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PALM BEACH COUNTY, FLORIDA

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MEMORANDUM

TO: Honorable Chair and Members of the School Board
Michael J. Burke, Superintendent
Chair and Members of the Audit Committee

FROM: Teresa Michael, Inspector General *TJM*

DATE: November 7, 2022

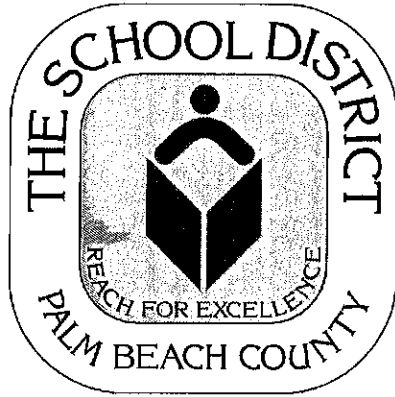
SUBJECT: Transmittal of Final Investigative Report:
23-0001-I/Fundraising

Attached, please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 23-0001-I related to fundraising. The complaint was received in the OIG office on June 30, 2022. The allegation was that PE teachers Christopher Heide and Richard Dujon did not deposit \$640.88 received from the sale of PE uniforms into the school's drop safe.

The OIG investigation concluded that the allegation was **substantiated**. The allegation as it relates to Michael Miller was **unsubstantiated**.

In accordance with *School Board Policy 1.092.9.b.iv.*, on October 7, 2022, the draft of this investigation was provided to Christopher Heide and Richard for a response. A written response from Christopher Heide was received by the OIG on October 17, 2022. A written response from Richard Dujon was received by the OIG on November 2, 2022. A written response from Michael Miller was received by the OIG on November 3, 2022. The responses were included in the final report.

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.



OIG CASE NUMBER 23-0001-I

***William T. Dwyer Community
High School***

TYPE OF REPORT: FINAL

DATE OF REPORT: November 7, 2022



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 #23-0001-I

EXECUTIVE SUMMARY

From June 30, 2022, to September 30, 2022, the Office of Inspector General (OIG) investigated a complaint from William T. Dwyer Community High School (WDCHS) Assistant Principal Michael Smith. Smith reported that on June 15, 2022, Custodian Marco Edouard found containers containing money inside two lockers in Physical Education (PE) teachers Richard Dujon's, Christopher Heide's, and Michael Miller's shared office.

The OIG determined Dujon and Heide violated School Board Policies 2.16 – Fundraising Activities Relating to Schools and Internal Accounts Manual Chapter 1-Internal Accounts Overview and Chapter 7- Cash Receipts and Deposits.

On June 15, 2022, Edouard was contacted by Assistant Principal Smith to assist an outside construction company in removing lockers and locks from inside Dujon's, Heide's, and Miller's shared office. **NOTE: The renovation project was taking place during the summer break.** Edouard found five containers containing money (loose change and bills) in several lockers. Edouard retrieved the five containers and took them to Smith's office. The amount of money totaled \$640.88. Principal Brooks said he did not authorize Dujon, Heide, or Miller to keep money in their office overnight and that money collected from students must be deposited in the school drop safe on receipt. School Board Internal Accounts Manual, Chapter 7 Cash Receipts and Deposits, states that the activity sponsor is responsible for collecting funds, completing District forms to document those collections, and making a prompt deposit of funds.

The School Treasurer provided the OIG with two activity request/fundraiser application forms submitted by former PE Chair Amy Hood, showing the Principal's signature authorizing the sale and rental of PE uniforms for 2019-2021 and 2021-2022. Ms. Hood said the male coaches were responsible for depositing money collected from the male PE uniforms. She was unaware of how the male PE teachers arranged to deposit money collected from the male students for PE uniforms and rentals.

Heide initially said during his interview with the OIG on August 19, 2022, that the money found on June 15, 2022, belonged to himself, Dujon, and Miller. When the containers were filled with coins he would take them to the Publix Grocery Store to exchange for bills. Heide's statement about the money belonging to the PE coaches was contradicted by Miller and Dujon.

Dujon stated that one of the five containers belonged to him, a plastic jar with a black lid; and that he used it to put in his personal loose change in. Dujon and Miller said they did

not know anything about the Folgers coffee container with bills and opined that the three containers with coins were generated from PE uniform rentals. Miller said he is not usually part of renting PE uniforms to students, but he did assist last year when the PE department was short of PE teachers for about 7-weeks. Dujon and Miller said that when they collected money from students for PE uniform rentals, they put the money on the top shelf (dollars or coins) in the staff locker they all could access and that PE rentals occurred daily.

Miller said he did not deposit money collected daily from PE rentals into the school's drop safe because he presumed that was the responsibility of the veteran PE teachers, Heide and Dujon. Dujon said he did not deposit money collected from daily PE rentals into the school's drop safe in 2021-22. Heide said he made two PE uniform deposits at the beginning of 2021-22 and no additional deposits later in the school year

The OIG reviewed the school's drop safe logs from August 12, 2021, through May 23, 2022. The drop safe logs show that Dujon and Miller did not make any school deposits into the school's drop safe for the sale or rental of PE uniforms in 2021-22. In addition, the drop safe logs corroborated Heide's statement that he made two deposits at the beginning of the school year on August 30, 2021, in the amount of \$242.00 and \$143.00, totaling \$385.00 for new PE uniforms.

On Wednesday, August 31, 2022, the OIG returned to WDCHS to conduct a second interview with Heide to clarify his statement that was contradicted by Dujon and Miller about the money found on June 15, 2022.

Heide recanted his initial testimony about the money and instead said that the money in the containers was from PE uniform rentals. Heide said he initially provided false testimony about the money because he was trying to protect Dujon and Miller because uniform rentals money was not deposited in the school's drop safe after the deposit he made on August 30, 2021. Heide admitted they did not make deposits because they were lazy, the constant bombardment of completing other PE-related duties, and not wanting to count the numerous coins. The daily PE uniform rental deposits were not made on the day of collecting money from the students. The Palm Beach County School District Policy 3.02 Code of Ethics states in part that each employee agrees and pledges to provide the best example possible, striving to demonstrate excellence, integrity, and responsibility in the workplace.

The allegation that \$640.88 in PE uniform rental money that had not been deposited as required by School Board Policy 2.16.11 and Internal Accounts Manual Chapters 1 and 7 found inside two lockers in PE teachers Richard Dujon's and Christopher Heide's shared office was **Substantiated**. As the allegation relates to Michael Miller, the OIG determined that Miller was not directed to take the fundraiser training and only filled in for a few weeks during this period so the allegation was **Unsubstantiated**.

On October 7, 2022, OIG staff forwarded a copy of the draft report to William T. Dwyer Community High School PE teachers Richard Dujon, Christopher Heide, and Michael

Miller to respond by November 4, 2022. PE teacher Michael Miller did not provide a response. On October 17, 2022, PE teacher Christopher Heide responded via email. This response has been attached as **(Exhibit 6)**. On November 2, 2022, PE teacher Richard Dujon responded via email. This response has been attached as **(Exhibit 7)**. On November 3, 2022, PE teacher Michael Miller responded via email. This response has been attached as **(Exhibit 8)**. A review of the responses reveals the following.

"I have read the report. I would like to extend my deepest apologies for not being forthcoming with the information regarding the coins in the locker.

*Sincerely,
Chris Heide
W.T. Dwyer H.S.
Physical Education" [sic] **(Exhibit 6)**.*

"Good evening,

Thank you for allowing time to respond to the report. Below I have included an additional statement in regards to one of the other witness statements. In response to the comments from former department chair, Amy Hood:

At no time, during my 3 years as a physical education teacher, was I ever directed, asked, or told that the male teachers were responsible for depositing the rental monies. I was under the assumption that my department chair, Amy Hood, who was responsible for the fundraiser oversaw depositing the monies. If I had been told/asked to do it each day, I would have coordinated with the other male PE coaches. I am also unaware of whether Amy Hood had conversations with the other two male teachers about depositing the money.

In regards to the fundraising conducted through the PABC (Panther Athletic Booster Club):

I was the head coach of 3 different sports for over 12 years under the leadership of 4 different principals (Dr. Lee, Dr. Sheffield, Mr. Depasquale, and Mr. Brooks) and 2 different Athletic Directors (Mr. Pagley and Ms. Wilkes), all of whom knew of and were aware of the fundraising done through the Booster Club. At no time during the past 12 years have any of these leaders notified me that I was doing anything wrong or directed any coaches, including me, not to conduct fundraisers with the Booster Club.

Please let me know if you need anything additional from me,

Sincerely,

*Rich Dujon" [sic] **(Exhibit 7)**.*

11/4/22

Michael Miller

William T. Dwyer High School

Physical Education Department

Good morning,

Please recognize this document as my response to the investigation.

Last school year was my first full year at W.T. Dwyer H.S. The previous year was a covid year and the locker rooms were not in use. As rentals resumed last year my job was not in the locker room. My post was in the hallway holding students from leaving early and making sure there was no movement outside of the P.E. hallway at the beginning of class. I believe it was in April when one of our colleagues was out for a number of weeks and I helped in the locker room with rentals. When he returned I went back to my original post and things went back to normal. I wanted to make this clear as it was omitted from the report as I read it. At no time prior or no time after was I involved with rentals. I was never told what the procedure was as far as rental money was concerned. I was unaware of this until I sat down for the investigation. Had I known this never would have been an issue.

Thank you for your time.

Regards,

M. Miller" [sic] (Exhibit 8).

RECOMMENDATIONS

Based on the findings, the OIG recommends that the Director of the Office of Professional Standards review this for action deemed appropriate.

Additionally, the OIG recommends that the Director for OIG Audit review this report to determine if an audit of the discrepancies and inconsistencies as they relate to PE uniform sales and rental is appropriate.

INVESTIGATIVE PREDICATE

On June 30, 2022, the School District of Palm Beach County, Office of Inspector General (OIG) received a complaint from William T. Dwyer Community High School (WDCHS) Assistant Principal Michael Smith. Smith reported that on June 15, 2022, containers containing money were found inside two lockers in Physical Education (PE) teachers Richard Dujon's, Christopher Heide's, and Michael Miller's shared office by Custodian Marco Edouard (Allegation 1).

On July 5, 2022, OIG Senior Investigator Robert Sheppard was assigned this complaint for investigation.

The investigative findings of the allegation will be discussed in detail later in this report.

