



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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TERESA MICHAEL, CIG, CIGI, CFE
INSPECTOR GENERAL

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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 

DATE: 1/14/2021

SUBJECT: Transmittal of Final Investigative Report:
Case # 20-0009-I Title: Spanish River/DECA Club

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

The report addresses the following allegation(s):

1. Scott Doellinger alleged that he is being required to collect money from students for DECA (Distributive Education Clubs of America) membership for the students to receive 5% credit for their quarterly grades in violation of School Board Policy 2.21(2)- School Requests of Payment from Students. ***Unsubstantiated.***
2. Scott Doellinger alleged that Department Leader/Business Law Teacher Alain Bazile violated School District Internal Accounts Manual Chapter 7 page 3 in that DECA funds were held for three days after Mr. Doellinger collected the money. ***Substantiated.***

The report is finalized and will be posted on the Inspector General's website;
https://www.palmbeachschools.org/about_us/reports_and_publications/inspector_general_reports.

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INTRODUCTION & SYNOPSIS

On August 9, 2019, School District employee Scott Doellinger filed a complaint with the Office of Inspector General (OIG). Mr. Doellinger alleged the following:

1. Mr. Doellinger alleged that he is being required to collect money from students for DECA (Distributive Education Clubs of America¹) membership for the students to receive 5% credit for their quarterly grades in violation of School Board Policy 2.21(2)-School Requests of Payment from Students.
2. Mr. Doellinger alleged that Department Leader/Business Law Teacher Alain Bazile violated School District Internal Accounts Manual Chapter 7 page 3 in that DECA funds were held for three days after Mr. Doellinger collected the money.

The OIG conducted an investigation and determined that Allegation 1 was **unsubstantiated**. Allegation 2 alleging that Alain Bazile violated School District Internal Accounts Manual Chapter 7 page 3 in that DECA funds were held for three days after Mr. Doellinger collected the money was **substantiated**. The investigative conclusion to the allegations will be discussed in detail later in this report.

OIG JURISDICTIONAL AUTHORITY

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

BACKGROUND: INDIVIDUALS & ENTITIES COVERED IN THIS REPORT

Spanish River Community High School (Spanish River)

Spanish River is located at 5100 Jog Road, Boca Raton, Florida. Spanish River serves grades 9-12, and has four academies; Biotechnology, Entrepreneurship, American History and Law and Early Childhood.

DECA Club (DECA)

DECA is a high school program that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management around the globe. It teaches students real-life skills, such as how to problem solve, communicate with employees, organize a presentation, and build a resume. With over 900+ students, alumni, parents, and business members, Spanish River hosts the second-largest chapter in the State of Florida and the third largest in the world.²

¹ DECA originally stood for Distributive Education Clubs of America, but the organization decided to drop that and keep the acronym DECA. Source: www.deca.org

² Source: www.spanishriverdeca.org

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DECA's purpose of preparing emerging leaders and entrepreneurs' works in combination with the business classes offered at Spanish River. Students wanting to become members pay a membership fee of \$40. DECA membership is voluntary.

Career and Technical Student Organizations (CTSO) and Career Technical and Technical Education (CTE)

DECA is a member of the Career and Technical Student Organization whose mission is to work as an integral component of the classroom curriculum and instruction, building upon employability and career skills and concepts through the application and engagement of students in hands-on demonstrations and real-life and/or work experiences through a Career and Technical Education (CTE) program.

Career and Technical Student Organizations (CTSOs) are key components to strong CTE programs. CTOS integrate into CTE programs and courses and extend teaching and learning through innovative programs, business and community partnerships and leadership experiences at the school, state and national levels.³

Business Points

As a part of the curriculum for each business class, students have the opportunity to obtain five business points regardless of whether they are members of DECA⁴ or not. Business points are separate from DECA. Business points are obtained each quarter through a variety of methods such as professional dress day, attending/participating in community events like the Alzheimer's walk. Each activity or event completed is worth one point. Students may also choose to obtain their points by purchasing DECA items such as a DECA lanyard. The purchase of the item does not require the student to become a member of DECA, but the purchase will go towards calculating the business points. Business points are obtained by monetary and non-monetary means.

Allison Castellano, Principal, Spanish River

Mrs. Castellano became the principal at Spanish River in August 2019. Mrs. Castellano began her career with the School District in 1999.

Alain Bazile, Department Leader, Business Law Teacher, Spanish River

Mr. Bazile has been with the School District since 2011. He teaches business law and serves as the Business Department leader. Mr. Bazile is the teacher/sponsor of DECA club. Mr. Bazile does not supervise teachers.

³ Source: www.ctsos.org (Career and Technical Student Organizations).

⁴ Source: spanishriverdeca.org: "All DECA members are required to earn 5 business points per quarter (worth 5% of your grade in your business class)".

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Michelle Berke, Advanced International Certificate of Education (AICE) Travel & Tourism Teacher, Spanish River

Ms. Berke has been at Spanish River since 1998. Ms. Berke teaches AICE Travel & Tourism in the Business Department.

Stephen Cochran, AICE Accounting, Accounting, and Calculus Teacher, Spanish River

Mr. Cochran has been employed with the School District since 2011. Mr. Cochran teaches AICE Accounting, Accounting, and Calculus. He began teaching AICE Accounting in the Business Department in August 2019.

Caitlin Calenzani, AICE Business Studies AS & A Level, Teacher, Spanish River

Ms. Calenzani began her career at Spanish River in 2011. She currently works in the Business Department teaching AICE Business Studies AS and A levels.

Scott Doellinger, Pre-AICE Business Studies Teacher, Spanish River

Mr. Doellinger began his career with the School District in 2018. He holds a temporary teaching certificate from the State of Florida. Mr. Doellinger is a teacher in the Business Department.

RELEVANT GOVERNING AUTHORITIES

- Florida Department of Education (FDOE) Monetary & Program Cost Accounting & Reporting for Florida School, Chapter 8-School Internal Funds (Red Book 2019)
- School Board Policy 3.02-Code of Ethics
- School Board Policy 2.16-Fundraising Activities Relating to Schools
- School Board Policy 2.21-School Requests of Payment from Students
- School Board Policy 2.121-Student Activities in the Schools
- Palm Beach County School District Bulletin #P-14771-CAO-School Board Policy 2.21 Relating to Student Fees
- Internal Accounts Manual (7/19), Chapter 4B-Club Accounts, and Chapter 7 Cash Receipts and Deposits, and Chapter 19-Fundraising
- Collective Bargaining Agreement between the School Board of Palm Beach County, FL and the Palm Beach County Classroom Teachers Association (CTA)

DOCUMENTS REVIEWED

- Florida DECA By-Laws
- Spanish River DECA Student and Parent Membership Application
- Money Collected Reports (MCR) for October 2019, Drop Safe Log October 2019
- Business Points Opportunities Guide for Spanish River business students
- PeopleSoft-Internal Accounts (e-learning): Fundraising for Teacher/Sponsors, Cash Receipts for Teacher/Sponsors
- Choice Schools and Programs Procedures Manual

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CASE INITIATION & INVESTIGATIVE METHODOLOGY

This investigation was initiated after the OIG received a complaint from Scott Doellinger. Mr. Doellinger alleged there were possible violations of School Board Policies 2.21(2)-School Requests of Payment from Students, 6.11(2)-Money Left in Schools After Hours, and Internal Accounts Manual Chapter 7 by Teacher/DECA Club Sponsor Alain Bazile.

During the investigation, the OIG interviewed Spanish River Principal Allison Castellano, Teacher/Business Department Leader Alain Bazile, and three randomly selected teachers in the Business Department; Caitlin Calenzani, Michelle Berke, and Stephen Cochran. The OIG reviewed relevant District policies, purchasing guidelines and procedures, and other pertinent documentation.

This investigation was conducted in compliance with the *Quality Standards for Investigations, Principles, and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

INVESTIGATIVE FINDINGS⁵

Allegation 1

- 1. Mr. Doellinger is being required to collect money from students for DECA membership for the students to receive 5% credit for their quarterly grades in violation of School Board Policy 2.21(2)-School Requests of Payment from Students.**

The following are summaries of testimonies from personnel as indicated as it relates to Allegation 1:

Scott Doellinger, Teacher, Pre-AICE Business Studies, Spanish River

Assistant Principal Ira Sollod informed Mr. Doellinger and Business Department Leader Alain Bazile that DECA membership was a requirement for students to purchase or earn points every quarter. Per Mr. Doellinger, DECA is a voluntary club, and the goal is to have students compete in various business-related scenarios. For business classes, students have to participate in DECA related activities that will contribute to 5% of their grade.

