



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

OFFICE OF INSPECTOR GENERAL  
3318 FOREST HILL BLVD., C-306.  
WEST PALM BEACH, FL 33406  
(561) 434-7335 FAX: (561) 434-8652  
www.palmbeachschools.org  
Hotline: (855) 561-1010


TERESA MICHAEL, CIG, CIGI, CFE  
INSPECTOR GENERAL

SCHOOL BOARD  
FRANK A. BARBIERI, JR, ESQ, CHAIR  
KAREN M. BRILL, VICE CHAIR  
MARCIA ANDREWS  
ALEXANDRIA AYALA  
EDWIN FERGUSON, ESQ  
BARBARA McQUINN  
ERICA WHITFIELD

MICHAEL J. BURKE, SUPERINTENDENT

## MEMORANDUM

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

**FROM:** Teresa Michael, Inspector General 

**DATE:** January 9, 2023

**SUBJECT:** Transmittal of Final Investigative Report:  
*22-0014-I/Employee Misconduct*

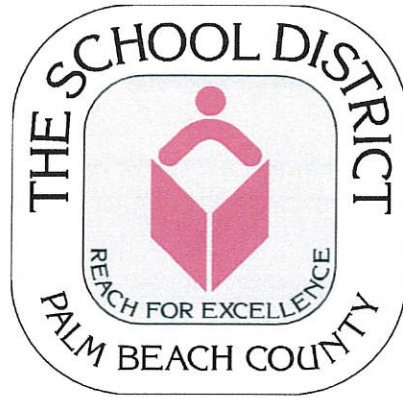
---

Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 22-0014-I related to employee misconduct. On May 25, 2022, the Office of Inspector General (OIG) received a complaint from Dr. Vernicka Rolle regarding an allegation that Administrative Assistant Jamekia Porter altered her signature on documents, signed contracts without her knowledge or approval and was not processing payroll properly, including Missed Punch Reports (MPRs), and interfering with staff.

The OIG investigation concluded that the allegation was **unsubstantiated**.

In accordance with *School Board Policy 1.092.9.b.iv.*, on December 6, 2022, the draft of this investigation was provided to Jamekia Porter for a response. A written response from Jamekia Porter was received by the OIG and included in the final report.

The report is finalized and will be posted on the Inspector General's website; [https://www.palmbeachschools.org/about\\_us/reports\\_and\\_publications/inspector\\_general\\_reports](https://www.palmbeachschools.org/about_us/reports_and_publications/inspector_general_reports).



# **OIG CASE NUMBER 22-0014-I**

## **Washington Elementary School**

### **Employee Misconduct**

**TYPE OF REPORT: FINAL**

**DATE OF REPORT: 1/9/2023**



*Teresa Michael*

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

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

# Office of Inspector General

## Report of Investigation 22-0014-I

### EXECUTIVE SUMMARY

On May 25, 2022, Washington Elementary School (WES) Principal Dr. Vernicka Rolle contacted the OIG regarding WES Administrative Assistant Jamekia Porter's alleged misconduct including altering the principal's signature on documents, signing contracts without the principal's knowledge or approval, not processing payroll properly, including Missed Punch Report (MPRs), not properly processing student funds, staff interference, and not being able to account for a digital camera purchased for the school. From June 15, 2022, to October 3, 2022<sup>1</sup>, OIG staff conducted interviews and reviewed documents such as Missed Punch Reports (MPRs) and other relevant documentation as they related to the Allegation. The OIG determined that the allegation that Jamekia Porter violated School District Policy 3.02.4.f. in that she was not efficient and effective in the delivery of all job duties was **Unsubstantiated**.

On December 6, 2022, the OIG forwarded a copy of the draft report to Jamekia Porter. On January 9, 2023, Porter submitted a response. The response is attached to this investigative report in its entirety (**Exhibit 16**). No changes to the OIG report are necessary.

### RECOMMENDATIONS

The OIG recommends that:

- This case is referred to OIG Director of Audit for review.

---

<sup>1</sup> The investigation was placed on hold due to certain District employees being off for the summer.

## **INVESTIGATIVE PREDICATE**

On May 25, 2022, the School District of Palm Beach County, Office of Inspector General (OIG) received a complaint from Washington Elementary School Principal Dr. Vernicka Rolle regarding alleged employee misconduct on the part of Administrative Assistant Jamekia Porter. On May 25, 2022, OIG Director of Investigations Oscar Restrepo assigned this complaint to Tanya Lawson for investigation. Principal Rolle alleged that Jamekia Porter violated several School District Policies including the following: altering the principal's signature on documents, signing contracts without the principal's knowledge or approval, not processing payroll properly, including Missed Punch Report (MPRs), not properly processing student funds, staff interference, and not being able to account for a digital camera purchased for the school (Allegation).

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

## **BACKGROUND**

Washington Elementary School (WES) is located at 1709 W. 30<sup>th</sup> Street, Riviera Beach, FL 33404.

## **ALLEGATION**

---

It is alleged that Jamekia Porter violated School Board Policy 3.02.4.f. in that she was not efficient and effective in the delivery of all job duties. The allegations included altering the principal's signature on documents, signing contracts without the principal's knowledge or approval, not processing payroll properly, including Missed Punch Report (MPRs), not properly processing student funds, staff interference, and not being able to account for a digital camera purchased for the school

## **COMPLAINANT INTERVIEW**

**On June 7, 2022, a sworn recorded interview of Washington Elementary School Principal Dr. Vernicka Rolle was conducted at WES in Riviera Beach, FL. The following represents actual and paraphrased statements made by "Rolle" as it relates to the Allegation.**

Rolle was hired by the School District in 2004. Rolle became the principal of Washington Elementary in July 2021.

Principal Rolle stated that she did not realize there were any issues with Porter until she non-renewed Porter in May 2022. According to Principal Rolle, previous to the non-renewal, the issues that were known to her regarding Porter were Porter's job skills and at that time, did not involve any issues with fundraisers. Per Rolle, the issues involved

Porter not following up with emails or orders, not giving the students their orders (t-shirts), and not returning items as needed (picture refunds). Rolle stated before May 20, 2022, Porter was on a Performance Improvement Plan (PIP) and she and Porter would meet each month and go over items that Rolle had issues with or to see if Porter required additional training. Rolle stated except for one month, Porter did not achieve the minimum standards required by the job description for her position.

Rolle stated that she had the north regional team assist her with payroll issues that arose once Porter was non-renewed on May 20, 2022. According to Rolle, North Regional Secretary Alicia Lewin (AKA Salas) and Patre´ Davis contacted her and stated that multiple people were overpaid, and had missed punches without completing an MPR. In addition, according to Rolle, there were no Temporary Duty Elsewhere requests (TDEs) when individuals were late or did not come to work. For example, the treasurer, Edward Hollis had a large number of MPRs where the secretary manually input his time on various days. Per Rolle, the north team wanted to know what the treasurer’s schedule was because it appeared that he came to work at different times. Per Rolle, the treasurer had multiple missed punches, but had not completed any MPRs.

Rolle stated on May 20, 2022, Alicia Lewin and Patre´ Davis met with her and Porter to go over payroll issues, missed punches, manual inputs, and missing payroll documentation. Per Rolle, Porter became very defensive and anxious. Rolle stated that she attempted to get Porter to calm down because school was in session and she did not want Porter to cause a scene in front of the students and there were parents in the front office as well. Rolle stated she asked Porter to come to her office so that she could give her the non-reappointment documentation, but Porter said no, she wasn’t going to go to Rolle’s office, and instead stormed out of the office and left while loudly stating that she knew Rolle was going to do that.

Rolle stated some parents said they paid for Field Day T-shirts, but she wasn’t sure which parents paid for t-shirts. According to Rolle, some students had a t-shirt and some did not. Rolle stated she felt that something needed to be done. According to Rolle, Hollis suggested that the remaining inventory of t-shirts be listed as “throwaways” and be given to the students that did not have a t-shirt. Rolle stated at the end, that there weren’t any remaining t-shirts. Rolle stated that the Fundraising Recap form was completed by Hollis, and the original paperwork was completed by Porter. Per Rolle, she did sign the Fundraising Recap document. Rolle stated it was not a true fundraiser because all of the students could have a t-shirt.

As far as photocopying her signature/misrepresenting her signature, Rolle stated that in addition to the MPRs that were found in Porter’s office, the Payroll Time and Attendance Correction(s) Reports (PBSD 0121) were also found in Porter’s office after her removal from the school. Per Rolle, the documents were blank but had Rolle’s photocopied signature on them. Rolle stated that Porter could have used these documents without her knowledge or permission before they were discovered.

Rolle stated she began documenting Porter's actions in 2021 based on Porter's non-performance, interfering with parent-child custody issues, and interfering with staffing matters. For example, according to Rolle, Porter had one of the school's custodians reporting directly to her. Porter was written up for the matter regarding the custodian as well as other issues (**Exhibit 1**). According to Rolle, the plan called for her and Porter to meet once per month between February and June 2022 (**Exhibit 2**).

## **WITNESS INTERVIEW[S]**

**On June 16, 2022, a sworn recorded interview of Confidential Administrative Assistant Patre´ Davis was conducted at the Office of Inspector General's office in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Davis" as it relates to Allegation 1:**

Patre´ Davis began her career in the School District in 2004 and is a Confidential Administrative Assistant for the north regional office.

Davis stated that in her role, she supervises the secretaries in the north region of the District and assists all four regional superintendents in the north region. In addition, she assists schools when they are short-staffed and require assistance in the areas of payroll and Human Resources (HR) functions.

Davis stated she is familiar with Jamekia Porter. Davis stated she provided payroll cleanup when Porter's access to PeopleSoft and other programs was removed due to her imminent non-reappointment by Principal Rolle. Davis stated while she was covering for the school, she noticed that there were a lot of issues with employee times such as no TDEs or MPRs for employees when needed.

According to Davis, Porter did not input any notes into PeopleSoft (payroll) for MPRs. Davis stated the physical MPR should have been kept by the secretary and the employee should also have a copy. Davis stated the notes should be reflected on the MPR and it should have been kept in Porter's physical files. Davis stated one employee, Ambrosha Gooden was being paid for a second position and being paid under the wrong position and was overpaid. Gooden was placed on a re-payment plan. Davis stated she explained to Gooden why the money was being deducted from her paycheck. Davis stated Gooden did not know what a TDE was or that she had to complete one. Davis stated Gooden has been working for the District for approximately two years. Davis stated that Gooden told her that Porter told Gooden that she would take care of everything. Davis stated that Gooden was highly upset that she owed the District approximately \$1,200. Davis stated that Gooden disclosed to her that Porter did not tell her that on the days she did not work her full schedule that she needed to do a TDE form and that Porter did not inform her of the proper documentation required for her second position. Per Davis, Gooden stated she never learned how any of this worked.

Davis stated she also discovered what appeared to be pre-signed forms that had Principal Rolle's signature on them. Davis stated the forms were doctored and were photocopies.

Davis stated some of the forms were copies of Principal Rolle's signature but had the employee's original signature on them. Davis stated the penmanship was also different.

**On June 15, 2022, a sworn recorded interview of former Assistant Principal Lascelia Dacres was conducted at the Office of Inspector General's office in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Dacres" as it relates to Allegation 1:**

Lascelia Dacres is a Human Resource Specialist and began working in the District in 2001. Dacres previously worked as an assistant principal at Washington Elementary.

Dacres stated she left Washington Elementary in March 2022 via a transfer. Dacres stated she was unaware of any issues with Porter, but believed that the former principal, Carissa Battles was more of a veteran at her position than the current principal and does not believe that Porter would have tested her authority as she believes Porter has with Rolle.

Dacres was questioned again as to her recollection of anything occurring where Porter may have overstepped her role as a secretary and Dacres stated no, she was not aware of anything happening that she can recall. Dacres reiterated that former Principal Battles would not have allowed any funny business to be played by Porter. However, Dacres did eventually recall a matter where according to her, Porter, in her role as a secretary, suspended a student. Dacres stated she became aware when she received an email from Principal Rolle, after receiving a call from a parent questioning the suspension. Principal Rolle initially thought that she (Dacres) suspended the student without informing her. Dacres stated she replied to Rolle that she did not suspend the student and it was discovered that Porter suspended the student. Dacres stated she did talk with Porter about the issue and advised her that she (and not Porter) was in charge of student discipline and that she cannot do things like that. According to Dacres, Rolle also discussed the matter with Porter as well.

**On June 15, 2022, a sworn recorded interview of former Assistant Principal Ranada Rainey-Reese was conducted at WES in Riviera Beach, FL. The following represents actual and paraphrased statements made by "Reese" as it relates to Allegation 1:**

Reese began her career in the District in 2006. Reese was promoted to assistant principal at Washington Elementary in May 2022.