BACKGROUND

William T. Dwyer Community High School (WDCHS) is a District school located at 13601 North Military Trail, Palm Beach Gardens. FL 33418. The total school enrollment is 2,168, with a 17:6 Student-Teacher Ratio. The school serves students in grades 9-12.¹

ALLEGATION 1

It is alleged that PE teachers Richard Dujon, Christopher Heide, and Michael Miller violated Florida School Board Policy 2.16 Fundraising, and Internal Accounts Manual Chapters 1 and 7. In that, \$640.88 in PE uniform rental money had not been dropped into the school safe. Money was found inside two lockers in PE teachers Richard Dujon's, Christopher Heide's, and Michael Miller's shared office .

Per School Board Policy, 2.16.11

Money derived from any school/classroom based fundraising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by district guidelines within the District's Internal Accounts Manual, district policy on internal accounts (Policy 6.07), and State Board of Education Rules 6A-1.001, District Financial Records, Financial and Program Cost Accounting and Reporting for Florida Schools, (Redbook 2001), 6A-1.085, Basic Principles of Internal Fund Accounting, and 6A-1.0143, Promotion and Public Relations Funding.

¹ Palm Beach County School District (PBCSD).

*Per Internal Accounts Manual**Chapter 1, Internal Accounts Overview*

District-approved forms must be used as the means of recording cash received and as the basis for recording internal accounts revenues. All money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered classroom receipt books, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records.

Schools are equipped with a drop safe to secure funds for deposit. If not deposited on the day of collection, it is the sponsor's responsibility to secure the funds for deposit by the next business day

Chapter 7, Cash Receipts and Deposits

Collections from students must be properly documented with the name of the student, the purpose of the collection, the internal account name/number assigned to the activity, and the amounts collected from students. All forms must be completed in ink and signed by the sponsor.

Activity Sponsor—responsible for collection of funds, completion of District forms to document those collections, making prompt deposits of funds, confirming that funds were recorded in the student activity account correctly and timely, and monitoring account balances and online payments on a regular basis.

COMPLAINANT INTERVIEW

On July 25, 2022, a sworn recorded interview of AP Michael Smith was conducted at WDCHS in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Smith” as it relates to the Allegation:

On June 15, 2022, Custodian Marco Edouard entered Smith's office and told him there was a problem. Edouard brought Smith the coffee containers that contained a large amount of coins and a plastic container with folded dollar bills. Edouard told Smith the money was found in some lockers. Principal Corey Brooks was contacted and informed about the found money. Smith believed an investigation would be commenced, so he documented what Edouard said. The found money was deposited into the school's safe. Principal Brooks contacted the OIG. Smith does know which of the school's internal accounts the money was deposited.

Secretarial staff and the Bookkeeper/Treasurer facilitated internal accounts workshop training for all teachers at the beginning of the school year. Staff who collect funds from students must make daily deposits at the end of the school day into the school's drop

safe. Staff who deposit funds from a school activity must complete the logbook near the drop safe to indicate what the funds are for, place the funds inside a plastic bag with a Monies Collection Report (MCR) form indicating what the funds are, and deposit them into the school drop safe.

The fundraising request start with the Front Office Secretary Carol Bovino, Teacher Magnet Coordinator Ronda Gagnon, and Bookkeeper Arielle Yebba. Staff members that want to sponsor a fundraising activity must go through one of the three mentioned staff. After staff complete the fundraiser application, the application is provided to secretary Bovino.

WITNESS INTERVIEWS

On July 25, 2022, a sworn recorded interview of Custodian Marco Edouard was conducted at WDCHS in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Edouard” as it relates to the Allegation:

Edouard said he discovered money inside the PE teacher’s office locked inside lockers. Construction was taking place at the school, and all lockers inside the locker rooms (boys & girls) were being removed and replaced with new lockers. As the construction staff removed the lockers inside the PE teacher’s office, seven lockers had combination or key locks. The construction staff contacted AP Michael Smith and asked to have the locks unlocked. Edouard was contacted through the radio to assist with removing the locks. Upon Edouard’s arrival at the PE teacher’s office, he noticed the locked lockers and grabbed the bolt cutters to remove the locks from the lockers. Upon opening the second locker, Edouard found four containers containing money. Edouard found a fifth container containing money in a second locker. Edouard said he did not count the money. He immediately placed the containers with the money on his golf cart and delivered the found money to AP Smith. The OIG showed Edouard pictures of the containers where the money was stored. Edouard reviewed the pictures and confirmed the containers in the pictures were the same that stored the money found (**Exhibit 1**). After Edouard transported the money to AP Smith, Principal Corey Brooks was contacted and advised.

On August 2, 2022, a sworn recorded interview of Front Desk Secretary Carol Bovino was conducted at WDCHS in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Bovina” as it relates to the Allegation:

Bovino said that when she first receives fundraiser/activity requests, she updates the school calendar. The fundraiser form is forwarded to AP Michael Smith. The AP submits the fundraiser request to Principal Corey Brooks for signature. After the Principal reviews and signs the fundraiser request, the Principal forwards the request to Bookkeeper Arielle Yebba and the teacher who requested the fundraiser. The Bookkeeper maintains a copy of the fundraiser request. After reviewing and signing the fundraiser request, Bovino receives a copy to be filed according to the month. After the school year, Bovino maintains all fundraiser requests for records.

On August 16, 2022, Bovino provided the OIG with two activity request forms submitted by the PE department. The first form dated June 21, 2021, was for the selling of PE uniforms from August 9, 2021, through May 27, 2022, approved by Principal Brooks. The second form dated May 22, 2019, was for selling of PE uniforms from August 12, 2019, through May 22, 2020 (**Exhibit 2**).

On August 2, 2022, a sworn recorded interview of Bookkeeper Arielle Yebba was conducted at WDCHS in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Yebba” as it relates to the Allegation:

When staff members collect money from students, the staff must provide the student with a receipt. The money collected from the student must be placed inside a plastic bag with an attached Monies Collection Report (MCR) showing the amounts of money collected. The plastic bag is then deposited into the school’s drop safe. Staff who collect money from students must make daily deposits into the school’s drop safe.

Yebba said the activity or event sponsors are not permitted to keep funds in their offices after school hours. Keeping funds in an office overnight is breaking policy. Any staff handling monies must attend and complete the District *eLearning* financial courses.

Yebba said that at the beginning of the school year (two weeks before school starts), she sends an email to all staff with directives on submitting a fundraiser activity request, becoming a sponsor, collecting monies, and other activities. Staff must complete the District required financial courses. She provides the staff with an email link of where to access the required financial courses. Yebba provided the OIG a copy of a July 7, 2021, email showing former Bookkeeper Connie Hodgdon providing information to all staff on completing required financial courses and directives for submitting a fundraiser activity request for the 2021-22 school year (**Exhibit 3**). In addition, Yebba provided the OIG with a July 18, 2022, email providing information to all staff on completing required financial courses and directives for submitting a fundraiser activity request for the 2022-23 school year (**Exhibit 4**).

On August 2, 2022, a sworn recorded interview of Principal Corey Brooks was conducted at (WDCHS) in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Brooks” as it relates to the Allegation:

Principal Brooks said he is aware of the complaint. WDCHS is under construction from the Penny Sales Taxes Referendum funds and is housing multiple contractors and construction projects co-occurring on school grounds. Edouard is the head custodian, and he works with the on-site contractors to prepare the school for the student’s arrival by cleaning the school. Edouard has been collaborating with the contractors, and part of the construction is overhauling gym lockers.

As part of a conversation with the contractor staff, they were preparing to remove the old gym lockers from the walls and install the new gym lockers. The construction staff members asked Principal Brooks if he (Brooks) could let the teachers know that materials

inside the old lockers would be “bagged and tagged” and new lockers installed. Principal Brooks said he did not want to impede productivity, so he gave the construction staff the go-forward. Principal Brooks tasked the AP who oversees the PE department, Brenda Winfrey, to contact the teachers. AP Michael Smith told Edouard to bag and tag the teacher’s belongings because he is a school employee. Principal Brooks did not want people not affiliated with the District to go through staff belongings.

Edouard found a substantial amount of money, \$640.88, inside the PE Teacher’s office lockers. PE teachers Richard Dujon and Christopher Heide share an office inside the gymnasium. Staff lockers are inside the PE office. The lockers inside the PE office are exclusively for PE teachers Dujon and Heide.

Principal Brooks said he did not authorize Dujon or Heide to keep cash received from students in their workplace overnight. The school’s drop safe and a log is located in the main office, with access to everyone. If staff cannot count the money on the day received, staff have been trained to indicate “To-Be-Determined” in the drop safe log, place the money collected inside a plastic bag, and deposit it into the school’s drop safe. The following day, the staff meets with Principal Brooks or the bookkeeper to open the safe and count the money collected. After counting the money, staff will re-drop the money into the school drop safe and update the drop safe log. One of the main areas stressed during the District training is that staff cannot keep money overnight on their person, cannot take it home, and cannot lock it away in a file cabinet or desk. The money has to be dropped into the school’s drop safe. No money is to be kept in an office overnight.

The only fundraiser he recalls that the PE department submitted was for the sale of PE uniforms. All funds collected should be deposited into the school’s drop safe on the same day it was collected.

On August 16, 2022, a sworn recorded interview of AP Brenda Winfrey was conducted at (WDCHS) in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Winfrey” as it relates to the Allegation:

Winfrey was aware of the complaint. On the day the incident was reported, Winfrey left the school early, and when she returned to the school the following day, the on-site construction team needed to access the gym lockers. Winfrey was instructed to contact the PE department teachers. Winfrey contacted PE Chair Amy Hood via email to inform her that the lockers needed to be removed and to find out if the PE teachers wanted the construction staff to cut the locks from the lockers or if the teachers wanted to report to the school to pick up their belongings. Hood was transitioning to resign from the School District.² Hood returned Winfrey’s email, saying she would reach out to the PE teachers via text message and contact Winfrey later after she heard back from the PE teachers. Shortly after, Hood responded to Winfrey via email, asking Winfrey if it was okay for her

² Principal Secretary Kim Barker said Hood resigned and relocated to Virginia after the 2021-22 school year. The OIG confirmed via phone conversation with Hood that she relocated to Virginia, and the District’s PeopleSoft Personnel Records show termination on May 30, 2022.

to give female PE teacher Michele Walker her contact information. Hood contacted all PE teachers, but only PE teachers Richard Dujon and Walker wanted to come to the school to pick up their belongings from the lockers.

