeling, debriefing through reflection and planning, reducing teacher and administrator isolation, group coaching, 1:1 coaching, inquiry groups, group coaching with classrooms, collaborative lesson planning, and collaborative analysis of student work to improve teaching and learning.
- 20. Monitors and assists with the Florida Professional Development Evaluation Protocol (FPDEP).
- 21. Assists with the alignment of all professional development with evidence of the FPDEP standards: Planning, Delivery, Follow-up, and Evaluation.
- 22. Diligently pursues continuous personal professional development.

Performance Effectiveness Criteria

Periodic and special reports to the Board and other entities will be provided regarding the impact of this position with respect to progress toward annually established accountability and capacity development objectives for the following areas: 1) improvement in District schools with respect to specified Key Results, 2) improvement in FCAT proficiency and learning gains related to the designated subject area, and 3) improvement in meeting Adequate Yearly Progress goals.

Additional Job Functions:

- 1. Follows adopted policies and procedures in accordance with School Board priorities.
- 2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
- 3. Performs other duties as assigned.

Note: Employee must serve a Title I or Differentiated Accountability School.

New: 4/09

Salary Level: S2

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

Activity #: 21.0009.I
 OIG Staff: V. Valledillo
 Date Rec'd: 2.8.21 Pages: 2 of 2
 Rec'd: Compensation Webpage
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 12



STAFF SALARY SCHEDULE

Ranges for 12-Month Calendar

Current

Effective: July 1, 2020

Level	MINIMUM	MID-POINT	MAXIMUM
1	\$61,031	\$83,937	\$106,843
2	\$66,579	\$91,566	\$116,552
3	\$72,127	\$99,196	\$126,265
4	\$78,786	\$108,353	\$137,920
5	\$83,224	\$114,457	\$145,690
6	\$87,675	\$119,399	\$151,123
7	\$92,059	\$125,397	\$158,735
8	\$96,443	\$131,369	\$166,295
9	\$100,826	\$137,338	\$173,850
10	\$105,209	\$143,306	\$181,402
11	\$113,699	\$156,793	\$199,886
12	\$118,247	\$164,111	\$209,975
13	\$122,795	\$179,587	\$236,378

Activity #: 21.0009.I
 OIG Staff: V. Vallecillo
 Date Rec'd: 3.31.21 Pages: 1
 Rec'd: Compensation Webpage
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 13

Activity #: 21-0009-E
OIG Staff: V. Yaliecillo
Date Rec'd: 2-24-21 Pages: 1 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 14

From: on behalf of Shaun Schwartztrauber
Sent: Monday, July 13, 2020 6:56 PM
To: bonnie.fox@palmbeachschools.org
Subject: Re: Reopening Plans

The link below lists all the charter schools. You can click on the name of the school to get to the Website for each.

Charter Schools List

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Whether you think that you can, or that you can't, you are usually right.

On Mon, Jul 13, 2020 at 7:53 PM Shaun Schwartztrauber <shaun.schwartztrauber@palmbeachschools.org> wrote:
Yes, let me see what I can find.

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Whether you think that you can, or that you can't, you are usually right.

On Mon, Jul 13, 2020 at 7:51 PM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

No I have not— I am sitting tight.

Yes please continue.

When you have a chance could you please forward me a list of District monitored charter schools and if there is a little info about them (if you can do so without spending too much time).

Thanks

Sent from my iPhone

On Jul 13, 2020, at 7:47 PM, Shaun Schwartztrauber <shaun.schwartztrauber@palmbeachschools.org> wrote:

All is well here. Just very busy with work.

Have you received any further guidance regarding your new role? (I'm still signing you in/out as per usual)

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Activity #: 21-0009-I
OIG Staff: V. Valleccillo
Date Rec'd: 2024-21 Pages: 2 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 14

Whether you think that you can, or that you can't, you are usually right.

On Mon, Jul 13, 2020 at 7:45 PM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:
It seems to be one of best documents I have seen. How are you doing?

Sent from my iPhone

On Jul 13, 2020, at 7:41 PM, Shaun Schwartztrauber
<shaun.schwartztrauber@palmbeachschools.org> wrote:

No I didn't. ❓❓❓❓

Yes it is. I am happy to have it now so I can tie up loose ends in our plan.

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Whether you think that you can, or that you can't, you are usually right.

On Mon, Jul 13, 2020 at 7:39 PM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

I have not read deeply but looks thoughtful and comprehensive. Could be a model. Did you participate?

Sent from my iPhone

On Jul 13, 2020, at 6:59 PM, Shaun Schwartztrauber
<shaun.schwartztrauber@palmbeachschools.org> wrote:

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Activity #: 21.0009.I
OIG Staff: V. Vallecillo
Date Rec'd: 2.24.21 Pages: 3 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 14

*Whether you think that you can, or that you can't, you are usually
right.*

<Reopening Plan for Board Presentation.pdf>

Time Sheet for Remote Work ~ Bonnie C. Fox



Weekly Tasks for Providing Educational Services

Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	
3/23	3/23	3/24	3/24	3/25	3/25	3/26	3/26	3/27	3/27			Checking/Responding to emails, texts, phone correspondence
7:30	6:00	7:30	6:00	7:30	6:00	7:30	6:00					
3/30	3/30	3/31	3/31	4/1	4/1	4/2	4/2	4/3	4/3			Checking/Responding to emails, texts, phone correspondence
8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30			
4/6	4/6	4/7	4/7	4/8	4/8	4/9	4/9	4/10	4/10			Checking/Responding to emails, texts, phone correspondence
8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30			
4/13	4/13	4/14	4/14	4/15	4/15	4/16	4/16	4/17	4/17			Checking/Responding to emails, texts, phone correspondence
8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30			
4/20	4/20	4/21	4/21	4/22	4/22	4/23	4/23	4/24	4/24			Checking/Responding to emails, texts, phone correspondence
8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30			
4/27	4/27	4/28	4/28	4/29	4/29	4/30	4/30	05/01	05/01			Checking/Responding to emails, texts, phone correspondence
8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30			
5/4	5/4	5/5	5/5	5/6	5/6	5/7	5/7	5/8	5/8			Checking/Responding to emails, texts, phone correspondence
8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30			
5/11	5/11	5/12	5/12	5/13	5/13	5/14	5/14	5/15	5/15			Checking/Responding to emails, texts, phone correspondence
8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30			
5/18	5/18	5/19	5/19	5/20	5/20	5/21	5/21	5/22	5/22			Checking/Responding to emails, texts, phone correspondence
8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30			
5/25	5/25	5/26	5/26	5/27	5/27	5/28	5/28	5/29	5/29			Checking/Responding to emails, texts, phone correspondence
		8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30			
6/1	6/1	6/2	6/2	6/3	6/3	6/4	6/4	6/5	6/5			Checking/Responding to emails, texts, phone correspondence
8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30			
6/8	6/8	6/9	6/9	6/10	6/10	6/11	6/11	6/12	6/12			Checking/Responding to emails, texts, phone correspondence
7:00	5:00	7:00	5:00	7:00	5:00	7:00	5:00					
6/15	6/15	6/16	6/16	6/17	6/17	6/18	6/18					Checking/Responding to emails, texts, phone correspondence
7:00	5:00	7:00	5:00	7:00	5:00	7:00	5:00					

Activity #: 21.0009.I
 OIG Staff: V. Vallettillo
 Date Rec'd: 2.23.21 Pages: 1 of 4
 Rec'd: Bonnie Fox
 Redacted: Yes / No / N/A / Req'd / IBD
 Exhibit/Reference #: 15

Time Sheet for Remote Work ~ Bonnie C. Fox



Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Weekly Tasks for Providing Educational Services
6/22	6/22	6/23	6/23	6/24	6/24	6/25	6/25			Checking/Responding to emails, texts, phone correspondence
7:00	5:00	7:00	5:00	7:00	5:00	7:00	5:00			Checking/Responding to emails, texts, phone correspondence
6/29	6/29	6/30	6/30	7/1	7/1	7/2	7/2			Checking/Responding to emails, texts, phone correspondence
7:00	5:00	7:00	5:00	7:00	5:00					
7/6	7/6	7/7	7/7	7/8	7/8	7/9	7/9			Checking/Responding to emails, texts, phone correspondence
7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM			Checking/Responding to emails, texts, phone correspondence
7/13	7/13	7/14	7/14	7/15	7/15	7/16	7/16			Checking/Responding to emails, texts, phone correspondence
7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM			Checking/Responding to emails, texts, phone correspondence
7/20	7/20	7/21	7/21	7/22	7/22	7/23	7/23			Checking/Responding to emails, texts, phone correspondence
7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM			Checking/Responding to emails, texts, phone correspondence
7/27	7/27	7/28	7/28	7/29	7/29	7/30	7/30			Checking/Responding to emails, texts, phone correspondence
7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM			Checking/Responding to emails, texts, phone correspondence
8/3	8/3	8/4	8/4	8/5	8/5	8/6	8/6			Checking/Responding to emails, texts, phone correspondence
7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM			Checking/Responding to emails, texts, phone correspondence
8/10	8/10	8/11	8/11	8/12	8/12	8/13	8/13			Checking/Responding to emails, texts, phone correspondence
7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM			Checking/Responding to emails, texts, phone correspondence
8/17	8/17	8/18	8/18	8/19	8/19	8/20	8/20			Checking/Responding to emails, texts, phone correspondence
7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM	7:00 AM	5:00 PM			Checking/Responding to emails, texts, phone correspondence
8/24	8/24	8/25	8/25	8/26	8/26	8/27	8/27	8/28	8/28	Checking/Responding to emails, texts, phone correspondence
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence
8/31	8/31	9/1	9/1	9/2	9/2	9/3	9/3	9/4	9/4	Checking/Responding to emails, texts, phone correspondence
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence
9/7	9/7	9/8	9/8	9/9	9/9	9/10	9/10	9/11	9/11	Checking/Responding to emails, texts, phone correspondence
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence
9/14	9/14	9/15	9/15	9/16	9/16	9/17	9/17	9/18	9/18	Checking/Responding to emails, texts, phone correspondence
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence

Activity #: 21.00009.I
 OIG Staff: V. Yallicillo
 Date Rec'd: 2-23-21 Pages: 2 of 4
 Rec'd: Bonnie Fox
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 15

Time Sheet for Remote Work ~ Bonnie C. Fox



Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Weekly Tasks for Providing Educational Services
9/21	9/21	9/22	9/22	9/23	9/23	9/24	9/24	9/25	9/25	9/25	9/25	Checking/Responding to emails, texts, phone correspondence
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	
9/28	9/28	9/29	9/29	9/30	9/30	10/1	10/1	10/2	10/2	10/2	10/2	Checking/Responding to emails, texts, phone correspondence
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	
10/5	10/5	10/6	10/6	10/7	10/7	10/8	10/8	10/9	10/9	10/9	10/9	Checking/Responding to emails, texts, phone correspondence
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	
10/12	10/12	10/13	10/13	10/14	10/14	10/15	10/15	10/16	10/16	10/16	10/16	Checking/Responding to emails, texts, phone correspondence
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	
10/19	10/19	10/20	10/20	10/21	10/21	10/22	10/22	10/23	10/23	10/23	10/23	
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence
10/26	10/26	10/27	10/27	10/28	10/28	10/29	10/29	10/30	10/30	10/30	10/30	
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence
11/2	11/2	11/3	11/3	11/4	11/4	11/5	11/5	11/6	11/6	11/6	11/6	
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence
11/9	11/9	11/10	11/10	11/11	11/11	11/12	11/12	11/13	11/13	11/13	11/13	
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence
11/16	11/16	11/17	11/17	11/18	11/18	11/19	11/19	11/20	11/20	11/20	11/20	
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence
11/23	11/23	11/24	11/24	11/25	11/25	11/26	11/26	11/27	11/27	11/27	11/27	
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence
11/30	11/30	12/1	12/1	12/2	12/2	12/3	12/3	12/4	12/4	12/4	12/4	Thanksgiving Break
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence
12/7	12/7	12/8	12/8	12/9	12/9	12/10	12/10	12/11	12/11	12/11	12/11	
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence
12/14	12/14	12/15	12/15	12/16	12/16	12/17	12/17	12/18	12/18	12/18	12/18	
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	Checking/Responding to emails, texts, phone correspondence

Activity #: 21.0009.I
 OIG Staff: V. Vallecillo
 Date Rec'd: 2.23.21 Pages: 3 of 4
 Rec'd: Bonnie Fox
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 15

Time Sheet for Remote Work ~ Bonnie C. Fox



Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Weekly Tasks for Providing Educational Services
12/21	12/21	12/22	12/22									
8:00 AM	4:30 PM	8:00 AM	4:30 PM									Checking/responding to emails, texts, phone correspondence
1/4	1/4	1/5	1/5	1/6	1/6	1/7	1/7	1/8	1/8			
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM			Checking/responding to emails, texts, phone correspondence
1/11	1/11	1/12	1/12	1/13	1/13	1/14	1/14	1/15	1/15			
8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM			Checking/responding to emails, texts, phone correspondence
1/18	1/18	1/19	1/19	1/20	1/20	1/21	1/21	1/22	1/22			
		8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM	8:00 AM	4:30 PM			Checking/responding to emails, texts, phone correspondence
1/25	1/25	1/26	1/26	1/27	1/27	1/28	1/28	1/29	1/29			
2/1	2/1	2/2	2/2	2/3	2/3	2/4	2/4	2/5	2/5			

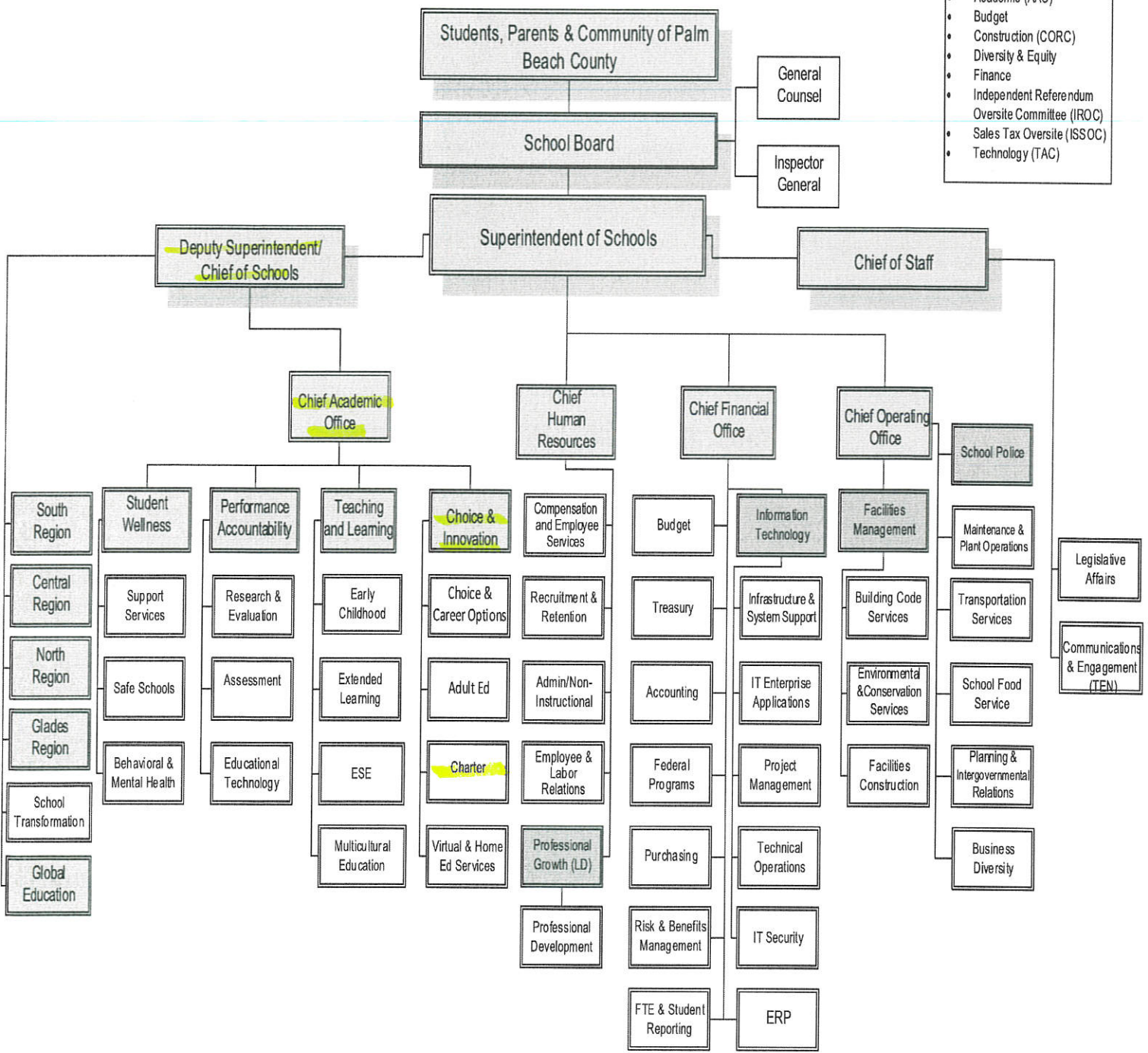
Activity #: 21.0009.I
 OIG Staff: V. Vallejos
 Date Rec'd: 2.23.21 Pages: 4 of 4
 Rec'd: Bonnie Fox
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 15

District Organization Chart

Activity #: 21-0009-I
 OIG Staff: V. Vallecillo
 Date Rec'd: _____ Pages: 1
 Rec'd: District Website
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 16

School District of Palm Beach County 2020-2021

- Board Advisory Committees
- Audit
 - Academic (AAC)
 - Budget
 - Construction (CORC)
 - Diversity & Equity
 - Finance
 - Independent Referendum Oversight Committee (IROC)
 - Sales Tax Oversight (ISSOC)
 - Technology (TAC)



From: [Barbara Terembes](#)
To: bonnie.fox@palmbeachschools.org
Cc: wendy.walker@palmbeachschools.org
Subject: Working from home
Date: Wednesday, March 18, 2020 3:36:23 PM

Activity #: 21.0009.I
OIG Staff: V. Vallejo
Date Rec'd: 1.26.21 Pages: 1
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 17

Beginning next week, you will be able to work from home until our return (tentatively set for 4/15/20). The guidelines set and the log you must complete while working from home will be provided in a GoogleDoc that you will receive shortly.

We will have brief, weekly meetings to catch up and share information. Please be sure you are available at those times (TBD). Hope all is well with you. If you choose to take annual leave during spring break, please let me know.

Thanks. Barbara

--

Barbara Terembes, Assistant Superintendent
School Transformation
Fulton-Holland Educational Services Center
3300 Forest Hill Blvd. Suite C-316
West Palm Beach, FL 33406
Phone: 561-434-7346
Email: Barbara.Terembes@palmbeachschools.org
Follow me on Twitter [@PBSupport](#)

From: on behalf of Barbara Terembes (via Google Sheets)
Sent: Wednesday, March 18, 2020 3:37 PM
To: bonnie.fox@palmbeachschools.org
Subject: Remote Work Departmental Plan & Timesheet - 9030 - Invitation to edit

barbara.terembes@palmbeachschools.org has invited you to **edit** the following spreadsheet:



Remote Work Departmental Plan & Timesheet - 9030

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a spreadsheet with you from Google Sheets.



Activity #: 21.0009.I
OIG Staff: V. Valleclio
Date Rec'd: 1-21-21 Pages: 1
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 18

From: Bonnie Fox
To: shaun.schwartztrauber@palmbeachschools.org
Subject: Fwd: Important Google Meet Update for Principals and Teachers
Date: Thursday, April 2, 2020 1:34:12 PM

Activity #: 21.0009.1
OIG Staff: V. Valteclio
Date Rec'd: 1.26.21 Pages: 1 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 19

FYI

Thanks for doing timesheets.

How are you doing.

Lake Shore is closed down I presume.

Sent from my iPhone

Begin forwarded message:

From: Barbara Terembes <barbara.terembes@palmbeachschools.org>
Date: April 2, 2020 at 2:09:57 PM EDT
To: Michelle Fleming <michelle.fleming@palmbeachschools.org>, Nicole Smith <nicole.c.smith@palmbeachschools.org>, Bonnie Fox <bonnie.fox@palmbeachschools.org>, Wendy Walker <wendy.walker@palmbeachschools.org>
Subject: Fwd: Important Google Meet Update for Principals and Teachers

FYI

----- Forwarded message -----

From: **Glenda Sheffield** <glenda.sheffield@palmbeachschools.org>
Date: Thu, Apr 2, 2020 at 2:00 PM
Subject: Fwd: Important Google Meet Update for Principals and Teachers
To: All District Elementary Principals <alldistrictelementaryprincipals@palmbeachschools.org>, All District Middle Principals <alldistrictmiddleprincipals@palmbeachschools.org>, All District High Principals <alldistricthighprincipals@palmbeachschools.org>
Cc: Keith Oswald <keith.oswald@palmbeachschools.org>, All Instructional Superintendents <allinstructionalsuperintendents@palmbeachschools.org>, All Regional Superintendents <allregionalsuperintendents@palmbeachschools.org>, Barbara Terembes <barbara.terembes@palmbeachschools.org>, Diane Wood (CAO Office) <diane.wood.1@palmbeachschools.org>, Jay Boggess <jay.boggess@palmbeachschools.org>, Diana Fedderman <Diana.Fedderman@palmbeachschools.org>, Mark Howard <mark.howard.1@palmbeachschools.org>, Adam Miller <adam.miller.1@palmbeachschools.org>, Elaine Hubbard-Williams <elaine.hubbard-williams@palmbeachschools.org>, Brad Henry <brad.henry@palmbeachschools.org>

Principals,

Please share this with your Teachers and Staff.

Activity #: 21.0009.I
OIG Staff: V. Vallecillo
Date Rec'd: 1.26.21 Pages: 2 of 3
Rec'd: V. Vallecillo
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 19

Since turning on Google Meet for students, we learned that video conference rooms created in Google Calendar invites do not close. This means students can jump back into Google Meet sessions after a teacher has left it and communicate without supervision.

Google is rapidly making changes to improve a teacher's control over their Google Meet sessions. One change allows teachers to block students from re-entering Google Meets. Follow these steps to block students from re-entering Google Meets.

Additional updates, information, and resources can be found on the Educational Technology Training Team Google Meet page.

Best-practices around using Google Meet with students:

- Randomly check into your nicknamed Google Meets, and let your students know that you will be checking it often.
- Do not post your Google Meet nicknames on social media.
- If you are ever asked, within Google Meet, for anyone to join that you don't know or shouldn't be in your class, Do NOT allow them in.
- Share expectations with all students and parents on how to behave within a Google Meet. This should include muting when not talking, turn-taking, staying attentive, and how to ask questions in the chat box. Here is a student etiquette guide to help.
- Follow-up with parents and/or your administration if students are being disruptive. Students MUST still follow our code of conduct.
- Install the "Google Meet Grid View" Chrome Extension to enable the "Brady Bunch" view (please note this is a third-party extension and is not part of Google).

We continue to work with the Google Development Team and will provide updates on future improvements to teacher control of the Google Meet platform.

For technical support, please contact the IT Service Desk at (561) 242-4100.

For additional training support please contact your school's Trailblazers or the Ed Tech Team members:

- Rebecca Smykla: rebecca.smykla@palmbeachschools.org
- John Long: john.long.1@palmbeachschools.org
- Dana Rubenstein: dana.rubenstein@palmbeachschools.org
- Tasha Burke-Peart: tasha.burke-peart@palmbeachschools.org
- John Shoemaker: john.shoemaker@palmbeachschools.org
- Eric Jourgensen: eric.jourgensen@palmbeachschools.org
- Adam Miller: adam.miller@palmbeachschools.org

Thank you,

Glenda Sheffield, Ed.D.
 Chief Academic Officer
 School District of Palm Beach County
 561-434-8622
glenda.sheffield@palmbeachschools.org

Activity #: 21-0009-I
 OIG Staff: V. Vallecillo
 Date Rec'd: 1.26.21 Pages: 3 of 3
 Rec'd: District Email Records
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 19

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Barbara Terembes, Assistant Superintendent
 School Transformation
 Fulton-Holland Educational Services Center
 3300 Forest Hill Blvd. Suite C-316
 West Palm Beach, FL 33406
 Phone: 561-434-7346
 Email: Barbara.Terembes@palmbeachschools.org

Follow me on Twitter @PBSupport

Stay safe, stay healthy, and be kind to one another!

From: on behalf of Bonnie Fox
Sent: Monday, July 13, 2020 6:51 PM
To: shaun.schwartztrauber@palmbeachschools.org
Subject: Re: Reopening Plans

Activity #: 21.0009.I
OIG Staff: V. Vallejo
Date Rec'd: 1.26.21 Pages: 1 of 2
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 20

No I have not— I am sitting tight.

Yes please continue.

When you have a chance could you please forward me a list of District monitored charter schools and if there is a little info about them (if you can do so without spending too much time).

Thanks

Sent from my iPhone

On Jul 13, 2020, at 7:47 PM, Shaun Schwartztrauber <shaun.schwartztrauber@palmbeachschools.org> wrote:

All is well here. Just very busy with work.

Have you received any further guidance regarding your new role? (I'm still signing you in/out as per usual)

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Whether you think that you can, or that you can't, you are usually right.

On Mon, Jul 13, 2020 at 7:45 PM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

It seems to be one of best documents I have seen. How are you doing?

Sent from my iPhone

On Jul 13, 2020, at 7:41 PM, Shaun Schwartztrauber <shaun.schwartztrauber@palmbeachschools.org> wrote:

No I didn't. ❓❓❓❓

Yes it is. I am happy to have it now so I can tie up loose ends in our plan.

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Activity #: 21-0009.I
Staff: V. Vallecillo
Rec'd: 1.26.21 Pages: 2 of 2
Title: District Email Records
Indexed: Yes No N/A Req'd TBD
Unit/Reference #: 20

Whether you think that you can, or that you can't, you are usually right.

On Mon, Jul 13, 2020 at 7:39 PM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

I have not read deeply but looks thoughtful and comprehensive. Could be a model. Did you participate?

Sent from my iPhone

On Jul 13, 2020, at 6:59 PM, Shaun Schwartztrauber <shaun.schwartztrauber@palmbeachschools.org> wrote:

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Whether you think that you can, or that you can't, you are usually right.

<Reopening Plan for Board Presentation.pdf>

From: on behalf of Jordan Peterson
Sent: Thursday, January 3, 2019 10:22 AM
To: bonnie.fox@palmbeachschools.org
Cc: shaun.schwartztrauber@palmbeachschools.org
Subject: Re: Your SDPBC Account Password Expires in 1 days

Activity #: 21.0009.I
OIG Staff: V. Vallecillo
Date Rec'd: 1.21.21 Pages: 1 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

It's updated, [REDACTED]

Happy New Year!

On Thu, Jan 3, 2019 at 7:57 AM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

Sent from my iPhone

Begin forwarded message:

From: NoReply@palmbeachschools.org
Date: January 3, 2019 at 7:03:26 AM EST
To: bonnie.fox@palmbeachschools.org
Subject: Your SDPBC Account Password Expires in 1 days
Reply-To: NoReply@palmbeachschools.org

Dear Bonnie Fox,

This is a notification email to inform you that your password will expire in 1 days. Please logon to a district computer, press Control-Alt-Delete, select "change password" and follow the prompt. If you do not change your password, you will be forced to change it in 1 days.

You may also change your password by going to the District homepage, click on "Employees" and select the "Employee Portal Login" button. Then select "Change Password" under "Additional Links" on the left side of the page.

For assistance or questions please contact the IT Service Desk at PX: 44100 or (561) 242-4100.

Thank You,
IT Security
The School District of Palm Beach County
IT Infrastructure & Systems Support - IT Security Group

--
Jordan Peterson
*Lantana Community Middle School
Single School Culture Coordinator
(561) 540-3400 PX: 53479*

From: on behalf of Shaun Schwartztrauber
Sent: Thursday, January 3, 2019 11:44 AM
To: bonnie.fox@palmbeachschools.org
Subject: Re: Your SDPBC Account Password Expires in 2 days

Activity #: 21-00001-I
OIG Staff: V. Valleciolo
Date Rec'd: 1-24-21 Pages: 2 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit Reference # 21

I tried to update your password today, but it continually gives me an error message. It is [redacted] right?

