



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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MEMORANDUM

TO: Honorable Chair and Members of the School Board
Dr. Robert Avossa, Superintendent
Chair and Members of the Audit Committee

FROM: *KLC*
Lung Chiu, Inspector General

DATE: 7/24/2017

SUBJECT: Transmittal of Final Investigative Report
Case #15-302
Afterschool Programming

In accordance with School Board Policy 1.092(6)(d), we hereby transmit the above-referenced final report.

The report addresses allegations of (1) Misuse of P-card and the Staples Rewards Program, (2) Theft of Time, and (3) Overtime Abuse in Afterschool Programming, and (4) Site Coordinators Logging Excessive Hours.

The OIG concludes that:

- The allegation of misuse of P-card and the Staples Rewards Program is substantiated.
- The allegation of Theft of Time is unsubstantiated.
- The allegation of Overtime abuse in Afterschool Programming is unsubstantiated.
- The allegation of Site Coordinators logging excessive hours is unsubstantiated.

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

Office of Inspector General
The School District of Palm Beach County
Case No. 15-302

Allegation: Misuse of P-Card and Staples Rewards Program, Theft of Time and Overtime Abuse

Location: Afterschool Programming (21st CCLC Grant Program)

FINAL INVESTIGATIVE REPORT

AUTHORITY

Policy 1.092 Inspector General (4)(a)(iv); Provides that the Office of Inspector General is authorized to initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, financial mismanagement, fiscal misconduct, and other abuses in District government.

This preliminary investigation was conducted by Tanya Lawson, Investigator I.D. #201, in compliance with the *Quality Standards for Investigations, Principles, and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

BACKGROUND

21st CCLC Program Description as outlined in the Administrative Manual of the 21st CCLC Department:

The 21st Century Community Learning Centers (21st CCLC) grant is authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act (NCLB) of 2001. The focus of this program is to provide expanded academic enrichment opportunities for children attending Title I eligible schools. The priorities of the program, is to offer students a broad array of additional services, programs, and activities designed to reinforce and compliment the regular academic program, offer families of students opportunities for literacy and related educational development. Afterschool Programming operates at 94 Elementary site locations in the District, 30 of the 94 have the 21st CCLC curriculum.

On September 9, 2015, the OIG received a complaint from Dr. Cynthia George regarding School District employee Diana Brockman. Specifically, the allegations allege the following:

Allegation #1

Misuse of P-card and Staples Rewards Program that is only to be utilized for the 21st Century Community Learning Centers (CCLC) federal grant program by employee Diana Brockman.

Allegation #2

Theft of Time by School District Employee Diana Brockman

Allegation #3

Overtime Abuse

On September 19, 2016, Dr. Matthew Shoemaker, Director of Extended Learning (Afterschool Programming) contacted the Audit division of the OIG about concerns he had regarding the financial outlook of the department particularly as it relates to the amount of overtime being accumulated by staff. It should also be noted that in a separate complaint initially filed by Dr.

Cynthia George, regarding unauthorized P-card purchases, allegations also included abuse of overtime, and the allegation that employee Diana Brockman had not reported leave time and/or did not complete a District required Temporary Duty Elsewhere (TDE) form. Therefore, the OIG's *Overtime Abuse* report will also contain documentation as it relates to Dr. Cynthia George. Specifically, Dr. Shoemaker's complaint alleges the following:

Allegation #4

- Site Coordinators are logging in excessive hours as indicated to Dr. Shoemaker by Dr. Cynthia George, Program Manager
- Excessive missed punch reports; too many Site Coordinators not utilizing the Time Collection Device (TCD)
- Excessive adjustments to work hours during the tenure of former Payroll contact person, Terri Miller

DOCUMENTS REVIEWED

- Staples Purchases Rewards and Coupons printouts (provided by Dr. Cynthia George)
- 21st CCLC Program Manual (Afterschool Programming)
- 21st CCLC Program Manual (Federal Manual)
- 21st CCLC Temporary/Employment Log
- Outlook-Emails for Dr. Cynthia George, Diana Brockman and JoAnne Beckner, Director (retired)
- Palm Beach County Property Appraiser
- PeopleSoft-Employee Data, Overtime Report, TCD Data
- School District Form PBSB 1214-Time Sheet for Part-Time Employees
- Payroll Data for 21st CCLC (Accounting Department)

ALLEGATION #1: MISUSE OF P-CARD AND STAPLES REWARDS PROGRAM

In response to the allegation made by Dr. Cynthia George, Program Manager, regarding theft from the Staples Rewards Program, and questionable P-card transactions made by Diana Brockman, the OIG reviewed the Staples purchase receipts. The Rewards earned are guided by the 21st CCLC federal grant program, and all Rewards are to go back into the program for the children.

