



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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TERESA MICHAEL, CIG, CIGI, CFE
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MEMORANDUM

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

FROM: Teresa Michael, Inspector General 

DATE: April 17, 2023

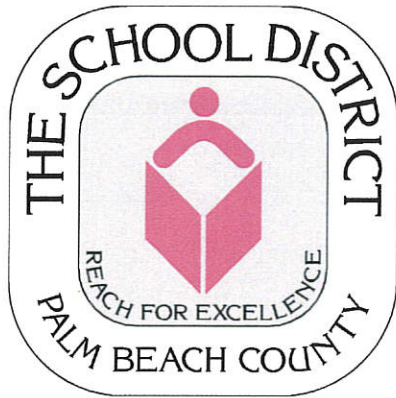
SUBJECT: Transmittal of Final Investigative Report:
23-0016-I Fundraising

Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 23-0016-I related to fundraising. The complaint was received in the OIG office on January 24, 2023. In that, Band Director David Bell did not promptly deposit all collected fundraiser funds into the school's internal band account.

The OIG investigation concluded the allegation was **substantiated**.

In accordance with *School Board Policy 1.092.9.b.iv.*, on March 16, 2023, the draft of this investigation was provided to Bell for a response. Bell did not respond.

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



OIG CASE NUMBER 23-0016-I

ROOSEVELT COMMUNITY

MIDDLE SCHOOL

TYPE OF REPORT: FINAL

DATE OF REPORT: April 17, 2023



Teresa Michael

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

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Office of Inspector General

Report of Investigation #23-0016-I

EXECUTIVE SUMMARY

From January 24, 2023, to March 24, 2023, the Office of Inspector General (OIG) investigated a complaint from Roosevelt Community Middle School (RCMS) Principal Jeremiah Stewart alleging that Band Director David Bell conducted a fundraiser and did not promptly deposit all collected funds into the school's internal band account.

On January 19, 2023, Treasurer Kristy Dinnall received a phone call from World's Finest Chocolate Inc., regarding a past-due payment for a fundraiser sponsored by Bell. The outstanding invoice was \$11,363.40, and showed payment was due on October 28, 2022. Dinnall reported the phone conversation with World's Finest Chocolate to Principal Stewart. When Stewart confronted Bell regarding the invoice, Bell confirmed he had the balance of the funds in his classroom. Bell told principal Stewart that he would go and get the collected funds owed to the World's Finest Chocolate from his classroom. Bell left the principal's office and returned within ten minutes with a case containing paperwork (student logs showing candy sold), and money totaling \$3,884.17.

Bell admitted to keeping money inside his classroom over the Christmas break and that he knew that keeping the funds inside his classroom was not authorized. Bell indicated he did not deposit the collected funds immediately because he was overwhelmed with multiple band responsibilities. On January 26, 2023, Dinnall paid the \$11,363.40. The band's internal account showed a balance of \$6,896.47 prior to the addition of the \$3,884.17 Bell had in his classroom.

Bell's training records indicate that on September 5, 2022, he completed the Internal Accounts Fundraising Training. Per the District's Internal Accounts Manual, sponsors who collect funds are responsible for making prompt deposits into the school's internal account. The allegation that Band Director David Bell did not promptly deposit all collected fundraiser funds into the school's internal band account was **Substantiated**.

On March 16, 2023, OIG staff forwarded a copy of the draft report to Band Director Bell to respond by April 14, 2023. Band Director Bell did not respond.

RECOMMENDATIONS

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

INVESTIGATIVE PREDICATE

On January 24, 2023, the School District of Palm Beach County, Office of Inspector General (OIG) received a complaint from RCMS Principal Stewart that alleged Band Director David Bell conducted a fundraiser and did not promptly deposit all collected funds into the school's internal band account (Allegation).

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

BACKGROUND

RCMS is a District school located at 1900 North Australian Avenue, West Palm Beach, FL 33407. The total enrollment is 1,014, with a 16:1 Student-Teacher Ratio. The school serves grades 6-8.¹

With the Principal's approval, extracurricular activity sponsors may solicit outside fundraising sources to support their program expenses. The RCMS band department was approved to fundraise through World's Finest Chocolate. On September 16, 2022, the band department purchased 300 boxes World's Finest Chocolate totaling \$11,363.40². Participating band students sold (and continue to sell) chocolate bars to the RCMS student body, their families, and their community. The fundraiser is scheduled to end on March 31, 2023.

ALLEGATION 1

It is alleged that Band Director David Bell conducted a fundraiser and did not promptly deposit all collected funds into the school's internal band account.

Florida's Administrative Code³ states, in part,

"Collections made outside of the school office must be turned in to the school office no later than the next business day." Red Book, Chapter 8, section III 1.4.b.

And

"Collections for all school-sponsored fundraising activities must be deposited in the internal fund, and all transactions in connection with the activity must be conducted in accordance with district school board policy." Red Book, Chapter 8, section III 4.3.e

¹ Palm Beach County School District (PBCSD).

² \$35.00 per box plus taxes and shipping.

³ The Financial and Program Cost Accounting and Reporting for Florida Schools, 2021 ("Red Book") is incorporated by reference in Rule 6A-1.001, Florida Administrative Code, pursuant to the requirements of sections 1010.01, 1010.20 and 1011.07, Fla. Stat.

District Policy 2.16.11 mandates that money derived from any school/classroom based fundraising project or activity shall be deposited in the school's internal funds account...as prescribed by district guidelines within the District's Internal Accounts Manual and other authorities.

Per the District's Internal Accounts Manual,

The financial transactions of school-based organizations are accounted for in the school internal funds. All funds collected by students or school staff during normal school hours and all funds collected at extracurricular events shall be deposited in internal funds. See Chapter 1–Internal Accounts Overview.

Further, the Activity Sponsor is responsible for collection of funds, completion of district forms to document those collections, **making prompt deposits of funds**, confirming that funds were recorded in the student activity account correctly and timely, and monitoring account balances and online payments on a regular basis. See Manual, Chapter 7 – Cash Receipts and Deposits at 1. (Emphasis added.)