Reese recalled Jamekia Porter, but she did not have much contact with Porter and was not aware of any issues with her during her time at Washington Elementary. Reese stated that she only became aware of an issue after Porter was non-reappointed around May 20, 2022. Reese stated employees began questioning their time; North Area Confidential Secretary Patre' Davis' payroll calculation did not match Porter's. Reese stated from her understanding, that Porter was overpaying employees by giving individuals extra hours. For example, some were getting paid for 7.5 hours instead of 7 hours. Reese stated she

cannot recall the names of the individuals. OIG staff presented the names of Ambrosia Gooden, Vanessa Brown, Jimmy Wells, and his sister (Reese could not recall her first name). Reese stated “yes, there were issues with payroll for these individuals.” Per Reese, Patre’ Davis stepped in to assist with payroll. Reese said she was not aware of Porter using a photocopy of the principal’s signature and using it on documents.

**On June 27, 2022, a sworn recorded interview of Executive Administrative Assistant Alicia Lewin Salas (AKA Lewin) was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Lewin” as it relates to Allegation 1:**

Lewin is an Executive Administrative Assistant for the north regional office. Lewin has been with the District since 2014.

Lewin stated Porter took over as secretary in December 2021 after the interim secretary, Lisa Martin left the school. According to Lewin, shortly after that, Rolle asked her to provide payroll training to Porter after Porter appeared to have trouble processing payroll correctly. Lewin stated she provided in-person training to Porter. Lewin stated Porter rarely called the regional office to ask for assistance or ask questions, and never reached out to her for help. Lewin stated Porter would never follow through with tasks. For example, Porter was not inputting time properly, and she would ask Porter to perform a task, and Porter would never reply to her email messages and she would have to send Porter several email messages in an attempt to resolve the issues. According to Lewin, Porter was not submitting TDEs for employees when needed. Regarding TDEs for Porter (and all secretaries), Lewin stated the process for their TDEs changed as of June 2021, in that secretaries had to have their TDEs signed by the principal and then forwarded to her for approval. Lewin stated after Porter was non-reappointed, she discovered that there were six TDEs for Porter that were never submitted to her, and she had to do payroll corrections for Porter’s time.

Lewin stated that prior to Porter’s non-reappointment, she and Rolle met with Porter to address their concerns with her and the areas where Porter needed more support. Lewin stated during Porter’s non-reappointment, she, Davis, and Rolle reviewed payroll deficiencies with Porter, and how the staff was hanging out in the front office, and Porter became very upset during the meeting. According to Lewin, it was agreed between herself, Davis, and Rolle that Porter would pick up her personal belongings at 3:30 PM that day, however, Porter came early and was causing major disruptions at the school. Lewin stated she told Porter that she was in no condition to be at the school. Lewin stated Porter was trying to get to her office. According to Lewin, she asked Porter what she needed out of the office and Porter responded that she needed her microwave, refrigerator, and her box with her things in it, but Lewin stated she told her that the way she was behaving, it was not a good time for her to be at the school or to go to her office.

Lewin stated she was surprised to see that Porter was a sponsor for the school pictures and the Universal trip fundraisers because as a secretary, she should have had enough duties, and sponsors are usually teachers. Lewin stated when she, and Davis were going



through Porter's desk drawer after her departure, they found loose cash. As far as the MPRs, Lewin stated they found a stack of MPRs that appeared to have been photocopies of the principal's signature.

Lewin stated she believed that Bookkeeper Edward Hollis had been overpaid. Lewin stated the times that were being entered for Hollis had been entered manually. Per Lewin, Hollis argued with her and Davis a lot regarding the issues with his time and he eventually took the matter to payroll. Lewin acknowledged that there was a discrepancy with Hollis' hours because he went from being a six-hour employee to an eight-hour employee once he became the treasurer at Washington Elementary, so the Payroll department and Compensation had to figure out the time difference.

**On August 19, 2022, a sworn recorded interview of teacher Sylvia Penu was conducted at WES in Riviera Beach, FL. The following represents actual and paraphrased statements made by "Penu" as it relates to Allegation 1:**

Sylvia Penu began her career with the School District in 2017 and teaches gifted students in grades fourth and fifth.

Penu stated a digital camera was ordered for her by Principal Rolle to take photos for the school yearbook. Penu stated she kept the digital camera; the charger and selfie stick inside of the locked desk in her classroom. Penu stated she had a key but anyone with a master key could get in like the administration principal, assistant principal, as well as Porter. Penu stated no one knew the digital camera was there except the principal because she wanted the principal to know where the camera was located. According to Penu, she was initially given the task of taking photos for the yearbooks but she was not given all of the resources to accomplish the task.

Penu stated one day around April or May 2022, (around the time of the school dance), she was out and was contacted by Porter, and Porter wanted to know the location of the camera so that she could take photos of the students for the yearbook because there had been a mishap with the photographer from Strawbridge Studios. Penu stated she told Porter where to go in her classroom to get the camera, the charger, and the selfie stick. According to Penu, Porter told her she would take pictures of the students.

Penu stated when she returned to school the following Monday, Porter told her that she had the camera in her office in a safe place and for Penu to stop by and get the camera later, but Penu got busy and never got to Porter's office before Porter's dismissal from the school. Penu stated she did not know where the safe place was in Porter's office. According to Penu, she recalled seeing District personnel; Davis, Lewin, and School Police in Porter's office packing up her things and she never made it to Porter's office to look for the digital camera. Penu stated at the end of the school year, she was able to provide the selfie stick to Principal Rolle because it was still on her desk, but the camera had not been located. Penu stated Rolle asked her to write a statement on the status of

the camera, and she did (**Exhibit 3**). Penu stated she told Rolle that Porter told her that the camera was in her office.

Penu stated she did see Porter when she came back to the campus to get her personal effects but Porter was very upset because she was being told that she could not retrieve her items. Penu stated she did not ask Porter about the camera because her well-being was the focus at the time, and Porter was very upset. Penu admitted that she did not see the digital camera when the administration was packing Porter's items, but feels that the camera could have been moved during that time. Penu estimated the camera was only worth \$50. OIG staff informed Penu that the camera was valued at approximately \$800 (**Exhibit 4**). Penu appeared surprised.

**On August 17, 2022, a sworn recorded interview of Behavioral/Physical Needs Assistant Ambrosha Gooden was conducted at Washington Elementary School in Riviera Beach, FL. The following represents actual and paraphrased statements made by "Gooden" as it relates to Allegation 1:**

Ambrosha Gooden is a Behavioral/Physical Needs Assistant II for the School District. Gooden's second position with the District is as a Tutor. Gooden began her career in the School District in 2015 as a day-to-day substitute teacher.

Gooden stated she began at Washington Elementary in January 2021. Gooden stated that she is required to clock in via the TCD and/or Web. Gooden stated she is not sure what to do if she misses a punch via the TCD device, but stated that when she had to only utilize the web and missed clocking in, she would complete an MPR and (physically) take it to Porter. Gooden stated that she would sign the MPR and hand it back to Porter. Gooden stated she never made copies of the MPRs. Gooden stated at the time, she was also doing tutoring at the school and was not familiar with how to do the punches (TCD) for a second position. Gooden stated that she did not realize that she needed to clock out for the first position and then clock back in under the second position. According to Gooden, the error caused her to owe the District for the overpayment. Gooden stated that Porter attempted to figure out what happened. Gooden stated Porter told her that it was probably how she was clocking in and out under both positions that she held. Gooden stated that Porter was very nice to her and tried to help her figure out what was wrong with her time.

OIG staff showed Gooden a sample of her MPRs. Gooden stated the signatures on the MPRs were hers but she did not recognize the changes to the MPR document which appeared to have been altered photocopies of the principal's signature. Gooden stated the form that was presented to her by Porter was always a blank document that did not include the principal's signature and Porter would tell her that she would get the principal's signature. Gooden stated she did not recall receiving any pre-filled forms from Porter.

**On August 19, 2022, a sworn recorded interview of Treasurer Edward Hollis was conducted at WES in Riviera Beach, FL. The following represents actual and paraphrased statements made by “Hollis” as it relates to Allegation 1:**

Hollis became Treasurer at Washington Elementary in February 2022. Hollis began his career in the School District in 2018.

According to Hollis, the principal does know his schedule and that his schedule was printed out and given to him by Jamekia Porter when he arrived at the school in February. Hollis stated he clocks in via the Time Collection Device (TCD) and may have had approximately five missed punches since he’s been at Washington Elementary. Hollis stated he does not recall seeing pre-filled MPRs or MPRs that appeared to have been altered. Hollis stated he has never filled out an MPR for a time that he was not at work. Hollis stated he would sometimes forget to punch out based on what he was doing at the time; taking care of parents, bookkeeping duties, etc. Hollis stated he was not aware of Porter altering documents. Hollis stated he would complete an MPR e-form and it would go directly to Porter. Hollis stated he did not ask Porter to falsify any documents for him.

Hollis stated Strawbridge Studios was supposed to come out to the school to take pictures, but once the company arrived, they only wanted to take pictures of the students that had already paid in advance. Per Hollis, it was supposed to be rescheduled, but it never happened. Regarding the missing digital camera, Hollis stated he did not know where the digital camera was kept but did recall that on picture day spring 2022, the camera was either dead or not working. Hollis stated Porter went home to get a charger. Hollis stated he did not witness Porter with the camera or the charger when she returned and did not recall seeing her taking student pictures on that day. Hollis acknowledged that by the time he saw Porter again, she could have sat the camera down somewhere, but he cannot say for certain. Hollis stated his phone was used to take pictures, but could not recall if Porter took any pictures.

Regarding the t-shirts for field day, he stated he ordered a total of 250 t-shirts; of that, 225 were sold for \$15 each, but could not recall the exact amount (**Exhibit 5**). According to Hollis, the remaining t-shirts (25) were loaned out to students at the direction of Principal Rolle, who wanted the students to be color-coordinated. Hollis stated the t-shirts were given back to the school by the students. Hollis did not know who collected the loaned-out t-shirts. Hollis stated to his recollection, Porter completed the Sales Inventory Form. Hollis stated because he is the bookkeeper, he cannot collect funds and did not collect any funds for the t-shirts. Hollis stated at the end of field day, the t-shirts were turned back in.

Hollis stated a student came to him asking him if he received the money he provided. Hollis could not recall the specific fundraiser the student was referring to. Hollis stated he told the student no, but because Porter was not there that day, he called Principal Rolle and she went into Porter’s office and retrieved the money from on top of Porter’s desk and it had a sticky note on it. Hollis stated he cannot recall the exact amount, but thinks it was between \$20-\$40. Hollis stated he could not recall a specific fundraiser, but stated

it was around the time Porter was non-renewed in May. Hollis denied that he took any money or that there was money that was split between him and Rolle.

**On September 1, 2022, a sworn recorded interview of Principal Carissa Battle was conducted via Google Meet, West Palm Beach, FL. The following represents actual and paraphrased statements made by “Battle” as it relates to Allegation 1:**

Carissa Battle began her career in the School District in 2000. Battle was the principal at Washington Elementary from 2018 until 2020. This meeting was conducted via Google Meet to accommodate Battle’s current circumstances while she’s on leave.

Battle stated during her time as the principal at Washington Elementary, she did not have any issues with Porter as her secretary. Battle stated because Porter was new to the position of secretary, she would sit down with Porter and they would review how operations would be handled by Porter. Battle stated since Porter was new to the role of secretary, she did not feel that it was unusual for her to need assistance.

Battle stated she is familiar with Rolle, but could not recall anything specific happening between Porter and Rolle or recall the nature of their relationship. Battle did recall a situation involving some books that needed to be delivered, but she could not recall the exact circumstances and did not want to be on the record stating anything specific when she could not recall exactly.

As far as the work ethic for Porter, Battle stated that Porter came to work as required and there was nothing out of the ordinary that occurred. Battle stated there was never a time when Porter initiated any contracts on her behalf or that she had any issues with her performance. Battle stated she does not recall anything else occurring.

## **SUBJECT INTERVIEW**

**On August 23, 2022, a sworn recorded interview of former District employee Jamekia Porter, was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Porter” as it relates to Allegation 1:**

Jamekia Porter worked for the School District from 2019 until July 2022. Porter was an Administrative Assistant at Washington Elementary School in Riviera Beach, FL.

According to Porter, when she returned from leave in August 2021, she asked Rolle what her expectations were of her, but was not given any direction by Rolle. Porter stated she was not returned to her original duties<sup>2</sup> as there was someone else performing the secretarial duties; Lisa Martin. Porter stated she was placed on front desk duty from 6:45

---

<sup>2</sup> PeopleSoft shows Porter’s title remained Administrative Assistant throughout her time at Washington Elementary.

