

THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

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MEMORANDUM

TO:

Honorable Chair and Members of the School Board

Dr. Donald E. Fennoy II, Superintendent Chair and Members of the Audit Committee

FROM:

KLC Lung Chiu, Inspector General

DATE:

November 13, 2018

SUBJECT:

Transmittal of Final Investigative Report

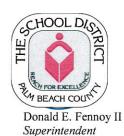
Case # 19-805

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

The report addresses allegation:

1. Inlet Grove Community High School staff (Dr. Emma Banks, Jodi Ingram, Cassandra Santos) allegedly did not input \$1,487.50 received for a lease into the District's TRIRIGA or School Online Cash Systems. *Unsubstantiated*

The report is finalized and will be posted on the Inspector General's website; www.palmbeachschools.org/inspectorgeneral.



SCHOOL DISTRICT OF PALM BEACH COUNTY

OFFICE OF INSPECTOR GENERAL



INVESTIGATIVE REPORT

Case Number: 19-805

Date of Complaint: July 10, 2018

Complainant:

Ann-Marie Haddad, Specialist-I IT (REDACTED)

Subjects:

Dr. Emma Banks, CEO/President Inlet Grove Community High School Jodi Ingram, Confidential Secretary, Inlet Grove Community High School Cassandra Santos, Confidential Secretary, Inlet Grove Community High School

Witnesses:

Sara Anderson, General Manager IT

Lease Coordinator

Jorge Castro, Custodian

Deborah Cross, Dispatcher, School Police
Rosa Dawson, Technical Analyst III

Kirk Patrick, Lead Custodian

Ledys Sosa, Custodian

Type of Report: FINAL

AUTHORITY

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

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

INTRODUCTION

On July 10, 2018, the Office of the Inspector General (OIG) received a complaint from I.T. Specialist-I Ann-Marie Haddad alleging that on May 12, 2018, a memorial service was held at Inlet Grove Community High School cafeteria from 11:00 AM to 6:00 PM. According to Ms. Haddad a lease agreement for the cost of the memorial was \$1,487.50. Ms. Haddad added that

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there was no check entered in the District's TRIRIGA System, or the School Online Cash System, for the service.¹

BACKGROUND

Inlet Grove Community High School is a conversion charter high school in the School District of Palm Beach County. The school is located at 600 W. 28th Street, West Palm Beach, FL 33404. Total enrollment is 697, with a 16:1 Student-Teacher-Ratio. The school serves high school students for grades 9-12.

ALLEGATION AND FINDINGS²

Inlet Grove Community High School staff allegedly did not input \$1,487.50 received for a lease into the District's TRIRIGA or School Online Cash System. *Unsubstantiated*.

GOVERNING BOARD POLICIES AND DISTRICT DIRECTIVES

- School Board Policy 2.61 Fraud
- School Board Policy 3.02 Code of Ethics
- School Board Policy 4.101 Rules of Procedures
- School Board Policy 6.07 Internal Accounts
- School Board Policy 6.071 Collection of Internal Accounts Charges
- School Board Policy 6.11 Money Left in Schools After Hours
- School Board Policy 7.18 Community Use of District Facilities
- Internal Accounts Manual Chapter 25, Facility Leasing
- Palm Beach County Lease Agreement, Inlet Grove Community High School
- Lease Agreements for Inlet Grove Community High School on the TRIRIGA System

ALLEGATION 1: EVIDENCE & TESTIMONY

Allegation: Inlet Grove Community High School staff allegedly did not input \$1,487.50 received for a lease into the District's TRIRIGA or School Online Cash Systems.

Testimony of IT Specialist-I Ann-Marie Haddad

Ms. Haddad stated she works at the District central office as an IT Specialist in the IT Department and has been employed by the District a total of three years. Ms. Haddad stated she contacted the Inspector General Hotline due to information she received from district personnel that she did not want to identify. The information she received was regarding a funeral service held at Inlet Grove Community High School on (Saturday) May 12, 2018. The memorial service was allegedly paid

¹ The TRIRIGA system records lease agreement of rental space between the school and outside lessees. The District School Online Cash System records the school internal accounts transaction history.

² The OIG findings were determined using the standards that appear on the signature page at the end of this report.

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for with a check that was not entered and reconciled in the District's TRIRIGA system as payment for the memorial service. Ms. Haddad stated no further information was provided to her. Ms. Haddad stated the lease of a District facility is determined by the size of the rental space. If a church has an agreement with the school to conduct church services after school hours, then a set rate is determined by using the District's calculator to calculate how much the church will pay for

the lease. The church must then complete a lease agreement with that school which permits the church to conduct a service at the school.

Ms. Haddad stated all District schools are required to document leases in the District TRIRIGA system and to show reconciliation of the lease. The lease payment is broken down into two parts: The District receives 35%, and the school receives the remaining 65% of the lease payment.

Ms. Haddad stated she and Technical Analyst-III Rosa Dawson facilitated training for Inlet Grove staff regarding using the District TRIRIGA system. The attendees were Dr. Emma Bank, Cassandra Santos, and Jodi Ingram. Ms. Haddad stated the lease coordinator inputs all lease agreements in the TRIRIGA system. She did not know who was the Inlet Grove lease coordinator. Ms. Haddad stated the training was required because Inlet Grove staff had not entered leases in the District TRIRIGA system in the past.

Testimony of IT General Manager Sara Anderson

Ms. Anderson stated she works at the District central office as the General Manager of IT Solutions and has been employed by the District for a total of ten years. Ms. Anderson stated she received a phone call from a friend that she did not want to identify about a lease that occurred at Inlet Grove. Ms. Anderson does not know the name of the church that leased the space from the school. Ms. Anderson stated she does not know if custodial staff were assigned to work after the event. The cost of the event was approximately \$1,500.

Ms. Anderson stated a lease agreement payment is determined by using two methods. The preferred method is using the District website lease estimator, which calculates the cost of the lease based on the size of the room or building. The second method is to contact the school and speak with the lease coordinator who will provide a quote.

Ms. Anderson stated she is the software manager for TRIRIGA, and that all leases are required to be entered in the District's TRIRIGA and Cash On-line systems 48 hours before the event, Ms. Andersons stated that schools can accept cash, check or credit card as payment.

Ms. Anderson stated Inlet Grove staff received training on how to operate the District's TRIRIGA system in the fall of 2017. The staff that attended the training were Dr. Emma Banks, and two confidential secretaries. Technical Analyst-III Rosa Dawson and Specialist-I Ann-Marie Haddad facilitated the training. Ms. Anderson indicated the training was facilitated because previous leases were executed and not entered in the District TRIRIGA system by Inlet Grove staff. Ms. Anderson stated she does not know who the leasing coordinator is at Inlet Grove.

Testimony of Technical Analyst-III, Rosa Dawson

Ms. Dawson stated she is a Technical Analyst-III for leasing and has been employed by the District for a total of thirty-three years. Ms. Dawson stated Specialist-I Ann-Marie Haddad told her that a memorial service occurred at Inlet Grove on May 12, 2018. Ms. Haddad told her about the memorial service because it involved a lease agreement. Ms. Dawson stated she did not know the name of the church that held the memorial service, nor does she know the custodial staff assigned to clean up after the memorial service. Ms. Dawson stated she did not know the rental charge for the memorial service or what if any type of payment was received for the rental.

Ms. Dawson stated lease agreements are to be documented in the District's TRIRIGA system. However, there was no entry in the TRIRIGA for a memorial service at Inlet Grove on May 12, 2018. Ms. Dawson stated TRIRIGA training was provided to Dr. Emma Banks, Jodi Ingram and Cassandra Santos.

Ms. Dawson said that there were discrepancies regarding lease agreements at Inlet Grove because several inquiries for leases were received and not fully completed in the TRIRIGA system between February 2017 and October 2017. Ms. Dawson stated if a lease is not entered in the TRIRIGA system there is no way to determine if a lease occurred unless the school is contacted to verify a paper lease document. Consequently, the School District will not know how much rental payments should be coming from the school. The paper lease document was the old way of keeping records of leases before the introduction of the TRIRIGA system.

Testimony of Confidential Secretary Cassandra Santos

Testimony of Lead Custodian Kirk Patrick

Mr. Patrick stated he is the Lead Custodian at Inlet Grove and has been employed by the District for a total of four years. Mr. Patrick stated he is the custodian assigned to work during events that occur at the school after hours or weekends. Mr. Patrick stated he was not assigned to work at the school on May 12, 2018. Mr. Kirk added that a memorial service did not occur at the school on May 12, 2018.

Testimony of Custodian Jorge Castro

Mr. Castro did not speak English. Inlet Grove Administrative Assistant Elisa Espinoza assisted with interpretation of interview questions and testimony. Mr. Castro stated he has never worked on the weekends and that he was not assigned to clean the cafeteria on May 12, 2018.

Testimony of Custodian Ledys Sosa

Mr. Sosa did not speak English. Administrative Assistant Elisa Espinoza assisted with interpretation of interview questions and testimony. Mr. Sosa stated he has never worked on the weekends and that he was not assigned to clean the cafeteria on Saturday May 12, 2018.

Testimony of CEO/President Dr. Emma Banks

Ms. Banks stated she is the Chief Executive Officer (CEO), founder of Inlet Grove Community High School. Ms. Banks stated she has been the CEO and founder of Inlet Grove for fifteen years. Ms. Banks stated six custodial staff are assigned to clean the school and provide maintenance for school repairs. Custodial staff are not assigned to work weekends.

Ms. Banks stated former confidential secretary Jodi Ingram was the lease coordinator who resigned in June 2018. The current lease coordinator is a lease between the school and the community has two steps; the first step is that the confidential secretary enters the lease details in the District's TRIRIGA system, the second step is the approval process. Ms. Banks said she approves or denies leases. Ms. Banks stated last year she, Jodi Ingram and Cassandra Santos attended TRIRIGA training facilitated by the District staff.

Ms. Banks said that no funeral or memorial service occurred at Inlet Grove on May 12, 2018. Ms. Banks stated on August 4, 2017 and August 5, 2017, a repast and funeral occurred at the school for an Inlet Grove staff's family member. Ms. Banks stated when she became the CEO of Inlet Grove in 2003 funerals could occur at District schools. She said she did not know that funerals were prohibited in District schools until a conversation with former Superintendent Dr. Robert Avossa and former School Police Chief Lawrence Leon. Dr. Avossa and Chief Leon told her funerals with expired remains were not allowed to take place on District school campuses.

Ms. Banks stated she is not allowed to attend principal or policy meetings because Inlet Grove is a conversion charter school, and conversion charter schools are not invited to principal or policy meetings. Ms. Banks stated she is unaware of current or revised policies. Ms. Banks stated she would have continued to have funerals at the school if it had not been for Chief Leon and Dr. Avosa telling her funerals were not allowed on school campuses. Ms. Banks stated Dr. Avossa told her it is permissible to have a repast, but you cannot have an expired body on school grounds.

Testimony of former Confidential Secretary and Lease Coordinator Jodi Ingram

Ms. Ingram contacted the OIG telephonically on August 9, 2018 and stated that she worked for Inlet Grove from October 2016 through June 2018. Ms. Ingram stated while she worked at Inlet Grove; she was a confidential secretary and the lease coordinator. Ms. Ingram stated funeral services had occurred at the school in the past. Ms. Ingram stated while she worked as the confidential secretary, she would receive several phone calls from the surrounding community requesting quotes for memorial services, wakes, or repasts. Ms. Ingram stated she provided quotes for the services. Ms. Ingram stated she did not record a repast or memorial service in the District's TRIRIGA system on May 12, 2018, because a repast or memorial service did not occur on Inlet Grove school grounds.