Additionally, **activity sponsors must drop collections in the Drop Safe on the day the funds are collected**. Manual, Chapter 7 at 3. (Emphasis added.)

COMPLAINANT INTERVIEW

On February 24, 2023, an interview of RCMS Principal Jeremiah Stewart was conducted at RCMS in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Stewart” as it relates to the Allegation.

All sponsors must complete the District's internal account training before participating in fundraising activities. After completing the training, the sponsor must show proof of the training completion certificate. Band Director David Bell completed the District's internal account training on September 5, 2022 (**Exhibit 1**). On September 16, 2022, Bell applied to sell World's Finest Chocolate and Principal Stewart approved the same day (**Exhibit 2**).

Once a sponsor collects funds, the sponsor must complete a Monies Collected Report (MCR) and deposit those funds into the school's drop safe on the same day. Bell had access to the school drop-safe during planning periods and after school. At the beginning of the fundraiser, Bell made continuous deposits into the school's drop safe.

Investigators Note a review of the Band internal account summary from October 3, 2022, through December 12, 2022, shows Bell made twelve deposits showing a balance of \$6,896.47.

On January 19, 2023, Treasurer Dinnall received a call from World's Finest Chocolate indicating a past due payment. The band department owed \$11,363.40. Dinnall reported to principal Stewart that on December 12, 2022, the band's internal account showed a balance of \$6,896.47 (**Exhibit 3**). Stewart spoke with Bell about the overdue invoice. Bell told Stewart that "he can go and get it." Bell left the principal's office and returned within ten minutes with a case containing \$3,884.17. Principal Stewart did not approve Bell to keep collected funds inside his classroom over the Christmas break. On January 26, 2023, World's Finest Chocolate received payment to reconcile the account's overdue balance (**Exhibit 4**). Bell apologized for the fundraiser mismanagement.

WITNESS INTERVIEW

On February 24, 2023, an interview of RCMS Treasurer Kristy Dinnall was conducted at RCMS in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Dinnall" as it relates to the Allegation.

Dinnall reviews fundraiser applications to ensure compliance before forwarding them to the principal for approval. When sponsors collect funds from a student, the sponsor must provide the student with a receipt showing proof that the student turned in funds. On the day the sponsor collects funds, the sponsor is responsible for promptly depositing those funds into the school's drop safe with the attached MCR.

On January 19, 2023, Dinnall received a phone call from World's Finest Chocolate about an outstanding invoice of \$11,363.40 for 300 boxes of candy bars (**Exhibit 5**). World's Finest attempted to contact Bell via email about the outstanding invoice. World's Finest emailed Dinnall a copy of the outstanding invoice. Dinnall contacted Bell about the invoice. Bell said he was overwhelmed with multiple responsibilities and could not manage the fundraiser.

Investigators Note: World's Finest Invoice shows payment was due on October 28, 2022, with a 2% penalty for late payments.

Dinnall informed Principal Stewart about the outstanding \$11,363.40 invoice. Principal Stewart instructed Bell to retrieve the collected candy sale funds and report to Dinnall's office. Bell returned with a case containing \$3,884.17. After Dinnall and Stewart counted the money, Principal Stewart directed Dinnall to recount the money.

On January 26, 2023, Dinnall created an RCMS check requisition payable to World Finest Chocolate to pay the overdue balance of \$11,363.40.

SUBJECT INTERVIEW

On March 3, 2023, an interview of Music Teacher/Band Director David Bell was conducted at RCMS in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Bell” as it relates to the Allegation:

Bell held a parent meeting to inform parents about the World’s Finest Chocolate fundraiser. The parents/students could sell one or two candy boxes. Once the student sold the candy box(es), the student enclosed the money inside an envelope and delivered it to Bell.

In previous years the band students paid a fair share to cover the band’s expenses, buses-transportation, uniforms, meals, and instruments. Economically it has been challenging to meet the expectation to support the band expenses. Bell said some students do not come from the best circumstances, and he did not want to turn students away from being part of the band, so the fundraiser provided an opportunity to help students offset the monetary cost of participating in the band.

Bell said this was his first fundraiser in 14 years of teaching at RCMS. Bell said he did the best he could with managing the fundraiser and bit off more than he could chew. Bell indicated he made regular deposits into the school’s drop safe at the fundraiser’s start.

Near Christmas break, Bell was exhausted and overwhelmed with multiple band responsibilities. He stated he could not manage all the money collected from the fundraiser. Bell knew he was not authorized to keep funds inside his classroom and confirmed he knew funds must be deposited into the school’s drop safe once collected. Bell took responsibility for not depositing the collected funds and admitted he kept funds inside the band room during the Christmas break. Bell locked the collected funds and paperwork inside a case and stored it in a closet in the band’s uniform room. Bell never used any of the collected funds for personal use nor took the collected funds off-campus.

Bell apologized to the principal and explained that he had the collected funds but had not deposited those funds into the school’s internal band account to pay World’s Finest. Bell left the principal’s office and returned with a case containing \$3,884.17. Treasurer Kristy Dinnall reconciled the World’s Finest invoice a week after Bell met with the principal. Bell stated he had no malicious intent when he did not deposit the collected funds.

