



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  
Michael J. Burke, Superintendent  
Chair and Members of the Audit Committee

**FROM:** Teresa Michael, Inspector General *TM*

**DATE:** June 1, 2023

**SUBJECT:** Transmittal of Final Investigative Report:  
*23-0013-I/Violations of Policies and Procedures/Barton Elementary School*

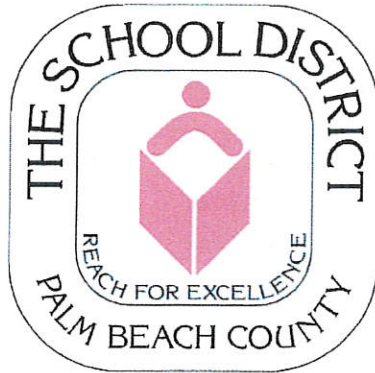
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Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 23-0013-I related to violations of policies and procedures. The complaint was received on January 17, 2023, regarding Barton Elementary School's Media Specialist Lauren Hepworth. Specifically, Lauren Hepworth knowingly collected financial donations on behalf of Barton Elementary creating an appearance of impropriety that violated School District Policy 3.02-Code of Ethics.

The OIG investigation concluded that the allegation is **substantiated**.

In accordance with *School Board Policy 1.092.9.b.iv.*, on May 1, 2023, the draft of this investigation was provided to Lauren Hepworth for a response. A written response from Hepworth was received by the OIG and included in the final report.

The findings of this report were referred to the Office of Professional Standards for action deemed appropriate.



# ***OIG CASE NUMBER 23-0013-I***

## ***Violation of Policies & Procedures***

### ***Barton Elementary School***

***TYPE OF REPORT: FINAL***

***DATE OF REPORT: 5/31/2023***



*Teresa Michael*

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

**THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL OR EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. DO NOT RELEASE WITHOUT PRIOR COORDINATION WITH THE OFFICE OF INSPECTOR GENERAL.**

# Office of Inspector General

## Report of Investigation 23-0013-I

### EXECUTIVE SUMMARY

From January 17, 2023, to April 3, 2023, OIG staff conducted interviews and reviewed relevant documents as they related to the Allegation. As a result of the investigation, OIG staff **Substantiated** the Allegation that Lauren Hepworth knowingly to collect financial donations pursuant to the guidelines of the Internal Accounts Manual and created an appearance of impropriety she violated School District Policy 3.02 - Code of Ethics when, without the principal's permission solicited and accepted financial donations on behalf of Barton Elementary School and then depositing the donations into her personal account.

On May 1, 2023, the OIG forwarded a copy of the draft report to Lauren Hepworth and was given 20 business days to respond in writing. At the finalization of this investigative report, the OIG received a response from Lauren Hepworth and it has been included in this report (**Exhibit 4**).

### RECOMMENDATIONS

The OIG recommends that:

- This case is referred to the Office of Professional Standards (OPS) for action deemed appropriate.
- The OIG recommends the District communicate or reinforce that all purchases utilizing the tax-exempt certificate must comply with tax laws and rules. Failure to follow those laws and rules could subject the purchaser to criminal penalties.

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## INVESTIGATIVE PREDICATE

On January 17, 2023, the School District of Palm Beach County, Office of Inspector General (OIG) received a complaint from Barton Elementary School (BES) Confidential Secretary Carmen Ramirez regarding an alleged violation of School Board Policy 3.02-Code of Ethics. Specifically, the complainant alleged Lauren Hepworth violated the District's Code of Ethics by improperly soliciting, and accepting donations from private citizens on behalf of BES to purchase Christmas presents for students, and then depositing the donations into her personal bank account without the prior knowledge or approval of the principal in an attempt to circumvent policy and procedure.

On January 18, 2023, OIG Investigator Tanya Lawson was assigned this complaint for investigation.

The OIG investigation concluded that the Allegation was substantiated. The investigative findings of the allegation will be discussed in detail later in this report.

## BACKGROUND

Barton Elementary School is located at 1700 Barton Rd., Lake Worth, FL33460. Barton Elementary school has a student population of 1096 and serves grades K-8. The school principal is Denise Sanon.

## ALLEGATION

It is alleged that Lauren Hepworth solicited and accepted cash donations on behalf of Barton Elementary creating an appearance of impropriety, and then deposited the donations into her personal bank account without the prior knowledge or approval of the principal in an attempt to circumvent policy and procedure.

School District Policy 3.02.4.g-Code of Ethics - Accountability and Compliance states:

*Each employee agrees and pledges:*

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

School District Policy 3.02.5.f.ii and 3.02.5.iv -Code of Ethics – Public Funds and Property states:

*Employees entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes, but is not limited to:*

*ii. Failing to account for public funds collected from students, parents or other parties;*

*iv. Co-mingling public or school-related funds with personal funds or checking accounts*

Florida Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools ("FDOE Red Book"<sup>1</sup>) states, in part,

*"All organizations of the school, or organizations operating in the name of the school, that obtain money from the public shall be accountable to the board for receipt and expenditure of those funds in the manner prescribed by the board." Quoting FDOE Red Book Ch. 8 – School Internal Funds, Section I, paragraph 4.*

The Red Book further states,

*"Each school organization, student club or other entity operating in the name of the school that holds custodial funds should establish appropriate policies and procedures that cover fee assessment, cash collection, purchasing authorization, check signing, and record keeping at a minimum, and are encouraged to adopt district school board policy, wherever applicable, as a best practice." Id. at paragraph 5.*

The Red Book requires the following for all cash collections:

- a. All money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records.*
- b. Insofar as is practicable, all money should be collected in the school office. Collections made outside of the school office must be turned in to the school office no later than the next business day.*
- d. All deposits must equal the total amount of money taken in and recorded on receipts for the period covered by the deposit. Deposit slips shall be made in the number of copies necessary to meet the approved accounting procedures. All checks received shall be deposited with a restrictive endorsement of "for deposit only" and specifying the account title and number. See Red Book, Ch. 8, Section III, 1.4 CASH COLLECTIONS AND DEPOSITS at paragraphs a.b.&d.*

*All collections received by any club or school organization must be deposited in the school internal fund. Red Book, Ch. 8, Section III, 2.3.c.*

Furthermore, *"[d]epartments may be structured similarly to classes and shall conduct financial activities subject to the principles already outlined." Quoting Red Book, Ch. 8, Section III, 2.3.g.*

<sup>1</sup> The Financial and Program Cost Accounting and Reporting for Florida Schools, 2021 ("Red Book") is incorporated by reference in Rule 6A-1.001, Florida Administrative Code, pursuant to the requirements of sections 1010.01, 1010.20 and 1011.07, Fla. Stat.

Generally, the Red Book restricts the purchase of articles for the personal use of students or employees stating,

*"[t]he following expenditures from internal funds are deemed inappropriate and shall not be made **except from trust funds collected for a specifically identified purpose:***

*Articles for the personal use of any student, employee or other person, except those items that are identifiable as being in recognition of service or promotion of school activity..." Ch. 8, Section III, 3.4.d (Emphasis added.)*

The District's Internal Accounts Manual ("Manual") Chart of Accounts Chapter 4B - Account Definitions, Trust Accounts 6-8700.00-6.8799.00, Community School Donations (Restricted), identifies these trust funds and defines how restricted donations are to be accounted for stating,

*"**These accounts are used to record donations received from organizations or individuals for a specific purpose.** Expenditures from this account must only be for the purpose specified by the donors. **Donations must be accompanied by cover letters stating how funds donated should be used and acknowledged in accordance with Board Policy 6.04.** Upon completion of the specified purpose, remaining funds should be returned to the donor or placed in the unrestricted donation account, depending on the donor's instructions. Expenditures must be made in accordance with State and District rules." Id. at 14. (Emphasis added.)*

The Manual also establishes a system of checks and balances between three participating members of the revenue collection process: the activity sponsor, the school treasurer, and the principal.

Per the Manual, the activity sponsor is 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." *Quoting Internal Accounts Manual, Ch. 7 at 1 (emphasis added).*

## **COMPLAINANT INTERVIEW**

**On February 6, 2023, a sworn recorded interview of BES Confidential Secretary Carmen Ramirez was conducted at BES in Lake Worth, FL. The following represents actual and paraphrased statements made by "Ramirez" as it relates to the Allegation:**

Carmen Ramirez is the confidential secretary for Principal Denise Sanon. Ramirez has worked at BES since 2017 and worked for the School District since 2016.

Ramirez stated that Hepworth approached her around January 11, 2023, and asked her if she could provide her with a donation thank you letter for the donors so that they could claim their donations on their taxes. Ramirez stated she initially told Hepworth yes, however, when she verified with Bookkeeper Diane Witherspoon that Hepworth had not opened a decimalized account<sup>2</sup> for the sole purpose of depositing the donations, Ramirez stated she then emailed Hepworth to verify the amount of the donations. Ramirez assumed the amount was very small and that's why Hepworth did not have the bookkeeper open a decimalized account; however, Hepworth responded that the amount of the donations was close to \$5,000<sup>3</sup>.

Ramirez stated that Hepworth emailed her prepared thank you letters that would go to the donors (**Exhibit 2**). Hepworth also provided receipts for the purchases Hepworth made from retail store Five Below.<sup>4</sup> Ramirez provided the OIG with the original receipts from Five Below. Ramirez stated she contacted Principal Sanon and asked if she was aware that Hepworth collected approximately \$5,000.00 via a fundraiser, and that the donated money (checks) went directly to Hepworth.

Per Ramirez, Sanon responded that she was not aware and instructed her to contact the Office of Professional Standards (OPS). OPS then told her to contact the OIG. Ramirez stated she confronted Hepworth about not following proper procedures and informed Hepworth that she (Ramirez) would have to talk to the District's legal counsel about what to do. Per Ramirez, Hepworth responded that she needed those thank you (donation) letters to give to the donors and that the kids needed the toys. Hepworth further stated that the school has a lot of restrictions and that she was only trying to help the students.

Ramirez stated that she does not feel that Hepworth tried to intentionally do anything wrong, but did acknowledge that Hepworth did not follow proper fundraising procedures.

Ramirez confirmed that there are only two purchasing cards (P-card) available for the school; one for the principal and the other for the bookkeeper, Diane Witherspoon. Ramirez verified that neither of the P-cards were used to make the purchases in question.

## **WITNESS INTERVIEWS**

**On February 6, 2023, a sworn recorded interview of BES Principal Denise Sanon was conducted at BES in Lake Worth, FL. The following represents actual and paraphrased statements made by "Sanon" as it relates to the Allegation:**

Denise Sanon has been working in the School District since 2001 and is the principal at Barton Elementary School.