Testimony of current Confidential Secretary and	l Lease Coordinator
stated she has been employed by Inlet and is the lease coordinator. stated her and inputting leases in the District's TRIRIGA system regarding a funeral occurring on May 12, 2018, because of the time.	tem. stated she has no information

Testimony of Dispatcher School Police Deborah Cross

On August 24, 2018, the OIG contacted School Police Dispatcher Deborah Cross. Ms. Cross stated that according to her records, Ms. Banks opened the school on May 12, 2018, at 7:12 AM, and that no memorial service was reported to have occurred at the school.

Investigative Review

The OIG attempted to obtain security video from Inlet Grove for May 12, 2018. The OIG determined that Inlet Grove's surveillance system is not equipped to record and retain surveillance footage beyond fourteen days. Dr. Banks stated during the month of May 2018 a school classroom was open for the nursing program students only and no memorial service was held at the school.

A review of Inlet Grove Community High School Lease Agreements for the Use of School Facilities provided by the school revealed that on August 4 and August 5, 2017, a repast and funeral took place at Inlet Grove auditorium and cafeteria (Exhibit 1). There was no lease agreement for a May 12, 2018 memorial service.

Dr. Banks provided the OIG an August 30, 2017, email between her and former Chief Operating Officer Dr. Donald Fennoy. The email shows that a discussion took place about lease agreements and funerals. Dr. Banks said that when she became aware that funerals could not take place on campus (Exhibit 2).

A review of the drop safe logs from May 1, 2018 through May 24, 2018, shows no deposit of \$1,487.50 (Exhibit 3).

Inlet Grove Contract Background

In response to an April 16, 2012, question from a former School Board Member (Jenny Prior Brown), former Chief of Support Operations Joseph Sanches responded as follows:

"The lease agreement with Inlet Grove for the "old Suncoast facility was for a two-year period from August 1, 2010 until July 31, 2012. The District wanted to avoid the cost of maintaining an empty building and making necessary safety improvements in the "old" Suncoast High School because the school is eventually going to be torn down. Inlet Grove agreed to take on the financial responsibility for a list of improvements knowing the lease could end in relatively short number of years. Inlet Grove asked that if they were allowed to keep 100% of the generated lease revenue they would agree to fund a list of improvements that were made part of the lease agreement. In

addition to the required improvements, Inlet Grove is also responsible for 100% of the utility costs for the school as well as minor maintenance.

The Board approved the two-year lease allowing Inlet Grove to keep 100% and provided they spend at least 30% of the gross lease revenue on School Boards approved alterations as set forth in the lease agreement. This 30% represents the funds that the District would have collected on the lease, much of which would have gone right back into the school to take care of repairs that Inlet Grove has agreed to take on themselves (Exhibit 4)." A seventh amendment lease agreement for the operation of Inlet Grove Charter High School has been attached to the original 2012 operational lease agreement and extended until July 31, 2019 (Exhibit 5).

According to Board Agenda RE-1 Former Suncoast High School Charter School Lease for the July 28, 2010, School Board Meeting, "The Tenant will be allowed to lease portions of the Leased premises in conformity with School Board Policy 7.18 Community Use of School Facilities and retain 100% of the gross lease revenue. Tenant shall be required to spend at least 30% on School Board approved alterations (Exhibit 6)."

Per School Board Policy 7.18 Community Use of District Facilities (6.b. i. & ii) Qualifications (Exhibit 7):

- b. The Process and criteria for applying for a lease requires that the potential lessee:
 - Request that the School District facility complete a web-based lease in IBM TRIRIGA.
 - Provide the required additional documentation as identified in the IBM TRIRIGA lease program with the web-based lease.
 - Provide a copy of the certificate of insurance requirements as outlined by the terms and conditions of the lease agreement, naming the School Board of Palm Beach County, Florida as an additional insured, with the lease Agreement.
 - Potential Lessee must not be in default on a prior-lease payment with any District facility. Potential lessee must have fully compensated the District for any damages resulting from prior use.
- g. Funeral services (i.e. services where the body or remains of the deceased person are present, including urns and caskets) are prohibited as a school sponsored event or under a lease. Memorial services commemorating the life of a deceased person shall only be permitted under the following circumstances:
- I. As school sponsored event for a student who was enrolled at the school at the time of death, or a current or former District employee, and the service shall be exclusively for the student, faculty, staff, and immediate family of the deceased and not open to the general public upon approval in advance by the Regional Superintendent, Chief Operating Officer and Chief of Police.
- II. Memorial services shall only be permitted under a lease under special circumstances conditioned upon:

- The service is accessory to a current ongoing lease (for example, an ongoing Church or public assembly lease), and conditioned upon approval in advance by the Regional Superintendent, Police Chief and Chief Operating Officer via Risk Management form PBSD #2498; or
- o If the individual being memorialized had a significant affiliation with the school and/or community, as determined by the Superintendent or Deputy Superintendent/Chief of Schools, and conditioned upon approval in advance by the Regional Superintendent, Police Chief, (including pursuant to section 17.a. below) and Chief Operating Officer via Risk Management form PBSD #2498.

The District's TRIRIGA lease payment histories for Inlet Grove Community High School shows eight leases occurred at Inlet Grove during the 2018 fiscal school year, totaling \$16,614.27 (See Table 1). The District TRIRIGA system shows no data entry of a memorial service occurring on May 12, 2018, or of a \$1,487.50 payment received.

(Table 1) TRIRIGA, Rental Contracts

		, Rental Contracts					
Fiscal Year	School Name	Lessee Company	Contract Name	Date Approved	Total Cost	Total Paid	Total Remaining
2018	Inlet H.S.	Emma Neal	Repast	11/17/17	\$280.90	\$280.00	\$.90
2018	Inlet H.S.	ADIVA Prod, LLC	Here I Am		Canceled	\$0.00	\$0.00
2018	Inlet H.S.	Helping out People Everywhere	H.O.P. E	11/03/17	\$3,841.67	\$3,841.67	\$0.00
2018	Inlet H.S.	The Way of Hope Minis	Summer Camp		Draft	\$0.00	\$0.00
2018	Inlet H.S.	Temple DE LA Restoration LW, Inc.	Temple DE LA Restoration LW, Inc.	06/06/18	\$10,384.20	\$10,384.20	\$0.00
2018	Inlet H.S.		SEIU		Canceled	\$0.00	\$0.00
2018	Inlet H.S.	City of Riviera Bch	City of Riviera Bch Concert	03/14/18	\$2,107.50	\$2,107.50	\$0.00
2018	Inlet H.S.	Mildred Green	Mildred Green		Canceled	\$0.00	\$0.00
Total					\$16,614.27	\$16,613.37	\$0.90

Dr. Banks stated Inlet Grove does not have access to enter financial transactions in the District's School Cash Online System to document financial balances of internal accounts. Inlet Grove has developed an in-house internal account system that is maintained by staff. According to the documents obtained from Dr. Banks forty-nine bank checks were deposited in Inlet Grove's internal account between May 1, 2018 and May 21, 2018, totaling \$13,822.06 (Exhibit 8). Of the forty-nine checks deposited there was no check for a memorial service payable to Inlet Grove for \$1,487.50 (See Table 2).

(Table 2), Inlet Grove Internal Accounts

(Table 2), Inlet Grove I Date	Payment Method	Activity	Amount
05/01/2018	Check	Other General Fee	\$150.00
05/02/2018	Check	Donation	\$50.00
05/02/2018	Check	Fundraiser	\$125.00
05/02/2018	Check	Other General Fee	\$75.00
05/07/2018	Check	Other General Fee	\$300.00
05/07/2018	Check	Other General Fee	\$300.00
05/07/2018	Check	Fundraiser	\$500.00
05/08/2018	Check	Other General Fee	\$150.00
05/08/2018	Check	Other General Fee	\$150.00
05/08/2018	Check	Other General Fee	\$150.00
05/08/2018	Check	Other General Fee	\$150.00
05/08/2018	Check	Other General Fee	\$150.00
05/09/2018	Check	Other General Fee	\$150.00
05/10/2018	Check	Other General Fee	\$75.00
05/10/2018	Check	Other General Fee	\$100.00
05/10/2018	Check	Other General Fee	\$500.00
05/10/2018	Check	Other General Fee	\$300.00
05/10/2018	Check	Other General Fee	\$300.00
05/11/2018	Check	U.S. Army Recruiting	\$1500.00
05/11/2018	Check	Other General Fee	\$90.00
05/11/2018	Check	Other General Fee	\$150.00
05/11/2018	Check	Other General Fee	\$150.00
05/11/2018	Check	Fundraiser/Donation	\$300.00
05/14/2018	Check	Other General Fee	\$150.00
05/14/2018	Check	Fundraiser	\$500.00
05/14/2018	Check	Student Sponsorship	\$1500.00
05/14/2018	Check	Other General Fee	\$300.00
05/14/2018	Check	Other General Fee	\$150.00
05/14/2018	Check	Other General Fee	\$150.00
05/14/2018	Check	Other General Fee	\$300.00
05/14/2018	Check	Other General Fee	\$150.00
05/15/2018	Check	Other General Fee	\$300.00
05/15/2018	Check	Other General Fee	\$250.00
05/15/2018	Check	Other General Fee	\$150.00
05/16/2018	Check	Other General Fee	\$150.00
05/16/2018	Check	Other General Fee	\$300.00
05/16/2018	Check	Donation/St. Mary's Hosp.	\$1,000.00
05/16/2018	Check	Other General Fee	\$150.00
05/16/2018	Check	Other General Fee	\$150.00
05/17/2018	Check	Donation/Toyota	\$250.00
05/17/2018	Check	Donation	\$1,000.00
05/17/2018	Check	Other General Fee	\$150.00
05/17/2018	Check	Other General Fee	\$150.00
05/17/2018	Check	Other General Fee	\$150.00
05/18/2018	Check	Other General Fee	\$100.00
05/18/2018	Check	Other General Fee	\$150.00
05/18/2018	Check	Other General Fee	\$200.00
05/21/2018	Check	Other General Fee	\$7.06
05/21/2018	Check	Other General Fee	\$150.00
Total:			\$13,822.06

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The OIG reviewed Inlet Grove's leasing account bank statements from April 30, 2018 through May 31, 2018. Inlet Grove's Bank Deposit Summary shows an account balance of \$3,177.10 as of April 30, 2018 and an ending balance of \$3,177.10 as of May 31, 2018, (See Table 3). No funds were deposited in May 2018 (Exhibit 9).

(Table 3) BB&T Bank Account Summary for Leases

Previous Balance as of April 30, 2018	\$3,177.10
Checks	\$0.00
Other Withdrawals, debits and service charges	\$0.00
Deposits, credits and interest.	\$0.00
Account balance as of May 31, 2018	\$3,177.10

Based on the information obtained and documents reviewed the OIG determined that there was no funeral service at the school on May 12, 2018. The allegation that Inlet Grove Community High School staff did not input \$1,487.50 received for a lease payment into the District's TRIRIGA or School Online Cash System was **Unsubstantiated**.

RECOMMENDATIONS

It is recommended that no further action be taken regarding this matter.

AFFECTED PARTY NOTICE

In accordance with School Board Policy 1.092 (8)(b)(iv), on October 1, 2018, Dr. Emma Banks, Jodi Ingram and Cassandra Santos were notified of the investigative findings and provided with an opportunity to submit a written response to these findings.