RECORDS ANALYSIS

Exhibit 1: Bell’s September 5, 2022, Internal Accounts Completion Certificate

Exhibit 2: September 16, 2022, fundraiser application

Exhibit 3: RCMS Detailed Category Summary of Acct# 2-1000.01

Exhibit 4: RCMS Check Requisition #13755

Exhibit 5: World’s Finest Chocolate Invoice

Exhibit 6: Two January 19, 2023, MCRs

On February 24, 2023, OIG staff reviewed the above-listed documents provided by witnesses. The review disclosed the following:

- Bell's September 5, 2022, Internal Accounts Completion Certificate (**Exhibit 1**).
- Bell submitted a September 2022 fundraiser application to the principal. The principal approved the application on September 16, 2022 (**Exhibit 2**).
- ***Investigators Note: On December 12, 2022, the band's internal account showed a balance of \$6,896.47. Treasurer Dinnall provided the OIG two January 19, 2023, MCRs showing they counted \$3,884.17 that Bell deposited into the school's band internal account with a total account balance as of January 19, 2023, \$10,780.64.***
- RCMS Detailed Category Summary shows the band's December 12, 2022, internal account balance \$6,896.47 (**Exhibit 3**).
- RCMS January 26, 2023, Check Requisition for \$11,363.40⁴ payable to World's Finest Chocolate (**Exhibit 4**).
- Invoice from World's Finest Chocolate totaling \$11,363.40 (**Exhibit 5**).
- Two January 19, 2023, MCRs showed Bell deposited \$3,884.17 into the school's internal band account (**Exhibit 6**).

CONCLUSION

Although the band's overdue account was reconciled on January 26, 2023, Bell failed to adhere to law and governing authority regarding fundraising. Per Policy 2.16, Florida Administrative Code (Red Book), and the School District's Internal Account Manual, fundraising money collected by sponsors must be promptly placed into the school's drop safe and deposited into the appropriate internal account. Bell was aware of these requirements admitted to keeping \$3,884.17 in collected funds inside his classroom over the Christmas break because he was overwhelmed with band responsibilities. It is noteworthy that Band Director Bell unequivocally accepted responsibility for his mistake.

Based on the documentation reviewed and testimony obtained, OIG staff determined there was sufficient evidence to prove that Band Director David Bell failed to promptly deposit collected funds into the school's internal band account, and as such the allegation was **Substantiated**.

⁴ The school did not pay the 2% late fee.

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

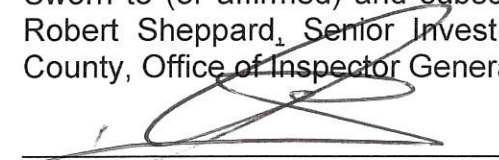
ATTESTATION

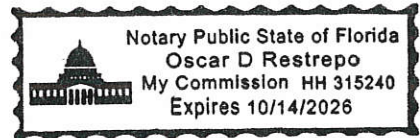
I, the undersigned, do hereby swear, under penalty of perjury, to the best of my personal knowledge, information, and belief, the contents of this report are true and accurate; and I have not knowingly or willfully deprived or allowed another to deprive, the subject of the investigation of any rights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


Robert Sheppard, Senior Investigator-II

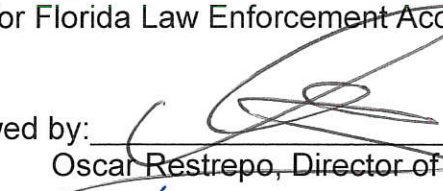
**STATE OF FLORIDA
COUNTY OF PALM BEACH**

Sworn to (or affirmed) and subscribed before me this 17 day of April, 2023, by Robert Sheppard, Senior Investigator for the School District of Palm Beach County, Office of Inspector General, who is personally known by me.


Signature of Notary Public
 Notary Public or Law Enforcement Officer



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

Reviewed by:  Date: 4/17/23
Oscar Restrepo, Director of Investigations

Approved by:  Date: 4/17/23
Teresa Michael, Inspector General

EXHIBIT LIST

Bell 09/05/22 Internal Accounts Completion Certificate.....Exhibit 1
 9/16/22, fundraiser application.....Exhibit 2
 RCMS Detailed Category Summary.....Exhibit 3
 RCMS 01-26-23, Check Requisition.....Exhibit 4
 World Finest Chocolate Invoice.....Exhibit 5
 Two January 19, 2023, MCRs.....Exhibit 6

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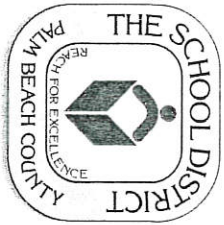
Exhibit 1

Band Director David Bell

September 5, 2022,

Internal Accounts Completion Certificate

CERTIFICATE OF COMPLETION



Bell, David Dennard

(Participant's Name)

has successfully completed course requirements for:

Internal Accounts: Fundraising for Teacher/Sponsors (FY23)

-8504007FY23FUND_B

(Session Title)