Alison Castellano, Principal, Spanish River

DECA membership is strictly voluntary. No student is required to participate in becoming a member. The business points are required for all students who take business classes at the school. The students are given opportunities to earn points by doing community service activities at no cost to the student.

⁵ The OIG findings were determined using the standards that appear on the last page of this report.

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Alain Bazile, Teacher, AICE Business Law, Department Leader, Spanish River

Mr. Bazile said that no student is forced to participate in DECA. If a student would like to become a member, there is a \$40 fee⁶ and a DECA application must be completed (**Exhibit 1**). The DECA program is very significant for students wishing to pursue careers related to marketing, sports medicine marketing, or travel and tourism. Business points are a part of the grading system. It is highly unlikely that a student will fail a class due to not obtaining five business points.

Students that cannot afford to purchase items for points are afforded several non-monetary opportunities to get the points by participating in DECA shirt day, professional dress day, or participating in a community event, which can also include an activity such as seeing a play at the theatre.

Michelle Berke, Teacher, AICE Business Studies, Spanish River

There are options available to all students to gain their business points. Students choose activities that they would like to participate in like the Alzheimer's walk. The walk would give the student one of the five business points required for the class. Business points are included in the curriculum in the business classes. The school is sensitive to kids that do not have the monetary means to participate in any of the money-related activities, events, and merchandise purchases. Due to the school's monetary sensitivity, several non-monetary business opportunities are offered to the students. This includes participating in community functions. These are at no cost to the student.

Caitlin Calenzani, Teacher, AICE Business Studies AS, and A-Level, Spanish River

There are different ways for students to obtain their five business points. For example, accepting letters from community organizations where the students may have performed community service or a church function where the student assisted. There is a minimum of five non-monetary opportunities for students to get business points. Ms. Calenzani stated that she always works with students because the idea is to get the students involved in the community. In Ms. Calenzani's experience, students usually choose to do monetary opportunities because, for some students, it is quicker and easier.

DOCUMENTATION REVIEWED

The OIG reviewed School Board Policy 2.21(2)-School Requests of Payment from Students that states the following:

No fee or charge may be required of any student as a condition of attendance and participation for credit in any class unless authorized under §228.061.

Additionally, the OIG reviewed the Florida DECA By-laws (**Exhibit 2**) regarding dues, and it states the following:

⁶ DECA dues include state, national, district competition fees and the chapter t-shirt.

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Active student members must pay dues as established by DECA, Inc. and Florida DECA. Active student members will be eligible to be appointed as Voting Delegates, attend conferences, and participate in all DECA activities and/or activities approved by Florida DECA.

The OIG reviewed the syllabuses for Mr. Bazile, Ms. Berke, Ms. Calenzani, Mr. Doellinger, and Mr. Cochran. Each syllabus discloses the business points. (**Exhibit 3**). The syllabuses do not contain verbiage that suggests that DECA membership or payment of any kind from students is mandatory in exchange for their grades.

CONCLUSION

DECA membership is voluntary and open to all students as required by School Board Policy 2.121 (b)(e):

Membership in non-curriculum related student groups shall be voluntary and open to all students.

Mr. Doellinger alleged Mr. Bazile required him to collect money from students so that the students would receive 5% credit for their grade each quarter. As previously stated, students taking business classes are required to obtain five business points (quarterly) for 5% of their grade. Students are offered both monetary and non-monetary choices to achieve business points. DECA's philosophy aligns with the curriculum found in the business class syllabuses. By-Laws for Florida DECA require dues to be paid by its members; therefore, an application fee is required for students wishing to join DECA. See **Table 1- DECA Club, DECA Book, and Business Points Summary** on page eight (8) of this report.

The testimony of each teacher interviewed by the OIG stated that 5% business points generally would not cause a student's grade to drop. Furthermore, it was explained during the testimonies of the teachers, that should a student need help in obtaining business points, the teachers are willing to assist students by suggesting possible non-monetary activities such as volunteer opportunities.

The collection of funds, as stated in the complaint, does not violate School Board Policy 2.21(2)(c)(1)-School Requests of Payment from Students, which states the following:

Extracurricular activities are not considered a part of this policy, and costs associated with these activities may be charged to the student.

The OIG determined that the statement made by Mr. Doellinger regarding the collection of monies from students might be misleading since the business classes require each student to obtain 5% credit for their quarterly grades. Students have several monetary and non-monetary options to fulfill the business point's requirement (**Exhibit 4**). Additionally, the allegation of wrongdoing based upon School Board Policy 2.21(2) does not include the circumstances that payments from students are allowed. Therefore, based on the testimony, and the documents obtained regarding the DECA program, the OIG concluded that the allegation that Mr. Doellinger is being required to

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collect money from students for DECA (Distributive Education Clubs of America⁷) membership for the students to receive 5% credit for their quarterly grades, in violation of School Board Policy 2.21(2)-School Requests of Payment from Students was **unsubstantiated**.

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⁷ DECA originally stood for Distributive Education Clubs of America, but the organization decided to drop that and keep the acronym DECA. Source: www.deca.org

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Table 1-DECA Club, DECA Book, and Business Points Summary

DECA CLUB (DECA)		
DECA	Yes/No	Explanation
Voluntary?	Yes	Membership is not mandatory.
Penalties applied?	No	Students are not penalized for not joining DECA.
Equal access for all students?	Yes	Students do not have to be enrolled in a business class to join.
Membership fee required to join?	Yes	\$40 annual fee.
What does the \$40 fee cover?	See Explanation	DECA state, district, and national business competitions, and t-shirts.
BUSINESS POINTS		
Are business points required for business classes?	Yes	Students taking business classes are required to obtain five business points for 5% of their grade each quarter.
How often are business points obtained?	See Explanation	Quarterly
By what means are business points obtained?	See Explanation	There are various monetary and non-monetary ways to obtain business points. For example, participating in community events, or purchasing a DECA lanyard, etc.
DECA BOOK		
Is a DECA book required?	Yes	DECA members are required to develop a business plan, which, is commonly referred to as a "book." The business plan is presented at DECA business competitions.
Is there a cost for the DECA book?	No	There is no cost to the students for developing their business plan (book).

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Allegation 2

- 2. Mr. Doellinger alleged that Alain Bazile violated School District Internal Accounts Manual Chapter 7 page 3 in that DECA funds were held for three days after Mr. Doellinger collected the money.**

The following are summaries of testimonies from personnel as indicated as it relates to Allegation 2:

Scott Doellinger, Pre-AICE Business Studies Teacher, Spanish River

On October 8, 2019, Mr. Doellinger did his normal accounting routine of counting payments given to him by the students, and filling out the MCR, before he left for the night. Mr. Doellinger put the money in and an envelope signs the back of the envelope seals it and places the envelope in Mr. Bazile's classroom dropbox. Per Mr. Doellinger, Mr. Bazile had a student to come to his classroom a few days later to get his yellow copy of the MCR for the deposit. Mr. Doellinger told the student 'no', and that he keeps the yellow copies for his records. Mr. Bazile's message to Mr. Doellinger was that he (Mr. Bazile) could not deposit the funds to Martha Combs, Bookkeeper without the yellow copy. Per Mr. Doellinger, three days had already elapsed by that time, which violates Internal Accounts Manual Chapter 7. Mr. Doellinger spoke to Mr. Bazile telling him that he did not want to sign anything verifying how much was supposed to be in the envelope since three days had already passed.

Allison Castellano, Principal, Spanish River

Ms. Castellano was not a witness to the incident between Mr. Doellinger and Mr. Bazile in October 2019 involving a Monies Collected Report (MCR). Ms. Castellano was informed by one of her staff members that a verbal altercation occurred between Mr. Doellinger and Mr. Bazile, and the incident occurred in front of Mr. Bazile's students. It is to Ms. Castellano's understanding that Mr. Doellinger went into Mr. Bazile's class referencing an MCR that he did not feel was his responsibility to provide to Ms. Combs. Ms. Castellano conducted a meeting with Mr. Doellinger and explained that his behavior was inappropriate.