AM -11:00 AM. Porter stated in November 2021, she was given the responsibility of processing payroll and being Rolle's confidential secretary<sup>3</sup> once Rolle was informed that Lisa Martin was looking for and subsequently found another position in the District. Per Porter, she did not know what expectations Rolle had of her, and therefore, she assumed that she would just handle secretarial duties for Rolle the same way she had done for Principal Carissa Battle. Porter stated she did not have official training in processing payroll<sup>4</sup>, and would contact the secretary at Lincoln Elementary, Ms. Brown, and she would walk her through the process. Per Porter, when she was under Battle, she was able to focus on her main job as a confidential secretary because Battle never assigned her additional duties as Rolle had done. For example, under Rolle, she had cafeteria duties, front desk duties, and morning and afternoon duties, so she could not focus on her main function. In addition, Porter stated when processing MPRs under Battle, Battle would sit down with her and they would review the MPRs together, and then the information would be reviewed with the employee. According to Porter, under Rolle, there was never any communication from Rolle on how she wanted specific job duties handled.

#### Fundraising Issues/Concerns:

According to Porter, Rolle told her to do the t-shirt fundraiser<sup>5</sup> for Field Day. Porter stated she did collect ("some") money. Porter stated t-shirts were handed out by herself, Bookkeeper Edward Hollis, Data Processor Tiera Smith, and the school nurse. Porter stated the t-shirts were handed out the day before field day on March 10, 2022 (**Exhibit 6**). Porter stated when she returned the following Monday, after being out on Friday (Field Day), there were only two t-shirts that remained. Porter stated she asked Hollis what happened to the t-shirts. Hollis, and Smith informed her that on Field Day, Rolle called over the walkie-talkie and instructed staff to give students a t-shirt without any accountability for the inventory. Porter stated she only collected money for the t-shirts until March 10, 2022, and does not know who collected money during her absence. Porter could not recall the exact amount that she collected for the t-shirts but thinks there were approximately 20 kids and adults. The receipts collected during the OIG visit on May 26, 2022, were shown to Porter during the interview (**Exhibit 7**). Porter stated she did not issue the receipts because she would initial the receipts that she did. Porter stated she did question Rolle about what happened to the t-shirts and if there was a list of the students that purchased or were given t-shirts. Rolle said that Hollis should have written it down. Porter stated that Hollis told her that Rolle never told him to make a list.

Porter stated former secretary Lisa Martin set up the appointment for the pictures for the entire school year prior to her departure from the school for leave. Porter stated when she left for maternity leave in February 2021, money collected for the pictures was still locked

---

<sup>3</sup> PeopleSoft shows that Porter was a School Administrative Assistant and not a Confidential Assistant.

<sup>4</sup> PeopleSoft does not show and record of Porter attending Payroll Training.

<sup>5</sup> PeopleSoft Shows that Porter completed Internal Accounts: Fundraising for Teachers/Sponsors on February 11, 2002, July 16, 2020, and August 6, 2020. Additionally, she completed Internal Accounts: All Involved in the Drop Safe Log Inventory Verification process on February 4, 2002 and July 16, 2020.

inside her desk, and she does not know what happened to the money. Porter stated after she was non-reappointed, she was not allowed to access her office for two months, and could not verify what happened to anything in her office that was left unattended. Porter stated the school does receive a commission check from Strawbridge Studios for ordering pictures, and it goes into the school's administrative courtesy account. Per Porter, the first time the company was scheduled to come out to the school to take pictures of the students, the company told them that if the students did not have the money for the pictures, they would not come to the school. Per Porter, the second time the photographer had trouble with the camera (it broke) and could not come out, but wanted to reschedule. According to Porter, Rolle told her not to reschedule because the parents are going to be upset so the staff took pictures of the students. Porter stated since picture day did not happen, she wanted two teachers, Pugh and Wells, to take and sign for the money they provided for picture day, but they never came to her office. Porter stated the money for the pictures was in white envelopes provided by Strawbridge Studios, and left in her desk drawer<sup>6</sup>. Porter stated she does not know how much money was in the envelopes because she never opened the envelopes. Porter stated that neither teacher completed the outside of the envelope with necessary information; student name, picture package, amount, etc.

Regarding the fifth-grade prom, Porter stated she was asked by Rolle to contact the City of Riviera Beach and ask if they would be able to host the prom at the Marina at no cost to the school. Porter stated the contract for the event came to her via email. When asked if she was aware that only principals at a school can execute a contract, Porter stated that Rolle directed her to sign the contract, but declared that she was not aware that only a principal can sign a contract and stated that she only did so at the direction of Rolle.

Porter stated Rolle instructed her to call the City of Riviera Beach to get an invoice to send over to Universal<sup>7</sup> because that is what Universal required. Porter stated Universal sent her a form and Rolle instructed her to complete the form, so she did (**Exhibit 8**). Porter stated it was around May 13, 2022<sup>8</sup>, when her access to Washington Elementary was denied and she was to be transferred to Howell L. Watkins (**Exhibit 9**). Porter stated she discovered that she was being accused by North Regional Superintendent Camille Coleman of stealing the Universal tickets money, however, Porter stated that no tickets were bought; she only requested a quote from Universal. Porter stated the only way she knew there was an issue was because Coleman sent a long email addressed to Mark Mitchell, her and her union representative. Porter stated she responded that she didn't take any money and there was no money to purchase the tickets. Porter stated she contacted "Adam" at Universal to verify if any money was received by them and was told by "Adam" that no, money had been received at that time and that the tickets were purchased that morning by Vernicka Rolle. Porter also stated that "Adam" at Universal

---

<sup>6</sup> The picture money collected was not a fundraiser and the money in the envelopes provided by the students was to be given directly to the photographer and not deposited into Internal Accounts

<sup>7</sup> Rolle denied asking Porter to contact anyone regarding Prom or the Universal Studios Trip.

<sup>8</sup> Source: Email documentation from Rolle verifies date as May 22, 2022.

told her that Rolle gave the name of Single School Coordinator Leroy Kelson as the contact person. Porter stated she did not purchase the tickets and did not take any money. Porter stated on May 20, 2022<sup>9</sup>, she was not feeling well and contacted Rolle via text<sup>10</sup> message to let her know that she was not feeling well and would not be in that day (**Exhibit 10**). Porter stated Rolle told her that she needed her to come in because she was going to issue a letter to an employee at the school. Porter stated after the issue with the employee was taken care of, she was bombarded by Alicia Lewin and Patre´ Davis. Per Porter, she was told that she was being non-reappointed and the reason given by Rolle was that she was too friendly with the staff. Porter stated before Rolle became principal and while they were at Lincoln (area office) she and Rolle (then a single school coordinator at the area office) would always bump heads and Rolle and Battle also did not get along. Porter stated before her being non-reappointed, she was looking for another job because she felt that eventually, it would be an issue between her and Rolle due to their previous interactions.

Regarding the MPRs, Porter stated Rolle did sign the forms. Porter was adamant that Rolle signed the MPRs and that she did not alter the forms in any way. Porter stated the forms that were presented to her during the interview with OIG staff were not the original forms and did not originally look the way they did during the interview with the appearance of being altered (**Exhibit 11**). Porter stated she left documents in an unlocked file cabinet in her office. Porter stated only she and Rolle had a key to her office.

Porter stated she never took any money that was given to her by students or parents. Porter stated the money that was in her drawer was supposed to be dropped in the safe, but she was relieved of her duties the day she was going to drop the money in the safe. Porter stated she does not recall the amount but thinks it was \$50 (from the prom sales) that was in the drawer.

#### Digital Camera:

Porter stated she was directed by Rolle to retrieve the camera from Sylvia Penu's office. Porter stated that she used her Great Grand Master (GGM) key to access Penu's office. Porter stated she did not know how to operate the camera so she placed the camera in the file cabinet (that did not have a lock) by the printer behind her desk in her office. Porter stated that Penu was not at school that day. Porter stated that was the last time she saw the camera. Porter stated this was around March or April for spring pictures. Porter stated she did not take the camera home or give it to anyone. Porter stated the pictures were taken with Hollis' iPhone since she could not get the digital camera to work.

Porter stated the custodians would always call her if they were not going to be at work because that is the way it had always been done with Principal Battle. Porter stated the custodians would contact her and she would let the principal know. Porter stated she did

---

<sup>9</sup> Source: Email provided by Porter showed the actual date was May 23, 2022.

<sup>10</sup> Source: Email provided by Lewin illustrates that the message was via email and not text.

it this way because Rolle did not tell her what the procedure for staff calling out would be. Porter stated that she has emails that she will forward to the OIG.

Porter stated she did not steal money, property, or anything of value and did not alter any documents with the principal's signature. Porter stated she left the digital camera in a cabinet (that does not have a lock). Porter stated she never took the camera home nor did she sell the camera. Porter declared that she never stole any money from students or parents.

## **RECORDS ANALYSIS**

- Exhibit 1: Letter from Rolle to Porter regarding Porter's failure to follow directives**
- Exhibit 2: Administrative Assistant Improvement Plan**
- Exhibit 3: Sylvia Penu's letter regarding the digital camera**
- Exhibit 4: Receipt for digital camera**
- Exhibit 5: Sales Item Inventory Report**
- Exhibit 6: Field day/T-shirts flyer (date of Field Day)**
- Exhibit 7: Receipts for t-shirts for Field Day**
- Exhibit 8: Universal Orlando Resort ticket order**
- Exhibit 9: Email to Porter to report to H.L. Watkins**
- Exhibit 10: Email from Porter on May 23, 2022**
- Exhibit 11: Altered MPRs**
- Exhibit 12: Letter from Lewin to Rolle regarding training and support to Porter**
- Exhibit 13: Rejection of MPRs by Rolle**
- Exhibit 14: Samples of receipts that do not show Porter's initials, but her signature**
- Exhibit 15: Verification of Overpayment from Payroll Manager Teri Jensen**

OIG staff provided Porter with an opportunity to provide the documentation that she stated that she had during her interview. As of the date of the writing of this investigative report, nothing has been provided by Porter to substantiate her claim that she kept all correspondence between herself and Rolle.

Based on documentation obtained by OIG staff, Porter was given an improvement plan by Rolle in December 2021, which, she signed. This demonstrates that Porter was aware that her work performance was an issue. Other written documentation obtained by OIG staff demonstrates that Porter was provided an opportunity to correct her performance and was provided support and training by Lewin at the north regional office (**Exhibit 12**), but according to Lewin, Porter would not call for assistance and would not respond to her when she emailed Porter.

The OIG cannot determine with certainty what happened to the digital camera. All involved stated that they did not take the camera, and did know its location. However, it must also be noted that the individuals that allegedly had a key to enter Penu's office outside of Penu, were Rolle and Porter (and possibly the custodians). Hollis' statement corroborated Porter's in that he and Porter stated that Porter had trouble operating the



camera. Hollis could not verify the whereabouts of the camera or when he last saw the camera and with whom.

There was also a question of altered/fraudulent documents. Principal Rolle stated that she did not sign the MPRs, but did acknowledge that it was her signature on the forms. Porter denied altering Rolle's signature. Neither Hollis nor Gooden recalled being presented with altered documents by Porter or seeing any altered documents; MPRs or TDEs.

Porter stated during her interview with OIG staff that the receipts provided to her for review by OIG staff during her meeting were not receipts that she had issued because she initials her receipts. The OIG determined that was not the case. Receipts obtained by the OIG have Porter's name on them, but no initials from Porter. Her name at the bottom of the receipts serves as verification that she was the receiver of the funds (**Exhibit 14**). Additionally, regarding the matter of possible overpayment issues due to Porter's possible mishandling of payroll, OIG staff verified with Payroll Manager Teri Jensen on July 11, 2022, that the only individual that was overpaid was Ambrosha Gooden (**Exhibit 15**).


## CONCLUSION

This investigation determined that Principal Rolle placed Ms. Porter on a PIP and, at least in part due to the performance issues contained in this report, subsequently non-reappointed her. Based on the information obtained, Principal Rolle identified these performance issues, provided Porter assistance from other employees, placed Porter on a PIP, and ultimately non-reappointed Porter. While the facts support the conclusion that there were documented issues with Porter's performance, including her undertaking duties that were not typical of an administrative assistant such as fundraiser sponsorships, the conflicting reasons for the noted irregularities in the payroll documents and fundraising records were not sufficient to establish misconduct constituting a violation of the District Code of Ethics. Regarding the alleged falsified documents, the OIG reviewed copies of copies, which were insufficient for the OIG to make a determination if the documents were falsified. Accordingly, the OIG concluded the Allegation that Jamekia Porter violated School District Policy 3.02.4.f. in that she was not efficient and effective in the delivery of all job duties was **Unsubstantiated**.

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

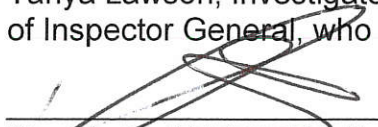
**ATTESTATION**

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

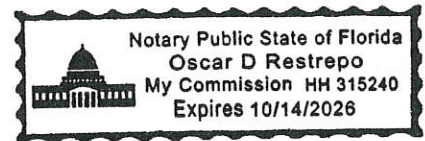
  
\_\_\_\_\_  
Tanya Lawson, Investigator II

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

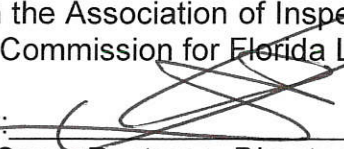
Sworn to (or affirmed) and subscribed before me this 09 day of January, 2023, by Tanya Lawson, Investigator II for the School District of Palm Beach County, Office of Inspector General, who is personally known by me.