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<sup>2</sup> Decimalized accounts are temporary accounts that are set up in School Cash Accounting System to account for and track revenues and expenses.

<sup>3</sup> OIG verified the amount as being \$3,801.00

<sup>4</sup> Five Below is a store that sells most products below \$5, but also have a small assortment ranging from \$6 to \$25.

According to Sanon, she became aware of a possible issue in January 2023, when Ramirez brought it to her attention. According to Sanon, as per her secretary, Ramirez, Hepworth deposited the financial donations into Hepworth's personal bank account and purchased the gifts herself. Sanon stated there was no list of names of the students that were given presents by Hepworth. Sanon stated that was the first time she knew of the donations collected by Hepworth.

Sanon stated that in the past, donations have always come to the school, and she supplied the donation thank you letters. Donation thank you letters had never been handled like this, and definitely not after the donated funds were deposited into the teacher's personal bank account. Sanon stated she told her secretary that policy was not followed concerning the donations and directed her secretary to file a formal complaint for an investigation.

Sanon also stated that in the past, Hepworth had received her approval before receiving donations. But this time, Hepworth did not seek her approval. Sanon stated her prior approvals were normally verbal. Per Sanon, for example, teachers may tell her that their church would like to donate and she would approve and provide a thank you letter to the church. Sanon stated usually Community Liaison Marie Jasette Boucard was the individual that she dealt with regarding donations. However, Boucard was not the only individual that may accept donations; but the donations must not be given on behalf of the school when being personally accepted by the employee.

Sanon stated she was not aware if Hepworth used the school's tax-exempt number. Sanon disclosed that she has allowed the teachers to use the number when they were purchasing gifts for students at the school. It would not be out of the ordinary for Hepworth to use the tax-exempt number.

Per Sanon, Hepworth has stated that she (Hepworth) thinks District policies and procedures limit her ability to provide for the students. Sanon stated she does not believe that Hepworth had any ill intent and emphasized that Hepworth has received donations for the students each year. Sanon stated Hepworth has provided donations to students in the past and is well aware of the proper procedure. Per Sanon, Hepworth participated in donations for her students the prior school year and followed the proper procedure by going to the bookkeeper and having the bookkeeper open an account. Sanon explained the donated funds were then placed into the account and gifts were purchased and receipts provided to the bookkeeper for reimbursement. Per Sanon, this was the first year that there has been an issue.

**On February 6, 2023, a sworn recorded interview of BES Treasurer Diane Witherspoon was conducted at BES in Lake Worth, FL. The following represents actual and paraphrased statements made by "Witherspoon" as it relates to the Allegation:**

Diane Witherspoon began her career at the School District in 2013. She currently serves as the Treasurer/Bookkeeper at Barton Elementary School.



Per Witherspoon, she was not aware that Hepworth collected donations on behalf of the students at Barton in December 2022. Witherspoon stated it came to her attention when she overheard Community Liaison Boucard stating "I told her she couldn't do that, she couldn't purchase gifts herself". Witherspoon stated she asked Boucard how Hepworth was able to purchase gifts for the students. Boucard replied that it was done with donations given directly to Hepworth.

According to Witherspoon, in previous years, when Hepworth received donations, she had Witherspoon open up an account for the donated funds. Per Witherspoon, Hepworth gets donations every single year and she knew that was the procedure. Witherspoon stated Hepworth would have her open an account in School Cash,<sup>5</sup> then the donated funds would be deposited into the account, and from there, Hepworth would purchase the gifts and provide her with the receipts to get reimbursed from the account.

When asked about the amount that Hepworth normally received in donations, Witherspoon stated that she could not give an exact amount, but stated that Hepworth usually does pretty well with donations; usually, around \$2,000 - \$3,000. Witherspoon stated Hepworth never came to her and asked her to open an account for the most recent financial donations. Witherspoon stated that this is the first year where there has been an issue with Hepworth's donations.

**On February 6, 2023, a sworn recorded interview of BES Community Liaison Marie Jasette Boucard was conducted at BES in Lake Worth, FL. The following represents actual and paraphrased statements made by "Boucard" as it relates to the Allegation:**

Boucard is the Community Resource Person at Barton Elementary. Boucard has worked for the School District since 1989.

Boucard stated typically when donations come into the school, they go directly to her for distribution, however, teachers could also receive donations. Boucard stated that taking money from agencies requires a lot of paperwork.

Boucard stated Hepworth approached her and informed her that she had received donations, and would purchase gifts for the students. Boucard stated that she told Hepworth to make sure that she sees the bookkeeper and the principal and she walked away from Hepworth. Boucard stated she did not have any other conversations with Hepworth and does not know what happened to the donations or whether or not Hepworth used all donated funds for gifts for the students. Boucard stated Hepworth did not come to her at any other time and she has not had any further communication with Hepworth. Boucard stated to her knowledge, there has not been an incident like this before with Hepworth.

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<sup>5</sup> Source: <https://kevgroup.com/products/>: SchoolCash is a web-based solution designed to track every dollar flowing through schools.

## **SUBJECT INTERVIEW**

**On March 6, 2023, a sworn recorded interview of BES Media Clerk Lauren Hepworth was conducted at BES in Lake Worth, FL. The following represents actual and paraphrased statements made by “Hepworth” as it relates to the Allegation:**

Lauren Hepworth began in the School District in 2006 as a substitute teacher and currently is the media clerk at Barton Elementary School.

Hepworth stated she has worked at Barton for nine years and served as media specialist for one year. Hepworth stated she takes the e-learning course for fundraising and the Code of Ethics training for the District each year.<sup>6</sup>

Hepworth stated she receives a variety of donations each year. Hepworth stated some individuals donate presents, money to buy presents, or money to buy books. Hepworth stated her neighbor, Donor 1, donated money to her to buy toys for Barton Elementary students that would not be receiving a gift for the holidays. Hepworth stated that Donor 1 understands that every year for the past four years, the school has struggled to get toys for all of the students, and her neighbor wanted to help. Hepworth acknowledged that Donor 1 made out a check payable to her (Hepworth) for \$1,500 that went into her personal bank account.

Hepworth stated that she purchased all gifts from Five Below and that the goal was to get toys for every student at the school. When asked if her neighbor was the only individual to donate funds, Hepworth stated, her husband’s boss (Donor 2) also donated \$1,000. When asked if those were the only two individuals that donated, Hepworth replied “Yep” and stated that she and her husband pretty much covered the rest. Hepworth could not state the exact amount she personally spent. Later, Hepworth added that her husband’s other boss (Donor 3) gave \$1,001. Hepworth was asked about the total being \$ 3,501<sup>7</sup> and not \$5,000 as it was stated by Ramirez. Hepworth stated she and her husband agreed that they would not worry if the donated funds did not fully cover the total purchases; they would cover the balance. Hepworth stated she never asked the school for the money back (reimbursement). When asked if the donors understood how their donations would be used and if they understood that the money would be deposited into her personal bank account, Hepworth stated “Yes, they did.” Hepworth confirmed that the checks from all of the donors were made out to her.

OIG staff asked Hepworth to explain the process for collecting cash donations and Hepworth’s initial response was that she didn’t know. She said “Maybe I need to go watch the video again,” but subsequently responded that she knew that if she received a check that it had to be made out to Barton, or if cash was received, that she was required to deposit the money into a Barton account the same day that she received the money using a Monies Collected Report (MCR).

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<sup>6</sup> PeopleSoft data confirms that Hepworth completed the e-learning course for fundraisers August 2022.

<sup>7</sup> Based on documentation, the amount donated was \$3,801.00

Furthermore, Hepworth stated that she always asked Witherspoon what account she needed to deposit the money into. When confirming that Hepworth knew the process, she was then asked by OIG staff why did she not follow the process. Hepworth stated due to it being close to winter break, and the fact that she found out on December 6th or 7th from Boucard that not all of the students would receive a present, she did not have much time so she did not follow the process.

Hepworth explained it was around that time that she had a holiday get-together at her home, which included her neighbor and her husband's bosses. During the event she mentioned that the school (Barton) had hundreds of students that would not receive a present for Christmas. Hepworth stated her guests offered to buy presents for the students. Hepworth stated she was only concerned with getting presents for the students. OIG staff stated to Hepworth that previously she had known to open an account with the bookkeeper for any funds given to her and she would then be able to make purchases, and thereafter, she would supply the receipts to the bookkeeper for reimbursement. Hepworth acknowledged she had done that in the past, but given her family situation at the time and her health situation, the holidays approaching, and in addition, the state of Florida's changes regarding books (the new legislation), her mind was in a lot of places.

Hepworth was asked whether she received permission from the principal before collecting cash from donors. Hepworth responded that she informed Boucard and Sanon. When OIG staff stated that Boucard was not the principal and could not have given her permission, Hepworth stated that she spoke to Sanon briefly about the presents. Hepworth was asked if she informed the principal that she would be collecting checks and the checks would be deposited in her personal bank account. Hepworth initially stated that Sanon did not ask.

OIG staff asked Hepworth if she informed the principal of how she planned to handle the financial donations and Hepworth stated "No." OIG staff then asked Hepworth why she did not inform Principal Sanon of how she would be collecting donations. Hepworth replied, "I don't know". Hepworth offered that her only concern was for the children to each receive a present.

Hepworth stated that she wrote her neighbor a thank you note; but also disclosed that she asked the school's secretary, Carmen Ramirez, for a thank you letter. Ramirez told Hepworth that she could not give her one because the money did not go through the school. Hepworth stated the note that she wrote did not contain the school's tax identification number; it was just her personal thank you to her neighbor, and it did not include Barton's name on it. Hepworth stated she could not recall the exact words on the note. Hepworth could not provide the OIG with a copy of the letter. Hepworth stated that the only donor that asked for a thank you letter for tax purposes was her neighbor, Donor 1.

## RECORDS ANALYSIS

OIG staff reviewed the receipts that were provided by Ramirez. The receipts totaled \$4,748.50 (**Exhibit 1**), minus the refund of \$360.70. Based on the information obtained, all of the donated funds were used by Hepworth. Additionally, the receipts indicate “tax exemption, which taking \$4,748.50 and deducting \$360.70 refunded then multiplying by 6.5% would equal \$285.21 in money improperly saved.

The OIG obtained the pre-written letters from Ramirez that were given to her by Hepworth (**Exhibit 2**). The documents conflict with Hepworth’s claim that she neither used the tax identification on the letter for tax purposes nor named the school in the notes as both BES’ name is listed in all four donor documents and BES’ EIN appear in three of the four documents.