Alain Bazile, Business Education Teacher, Business Department Leader, Spanish River

On October 8, 2019, Mr. Doellinger completed an MCR for purchases made by students. Mr. Doellinger placed a deposit in Mr. Bazile's classroom dropbox. Mr. Bazile was not present when Mr. Doellinger placed the money in the dropbox. Mr. Bazile attempted to leave the deposit with the bookkeeper; however, the bookkeeper would not accept the deposit from Mr. Bazile because the MCR was signed by Mr. Doellinger (the teacher/sponsor)(**Exhibit 5**). Because it was the end of the day, Mr. Bazile placed the money back inside of his drop box located in his classroom. October 9, 2019, was a District holiday for teachers and students, and Mr. Doellinger was out on October 10, 2019, causing the MCR to sit in his dropbox until Mr. Doellinger returned to school

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on October 11, 2019. Upon Mr. Doellinger's return, Mr. Bazile attempted to return the MCR by having a student deliver the MCR to Mr. Doellinger so that he can deposit with Ms. Combs. Mr. Doellinger refused to accept the MCR and went to Mr. Bazile's classroom. During class, the two men had a heated exchange in front of students. Mr. Doellinger tossed the bag of money at Mr. Bazile and stormed out of the classroom. Mr. Bazile could not deposit as presented since Mr. Doellinger signed the MCR. Mr. Bazile completed a new MCR, which he signed, and provided it to the bookkeeper on October 11, 2019 (**Exhibit 6**).

DOCUMENTATION REVIEWED

The OIG reviewed the Monies Collected Report (MCR) signed by Mr. Doellinger on October 8, 2019 (**Refer to Exhibit 5**). The total was \$40.00 for a "sticker's fundraiser." The MCR had the word "rewritten" on it. During the interview, Mr. Bazile identified this as being his handwriting, and that he did so to illustrate that he would complete a new MCR to replace the one completed by Mr. Doellinger. The MCR completed by Mr. Bazile on October 11, 2019, was also reviewed (**Refer to Exhibit 6**). Mr. Bazile identified the MCR as being the MCR that he completed and provided to the bookkeeper in place of the MCR previously completed by Mr. Doellinger on October 8, 2019. The Drop Safe Log illustrates Mr. Bazile dropped the money in the safe on October 11, 2019 (**Exhibit 7**).

The OIG reviewed the School District calendar for 2019; October 9, 2019 was a District holiday. PeopleSoft illustrates that Mr. Doellinger was out on October 10, 2019, and stated in his interview.

The OIG reviewed the School District's e-learning⁸ data for sponsor compliance with School Board Policy 2.16-Fundraising Activities Relating to Schools Section 4(b). At the time of this investigation, each teacher interviewed complies with School Board Policy 2.16 (4)(b) which states the following:

Sponsors shall take required sponsor training(s) before completing a school-based application that can be found on the District's forms website PBSB 0153 and risk Planning Tool PBSB 2498 which are incorporated herein by reference. The sponsor shall complete the application and submit it to the principal for approval by following established procedures, before the start of fundraising.

POLICY/PROCEDURE VIOLATIONS

The OIG determined the following policy was violated:

Internal Accounts Manual Chapter 7, pg. 3

Activity sponsors must submit collections to the front office on a daily basis.

⁸ Source: E-learning via School District's PeopleSoft system

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Each school has a drop safe in the front office specifically for securing funds overnight, and all monies deposited in the safe must be entered on the Drop Safe Log by the activity sponsor.

CONCLUSION

According to the testimonies provided by the teachers in the Business Department, they are accustomed to collecting money from the students for fundraisers, or DECA merchandise, and giving the money to Mr. Bazile, the DECA club sponsor. The allegation made by Mr. Doellinger is that he was being made by Mr. Bazile to violate Internal Accounts Manual Chapter 7. The testimony from Principal Castellano and Mr. Bazile support extenuating circumstances that led to the MCR being held for three days by Mr. Bazile. However, because the funds were not submitted to the bookkeeper on the day of collection by Mr. Doellinger, a violation of Internal Accounts occurred. The OIG noted that Mr. Doellinger did not make the deposit himself on October 11, 2019. Again, activity sponsors are required to submit collections to the front office (bookkeeper) on a daily basis.

The OIG notes that although there were extenuating circumstances, there was a violation of Internal Accounts procedures in that the money was not deposited with the bookkeeper in a timely manner. As a result, the allegation that Alain Bazile violated School District Internal Accounts Manual Chapter 7 page 3 in that DECA funds were held for three days after Mr. Doellinger collected the money is **substantiated**.

ADDITIONAL INFORMATION

On December 16, 2020, the OIG conducted a Google Meets interview with Assistant Principal Ira Sollod regarding the matter of the MCR in question. Mr. Sollod was not aware of the incident that occurred between Mr. Bazile and Mr. Doellinger on October 11, 2019. Mr. Sollod was made aware of the situation that occurred when a meeting was conducted with himself, Principal Castellano and Mr. Doellinger regarding Mr. Doellinger's approach to Mr. Bazile in front of students. Mr. Sollod was not aware of the money collection procedures in the business department, and that teachers were placing money from their fundraisers in Mr. Bazile's classroom safe. It is to Mr. Sollod's understanding that teachers conducting fundraisers are to collect money, and give it to the bookkeeper, who in turn, places the money in the heavy-duty safe this is located in the copy room in the front office of the school, and is bolted to the floor.

Regarding DECA club, Mr. Sollod stated there is no penalty or mandatory participation requirement for students to join DECA. It is voluntary like any other club at the school.

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RECOMMENDATIONS

The OIG recommends the following:

- Collect and submit payments (with the completed MCR) to the bookkeeper daily as required by Internal Accounts procedures.
- Spanish River to clearly state in writing, that no penalty will be applied to any student that does not wish to become a member of DECA.
- How to obtain business points, to be clearly outlined in the curricula.
- While there is no direct policy/procedure/statute related to teachers giving money to students to deliver to another teacher, the OIG recommends that staff follow Internal Accounts procedures in that, individual teachers/sponsors are in charge of the process of Monies Collection procedures.

The OIG recommends School Board Policy 2.21-School Requests of Payment from Students be updated to include activities/clubs such as DECA.

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

AFFECTED PARTY NOTICE

In accordance with *School Board Policy 1.092 (8)(b)(iv)*, on 12/2/2020, Alain Bazile, Stephen Cochran, Michelle Berke, and Caitlin Calenzani were notified of the investigative findings and provided with an opportunity to submit a written response to these findings.

On January 11, 2021, the OIG emailed each of the above-named individuals and gave additional two-days for possible written responses to the DRAFT report prior to posting the FINAL investigative report (in addition to the original deadline date of January 5, 2021). Stephen Cochran and Caitlin Calenzani replied that they do not wish to provide a written response. Michelle Berke replied correcting her employment start date at Spanish River. No other response was received from Ms. Berke. On January 13, 2021, the OIG received an email response from Mr. Bazile. Mr. Bazile's written response is attached and has been included with the responses received from the others as indicated (**Exhibit 8**).

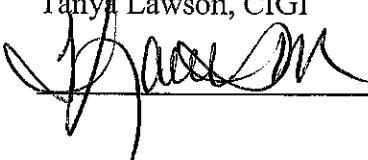
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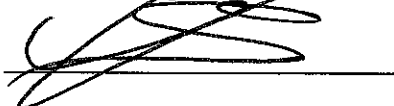
Investigation Conducted by:

Tanya Lawson, CIGI

 1/13/21
Date


Investigation Supervised by:

Oscar Restrepo, CFE, CIG, CIGI, Director of Investigations

 1/13/2021
Date

Investigation Approved by:

Teresa Michael, CIG, CIGI, CFE, Inspector General

 1/20/2021
Date

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

Activity #: 20-0009-I
JIG Staff: LAWSON
Date Rec'd: JAN 2020 Pages: 1
Rec'd: _____
Revised: Yes No N/A Rec'd: TBD
Exhibit/Reference # 1

STUDENT MEMBERSHIP FORM

Membership will include local, state, and international DECA affiliation. Members receive access to all DECA activities, are eligible for DECA competition at the local, state, and international levels, and international membership card and pin, and participation in other DECA field trips/activities throughout the year.