  
\_\_\_\_\_  
Signature of Notary Public

Notary Public or  Law Enforcement Officer



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

Supervised by:  Date: 1/9/23  
Oscar Restrepo, Director of Investigations

Approved by:  Date: 1/10/23  
Teresa Michael, Inspector General

## **EXHIBIT LIST**

Letter from Rolle to Porter regarding Porter’s failure to follow directives.....	Exhibit 1
Administrative Assistant Improvement Plan .....	Exhibit 2
Sylvia Penu’s letter regarding the digital camera .....	Exhibit 3
Receipt for digital camera.....	Exhibit 4
Sales item Inventory Report.....	Exhibit 5
Field day/T-shirts for Field Day flyer.....	Exhibit 6
Receipts for t-shirts for Field Day .....	Exhibit 7
Universal Orlando Resort ticket order .....	Exhibit 8
Email to Porter to report to H.L. Watkins .....	Exhibit 9
Email from Porter on May 23, 2022 and not May 20, 2022 .....	Exhibit 10
Altered MPRs .....	Exhibit 11
Letter from Lewin to Rolle regarding training and support to Porter .....	Exhibit 12
Rejection of MPRs by Principal Rolle .....	Exhibit 13
Samples of receipts that do not show Porter’s initials, but her signature....	Exhibit 14
Verification of Overpayment at Washington Elementary from Teri Jensen	Exhibit 15
Written response from Jamekia Porter.....	Exhibit 16

## **DISTRIBUTION LIST**

### **Action Official Distribution:**

Vicki Evans-Pare’, Director, Office of Professional Standards

### **Information Distribution:**

Palm Beach County School Board Members  
 Michael Burke, Superintendent  
 Audit Committee Members  
 OIG File  
 Randy Law, OIG Director of Audit  
 Robert Bliss, OIG Compliance Officer  
 Shawn Bernard, General Counsel

**MEMORANDUM**

To: Mrs. Jamekia Porter, Administrative Assistant  
Washington Elementary School

From: Dr. Vernicka R. Murray, Principal  
Washington Elementary School

Subject: Failure to Follow Directives/Fulfilling Job Responsibilities

Date: December 14, 2021

Mrs. Porter the following incidents occurred as indicated below. Those incidents caused a disruption to student instruction and the school.

**Situation #1**

On Wednesday, December 8, 2021 Mr. Williams was seen speaking with you in the front office after several warnings for you not to have him or other employees hanging out in the front office. Moving forward, when you are in the front office do not allow employees to hang out. If they have questions regarding time, payroll, etc. Let them know when you will be available to meet with them in your office.

**Situation #2**

On Friday, December 10, 2021 you reported to me that Mr. Williams called in and said he was not coming to work. Then at 12:35 p.m. you called and stated he had a change of plans and would be reporting to work. After speaking with both of you Mr. Williams shared that he did not call in and did not report to you that he would not be in. He said he spoke with you the day before and shared that he might not be coming to work. He said you lied about him calling in.

# WASHINGTON

LEARNER TODAY, LEADER TOMORROW

## ELEMENTARY

Dr. Vernicka B. Murray • Principal  
Dr. Lascelia Dacres • Assistant Principal

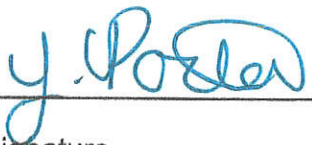
### Situation #3


On Friday, December 10, 2021 Dr. Long sent you the following email at 11:29 AM

***“Porter-From this day forward, any custodian who will be absent should report that absence to Murray directly. In addition, please redirect any staff lingering around your office space for anything other than work. It allows staff to believe that the behavior of “hanging out” while at work is approved by the Principal.”***

The situations that occurred are not a part of the school wide goal and initiative to raise student achievement at Washington Elementary School. It is my expectation that you are to comply with verbal directives, school policies and procedures. If you have any questions or concerns, please contact me.

Your signature below indicates receipt of this letter and not necessarily agreement.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date



Case #: 22.0014-I Date Rcv'd: 8/18/22  
Received From: Rolle  
Description: Improvement Plan  
Exhibit #: 2  
Redactions: Yes \_\_\_\_\_ No

## Administrative Assistant Improvement Plan FY22

**Name:** Jamekia Porter  
**Work Location:** Washington Elementary School  
**Supervisor:** Dr. Vernicka R. Murray, Principal  
**Implementation Date:** December 17, 2021

### Rationale Performance Issues

This Performance Improvement Plan is being created because you have had difficulty meeting the standards for your position. Specifically, the following issues have been observed:

- Issue #1 - Confidentiality
- Issue #2 - Organization
- Issue #3 - Management of people and time

### Employee Actions

- **Confidentiality**
  - Confidentiality of the position is paramount.
    - Refrain from entering into idle conversations
    - Do not share private information
    - Do not fabricate
- **Organization**
  - Payroll
    - input and monitor daily
    - monitor overtime
      - Review the time task calendar to meet deadlines
      - Periodically review contents of admin closet, keep tidy
- **Management of people and time**
  - Read district bulletins for the deadline, create a log sheet for compliance
  - Meet weekly with non-instructional staff to ensure customer service is taking place
  - Update the Principal's calendar for all events

### Strategies/Resources for improvement

# WASHINGTON

LEARNER TODAY • LEADER TOMORROW

## ELEMENTARY

Principal: \_\_\_\_\_  
District Office: \_\_\_\_\_

- Review the School District Job Description and seek training through e-learning for compliance

### Supervisor Actions

- Provide support
- Monitor progress
- Meet regularly to review

### Consequences

- Removal from position and reassignment to another position or the option to apply for other positions within the district.
- Termination

### Check-in/Dates/Deadline for improvement

- Check-in for improvement will take place with review sessions in February, March, April, May and conclude June 1, 2022.

Initial Session: \_\_\_\_\_ Date: 12/13/21  
Principal

Initial Session: J. Foster \_\_\_\_\_ Date: 12/13/21  
Admin Assistant

Review Session 1: \_\_\_\_\_ Date: 1/12/22  
Principal

Review Session 1: J. Foster \_\_\_\_\_ Date: 1/12/22  
Admin Assistant

Adequate Improvement: X Shown \_\_\_\_\_ Not Shown

Review Session 2: \_\_\_\_\_ Date: 2/15/22  
Principal



# WASHINGTON

LEARNER TODAY LEADER TOMORROW

## ELEMENTARY

Principal • Assistant Principal • Teacher • Parent • Student

Review Session 2: y. Porter Date: 2/15/22  
Admin Assistant

Adequate Improvement: OP Shown  Not Shown  - see attached

Review Session 3: OP Date: 3/24/22  
Principal

Review Session 3: y. Porter Date: 3/24/22  
Admin Assistant

Adequate Improvement: OP Shown  Not Shown  see attached

Final Review: OP Date: 5/20/22  
Principal

Final Review: Yamirha Porter Date: \_\_\_\_\_  
Admin Assistant

Adequate Improvement: \_\_\_\_\_ Shown  Not Shown

Final Review Session Comments:  
see attached

- Adequate Improvement  
 Adequate Improvement Not Shown  
 Recommend Additional Year  
 Other \_\_\_\_\_

Employee Signature Refused to sign Date 5/20/22

Principal Signature OP "walked out" Date 5/20/22

**JOB CODE: 33480**

**TITLE: ADMINISTRATIVE ASSISTANT – SCHOOL**

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Minimum of three (3) years of progressively responsible experience in current office practices and procedures (experience in a school setting preferred).
3. Demonstrated knowledge of current computing technologies and software applications appropriate to the position's job responsibilities, including accurate keyboard speed of 55 words per minute.
4. Demonstrated ability to work and deal effectively with diverse groups, including parents, students, teachers, other employees and departments, and the general public.
5. Ability to exercise a high level of independent judgment and discretion.
6. Ability to plan, organize and supervise assigned administrative support staff.
7. Ability to communicate effectively, both orally and in writing.

**PERFORMANCE RESPONSIBILITIES**

**Essential Functions:**

1. Functions as lead administrative support and contact for a School Principal at an assigned school/site.
2. Works collaboratively with School Administrators to ascertain and address school needs; functions as liaison between District staff, school staff, students and parents accordingly.
3. Assists the Principal in various objectives, e.g., achieving performance goals; maintaining school budget and position status reports; maintaining appropriate staffing levels.
4. Performs high level administrative, technical and professional work in training, motivating, managing and supervising office staff in daily office administration.
5. Performs personnel administration activities, e.g., advertising, screenings and interview scheduling; processing new hires, transfers, separations and personnel records; processing payroll, supplements, worker's compensation and travel reports.
6. Gathers, interprets and prepares data for studies, reports and recommendations.
7. Provides consultation and advisement to school administration with respect to areas of responsibility, including presenting information as needed.
8. Maintains and professionally communicates current knowledge and information regarding District policies and school programs, processes and procedures to staff and the public.
9. Provides backup for all office support functions as directed or needed, e.g., bookkeeping, data processing, guidance, student services, and front office reception.
10. Answers the telephone, responds to inquiries and provides public information based on extensive knowledge of school programs and activities to citizens, civic groups, the media, and other interests and agencies as requested.

11. Establishes and adheres to guidelines and procedures for administrative support protocols, e.g., processing correspondence, maintaining hard copy and electronic file systems, maintaining work order and safety records, managing records retention.
12. Composes moderately to highly complex correspondence for Administrators' signatures.
13. Maintains and updates school information resources, e.g., policies, programs and procedures; student and staff handbooks; school newsletter.
14. Opens mail; assembles materials for review/use by school administration.
15. Orders supplies, initiates purchase orders and authorizes payment for items received; may work collaboratively with bookkeeping staff in coordinating ordering and purchasing activities.
16. Coordinates various activities and initiatives, e.g., preparations for workshops, meetings, and seminars; master key and buildings access; receipt and processing of substitute teaching staff.
17. Makes decisions in the absence of the School Administrators(s) within established guidelines and scope of authority.
18. Attends, participates and assists with various meetings, events and school social functions as requested.
19. Maintains confidentiality and discretion with respect to school and related District business matters, including confidential matters applicable to functional areas of responsibility.

**Performance Effectiveness Criteria:**

In addition to the employee being responsible for each of the performance responsibilities listed herein, periodic and special reports to the Board and other entities will be provided regarding the impact of this position with respect to progress toward annually established District and Divisional goals and objectives for, but not necessarily limited to, the following areas: 1) Student Performance, 2) Customer Service, 3) Fiscal Accountability and Responsibility, 4) Process Efficiencies and Improvements, and 5) Employee Learning and Growth.

**Additional Job Functions:**

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

New: 03/79  
Revised: 07/90, 10/99, 01/16  
Salary Level: C2  
FLSA Status: Non-exempt

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

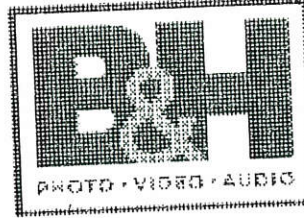
I, Sylvia Pennu, am returning  
the vlogger kit by Sony to Dr. Murray.  
On Friday, May 13<sup>th</sup>, 2022, Mrs. Porter  
collected the digital camera from my  
classroom to take photos / school pictures  
of the students next to the office in  
between the office and cafeteria. I  
was off that day and I told her where  
the camera was located, so that she  
could take the photos.  
I never received  
the camera back.

Sylvia Pennu  
*S Pennu*  
05/31/22

Case #: 22-0014-1 Date Rcv'd: 8/18/22  
Received From: Rolle  
Description: Letter from Pennu  
Re: Camera  
Exhibit #: 3  
Redactions: Yes  No

Case #: 22-0014-J Date Rcv'd: 5/18/22  
Received From: Kolle  
Description: Digital Camera Receipt

Exhibit #: 4  
Redactions: Yes \_\_\_\_\_ No



B&H PHOTO & VIDEO  
420 NINTH AVE.  
NEW YORK, NY 10001  
(800)947-9975  
[www.BandH.com](http://www.BandH.com)

Customer Service:  
[CS@BandH.com](mailto:CS@BandH.com)

Order: 892118718      Date: 02/28/22

1	SONY ZV-1 DIGITAL CAMERA w/VLOGGER ACC KIT SOZV1VLAK/	848.00	848.00
	Regular Price:	898.00	
	Instant Savings:	-50.00	
	Your Final Price:	848.00	
1	ZV-1 DIGITAL CAMERA SERIAL #: S016525091E	.00	.00
1	VLOGGER ACCESSORY KIT	.00	.00
		-----	
		SUBTOTAL	848.00
		Total Order:	848.00
		Total Payment:	848.00

**SOLD TO:**

LUCRECIA IGLESIAS  
SCHOOL DISTRICT OF PALM BEACH  
3661 INTERSTATE PARK RD N  
WEST PALM BEACH, FL 33404  
(561)882-1944  
CUST: B3525483

**SHIP TO:**

WASHINGTON ELEMENTARY  
WASHINGTON ELEMENTARY  
1709 W. 30TH STREET  
RIVIERA BEACH, FL 33404  
(561)881-4665

LPN: 6711



# THE SCHOOL DISTRICT OF PALM BEACH COUNTY Sales Item Inventory Report

Does ending inventory remain?  YES  NO

This report must be completed promptly upon completion of each fundraising activity selling products, attached to the Fundraising Applications/Recap form (PBSD 0153), and submitted to the treasurer. Continuous sales such as vending machines must have a year end inventory taken. List each sales item and its unit selling price, even if no inventory remains. In the inventory section, briefly explain what happened to the items listed in Column 5.

