



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

OFFICE OF INSPECTOR GENERAL  
3318 FOREST HILL BLVD., C-306  
WEST PALM BEACH, FL 33406  
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[www.palmbeachschools.org](http://www.palmbeachschools.org)  
Hotline: 855-561-1010

TERESA MICHAEL, CIG, CIGI, CFE  
INSPECTOR GENERAL

SCHOOL BOARD  
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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 *TJM*

**DATE:** December 11, 2023

**SUBJECT:** Transmittal of Final Investigative Report:  
*24-0008-I Falsification of Records*

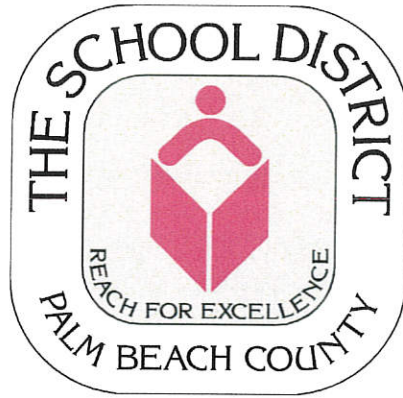
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Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 24-0008-I. On October 26, 2023, the OIG received a referral complaint from Director of Compensation and Employee Information Services Mark Mitchell regarding Congress Middle School Teacher Ariana Innocent. Specifically, it was alleged that Innocent falsified her employment history and the previous employment verification information on District Form 2044 Verification of Previous Public/Private Teaching Experience.

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

In accordance with School Board Policy 1.092.9.b.iv., on November 29, 2023, the draft of this investigation was provided to Ms. Innocent for a response. A written response from Ms. Innocent 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 24-0008-1**

***Falsification of Records***

**TYPE OF REPORT: FINAL**

**DATE OF REPORT: December 11, 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 24-0008-I

### EXECUTIVE SUMMARY

From October 27, 2023 to November 3, 2023, the Office of Inspector General (OIG) conducted interviews and reviewed pertinent documentation and records related to an allegation that Congress Middle School Teacher Ariana Innocent (Innocent) falsified her employment history and the verification information on her submission of District Form 2044 Verification of Previous Public/Private Teaching Experience in violation of School Board Policy 3.02, Code of Ethics.

The investigation discovered that Innocent erroneously completed portions of District Form 2044 that should have been completed by the former employer. Additionally, Innocent included inaccurate information regarding her years of teaching experience. Innocent listed that she had completed three years of teaching experience, even though at the time of submission she had approximately one and half years of experience. The District's instructional salary placement schedule reflects eligible employees may earn a base salary of \$52,000 plus a \$1,000 referendum supplement for one to four years of completed eligible experience.

The OIG investigation concluded that although Innocent did in fact submit the form with erroneous information, Innocent did not do so with the intent to misrepresent or falsify the employment verification forms in violation of School Policy 3.02.5.c.i, Code of Ethics. Innocent submitted all of the verification documentation provided by her previous employer along with the form. Therefore, the allegation was **Unsubstantiated**.

On November 29, 2023, the OIG forwarded a copy of the draft report to Ariana Innocent. On December 6, 2023, Innocent submitted a written response to the draft report. The response is attached in its entirety. **(Exhibit 6)**

### RECOMMENDATIONS

The OIG recommends that Director of Compensation and Employee Information Services work with Innocent regarding the resubmission of District Form 2044.

The OIG recommends the District simplify Form 2044 and the entire verification of previous experience to render it less complex and more applicant-friendly. Modification could prevent both the good faith, yet incorrect, completion of the form by employees seeking to verify teaching experience as well as bad faith actors using an unnecessarily complex Form and verification process as a tool to perpetuate fraud on the District.

## INVESTIGATIVE PREDICATE

On October 26, 2023, the Office of Inspector General (OIG) received a referral complaint from Director of Compensation and Employee Information Services Mark Mitchell regarding Congress Middle School Teacher Ariana Innocent. Specifically, it was alleged that Innocent falsified her employment history and the previous employment verification information on District Form 2044 Verification of Previous Public/Private Teaching Experience in violation of School Board Policy 3.02, Code of Ethics.

On October 26, 2023, OIG Investigator Veronica Vallecillo was assigned this complaint for investigation.