On October 2, 2018, Dr. Emma Banks responded via email concurring with the findings of the investigation (Exhibit 10). No responses were received from Jodi Ingram and Cassandra Santos.

DISTRIBUTION

Palm Beach County School Board Members Donald E. Fennoy II, Superintendent Audit Committee Members Office of Professional Standards OIG file

OIG Case #19-805

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Investigation Conducted by:

Robert Sheppard, CIGI, Senior Investigator

Date

Investigation Supervised by:

Oscar Restrepo, CIGI, Director of Investigations

Date

Investigation Approved by:

K. Lung Chiu, CIG, Inspector General

Date

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

EXHIBIT#1 Inlet Grove Community High School Lease Agreement For use of School Facilities (REDACTED)

Inlet Grove Community High School Lease Agreement for the Use of School Facilities

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Fiscal Year School Number Lease Number
2017 1461 1060

☐ Non-Profit ☐ Commerical	Authorized Fee Walver Authorized In-kind Contribution	☐ Interlocal Agreeme	mt.		
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elow and for no o	ther purpose, and will abide by all other ten	ns and conditions listed on t	this lease, front and	back, and Exhibit(s)	(listed halow)
ttached hereto.			,	,	Second Second
Ixhibits		Funeral Saturday, Au	gust 5		
Attached is proof o	f insurance (if required)				
		QUOTE			
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Signature of Lessee

Inlet Grove Community High School Payment Activity

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TOTAL

TOTAL BALANCE DU \$

Event: Lessee: Date of Event: Time of Event:	F	uneral Ŝatu	rday, August 5	Lease No. Date of Lease	
			Til CET YOU'S		
**************************************	Section 24	MOUNT	FACILITY RENTAL	1	
SUBTOTAL	\$	255.00	TYPE	DATE	ВУ
PAYMENT 1	\$	250.00	MO# 24670604395	8/4/2017	Coach Smith
PAYMENT 2		\$5.00) Cash		Coach Smith
PAYMENT 3				0, 1,201,	Cotton Shiftin
BALANCE	\$	Mr			
	J	CUST	ODIAL SERVICE PAY	YMENT	
	Al	MOUNT			
SUBTOTAL	Spire	240.00	TYPE	DATE	BY
PAYMENT 1	\$	940.00	Cash	8/4/2017	Coach Smith
PAYMENT 2				0/ 1/ 2017	Coach Sinin
BALANCE	\$	-	-		
				4	
DEPOSIT	\$	200.00	*Paid the day of contrac	t to hold the date	
			·		•

Prepared By: Jody Ingram
Updated: 8/4/2017

Inlet Grove Community High School Lease Agreement for the Use of School Facilities

Fiscal Year	School Number	Lease Number
2017	1461	1061

•					· · · · · · · · · · · · · · · · · · ·
PREQUALIFIED	A.Q.				
Non-Profit					
	☐ Authorized Fee Waiver				
☐ Commerical	☐ Authorized In-kind Contribution	[] Interlocat Agreem	ent		
THE ACTION OF	APP d / f w / All		<u></u>		•
	NT made on (date mm/dd/yyyy)	7/25/2017	between INL	ET GROVE COMMUN	NTY HIGH SCHOOL
as the Lessor, and	he Lessee and Lessee takes and hires from I		, as the Lessa	e. That, by signing this	agreement. Lessor de
nereby lease unto the	ne Lessee and Lessee lakes and hires from I	essor the premises describe	ed below, for the c	late(s) and time(s) descr	ibed
pelow and for no ol attached hereto.	ther purpose, and will abide by all other terr	ns and ocnditions listed on	this lease, front ar	id back, and Exhibit(s) (listed below)
Exhibits			a ct ul		
		Repast	0/4/17	?'	
Attached is proof or	f insurance (if required)				
	•	QUOTE			•
INTERIOR SPAC	E/ EXTERIOR SPACE/ EXTERIOR LI	CHTING			
	scription and hourly rate	,			
Description '			Hours	House Date	
epast 2pm-4pm Ca	ıfeteria		2.00	Hourly Rate	Total Amount
			2.00	\$0.00	\$0.0
		p.,			\$0.0
					\$
					\$.
e Waiver (if applic	cable)			Subtatal	\$
-kind Contribution				anntotat K	folia Of 1 D
	,	2.6		Inlet Group O	lake Check Payable to
				AMOL GIOVE C	ommunity High School
	<u>.</u>				-
				*DEFUNDADI S	
			*Dano	*REFUNDABLE sit will not be refunded	
USTODIAL SERV	VICES		Depo	ore men not he letallités	it event is cancelled
e schedule for desc	ription and hourly rate				

escription ·		Hours	Hourly Rad	Number of	Total Amount
ening 1:30pm		. 0,5	\$ 35.	Custodlan	, , , , , , , , , , , , , , , , , , ,
n-4pm		2	\$ 35.	· · · · · · · · · · · · · · · · · · ·	\$ 17.50
т-брт		2			\$ 140.00
	· · · · · · · · · · · · · · · · · · ·		\$ 35.	00 2	\$ 140.00
			 	<u>- </u>	
Waiver (if applica	ahle)				~~~
kind Contribution	role)	_		Subtotal	
KIRI COMMIDUUM				M	lake Check Payable to
					Clotee Banks
		•			
•	•		T	ofal Price (w deposit)	\$ 297.50
	i e		Tog	al-Price (w/o deposif)	\$ 297.50
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J = M					Market Springer Committee of the Committ
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<u>Dryncet</u>	-CATADO	ر در	profession and the same of the	7 1	
nature of Lessee		· /	Car Co	The state of the s	- Carrier -
	•		27	gnature of Principal (E)	unta. T. Banks, Ed.D.)
		4		,	

All payment will be going towards amount highlighted in yellow.

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Signature of Lessee

Inlet Grove Community High School Payment Activity

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Event: Lessee:		Repa	st	Lease No. Date of Lease	1061
Date of Event:					-
Time of Event:				-	
				M-Lund	
			FACILITY RENT	TAL	
Partie . The said Street Land . Street	AM	IOUNT	TYPE		
SUBTOTAL	\$		TYPE	DATE	ВY
PAYMENT 1				<u> 1 a. 1</u> e da - 201a, 1 aaste - 2	
PAYMENT 2	!				
PAYMENT 3					
					
BALANCE	\$		-		
	<u> </u>				
		CUSTO	DIAL SERVICE I	PAYMENT	
	AM	OUNT			
SUBTOTAL	\$.227.50	ТУРЕ	DATE	BY
PAYMENT 1	\$	297.50	cash	011/0010	The same of the sa
PAYMENT 2	ΙΨ-	271.30	Casn	8/4/2017	1
BALANCE	297.50				
	271130	•		<u> </u>	
DEPOSIT	\$		*Paid the day of co	ntract to hold the dat	·n
			1 ma the day of ee	minect to note the dat	C
TOTAL .			~ a		
TOTAL BALANCE DU	\$		Carlo Dan	× 8/4/17	
	···		House The	8/4/17	
			V = I = V	•	

Prepared By: Jodi Ingram
Updated: 8/4/2017

1018 07:59:46 1028 103 1041 1008 102/15/2018 108 109						s for FY17/18	Inlet Grove Rental Contract
t Name Lease ID Date Lessee Company Lessee Type Lessee Company Status School Facility r Camp LID - 2018 - 1461 - 1008 02/15/2018 The Way of Hope Ministries Inc Non-Profit (Taxable) Active Inlet Grove @ Old Suncoast iViera Beach Concert LID - 2018 - 1461 - 1006 01/31/2018 TEMPLE DE LA RESTORATION LW, INC. Non-Profit (Taxable) Active Inlet Grove @ Old Suncoast De La Restoration, Inc. LID - 2018 - 1461 - 1006 01/31/2018 TEMPLE DE LA RESTORATION LW, INC. Non-Profit (Taxable) Revision In Progress Inlet Grove @ Old Suncoast Iorida Public Services Union LID - 2018 - 1461 - 1005 01/24/2018 11/17/2017 ADIVA PRODUCTIONS, LLC Commercial Draft Inlet Grove @ Old Suncoast In De 2018 - 1461 - 1002 10/30/2017 MILDRED GREEN Commercial Active Inlet Grove @ Old Suncoast Green LID - 2018 - 1461 - 1002 10/30/2017 MILDRED GREEN Commercial Draft Inlet Grove @ Old Suncoast							
t Name Lease ID Date Lessee Company Lessee Type Lessee Company Status School Facility r Camp LID - 2018 - 1461 - 1008 02/15/2018 The Way of Hope Ministries Inc Non-Profit (Taxable) Active Inlet Grove @ Old Suncoast Riviera Beach Concert LID - 2018 - 1461 - 1006 01/31/2018 TeMPLE DE LA RESTORATION LW, INC. Non-Profit (Taxable) Active Inlet Grove @ Old Suncoast De La Restoration, Inc. LID - 2018 - 1461 - 1006 01/24/2018 TeMPLE DE LA RESTORATION LW, INC. Non-Profit (Taxable) Revision In Progress Inlet Grove @ Old Suncoast Include Services Union LID - 2018 - 1461 - 1005 01/24/2018 11/17/2017 ADIVA PRODUCTIONS, LLC Commercial Draft Inlet Grove @ Old Suncoast Green LID - 2018 - 1461 - 1002 10/30/2017 MILDRED GREEN Commercial Active Inlet Grove @ Old Suncoast Green LID - 2018 - 1461 - 1002 10/30/2017 MILDRED GREEN Commercial Draft Inlet Grove @ Old Suncoast							08/03/2018 07:59:46
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EXHIBIT#2

August 30, 2017, Email correspondence between

Dr. Banks and Dr. Fennoy





Emma Banks <emma.banks@pbcharterschools.org>

Fwd: Lease Agreement

1 message

Emma Banks <emma.banks@pbcharterschools.org> Wed, Aug 30, 2017 at 10:26 AM To: Donald Fennoy <donald.fennoy@palmbeachschools.org>, Jim Pegg <jim.pegg@palmbeachschools.org>, "Robert Avossa (Superintendent)" <avossa.rm@palmbeachschools.org>, Dr Charles W Woodard <chiefpsy@yahoo.com>

Thank you very much. I really appreciate it. We need to know when changes are taking place so that I plus we can be in compliance. With 50 years in education, I am not interested in going against policies that are in place, but I will continue to be an advocate for children. I really hope one day that some district employee will stop informing me that "You are a

charter school and you do what ever you want. That's not a true statement.

Dr. Banks.

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

From: Donald Fennoy <donald.fennoy@paimbeachschools.org>

Date: Tue, Aug 29, 2017 at 4:53 PM Subject: Re: Lease Agreement

To: Emma Banks <emma.banks@pbcharterschools.org>

Cc: "Robert Avossa (Superintendent)" <avossa.rm@palmbeachschools.org>, Dr Charles W Woodard <seedconsultation@gmail.com>, Wanda Paul <wanda.paul@palmbeachschools.org>, Jim Pegg

<jim.pegg@palmbeachschools.org>, Kristin Garrison <kristin.garrison@palmbeachschools.org>, Blair LittleJohn
<blair.littlejohn@palmbeachschools.org>, A Denise Sagerholm <adenise.sagerholm@palmbeachschools.org>, Joyell

Shaw <joyell.shaw@palmbeachschools.org>

Dr. Banks,

I'm not able to speak to what was communicated in the past. What i will say that moving forward, we will make sure your team with be given the procedures for leasing district facilities. The team will also schedule a time so that members of your team can be trained on the appropriate procedures moving forward. The letter you received from me was sent to level set expectations and to clarify district policies moving forward. I will instruct the leasing team to reach out to your team as procedures and policies are changed or adjusted by the staff and board.

