



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

OFFICE OF INSPECTOR GENERAL
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TERESA MICHAEL, CIG, CIGI, CFE
INSPECTOR GENERAL

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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 

DATE: January 5, 2022

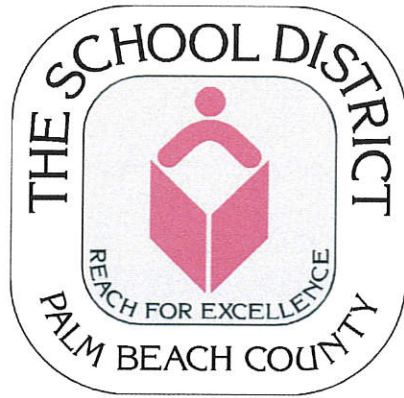
SUBJECT: Transmittal of Final Investigative Report:
23-0003-I Missing Money/Candy Bars \$365

Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 23-0003-I related to missing money/candy bars in the amount of \$365. On July 7, 2022, the School District of Palm Beach County, Office of Inspector General (OIG) received a complaint from Suzanne King, Principal of Boca Raton Community High School alleging that Music teacher Lauren Rizzo failed to keep track of the amount of money collected for each box resulting in a loss of \$365. (Allegation 1).

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

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

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



OIG CASE NUMBER 23-0003-I

Boca Raton Community High School

TYPE OF REPORT: FINAL

DATE OF REPORT: January 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 23-0003-I

EXECUTIVE SUMMARY

From July 7, 2022 to August 29, 2022, OIG staff conducted interviews and reviewed pertinent documentation and records as they related to the allegation. As a result of the investigation, OIG staff determined that the allegation that Boca Raton Community High School music teacher Lauren Rizzo violated Chapter 19 of the District's Internal Accounts Manual in that Rizzo knowingly failed to follow procedures in relation to a candy fundraiser was **Substantiated**.

On September 26, 2022, the OIG forwarded a copy of the draft report to Lauren Rizzo for a response by October 25, 2022. On December 7, 2022, the OIG received the draft report from the US Post Office as undelivered. On December 6, 2022, the OIG contacted Rizzo and made arrangements to provide her the report for a response. On December 21, 2022, the OIG received Rizzo's response to the draft report. Her responses have been attached as **Exhibit 5**. A review of the response reveals she did not dispute the findings of the investigation.

RECOMMENDATIONS

The OIG recommends the findings of this report be referred to the Office of Professional Standards for review of the violation of School District policy and action deemed appropriate.

INVESTIGATIVE PREDICATE

On July 6, 2022, the School District of Palm Beach County, Office of Inspector General (OIG) received a complaint from Suzanne King, Principal of Boca Raton Community High School regarding a World's Finest Chocolate Chorus Fundraiser. The music teacher, Lauren Rizzo sponsored a fundraiser selling chocolate candy bars. Ms. Rizzo failed to keep track of the amount of money collected for each box resulting in a loss of 365 candy bars which equates to \$365. (Allegation 1).

On July 7, 2022, OIG Investigator Angela Feaman was assigned this complaint for investigation.

BACKGROUND

Boca Raton Community High School (BRCHS) is a public school located at 1501 N.W. 15th Ct., in Boca Raton, Florida. Student enrollment is 3,295 serving grades 9-12. Principal Dr. Suzanne King has been the Principal at BRCHS for five years. Treasurer Sue Ann Paine has been at the school for one year. Lauren Rizzo was employed at Boca Raton Community High School as a music teacher for eleven years, until she resigned effective May 27, 2022.

ALLEGATION 1

It is alleged that Lauren Rizzo violated School District Policy 2.16.11 and Chapter 19 of the District's Internal Accounts Manual by not maintaining detailed records of inventories and cash collections for a World's Finest Chocolate Fundraiser that she sponsored.