I hereby verify the accuracy of this inventory.

Sponsor No longer at location  
Signature of Teacher/Sponsor

Date 5/31/22

Reviewed by Principal/Designee

School	Washington Elementary	
Sponsor Name	Jamekia Porter	
Activity Account Name	General Activities Shirt sale	
Account Number	7-0100.02	Inventory Date
Inventory Location	N/A	

1 Description of Inventory Sales item	2 Beginning Inventory*	3 Purchases	4 Less Items Sold	5 Less Items Given Away/ Missing, etc. **	6 Ending Inventory ((2+3)-(4+5) = 6)	7 Item Sales Price	8 Total Item Sales (7 x 4)
Field day shirts	0	265	240	25		10.00	
				<b>**TOTAL COL. 5</b>		<b>25</b>	
				<b>**TOTAL SALES</b>		<b>2,400</b>	

Case #: 22-0014-I Date Rcv'd: 9/20/22  
Received From: OIG Audit  
Description: Sales Inventory Rpt

Exhibit #: 5  
Reductions: Yes  No

\* Sponsor verifies by comparing to previous applicable Sales Item Inventory Report(s).  
\*\* Enter the number of items that are unaccounted for or given away at no cost. An explanation should be provided with what happened to these items, if known. For items given away with a resale cost of \$50 or more, provide a detailed listing of who received the items. Missing items with a resale cost of \$50 or more will be considered stolen and should be reported to the principal immediately.  
\*\*\* Should agree with sales recorded in fund raising account.

Handwritten initials



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ACCOUNTING SERVICES

# Fundraising Application/Recap

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

School # 0191	School Washington Elementary School	Sponsor Name Jamekia Porter
Sponsor's Account Name <b>General Activities</b>		Primary Account Number <b>7-0100.00</b>

A. Type of sale:  Resale<sup>1</sup>  Admissions<sup>2</sup>  Services or Donated Item

Perform incoming inventory on goods received.

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

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

B. Description of activity: School Shirts

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

D. Specific use of profit: Incentive for Students

E. Date sales begin: 3/1/2022 Date sales end: 5/2/22

**A. ESTIMATED SALES (APPLICATION)**  
complete prior to fundraiser

**B. ACTUAL SALES (RECAP)**  
complete after fundraiser is closed

1. Total Sales Basis for estimate	A. ESTIMATED SALES (APPLICATION) complete prior to fundraiser	B. ACTUAL SALES (RECAP) complete after fundraiser is closed
School shirts (Students) \$10.00 x 213 = \$2,130.00 School shirts (Adults) \$15.00 x 50 = \$750.00	\$2,880.00	2,400
2. Cost of Sales (must include sales tax) Basis for estimate: \$6.50 regular size shirts x 213 = \$1,384.50 \$7.00 per shirts for extra large and up x 50 = \$350.00 Plus sales tax	\$1,829.17	1,829.17
3. Other Costs Itemize (printing, security, prizes, etc.): Set up for shirts	\$261.83	
4. Net Profit (line 1 minus lines 2, 3)	\$789.00	

5. Amount **Over/Under** Estimated Profit (Column B line 4 minus Column A line 4)

Explanation of line 5

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

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

*Jamekia Porter*  
Sponsor Signature

Principal Approval Signature

*3/1/22*  
Date

Account Number assigned to This Fundraising Activity

*Edna...*  
School Treasurer Signature

*3/3/22*  
Date

*Edna...*  
Recap Verified by Treasurer Signature

*5/31/22*  
Date



Case # 22-0014-I Date Rcv'd: 9/20/22  
Received From: OIG Audit  
Description: Washington Field Day Flyer  
Exhibit #: 6  
Redactions: Yes \_\_\_\_\_ No

# Washington Elementary

## “Shark Field Day T-shirts”

### Available

On sale for \$10 for students  
\$15 for adults

## Order your shirts today!

Shirts will be delivered to your child’s teacher on March 10, 2022

*field day  
held on  
3/10/22*

All money must be turned in by March 4, 2022. Please fill out and return to your child’s teacher or the front office.

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Total: \$ \_\_\_\_\_

Please Specify size and Quantity You Request

\_\_\_\_\_ Youth XS    \_\_\_\_\_ Youth S    \_\_\_\_\_ Youth M    \_\_\_\_\_ Youth L

\_\_\_\_\_ Adult S    \_\_\_\_\_ Adult M    \_\_\_\_\_ Adult L    \_\_\_\_\_ Adult XL    \_\_\_\_\_ Adult XXL





Case #: 20.0014-I Date Rcv'd: 5/31/22  
Received From: Rolla, via Email  
Description: T-shirts (Field Day)

Exhibit #: 7  
Redactions: Yes \_\_\_\_\_ No

# Washington Elementary

## "Shark Field Day T-shirts"

Available

On sale for \$10 for students

\$15 for adults

### Order your shirts today!

Shirts will be delivered to your child's teacher on March 10, 2022

---

*Rec'd 5/31/22*

Shirts will be

All money must be turned in by March 4, 2022. Please fill out and return to your child's teacher or the front office.

Name: Sa'hilah Rowe and Khalil Rowe

Teacher: Ms. Foster

Total: \$ 20

Please Specify size and Quantity You Request

         Youth XS               Youth S        1   Youth M        1   Youth L

         Adult S               Adult M               Adult L               Adult XL               Adult XXL

money must be turned in by March 4, 2022. Please fill out and return to your child's teacher or the front office.

Name: Rhuley Almilcar

Teacher: Foster

Total: \$ 10

Please Specify size and Quantity You Request

         Youth XS     Youth S             Youth M             Youth L

         Adult S             Adult M             Adult L             Adult XL             Adult XXL



Youth Programs

Business Hours:
Open Daily: 8:00AM-5:30PM EST.
1-800-YOUTH-15 | www.UniversalOrlandoYouth.com

2022 GROUP PROCEDURES

Fillable PDF forms may be completed and saved using Adobe Acrobat Reader\*

STEP 1

SAVE YOUTH TICKET ORDER FORM

\* Emailed to the Mayor asst on 5/19

Before completing, save application form (PDF format) to a drive or location on your computer (e.g., Local Disk or desktop)

- The Save button provided on form will open a Save As dialog box, which allows you to save application to desired location on your computer.
If viewing form in a built-in PDF viewer (e.g., Chrome, Firefox), right-click the PDF and select Save as or Save Page As.

STEP 2

FILL OUT YOUTH TICKET ORDER FORM

Use Adobe Acrobat Reader to open the empty PDF form that you saved on your own computer or network.

\*Note: If you do not have Adobe Acrobat Reader, you may also print out the form and fill it out by hand

- Complete the Youth Ticket Order Form and save your data. It is strongly recommended that you periodically save data entered into a form by clicking File > Save (or Save As) on the Adobe Reader menu bar

STEP 3

SUBMIT YOUTH TICKET ORDER FORM

Email completed Youth Ticket Order Form to ticketreservations@universalorlando.com or fax to 407-224-5954.

- Your order form must be accompanied by a written request on school/organization letterhead that includes the name and address of the school/organization as well as the name and signature of the designated contact person
All requests from a school must be sent from a valid school email address
If applicable, a copy of your valid Florida Consumer's Certificate of Exemption must be included with your request
If you are with a school who is not claiming tax exemption, a valid copy a School ID must be included with the request
Completed forms must be received two (2) weeks prior to visit date
Ticket Reservations will provide a confirmation number and invoice email within five (5) business days
To check the status of your order, or to make any changes to your order, please call 407-363-8182
In connection with your purchase of Universal Orlando products and your visit to Universal Orlando, including Universal Studios Florida, Universal's Islands of Adventure, Universal's Volcano Bay, Universal CityWalk, and the Universal Orlando Resort hotels, please be advised that you must follow Universal Orlando's policies, CDC guidelines and the recommendations of health officials. Please note that any public location where people are present provides an inherent risk of exposure to COVID-19 and Universal Orlando cannot guarantee that you will not be exposed during your visit. By visiting Universal Orlando, you acknowledge and agree that you assume these inherent risks associated with attendance. When you enter Universal Orlando, you understand that you are subject to the Universal Orlando terms of service (including arbitration, class action waiver, assumption of risk, and infectious disease release of liability) located at https://www.universalorlando.com/web/en/us/terms-of-service/terms-of-use.

STEP 4

PAYMENT METHODS

Advance Payment (Preferred Method)

Send Payments to: Universal Orlando
Attn: Group Travel Operations
8259B Exchange Drive
Orlando, FL. 32809

Case # 22-0014 Date Rcv'd: 8/18/22
Received From: Rolfe
Description: University Orlando Ticket Order
Exhibit #: 8
Redactions: Yes No

- Certified mail or tracking number is recommended
Tickets paid in advance (4 weeks before visit date) are eligible to be sent via FedEx
Company/Organization credit card or check payments are accepted
Credit card authorization form must be completed for each credit card purchase and faxed to 407-224-5954
Unacceptable Forms of Payment:
o Personal Checks
o Purchase Order/Payment Voucher
o Universal Orlando Gift Cards
o Third Party Checks
o Counter Checks or altered checks

On-Site Payment (Group Sales Window):

- Tickets can be paid and picked up at either:
o Universal Studios Florida Groups Sales window (between 9am and 3pm), Monday - Friday
Please be prepared with your confirmation numbers and a valid photo ID of the pick-up person indicated on the form
Please allow extra time for your payment to be processed and tickets print



Youth Programs

Group Travel Operations & Reservation Department

Business Hours:

Open Daily: 8:30AM-5:30PM EST.

1-800-YOUTH-15 | www.UniversalOrlandoYouth.com

## 2022 GROUP PROCEDURES

### STEP 5

#### UPON ARRIVAL

##### Parking Information

- **Buses and Motor Coaches:**
  - School charter buses receive 15 complimentary minutes for drop-off/ pick-up
  - All day parking is available in designated areas for an additional fee
  - Daily parking fees: cars, vans and motorcycles are \$27.00\* per vehicle; RV's and trailers are \$32.00\* per vehicle. Parking fees are due at arrival.
- Cars, vans, RV's, trailers & motorcycles should follow the signs to the parking garage toll plaza.
- Theme Parks & Universal CityWalk Parking Garage Address: 6000 Universal Boulevard Orlando, FL. 32819  
*\*Prices subject to change*

##### Conduct and Security

- All Universal Orlando Resort guests are expected to conduct themselves in a mature and responsible manner during their visit. Any unsafe or disruptive behavior may result in dismissal from the park without a refund. Line jumping is expressly prohibited and may also result in dismissal from the park without a refund. Please discuss this with your group.
- Be aware that Universal Orlando staffs uniform and undercover security and will report any illegal activity directly to Orange County Sheriff's Department.
- Coolers are not permitted in our parks. No outside food or drinks may be brought in. All bags, backpacks, or packages are subject to inspection prior to entering our parks.
- All guests are subject to metal detectors upon arrival.