DECA dues are **\$40** (which includes the chapter t-shirt and district entry fees)
Make checks payable to *Spanish River High School*
Please write legibly

Student's Name

Student's School ID Number

Student Email Address

Student Phone Number

Birthday

Grade

Years in DECA

XS S M L XL
T-shirt Size (circle one)

Class(circle one): I am in a business class this year. Previously in a business class. No business class.

Current Business Teacher(s): _____ Period(s): _____

I agree to be a responsible Spanish River DECA member.

Student Signature: _____

Date: _____

***Membership forms with cash or check can be turned in to the collection box in room 1150. Dues can also be paid via School Cash Online. If paying online, staple receipt to the back of this completed form.**

FLORIDA DECA BY-LAWS

ARTICLE I – NAME

The official name of this organization shall be “Florida DECA Association and Foundation, Inc.” and may be referred to as Florida DECA.

ARTICLE II – PURPOSE

The purposes of this Career and Technical Student Organization (CTSO) are:

1. DECA prepares emerging leaders and entrepreneurs in the areas of marketing, finance, hospitality, and management.
2. To prepare students in the four principles established by DECA, Inc. and adopted by Florida DECA: being academically prepared, community oriented, professionally responsible, experienced leaders. Florida DECA’s core attributes and values are to develop competence, innovation, integrity, and teamwork among our students.
3. To assist Florida DECA Chapters’ membership in the growth and development of DECA.

ARTICLE III – ORGANIZATION

- Section 1 Florida DECA is established as a 501(c)(3), non-profit organization.
- Section 2 Florida DECA is a chartered association of DECA, Inc.
- Section 3 Florida DECA is divided into districts across the state. Districts will be reviewed and adjusted by the Board of Advisors.
- Section 4 The overall administrative organization shall consist of an Executive Director, a Board of Advisors appointed/elected within their district, and a chartered association officer team made up of student members.
- Section 5 The Chartered Association advisor, known as the Executive Director, shall represent Florida DECA as a member of DECA, Inc., will represent DECA, Inc. throughout the state, will work to promote, train, and recruit DECA chapters and advisors.

ARTICLE IV – MEMBERSHIP

- Section 1 The membership of Florida DECA, Inc. shall be the individual members of local high school and middle school DECA chapters.
- Section 2 The classes of membership that shall be recognized are:

- ~~X~~ a. Active Student Members: Active student members shall be students currently enrolled in the high school and middle school in which they seek membership.

Active student members must pay dues as established by DECA, Inc. and Florida DECA. Active student members will be eligible to be appointed as Voting Delegates, attend conferences, and participate in all DECA activities and/or activities approved by Florida DECA.

- b. Alumni Members: Graduates of any officially recognized chapters are eligible for alumni membership. Alumni members must pay dues as established by DECA, Inc. and Florida DECA. Alumni members are ineligible to serve as voting delegates, hold offices, or participate in competitive events at the Florida DECA Career Development Conference.
- c. Advisor Members: Advisor members must be current employees in the school district, as well as a private, charter, or independent school in which they seek membership. Advisor members must pay dues as set forth by DECA, Inc. and Florida DECA. Advisor members are eligible to participate in all Florida DECA activities regardless of their Active Student Member participation.
- d. Honorary Life Members: Florida DECA Honorary Life Membership may be extended to any individual making a contribution to Florida DECA, and confirmed by approval of the Board of Advisors.
- e. Professional Members: Professional membership may be extended to persons associated with or participating in the professional development of DECA as approved by Florida DECA. Such members may include teacher-coordinators in Career and Technical Education programs (referred to as CTE), teacher-coordinators in non-CTE programs, county supervisors, school administrators, business partners or advisory board members, and others willing to contribute to the growth and development of Florida DECA members or the Florida DECA organization. Professional members must pay dues as established by DECA, Inc. and Florida DECA.

ARTICLE V – BOARD OF ADVISORS

Activity #: 20-0009-F
Orig Staff: F. A. Wosol
Date Rec'd: 1/9/20 Pages: 15
Rec'd: 1
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 3

Dear Parents & Guardians,
In preparation for a successful school year, I would like each student to review the following information with his or her parent/guardian.

Dear Students,
This is going to be an exciting year! You will learn, you will grow and you will improve! I believe that each and every one of you has what it takes to be successful this year, and it's my job to make sure you have all of the support you need along the way. My expectations of you are very high— not only for your academics, but for your behavior as well. These rules are in place to ensure that we have an orderly classroom. This will allow me to **TEACH** and for you and your classmates to **LEARN!**

Course Overview

The purpose of this course is to provide students with integrated and rigorous educational experiences that blends theory and practice to facilitate immediate implementation and impact. Students will learn to develop strategic marketing with sales and customer plans. A review of the marketing environment is used to help develop the segmentation, targeting and market positioning strategy for implementation along with the marketing mix (product, price, place and promotion). The goal is the identification and delivery of organizational competitive advantage and customer satisfaction – key to long-term revenue growth, profitability and success.

Textbook: Marketing Essentials
McGraw Hill Publishers.
Course book by Lois Farese, Grady Kimbrell, & Carl Woloszyk.
ISBN: 978-0-02-140270-0

DECA Book

A required DECA book will be completed as part of the Marketing Essentials course. This is a 20-page written paper that we will begin right away and is an excellent introduction to the DECA competition itself. The book will be mandatory and graded as a homework assignment. Those students receiving an A or B (above 80%) as the final overall DECA book grade will be exempt from their midterm exam. The DECA book topic this year is **“the development of a strategy to improve a company’s reputation and online brand presence”**. The book will be completed by Thanksgiving break.

*Rec'd by
Scott Doellinger
1/9/20*

Grading

Grades will be earned through the work completed during instruction, independent work assignments, quizzes, tests, DECA points (5 per quarter), and homework.

Grade Weighting	Grading Scale
Assessment = 40%	90-100% A
Classwork = 25%	80- 89 % B
Homework = 20%	70- 79 % C
Participation = 10%	60-69% D
Business/DECA Points = 5%	0-59% F

Late Work

Late work will be accepted; each day late will result in a 10% reduction in grade. After the fourth day, late work will not be accepted unless the student was absent on the day the assignment was due. A grade of zero will be entered for any missing assignments. This policy refers to class work and homework.

Absent Students:

When you are absent, it is your responsibility to get any missing notes and/or assignments. You will have one (1) day for every day of an excused absence to complete the work without penalty.

Homework

Homework will be assigned and will include a variety of assignments. Please check your child's agenda or google classroom for their Marketing Essentials homework assignment.

Student Responsibilities

- Make full use of class time, this includes participation in all classroom activities.
- Bring all class materials with you to class every day.
- Complete and turn in all work on time. Copying or cheating will result in both academic and administrative action.
- Promptly make up work missed due to an absence. It is the responsibility of the student to schedule make-up exams and activities.
- Follow all policies and rules of the School District of Palm Beach County and Spanish River Community High School.

Student Supply List:

- Standard ruled loose leaf paper
- Pens (Blue or Black only)/pencils
- 2 composition or spiral notebook
- 1 Plastic Pocket Folder with prongs

Classroom Procedures

1. Enter the classroom quietly and ON TIME:
2. Sit in your assigned seat
3. Take out any/all materials necessary for class
4. Take out any homework that is due and place in the assigned bin
5. Read Daily Instructions on board, copy down any homework in agenda
6. Begin Daily Warm Up on the overhead screen.
7. If a student was absent the day prior, they must check with the teacher and retrieve any missing work.
8. Whole group instruction- students remain quiet, raise their hands to speak and wait to be called on, raise a hand to move around classroom, take active notes, and listen carefully.
9. Computer work-only class assignments and district approved website will be used. No destruction of property.

Class Rules

Be seated with all materials and working by tardy bell
Follow directions the first time given
Listen and raise hand quietly to speak or leave your seat
Keep hands, feet, and objects to yourself
Be respectful to classmates and teacher (no cursing or insults)
No cell phones, perfumes or lotions, no food, water (clear) is allowed.