Sent from my iPhone

On Jan 2, 2019, at 1:26 PM, Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

Sent from my iPhone

Begin forwarded message:

From: NoReply@palmbeachschools.org
Date: January 2, 2019 at 7:03:41 AM EST
To: bonnie.fox@palmbeachschools.org
Subject: **Your SDPBC Account Password Expires in 2 days**
Reply-To: NoReply@palmbeachschools.org

Dear Bonnie Fox,

This is a notification email to inform you that your password will expire in 2 days. Please logon to a district computer, press Control-Alt-Delete, select "change password" and follow the prompt. If you do not change your password, you will be forced to change it in 2 days.

You may also change your password by going to the District homepage, click on "Employees" and select the "Employee Portal Login" button. Then select "Change Password" under "Additional Links" on the left side of the page.

For assistance or questions please contact the IT Service Desk at PX: 44100 or (561) 242-4100.

Thank You,
IT Security
The School District of Palm Beach County
IT Infrastructure & Systems Support - IT Security Group

From: on behalf of Shaun Schwartztrauber
Sent: Tuesday, February 26, 2019 9:03 AM
To: bonnie.fox@palmbeachschools.org
Subject: Re: Your SDPBC Account Password Expires in 6 days

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 1-26-21 Pages: 3 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21



Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Whether you think that you can, or that you can't, you are usually right.

On Tue, Feb 26, 2019 at 8:00 AM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:
Please

Sent from my iPhone

Begin forwarded message:

From: NoReply@palmbeachschools.org
Date: February 26, 2019 at 7:05:13 AM EST
To: bonnie.fox@palmbeachschools.org
Subject: Your SDPBC Account Password Expires in 6 days
Reply-To: NoReply@palmbeachschools.org

Dear Bonnie Fox,

This is a notification email to inform you that your password will expire in 6 days. Please logon to a district computer, press Control-Alt-Delete, select "change password" and follow the prompt. If you do not change your password, you will be forced to change it in 6 days.

You may also change your password by going to the District homepage, click on "Employees" and select the "Employee Portal Login" button. Then select "Change Password" under "Additional Links" on the left side of the page.

For assistance or questions please contact the IT Service Desk at PX: 44100 or (561) 242-4100.

Thank You,
IT Security
The School District of Palm Beach County
IT Infrastructure & Systems Support - IT Security Group

From: on behalf of Bonnie Fox
Sent: Monday, April 22, 2019 10:03 AM
To: jordan.peterson@palmbeachschools.org
Subject: Re: Your SDPBC Account Password Expires in 6 days

Activity #: 21-0009-I
OIG Staff: V. Vallecaillo
Date Rec'd: 1.21.21 Pages: 4 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

Thank you so much.

Sent from my iPhone

On Apr 22, 2019, at 11:02 AM, Jordan Peterson <jordan.peterson@palmbeachschools.org> wrote:

Ok, it's now [REDACTED] and all accounts are paid.

Have a great day!

On Mon, Apr 22, 2019 at 10:32 AM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

Not sure

I think — old one was [REDACTED]

Not sure if Shaun changed it yet

Sent from my iPhone

On Apr 22, 2019, at 9:41 AM, Jordan Peterson <jordan.peterson@palmbeachschools.org> wrote:

I was locked out. Was your passcode changed? Perhaps I'm just not remembering the old one. Once I get in, I will take care of the cashonline invoices.

Hope you both are doing well. Miss you!

On Sun, Apr 21, 2019 at 8:25 AM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

Sent from my iPhone

Begin forwarded message:

From: NoReply@palmbeachschools.org
Date: April 21, 2019 at 7:03:47 AM EDT
To: bonnie.fox@palmbeachschools.org
Subject: Your SDPBC Account Password Expires in 6 days
Reply-To: NoReply@palmbeachschools.org

Dear Bonnie Fox,

This is a notification email to inform you that your password will expire in 6 days. Please logon to a district computer, press Control-

Alt-Delete, select "change password" and follow the prompt. If you do not change your password, you will be forced to change it in 6 days.

You may also change your password by going to the District homepage, click on "Employees" and select the "Employee Portal Login" button. Then select "Change Password" under "Additional Links" on the left side of the page.

For assistance or questions please contact the IT Service Desk at PX: 44100 or (561) 242-4100.

Thank You,
IT Security
The School District of Palm Beach County
IT Infrastructure & Systems Support - IT Security Group

--

Jordan Peterson
Lantana Community Middle School
Single School Culture Coordinator
(561) 540-3400 PX: 53479

Activity #: 21-0009-I
OIG Staff: V. Valleculo
Date Rec'd: 1-21-21 Pages: 5 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

--

Jordan Peterson
Lantana Community Middle School
Single School Culture Coordinator
(561) 540-3400 PX: 53479

Activity #: 21.0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 1/26/21 Pages: 10 of 20
Rec'd: District Record Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

From: on behalf of Jordan Peterson
Sent: Monday, June 17, 2019 8:33 AM
To: bonnie.fox@palmbeachschools.org
Subject: Re: Your SDPBC Account Password Expires in 4 days

You got it! It's now [REDACTED]

What's your summer look like? Are you traveling? Working ... and where? Last week I went to the LSI Conference in Orlando with a few teachers from Lantana. I'm in the office this week and then out for two weeks. Heading back to Wisconsin. Are the boys in camp?

On Mon, Jun 17, 2019 at 7:25 AM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

Can you do this?

Sent from my iPhone

Begin forwarded message:

From: NoReply@palmbeachschools.org
Date: June 17, 2019 at 7:06:41 AM EDT
To: bonnie.fox@palmbeachschools.org
Subject: Your SDPBC Account Password Expires in 4 days
Reply-To: NoReply@palmbeachschools.org

Dear Bonnie Fox,

This is a notification email to inform you that your password will expire in 4 days. Please logon to a district computer, press Control-Alt-Delete, select "change password" and follow the prompt. If you do not change your password, you will be forced to change it in 4 days.

You may also change your password by going to the District homepage, click on "Employees" and select the "Employee Portal Login" button. Then select "Change Password" under "Additional Links" on the left side of the page.

For assistance or questions please contact the IT Service Desk at PX: 44100 or (561) 242-4100.

Thank You,
IT Security
The School District of Palm Beach County
IT Infrastructure & Systems Support - IT Security Group

--
Jordan Peterson
Lantana Community Middle School
Single School Culture Coordinator
(561) 540-3400 PX: 53479

Activity #: 21-0009-I
OIG Staff: V. Valcuello
Date Rec'd: 1-26-21 Pages: 7 of 20
Rec'd: DISTRICT EMAIL RECORDS
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

From: on behalf of Jordan Peterson
Sent: Monday, August 12, 2019 9:01 AM
To: bonnie.fox@palmbeachschools.org
Subject: Re: Your SDPBC Account Password Expires in 4 days

Hi!!


Look at you!! Those little ones are going to love you. (Put the candy away!) LOL! I'll update it now. **It will be** [REDACTED] What's the plan after Everglades?

On Mon, Aug 12, 2019 at 9:31 AM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

Can you do this please?

We will catch up.

I am serving as principal of Everglades EI for a couple of weeks. I am missing being in a school. Hope to have a middle school again before too long. We will see.

Miss you. 

Sent from my iPhone

Begin forwarded message:

From: NoReply@palmbeachschools.org
Date: August 12, 2019 at 7:07:59 AM EDT
To: bonnie.fox@palmbeachschools.org
Subject: Your SDPBC Account Password Expires in 4 days
Reply-To: NoReply@palmbeachschools.org

Dear Bonnie Fox,

This is a notification email to inform you that your password will expire in 4 days. Please logon to a district computer, press Control-Alt-Delete, select "change password" and follow the prompt. If you do not change your password, you will be forced to change it in 4 day(s).

You may also change your password by going to the District homepage at <http://www.palmbeachschools.org> and click on "Sign in" in the upper right. Then, click on the "Forget/Change Password" link on the portal login screen.

For assistance or questions, contact the IT Service Desk at itservicesdesk@palmbeachschools.org or (561)-242-4100.

-- The School District Information Technology Division

--
Jordan Peterson
Lantana Community Middle School
Single School Culture Coordinator

From: on behalf of Jordan Peterson
Sent: Monday, January 27, 2020 3:41 PM
To: bonnie.fox@palmbeachschools.org
Subject: Re: Your SDPBC Account Password Expires in 13 days

Activity #: 21-0009.5
OIG Staff: V. Valicchio
Date: 1-26-21 Pages: 8 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

Done.
It's now [REDACTED]

You still only have Palm Springs Elementary access. [REDACTED]

On Sun, Jan 26, 2020 at 6:38 PM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

[REDACTED]

Sent from my iPhone

On Jan 26, 2020, at 6:24 PM, Jordan Peterson <jordan.peterson@palmbeachschools.org> wrote:

Hi! I'll update it in the morning!

On Sunday, January 26, 2020, Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

Sent from my iPhone

Begin forwarded message:

From: Password Reminder <noreply-pwreminder@palmbeachschools.org>
Date: January 26, 2020 at 12:02:21 AM EST
To: bonnie.fox@palmbeachschools.org
Subject: Your SDPBC Account Password Expires in 13 days.

Bonnie Fox,

This is a notification to inform you that your password will expire in 13 days. Please log in to a district computer, press Ctrl-Alt-Delete, select "change password" and follow the prompt.
If you do not change your password, you will be forced to change it in 13 days.

You may also change your password by going to the District Portal login screen at <https://www.mysdpbc.org> and clicking on the "Forgot/Change Password" link.

For assistance or questions, contact the IT Service Desk at itservicedesk@palmbeachschools.org or (561)-242-4100.

Information Technology Division

From: on behalf of Bonnie Fox
Sent: Friday, March 20, 2020 9:41 AM
To: shaun.schwartztrauber@palmbeachschools.org
Subject: Fwd: Time Sheet for Working Remotely-Teachers - Invitation to edit

I tried to open and kept getting rejected-/
I think it is [REDACTED]

Jordan changed my password
Will you do this for me? (Can I rationalize it by saying I am giving you something to keep you occupied? [REDACTED] lol)

Sent from my iPhone

Begin forwarded message:

From: "Barbara Terembes (via Google Sheets)" <barbara.terembes@palmbeachschools.org>
Date: March 20, 2020 at 9:02:36 AM EDT
To: alldistrictprincipals@palmbeachschools.org
Cc: alldistrictassistantprincipals@palmbeachschools.org
Subject: Time Sheet for Working Remotely-Teachers - Invitation to edit
Reply-To: Barbara Terembes <barbara.terembes@palmbeachschools.org>

barbara.terembes@palmbeachschools.org has invited you to **edit** the following spreadsheet:



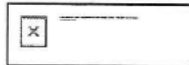
Time Sheet for Working Remotely-Teachers

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a spreadsheet with you from Google Sheets.



Activity #: 21 0009.1
OIG Staff: V. Vallecillo
Date Rec'd: 1.26.21 Pages: 9 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

From: on behalf of Bonnie Fox
Sent: Monday, March 23, 2020 7:31 AM
To: shaun.schwartztrauber@palmbeachschools.org
Subject: Fwd: Time Sheet Tracking for 9030 - Invitation to edit

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 1-26-21 Pages: 10 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

Until you teach me how easy this is, would you please be me?

Sent from my iPhone

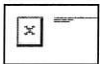
Begin forwarded message:

From: "Barbara Terembes (via Google Sheets)" <drive-shares-noreply@google.com>
Date: March 23, 2020 at 7:56:30 AM EDT
To: bonnie.fox@palmbeachschools.org
Cc: michelle.fleming@palmbeachschools.org, nicole.c.smith@palmbeachschools.org, wendy.walker@palmbeachschools.org
Subject: Time Sheet Tracking for 9030 - Invitation to edit
Reply-To: Barbara Terembes <barbara.terembes@palmbeachschools.org>

barbara.terembes@palmbeachschools.org has invited you to **edit** the following spreadsheet:



Time Sheet Tracking for 9030



Good morning. Thought it would be easier if we all used one time sheet. Please view only your own sheet. Tabs at the bottom identify your sheet using your initials. Don't forget to sign in and out daily. Thanks.

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a spreadsheet with you from Google Sheets.



From: on behalf of Bonnie Fox
Sent: Thursday, April 2, 2020 1:34 PM
To: shaun.schwartztrauber@palmbeachschools.org
Subject: Fwd: Important Google Meet Update for Principals and Teachers

FYI

Thanks for doing timesheets.

How are you doing.

Lake Shore is closed down I presume.

Sent from my iPhone

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 1-26-21 Pages: 11 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

Begin forwarded message:

From: Barbara Terembes <barbara.terembes@palmbeachschools.org>
Date: April 2, 2020 at 2:09:57 PM EDT
To: Michelle Fleming <michelle.fleming@palmbeachschools.org>, Nicole Smith <nicole.c.smith@palmbeachschools.org>, Bonnie Fox <bonnie.fox@palmbeachschools.org>, Wendy Walker <wendy.walker@palmbeachschools.org>
Subject: Fwd: Important Google Meet Update for Principals and Teachers

FYI

----- Forwarded message -----

From: Glenda Sheffield <glenda.sheffield@palmbeachschools.org>
Date: Thu, Apr 2, 2020 at 2:00 PM
Subject: Fwd: Important Google Meet Update for Principals and Teachers
To: All District Elementary Principals <alldistrictelementaryprincipals@palmbeachschools.org>, All District Middle Principals <alldistrictmiddleprincipals@palmbeachschools.org>, All District High Principals <alldistricthighprincipals@palmbeachschools.org>
Cc: Keith Oswald <keith.oswald@palmbeachschools.org>, All Instructional Superintendents <allinstructionalsuperintendents@palmbeachschools.org>, All Regional Superintendents <allregionalsuperintendents@palmbeachschools.org>, Barbara Terembes <barbara.terembes@palmbeachschools.org>, Diane Wood (CAO Office) <diane.wood.1@palmbeachschools.org>, Jay Boggess <jay.boggess@palmbeachschools.org>, Diana Fedderman <Diana.Fedderman@palmbeachschools.org>, Mark Howard <mark.howard.1@palmbeachschools.org>, Adam Miller <adam.miller.1@palmbeachschools.org>, Elaine Hubbard-Williams <elaine.hubbard-williams@palmbeachschools.org>, Brad Henry <brad.henry@palmbeachschools.org>

Principals,

Please share this with your Teachers and Staff.

Since turning on Google Meet for students, we learned that video conference rooms created in Google Calendar invites do not close. This means students can jump back into Google Meet sessions after a teacher has left it and communicate without supervision.

Google is rapidly making changes to improve a teacher's control over their Google Meet sessions. One change allows teachers to block students from re-entering Google Meets. Follow these steps to block students from re-entering Google Meets.

Additional updates, information, and resources can be found on the Educational Technology Training Team Google Meet page.

Best-practices around using Google Meet with students:

- Randomly check into your nicknamed Google Meets, and let your students know that you will be checking it often.
- Do not post your Google Meet nicknames on social media.
- If you are ever asked, within Google Meet, for anyone to join that you don't know or shouldn't be in your class, Do NOT allow them in.
- Share expectations with all students and parents on how to behave within a Google Meet. This should include muting when not talking, turn-taking, staying attentive, and how to ask questions in the chat box. Here is a student etiquette guide to help.
- Follow-up with parents and/or your administration if students are being disruptive. Students MUST still follow our code of conduct.
- Install the "Google Meet Grid View" Chrome Extension to enable the "Brady Bunch" view (please note this is a third-party extension and is not part of Google).

We continue to work with the Google Development Team and will provide updates on future improvements to teacher control of the Google Meet platform.

For technical support, please contact the IT Service Desk at (561) 242-4100.

For additional training support please contact your school's Trailblazers or the Ed Tech Team members:

- Rebecca Smykla: rebecca.smykla@palmbeachschools.org
- John Long: john.long.1@palmbeachschools.org
- Dana Rubenstein: dana.rubenstein@palmbeachschools.org
- Tasha Burke-Peart: tasha.burke-peart@palmbeachschools.org
- John Shoemaker: john.shoemaker@palmbeachschools.org
- Eric Jourgensen: eric.jourgensen@palmbeachschools.org
- Adam Miller: adam.miller@palmbeachschools.org

Thank you,

Glenda Sheffield, Ed.D.
Chief Academic Officer
School District of Palm Beach County
561-434-8622
glenda.sheffield@palmbeachschools.org

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 1.26.21 Pages: 12 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

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From: on behalf of Bonnie Fox
Sent: Monday, July 13, 2020 6:51 PM
To: shaun.schwartztrauber@palmbeachschools.org
Subject: Re: Reopening Plans

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 1-26-21 Pages: 13 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

No I have not— I am sitting tight.
Yes please continue.

When you have a chance could you please forward me a list of District monitored charter schools and if there is a little info about them (if you can do so without spending too much time).

Thanks

Sent from my iPhone

On Jul 13, 2020, at 7:47 PM, Shaun Schwartztrauber <shaun.schwartztrauber@palmbeachschools.org> wrote:

All is well here. Just very busy with work.

Have you received any further guidance regarding your new role? (I'm still signing you in/out as per usual)

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Whether you think that you can, or that you can't, you are usually right.

On Mon, Jul 13, 2020 at 7:45 PM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:
It seems to be one of best documents I have seen. How are you doing?

Sent from my iPhone

On Jul 13, 2020, at 7:41 PM, Shaun Schwartztrauber <shaun.schwartztrauber@palmbeachschools.org> wrote:

No I didn't. ❓❓❓❓

Yes it is. I am happy to have it now so I can tie up loose ends in our plan.

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Activity #: 21.0009.1
OIG Staff: V. Vallecillo
Date Rec'd: 1.26.21 Pages: 14 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

Whether you think that you can, or that you can't, you are usually right.

On Mon, Jul 13, 2020 at 7:39 PM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

I have not read deeply but looks thoughtful and comprehensive. Could be a model. Did you participate?

Sent from my iPhone

On Jul 13, 2020, at 6:59 PM, Shaun Schwartztrauber <shaun.schwartztrauber@palmbeachschools.org> wrote:

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Whether you think that you can, or that you can't, you are usually right.

<Reopening Plan for Board Presentation.pdf>

From: on behalf of Shaun Schwartztrauber
Sent: Monday, August 17, 2020 7:58 PM
To: bonnie.fox@palmbeachschools.org
Subject: Re: Approval is Requested for Requisition ID "0000441144" Line "1" Business Unit "School District Palm Beach"

The link is saying "You are not authorized"

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Activity #: 21.0009.I
OIG Staff: T. Valleccello
Date Rec'd: 1-26-21 Pages: 15 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

Whether you think that you can, or that you can't, you are usually right.

On Mon, Aug 17, 2020 at 10:50 AM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:
Would you please try to approve this for me ? Thanks

Sent from my iPhone

Begin forwarded message:

From: Amy Haines <amy.haines@palmbeachschools.org>
Date: August 17, 2020 at 10:39:03 AM EDT
To: Bonnie Fox <bonnie.fox@palmbeachschools.org>
Subject: Re: Approval is Requested for Requisition ID "0000441144" Line "1" Business Unit "School District Palm Beach"

Would you mind trying to approve the requisition in PeopleSoft? It went to you.
It is just a confirming PO that has already been pre-approved by David Dolan.

On Mon, Aug 17, 2020 at 10:34 AM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:
Hi! Thanks for the explanation. I do not think so . I have not approved anything for two years. I believe Jennifer Sanders was the approved after I left but she also moved to another area. I would be glad to help, but I do not believe I am authorized to do so. If I am allowed, let me know.
Stay safe and well.

Sent from my iPhone

On Aug 17, 2020, at 9:59 AM, Amy Haines <amy.haines@palmbeachschools.org> wrote:

Hi Bonnie,

We originally put this order in as an express PO toward the end of last fiscal year utilizing funding with School # 2601. David Dolan originally approved this order. This site has been empty for about 2 years. South Tech moved into this location so we had to purchase equipment using the funding strip provided by the project manager (Angel Garcia).

This funding source is 2601-3904-7410-563100-7600-CA02-000-SDPBC-26017100-40061; Sales tax dollars.

Unfortunately this PO did not roll properly so I am having to enter a confirming PO to pay for the items that we have already received originally on PO# 2020033950. I am not sure why you are listed as the approver. Are you still the approver for this school # 2601?

Amy

On Mon, Aug 17, 2020 at 9:31 AM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

Sorry

Odyssey does not exist anymore. I have nothing to do with South Tech. Please contact them.

Sent from my iPhone

> On Aug 17, 2020, at 8:55 AM, Amy.Haines@palmbeachschools.org wrote:

>

> A requisition line has been entered which requires your attention.

>

> Requester: RAHRIG

> Business Unit: School District Palm Beach

> Requisition ID: 0000441144

> Requisition Name: Wifi/APs f/Odyssey MS/SouthTec

> Line: 1

> Description: Confirming PO to replace and pay for previous PO# 2020033950 Wifi for Odyssey MS / South Tech

> Date: 2020-08-12

>

> You can navigate directly to the approval page by clicking the link below.

>

>

[https://erp.palmbeach.k12.fl.us:8003/psp/FNPRD/EMPLOYEE/ERP/c/EOAWMA MAIN FL.EOAWMA MAIN FL.GBL?ProcessID=Requisition&Action=U&BUSINESS_UNIT=SDPBC&REQ_ID=0000441144&LINE_NBR=1](https://erp.palmbeach.k12.fl.us:8003/psp/FNPRD/EMPLOYEE/ERP/c/EOAWMA_MAIN_FL.EOAWMA_MAIN_FL.GBL?ProcessID=Requisition&Action=U&BUSINESS_UNIT=SDPBC&REQ_ID=0000441144&LINE_NBR=1)

--

Amy Haines
IT Budget Analyst
Phone: 561-434-8237
Fax: 561-434-8907
amy.haines@palmbeachschools.org

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 1.24.21 Pages: 16 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

From: on behalf of Bonnie Fox
Sent: Wednesday, February 17, 2021 2:21 PM
To: Shaun.Schwartztrauber@palmbeachschools.org
Subject: Re: Timesheet Word Form.docx

Activity #: 21.0009.I
OIG Staff: V. Valleallo
Date Rec'd: 1-24-21 Pages: 17 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

Ok - thx

Sent from my iPad

On Feb 17, 2021, at 2:09 PM, Shaun Schwartztrauber <Shaun.Schwartztrauber@palmbeachschools.org> wrote:

This is basically the same and should be easier. I am working on it now, so I needed to send it to you.

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Whether you think that you can, or that you can't, you are usually right.

On Wed, Feb 17, 2021 at 2:05 PM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:
No word?

Sent from my iPad

On Feb 17, 2021, at 2:04 PM, Shaun Schwartztrauber (via Google Drive) <drive-shares-noreply@google.com> wrote:

shaun.schwartztrauber@palmbeachschools.org has shared the following document:



Timesheet Word Form.docx

Open

Google Drive: Have all your files within reach from any device.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA



From: on behalf of Bonnie Fox
Sent: Thursday, February 18, 2021 5:12 PM
To: shaun.schwartztrauber@palmbeachschools.org
Subject: Fwd: Timesheet Word Form.docx

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 1-26-21 Pages: 18 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

Sent from my iPhone

Begin forwarded message:

From: Bonnie Fox <bonnie.fox@palmbeachschools.org>
Date: February 18, 2021 at 5:11:39 PM EST
To: Bonnie Fox <bonnie.fox@palmbeachschools.org>
Subject: Re: Timesheet Word Form.docx

Great —/
thank you

I wish I could send it but at least I have a "sender" 

Sent from my iPhone

On Feb 18, 2021, at 5:01 PM, Bonnie Fox (via Google Drive) <drive-shares-noreply@google.com> wrote:

bonnie.fox@palmbeachschools.org has shared the following document:



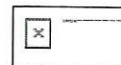
Timesheet Word Form.docx



I can see it and share it.



Google Drive: Have all your files within reach from any device.
Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA



From: on behalf of Bonnie Fox
Sent: Monday, March 1, 2021 8:01 AM
To: shaun.schwartztrauber@palmbeachschools.org
Subject: Fwd: Mar 17 2021-Mar 18 2021, Bonnie Fox,Leave

Please resubmit to JOE not Joseph.

Sent from my iPhone

Begin forwarded message:

Activity #: 21-0009-I
OIG Staff: T. Vallello
Date Rec'd: 1-26-21 Pages: 19 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

From: "Joe De Pasquale (Dir Of Charter School)" <joe.depasquale@palmbeachschools.org>
Date: March 1, 2021 at 7:59:11 AM EST
To: Bonnie Fox <bonnie.fox@palmbeachschools.org>
Subject: Fwd: Mar 17 2021-Mar 18 2021, Bonnie Fox,Leave

Bonnie, I should have mentioned to you my son teaches at Jupiter HS and is listed as Joseph on email. I am Joe. Can you resubmit as it wont let me open.

TX

----- Forwarded message -----

From: JD DePasquale <joseph.depasquale@palmbeachschools.org>
Date: Mon, Mar 1, 2021 at 7:42 AM
Subject: Fwd: Mar 17 2021-Mar 18 2021, Bonnie Fox,Leave
To: Joe De Pasquale (Dir Of Charter School) <joe.depasquale@palmbeachschools.org>

----- Forwarded message -----

From: Bonnie Fox <bonnie.fox@palmbeachschools.org>
Date: Sat, Feb 27, 2021 at 12:31 PM
Subject: Mar 17 2021-Mar 18 2021, Bonnie Fox,Leave
To: Joseph DePasquale <joseph.depasquale@palmbeachschools.org>

Notification


Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Bonnie Fox on Feb 27, 2021, 12:28 PM. You may access the document directly by clicking on this document link.

[Leave of Absence or TDE Application PBSD 0032](#)



Click the Inbox link to see all of your assigned documents.

 [Inbox](#)

--

Thanks,

JD DePasquale
Math Teacher
Varsity Boys' Basketball Head Coach
Jupiter High School
Cell: (561-427-5226)

Activity #: 21.DDD9.J
OIG Staff: V. Vallecillo
Date Rec'd: 1-20-21 Pages: 20 of 20
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 21

From: on behalf of Shaun Schwartztrauber
Sent: Thursday, October 15, 2020 4:15 PM
To: bonnie.fox@palmbeachschools.org
Subject: Re: Please begin your IT Security Awareness and Acknowledgment (FY21) course

Yes, I will sign in this weekend to do it.

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Activity #: 21-0009-I
OIG Staff: V. Vallecaillo
Date Rec'd: 1-26-21 Pages: 1 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 22

Whether you think that you can, or that you can't, you are usually right.

On Thu, Oct 15, 2020 at 5:13 PM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

Did you do this? Is it too much to ask you to do another one?

Sent from my iPhone

Begin forwarded message:

From: Infosec IQ Notifications <notifications@securityiq-notifications.com>
Date: October 14, 2020 at 6:47:05 AM EDT
To: Bonnie Fox <bonnie.fox@palmbeachschools.org>
Subject: Please begin your IT Security Awareness and Acknowledgment (FY21) course
Reply-To: "No-Reply" <no-reply@securityiq-notifications.com>



Hi Bonnie,

This is a friendly reminder to begin the IT Security Awareness and Acknowledgment (FY21) course.

Activity #: 21-0009.I
OIG Staff: V. Vallettillo
Date Rec'd: 1.24.21 Pages: 2 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 22

Hi Bonnie,

You are receiving this notification because you have been auto-enrolled in the FY21 IT Security Awareness Training course that was released on August 17, 2020. The course is a mandatory, online training designed to help all of us maintain our data and system integrity. Employees (including temporary, part-time, and substitutes) are auto-enrolled and are required to complete the course per Bulletin #DE 21-010-CFO by December 31, 2020.

If you are a New Hire or Rehire, please allow time for your profile to be available in PeopleSoft. If after 10 business days you cannot access the course, please contact the instructor directly via email at email ITSecAwareness@PalmBeachSchools.org.