School District Policy 2.16.11 – Fundraising Activities Relating to Schools states:

Money derived from any school/classroom based fundraising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by district guidelines within the District's Internal Accounts Manual, district policy on internal accounts (Policy 6.07), and State Board of Education Rules 6A-1.001, District Financial Records, Financial and Program Cost Accounting and Reporting for Florida Schools, (Redbook 2001), 6A-1.085, Basic Principles of Internal Fund Accounting, and 6A-1.0143, Promotion and Public Relations Funding.

District Internal Accounts Manual Chapter 19 – Fundraising states:

“The proceeds from school fundraising shall be deposited in the school's internal funds and must be disbursed in accordance with district purchasing policies for the purposes stated on the Fundraising Application/Recap.”

“Written approval from the Principal and Treasurer is required before the fundraiser actually begins.”

“During a fundraiser the sponsor must: “Be responsible for maintaining detailed records of inventories and cash collections.” and “Turn in monies daily by completing a Monies Collected Report (PBSD 0180).”

“If the fundraiser involves the resale of purchased items, the sponsor must: Count the resale items at the beginning and end of the fundraiser and maintain secure control over the inventory.”

“Sales Item Inventory Reports are required for all fundraisers even if there was no inventory.”

COMPLAINANT INTERVIEW

On July 14, 2022, a sworn recorded interview of BRCHS Principal Suzanne King was conducted at BRCHS in Boca Raton, FL. The following represents actual and paraphrased statements made by “King” as it relates to the Allegation:

King stated that Treasurer, Sue Paine brought to her attention that there was a discrepancy in the number of chocolate bars received versus the amount of money showing in sales for the World’s Finest Chocolate Chorus Fundraiser sponsored by music teacher Lauren Rizzo. There were 365 chocolate bars unaccounted for. King stated that Rizzo had actually resigned for other personal reasons that were not disclosed. King stated she reviewed all paperwork relating to the fundraiser and noticed that there was not a sales inventory report included. King completed the sales item inventory report and made a notation on the report that she was filling out the form because Rizzo had not. King stated that there are 365 bars missing and she has not been able to reach Rizzo to determine why.

King stated that Rizzo completed all required fundraising paperwork correctly. King said Rizzo was the only teacher in the Chorus Department and the only one responsible for the fundraiser. The end date of the fundraiser was September 13, 2021 and Rizzo’s resignation date was May 27, 2022.

King stated that the total amount turned in for the fundraiser was \$2,815. There were 3,000 bars purchased and 180 bars were provided for free. King verified that there were eight cash drops made by Rizzo. King did not have firsthand knowledge of where the candy was stored, but assumed it was stored in the chorus room office that has a lock on the door. King stated that only Rizzo, the custodians, and the administrators have keys to the room.

King stated that she has tried to contact Rizzo in the past, but may have had the wrong contact information. King stated that she had her assistant get new contact information for Rizzo and she texted her a message on July 14, 2022, asking for an explanation of the shortage.

WITNESS INTERVIEW

On July 14, 2022, a sworn recorded interview of BRCHS Treasurer Sue Ann Paine was conducted at BRCHS in Boca Raton, FL. The following represents actual and paraphrased statements made by “Paine” as it relates to the Allegation:

Paine stated that she brought to King’s attention that there was a discrepancy in the number of chocolate bars received versus the amount of money showing in sales for the World’s Finest Chocolate Chorus Fundraiser sponsored by music teacher Lauren Rizzo, which totaled 365 chocolate bars that were unaccounted for.

Paine stated the recap was completed on December 2, 2021 by Rizzo and all the deposits are correct but there is a discrepancy of \$365. The candy was paid for with check #71965 which was written on October 6, 2021, in the amount of \$1,867.15. Shipping was \$95, and \$1,650.00 was the chocolate bars’ base price, and there was \$122.15 in sales tax.