The tax-exempt certificate (**Exhibit 3**) issued to the Palm Beach County School Board states in paragraph 3 “Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.”

## CONCLUSION

The OIG commends Hepworth for providing presents for the students that may not have received anything during the winter break. This was a generous and noble deed that if done properly deserves recognition. However, District policies and procedures are in place to either alleviate or eliminate possible issues or concerns with regards to money handling particularly when it comes to an appearance of improprieties by District employees. According to Hepworth, the individuals that donated money were under the understanding that it was being done to assist the students at Barton Elementary and therefore, had been sanctioned by the school (i.e., the principal). Indubitably the donors understood that the donated funds were for BES and intended for them to be public funds. The donation checks should have been made out to Barton Elementary School and deposited into the school’s internal account with its own decimalized account<sup>8</sup> as required by the District’s Internal Accounts Manual. This was not done. Based on the Internal Accounts Manual Hepworth was the “activity sponsor.” While, Hepworth was not collecting donations on behalf of a club or class, she was the media specialist and as the activity sponsor she was acting on behalf of that “department” for purposes of the Red Book at Ch. 8, Section III, 2.3.g. (departments held to same collection/deposit practices as clubs and classes).

The OIG must clarify that this issue was not regarding a fundraiser as it has been referred to (at times) in this report by the witnesses, but instead involved financial donations. Hepworth’s failure to properly account for funds collected from the public by depositing them into the school’s internal decimalized account and instead comingling the \$3,801.00 of Barton Elementary School-related donated funds with Hepworth’s private checking

<sup>8</sup> Source: Internal Accounts: The purpose of the decimalized account is to track revenues and expenses from a specific fundraiser, field trip, or other student-related event.

account constituted violations of Board Policies 3.02.5.f.ii and 3.02.f.iv. Additionally, Hepworth's use of the District's tax-exempt certificate to make school-based purchases further puts the monies collected via donations in the School District's purview.

During Hepworth's interview, she initially stated that she did not know the proper procedure. But subsequently acknowledged that she did know. Witnesses corroborated each other's statements that Hepworth had collected donations in the past and was aware of the proper process to follow and knew that she was required to both obtain approval from the principal and have the bookkeeper open an account for the funds. Additionally, Principal Sanon disclosed that Hepworth disagreed with the District's policies and procedures as it hindered her efforts to help the students at the school. Sanon also stated that she did not believe that Hepworth intended to do anything wrong, but that she did not follow proper procedures for handling donations.

Hepworth stated she did not write letters for the donors, however, letters provided by Ramirez indicate that she attempted to get the pre-written thank you letters signed for all four donors for tax purposes. The OIG also notes that Hepworth may have miscalculated the total amount donated. Relying only on Exhibit 2, there was a fourth donor, Donor 4, who donated \$300. This additional donor brought the total known donations to at least \$3,801 (**Exhibit 2**) and not \$3,501 as Hepworth stated. However, this figure carries limited reliability as an accurate donation total because Hepworth never made the required deposit into Barton Elementary School's Internal Funds Account pursuant to the Internal Accounts Manual and Board Policy. If she had, OIG or school administration could have effectively reviewed the deposited donations to ensure nothing inappropriate occurred with the distribution and use of school-related funds. Indeed, without recorded deposits, the only evidence that Hepworth ever collected donations for Barton Elementary School were the letters Hepworth sought for the donors.

Based on the testimonies obtained and the documents reviewed, the OIG concluded the Allegation that Lauren Hepworth knowingly violated the terms of the Internal Accounts Manual and School District Policy 3.02-Code of Ethics when she solicited and accepted financial donations on behalf of Barton Elementary without the prior knowledge or approval of the principal and then deposited the donation into her personal bank account in circumvention of existing donation policies and procedures was **Substantiated**.

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

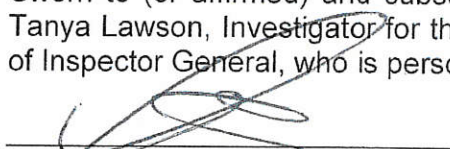
**ATTESTATION**

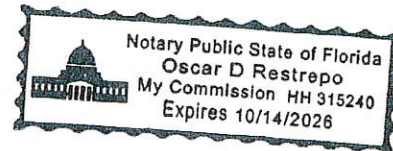
I, the undersigned, do hereby swear, under penalty of perjury, to the best of my personal knowledge, information, and belief, the contents of this report are true and accurate; and I have not knowingly or willfully deprived or allowed another to deprive, the subject of the investigation of any rights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

  
Tanya Lawson, Investigator II


**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

Sworn to (or affirmed) and subscribed before me this 31 day of May 2023, by Tanya Lawson, 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 Tanya Lawson, supervised and approved by Director of Investigations Oscar Restrepo. The investigation was conducted in accordance with guidance from the Association of Inspectors General handbook and within standards as prescribed by the Commission for Florida Law Enforcement Accreditation.

Supervised by:  Date: 5/31/23  
Oscar Restrepo, Director of Investigations

Approved by:  Date: 6/1/23  
Teresa Michael, Inspector General

**EXHIBIT LIST**

Five Below receipts ..... Exhibit 1  
Hepworth's Pre-written donor letters provided by Ramirez ..... Exhibit 2  
Sales tax certificate number ..... Exhibit 3  
Subject response ..... Exhibit 4

**DISTRIBUTION LIST**

**Action Official Distribution:**

Director of the Office of Professional Standards

**Information Distribution:**

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Audit Committee Members  
OIG File  
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Shawn Bernard, General Counsel



**FIVE BELOW**  
fivebelow.com

06089 WEST PALM BEACH, FL  
1951 N MILITARY TRL  
WEST PALM BEACH, FL 33409  
1-561-461-2531  
SALE

Case # 23-012-T Date Rec'd: 2/6/23  
Received From: Ramirez  
Description: Five Below receipts

Exhibit #: 1  
Redactions: Yes \_\_\_\_\_ No

\*\*\*\*Begin Return\*\*\*\*

6089/05/015088  
087961503328 ROCK EM SOCK EM ROBO(\$45.00)  
9 @ (\$5.00) = (\$45.00)  
REASON: Store-Didn't Want  
Item Tax Exempt No. 856013897253c1  
042779179460 BEAD & HEAVE KIT (\$15.00)  
3 @ (\$5.00) = (\$15.00)  
REASON: Store-Didn't Want  
Item Tax Exempt No. 850013997253c1  
9781408953316 HOW TO DRAW MANGA B(\$75.00)  
15 @ (\$5.00) = (\$75.00)  
REASON: Store-Didn't Want  
Item Tax Exempt No. 850013997253c1  
9781408953323 HOW TO DRAW MANGA B(\$75.00)  
15 @ (\$5.00) = (\$75.00)  
REASON: Store-Didn't Want  
Item Tax Exempt No. 850013997253c1

\*\*\*\*End Return\*\*\*\*

653569991403 12" BLACKSUIT SPIDER \$41.65E  
7 @ \$5.95 = \$41.65  
653569991397 12IN SPIDERMAN TITAN \$5.95E  
1 @ \$5.95  
5010994852368 12IN THOR FIGURE \$5.95E  
1 @ \$5.95  
630509814039 BLACK PANTHER 12IN F \$5.95E  
1 @ \$5.95  
653569964693 12IN SPIDERMAN TITAN \$23.80E  
4 @ \$5.95 = \$23.80  
653569043306 12IN IRONMAN TITAN F \$11.90E  
2 @ \$5.95 = \$11.90  
810028213029 100 CLSC GAMES FW20 \$30.00E  
6 @ \$5.00 = \$30.00  
042779175790 SLINGSHOT HOCKEY \$50.00E  
10 @ \$5.00 = \$50.00  
1922345950385 RC SPIDERMAN 124 CAR \$45.00E  
9 @ \$5.00 = \$45.00  
1922345950415 RC BLACK PANTHER 124 \$15.00E  
3 @ \$5.00 = \$15.00  
042779190816 9PK DIE CAST VEHICLE \$50.00E  
10 @ \$5.00 = \$50.00  
040287900576 RACE CAR TRANSPORTER \$20.00E  
4 @ \$5.00 = \$20.00  
040287902006 DINO TRANSPORTER \$15.00E  
3 @ \$5.00 = \$15.00  
81006272216 JELLYCASSORIES JEWEL \$5.00E  
1 @ \$5.00  
040287901085 SAFARI TRANSPORTER \$25.00E  
5 @ \$5.00 = \$25.00  
040287901092 OCEAN TRANSPORTER \$20.00E  
4 @ \$5.00 = \$20.00  
042779184983 PRETTY PONY PLAY SET \$35.00E  
7 @ \$5.00 = \$35.00  
040287900576 RACE CAR TRANSPORTER \$5.00E  
1 @ \$5.00  
192234000779 BACK TO BACK BASKETS \$40.00E  
8 @ \$5.00 = \$40.00  
752229730007 6 PACK UNICORN \$5.00E  
1 @ \$5.00  
752229723971 5 PACK DINO ASST \$100.00E  
20 @ \$5.00 = \$100.00  
752229729995 5 PACK DRAGONS \$5.00E  
1 @ \$5.00  
752229729988 5 PACK FARM ANIMALS \$5.00E  
1 @ \$5.00  
752229730014 5 PACK SAFARI ANIMAL \$5.00E  
1 @ \$5.00  
1922347050201 NYO SQUISHWHEES 5PK \$25.00E  
5 @ \$5.00 = \$25.00  
810028213029 100 CLSC GAMES FW20 \$100.00E  
20 @ \$5.00 = \$100.00  
1922341201115 HELICOPT ADZ OLIVE CO \$15.00E  
3 @ \$5.00 = \$15.00  
042779175790 SLINGSHOT HOCKEY \$50.00E  
10 @ \$5.00 = \$50.00