To access the course use the following navigation:

District portal web page -> PeopleSoft tile -> My eLearning tile -> My Compliance Courses (or My Learning) -> District Wide Compliance Training: IT Security Awareness and Acknowledgement (FY21) AUTO ENROLLMENT.

Click on the tile to see the complete course name.

Three of the topics have assessments (quizzes). To complete the assessment(quiz) immediately after the topic, select the return to course option and click on the assessment.

Once you complete the course, your status in PeopleSoft will be updated within 24-48 hours.

The two in-service points are awarded after the course is closed and graded for FY21 (within ten business days after the deadline).

For assistance, contact: 1) the IT Service Desk at (561) 242-4100 option 2 or 2) email
ITSecAwareness@PalmBeachSchools.org.

Thank you,
School District of Palm Beach County

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 1.26.21 Pages: 3 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 22

Activity #: 21-0009-I
OIG Staff: V. Vallecaillo
Date Rec'd: 1.20.21 Pages: 1 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 23

From: on behalf of Shaun Schwartztrauber
Sent: Monday, January 4, 2021 9:25 AM
To: bonnie.fox@palmbeachschools.org
Subject: Re: Please begin your IT Security Awareness and Acknowledgment (FY21) course

Good Morning - This was completed. It is still showing "In progress" for some reason. It is the same on my end.

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Whether you think that you can, or that you can't, you are usually right.

On Mon, Jan 4, 2021 at 6:57 AM Bonnie Fox <bonnie.fox@palmbeachschools.org> wrote:

Sent from my iPhone

Begin forwarded message:

From: Infosec IQ Notifications <notifications@securityiq-notifications.com>
Date: January 4, 2021 at 4:41:07 AM EST
To: Bonnie Fox <bonnie.fox@palmbeachschools.org>
Subject: Please begin your IT Security Awareness and Acknowledgment (FY21) course
Reply-To: No-Reply <no-reply@securityiq-notifications.com>



Hi Bonnie,

This is a friendly reminder to begin the IT Security Awareness and Acknowledgment (FY21) course.

Activity #: 21.0009.I
OIG Staff: V. Valleullo
Date Rec'd: 1.26.21 Pages: 2 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 23

Hi Bonnie,

You are receiving this notification because you have been auto-enrolled in the FY21 IT Security Awareness Training course that was released on August 17, 2020. The course is a mandatory, online training designed to help all of us maintain our data and system integrity. Employees (including temporary, part-time, and substitutes) are auto-enrolled and are required to complete the course per Bulletin #DE 21-010-CFO by March 31, 2021.

If you are a New Hire or Rehire, please allow time for your profile to be available in PeopleSoft. If after 10 business days you cannot access the course, please contact the instructor directly via email at email ITSecAwareness@PalmBeachSchools.org.

To access the course use the following navigation:

District portal web page -> PeopleSoft tile -> My eLearning tile -> My Compliance Courses (or My Learning) -> District Wide Compliance Training: IT Security Awareness and Acknowledgement (FY21) AUTO ENROLLMENT.

Click on the tile to see the complete course name.

Three of the topics have assessments (quizzes). To complete the assessment(quiz) immediately after the topic, select the return to course option and click on the assessment.

Once you complete the course, your status in PeopleSoft will be updated within 24-48 hours.

The two in-service points are awarded after the course is closed and graded for FY21 (within ten business days after the deadline).

For assistance, contact: 1) the IT Service Desk at (561) 242-4100 option 2 or 2) email
ITSecAwareness@PalmBeachSchools.org.

Thank you,
School District of Palm Beach County

Activity #: 21.0009.I
OIG Staff: V. Vallejo
Date Rec'd: 1.26.21 Pages: 3 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 23

From: on behalf of Bonnie Fox
Sent: Tuesday, March 2, 2021 9:37 AM
To: shaun.schwartztrauber@palmbeachschools.org
Subject: Fwd: ACTION REQUIRED for "District Wide Compliance Training: Identifying and Reporting Child Abuse and Neglect"

Has this been done?

Sent from my iPad

Begin forwarded message:

From: PRD-ELPRD1A@palmbeachschools.org
Date: March 2, 2021 at 9:24:17 AM EST
To: melissa.matthews@palmbeachschools.org
Subject: ACTION REQUIRED for "District Wide Compliance Training: Identifying and Reporting Child Abuse and Neglect"

Class Update for "District Wide Compliance Training: Identifying and Reporting Child Abuse and Neglect"

The Mandatory Identifying Child Abuse & Neglect Class in Peoplesoft was due 2/28/2021. The deadline has been extended to Driday, 3/5/2021.

Feel free to use these instructions

(https://docs.google.com/document/d/1yBPAdYalHo23Bkl_spQdreudrrdiqEXs_0_dZ2WoXM/edit?usp=drive_web&ouid=113918967894583277103) to assist you in completing the course. I have also made a short screen recording (<https://drive.google.com/file/d/1gT5cof9VgN5NDUpGAR-5SL8qFwRoigKj/view>) to walk you through the process. You may use the Snipping Tool to take a screenshot of your certificate and save your picture. I cannot accept a certificate via email, so please be sure to add it to eLearning Management. All filenames must be 24 characters or less.

If you are unsuccessful in following the instructions, please join me in a meet between 1-4 pm on Wednesday 3/3/2021: <https://meet.google.com/dfy-tyqx-sbn>. The course must be completed by 3/5/2020.

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 1-26-21 Pages: 1
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 24

Activity #: 21.0009.1
OIG Staff: V. Vallecillo
Date Rec'd: 4.7.21 Pages: 1 of 4
Rec'd: PeopleSoft
Folio: Yes No N/A Req'd TBD
Exhibit/Reference #: 25

Employee Technology Services Acknowledgement and Consent (FY21)

Instructions

Please read and agree to this policy, in accordance with your company compliance requirements.

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

INFORMATION TECHNOLOGY

Employee Technology Services Acknowledgement and Consent

After reading the information below, click the accept button at the bottom of the page that states "I AGREE TO EMPLOYEE TECHNOLOGY SERVICES ACKNOWLEDGEMENT AND CONSENT (FY21)". Acceptance is mandatory for course completion. If you have any questions, contact the IT Service Desk at (561)242-4100 opt 2 or email ITSecAwareness@palmbeachschools.org.

This form must be accepted by each employee that wishes to use District technology, including but not limited to, Internet or intranet services, district e-mail, world-wide web access and other technology resources. Employees must agree to the conditions below to use District technology. Employees must read and be familiar with the IT User Standards and Guidelines Manual(see the navigation at the bottom).

Acceptable Use and Non-Disclosure Statement

1. I have read, understand, and am responsible for actions described in Board Policy 3.29 Acceptable Use of Technology by Employees and the IT User Standards and Guidelines Manual(Manual)(For more information, use the navigation provided below.).

2. I acknowledge that a very limited expectation of privacy exists to the extent required by law for me as an employee related to my use of District technology resources. District technology resources may be monitored, including by GPS, as per the District's policy, for all lawful and good cause purposes. Use of these resources constitutes consent for the District to monitor these resources for these purposes. I further acknowledge that the District may retrieve and/or disclose, as allowed by law, all messages stored by the District or an outside entity on its behalf.

3. I understand and acknowledge that District equipment and assets, including but not limited to, school buses, desktops, laptops, and mobile devices may be tracked for location by GPS and other technologies during my use and/or while in my possession. If the equipment is lost or stolen, I must immediately report it to my supervisor. I acknowledge that electronic device tracking may be used for disciplinary and or legal/actions against me and/or others for unauthorized movement of District equipment.

4. I acknowledge that before using the District's technology resources, I will be familiar with the District's employee Code of Ethics (School Board Policy 3.02) as well at Fla. Admin. Code 6A-10.080 and 6A-10.081 including the provisions prohibiting harassment and discrimination, defamation, and libel, prohibiting matters that are obscene, hateful or harmful to minors, use of institutional privileges for personal gain, and improper disclosure of confidential information; and as stated in Fla. Stat. §1123.313(8), including the duty to avoid improper use or disclosure of "information not available to members of the general public and gained by reason of [their] official position for [their] personal gain or benefit or for the personal gain or benefit of any other person or business entity".

5. I acknowledge that I will comply with all copyright laws and license agreements during my use of technology as set forth herein and in School Board Policy 8.121 on the use of copyrighted materials. I further understand and acknowledge that I will not install, duplicate, and/or distribute software that is not in compliance with the license or copyright agreement.

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 4.7.21 Pages: 2 of 4
Rec'd: PeopleSoft
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 25

6. District technology resources, including but not limited to, desktops, laptops, and mobile devices, applications, and databases, will be used only as stated in Policy 3.29 and its referenced IT manual.

7. All activities performed while using my District computer account will be attributed to me and no one else.

8. My District computer account may be used by me to electronically sign District documents and make binding legal obligations for transactions, if I am authorized to do so. My account may also be used to access and update my personal information in District information systems.

9. I acknowledge my intent to be bound by documents I sign electronically by the method described above in paragraph eight (8).

10. I acknowledge that I will conserve District resources by not storing personal files, documents, or other information in locations that are being backed-up, archived, or otherwise electronically saved by the District.

11. Unless allowed by a School Board Policy, all passwords assigned to me will be kept confidential and I will not disclose them to any third parties.

12. I acknowledge that for electronic mail communications, the District discourages that I use my personal email accounts to conduct official District business. If my personal email accounts are used to transact official District business and the District needs access to these emails for good cause, I voluntarily consent to provide these emails timely to the District upon request. If I fail to provide them to the District, I agree that the District has the authority to contact the online carrier/service provider to retrieve these emails.

13. Non-compliance with any of the above conditions may result in disciplinary actions, including loss of privileges, suspension, or dismissal.

14. I have reviewed School Board Policy 2.503 Social Media and acknowledge and agree to abide by its provisions.

Activity #: 21.0009.I
OIG Staff: V. Vallecillo
Date Rec'd: 4.7.21 Pages: 3 of 4
Rec'd: PeopleSoft
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 25

15. By agreeing below, I hereby acknowledge that I have read and understand the terms and conditions of this Acknowledgment and Consent, the statements are true and correct, and I agree to be bound by the terms and conditions.

For more information use the following navigation: School District of Palm Beach County Portal->Hub->All Employees->Technology->IT Governance->Acceptable Use of Technology.

To agree, click the 'I AGREE TO EMPLOYEE TECHNOLOGY SERVICES ACKNOWLEDGEMENT AND CONSENT (FY21)' bar below.

Activity #: 21.0009.E
OIG Staff: V. Valtecello
Date Rec'd: 4.7.21 Pages: 4 of 4
Rec'd: PeopleSoft
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 25

From: on behalf of Joe De Pasquale (Dir Of Charter School)
Sent: Tuesday, June 16, 2020 6:56 AM
To: yaritza.dominguezsoto@palmbeachschools.org
Subject: Fwd: June D-FACT Report

Look into this please. I do not think we should have any issues.

----- Forwarded message -----

From: **Mike Burke** <mike.burke@palmbeachschools.org>

Date: Tue, Jun 16, 2020 at 6:58 AM

Subject: June D-FACT Report

To: All Directors <alldirectors@palmbeachschools.org>, All Chiefs <allchiefs@palmbeachschools.org>

Activity #: 21-0009-I
OIG Staff: Y. Valleccillo
Date Rec'd: 2-24-21 Pages: 1 of 2
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 210

All Directors and Chiefs,

Your June 2020 **Department - Financial Accounting Current Tasks (D-FACT)** Report is now available in your FY20 Budget Folder.

Our Accounting Department would like share the following updates to the report:

- **Task 2 Assets found:** 9 (248 still not located - 18 of these assets have not been located for 3-years - please contact Karen Davies for assistance)
- **Task 3a Invoices without receipts:** Total invoices without receipts dropped from 29 in May to 18 in June. Year end is approaching, so your assistance with keeping this list short would be greatly appreciated.
- **Task 3b Purchase Orders (PO) without activity:** 273 POs were closed since our May D-FACT report, however 463 POs still remain open as of today. If you will not be needing / utilizing the goods or services on this PO prior to June 30, please ask staff to cancel POs in accordance with instructions at the top of that page.
- **Task 4 eLM required Payroll training:** 17 department heads still need to complete this training - which was due March 31.

The **D-FACT** report is located in your FY20 Budget Folder as indicated below (XXXX represents your department number):

\\pbfman\2020Budget\Departments\XXXX\DFACT\

If you do not have access to your Budget Folder and would like a PDF version of your department report, please email Steven Slaman at the following address:

steven.slaman@palmbeachschools.org

Steve should be able to reply within two days or less.

Please keep working on the Tasks, we will have one final report at the end of July for year end.

Our ongoing goal is to provide quick and accurate financial information, highlighting tasks in need of attention as well as accomplishment. Once again, thank you to those who demonstrate continued excellence and those who are making strides to reduce and complete financial tasks. Please email Nancy Samuels, Accounting Director, or her team with any questions or concerns.

Thank you,
Mike

Activity #: 21.0009.1
OIG Staff: V. Yalleullo
Date Rec'd: 2.24.21 Pages: 2 of 2
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 26

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Nancy-Jo Samuels, C.P.A.
Accounting Director
School Board of Palm Beach County
3300 Forest Hill Blvd Ste A-323
West Palm Beach, FL 33406
Phone (561) 434-8965
Fax (561) 434-8473
[Accounting Website](#)



--
Michael J. Burke
Chief Financial Officer
School District of Palm Beach County
(561) 434-8584

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Based on a recommendation from the Florida Department of Education, and a State issued 'Stay at Home' order in Palm Beach County, Superintendent Donald E. Fennoy II, Ed.D. has decided to close District operated schools until further notice.

The District looks forward to welcoming students back on our campuses when health officials decide it is once again safe to gather in a large group setting.

Department - Financial Accounting Current Tasks (D-FACT)
Charter Schools
As of 06/15/2020

Activity #: 21-0009-I
 OIG Staff: V. Vallecullo
 Date Rec'd: 2-24-21 Pages: 1 of 3
 Rec'd: District Email Records
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 27

Dept: 9339

Department Head: De Pasquale, Joseph A

TASKS

PAYROLL RELATED

Unapproved Payroll Records as of 06/11/2020 ** 409
 ***Number of Payroll Records needing approval as of date indicated

Task 1

Asset Management Related

Total number of assets not located this year *** -
 ***Currently Assets are okay
 Number of Assets not located in 3 years **** -
 These assets will be disposed of as missing unless you take action
 ****Currently Assets over 3 years okay

Task 2

Accounts Payable - District awaiting information

3a. Invoices without Receipts ***** -
 *****Currently No Invoices without Receipts
 3b. Unused PO's ***** -
 *****PO's are OK

Task 3

De Pasquale, Joseph A

Task 4

Accounting related Training to complete

Payroll & Time Keeping Processes For Principals
 and District Administration Completed

Department - Financial Accounting Current Tasks (D-FACT)
Charter Schools
Task Descriptions

Activity #: 21-0009-J
OIG Staff: V. Valleciolo
Date Rec'd: 2-24-21 Pages: 2 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 27

Task 1 Payroll - Unapproved Payroll Records

This represents unapproved Payable Time records for your location as of the date indicated. If you have already approved - Thank you! If not, these records appear in your PB Payable Time listing because they were not approved prior to noon on Payroll Monday. Navigation in PeopleSoft HCM to review & approve these records: Manager Self Service > Time Management > Approve Time and Exceptions > PB Payable Time. Once in PB Payable Time, click "Get Employees".

Any questions regarding this process can be directed to Amos Doby (PX 48944).

Task 2 Asset Management - Assets Not Located this Year

If your department had an inventory this year, this report represents the assets that were not located after the Asset Management staff visited your department. Asset inventory is required by State Statute every fiscal year. Assets that have not been located and inventoried in the past 3 years (indicated by a "Y") are at risk of being disposed of as "Missing". Assets disposed of as Missing are placed in a report for the School Board to review and approve. If you can locate any of the assets listed, please send a picture including tag or serial number to AssetManagement@palmbeachschools.org. If you have located 10 or more assets you can request for an auditor to come and scan the found items.

Questions or concerns, please call Karen Davies at 561-357-1195 (PX 21195).

Task 3a Accounts Payable - Invoices without Receipts

This represents invoices that have been input into the PeopleSoft system for payment processing that are awaiting receipts to be completed against the associated Purchase order. AP staff has or will be reaching out to your Treasurer/Budget Keeper requesting a receipt to be processed provided the goods or services have been received. Your assistance in expediting the receipt process to meet State prompt payment guidelines would be appreciated.

Task 4 eLM Training related to Payroll

If Course Says "Completed" - No further action is required - THANK YOU

If the Course does not say "Completed": In PeopleSoft, click on the "My eLearning" tile, and you will see the courses listed. In order to complete the course, you must view the presentations, complete the quizzes, and answer the survey (if indicated).

See Bulletin #PD 20-210 CFO - Due Date 3/31/20

Activity #: 21-0009-I
 OIG Staff: V. Vallecullo
 Date Rec'd: 2-24-21 Pages: 3 of 3
 Rec'd: District Email Records
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: Task 3b 27

Department - Financial Accounting Current Tasks (D-FACT)
A/P - Unused PO's
 Charter Schools: As of 06/15/2020

Below is the current list of your open POs without activity.

If you will not be returning to your Dept/Site to receive these goods/services, please send an email to: closePOrequest@palmbeachschools.org and the PO will be closed.

Do you still need the item? You will need to enter an **FY21 requisition** for when school reopens.

Do you need additional details (line items)? Use the following PeopleSoft query to obtain a list of open PO lines for your school or department: **PBF_PO_OPEN_SHIPTO_VCHR**
 Refer to Bulletin #PD 20-239 CFO for important year end closeout information.

Group	0000	PO Total:	-	-
Supplier_Name	PO No.	PO Date	Dept	PO Total Amt
Currently No Unused PO's	NO PO	7/1/2019	0000	-

Activity #: 21-0009-I
OIG Staff: V. Vallellio
Date Rec'd: 2/24/21 Pages: 1 of 3
Rec'd: District Email Records
Reacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 28

From: on behalf of Joe De Pasquale (Dir Of Charter School)
Sent: Thursday, June 25, 2020 3:47 PM
To: yaritza.dominguezsoto@palmbeachschools.org
Subject: Re: June D-FACT Report

Done

On Thu, Jun 25, 2020 at 3:54 PM Yaritza Dominguez Soto <yaritza.dominguezsoto@palmbeachschools.org> wrote:

Joe,

We have unapproved Payroll Records.

The report attached shows the amount; I try doing it myself but it has to be done by the Director.

Here are the instructions given to me by Amos. Please look at his email.

Based on a recommendation from the Florida Department of Education, and a State issued 'Stay at Home' order in Palm Beach County, Superintendent Donald E. Fennoy II, Ed.D. has decided to close District operated schools until further notice.

The District looks forward to welcoming students back on our campuses when health officials decide it is once again safe to gather in a large group setting.

The Charter Office Staff is working remotely and emails and phone calls are being monitored. You should expect a response within 48 hours.

Yaritza Dominguez
Administrative Assistant to the Director
Department of Charter Schools
School District of Palm Beach County
3300 Forest Hill Boulevard, Ibis Building E
Phone: 561-434-8681 PX 48681



Activity #: 21-0009-E
OIG Staff: V. Valleciello
Date Rec'd: 2-24-21 Pages: 2 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 28

----- Forwarded message -----

From: **Amos Doby** <amos.doby@palmbeachschools.org>
Date: Thu, Jun 25, 2020 at 3:26 PM
Subject: Re: June D-FACT Report
To: Yaritza Dominguez Soto <yaritza.dominguezsoto@palmbeachschools.org>

Navigation: Manager Self Service>Time Management>Approve Time & Exceptions>PB Payable Time

1. The date range is already pre-filed and **does not need to be modified**.
2. Click the 'Get Employees' button; the list of employees needing approval will display.
3. Click the 'Select All' button to ensure **ALL** records are approved and then click the 'Approve' button. A message showing '**All Selected Records are Approved!**' will display

* If you need a detail explanation of this process please refer to the Job Aid 'Post Time Approval Process' on the payroll section of the District website for detailed instructions.

Amos Doby
ERP Specialist/Payroll
Phone: **434-8944** PX# **48944**
amos.doby@palmbeachschools.org

On Thu, Jun 25, 2020 at 3:16 PM Amos Doby <amos.doby@palmbeachschools.org> wrote:
Will do. calling you now

Amos Doby
ERP Specialist/Payroll
Phone: **434-8944** PX# **48944**
amos.doby@palmbeachschools.org

On Thu, Jun 25, 2020 at 2:48 PM Yaritza Dominguez Soto <yaritza.dominguezsoto@palmbeachschools.org> wrote:
Hello Amos,

I trying to understand this comments from the D-FACT Report:

PAYROLL RELATED

Unapproved Payroll Records as of 06/11/2020 ** 409 Task 1

**Number of Payroll Records needing approval as of date indicated

Can you please call me and help me with this?

Thank you,

P.S. Report is attached.

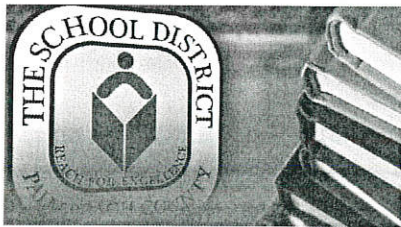
Based on a recommendation from the Florida Department of Education, and a State issued 'Stay at Home' order in Palm Beach County, Superintendent Donald E. Fennoy II, Ed.D. has decided to close District operated schools until further notice.

The District looks forward to welcoming students back on our campuses when health officials decide it is once again safe to gather in a large group setting.

The Charter Office Staff is working remotely and emails and phone calls are being monitored. You should expect a response within 48 hours.

Yaritza Dominguez
Administrative Assistant to the Director
Department of Charter Schools
School District of Palm Beach County
3300 Forest Hill Boulevard, Ibis Building E
Phone: 561-434-8681 PX 48681

Activity #: 21-0009-I
OIG Staff: V. Valleullo
Date Rec'd: 2.24.21 Pages: 3 of 3
Rec'd: District Email Records
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 28



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Based on a recommendation from the Florida Department of Education, and a State issued 'Stay at Home' order in Palm Beach County, Superintendent Donald E. Fennoy II, Ed.D. has decided to close District operated schools until further notice.

The District looks forward to welcoming students back on our campuses when health officials decide it is once again safe to gather in a large group setting.

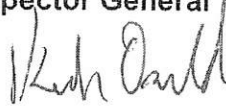
The charter staff is working remotely and is monitoring emails and phone calls. you should expect a response within 48 hours.

Joe DePasquale
Director of Charter Schools
joe.depasquale@palmbeachschools.org

Activity #: 21-0009-I
OIG Staff: V. Vallejo
Date Rec'd: 6/18/21 Pages: 38 pages
Rec'd: Oswald
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 29

To: Office of the Inspector General

From: Keith Oswald



Date: June 18, 2021

Response OIG: I vehemently reject the allegation that I violated School Board Policy 3.02.

Finding- Page 2

The OIG alleges a violation of School Board Policy 3.02 by not Making Ethical Decisions (failure to use good judgment) regarding Fox's transfer/reassignments to School Transformation and Charter Schools.

This finding is factually inaccurate. I wholeheartedly disagree with this allegation. Below please find supporting evidence that must be pursued by the OIG:

1. Page 6- Background

Omitted from this document is the fact that Bonnie Fox was transferred to the Department of Transformation to support Lake Shore Middle School. Lake Shore Middle School was a double "D" school. Per the Florida Department of Education and State Statute, *"a Principal change must occur if a school becomes a single "F" or double "D."*

This occurred at both Gladeview and Lake Shore Middle when school grades were released in June 2018. As the principal was less than a year at the school, the FDOE will allow the principal to stay if a mentor principal with a proven academic track record is provided. This was the case at Lake Shore Middle. Ms. Fox's record of academic achievement is provided in this response. Information on Fox's performance was provided to the FDOE Regional Executive Director, Gayle Sitter, who had to approve Fox's academic track record (in order to become a

mentor). She needed to examine whether that would meet the standard as applied by the FDOE to keep the current principal in place.

Gayle Sitter supported the recommendation of Fox becoming the mentor principal for Lake Shore Middle. Subsequently, the school did become a "C" school and was removed from the Differentiated Accountability rules of needing a mentor principal.

It is important to note, that the Assistant Superintendent of Transformation who oversees this process was fully aware of this provision and of this recommendation, contrary to the statement provided in this report. (Please see substantiating documents.) The job description of the Assistant Superintendent of Transformation is attached which clearly shows this position oversees and monitors all aspects of school Differentiated Accountability.

After grades came out in June/July of 2019 there was not a school principal opening that would be a good match for Fox's placement. Until a vacancy came about, I placed Fox in three positions over the course of the year where 1) two principals were on extended leave and 2) where a principal had a serious medical condition.

In mid March of 2020, COVID shut down the school district. Throughout our school district, employees from custodians to the central office were working from home. During this time, many new regulations were swiftly established just to adapt to this unprecedented environment and unusual working conditions.

The financial situation of the State of Florida also became a great concern. With revenue dropping quickly, the School District began preparing for budget cuts at the central office. The Superintendent and CFO requested that all departments look at budget reductions of 10-20% while trying to preserve the employment of individuals at the same time.

Another monumental concern at this time was student learning loss from a remote setting. In anticipation of this loss and while simultaneously balancing the

reductions of the central office, I looked for a way to shift employees with strong academic backgrounds into positions at the regional office to support schools. This practice is frequently done in our school district.

In addition, there were Title 1 dollars that would be rolling forward. I consulted with Nicole Smith about this and she said we could anticipate those funds and that it would be appropriate. If we provided this type of support for our district-operated schools, Nicole Smith also indicated that we would need to provide the same support for charter schools.

As we continued through the budget reduction process, a document was created by the Department of Budget to show all expenses and areas of reductions that would be recommended to move forward. For full transparency, and despite the indication that individuals were unaware of the Fox move, this document was shared with all direct reports of the superintendent, including, Chief of Staff, Chief of Finance, Chief of HR, Chief Academic Officer, and the Superintendent to monitor and track the recommendations. Additionally, weekly meetings occurred to discuss the recommendations with the Superintendent's direct reports. Fox was listed as a first priority reduction in this document which was discussed by many.

The position at hand was to go to a specialist to support Title One Charter schools in the same manner positions would support district-operated schools. If Fox did not agree with this recommendation, she would have been placed in 9920 where other reductions, but not non reappointed positions, were placed.

After conversations with Fox, she agreed to the demotion as indicated in her signature letter on the position. During this time, one of her questions was her salary. After contacting Mark Mitchell, he stated that practice has been a reduction of 5% and a loss of complexity pay. Contrary to a statement by Mark Mitchell, I never requested anything above what the practice has been for other employees. In all seriousness, why would I do that?

Once the decision was made to move forward with the budget reductions, the Superintendent tasked us all with affected employees to begin letting them know

of new or different locations. At the same time, this was occurring, the Assistant Superintendent of Transformation was retiring. I subsequently called the Director of Charter Schools regarding the placement of Fox and work responsibilities as indicated in my statement.

Also Omitted From The Background Information:

Once I was made aware of Fox's non-reporting concerns, I requested an investigation through the Office of Professional Standards, Vicki Evans-Pare. Therefore, an investigation was opened by their office upon my request.

2. Page 8 Timeline

The timeline incorrectly indicates that Bonnie Fox was reporting to me. She was reporting to the Assistant Superintendent of Transformation. The Regional Superintendent who supervises Lake Shore also supported the daily responsibilities of Fox. I worked closely with them in my role over schools. Fox was a mentor principal working out of Lake Shore Middle School working closely with the Regional Office and the Assistant Superintendent of Transformation as required by Differentiated Accountability. The Office of Transformation oversees the Differentiated Accountability process and provides ongoing support to the process. "Reporting" used in the context of this report is inaccurate. Further, there is an email provided to the OIG in this response where Fox is thanking Terembes for her ongoing support and guidance dated August 31, 2018.

3. Page 33 Witness Interviews - Barbara Terembes

Witness statement by Barbara Terembes is filled with inaccurate and false information and what the OIG is basing their findings on.