The only discussion she recalls with the PE department, specifically with Hood, was about selling PE uniforms. The PE uniforms were sold for \$20.00 and locks were sold at \$5.00, and students could rent PE uniforms. Winfrey did not know the rental cost for the PE uniforms.

At the beginning of school, staff receives an email from the District about completing internal accounts courses to be approved to sponsor a fundraiser/field trip. The courses discuss handling cash, receipt books, and timelines.

Activity sponsors cannot keep funds received from students in their offices overnight. Deposits are to be made on the day of receipt or before the staff leaves the campus. If staff does not have time to count the funds, the funds are deposited with a note attached. The following day the staff can reconcile the deposit.

On August 16, 2022, a sworn recorded interview of former Activity Director Ronda Gagnon was conducted at (WDCHS) in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Gagnon” as it relates to the Allegation:

Gagnon said she reviewed staff fundraiser requests and would submit the requests to Principal Brooks for approval. In the fundraiser request process, the request goes to the front office secretary, who updates the school activity calendar. Gagnon then reviews the request and submits the request to the Principal for final approval. After approval, the request goes to the school Bookkeeper to create an internal school account number. Gagnon did review a 2021-22 request from the PE department for the sale of PE uniforms.

On August 26, 2022, Hood provided an email response as it relates to the Allegation. The following summarizes the email:

OIG–Were PE uniforms sales and rentals deposited into the school drop safe on the day of receipt throughout the 2021-22 school year?

Hood– “Yes. The majority of funds were deposited the day they were collected as we are not supposed to hold onto funds. All sales money was deposited the day it was collected. Rental money may have been held in a locked area until Friday because there just wasn’t enough in a single day to force a deposit.”

OIG–Did you make any deposits into the school’s drop safe from PE uniforms sales/rentals during the 2021-22 school year? Or was this the responsibility of the other PE coaches? If yes, which coaches?

Hood– “I did make deposits into the schools drop safe on a regular basis throughout the 2021-22 school year. I made the majority of deposits from the sales money collected and

the rental money from the girl's side. Coach Walker and I always worked together to make sure our monies were deposited. The three male PE teachers were responsible for depositing money collected on the boy's side. I don't know how they had it organized."

OIG—Did you know if PE teachers Richard Dujon, Chris Heide, and Michael Miller made daily deposits from PE uniform sales/rentals in 2021-22?

Hood— "The guys were not responsible for depositing any money from sales as uniforms were sold out of the girls locker room side. They were responsible for depositing rental money that was collected on their side from the boys. I don't know how they had it arranged between the three of them.

As a side note....one of the three male PE teachers was out of the building for about 6 or 8 weeks which left the remaining PE staff to cover his classes. Without a planning period and being responsible for extra classes, right or wrong, I can see how money may not have gotten deposited regularly on the boy's side. The remaining two male PE teachers covered the majority classes (**Exhibit 5**).

SUBJECT INTERVIEWS

On August 19, 2022, an interview of PE teacher Christopher Heide was conducted at WDCHS in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Heide" as it relates to the Allegation:

Heide said there are lockers inside the PE office and that the PE office is located in the boy's locker room across from the gymnasium. Heide said he has a locker in the PE office and that all PE teachers have access to the lockers inside the PE office. Heide said five PE teachers have access to the lockers in the office, but only identified three PE teachers. Two teachers are assigned at WDCHS, and one is a retired PE teacher. The active PE teachers are Richard Dujon, Michael Miller, and Fred Ross retired. Heide said he had multiple keys and locks. The keys to unlock the locks are in the office inside his desk. The locks are combination and key locks. Heide said he does occupy a locker inside the PE office and uses a key lock. He said he keeps extra keys in his desk drawer inside the office in case another PE teacher needs to access a locker inside the office. The desk is locked to prevent kids from accessing staff lockers.

Heide said any coach of various sports has access to the gym's PE office. He does not know which coaches can access the gym because he is not social with them. The gym is not a tightly secured place.

Regarding the complaint, Heide said they were told that they were cleaning out the lockers. Coach Dujon contacted Heide via text message because he had left for the summer. Dujon and PE teacher Michele Walker reported to the school to clear the lockers for all PE staff. When Dujon arrived at the PE office, the locks had been removed, and personal belongings were scattered everywhere. He was unaware that Edouard had cleared out the lockers from the PE office. He assumed whoever was doing the construction cleared out the lockers.

The OIG showed Heide the photos of the money retrieved from the lockers inside the PE office on June 15, 2022. A photo showed a red Folger's coffee can filled with bills, a plastic jar with a black lid filled with coins, two small metal cans filled with coins, and a plastic bag filled with coins. Initially, Heide said the red Folgers coffee can with bills and the plastic jar with a black lid filled with coinage belonged to him; he then said ours meaning himself, Dujon, and Miller (**Exhibit 1**).

Heide said he, Miller, and Dujon collectively agreed to put money in the containers, and when the containers were filled, he would take the coins to Publix to exchange for bills, maybe once or twice per year. The monies inside the containers were brought from home and belonged to PE teachers Miller, Dujon, and himself. Heide said Miller is a relatively new PE teacher, so he does not know how much he contributed, but for sure, he and Dujon deposited monies into the containers. Heide said the money found was money he collected for 20 years. The monies were used to purchase drinks for students or to provide the student money to purchase a drink from a vending machine, like an award. The coffee cans in the photos are old, and he brought them from the other schools. Heide said he was unaware of the total amount of money inside the lockers. He does not know which lockers the money was found in.

Heide said he had been placing monies inside the containers since the time he had been teaching, and Dujon decided to join by placing coins inside the containers so that they would have extra money for whatever they needed. The OIG showed Heide a menu photo showing Gatorade at \$2.00 and water at \$1.00. Heide said the menu was for a fundraiser that Dujon sponsored a couple of years ago for the girl's flag football team and the girl's weightlifting team.

Heide said he had completed the District fundraising training for the past 29 years. He has not completed the courses in the 2022-23 school year. Heide did complete the training in 2021-22. When signing out at the end of the 2021-22 school year, Heide said he did not have any open fundraising accounts. Heide said he did not participate in any fundraiser activities in 2021-22.

Heide said he is aware of the District policy, indicating staff cannot keep collected funds from students inside an office overnight. Heide said he did not deposit funds collected from students for PE uniform rentals into the school's drop safe.

2nd Interview on August 31, 2022.

Heide said that at the beginning of 2021-22, he made two PE uniform deposits for new PE uniforms into the school's drop safe. He does not recall the amount or the date when he made the deposits.

Investigators Note: The OIG reviewed the school's 2021-22 drop safe logs records. The 2021-22 drop safe log records corroborate Heide's statement that he made two deposits on August 30, 2021, \$242.00 and \$143.00, totaling \$385.00.

Heide said he did not know PE teachers Dujon and Miller did not make deposits for PE uniform sales or rentals in 2021-22. Heide said they shared the responsibility of selling PE uniforms with the female PE coaches. There were times when the male PE teachers did not have the inventory for a male student's PE uniform size. The male PE teachers would send the male student to the female PE coaches to purchase a uniform to fit the male student's size. Heide said that when they sold uniforms, they would not just indicate male students purchasing uniforms, but also indicate uniforms sold to female students.

Investigators Note: A review of the Monies Collections Reports submitted by the PE department shows that male and female student names are indicated purchasing or renting PE uniforms through 2021-22 from former PE Chair Amy Hood and PE Teacher Michele Walker.

Heide eventually admitted that the five containers of money found on June 15, 2022, inside the PE teacher's office staff lockers did not belong to himself or Dujon and Miller. The money in the containers was from PE uniform rentals. Heide said he provided false testimony during the August 19, 2022, initial interview with the OIG because he did not know what would happen to himself and was trying to protect his team (Dujon & Miller). Heide said he is a team player, this investigation has been eating away at him, and he has not slept in a week. Heide said one of the five containers with coins belonged to him and the rest of the money was from uniform rentals. The OIG showed Heide the five containers illustrated in a photo and asked him to identify the container that belonged to him; he could not identify the container that belonged to him. Heide said he had no idea; they had several lockers, the containers were at the back of the staff locker, and they lost track of the money collected. They had no idea about the amount of money inside the containers found on June 15, 2022.

Heide said he ensured that he completed the District financial training (fundraising, field trips) before the second interview with the OIG. He is aware that money collected from students must be deposited on receipt. This school year (22/23) no money has been collected from students for the sale of PE uniforms. The students purchase the PE uniforms online and then show the receipt to the PE teacher. After the PE teacher confirms the receipt, the student is issued a PE uniform.

Heide said deposits from PE rentals were not deposited because they were lazy and would get bombarded with multiple tasks and none of the PE teachers wanted to sit down to count the coins. Heide said the container with the money was saved for more than a year.

On August 19, 2022, an interview of PE teacher Richard Dujon was conducted at WDCHS in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Dujon" as it relates to the Allegation:

Dujon said he received a text message from former PE Chair Amy Hood. The message said, "Ms. Winfrey, the AP, sent an email saying that if there is anything in the staff locker, come up to the school and grab it, come get it." A couple of the PE coaches were out-of-

town, so he and PE teacher Michelle Walker texted each other, and both agreed within the hour after receiving the text message to report to the school to pick up the PE staff belongings. When they arrived at the school, the lockers were gone, and locks were removed from the lockers. Their belongings were thrown all over the floor, all over the desk, misplaced, and equipment was taken. Dujon said the money he stored in his staff locker container was taken.

Dujon said eight staff lockers were in the PE office, and he personally used two lockers on the end. He also had access to the PE uniform rental locker. He was unsure if Miller used a locker during 2021-22. Heide occupied the remaining staff lockers.

Coaches from various sports did not have access to the locker where the monies were stored because it was strictly for PE uniforms. There was a period when PE uniforms were unsecured inside the office and were being taken. Therefore, the uniforms were secured inside the locker with a combination lock for all PE coaches to access.

Investigators Note: During Heide's initial interview on August 19, 2022, he said various coaches of multiple sports had access to the PE uniforms locker. Dujon contradicted this and said other coaches of various sports did not have access to the PE uniform locker.

The OIG showed Dujon photos of the money found on June 15, 2022. The photo showed a plastic jar with a black lid filled with coins, two small metal containers filled with coins, a plastic bag filled with coins, and a large red Folgers coffee can filled with bills. Dujon identified the plastic jar with the black lid as his personal container that he put change in and had stored in the locker that he exclusively occupied. Dujon said the other containers with coins and bills were not his and that he did not make an agreement with Heide or Miller to put his money in the containers.