13 @ \$2.50 = \$32.50  
 1922347250926 40PC PASTEL PENCIL S \$70.00E  
 14 @ \$5.00 = \$70.00  
 192234039496 26PC CHARCOAL SET \$15.00E  
 3 @ \$5.00 = \$15.00  
 842993171929 BIN HELLO KITTY \$5.00E  
 1 @ \$5.00  
 7346896660629 9IN LLAMACORN BAGST \$5.00E  
 1 @ \$5.00  
 7346896660582 9 POSABLE PUPPY PINK \$5.00E  
 1 @ \$5.00  
 842993159637 11IN BEAR IN SHERPA \$5.00E  
 1 @ \$5.00  
 734689660429 12 WHITE SEAL \$5.00E  
 1 @ \$5.00  
 886144103346 DISNEY TSUM TSUM MED \$5.00E  
 1 @ \$5.00  
 8861441033780 TSUM TSUM MARIE \$5.00E  
 1 @ \$5.00  
 9328936092830 ESPN GREY FOOTBALL \$40.00E  
 8 @ \$5.00 = \$40.00  
 9328936092823 ESPN RED FOOTBALL \$45.00E  
 9 @ \$5.00 = \$45.00  
 052125138663 SP21 CAMO FOOTBALL \$5.00E  
 1 @ \$5.00  
 052125138977 SP21 DASH FOOTBALL \$10.00E  
 2 @ \$5.00 = \$10.00  
 052125138960 SP21 DASH FOOTBALL \$10.00E  
 2 @ \$5.00 = \$10.00  
 646755255212 20 VERGE BLK ORG BDA \$45.00E  
 9 @ \$5.00 = \$45.00  
 052125138762 29.5 LEGEND BBALL 24 \$10.00E  
 2 @ \$5.00 = \$10.00  
 052125138755 29.5 LEGEND BBALL 24 \$5.00E  
 1 @ \$5.00  
 646755256219 20 VERGE BLK BLU BBA \$65.00E  
 13 @ \$5.00 = \$65.00

Subtotal \$892.70  
 Tax Exempt No. 058013897253c1  
 DEFAULT TAX RULE 0X \$0.00  
 DEFAULT TAX RULE 0.000% \$0.00

Total \$892.70

Visa \$892.70

Card No. XXXXXXXXXXXX0101  
 Expiration Date XX/XX  
 Auth. No. 170030  
 ENTRY METHOD: Chip Read  
 CHIP IND: CONTACT  
 AID: A000000031010  
 APPL: VISA CREDIT  
 TVR: 008000000  
 TSI: 6800  
 IAD: 05010A0360A000  
 ARC: 00  
 CWN: SIGNATURE  
 MODE: ISSUER

Please Retain for Your Records  
 Store: 05089 Reg: 05 Tran: 015250  
 Date: 12/10/2022 2:00:10 PM Assoc: 111111  
 the answer is "yes!"  
 exchange unopened or defective products  
 for the same item or another item of equal  
 value any time. Receive a full refund in  
 the original form of payment with receipt.

Thank You For Shopping!  
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# FIVE BELOW

FiveBelow.com

00920 ROYAL PALM BEACH FL  
520 NORTH STATE RD 7  
ROYAL PALM BEACH, FL 33411  
561-784-4077  
SALE

81009207005 MAXX ACTION EPR CONS \$40.00E  
8 @ \$5.00 = \$40.00  
752229007512 4PK NEIGHBORHOOD HEL \$5.00E  
1 @ \$5.00  
052125145821 BLK MULLET SIZE 5 SOC \$30.00E  
6 @ \$5.00 = \$30.00  
0521274051061 DM SIZE 5 SOCCER BAL \$25.00E  
1 @ \$5.00 = \$25.00  
196566139011 ZIV BRN SKR 7.5 SQSH \$53.55E  
9 @ \$5.95 = \$53.55  
196566139718 BLU DERO 7.5 SQUISH \$41.65E  
7 @ \$5.95 = \$41.65  
196566139961 DRN DRGN 7.5 SQSH FT \$5.95E  
1 @ \$5.95  
196566136236 SQUISH SEALIFE BLJAW \$5.95E  
1 @ \$5.95  
1922347400778 BEADS WITH FASHION B \$50.00E  
10 @ \$5.00 = \$50.00  
196566139932 PUR TAB 7.5 SQSH FTS \$17.05E  
3 @ \$5.95 = \$17.85  
1922347850201 NYO SCUTSWIMES 5PK \$70.00E  
14 @ \$5.00 = \$70.00  
1922347850201 NYO SCUTSWIMES 5PK \$65.00E  
13 @ \$5.00 = \$65.00  
010103050549 DYO MIRROR 16 INCH \$5.00E  
1 @ \$5.00  
029116402157 HY SECRETIN UTARY \$45.00E  
9 @ \$5.00 = \$45.00  
01009207092 MAXX ACTION EPR RESC \$5.00E  
1 @ \$5.00  
1922342101094 WORD WEAR 2500 BEADS \$60.00E  
12 @ \$5.00 = \$60.00  
840287901061 PONY TRANSFORMER \$5.00E  
1 @ \$5.00  
810020215344 TUMB TOWER W DICE FW \$10.00E  
2 @ \$5.00 = \$10.00  
686141010025 3D SNAKES & LADDERS \$10.00E  
2 @ \$5.00 = \$10.00  
840287904574 NYO OOZE TUB \$20.00E  
4 @ \$5.00 = \$20.00  
1922342650349 NICK TUNT PINBALL \$35.00E  
7 @ \$5.00 = \$35.00  
053569991403 12" BLACKSUIT SPIDER \$23.00E  
4 @ \$5.95 = \$23.80  
805219540603 HELLO KITTY & FRIEND \$60.00E  
12 @ \$5.00 = \$60.00  
840287904369 MIND IS IT \$35.00E  
7 @ \$5.00 = \$35.00  
710413068329 SINGLE FATRY PONIES \$45.00E  
9 @ \$5.00 = \$45.00  
710413068947 SOPHIE MERMAID AA \$35.00E  
7 @ \$5.00 = \$35.00  
630609752539 T21N IRDMAN FIG \$53.55E  
9 @ \$5.95 = \$53.55  
840287908930 HK PATHS & DECORATE \$135.00E  
27 @ \$5.00 = \$135.00  
1922347250926 40PC PASTEL PENCIL S \$20.00E  
4 @ \$5.00 = \$20.00  
840287907582 CRYSTAL GROWING KIT \$25.00E  
5 @ \$5.00 = \$25.00

\*\*\*\*Begin Return\*\*\*\*

\*\*\*\*\*00911 000110000\*\*\*\*\*

RETURN WITHOUT RECEIPT

887961583328 ROCK EM SOCK EM ROBO (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 887961583328 ROCK EM SOCK EM ROBO (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 887961583328 ROCK EM SOCK EM ROBO (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 887961583328 ROCK EM SOCK EM ROBO (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 887961583328 ROCK EM SOCK EM ROBO (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 842779180848 FOIL STAMP KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 842779180848 FOIL STAMP KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 842779180848 FOIL STAMP KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 842779180848 FOIL STAMP KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 842779180848 FOIL STAMP KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 842779180848 FOIL STAMP KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 842779180848 FOIL STAMP KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 842779179460 BEAD & WEAVE KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 842779179460 BEAD & WEAVE KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 842779179460 BEAD & WEAVE KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 842779179460 BEAD & WEAVE KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Didn't Mart  
 \*\*\*\*\*End Return\*\*\*\*\*

Subtotal \$947.30  
 Tax Exempt No. 856013897252cl  
 DEFAULT TAX RULE 0.000% \$0.00  
 Total \$947.30

Visa \$947.30  
 Card No. XXXXXXXXXXXX0101  
 Expiration Date XX/XX  
 Auth. No. 054890  
 ENTRY METHOD: Chip Read  
 CHIP INB: CONTACT  
 ATO: A000000031010  
 APPL: VISA CREDIT  
 ARC: 00

Store: 00920 Req: 02 Tran: 200179  
 Date: 12/12/2022 5:55:06 PM Assoc: 526594  
 the answer is "yes!"  
 exchange unopened or defective products  
 for the same item or another item of equal  
 value any time. Receive a full refund in  
 the original form of payment with receipt.

Thank You For Shopping!  
 Now Hiring! Go To FIVEBELOW.COM/CAREERS



# FIVE BELOW

fivebelow.com

00928 ROYAL PALM BEACH FL  
520 NORTH STATE RD 7  
ROYAL PALM BEACH, FL 33411  
561-784-4077  
SALE

029116402157 MY SEQUIN DIARY	\$40.00E
8 @ \$5.00 = \$40.00	
1922342700778 BEADS WITH FASHION B	\$75.00E
15 @ \$5.00 = \$75.00	
686141010025 3D SNAKES & LADDERS	\$10.00E
2 @ \$5.00 = \$10.00	
640287904116 MYTHICAL PAINT PLAY	\$10.00E
2 @ \$5.00 = \$10.00	
710413068329 SINGLE FAIRY POMMES	\$5.00E
1 @ \$5.00	
710413068947 SOPHIE MERMAID AA	\$5.00E
1 @ \$5.00	
687554342040 PRINCESS TEA SET	\$25.00E
5 @ \$5.00 = \$25.00	
1922345300069 35 CT ERASER	\$55.00E
11 @ \$5.00 = \$55.00	
652569991403 12" BLACKSULT SPIDER	\$23.80E
4 @ \$5.95 = \$23.80	
840287907551 4 IN 1 GEOLOGY LAB	\$100.00E
20 @ \$5.00 = \$100.00	
840287907582 CRYSTAL GROWING KIT	\$15.00E
3 @ \$5.00 = \$15.00	
840287905465 TERRAZZO 2IN1	\$5.00E
1 @ \$5.00	
840287905465 TERRAZZO 2IN1	\$5.00E
1 @ \$5.00	
840287907865 PIRATE DTG KIT	\$5.00E
1 @ \$5.00	
840287907865 PIRATE DTG KIT	\$5.00E
1 @ \$5.00	
657092159950 SHAPE SHUFFLE PUZ	\$50.00E
10 @ \$5.00 = \$50.00	
196566140028 DAL. PNK 7.5 SQUISH F	\$65.45E
11 @ \$5.95 = \$65.45	
196566139718 BLU DIND 7.5 SQUISH	\$59.50E
10 @ \$5.95 = \$59.50	
196566139978 PLM UNI 7.5 SUSH FTB	\$41.65E
7 @ \$5.95 = \$41.65	
1922343350828 8.5 SITTING UNICORN	\$40.00E
8 @ \$5.00 = \$40.00	
840287907933 ANTARCTIC BID PLUSH	\$5.00E
1 @ \$5.00	
842779197075 ENDANGERED SPECIES P	\$5.00E
1 @ \$5.00	
196566139985 JER BL 7.5 SUSH FTSY	\$5.95E
1 @ \$5.95	
842779197105 ENDANGERED SPECIES P	\$15.00E
3 @ \$5.00 = \$15.00	
1922342400296 DIND 3 ASST	\$5.00E
1 @ \$5.00	
734689660605 9 POSABLE PUPPY BROW	\$5.00E
1 @ \$5.00	
052125145021 BLK MULTI SIZE 5 SOC	\$35.00E
7 @ \$5.00 = \$35.00	
052125130588 SIZE 5 SOCCER BALL	\$20.00E
4 @ \$5.00 = \$20.00	
052125142075 SP22 COUNTRY SOCCER	\$30.00E
6 @ \$5.00 = \$30.00	
052125056509 SP22 SIZE 3 SOCCER B	\$25.00E
5 @ \$5.00 = \$25.00	
052125056509 SP22 SIZE 3 SOCCER B	\$20.00E
4 @ \$5.00 = \$20.00	

Subtotal \$811.35  
Tax Exempt No. 056013097253c1  
DEFAULT TAX RULE 0.000% \$0.00  
Total \$811.35  
Gift Card \$45.00  
No. XXXXXXXXXXXX7442 <S>  
Auth. No. 773618  
Balance: \$0.00  
Visa \$766.35

*Gift card*

Card No. XXXXXXXXXXXX0101  
Expiration Date XX/XX  
Auth. No. 412860  
ENTRY METHOD: Chip Read  
CHIP IND: CONTACT  
AID: A0000000031010  
APPL: VISA CREDIT  
ARC: 00

Store: 00928 Reg: 03 Tran: 162106  
Date: 12/14/2022 7:15:35 PM Assoc: 750005  
the answer is "yes!"

exchange unopened or defective products  
for the same item or another item of equal  
value any time. Receive a full refund in  
the original form of payment with receipt.