The OIG should immediately contact Gayle Sitter on the Differentiated Accountability process and ask why Fox was placed as the mentor principal.

Gayle Sitter approved this placement so that the sitting principal at Lake Shore would not need to be replaced. Terembes' statement that she was unaware as to why Fox was placed is completely false. Again the supporting documentation is attached to this response.

Her other statements are also inaccurate with supporting evidence to prove. Documents have been provided to show the process for Turnaround as governed by the FDOE. Clearly, these documents show that a mentor principal must be assigned to a principal under one year in the role at a DD or F graded school. Terembes completed these documents. There was also a cabinet meeting on the process of turnaround and the plan that was presented on July 16, 2018. Everyone was fully aware of what was occurring. The agenda is also attached for the OIG to review with the supporting documentation. The plan is also provided showing required signatures.

I have provided a document that shows when there was a concern regarding TDE's being submitted, I told Fox that she needed to submit her TDE's. Terembes forwarded an email to me indicating that such had occurred. Terembes could have also documented any actions needed as outlined in the job description.

Terembes states that Fox was put in her budget for her to monitor her. That is false. Terembes was the Assistant Superintendent for Turnaround. Turnaround responsibilities were the Differentiated Accountability work of the district. Lake Shore was in Differentiated Accountability as stated previously. That is why Fox was placed in her budget. In addition, the job description of the Assistant Superintendent is attached confirming that this role oversees that work under Essential Functions-Oversees and monitors all requirements of Differentiated Accountability, including School Transformation and Turnaround.

Terembes stated that Fox was placed in her budget to support Title one middle schools. That was not the case as indicated above.

Terembes states that Fox was put in Transformation for budget reasons, again is inaccurate as it was under Differentiated Accountability. If Terembes was unaware

of what Fox was doing, she should have followed accordingly. However, there are documents attached showing Terembes managing the Differentiated Accountability work.

Terembes stated that the intention of the 20/21 budget was to transfer Fox to a principalship. There was not a school available or a match to make that happen at that time. Therefore and as stated previously, Fox agreed to use her skill to support student achievement with Title One schools in charter schools.

Terembes states when she was transferred to charter schools that she would be overpaid. Compensation handles their process and that was done according to past practice. I do not decide nor do I have the authority to decide to freeze someone's salary.

Not addressed in Terembes' statement was whether she followed up with Fox during the beginning of the Pandemic. That was a time when I was on leave dealing with the reoccurring illness and ultimately the death of my father whom I was his caretaker for the last 10 years. Those who know me, knew how hard this was on me as we were very close.

Page 35- Witness Interviews Joe DePasquale

DePasquale states that I did not ask him to contact Fox. That is inaccurate. I did tell him to contact her to develop a work schedule for her. We discussed her strengths in moving student achievement. He agreed and said no problem. Depasquale stated that I did not respond to Fox when she stated she was to stay under the radar. Again, this is inaccurate as you quote further in this report. I told them that when she did not hear from DePasquale, she should have reached out to me or someone. This was also heard and can be confirmed by Jay Boggess.

In addition, I never told Depasquale that would be getting back to him. I told him to contact me if he had any further questions.

Page 42 -Witness Interviews- Keith Oswald

Omitted from my statement when questioned regarding whether I followed up with Fox when all employees went to remote work is regarding the personal issue I was going through at the time. As discussed with the OIG, my Dad had passed away at the beginning of the pandemic and I was out of work going through my own grief after caring for my father for the last 10 years. In addition, I was out addressing other personal issues related to the death of my Dad. Upon return, I was addressing the numerous pressing issues at hand due to the Pandemic. *One question I have for the OIG, was Terembes or any other district staff questioned if they followed up with Fox when they knew when I was out on leave dealing with the death of my father?*

Page 43 Conclusion

OIG claims that when Fox was transferred to Transformation that he would provide direct supervision is completely false. The information provided in this response clearly shows Terembes statements to be false and inaccurate.

In addition, the OIG claims a "similar pattern". Again this is false proven by the fact that Terembes was well aware of the move of Fox. OIG also claims that when Oswald transferred Fox to charter that I circumvented the chain of command, which is also completely false. There were numerous meetings as indicated in this response where cabinet members knew of the changes. When the Superintendent gave the go ahead to move forward with the affected individuals, I followed the directive. With Terembes retiring, I called Joe DePasquale about the move. It also states there is no documentation. A document was provided to the OIG showing the internal budget reductions document created by the finance department showing Fox as a reduction. This was shared with all of the cabinet. Why is it not referenced in the report? Also, Is it my responsibility

to ensure that all staff follow up on their responsibility. Why is Fox's lack of action under my allegation? So when DePasquale failed to let Jay Boggess know of the transfer, that is my responsibility? I also never authorized the override of Fox's salary as claimed by the OIG. That is completely false. The OIG also claims that Boggess "indirectly acknowledged" that I made the statement "under the radar". What does that even mean? Does that mean that the OIG believes the statement of Boggess over Oswald? Does under the radar mean not do your job? And as mentioned earlier, when I was made aware of the situation, I requested an investigation from Professional Standards. This was also omitted from the OIG report. Does the OIG mean that the office of the Deputy Superintendent can never call or reach out to someone below his direct report? That is what is implied here. How is following the Superintendent's directive "poor judgement"? The School District was in the middle of the Pandemic and many moves were happening very quickly and for the OIG to call that poor judgement is inaccurate.

In conclusion, the preponderance of evidence provided clearly shows how this report is incomplete and contains falsehoods. In a meeting held at the OIG's office on June 11, 2021, it was indicated that the report was still draft and any new information would have to be followed up by the OIG and the report would be adjusted. When you look at the documents I provided you will see I operated with complete ethical decision-making and the best judgment at the time. I followed the State Statute in regards to school turnaround which is what I am responsible for doing. The Office of the Inspector General needs to follow up with the information provided to clarify this report. As it has been only one week with the report, I will follow up with any additional information to support the false claims. I wanted to give the additional information to the OIG quickly so that they can begin their follow up.

STATE BOARD OF EDUCATION

Action Item

October 25, 2018

SUBJECT: District Turnaround Option Plans for Schools Implementing Cycle 1, Year 1 In 2018-19

PROPOSED BOARD ACTION

Consideration of Cycle 1, Year 1 Turnaround Option Plans for Approval

AUTHORITY FOR STATE BOARD ACTION

Section 1008.33, Florida Statutes

EXECUTIVE SUMMARY

Florida's school improvement system, also known as Differentiated Accountability (DA), requires schools that earn a D or F grade complete a process for improved student performance. Any school earning a D or F grade immediately enters the DA system and is provided assistance of escalating intensity to schools not meeting accountability standards by the DA staff.

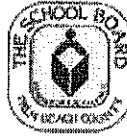
This action item is the turnaround option plans for 38 schools in 19 districts in their first year of implementation (2018-19). These schools earned at least two consecutive grades of D or a grade F and must immediately implement intervention and support strategies prescribed in s. 1088.33(3)(c), F.S.

Upon approval, the district will implement its turnaround option plan, all of which selected a district-managed turnaround, for two school years unless the school improves to a C grade or better in 2018-19. At the end of the two-year implementation period, those districts whose schools have not improved to a C grade or better, will present a new turnaround option plan to the state board for consideration. There were three districts who selected the reassignment/closure turnaround option.

Supporting Documentation Included: List of District Turnaround Plans for Schools Implementing Year 1 In 2018-19. 2018 Cycle 1, Year 1 Turnaround Option Plans (under separate cover)

Presenters/Facilitators: Hershel Lyons, Chancellor, K-12 Public Schools; and Melissa Ramsey, Executive Director, Bureau of School Improvement

Number	District Name	School Name	2017-18 Grade	2016-17 Grade	2015-16 Grade
1	ALACHUA	W. A. METCALFE ELEMENTARY SCHOOL	D	D	C
2	BREVARD	GOLFVIEW ELEMENTARY MAGNET SCHOOL	D	D	C
3	DUVAL	HYDE PARK ELEMENTARY SCHOOL	F	C	D
4	DUVAL	RUTLEDGE H. PEARSON ELEMENTARY SCHOOL	D	D	C
5	DUVAL	LONG BRANCH ELEMENTARY SCHOOL	D	D	C
6	DUVAL	SUSIE E. TOLBERT ELEMENTARY SCHOOL	D	D	C
7	ESCAMBIA	NAVY POINT ELEMENTARY SCHOOL	D	D	C
8	GADSDEN	JAMES A. SHANKS MIDDLE SCHOOL	D	D	C
9	GADSDEN	CARTER PARRAMORE ACADEMY (TOP combined with Hope Academy)	F		
10	GADSDEN	HOPE ACADEMY (TOP combined with Carter Parramore Academy)	F		
11	HENDRY	LABELLE ELEMENTARY SCHOOL	F	C	C
12	HILLSBOROUGH	BRYAN ELEMENTARY SCHOOL	D	D	C
13	HILLSBOROUGH	SLIGH MIDDLE SCHOOL	D	D	C
14	HILLSBOROUGH	GREGO MIDDLE SCHOOL - Withdrawn	D	D	C
15	HILLSBOROUGH	JACKSON ELEMENTARY SCHOOL - Withdrawn	D	D	C
16	HILLSBOROUGH	SHAW ELEMENTARY SCHOOL	F	C	F
17	HILLSBOROUGH	THONOTOSASSA ELEMENTARY SCHOOL	D	D	C
18	LEON	PINEVIEW ELEMENTARY SCHOOL	F	C	D
19	MADISON	MADISON COUNTY EXCEL ALTERNATIVE EDUCATION CENTER	F		
20	MANATEE	BALLARD ELEMENTARY SCHOOL	D	D	C
21	MANATEE	PALM VIEW ELEMENTARY SCHOOL	D	D	C
22	MARION	BELLEVIEW-SANTOS ELEMENTARY SCHOOL	F	C	D
23	MARION	REDDICK-COLLIER ELEMENTARY SCHOOL	F	C	C
24	MARION	FESSENDEN ELEMENTARY SCHOOL	F	C	F
25	MARION	GREENWAY ELEMENTARY SCHOOL	D	D	C
26	OKEECHOBEE	OKEECHOBEE VIRTUAL FRANCHISE	F		
27	ORANGE	ROCK LAKE ELEMENTARY	F	B	D
28	ORANGE	IVEY LANE ELEMENTARY	F	B	D
29	ORANGE	JONES HIGH	D	D	C
30	PALM BEACH	LAKE SHORE MIDDLE SCHOOL	D	D	C
31	PALM BEACH	GLADE VIEW ELEMENTARY SCHOOL	F	C	C
32	PINELLAS	CAMPBELL PARK ELEMENTARY SCHOOL	F	C	F
33	PINELLAS	PONCE DE LEON ELEMENTARY SCHOOL	F	C	C
34	PINELLAS	SANDY LANE ELEMENTARY SCHOOL	D	D	C
35	POLK	RIDGE TECHNICAL	F		
36	PUTNAM	BROWNING-PEARCE ELEMENTARY SCHOOL	D	D	C
37	PUTNAM	PUTNAM VIRTUAL FRANCHISE	F	C	
38	TAYLOR	STEINHATCHEE SCHOOL	F	C	C



Agenda Item Details

Meeting	Nov 14, 2018 - 4. BOARD MEETING at 5 p.m. in the Board Room
Category	14. Consent Agenda
Subject	ST1 Schools of Hope Grants - Whole School Transformation Model (Traditional Public Schools) TOPS3
Type	Action (Consent)
Recommended Action	I recommend the Board approve the receipt of two Schools of Hope - Whole School Transformation Model (Traditional Public Schools) (TOP-3) Grants from the Florida Department of Education for up to \$2,122,000, effective November 15, 2018 through June 30, 2020; approve any no-cost extension as applicable; and authorize the Superintendent or designee to sign all documents and contracts related to the grant which are required for implementation of the grant activities.

DESCRIPTION:

Developed through a collaborative, data driven process, principals and their supervisors worked with school leadership teams to develop robust Turnaround Option Plans (TOP) to garner state resources under Phase 3 of the Schools of Hope TOP opportunity. Eligible schools were Glade View Elementary and Lake Shore Middle. These plans addressed all of the state's requirements and were rooted in initiatives developed over the last few years.

Glade View Elementary will receive \$680,000 and Lake Shore Middle will receive \$1,442,000 to accelerate turnaround strategies on their campuses. Such strategies include wrap around services, supplemental academic services, and professional development.

Copies of the grants in their entirety are available in the Board Office for review.

CONTACT:

Keith Oswald, Deputy Superintendent/Chief of Schools (keith.oswald@palmbeachschools.org)
Barbara Terembes, Assistant Superintendent, School Transformation

FINANCIAL IMPACT:

The financial impact to the Special Revenue-Other Funds Budget is an increase of up to \$2,122,000. The funds will be allocated to Glade View Elementary (\$680,000) and Lake Shore Middle (\$1,442,000). All project related expenditures and contracts are authorized for payment up to the amount of revenue.

Strategic Themes (choose all that apply):

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

Long-Term Outcomes (choose all that apply):

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

ST1 SOH Data Panel.pdf (142 KB)

Job Code: 74035

TITLE: ASSISTANT SUPERINTENDENT – SCHOOL TRANSFORMATION

PURPOSE: The Assistant Superintendent for School Transformation is responsible for leading the development, planning, and implementation of systems, culture, and instruction to increase student achievement. Position oversees and monitors all requirements of Differentiated Accountability, including School Transformation and Turnaround.

QUALIFICATIONS:

1. Master's degree or higher with certification Administration and Supervision or Educational Leadership.
2. Successful experience in administration as a School Principal.
3. Knowledge of academic standards, assessment, and alignment.
4. Demonstrated knowledge of budgeting procedures and practices.
5. Demonstrated ability to lead successful school improvement / reform efforts.
6. Demonstrated skill as a successful change agent and systems thinker.
7. Ability to facilitate the implementation of school transformation initiatives introduced at the system level.
8. Demonstrated ability to work with diverse groups and effectively communication, both orally and in writing.
9. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
10. Critical thinking and analytical skills for in-depth data analyses, problem solving, and school improvement initiatives.

PERFORMANCE RESPONSIBILITIES:**Essential Functions:**

1. Assists the Deputy Superintendent with the development of the Principal Supervisor Model as a national model for School Transformation.
2. Supervises federal programs, grants management, and performance management of Regional and Instructional Superintendents.
3. Serves as project manager in leading the implementation of systems, culture, and instruction to increase student achievement.
4. Oversees and monitors all requirements of Differentiated Accountability, including School Transformation and Turnaround.

Support Effective and Relevant Instruction to Meet the Needs of All Students

5. Oversees standards-based / data driven data reviews for District leaders.
6. Assists in building schools' capacity through school transformation strategies.
7. Uses existing data appropriately to diagnose and assess school transformation needs.
8. Supports schools with changes in legislation regarding school transformation.
9. Establishes expectations by setting ambitious targets, supports by assisting others to develop new competencies through quality feedback and improved communication.

Cultivating a Positive and Supportive School Climate

10. Collaborates with schools, parents, students, teachers, and community members in Turnaround to make critical use of data with the end result being improved school-wide culture.
11. Assist District leadership in the facilitation and monitoring of principal supervisor school visits.
12. Manages Professional Learning Communities (PLCs) for principal supervisors, including scheduling and organization.
13. Facilitates in shaping and changing the prevailing culture in Turnaround schools by assisting in building a culture of pride, trust, and respect.
14. Uses the power of strategizing rather than focusing on one single strategy to increase achievement.

Talent Development

15. Assists District leadership in collaborating with principal supervisor's PLCs, including supervisor lead principal networks.
16. Differentiates support in the development of new knowledge, skills, and program coherence.
17. Aids schools in Turnaround to increase the utilization of strategies for improvement.
18. Coordinates visits of Florida Department of Education (FDOE) Executive Regional Director for review of Differentiated Accountability and Turnaround schools.

High Performance Culture

19. Works with Regional Offices to help overcome barriers to change (i.e., structures, systems, skills).
20. Provides an objective view on the necessary organizational and instructional needs at the transformation/turnaround schools and is persistent in garnering District support for such changes.
21. Views change as a process rather than an event.
22. Helps to expand the pool of persistent and resilient leaders through improved planning, problem solving, and flexibility.

Performance Effectiveness Criteria:

In addition to the employee being responsible for each of the performance responsibilities listed herein, annual progress will be assessed with respect to support and achievement of the District Strategic Plan and associated applicable scorecards.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 05/17

Salary Level: S11

FLSA Status: Exempt

6/18/2021

District Job Description Search

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

FDOE Differentiated Accountability Monitoring List 2018-2019

School Name	FY18 Grade	FY17 Grade	FY16 Grade	FY15 Grade	FY14 Grade
Comprehensive Support and Improvement-Cycle 1, Year 1					
Single Grade of F or DD					
TOPS1 and TOPS2					
Quarterly Progress Monitoring Data Review (FMDR)					
Glade View Elementary (G)	F	C	C	D	D
Lake Shore Middle School (G)	D	D	C	F	F
Targeted Support and Improvement					
Single Grade of D					
DA-1, DA-2, SIP					
Belle Glade Elementary	D	C	C	F	D
Rolling Green Elementary	D	C	C	D	C

LOW 300

School Name	Average Sum of ELA Achievement and Learning Gains-3 years
Lincoln Elementary	70
Rolling Green Elementary	72
West Riviera Elementary	72
Dr. Mary McLeod Bethune Elementary	75
Belle Glade Elementary	75
Barton Elementary	75
Pleasant City Elementary	76
South Grade Elementary	76
Pahokee Elementary	78
Glade View Elementary	79
Grove Park Elementary	81
Roosevelt Elementary	81
Gove Elementary	81
Lantana Elementary	81
Northmore Elementary	83
Highland Elementary	84
Indian Pines Elementary	84
Pioneer Park Elementary	85

New to Low 300 in FY19

8/11/2021

School District of Palm Beach County Mail - TOPS1 from Palm Beach County School District



Keith Oswald <keith.oswald@palmbeachschools.org>

TOPS1 from Palm Beach County School District

Barbara Terembes <barbara.terembes@palmbeachschools.org>
To: BSI <bsi@fldoe.org>

Thu, Aug 30, 2018 at 10:01 AM

Cc: Gayle Sitter <Gayle.Sitter@fldoe.org>, Keith Oswald <keith.oswald@palmbeachschools.org>


Good morning,


Attached please find the TOPS1_Step1 Plans for the two schools from Palm Beach County School District as required by September 1, 2018. If you have any questions, please do not hesitate to call. Thank you.

Barbara

Barbara Terembes, Assistant Superintendent
School Transformation
Fulton-Holland Educational Services Center
3300 Forest Hill Blvd, Suite C-316
West Palm Beach, FL 33406
Phone: 561-434-7346
Email: Barbara.Terembes@palmbeachschools.org
Follow me on Twitter @PPBSDSupport

2 attachments

 [TOP1_Step1.Gladeview.08.13.18.pdf](#)
2570K

 [TOP1_Step1.Lakeshore.08.13.18.pdf](#)
2592K

DA Requirements and Assurances 2018-2019

TOP 1-Lake Shore MS and Glade View MS

- Creation of Community Assessment Team-monthly meetings with minutes
- Creation and Support of a District Leadership Team
- Instructional programs aligned to the Florida Standards
- District must design and require progress monitoring assessments
- School must have effective leaders and teachers capable of improving student achievement
- Development of professional development plan to increase leadership and educator quality
- Principal/Assistant Principal must have successful record in leading turnaround schools
- Replace principal; may make exception is less than 1 year in school
- Hiring, recruitment, retention, and reassignment of instructional personnel based on student performance data
- Schools with Unsatisfactory or Needs Improvement VAM teachers must follow guidelines to remove ineffective teachers
- Instructional personnel without evidence of increasing student achievement may not be rehired at the school
- Percentage of Unsatisfactory and needs improvement teachers may not be higher than district average
- District must have MOU with Teachers' Union if needed to move teachers
- District must submit instructional rosters by September 1 that meet all VAM requirements
- F rated Schools (Glade View) must offer Opportunity Scholarships

DA-1 District Support-Lake Shore MS, Glade View ES, Belle Glade ES, Rolling Green ES

- DR1 Strategic Plan must show schools/students with greatest need get greatest support
- DR2 Coaches Required (Reading and Math-TOP); can use SSCC in RGES and BGES
- DR3 Data Discussions must be held
- DR4 District Assessments must be used and be aligned to the Florida Standards
- DR5 Grade Level or departments must have common planning (may need MOU)
- DR6 SIP and TOP Plan must be aligned and monitored
- DR7 Early Warning System must be used and be monitored in SIP
- DR8 Progress Monitoring Data Review submitted quarterly; students from closed sites must be monitored
- DR9 Grant funds must ensure schools with greatest need get highest % of resources

AGENDA
Executive Cabinet
July 16, 2018 9:00am-11:30am

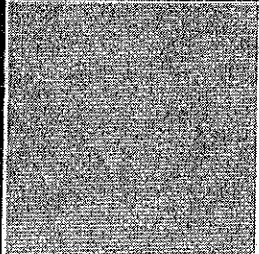
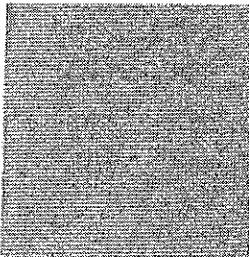
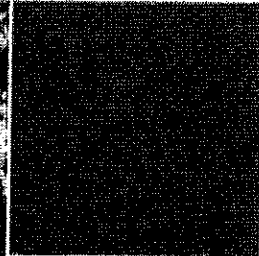
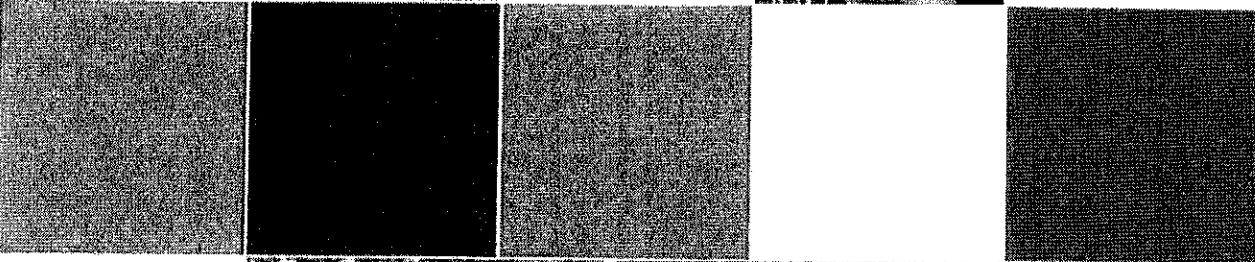
Topic	Presenter
Board Matters <ul style="list-style-type: none"> • Upcoming Meetings/Calendar (changes/policies) • Operations item for good cause • Possibility of a meeting needed 8/8 (Operations request) • 8/1 Workshop review at 7/17 Cabinet 	Carol Bass
Hot Topics <ul style="list-style-type: none"> • 	
Informational Items <ul style="list-style-type: none"> • Intralogic Presentation-TIME CERTAIN 9:30 am • Code Red Alert • Org Charts updates • Finalizing FSSAT Risk Assessment Surveys 	Wanda Paul Amity Schuyler/Chris Persaud Barbara Terembes Barbara Terembes
Action/Decision Items <ul style="list-style-type: none"> • Extending Extended Day • DA Requirements • Opportunity Scholarships at Glade View • ERS - Opportunity to re-engage at low cost for update (attachment) • Referendum - Recommend meeting with Supt., County Administrator and attorneys to prep for Aug. 14 BCC mtg. 	Keith Oswald Keith Oswald Keith Oswald Mike Burke Mike Burke
Discussion Items <ul style="list-style-type: none"> • Referendum Items (Agenda Item F1, charters, PLA) • Ed Foundation <ul style="list-style-type: none"> ◦ AG inquiry on their DSO status and significant implications. Finding expected either way. ◦ Additional District Support - contract and Board approval • Back to School Communications and press event • July PLA Agenda 	Mike Burke Amity Schuyler Keith Oswald

Continued: DA-1 District Support-Lake Shore MS, Glade View ES, Belle Glade ES, Rolling Green ES

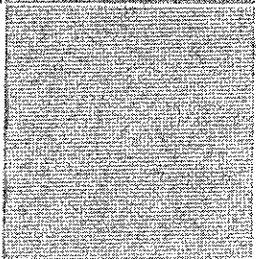
- DR10 SAC and CAT agendas, sign-in sheets, and minutes
- DR11 Teacher placement by VAM
- DR12 Principal/AP must have successful track record of Turn-Around (see DR15)
- DR13 Position to Lead School Improvement and Transformation
- DR14 Submit MOU by September 1 for teacher movement
- DR15 Replace principal (need assurance letter is less than 1 year with mentor)
- DR16 Professional Development Plan providing ongoing support to increase leadership and educator quality

DA-2 School Support Checklist-Lake Shore MS, Glade View ES, Belle Glade ES, Rolling Green ES

- SR1 Develop SIP and align UniSIG Funding to it
- SR2 TOP and SIP Plan must be aligned and monitored
- SR3 SIP Mid-Year Reflection required
- SR4 Teacher Placement by VAM
- SR5 SAC updated 3X per year (baseline, mid-year, and end-of-year)
- SR6 Progress Monitoring Data Review submitted quarterly (TOP schools only)
- SR7 DOES NOT APPLY to PBCSD (DA by graduation rate only)
- SR8 School Leadership Team monitors SIP and UniSIG and TOP funding if applicable
- SR9 Implement Multi-Tiered System of Supports
- SR10 Grade Level or departments must have common planning
- SR11 Develop/implement Curriculum Guides, pacing Charts, and Progress Monitoring Assessments
- SR12 Use ELA and Math Coaches (SSCC acceptable in single D schools)



TOP-1



District-Managed Turnaround Plan—Step 1(TOP-1)

School District of Palm Beach County
Lake Shore Middle School

Form Number DMT, TOP-1, incorporated in Rule 6A-1.099811, F.A.C., effective August 2018

District-Managed Turnaround Plan—Step 1 (TOP-1)

Purpose

The purpose of this document is to guide districts to plan for the implementation of a district-managed turnaround plan to improve the school's grade to a "C" or higher. The district shall submit a Memorandum of Understanding (MOU) to the Department by September 1, pursuant to sections 1001.42(21) and 1008.33(4)(a), F.S.

Directions

Districts shall complete this Step 1 form for each school that is required to implement a district-managed turnaround plan. This completed form must be signed by the superintendent or authorized representative and emailed to BSI@fldoe.org, no later than September 1. The subject line of the email must include district name, school name and TOP-1.

School

In the box below, identify the name and MSID number of the school that will be supported through the district-managed turnaround plan.

School Name/ MSID Number

Lake Shore Middle School #1232

Stakeholder Engagement

In the box below, describe the district's efforts to engage and involve stakeholders, including the Community Assessment Team (CAT), to determine causes for low performance and make recommendations for school improvement. Include a list of names and affiliation of CAT members. The Regional Executive Director (RED) or their designee shall be a member of the CAT. Include a list of meetings that were held regarding the development of the district-managed turnaround plan, as well as scheduled meetings that will be held during implementation of the plan.

Names and affiliation of CAT members: Regional Executive Director; School Principal; Regional Superintendent; Instructional Superintendent; Deputy Superintendent; Chief, Performance Accountability; Provost, Palm Beach State College, Belle Glade Campus; Regional HR Partner; Glades Tri-Cities Education Committee Representative; Teacher from SAC; Parent from SAC; and, Community Business Representative. The membership of the CAT is representative of the demographics of the community from which they are appointed as a majority of the members live and/or work in the Glades area. Lake Shore Middle is also almost 100% minority; so, the CAT members are both racially and ethnically diverse.

Dates of CAT meetings (held and upcoming meetings): A meeting was held on June 27th with the Glades Tri-Cities Education Committee to discuss school grades and the DA process. CAT meetings will be held on the second Tuesday of the month, following Glades College and Career Readiness Roundtable meetings.

District-Managed Turnaround Plan—Step 1 (TOP-1)

What school data was analyzed?