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

## BACKGROUND

The School District of Palm Beach County Instructional Salary Information states that salaries are based on training and experience. In accordance with the Classroom Teachers Association (CTA) contract, teachers may be given credit for up to 25 years of prior, full-time school teaching experience. This experience credit is granted on an equitable basis according to the salary schedule. Accordingly, experience must be verifiable as a certified teacher.

## ALLEGATION

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It is alleged that Congress Middle School Teacher Ariana Innocent violated School Board Policy 3.02, Code of Ethics, by falsifying her employment history and verification information on District Form 2044 Verification of Previous Public/Private Teaching Experience.

School Board Policy 3.02.5.c. states, in relevant part,

***“Misrepresentation or Falsification – We are committed to candor in our work relationships, providing other Board employees including supervisors, senior staff and Board members with accurate, reliable and timely information.***

*Employees should exemplify honesty and integrity in the performance of their official duties for the School District. Unethical conduct includes but is not limited to:”*

*“Falsifying or misrepresenting professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history when applying for employment and/or certification or when*

*recommending an individual for employment, promotion or certification...*  
Quoiting Board Policy 3.02.5.c.i

## **REFERRAL COMPLAINT INFORMATION**

On October 26, 2023, the OIG received a referral email regarding Congress Middle School Teacher Ariana Innocent. The referral email included concerns about Innocent's potential falsification of teaching experience submitted on District Form 2044.

## **WITNESS INTERVIEW**

**On October 31, 2023, a sworn recorded interview of Human Resources Analyst III Ashley Hall was conducted at the OIG in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Hall" as they relate to the Allegation:**

Hall has been employed in the Human Resources Department since 2016.

Hall stated that on October 25, 2023, she received District Form 2044, "Verification of Previous Public/Private Teaching Experience, Principal/Assistant Principal Experience" from Congress Middle School Teacher Ariana Innocent via email.

Hall explained that District Form 2044 is used by teachers, assistant principals, and principals to verify previous experience outside of Palm Beach County School District. Based on the number of years of experience, an employee's base annual salary can increase. Additionally, the employee may be eligible for a referendum supplement. The top portion of the form is completed by the employee and the remainder of the form is to be completed by the previous employer(s).

Regarding District Form 2044 that Innocent submitted, Hall stated she noticed the following issues.

- Two Palm Beach County Schools were listed on the form.
- Information listed for Banyan Creek Elementary School (2022) was false. PeopleSoft records indicate Innocent worked a total of 38 days, not 90 days as listed on the form.
- Information listed for Congress Middle (2023) was false. The school year is currently in process and will not be completed until next year May 2024.
- Broward County Public Schools does not complete Form 2044. Instead, Broward County Public Schools provides its own digital form with the necessary information.
- The hours listed for William Dandy Middle School did not match the hours verified by Broward County.

Hall said she contacted Broward County Schools to determine if they had completed the form for Innocent. Per Hall, Broward County Human Resources Supervisor Jonyale Davis denied completing the form.

## **SUBJECT INTERVIEW**

**On November 2, 2023, a sworn recorded interview of Congress Middle School Teacher Ariana Innocent was conducted at the OIG in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Innocent” as they relate to the Allegation:**

Innocent stated that sometime in October 2023, she emailed a verification of previous teaching experience form to the District’s Human Resources Department. To Innocent’s understanding, submission of the form would result in more pay.

Innocent explained she got the verification form from the District website. Innocent sent the verification form to the Broward County School District requesting its Human Resources Department complete the form. Innocent stated that Broward County Schools did not complete the form and instead provided her with a cover letter that included hours worked at William Dandy Middle School, a Broward County School.

The OIG provided Innocent with a copy of the District form and attachments (**Exhibits 2,3, and 4**) she submitted to Palm Beach County Schools Human Resources Department. Innocent reviewed the document and confirmed that was the same form she submitted. Innocent stated that she completed the employment portion of the form with “an estimate of how many days I worked.”

The OIG asked Innocent if she completed the bottom portion of the form referencing Broward County Schools information (name, address, phone number, and email). Initially Innocent did not confirm whether she completed the bottom portion. Innocent repeatedly said that it was a “mistake.” Subsequently, Innocent stated that the Human Resources Department at Broward County Public Schools authorized her, via email, to “fill the form.” on their behalf. The OIG asked Innocent to provide proof. Innocent showed the OIG the email thread between her and the Broward County Public Schools Human Resources Department where she initially asked them to complete District Form 2044 and in return, they provided a cover letter and her employee verification report. See **Exhibits 3 & 4**.