Paine stated that decimal account (2-1500.01) was opened for this fundraiser. Paine stated that when she conducted a pre-audit to prepare for the OIG annual audit, she realized Rizzo had not completed a sales inventory report prior to resigning from her position. Paine stated that Rizzo was given the inventory report form to complete when they met at the beginning of the fundraiser. Paine said she informed Dr. King and Dr. King completed the form. The sales recap form was filled out correctly by Rizzo. Paine stated she did not have any issues in the past with fundraisers sponsored by Rizzo.

SUBJECT INTERVIEW

On July 26, 2022, a sworn recorded interview of BRCHS former employee Lauren Rizzo was conducted at Lee Wagener Blvd. in Fort Lauderdale, FL. The following represents actual and paraphrased statements made by “Rizzo” as it relates to the Allegation:

Rizzo stated that she got the idea of the fundraiser from a letter that was placed in her mailbox at school. Rizzo stated that she asked Treasurer, Sue Paine about doing a World’s Finest Chocolate fundraiser. Rizzo stated that she previously sponsored several fundraisers. Rizzo stated she completed the fundraising form and it was approved by the Principal. Rizzo stated that she has sponsored up to five fundraisers each year to include T-shirts, frozen items, and concert tickets fundraisers for chorus and the senior class as the senior class sponsor and has never had any problems.

Rizzo stated that she ordered fifty boxes and three boxes were provided for free. Rizzo said she completed a sales inventory report and she began the World’s Finest Chocolate Fundraiser last fiscal year for her Chorus class. Rizzo said she would write down which student she gave a box to and when that student turned in the money from that box, she would then issue the student another box of candy.

Rizzo stated that all inventory was issued to the students to sell and she had no boxes remaining. Rizzo stated that she had two active fundraisers going on at once and she was ready to be done with the World's Finest Chocolate fundraiser as it had become extremely difficult to get the students to return the remaining money and candy.

Rizzo said she made an executive decision to close the fundraiser because she had been "hounding" the students for months to return all outstanding money and candy. Rizzo stated "I felt whatever candy bars that were not sold and whatever money that was not received, okay we are just not going to make that money". Rizzo said maybe that was the wrong choice to go with, but at that point she had been dealing with so many student behavioral and attendance issues due to Covid 19. Rizzo stated there were students who were never in class and Rizzo decided that she could not continue to fight to get the money anymore. Rizzo stated it was at that point she gave up attempting to collect any outstanding candy and money.

Rizzo stated that all candy boxes were given out to students to sell, but not all money/candy bars was returned to her. Rizzo had a list of names with who owed outstanding candy and money, but she no longer has any paperwork due to resigning from her position and cleaning out her classroom for the incoming teacher. Rizzo stated the chocolate bars that were returned to her were put in a snack prize box that she gave out as prizes to students for fun Friday activities. Rizzo stated that she was unsure of the number of candy bars that were in the prize box and she was not instructed on what to do with any unsold bars.

Rizzo stated that she was more concerned with the number of boxes than the number of individual candy bars. Rizzo stated that she did not get \$60 for each box because she accepted whatever amount the students turned in at the time. Rizzo stated that she was the only person collecting the money and she was the only person making the cash drops.

Rizzo stated that she completed a fundraising recap form and closed out her fundraiser. Rizzo stated Sue Paine, informed her that she was "good to go" prior to resigning her position. Rizzo stated that she always had issues filling out the Sales Inventory Form because she could never get the numbers on the Sales Inventory Form to match the Sales Recap and she was never sure if she was to list the cost of the item or the sale amount, therefore she asked for assistance from Paine. Rizzo stated that she filled out the Sales Inventory Form, but was unsure if it was given back to Paine.

Rizzo stated that she felt 365 chocolate bars sounded extreme and she cannot believe there were so many unaccounted for. Rizzo stated because she was conducting another fundraiser at the same time she may have made deposits into the wrong fundraiser. Rizzo stated there were bars that were not sold and returned to her, but she does not think it was 365 chocolate bars.