Investigators Note: Heide's statement during his initial interview on August 19, 2022, that the money found in the containers belonged to himself, Dujon, and Miller is contradicted by Dujon's statement that the money in the containers, except for the plastic jar with the black lid, belonged to him.

The OIG showed Dujon a photo of a large red Folgers coffee can container filled with bills. Dujon said he did not know to whom the container belonged too. The money in that container might have been for PE uniforms sold that were not deposited into the school's drop safe. Dujon said he never accessed the large coffee can container or saw anybody with the red Folgers coffee can. Dujon said the PE uniforms were rented at \$1.00 for the shirt and \$.50 for the shorts.

The OIG showed Dujon a photo showing two containers filled with coins and a plastic bag partially filled with coins. Dujon opined that the two metal cans filled with coins and the plastic bag partially filled with coins are from PE uniform rentals. The OIG again referred to the photo showing the two small metal containers. Dujon does not recall putting change

in those containers (two metal containers/a plastic bag). Dujon said they do not collect money unless it is for PE uniform rentals.

Dujon said he attended and completed the District online financial courses every year until this year because he is not coaching anything.

Dujon admitted that the money collected for the PE uniform rentals throughout 2021-22 were not deposited in the school's drop safe on the days of receipt.

On August 19, 2022, a sworn recorded interview of PE teacher Michael Miller was conducted at (WDCHS) in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Miller" as it relates to the Allegation:

Miller said he did not have a personal locker. He believes Dujon and Heide stored their items in the staff lockers. Miller stored his belongings in a classroom. The only time Miller was in the locker room was a period when one of the coaches was absent.

Miller said he only went into the PE office to warm his coffee or use the facilities. The PE department rents PE uniforms and sneakers to students. The cost for PE uniforms is \$2.00 (\$1.00 shirt, \$.50 shorts, and \$.50 sneakers). Miller said he is not usually part of the PE rentals to students, but he did assist last year when the PE department was short of PE teachers for about seven weeks. Every day a student rents a PE uniform. Most of the time, if a student pays \$1.00, staff does not worry about the \$.50, or if a student has a \$1.25, staff will not prohibit the student from participating in PE because of being short of money.

Miller said the money received from the PE uniform rentals is placed in a locker on the top shelf. Miller put money inside the locker on the top shelf, whether dollars or coins. Miller stacked the dollars on the top shelf. Miller said there was also a can container in the back of the locker on the top shelf, and the PE shirts and other clothes were on the bottom inside the locker. Miller did not put money in the container at the back of the locker.

Miller said he did not deposit money into the school's drop safe. Miller's understanding regarding school drop safe deposit protocols was that staff must complete the required District courses (financial, fundraiser, field trip) to handle the money. Therefore, as far as he was concerned, the responsibility of making deposits belonged to the veteran PE teachers.

Coach Amy Hood was the former PE department Chair. Miller recalls that there was a fundraiser account for selling shirts. Hood had to complete the paperwork to ensure that the money collected was aligned with the shirts sold and that Hood deposited the money before leaving the school.

The OIG showed Miller photos of the money found in the PE teachers' office on June 15, 2022. Miller said the most amount of money he had seen inside the locker was about

\$100.00, primarily singles lying on the top shelf. Miller said he put the change from uniforms rentals in a container on the top shelf inside the locker.

Miller said he did not participate in storing change in a can/jar with the other coaches. The OIG showed Miller photos of a large red Folgers coffee container with several bills, two small containers with coins, a plastic jar with a black lid with coins, and a plastic bag filled with coins, totaling five containers. After showing Miller the Photo of the five containers, he said he did not recognize the photo showing the large container with bills, the plastic jar with the black lid, a small can, and the plastic bag with coins. Miller identified the photo showing the second small can from the right filled with coins in which he put rental money that was located on the top shelf inside the locker (**Exhibit 1**).

RECORDS ANALYSIS

- Exhibit 1:** Photos showing containers filled with money.
- Exhibit 2:** WDCHS June 21, 2021 & May 22, 2019, Activity Request Form.
- Exhibit 3:** Email from Bookkeeper C. Hodgdon to WDCHS Staff.
- Exhibit 4:** Email from Bookkeeper A. Yebba to WDCHS Staff.
- Exhibit 5:** Email Reply from former PE Chair A. Hood.
- Exhibit 6:** PE teacher Christopher Heide October 17, 2022, email reply.
- Exhibit 7:** PE teacher Richard Dujon November 2, 2022, email reply.
- Exhibit 8:** PE teacher Michael Miller November 4, 2022, email reply

On September 9, 2022, OIG staff reviewed the above-listed documents provided by witnesses. The review disclosed the following:

- On July 5, 2022, AP Michael Smith provided photos showing money found in metal and plastic containers (**Exhibit 1**).
- On August 16, 2022, Front Office Secretary Carol Bovino provided the OIG with two WDCHS activity request forms submitted by the PE department to sell PE uniforms to students. Both activity request forms show the Principal approval signature (**Exhibit 2**).
- On August 3, 2022, Bookkeeper Arielle Yebba provided the OIG via email, a July 7, 2021, email from former Bookkeeper Connie Hodgdon informing WDCHS staff who deals with collecting monies must complete District required courses for the 2020-21 school year (**Exhibit 3**).
- On August 3, 2022, Bookkeeper Arielle Yebba provided the OIG via email; on July 18, 2022, an email showing that she informed staff who collects funds that they must complete the required District training (**Exhibit 4**).
- On August 26, 2022, former PE Chair Amy Hood Provided an email statement indicating how PE uniform/rentals funds were collected and deposited into the school drop safe. She did not know the process that the PE male teachers

Christopher Heide, Richard Dujon, and Michael Miller used to collect PE uniforms/rentals money (**Exhibit 5**).

- On October 17, 2022, PE teacher Christopher Heide responded via email after receiving the investigative draft report and 20-day letter on October 7, 2022, from the OIG. The 20th day ended November 4, 2022 (**Exhibit 6**).
- On November 2, 2022, PE teacher Richard Dujon responded via email after receiving the investigative draft report and 20-day letter on October 7, 2022, from the OIG. The 20th day ended November 4, 2022 (**Exhibit 7**).

CONCLUSION

It is alleged that PE teachers Richard Dujon, Christopher Heide, and Michael Miller violated Florida School Board Policy 2.16 Fundraising, and Internal Accounts Manual Chapters 1 and 7. In that, \$640.88 in PE uniform rental money that had not been dropped into the school safe was found inside two lockers in PE teachers Richard Dujon's, Christopher Heide's, and Michael Miller's shared office.

Principal Brooks said he did not authorize PE staff to keep cash received from students in their workplace overnight. If a staff member cannot count the money collected, the staff must deposit the money into the school drop safe on the same day the money was collected with a note attached indicating to-be-determined. The drop safe and the drop safe log is located in the main office, with access to everyone even during weekends. The following workday, the staff will meet with the Principal or the Bookkeeper to open the drop safe to count the money. After counting the monies, the staff will re-drop the monies into the school's drop safe and update the drop safe log.

Former PE Chair Amy Hood said the male PE teachers were responsible for depositing PE uniforms money that was collected on their side from the boys. Heide, Dujon and Miller admitted they did not make deposits from uniform rentals in 2021-22. The OIG reviewed the school's 2021-22 drop safe logs. The school drop safe logs confirm that PE teachers Dujon and Miller did not make any drop safe deposits for new and rental PE uniforms and that Heide did make two deposits on August 30, 2021, for PE uniform purchases, \$242 and \$143, totaling \$385.00. No additional PE uniforms deposits were made throughout the school year.

On August 19, 2022, the OIG showed Dujon photos of the five containers found on June 15, 2022. Dujon stated he was unaware of the total monies found on June 15, 2022. He opined the money was from the sales or rentals of PE uniforms except for a plastic jar container with a black lid that belonged to him. Dujon said he did not put his money in the four remaining containers. Dujon said he did not deposit any money collected from PE uniforms in the school drop safe in 2021-22.

On August 19, 2022, the OIG showed Miller photos of the five containers found on June 15, 2022. Miller said he recognized one container from the photo. Miller identified

the second metal can from the right in the photo. Miller opined that PE teachers Heide and Dujon put money into the container he identified from the rental of PE uniforms. Miller did not put his money in the can, nor did Miller collectively agree with Heide and Dujon to put their money in the containers. The money Miller collected from PE rentals was put on the top shelf of the locker, whether it was dollars or coins. Miller said he did not deposit any money collected from PE uniforms in the school drop safe in 2021-22 because that was the responsibility of the veteran teachers Heide and Dujon.

On Wednesday, August 31, 2022, the OIG conducted a second interview with Heide to clarify his statement provided to the OIG on August 19, 2022, about the money found on June 15, 2022³. Heide admitted the money in the containers was from PE rentals, not belonging to himself, Dujon and Miller. Heide said he provided false testimony about the money belonging to himself and Dujon and Miller because he was trying to protect Dujon and Miller because uniform rental monies were not deposited in the school's drop safe after August 30, 2021. Heide said the PE uniform rental deposits were not made on the day of receipt because of laziness, constant bombardment of completing other PE-related duties, and not wanting to count the money.

According to PeopleSoft records Christopher Heide completed Internal Accounts: Fundraising for Teachers/Sponsors and Internal Accounts: Cash Receipts for Teachers/Sponsors training on October 21, 2016 and August 26, 2022. Michael Miller completed Internal Accounts: Fundraising for Teachers/Sponsors and Internal Accounts: Cash Receipts for Teachers/Sponsors training on August 21, 2022. Richard Dujon completed Internal Accounts: Fundraising for Teachers/Sponsors on September 8, 2020, Internal Accounts: Cash Receipts for Teachers/Sponsors training on September 1, 2020, and Internal Accounts: Cash Disbursements for Teachers/Sponsors on September 8, 2020. Dujon also completed Internal Accounts: Fundraising for Teachers/Sponsors on Internal. Accounts: Cash Receipts for Teachers/Sponsors training, and Internal Accounts: Cash Disbursements for Teachers/Sponsors on August 9, 2021.