Issues:

- Many of the items were purchased in quantities of "1 or 2."
- The District's tax exemption status appeared to have been used for each purchase.

Some of the questioned items purchased from Staples include items such as: One OPTIMA grip electric stapler, Ghirardelli chocolates on numerous occasions, Seven HP Office Jet Pro 8100 printers*, one Keurig coffee maker, three laptop desks, and one professional blender. It should also be noted that many of these items were purchased during District and/or national holidays.

*Note: An email was sent out by Dr. Cynthia George on July 2, 2015 to the Site Coordinators at each location asking if they were in possession of a color printer; but the specific description of the

printer was not given by Dr. George in the email. In response to Dr. George's email, each Site Coordinator responded that they did not have a color printer (**Exhibit 1, pgs. 1-17**).

Total amount of the Staples coupons spent (from the evidence provided so far):

Note: The coupon dollars were to go back into the program for the children in the program

FY 14 \$1,522.23 (**Exhibit 2, pg. 5/5**)

FY15: \$526.98 (**Exhibit 3, p 4/4**)

The Staples Rewards has two separate reward account numbers (**Exhibit 4, pgs. 1-8**), and the address to where the Staples Rewards account information was going to via U.S. Mail, was Diana Brockman's home address (verified via Palm Beach Property Appraiser) (**Exhibit 4, pg. 8/8**).

*Note: The Staples Rewards contact information appears to have been updated to show the home address of Diana Brockman; however, it also lists the method of delivery for Rewards statements to be sent to Cynthia George (**Exhibit 5, pgs. 1-2**).*

Examples:

Staples

- A Sample of purchases from Staples that included the purchase of six HP Officejet Prof 8100 e-printers (**Exhibit 6**).

Winn-Dixie

- This account also has a Fuel Perks reward program (**Exhibit 7**).

Office Depot

- This account may also be tied to a Rewards program (**Exhibit 8, pgs. 1-2**).

Consequently, the OIG referred the Preliminary Review results of Allegation #1 to School Police for further investigation.

UPDATE FROM SCHOOL POLICE INVESTIGATION

On May 19, 2017, the OIG received a copy of Investigative/Incident report #17001119 completed by School Police Detective Kevin McCoy. According to the Investigative/Incident report, Diana Brockman admitted to making personal purchases utilizing the Afterschool Programming department's Staples Rewards Program and using the District issued P-card to make personal purchases (**Exhibit 9, pgs. 1-12**).

The allegation of misuse of Purchasing Card (P-card) and Staples Rewards Program is **substantiated**.

ALLEGATION #2: THEFT OF TIME BY DIANA BROCKMAN

The allegation of theft of time being done by Diana Brockman was unsubstantiated. The review also revealed that Diana Brockman's requests for time/days off due to sick or annual leave were

received via email by the complainant, Dr. Cynthia George as a direct email recipient, or included in addition to former Director, JoAnne Beckner (**Exhibit 10, pgs. 1-25**).

The allegation of theft of time by District employee Diana Brockman is **unsubstantiated**.

ALLEGATION #3: OVERTIME ABUSE

Regarding the allegation of abuse of overtime, the OIG cannot determine if the 21st CCLC staff intentionally abused overtime. Furthermore, the OIG also reviewed the email records of Program Manager, Dr. Cynthia George and determined that there were several requests made for "extra work time" from staff that was emailed directly to Dr. Cynthia George for her approval. In addition, the bulk of the overtime hours for the Afterschool Programming Group #9012 appeared to be accumulated by Custodian, Adrian Gonzalez (see interviews with Junia Francois and Wendy Quincey). The OIG cannot specifically substantiate overtime abuse. However, there is a possible lack of internal controls regarding the high number of Missed Punch Reports for the department (See allegation #4). At this time, the allegation regarding abuse of overtime is **unsubstantiated**.