Bush, Suzanne L

Course Facilitator

09/05/2022

Date of Completion

Name	Title	Type	Status	Class	Enrolled Date	Completion Date	Confirmation
Bel,David Dennard	District Wide Compliance Training: Bloodborne Pathogens Refresher (FY23) AUTO ENROLLMENT	Online	Enrolled	8510001FY23BRR_AllEmployees_B	2/7/2023		8027346
Bel,David Dennard	School Based PD Yearlong Training Series (FY23)	Blended	Enrolled	2007010FY23RoseveltMS	11/15/2022		6912549
Bel,David Dennard	District Wide Compliance Training: Annual HR Policies (FY23) AUTO ENROLLMENT	Online	Enrolled	8410011FY23HRPolicies_C	10/5/2022		6812556
Bel,David Dennard	Internal Accounts: Field Trips for Teacher/Sponsors (FY23)	Online	Completed	8504007FY23FTrips_B	9/19/2022	9/19/2022	6783002
Bel,David Dennard	District Wide Compliance Training: Staff Member's Guide to Active Assault, All Hazards and Lockdown Drills (FY23) f AUTO ENROLLMENT	Online	Completed	6403012FY23StaffGuide_C	9/15/2022	3/2/2023	6730078
Bel,David Dennard	Internal Accounts: Cash Receipts for Teacher/Sponsors (FY23)	Online	Completed	8504007FY23CashR_B	9/15/2022		6703458
Bel,David Dennard	Internal Accounts: Fundraising for Teacher/Sponsors (FY23)	Online	Completed	8504007FY23CashR_B	9/5/2022		6703446
Bel,David Dennard	Internal Accounts: Fundraising for Teacher/Sponsors (FY23)	Online	Completed	8504007FY23FundR_B	8/31/2022	9/5/2022	6691735
Bel,David Dennard	Suicide Awareness and Prevention Training (ALL SCHOOL BASED STAFF)	Online	Enrolled	6403013FY23JassonFound_B	8/31/2022		6690937
Bel,David Dennard	District Wide Compliance Training: IT Security Awareness and Acknowledgement (FY23) AUTO ENROLLMENT	Online	In-Progress	3507001FY23ITSEC_C03	8/8/2022		6614473
Bel,David Dennard	Instructional Guidance for FI House Bill Compliance: HBs 1487, 7 and 1557 (AUTO ENROLLMENT FOR REQUIRED STAFF ONLINE)	Online	Enrolled	8410011_FY23_HB_2	7/26/2022		6548212
Bel,David Dennard	District Wide Compliance Training: Workplace Injury Prevention (FY23) AUTO ENROLLMENT	Online	Enrolled	8510001FY23WjInjPrevention_C	7/20/2022		6478995
Bel,David Dennard	District Wide Compliance Training: Title IX For All Employees (FY22/FY23) AUTO ENROLLMENT	Online	Enrolled	8410011FY23_AllEmployees_C	7/11/2022		6452586
Bel,David Dennard	Suicide Awareness and Prevention Training (ALL SCHOOL BASED STAFF)	Online	PD Expired	6403013FY23JassonFound_New_H	5/11/2022		6390165
Bel,David Dennard	District Wide Compliance Training: House Bill Summaries (AUTO ENROLLMENT)	Online	PD Expired	8410011FY23HouseBillsSummary_3	5/2/2022		6341519
Bel,David Dennard	Suicide Awareness and Prevention Training (ALL SCHOOL BASED STAFF)	Online	Dropped	6403013FY23JassonFound_New_B	4/6/2022		6303959
Bel,David Dennard	District Wide Compliance Training: Annual HR Policies (FY22) AUTO ENROLLMENT	Online	PD Expired	8410011FY22HRPolicies_C	3/11/2022		6238156
Bel,David Dennard	District Wide Compliance Training: Bloodborne Pathogens Refresher (FY22)	Online	PD Expired	8510001FY22BRR_AllEmployees_C	1/28/2022		6170486
Bel,David Dennard	District Wide Compliance Training: Title IX For All Employees (FY22/FY23) AUTO ENROLLMENT	Online	PD Expired	8410011FY22_AllEmployees_A	1/18/2022		6102526
Bel,David Dennard	Suicide Awareness and Prevention Training (ALL SCHOOL BASED STAFF)	Online	Dropped	6403013FY23JassonFoundPrevention_B	10/26/2021		6014025
Bel,David Dennard	Internal Accounts: Fundraising for Teacher/Sponsors (FY22)	Online	Completed	8504007FY22FundR	9/27/2021	9/27/2021	5972495
Bel,David Dennard	Internal Accounts: Cash Disbursements for Teachers/Sponsors (FY22)	Online	Completed	8504007FY22DSB	9/27/2021	10/11/2021	5972500
Bel,David Dennard	Internal Accounts: Cash Receipts for Teacher/Sponsors (FY22)	Online	Completed	8504007FY22RCRCPIS	9/27/2021	9/28/2021	5972496
Bel,David Dennard	Internal Accounts: Field Trips for Teacher/Sponsors (FY22)	Online	Completed	8504007FY22FT	9/27/2021		5972494
Bel,David Dennard	District Wide Compliance Training: Staff Member's Guide to Active Assault, All Hazards and Lockdown Drills (FY22)	Online	Completed	8504007FY22ADopsSafeVerifi	9/27/2021	9/27/2021	5972498
Bel,David Dennard	District Wide Compliance Training: IT Security Awareness and Acknowledgement (FY22) AUTO ENROLLMENT	Online	PD Expired	6403012FY22StaffGuide_A	9/22/2021		5910585
Bel,David Dennard	District Wide Compliance Training: Identifying and Reporting Child Abuse and Neglect AUTO ENROLLMENT	Online	Completed	3507001FY22ITSEC02	7/30/2021		5747042
Bel,David Dennard	District Wide Compliance Training: Workplace Injury Prevention (FY22) AUTO ENROLLMENT	Online	Completed	8410011FY22_Abuse_B	7/15/2021	10/22/2021	5691080
Bel,David Dennard	District Wide Compliance Training: Annual Worker's Compensation Reporting (FY22) AUTO ENROLLMENT	Online	Completed	8510001FY22InjPrevention_A	7/12/2021		5626455
Bel,David Dennard	Enriching Elective Classes for ELs (ESOL Category 3 Training)	Online	Dropped	8510001FY22WorkersComp_C	7/8/2021	10/13/2021	5581391