Thank you!

Donald

Donald E. Fennoy II, Ed.D. Chief Operating Officer School District Palm Beach County 3300 Forest Hill Blvd. West Palm Beach, FL 33406

Phone: 561-357-7573

E-Mail: donald.fennoy@palmbeachschools.org

On Tue, Aug 29, 2017 at 3:30 PM, Emma Banks <emma.banks@pbcharterschools.org> wrote: Good Afternoon Dr. Fennoy:

Please be aware that I am following my lease agreement and I was not aware that funerals could not be held on Inlet Grove Community High School campus. In the past, funerals were allowed on all district properties. Before I ever allowed a funeral, I was given permission from the district real estate office (Mr. Barry Present). When Dr. Avossa informed me, that funerals were not allowed, I immediately informed my staff.

This is why I requested permission to attend the opening of school meeting, so that I would be aware of any new policy changes.

We report the monies every year to the district as required. The account is kept as is indicated in your letter. If you have any questions, please contact Mr. Barry Present's office and they can provide you with the information.

We only had a FALL festival to raise money for our school clubs. We have also tried to have a Flea Market with no success.

Do I need to get approval for school activities that we have in the evenings? Such as fashion shows, talent shows, dance competition and plays? These are evening activities sponsored by our clubs on our campus to help raise money for our school.

When the district school board members want to have a forum at Inlet Grove Community High School, do I need approval from you?

In the future, would you please provide me with any changes to School District policies therefore I can remain compliant.

Please see attachments.

Thank you in advance for your cooperation in this matter.

Sincerely,

Dr. Emma Banks





Emma Banks <emma.banks@pbcharterschools.org>

Fwd: Lease Agreement

1 message

Emma Banks <emma.banks@pbcharterschools.org>

Wed, Aug 30, 2017 at 10:26 AM

To: Donald Fennoy <donald.fennoy@palmbeachschools.org>, Jim Pegg <jim.pegg@palmbeachschools.org>, "Robert Avossa (Superintendent)" <avossa.rm@palmbeachschools.org>, Dr Charles W Woodard <chiefpsy@yahoo.com>

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Dr. Banks.

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

From: Donald Fennoy <donald.fennoy@palmbeachschools.org>

Date: Tue, Aug 29, 2017 at 4:53 PM Subject: Re: Lease Agreement

To: Emma Banks <emma.banks@pbcharterschools.org>

Cc: "Robert Avossa (Superintendent)" <avossa.rm@palmbeachschools.org>, Dr Charles W Woodard <seedconsultation@gmail.com>, Wanda Paul <wanda.paul@palmbeachschools.org>, Jim Pegg

<jim.pegg@palmbeachschools.org>, Kristin Garrison <kristin.garrison@palmbeachschools.org>, Blair LittleJohn
<blair.littlejohn@palmbeachschools.org>, A Denise Sagerholm <adenise.sagerholm@palmbeachschools.org>, Joyell

Shaw <joyell.shaw@palmbeachschools.org>

Dr. Banks,

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Thank you!

Donald

Donald E. Fennoy II, Ed.D. Chief Operating Officer
School District Palm Beach County
3300 Forest Hill Blvd.
West Palm Beach, FL 33406
Phone: 561-357-7573

E-Mail: donald.fennoy@palmbeachschools.org

On Tue, Aug 29, 2017 at 3:30 PM, Emma Banks <emma.banks@pbcharterschools.org> wrote: Good Afternoon Dr. Fennoy:

EXHIBIT#3 Inlet Grove Community High School Drop-Safe Logs from May 5, 2018 thru May 24, 2018



Drop Safe Log

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Drop Safe Log

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

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EXHIBIT#4 Palm Beach County School District Board Document Minutes

Boars Doc's

On April 16 Board Member Jenny Prior Brown asked the following questions regarding Board Item PR5 - Inlet Grove Community High School Lease Amendment

Question: As I understand it, this charter school gets to utilize our SD facility for \$0 rent. Please explain why charter schools can turn around and rent our property for a profit.

Response: Inlet Grove and South Tech are conversion charter schools that have specific agreements that address their use of School District facilities. Inlet Grove was located at the School Board's former North Tech campus in Riviera Beach. The Conversion Charter Agreement was a five year agreement from July 1, 2004 - June 30, 2009 and allowed Inlet Grove to lease specific areas of the North Tech campus. The School Board was to receive 10% of the rental income. This was the same arrangement for both Inlet Grove and South Tech in the original agreements.

Question: Do we allow all charter schools?

Response: No, the majority of the charter schools are not located in School Board facilities.

Question: Please justify the revenue sharing in this lease.

Response: Inlet Grove was selected from an RFP to move into the vacated "old" Suncoast HS facility that was earmarked for demolition and slated to become the site for the new Riviera Beach Area HS (03-MMM). The Board decided to make the "old" Suncoast HS facility available to charter schools after the decision was made to place the demolition of the "old" Suncoast HS on hold pending funding for the new Riviera Beach Area HS (03-MMM).

The lease with Inlet Grove for the "old" Suncoast facility was for a two year period from August 1, 2010 until July, 31, 2012. The District wanted to avoid the cost of maintaining an empty building and making necessary safety improvements in the "old" Suncoast HS because the school is eventually going to be torn down. Inlet Grove agreed to take on the financial responsibility for a list of improvements knowing the lease could end in a relatively short number of years. Inlet Grove asked that if they were allowed to keep 100% of the generated lease revenue they would agree to fund a list of improvements that were made part of the lease agreement. In addition to the required improvements, Inlet Grove is also responsible for 100% of the utility costs for the school as well as minor maintenance.

The Board approved the two year lease allowing Inlet Grove to keep 100% and provided they spend at least 30% of the gross lease revenue on School Board approved alterations as set forth in the lease agreement. This 30% represents the funds that the District would have collected on the lease, much of which would have gone right back into the school to take care of repairs that Inlet Grove has agreed to take on themselves.

Joseph Sanches

Chief of Support Operations

561-357-7573



EXHIBIT#5

Palm Beach County School District Seventh Amendment to Lease Agreement

&

Inlet Grove Community High School

SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA SEVENTH AMENDMENT TO LEASE AGREEMENT between

SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA (School Board)

and

Inlet Grove Community High School, Inc.

Conversion Charter School

(Tenant)

SEVENTH AMENDMENT TO LEASE AGREEMENT

THIS SEVENTH AMENDMENT TO LEASE made and entered into, by and between SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA, a corporate body politic, existing under the laws of the State of Florida (the "School Board") and INLET GROVE COMMUNITY HIGH SCHOOL, INC., a Conversion Charter School as defined by Florida charter school law and a Florida non-profit corporation ("Tenant").

RECITALS:

WHEREAS, School Board, in its capacity as Sponsor, and Tenant are parties to that certain Conversion Charter School Contract dated August 19, 2009 (the "Charter Contract"), which governs the Tenant's operation as a charter school in Palm Beach County, Florida;

WHEREAS, the School Board is the owner of certain real property situated in Palm Beach County, Florida, at 600 West 28th Street and known as former Suncoast High School, which property is depicted in Exhibit "A" attached hereto (hereinafter "the School"); and

WHEREAS, on July 28, 2010, the School Board approved leasing the School to Tenant beginning August 1, 2010 and expiring on July 31, 2012 (the "Lease"); on April 18, 2012 approved the first Amendment to the Lease Agreement expiring July 31, 2013; on May 15, 2013 approved the Second Amendment to the Lease Agreement expiring July 31, 2014; on May 13, 2014 approved the Third Amendment to the Lease Agreement expiring on July 31, 2015; on May 12, 2015 approved the Fourth Amendment to the Lease Agreement expiring July 31, 2016; on June 15, 2016 approved the Fifth Amendment to the Lease Agreement expiring July 31, 2017, on May 10, 2017 approved the Sixth Amendment to the Lease Agreement expiring June 30, 2018; and

WHEREAS, pursuant to Section 1.03 of the Lease, Tenant has requested that the School Board amend the Lease to permit Tenant to occupy the School's campus, on a temporary basis and extend the term of the Lease to facilitate Tenant's use for charter school purposes.

WITNESSETH:

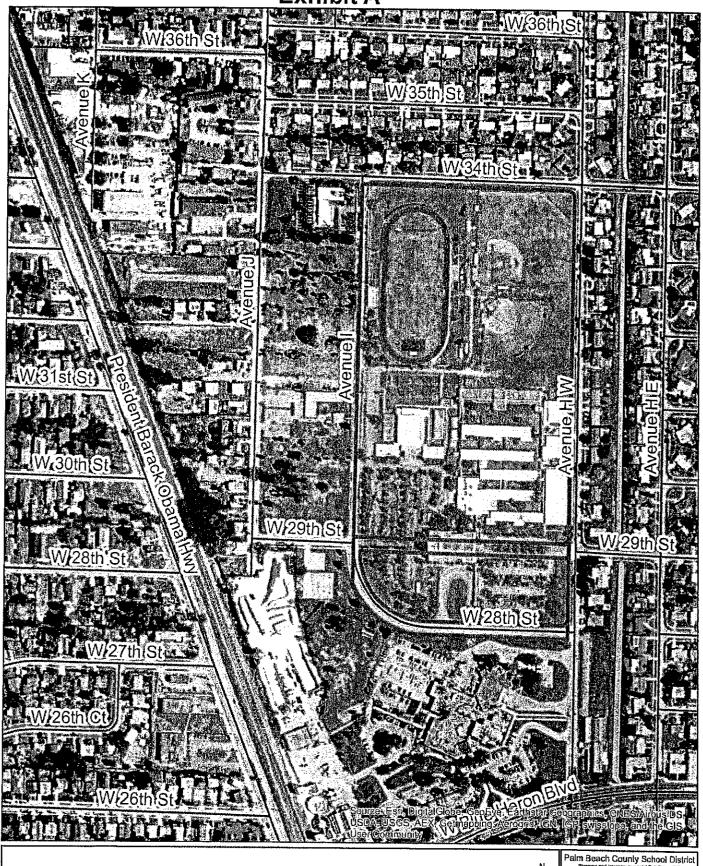
NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

- 1. The foregoing recitals are true and correct and incorporated herein by reference. Terms not defined herein shall have the same meaning as ascribed to them in the Lease.
- 2. Section 1.02 of the Lease is hereby amended to provide that the Term of the Lease has been extended until July 31, 2019.

3. Except as specifically modified by this Seventh Amendment, all of the terms, conditions and provisions of the Lease not amended herein shall remain unmodified, in full force and effect, and are hereby ratified, confirmed and adopted by the parties.