Consequences

1. First Offense- Written warning (corrective behavior form).
2. Second Offense- Written warning (corrective behavior form) sent home to parent, must be signed by parent and returned next day.
3. Third Offense- Written warning (corrective behavior form) sent home to parent, must be signed. Parent contact made.
4. Fourth Offense- Referral form submitted to administration.

Dear Parents & Guardians,

In preparation for a successful school year, I would like each student to review the following information with his or her parent/guardian.

Dear Students,

This is going to be an exciting year! You will learn, you will grow and you will improve! I believe that each and every one of you has what it takes to be successful this year, and it's my job to make sure you have all of the support you need along the way. My expectations of you are very high—not only for your academics, but for your behavior as well. These rules are in place to ensure that we have an orderly classroom. This will allow me to **TEACH** and for you and your classmates to **LEARN!**

Course Overview

The purpose of this course is to provide students with integrated and rigorous educational experiences that:

- Make effective use of relevant terminology, concepts and methods, and recognize the strengths and limitations of the ideas used in business
- Apply their knowledge and critical understanding to current issues and problems in a wide range of business contexts
- Distinguish between facts and opinions, and evaluate qualitative and quantitative data in order to help build arguments and make informed judgements
- Appreciate the perspectives of a range of stakeholders in relation to the business environment, individuals, society, government and enterprise
- Develop knowledge and understanding of the major groups and organizations within and outside business, and consider ways in which they are able to influence objectives, decisions and activities
- Develop knowledge and understanding of how the main types of businesses are organized, financed and operated, and how their relations with other organizations, consumers, employees, owners and society are regulated
- Develop skills of numeracy, literacy, enquiry, selection and use of relevant sources of information, presentation and interpretation
- Develop an awareness of the nature and significance of innovation and change within the context of business activities.

*Rec'd by
Scott Doellinger
1/9/00*

Pre-AICE Business Studies
Mr. Doellinger – scott.doellinger@palmbeachschools.org

Textbook: I highly suggest you purchase the book. Runs around \$40 new and \$20 used.

Cambridge IGCSE Business Studies Coursebook by Mark Fisher, Medi Houghton & Veenu Jain.

ISBN: 9787-1-107-68025-8

Cambridge Exam: IMPORTANT

The Pre-AICE Cambridge exam is a mandatory two-part (two-day) cumulative exam that normally occurs in late May. The exam is created annually by Cambridge University. The specific testing dates will be provided when the university releases them. This exam is required for all students in the course.

DECA Book

A required DECA book will be completed as part of the Marketing Essentials course. This is a 20-page written paper that we will begin right away and is an excellent introduction to the DECA competition itself. The book will be mandatory and graded as a homework assignment. Those students receiving an A or B (above 80%) as the final overall DECA book grade will be exempt from their midterm exam. The DECA book topic this year is **"the development of a strategy to improve a company's reputation and online brand presence"**. The book will be completed by Thanksgiving break.

Grading

Grades will be earned through the work completed during instruction, independent work assignments, quizzes, tests, DECA points (5 per quarter), and homework.

<u>Grade Weighting</u>	<u>Grading Scale</u>
Assessment = 40%	90-100% A
Classwork = 25%	80- 89 % B
Homework = 20%	70- 79 % C
Participation = 10%	60-69% D
Business/DECA Quarterly Points= 5%	0-59% F

Late Work

Late work will be accepted; each day late will result in a 10% reduction in grade. After the fourth day, late work will not be accepted unless the student was absent on the day the assignment was due. A grade of zero

will be entered for any missing assignments. This policy refers to class work and homework.

Absent Students:

When you are absent, it is your responsibility to get any missing notes and/or assignments that are located by date in the filing cabinet titled "absent work". You will have one (1) day for every day of an excused absence to complete the work without penalty.

Homework

Homework will be assigned and normally posted on google classroom. Please check routinely for any Pre-AICE Business Studies homework assignments.

Student Responsibilities

- Make full use of class time, this includes participation in all classroom activities.
- Bring all class materials with you to class everyday
- Complete and turn in all work as directed in time. Copying or cheating will result in both academic and administrative action.
- Promptly make up work missed due to an absence. It is the responsibility of the learner to schedule make up exams and activities.
- Follow all policies and rules of the School District of Palm Beach County and Spanish River Community High School.

Student Supply List:

- Standard ruled loose leaf paper
- Pens (Blue or Black only)/pencils
- 2 composition books
- 1 Plastic Pocket Folder with prongs

Classroom Procedures

1. Enter the classroom quietly and ON TIME:
2. Sit in assigned seat
3. Take out any/all materials necessary for class
4. Take out any homework that is due and place in the assigned bin
5. Read Daily Instructions on board, copy down any homework in agenda
6. Begin Daily Warm Up
7. If student was absent, they must check with the teacher to retrieve any missing work.

8. Whole group instruction- students remain quiet, raise a hand and wait to be called on; raise a hand to move around classroom, take active notes, and listen carefully.
9. Computer work-only class assignments and district approved website will be used. No destruction of property.

Class Rules

- Be seated with all materials and working by tardy bell
- Follow directions the first time given
- Listen and raise hand quietly to speak or leave your seat
- Keep hands, feet, and objects to yourself
- Be respectful to classmates and teacher (no cursing or insults)
- No cell phone use during class, no perfumes or lotions, water (clear) is allowed.

Consequences

1. First Offense- Written warning (corrective behavior form).
2. Second Offense- Written warning (corrective behavior form) sent home to parent, must be signed by parent and returned next day.
3. Third Offense- Written warning (corrective behavior form) sent home to parent, must be signed. Parent contact made.
4. Fourth Offense- Referral form submitted to administration.

*(Candice
Custard)*

AICE Travel and Tourism

Contact Information:

Mrs. Michelle Berke michelle.berke@palmbeachschools.org

Please feel free to contact me with any questions or concern at my email address anytime. I check my email/Remind often and will reply as quickly as possible.

Course description: A the fastest growing sector of service jobs in Florida, the hospitality and tourism field faces significant challenges on finding talented, informed new workers. In this course, students will learn the tricks of the trade in hospitality management, as well as the economic impact on international destinations as a result of changing travel conditions and trends. Through case studies and relevant texts, participants will study the dynamic challenges facing the biggest companies in the airline, lodging, and destination travel industries.

Expectations:

1. Come to class prepared with materials needed for class.
2. Do any assigned work in a timely manner.
3. Be respectful to yourself, your classmates and me.
4. Stay focused during class, and participate.
5. You do not graduate until MAY.

Materials:

Three ring binder, with 7 Sections

Paper

Folder

Grading:

Your grade will be based on the following weighted scale.

Process	30%
Assessment	60%
* Business PTS	5%
Classroom participation	5%

Late work policy: When work is assigned you will be given a due date. If work is not turned in on the due date, you will receive a deduction of 25% on the assignment. The deduction will increase to 50% if the work becomes one week or longer. After two weeks, the assignment will not be accepted and you will be given a 0. Do not expect grades to reflect late work immediately.

Make Up tests and quizzes due to an excused absence – It is your responsibility upon your return to class to arrange to make up any tests or quizzes missed. You must make it up within 5 days of returning to class.

Textbook:

Optional and helpful. You can purchase a textbook. Our classroom set is not large enough for everyone to take one home on nights before tests or quizzes. If you are the type of student who likes to have that book to mark up, and have personally, consider the purchase.

Cambridge International AS and A Level Travel and Tourism (Cambridge International Examinations)
ISBN#978-1-107-66472-2 paperback – available on Amazon.com for \$33.60

Cambridge EXAM: The Cambridge EXAM for this class will be announced in NOVEMBER. It is EXPECTED that you attend this exam. Upon announcement of the exam date, please mark your calendars. There is no make up date for this exam. If you know that you will not be able to take the exam please alert us right away!

Signing up for these two helpful tools will keep you up to date on any last minute changes or reminders.