FSA results (including by Race, Gender, English Language Learner and Disability status); school grade components; student absenteeism (11+ days; 15+ days; 21+ days); student discipline (office referrals, in-school suspension, out-of-school suspension); teacher experience (0-3 years; 4-7 years; greater than 7 years); percent level 1/2 students w/teachers 0-3 years' experience; teacher evaluation data; early warning indicator reports; and, School Effectiveness Questionnaire results.

Identified causes of low performance:

- Math Learning Gains decreased from 49% to 38%, a decrease of 11 percentage points;
- Math Achievement decreased from 36% to 28%, a decrease of 8 percentage points;
- ELA Learning Gains decreased from 44% to 38%, a decrease of 6 percentage points;
- ELA Achievement decreased from 27% to 25%, a decrease of 2 percentage points;
- Science Achievement decreased from 28% to 26%, a decrease of 2 percentage points;
- Social Studies Achievement decreased from 63% to 62%, a decrease of 1 percentage point;
- High percentages of level 1 and 2 students with teachers who have 0-3 years of experience (over 90 percent); and,
- High percentages of office discipline referrals

Recommendations for school improvement: Provide common planning time to ensure scope and sequence is followed; build instructional capacity of teachers through professional development, with a focus on teachers who have 0-3 years of experience; decrease office discipline referrals by enhancing Positive Behavior Interventions and Support; strengthen school leadership and support; and, increase differentiated instruction.

Other information: The District is using existing contractual language related to involuntary transfers to relocate identified teachers (i.e. Collective Bargaining Agreement Between the Palm Beach County Classroom Teachers Association and the School Board of Palm Beach County, Article IV - Vacancies, Transfers, UATs, Lay-Offs/Call-Backs and Employment Contracts, Section G - Involuntary Transfers).

District-Managed Turnaround Plan Assurances

The district must agree to ALL of the following assurances by checking the boxes below.

Assurance 1: District Capacity and Support

The district shall ensure the district leadership team, which includes the superintendent and district leadership, has an integral role in school improvement. This team may include those in charge of curriculum, general and special education, student services, human resources, professional development and other areas relevant to school improvement. The district leadership team shall develop and implement the district-managed turnaround plan. The district shall dedicate a position to lead the turnaround effort at the district level. The selected employee shall report directly to the superintendent and support the principal.

The district shall ensure that instructional programs align to Florida's Standards for English Language Arts (ELA), mathematics, social studies and science. The district shall provide evidence that shows instructional programs to be effective with high-poverty, at-risk students and how these programs are different from the previous programs. The district shall demonstrate

District-Managed Turnaround Plan—Step 1 (TOP-1)

Florida's Standards alignment across grade levels to improve background knowledge in social studies, science and the arts.

The district shall prescribe and require progress monitoring assessments that are aligned to Florida's Standards in ELA, mathematics, social studies and science for all students. The district shall ensure that its progress monitoring assessments are predictive of statewide assessment outcomes and provide valid data to support intervention and acceleration for students.

Assurance 2: School Capacity-Leaders and Educators

The district shall ensure the school has effective leaders and educators capable of improving student achievement.

Leaders

The district leadership team, in collaboration with the school, shall develop an annual professional development plan that provides ongoing tiered support to increase leadership and educator quality.

The district shall ensure the principal and assistant principal have a successful record in leading a turnaround school and the qualifications to support the student population being served.

The district shall ensure that the principal will be replaced, unless recommended for retention in collaboration with the Department, upon entry into district-managed turnaround based upon the individual's turnaround record and degree of success, the length of time since turnaround success, the degree of similarity in the student populations and any other factor that would indicate the principal will have turnaround success with this school.

Educators

The district shall ensure the review of practices in hiring, recruitment, retention and reassignment of instructional personnel have been reviewed with priority on student performance data.

For districts with more than five schools, the district shall ensure that the percentage of instructional personnel assigned to a Differentiated Accountability (DA) school with a rating of either Unsatisfactory or Needs Improvement, based on the most recent three-year aggregated state Value-added Model (VAM), is less than the district average. For districts with five or fewer schools, the district shall ensure that the percentage of instructional personnel assigned to a DA school with either a rating of Unsatisfactory or Needs Improvement, based on the most recent three-year aggregated state VAM, is less than the state average.

The district shall ensure the instructional personnel who do not have a state VAM rating and who do not show evidence of increasing student achievement are not rehired at the school.

Pursuant to section 1012.2315(2)(a), F.S., the district must ensure that the percentage of temporarily certified instructional personnel, instructional personnel in need of improvement or out-of-field instructional personnel assigned to the school is not higher than the district average.

District-Managed Turnaround Plan—Step 1 (TOP-1)

Required Documentation


The district must submit the following as part of the TOP-1: (check boxes)

- An MOU pursuant to section 1001.42(21), F.S. shall be emailed to BSI@fldoe.org no later than September 1. The subject line of the email must include: district name, school name, and MOU. If an MOU has not been approved by the district school board, provide a detailed status of negotiations.
- The district must submit instructional rosters for this school no later than September 1. The district will be notified of the submission process to ensure confidentiality and security of the requested information.
- The district must complete the table below by providing the number and percentage of instructional personnel in each of the state VAM rating categories for this school and the district based upon most recent three-year aggregated state VAM ratings (Highly Effective, Effective, Needs Improvement and Unsatisfactory).

STATE VAM DATA- School % Compared to District and State %				
3- year aggregated VAM Data	Highly Effective (HE)	Effective (EF)	Needs Improvement (NI)	Unsatisfactory (UN)
Number of instructional personnel	1	16	0	0
School %	6%	94%	0%	0%
District %	19%	61%	10%	10%
State %	15%	55%	15%	16%

Acknowledgement

The district verifies the information in this form and confirms that they have collaborated with the school and the RED.

Name and title of person responsible for completion and submission of TOP-1
Barbara Terembes, Assistant Superintendent School Transformation
Contact information: email, phone number
Barbara.terembes@palmbeachschools.org, 561-434-7346
Date submitted to the Bureau of School Improvement (due September 1)
9/1/2018
Superintendent signature (or authorized representative)


Principal Leadership Academy

July 31, 2018

*Donald E. Fennoy II, Ed.D.
Superintendent of Schools*

Top-performing urban district in Florida



PALM BEACH COUNTY SCHOOLS
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**MORE OF
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FY16-FY18 PYG: Outstanding Growth in ELA and Math 3 Consecutive Years

FY16-FY18 PYG ELA & MATH

- Greenacres Elementary
- Jupiter High
- Lantana Middle
- New Horizons Elementary
- Odyssey Middle
- Park Vista High

FY16-FY18 PYG ELA & MATH

- Royal Palm Beach Elementary
- Santaluces High
- Starlight Cove Elementary
- Timber Trace Elementary
- Village Academy

GROWING STRONG.

6/11/2021

School District of Palm Beach County Mail - Thank You



Keith Oswald <keith.oswald@palmbeachschools.org>

Thank You

Bonnie Fox <bonnie.fox@palmbeachschools.org>

To: barbara.terembes@palmbeachschools.org

Cc: keith.oswald@palmbeachschools.org, diana.feddeman@palmbeachschools.org, angela.averymoore@palmbeachschools.org, carl.gibbons@palmbeachschools.org

Fri, Aug 31, 2018 at 6:58 PM

As I am driving home doing my daily reflection on what I did that I should not have done, what I did not do that I should have done, what I could have done better etc. etc., I just realized I failed to publicly thank you for all of your assistance and support. Please forgive the oversight. It certainly was not intentional. You have been a wonderful help, support and guide. I really feel terrible that I did not acknowledge you. Please know we appreciate all your hard work.

Sent from my iPhone

6/11/2021

School District of Palm Beach County Mail - Fwd: Spring Break



Keith Oswald <keith.oswald@palmbeachschools.org>

Fwd: Spring Break

Barbara Terembes <barbara.terembes@palmbeachschools.org>
To: Keith Oswald <keith.oswald@palmbeachschools.org>

Wed, Feb 19, 2020 at 3:15 PM

Making you aware...from Bonnie Fox

----- Forwarded message -----
From: Wendy Walker <wendy.walker@palmbeachschools.org>
Date: Wed, Feb 19, 2020 at 3:09 PM
Subject: Fwd: Spring Break
To: Barbara Terembes <barbara.terembes@palmbeachschools.org>

----- Forwarded message -----
From: Bonnie Fox <bonnie.fox@palmbeachschools.org>
Date: Wed, Feb 19, 2020 at 3:04 PM
Subject: Re: Spring Break
To: Wendy Walker <wendy.walker@palmbeachschools.org>

I just spoke with Dr. Howell. He says he plans to come to the school over spring break. So, at this time I will plan to work, and see if I can be useful. I imagine I might decide to take off a day or two but under my unique circumstances I will wait to see what is available to do. Okay?
Thank you.

Sent from my iPhone

On Feb 19, 2020, at 2:40 PM, Wendy Walker <wendy.walker@palmbeachschools.org> wrote:

Hello Bonnie

Please let me know if you will be submitting a TDE for Spring Break.

Thanks!

<https://mail.google.com/mail/u/0/?ik=d4512fd7d3&view=pt&search=all&permmsgid=msg-%3A1658997581563457210&siml=msg-%3A1658997581563457210>

6/11/2021

School District of Palm Beach County Mail - Fwd: Spring Break

Wendy Walker
Executive Administrative Assistant to
Barbara Terembes, Assistant Superintendent
School Transformation
The School District of Palm Beach County, FL
3300 Forest Hill Boulevard, Suite C-316
West Palm Beach, FL 33406
Office: 561-434-8822 px48822
Email: wendy.walker@palmbeachschools.org

Wendy Walker
Executive Administrative Assistant to
Barbara Terembes, Assistant Superintendent
School Transformation
The School District of Palm Beach County, FL
3300 Forest Hill Boulevard, Suite C-316
West Palm Beach, FL 33406
Office: 561-434-8822 px48822
Email: wendy.walker@palmbeachschools.org

6/11/2021

School District of Palm Beach County Mail - Fwd: Spring Break

Barbara Terembes, Assistant Superintendent
School Transformation
Fulton-Holland Educational Services Center
3300 Forest Hill Blvd, Suite C-316
West Palm Beach, FL 33406
Phone: 561-434-7346
Email: Barbara.Terembes@palmbeachschools.org
Follow me on Twitter [@PBSDSupport](https://twitter.com/PBSDSupport)

<https://mail.google.com/mail/u/0/?ik=d4512d7d3&view=pt&search=all&permmsgid=msg-f%3A1658997581563457210&siml=msg-f%3A1658997581563457210>

6/11/2021

School District of Palm Beach County Mail - Fwd: LSMS



Keith Oswald <keith.oswald@palmbeachschools.org>

Fwd: LSMS

Bonnie Fox <bonnie.fox@palmbeachschools.org>
To: Keith Oswald <keith.oswald@palmbeachschools.org>, Barbara Terembes <barbara.terembes@palmbeachschools.org>, Diana Fedderman <diana.fedderman@palmbeachschools.org>, Edward Terney <edward.terney@palmbeachschools.org>
Mon, Mar 23, 2020 at 5:45 PM

Hi! I hope everyone is doing well and staying safe and sane. I am forwarding a document "my" assistant principal (sorry but I will always proudly claim him) created for the faculty and staff at Lake Shore Middle School. I believe it is a valuable tool and a phenomenally clear compilation of the expectations and protocols needed by everyone as we embark on this distance learning — A Journey of Discovery (sorry but humor me again as that was the motto at Odyssey Middle School). I am offering up, with Shaun's permission though it was my idea after he forwarded it to me for review, the document to be shared with other schools if you deem it appropriate to do so. Thank you.

Sent from my iPhone

Begin forwarded message:

From: Shaun Schwartztrauber <shaun.schwartztrauber@palmbeachschools.org>
Date: March 23, 2020 at 5:25:31 PM EDT
To: Bonnie Fox <bonnie.fox@palmbeachschools.org>
Subject: LSMS

Greetings -

Attached is the guidance document we have shared with faculty and staff at Lake Shore. Any feedback is appreciated.

Thank you,

Shaun Schwartztrauber
Assistant Principal
Lake Shore Middle School
561-829-1100

Whether you think that you can, or that you can't, you are usually right.


2 attachments

<https://mail.google.com/mail/u/0?ik=d4512f07d3&view=pt&search=all&permmsgid=msg-f%3A1661992895615291515&siml=msg-f%3A1661992895615291515>

6/11/2021

School District of Palm Beach County Mail - Fwd: LSMS

 noname.html
1K

 Google Classroom Guidance - LSMS.pdf
130K

<https://mail.google.com/mail/u/0/?ik=d4512d7d3&view=pt&search=all&permmsgid=msg-f%3A1661992895615291515&siml=msg-f%3A1661992895615291515>

6/11/2021

School District of Palm Beach County Mail - Bonnie Fox transfer - draft letter



Keith Oswald <keith.oswald@palmbeachschools.org>

Bonnie Fox transfer - draft letter

Mark Mitchell <mark.mitchell@palmbeachschools.org>

To: Keith Oswald <keith.oswald@palmbeachschools.org>

Cc: Gonzalo La Cava <gonzalo.lacava@palmbeachschools.org>

Mon, Jun 8, 2020 at 1:01 PM

Hi Keith,

Based on our conversation, please see attached draft letter to be placed on your letterhead. Please note the holding places for the title of the job and department name to which she is being transferred.

Just let me know if there is anything else we may assist with.

Take care,

Mark Mitchell

Director, Compensation & EIS

Phone: (561) 357-7529 - PX 47529, Fax (561) 434-7318 - PX 47318



Assignment Transfer Letter Template.docx
83K

6/11/2021

School District of Palm Beach County Mail - Note of Appreciation



Keith Oswald <keith.oswald@palmbeachschools.org>

Note of Appreciation

Bonnie Fox <bornie.fox@palmbeachschools.org>

Fri, Jan 10, 2020 at 3:12 PM

To: Kerry Emery <kerry.emery@palmbeachschools.org>, Takara Fields <takara.fields@palmbeachschools.org>, Jennifer Davis <jennifer.davis.2@palmbeachschools.org>, Norman Riemer <norman.riemer@palmbeachschools.org>, Lori Dool <lori.dool@palmbeachschools.org>, Robin OBrien <robin.obrien@palmbeachschools.org>, rose.backhaus@palmbeachschools.org, Maureen Thompson <maureen.thompson@palmbeachschools.org>, Diana Snider <diana.snider@palmbeachschools.org>, Elizabeth Jones <elizabeth.bullard@palmbeachschools.org>
Cc: Keith Oswald <keith.oswald@palmbeachschools.org>, Glenda Sheffield <glenda.sheffield@palmbeachschools.org>, Diana Fedderman <diana.fedderman@palmbeachschools.org>, Kirk Howell <kirk.howell@palmbeachschools.org>, Michelle Marks <michelle.marks@palmbeachschools.org>, KaShamba Miller-Anderson <KaShamba.Miller-Anderson@palmbeachschools.org>, Lathan Hytower <lathan.hytower@palmbeachschools.org>

Thanks to you we had an exceptionally successful training today for our coaches, teachers and leadership team. As a first step in our comprehensive professional development program to build capacity and to provide coaching for creating and delivering standards-based lessons, your knowledgeable and well-organized presentations were right on target.

I have received positive feedback from our participants, and I am optimistic that with your continued support we will grow professionally and increase student achievement.

I am appreciative of your efforts. I look forward to your ongoing regular assistance for Bear Lakes Middle School.

Additionally, we want to thank Diana Snyder for spending time with us to discuss, to brainstorm and to plan for our future success. As always, your insights and ideas are very valuable. Once again, thank you to all.

Sent from my iPhone

6/11/2021

School District of Palm Beach County Mail - Thank you!



Keith Oswald <keith.oswald@palmbeachschools.org>

Thank you!

Mon, Aug 26, 2019 at 12:48 PM

Dwan Moore Ross <dwan.mooreross@palmbeachschools.org>
To: Keith Oswald <keith.oswald@palmbeachschools.org>, Jennifer Sanders <jennifer.sanders@palmbeachschools.org>, Bonnie Fox <Bonnie.Fox@palmbeachschools.org>

Good Afternoon Mr. Oswald and Dr. Sanders,

I'd like to extend a sincere thank you to you and Dr. Sanders for approving my leave to be with my mom during her open heart surgery at one of the most critical times of the school year. My mom is recovering extremely well, and today was her first doctor's appointment post surgery!

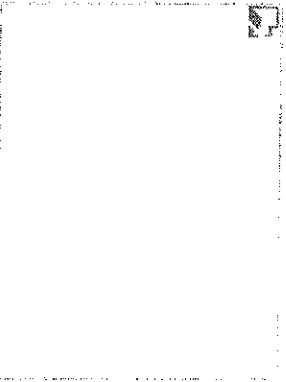
Secondly, I'd like to thank you for allowing Bonnie to become a part of our Everglades Family during this time. Bonnie allowed me to really focus on my mom because I knew my school was in good hands. We communicated on concerns as needed, and Bonnie was a great support for my Assistant Principal, as well as our students, parents, faculty and staff. Bonnie, you are truly appreciated!

Again, thank you both and have a great day! 🌸

Dwan L. Ross

Principal, Everglades Elementary

dwan.moore-ross@palmbeachschools.org
561.792.9500/PX 2.9504
Follow us on Twitter @DRoss_EESPTrinc



Everglades Elementary is improving instruction, systems, and culture through standards-based teaching and learning!

6/11/2021

School District of Palm Beach County Mail - Re: Happy Birthday to You



Keith Oswald <keith.oswald@palmbeachschools.org>

Re: Happy Birthday to You

Mark Howard <mark.howard.1@palmbeachschools.org> Wed, Jun 20, 2018 at 7:52 PM
To: "Sitter, Gayle" <Gayle.Sitter@fldoe.org>, Keith Oswald <keith.oswald@palmbeachschools.org>, Barbara Terembes <barbara.terembes@palmbeachschools.org>
Gayle,

Well, hope you had a big birthday! I have copied both Barbara and Keith here.

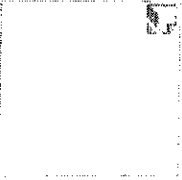
Thanks for getting back to me. We met today and discussed the DA Requirements. As you know, they are quite extensive but our immediate interest is putting together a timeline.

I also reviewed the FY17 VAM (3-year) for several of our schools. Much of what we spoke of today I look forward to discussing in a call.

One topic of interest are the new Forms that will be used this school year. If you have and new DA or TOPs forms, we would love to review them.

Thanks,

Mark Howard, Chief
Performance Accountability
(O) 561-434-8781 (PX: 48781)
(M) 561-889-9631
Email: mark.howard.1@palmbeachschools.org
Twitter: @pbcHoward



On Wed, Jun 20, 2018 at 5:42 AM, Sitter, Gayle <Gayle.Sitter@fldoe.org> wrote:
You are always polite and I love working with you.

In speaking to you and Barbara, I do realize that you all may be facing a situation in which a few schools will fall into Turnaround and the district will submit TOPS (double D and single F schools). I know that can be stressful.

You and Barbara have done a great job of learning the nuances of DA State Board rules and current statute and have monitored "areas of concern" of BSI when entering Turnaround.

<https://mail.google.com/mail/u/0/?ik=d4512d7d3&view=pt&search=all&permmsgid=msg-f%3A1603837669889892955&siml=msg-f%3A1603837669889892955>

Organizational Relationship	Empl Record	Effective Date	Seq	Position	Company	Department	Location	Reports To
EMP	0	7/31/1997	0		PBC	PBCSD	Hire Defau	
EMP	0	7/1/2006	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	
EMP	0	2/9/2007	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	
EMP	0	5/12/2007	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	
EMP	0	1/1/2008	1	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	
EMP	0	1/1/2008	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	
EMP	0	6/21/2008	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	
EMP	0	7/1/2009	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	
EMP	0	2/12/2010	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	Rosensweig, Nora
EMP	0	7/1/2012	1	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	Tuman-Rugg, Constance
EMP	0	7/1/2012	2	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	Tuman-Rugg, Constance
EMP	0	7/1/2012	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	Tuman-Rugg, Constance
EMP	0	7/1/2013	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	Tuman-Rugg, Constance
EMP	0	7/1/2015	1	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	Saltzman, Ian
EMP	0	7/1/2015	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	Saltzman, Ian
EMP	0	7/1/2016	1	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	Saltzman, Ian
EMP	0	7/1/2016	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	Saltzman, Ian
EMP	0	7/1/2017	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	Saltzman, Ian
EMP	0	7/1/2018	2	PRIN SASGN	PBC	DepSuper	FHESCC-316	Oswald, Keith
EMP	0	7/1/2018	3	PRIN SASGN	PBC	DepSuper	FHESCC-316	Oswald, Keith
EMP	0	7/1/2018	0	PRIN MIDDLE	PBC	Odyssey Mi	Odyssey Mi	Saltzman, Ian
EMP	0	7/1/2018	1	PRIN SASGN	PBC	DepSuper	FHESCC-316	Oswald, Keith
EMP	0	7/1/2019	2	PRIN SASGN	PBC	Wellness	FHESCC-316	Eassa, June
EMP	0	7/1/2019	3	PRIN SASGN	PBC	Wellness	FHESCC-316	Eassa, June
EMP	0	7/1/2019	0	PRIN SASGN	PBC	Wellness	FHESCC-316	Eassa, June
EMP	0	7/1/2019	1	PRIN SASGN	PBC	Wellness	FHESCC-316	Eassa, June
EMP	0	8/3/2019	0	PRIN SASGN	PBC	DepSuper	FHESCC-316	Oswald, Keith
EMP	0	8/26/2019	0	PRIN ELEME	PBC	Palm Sprin	Palm Sprin	Zuloaga-Haines, Valerie
EMP	0	11/11/2019	0	PRIN SASGN	PBC	SchTrans	FHESCC-316	Oswald, Keith
EMP	0	7/1/2020	0	SP IN CPDV	PBC	Charter Sc	FHESCIBIS	De Pasquale, Joseph

Activity #: 21-0009-I
 OIG Staff: V. Vallecillo
 Date Rec'd: 4/2/21 Pages: 1
 Rec'd: PeopleSoft
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 30

Greetings –

In my life, the most important life lessons have been realized only after experiencing challenging events and times. The silver lining from it, generally, is that these experiences serve to shape the person I am. And, in a twist of irony, these lessons often derive from lapses in judgment that are uncharacteristic of the person we are – who I am. Crucially, these only become meaningful life lessons when we are empowered to look forward and move ahead stronger.

This has been one of the most unbearably difficult periods of time for me and my loved ones.

It is clear to me in hindsight that I made an unfortunate and uncharacteristic error in judgment as I supported Ms. Fox with carrying out some of her technology-related work functions. This was not best practice and ultimately led to the allegations of policy violations in your findings report. None of my actions, however, were done with malicious intent. I suppose that I was *loyal to a fault* to a woman who devoted her life's work to this District and gained the highest of respect from all who knew her, including me. She was my supervising principal and quickly became my greatest mentor and advocate. I only wanted to help Ms. Fox with tasks that she had never fully learned to do during her career.

I am deeply remorseful for my actions and realize the gravity of these violations as outlined in your findings report. I am hopeful that this will serve as a life lesson for me rather than the extinguishment of an honorable and successful leadership career defined by my integrity and dedication. There is so much more leadership left in me to inspire the students, teachers, and staff in our District.

Sincerely,

Shaun Schwartztrauber

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 6-29-21 Pages: 1
Rec'd: Schwartztrauber
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference # 31

From: Jordan Peterson, Single School Culture Coordinator
Lantana Community Middle School
1225 West Drew Street
Lantana, FL 33462

To: Veronica Vallecillo, Senior Investigator
Office of Inspector General
The School District of Palm Beach County
3318 Forest Hill Blvd., Suite C-306
West Palm Beach, FL 33406

Date: July 21, 2021

OIG Draft Report Case No. 21-0009-I Response

I have always prided myself on my professionalism and integrity. My father, a former school district superintendent and my mother, a teacher for 30 years, instilled in me a code of conduct that has guided me throughout my professional years. By no means were the actions that led to the allegations done with malicious intent. Ms. Fox was my supervisor and mentor and I believed I was just helping her with a minimal task, due to her inability to do so, and only when asked. In hindsight, it was a lack of judgment and not best practice. It is clear now that I was too acquiescent to challenge someone I respected and reported to for over ten years. The allegations have left me embarrassed and remorseful and I am committed to being more aware of requests I receive and more vigilant of school district policies. I am a dedicated educator that is committed to serving the students and the community in Palm Beach County, as I have done for the past 17 years.

Correction to Page 6-Background Section: My start date at Odyssey Middle School was 2004, not 2006 as recorded.

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: 7.21.21 Pages: 1
Rec'd: J. Peterson
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 32

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Transcription of Audio File

Oswald 012721

2:30 p.m. to 2:47 p.m.

In re: Keith Oswald

Length of Audio: 17:24

Activity #: 21-0009-I
OIG Staff: V. Vallecillo
Date Rec'd: July 2020 Pages: 79 pages
Rec'd: Transcription Partners, Inc
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 33

1 * * *

2 INVESTIGATOR VERONICA VALLECILLO: This is an
3 interview of Keith Oswald. This interview is being
4 conducted by Investigator Veronica Vallecillo of Palm
5 Beach County School District, Office of Inspector
6 General, regarding OIG Case 210048C.

7 Also present in the room is director of
8 investigations, Oscar Restrepo. Today's date is
9 January 27th, 2021, and it is 2:30 p.m. This
10 interview is being conducted at the Office of
11 Inspector General.

12 If you could please state your full legal name.

13 KEITH OSWALD: Keith Richard Oswald.

14 INVESTIGATOR VERONICA VALLECILLO: Please state
15 your job title.

16 KEITH OSWALD: Deputy Superintendent, Chief of
17 Schools.

18 INVESTIGATOR VERONICA VALLECILLO: This is an
19 audio recorded interview of Keith Oswald who has
20 provided identification in the form of his employee
21 ID.

22 At this time, Mr. Oswald, I would like to audio
23 record this interview. Do I have your permission to
24 record this interview?

25 KEITH OSWALD: Yes, you do.

1 INVESTIGATOR VERONICA VALLECILLO: Mr. Oswald,
2 you're being asked to provide information as part of
3 an official Palm Beach County School District Office
4 of Inspector General investigation.

5 This investigation involves allegations of
6 possible violations of Palm Beach County School
7 District policies and procedures, Florida
8 administrative codes, or violations of state or
9 federal laws. This investigation is being conducted
10 pursuant to Palm Beach County School District Policy
11 1.092.

12 This interview is voluntary. Are you willing to
13 participate in this interview?

14 KEITH OSWALD: Yes.

15 INVESTIGATOR VERONICA VALLECILLO: I'm a notary
16 public in the state of Florida and have the authority
17 to administer an oath and take a sworn statement.

18 Please raise your right hand. Do you solemnly
19 swear or affirm to tell the truth, the whole truth,
20 and nothing but the truth?

21 KEITH OSWALD: I do.

22 INVESTIGATOR VERONICA VALLECILLO: Thank you.
23 Please remember that failing to tell the truth while
24 under oath could constitute the crime of perjury.
25 Okay. So we'll go ahead and get started.

1 As mentioned, this is regarding the charter
2 school department and one -- a district employee
3 Bonnie Fox (phonetic).

4 So Joe, the director over there, I called him.
5 We received a complaint regarding Bonnie Fox and
6 allegations of possibly a payroll issue, so I called
7 him to find out. And he seemed very apprehensive and
8 immediately said that I needed to talk to you first,
9 so why don't you tell us what's going on.

10 KEITH OSWALD: So as far as a payroll -- so what
11 he told me -- well, anyway, Bonnie Fox -- so back in
12 June or back this past summer, our district we took a
13 -- we had to work on 10 percent department cuts.

14 INVESTIGATOR VERONICA VALLECILLO: Okay.

15 KEITH OSWALD: So across the board. So obviously
16 we took some very deep dives in all the departments.
17 And Bonnie at that time was working to provide support
18 to schools. So after Odyssey closed, she was
19 supporting Lake Shore Middle because it was a D school
20 or a school at the time.