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1951 N MILITARY TRL  
WEST PALM BEACH, FL 33409  
1-561-461-2531

SALE

1922342700778 BEADS WITH FASHION B \$30.00E  
6 @ \$5.00 = \$30.00  
710413083057 SOPHIE ROCKSTAR WHIT \$30.00E  
5 @ \$5.00 = \$30.00  
710413083646 SOPHIE PET PLAY WHIT \$25.00E  
5 @ \$5.00 = \$25.00  
029116402157 MY SEQUIN DIARY \$75.00E  
15 @ \$5.00 = \$75.00  
029116402154 MY SEQUIN DIARY \$60.00E  
12 @ \$5.00 = \$60.00  
710413083074 SOPHIE ROCKSTAR AA \$5.00E  
1 @ \$5.00  
1922342700778 BEADS WITH FASHION B \$60.00E  
12 @ \$5.00 = \$60.00  
840287904574 MYO Ooze TUB \$55.00E  
11 @ \$5.00 = \$55.00  
1922345900069 35 CT ERASER \$40.00E  
8 @ \$5.00 = \$40.00  
029116510322 MY SEQUIN DIARY \$5.00E  
1 @ \$5.00  
653569969693 12IN SPIDERMAN TITAN \$47.60E  
8 @ \$5.95 = \$47.60  
653569969679 12IN ULTIMATE SPIDER \$11.90E  
2 @ \$5.95 = \$11.90  
630509491520 12IN SPIDERMAN FIG \$23.80E  
4 @ \$5.95 = \$23.80  
630509612437 MARVEL: 12" FIGURE \$53.53E  
9 @ \$5.95 = \$53.55  
1922342101094 WORD WEAR 2300 BEADS \$55.00E  
11 @ \$5.00 = \$55.00  
606141010025 30 SHAKES & LADDERS \$10.00E  
2 @ \$5.00 = \$10.00  
840287904376 WHOS A GOOD DOG \$40.00E  
8 @ \$5.00 = \$40.00  
817284022914 BATTLE FLEET \$25.00E  
5 @ \$5.00 = \$25.00  
840287904369 WHO IS IT \$15.00E  
3 @ \$5.00 = \$15.00  
840287908930 HK PAINT & DECORATE \$50.00E  
10 @ \$5.00 = \$50.00  
752229730014 5 PACK SAFARI ANIMAL \$25.00E  
5 @ \$5.00 = \$25.00  
752229729980 5 PACK FARM ANIMALS \$25.00E  
5 @ \$5.00 = \$25.00  
752229729995 5 PACK DRAGONS \$30.00E  
6 @ \$5.00 = \$30.00  
752229730007 6 PACK UNICORN \$25.00E  
5 @ \$5.00 = \$25.00  
840287908930 HK PAINT & DECORATE \$25.00E  
5 @ \$5.00 = \$25.00  
778988443972 5PK WOOD PEPPA \$10.00E  
2 @ \$5.00 = \$10.00  
778988457641 5PK WOOD MINNIE \$10.00E  
2 @ \$5.00 = \$10.00  
778988457634 5PK WOOD CABBYS \$10.00E  
2 @ \$5.00 = \$10.00  
810028215344 TUMB TOWER W DICE FW \$85.00E  
17 @ \$5.00 = \$85.00  
840287907582 CRYSTAL GROWING KIT \$25.00E  
5 @ \$5.00 = \$25.00  
196566139595 FLETCH 7.5 SQUISH PR \$5.95E  
1 @ \$5.95  
196566139597 SQUISH HARVEST SQUIR \$5.95E  
1 @ \$5.95  
196566139978 PLM UNI 7.5 SQUISH FTS \$5.95E  
1 @ \$5.95  
196566139602 7.5 SQUISH WINTER RN \$5.95E  
1 @ \$5.95  
196566139602 7.5 SQUISH WINTER RN \$5.95E  
1 @ \$5.95  
196566139595 SQUISH DWTB GR FINLE \$5.95E  
1 @ \$5.95  
196566139236 SQUISH SEALIFE BIJAN \$5.95E  
1 @ \$5.95  
196566139710 BLD DINO 7.5 SQUISH \$5.95E  
1 @ \$5.95  
196566140004 CAL PK 7.5 SQUISH FTSY \$5.95E  
1 @ \$5.95  
196566140004 CAL PK 7.5 SQUISH FTSY \$5.95E  
1 @ \$5.95

Subtotal \$1,052.30  
Tax Exempt No. 050013897253c1  
DEFAULT TAX RULE 0.000% \$0.00

Total \$1,052.30

Visa \$1,052.30

Card No. XXXXXXXXXXXX0101  
Expiration Date XX/XX  
Auth. No. 090140  
ENTRY METHOD: Chip Read  
CHIP IND: CONTACT  
ATD: A0000000031010  
APPL: VISA CREDIT  
TVR: 803000000  
TSI: 6000  
TAD: 06010A03602000  
ARC: 00  
CVM: SIGNATURE  
MODE: ISSUER

Please Retain for Your Records

Store: 06009 Reg: 05 Tran: 019585  
Date: 12/16/2022 4:42:40 PM Assoc: 111111  
the answer is "yes!"

exchange unopened or defective products  
for the same item or another item of equal  
value any time. Receive a full refund in  
the original form of payment with receipt.

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Faint, mostly illegible text from a receipt or document, possibly containing item descriptions and prices.



UNION WEST PALM BEACH, FL  
 1951 N MILITARY TRL  
 WEST PALM BEACH, FL 33409  
 1-561-461-2531  
 SALE

\*\*\*\*Begin Return\*\*\*\*

RETURN WITHOUT RECEIPT  
 1922341201115 HELICOPT AND OLIVE CO(\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 1922345950415 RC BLACK PANTHER 124(\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 1922345950385 RC SPIDERMAN 124 CAR(\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 840287905441 MARBLE POUR KIT2 BLA (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 840287905441 MARBLE POUR KIT2 BLA (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 842779140640 MARBLE POUR KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 842779140640 MARBLE POUR KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 842779140640 MARBLE POUR KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 842779140640 MARBLE POUR KIT (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 842779175790 SLINGSHOT HOCKEY (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 842779175790 SLINGSHOT HOCKEY (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 842779175790 SLINGSHOT HOCKEY (\$5.00)E  
 1 @ (\$5.00)  
 REASON: Store-Dich't Want  
 025725540044 JR. SYNTHETIC LEATHE(\$50.00)E  
 1 @ (\$5.00) = (\$50.00)  
 REASON: Store-Dich't Want  
 \*\*\*\*End Return\*\*\*\*  
 842779190016 9PK DIE CAST VEHICLE \$50.00E  
 1 @ \$5.00 = \$50.00  
 1922345900069 35 CT ERASER \$45.00E  
 9 @ \$5.00 = \$45.00  
 1922343600107 GOGI GEL PEN \$50.00E  
 10 @ \$5.00 = \$50.00  
 1922343600107 GOGI GEL PEN \$35.00E  
 7 @ \$5.00 = \$35.00  
 9701400946448 KALEIDOSCOPE KIT DRA \$5.00E  
 1 @ \$5.00  
 710413066479 PULL BACK PLANES \$5.00E  
 1 @ \$5.00  
 710413066479 PULL BACK PLANES \$5.00E  
 1 @ \$5.00  
 710413066479 PULL BACK PLANES \$5.00E  
 1 @ \$5.00  
 840287902006 DINO TRANSPORTER \$5.00E  
 1 @ \$5.00  
 840287900576 RACE CAR TRANSPORTER \$5.00E  
 1 @ \$5.00  
 630509491520 12IN SPIDERMAN FIG \$5.95E  
 1 @ \$5.95  
 630509612437 MARVEL: 12" FIGURE \$5.95E  
 1 @ \$5.95  
 630509612417 MARVEL: 12" FIGURE \$5.95E  
 1 @ \$5.95



710413068466 SOPHIE 16 NEWBORN PU \$5.00E  
 1 @ \$5.00  
 710413068466 SOPHIE 16 NEWBORN PU \$5.00E  
 1 @ \$5.00  
 710413068367 SOPHIE 16 PARK PLAY \$5.00E  
 1 @ \$5.00  
 710413068343 SOPHIE 16 SLUMBER PA \$5.00E  
 1 @ \$5.00  
 710413068466 SOPHIE 16 NEWBORN PU \$5.00E  
 1 @ \$5.00  
 710413068367 SOPHIE 16 PARK PLAY \$5.00E  
 1 @ \$5.00  
 710413068466 SOPHIE 16 NEWBORN PU \$5.00E  
 1 @ \$5.00  
 710413068367 SOPHIE 16 PARK PLAY \$5.00E  
 1 @ \$5.00  
 710413053646 SOPHIE PET PLAY WHIT \$5.00E  
 1 @ \$5.00  
 840287900514 MAGIC KIT \$5.00E  
 1 @ \$5.00  
 840287900514 MAGIC KIT \$5.00E  
 1 @ \$5.00  
 840287900514 MAGIC KIT \$5.00E  
 1 @ \$5.00  
 052125145821 BLK MULTI SIZE 5 SOCC \$60.00E  
 12 @ \$5.00 = \$60.00  
 052125051061 BW SIZE 5 SOCCER BAL \$60.00E  
 12 @ \$5.00 = \$60.00

Subtotal \$481.15  
 Tax Exempt No. 85B013897253c  
 DEFAULT TAX RULE 0.000% \$0.00  
 Total \$481.15

Visa \$481.15  
 Card No. XXXXXXXXXXXX1877  
 Expiration Date XX/XX  
 Auth. No. 052700  
 ENTRY METHOD: Chip Read  
 CHIP IND: CONTACT  
 AID: A0000000031010  
 APN: CAPITAL ONE VISA  
 APPL: VISA CREDIT  
 TVR: 0680008000  
 TSI: F800  
 IAD: 06010A0360A000  
 ARC: 00  
 CVM: SIGNATURE  
 MODE: ISSUER

Please Retain for Your Records  
 Store: 06003 Reg: 06 Tran: 125874  
 Date: 12/19/2022 5:25:21 PM Assoc: 111111  
 The answer is "yes!"  
 exchange, unopened or defective products  
 for the same item or another item of equal  
 value any time. Receive a full refund in  
 the original form of payment with receipt.