ALLEGATION #4: SITE COORDINATORS LOGGING EXCESSIVE WORK HOURS, EXCESSIVE MISSED PUNCHES OF TCD, EXCESSIVE ADJUSTMENT TO WORK HOURS

Regarding the allegation of Site Coordinator's logging excessive missed punches of the TCD, the OIG reviewed the email records of Dr. Cynthia George, and it was determined that during Fiscal Year's 2014, 2015 and 2016, technical issues with the Time Collection Device (TCD) were being reported to Dr. Cynthia George by 21st CCLC staff at various 21st CCLC locations. Although, the number of Missed Punches is excessive, the OIG cannot determine abuse by employees. The matter of TCD malfunction protocol was documented in an email by Dr. George (**Exhibit 11, pg. 4/17**). Therefore, the OIG cannot determine the alleged abuse by the staff; but the OIG determined it was a possible lack of adequate record keeping and internal controls. The allegation is therefore **unsubstantiated**.

Regarding the allegation of excessive adjustment of work hours, the OIG reviewed the email records of Dr. Cynthia George, and Program Specialist Diana Brockman, and found that malfunctioning TCD machines could have potentially resulted in adjustments to employee hours. The information was relayed via email to Dr. George and at times, relayed to Diana Brockman (**Exhibit 11, pgs. 2-17/17**). Therefore, this allegation is **unsubstantiated**.

OIG SITE VISITS

On November 2, 2016, the OIG conducted a site visit at the 21st CCLC office located on the campus of Manatee Elementary, 7001 Charleston Shores Blvd., Lake Worth, Florida (Portables 1-6). The OIG made copies of Missed Punch Reports (MPR) and Temporary Employment Logs that employees utilized to record their hours worked (**Exhibit 12, pgs. 1-47**). The employment logs were made available by Dr. Cynthia George, who is stationed at Manatee Elementary 21st CCLC, Portable 1.

On April 7, 2017, the OIG conducted a site visit at Jupiter Elementary School to retrieve timesheets/logs for Site Coordinator Christina DeLong whose name alleged by Dr. Cynthia George as an abuser of overtime. Timesheets/log was provided to the OIG for review by the regular Afterschool Director Cheri Rosen. Cheri Rosen requested that the OIG to contact the Program

Assistant for the 21st CCLC Program, Shavon Algee whom Cheri Rosen stated is the person she forwards the timesheets/logs to once collected.

INTERVIEWS CONDUCTED

Dr. Matthew Shoemaker, Director of Extended Learning (Afterschool Programming)

On November 2, 2016, the OIG conducted an interview with Dr. Shoemaker at his office located at Gold Coast Community School, West Palm Beach, FL, to determine the criteria for overtime for the department as it relates to his concern. Dr. Shoemaker stated that he became Director of the Afterschool Programming July 1, 2016. Dr. Shoemaker stated the Site Coordinators are physically located at all of the 21st CCLC locations, and are to work no more than three (3) hours each day from 2:30 P.M. -5:30 P.M. Dr. Shoemaker stated Site Coordinators get paid \$25 per hour, and are teachers that are already located at each 21st CCLC site location. Dr. Shoemaker stated Site Coordinators are not required to punch in and out during their regular day of teaching, but are required to punch in and out when conducting the business of the 21st CCLC afterschool program. Dr. Shoemaker stated Site Coordinators can only have between 25-30 hours maximum in overtime, and it must be pre-approved by Dr. Cynthia George. Per Dr. Shoemaker, Dr. Cynthia George gave him a spreadsheet that she created which shows staff members that she felt were abusing overtime. Dr. Shoemaker stated that currently, Site Coordinators have to write down their hours on an Afterschool Programming Temporary Employment Log and the log must be approved/signed off on by the Principal or Assistant Principal at the site location. Dr. Shoemaker also stated he has concerns for the future of the grant due to what appears to be abuse/waste of the federal grant funds.

On March 2, 2017, the OIG conducted a follow-up phone interview with Dr. Matthew Shoemaker who stated that depending on the staff member's position, overtime is possible and in some cases, it is permissible. For example, if there are students in the Afterschool Programming that require extra attention due to medical issues/medical fragility, and there is a Afterschool Programming staff member with the qualifications needed to effectively assist the student, there may be overtime that would be allowed, and in some cases recommended for the benefit of the student.

Junia Francois, Secretary, Afterschool Programming (4260 Westgate Ave, West Palm Beach, FL)

After reviewing the list of names Dr. George submitted to Dr. Shoemaker, the OIG noted School District employee Adrian Gonzalez had a high number of reported overtime hours, and therefore, on February 6, 2017, the OIG conducted an interview with Gold Coast Community School Afterschool Programming Secretary, Junia Francois. Ms. Francois stated there are no written time sheets for Mr. Adrian Gonzalez when he performs duties for the Afterschool Programming located at 4260 Westgate Avenue, West Palm Beach, FL 33409. Ms. Francois stated because Mr. Gonzalez has to retrieve the keys from her in order to get into the offices at the Afterschool Programming, she sees him on a daily basis and simply inputs his time based on the four (4) hours that he is required to work for the Afterschool Programming department. Ms. Francois stated Mr. Gonzalez was hired by former Afterschool Programming Director, JoAnne Beckner.