Based on the documentation reviewed and testimony obtained, OIG staff determined there was sufficient evidence to prove that the allegation that \$640.88 found inside two lockers in PE teachers Richard Dujon, Christopher Heide, and Michael Miller's shared office was PE uniform rental fundraising proceeds that had not been dropped into the school safe in violation of Florida School Board Policy 2.16 Fundraising, and Internal Accounts Manual Chapters 1 and 7 was as it relates to Christopher Heide and Richard Dujon was **Substantiated**. As the allegation relates to Michael Miller, the OIG determined that Miller was not directed to take the fundraiser training and only filled in for a few weeks during this period so the allegation was **Unsubstantiated**.

³ The second interview was conducted to allow Heide to amend his previous statement that was contradicted by other witnesses. Heide admitted to having provided false testimony during his previous interview

ADDITIONAL INFORMATION

The investigation revealed an additional issue that the OIG addressed. The additional issue is as follows:

1. Physical Education Teacher Richard Dujon conducted a fundraiser by selling Gatorade and water without completing the Districts' fundraiser application.

OIG Findings: OIG reviewed WDCHS fundraiser applications totaling 113 from July 30, 2019, through May 28, 2022. Of the 113 fundraiser applications, the PE Department submitted three (3) applications for the sale of gym locks and new PE and rental uniforms. The three (3) applications were submitted by former PE Chair Amy Hood and approved by Principal Corey Brooks on August 1, 2019, July 14, 2021, and November 2, 2021. There is no record of fundraiser application(s) submitted by Dujon for the sale of Gatorade/water.

On August 19, 2022, Dujon testified that a couple of years ago, he sponsored a fundraiser through the booster club for selling water and Gatorade for the girl's weightlifting team. He did not complete a school fundraiser application because the school has a booster club account with the PNC Bank. This is a way of going around the school's fundraising process. Dujon said he also did a Snap-Raise event and fair-share fundraisers through the booster club. Dujon said he did not go through the school's internal account because it is hard. For example, if he is coaching a girl's flag football team and needs to purchase footballs, he could go to Sports Authority to buy the footballs and get the money back he spent immediately as opposed to going through the school. Going through the school, paper work must be completed and there is a wait time of 2-3 weeks before approval. When going through the booster club, he only needs to explain the purchases and indicate the sources of where the money was collected when making deposits.

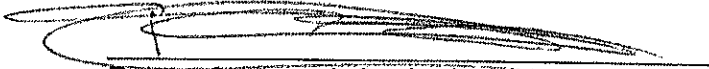
Dujon said Principal Brooks is aware of the booster club and would have never done anything if he were not allowed. Principal Brooks is the fourth principal to have been aware of the Booster club. During his first few years at WDCHS, he would have a Snack Shack after-school that sold honey buns, Gatorades, slim jims, airheads, simple candies, and also have a drink cart. Dujon set up the shack on the way to the bus loop, and the students would grab something on their way to the bus loop or on their way to practice. Dujon said he made money that was deposited through the booster club. It was a great fundraiser because he was coaching sports that generated no gate revenue with a handful of parents coming to watch flag football, and no one was paying to watch boy's Golf.

Dujon said that last year he did conduct two fundraisers selling water/Gatorade for the girls' weightlifting team through the booster club. The fundraisers earned less than \$150.

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.

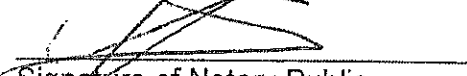
ATTESTATION

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 Inspector General as published by the Association of Inspectors General.

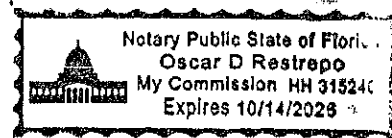

Robert Sheppard, Senior Investigator-II

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

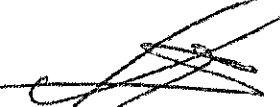
Sworn to (or affirmed) and subscribed before me this 07 day of October, 2022, by Robert Sheppard, Senior Investigator for the School District of Palm Beach County, Office of Inspector General, who is personally known by me.



Signature of Notary Public
 Notary Public or Law Enforcement Officer



This investigation was conducted by Senior Investigator Robert Sheppard, supervised by Director of Investigations Oscar Restrepo and approved by Inspector General Teresa Michael. 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.

Reviewed by:  Date: 11/7/2022
Oscar Restrepo, Director of Investigations


Approved by:  Date: 11/7/22
Teresa Michael, Inspector General

EXHIBIT LIST

Photo showing containers filled with bills/coinage..... Exhibit 1
 WDCHS June 21, 2022, & May 22, 2019, Activity Request Form Exhibit 2
 July 7, 2021, Email from Bookkeeper C. Hodgdon to WDCHS Staff Exhibit 3
 August 3, 2022, Email from Bookkeeper A. Yebba to WDCHS Staff.... Exhibit 4
 August 26, 2022, Email Reply from former PE Chair A. Hood..... Exhibit 5
 PE teacher Christopher Heide October 17, 2022, email reply.....Exhibit 6
 PE teacher Richard Dujon November 2, 2022, email reply.....Exhibit 7
 PE teacher Michael Miller November 4, 2022, email reply.....Exhibit 8

DISTRIBUTION LIST

Action Official Distribution:

None

Information Distribution:

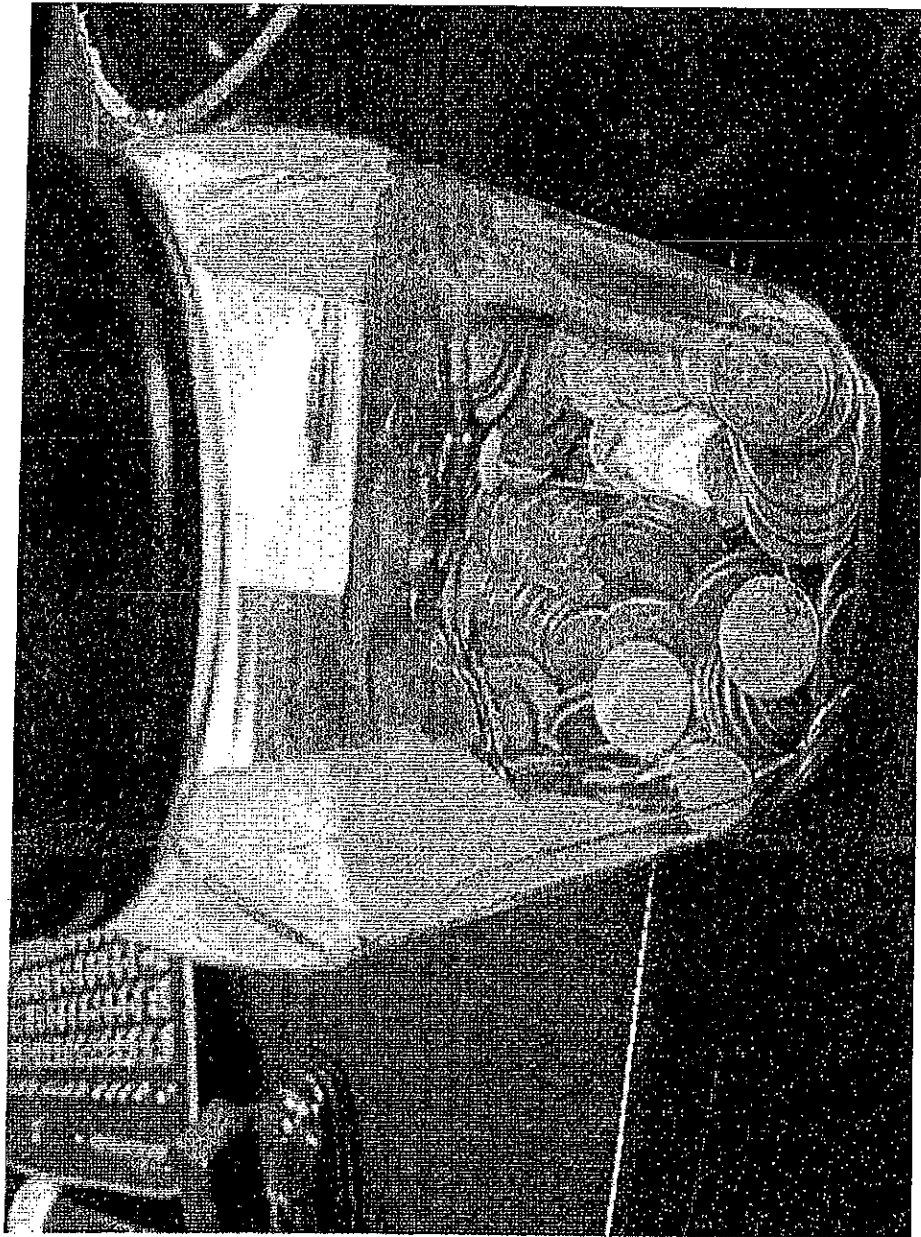
- Palm Beach County School Board Members
- Michael Burke, Superintendent
- Shawntoyia Bernard, Esq., General Counsel
- Audit Committee Members
- Randy Law, Director of Audit
- Robert Bliss, Officer Compliance & Quality Assurance
- Erica Reger, Chief of Human Resources
- OIG File

Exhibit 1
June 15, 2022, Photos taken of
Containers (1-4)
Filled with
Bills & Coins

CASH COUNT CALCULATOR [FOR EACH MCR IN SAFE OR EACH DEPOSIT]

Bills		Loose Coins					Rolled Coins (# of rolls)	TOTAL				
\$100	\$10	\$5	\$2	\$1	\$1	\$0.50	\$0.25	\$0.10	\$0.05	\$0.01		MCR
	1		4	198	3		1502	333	170	458	\$.25	\$640.88
												TOTAL
												\$640.88