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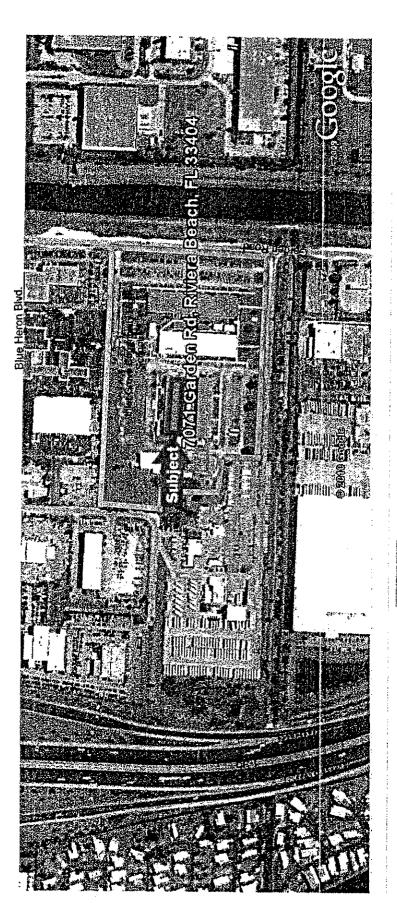
IN WITNESS WHEREOF, the parties had Amendment to Lease as of the day and year	nereto have duly executed this Seventh r first above written.
Date of Execution: 6/2///8	
ATTEST: (Signature) (Christophia Caristant (Title)	Inlet Grove Community High School, Inc., a Florida non-profit corporation By: Academy (Signature)
	Its: <u>CEO/President</u> (Title)
	SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA, a corporate body politic
ATTEST:	•
	By: Chuck Shaw, Chairman
BY:	ent
(Seal)	
APPROVED AS TO FORM AND	
LEGAL SUFFICIENCY & Digital Disc. Beach	alfy signed by Blair LittleJohn n≈Blair LittleJohn, o≈5chool Board of Palm 1 County, ou≔Office of General Counsel,
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School Board Property

Waterways

- Roads



INLET GROVE COMMUNITY HIGH SCHOOL

of Contract: Inlet Grove - Joseph	Litties Nguzo Saba Lease	Board Item
		Board Meeting Date
	CONTRACT REVIEW CH	ECKLIST
Contract Terms:	0	
Term (Duration of Contract)	August 18, 2010 through	
Termination Clause	Article XIII Tenant may prior notice.	terminate early upon 60 days
Insurance /Indemnification	Incorporates provisions Agreement	of Article 26 of Charter
Liability issues	N/A	
Confidentiality Provision	N/A	
Warranties	Premises accepted in its	"As Is" condition
Labor Issues	N/A	
Disclaimers	N/A	
Background Screening	N/A	
Commercial Non-Discrimination per Policy 6,144	Section 4.04	Alcoh I
Governing Law & Venue	Florida law and Palm Be	ach County venue
Business Principles:		
AAA(c)	Comm	ents
Fees		
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Other Issues:		
	N/A Cornn	nents
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Non-Negotiable Issues	None	The state of the s
Miscellaneous Issues		
Special Considerations:		
Reviewed and approved	as to form and legal sufficiency	v. Yes ☐ No ☐
	Plan no 3	9/3/10
	By: Attorney (N	Name and Date)

EXHIBIT#6

Palm Beach County School District

RE: -1 Former Suncoast High School Charter School Lease Recommendations



July 28 , 2010

Title: RE- 1 Former Suncoast High School Charter School Lease Recommendation:

PASSED 6-0

I recommend the School Board approve the Lease Agreement between Inlet Grove Community High School, Inc., a Conversion Charter School and the School Board of Palm Beach County for the former Suncoast High School located at 600 West 28th Street, Riviera Beach, and authorize the Chairman and Superintendent to sign all necessary documents.

Description:

- Suncoast High School is relocating to their new campus located at 1717 Avenue "S", Riviera Beach, for the 2010-2011 school year.
- 2. The former Suncoast High School has been declared as "interim" and is available for lease.
- On March 29, 2010 the School District distributed a Solicitation to Charter Schools to lease property at the former Suncoast High School, (See Exhibit "A")
- Inlet Grove Community High School, Inc., a Conversion Charter School was the only school to submit a proposal.
- 5. Inlet Grove Community High School met all the eligibility requirements.
- 6. The term of the lease shall commence on August 1, 2010 and extend until July 31, 2012.
- 7. Inlet Grove may request one year extensions that will require School Board approval.
- The tenant may not make any improvements, additions, modifications or alterations to the Leased Premises without School Board approval.
- The School Board shall be responsible to make repairs to the roof, structural, electrical and plumbing systems.
- 10. The Tenant will be allowed to lease portions of the Leased Premises in conformity with School Board Policy 7.18 Community Use of School Facilities and retain 100% of the gross lease revenue. Tenant shall be required to spend at least 30% on School Board approved alterations.
- 11. The School Board and Tenant shall be responsible for the respective improvements set forth in Exhibit "C". The School Board's portion of these improvements is not to exceed approximately \$305,000.00.
- 12. Tenant shall be responsible for all utility fees related to the operation of the Lease Premises.
- 13. Upon termination or expiration of the lease the tenant shall be permitted to reoccupy its original facility "inlet Grove".
- 14. If the School Board determines that the Leased Premises shall be demolished to prepare for the construction of the New Riviera Beach Area High School, the School Board has the right to terminate the lease by providing tenant 120 days prior written notice. The School Board shall pay all reasonable moving costs associated with Tenant's relocation back to the original facility, in an amount not exceed \$35,000,00
- 15. Board approval is contingent upon execution of the lease by Inlet Grove.

Financial Impact:

The financial impact to the Capital Project's Fund Budget is not to exceed \$325,000.00

For Additional Information, contact:

Joseph M. Moore (moorei@palmbeachschools.org)

Joseph Sanches (sanchesi@palmbeachschools.org)

EXHIBIT#7

Palm Beach County School District
Policy 7.18

Community Use of District Facilities



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School Board Policies

Section

Ch. 7. Facilities and Operations

Title

Community Use of District Facilities

Number

7.18

Status

Active

Adopted

February 18, 1972

Last Revised

June 6, 2018

Policy 7.18 - Community Use of District Facilities

1. Purpose

The School Board recognizes that the use of facilities by the public may be mutually beneficial to all parties involved. In accordance with Fla. Stat. §§ 1001.43(5) and 1013.10, the Board may adopt policies and procedures necessary to protect school facilities and grounds when used by the community. This policy is to provide uniform procedures for the use of the District's facilities by the public.

2. Definitions

- a. Commercial Organizations shall include all for-profit organizations and private individuals.
- b. <u>Non-profit Organizations</u> shall include civic, religious, or community organizations that qualify as non-profit entities under the Internal Revenue Service Code and/or are a not-for-profit corporation under the law of a state and/or governmental entities.
- c. <u>Behavioral Health, Cooperative or Service Agreement Agencies</u> shall mean not-for-profit organizations that have an agreement with the School Board for the benefit of the children, and/or schools and/or District.
- d. <u>Interlocal Agreement</u> shall mean an agreement entered into by the School Board and one or more governmental entities under the authority of and for the purposes set forth in Chapter 163, Florida Statutes.
- e. <u>Polling Places</u> shall include the Supervisor of Elections and individual municipalities for securing sites for their elections.
- f. <u>School-Based Organizations</u> shall mean those volunteer organizations generated by the existence of a District-operated, non-charter school (e.g. School Foundations, booster clubs, parent-teacher organizations or associations).
- g. <u>Employee-Based Organizations</u> shall mean District-recognized employee organizations such as the Staff Association, Principal's Association, labor unions representing employees, Wellness Partners, Corporate Care Works, and professional associations and or other organizations that provide professional development opportunities primarily for the benefit of District employees or school-based personnel (i.e., school nurses).
- h. <u>Girl and Boy Scouts</u> shall mean the Girl Scouts of the United States of America and the Boy Scouts of America.
- a. <u>Potential Lessee</u> shall mean an individual, entity or organization that has made a request to lease a District property or facility.

j. <u>In-Kind Contribution</u> shall mean payment in goods or services that directly benefits a school or facility in lieu of the payment of money.

3. Policy Statement

The Superintendent or designee shall manage and supervise the leasing process for community use of District facilities using industry best practices. By permitting community uses of District properties and facilities, it is not the intent of the School Board to create or open any Palm Beach County School District property or facility as a public forum or a limited public forum for expressive activity, nor is it the intent of the School Board to create a venue or forum for the expression of partisan political or controversial subjects which are inconsistent with the educational mission and vision of the School Board and the community values or which could be perceived as bearing the imprimatur or endorsement of the School Board.

4. Aquatic Facilities of the District

School District aquatic programs, practices and scheduled meets will have priority for the use of District swimming pool facilities. Swimming pool facilities are to only be leased for aquatic programs and competitive activities such as swimming, diving, water polo practices and competitions and shall not be leased for leisure activities such as pool parties and/or open swims.

5. Filming

- a. If the lease involves Filming as defined in Policy 2.54, in addition to the lease, the approval of the Superintendent is required pursuant to Policy 2.54 and the additional conditions of Policy 2.54 must be included in the permit issued by the Palm Beach County Film and Television Commission or an addendum to the lease.
- b. In cases where there are clear benefits to the District or its students, the Superintendent has the authority to waive leasing fees for filming, as determined to be in the best interests of the School Board. The Facility Lease Fee Waiver Documentation form PBSD #2574 must be completed, fully executed and uploaded to the IBM Tririga system.

6. Qualification

- a. All qualified entities as defined in sub paragraphs 2 a, b, d, f, g, and h, above, and set forth in the Matrix, which is incorporated herein by reference and attached hereto, including those under an Interlocal Agreement as stated below in Paragraph 10, shall be required to complete a lease agreement in the IBM Tririga system. A lease is required for all non-school events, non-District events and non-school sponsored events. A lease is required for all events for School-Based Organizations (PTA, PTO, PTSA) except for regular PTA, PTO, PTSA meetings. All PTA, PTO, or PTSAs must provide a copy of their certificate of insurance naming the School Board of Palm Beach County, Florida as an additional insured to their respective school principal upon renewal each year.
- b. The process and criteria for applying for a lease requires that the Potential Lessee:
 - i. Request that the School District facility complete a web based lease in IBM Tririga.
 - ii. Provide the required additional documentation as identified in the IBM Tririga lease program with the web based lease.
 - iii. Provide a copy of the certificate of insurance including insurance requirements as outlined by the terms and conditions of the lease agreement, naming the School Board of Palm Beach County, Florida as an additional insured, with the Lease Agreement.
 - iv. Potential Lessee must not be in default on a prior-lease payment with any District facility. Potential Lessee must have fully compensated the District for any damage resulting from prior use.
- c. Applying for a lease does not obligate the District or its Principal/Director to agree to lease to that Potential Lessee. Principals/Directors shall use their discretion in only approving Potential Lessees and events or activities that are not inconsistent with the educational mission and vision of the School Board and the community values. Principals/Directors shall decline to enter into a lease with a Potential Lessee for activities or events that include partisan political rallies. Principals/Directors shall use their discretion in deciding whether to approve or not approve a Potential Lessee when the activity or event is anticipated to address controversial social issues. Factors to be considered by a Principal/Director in making the decision to approve or not approve a particular activity or event, include but are not limited to: the community standards where the school is located; the consistency of the event or activity with

EXHIBIT#8 Inlet Grove Community High School Monies Collection Report

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Monies Collected Report

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Inlet Grove Community High School, Inc. 600 West 28th Street Rivera Beach, FL 33404 (561)881-4609x24609 annette.gardner@palmbeachschools.org http://www.inletgrovehs.com

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21672 DATE 05/01/2018

PMT METHOD

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DATE

ACTIVITY

OTY

AMOUNT

05/01/2018

Other general fee income Gala -

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TOTAL

BALANCE DUE

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Inlet Grove Community High School "My Teacher, My Hero" Awards Gala Saturday, May 19, 2018

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·''	Gold Honorary	\$ 5,000	Includes 1 reserved table, a group photo and honorable podium recognition during the ceremony and a Full Page Ad.
	Silver Honorary	\$3,000	Includes 1 reserved table, a group photo and a Full Page Ad.
	Table Sponsor	\$ 1,500	Includes 1 reserved table.