Thank You For Shopping!  
 Now Hiring! Go to FIVEBELON.COM/CAREERS



06089 WEST PALM BEACH, FL  
1951 N MILITARY TR.  
WEST PALM BEACH, FL 33409  
1-561-461-2531  
SALE

840287900514	MAGIC KIT	\$5.00E
1 @	\$5.00	
840287900514	MAGIC KIT	\$5.00E
1 @	\$5.00	
689344417097	ALLSTAR SPLDING BBAL	\$5.00E
1 @	\$5.00	
710413068367	SOPHIE 16 PARK PLAY	\$5.00E
1 @	\$5.00	
689344417097	ALLSTAR SPLDING BBAL	\$5.00E
1 @	\$5.00	
689344417097	ALLSTAR SPLDING BBAL	\$5.00E
1 @	\$5.00	
806144637612	BARBIE MINI STYLING	\$5.00E
1 @	\$5.00	
1922343600107	GOCT GEL PEN	\$5.00E
1 @	\$5.00	
806144870941	PRNCSS RAPNZL STYLING	\$5.00E
1 @	\$5.00	
710413068367	SOPHIE 16 MEMBRN PUP	\$5.00E
1 @	\$5.00	
1922342700778	BEADS WITH FASHION B	\$5.00E
1 @	\$5.00	
1922342700778	BEADS WITH FASHION B	\$5.00E
1 @	\$5.00	
1922342700778	BEADS WITH FASHION B	\$5.00E
1 @	\$5.00	
1922342700778	BEADS WITH FASHION B	\$5.00E
1 @	\$5.00	
1922342700778	BEADS WITH FASHION B	\$5.00E
1 @	\$5.00	
1922342700778	BEADS WITH FASHION B	\$5.00E
1 @	\$5.00	
1922342700778	BEADS WITH FASHION B	\$5.00E
1 @	\$5.00	
840287901078	BARNYARD TRANSPORTER	\$5.00E
1 @	\$5.00	
710413068367	SOPHIE 16 PARK PLAY	\$5.00E
1 @	\$5.00	
806144637438	BARBIE TEA SET	\$5.00E
1 @	\$5.00	
689344417097	ALLSTAR SPLDING BBAL	\$5.00E
1 @	\$5.00	
689344417097	ALLSTAR SPLDING BBAL	\$5.00E
1 @	\$5.00	
194735052431	BARBIE DOLL	\$5.00E
1 @	\$5.00	
710413068367	SOPHIE 16 PARK PLAY	\$5.00E
1 @	\$5.00	
194735052448	BARBIE DOLL	\$5.00E
1 @	\$5.00	
840287902006	DINO TRANSPORTER	\$5.00E
1 @	\$5.00	
842779190816	9PK DIE CAST VEHICLE	\$5.00E
1 @	\$5.00	
842779190816	9PK DIE CAST VEHICLE	\$5.00E
1 @	\$5.00	
810013718546	3PK MINI SPORTS BALL	\$5.00E
1 @	\$5.00	
657092159958	SHAPE SHUFFLE PUZ	\$5.00E
1 @	\$5.00	
606141010025	3D SNAKES & LADDERS	\$5.00E
1 @	\$5.00	
810028213029	100 CLBC GAMES F-W20	\$5.00E
1 @	\$5.00	
840287901061	PONY TRANSPORTER	\$5.00E
1 @	\$5.00	
842779161938	TOWER TWIMBLE	\$5.00E
1 @	\$5.00	

1 @ \$5.00  
 840287901061 PONY TRANSPORTER \$5.00E  
 1 @ \$5.00  
 840287901061 PONY TRANSPORTER \$5.00E  
 1 @ \$5.00  
 710413066479 PULL BACK PLANES \$5.00E  
 1 @ \$5.00  
 710413066479 PULL BACK PLANES \$5.00E  
 1 @ \$5.00  
 1922343600107 GOGT DEL PEN \$5.00E  
 1 @ \$5.00  
 038805451345 MINI BASKETBALL SIZE \$4.00E  
 1 @ \$4.00  
 038805451314 MINI BBALL SIZE 2 BL \$4.00E  
 1 @ \$4.00  
 1922340150179 28.5 PRO BBALL WHITE \$5.00E  
 1 @ \$5.00  
 689344417097 ALLSTAR SPLDING DBAL \$5.00E  
 1 @ \$5.00  
 1922340150179 28.5 PRO BBALL WHITE \$5.00E  
 1 @ \$5.00  
 689344417097 ALLSTAR SPLDING DBAL \$5.00E  
 1 @ \$5.00  
 052125145052 SP22 SIZE 3 SOCCER B \$5.00E  
 1 @ \$5.00  
 052125056509 SP22 SIZE 3 SOCCER B \$5.00E  
 1 @ \$5.00  
 052125145052 SP22 SIZE 3 SOCCER B \$5.00E  
 1 @ \$5.00  
 052125056509 SP22 SIZE 3 SOCCER B \$5.00E  
 1 @ \$5.00

Subtotal \$248.00  
 Tax Exempt No. 050013697253c1  
 DEFAULT TAX RULE 0.000% \$0.00

Total \$248.00

Visa \$248.00

Card No. XXXXXXXXXXXX0101  
 Expiration Date XX/XX  
 Auth. No. 934160  
 ENTRY METHOD: Chip Read  
 CHIP IND: CONTACT  
 AID: A0000000031010  
 APPL: VISA CREDIT  
 TVR: 0080008000  
 TSI: 6000  
 IAD: 06010A03602000  
 ARC: 00  
 CVM: SIGNATURE  
 MODE: ISSUER

Please Retain for Your Records  
 Store: 06089 Reg: 07 Tran: 129057  
 Date: 12/20/2022 5:56:30 PM Assoc: 111111  
 the answer is "yes!"  
 exchange unopened or defective products  
 for the same item or another item of equal  
 value any time. Receive a full refund in  
 the original form of payment with receipt.

Thank You For Shopping!  
 Now Hiring! Go to FIVEBELOW.COM/CAREERS



le

00920 ROYAL PALM BEACH FL  
520 NORTH STATE RD 7  
ROYAL PALM BEACH, FL 33411  
561-704-4077  
REFUND

\*\*\*Begin Return\*\*\*

6089/05/015805

630509491520 12IN SPIDERMAN FIR (\$17.85)E

3 @ (\$5.95) = (\$17.85)

REASON: Store-Dich't Wart

Item Tax Exempt No. 8E8013897253c1

630509612437 MARVEL: 12" FIGURE -(\$17.85)E

3 @ (\$5.95) = (\$17.85)

REASON: Store-Dich't Wart

Item Tax Exempt No. 8E8013897253c1

752229730014 5 PACK SAFARI ANIMAL(\$15.00)E

3 @ (\$5.00) = (\$15.00)

REASON: Store-Dich't Wart

Item Tax Exempt No. 8E8013897253c1

752229729998 5 PACK FARM ANIMALS (\$15.00)E

3 @ (\$5.00) = (\$15.00)

REASON: Store-Dich't Wart

Item Tax Exempt No. 8E8013897253c1

\*\*\*\*End Return\*\*\*\*

\*\*\*\*Begin Return\*\*\*\*

6089/05/015258

810028213029 100 CLSC GAMES FN20 (\$5.00)E

1 @ (\$5.00)

REASON: Store-Dich't Wart

Item Tax Exempt No. 8E8013897253c1

\*\*\*\*End Return\*\*\*\*

\*\*\*\*Begin Return\*\*\*\*

0928/03/162105

840287907551 4 IN 1 GEOLOGY LAB (\$10.00)E

2 @ (\$5.00) = (\$10.00)

REASON: Store-Dich't Wart

Item Tax Exempt No. 050013897253c1

840287907582 CRYSTAL GROWING KIT (\$5.00)E

1 @ (\$5.00)

REASON: Store-Dich't Wart

Item Tax Exempt No. 050013897253c1

857092159958 SHAPE SHUFFLE PUZ (\$15.00)E

3 @ (\$5.00) = (\$15.00)

REASON: Store-Dich't Wart

Item Tax Exempt No. 050013897253c1

052125142875 SP22 COUNTRY SOCCER (\$10.00)E

2 @ (\$5.00) = (\$10.00)

REASON: Store-Dich't Wart

Item Tax Exempt No. 050013897253c1

\*\*\*\*End Return\*\*\*\*

\*\*\*\*Begin Return\*\*\*\*

6089/05/015805

840287904574 NYO OOZE TUB (\$20.00)E

4 @ (\$5.00) = (\$20.00)

REASON: Store-Dich't Wart

Item Tax Exempt No. 8E8013897253c1

840287904375 MIDS A GOOD LOG (\$25.00)E

5 @ (\$5.00) = (\$25.00)

REASON: Store-Dich't Wart

Item Tax Exempt No. 8E8013897253c1

\*\*\*\*End Return\*\*\*\*

Subtotal (\$155.70)

DEFAULT TAX RULE 0% \$0.00

Total (\$155.70)

Visa (\$155.70)

Card No. XXXXXXXXXXXX0101

Expiration Date XX/XX

Auth. No. 631950

ENTRY METHOD: Chip Read

CHTP IND: CONTACT

AID: A000000031010

APPL: VISA CREDIT

TVR: 008000000

TST: 6800

IAD: 06010A0360A000

ARC: 00

CVK: SIGNATURE

MODE: ISSUER

Please Retain for Your Records

Store: 00920 Reg: 02 Tran: 206100

Date: 12/24/2022 9:22:20 AM Amco: 743414

the answer is 'yes!'

exchange unopened or defective products

for the same item or another item of equal

value any time. Receive a full refund in

the original form of payment with receipt.