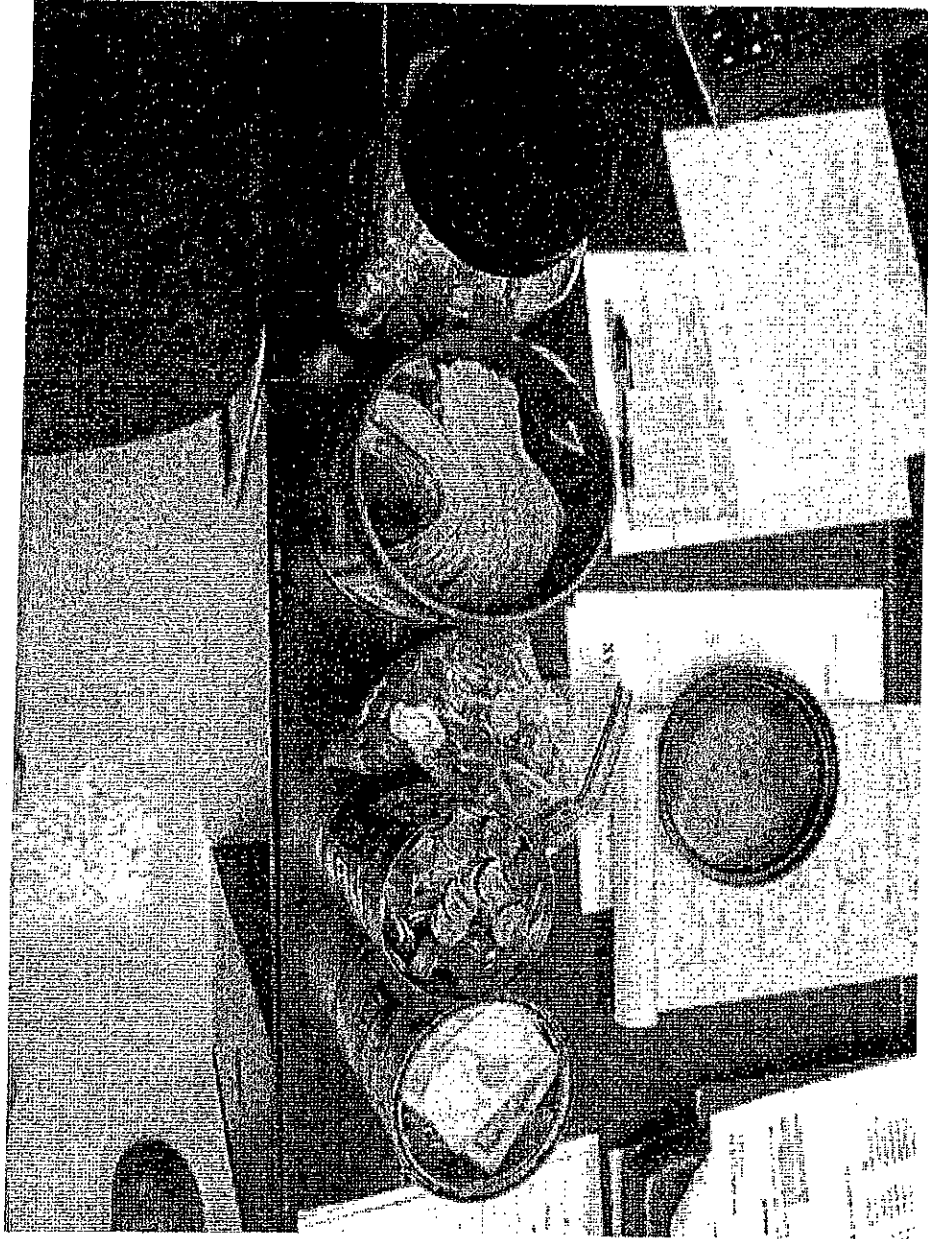


Exhibit 2

William T. Dwyer Community High School
June 21, 2021, Fundraising/Activity Request

&

May 22, 2019, Fundraising/Activity Request



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
ACCOUNTING SERVICES

Fundraising Application/Recap

INSTRUCTIONS: This form must be completed by the activity sponsor, approved by the principal, and submitted to the treasurer for account assignment before any activity is started. The treasurer will file the original Fundraising Application/Recap form and give a copy to the sponsor after assigning a fundraising account to the activity. Upon completion of the activity, the sponsor will obtain any relevant documents and forms from the treasurer as required: beginning inventory/resales/sales data; Master Ticket Seller Report (PBSD 0158), general ledger report, and Transfer Requisition (PBSD 0168). The sponsor will use those documents to complete the ACTUAL SALES column of this form. Attach a Sales Item Inventory Report (PBSD 0182) to this form and submit both completed forms to the treasurer. Sponsors are advised to retain a copy for their records.

School # 2201	School William T Dwyer High School	Sponsor Name Physical Education Dept./Hood
Sponsor's Account Name Physical Education		Primary Account Number 5-1900

A. Type of sale: Resale¹ Admissions² Services or Donated Item

Perform incoming inventory on goods received.

¹ If resale includes the sale of food, sponsor must provide an approved copy of this application to the Healthy School Team Leader.

² All tickets must be pre-printed, pre-numbered, and accounted for on the Ticket Sellers Report (PBSD 0157) and inventoried on the Pre-numbered Document Inventory Register (PBSD 0160).

B. Description of activity: P.E. uniform sales

C. Time of day food sold for each day sold: N/A

D. Specific use of profit: P.E. equipment

E. Date sales begin: 8/9/2021

Date sales end: 5/27/2022

1. Total Sales Basis for estimate	A. ESTIMATED SALES (APPLICATION) complete prior to fundraiser	B. ACTUAL SALES (RECAP) complete after fundraiser is closed
	23-0001-I Basis for estimate: <u>Resale</u>	9,000
2. Cost of Sales (must include sales tax) Basis for estimate: Activity #: <u>23-0001-I</u> OIG Staff: <u>2 Sheppard</u> Date Rec'd: <u>8-16-22</u> Rec'd: <u>Carl Baurio</u>	6,300	\$8,371 *care of of main account
3. Other Costs Items (printing, security, prizes, etc.) deducted: <u>NO</u> Exhibit Reference #: <u>Exh-2</u>		
4. Net Profit (line 1 minus lines 2, 3)	2,700	\$4658
5. Amount Over/Under Estimated Profit (Column B line 4 minus Column A line 4)		over \$4658
Explanation of line 5	a lot of students purchased more than 1 shirt	

I am familiar with the fundraising regulations of the school and School District. I accept responsibility for the collections involved.

I have taken the Fundraising training for Teachers/Sponsors this year. Yes No

Cory Brooks 7/14/21
Principal Approval Signature Date

C. Hood
Sponsor Signature
5-1900.01
Account Number Assigned to this Fundraising Activity

[Signature] 7/14/21
School Treasurer Signature Date

Anielle Sefton 5/19/22
Recap Verified by Treasurer Signature Date

ACTIVITY REQUEST FORM

Date 6/21/01
Club/Group Physical Education
Advisor(s) Tim Heard

Activity Information:
Activity Physical Education uniform sale
Place Wright High School Date/Time 6/19/01 - 6/21/01

Purpose (Circle One):
Fundraising Staff/Student Recognition _____ Building Usage _____ School Service _____
Spirit _____ Community Service _____ Other (Explain Below): _____

Detailed Description of Activity: Selling Physical Education shirts & shorts as a P.E. fundraiser for students

Chaperone(s):
1. Heard 2. Heard
3. Bob Dixon 4. Winters

Person(s) responsible for clean up: P.E. Department

Custodian(s) needed? Yes _____ No If so, how many? _____
Police Needed? Yes _____ No If so, how many? _____

Equipment Needed: N/A Tables 3-4 Microphones _____ Receipt Books _____
(Indicate number needed) _____ Chairs _____ Cash box(es) _____ Other (Explain) _____

Club Approval:
President's Signature [Signature]
Advisor's Signature [Signature]

Administrative Approval: Activity Passed? Yes No _____

Reason: _____
Date Conflict - New Date Recommendation? _____
More Information Needed _____
Inappropriate Activity _____
Other(Explain): [Signature]

Activity Director's Signature _____
Bookkeeper's Signature [Signature]
Principal's Signature [Signature]



Completed

THE SCHOOL DISTRICT OF PALM BEACH COUNTY ACCOUNTING SERVICES Fundraising Application/Recap

INSTRUCTIONS: This form must be completed by the activity sponsor, approved by the principal, and submitted to the bookkeeper for account assignment before any activity is started. The bookkeeper will file the original Fundraising Application/Recap form and give a copy to the sponsor after assigning a fundraising account to the activity. Upon completion of the activity, the sponsor will obtain any relevant documents and forms from the bookkeeper as required: beginning inventory/resales/sales data; Master Ticket Seller Report (PBSD 0158), general ledger report, and Transfer Requisition (PBSD 0168). The sponsor will use those documents to complete the ACTUAL SALES column of this form. Attach a Sales Item Inventory Report (PBSD 0182) to this form and submit both completed forms to the bookkeeper. Sponsors are advised to retain a copy for their records.

SCHOOL: William T Dwyer High School SPONSOR NAME: Physical Education Dept./Hood

A. Sponsor's account name: Physical Education
 Primary account number: 5-1900

B. Type of sale: Resale Services or Donated Item Admissions*
Perform incoming inventory on goods received.
 *All tickets must be pre-printed, pre-numbered, and accounted for on the Ticket Sellers Report (PBSD 0157) and inventoried on the Prenumbered Document Inventory Register (PBSD 0160).

C. Description of activity: sale of t-shirts/shorts for P.E. uniforms

D. Specific use of profit: P.E. equipment

E. Date sales begin: 8/8/19 Date sales end: 5/22/19

	A. ESTIMATED SALES (APPLICATION) <small>complete prior to fundraiser</small>	B. ACTUAL SALES (RECAP) <small>complete after fundraiser is closed</small>
1. Total Sales Basis for estimate: <u>last years numbers</u>	<u>\$ 9,000.00</u>	<u>8,879.00</u> <small>993.</small>
2. Cost of Sales (must include sales tax) Basis for estimate:	<u>\$ 4,500.00</u>	<u>7,297.20</u>
3. Other Costs <small>(itemize (printing, security, prizes, etc.):</small>	<u>N/A</u>	<u>N/A</u>
4. Net Profit (line 1 minus lines 2, 3)	<u>4,500.00</u>	<u>1,581.80</u> <small>695</small>
5. Amount Over/Under Estimated Profit (Column B line 4 minus Column A line 4)		<u>\$ 2918.20</u> <small>824</small>
Explanation of line 5: <u>Ending inventory + new shirts cost more than last year</u>		<u>cost more than</u>

I am familiar with the fundraising regulations of the school and School District. I accept responsibility for the collections involved.