Wendy Quincey, Secretary Adult & Community Education (4200 Purdy Lane, West Palm Beach, FL)

On February 7, 2017, the OIG conducted an interview with Adult & Community Education Secretary, Wendy Quincey regarding Custodian Adrian Gonzalez. Ms. Quincey stated Adrian Gonzalez divides his time between Adult & Community Education (CO Taylor/Kirklane Elem., 4200

Purdy Lane, West Palm Beach, FL), Project Transitions (located at Gold Coast in West Palm Beach, FL), and Afterschool Programming (also located on the Gold Coast campus). Ms. Quincey stated because there is not a TCD machine at Gold Coast Community School, nor at Adult & Community Education, Mr. Gonzalez uses PBS1214 (Time Sheet for Part-Time Employees) to document his time for the Adult & Community Education program. Ms. Quincey stated she does not know how Afterschool Programming documents/tracks Mr. Gonzalez's time. Ms. Quincey stated Adult & Community Education administers a grant for Project Transitions and therefore, Mr. Gonzalez is paid via the Department of Adult & Community Education. Ms. Quincey stated Adult & Community Education's previous Secretary, Ana Estrella was the payroll contact for Mr. Gonzalez, but stated Ms. Estrella left the department on Friday, February 3, 2017. Ms. Quincey stated Mr. Gonzalez does hour (4) hours at each location/area each day (**See Table 1**). Ms. Quincey stated Adult & Community Education agreed to allow Mr. Gonzalez to assist the Afterschool Programming because they needed a custodian at their location/area. Ms. Quincey stated for the four (4) hours Mr. Gonzalez works at the Afterschool Programming site, it is overtime because it is above Mr. Gonzalez's 40 hours.

Table 1

Work Schedule for Custodian Adrian Gonzalez

Location/Area	Hours	Regular Hours or Overtime Hours	Schedule	Location
Project Transition	4	Regular hours	8 AM-12 PM	Gold Coast
Afterschool Programming	4	Overtime hours	12:30 PM-4:30 PM	Gold Coast
Adult & Community Education	4	Regular hours	4:30 PM-8:30 PM	CO Taylor/Kirklane

RESULTS OF PRELIMINARY REVIEW

During the November 2, 2016 site visit, the OIG was given two separate lists by Dr. Cynthia George. The two lists contain highlighted/starred names of staff that Dr. George identified as being alleged abusers of overtime (**Exhibit 13, pgs. 1-9 & 13 B, pg.1**). The first list "2015-2016 Payroll Hours," has six highlighted/starred employees, of the six employees identified by Dr. George, two are Counselors. The second list "21st CCLC Site Directory-FY 2017 Draft," has 11 employees that were identified by Dr. George (17 total for both lists). A review of PeopleSoft Overtime Report and TCD Report for Afterschool Programming, Group #9012, covering 2015 and 2016 shows that in 2015, there were five employees (Leonard, Albaladejo, DeLong, Fuentes, and Liberman) whose names did not appear on the TCD Report and in 2016, two employees (DeLong and Leonard) did not appear on the TCD report (**See Table 2**). For 2015 and 2016, only one of the 17 employees identified appears on the Overtime Report (**Exhibit 14, pgs. 1-10**). The OIG reviewed the employee data for the employee whose name does not appear on either the TCD Report or the Overtime Report (Christina DeLong), and determined that she is physically located at Jupiter Elementary. Ms. DeLong's time has been charged under the group description #0071 (Jupiter Elementary), from 2014-2016. In addition, Ms. DeLong's name does not appear on the Overtime Report for group #9012 or #0071.