### STEP 6

#### AFTER DEPARTURE

##### Refunds

- Refunds are not available at the ticket booths.
- Unused admission tickets are able to be refunded within 72 hours of your visit date.
  - Unused admission tickets must be returned with a copy of the receipt and a letter explaining the reason for the refund. In terms of multi-day tickets, no refunds will be given for unused days.
  - Mail Refunds to: *Universal Orlando*  
*Attn: Sonya Gauer, B-2*  
*1000 Universal Studios*  
*Plaza Orlando, FL. 32819*
    - Certified mail or tracking number is recommended
    - Refunds will be applied via check or credit card dependent on original method of payment
    - Please allow 6-8 weeks to process refunds

##### FOR MORE INFORMATION

- Youth Group Sales and Youth Programs: 1-800-YOUTH-15 (1-800-968-8415), (407) 363-8182 or [www.UniversalOrlandoYouth.com](http://www.UniversalOrlandoYouth.com)
- Hollywood Drive-In Golf- Hours of Operation: 9:00am-12:00am, 7 days a week. For more information, call (407) 802-4848

# Pre K-12th Grade School Groups Ticket Order Form



**Youth Programs**

www.universalorlandoyouth.com • 1-800-YOUTH-15

*If your group is participating in a STARS Performance Program or a Universal Studios Program, please see the STARS Performance Program/Universal Studios Ticket Order Form.*

Prices are valid January 1, 2022 - December 31, 2022  
Order Form not valid for groups visiting after December 31, 2022  
Blockout dates apply to select ticket types

## TICKET ORDER REQUIREMENTS

- Rates and Chaperone ratios apply to groups of 10 or more youths. Rates are subject to change.
- Complimentary chaperone tickets are only based on the total number of *Paid Youth*; the number of *Paid Chaperones* do not count towards the complimentary ratio. The number of chaperones cannot exceed the number of youth.
- Orders are required a minimum of 2 weeks in advance for in-person pick-up and 4 weeks for prepaid mail-out orders is requested.
- Your order form must be accompanied by a request on school/organization letterhead that includes the name and address of the school/organization as well as the name and signature of the designated contact person.
- If applicable, a copy of your valid Florida Consumer's Certificate of Exemption must be included with your request. If your school is not claiming tax exemption, a valid copy a School ID must be included with the request
- **Ticket Reservations will provide a confirmation number and invoice email within five (5) business days. Your reservation is not confirmed until you receive a confirmation number. To check the status of your order, or to make any changes to your order, please email TicketReservations@UniversalOrlando.com.**

## GROUP INFORMATION

Washington Elementary School 5/20/2022  
SCHOOL/ORGANIZATION NAME DATE OF VISIT

Jamekia Porter jamekia.porter@palmbeachschools.org  
CONTACT NAME CONTACT EMAIL

1709 W 30th Street  
MAILING ADDRESS

Riviera Beach FL 33404  
CITY STATE ZIP CODE

561-494-1201 561-260-3932  
DAY PHONE CELL PHONE FAX

IS THE GROUP A BAND, ORCHESTRA, CHOIR OR DANCE TEAM?:  Yes  No

TAX EXEMPT IN THE STATE OF FLORIDA?:  Yes  No

Florida law states that each admission charge is taxable unless the transaction is specifically exempt. The applicable sales tax rate is currently 6.5 percent and subject to change under Florida law. To qualify for tax exemption, you must attach a copy of your valid Florida Consumer's Certificate of Exemption and the total must be paid with an organizational check or organizational credit card only. The name imprinted on the check or credit/debit card must clearly match the Florida Consumer's Certificate of Exemption. Certificates of Exemption issued by any state other than Florida will not be accepted. If paying by credit card with tax exempt status, please fax an enlarged and lightened copy of the credit card matching the exemption certificate with your order form to 407-224-5954.

## TICKET PICK-UP METHOD PLEASE SELECT ONE (1) OPTION

If no pick-up method is chosen, order will default to pick-up at Group Sales Window under the Contact Name on this Order Form.

### MAIL DELIVERY

Highly recommended to eliminate delays in your park experience. Advance payment required.

- FedEx Ground (No Charge)
- Overnight (\$10 +tax = \$10.65)

OR

### IN-PERSON PICK-UP

Pick-up person must present the confirmation number, form of payment and a valid driver's license as identification.

- Universal Studios Florida (Open from 9am-3pm, Monday-Friday)

NAME OF PICK-UP PERSON

Please email both pages of the completed order form, company/organization letterhead & copy of Florida

**TICKET ORDER** Multiday tickets must be used within a 7 day period. No refunds will be given for unused days. Not valid for separately ticketed special events.

**PARK-TO-PARK TICKETS:** Explore Universal Studios Florida, Universal's Islands of Adventure and the all -new Universal's Volcano Bay on the same day. The 3-Park ticket is required to visit Universal's Volcano Bay.

Ticket Type	Youth/ Chaperone Price Per Person	Quantity: Paid Youth	Quantity: Paid Chaperone	Amount
3-Park 5-Day Park-to-Park	\$209 (+tax \$222.59)			
3-Park 4-Day Park-to-Park	\$204 (+tax \$217.26)			
3-Park 3-Day Park-to-Park	\$199 (+tax \$211.94)			
3-Park 2-Day Park-to-Park	\$184 (+tax \$195.96)			
2-Park 5-Day Park-to-Park	\$174 (+tax \$185.31)			
2-Park 4-Day Park-to-Park	\$169 (+tax \$179.99)			
2-Park 3-Day Park-to-Park	\$164 (+tax \$174.66)			
2-Park 2-Day Park-to-Park	\$149 (+tax \$158.69)			
2-Park 1-Day Park-to-Park	\$106 (+tax \$112.89)			

**BASE TICKETS:** Explore either Universal Studios Florida or Universal's Islands of Adventure; One Park, Per Day. Base Tickets are not valid for Universal's Volcano Bay.

**\*BLOCKOUT DATES:** The 1-Park 1-Day Base Pre-K-5th ticket will not be valid during the following dates: 1/1/22-1/3/22; 3/12/22-3/19/22; 4/9/22-4/16/22; 7/1/22-7/31/22; 12/17/22-12/31/22 and all concert dates.

Ticket Type	Youth/ Chaperone Price Per Person	Quantity: Paid Youth	Quantity: Paid Chaperone	Amount
2-Park 2-Day Base	\$129 (+tax \$137.39)			
1-Park 1-Day Base (FL Groups Only)	\$79 (+tax \$84.14)			
1-Park 1-Day Base Pre-K-5th*(FL Groups Only)	\$69 (+tax \$73.49)	41	Price valid for students Pre-K-5th only	\$2,760

**COMPLIMENTARY CHAPERONE TICKETS:** Rates and Chaperone ratios apply to groups of 10 or more youths. Complimentary chaperone tickets are only based of the total number of *Paid Youth*; the number of *Paid Chaperones* do not count towards the complimentary ratio.

Florida Groups	1 per 10 paid youth	Out-of-state Groups	Max 2 per group of 20 or more paid youth	TOTAL COMPLIMENTARY:	4
----------------	---------------------	---------------------	--	----------------------	---

**ENHANCEMENTS**

**UNIVERSAL ORLANDO RESORT GIFT CARD**

- Universal Orlando Resort Gift Cards are available for purchase in \$5 increments up to \$500.
- Universal Orlando Resort Gift Cards may be used to purchase select goods and services at participating retail, dining, hotel and other locations throughout Universal Orlando Resort.
  - Gift cards **will not be valid** for use on TapTu Pay purchases.
- Universal Orlando Resort Gifts are nonrefundable and do not expire.

	Quantity	Denomination	Amount
Universal Orlando Resort Gift Card	41	\$25	\$1,025

**UNIVERSAL EXPRESS™ SKIP THE REGULAR LINES FOR ONE (1) DAY**

Pricing varies based on desired date and time of submission. For specific pricing and information, please visit UniversalOrlando.com.

	Unlimited Express		Date Requested	Quantity
Universal's Islands of Adventure only	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Universal Studios Florida only	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
2-Park Express (Islands of Adventure and Universal Studios)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		

**PARKING ONLY FOR PRE-PAID MAIL DELIVERY ORDERS**

Parking fees must be paid upon arrival if not prepaid and are subject to change without notice.

	Quantity	Amount
Bus Parking (Per Bus)	1	\$32.00

Please email both pages of the completed order form, company/organization letterhead & copy of Florida Consumer's Certificate of Exemption (if applicable) to [TicketReservations@UniversalOrlando.com](mailto:TicketReservations@UniversalOrlando.com)

\*\*Valid theme park admission required. Not valid at Pteranodon Flyers™ at Universal's Islands of Adventure and separately ticketed events. Universal Express ride access at Universal Studios Florida and Islands of Adventure is a separate queue with a shorter wait time at participating attractions. Subject to availability. Available during normal theme park operating hours only. Additional restrictions may apply and benefits are subject to change without notice. Hollywood Drive-In Golf and associated loans are trademarks of



Alicia Lewin Salas <alicia.lewinsalas@palmbeachschools.org>

## Personal Items

2 messages

**Vernicka Rolle** <vernicka.rolle@palmbeachschools.org>  
To: Jamekia Porter <jamekia.porter@palmbeachschools.org>  
Cc: Alicia Lewin Salas <alicia.lewinsalas@palmbeachschools.org>

Sun, May 22, 2022 at 8:27 PM

Good morning Mrs. Porter,

Just a friendly reminder to report to H.L. Watkins in the morning. Your personal items are packed up and I'll ask Ms. Smith to bring them to you tomorrow after school.

Thanks,

Dr. Murray

--  
Sent from Gmail Mobile

**Jamekia Porter** <jamekia.porter@palmbeachschools.org>  
To: Vernicka Rolle <vernicka.rolle@palmbeachschools.org>  
Cc: Alicia Lewin Salas <alicia.lewinsalas@palmbeachschools.org>

Mon, May 23, 2022 at 6:38 AM

Good morning Alicia,

When I spoke with you on Friday afternoon at Washington Elementary and you stated that the environment was tense and if I could come back on Monday to pick up my personal items. I kept asking you to be able to receive my personal items because I didn't want anyone touching my personal belongings. Alicia you assured me that no one would go inside that office until I was able to retrieve my personal items. You asked me to trust you and I did. Then I received this email on Sunday night that my personal items had been packed up and that someone would bring them to me. This is unfair to me because when I came back on Friday at the time that was given for me to come back to receive my personal items I was denied that right. I have large items including but not limited to my refrigerator, my microwave, two tray tables, one located in the ladies restroom that needs a pick up truck. I knew this was going to happen to Alicia because she has done this to others before, how was she able to do this after I was promised that she would not go inside the office. Please explain.

[Quoted text hidden]

Respectfully,

**Jamekia Porter**, Administrative Assistant  
jamekia.porter@palmbeachschools.org

Case #: 22-0014-I Date Rcv'd: 8/19/22  
Received From: Rolle  
Description: Email fr. Lewin  
H.L. Watkins  
Exhibit #: 9  
Redactions: Yes \_\_\_\_\_ No





Alicia Lewin Salas <alicia.lewinsalas@palmbeachschools.org>

---

**Absent**

1 message

---

**Jamekia Porter** <jamekia.porter@palmbeachschools.org>

Mon, May 23, 2022 at 6:15 AM

To: Alicia Lewin Salas <alicia.lewinsalas@palmbeachschools.org>, Patre Davis <patre.davis@palmbeachschools.org>

Good morning,

I am still not feeling well and will not be in today. My TDE for Friday and today will be following this email. Also, please let me know what time I can come to get my personal items today while I have the help today. Thank you

—  
Respectfully,

**Jamekia Porter**, Administrative Assistant  
jamekia.porter@palmbeachschools.org

Case #: 22-0014-I Date Rcv'd: 8/18/22

Received From: Kolle

Description: Email from Porter

Exhibit #: 10

Redactions: Yes \_\_\_\_\_ No



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Time Clock Missed Punch Report (MPR)

Complete this form each time you miss signing in or out on the time clock (missed punch).  
Forward immediately to the Payroll Contact at your school or department.

Case #: 20-0014-E Date Rec'd: 8/18/22  
Received From: Rollie  
Description: Missed MPRs  
Exhibit #: 11  
Redactions: Yes    No   ✓  

Missed Punch Date 11/18/21

Employee ID # 1066931 / Employee Record # [REDACTED]


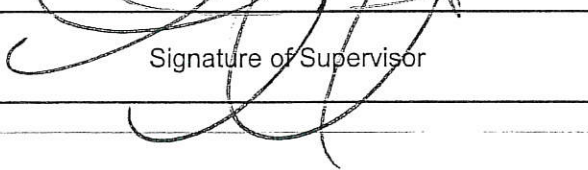
Employee Name: First Ambrosia Last Gooden

School/Department Washington Elementary

Sch./Dept. # 0191

- 1. Time 2:31       AM  PM      Type  IN  OUT
- 2. Time 3:30       AM  PM      Type  IN  OUT
- 3. Time \_\_\_\_\_       AM  PM      Type  IN  OUT
- 4. Time \_\_\_\_\_       AM  PM      Type  IN  OUT

Explanation (Required - limited to 255 characters - Required)  
Payroll adjustment. Correcting punches for Record 0 and Record 1.

Signature of Employee  
  
Signature of Supervisor  


To submit and route form choose submit in the drop-down menu and click "Go".



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Time Clock Missed Punch Report (MPR)

Complete this form each time you miss signing in or out on the time clock (missed punch).  
Forward immediately to the Payroll Contact at your school or department.