^{*} All Contributions will be used for scholarships for Inlet Grove students,

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YELLOW - Activity Sponsor

PBSD 0180 (Rev. 5/9/2016)

White - Bookkeeper

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PBSD 0180 (Rev. 5/9/2016) White - Bookkeeper

YELLOW - Activity Sponsor : . :

Inlet Grove Community High School, Inc. 600 West 28th Street Rivera Beach, FL 33404 (561)881-4609x24609 annette.gardner@palmbeachschools.org http://www.inletgrovehs.com

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BILL TO

Ingram, Jo

SALES # 21756 DATE 05/04/2018

PMT METHOD

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ACTIVITY

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05/02/2018

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Inlet Grove Community High School, Inc. 600 West 28th Street Rivera Beach, FL 33404 (561)881-4609x24609 annette.gardner@palmbeachschools.org http://www.inletgrovehs.com

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BILL TO

Ingram, Jo

SALES # 21758 DATE 05/04/2018

PMT METHOD

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05/02/2018

Other general fee income Gala -

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Inlet Grove Community High School, Inc. 600 West 28th Street Rivera Beach, FL 33404 (561)881-4609x24609 annette.gardner@palmbeachschools.org http://www.inletgrovehs.com

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21798 DATE 05/14/2018

PMT METHOD

Check

DATE

ACTIVITY

TY - AMOUNT

05/07/2018

Other general fee income

Gala - Riviera Beach Prep & Achievement -

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SALES RECEIPT

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Ingram, Jo

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05/07/2018

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Gala -

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INVOICE

BILL, TO

Romeo Chicco, CPA c/o Paymaster 1880 Congress Ave#222 Boynton Beach, FL 33426

INVOICE # 21534 DATE 04/20/2018 **DUE DATE 05/20/2018** TERMS Net 30

DATE

ACTIVITY

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Gala - Full Page Ad listed in 2018 My Teacher, My Hero Award Gala

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White - Bookkeeper YELLOW - Activity Sponsor

SALES RECEIPT

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Ingram, Jo

SALES # 21803

DATE 05/14/2018 ·

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PBSD 0180 (Rev. 5/9/2016) White - Bookkeeper YELLOW - Activity Sporsor ...

SALES RECEIPT

BILL TO Ingram, Jo

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PBSD 0180 (Rev. 5/9/2018)

White - Bookkeeper

YELLOW - Activity Sponsor

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SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21797 DATE 05/14/2018

PMT METHOD

Check

DATE

ACTIVITY

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05/08/2018

Other general fee income

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TOTAL

BALANCE DUE

150.00

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SD 0180 (Rev. 5/9/2016) - White - Bookkeeper YELL			

SALES RECEIPT

BILL TO

ingram, Jo

SALES # 21805 DATE 05/14/2018

PMT METHOD

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DATE

ACTIVITY

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05/08/2018

Other general fee Income

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TOTAL

150.00

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BALANCE DUE

THE SCHOOL DISTRICT OF Monies Collected	F PALM Repo i	BEACH COUN r t	VTY D	TE 5/9/18	
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PBSD 0180 (Rev. 5/9/2016)

White - Bookkeeper ...

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YELLOW - Activity Sponsor · ·

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21810 DATE 05/14/2018

PMT METHOD

Cash

DATE

ACTIVITY

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AMOUNT

05/09/2018

Other general fee income

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TOTAL

BALANCE DUE

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY Monies Collected Report

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OOKKEEPER INITIALS)	5/14/18	1 01.1806	
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SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21806 DATE 05/14/2018

PMT METHOD

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DATE

ACTIVITY

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AMOUNT

05/10/2018

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TOTAL

BALANCE DUE

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY

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REMITTANCE AMOUNT AND ACCOUNT
ASSIGNMENT VERIFIED
(BOOKKEEPER INITIALS) SIGNATURE OF REMITTER . COMMENTS

PBSD 0180 (Rev. 5/9/2018)

er in the year operations and

White - Bookkeeper . . .

YELLOW - Activity Sponsor

Inlet Grove Community High School, Inc. 600 West 28th Street Rivera Beach, FL 33404 (561)881-4609x24609

annette-gardner@palmbeachschools.org http://www.inletgrovehs.com

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21811 DATE 05/14/2018

PMT METHOD

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DATE

05/10/2018

ACTIVITY

Other general fee income

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TOTAL.

BALANCE DUE

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SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21812 DATE 05/14/2018

PMT METHOD

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DATE

ACTIVITY

Gala -

QTY

TRUOMA

05/10/2018

Other general fee income

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500.00

TOTAL

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BALANCE DUE

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PBSD 0180 (Rev. 5/9/2016) : White - Bookkeeper : YELLOW - Activity-Sponso

INVOICE

BILL TO

Kalser University 2600 N Military Trail West Palm Beach, FL 33409 INVOICE # 21232 DATE 03/02/2018 DUE DATE 04/01/2018 TERMS Net 30

DATE

ACTIVITY

TY AMOUNT

300.00

2

03/02/2018

Other general fee income

2 Tickets

13th Annual My Teacher, My Hero Award Gala

Featuring Keynote speaker - Saturday, May 19, 2018

Palm Beach Convention Center, West 1 and Beach, FL

Doors open at 5:30pm Dinner ser 6:00pm

Attire: Formal Black Tie/Ever no go yn

PAYMENT BALANCE DUE

300.00

-4: HO

Inlet Grove Community High School, Inc. 600 West 28th Street Rivera Beach, FL 33404 (561)881-4609x24609 annette.gardner@palmbeachschools.org http://www.inletgrovehs.com

INVOICE.

BILL TO

Urban League of P.B. County 1700 N Australian Avenue West Palm Beach, FL 33407

**

DATE

ACTIVITY

04/24/2018

Other general fee Income
2 tickets @ \$150.00
13th Annual My Teacher, My Hero Award Gala
Featuring Keynote speaker Saturday, May19, 2018
Palm Beach Convention Center, West Palm Beach, FL
Doors open at 5:30pm Dinner served at 6:00pm
Attire: Formal Black Tle/Evening gown

QTY

MOUNT.

2

300.00

BALANCE DUE

\$300.00



Inlet Grove Community High School, Inc.

600 West 28th Street Rivera Beach, FL 33404 (561)881-4609x24609 annette.gardner@palmbeachschools.org

http://www.inletgrovehs.com .



Northwest Mutal 250 S. Australian Ave Suite

West Palm Beach, FL 33401

INVOICE # 21456 DATE 03/30/2018 DUE DATE 04/29/2018 TERMS Net 30

DATE

ACTIVITY

AMOUNT

04/03/2018

Other general fee income

2 Gala Ticket

13th Annual My Teacher, My Hero Award Gala

Featuring Keynote speaker -Saturday, May19, 2018

Palm Beach Convention Center, West Palm Beach, FL

Doors open at 5:30pm Dinner served at 6:00pm

Attire: Formal Black Tie/Evening gown

2

300.00

BALANCE DUE

\$300.00



A HA

Inlet Grove Community High School, Inc. 600 West 28th Street
Rivera Beach, FL 33404
(561)881-4609x24609
annette.gardner@palmbeachschools.org
http://www.inletgrovehs.com

INVOICE

BILL TO

West Palm Beach Napleton 2301 Okeechobee Blvd. West Palm Beach, FL 33409 INVOICE # 21455 DATE 03/30/2018 DUE DATE 04/29/2018 TERMS Net 30

DATE

ACTIVITY

TY AMOUNT

300.00

04/03/2018

Other general fee income

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2 Gala Ticket

13th Annual My Teacher, My Hero Award Gala

Featuring Keynote speaker - Saturday, May19, 2018

Palm Beach Convention Center, West Palm Beach, FL Doors open at 5:30pm Dinner served at 6:00pm

Attire: Formal Black Tie/Evening gown

BALANCE DUE

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INVOICE

BILL TO

Urban League of P.B. County 1700 N Australian Avenue West Palm Beach, FL 33407 INVOICE # 21600
DATE 04/24/2018
DUE DATE 05/01/2018
TERMS Due on receipt

DATE

ACTIVITY

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2

04/24/2018

Other general fee income

2 tickets @ \$150.00

13th Annual My Teacher, My Hero Award Gala

Featuring Keynote speaker -Saturday, May19, 2018

Palm Beach Convention Center, West alm Beach, FL

Doors open at 5:30pm Dinner server 6:00pm

Attire: Formal Black Tie/Evering)gd yn

PAYMENT BALANCE DUE

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY Monies Collected Report

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PBSD 0180 (Rev. 5/9/2016) White - Bookkeeper YELLOW - Activity Sponsor

INVOICE

BILL TO

Chief, Advertising and Public Affairs US Army Recruiting Battalion Miami 7715 NW 48th Street, Suite 200 Miami, Florida 33166 DATE 05/09/2018
DUE DATE 05/09/2018
TERMS Due on receipt

DATE

ACTIVITY

05/09/2018

Other general fee income

Table Sponsorship

13th Annual My Teacher, My Tro Award Gala

Featuring Keynote speaker -Saturday, May19, 2018

Palm Beach Convention Center, West Palm Beach, FL

Doors open at 5:30pm Dinner served at 6:00pm

Attire: Formal Black Tie/Evening gown

QTY AMOUNT

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PAYMENT BALANCE DUE

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Monies Collected Report

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NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY

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Monies Collected Repo	ort	<i>ال/إل</i> ا	48		
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PBSD 0180 (Rev. 5/9/2018) White - Bookkeeper YELLOW - Activity Sponsor

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21771 DATE 05/11/2018

PMT METHOD

Visa

DATE

ACTIVITY

QTY AMOUNT

05/11/2018

Other general fee income

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Gala -

TOTAL

BALANCE DUE

150.00

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY

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SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21796 DATE 05/14/2018

PMT METHOD

Check

DATE

ACTIVITY

QTY AN

AMOUNT

05/11/2018

Other general fee income

150.00

Gala -

TOTAL

BALANCE DUE

150.00

THE SCHOOL DISTRICT OF P		NTY DATE	
Monies Collected Re	eport	5/11/18	
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NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME

REMITTANCE AMOUNT AND ACCOUNT. PO OFFICIAL RECEIPT DATE DEPOSIT #/FORM #
ASSIGNMENT VERIFIED
(BCOKKEEPER INITIALS)

COMMENTS

PBSD 0180 (Rev. 5/9/2016) White - Bookkeeper YELLOW - Activity Sponsor



SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21802 DATE 05/14/2018

PMT METHOD Check	The water desired and an extended and the first first control of the state of the s		The second se	n ar en
DATE	ACTIVITY		QTY	AMOUNT
05/11/2018	fundralser Gala -		1	250.00
05/11/2018	Donation Gala -		1	50.00
. P. S P. A G. S. H C. S		TOTAL BALANCE DUE	917774F119	300.00 \$0.00

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ACH CORES	Mo

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Monies Collected Report >

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ACCOUNT NAME(S)	ACCOUNT NUMBER(S) ACCOUNT NUMBER(S)	AMOUNT (57).(7) AMOUNT
REASON		1

Transmits herewith monies, obtained from sources Indicated below, for deposit

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TOTAL F	OR DEPOSIT	150		

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

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	REMIDITANCE/AMOUNT AND ACCOUNT OFFICIAL RECEIPT DATE DEPOSIT #FORM # ASSIGNMENT VERIFIED OFFICIAL RECEIPT DATE BOOKKEEPER INITIALS)	-
	COMMENTS	
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PBSD 0160 (Rev. 6/9/2016)