SIGN up for REMIND & Google Classroom**Period 2**

To: 81010 Text @3f3g9h

Google Classroom: kn0j5h

Period 3

To:81010 Text: @aa8dhk

Google Classroom: q9mdnw

Period 4

To:81010 Text: @akkgcg

Google Classroom: j1mpleq

Period 5

To:81010 Text: @a2ekhk

Google Classroom: rhd65au

Berke

Cambridge International Business Studies Syllabus 2019/2020

Student Name: _____ Period: _____ Date: _____

Cambridge International Business Studies AICE A/AS Level

Instructor: Mrs. Calenzani

Email: Caitlin.calenzani@palmbeachschools.org

Textbook: Business Studies, 3rd Edition, ISBN 978-1-107-67736-4

Course Objectives & Philosophy:

The Business Studies course enables learners to understand and appreciate the nature and scope of business, and the role it plays in society. This course covers economic, environmental, ethical, governmental, legal, social and technological issues, and encourages a critical understanding of organizations, the markets they serve and the process of adding value. Learners examine the management of organizations and, in particular, the process of decision-making in a dynamic external environment.

Textbook:

Although we cannot require that students purchase their own textbook, we highly recommend it. There will be a classroom set of textbooks shared by 5 classes and access to them will be during class time only, lunch and after school. The books are available on Amazon. We do have an older version available to check out, but the content will not be identical to the current textbook.

Grading:

Tests/Quizzes	65%
Class Participation/Procedures	15%
Homework/Classwork	15%
* Business Activity Points	5%

Attendance/Class Participation:

Although most Advanced Placement and AICE classes are considered elective, the curriculum for this class is more intensive than other Entrepreneurship classes and missing school will cause student's to fall behind quickly. Your attendance and class participation is an important part of your success in this class and is 15% of your grade.

- If you are absent during class, it is **YOUR** responsibility to get your make up work and notes. There will be a classroom calendar available with daily assignments listed for you to access. As per district policy, you will be given one additional day to turn in any



Cambridge International Business Studies Syllabus 2019/2020

assignments you missed with no penalty. All work that was due on the day you are absent is due upon your return, no exceptions.

- If you are absent on the due date of any major project, it will be due upon your return. However, if you are on campus that day, you must email the assignment or drop it off before you leave school for the day.

Classroom Procedures:

- **ARRIVAL:** Upon entering the classroom immediately turn in homework to assigned bins. Be seated in your assigned seat, have your notebook, book, and pen on your desk and be ready to start class.
- Label all work to be turned in with 3 lines: name, date, period and supply a title of the assignment.
- **CHEATING:** Do your own work. The penalty for cheating/plagiarism is a grade of 0. Repeat offenses will be turned over to administration with a referral.
- Late work is **NOT** accepted. If for some reason, your printer is not working and you are not able to print, you must email the entire document the evening before and have a written note from your parents stating that your printer is not working in order to receive full credit.
- Grades will be posted on Edline regularly. Do not ask to see your grade **during class time**. You may come before/ after school, or send an email if you would like to review your grade or have concerns.
- When departing the classroom your textbook must match the number on the desk and be located in the upper left hand corner of your desk. Push your chair in.
- There are two bathroom passes available to all students. When using the restroom, sign your name on the board with a time before departing and erase it upon return.

Syllabus/Calendar

The classroom calendar will also be shared as a Google calendar. A printed copy will only be available upon request. The calendar is subject to change and it is the students' responsibility to check for updates. A link to the calendar will be provided through edline and below.

- A-Level: Calendar ID:
https://calendar.google.com/calendar/embed?src=palmbeachschools.org_classroom86f739e7%40group.calendar.google.com&ctz=America/New_York
- AS - Level: Calendar ID: provided through edline

Each student will be provided the link to the Cambridge Syllabus on Edline and are required to print it and keep it in their binder.

Remind101 is used with this class. The instructions and codes are provided on Edline for each class period. Through this program, students and parents can communicate through their phones while keeping personal contact information private. This program is not required but highly recommended for students that want to stay up to date.

We will be using google classroom and codes will be provided for you to register. Please be aware, there will be online assignments.

Required Class Materials


Cabrera

Cambridge International Business Studies Syllabus 2019/2020

- Binder
- You will be given packets throughout the year that you must keep until the end.

Consequences:

A student who fails to abide by the rules and expectations outlined will have the following consequences:

- 1st Offense: warning; documentation of offense, loss of participations points
- 2nd Offense: warning; documentation of offense, loss of participation points, contact to parent/guardian, detention
- 3rd Offense: Referral to administration

Miscellaneous

- Advanced Placement/AICE classes have a 6.0 HPA (versus a regular class has a 4.0 and an honors class has a 4.5). However, if a student does not pass the end of year AP/AICE examination, the student will not receive the 6.0, but will receive the lower regular or honors GPA.
- Every student must commit to taking the AICE exam at the end of this course. The AS exam will be offered in mid-June, 2016. The date has not yet been released. If a student does not attend this exam, there will be an obligation placed on them for the amount Spanish River had to pay for the exam and his/her grade will no longer be AP/AICE level.
- It is the student's responsibility to check edline and the google calendar for updates.

IMPORTANT

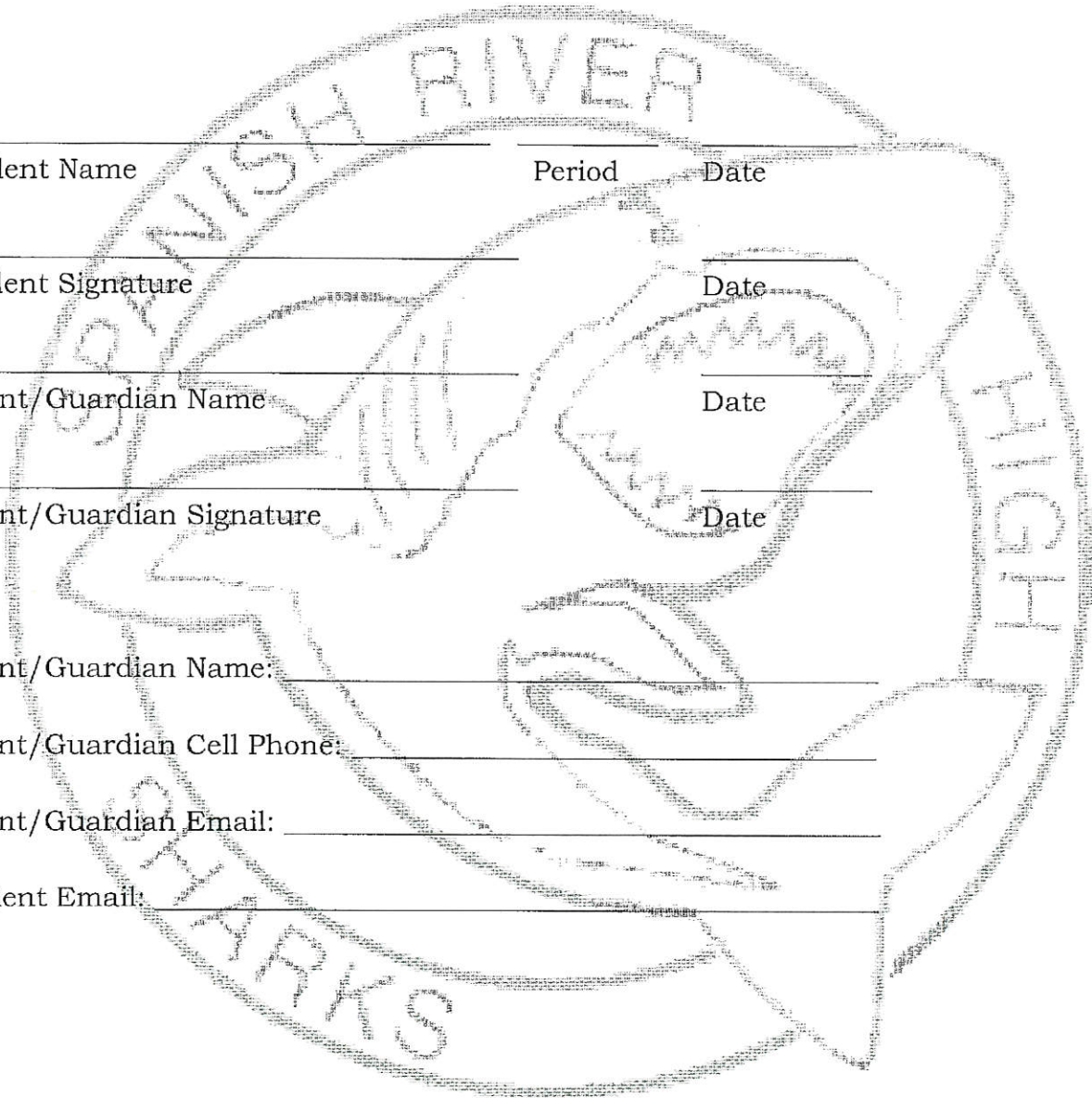
The AICE Exam dates have not yet been released, but are typically at the end of May or early June. Please refrain from booking family vacations, trips etc. until these dates are announced. There are no makeups for this exam unless you are hospitalized or a death in your immediate family (Cambridge requires a death certificate). If you miss the exam, you will also lose the 6.0 multiplier.