21 And in order to keep the current principal there,
22 we -- and by the State, we had to have a principal
23 with a proven track record of seeing achievement,
24 mentor, and support, if we're going to keep Carl
25 Gibbons, Dr. Gibbons, as principal.

1 So she took on that role. She continued to
2 support and transition the following year. And then
3 fast forward, pandemic --

4 INVESTIGATOR VERONICA VALLECILLO: What year was
5 that?

6 KEITH OSWALD: So she was doing that role for two
7 years, so up to this past summer.

8 INVESTIGATOR VERONICA VALLECILLO: Okay.

9 KEITH OSWALD: So it would have been '18, '19,
10 '19, '20.

11 INVESTIGATOR VERONICA VALLECILLO: Uh-huh.

12 KEITH OSWALD: Yeah. So -- then so fast forward,
13 go through the whole budget reductions, and that we
14 had to do a 10 percent cut. So that was pretty
15 roughly -- pretty steep.

16 INVESTIGATOR VERONICA VALLECILLO: Uh-huh.

17 KEITH OSWALD: So -- and looking at -- we looked
18 at many different options of how to -- one of the
19 things we wanted to do and with board direction is to
20 preserve people's jobs.

21 So one of the things we looked at, we had saved
22 dollars in Title I, and so working with the Nicole
23 Smith and Title I, whatever we do to support our
24 district operated schools, we have to also support
25 charter school operated.

1 So talked to Bonnie Fox about supporting the
2 charter -- Title I charter schools could -- and using
3 Title I dollars to create a position where she could
4 then go out and support those schools and mentoring
5 and support like she's been doing for the others.

6 INVESTIGATOR VERONICA VALLECILLO: Okay.

7 KEITH OSWALD: There's currently Glades Academy,
8 I think it is, that is a D school.

9 INVESTIGATOR VERONICA VALLECILLO: Uh-huh.

10 KEITH OSWALD: We have a few D schools that are
11 operated ones. So the same support that we're
12 providing for those schools, we would do for the
13 others.

14 So she agreed to take a -- she was a principal on
15 assignment. She agreed to take a -- to step down to a
16 specialist and change her title to a specialist.

17 INVESTIGATOR VERONICA VALLECILLO: Okay.

18 KEITH OSWALD: Because I couldn't keep it as a
19 principal on assignment. So I then call Joe
20 Depasquale in June and say Bonnie -- I'm going to be
21 putting Bonnie Fox to -- into your department to work
22 with Title I schools.

23 So -- and, again, in the summer, we were all
24 still on lockdown, so how that support would look --
25 anyway. I told him to reach out to Bonnie, talk to

1 him about what title schools you have and working, you
2 know, everything from what she was currently doing was
3 mentoring and supporting because of her background at
4 Odyssey, which had the highest ratings for learning
5 gains and literacy and math, and the support of what
6 she did at Lake Shore to come off the list of the
7 State provide -- you know, those types of supports.

8 Obviously, we weren't going into schools at that
9 time, but just to reach out and work on a plan of
10 supporting schools.

11 INVESTIGATOR VERONICA VALLECILLO: Okay.

12 KEITH OSWALD: And -- and that's where -- so fast
13 forward, recently in the last two weeks, three
14 weeks -- two to three weeks -- probably two weeks, it
15 just came to my attention that Dr. Sheffield said --
16 and, you know, I had told her about that I was putting
17 ger over there as part of our budget cuts to save
18 money because we were on the academic side of the
19 house.

20 And that somebody -- so either Joe or -- had a
21 conversation with Jay Boggess saying that -- so
22 they've been doing her payroll. So she was putting
23 her budget, and they called me about this and said
24 that then there's -- they said they didn't know why
25 Bonnie was in the budget.

1 I'm like, "What do you mean, they don't know why
2 Bonnie's in the budget? What are you even talking
3 about?"

4 So and I told Bonnie, I said, "Joe will be
5 reaching out to you so that, you know, you guys can
6 have a conversation." This was back in the summer.

7 And then, you know, fast forward, I just -- they
8 said, you know, they hadn't been working on a plan.
9 And I'm like, "What are you talking about?" I said,
10 "I gave Joe a directive in the summer to reach out to
11 Bonnie and work on a plan."

12 So -- so when it was brought to my attention, I
13 said, "Well, that's ridiculous. So we all need to sit
14 down and figure out what the heck's going on."

15 So then last week -- so when I talked to Joe, I
16 said, "Joe, if she's been on your payroll, and you're
17 trying to tell me you don't know why she's there, you
18 and I had a conversation." This is with Glenda and
19 Jay Boggess.

20 And he goes, "Well, I was waiting for more
21 directive and more" --

22 I'm like, "What more directive? I told you to
23 call Bonnie and work out a plan" --

24 INVESTIGATOR VERONICA VALLECILLO: Now, did you
25 do --

1 KEITH OSWALD: -- (undecipherable) support.

2 INVESTIGATOR VERONICA VALLECILLO: -- this in
3 writing?

4 KEITH OSWALD: The --

5 INVESTIGATOR VERONICA VALLECILLO: Did you give
6 him the directive, Joe? Did you give him the
7 directive --

8 KEITH OSWALD: No. I called him --

9 INVESTIGATOR VERONICA VALLECILLO: -- in writing?

10 KEITH OSWALD: We were doing -- no. A lot of the
11 budget cuts in the summer, we're making phone calls to
12 different directors.

13 INVESTIGATOR VERONICA VALLECILLO: Right, right.

14 KEITH OSWALD: Some people we had to cut. Some
15 people we accessed in the -- it was just a lot of --

16 INVESTIGATOR VERONICA VALLECILLO: But he's not
17 denying that you did give him the directive? He's
18 claiming that he was waiting for additional
19 information?

20 KEITH OSWALD: Yeah, but I don't know -- I said,
21 "What additional information were you waiting for?"

22 "Oh, I don't know. I was just -- you just" --

23 I said, "Okay. Joe, even if you're waiting for
24 information, why didn't you pick up the phone or text
25 me or call me? This is months."

1 INVESTIGATOR VERONICA VALLECILLO: Right.

2 KEITH OSWALD: And say --

3 INVESTIGATOR VERONICA VALLECILLO: We're talking
4 about -- about six months?

5 OSCAR RESTREPO: Yeah.

6 KEITH OSWALD: So I said, "Why did -- why would
7 you have not?"

8 And so then fast forward with Bonnie. I said,
9 "Bonnie, if you didn't hear from anybody, why did you
10 not call somebody? You used to be a principal. What
11 -- what -- this is ridiculous." I said, "I've never
12 -- this is absurd." So --

13 INVESTIGATOR VERONICA VALLECILLO: And what did
14 she say?

15 KEITH OSWALD: She goes, "Oh, I was just -- I
16 didn't know what I was supposed to do. I thought I
17 should, but so worried about the COVID -- with COVID,
18 and I was paranoid, and I did reach out," and said,
19 "Well, I've got e-mails reaching out to charter
20 schools. I've been e-mailing charter schools and
21 trying to provide support. They're not responding
22 back. So I've (indiscernible) support to Lake Shore
23 Middle because they have a relationship. And you guys
24 have been so busy and under so much stress."

25 So my -- okay. That's unacceptable.

1 INVESTIGATOR VERONICA VALLECILLO: And when did
2 she tell you this?

3 KEITH OSWALD: This is last week.

4 INVESTIGATOR VERONICA VALLECILLO: Okay.

5 KEITH OSWALD: When we met. So -- so fast
6 forward. I'm working -- so at this point, I'm going
7 to work on memorandums of incidents to both of them
8 to -- to document that both of them had made some
9 serious mistakes.

10 And if -- if they're on your payroll and you
11 don't know why, why -- and then he said, "I have a new
12 payroll person." I'm like --

13 INVESTIGATOR VERONICA VALLECILLO: Yeah, but --

14 KEITH OSWALD: This is --

15 INVESTIGATOR VERONICA VALLECILLO: -- it's still
16 approving his payroll.

17 KEITH OSWALD: Yeah. So why did you ditch that
18 call, like that one text message that -- if you were
19 confused.

20 INVESTIGATOR VERONICA VALLECILLO: Right? And, I
21 mean, it's six months. Yeah, because when I reached
22 out to him, I just said the name Bonnie Fox, and
23 immediately there was dead silence.

24 And he's like, "You need to talk to Keith. You
25 need to talk to Keith."

1 I'm like, "Okay. But you're the director of this
2 department. You -- you're responsible for your
3 payroll."

4 He was like, "No, no, no. You need to talk to
5 Keith." So hence why we wanted to talk to you and
6 understand what exactly --

7 KEITH OSWALD: Yeah. He --

8 INVESTIGATOR VERONICA VALLECILLO: -- was going
9 on.

10 KEITH OSWALD: He -- so when I -- we confronted
11 him, so in front of Jay and Glenda, he knew I gave him
12 the directive. And he just keeps saying, "I was
13 waiting for more directive."

14 INVESTIGATOR VERONICA VALLECILLO: So how did --

15 KEITH OSWALD: More of what?

16 INVESTIGATOR VERONICA VALLECILLO: So Jay or Joe
17 or both went to Glenda about their -- the payroll that
18 they didn't know that Bonnie Fox was on their payroll,
19 is that -- how did Glenda show --

20 KEITH OSWALD: Glenda already said that they
21 approved the payroll, they're not sure what she's
22 doing.

23 I said, "What are you talking about, they're not
24 sure what she's doing?" Did they talk to her? Did
25 they meet with her? I mean, I -- it made no sense.

1 I'm like, "I don't even know what you're talking
2 about." So --

3 INVESTIGATOR VERONICA VALLECILLO: Okay. Now, do
4 you think that Bonnie was actually working between
5 July and basically last week prior to you meeting with
6 her or getting everything going?

7 KEITH OSWALD: So she said she was reaching out.
8 The -- I think she -- she said she -- she tried to do
9 stuff. And so do I have concerns? Absolutely, I have
10 concerns. So (indiscernible) the past concerns of
11 other people who have been working remotely, right, of
12 how do you --

13 INVESTIGATOR VERONICA VALLECILLO: Right.

14 KEITH OSWALD: This is a big issue with the
15 pandemic of how do we monitor --

16 INVESTIGATOR VERONICA VALLECILLO: Absolutely.

17 KEITH OSWALD: You know, getting complaints about
18 other people not doing things, sitting by the pool.
19 You know, if I had \$1 for every time they said someone
20 us sitting by the pool eating bon bons while, you
21 know, we're in here.

22 OSCAR RESTREPO: That's why I can't find bon bons
23 in the store.

24 KEITH OSWALD: Because there's -- so -- so, yeah,
25 so it just came to attention, so working on

1 documentation, I was going to call Vicki, get her
2 opinion on how to handle it from a disciplinary
3 perspective.

4 INVESTIGATOR VERONICA VALLECILLO: Yeah, because
5 we got it over here also with a little bit of vague
6 information. But, obviously, we started doing
7 research, and it's obvious she's been in the payroll of
8 -- or under charter school since July, since right at
9 the beginning of July.

10 KEITH OSWALD: Yeah. It's part of our budget
11 cuts.

12 INVESTIGATOR VERONICA VALLECILLO: So --

13 KEITH OSWALD: It's what we're doing with a --

14 INVESTIGATOR VERONICA VALLECILLO: Yeah. And I
15 see where --

16 KEITH OSWALD: -- a bunch of other --

17 INVESTIGATOR VERONICA VALLECILLO: -- she did
18 take a different title and her pay was lowered, but --
19 so what's our plan?

20 OSCAR RESTREPO: Now, when you say you -- are you
21 issuing conference notes, or are you actually issuing
22 discipline?

23 KEITH OSWALD: So I was going to talk to Vicki
24 and say, "Should this be -- does it -- because of
25 COVID and because of the pandemic, a specific

1 (indiscernible) incident, like, or is it a different
2 level," and get her opinion --

3 OSCAR RESTREPO: Okay.

4 KEITH OSWALD: -- on this piece.

5 OSCAR RESTREPO: Whenever you decide what you do,
6 can you forward copies --

7 KEITH OSWALD: Yeah.

8 OSCAR RESTREPO: -- to her.

9 KEITH OSWALD: Absolutely.

10 OSCAR RESTREPO: I don't have any questions.

11 INVESTIGATOR VERONICA VALLECILLO: No questions.
12 Okay. Anything else you want to share with us?

13 KEITH OSWALD: No. I mean, I was shocked at it.

14 OSCAR RESTREPO: It fell through the cracks,
15 basically, is what happened. Well, he failed -- they
16 failed to communicate.

17 KEITH OSWALD: I can't believe both of them
18 failed to communicate, and I can't believe when you're
19 doing this payroll and you wait till January to bring
20 this up.

21 INVESTIGATOR VERONICA VALLECILLO: Right.

22 KEITH OSWALD: Are you kidding me? Are you
23 kidding me? Like --

24 INVESTIGATOR VERONICA VALLECILLO: Yeah. That's
25 a month --

1 KEITH OSWALD: I mean --

2 INVESTIGATOR VERONICA VALLECILLO: -- okay, maybe
3 he didn't (indiscernible) --

4 KEITH OSWALD: -- if you say waiting for
5 directive --

6 INVESTIGATOR VERONICA VALLECILLO: Yeah.

7 KEITH OSWALD: I mean, I been here. I haven't
8 gone anywhere. I haven't taken a vacation.

9 INVESTIGATOR VERONICA VALLECILLO: Yeah.

10 KEITH OSWALD: So what is -- e-mail, text. Like,
11 he has my cell phone.

12 INVESTIGATOR VERONICA VALLECILLO: Many ways to
13 get ahold of you.

14 KEITH OSWALD: Talk to your supervisor or Jay --

15 INVESTIGATOR VERONICA VALLECILLO: Right.

16 KEITH OSWALD: -- to say something to Keith. Why
17 would you wait? I --

18 INVESTIGATOR VERONICA VALLECILLO: Joe reports to
19 Jay, right?

20 KEITH OSWALD: Uh-huh.

21 INVESTIGATOR VERONICA VALLECILLO: And Jay
22 reports to you, or does he report to Glenda?

23 KEITH OSWALD: Jay reports to Glenda.

24 INVESTIGATOR VERONICA VALLECILLO: Gotcha.

25 OSCAR RESTREPO: And Glenda reports to you?

1 KEITH OSWALD: Glenda -- yes.

2 INVESTIGATOR VERONICA VALLECILLO: Okay.

3 Anything?

4 OSCAR RESTREPO: No, I don't.

5 INVESTIGATOR VERONICA VALLECILLO: Okay. We'll
6 just go ahead and close this out.

7 KEITH OSWALD: Can I ask who reported it up?

8 OSCAR RESTREPO: Who what?

9 KEITH OSWALD: Who reported it, can I ask?

10 OSCAR RESTREPO: I know -- I'm not sure exactly
11 who was -- somebody talked to Teresa and let her know,
12 "Hey, this is going on. I don't know what's happening
13 here." I don't know if it was the superintendent or
14 chief of staff or somebody. Somebody says -- and I
15 don't know, but it was somebody in the administration
16 that called Teresa and said, "This might be a
17 problem." I mean, initially we had done it in the
18 last three years, and we were able to say, "No, no,
19 no. That's not what happened," so we narrowed it down
20 to the last six months.

21 KEITH OSWALD: Okay.

22 INVESTIGATOR VERONICA VALLECILLO: Yeah, because
23 I do remember -- so we had a case at Lake Shore Middle
24 a few years ago, and I remember that Bonnie was there.
25 So I can't --

1 KEITH OSWALD: At Lake Shore Middle?

2 INVESTIGATOR VERONICA VALLECILLO: Yeah.

3 KEITH OSWALD: Oh, yeah, yeah.

4 INVESTIGATOR VERONICA VALLECILLO: Like she was
5 working over there on assignment with Dr. Gibbons.

6 KEITH OSWALD: Oh, yeah.

7 INVESTIGATOR VERONICA VALLECILLO: So -- and I
8 believe that was late 2018 or early 2019, so I know
9 she was over there for awhile, so --

10 KEITH OSWALD: Because that's going to come out.
11 It was a, oh, God, F or a D. It was either double
12 D --

13 INVESTIGATOR VERONICA VALLECILLO: Yes.

14 KEITH OSWALD: -- or a single F, and the State
15 wouldn't approve him, Carl Gibbons --

16 INVESTIGATOR VERONICA VALLECILLO: Right.

17 KEITH OSWALD: -- staying there. And he was only
18 there like --

19 INVESTIGATOR VERONICA VALLECILLO: Yeah, because
20 he had just gotten there, yeah. I remember that.

21 KEITH OSWALD: And they won't approve unless
22 there was a -- somebody mentoring him that has a
23 proven track record.

24 INVESTIGATOR VERONICA VALLECILLO: Right. Yeah.

25 KEITH OSWALD: So Odyssey had closed, and then I

1 had just come on board in this role, and she was
2 not -- Dr. Christiansen (phonetic) hadn't decided what
3 -- where she was going to go or what she was going to
4 do, and the schools that were open were not a fit, and
5 then...

6 INVESTIGATOR VERONICA VALLECILLO: Okay. All
7 right. So we'll go ahead and close this out. So,
8 Mr. Oswald, is there anything else that you think we
9 should know that we may not have asked you, or do you
10 have any other information that is relevant to this
11 investigation?

12 KEITH OSWALD: No. I just think that this may --
13 this many (indiscernible) some of the staff that, for
14 whatever reason, that people are trying to see if I'm
15 doing something wrong. I'm very -- and so I just hope
16 that the IG would watch what people's motives are and
17 if someone's deliberately looking for something to try
18 to cause harm to me.

19 INVESTIGATOR VERONICA VALLECILLO: That's what
20 we're here for.

21 KEITH OSWALD: Yeah. And --

22 INVESTIGATOR VERONICA VALLECILLO: We just look
23 for the facts.

24 KEITH OSWALD: Correct.

25 INVESTIGATOR VERONICA VALLECILLO: So.

1 KEITH OSWALD: So.

2 INVESTIGATOR VERONICA VALLECILLO: Okay. We ask
3 that you not discuss with anyone the nature of this
4 investigation or the contents of the statement you
5 have made today. Will you maintain this
6 confidentiality until the investigation is completed?

7 KEITH OSWALD: Yes.

8 INVESTIGATOR VERONICA VALLECILLO: Okay. Have
9 any threats or promises have been made to you in
10 making the statement?

11 KEITH OSWALD: No.

12 INVESTIGATOR VERONICA VALLECILLO: Okay. This
13 concludes the recorded sworn statement of Mr. Oswald.
14 The time is now 2:47 p.m.

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16 * End of audio file *

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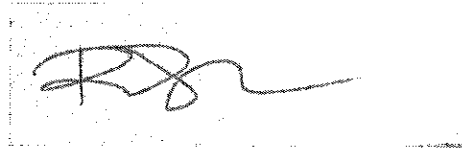
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C E R T I F I C A T E

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I, Robin L. Deal, Florida Professional Court Reporter and Transcriptionist, do hereby certify that I was authorized to and did listen to and transcribe the foregoing recorded proceedings and that the transcript is a true record to the best of my professional ability.

Dated this 28th day of June, 2021.



ROBIN L. DEAL

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Transcription of Audio File

Oswald 040121

8:09 a.m. to 9:01 a.m.

In re: Keith Oswald

Length of Audio: 51:52

1 * * *

2 INVESTIGATOR VERONICA VALLECILLO: This is an
3 interview of Keith Oswald. This interview is being
4 conducted by Investigator Veronica Vallecillo of Palm
5 Beach County School District, Office of Inspector
6 General -- General regarding OIG Case 210009-I.

7 Also present in the room is director of
8 investigations, Oscar Restrepo. Today is April 1st,
9 2021, and it is 8:09 a.m. This interview is being
10 conducted at the Office of Inspector General.

11 If you could please state your full legal name
12 for the record.

13 KEITH OSWALD: Keith Richard Oswald.

14 INVESTIGATOR VERONICA VALLECILLO: And please
15 state your job title and where you work at.

16 KEITH OSWALD: Deputy superintendant, chief of
17 school, and I work with the school district, and the
18 Office of the Superintendant.

19 INVESTIGATOR VERONICA VALLECILLO: Thank you.
20 And this is an audio recorded interview of Keith
21 Oswald who has provided identification in the form of
22 his employee ID.

23 At this time, Mr. Oswald, I would like to record
24 -- audio record this interview. Do I have your
25 permission to record the interview?

1 KEITH OSWALD: Yes.

2 INVESTIGATOR VERONICA VALLECILLO: Mr. Oswald,
3 you are being asked to provide information as part of
4 an official Palm Beach County School District, Office
5 of Inspector General, investigation. This
6 investigation involves allegations of possible
7 violations of Palm Beach County School District
8 policies and procedures, Florida administrative codes,
9 or violations of state or federal laws.

10 This investigation is being conducted pursuant to
11 Palm Beach County School District Policy 1.092. This
12 interview is voluntary.

13 Are you willing to participate?

14 KEITH OSWALD: Yes.

15 INVESTIGATOR VERONICA VALLECILLO: I am a notary
16 public in the State of Florida and have the authority
17 to administer an oath and take a sworn statement.

18 Please raise your right hand. Do you solemnly
19 swear or affirm to tell the truth, the whole truth,
20 and nothing but the truth?

21 KEITH OSWALD: I do.

22 INVESTIGATOR VERONICA VALLECILLO: Thank you.
23 Please remember that failing to tell the truth while
24 under oath could constitute a crime of perjury. Okay.
25 So we'll go ahead and get started.

1 As I mentioned to you, this is a follow-up
2 interview to your initial interview regarding the
3 transfer that occurred with Bonnie Fox. So I want to
4 back up a little bit and just kind of understand.
5 After Bonnie -- after Odyssey closed, what happened
6 with Bonnie? Was that your responsibility? Has she
7 kind of stayed under you since then?

8 KEITH OSWALD: So after Odyssey closed, David
9 Christiansen, who was in this position prior, had
10 promised her, like, an instructional superintendent
11 position and a team of people.

12 And so at that time, that wasn't just -- that
13 wasn't realistic and it wasn't something we were going
14 to move forward on with the changes.

15 So -- so inherited with that, posing that she
16 wasn't placed yet, right. So she's been a long-term
17 principal, and so when school grades came out -- so
18 school grades came out, and Lake Shore -- is it an F
19 or double D? We had a couple of issues out in the
20 Glades.

21 And Carl Gibbons, who was placed as principal, he
22 came in late.

23 INVESTIGATOR VERONICA VALLECILLO: Uh-huh.

24 KEITH OSWALD: And the Department of Education
25 said that we would have to remove Carl Gibbons or have

1 a principal/mentor/like, overseer.

2 INVESTIGATOR VERONICA VALLECILLO: Right.

3 KEITH OSWALD: And someone with a track record of
4 turnaround work. So if you review Bonnie's history of
5 turnaround work, so she's had, like, the highest PYG
6 reports for years.

7 She's very talented at moving student achievement
8 and probably the top Title I school dog that comes up
9 on top around making that happen, creating systems at
10 schools.

11 INVESTIGATOR VERONICA VALLECILLO: Uh-huh.

12 KEITH OSWALD: And so I talked to the DOE lady at
13 the time, Gail, the RED at the time, regional
14 executive director, who was overseeing the -- the DOA
15 liaison.

16 She -- she's the one that told me that Carl would
17 have to be moved, Gibbons, and then it really wasn't
18 fair to him because he wasn't really there the whole
19 year at all.

20 So she had agreed. She looked at Bonnie's track
21 record and agreed that if Bonnie came in there, Carl
22 could stay, so Bonnie stayed there throughout the
23 year.

24 And we also brought in Sean Schwartzenberger
25 (phonetic). He's got a long last name. So -- because

1 we were --

2 INVESTIGATOR VERONICA VALLECILLO:

3 Schwartztrauber.

4 KEITH OSWALD: Yeah.

5 INVESTIGATOR VERONICA VALLECILLO: Took me many
6 times to get that last name.

7 KEITH OSWALD: Yeah. So he came in as well to
8 support in the school. Obviously, we didn't want it
9 to go into a takeover situation by the State. We
10 needed to improve. The consequences are extremely
11 high if it wasn't to move forward. So...

12 INVESTIGATOR VERONICA VALLECILLO: Was she okay
13 with that move, since Christiansen had promised her?

14 KEITH OSWALD: Well, she and I had talked. I
15 said, "Bonnie," I said, "you're not" -- you know,
16 there was a lot of conversations where I said, "I
17 can't make an instructor superintendent. He may have
18 promised you that, but it's just not realistic."

19 One -- you know, when we hire those, usually
20 there's obviously a whole interview process and --
21 that we go through. So -- and I don't know if she's
22 the right match. Bonnie's very talented at these
23 schools and creating systems.

24 INVESTIGATOR VERONICA VALLECILLO: Uh-huh.

25 KEITH OSWALD: You know, one of her bright areas

1 that needs to be strengthened is her people skills.
2 So some people are taken off by her, but the reality
3 is she can move a school forward and build to
4 capacity.

5 I mean, when we emptied that school, those
6 teachers got picked up so fast because she knows how
7 to build capacity of teachers. She does good work
8 there. So managing a school, but leading schools is a
9 different type of work.

10 So just -- and at that time, I don't think we
11 even had any vacancies even at that time or wanting to
12 create a new position like that just was -- there was
13 so much going on. It was after Stoneman Douglas.
14 There was just -- new superintendent. You know, it
15 wasn't -- it just wasn't in the cards.

16 So I said, you know, "I don't know what he
17 promised you. He never shared that with me." I just
18 know from what she told me and from what Barb
19 Terrembas (phonetic) --

20 INVESTIGATOR VERONICA VALLECILLO: Uh-huh.

21 KEITH OSWALD: -- kind of alluded to, that she
22 was promised that. So I said we just couldn't do it.
23 So there really was no place, so it's not -- it hasn't
24 been typical in the system where we've had a principal
25 that is kind of like accessed out there and needs to

1 be placed and one that's kind of unique with Bonnie.
2 And then, you know, Bonnie gets -- a lot of people,
3 which is unfair, attacked Bonnie because she's older
4 and been on -- you know, she's an older employee. And
5 -- because, oh, she can just go retire.

6 Well, the reality is I wish everybody at her age
7 would produce the work she produces when it comes to
8 student achievement.

9 So anyway, the regional executive director, Gail,
10 approved -- went blank on her last name, but I can
11 tell you if you need it -- approved her as long as she
12 went in there. So worked with Angela.

13 So did she -- so your question is did she
14 disagree? I mean, she -- she -- first, she
15 questioned, like, what would it be and that kind of
16 stuff.

17 And I said, you know, "Basically working side by
18 side building his capacity, putting systems in place
19 like you did with Odyssey."

20 I don't recall, like, all the specific questions,
21 but -- and she was like, "Okay. That sounds good,"
22 and she agreed to it. So -- and we moved forward and,
23 you know, good news.

24 INVESTIGATOR VERONICA VALLECILLO: So she became
25 a principal assignment --

1 KEITH OSWALD: Principal on assignment.

2 INVESTIGATOR VERONICA VALLECILLO: On assignment.

3 Okay.

4 KEITH OSWALD: Uh-huh.

5 INVESTIGATOR VERONICA VALLECILLO: And was her
6 salary changed?

7 KEITH OSWALD: (Indiscernible.)

8 INVESTIGATOR VERONICA VALLECILLO: Did you guys
9 have a discussion about that? Did she ask you if her
10 salary would be --

11 KEITH OSWALD: No.

12 INVESTIGATOR VERONICA VALLECILLO: -- affected?
13 No.

14 KEITH OSWALD: I don't recall. I don't recall.

15 INVESTIGATOR VERONICA VALLECILLO: Okay.

16 KEITH OSWALD: Basically, we just kept it status
17 quo.

18 INVESTIGATOR VERONICA VALLECILLO: Okay.

19 KEITH OSWALD: And also the conversation if
20 something came open with a school that was a match for
21 her, potentially placing her back as a principal.