Innocent said she assumed she was supposed to complete the bottom portion of the form based on the information she received from Broward County Schools. Innocent stated she “assumed that it was okay” for her to complete the form based on the information she received from Broward County Schools.

Regarding the specifics of the number of days worked at each school Innocent listed, Innocent stated that she made “a quick estimate” of the time she had worked at William Dandy Middle School and Banyan Creek Elementary. Innocent noted she did not know

the District needed exact dates. The OIG asked Innocent why she reflected 175 days worked at William Dandy Middle School even though the verification document from Broward County Schools reflected 171.67 days.

Innocent said she did not go back to adjust the form from 175 days to 171.67 days. Innocent noted the number of hours was “not far off.” Regarding the information she listed for Congress Middle School, Innocent stated she estimated the number of days she expected to work this current school year.

Innocent stated she is “a new teacher” and was not aware of how the form needed to be completed. Innocent denied having the intent to do something illegal. Innocent figured that if there was something incorrect with the information she provided, the Human Resources Department would have corrected it.

Innocent said it was not her intent to falsify information and she “did not do that intentionally.”

## **RECORDS ANALYSIS**

On October 24, 2023, Innocent emailed [ahsley.haul@palmbeachschools.org](mailto:ahsley.haul@palmbeachschools.org) and “Ask HR” requesting “May you please process and update my 3 years of experience of teaching...” **(Exhibit 1)**

Innocent’s email included three attachments:

- District Form PBSD 2044 Verification of Previous Public/Private Teaching Experience (Form) **(Exhibit 2)**,
- Broward County Public Schools cover letter dated October 24, 2023 **(Exhibit 3)**, and
- Broward County Public Schools Employee Verification Report reflecting Innocent’s work history. **(Exhibit 4)**

As reflected on the Form, the experience verification is to be completed by the former School District. According to Innocent, she sent the Form to her previous employer, Broward County Public Schools, and in return the employer provided her with a cover letter stating that Broward County Public Schools uses a computer-generated online verification process to provide information regarding experience. Furthermore, the cover letter stated, “The attached report is a replacement for completing third-party forms and will be the only format provided.”

Innocent proceeded to complete the entirety of the Form making it appear as if Broward County Public Schools had completed the form. Additionally, Innocent listed inaccurate information regarding her employment history.

According to PeopleSoft and the School Board approved School Calendar, Innocent worked 38 days at Banyan Creek Elementary School between August 12, 2022 and October 8, 2022 and worked 37 days at Congress Middle School between September 1, 2023 and October 24, 2023, (the date she submitted the Form).

The Collective Bargaining Agreement between the School Board of Palm Beach County and The Palm Beach County Classroom Teachers Association (July 1, 2022 – June 30, 2025) defines a year of service as that sum of compensated duty days of six (6) hours or more which exceeds one-half (1/2) of the employee's contract year or 99 compensated duty days, whichever is greater. (Article I, Section A, 17)

Based on Innocent's employment information from Palm Beach County Schools and Broward County Public Schools, currently, she may be eligible for one year credit of teaching experience.

The School District of Palm Beach County Instructional Salary New Hire Salary Placement Schedule effective July 1, 2023, reflects Innocent may be eligible for a base salary of \$52,000 and a referendum supplement of \$1,000, based on her teaching experience (**Exhibit 5**).

## CONCLUSION

It is alleged that Congress Middle School Teacher Ariana Innocent violated School Board Policy 3.02, Code of Ethics, by falsifying her employment history and verification information on District Form 2044 Verification of Previous Public/Private Teaching Experience.

Innocent did not follow the instructions as to how the Form should have been completed. It does not appear that Innocent had an intent to misrepresent or falsify the information. Additionally, Innocent did not attempt to conceal the information provided to her by Broward County Public Schools, she submitted the documents in their entirety with the Form.

Although Innocent submitted the Form claiming three years of experience, she is still likely eligible for the same amount of salary increase because the "completed years of eligible experience" range is from 1-4 years. Innocent's employment history at the time, she incorrectly completed Form 2044 reflected at least one year of eligible teaching experience at Broward County Public Schools.