Rizzo stated that she fully admits that she made some poor decisions when it came to not collecting all the money from the students and never in her eleven years of teaching and sponsoring so many fundraisers has this ever happened. Rizzo stated that if there is

a way to make this situation whole, she is willing to pay from her own pocket to cover the amount of \$365 that was not collected from the students.

RECORDS REVIEWED

- Exhibit 1: Monies Collected Report provided by Principal Suzanne King**
- Exhibit 2: Fundraising Application/Recap provided by Principal Suzanne King**
- Exhibit 3: Sales Item Inventory Report provided by Principal Suzanne King**
- Exhibit 4: PeopleSoft Fundraising Training Report**

According to PeopleSoft Training records Rizzo completed fundraising training 2016, 2019, 2020, and 2021 (**Exhibit 4**).

CONCLUSION

During the course of the investigation, the OIG reviewed information that indicated Rizzo violated Chapter 19 of the District's Internal Accounts Manual by not maintaining detailed records of inventories and cash collections for a World's Finest Chocolate Fundraiser that she sponsored.

School District Policy 2.16.11 – Fundraising Activities Relating to Schools states:

Money derived from any school/classroom based fundraising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by district guidelines within the District's Internal Accounts Manual, district policy on internal accounts (Policy 6.07), and State Board of Education Rules 6A-1.001, District Financial Records, Financial and Program Cost Accounting and Reporting for Florida Schools, (Redbook 2001), 6A-1.085, Basic Principles of Internal Fund Accounting, and 6A-1.0143, Promotion and Public Relations Funding.

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“Sales Item Inventory Reports are required for all fundraisers even if there was no inventory.”

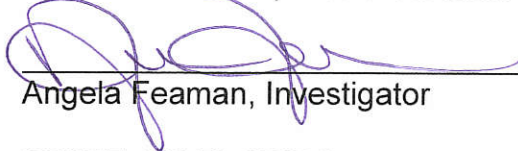
Dr. King and Treasurer Paine informed the OIG that a Sales Item Inventory Report was not completed until after pre-audit. Dr. King completed the form and later provided it to the OIG. Although Rizzo indicated she filled out the form, she was not sure she provided it to Treasurer Paine. Statements of both Dr. King, Paine, and the records provided show even if Rizzo completed the form, she did not provide it to the Treasurer.

Based on the information obtained the OIG determined that the allegation that Boca Raton Community High School music teacher Lauren Rizzo violated Chapter 19 of the District’s Internal Accounts Manual in that Rizzo knowingly failed to follow procedures in relation to a candy fundraiser was **Substantiated**.

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

ATTESTATION


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



Angela Feaman, Investigator

**STATE OF FLORIDA
COUNTY OF PALM BEACH**


Sworn to (or affirmed) and subscribed before me this 09 day of January, 2023, by Angela Feaman, 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 Angela Feaman, supervised 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.

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

Approved by:  Date: 1/9/23
Teresa Michael, Inspector General

EXHIBIT LIST

Monies Collected Report provided by Principal Suzanne King..... Exhibit 1
Fundraising Application/Recap provided by Principal Suzanne King.....Exhibit 2
Sales Item Inventory Report provided by Principal Suzanne King.....Exhibit 3

DISTRIBUTION LIST

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Erica Reger, Chief of Human Resources
OIG File

Summary for: Chorus Dept. World's Finest Choco
 Cat. #: 2-1500.01

Contact Person: Rizzo

Date	Transaction	Description	Debit	Credit	Cleared
09/03/2021	Deposit 2286	Fundraiser, World's Finest			
09/08/2021	Deposit 2287	World's Finest Fundraiser		\$304.00	<input checked="" type="checkbox"/>
09/10/2021	Deposit 2288	Fundraiser/World's Finest		\$180.00	<input checked="" type="checkbox"/>
09/23/2021	Deposit 2292	World's Finest Fundraiser		\$474.00	<input checked="" type="checkbox"/>
10/06/2021	Check 71965	World's Finest Chocolate, Inc. Chocolate fundraiser Inv# 91308178	\$1,867.15	\$663.00	<input checked="" type="checkbox"/>
10/06/2021	Deposit 2297	Chocolate sales		\$180.00	<input checked="" type="checkbox"/>