22 INVESTIGATOR VERONICA VALLECILLO: All right.

23 KEITH OSWALD: So fast forward -- but, really, at
24 that point because I didn't want to upset Lake -- Lake
25 Shore as a priority to make sure that that's cool.

1 So she -- good news is, you know, no D or F
2 schools in the Glades. It was a success. And, in
3 fact, you know, I don't know, Shaun ended up staying
4 at that school as an assistant principal and has
5 really led that school to -- to, a large extent, this
6 year with COVID -- Carl Gibbons was on a -- but he
7 went into the hospital, was extremely ill, like
8 life-and-death situation, that serious.

9 And Shaun has really kind of carried that school
10 through. And some visits I've done, really built some
11 strong capacity. And, you know, he always speaks, you
12 know, how Bonnie helps and, you know, provides him
13 that, you know, type of support that a principal would
14 understand.

15 So -- and then -- so then he stayed there
16 throughout the summer. Then trying to see -- there
17 wasn't a lot of movement going on as far as openings
18 of schools, so still trying to find the right place.

19 And to be fair to Bonnie as a long-term employee
20 of where I end up placing her, so there -- what I
21 ended up doing with her at that time, once Lake Shore
22 came off that list, is to use her as a personal mentor
23 in some other schools.

24 She worked with Bear Lakes a lot, helping Bear
25 Lakes. And if you look at what happened at Bear

1 Lakes, now Bear Lakes is doing really good at building
2 capacity. But I also put her in some -- we had some
3 principals who went out on leave for various reasons,
4 pregnancies, et cetera, maternity leave, that she went
5 in and filled in where I had holes and needed someone
6 to go in and help out.

7 Then -- then fast -- then COVID hits, so then we
8 get a -- and then we go into lockdown, and so -- and
9 then fast forward to the summer. We're in a place
10 where we have to make decisions on budget cuts, so --
11 and so budget cuts are hitting all of us. We have to
12 do this 10 percent.

13 And at that point, there were -- no principals
14 were leaving. There was no vacancies. Also, at that
15 time, Bonnie disclosed she was -- you know, she was
16 nervous about, obviously, COVID because she is older,
17 and everybody was kind of doing this remote work.

18 So -- and also at the same time, the board and
19 the directors -- we need to preserve people's jobs and
20 find places for people. So her being a principal in
21 the past is a little more difficult than most
22 positions versus, like, a specialist, which is much
23 easier.

24 And one of the things I was working on the side
25 was adding -- we had saved some dollars out of Title I

1 for the roll forward that could then help with
2 positions. And so if you've talked to Nicole,
3 whatever you do for Title I -- for Title I schools in
4 a district operated, you had to do for charter
5 operated.

6 So I thought about, okay, Bonnie could work with
7 Title I charter schools to -- to support them and
8 build their capacity. So I had conversations with
9 Nicole and what would be, like, appropriate and what
10 type of job description.

11 So basically it was a specialist level. I didn't
12 know if that was going to fly or not with Bonnie, if
13 she would agree to that because basically taking a
14 motion, that or I'd have to just place her in a --
15 somewhere. I didn't know where I was going to place
16 her at that point.

17 But I need to do a budget cut. Told her she
18 would work basically improving the school like she's
19 been helping other schools build their capacity, but
20 through Title schools, which -- and part of my
21 rationality, too, is you've seen probably many board
22 meetings over the years where we get criticism when
23 we're trying to close or shut down the charter schools
24 that we don't provide the support.

25 INVESTIGATOR VERONICA VALLECILLO: Uh-huh.

1 KEITH OSWALD: And no one has ever helped them.
2 And there's -- you know, the law is a little -- or
3 there's some gray area in there of what exactly is the
4 district's role for charter, so you can interpret it
5 different ways.

6 But the criticism -- and our board tends to lean
7 towards the bleeding heart who's saying, you know,
8 these poor kids. So Title I kids -- these schools do
9 need support, if they are working with kids.

10 Bonnie's smart. She could help build capacity.
11 So we talked about it. She debated it. She went back
12 and forth. I said it's going to be -- it's got to be
13 a specialist, so it's -- it is a demotion.

14 So she didn't like that idea at first, but
15 then -- I think as the issues with COVID and all that,
16 she agreed. And -- and there's e-mails that show,
17 okay, so I had to change the job title.

18 Worked with Mark Mitchell about what -- well,
19 first, I had to work with Mark Mitchell about, okay,
20 what does it mean when someone takes a demotion from a
21 principal down to a specialist? What's -- what would
22 be her salary?

23 And Mark said, "Typically, it's a 5 percent cut."

24 And I said, "That's it?"

25 So -- and yeah. And there's been a couple other

1 principals that have done that in the past, I guess,
2 and that's been -- or just in general. I guess
3 anybody who takes a demotion, I guess, is -- faces a 5
4 percent cut.

5 So he gave me the number, told it would be a 5
6 percent cut, and so debated it and she agreed. So
7 once she agreed, then I filled out the paperwork. I
8 called to -- to let her know. I think you got the
9 documentation to show. She signed off on it.

10 So then I called -- and somewhere in there, I had
11 called Joe. I said, "Joe, Bonnie -- putting Bonnie in
12 as a specialist to -- to work with Title I schools to
13 improve" -- I'm generalizing our conversation. I
14 don't remember exactly. But, you know, to improve
15 their performance and to work with Title I schools.

16 He said, "Okay. No problem. I know Bonnie. I
17 know her work."

18 I said, "So set up a meeting. Call her and work
19 on setting up, you know, the scope of work," and
20 that's how we left it. And then -- and I think the
21 rest of you have. Fast forward come December --

22 INVESTIGATOR VERONICA VALLECILLO: Yes.

23 KEITH OSWALD: -- hear that there was no meeting.

24 INVESTIGATOR VERONICA VALLECILLO: Let me just
25 stop you there. Let me just circle back a little bit

1 to when she was principal on assignment. Did she ever
2 -- did you ever assign her to Congress Middle School.

3 KEITH OSWALD: Congress -- no. So Congress
4 Middle, there was some issues where it was -- I was
5 debating it and going back and forth, potentially
6 looking at Congress Middle because the principal at
7 Congress Middle, Denise O'Connor, was out on leave for
8 some time. She was going through some of her own
9 health issues.

10 It was being debated and wasn't sure, but then
11 Denise O'Connor ended up coming -- not take -- going
12 out -- or she was thinking about retirement. She came
13 back from leave, so it didn't play out. So it was one
14 of the areas that was being debated.

15 INVESTIGATOR VERONICA VALLECILLO: Did you ever
16 talk to Bonnie about it and give her a directive to go
17 to Congress Middle?

18 KEITH OSWALD: We talked about that potentially
19 might be a place.

20 INVESTIGATOR VERONICA VALLECILLO: Okay.

21 KEITH OSWALD: Did I tell her to actually go
22 there? No. I said, "We were still waiting to see."
23 I said, "It might be something." I don't -- of a
24 placement where she would go as a principal, but --

25 INVESTIGATOR VERONICA VALLECILLO: Do you

1 remember about what time, like what month that was?

2 KEITH OSWALD: No.

3 INVESTIGATOR VERONICA VALLECILLO: Was that last
4 year?

5 KEITH OSWALD: There's so many other schools that
6 have issues. Last -- so this current year we're in,
7 like the COVID year?

8 INVESTIGATOR VERONICA VALLECILLO: No. What --

9 OSCAR RESTREPO: Calendar year 2020.

10 INVESTIGATOR VERONICA VALLECILLO: It would --

11 KEITH OSWALD: It would have been the year before
12 the COVID.

13 INVESTIGATOR VERONICA VALLECILLO: So 2019 --

14 KEITH OSWALD: '19 to '20, you say?

15 INVESTIGATOR VERONICA VALLECILLO: Yes.

16 KEITH OSWALD: We're in 2021, so '19 --

17 INVESTIGATOR VERONICA VALLECILLO: Yeah.

18 KEITH OSWALD: -- to '20 would have been -- it
19 would have been somewhere in that year.

20 INVESTIGATOR VERONICA VALLECILLO: Okay. So
21 according to Bonnie, you did give her a directive to
22 go to Congress Middle, and she was set to go there and
23 then something happened. I don't know the specifics
24 of what exactly happened, but legal was involved, and
25 then you told her not to go. Do you recall that?

1 KEITH OSWALD: Legal was involved?

2 INVESTIGATOR VERONICA VALLECILLO: She mentioned
3 legal.

4 KEITH OSWALD: Legal was never involved, no. I
5 said I was looking at potentially -- but I said, "But
6 it depends on what happens with Denise."

7 INVESTIGATOR VERONICA VALLECILLO: Never gave her
8 a directive, like told her a set date, like, this is
9 when you're --

10 KEITH OSWALD: No. No, no, no. No.

11 INVESTIGATOR VERONICA VALLECILLO: Okay.
12 According to her --

13 KEITH OSWALD: What I --

14 INVESTIGATOR VERONICA VALLECILLO: -- she's
15 saying --

16 KEITH OSWALD: Okay.

17 INVESTIGATOR VERONICA VALLECILLO: These are some
18 of the things that we need to clarify.

19 KEITH OSWALD: Okay.

20 INVESTIGATOR VERONICA VALLECILLO: Because she's
21 basically saying that you gave her a directive, that
22 in February of 2020 you told her -- what is that
23 leadership meeting?

24 OSCAR RESTREPO: ...PLA.

25 INVESTIGATOR VERONICA VALLECILLO: PLA. Around

1 when PLA was going on. She attended that meeting, and
2 then she came back to you, and you guys had a
3 conversation.

4 KEITH OSWALD: She -- she took it -- like, I
5 said, "Bonnie" -- she -- somewhere in there I think
6 she took it very literal that she was going. I said,
7 "Bonnie, I never said you're definitely going." I
8 said, "Still exploring that." And she took it very
9 literal. I said, "I don't -- we're not there yet
10 because I -- Denise had not, like, retired or
11 definitely wasn't going back."

12 So she had started thinking she was going there,
13 and I said -- and I had to pull her back and say, "No,
14 no, no, no, no, no. This is not definite yet." I
15 said, "This is something we're exploring."

16 And out of respect for her, I was talking about
17 the potential school and trying to make a match. So
18 -- versus just say, "Hey, go there today. This is
19 your place."

20 So she took it literally, so -- but then we had a
21 -- I said, "No." I said, "You're not, like,
22 definitely going." I said we're -- I was exploring.
23 We were talking about it as a potential.

24 INVESTIGATOR VERONICA VALLECILLO: Do you recall
25 what happened after that? When you guys had that

1 conversation, did you assign her somewhere else?

2 KEITH OSWALD: She was still working with Kirk
3 Howell over at Bear Lakes.

4 INVESTIGATOR VERONICA VALLECILLO: Bear Lakes.
5 Okay.

6 KEITH OSWALD: And supporting him. He had a
7 heart attack, so Kirk was very -- Kirk was going
8 through stuff. I don't know if -- should disclose
9 this, but Kirk had a heart attack. He was very
10 nervous.

11 He -- Kirk Howell had come trying to -- to ask
12 for another spot because he was worried about his
13 health and the stress of a Title 1 -- (indiscernible)
14 Title I school, so Bonnie helping out with that
15 school.

16 INVESTIGATOR VERONICA VALLECILLO: Did you -- to
17 your recollection, around that time after what
18 happened with Congress Middle, whether, you know, it's
19 what she said that she was -- according to her, she
20 was ready to go. She had packed up all her stuff from
21 Bear Lakes, and she was ready to go to Congress
22 Middle.

23 Did you give her any directive, whether written
24 or verbal, to stay home and stay put after -- after
25 she did not go to Congress Middle? So this would have

1 been at the end of February.

2 KEITH OSWALD: No.

3 INVESTIGATOR VERONICA VALLECILLO: According to
4 her, she said that you told her to go home and sit
5 tight, and that was at the end of February,
6 specifically February --

7 KEITH OSWALD: Sit tight, like --

8 INVESTIGATOR VERONICA VALLECILLO: -- 25th.

9 KEITH OSWALD: -- don't go to work?

10 OSCAR RESTREPO: Yeah.

11 KEITH OSWALD: For -- why would I say something
12 like that? Like, that makes no sense.

13 INVESTIGATOR VERONICA VALLECILLO: That's why we
14 have you here.

15 KEITH OSWALD: Okay.

16 INVESTIGATOR VERONICA VALLECILLO:
17 (Indiscernible) understand.

18 KEITH OSWALD: That makes absolutely no sense.
19 No, I would never do that to anybody. So she's
20 getting paid like everybody else, and she has a
21 responsibility. And that makes absolutely no sense.

22 INVESTIGATOR VERONICA VALLECILLO: Okay.

23 KEITH OSWALD: Did she say why I would say
24 something like that? That makes no sense.

25 OSCAR RESTREPO: Well, she mentioned two -- she

1 was pretty specific. She was -- I think it was
2 February 26th was her start date at Congress Middle.
3 She was at a PLA on February 25th, and she talked to
4 one of the APs from Congress.

5 KEITH OSWALD: Exactly.

6 OSCAR RESTREPO: (Indiscernible.)

7 KEITH OSWALD: That's why I said, "No, Bonnie."
8 I said, "What are you talking to APs for?" I said --
9 and that's where some rumors -- I said, "I never
10 introduced you. I never told anybody." I said,
11 "Whoa." I said, "We only talked," so I had to rein
12 her in. That's right, because she talked to the AP,
13 and that's how some rumors -- now you've refreshed my
14 memory.

15 OSCAR RESTREPO: Yeah.

16 KEITH OSWALD: And then he started, like, talking
17 to Pete Licata and -- and Howard Hepburn because he
18 supervised that school. I was like, "No, no, no, no,
19 no, no." So that's why I had to roll her in. I said,
20 "No." I said, "This is not cleared to go." I said,
21 "We just had a discussion about a potential."

22 OSCAR RESTREPO: Okay. Well, she said that then
23 she was told, "Don't go. Sit tight. I'll get back to
24 you."

25 KEITH OSWALD: If I'm going to sit down and have

1 a directive, I would have a sit down with Howard
2 Hepburn and Pete Licata and talk about a transition if
3 we're going seriously that route.

4 Obviously, I'm going to have all my ducks in a
5 row, if Denise is really coming back or not because
6 Denise O'Connor -- I can't put somebody in when I
7 already had a sitting principal. How am I going to
8 put another principal there?

9 OSCAR RESTREPO: (Indiscernible) think so.

10 KEITH OSWALD: And so do -- I don't disclose all
11 that to Bonnie behind the scenes. I told -- that's
12 why I told her, I said, "There's logistics, and it's
13 not a done deal. There's things that have to be
14 worked through."

15 And, you know, Denise has gone through some
16 difficult times and had her own issues, so we're
17 trying to support her, but it was never -- so I had to
18 pull back -- said, "No, no, no, no," like.

19 OSCAR RESTREPO: Yeah. That's pretty consistent
20 with what she said, you pulled it back, and then you
21 told her, this is (indiscernible).

22 KEITH OSWALD: Yeah, because she had talked to
23 the AP, and that's when all the rumors were coming up.
24 And I'm like, "Bonnie, I never said to go over there."
25 In fact, (indiscernible) bring it up. I was like,

1 "No, we were discussing." I said, "This is not a done
2 deal at this point."

3 OSCAR RESTREPO: And that's when you told her,
4 "Don't go there," and then she said you told her to
5 "sit tight and I'll get back to you," and then she
6 didn't hear anything --

7 KEITH OSWALD: Well, I said -- I said, "As far as
8 like, the vacancy sit" -- I don't know what words I
9 said. She still had to work and go support -- at that
10 time, I think to was still supporting Kirk Howell.

11 But sit tight, go home, and don't go to work,
12 that just doesn't make any sense. I said, "Right now,
13 I don't have any other principal vacancies and -- that
14 -- that would be a match."

15 In fact, one of the schools she filled in was an
16 elementary school. Twofold; one, I didn't have to be
17 an interim or anything, and then, two test out and see
18 how she would be at an elementary school, which wasn't
19 good. So she was not a good match --

20 INVESTIGATOR VERONICA VALLECILLO: So to your
21 understanding after this whole thing with Congress
22 Middle happened, she should have still been at Bear
23 Lakes?

24 KEITH OSWALD: Uh-huh.

25 INVESTIGATOR VERONICA VALLECILLO: Which would

1 have been right prior to COVID, right? Yeah.

2 OSCAR RESTREPO: Yeah. February.

3 INVESTIGATOR VERONICA VALLECILLO: Yeah, right
4 prior to COVID at the end of February, early March.
5 So did you put her under Terrembas (phonetic)?

6 KEITH OSWALD: In -- as far as the budget? Yeah.
7 I was in transformation from when it was Lake Shore,
8 so I worked with Barbara. I think it was under Lake
9 -- yeah, Terrembas where I had, like, a vacancy to
10 help pay for the salary. So it was --

11 INVESTIGATOR VERONICA VALLECILLO: Under
12 Terrembas?

13 KEITH OSWALD: Terrembas, yeah.

14 INVESTIGATOR VERONICA VALLECILLO: There was a
15 vacancy, so you put her --

16 KEITH OSWALD: So I put her under Terrembas,
17 yeah.

18 INVESTIGATOR VERONICA VALLECILLO: Okay. And so
19 Terrembas was fully in charge of Bonnie?

20 KEITH OSWALD: No, but she and I worked together,
21 right, because she was a principal on assignment. So
22 I'm a principal, so Bonnie took directive from me. I
23 mean, sometimes Barbara and I worked very closely
24 together. So Barb might ask for, I don't know, TVs or
25 whatever, logistic things that there was --

1 INVESTIGATOR VERONICA VALLECILLO: So --

2 KEITH OSWALD: But as far as directing her what
3 to -- as far as workflow, no. Barb wouldn't really do
4 that.

5 INVESTIGATOR VERONICA VALLECILLO: So she's --
6 Bonnie would have still been coming to you?

7 KEITH OSWALD: Around --

8 INVESTIGATOR VERONICA VALLECILLO: Around that
9 time --

10 KEITH OSWALD: Assignment and work.

11 INVESTIGATOR VERONICA VALLECILLO: And -- but she
12 was in Terrembas' budget because there was a vacancy
13 there? I just want to know --

14 KEITH OSWALD: And it was transformation, yeah.

15 INVESTIGATOR VERONICA VALLECILLO: Okay. And --

16 KEITH OSWALD: I'm not sure if it's an active
17 vacancy. I think there was a vacancy I had there, but
18 it was also the transformation work, so it fell under
19 that kind of building capacity of schools that need
20 additional support.

21 INVESTIGATOR VERONICA VALLECILLO: And so when
22 COVID hit, what was she supposed to be doing, Bonnie?

23 KEITH OSWALD: Well -- well, still supporting the
24 school. Everybody wanting this remote work.

25 INVESTIGATOR VERONICA VALLECILLO: Which school?

1 KEITH OSWALD: Kirk Howell or --

2 INVESTIGATOR VERONICA VALLECILLO: For Bear
3 Lakes?

4 KEITH OSWALD: For Bear Lakes.

5 INVESTIGATOR VERONICA VALLECILLO: Okay. So she
6 was supposed to still be supporting that. Were you
7 overseeing her? Like, were you checking on her? Were
8 -- what do you have -- should have been doing time
9 sheets, do you -- did she submit those to you? How
10 did that work?

11 KEITH OSWALD: Back in March to summer, I'd have
12 to check with Barb around the time sheets. I don't
13 know.

14 INVESTIGATOR VERONICA VALLECILLO: So they were
15 going potentially to Terrebas, not -- you weren't
16 receiving them?

17 KEITH OSWALD: No. Huh-uh.

18 INVESTIGATOR VERONICA VALLECILLO: Okay. Did you
19 talk to her? Do you remember speaking to her, maybe
20 just checking up on her or seeing what she was doing
21 or even checking with Terrebas to see what was going
22 on with Bonnie?

23 KEITH OSWALD: We were so busy trying to deal
24 with remote work -- not remote work -- remote
25 learning. You know, my attention was on that. I

1 don't recall. I don't know. I'd have to think if I
2 checked in. I mean, we gave directives through e-mail
3 and things like that to principals and things to --
4 you know, to monitor. So she would have had a
5 responsibility to still follow directives.

6 At that point, things were just so different, and
7 we were just -- we were -- most of my attention was
8 just trying to get, you know, the electronics out, the
9 WiFi up --

10 INVESTIGATOR VERONICA VALLECILLO: There was a
11 lot going on, yes.

12 KEITH OSWALD: -- and curriculum. So --

13 INVESTIGATOR VERONICA VALLECILLO: Did you
14 have --

15 KEITH OSWALD: -- micromanaging that piece was
16 not the top of the priority at that time.

17 INVESTIGATOR VERONICA VALLECILLO: After she was
18 done with Lake Shore Middle, did you have any issues
19 with her regarding attendance or people not being able
20 to get ahold of her?

21 KEITH OSWALD: Barb said she did not submit TDEs
22 and stuff, so I had to send her some e-mails that she
23 -- if she's out, she needs to be submitted her TDEs,
24 so I did monitor that piece.

25 I think I sent her some e-mails to submit to Barb

1 because Barb had brought up that she needed -- she
2 wasn't submitting her -- her TDEs.

3 INVESTIGATOR VERONICA VALLECILLO: So you did not
4 put her under Terrembas. You only put her under
5 Terrembas because there was a vacancy there?

6 KEITH OSWALD: No.

7 INVESTIGATOR VERONICA VALLECILLO: There was
8 nothing else between that?

9 KEITH OSWALD: Transformation. Transformation
10 work.

11 INVESTIGATOR VERONICA VALLECILLO: Okay. Okay.

12 OSCAR RESTREPO: What does that mean? That's
13 just to educate myself.

14 KEITH OSWALD: So transformation -- so each
15 school district has to have, like, a transformation
16 office. So now it's Michelle Fleming that works with
17 the State. And so (indiscernible) formal role around
18 the state and any schools you have any --
19 differentiate accountability for. Now it's called
20 school improvement.

21 So we have three schools now. JFK, India
22 Pines -- well, I'm going blank on the third one --
23 Washington that are D schools. So we have to do a lot
24 of paperwork, a lot of processing. You know, there's
25 a statute around all of that transformation piece. So

1 she was part of that type of work of building capacity
2 and helping other schools improve.

3 INVESTIGATOR VERONICA VALLECILLO: Did you look
4 into what Terrembas said about TDEs? Did you address
5 that issue with her? Like, did you look to see if she
6 actually did take time without submitting a TDE? Did
7 you give her verbal warning?

8 KEITH OSWALD: I gave her -- I either called her
9 or text messaged or e-mail to tell her to submit them,
10 so I'd have to look.

11 INVESTIGATOR VERONICA VALLECILLO: But you didn't
12 look back to see if she -- like, what she submitted or
13 if she actually took time off and did not submit a
14 TDE?

15 KEITH OSWALD: I told her to submit it. If she
16 had been out, she needs to submit her stuff
17 accordingly. And Barb was also following up with that
18 piece as well.

19 INVESTIGATOR VERONICA VALLECILLO: Okay. All
20 right. So we'll fast forward to now it's June, and
21 you have to do your budget cuts, so you decide to put
22 her in charter schools. Joe Depasquale denies that
23 you gave him the directive for him to contact Bonnie.

24 KEITH OSWALD: He admitted it in a meeting in
25 front of -- one of the meetings that we scheduled in

1 December or January that I called you and told you and
2 he even said in that recording -- and it's on a
3 statement that I started with Vicki and Kenyetta that
4 he stated in front of those other witnesses that,
5 "Yeah, I know, but I was waiting for more
6 information."

7 INVESTIGATOR VERONICA VALLECILLO: Okay. Because
8 he -- with us, he has denied every single time that --

9 KEITH OSWALD: So did you talk --

10 INVESTIGATOR VERONICA VALLECILLO: -- that
11 (indiscernible).

12 KEITH OSWALD: -- with -- who was in the -- I've
13 got to look up who was in that meeting. Jay --

14 INVESTIGATOR VERONICA VALLECILLO: Yes.

15 KEITH OSWALD: Glenda.

16 OSCAR RESTREPO: Jay and Glenda.

17 INVESTIGATOR VERONICA VALLECILLO: I spoke to
18 Boggess and --

19 KEITH OSWALD: Did they tell you --

20 INVESTIGATOR VERONICA VALLECILLO: -- Glenda
21 Sheffield.

22 KEITH OSWALD: -- that he admitted it during that
23 meeting? They were all on that meaning. They heard
24 it. They heard --

25 INVESTIGATOR VERONICA VALLECILLO: But -- and you

1 gave him a -- you told him this verbally? You did not
2 give it to him in writing?

3 KEITH OSWALD: Correct.

4 INVESTIGATOR VERONICA VALLECILLO: About Bonnie
5 Fox.

6 KEITH OSWALD: Hindsight is 20/20. Correct.
7 Yes.

8 INVESTIGATOR VERONICA VALLECILLO: Okay.

9 KEITH OSWALD: And in that conversation, he
10 admitted in front of Glenda -- so they're denying that
11 he said that, "Yeah, I was waiting for more
12 information"?

13 INVESTIGATOR VERONICA VALLECILLO: Well, there
14 was a --

15 KEITH OSWALD: And there are (indiscernible) --

16 INVESTIGATOR VERONICA VALLECILLO: --
17 conversation of -- obviously, we're more focused on
18 what transpired. But they -- I don't believe -- I
19 will have to go back and look through my statements,
20 but I don't believe that they stated that --

21 KEITH OSWALD: I stated --

22 INVESTIGATOR VERONICA VALLECILLO: -- she --

23 KEITH OSWALD: I said --

24 INVESTIGATOR VERONICA VALLECILLO: -- that he
25 admitted it.

1 KEITH OSWALD: I said -- I said, "Joe, I called
2 you and said Bonnie's coming in as a specialist to
3 work with Title I schools. You were" -- and I said,
4 "Set up a meeting."

5 He said, "Yeah, I know Bonnie's work, and I'll
6 give her a call." And then he said in that meeting in
7 front of -- I think it was Jay and Glenda, "Yeah, but
8 I was waiting for more information."

9 INVESTIGATOR VERONICA VALLECILLO: Yes. And that
10 did --

11 KEITH OSWALD: Then I had -- so then the
12 conversation -- "Well, if you were waiting for more
13 information and I didn't get back to you," I said,
14 "because I never said that." I said, "Why didn't you
15 reach out to me?" You wait months on end?"

16 And -- and then the same thing with Bonnie. I
17 told her, "Joe is going to reach out to you to set up
18 a meeting, and then you don't reach out when no one
19 calls you?" So --

20 OSCAR RESTREPO: I think what we're talking about
21 is Joe saying --

22 KEITH OSWALD: So how -- how is the stuff leading
23 up to -- to what happened now relevant to this? I'm
24 just curious because --

25 INVESTIGATOR VERONICA VALLECILLO: We're --

1 KEITH OSWALD: -- am I under investigation for
2 how --

3 UNIDENTIFIED SPEAKER: We aren't looking at
4 right.

5 KEITH OSWALD: -- I use staff?

6 OSCAR RESTREPO: We're looking at process because
7 it appears that Bonnie was somehow lost in the system
8 for about 11 months. That's the way -- the
9 information we gathered, basically she was just lost
10 in the system, getting paid without working for about
11 11 months. So --

12 KEITH OSWALD: During the COVID period, you're
13 saying?

14 OSCAR RESTREPO: Yes.

15 INVESTIGATOR VERONICA VALLECILLO: Okay. So
16 we're trying to -- we're trying to determine, okay,
17 how did this happen so that something like this
18 doesn't happen again.

19 KEITH OSWALD: Okay.

20 INVESTIGATOR VERONICA VALLECILLO: And, I mean,
21 obviously because you initiated the transfer from her
22 being a principal on assignment in the transformation
23 department into her going as a specialist, so --

24 KEITH OSWALD: And -- and many people said,
25 "Well, you should just get rid of her. Just exit."

1 Okay. When has this system ever just gotten rid of a
2 -- a principal, especially one who has a track record
3 of high student achievement, took the Glades schools
4 off. How would that look, everybody pointing to me
5 why -- why would we just put excess and put someone on
6 the street? Is this system -- the culture of this
7 district ever been to do something like that? No.