Table 2 (Group I.D. #9012)

NAME	SCHOOL	POSITION	TCD Report 2016	TCD Report 2015	Overtime Report 2016	Overtime Report 2015
*Aikins, Leonard	Cholee Lake	Counselor	X	X	X	X
Albaladejo, Elmie	Forest Hill	Counselor	√	X	X	X
Asprinio, Dominic	Starlight Cove	Site Coord	√	√	X	X
Bolger, Michael	Indian Pines	Site Coord	√	√	X	X
Capocetta, Catherine	Loxahatchee Grooves	Site Coord	√	√	X	X
Currie, Rebecca	North Grade	Site Coord	√	√	X	X
DeLong, Christina	Jupiter Elementary	Site Coord	X	X	X	X
Farmer, Andria	Greenacres	Site Coord	√	√	X	X
Fuentes, Rosanne	North Grade	Site Coord	√	X	X	X
Gonzales, Ashley	Lantana	Site Coord	√	√	X	X
Jost, Debbie	Starlight Cove	Site Coord	√	√	X	X
Liberman, Ashley	Greenacres	Site Coord	√	X	X	X
Nevarez, Maria	Indian Pines	Site Coord	√	√	X	X
Perez, Elizabeth	South Grade	Site Coord	√	√	X	X
Rodriguez, John	Seminole Trails	Site Coord	√	√	X	X
Thomas, Sherry	Forest Park	ITSA	√	√	√	√
Tuttle, Cheryl	South Grade	Site Coord	√	√	X	X

Data Source for TCD (Time Collection Device) and Overtime: PeopleSoft

Employee names provided by: Dr. Cynthia George

X=Not on TCD Report, Overtime Report

*Employee resigned from the District effective June 3, 2016. However, his name did not appear on the TCD or Overtime report for 2015 or 2016.

On February 15, 2017, the OIG received payroll data from Teri Jensen, Accounting Services/Payroll as it relates to the identified overtime abusers of the 21st CCLC Program, and verified the specific accounts/departments that were charged for the purposes of payroll. The time covered included Fiscal Years' 2014-2016. The School District's Accounting Department show that for Fiscal Year's 2014-2016, not all 17 staff members' (identified in Table 2) pay was charged to department #9012 (**Exhibit 15, pgs. 1-4**). The following individual's hours/pay was charged to account #9012 for the identified years:

2014- Eight (8): DeLong, Tuttle, Jost, Perez, Bolger, Gonzalez, A., Currie, and Rodriguez

2015-Ten (10): DeLong, Tuttle, Capocetta, Asprinio, Jost, Thomas, Bolger, Gonzales, A., Hyppolite, Rodriguez

2016-Twelve (12): DeLong, Farmer, Tuttle, Capocetta, Asprinio, Albaladejo, Jost, Thomas, Bolger, Gonzales, A., Currie, Hyppolite

Remaining staff members appear to demonstrate payroll being charged to the accounts/departments at their primary work locations.

Moreover, review of the District's PeopleSoft Overtime Report for the Afterschool Programming Department (#9012), indicates that the bulk of overtime hours are being accrued by the custodian, who had a total of 274 hours in 2016 (**Exhibit 16, pg. 4/7**). The OIG's review of Dr. George's email history shows that the requests for "extra time" made by staff were approved by Dr. George

(Exhibit 17, pgs. 2, 4, 6-8/17). In a subsequent email to the OIG from Dr. Cynthia George on November 9, 2016, Dr. George stated there were two employees that she recommended be terminated from the 21st CCLC Program due to their alleged overtime abuse (Exhibit 18, pgs. 1-5). At this time, the OIG cannot determine if the two employees that were terminated from the 21st CCLC program, ever made requests for overtime via email.

On April 11, 2017, the OIG contacted Shavon Algee, Accounting, and Payroll Technician for the 21st CCLC Program (as of November 2016). Shavon Algee stated she collects the Time Sheets and Missed Punch Reports and submits them to the School District's Payroll Department, but Ms. Algee stated she does not assign the funding source. The OIG also contacted "Jessica," Payroll, who stated the 21st CCLC Program would have been responsible for overseeing the funding source for payroll for the 21st CCLC grant. Secretary to the Director, Junia Francois was also contacted on April 11, 2017, and stated she could not find any records for Christina DeLong as having worked for the 21st CCLC Program.

In addition, the OIG has determined that although Ms. DeLong's name did not appear on the TCD report for #9012, Accounting does show payroll for Ms. DeLong being charged to the 21st CCLC grant for Fiscal Year's 2015 and 2016 (See Table 3).