Bel,David Dennard	CTA ELL (2 Day Course for Category 3 Teachers Only) LIVE VIA GOOGLE MEET	Face to Face	Dropped	2704003FY21I02	3/22/2021		5507489
Bel,David Dennard	District Wide Compliance Training: Workplace Injury Prevention (FY21) AUTO ENROLLMENT	Online	PD Expired	2704003FY21_Apr10L_8:30am	1/26/2021		5449151
Bel,David Dennard	School Based PD Yearlong Training Series (FY21)	Blended	PD Expired	8510001FY21InjPrevention4	1/26/2021		5418649
Bel,David Dennard	District Wide Compliance Training: Covid-19 Protocols for All Employees AUTO ENROLLMENT	Blended	PD Expired	2007010FY21RoseveltMS	1/5/2021		5372551
Bel,David Dennard	Florida Standards Alternate Assessment (FSAA) Module 1: Assessment Overview	Online	Completed	2417001FY21RoseveltMS	1/5/2021		5372645
Bel,David Dennard	District Wide Compliance Training: Identifying and Reporting Child Abuse and Neglect AUTO ENROLLMENT	Online	Completed	8410011FY21_Covid_English_C	12/15/2020	1/4/2021	5311896
Bel,David Dennard	Clean Talk Session 2: 3M Disinfectant Cleaner 40A	Online	Completed	4102019FY21Module1Required	12/3/2020	1/4/2021	5253152
Bel,David Dennard	District Wide Compliance Training: Staff Member's Guide to Active Assault, All Hazards and Lockdown Drills (FY21)	Online	Completed	8410011FY21_AbuseReporting_05	11/20/2020		5158088
Bel,David Dennard	District Wide Compliance Training: IT Security Awareness and Acknowledgement (FY21) AUTO ENROLLMENT	Online	Completed	8509002FY21CT_session2C	11/10/2020	1/4/2021	5138054
Bel,David Dennard	Observation Academy: Focused Model Training (Open Only to Instructional Staff)	Online	Completed	6403012FY21StaffGuide_C	9/22/2020	1/4/2021	5048222
Bel,David Dennard	District Wide Compliance Training: Annual Worker's Compensation Reporting (FY21) AUTO ENROLLMENT	Online	PD Expired	2416001FY21ObservationFWB	8/31/2020		5022044
Bel,David Dennard	District Wide Compliance Training: IT Security Awareness and Acknowledgement (FY21) AUTO ENROLLMENT	Online	Completed	8510001FY21WorkersComp4	8/17/2020	8/23/2020	4945991
Bel,David Dennard	District Wide Compliance Training: Annual HR Policies (FY21) AUTO ENROLLMENT	Online	Completed	3507001FY21ITSEC06	8/16/2020	8/24/2020	4890505
Bel,David Dennard	District Wide Compliance Training: IT Security Awareness and Acknowledgement (FY21) AUTO ENROLLMENT	Online	Completed	8410011FY21HRPolicies_5	8/11/2020	8/21/2020	4769489
Bel,David Dennard	District Wide Compliance Training: Resolution to Promote Welcoming and Inclusive Schools AUTO ENROLLMENT	Online	Completed	8410011FY21Resolutions_PlanA	7/12/2020	8/10/2020	4659455
Bel,David Dennard	District Wide Compliance Training: Annual HR Policies (FY21) AUTO ENROLLMENT	Online	Completed	8410011FY20_21_Tull_NoSeats_H	5/26/2020	5/26/2020	4594391
Bel,David Dennard	COVID-19 Protocols for Employees Currently Required to Report to Work	Online	Completed	2007010FY20RoseveltMS	4/23/2020	4/17/2020	4543479
Bel,David Dennard	School Based PD Yearlong Training Series - Secondary (FY20)	Face to Face	Completed	2417001FY20RoseveltMS	4/10/2020	4/10/2020	4538998
Bel,David Dennard	District Wide Compliance Training: Identifying and Reporting Child Abuse and Neglect AUTO ENROLLMENT	Online	PD Expired	8410011FY20Reporting_1	3/17/2020		4497005
Bel,David Dennard	Internal Accounts: Fundraising for Teacher/Sponsors (FY20)	Online	Completed	8504007FY20FundR	10/25/2019	10/25/2019	4418111
Bel,David Dennard	District Wide Compliance Training: IT Security Awareness and Acknowledgement (FY20) AUTO ENROLLMENT	Online	Completed	3507001FY20ITSEC05	10/17/2019	3/12/2020	4365676
Bel,David Dennard	Staff Member's Guide to Active Assault, All Hazards and Lockdown Drills (FY20)	Online	PD Expired	6403012FY20StaffGuideD	9/24/2019		4287579
Bel,David Dennard	Internal Accounts: Cash Receipts for Teacher/Sponsors (FY20)	Online	Completed	8504007FY20RCRCPIS	9/13/2019	9/13/2019	4264388
Bel,David Dennard	Internal Accounts: Field Trips for Teacher/Sponsors (FY20)	Online	Completed	8504007FY20FT	9/12/2019	9/12/2019	4262804
Bel,David Dennard	District Wide Compliance Training: Annual Worker's Compensation Reporting (FY20) AUTO ENROLLMENT	Online	PD Expired	8510001FY20WorkersComp4	8/23/2019	9/12/2019	4191255
Bel,David Dennard	District Wide Compliance Training: Title IX For All Employees (AUTO ENROLLMENT)	Online	Completed	8410011FY20_TheIX_10	8/16/2019	4/30/2020	4144232
Bel,David Dennard	Kognito Online Mental Health Awareness (ALL FULL TIME SCHOOL STAFF)	Blended	Completed	6403011FY20KognitoSession_4	7/31/2019	10/11/2019	4016603
Bel,David Dennard	District Wide Compliance Training: Annual HR Policies (FY20) AUTO ENROLLMENT	Online	PD Expired	8410011FY20HRPolicies_5	7/8/2019		3938660
Bel,David Dennard	District Wide Compliance Training: Annual HR Policies (FY20) AUTO ENROLLMENT	Blended	Completed	7103008FY19DylexLdman	5/8/2019	5/8/2019	3845498
Bel,David Dennard	District Wide Compliance Training: Annual HR Policies (FY20) AUTO ENROLLMENT	Face to Face	Completed	2417001FY19RoseveltMS	3/13/2019	3/13/2019	3820359