8 And rarely does it come up where we have this
9 type of situation where we've closed a school. Never
10 in my history have I seen something --

11 INVESTIGATOR VERONICA VALLECILLO: That doesn't
12 happen very often where a school is closed.

13 KEITH OSWALD: So --

14 INVESTIGATOR VERONICA VALLECILLO: I hear you.

15 KEITH OSWALD: So it's easy for people to judge
16 on the sidelines about how things are used. I'm just
17 saying --

18 OSCAR RESTREPO: Yeah. Unfortunately, it -- it's
19 always somebody, you know --

20 INVESTIGATOR VERONICA VALLECILLO: Right.

21 OSCAR RESTREPO: -- comes back after the fact to
22 look at things and say, well, you could have this,
23 could have that.

24 INVESTIGATOR VERONICA VALLECILLO: And the reason
25 why we're asking so many questions is because we

1 interviewed several people, and so some of the stuff
2 either we need to verify with you that it did take
3 place because, like, for example, Bonnie is saying
4 that you said XYZ or you told her this or you didn't
5 tell her this or Joe is saying that you didn't say
6 this or you did say this, so that's the reason.

7 KEITH OSWALD: So Joe said that I never called
8 him, under oath, and never had this conversation?

9 INVESTIGATOR VERONICA VALLECILLO: You guys did
10 have a conversation about Bonnie, absolutely.

11 KEITH OSWALD: And him --

12 INVESTIGATOR VERONICA VALLECILLO: He doesn't
13 deny that.

14 KEITH OSWALD: -- set up a meeting --

15 INVESTIGATOR VERONICA VALLECILLO: He is just
16 saying that he -- you did not tell him. What you told
17 him, according to Joe, is that Bonnie would contact
18 him.

19 KEITH OSWALD: Oh, he said that. Yeah.

20 INVESTIGATOR VERONICA VALLECILLO: Yeah.

21 KEITH OSWALD: I said -- I said, "No." I said --

22 INVESTIGATOR VERONICA VALLECILLO: It's not that
23 he's denying in any way that you guys had a
24 conversation about Bonnie coming over to charters. He
25 absolutely did say --

1 KEITH OSWALD: And even if I said that --

2 INVESTIGATOR VERONICA VALLECILLO: It's just that
3 he's saying that --

4 KEITH OSWALD: -- which I did -- I deny that I
5 said that. Even if I did and she never reached out,
6 why would you not tell me? So I couldn't intervene.
7 And he didn't have an answer. Well, I was just
8 waiting.

9 INVESTIGATOR VERONICA VALLECILLO: So --

10 KEITH OSWALD: So that's when I, you know, talked
11 to him. So I don't know if he said you, but --

12 INVESTIGATOR VERONICA VALLECILLO: Going back to
13 Bonnie --

14 KEITH OSWALD: I'm trying to find the date we met
15 and --

16 INVESTIGATOR VERONICA VALLECILLO: You guys met
17 on January --

18 OSCAR RESTREPO: On January 13th and January
19 20th. You met on January 13th the first meeting --

20 INVESTIGATOR VERONICA VALLECILLO: Yeah.

21 OSCAR RESTREPO: -- and January 20th on the
22 second meeting.

23 INVESTIGATOR VERONICA VALLECILLO: The 20th was
24 the meeting what -- where Bonnie --

25 OSCAR RESTREPO: With Bonnie.

1 INVESTIGATOR VERONICA VALLECILLO: -- was
2 included. And the 13th was a meeting where it was
3 just you, him, Boggess, and Sheffield.

4 KEITH OSWALD: Correct. And that's where he
5 disclosed that he -- that I called him. He said,
6 "Yeah, but I was waiting for more information," the
7 one on the --

8 INVESTIGATOR VERONICA VALLECILLO: So when you
9 had the conversation with Bonnie about her going over
10 to charter schools, did you ever promise her that
11 after she did a year at charter schools that she would
12 be given a school or a principal position?

13 KEITH OSWALD: I -- no, I couldn't promise
14 something I couldn't (indiscernible). I said I was
15 looking to find a school where it'll be a match, but I
16 couldn't promise something I couldn't 100 percent
17 guarantee.

18 INVESTIGATOR VERONICA VALLECILLO: Is that the
19 plan for her? What is the plan for her?

20 KEITH OSWALD: Now she took a demotion, and she's
21 a specialist, and she signed off on that, and she
22 agreed to that. So at this -- so -- and then now Joe
23 said there's not enough work. So we met with Nicole
24 where she's going to do some -- because Nicole's been
25 short staffed, so she's going to do auditing of some

1 of that work in Title I for -- for part of the time
2 when she's not working with the schools.

3 And separate from that, I think how Joe met with
4 the Title I school principals and just sent out an
5 e-mail was not very effective, so that's a whole
6 nother piece that -- I'm probably talking to Jay down
7 the road is that, you know, you need to have, like, a
8 meeting and tell principals -- a Google Meet -- pretty
9 easy -- hey, this is what Bonnie can do for you. This
10 is how she can help you improve your performance at
11 your school and support for a long term.

12 But Joe has taken a very hands-off, like, no, I
13 sent an e-mail, that's all. Well, I don't think
14 that's the due diligence to really reach out, and a
15 Title I principal's not going to -- they're going to
16 be like, what the hell is this?

17 So the due diligence on Joe's part -- and, again,
18 hindsight is 20/20. He should much -- given a much
19 more deeper -- run a show on what he should have done
20 with those schools back last summer now knowing with
21 -- with what (indiscernible).

22 INVESTIGATOR VERONICA VALLECILLO: How does it
23 work --

24 ___KEITH_OSWALD: And the same thing. Joe has this
25 pattern, this weird pattern. We had a charter

1 school -- I gave a directive to Joe. We met with
2 Teresa regarding -- legal brought up one of these
3 charter schools that was a little shady, had some
4 issues, was trying to do an application. So we agreed
5 that you all would do an investigation at this charter
6 school to see is it a legit application, blah, blah,
7 blah.

8 So an e-mail -- after we met with legal, Teresa
9 never -- she said, "Send the whole file and
10 everything." So in an e-mail copied to everybody and
11 this -- so told Joe to bring all of the documentation,
12 the application, over to your all's office.

13 And like a month later, Teresa is like, "I never
14 got the file." And Joe -- like, Joe, what are you
15 waiting for? It's e-mail -- well, we're waiting for
16 more information? What more -- I gave you a directive
17 in an e-mail to send the file over. Like, it couldn't
18 have been more clear.

19 So I don't know what's going on with Joe, but --
20 so but anyway, that's -- Joe's had this weird pattern
21 that is concerning around hands off, like, doesn't
22 want to -- but that's a whole separate piece that --
23 sorry.

24 _____ INVESTIGATOR VERONICA VALLECILLO: _____ Let's talk
25 about -- let's just put Bonnie aside for a second. If

1 it was any other employee that you were transferring,
2 do you typically deal with transfers or did you deal
3 with Bonnie because of the fact that she was basically
4 under you?

5 KEITH OSWALD: Well, basically, she was kind of
6 under me --

7 INVESTIGATOR VERONICA VALLECILLO: Okay. So
8 you --

9 KEITH OSWALD: That definitely is why I was more
10 hands on than usual.

11 INVESTIGATOR VERONICA VALLECILLO: But typically
12 you do not deal with transfers?

13 KEITH OSWALD: No, but because she was under me
14 and she was a principal on assignment and because of a
15 school closing, you know, and because I supervise
16 schools trying to find the right match to which she'll
17 be placed, I was a little more -- I was more hands on
18 than usual, yes.

19 INVESTIGATOR VERONICA VALLECILLO: What's your
20 understanding of what the process is, what the
21 procedure is for a -- an employee being transferred
22 from one department to another?

23 KEITH OSWALD: From one department to another,
24 what do you -- I'm not sure --

25 OSCAR RESTREPO: A reassignment.

1 INVESTIGATOR VERONICA VALLECILLO: Like a
2 reassignment, yeah.

3 OSCAR RESTREPO: Reassignment and/or demotion.

4 KEITH OSWALD: Well, so Barb really kind of
5 handled that part of it -- the aspect for me, so --

6 INVESTIGATOR VERONICA VALLECILLO: So you're not,
7 like --

8 KEITH OSWALD: I'm not --

9 INVESTIGATOR VERONICA VALLECILLO: That's not
10 something that you are hands on typically?

11 KEITH OSWALD: Not -- no, not at all.

12 INVESTIGATOR VERONICA VALLECILLO: Okay.

13 KEITH OSWALD: So usually Barb would handle that
14 stuff.

15 INVESTIGATOR VERONICA VALLECILLO: But it should
16 go through the board agenda, correct? It should be
17 placed on the board agenda?

18 KEITH OSWALD: Correct. That, I -- I worked with
19 Mark Mitchell on.

20 INVESTIGATOR VERONICA VALLECILLO: Okay.

21 KEITH OSWALD: So when Mark redid the
22 paperwork -- and, in fact, when I was in the
23 investigation because Kenyetta asked when did it go --
24 Mark submitted the date it went to the board.

25 INVESTIGATOR VERONICA VALLECILLO: Uh-huh. Yeah,

1 and it did definitely.

2 KEITH OSWALD: Yeah.

3 INVESTIGATOR VERONICA VALLECILLO: It was placed
4 on the agenda. I don't think her name is on there
5 because there were so many transfers, reassignments in
6 July because this happened in July. There were
7 hundreds of people, so her name is not on there like
8 it usually is when there's a few people.

9 KEITH OSWALD: Well, that's not my --

10 INVESTIGATOR VERONICA VALLECILLO: No, absolutely
11 no.

12 OSCAR RESTREPO: No, no.

13 INVESTIGATOR VERONICA VALLECILLO: But I just
14 want to let you know it definitely did go through --

15 KEITH OSWALD: In fact, I told Bonnie it would be
16 on an --

17 INVESTIGATOR VERONICA VALLECILLO: -- the board.

18 KEITH OSWALD: -- agenda because I warned her.

19 INVESTIGATOR VERONICA VALLECILLO: Yeah, no. It
20 definitely --

21 KEITH OSWALD: Because she was worried about --

22 INVESTIGATOR VERONICA VALLECILLO: -- did go
23 through the board.

24 KEITH OSWALD: -- how it would be perceived.

25 INVESTIGATOR VERONICA VALLECILLO: Yeah.

1 KEITH OSWALD: So I warned her it would be on an
2 agenda, it has to go to the board, so I did tell her
3 that.

4 INVESTIGATOR VERONICA VALLECILLO: Did you -- and
5 -- and, again, I don't know if this is something that
6 happens automatically because she was a principal.
7 But according to Bonnie, there was a board agenda June
8 24th or the June 24th agenda where she was basically
9 renewed as a principal on assignment. Did you know
10 about that? Did you give any directive regarding
11 that?

12 KEITH OSWALD: No. No idea what you're talking
13 about. All I know is that, I mean, principals
14 typically go to get renewed. I know that HR has their
15 function around that. But at that point, we worked
16 with HR on, you know, a letter showing how this is her
17 new assignment. I think -- I'm sure you have that
18 documentation.

19 OSCAR RESTREPO: We do.

20 INVESTIGATOR VERONICA VALLECILLO: Yes, yes.

21 KEITH OSWALD: So that she signed off, and that's
22 what was going to be moving going forward.

23 INVESTIGATOR VERONICA VALLECILLO: So when you
24 spoke to Bonnie about the whole -- her moving and her
25 basically taking a demotion from being a principal on

1 assignment to being a specialist, did you ever make
2 the comment to her to stay under the radar?

3 KEITH OSWALD: Stay under the radar?

4 INVESTIGATOR VERONICA VALLECILLO: Uh-huh.
5 Anything that even remotely sounds like it?

6 KEITH OSWALD: No. She was nervous about COVID,
7 so -- and she was fearful. I said, "This position" --
8 everybody's working remotely at that point. I said,
9 "You'll be able to support schools," like a
10 conversation around, like, in a distance world, we
11 work -- you know, now Google Meet was starting to
12 become more -- everybody was getting the hang of this
13 kind of stuff.

14 So -- and nobody was going into buildings. So
15 you -- you -- you'd be in a position to support
16 schools versus if you were principal, you know, that
17 -- we were kind of in and out with principals coming
18 into buildings. She was nervous about contact and
19 COVID.

20 I said, "This" -- that was part of the selling
21 point, I think, that she liked about the position and
22 agreed to take the demotion versus being a principal.
23 She says -- at that point she disclosed she was
24 nervous about going being -- to being back to
25 principal, that she didn't want that because she was

1 fearful of getting sick and dying.

2 INVESTIGATOR VERONICA VALLECILLO: So you talked
3 to her about that, but did you ever make the comment
4 to her on any -- anything about under the radar?

5 KEITH OSWALD: No. In fact, she said to me when
6 we met face to face on January 20th, or whatever that
7 was, when she's walking out, like -- we were walking
8 out, and she's like coming up to -- what were you even
9 thinking? Like, how would you not reach out?

10 Well, I thought you wanted me to stay under the
11 radar.

12 I'm like, "Stay under the radar? You're --
13 you're getting paid." Like, I'm just beyond disbelief
14 that for months she wouldn't have reached out to
15 somebody.

16 INVESTIGATOR VERONICA VALLECILLO: Yeah, because
17 she --

18 KEITH OSWALD: Well, you were so busy, and I
19 didn't want to cause you more stress. Like, really?
20 Well, you just added to it, so.

21 INVESTIGATOR VERONICA VALLECILLO: That's what
22 she is standing by. She's saying that you told her to
23 stay under the radar. She even said that in February
24 you told her --

25 KEITH OSWALD: So does under the radar -- even if

1 I said something like that, which I -- does that mean
2 don't work?

3 INVESTIGATOR VERONICA VALLECILLO: I --

4 OSCAR RESTREPO: That's what --

5 INVESTIGATOR VERONICA VALLECILLO: That's what we
6 want to understand.

7 OSCAR RESTREPO: -- she took it to mean.

8 INVESTIGATOR VERONICA VALLECILLO: But that's
9 what she took that to mean, just basically stay under
10 the radar.

11 KEITH OSWALD: That is a bunch of BS.

12 INVESTIGATOR VERONICA VALLECILLO: She took that
13 very literal, if you did actually --

14 KEITH OSWALD: No.

15 INVESTIGATOR VERONICA VALLECILLO: -- use those
16 words with her.

17 KEITH OSWALD: No. She had responsibility to
18 work with schools. We talked about that. She would
19 be working with schools to improve their performance.
20 These schools typically are struggling.

21 INVESTIGATOR VERONICA VALLECILLO: Do you text
22 with her? Not on a regular basis, but, I mean, like,
23 do you -- have you texted with her in the past?

24 KEITH OSWALD: A little bit, yeah.

25 INVESTIGATOR VERONICA VALLECILLO: Because she

1 said that -- I think it was in January, right before
2 the meeting that took place with her and everybody
3 else, that you sent her a text probably notifying her
4 of the meeting.

5 And she says that in her reply to you, she told
6 you that you told her to stay under the radar.

7 KEITH OSWALD: Does she have that in a text?

8 INVESTIGATOR VERONICA VALLECILLO: She does.

9 KEITH OSWALD: That I said stay under the radar?

10 INVESTIGATOR VERONICA VALLECILLO: No, no, no.
11 Well, her response to you is, well, I haven't been
12 doing much because you told me to stay under the
13 radar.

14 KEITH OSWALD: Oh, that's after this all blew up.

15 INVESTIGATOR VERONICA VALLECILLO: That was in
16 January.

17 OSCAR RESTREPO: Yes.

18 INVESTIGATOR VERONICA VALLECILLO: Correct.

19 Right before --

20 KEITH OSWALD: Yeah.

21 INVESTIGATOR VERONICA VALLECILLO: -- you guys --

22 KEITH OSWALD: Yeah. Well, yeah, yeah.

23 (Indiscernible) stay under the radar. I never said
24 don't work.

25 INVESTIGATOR VERONICA VALLECILLO: Do you -- do

1 you recall getting that text, or do you have it there?

2 KEITH OSWALD: I'm looking.

3 INVESTIGATOR VERONICA VALLECILLO: I'm curious to
4 see if you replied to her and asked --

5 KEITH OSWALD: I know. I'm trying to see.

6 INVESTIGATOR VERONICA VALLECILLO: -- her about
7 that. Because it's definitely -- it's an odd
8 statement to make.

9 KEITH OSWALD: Right.

10 INVESTIGATOR VERONICA VALLECILLO: And --

11 KEITH OSWALD: And if -- for what reason would I
12 tell her to stay under the radar? Like, what is that
13 going to gain?

14 INVESTIGATOR VERONICA VALLECILLO: We just want
15 to make sure your plan was not to --

16 KEITH OSWALD: No, I didn't --

17 INVESTIGATOR VERONICA VALLECILLO: -- have her --

18 KEITH OSWALD: She said, "Hi. Hope you are well.
19 I'm doing okay, trying to stay safe and well."

20 Oh, no. Wednesday, January 13th, I wrote, "Hey,
21 hope all is well. Sent you an invite to get an update
22 on your work with the charter schools next week."

23 INVESTIGATOR VERONICA VALLECILLO: Yeah.

24 KEITH OSWALD: Because then I'm like what the
25 hell is going on. And she texts, "Hi. Hope you are

1 well. I am doing okay, trying to stay safe and well.
2 So far, so good. Yes, I thought I accepted it. I,
3 unfortunately, will not have much to report. I stayed
4 under the radar, as you suggested," and that's what
5 pissed me off.

6 And I was like what the hell is she talking
7 about?

8 INVESTIGATOR VERONICA VALLECILLO: Did you --

9 KEITH OSWALD: I --

10 INVESTIGATOR VERONICA VALLECILLO: -- respond to
11 her there?

12 KEITH OSWALD: No.

13 INVESTIGATOR VERONICA VALLECILLO: Okay.

14 KEITH OSWALD: No, I never responded because I
15 was so pissed.

16 INVESTIGATOR VERONICA VALLECILLO: Yeah. Because
17 this has --

18 KEITH OSWALD: I --

19 INVESTIGATOR VERONICA VALLECILLO: -- come up a
20 lot, and obviously --

21 KEITH OSWALD: That's her words, not mine.

22 INVESTIGATOR VERONICA VALLECILLO: And -- and
23 she's saying that you said that. Obviously, that's
24 why we have you here --

25 KEITH OSWALD: Yeah.

1 INVESTIGATOR VERONICA VALLECILLO: -- to
2 understand where that even came from, what -- how she
3 would have even alluded to that.

4 KEITH OSWALD: No.

5 INVESTIGATOR VERONICA VALLECILLO: But we want to
6 make sure --

7 KEITH OSWALD: And because this was in writing, I
8 was like --

9 INVESTIGATOR VERONICA VALLECILLO: Yeah.

10 KEITH OSWALD: You're -- you're just trying to
11 set me up. Like --

12 INVESTIGATOR VERONICA VALLECILLO: We.

13 KEITH OSWALD: -- you're crazy.

14 INVESTIGATOR VERONICA VALLECILLO: We want to
15 just verify that it was never your plan to
16 basically -- and you know her salary. She gets
17 paid --

18 KEITH OSWALD: Absolutely not would I have --

19 INVESTIGATOR VERONICA VALLECILLO: -- quite
20 well --

21 KEITH OSWALD: -- any employee --

22 INVESTIGATOR VERONICA VALLECILLO: -- and for her
23 not to do anything.

24 KEITH OSWALD: -- to -- to not do anything. And
25 for what -- what motivation would I have to tell her

1 not to do anything?

2 INVESTIGATOR VERONICA VALLECILLO: Yeah.

3 KEITH OSWALD: That makes absolutely no sense. I
4 would never tell anybody to do that, so absolutely
5 not.

6 INVESTIGATOR VERONICA VALLECILLO: Yeah. That's
7 just one of the main reasons that we want to
8 understand that there --

9 KEITH OSWALD: That's --

10 INVESTIGATOR VERONICA VALLECILLO: -- wasn't
11 anything behind that.

12 OSCAR RESTREPO: Were you just being a nice guy?

13 KEITH OSWALD: No. People get paid.

14 OSCAR RESTREPO: (Indiscernible.)

15 KEITH OSWALD: You know, I -- listen, I didn't
16 get this far being unethical. I am ethical, and I
17 will stand by that to the day I die. Okay? And too
18 many people don't do the right thing. When I was
19 principal and everything else, you've got to follow
20 the rules. Okay?

21 Like, you want to say was it super clean when I
22 was placed there? Well, there was a different
23 situation, and people can judge from the sidelines.
24 But she has a track record of doing good work, so out
25 of respect of her as an employee, just as I would

1 anybody who does their work -- Bonnie and I are not
2 friends. We don't hang out. We're not -- like, what
3 do I owe her?

4 So it's just ludicrous. And sit home and take a
5 pay? You think I could sleep at night if I'm saying
6 you're taking frickin' money from the district and not
7 getting paid?

8 INVESTIGATOR VERONICA VALLECILLO: Yeah.

9 KEITH OSWALD: That's -- I would never do that.
10 I couldn't sleep with myself because I'm -- you know.

11 INVESTIGATOR VERONICA VALLECILLO: Yeah because
12 basically where we're at is you gave her the -- you
13 know, you gave her the directive that she was no
14 longer going to be a principal on assignment, that she
15 was supposed to go to charter schools. Whether you
16 told her to contact Joe or you told Joe to contact
17 Bonnie, they didn't contact each other. And that's --

18 KEITH OSWALD: And that's why I started -- met
19 with Vicki, and she assigned Kenyetta to investigate
20 it because at that point, I was -- I wanted to
21 discipline both of them.

22 INVESTIGATOR VERONICA VALLECILLO: Yeah. So --

23 KEITH OSWALD: At a minimum.

24 INVESTIGATOR VERONICA VALLECILLO: -- six
25 months --

1 OSCAR RESTREPO: We took that away from them.

2 KEITH OSWALD: I know. They told me.

3 INVESTIGATOR VERONICA VALLECILLO: Yeah.

4 KEITH OSWALD: So because I asked for an update
5 because if Bonnie was a principal, what -- she should
6 know better. She should know better, and she should
7 -- from being a principal, how wrong that's -- that
8 is. Would you ever ask any of your teachers to do
9 something like that?

10 So both her and Joe are wrong in so many ways
11 because of being a principal in the past and -- and
12 understanding the way the system works and how wrong
13 it is.

14 INVESTIGATOR VERONICA VALLECILLO: Yeah. And
15 then the problem is that because she was placed under
16 Title I, her -- her salary is being funded through
17 those federal funds, and she wasn't doing anything
18 from July to January when this whole thing started
19 coming to light.

20 KEITH OSWALD: That's why I was having it
21 investigated as far as --

22 INVESTIGATOR VERONICA VALLECILLO: There was --

23 KEITH OSWALD: What does that mean?

24 INVESTIGATOR VERONICA VALLECILLO: She didn't do
25 anything, so --

1 KEITH OSWALD: Well, absolutely, and that's why I
2 have it under investigation. And I think you could
3 look at the entire system around people that are
4 sitting home and look at what are people doing, what
5 are they actually producing. So that's why --

6 INVESTIGATOR VERONICA VALLECILLO: Have you had
7 any conversations --

8 KEITH OSWALD: -- I had it investigated.

9 INVESTIGATOR VERONICA VALLECILLO: -- with Nicole
10 regarding that issue, that her -- she's supposed to be
11 -- her salary is being funded through federal funds,
12 but she wasn't actually doing anything?

13 KEITH OSWALD: No, because it was under an
14 investigation.

15 INVESTIGATOR VERONICA VALLECILLO: Okay. But you
16 haven't --

17 KEITH OSWALD: So -- because I couldn't talk
18 about it (indiscernible). And you guys were
19 investigating it, so I couldn't have that conversation
20 until -- I didn't want to start something because it
21 wasn't -- I hadn't finished the investigation with
22 Kenyetta, and you haven't finished yours, so I didn't
23 have that complete conversation and what that means.

24 INVESTIGATOR VERONICA VALLECILLO: Gotcha. Okay.
25 And then just --

1 KEITH OSWALD: I have a 101 with Dr. Fennoy at
2 9:00. Can I come back when it's done? It's a half
3 hour.

4 INVESTIGATOR VERONICA VALLECILLO: We're -- we're
5 pretty much done.

6 OSCAR RESTREPO: Yeah, we're done.

7 INVESTIGATOR VERONICA VALLECILLO: Do you have
8 any follow-up questions?

9 OSCAR RESTREPO: No.

10 INVESTIGATOR VERONICA VALLECILLO: Yeah. No,
11 we're good.

12 KEITH OSWALD: Just since he's superintendant.

13 INVESTIGATOR VERONICA VALLECILLO: Let's just --

14 OSCAR RESTREPO: Yeah, absolutely.

15 INVESTIGATOR VERONICA VALLECILLO: A little
16 important. All right. So is there anything else that
17 you think we should know that we may not have asked
18 you, or do you have any other information that is
19 relevant?

20 OSCAR RESTREPO: If you'd like to come back, we
21 would absolutely --

22 INVESTIGATOR VERONICA VALLECILLO: Yes.

23 OSCAR RESTREPO: -- have you back.

24 KEITH OSWALD: Just -- no. I mean, if -- if
25 something like -- if someone's like -- if I'm being

1 accused of something or if I'm under investigation,
2 I'd just like to know if that is accurate because --

3 OSCAR RESTREPO: Well, right now, we're -- we're
4 -- we're looking at --

5 KEITH OSWALD: Yeah. I think you understand what
6 I'm saying.

7 OSCAR RESTREPO: Yeah. We're looking at the
8 process. In interviewing people, they pointed fingers
9 at you as, hey, this woman's been getting paid for 11
10 months and being told to sit at home.

11 KEITH OSWALD: It's --

12 OSCAR RESTREPO: Work wasn't done. There was no
13 transfer orders, that kind of stuff.

14 KEITH OSWALD: But if you're approving payroll
15 and going through the motions --

16 OSCAR RESTREPO: That's going to be --

17 KEITH OSWALD: -- and you never --

18 OSCAR RESTREPO: -- something that --

19 KEITH OSWALD: And you never reach out on either
20 side --

21 OSCAR RESTREPO: (Indiscernible) payroll.

22 INVESTIGATOR VERONICA VALLECILLO: Yeah, that's a
23 whole nother aspect of our --

24 OSCAR RESTREPO: That's another aspect of the
25 investigation (indiscernible) was not approving

1 payroll.

2 KEITH OSWALD: What do you mean, not approving
3 payroll?

4 OSCAR RESTREPO: Exactly what I told you.

5 INVESTIGATOR VERONICA VALLECILLO: Exactly that.
6 He wasn't approving payroll.

7 OSCAR RESTREPO: (Indiscernible) report at 900 or
8 something. If you want to come back, we can talk
9 about it afterwards.

10 KEITH OSWALD: Okay.

11 INVESTIGATOR VERONICA VALLECILLO: But wait, hold
12 on. So let me just close this out. So as you know,
13 please don't discuss anything that we have discussed
14 today until we have completed our investigation. Will
15 you maintain that confidentiality?

16 KEITH OSWALD: Yes.

17 INVESTIGATOR VERONICA VALLECILLO: Okay. And
18 then have any threats or promises been made to you
19 making this statement?

20 KEITH OSWALD: No.

21 INVESTIGATOR VERONICA VALLECILLO: Okay. This
22 concludes our recorded sworn statement of Mr. Oswald.
23 The time is now 9:01.

24 OSCAR RESTREPO: Are you going to come back?

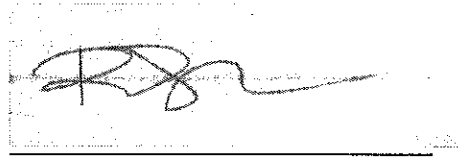
25 * End of Audio Recording *

C E R T I F I C A T E

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I, Robin L. Deal, Florida Professional Court Reporter and Transcriptionist, do hereby certify that I was authorized to and did listen to and transcribe the foregoing recorded proceedings and that the transcript is a true record to the best of my professional ability.

Dated this 1st day of July, 2021.



ROBIN L. DEAL