I have taken the Fundraising training for Teachers/Sponsors this year. Yes No

Cory Brooks
Principal Approval Signature
Date: 8/1/19

C. Hood
School Bookkeeper Signature
Date: 7/22/19

C. Hood
Sponsor Signature
Account Number Assigned To This Fundraising Activity: 5-1900.01

[Signature]
Recap Verified by Bookkeeper
Date: 6/4

ACTIVITY REQUEST FORM

Date 5/22/19
 Club/Group Physical Education Dept
 Advisor(s) Hurd, Heide, Gagnon, Walker, Rolle, Dujon

Activity Information:
 Activity P.E. uniform sale fundraiser
 Place Dwyer high school Date/Time 8/12/19 - 5/22/20

Purpose (Circle One):
 Fundraising Staff/Student Recognition Building Usage School Service
 Spirit Community Service Other (Explain Below): PE Dept / Allocated

Detailed Description of Activity: Selling Physical Education shirt/shorts as a P.E. uniform for students.
sale of shorts/shirts for P.E. uniforms
PE equipment

Chaperone(s):
 1. Hurd 2. Heide
 3. Gagnon 4. Walker
 5. Dujon 6. Rolle

Person(s) responsible for clean up: PE Department

Custodian(s) needed? Yes No If so, how many? _____

Police Needed? Yes No If so, how many? _____

Equipment Needed: N/A Tables _____ Microphones _____ Receipt Books _____
 (Indicate number needed) Chairs _____ Cash box(es) _____ Other (Explain) _____

Club Approval:
 President's Signature [Signature]
 Advisor's Signature _____

Administrative Approval: Activity Passed? Yes No

Reason: _____
 _____ Date Conflict - New Date Recommendation?
 _____ More Information Needed
 _____ Inappropriate Activity
 _____ Other(Explain): _____

Activity Director's Signature [Signature]
 Bookkeeper's Signature [Signature]
 Principal's Signature [Signature]

CB

5-19-20-01

Exhibit 3

William T. Dwyer Community High School

July 27, 2021

Email from former Bookkeeper

Connie Hodgdon

To

WDCHS staff informing about

Mandatory Internal Accounts Training for
Teachers and Account Sponsors



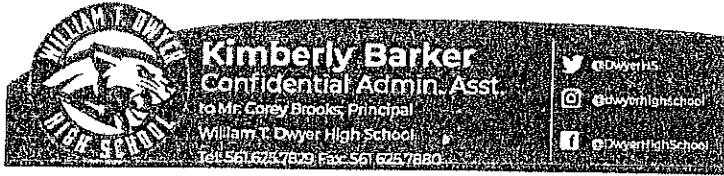
Kim Barker <kim.barker.1@palmbeachschools.org>

wd: Scanned image from William T Dwyer

1 message

Kim Barker (Dwyer High) <kim.barker.1@palmbeachschools.org>
To: 2201Mail <2201mail@palmbeachschools.org>

Wed, Jul 7, 2021 at 12:04 PM



----- Forwarded message -----

From: **Connie Hodgdon** <connie.hodgdon@palmbeachschools.org>
Date: Wed, Jul 7, 2021 at 11:13 AM
Subject: Fwd: Scanned image from William T Dwyer
To: Kim Barker (Dwyer High) <kim.barker.1@palmbeachschools.org>

please send 2201

THIS IS FOR ANYONE WHO WILL BE DEALING WITH THE BOOKKEEPING OFFICE IN ANY CAPACITY. if you will be collecting money, requesting check reqs., planning field trips, dealing with tickets or doing fund raising it is IMPORTANT you abide by the following. Please note that if you DO NOT complete the required courses, you will not be able to do any of the above I just mentioned. Your fund raisers WILL NOT be approved.

Hi Everyone, it's me again.
Thought I'd send this as well in case you wanted to get a head start. (See attachment)

----- Forwarded message -----

From: scanner@palmbeachschools.org <scanner@palmbeachschools.org>
Date: Wed, Jul 7, 2021 at 10:59 AM
Subject: Scanned image from William T Dwyer
To: <connie.hodgdon@palmbeachschools.org>

Connie Hodgdon
Treasurer
William T. Dwyer High School

https://mail.google.com/mail/u/0/?ik=8a9c0e2fa1&view=pt&search=all&permthid=thread-f%3A1704639395710207683%7Cmsg-a%3Ar-636132761072... 1/2


Activity #: 23-0001-I
OIG Staff: Robert Sheppard
Date Rec'd: 8-3-22 Pages: 2
Rec'd: Via Email Arielle y c bba
Redacted: Yes No N/A Req'd TBI
Exhibit/Reference #:

7/25/22, 1:18 PM

School District of Palm Beach County Mail - Fwd: Scanned image from William T Dwyer

13601 North Military Trail
Palm Beach Gardens, FL 33418
561-625-7802 (PX4-7802)

connie.hodgdon@palmbeachschools.org

 scanner@palmbeachschools.org_20210707_111918.pdf
121K



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

NANCY SAMUELS, CPA
DIRECTOR

MICHAEL J. BURKE
CHIEF FINANCIAL OFFICER

ACCOUNTING SERVICES
3300 FOREST HILL BOULEVARD, A-329
WEST PALM BEACH, FL 33406

HEATHER FREDERICK KNUST, CPA
DEPUTY CHIEF FINANCIAL OFFICER

PHONE: 561-434-8096 / FAX: 561-434-8569
WWW.PALMBEACHCOUNTYFLORIDA.ORG

July 1, 2021
Bulletin #P 22-001 CFO

Contact:

Wendy Martin, 561-434-8254
wendy.martin@palmbeachschools.org

Action By: Various Dates

TO: Principals

FROM: Michael J. Burke, Chief Financial Officer *MJB*

SUBJECT: FY22 MANDATORY INTERNAL ACCOUNTS TRAINING FOR TEACHERS AND ACCOUNT SPONSORS
AVAILABLE IN eLEARNING MANAGEMENT

In accordance with the recommendation of the Inspector General, the School Board, and the Audit Committee, the Financial Management Division has completed a series of training sessions designed to help teachers and account sponsors gain a better understanding of the basic operating procedures for school internal accounts to avoid audit findings related to non-compliance of District Policy. Each session is targeted to a specific activity and is available on the District's eLearning Management System in PeopleSoft. All teachers/sponsors who transact business within school internal accounts must view the appropriate presentation sessions prior to beginning the specific activity.

Only District employees can sign official forms, which includes: PBSD 0181, Check Requisition, PBSD 0180, Monies Collected Report, and PBSD 2407, Drop Safe Log. All internal PTO/PTAs and Booster Clubs must have a District employee sponsor sign all official forms. Five sessions are available for teachers/sponsors, depending on the extent of their involvement in internal accounts activities:

1. General Cash Receipts -- outlines the basics of completing Monies Collected Reports and using the Drop Safe Log to be viewed by any staff member who collects funds for deposit in school internal accounts
2. General Cash Disbursements -- outlines the basics of making purchases and payments from internal accounts to be viewed by any staff member who completes Check Requisitions in school internal accounts
3. Ticket Sales at School Events -- outlines the guidelines and procedures to follow when using pre-numbered tickets to validate cash collections at school events
4. Fundraising -- outlines the basics of running a fundraiser in school internal accounts and includes a new section on crowdfunding
5. Field Trips -- outlines the general process for arranging student field trips for local, in-state, out-of-state, and foreign destinations

The School District of Palm Beach County, Florida
A Top High-Performing, A-Rated School District
An Equal Opportunity Education Provider and Employer

July 1, 2021

Bulletin #P 22-001 CPO

PY22 MANDATORY INTERNAL ACCOUNTS TRAINING FOR TEACHERS AND ACCOUNT SPONSORS AVAILABLE IN eLEARNING MANAGEMENT

Each teacher/sponsor session is relatively short (15-25 minutes each), but they provide valuable tips and examples to help school-based staff understand the District's policies and procedures, and to avoid audit issues at year-end. During the session, each teacher/sponsor will answer quiz questions that relate to the subject matter, and complete an acknowledgment certifying they have viewed the presentation and received at least an 80% on the quiz.

To help each school track the participation status of their staff, the following query is available:

PB_ENROLL_BY_DEPTID

- Sign into PeopleSoft with your User ID and Password
- Under PeopleSoft Applications, select eLearning Management
- From the Main Menu in eLearning Management, navigate to Reporting Tools > Query > Query Viewer
- Enter the name of the Query: PB_ENROLL_BY_DEPTID and click the SEARCH button.
- Click the HTML or Excel link to start the query
- In the Department field, enter the four-digit department number
- In the Enrolled Date field, enter the first day of the current fiscal year
- Click the VIEW RESULTS button to generate and print the report

The count of employees that have completed each course will be published on the monthly P-FACT report.

The recommended browser for these presentations is Google Chrome.

DEP/MB/HFK/NS:wm/mw

Approved:


Donald E. Fenoy II, Ed.D., Superintendent

The School District of Palm Beach County, Florida
A Top High-Performing A-Rated School District
An Equal Opportunity Education Provider and Employer

Exhibit 4

William T. Dwyer Community High School

July 18, 2022

Email from Principal's Secretary

To

WDCHS staff informing about

Mandatory Internal Accounts Training for

Teachers and Account Sponsors



Kim Barker <kim.barker.1@palmbeachschools.org>

Internal account training courses for FY23 *Action Required*

1 message

Kim Barker <kim.barker.1@palmbeachschools.org>
To: 2201Mail <2201mail@palmbeachschools.org>

Mon, Jul 18, 2022 at 10:12 AM

See below email with specific instructions for internal accounts training courses. The district policy is that you must take these courses prior to performing any of the activities.

Thank you,

Good Morning All,

Below are the 5 district required classes that must be taken by all staff who deal with monies.

- Ticket Sales for Teacher/Sponsors (FY 22-23)
- Cash Receipts for Teacher/Sponsors (FY 22-23)
- Fundraising for Teacher/Sponsors (FY 22-23)
- Field Trips Teacher/Sponsors (FY 22-23)
- Cash Disbursements for Teacher/Sponsors (FY 22-23)

Click the link to bulletin: <https://login.microsoftonline.com/login.srf?wa=wsignin1.0&whr=palmbeachschools.org&wreply=https://palmbeachschools.sharepoint.com/Bulletins/P%2023-001%20CFO.pdf>

You will find all of these (amongst many others) if you go to My E-Learning and search Internal Accounts. Please ignore any others that don't say Teacher/Sponsors.

We will be checking weekly to see who has or has not taken these classes.

PLEASE REMEMBER: You are not allowed to buy, plan trips, fundraise, anything involving \$\$\$\$ until these classes have been completed.

Thanks and Have a Great 1st Day.

"Education is not preparation for life; education is life itself."