2019

2021

2022

Bell, David Dennard	District Wide Compliance Training: IT Security Awareness Refresher and Survey (FY19)	Online	Completed	3507001FY19ITSECRefresh12a	11/14/2018	3/29/2019	3332831
Bell, David Dennard	Internal Accounts: Cash Receipts for Teacher/Sponsors (FY19)	Online	Completed	8504007FY19RCECPITS	9/4/2018	9/4/2018	3217393
Bell, David Dennard	School Based PD Yearlong Training Series - Secondary (FY19)	Face to Face	Completed	2007010PFY19RooseveltMS	9/4/2018	3/13/2019	3217571
Bell, David Dennard	Internal Accounts: Fund Disbursements for Teacher/Sponsors (FY19)	Online	Completed	8504007FY19FUNDRev	8/14/2018	8/14/2018	3178599
Bell, David Dennard	Internal Accounts: Cash Disbursements for Teacher/Sponsors (FY19)	Online	Completed	8504007FY19DISB	8/13/2018	8/13/2018	3178685
Bell, David Dennard	District Wide Compliance Training: Annual Title IX for All Employees (FY18 or FY19)	Online	Completed	8410011FY19TitleIXA	8/10/2018	8/16/2018	3175851
Bell, David Dennard	District Wide Compliance Training: Workplace Injury Prevention (FY19)	Online	PD Expired	8510001FY19InjuryPreventions	8/9/2018		3128618
Bell, David Dennard	District Wide Compliance Training: Annual HR Policies (FY19)	Online	PD Expired	8410011FY19HRPolicies5	8/6/2018		3041220
Bell, David Dennard	District Wide Compliance Training: Policy 3.29: Use of Technology by Employees (FY19)	eCampus	Dropped	350700PFY19POL329orPoints-1	8/6/2018		3089411
Bell, David Dennard	Observation Academy: Focused Model Training (Open Only to Instructional Staff)	Online	PD Expired	2415001FY18OAServationFMS	5/31/2018		2949506
Bell, David Dennard	District Wide Compliance Training: Resolution to Promote Welcoming and Inclusive Schools AUTO ENROLLMENT	Online	PD Expired	8410011FY18RResolutionofPlanD	4/26/2018		2852124
Bell, David Dennard	School Based PLCs (FY18)	Face to Face	Completed	2417001FY18RooseveltMS	4/4/2018	4/24/2018	2822182
Bell, David Dennard	FY 2018 IT Security Awareness Annual Refresher Training	eCampus	PD Expired	3507001FY18ITSECRefresh04Rev	1/20/2018		2726954
Bell, David Dennard	Policy 3.29: Use of Technology by Employees (FY18)	Online	Dropped	3507001FY183.29TrainingofPITSB	10/30/2017		2669594
Bell, David Dennard	District Wide Compliance Training: Annual Title IX for All Employees (FY18 or FY19)	Online	Dropped	8410011FY18TitleIXAL14	10/12/2017	4/7/2018	2625965
Bell, David Dennard	FY18 PDD/LTM Yearlong Training Series - Secondary	Face to Face	Completed	2007010PFY18RooseveltMS	9/19/2017	8/30/2017	2547792
Bell, David Dennard	Internal Accounts: Cash Receipts for Teacher/Sponsors (FY18)	Online	Completed	8504007FY18RCECPITS	8/30/2017	8/30/2017	2523995
Bell, David Dennard	Internal Accounts: Cash Receipts for Teacher/Sponsors (FY18)	Online	Completed	8504007FY18RCECPITS	8/25/2017	8/30/2017	2513949
Bell, David Dennard	K-12 - Arts Education Pre-School PD (All Art Subjects) FY18	Face to Face	Completed	1000009FY18K12ARTSEDRSCHOO	8/25/2017	8/25/2017	2513929
Bell, David Dennard	District Wide Compliance Training: Annual HR Policies (FY18)	Online	Completed	8410011FY18HRPolicies12	8/4/2017		2443202
Bell, David Dennard	Mandatory Worker's Compensation Reporting Training for All Employees (fy18)	Online	PD Expired	8510001FY18WorkersComp13	8/3/2017		2351992
Bell, David Dennard	School Based PLCs (FY17)	Face to Face	PD Expired	2417001FY17RooseveltMS-MM	3/6/2017		1971035
Bell, David Dennard	FY 2017 IT Security Awareness Training	eCampus	Completed	3507001FY17ITSEC04a	2/21/2017	5/15/2017	1953180
Bell, David Dennard	SIS Basic Navigation Teacher	eCampus	Completed	SISBASNAVTEACHER-Ce	2/20/2017	8/24/2020	1933521
Bell, David Dennard	SIS Basic Navigation Teacher	eCampus	Completed	SISBASNAVTEACHER-Ba	2/20/2017	2/21/2017	1932512
Bell, David Dennard	SIS Basic Navigation Teacher	eCampus	Completed	SISBASNAVTEACHER-Ba	2/13/2017	2/14/2017	1924294
Bell, David Dennard	Policy 3.29: Use of Technology by Employees (FY17)	Online	Dropped	3507001FY173.29NorthSchools2	1/27/2017		1895044
Bell, David Dennard	Internal Accounts: Fundraising for Teacher/Sponsors (FY17)	Online	Completed	8504007FY17FUND	10/24/2016	6/30/2017	1834402
Bell, David Dennard	Internal Accounts: Cash Receipts for Teacher/Sponsors (FY17)	Online	Completed	8504007FY17RCECPITS	10/27/2016	10/27/2016	1834400
Bell, David Dennard	Internal Accounts: Field Trips for Teacher/Sponsors (FY17)	Online	Completed	8504007FY17FT	9/19/2016	10/24/2016	1810869
Bell, David Dennard	FY17 PDD/LTM Yearlong Training Series - Middle	Face to Face	Completed	2007010PFY17RooseveltMS-MM	8/30/2016		1781832
Bell, David Dennard	6-12 Music (Vocal, Band & Strings) Pre-School FY17	Face to Face	PD Expired	1000009FY176-12MUSICPRESCH	8/23/2016	3/17/2017	1767802
Bell, David Dennard	FY17 PDD/LTM Yearlong Training Series - Middle	Face to Face	Dropped	2007010PFY17RooseveltMS-AD	8/18/2016		1756415
Bell, David Dennard	FY17 PDD/LTM Yearlong Training Series - Middle	Face to Face	Dropped	2007010PFY17RooseveltMS-AD	8/16/2016		1749023
Bell, David Dennard	Tobacco Prevention Training Completers: Upload your Certificate of Completion (60 Points)	Online	Completed	6414001FY1606	6/2/2016	6/3/2016	1684534
Bell, David Dennard	ESOL: Cross Cultural Communications	Online Extern	Completed	2705001FY16103	1/19/2016	5/2/2016	1626742
Bell, David Dennard	CTA ESE Reaching All	Face to Face	Completed	2100058FY125016	1/19/2016	4/12/2016	1626795
Bell, David Dennard	IT Security Awareness Training Level 1 (FY16)	Online	Dropped	3507001FY16ITSEC03111	11/18/2015		1585715
Bell, David Dennard	Tobacco Prevention Training Completers: Upload your Certificate of Completion (60 Points)	Online Extern	Not Completed	6414001FY16001-TRACK-ONLY	10/9/2015	1/4/2016	1546207
Bell, David Dennard	ESOL: Cross Cultural Communications	Online	PD Expired	2705001FY161022	10/8/2015		1546207
Bell, David Dennard	ESOL: Cross Cultural Communications	Online Extern	Not Completed	6414001FY16001-TRACK-ONLY	10/9/2015	1/4/2016	1546207
Bell, David Dennard	Tobacco Prevention Training Completers: Upload your Certificate of Completion (60 Points)	Online	PD Expired	2705001FY161022	10/8/2015		1546207
Bell, David Dennard	ESOL: Cross Cultural Communications	Online Extern	Not Completed	6414001FY16001-TRACK-ONLY	10/9/2015	1/4/2016	1546207
Bell, David Dennard	FY16 PDD/LTM Yearlong Training Series - Middle	Face to Face	PD Expired	2007010PFY16LTMRooseveltMS	9/8/2015		1515072
Bell, David Dennard	K-12 Music & Dance Pre-School (FY16)	Face to Face	PD Expired	2007010PFY16MUSICDancePreSchool	8/11/2015	4/2/2015	1476407
Bell, David Dennard	First Semester PD Shell	Face to Face	PD Expired	1000009FY16MUSICDancePreSchool	2/10/2015		1473358
Bell, David Dennard	FY15 PDD/LTM (11/4, 11/13, 12/11, 1/5, 1/29, 2/16 and 2/26)	Face to Face	Completed	2007010PFY15RMS-FRSTSEM	12/17/2014	1/30/2015	1316976
Bell, David Dennard	FY15 PDD/LTM (11/4, 11/13, 12/11, 1/5, 1/29, 2/16 and 2/26)	Face to Face	Completed	2007010PFY15RMS-FRSTSEM	12/17/2014	1/30/2015	1200158
Bell, David Dennard	Music Pre-School FY15	Face to Face	Completed	201009FY15001	8/13/2014	1/24/2015	1200158
Bell, David Dennard	Hist-SENSITIVITY AWARENESS	Face to Face	Completed	H-08406007	1/24/2014	5/45/2019	1438031
Bell, David Dennard	Hist - Internet/Intranet Consent	Face to Face	Completed	H-8410011-INTC	9/18/2013	7/21/2011	1438030
Bell, David Dennard	Hist - Internet/Intranet Consent	Face to Face	Completed	H-8410011-INTC	7/21/2011	7/1/2010	1438030
Bell, David Dennard	Hist-Board Policy Ethics	Face to Face	Completed	H-08503001	7/1/2010	7/1/2010	416661