# Barton Elementary

1700 Barton Road Lake Worth, FL 33460  
Phone: 561-540-9100 Fax: 561-540-9128

February 24, 2023

**REDACTED**

West Palm Beach, FL 33411

Dear \_\_\_\_\_ ;

On behalf of the Barton Elementary School community, thank you for your generous donation on December 5, 2022 of \$1,500. No goods or services were provided in exchange for this contribution.

With your assistance, we were able to provide a present to every student at our school. You helped us bring smiles to more than 1,050 children this holiday season. Each student was able to select their own present from an array of fun items including games, science kits, craft kits, dolls, action figures, stuffed toys, and sports equipment.

Your support to make Barton Elementary School a joyful and positive place to learn is truly appreciated. We hope 2023 is off to a great start for you and your family!

Sincerely,

Lauren Hepworth  
Media Specialist  
Barton Elementary School

Case # 23-003-I Date Rcv'd: 2/16/23  
Received From: KAMIREZ  
Description: Pre-written donor  
letters  
Exhibit #: \_\_\_\_\_  
Redactions: Yes  No   
DONOR 1

January 11, 2023

**REDACTED**

DONOR 2

ADDRESS?

Dear

On behalf of the Barton Elementary School community, thank you for your generous donation in December 2022 of \$1,000. No goods or services were provided in exchange for this contribution. Barton Elementary School is part of the School District of Palm Beach County and is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code: EIN 59-6000783.

With your assistance, we were able to provide a present to every student at our school. You helped us bring smiles to more than 1,050 children this holiday season. Each student was delighted to select their own present from an array of fun items including games, science kits, craft kits, dolls, action figures, stuffed toys, and sports equipment.

Your support to make Barton Elementary School a joyful and positive place to learn is truly appreciated. We hope 2023 is off to a great start for you and your family!

Sincerely,



January 11, 2023

ADDRESS?

REDACTED

Dear

DONOR 3

On behalf of the Barton Elementary School community, thank you for your generous donation in December 2022 of \$1,001. No goods or services were provided in exchange for this contribution. Barton Elementary School is part of the School District of Palm Beach County and is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code: EIN 59-6000783.

With your assistance, we were able to provide a present to every student at our school. You helped us bring smiles to more than 1,050 children this holiday season. Each student was able to select their own present from an array of fun items including games, science kits, craft kits, dolls, action figures, stuffed toys, and sports equipment.

Your support to make Barton Elementary School a joyful and positive place to learn is truly appreciated. We hope 2023 is off to a great start for you and your family!

Sincerely,

January 11, 2023

REDACTED

DONOR 4

Dear

On behalf of the Barton Elementary School community, thank you for your generous donation of \$300. No goods or services were provided in exchange for this contribution. Barton Elementary School is part of the School District of Palm Beach County and is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN 59-6000783.

With your assistance, we were able to purchase more high-interest books for our Media Center. Our students are checking out books at record numbers this year. It is crucial that we continue to enhance our library collection and provide all students access to a variety of engaging texts in order to support the continued improvement of literacy skills.

Students are thrilled to visit the Media Center each week. In addition to enhancing their literacy skills by simply reading more, students are also developing increased responsibility through the act of regularly borrowing (and returning!) books. Students are excited to learn new information as they enjoy non-fiction texts on popular topics like animals, sports, and places around the world. Our readers also love making connections with favorite characters such as Pete the Cat, Clifford, Bad Kitty, and so many more!

Your support is truly appreciated because it makes Barton Elementary School a more joyful and positive place to learn. We hope 2023 brings you much success and happiness! Thank you again for contributing to our school community.

Sincerely,



TANYA Lawson <tanya.lawson@palmbeachschools.org>

**Fwd: Document shared with you: "FY23 R.B. December Donation"**

Carmen Ramirez <carmen.ramirez@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Mon, Feb 6, 2023 at 2:46 PM



FLORIDA

85-8013897253C-1

Certificate Number

This certifies that

Case #: 23-00131 Date Rcv'd: 2/6/23  
 Received From: Ramirez  
 Description: Saks tax Cert.  
 Exhibit #: 3  
 Redactions: Yes \_\_\_\_\_ No

[Quoted text hidden]

Case # 23-00137 Date Rcv'd: 5/21/23  
Received From: LAUREN HEPBURN-TH  
Description: Response w/emails  
Exhibit #: 4  
Redactions: Yes \_\_\_\_\_ No

Subject response Exhibit 4

I am deeply disturbed by the report I have received regarding my case. It is filled with debatable; she said, she said statements. I do not know if these statements are due to misremembering, deliberate misrepresentation, or outright lying. All I know is that there are a remarkable number of false statements in the pages of this report.

I do not wish to participate in this unverifiable kerfuffle or to create problems for anyone else, but I do wish to clarify several claims made within the report. In the future, I will attempt to ensure that all of my communications are documented in writing via email.

Regarding statements made within the report by the Parent/Community Liaison:

We *did* have conversations about presents while standing in the Media Center on at least 2 occasions: On the first occasion, which took place after I reached out via email on October 31, 2023 (see attached) to try and schedule a meeting to discuss the topic of presents, I asked how it was going this year regarding her getting presents for ALL students because she had so much trouble in the previous few years. In this conversation, it was discussed that she would be all set with gifts for younger students through 3rd grade and that it would be appreciated if I could help with gifts for 4th and 5th.

The second conversation took place on the morning of December 8, 2023 right after I unloaded hundreds of presents for 4th and 5th graders. I wanted to show them to her to see if she approved of them. She did not look at the presents but instead told me she had nothing for our younger students after all. Additionally, she told me that the Principal told her to tell me to begin distributing the presents that day. I referenced this direction to distribute in an email to both the Principal and Parent/Community Liaison on the same morning (see attached).

She never referred me to speak with the Bookkeeper or the Principal in either conversation.

The Parent/Community Liaison was aware of the presents because she is the one who told me that the Principal told her to tell me to begin distributing the presents.

Regarding statements made within the report by the Bookkeeper:

Here is an example of the unprovable she said, she said within the report: In the first paragraph on page 8, the report states, "Witherspoon stated it came to her attention when she overheard Community Liaison Boucard stating, 'I told her she couldn't do that, she couldn't purchase gifts herself.'" First of all, the Community Liaison never made that

statement to me. Secondly, if the Bookkeeper had been so alarmed at that time by what she allegedly heard, why did no one approach me to ask any questions about the presents at that time?

Regarding the statements made by the Principal:

I have no clue what she is talking about regarding my distaste for district policies.....She could be misinterpreting my opinion of district policies due to an incident a couple of years ago in which I tried to get 2 service/therapy dogs on our campus for an educational experience for our 3rd graders. Each student would have enjoyed an educational presentation about the work of these animals/their handlers and every 3rd grader would have received a picture of the dogs and a free book about the dogs. When trying to figure out the details of making this happen with the Bookkeeper and the Principal, they had no answers. Ultimately, the opportunity was rejected by referencing the district's policy about petting zoos, even though therapy/service dogs clearly have nothing to do with a petting zoo. These dogs had been on dozens and dozens of district campuses during multiple school years, so it was very confusing that there was not simply a process to follow to make this experience happen for our students as well. On this occasion, I expressed frustration at the policy *being referenced* to deny our students a unique and memorable experience as well as a free book. My frustration was not about the actual district policy but about how the policy being wielded had nothing to do with the situation at hand.

She could also be confusing a poor opinion of district policies with the fact that I ask lots of questions. When attempting to work with the Bookkeeper, who continually "asks her people at the district" regarding most issues, I ask lots of clarifying questions. In these interactions, I am not expressing a negative opinion of the policies themselves, but I can see how one might interpret asking numerous questions as personal disagreement with the policies. I am trying to work within the system to make meaningful things happen for our students and families, but I am hindered by a broken system of communication and general lack of information on behalf of those who should have the information.

This experience has been demoralizing and confusing as a professional. The questions I was asked during my interview centered around "donations." When I tried to seek more information, the district policy on donations only addresses which party is

responsible for thank you notes based on denomination of donation, with no information about how to actually handle the donations. I rewatched all relevant internal accounts trainings for teachers as well. None of these trainings explain how to handle donations either. I have never heard of "FLDOE Red Book," which is referenced repeatedly in the report.

While I do not disagree with the need for policies or even the actual policies, I do find the district's policies about collecting money confusing, regardless of my efforts to understand them. In my new role as Media Specialist (after 16 years in the classroom), I wanted to make Scholastic Book Clubs available to *all* students. In order to do this at a school-wide level, I tried to learn the correct district policies to follow. While asking questions to learn the appropriate process to help all students participate in Scholastic Book Clubs, I was told money *cannot* be placed in a school account to be held to reimburse a teacher who pays for the order. On the other hand, regarding the purchase of these presents, this report says money *must* be placed in a school account and the teacher can be reimbursed later from those funds.

The next example highlights the inconsistencies from campus to campus regarding the handling of money: I hosted my first Book Fair this spring and as part of the money-handling process, I was told I had to detail *every* transaction from the Book Fair on a "Monies Collected" form. Over the course of our ten day Book Fair, I completed dozens and dozens of these forms listing every student, parent, and teacher who shopped at the Book Fair. At an event for media personnel, I asked other Media Specialists (no joke, a minimum of 10 others) if they had any tips for making this process faster. They had no idea what I was talking about because on their campuses, they do not follow this process. They simply print out the daily information from the register and attach it to *one* Monies Collected form on which they solely document the amount of cash they received that day.

I hold myself to a high professional standard. I want to follow the district's policies. Although, due to a variety of factors, this is not as simple as one would expect. Despite my best intentions and efforts, I have fallen short. Thank you for taking time to read my concerns and to help me be a better professional moving forward.



Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

## Presents/Holidays

3 messages

Lauren Hepworth <lauren.hepworth@palmbeachschools.org>  
To: Marie Josette Boucard <mariejouette.boucard@palmbeachschools.org>

Mon, Oct 31, 2022 at 10:57 A

Good morning,

I can meet at 9:30, 11:00, 12:30, or after school to discuss presents for this year.

The numbers I have for Little Smiles are:

Nicole Mercado 561-460-2206

Annie 561-846-2558

? No Name in my phone except Little Smiles 561-899-4700

Marie Josette Boucard <mariejouette.boucard@palmbeachschools.org>  
To: Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

Tue, Nov 1, 2022 at 8:22 A

Sounds good.

On Mon, Oct 31, 2022 at 10:57 AM Lauren Hepworth <lauren.hepworth@palmbeachschools.org> wrote:  
Good morning,

I can meet at 9:30, 11:00, 12:30, or after school to discuss presents for this year.