Table 3

PAYROLL TO THE GROUPS ASSOCIATED WITH 21ST CCLC PROGRAM

NAME	GROUP	CHARGED TO GRANT-2016	CHARGED TO GRANT-2015
Albaladejo	4345	✓	x
Asprinio	4354	✓	x
Bolger	4344	✓	✓
Capocetta	4353	✓	✓
Currie	4352	✓	✓
DeLong	4352	✓	✓
Farmer	4344	✓	✓
Fuentes	4352	✓	x
Gonzalez, A	4343	✓	✓
Jost	4354	✓	x
Liberman	4344	✓	x
Nevarez	4344	✓	✓
Perez	4354	✓	x
Rodriguez	4351	✓	✓
Thomas	4351	✓	✓
Tuttle	4354	✓	x

Data Source: PeopleSoft

Group Descriptions:

4344-Shining Starz

4345-Whiz Kidz

4351-Kreative Kitz

4352-Blazing Starz

4354-Super Starz

On May 4, 2017, the OIG contacted the Budget Specialist for the 21st CCLC Program, Martin Barrow for an explanation as to why Ms. DeLong's name does not appear on the TCD report for Group #9012 (Afterschool Programming). Mr. Barrow verified Ms. DeLong was a part of the 21st CCLC until January 2016, but could not explain why Ms. DeLong's name did not appear on the TCD reports. Mr. Barrow further explained that at one point, Dr. George was allowing Ms. DeLong to use only the timesheets/logs and MPR's due to an issue with the TCD machine at Ms. DeLong's Afterschool Program location. However, it is unclear why Ms. DeLong's name does not appear on the TCD report for three (3) consecutive years'.

On May 11, 2017, the OIG was informed by Teri Jensen in Payroll/Accounting that when running a query in PeopleSoft for documentation of overtime, the system is designed to only show the end-user (users other than Secretaries and Principals) current information therefore, past information for an employee such as overtime, will not show if the employee has left the department. For example, in the case of Christina DeLong, she is no longer apart of the 21st CCLC Afterschool Program, and therefore, when running the TCD and Overtime report, the information for this employee will no longer appear in Group #9012. The information would have to be verified via Payroll/Accounting in order to document possible overtime. The OIG verified that time for Ms. DeLong has come from her primary location (Jupiter Elementary) and no overtime was received.

Furthermore, regarding Dr. George's allegation that employee Diana Brockman did not request/use a TDE for leave taken, the OIG reviewed the email records of Dr. Cynthia George, Diana Brockman, and former Director JoAnne Beckner, and found that requests for leave were made by Diana Brockman as well as completion of the required District TDE form (**Exhibit 10, pgs. 1-22**). Also, included are email records that demonstrate communication exchanges between Diana Brockman, Dr. Cynthia George, and former Director JoAnne Beckner regarding requests for days off from Diana Brockman (**Exhibit 11, pgs. 11-25**).

CONCLUSION:

In conclusion, in regards to Allegation #1, misuse of P-card and Staples Rewards Program is **substantiated**.

In regards to allegation #2, Diana Brockman's theft of time, the allegation is **unsubstantiated**.

In regards to allegation #3, overtime abuse by 21st CCLC employees, the allegation is **unsubstantiated**.

In regards to allegation #4, Site Coordinator's logging excessive hours, excessive missed punches of TCD, and excessive adjustment to work hours; the OIG cannot determine deliberate manipulation of hours/time by individuals at the various 21st CCLC site locations. The allegation is **unsubstantiated**.

Additionally, with regards to 21st CCLC employee/staff member Christina DeLong, timesheets/logs for Christina DeLong were obtained during the OIG's site visit on April 7, 2017, and indicated that Christina DeLong completed 21st CCLC timesheets/logs, and they were signed by the appropriate staff for approval. In an email received by 21st CCLC's Budget Technician Martin Barrow, Mr. Barrow stated he reached out to Bill Heiser, Analyst/Enterprise Business System Payroll, who informed Mr. Barrow that PeopleSoft queries will pull all current data even though the data being retrieved is for previous years'. The OIG contacted Mr. Heiser via email; however, Mr. Heiser referred the OIG to a different individual. Teri Jensen, Accounting Services/Payroll verified PeopleSoft does not store information from previous years' when the individual

changes/transfers/leaves one department and goes to another department. For example, when Ms. DeLong was in the Afterschool Programming Group #9012, her hours for the Afterschool Program would have been retrieved from Group #9012 (provided Ms. DeLong was able to utilize the TCD machine), but once she (DeLong) left Group #9012, her information from Group #9012 would no longer appear in Group #9012. Moreover, Ms. DeLong does not appear on the TCD reports nor the overtime reports for group #0071 (Jupiter Elementary) nor group #9012 (Afterschool Programming). However, the payroll-funding source was verified by Teri Jensen Accounting Services/Payroll as coming out of group #9012 for Afterschool Programming during Ms. DeLong's time with the Afterschool Programming. The OIG also notes that teachers do not utilize the TCD machine, and therefore, Ms. DeLong would have only utilized the TCD machine upon starting her duties in the Afterschool Program.