2018

2017

Exhibit 2

Roosevelt Community Middle School

September 16, 2022

Fundraiser Application

submitted

by Band Director David Bell

to sell World's Finest Chocolate Bars



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 # 0311	School Roosevelt Middle School	Sponsor Name David Bell
Sponsor's Account Name Band		Primary Account Number 2-1000.01 <u>2-1000.00</u>

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

Perform incoming inventory on goods received.

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

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

B. Description of activity: The band department would like to sale World's Finest Chocolate

C. Time of day food sold for each day sold: 2:45- 5:00 pm

D. Specific use of profit: To support band students with equipment

E. Date sales begin: 09/19/22 04/21/22 Date sales end: 10/07/22

A. ESTIMATED SALES (APPLICATION)
complete prior to fundraiser

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

1. Total Sales Basis for estimate \$60 per box @ 1\$ per candy bar 200 boxes	\$12,000	
2. Cost of Sales (must include sales tax) Basis for estimate: \$35 per box pls tax	\$7,000	
3. Other Costs Itemize (printing, security, prizes, etc.): none	\$0	
4. Net Profit (line 1 minus lines 2, 3)	5,000	

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

[Signature] 9/16/22 2-1000.01
Principal Approval Signature Date Account Number Assigned to This Fundraising Activity

[Signature] 9/10/22 _____
School Treasurer Signature Date Recap Verified by Treasurer Signature Date

Exhibit 3

Roosevelt Community Middle School
Detailed Category Summary
Band Internal Account # 2-1000.01