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Page 3 of 4

6/29/2022 2:13:39PM

10/11/2021	Deposit 2298	World's Finest Chocolate		\$300.00	<input checked="" type="checkbox"/>
10/26/2021	Deposit 2302	World's Finest Fundraiser		\$360.00	<input checked="" type="checkbox"/>
12/01/2021	Deposit 2312	Choc Fundraiser		\$354.00	<input checked="" type="checkbox"/>
12/02/2021	Transfer 3447	Close Fundraiser World's Finest Choc	\$947.85		<input checked="" type="checkbox"/>

Opening Balance: \$0.00

Category Balance: \$0.00

\$2,815.00

\$2,815.00

Grand Totals:

Opening Balances: \$4,343.90

Category Balances: \$6,579.90

\$10,369.65

\$12,605.65

Activity #: 23-0003-I
 OIG Staff: Feaman
 Date Rec'd: 7/7/22 Pages: 1
 Rec'd: King
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #: 1



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 # 0961	School Boca Raton Community High School	Sponsor Name Lauren Rizzo
Sponsor's Account Name Chorus Dept		Primary Account Number 2-1500.00

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 Pre-numbered Document Inventory Register (PBSD 0160).

B. Description of activity: World's Finest Chocolate

C. Time of day food sold for each day sold: 3:50pm and on (unless the school claims a Smart Snacks exemption)

D. Specific use of profit: uniforms, sheet music, equipment, transportation

E. Date sales begin: 8/30/21 Date sales end: 9/13/21

A. ESTIMATED SALES (APPLICATION)
complete prior to fundraiser

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

	A. ESTIMATED SALES (APPLICATION) complete prior to fundraiser	B. ACTUAL SALES (RECAP) complete after fundraiser is closed
1. Total Sales Basis for estimate 45 students selling two cases each	\$4,500	\$2,815
2. Cost of Sales (must include sales tax) Basis for estimate: Case costs \$33	\$3,300	\$1,867.15
3. Other Costs Itemize (printing, security, prizes, etc.):		
4. Net Profit (line 1 minus lines 2, 3)	\$1,200	\$947.85
5. Amount Over/Under Estimated Profit (Column B line 4 minus Column A line 4)		-\$252.15
Explanation of line 5 <u>Students sold less than anticipated.</u>		

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

Principal Approval Signature

Date

Sponsor Signature

Account Number Assigned to This Fundraising Activity

School Treasurer Signature

Date

Recap Verified by Treasurer Signature

Date

PBSD 0153 (Rev. 8/23/2019)

ORIGINAL - School COPY - Sponsor COPY - Healthy School Team Leader

Activity #:

OIG Staff:

Date Rec'd:

Rec'd:

Redacted: Yes No N/A Req'd

Exhibit/Reference #

23-0003-T

Herman

7/7/22

Ymc

Yes No N/A Req'd

2

Pages: 1

PBD



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Sales Item Inventory Report

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.

Signature of Teacher/Sponsor: [Signature] Date: 6/30/2022
Reviewed by Principal/Designee: [Signature] Date: 6/30/2022

Does ending inventory remain? YES NO

School: Boca Raton High School
 Sponsor Name: Lauren Rizzo
 Activity Account Name: Chorus World's Finest
 Account Number: 2-1500.01 Inventory Date: 6/29/2022
 Inventory Location: Chorus Room N/A S.K.

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)
World's Finest Chocolate	0	3180 (3000 purchase) (180 Free)	2815	365	0	1.00	\$ 2815
This report was completed by Dr. King as Ms. Rizzo has resigned and attempts to contact her regarding this report were not successful.							
				***TOTAL COL. 5		***TOTAL SALES	
				365		\$ 2815.00	

* 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.