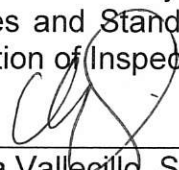
Based on the testimony obtained and the records reviewed, the OIG determined that the allegation that Congress Middle School Teacher Ariana Innocent violated School Board Policy 3.02, Code of Ethics, by falsifying her employment history and verification information on District Form 2044 Verification of Previous Public/Private Teaching Experience 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.



Veronica Vallecillo, Senior Investigator

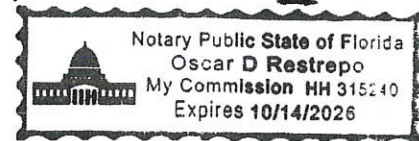
**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

Sworn to (or affirmed) and subscribed before me this 11 day of December, 2023, by Veronica Vallecillo, 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 Veronica Vallecillo, 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.

Approved by:  Date: 12/11/23  
Oscar Restrepo, Director of Investigations

Approved by:  Date: 12/11/23  
Teresa Michael, Inspector General

### ***EXHIBIT LIST***

Email dated October 24, 2023 from Innocent to HR..... Exhibit 1  
Form 2044 Verification of Previous Public/Private Teaching Experience ..... Exhibit 2  
Memorandum dated October 24, 2023 from Broward County Public Schools Exhibit 3  
Broward County Public Schools Employee Verification Report - Innocent ..... Exhibit 4  
Instructional Salary Information Effective July 1, 2023..... Exhibit 5  
Innocent’s response to the draft report..... Exhibit 6

### ***DISTRIBUTION LIST***

**Action Official Distribution:**

Mark Mitchell, Director, Compensation and Employee Information Services

**Information Distribution:**

Palm Beach County School Board Members  
Michael Burke, Superintendent  
Audit Committee Members  
Shawntoya Bernard, General Counsel  
Randy Law, Director, Office of Inspector General  
Bob Bliss, Compliance & Quality Assurance Officer, Office of Inspector  
General  
OIG File

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**From:** Ariana Innocent <ariana.innocent@palmbeachschools.org>  
<ariana.innocent@palmbeachschools.org> on behalf of Ariana Innocent  
**Sent:** Tuesday, October 24, 2023 4:08 PM  
**To:** ashley.haul@palmbeachschools.org; Ask HR  
**Subject:** Ariana Innocent Teaching Experience form

Hello I am Ariana Innocent (ID: 1152162)

Below is my Teaching experience form. May you please process and update my 3 years of experience of teaching thank you.

Best Regards,

Ms. Innocent

Case #: 24 0008-I Date Rcv'd: 10-27-23  
Received From: W. Piper  
Description: email from Innocent  
to HR  
Exhibit #: 1  
Redactions: Yes \_\_\_\_\_ No X



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
COMPENSATION AND EMPLOYEE INFORMATION SERVICES

Verification of Previous Public/Private

Teaching Experience  Principal/Assistant Principal Experience

For applicant in a vocational position seeking vocational experience credit, use PBSD 2275.

I am/will be employed as a Teacher or Principal/Assistant Principal with the School District of Palm Beach County, Florida effective the date listed below. In order to use my previous experience for salary purposes, it is necessary to verify my dates of employment within 90 work days of my hire date. My salary placement is pending receipt of this information. NOTE: SCHOOL YEARS MUST BE BROKEN DOWN BY EACH INDIVIDUAL YEAR WORKED. For questions regarding completion of this form, reference page 2.

RETURN THIS FORM TO COMPENSATION & EMPLOYEE INFORMATION SERVICES, 3300 FOREST HILL BLVD., SUITE A-152, WEST PALM BEACH, FL 33406.

Applicant/Employee ID # 115162	Employee First Name Ariana	Current Last Name/Last Name at Time of Employment Innocent	Last 4 digits Social Security # (optional) 1570
Former Name	Palm Beach County School District Employment Date 08/01/20	Former School District/Private School Broward Schools	

Under your former employer's plan definition of RETIREMENT, have you been classified as a RETIREE?  Yes  No

ae  
Signature of Applicant/Employee

10/20/2023  
Date

THE FOLLOWING INFORMATION MUST BE COMPLETED BY THE FORMER SCHOOL DISTRICT/PRIVATE SCHOOL.  
This form may be copied as needed for additional years.