White - Bookkoep

YELLOW - Activity Sponsor

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21775 DATE 05/14/2018

PMT METHOD

Mastercard

DATE

ACTIVITY

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AMOUNT

05/14/2018

Other general fee Income

- 1

150.00

Gala-

TOTAL

BALANCE DUE

150.00

THE SCHOOL DISTRICT OF PALM BEAC Monies Collected Report
Monies Collected Report

CH COUNTY	DATE 5/14/18
INT NUMBER(S)	AMOUNT
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ACCOUNT NAME(S)	ACCOUNT NUMBER(S	
ACCOUNT/NAME(S)	ACCOUNT NUMBER(S	AMOUNT ()
REASON		

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OOKKEEPER INITIALS) 🤨		101.0	Med.	1
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INVOICE

BILL TO

The Club at Ibis 8225 Ibis Boulevard West Palm Beach, FL 33412 INVOICE # 21181 DATE 02/21/2018 DUE DATE 03/23/2018 TERMS Net 30

DATE

ACTIVITY

OTV

AMOUNT

02/20/2018

fundralser

Gala - Ad full page My Teacher, My Hero 2018

1 500.00

DALANCE DUE

500.00

THE SCHOOL DISTRICT OF Monies Collected F	PALM Repo	BEACH COUI	NTY DATE	114/18	
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TOTAL FOR DEPOSIT

SIGNATURE OF REMITTER

NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

White - Bookkeeper · YELLOW - Activity Sponsor

PRINT REMITTER NAME

REMITTANCE MOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS)

COMMENTS

PBSD 0180 (Rev. 5/9/2016)

OFFICIAL RECEIPT DATE DEPOSIT #/FORM #

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21804 DATE 05/18/2018

PMT METHOD

Check

DATE

ACTIVITY

QTY

AMOUNT

05/14/2018

Other general fee income Gala -

1,500.00

TOTAL

BALANCE DUE

1,500.00

OL OW	THE SCHOOL	OL DISTI
	THE SCHOOL Monies	Colle

RICT OF PALM BEACH COUNTY CATE 5/14/18

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ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
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, ACCOUNT NAME(S)	ACCOUNT NUMBER(S)	AMOUNT
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REASON	.l	_1.
REASON	,	

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NOTE: ALL MONEY MUST BE TURNED	IN ON THE SAN	ME DAY COLLECTED.
PRINT REMITTER NAME	SIGNATURE OF REMITTE	•
(BOOKKEEPER INITIALS)	CIAL RECEIPT DATE	DEPOSIT #/FORM #
COMMENTS .		0/00/
BSD 0180 (Rev. 5/9/2016) White - Bookkeepor Y	ELLOW - Activity Sponsor	

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21801 DATE 05/14/2018

PMT METHOD

Check

DATE

ACTIVITY

OTY

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05/14/2018

Other general fee Income

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300.00

Gala -

TOTAL

BALANCE DUE

300.00

Morile:	OOL DISTRICT OF PAL	ort	5/14/1	3
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NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY. COLLECTED.

PRINT REMITTER NAME

SIGNATURE OF REMITTER

BEGINTANCE AMOUNT AND ACCOUNT
ASSIGNMENT (FRIFIED
(BOOKKEEPER INITIALS)

COMMENTS

PBSD 0180 (Ray, 5/9/2016). White - Bookkeeper

YELLOW - Activity Sponsor

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21905 DATE 05/29/2018

PMT METHOD

Check

DATE

ACTIVITY

QTY

AMOUNT

05/14/2018

Other general fee income

Gala - T

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150.00

TOTAL

BALANCE DUE

150.00

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY Monies Collected Report

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REASON		
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SALES PECEIPT

BILL TO

Ingram, Jo

SALES # 21909 DATE 05/29/2018

PMT METHOD

Check

DATE

ACTIVITY

Gala

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AMOUNT

05/14/2018

Other general fee income

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150.00

TOTAL

BALANCE DUE

150.00

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ACCOUNT NAME(S)	ACCOUNT NUMBE	/ <u>(`)</u> ER(S)	- AMO	MT DE
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PRINT, REMITTER NAME

SIGNATURE OF REMITTER

REMITTANCE AMOUNT AND ACCOUNT OFFICIAL RECEIPT DATE DEPOSIT #/FORM #
ASSIGNMENT VERIFIED (BLOCKKEEPER INITIALS)

COMMENTS

PBSD 0180 (Rev. 5/9/2016) . White - Bookkeeper YELLOW - Activity 8ponsor .

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21910 DATE 05/29/2018

PMT METHOD

Check

DATE

ACTIVITY

Gala -

QTY

AMOUNT

05/14/2018

Other general fee income

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300.00

TOTAL

BALANCE DUE

300.00

Monies Collected Re	ACCOUNT NUMBER	12.5	
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NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

TOTAL FOR DEPOSIT

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REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS)	OFFICIAL RECEIPT DATE	DEPOSIT #FORM #	7.7
COMMENTS		- 01 111	
PBSD 0180 (Rev. 5/9/2016) White - Bookkeeper	YELLOW - Activity Sponsor		

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21911 DATE 05/29/2018

PMT METHOD

Cash

DATE

ACTIVITY

OTY AMOUNT

05/14/2018

Other general fee income

Gala -

1 150.00

TOTAL

BALANCE DUE

150.00

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OMMENTS	ALS)		<u>)</u>	105/11		-191	1	

PBSD 0180 (Rev. 5/9/2016)

· White - Bookkeeper

YELLOW - Activity Sponsor

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21908 DATE 05/29/2018

PMT METHOD

Check

DATE

ACTIVITY

TY

AMOUNT

05/15/2018

Other general fee income Gala -

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300.00

TOTAL

BALANCE DUE

300.00

Transmits herewith monies, obtained from sources indicated below, for deposit	JNT	AMOL	ACCOUNT NUMBER(S)	ACCOUNT NAME(S)
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NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME REMITTANCE AMOUNT AND ACCOUNT	SIGNATURE OF REMINITIER OFFICIAL RECEIPT DATE: DEPOSIT #/FORM #
ASSIGNMENT VERIFIED "BOOKKEEPER INITIALS). COMMENTS	OFFICIAL RECEIPT DATE DEPOSIT #/FORM#
PBSD 0180 (Pay 5/9/2016) · White - Bookkeen	VELLOW - Addulby Spanners

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21907 DATE 05/29/2018

PMT METHOD

Check

DATE

ACTIVITY

TY

AMOUNT 250.00

05/15/2018

Donation Gaia -

TOTAL BALANCE DUE

250.00

N MENCH COUNTY	F SCHOOL DISTRICT C Ionies Collected		r t		97,5/18	Š
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NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME

REMITTANCE AMOUNT AND ACCOUNT.

ASSIGNMENT VERIFIED
(BOOKKEPPER INITIALS)

COMMENTS

PBSD 0180 (Rev. 6/9/2016) White - Bockkeeper YELLOW - Activity Sponsor

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SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21906 DATE 05/29/2018

PMT METHOD

Check

DATE

ACTIVITY

TOUNT YE

05/15/2018

Other general fee income Gala -

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150.00

TOTAL

BALANCE DUE.

150.00

ACCOUNT NAME(S) ACCOUNT NUMBER(S) AMOUN Transmits herewith monies, obtained from sources indicated below, for deposit SOURCE CHECK # AMOUNT	CCOUNT NAME(S)		ed from	ACCOUNT NUMBER(S	;)	AMOUN	D
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NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

TOTAL FOR DEPOSIT

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	PBSD 0180 (Rev. 6/9/2018)	White - Bookkeaper	YELLOW - Activity Sponsor	 	
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SALES RECEIPT

BILL TO

ingram, Jo

SALES # 21788 DATE 05/16/2018

PMT METHOD

Amex

DATE

ACTIVITY

TY AMOUNT

05/16/2018

Donation

1 150.00

Gala -

TOTAL BALANCE DUE

150.00

COUNT NAME(S)	· ·		ACCOUNT NUMBER	(S) ,	AMOL
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NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME		SIGNATURE OF REMITTE	R
REMITTANCE AMOUNT AND ASSIGNMENT VERIFIED (BOOKKEEPER INITIALS) COMMENTS	ACCOUNT	OFFICIAL RECEIPT DATE	DEPOSIT #/FORM #
COMMENTS .			
. PBSD 0180 (Rev5/9/2016)	White - Bookkeeper	YELLOW - Activity Sponsor	As a second of the second of t

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21787 DATE 05/16/2018

PMT METHOD

Visa

DATE

ACTIVITY

OTY

AMOUNT

05/16/2018

Other general fee income

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300,00

Gala 🗓

TOTAL BALANCE DUE

300.00

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PENTTANCE AMOUNT AND ACCOUNT.

PEMITTANCE AMOUNT AND ACCOUNT.

ASSIGNMENT VERIFIED

(BOOKKEEPER INITIALS)

COMMIENTS.

PBSD 0180 (Rav. 5/9/2016)

White - Bookkeeper

YELLOW - Activity Sponsor

#10

Inlet Grove Community High School, Inc. 600 West 28th Street Rivera Beach, FL 33404 (561)881-4609x24609 'annette.gardner@palmbeachschools.org http://www.inletgrovehs.com

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21786 DATE 05/16/2018

PMT METHOD

Visa

DATE

ACTIVITY

rimv.

AMOUNT

05/16/2018

Donation

1 1,000.00

TOTAL

BALANCE DUE

1,000.00

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY Monies Collected Report

DATE .
5/10/10
12/12/18 -

ACCOUNT NAME(S)	ACCOUNT NUMB	ER(S) AMOUNT
COUNT NAME(S)	ACCOUNT NUMB	ER(S) AMOUNT
REASON		

Transmits herewith monies, obtained from	sources indicate	ed below, for deposit	
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SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21902 DATE 05/25/2018

PMT METHOD

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DATE

ACTIVITY

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TRIJOMA

05/16/2018

Other general fee Income Gaia - I

150.00

TOTAL

BALANCE DUE

150.00

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COMMENTS : White - Bookkeeper YELLOW - Activity Sponsor

PBSD 0180 (Rev. 5/9/2016)

SALES PECEIPT

BILL TO

Ingram, Jo

SALES # 21901 DATE 05/25/2018

PMT METHOD

Check

DATE

ACTIVITY

Gala -

OTY

AMOUNT

05/16/2018

Other general fee income

1 150.00

TOTAL

150,00

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BALANCE DUE

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PBSD 0180 (Rev. 5/9/2018)

White - Bookkeeper

YELLOW - Activity Sponsor

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21896 DATE 05/25/2018

PMT METHOD

Check

DATE

ACTIVITY

AMOUNT

05/17/2018

Donation Gala -

250,00

TOTAL

BALANCE DUE

250.00

THE SCHOOL DISTRICT OF PALM BEACH COUNTY Monies Collected Report

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PBSD 0180 (Rev. 5/9/2016) White - Bookkeeper YELLO	W - Activity Scopper		

SALES PECEIPT

BILL TO

Ingram, Jo

SALES # 21897 DATE 05/25/2018

PMT METHOD

Check

DATE

ACTIVITY

QTY AMOUNT

05/17/2018

05/17/2018

Donation Gala - 1 550.00

Other general fee income

Gala - I

1 450.00

TOTAL BALANCE DUE

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THE SCHOOL DISTRICT OF PA	M BEACH COUN	TY DATE	· · · · · · · ·
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NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

TOTAL FOR DEPOSIT

REMITTER NAME:	SIGNATURE OF REMITTER	
REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED (BOCKKEEPER INITIALS)	OFFICIAL RECEIPT DATE DEPOSIT	#/FORM #
COMMENTS	10-13	10
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PBSD 0180 (Rev. 5/9/2016) White - Bookkeep	per YELLOW - Activity Spensor	

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21898 DATE 05/25/2018

PMT METHOD

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DATE

ACTIVITY

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05/17/2018

Other general fee income Gala -

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150.00

TOTAL

BALANCE DUE

150.00

THE SCHOOL DISTRICT OF PALM	A BEACH COU	NTY F	DATE	
Monies Collected Repo	ort .		5/17/	<u>/8</u>
ACCOUNT NAME(S) OCCOUNT NAME(S)	ACCOUNT NUMBER	١		MOUNT 50-00
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TOTAL FOR	R DEPOSIT		1 =	
NOTE: ALL MONEY MUST BE TURNED IN	· ON THE SAM	E DAY	COLLEC COLLEC	TED,

PRINT REMITTER NAME

REMITTANCE AMOUNT AND ACCOUNTASSIGNMENT VERIFIED

(BOOKKEEPER INITIALS)

PBSD 0180 (Rev. 5/9/2016) While - Bookkeeper

COMMENTS

DEPOSIT #/FORM#

SIGNATURE OF REMITTER :

OFFICIAL/RECEIPT DATE

YELLOW - Activity Sponsor

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21899 DATE 05/25/2018

PMT METHOD

Cash

DATE

ACTIVITY

TY AMOUNT

05/17/2018

Other general fee Income

1 150.00

TOTAL

BALANCE DUE

150.00

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NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED.