Activity #: 23-0003-I
 OIG Staff: Ferman
 Date Rec'd: 7/7/22 Pages: 1
 Rec'd: King
 Redacted: Yes No N/A Req'd TBD
 Exhibit/Reference #:

Enrollment b 72

Last Name	First Name	ID	Course	Course Code	Status	Enrolled Date	Completion DT	CEU
Rizzo	Lauren	1094441	Internal Accounts: Fundraising for Teacher/Sponsors (FY17)	FUNDRAISING17	Completed	8/12/2016	12/21/2016	0.00
Rizzo	Lauren	1094441	Internal Accounts: Fundraising for Teacher/Sponsors (FY20)	FUNDRAISING20	Completed	8/15/2019	8/15/2019	0.00
Rizzo	Lauren	1094441	Internal Accounts: Fundraising for Teacher/Sponsors (FY21)	FUNDRAISING21	Completed	8/27/2020	8/28/2020	0.00
Rizzo	Lauren	1094441	Internal Accounts: Fundraising for Teachers/Sponsors (FY22)	FUNDRAISINGFY22	Completed	8/20/2021	8/20/2021	0.00

Case #: 23-0003-1 Date Rcv'd: 7/8/22
Received From: People's
Description: People's cleanup
training records
Exhibit #: A1
Redactions: Yes _____ No



Angela Feaman <angela.feaman@palmbeachschools.org>

Draft Report

Lauren Rizzo <lauren.rizzo@ymail.com>

Wed, Dec 21, 2022 at 1:36 PM

To: Angela Feaman <angela.feaman@palmbeachschools.org>

Good afternoon Angela,

I have attached my response to the report.

Thank you,
Lauren

On Tuesday, December 6, 2022 at 09:25:02 AM EST, Angela Feaman <angela.feaman@palmbeachschools.org> wrote:

[Quoted text hidden]

[Quoted text hidden]



Rizzo Report Response.docx

14K

Case #: 23-0003 Date Rcv'd: 1/3/23
 Received From: Rizzo
 Description: Response
 Exhibit #: 5
 Redactions: Yes _____ No

Upon reading the report, everything I stated in my interview remains true. I dedicated so much of my time and love to that choral program, but the behavior and discipline issues my last year teaching were unprecedented. I had to pick my battles, and hounding students for months was not a battle I could fight, so I considered those chocolate bars as money not made. The chocolate bars I did have after the fundraiser closed were given as prizes for educational games that were played on Fridays – with over 100 students daily, playing group games, the chocolate bars went quickly. The report states that I did not keep detailed records of cash collections, but I did write each student's last name and the amount they turned in on the moneys collected forms, as I was instructed to do for every fundraiser (rather than just depositing as "cash"). I also kept a list of every student who checked out a box of chocolate - that list was recycled, along with all of the paperwork in my office and classroom, AFTER I met with the bookkeeper at the end of the school year when she gave me an all clear and signed my check-out form. I was never asked to submit any kind of list of names when closing the fundraiser – I would have done so if it was required of me. I also assumed I completed the inventory report when the bookkeeper gave me the all clear at the end of the year – she frequently returned these forms to me to revise during fundraisers, and I distinctly remember asking her if I was missing any forms or inventory reports when checking out with her, and she said I was good to go. If concerns were presented to me upfront, and at the time of the fundraiser closing or at the end-of-year check-out, I would have been more than happy to resubmit any and all paperwork needed. I dedicated 11 years to the choral program and the school and am saddened that I did not receive any communication from my administration over the issue before it got reported to the district. It was never my intention to put the school or program out in any way. I collected, recorded, and deposited every dollar that was submitted, and contributed the remaining candy bars as positive reinforcement to my students.

Case #: 23-002 Date Rcv'd: 1/3/23
Received From: Pizza
Description: Response
Exhibit #: 5
Redactions: Yes _____ No