Summary for: Band Chocolate Bars
Cat #: 2-1000.01

Contact Person: David Bell
Balance Forward: \$0.00

08/05/2022 02/21/2023
Date ... Range

2022-2023

Date	Transaction	Description	Debit	Credit	Tax Paid	Tax Rebate	Cleared	Balance
10/03/2022	Deposit 1160	band fundraiser		\$505.05			<input checked="" type="checkbox"/>	\$505.05
10/12/2022	Deposit 1164	Band Fundraiser WF Chocolate		\$543.11			<input checked="" type="checkbox"/>	\$1,048.16
10/13/2022	Deposit 1165	Band Fundraiser WF Chocolate		\$302.00			<input checked="" type="checkbox"/>	\$1,350.16
10/13/2022	Deposit 1165	Band Fundraiser WF Chocolate		\$263.90			<input checked="" type="checkbox"/>	\$1,614.06
10/14/2022	Deposit 1166	Band Chocolate Bars		\$745.00			<input checked="" type="checkbox"/>	\$2,359.06
10/20/2022	Deposit 1167	Band Chocolate Bars		\$595.00			<input checked="" type="checkbox"/>	\$2,954.06
10/27/2022	Deposit 1169	Band Chocolate bars		\$885.41			<input checked="" type="checkbox"/>	\$3,839.47
11/01/2022	Deposit 1170	band chocolate fundraiser		\$815.00			<input checked="" type="checkbox"/>	\$4,654.47
11/02/2022	Deposit 1171	band chocolate fundraiser		\$492.00			<input checked="" type="checkbox"/>	\$5,146.47
11/28/2022	Deposit 1176	W.F chocolate		\$720.00			<input checked="" type="checkbox"/>	\$5,866.47
11/28/2022	Deposit 1176	Band W.F. Chocolate Fundraiser		\$545.00			<input checked="" type="checkbox"/>	\$6,411.47
12/12/2022	Deposit 1180	Band Fair share		\$485.00			<input checked="" type="checkbox"/>	\$6,896.47
01/23/2023	Deposit 1190	WF chocolate Fundraiser		\$2,833.72			<input checked="" type="checkbox"/>	\$9,730.19
01/23/2023	Deposit 1190	wf chocolate fundraiser		\$1,051.00			<input checked="" type="checkbox"/>	\$10,781.19
01/23/2023	Deposit 1190			\$380.30			<input checked="" type="checkbox"/>	\$11,161.49
01/23/2023	Deposit 1190	wf choc fundraiser		\$18.00			<input checked="" type="checkbox"/>	\$11,179.49
01/24/2023	Deposit 1191	Band Donations		\$400.00			<input checked="" type="checkbox"/>	\$11,579.49
01/24/2023	Deposit 1191	WF Choc Fundraiser		\$120.00			<input checked="" type="checkbox"/>	\$11,699.49
01/26/2023	Deposit 1192	candy sale		\$16.00			<input checked="" type="checkbox"/>	\$11,715.49
02/02/2023	Check 13755	World's Finest Chocolate, Inc. WF chocolate bars for a student fundraiser to support the marching band Inv# 91371324	\$11,363.40				<input type="checkbox"/>	\$352.09
02/02/2023	Check 13758	RD Chocolates Rewards for student's whom sold chocolate bars Inv# 005	\$200.00				<input type="checkbox"/>	\$152.09
02/07/2023	Deposit 1195	Candy sales		\$66.00			<input type="checkbox"/>	\$218.09
02/07/2023	Deposit 1195	candy sales		\$16.00			<input type="checkbox"/>	\$234.09
02/07/2023	Deposit 1195	WF Choc Fundraiser		\$60.00			<input type="checkbox"/>	\$294.09

Exhibit 4

Roosevelt Community Middle School

Check Requisition #13755

Payable to World's Finest Chocolate

\$11,363.40



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Check Requisition

INSTRUCTIONS: Attach invoices or bills to this completed form. Complete form in ink.

Account Number 2-1000.01 Requisition Date 1/26/23
 School Name Roosevelt Middle Name of Account Band Chocolate Bars
 Requests a check payable to World's Finest Chocolate
 for the amount of \$ 11,363.40

These funds are being spent for

WF Chocolate Bars for a student fundraiser to support the marching band.

I certify that the goods or services indicated per the documentation or explanation provided were received, that documentation will be provided for prepayments, and that payment is in order.

[Signature]
 SIGNATURE OF TEACHER SPONSOR
 DATE 1/26/23

Check Number 13755 Check Date 02/02/2023 Approved [Signature]
 SIGNATURE OF STUDENT TREASURER
 DATE _____

PBSD 0181 (Rev. 5/15/2020)

ROOSEVELT MIDDLE SCHOOL
ACTIVITIES ACCOUNT

ATTN:

13755

To: World's Finest Chocolate, Inc. - 8264 Solutions Center, Chicago IL
 Re: WF chocolate bars for a student fundraiser to support the marching band
 Inv# 91371324

2/02/2023 13755

Check Amount: \$11,363.40

Category #	Category Name	Transaction Code	GL Department	Tax Paid	Amount	Category #	Category Name	Transaction Code	GL Department	Tax Paid	Amount
2-1000.01	Band Chocolate Bars	Fundraising Resal		\$0.00	\$11,363.40						

Exhibit 5

World's Finest Chocolate Invoice

\$11,363.40



WORLD'S FINEST CHOCOLATE

4801 South Lawndale Avenue, Chicago, IL 60632-3062 • T: (888) 699-2679 • F: (773) 341-1563

Billing Questions? Call 1-888-699-2679



Ship To:
Roosevelt Middle School Band
David Bell
1900 N Australian Ave
West Palm Beach FL 33407-5627

Sold To:
Roosevelt Middle School Band
David Bell
1900 N Australian Ave
West Palm Beach FL 33407-5627

Payment Instructions:

First Class Mail only:

World's Finest Chocolate, Inc.

8264 Solutions Center
Chicago, IL 60677-8002

Overnight Mail by special couriers:

World's Finest Chocolate, Inc.

Lockbox # 778264

350 East Devon Avenue

Itasca, IL 60143

Invoice

Customer No.	730435	
Invoice Number	Division	Date
91371324	90	9/28/22
Your Reference No.		
O-0000378693		
Delivery Note No.		Req. Delivery Date
82682756		9/21/22
Order No./Date/Reason Code		
1567110 / 9/16/22 /		
Salesperson		
6130 - Russell Davis		
P.O./Source Reference No		
X		

TO ENSURE PROPER CREDIT PLEASE DETACH AND RETURN TOP PORTION WITH REMITTANCE

Payment Due By: 10/28/22

Payments over 15 days past due are subject to a 2% late payment fee.

Product Number	Description	Qty	Price per Unit	Amount
5609WFC	\$1 BAR VP 60CT WFC	300	CAS 35.00 CAS	10,500.00
5609WFC	\$1 BAR VP 60CT WFC	30	CAS A \$1800.00 Value!	
Product Total				10,500.00
Freight				120.00
Tax				743.40
Final Amount - Please Remit				11,363.40

PAID

Goods Purchased for Resale

WORLD'S FINEST CHOCOLATE APPRECIATES YOUR BUSINESS

Exhibit 6

Roosevelt Community Middle School

January 19, 2023

Monies Collected Reports

Totaling \$3,884.17