PRINT REMITTER NAME

SIGNATURE OF REMITTER

REMITTANCE AMOUNT AND ACCOUNT

ASSIGNMENT VERIFIED

(BOCKKEEPER INITIALS)

COMMENTS

PBSD 0180 (Rev. 5/9/2016) White - Bookkeeper YELLOW - Activity Sponsor · ·

SALES RECEIPT

BILL TO

ingram, Jo

SALES # -21900 DATE 05/25/2018

PMT METHOD

Cash

DATE

ACTIVITY

AMOUNT

05/17/2018

Other general fee income

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Gala ·

150,00

TOTAL

BALANCE DUE

150.00

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Monies Collected Report

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SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21895 DATE 05/25/2018

PMT METHOD

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DATE

ACTIVITY

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05/18/2018

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Gala - 1

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100.00

TOTAL

BALANCE DUE

100.00

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Monies Collected Report

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SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21894 DATE 05/25/2018

PMT METHOD

Check

DATE

ACTIVITY

QTY AMOUNT

05/18/2018

Other general fee income

Gala -

1 150.00

TOTAL

BALANCE DUE

150.00

Monies	DL DISTRICT OF Collected	PALM BEACH COUNTY Report	B//8/18	
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PBSD 0180 (Rev. 6/9/2016) White - Bookkeeper	·, YELLO	W - Activity Sponsor		<u> </u>

YELLOW - Activity Sponsor



SALES RECEIPT

BILL TO Ingram, Jo

SALES # 21892 DATE 05/25/2018

PMT METHOD

Cash

DATE

ACTIVITY

QTY

AMOUNT

05/18/2018

Donation

Gala -

1 200.00

TOTAL

BALANCE DUE

200.00

ACCOUNT NAME(S)				UNT NUME O/ UNT NUME	BER(S)	1/-Q1/1	
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FRIN REMITTER NAME

REMITTANCE AMOUNT AND ACCOUNT ASSIGNMENT VERIFIED

(BOOKKEEPER INITIALS) SIGNATURE OF REMITTER OFFICIAL RECEIPT DATE COMMENTS White - Bookkeeper - FELLOW - Activity Sponsor PBSD 0180 (Rev. 5/9/2016)

SALES RECEIPT

BILL TO

Ingram, Jo

SALES # 21889 DATE 05/24/2018

PMT METHOD

Money order

DATE

ACTIVITY

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AMOUNT

05/21/2018

Other general fee income

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TOTAL

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BALANCE DUE

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HE SCHOOL DISTRICT OF PALM BEACH COU	NTY
Monies Collected Report	,

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TOTAL FOR DEPOSIT NOTE: ALL MONEY MUST BE TURNED IN ON THE SAME DAY COLLECTED

PRINT REMITTER NAME
REMITTANCE AMOUNT AND ACCOUNT
ASSIGNMENT VERIFIED
(BOOKKEEPER INITIALS)
COMMENTS SIGNATURE OF REMITTER DEPOSITATEORM PBSD 0160 (Rev. 5/9/2016) . White - Bookkeeper YELLOW - Activity Sponsor .

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SALES RECEIFT

BILL TO

Ingram, Jo

SALES # 21885 DATE 05/24/2018

PMT METHOD

Check

DATE

ACTIVITY

05/21/2018

Other general fee income

Gala -

QTY

TRUOMA

150.00

TOTAL

BALANCE DUE

150.00

EXHIBIT#9 Inlet Grove Community High School Statements

(REDACTED)





INLET GROVE COMMUNITY HIGH SCHOOL INC FACILITIES LEASING ACCT 600 W 28TH ST RIVIERA BEACH FL 33404-4309

Your account statement

For 05/31/2018

Contact us



BBT.com



(800) BANK-BBT or (800) 226-5228

BB&T Merchant Services

Accept payments from a name you can trust, BB&T. With BB&T Merchant Services, we offer next-business-day funding, a monthly maintenance fee waived on a Business Value 200 and Business Value 500 checking accounts*, competitive pricing and the newest technologies.

Visit BBT.com/MerchantServices to learn more.

Subject to business type and credit approval.

*Services fee apply. See the Business Services Product and Pricing Guide for details. BB&T Merchant Services are offered by Branch Banking and Trust Company. Member FDIC.

BASIC PUBLIC FUND CHECKING

Account summary

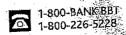
Your previous balance as of 04/30/2018	\$3,177.10
Checks	- 0.00
Other withdrawals, debits and service charges	0.00
Deposits, credits and interest	+ 0.00
Your new balance as of 05/31/2018	\$ = \$3,177,10 \$

Deposit Summary

06/21/2018

Summary of Deposits to 1112 Cash:Cash-Temporarily Restricted:Internal-Temp.Restricted-BB&T-40280-7989 on 06/21/2018

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO .	AMOUNT
	Check	Ingram, Jo		6919.20
leg.	Cash	McKay, R.		707.90
	Cash	Ingram, Jo		3.00
* *	Cash	Jacoviello, G.		5.00
	Cash	McKay, R.	•	500.00
	Check	Santos, Cassandra		100,00
	Gheck	Jacoviello, G.		342.97
	Cash	Sterner, E.		3.00
	Cash	Jacoviello, G.		2.00
	Cash	Ingram, Jo	ı	10.00
	Cash	Jacoviello, G.		30.00
	Cash	Ingram, Jo	•	26.55
			DEPOSIT SUBTOTAL	8649.62
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			LESS CASH BACK	
		tr _{me} . with	DEPOSIT TOTAL	8649.62





Learn more about Online Statements and Mobile Banking at BBT.com

TRANSACTION RECEIPT

All items are credited subject to payment.



Location/Date/Transaction #

Amount 10:26 06/21/18

DEPOSITS SUBJECT TO VERIFICATION AND MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

Monies Collect	ed Report	T VINDOUS	5/14/18
ACCOUNTNAME(S)	ACCOUNT	NUMBER(9)	
ACCOUNT NAME (8)		2 <i>2001</i>	AMOUNT
REASON	AUCOUNT	NUMBER(S)	AMOUNT
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80 (Rev. 5/9/2016) White - Bookkenner			1





INLET GROVE COMMUNITY HIGH SCHOOL INC FACILITIES LEASING ACCT 600 W 28TH ST RIVIERA BEACH FL 33404-4309

Your account statement

For 06/29/2018

Contact us



BBT.com



(800) BANK-BBT or (800) 226-5228

Your account security is our top priority. That's why BB&T will soon be providing interactive alerts on Business Debit Card transactions. If BB&T suspects fraud, primary account owners who have provided contact information will be automatically contacted through a text, email, Small Business Online banking, U by BB&T or phone. Account owners will be able to respond immediately to secure all cards on the account including those that employees use, interactive alerts will be automatically included with your BB&T Business Debit Cards.

BB&T, Member FDIC.

■ BASIC PUBLIC FUND CHECKING

recount summary

Your previous balance as of 05/31/2018	\$3,177.10
Checks	- 0.00
Other withdrawals, debits and service charges	÷ 0.00
Deposits, credits and interest	+ 6,919.20
Your new balance as of 06/29/2018	= \$10,096.30

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
06/26	BB&T BUSINESS ONLINE TRANSFER TRANSFER FROM CHECKING	6,919.20
Total de	eposits, credits and interest	= \$6,919.20

EXHIBIT#10 October 2, 2018, Email Response from

Dr. Emma Banks (IG# 19-805 Report)



Office of Inspector General <officeofinspectorgeneral@palmbeachschools.org>

Re: IG Case #19-805

1 message

Emma Banks <emma.banks@pbcharterschools.org>

Tue, Oct 2, 2018 at 2:59 PM

To: robert.sheppard@palmbeachschools.org, Donald Fennoy <donald.fennoy@palmbeachschools.org>, Board Office Group <boardoffice@palmbeachschools.org>, Dr Charles W Woodard <chiefpsy@yahoo.com>, Barbara Carey-Shuler <careyshuler1@bellsouth.net>, Kathleen Schoenberg <kathleen@charterschooltraining.com>, Corey Smith <cmsmithlaw@gmail.com>, Office of Inspector General <officeofinspectorgeneral@palmbeachschools.org>

Good Afternoon Mr. Sheppard:

Based on the information above from my staff and your finding, I agree that there was no activity on this campus on May 12, 20018. I was told not to have any activities pertaining to a funeral and TRUST me I will follow that order. You can help me by asking everyone to keep me in the loop when there are changes made pertaining to District's schools.

Sincerely,

Dr. Emma Banks

On Mon, Oct 1, 2018 at 10:56 AM Robert Sheppard robert.sheppard@palmbeachschools.org wrote: Good Morning Dr. Banks

Attached is a copy of the above investigative report...Please, note that you have 20-days to respond. The 20-day ends October 29, 2018.

Robert L. Sheppard, Jr. Auditor/Investigator SRI Office of Inspector General 3138 Forest Hill Blvd., Suite C-306 West Palm Bch, FL 33406 Phone: (561) 649-6877

PX# 46877

Email: Robert.Sheppard@palmbeachschools.org



Robert Sheppard <robert.sheppard@palmbeachschools.org>

IG Case #19-805

3 messages

Robert Sheppard <robert.sheppard@paimbeachschools.org>
To: Emma Banks <emma.banks@pbcharterschools.org>

Mon, Oct 1, 2018 at 10:55 AM

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Email: Robert.Sheppard@palmbeachschools.org

Dr. Emma Banks.pdf 652K

mma Banks <emma.banks@pbcharterschools.org>

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Dr. Emma Banks [Quoted text hidden]

Office of Inspector General <officeofinspectorgeneral@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Wed, Oct 3, 2018 at 7:54 AM

[Quoted text hidden]



Robert Sheppard < robert.sheppard@palmbeachschools.org >

IG Case #19-805

3 messages

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To: Emma Banks <emma.banks@pbcharterschools.org>

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Office of Inspector General <officeofinspectorgeneral@palmbeachschools.org> To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Wed, Oct 3, 2018 at 7:54 AM

[Quoted text hidden]