FLORIDA SCHOOL DISTRICTS ONLY

Note any extended unpaid leave taken during any school year. No

SCHOOL FISCAL YEAR #	FROM	TO	# OF DUTY DAYS WORKED	# OF DAYS IN SCHOOL YEAR	POSITION HELD	FULL TIME	PART TIME	NAME OF SCHOOL
2021	2021	2022	175	180	Social Studies Teacher Grade 8	yes		William Dandy Middle School
2022	2022	2022	90	180	Elementary Teacher Grade 1	yes		Banyan Creek Elementary
2023	2023	2024	180	180	Social Studies Teacher Grade 6	yes		Congress Middle School

\* School years should be broken down by year.

Did the Teacher or Principal/Assistant Principal have a satisfactory performance record while employed in your District/School?  Yes  No  
 Public School  Private School Grade Levels at School 1, 6, 8 Number of Teachers at School 200

Name of Accrediting Agency Broward Schools and Palm Beach Schools

Affix a School District seal, District stamp, Private School stamp or notarize the form. If documentation is from a foreign country, the form will need to be sealed or stamped by the Ministry of Education.

Broward County Schools

Supervisor of Human Resources Support Services

Print Name of Public/Private School Official

Jonyale D. Davis

Title of Public/Private School Official

10/24/2023

Signature of Public/Private School Official

Date

7720 W. Oakland Park Blvd. Sunrise, Florida 33351

754-321-0100

Phone Number

Address of Public/Private School Official

HRSupportServices@browardschools.com

Email Address of Public/Private School Official

PBSD 2044 (Rev. 7/26/2022)

Affix Notary, School District seal, District stamp, or Private School stamp here



Human Resources Support Services  
Samantha Gordon, Manager  
7720 W. Oakland Park Boulevard,  
Suite 101A  
Sunrise, Florida 33351-6704  
phone: 754-321-0100 • fax: 754-321-0900  
[Samantha.Gordon@browardschools.com](mailto:Samantha.Gordon@browardschools.com)

October 24, 2023

Dear Sir/Madam:

The Broward County School Board, Florida, uses a computer generated online verification process to provide information regarding Teaching and working experience for current and previous employees. The attached report is a replacement for completing third-party forms and will be the only format provided. This process enhances our response time to such requests.

Please see the attached Legend, for an explanation of terms and codes used in preparing the report.

Sincerely,

*Jonyale Davis*

Jonyale D. Davis  
Supervisor, Human Resources  
Support Services  
Broward County Public Schools

Case #: 240008J Date Rcv'd: 10-25-23  
Received From: M. Mitchell  
Description: memo from  
Broward County Public Schools  
Exhibit #: 3  
Redactions: Yes \_\_\_\_\_ No X



The School Board of Broward County, Florida • Lori Alhadeff • Patricia Good • Debra Hixon • Donna P. Korn • Sarah Leonardi • Laurie Rich Levinson • Ann Murray  
Dr. Rosalind Osgood • Nora Rupert • Robert W. Runcie, Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. [browardschools.com](http://browardschools.com)

CLIENT:500 USER:P00036193  
Program:2GHTM\_EMPLOY\_VERIFY

Broward County Public Schools  
Employee Verification Report ( 07/01/2008 to 06/30/2024 )

Page: 1  
Date:10/24/23 Time:12:30:28

Personnel Number	Personnel Name	Seniority Date	Certification Expiration Date	Social Security Number	Current Status	Status Date	Emp Pct.		
00129334	INNOCENT,ARIANASEMAJ	08/31/2021	06/30/2026	SSN:XX-XX-1570	Withdrawn	06/20/2022	100.00		
2021-22		Employed	At Work	Contract Begin	Contract End	CT	Name Of School	Position Held	Emp Pct.
		182.00	171.67	06/20/2022	06/30/2022	90	WILLIAM DANDY MIDDLE	Teacher-Social Sciences Middle	100.00
		10.33		08/31/2021	06/19/2022	90	WILLIAM DANDY MIDDLE	Teacher-Social Sciences Middle	100.00

End-of-Report



Jonyale D Davis,  
Supervisor

Digitally signed by Jonyale D  
Davis, Supervisor  
Date: 2023.10.24 12:31:54 -04'00'

Authorized Signature: \_\_\_\_\_  
School District: Broward County Public Schools  
Address: 7720 W Oakland Park Blvd., STE 101A  
Sunrise, FL 33351  
Accredited By: AdvancEd, formerly SACS