Missed Punch Date 11/19/21

Employee ID # 1066931 / Employee Record # 0


Employee Name: First Ambrosha Last Gooden

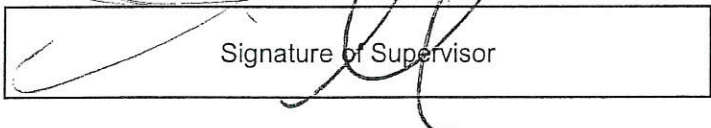
School/Department Washington Elementary

Sch./Dept. # 0191

- 1. Time 2:30  AM  PM Type  IN  OUT
- 2. Time \_\_\_\_\_  AM  PM Type  IN  OUT
- 3. Time \_\_\_\_\_  AM  PM Type  IN  OUT
- 4. Time \_\_\_\_\_  AM  PM Type  IN  OUT

Explanation (Required - limited to 255 characters - Required)  
Payroll adjustment. Correcting punches for Record 0 and Record 1.

  
 Signature of Employee

  
 Signature of Supervisor

To submit and route form choose submit in the drop-down menu and click "Go".



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Time Clock Missed Punch Report (MPR)

Complete this form each time you miss signing in or out on the time clock (missed punch).  
Forward immediately to the Payroll Contact at your school or department.

Missed Punch Date 11/19/21

Employee ID # 1066931 / Employee Record # 1

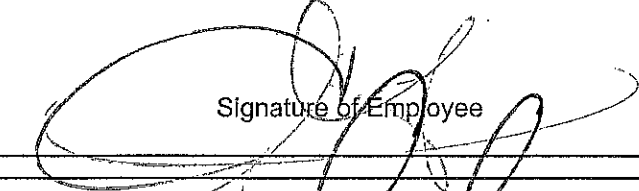
Employee Name: First Ambrosha Last Gooden

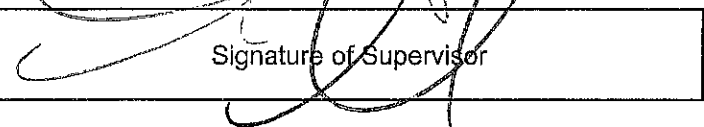
School/Department Washington Elementary

Sch./Dept. # 0191

- 1. Time 2:31       AM  PM      Type  IN  OUT
- 2. Time 3:30       AM  PM      Type  IN  OUT
- 3. Time \_\_\_\_\_       AM  PM      Type  IN  OUT
- 4. Time \_\_\_\_\_       AM  PM      Type  IN  OUT

Explanation (Required - limited to 255 characters - Required)  
Payroll adjustment. Correcting punches for Record 0 and Record 1.

  
 Signature of Employee

  
 Signature of Supervisor

To submit and route form choose submit in the drop-down menu and click "Go".



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Time Clock Missed Punch Report (MPR)

Complete this form each time you miss signing in or out on the time clock (missed punch).  
Forward immediately to the Payroll Contact at your school or department.

Missed Punch Date 11/29/21

Employee ID # 1066931 / Employee Record # 0

Employee Name: First Ambrosha Last Gooden

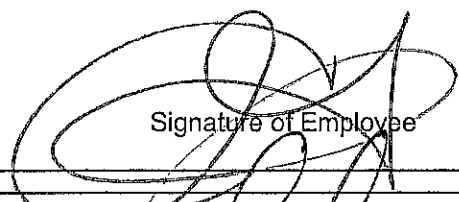
School/Department Washington Elementary

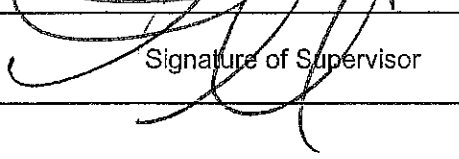
Sch./Dept. # 0191

- 1. Time 2:30       AM  PM      Type  IN  OUT
- 2. Time \_\_\_\_\_       AM  PM      Type  IN  OUT
- 3. Time \_\_\_\_\_       AM  PM      Type  IN  OUT
- 4. Time \_\_\_\_\_       AM  PM      Type  IN  OUT

Explanation (Required - limited to 255 characters - Required)

Payroll adjustment. Correcting punches for Record 0 and Record 1.

  
 \_\_\_\_\_  
 Signature of Employee

  
 \_\_\_\_\_  
 Signature of Supervisor

To submit and route form choose submit in the drop-down menu and click "Go".



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Time Clock Missed Punch Report (MPR)

Complete this form each time you miss signing in or out on the time clock (missed punch).  
Forward immediately to the Payroll Contact at your school or department.

Missed Punch Date 11/29/21

Employee ID # 1066931 / Employee Record # 1

Employee Name: First Ambrosha Last Gooden

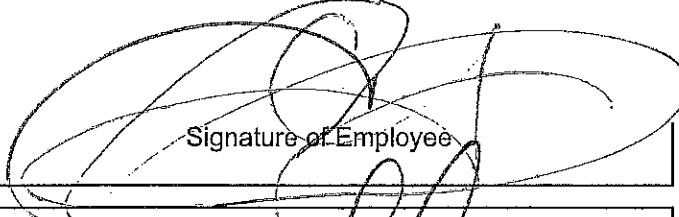
School/Department Washington Elementary

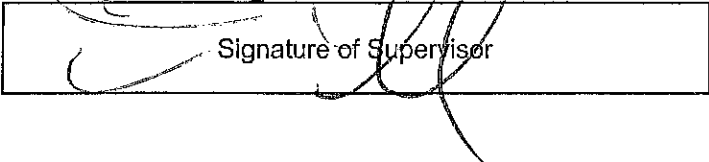
Sch./Dept. # 0191

- 1. Time 2:31       AM  PM      Type  IN  OUT
- 2. Time 3:00       AM  PM      Type  IN  OUT
- 3. Time \_\_\_\_\_       AM  PM      Type  IN  OUT
- 4. Time \_\_\_\_\_       AM  PM      Type  IN  OUT

Explanation (Required - limited to 255 characters - Required)

Payroll adjustment. Correcting punches for Record 0 and Record 1.

  
 Signature of Employee

  
 Signature of Supervisor

To submit and route form choose submit in the drop-down menu and click "Go".



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Time Clock Missed Punch Report (MPR)

Complete this form each time you miss signing in or out on the time clock (missed punch).  
Forward immediately to the Payroll Contact at your school or department.

Missed Punch Date 11/30/21

Employee ID # 1066931 / Employee Record # 0

Employee Name: First Ambrosia Last Gooden

School/Department Washington Elementary

Sch./Dept. # 0191

- 1. Time 2:30       AM  PM    Type  IN  OUT
- 2. Time \_\_\_\_\_       AM  PM    Type  IN  OUT
- 3. Time \_\_\_\_\_       AM  PM    Type  IN  OUT
- 4. Time \_\_\_\_\_       AM  PM    Type  IN  OUT

Explanation (Required - limited to 255 characters - Required)

Payroll adjustment. Correcting punches for Record 0 and Record 1.

Signature of Employee

Signature of Supervisor

To submit and route form choose submit in the drop-down menu and click "Go".



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Time Clock Missed Punch Report (MPR)

Complete this form each time you miss signing in or out on the time clock (missed punch).  
Forward immediately to the Payroll Contact at your school or department.

Missed Punch Date 11/30/21

Employee ID # 1066931 / Employee Record # 1

Employee Name: First Ambrosia Last Gooden

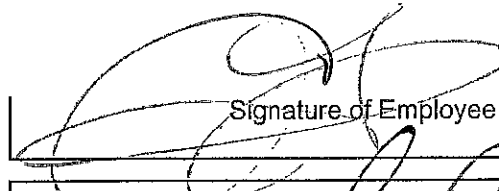
School/Department Washington Elementary

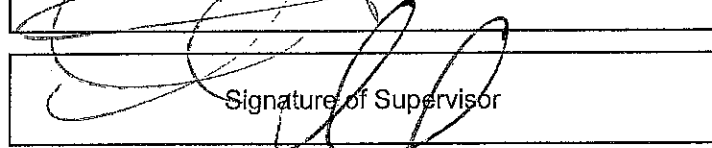
Sch./Dept. # 0191

- |         |             |  |  |
|---------|-------------|--|--|
| 1. Time | <u>2:31</u> | <input type="radio"/> AM <input checked="" type="radio"/> PM | Type <input checked="" type="radio"/> IN <input type="radio"/> OUT |
| 2. Time | <u>3:30</u> | <input type="radio"/> AM <input checked="" type="radio"/> PM | Type <input type="radio"/> IN <input checked="" type="radio"/> OUT |
| 3. Time | _____       | <input type="radio"/> AM <input type="radio"/> PM            | Type <input type="radio"/> IN <input type="radio"/> OUT            |
| 4. Time | _____       | <input type="radio"/> AM <input type="radio"/> PM            | Type <input type="radio"/> IN <input type="radio"/> OUT            |

Explanation (Required - limited to 255 characters - Required)

Payroll adjustment. Correcting punches for Record 0 and Record 1.

  
Signature of Employee

  
Signature of Supervisor

To submit and route form choose submit in the drop-down menu and click "Go".





THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Time Clock Missed Punch Report (MPR)

Complete this form each time you miss signing in or out on the time clock (missed punch).  
Forward immediately to the Payroll Contact at your school or department.

Missed Punch Date \_\_\_\_\_

Employee ID # 1066931 / Employee Record # \_\_\_\_\_

Employee Name: First Ambrosia Last Gooden

School/Department \_\_\_\_\_

Sch./Dept. # \_\_\_\_\_

1. Time	_____	AM	PM	Type	IN	OUT
2. Time	_____	AM	PM	Type	IN	OUT
3. Time	_____	AM	PM	Type	IN	OUT
4. Time	_____	AM	PM	Type	IN	OUT

Explanation (Required)

[Handwritten Signature]  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Time Clock Missed Punch Report (MPR)

Complete this form each time you miss signing in or out on the time clock (missed punch).  
Forward immediately to the Payroll Contact at your school or department.

Missed Punch Date \_\_\_\_\_

Employee ID # 1066931 / Employee Record # \_\_\_\_\_

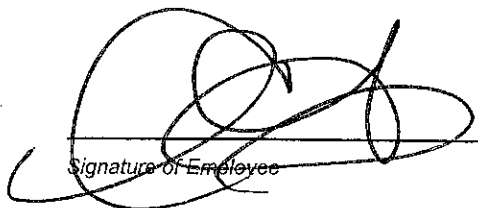
Employee Name: First Ambrosia Last Gooden

School/Department \_\_\_\_\_

Sch./Dept. # \_\_\_\_\_

1. Time	_____	AM	PM	Type	IN	OUT
2. Time	_____	AM	PM	Type	IN	OUT
3. Time	_____	AM	PM	Type	IN	OUT
4. Time	_____	AM	PM	Type	IN	OUT

Explanation (Required)

 \_\_\_\_\_ Date \_\_\_\_\_

*Signature of Employee* *Date*

\_\_\_\_\_ Date \_\_\_\_\_

*Signature of Supervisor* *Date*



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Time Clock Missed Punch Report (MPR)

Complete this form each time you miss signing in or out on the time clock (missed punch).  
Forward immediately to the Payroll Contact at your school or department.

Missed Punch Date \_\_\_\_\_

Employee ID # 1066931 / Employee Record # \_\_\_\_\_

Employee Name: First Ambrosia Last Garden

School/Department \_\_\_\_\_

Sch./Dept. # \_\_\_\_\_

1. Time _____	AM	PM	Type	IN	OUT
2. Time _____	AM	PM	Type	IN	OUT
3. Time _____	AM	PM	Type	IN	OUT
4. Time _____	AM	PM	Type	IN	OUT

Explanation (Required)

[Handwritten Signature] \_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Signature of Supervisor Date



**Training**

2 messages

**Alicia Lewin Salas** <alicia.lewinsalas@palmbeachschools.org>  
To: Vernicka Rolle <vernicka.rolle@palmbeachschools.org>

Wed, Mar 9, 2022 at 10:40 AM

Good Morning Dr. Rolle

As per your request, I was able to provide the training/support to Jamekia Porter On Tuesday, March 8, 2022

The following topics were addressed:

**Dismissal procedures.**

- request for identification- Verified information in SIS and Raptor
- Follow dismissal protocol established by you (Principal)
- Consistency in the cut-off time after 1:30 pm no more early dismissal, add signage at the entrance and front office.
- Special situations need to be addressed by you (Principal) and you have the final decision and they should follow your directives.

**Tardiness-**

During my visit I observed a lot of students at the office, I asked the reason, unfortunately, are students that they were late, Mrs. Smith was given then passes-  
I suggested creating special Washing Elementary late morning passes so the students get one and go straight to class, instead of waiting for a handwriting pass, this way they can get to class faster and start their day. Mrs. Smith can keep a spreadsheet and type their name and follow her procedure of entering the information in SIS.  
Mrs. Porter will address this idea with you.

**.eturned items**

During my visit a parent came to pick up a gold chain, Mrs. Porter gave the chain to the parent.  
I strongly suggested keeping written records of any items returned to parents, for liability purposes, Mrs. Porter didn't request identification o had the parent sign any documentation that the item was returned to them.  
Again, this is a huge liability for the school.