My signature indicates that I have read and reviewed the course syllabus above. My parent/guardian's signature indicates his or her understanding of these class rules. Please make sure to initial each page in the lower left side.



Calenzani

Cambridge International Business Studies Syllabus 2019/2020



Student Name _____ Period _____ Date _____

Student Signature _____ Date _____

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name: _____

Parent/Guardian Cell Phone: _____

Parent/Guardian Email: _____

Student Email: _____

Callemore



Mr. Bazile

Rules and Procedures

Understanding Business & Personal Law

Rec'd for Mr. Bazile 1/29/20 Example

This course is an introductory course into Law, with an emphasis on Business Law. Added into the course will be some real life personal dilemmas that you may face in the future. The goal is to familiarize you with real life experiences and everyday occurrences that may arise in your lifetime, and give you a firmer grasp on how to deal with them. Topics of discussion will have serious context and legal applications.

PHILOSOPHY:

Any behavior which interferes with Mr. Bazile's ability to teach, or any student's opportunity to learn will not be tolerated. To make it possible for the students to learn and for the teacher to teach, each student will consistently demonstrate:

1. Preparation (includes on-time arrival with appropriate materials)
2. Participation (in all activities, according to expectations and established guidelines)
3. Consideration and respect (for self and others)

CONSEQUENCES:

A student who fails to abide by these expectations will have the following consequences:

- 1st Offense: warning; documentation of offense, loss of participations points
- 2nd Offense: warning; documentation of offense, loss of participation points, contact to parent/guardian or detention
- 3rd Offense: warning; documentation of offense, referral to administration

SEVERE CLAUSE: In the event of severely inappropriate behavior, the offender will be referred to the office immediately.

PROCEDURES:

ARRIVAL: Upon entering the classroom immediately turn in homework to assigned bins. Be seated in your assigned seat, have your materials and be prepared to review old and cover new material.

** Online classwork is due the night before you enter the classroom. Work turned in after the time will be considered late.

ABSENCE: After missing a class period, it is your responsibility to ask for assignments upon your return. Makeup assignments will only be allowed for EXCUSED absences. Assignments must be completed promptly: the next day back if the absence is 1 day. Make up is handled on a 1:1 day ratio. Each day missed is allowed to be made up (2 days missed is 2 days to make up work). Missed Tests/Quizzes must be made up upon the return of the student. If a student fails to make up a missed test/quiz within the one day frame no bonus will be added their assignment. Missed assignments/tests/quizzes not made up within the stated time frame will receive the grade of 0 for the assignment(s). If your absence is unexcused, you will receive a 0 for any work missed. If you are present (on campus) on a day when an assignment is due and leave prior to attending class, arrangements must be made to turn in your assignment that day. If you are present when a test is announced, you will take it the day you return to school – extended absence will be taken into consideration.

***TUTORING: By request before school and during lunch.

LABEL: Label all work to be turned in with 3 lines: name, date, period and supply a title.

TARDY: If the bell rings and you are not the classroom you are considered tardy. Tardy students will not be admitted into the classroom w/o student ID and tardy pass.

AGENDA/PASS: No one will leave class without a pass and student ID

CHEATING: Cheating will not be tolerated. Do your own work. The penalty for cheating/plagiarism is a grade of 0

NOTEBOOK: 3 ring binder or folder is recommended to keep work. Lost work will be the responsibility of the student to prove

LATE WORK: Late will be given credit, starting at 50% of the grade received for something that is unexcused. If for some reason, your printer is not working and you are not able to print, you must email the entire document the evening before. Most assignments can be turned using google classroom

**Current events will NOT be accepted late.

Teacher: Bazile

DISMISSAL: Work until the end of class or until stated. When the bell rings, you may quit working and gather your materials. Please do not leave your seat until I tell you that you are dismissed. Pick up any scraps that you may see are underneath your desk before leaving. Please walk out of the room in a quiet and orderly fashion.

Grading: All students are required to check their SIS account regularly. Grades, assignments and more will be posted on a weekly basis. Extra credit opportunities will also be offered through Remind/Google Classroom.

APPROPRIATE BEHAVIOR Common sense tells you when actions, words, etc. are inappropriate or unacceptable in society. This classroom is a place where only appropriate words and actions are acceptable. Please use good judgment when speaking and working with others. This applies to everything you do while in this class.

RESOURCES: Remind (messaging app) and google classroom

Grading: Percentages are subject to change

Test – Vocab cumulative	25%
Quizzes	30%
Study Guides/vocab/CW	15%
HW	10%
Mini Projects	10%
Discussion/Participation	5%
Business Points	5%

My signature indicates that Mr. Bazile has discussed these procedures with me and that I understand them, and I agree to abide by them. My parent/guardian's signature indicates his or her understanding of these class rules and also gives me permission to view PG-13 movies in class that are related to the subject matter being studied.

Student Name

Date

Student Signature

Date

Parent/Guardian Name

Date

Parent/Guardian Signature

Date

*Teacher:
Bazile*

#20-0009-I

CURRENT BUSINESS POINTS

This list will be continuously updated with Business Point opportunities

- Stickers - \$5
- Human Trafficking Bracelets - \$5
- Lanyards - \$5
- Blood Drive (1/14)
- Gift Of Life Walk (1/19) - 8:45 am
- Hygiene Drive
 - 2-pack (or 2 individual) toothbrushes
 - Bottle of 8-oz or higher mouthwash
 - 2-pack (or 2 individual) 2.5 oz solid deodorant containers
 - 1-10oz or higher bottle of shampoo
 - 1-10oz or higher bottle of conditioner
- 2 reams of white paper
- * ● Old phones
- Hoodie Collection (1/21 - 2/3)
- * ● Greek Festival (Feb 14th, 15th & 16th) - West Palm Beach at St Catherine's church
12pm-11pm
- 4 Ocean Stickers
- * ● Shirt Day (3/5)
- Shamrocks - \$5
- * ● 3 Roleplay help sessions (working them)
- Valentines Day Grams (feb 12th) - \$5
- * ● DECA shirt Day Feb 13
- Helping Hands drive
 - Full size toothpaste
 - Full size shampoo/conditioner
 - 2+ bars of soap
 - Shaving cream and razor
 - 3 travel size mouthwash
 - New bath towels
- Tutti Frutti - Feb. 12th
- Five Guys -

Activity #: 20-0009-I
OIG Staff: Lawson
Date Rec'd: 1/24/20 Pages: 1
Rec'd: _____
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 4

- Red means these drives/events have passed
- * ● Green are free

Rec'd via email of Plain Baise 1/24/20



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
ACCOUNTING SERVICES

Drop Safe Log

50-36937

#20-0009-I

This form must be filed sequentially by number in a binder and retained for five years.