Title: \_\_\_\_\_  
Seal: \_\_\_\_\_

HRSupportServices

Case #: 24-0008 I Date Rcv'd: 10.25.23  
Received From: M. Mitchell  
Description: Employee Verification Report - Innocent  
Exhibit #: 4  
Redactions: Yes \_\_\_\_\_ No \_\_\_\_\_



**THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
DIVISION OF HUMAN RESOURCES**

3300 Forest Hill Blvd., A-115, West Palm Beach, FL 33406  
https://www.palmbeachschools.org/careers/compensation\_and\_job\_information

**Instructional  
SALARY INFORMATION**

**PAYMENT FOR TEACHING EXPERIENCE**

Salaries are based on training and experience. In accordance with the Classroom Teachers Association (CTA) contract, Teachers may be given credit for up to 25 years of prior full-time creditable school teaching experience, to be granted on an equitable basis according to the NEW HIRE SALARY PLACEMENT SCHEDULE outlined below. Experience must be verifiable as a certified teacher.

Retired Teachers returning to teaching (retired from Florida or elsewhere) who are re-employed are eligible to be credited for up to 25 years of prior full-time creditable school teaching experience (not to exceed \$67,233).

Upon employment, it is the responsibility of the employee to have experience verified on the appropriate forms. Verification forms (PBSD 2044) can be obtained from Compensation & Employee Information Services, A-115 at FHESC, 3300 Forest Hill Boulevard, WPB, FL 33406 or online at <https://www2.palmbeachschools.org/formssearch/>.

Teachers will be paid the beginning teacher salary until verification of previous teaching experience has been received and approved by the Compensation & Employee Information Services Department. Verification must be received within 90 days after hire for initial experience credit payment to be effective as of hire date.

**SCHOOL PSYCHOLOGISTS, OCCUPATIONAL/PHYSICAL THERAPISTS, AUDIOLOGISTS, SPEECH PATHOLOGISTS, AND ROTC INSTRUCTORS (Must submit Form PBSD 2277)**

The above positions shall be paid an initial salary on the Performance Salary Schedule based on experience and contract status. The entry level for these positions shall be \$60,180, provided established criteria are met.

- School Psychologists holding a current "National Certified School Psychologist" (NCSP) Certificate may receive \$2,000\* annual supplement in addition to base salary.
- Speech Language Pathologists (SLP) holding a valid Certificate of Clinical Competence (CCC) through ASHA and current ASHA card may receive \$2,000\* annual supplement in addition to base salary.
- Teachers who have been awarded National Board Certification will receive \$2,000\* in addition to any supplemental amount appropriated by the Florida State Legislature.

\* May only be receiving one of the above supplements at any one time.

Teachers will be paid beginning teacher salary until verification of a qualified advanced degree has been received and approved by the Compensation & EE Information Services Dept. Teachers serving in areas of professional certification (e.g., Speech Pathologist, Physical/Occupational Therapists, etc.) may receive payment for advanced degrees in those areas if holding a Teaching Certificate in those areas (per State Law).

**Effective July 1, 2023  
Performance Salary Schedule – Bachelor Degree**

Salary Range	Annual Contract
Minimum	\$ 51,500
Maximum	\$ 104,576

The Performance Salary Schedule is established pursuant to Florida Statute §1012.22(1)(c)(1)(d) and includes, but is not limited to the following Student Success Act legislative provisions:

- The annual salary adjustment under the Performance Salary Schedule for an employee that is rated as 'Highly Effective' must be greater than the highest annual salary adjustment available to an employee of the same classification through any other salary schedule adopted by the District.
- The Performance Salary Schedule shall not provide an annual performance salary adjustment for an employee who receives a rating other than 'Highly Effective' or 'Effective' for the evaluation year.
- Teachers new to the District or Teachers that are rehired after a break in service must successfully complete a one (1) year probationary annual contract before becoming eligible for one (1) year non-probationary annual contract. A Teacher may be terminated at any time during the probationary period as a regular probationary Teacher.

**SUPPLEMENT FOR ADVANCED DEGREES  
FROM ACCREDITED INSTITUTIONS (Submit Form PBSD 2277)**

Master: Add \$3,000 to Bachelor degree  
Double Master: Add \$4,500 to Bachelor degree  
Specialist: Add \$4,500 to Bachelor degree  
Doctorate: Add \$6,000 to Bachelor degree

Effective July 1, 2011, as provided in State Law, Teachers that are new to the District or Teachers that are rehired after a break in service may receive pay for advanced degrees **provided** the degree is held in their teaching certification area.\*\* (Must submit Form PBSD 2277)

\*\* Per the CTA CBA, excludes Educational Leadership certification.