Arielle Yebba
Bookkeeper
(561)-625-7802 Office

Activity #: 23-0001-1
 OIG Staff: Robert Sheppard
 Date Rec'd: 8-3-22 Pages: 1
 Rec'd: Via Email, Arielle Yebba
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: Exh-4

Exhibit 5

William T. Dwyer Community High School

August 26, 2022

Email Reply

from

Former Physical Education Teacher Chair

Amy Hood

[Quoted text hidden]

Robert Sheppard <robert.sheppard@palmbeachschools.org>
Draft To: Amy Hood <ahood13@gmail.com>

Fri, Aug 26, 2022 at 8:27 AM

Sorry to bother you,

A

[Quoted text hidden]

Amy Hood <ahood13@gmail.com>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Fri, Aug 26, 2022 at 11:35 AM

Good Morning Mr. Sheppard,

Thank you for taking my call yesterday afternoon and discussing the situation and the questions you had sent over.

As requested, please see the written answers below to your questions.

Money was collected by both locker rooms. The way we had it set up was that all sales came through the girl's laundry room area and then rentals were taken care of based on gender. Boys took care of the boys and girls took care of the girls.

1. Were PE uniform sales and rentals deposited into the schools drop safe on the day of receipt throughout the 2021-22 school year?

Yes. The majority of funds were deposited the day they were collected as we are not supposed to hold onto funds. All sales money was deposited the day it was collected. Rental money may have been held in a locked area until Friday because there just wasn't enough in a single day to force a deposit.

2. Did you make any deposits into the schools drop safe from PE uniform sales/rentals during the 2021-22 school year? Or what this the responsibility of the other PE coaches? If yes, which coaches?

I did make deposits into the school's drop safe on a regular basis throughout the 2021-2022 school year. I made the majority of deposits from the sales money collected and the rental money from the girls' side. Coach Walker and I always worked together to make sure our monies were deposited. The 3 male P.E. teachers were responsible for depositing money collected on the boys side. I don't know how they had it organized.

3. Did you know if PE teachers Richard Dujon, Chris Heide and Michael Miller made daily deposits from PE uniform sales/rentals in 2021-22?

The guys were not responsible for depositing any money from sales as uniforms were sold out of the girls locker room side. They were responsible for depositing rental money that was collected on their side from the boys. I don't know how they had it arranged between the three of them.

As a side note.....one of the 3 male P.E. teachers was out of the building for about 6 or 8 weeks which left the remaining P.E. staff to cover his classes. Without a planning period and being responsible for extra students and extra classes, right or wrong, I can see how money may not have gotten deposited regularly on the boy's side. The remaining two male P.E. teachers covered the majority of classes.

I am available if you have any follow up questions or concerns. Please let me know if you need any additional information.

Thank you and have a great day!

Coach Amy Hood
484-678-3624

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

Activity #: 23-0001-I
OIG Staff: Robert Sheppard
Date Rec'd: 8-26-22 Pages: (1)
Rec'd: Via Email Amy Hood
Redacted: Yes No N/A Red'd TBD
Exhibit/Reference #: Exh-5



Robert Sheppard <robert.sheppard@palmbeachschools.org>

IG investigation at William T. Dwyer Community High School

5 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>
 To: "AHood13@gmail.com" <AHood13@gmail.com>

Wed, Aug 24, 2022 at 2:51 PM

Ms. Hood,

My sincere apologies for contacting you in this manner...respectfully my reasons for contacting you are regarding PE uniforms sales/rentals money collected from the PE coaches during the 2021-22 school year.

I've contacted your cell number via phone and left a voicemail message requesting a return contact at (561) 649-6877.

Respectfully, if you have a moment would you please review the below questions and provide a response at your earliest convenience:

1. Were PE uniform sales and rentals deposited into the schools drop safe on the day of receipt throughout the 2021-22 school year?
2. Did you make any deposits into the schools drop safe from PE uniform sales/rentals during the 2021-22 school year? Or what this the responsibility of the other PE coaches? If yes, which coaches?
3. Did you know if PE teachers Richard Dujon, Chris Heide and Michael Miller made daily deposits from PE uniform sales/rentals in 2021-22?

Robert L. Sheppard, Jr.
 Senior Investigator (SR-II)
 Office of Inspector General
 3138 Forest Hill Blvd., Suite C-306
 West Palm Bch, FL 33406
 Phone: (561) 649-6877
 Cell#: (561) 762-9577
 PX# 46877
 Email: Robert.Sheppard@palmbeachschools.org

Amy Hood <ahood13@gmail.com>
 To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Wed, Aug 24, 2022 at 5:34 PM

Hi Robert,

Thank you for reaching out. I'm happy to discuss these questions.
 I will give you a call tomorrow to take care of this.
 Thank you and have a good night.

Amy Hood
 484-678-3624

On Aug 24, 2022, at 2:51 PM, Robert Sheppard <robert.sheppard@palmbeachschools.org> wrote:

[Quoted text hidden]

Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Robert Sheppard <robert.sheppard@palmbeachschools.org>
 To: Amy Hood <ahood13@gmail.com>

Thu, Aug 25, 2022 at 9:42 AM

Thank you...

Robert L. Sheppard, Jr.
 Senior Investigator (SR-II)
 Office of Inspector General
 3138 Forest Hill Blvd., Suite C-306
 West Palm Bch, FL 33406
 Phone: (561) 649-6877
 Cell#: (561) 762-9577
 PX# 46877
 Email: Robert.Sheppard@palmbeachschools.org

Exhibit 6

Physical Education Teacher
Christopher Heide October 17, 2022,
Email Reply



Robert Sheppard <robert.sheppard@palmbeachschools.org>

IG #23-0001-I WDCHS

2 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Chris Heide <chris.heide@palmbeachschools.org>

Fri, Oct 7, 2022 at 11:44 AM

Good afternoon,

Attached is a draft copy of investigative report 23-0001-I.....Please review the report in its entirety and note that you have twenty (20) work days to respond. The 20th-workday ends November 4, 2022...

If further information is needed please do not hesitate to contact me via email or at (561) 649-6877

Thank you,

Robert L. Sheppard, Jr.
Senior Investigator (SR-II)
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 649-6877
Cell#: (561) 762-9577
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

IG #23-0001-I WDCHS C. Heide 100722.pdf
1457K

Chris Heide <chris.heide@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Mon, Oct 17, 2022 at 1:05 PM

I have read the report. I would like to extend my deepest apologies for not being forthcoming with the information regarding the coins in the locker.

Sincerely
Chris Heide
W.T. Dwyer H.S.
Physical Education

[Quoted text hidden]

Activity #: 23-0001-I
OIG Staff: Robert Sheppard
Date Rec'd: 10-17-22 Pages: (1)
Rec'd: Christopher Heide
Redacted: Yes NO N/A Req'd TBD
Exhibit/Reference #: Exh - 6

Exhibit 7

Physical Education Teacher
Richard Dujon November 2, 2022,
Email Reply



Robert Sheppard <robert.sheppard@palmbeachschools.org>

IG 23-0001-I WDCHS

2 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Richard Dujon <richard.dujon@palmbeachschools.org>

Fri, Oct 7, 2022 at 11:45 AM

Good afternoon,

Attached is a draft copy of investigative report 23-0001-I.....Please review the report in its entirety and note that you have twenty (20) work days to respond. The 20th-workday ends November 4, 2022...

If further information is needed please do not hesitate to contact me via email or at (561) 649-6877

Thank you,
Robert L. Sheppard, Jr.
Senior Investigator (SR-II)
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 649-6877
Cell#: (561) 762-9577
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

IG #23-0001-I WDCHS R. Dujon 100722.pdf
1481K

Richard Dujon <richard.dujon@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Wed, Nov 2, 2022 at 8:32 PM

Good evening,

Thank you for allowing time to respond to the report. Below I have included an additional statement in regards to one of the other witness statements.

In response to the comments from former department chair, Amy Hood:

At no time, during my 3 years as a physical education teacher, was I ever directed, asked, or told that the male teachers were responsible for depositing the rental monies. I was under the assumption that my department chair, Amy Hood, who was responsible for the fundraiser oversaw depositing the monies. If I had been told/asked to do it each day, I would have coordinated with the other male PE coaches. I am also unaware of whether Amy Hood had conversations with the other two male teachers about depositing the money.

In regards to the fundraising conducted through the PABC (Panther Athletic Booster Club):

I was the head coach of 3 different sports for over 12 years under the leadership of 4 different principals (Dr. Lee, Dr. Sheffield, Mr. Depasquale, and Mr. Brooks) and 2 different Athletic Directors (Mr. Pagley and Ms. Wilkes), all of whom knew of and were aware of the fundraising done through the Booster Club. At no time during the past 12 years have any of these leaders notified me that I was doing anything wrong or directed any coaches, including me, not to conduct fundraisers with the Booster Club.

Please let me know if you need anything additional from me,

Sincerely,

Rich Dujon

Activity #: 23-0001-I
OIG Staff: Robert Sheppard
Date Rec'd: 11-2-22 Pages: 6
Rec'd: Richard Dujon
Redacted: No N/A Req'd TBD
Exhibit/Reference #: Exh-7

11/3/22, 9:27 AM

School District of Palm Beach County Mail - IG 23-0001-I WDCHS

[Quoted text hidden]

--

Rich Dufon - PE Teacher
W.T. Dwyer HS

Exhibit 8

Physical Education Teacher
Michael Miller November 4, 2022,
Email Reply

11/4/22

Michael Miller

William T. Dwyer High School

Physical Education Department

Good morning,

Please recognize this document as my response to the investigation.

Last school year was my first full year at W.T. Dwyer H.S. The previous year was a covid year and the locker rooms were not in use. As rentals resumed last year my job was not in the locker room. My post was in the hallway holding students from leaving early and making sure there was no movement outside of the P.E. hallway at the beginning of class.

I believe it was in April when one of our colleagues was out for a number of weeks and I helped in the locker room with rentals. When he returned I went back to my original post and things went back to normal.

I wanted to make this clear as it was omitted from the report as I read it. At no time prior or no time after was I involved with rentals. I was *never* told what the procedure was as far as rental money was concerned. I was unaware of this until I sat down for the investigation. Had I known this never would have been an issue.

Thank you for your time.

Regards,

M. Miller

Activity #: 23-0001-T
Orig Staff: Robert Sheppard
Date Rec'd: 11-4-22 Pages: (1)
Rec'd: Michael Miller
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: Exh-8