**Payroll**

Mrs. Porter mentioned she is having issues with the Non-Instructional employees.  
I suggest that she can reach out to her Payroll contact and get the correct verbiage to address this situation, in case of overtime the school budget will be affected, and in case of the employee is short in time we need to follow proper protocols to request TDE or Missed Punch Form to adjust their time and have everything documented.

I have given her my direct number if she has any questions, she can always contact me for additional support.

If you need additional information please don't hesitate to contact me at your convenience.

Thank you

Case #: 20-0014 E Date Rcv'd: 8/18/22  
 Received From: Rolle  
 Description: Training Support for Porter  
 Exhibit #: 12  
 Redactions: Yes \_\_\_\_\_ No

Sincerely,  
Alicia Lewin



5/6/2022, Wells, Jy'Meria: Missed Punch Report PBSB 2323

3 pages

Jamekia Porter <jamekia.porter@palmbeachschools.org>  
To: Vernicka Rolle <vernicka.rolle@palmbeachschools.org>

Wed, May 11, 2022 at 8:48 AM

Notification

Process Notification - Assignment

Please review the Time Clock Missed Punch Report PBSB 2323 originally from Jymeria Wells on May 9, 2022, 1:36 PM. You may access the document directly by clicking on this document link.

- [Time Clock Missed Punch Report PBSB 2323](#)

Click the Inbox link to see all of your assigned documents.

- [Inbox](#)

Case #: 20-0047 Date Rcv'd: 8/18/22  
 Received From: Rolle  
 Description: Denial of MPR's  
 Exhibit #: 13  
 Redactions: Yes \_\_\_\_\_ No

Vernicka Rolle <vernicka.rolle@palmbeachschools.org>  
To: Jamekia Porter <jamekia.porter@palmbeachschools.org>

Wed, May 11, 2022 at 11:31 AM

I'm not accepting these mispunches. We need accurate times.

[Quoted text hidden]

--  
Sent from Gmail Mobile

Jamekia Porter <jamekia.porter@palmbeachschools.org>  
To: Vernicka Rolle <vernicka.rolle@palmbeachschools.org>

Wed, May 11, 2022 at 11:31 AM

Okay  
[Quoted text hidden]

--  
Respectfully,

**Jamekia Porter, Administrative Assistant**  
**Dr. Vernicka R. Murray, Principal**  
**Washington Elementary School**  
**1709 W 30th Street, Riviera Beach, FL 33404**  
**Ph: (561) 494-1205 PX 81205**  
**Fax: (561) 494-1250 PX 81250**  
**jamekia.porter@palmbeachschools.org**

Case #: 20-004-J Date Rcv'd: 6/7/22  
Received From: Visit to Washington  
Description: Receipts

Exhibit #: 14  
Redactions: Yes \_\_\_\_\_ No



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

**Classroom Receipt**

02-115618

Date 5/16/2022  Cash  Check /Check No. \_\_\_\_\_

AMOUNT
\$ <u>25 00</u>

Received From Sky DINGER

For 5<sup>th</sup> grade prom  
PURPOSE OF COLLECTION

To be deposited in \_\_\_\_\_  
ACCOUNT NUMBER(S)

General activities Prom FY22  
ACCOUNT NAME(S)

Washington Elementary J. R. RIVER  
SCHOOL RECEIVED BY



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Classroom Receipt**

02-115619

Date 5/16/02     Cash     Check /Check No. \_\_\_\_\_

AMOUNT
\$ 40.00

Received From Gadson, N

For 5<sup>th</sup> grade PROM  
PURPOSE OF COLLECTION

To be deposited in \_\_\_\_\_  
ACCOUNT NUMBER(S)

General activities PROM FY02  
ACCOUNT NAME(S)

Washington                      J Porter  
SCHOOL                                      RECEIVED BY



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Classroom Receipt

02-115613

Date 5/2/22  Cash  Check /Check No. \_\_\_\_\_

AMOUNT  
\$ 25.00

Received From Calista Baisel

For 5<sup>th</sup> grade prom

PURPOSE OF COLLECTION

To be deposited in \_\_\_\_\_

ACCOUNT NUMBER(S)

General activities Prom FY22

ACCOUNT NAME(S)

Washington Elementary J. Porter

SCHOOL

RECEIVED BY

PBSD 0196 (REV. 8/16/01) WHITE - Student YELLOW - Attach to Monies Collected form (PBSD 0180) PINK - Stays in Book



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Classroom Receipt

02-115618

Date 5/16/2022  Cash  Check /Check No. \_\_\_\_\_

AMOUNT  
\$ 25.00

Received From Sky Dinger

For 5<sup>th</sup> grade prom

PURPOSE OF COLLECTION

To be deposited in \_\_\_\_\_

ACCOUNT NUMBER(S)

General activities Prom FY22

ACCOUNT NAME(S)

Washington Elementary J. Porter

SCHOOL

RECEIVED BY

PBSD 0196 (REV. 8/16/01) WHITE - Student YELLOW - Attach to Monies Collected form (PBSD 0180) PINK - Stays in Book





THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Classroom Receipt

02-115619

Date 5/16/22  Cash  Check /Check No. \_\_\_\_\_

Received From Gadson, N

AMOUNT  
\$ 40.00

For 5<sup>th</sup> grade prom

PURPOSE OF COLLECTION

To be deposited in \_\_\_\_\_

ACCOUNT NUMBER(S)

General activities Prom FY22

ACCOUNT NAME(S)

Washington

SCHOOL

J. Porter

RECEIVED BY

PBSD 0196 (REV. 8/16/01) WHITE - Student YELLOW - Attach to Monies Collected form (PBSD 0180) PINK - Stays in Book



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Classroom Receipt

02-115619

Date 5/16/22  Cash  Check /Check No. \_\_\_\_\_

Received From Gadson, N

AMOUNT  
\$ 40.00

For 5<sup>th</sup> grade prom

PURPOSE OF COLLECTION

To be deposited in \_\_\_\_\_

ACCOUNT NUMBER(S)

General activities Prom FY22

ACCOUNT NAME(S)

Washington

SCHOOL

J. Porter

RECEIVED BY

PBSD 0196 (REV. 8/16/01) WHITE - Student YELLOW - Attach to Monies Collected form (PBSD 0180) PINK - Stays in Book



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

**Classroom Receipt**

02-115615

Date 5/3/22  Cash  Check /Check No. \_\_\_\_\_

Received From Smathier mesilien

AMOUNT  
\$ 40.00

For 5<sup>th</sup> grade Prom

PURPOSE OF COLLECTION

To be deposited in \_\_\_\_\_

ACCOUNT NUMBER(S)

General activities Prom FY22

ACCOUNT NAME(S)

washington Elem.

J. PORTER

SCHOOL

RECEIVED BY

PBSD 0196 (REV. 8/16/01)

WHITE - Student

YELLOW - Attach to Monies Collected form (PBSD 0180)

PINK - Stays in Book



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

**Classroom Receipt**

02-115614

Date 5/2/22  Cash  Check /Check No. \_\_\_\_\_

Received From Zhane mackonnen

AMOUNT  
\$ 25.00

For 5<sup>th</sup> grade Prom

PURPOSE OF COLLECTION

To be deposited in \_\_\_\_\_

ACCOUNT NUMBER(S)

General activities Prom FY22

ACCOUNT NAME(S)

washington Elemen

J. PORTER

SCHOOL

RECEIVED BY

PBSD 0196 (REV. 8/16/01)

WHITE - Student

YELLOW - Attach to Monies Collected form (PBSD 0180)

PINK - Stays in Book



TANYA Lawson <tanya.lawson@palmbeachschools.org>

## Washington Elementary

TERI Jensen <teri.jensen@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>  
Cc: Nancy Samuels <nancy.samuels@palmbeachschools.org>

Mon, Jul 11, 2022 at 9:27 AM

Good morning.

According to our records, Mr. Hollis is currently short two hours for the following days:

11/19 short 1.50  
12/20 short .25  
4/1 short .25

Case # 22-004-I Date Rcv'd: 7/11/22  
Received From: Teri Jensen  
Description: Verif. of Overpay  
@ Washington Elem  
Exhibit #: 15  
Redactions: Yes \_\_\_\_\_ No

We have requested TDE Forms from the location. However, Mr. Hollis does not return this school year until 7/13/22.

I spoke to the Senior Payroll Analyst, Jacinta Longarzo, over the Washington Elementary location. She indicated that the Area Office did not interpret the reports correctly for Mr. Hollis. **He went from a schedule of 30 hours/week to 40 hours/week.** That was not taken into consideration when running the reports. Jacinta manually reviewed Mr. Hollis' timesheet to determine the hours worked compared to hours scheduled.

Our records show only one current overpayment at Washington Elementary for FY2022. It is for Ambrosha Gooden (ID #1066931).

Again, I am extremely sorry for the delayed response in getting back to you.

Please let me know if you have any questions or need additional information.

Thank you--Teri

On Wed, Jun 22, 2022 at 9:18 AM TANYA Lawson <tanya.lawson@palmbeachschools.org> wrote:

[Quoted text hidden]

[Quoted text hidden]

To Whom it may concern:

Please find below my response to the OIG Case number 22-0014-I. First I would like to mention that the allegation against me has caused me stress and anxiety.

Response to Allegation 1: The principal signature was never forged by me. The original MPR forms were always sent to the payroll department. When I returned from maternity leave the principal was trying to get me to leave so that she could have Lisa Martin take my place. I returned on 08/28/2022 and did not receive an opening until 9/08/2022. I was only given the payroll duty once the principal realized that Lisa Martin was trying to leave and go to another school. When I took over payroll there was already an ongoing issue with the employees payroll. With the fundraisers for the shirts all of the students that paid for their shirts were given their shirts. I was out of town on the Friday that the Field Day happened and was informed that the Principal was giving out to students who did not purchase any shirts.

On May 20, 2022 I was never anxious. I texted the principal around 6:00 am to let her know that I was not coming to work that day because I was not feeling well. The principal asked me if I could type a letter for her for an employee. I was never upset when the meeting happened and only left because I originally had called in to work. I was never asked to go into the principal office for any type of letter. In fact when I contacted my union rep Camille Coleman told her that the letter was being prepared and should be ready by Tuesday (proof of the email regarding this dialogue was provided to the OIG office). I was never loud. I was just packing up my personal belongings when I was asked to leave. According to the fundraiser for the shirts if the shirts were going to be marked as throwaways, then while during Mr. Hollis said that the shirts were loaned to the students and collected back after the field day event was over. There were never any Missed Punch Forms that were blank each missed punch form the principal was aware of. Also, there was a Google document that was created and shared with the principal so that she was aware of the students who paid for the shirts. With regards to the custodian when the former principal was there any staff that was going to call in had to contact me and I would let the principal know. However, principal Murray never had a meeting with me to let me know what she expected from me, I assumed that it was the same progress because this custodian was there when the old principal was at Washington Elementary.

Response to the witness statement:

**Response to Patre Davis statement:**

Patre and I never had really any interactions. However, Patre was leaving the North area as an Administrative assistant and was made to do what they said. Goode was in this position when school started and at this time I was still on maternity leave. When I returned Lisa Martin was still doing payroll up until November 2021. (An email was provided to the OIG office with proof of me taking over payroll in November 2021). I was not aware that Gooden was working in two different positions until the Payroll department contacted me. Once again there was never no pre signed missed punch forms signed.

Case #: 22-0014-I Date Rcv'd: 1/9/23  
Received From: Porter, Jamecia  
Description: Response from Porter  
Exhibit #: 16  
Redactions: Yes \_\_\_\_\_ No ✓

**Response to Lascelia Dacres:**

The incident that happened with the student being suspended was one day the principal was the only Administrative on campus and the students were out of control. She was placing the students in the in school suspension class. The principal was instructing me to call the parents of all of the students and informed them that they were suspended for two days. With the principal in charge I did as I was instructed.

**Response to Ranada Rainey-Reese:**

Jimmy Wells was an 8 hours a day employee so he was not given 7.5 hours. Also, Jymeria wells was a temp tutor who was assigned a class and was assigned to work 7.5 hours.

**Response to Alicia Lewin Salas:**

First I would like to point out how we can believe her statement when Alicia was under investigation for the integrity of her position. There was never any discussion with me regarding people hanging out in the front office. However, I was made aware that Alicia did not tell the truth about me refusing to sign the non reappointment letter. The date on the letter was marked May 24, 2022 and Alicia signed and dated the letter for May 20, 2022. ( A copy of the letter was provided). I never arrived at the school early to get my items. I arrived at 3:30pm exactly as the cameras could have been checked to verify and I was crying because I was upset that they would not allow me to retrieve my personal belongings. School was dismissed. They choose to keep my personal belongings to go through them, in which I never received all of my personal belongings. My money, pens and clipboards were never returned to me. This was the principal second time during this to an employee. Also, why did Alicia resign from her position?

**Response to Edward Hollis:**

Who records which students loaned out shirts? If the shirts were collected back at the end of the day where were the shirts placed at and who washed the shirts because the shirts were dirty?