Case #: 2400081 Date Rcv'd: 10-27-23  
Received From: HR Website  
Description: Instructional Salary Information  
Exhibit #: 5  
Redactions: Yes  No

TEACHING EXPERIENCE Verification Form PBSD 2044 is available online at <https://www2.palmbeachschools.org/formssearch/>

Department of Compensation & Employee Information Services

3300 Forest Hill Blvd, A-115, West Palm Beach FL 33406, Phone: (561)434-8777 | Fax: (561)357-1179

Teaching Experience verification forms should be submitted to A-115 within 90 days after hire for payment to be effective from initial hire date.



**NEW HIRE SALARY PLACEMENT SCHEDULE \***

<b>Completed Years of Eligible Experience</b>	<b>Base Salary Placement</b>	<b>Referendum Supplement FY2024</b>	<b>TOTAL Initial New Hire Salary</b>
0	\$ 51,500	\$ 0	\$51,500
1-4	\$ 52,000	\$ 1,000	\$53,000
5-9	\$ 52,500	\$ 5,000	\$57,500
10-14	\$ 53,000	\$ 10,000	\$63,000
15	\$ 53,500	\$ 10,000	\$63,500
16	\$ 54,028	\$ 10,000	\$64,028
17	\$ 55,354	\$ 10,000	\$65,354
18	\$ 56,518	\$ 10,000	\$66,518
19	\$ 57,975	\$ 10,000	\$67,975
20	\$ 59,425	\$ 10,000	\$69,425
21	\$ 60,910	\$ 10,000	\$70,910
22	\$ 62,433	\$ 10,000	\$72,433
23	\$ 63,994	\$ 10,000	\$73,994
24	\$ 65,594	\$ 10,000	\$75,594
25	\$ 67,233	\$ 10,000	\$77,233

\* Per the CTA bargaining agreement, the District treats teaching experience out-of-the-District the same as teaching experience in-the-District. Therefore, experience credit for purposes of a new hires initial salary placement may be based on one (1) year less than shown above pending outcome of each year's CTA and District bargaining negotiations.



Veronica Vallecillo <veronica.vallecillo@palmbeachschools.org>

**Response to OIG case 24-0008-I**

1 message

Ariana Innocent <ariana.innocent@palmbeachschools.org>  
To: Veronica Vallecillo <veronica.vallecillo@palmbeachschools.org>

Wed, Dec 6, 2023 at 9:25 AM

Dear OIG and Palm Beach Schools,

I hope this message finds you well. I am writing in response to the recent report. I am indicating that I did not have any intentions of submitting the form incorrectly; rather, it was an unintentional mistake. I would like to provide further clarification regarding the situation.

Firstly, I want to express my sincere apologies for any inconvenience caused by the error in the submission of the teacher's verification form. It was never my intention to provide inaccurate information or to cause any complications in the process.

Upon reviewing the situation, I realized that I may not have been adequately informed on the proper procedure for filling out the form. I understand the importance of accurate documentation, and I am committed to rectifying this oversight promptly. I received verification documents from Broward Schools related to the form of submission through email from their Human Resources Department, Jonyale D. Davis. Upon filling out the form I made a mistake of an estimate of the duration that I worked at the schools since I did not have the exact information at hand nor a way to reach the system online to see that information. During this time, I was busy working, in the middle of moving, my grandfather on my father's side was sick prior to passing away and also, I was a victim of some detrimental events which occurred to me that compromised my safety. Mentally I wasn't at my best or aware of how to fill out the form. It was a genuine mistake.

To ensure that such errors do not occur in the future, I would appreciate any additional guidance or information you can provide regarding the correct procedure for completing the teacher's verification form. I will comply with all necessary requirements and contribute to the efficiency of the process.

I am open to any necessary corrections or adjustments needed to rectify the situation. If there are specific steps or information that I overlooked, please let me know so that I can address them promptly.

Thank you for your understanding and consideration in this matter. I am committed to resolving this issue promptly and ensuring that all future submissions meet the required standards.

Sincerely,

Ariana Innocent

Case #: 24-0008-I Date Rcv'd: 12-6-23  
Received From: A. Innocent  
Description: Subject response to draft report  
Exhibit #: 6  
Redactions: Yes        No X