Spanish River High School

School Name

School Number 1681

Date 10/11/19

Section 1 - To be Completed by Teacher/Event Sponsor			
Date of Collection	Date Dropped in Safe	Teacher/Sponsor Signature	Amount on Monies Collected Form
10/11	10/11/19	K McClure	30.
10/11	10/11	S Brewer	250.69
10/11	10/11	[Signature]	65
10/11	10/11	[Signature]	107
10/11	10/11	[Signature]	75
10/11	10/17	[Signature]	25
10/11	10/11	[Signature]	120.00
10/11	10/11	[Signature]	-135 MC
10/11	10/11	[Signature]	40
10/11	10/11	[Signature]	40
10/11	10/11	[Signature]	20
10/11	10/11	[Signature]	10
10/11	10/11	[Signature]	40
10/11	10/11	[Signature]	25

Section 2 - To be Completed When Funds are Removed from the Safe for Deposit by Bookkeeper	
Date Removed From Safe	Verified By
10/14/19	MC SC
	MC SC
	MC SC
	MC SC
	MC SC
	MC SC
	MC SC
	MC SC
	MC SC
	MC SC
	MC SC
	MC SC
	MC SC

Section 3 - To be Completed After Funds are Entered in School Cash		
Receipt#	Verified By (Initials)	Amount if Different than Amt. Listed by Teacher
0938	PSJ	
0939	PSJ	
0945	PSJ	
0946	PSJ	
0947	PSJ	
0940	PSJ	
09497	PSJ	
09507	PSJ	
0951	PSJ	
0952	PSJ	
0953	PSJ	
0943	PSJ	
0955	PSJ	
0948	PSJ	

Activity # 20-0009-I
 OIG Staff: [Signature]
 Date Rec'd: 1/23/20 Pages: 1
 Rec'd: [Signature]
 Redacted: Yes No N/A Req'd: TBD
 Exhibit Reference #: 7
 CK listed when written

ORIGINAL - School

PBSD 2407 (Rev: 06/27/2011)

* Date of deposit by Mr. Bayle



TANYA Lawson <tanya.lawson@palmbeachschools.org>

Response to 20-0009-I

3 messages

TANYA Lawson <tanya.lawson@palmbeachschools.org>
To: Stephen Cochran <stephen.cochran@palmbeachschools.org>

Mon, Jan 11, 2021 at 12:40 PM

This is a courtesy email to verify whether or not you wanted to send in a written response to the DRAFT investigative report for case #20-0009-I? If not, as previously stated, the DRAFT will become FINAL and thereafter, will be posted to the District's OIG webpage.

If so, you may include a written response via email.

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

Activity #: 20-0009-I
OIG Staff: LAWSON
Date Rec'd: 1/13/21 Pages: 6
Rec'd: _____
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 8

Stephen Cochran <stephen.cochran@palmbeachschools.org>
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Mon, Jan 11, 2021 at 1:31 PM

Hello:
Thank you for the email.
I will not be sending a written response.

Stephen Cochran
Boys Soccer
Mathematics
Business
Spanish River Community High School
Stephen.Cochran@palmbeachschools.org

On Mon, Jan 11, 2021 at 12:40 PM TANYA Lawson <tanya.lawson@palmbeachschools.org> wrote:
This is a courtesy email to verify whether or not you wanted to send in a written response to the DRAFT investigative report for case #20-0009-I? If not, as previously stated, the DRAFT will become FINAL and thereafter, will be posted to the District's OIG webpage.

If so, you may include a written response via email.

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

TANYA Lawson <tanya.lawson@palmbeachschools.org>
To: Stephen Cochran <stephen.cochran@palmbeachschools.org>

Mon, Jan 11, 2021 at 2:38 PM

Ok, thank you.
Tanya M. Lawson, Investigator
Office of Inspector General
561-434-8511, PX 48511

On Mon, Jan 11, 2021 at 1:31 PM Stephen Cochran <stephen.cochran@palmbeachschools.org> wrote:

1/6

Hello:
Thank you for the email.
I will not be sending a written response.

Stephen Cochran
Boys Soccer
Mathematics
Business
Spanish River Community High School
Stephen.Cochran@palmbeachschools.org

On Mon, Jan 11, 2021 at 12:40 PM TANYA Lawson <tanya.lawson@palmbeachschools.org> wrote:

This is a courtesy email to verify whether or not you wanted to send in a written response to the DRAFT investigative report for case #20-0009-I? If not, as previously stated, the DRAFT will become FINAL and thereafter, will be posted to the District's OIG webpage.

If so, you may include a written response via email.

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

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TANYA Lawson <tanya.lawson@palmbeachschools.org>

Response to 20-0009-I

3 messages

TANYA Lawson <tanya.lawson@palmbeachschools.org>
To: Caitlin Calenzani <caitlin.calenzani@palmbeachschools.org>

Mon, Jan 11, 2021 at 12:41 PM

This is a courtesy email to verify whether or not you wanted to send in a written response to the DRAFT investigative report for case #20-0009-I? If not, as previously stated, the DRAFT will become FINAL and thereafter, will be posted to the District's OIG webpage.

If so, you may include a written response via email.

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

TANYA Lawson <tanya.lawson@palmbeachschools.org>
To: Caitlin Calenzani <caitlin.calenzani@palmbeachschools.org>

Wed, Jan 13, 2021 at 10:09 AM

Please respond to this email even if you do not wish to respond stating as such.

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

[Quoted text hidden]

Caitlin Calenzani <caitlin.calenzani@palmbeachschools.org>
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Wed, Jan 13, 2021 at 10:10 AM

Tanya,

thank you, I have received it and do not wish to add anything to the report.

Best Regards,
Caitlin Calenzani
Cambridge Teacher Coordinator | AICE Business Studies Teacher
Entrepreneurship Academy
DECA Advisor
Spanish River Community High School
Caitlin.Calenzani@palmbeachschools.org

[Quoted text hidden]

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TANYA Lawson <tanya.lawson@palmbeachschools.org>

20-Day Notice

4 messages

TANYA Lawson <tanya.lawson@palmbeachschools.org>
To: Michelle Berke <michelle.berke@palmbeachschools.org>

Tue, Dec 8, 2020 at 11:23 AM

In accordance with *School Board Policy 1.092*, a twenty (20) working day letter is being sent to you via email. Included, is a Draft report, and If you wish to respond to the report, you may do so in writing. You will be given 20-working days (from today) to respond. After which, with or without a written response, the Draft report will then become *Final*, and will be published on the Office of Inspector General's webpage. Please note that this is public information.

You may send a written response via regular U.S. mail, inter-departmental mail delivery, or email.
The address to send written responses via U.S. Mail:

Office of Inspector General
ATT: Tanya Lawson
3300 Forest Hill Blvd, Suite C-306
West Palm Beach, FL 33406

The 20-day expiration date is: **1/5/2021**

Thank you,

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

2 attachments

Signed Berke Letter.pdf
31K

IG Approved Draft Report.pdf
701K

Michelle Berke <michelle.berke@palmbeachschools.org>
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Dec 8, 2020 at 2:01 PM

Ms., Lawson,
I have read this email and attached documents. I have been teaching at Spanish River since 1998, not 2006. Minor detail, not sure if I should even bring it to your attention, but just in case, my start year was 1998.
Thank you - all the best.

Stay safe,
MBerke

Michelle Berke
AICE Travel and Tourism Teacher
On-the-Job Training Coordinator
SRHS DECA Advisor
Boys and Girls Water Polo Coach

4/6



[Quoted text hidden]

TANYA Lawson <tanya.lawson@palmbeachschools.org>
To: Michelle Berke <michelle.berke@palmbeachschools.org>

Tue, Dec 8, 2020 at 3:55 PM

Thank you. I have made the correction.
Tanya M. Lawson, Investigator
Office of Inspector General
561-434-8511, PX 48511

[Quoted text hidden]

Michelle Berke <michelle.berke@palmbeachschools.org>
To: tanya.lawson@palmbeachschools.org

Tue, Dec 8, 2020 at 4:43 PM

Your message

To: Michelle Berke
Subject: 20-Day Notice
Sent: 12/8/20, 11:23:26 AM EST

was read on 12/8/20, 4:43:26 PM EST

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TANYA Lawson <tanya.lawson@palmbeachschools.org>

Response to 20-0009-I

Alain Bazile <alain.bazile@palmbeachschools.org>
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Wed, Jan 13, 2021 at 2:48 PM

Dear Ms Lawson,

In regards to the final statement:

I believe what is written is accurate. I would like to add that Mr. Doellinger had the ability, means, and knowledge to deposit the money himself, but chose not to because he did not want to put in the effort to give me a copy of the yellow MCR.

In the conclusion, it is noted that Mr Doellinger had not deposited the funds himself. I don't know the repercussions of these findings and the effects that it may/will have on me as an employee. However, should it also state that Mr Doellinger violated the policy for not depositing the funds himself because he originally collected the funds? Or, am I reading into the report too much. "He" filed a complaint, and based on the complaint and your research, the claim was substantiated. If that is the case, then I have nothing to add.

Thank you again!

[Quoted text hidden]

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