The numbers I have for Little Smiles are:

Nicole Mercado 561-460-2206

Annie 561-846-2558

? No Name in my phone except Little Smiles 561-899-4700

Marie Josette Boucard  
Parent Liason  
Barton Elementary School  
(561)540-9101

Lauren Hepworth <lauren.hepworth@palmbeachschools.org>  
To: Marie Josette Boucard <mariejouette.boucard@palmbeachschools.org>

Tue, Nov 1, 2022 at 8:41 A

On Tue, Nov 1, 2022 at 8:23 AM Marie Josette Boucard <mariejouette.boucard@palmbeachschools.org> wrote:  
Sounds good.

On Mon, Oct 31, 2022 at 10:57 AM Lauren Hepworth <lauren.hepworth@palmbeachschools.org> wrote:  
Good morning,

I can meet at 9:30, 11:00, 12:30, or after school to discuss presents for this year.

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? No Name In my phone except Little Smiles 561-899-4700

Marie Josette Boucard  
Parent Liaison  
Barton Elementary School  
(561)540-9101

lauren Hepworth <lauren.hepworth@palmbeachschools.org>  
To: Marie Josette Boucard <mariejouette.boucard@palmbeachschools.org>

Tue, Nov 1, 2022 at 8:41 AM

What sounds good? You didn't tell me a time that works for you to meet ;)

On Tue, Nov 1, 2022 at 8:41 AM Lauren Hepworth <lauren.hepworth@palmbeachschools.org> wrote:

On Tue, Nov 1, 2022 at 8:23 AM Marie Josette Boucard <mariejouette.boucard@palmbeachschools.org> wrote:  
Sounds good.

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Nicole Mercado 561-460-2206

Annie 561-846-2558

? No Name In my phone except Little Smiles 561-899-4700

Marie Josette Boucard  
Parent Liaison  
Barton Elementary School  
(561)540-9101

Marie Josette Boucard <mariejouette.boucard@palmbeachschools.org>  
To: Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

Wed, Nov 2, 2022 at 8:07 AM

Sorry, 11:00 is okay.

On Tue, Nov 1, 2022 at 8:41 AM Lauren Hepworth <lauren.hepworth@palmbeachschools.org> wrote:  
What sounds good? You didn't tell me a time that works for you to meet ;)

On Tue, Nov 1, 2022 at 8:41 AM Lauren Hepworth <lauren.hepworth@palmbeachschools.org> wrote:

On Tue, Nov 1, 2022 at 8:23 AM Marie Josette Boucard <mariejouette.boucard@palmbeachschools.org> wrote:  
Sounds good.

On Mon, Oct 31, 2022 at 10:57 AM Lauren Hepworth <lauren.hepworth@palmbeachschools.org> wrote:  
Good morning,

I can meet at 9:30, 11:00, 12:30, or after school to discuss presents for this year.

The numbers I have for Little Smiles are:

Nicole Mercado 561-460-2206

Annie 561-846-2558

? No Name in my phone except Little Smiles 561-899-4700

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Marie Josette Boucard  
Parent Liason  
Barton Elementary School  
(561)540-9101

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Marie Josette Boucard  
Parent Liason  
Barton Elementary School  
(561)540-9101

Lauren Hepworth <lauren.hepworth@palmbeachschools.org>  
To: Marie Josette Boucard <mariejouette.boucard@palmbeachschools.org>

Wed, Nov 2, 2022 at 10:10 A

Ok. See you at 11:00! In your office or Media Center?

On Wed, Nov 2, 2022 at 8:07 AM Marie Josette Boucard <mariejouette.boucard@palmbeachschools.org> wrote:  
Sorry, 11:00 is okay.

On Tue, Nov 1, 2022 at 8:41 AM Lauren Hepworth <lauren.hepworth@palmbeachschools.org> wrote:  
What sounds good? You didn't tell me a time that works for you to meet ;)

On Tue, Nov 1, 2022 at 8:41 AM Lauren Hepworth <lauren.hepworth@palmbeachschools.org> wrote:

On Tue, Nov 1, 2022 at 8:23 AM Marie Josette Boucard <mariejouette.boucard@palmbeachschools.org> wrote:  
Sounds good.

On Mon, Oct 31, 2022 at 10:57 AM Lauren Hepworth <lauren.hepworth@palmbeachschools.org> wrote:  
Good morning,

I can meet at 9:30, 11:00, 12:30, or after school to discuss presents for this year.

The numbers I have for Little Smiles are:

Nicole Mercado 561-460-2206

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Barton Elementary School  
(561)540-9101



Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

**Presents**

12 messages

Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

Thu, Dec 8, 2022 at 9:36 A

To: Marie Josette Boucard <mariejosette.boucard@palmbeachschools.org>, Denise Sanon <denise.sanon@palmbeachschools.org>

I will begin distributing the presents I got to 4th-5th grade today if possible, tomorrow at the latest.

Are teachers going to be made aware that present distribution will be taking place?

I don't really like to surprise teachers with things that can be distracting.....thanks

Marie Josette Boucard <mariejosette.boucard@palmbeachschools.org>

Thu, Dec 8, 2022 at 11:00 A

To: Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

Okay Thanks.

[Quoted text hidden]

Marie Josette Boucard  
Parent Liaison  
Barton Elementary School  
(561)540-9101

Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

Thu, Dec 8, 2022 at 3:46 P

To: Marie Josette Boucard <mariejosette.boucard@palmbeachschools.org>, Denise Sanon <denise.sanon@palmbeachschools.org>

Are 4th-5th grade teachers going to be made aware that present distribution will be taking place?

I don't really like to surprise teachers with things that can be distracting.....thanks

[Quoted text hidden]

Denise Sanon <denise.sanon@palmbeachschools.org>

Mon, Dec 12, 2022 at 11:36 A

To: Lauren Hepworth <lauren.hepworth@palmbeachschools.org>, Valerie Vilmont <valerie.vilmont@palmbeachschools.org>  
Cc: Marie Josette Boucard <mariejosette.boucard@palmbeachschools.org>

Lauren,

Please check with Ms. Vilmont on the testing date before distributing the gifts so that we don't disturb testing. Thank you.

DS

\*Denise Sanon, Principal\*  
\*Barton Elementary School\*  
\*1700 Barton Road\*  
\*Lake Worth, FL 33460\*  
\*Phone # 561-540-9100\*  
\*Fax# 561-540-9128\*

\*\*  
\*\*Education is the most powerful weapon \*  
\*which you can use to change the world\*\*  
\*Nelson Mandela\*

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Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

Mon, Dec 12, 2022 at 11:40 A

To: Denise Sanon <denise.sanon@palmbeachschools.org>

Ok. I will check with her. I was following Ms. Boucard's instruction that you wanted presents distributed by me (aka in Media) and that you wanted distribution to begin as soon as presents were on campus.

I am going 1 class at a time during their Media time and letting students choose their present rather than be handed something they did not pick.

[Quoted text hidden]

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Valerie Vilmont <valerie.vilmont@palmbeachschools.org>

Mon, Dec 12, 2022 at 11:41 AM

To: Denise Sanon <denise.sanon@palmbeachschools.org>

Cc: Lauren Hepworth <lauren.hepworth@palmbeachschools.org>, Marie Josette Boucard <mariejousette.boucard@palmbeachschools.org>

5th Grade is completing I-ready math diagnostics today and tomorrow

On Mon, Dec 12, 2022 at 11:36 AM Denise Sanon <denise.sanon@palmbeachschools.org> wrote:

[Quoted text hidden]

Valerie Vilmont  
Assistant Principal  
Barton Elementary School  
(561) 540-9116



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Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

Mon, Dec 12, 2022 at 11:42 AM

To: Valerie Vilmont <valerie.vilmont@palmbeachschools.org>

Cc: Denise Sanon <denise.sanon@palmbeachschools.org>, Marie Josette Boucard <mariejousette.boucard@palmbeachschools.org>

Does that mean I cannot distribute presents to other grades when they have Media?

Also, am I able to continue distribution today since we have already heard the all clear?

[Quoted text hidden]

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Valerie Vilmont <valerie.vilmont@palmbeachschools.org>

Mon, Dec 12, 2022 at 11:43 AM

To: Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

Cc: Denise Sanon <denise.sanon@palmbeachschools.org>, Marie Josette Boucard <mariejousette.boucard@palmbeachschools.org>

Please distribute on Friday when there's no i-ready or state testing.

[Quoted text hidden]

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Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

Mon, Dec 12, 2022 at 12:36 PM

To: Valerie Vilmont <valerie.vilmont@palmbeachschools.org>

Cc: Denise Sanon <denise.sanon@palmbeachschools.org>, Marie Josette Boucard <mariejousette.boucard@palmbeachschools.org>

I guess I am not sure how that will work. I have classes all day, so when are you suggesting I distribute on Friday?

I am doing it the only way I know how that allows me to see my classes as scheduled and to check out books at the same time. If I distribute on Friday, I will only be able to take care of the 6 classes that I see on Day 8. Please let me know how to proceed.

If possible, I would like to distribute to 4th grade today since they are the last period before dismissal so they should not conflict with any testing.

I was asked to begin distribution, so I did.

[Quoted text hidden]

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Denise Sanon <denise.sanon@palmbeachschools.org>

Tue, Dec 13, 2022 at 9:28 AM

To: Lauren Hepworth <lauren.hepworth@palmbeachschools.org>

You can distribute to 4th grade last period.

DS

\*Denise Sanon, Principal\*  
\*Barton Elementary School\*  
\*1700 Barton Road\*  
\*Lake Worth, FL 33460\*  
\*Phone # 561-540-9100\*  
\*Fax# 561-540-9128\*

\*\*  
\*\*"Education is the most powerful weapon \*  
\*which you can use to change the world"\*  
\*Nelson Mandela\*

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Lauren Hepworth <lauren.hepworth@palmbeachschools.org>  
To: Denise Sanon <denise.sanon@palmbeachschools.org>

Tue, Dec 13, 2022 at 9:56 AM

Thank you. I will continue distribution to 4th grade during last period.

[Quoted text hidden]

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Lauren Hepworth <lauren.hepworth@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Mar 7, 2023 at 3:46 PM

This email chain occurred after our Parent Community Liaison told me in person that Ms. Sanon told her to tell me to distribute the presents I had for 4th-5th grade (since I only had toys for those 2 grades at that time because I became aware of the lack of presents for all other students during that same conversation). No information was provided to me about *how* to go about this, so this is me trying to get more information after the message was relayed to me. There should be 11 messages total in the conversation. Please let me know if any are missing.

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