In addition, the total number of overtime hours for Afterschool Programming, #9012 for the period of January 1, 2017-May 1, 2017 is **370.50**, of that, **328** have been accumulated by the custodian.

RECOMMENDATIONS:

1. Administrative Staff should make sure that all malfunctioning TCD machines are reported for repairs (when/if applicable).
2. Program Manager or other designated individual should specifically monitor the work times of all staff of the Afterschool Programming and address any issues concerning overtime immediately to make sure that Federal funds are being expended appropriately. Matters affecting the budget and potential misuse of federal funds should be reported to the Executive Director immediately upon discovery.
3. For future grant award years, Afterschool Programming may want to consider adding a new position of a regular custodian (if possible) to cut down on overtime hours, if it is economically feasible.
4. The District may want to relocate all Afterschool Programming staff to one location for direct access to the Director of Afterschool Programming (or in the same general vicinity if space is an issue).
5. Director of Afterschool Programming may need to re-evaluate the new positions and duties for Afterschool Programming staff and adjust as needed.
6. All employees, consultants (if applicable), per-diem staff times should be accurately documented and tracked at all times.
7. To better prevent waste or over-ordering educational materials, consideration should be given to expand the 21st CCLC Program's reach (if possible) to other schools in the District where resources for such materials is not readily accessible such as books, arts and craft products and other learning materials. *The OIG noted a plethora of educational materials at the site visit conducted at November 2, 2016. According to 21st CCLC Guidance, page 23, section F-12, "*funds may be used to expand or enhance current activities, or to establish program in non-participating schools within an LEA (local educational agency) that has a 21st CCLC grant.*"

Finally, the OIG's Investigative Unit recommends a financial and compliance audit to be conducted for the department to ensure grant compliance, and proper expenditure.

ACTION TAKEN

A copy of this Final Investigative Report will be sent to Office of Professional Standards for further action.

AFFECTED PARTY RESPONSES

On May 23, 2017, the OIG provided a draft copy of this investigative report to the affected parties, who were given the opportunity to respond pursuant to School Board Policy 1.092, and Florida Statute Section 1012.31.

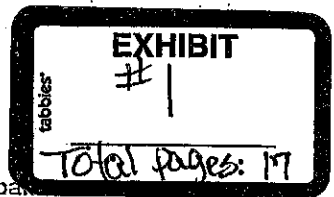
On June 19, 2017, the OIG received a response from Diana Brockman, Specialist Department of Afterschool Programming (**Exhibit 19, pgs. 1-9**). Ms. Brockman's response included text message exchanges between herself (Brockman) and Dr. Cynthia George (**Exhibit 19, pgs. 3-9**). In a follow-up email to Ms. Brockman, the OIG verified that the text messages that are in the color *green* are Ms. Brockman's responses and the responses that are in *gray* are from Dr. Cynthia George (**Exhibit 20**).

On June 20, 2017, the OIG received a response from Director of Afterschool Programming, Dr. Matthew Shoemaker (**Exhibit 21, pgs. 1-7**). Dr. Shoemaker also explained that the overtime that has been earned by the custodian, is coming from the Extended Learning Afterschool budget and not 21st CCLC grant funds (**Exhibit 22**).

As of July 26, 2017, the OIG has not received a response from Dr. Cynthia George.



Cynthia George <cynthia.george@palmbeachschools.org>



Printers--21st CCLC

1 message

Cynthia George <cynthia.george@palmbeachschools.org>

Thu, Jul 2, 2015 at 8:44 PM

To: Laura Alvarez <laura.alvarez@palmbeachschools.org>, Aimee Godbey <aimee.godbey@palmbeachschools.org>, Amanda Rieckenberg Simy <amanda.rieckenbergsimy@palmbeachschools.org>, Angie Maresma <angie.maresma@palmbeachschools.org>, Ann Jackman <ann.jackman@palmbeachschools.org>, Anna Garcia <anna.garcia@palmbeachschools.org>, ASHLEY GONZALES <ashley.gonzales@palmbeachschools.org>, "Ashley Lauren Goldberg (0631)" <lauren.goldberg@palmbeachschools.org>, Brianna Koch <brianna.koch@palmbeachschools.org>, Briley Gammell <briley.gammell@palmbeachschools.org>, Bryan Russell <bryan.russell@palmbeachschools.org>, Celeste Battista <Celeste.Battista@palmbeachschools.org>, Cheri Girtman <cheri.girtman@palmbeachschools.org>, Cheryl Shenker <cheryl.shenker@palmbeachschools.org>, Cheryl Tuttle <cheryl.tuttle@palmbeachschools.org>, Chris Abbott <chris.abbot@palmbeachschools.org>, Christina DeLong <christina.delong@palmbeachschools.org>, Constance Russell <constance.russell@palmbeachschools.org>, Debbie Omelia <debbie.omeilia@palmbeachschools.org>, Denise Ballard <denise.ballard@palmbeachschools.org>, Detrice Clayton <detrice.clayton@palmbeachschools.org>, Edna Martinez <edna.martinez@palmbeachschools.org>, Elizabeth Buzzanca <elizabeth.buzzanca@palmbeachschools.org>, "Elizabeth Perez (South Grade)" <elizabeth.perez.2@palmbeachschools.org>, Eric Moore <eric.moore@palmbeachschools.org>, ERICA DEVIN <erica.devin@palmbeachschools.org>, Erin Mulcahy <erin.mulcahy@palmbeachschools.org>, Fatima Vidal <fatima.vidal@palmbeachschools.org>, Geina Roti <geina.roti@palmbeachschools.org>, GILLIAN GAYLE <gillian.gayle@palmbeachschools.org>, Heather Beacher <heather.beacher@palmbeachschools.org>, Heather Tucker <heather.tucker@palmbeachschools.org>, Jeanette Duggan <jeannette.duggan@palmbeachschools.org>, Jenna Haera <jenna.haera@palmbeachschools.org>, Jennifer Courmoyer <jennifer.courmoyer@palmbeachschools.org>, Jennifer Schaefer <jennifer.schaefer@palmbeachschools.org>, Jessica Comeille <jessica.comeille@palmbeachschools.org>, Jessy St Cloud <jessy.stcloud@palmbeachschools.org>, "JOHN Rodriguez (Seminole Trails ES)" <john.rodriguez.1@palmbeachschools.org>, Kerry Ann Nelson <kerryann.nelson@palmbeachschools.org>, Kim Moniz OConnor <kim.moniz-oconnor@palmbeachschools.org>, Kimberly DuPont <kimberly.dupont@palmbeachschools.org>, Lauren Gardner <lauren.gardner@palmbeachschools.org>, Lori Stephens <lori.stephens@palmbeachschools.org>, "Mandy Arnold (Heritage Elementary)" <mandy.arnold.1@palmbeachschools.org>, Mary Butler <mary.butler.1@palmbeachschools.org>, Matilde Kozain <matilde.kozain@palmbeachschools.org>, MEAGAN KNOWLES <meagan.knowles@palmbeachschools.org>, Michael Bolger <michael.bolger@palmbeachschools.org>, Michael Clark <michael.clark@palmbeachschools.org>, Myriande Bastien-Belin <myriande.bastien-belin@palmbeachschools.org>, ODALIS MENDEZ <odalis.mendez@palmbeachschools.org>, Rachel Busutil <rachel.busutil@palmbeachschools.org>, Rachel Roche <rachel.roche@palmbeachschools.org>, Rachel Ventresca <rachel.ventresca@palmbeachschools.org>, Sarah Larralde <sarah.larralde@palmbeachschools.org>, Sonia Wegweiser <sonia.wegweiser@palmbeachschools.org>, Tammy Adams <tammy.adams@palmbeachschools.org>, Torey Torsiello <torey.torsiello@palmbeachschools.org>

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)





Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Jennifer Courmoyer <jennifer.courmoyer@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Thu, Jul 2, 2015 at 8:49 PM

No-for Washington Elementary

On Thursday, July 2, 2015, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Mrs. Jennifer Courmoyer
4th Grade Reading & Writing Teacher
Washington Elementary School

"If you can imagine it, you can achieve it; if you can dream it, you can become it." William Arthur Ward

Exhibit 1. Pg 2/11



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

GEINA ROTI <geina.roti@palmbeachschools.org>

Thu, Jul 2, 2015 at 9:07 PM

To: Cynthia George <cynthia.george@palmbeachschools.org>, Ashley Barber <ashley.barber@palmbeachschools.org>, Diana Brockman <diana.brockman@palmbeachschools.org>, Jennifer Mooney <jennifer.mooney@palmbeachschools.org>, Ashley Barber <ashley.nee@palmbeachschools.org>, Loidy Jimenez <loidy.jimenez@palmbeachschools.org>, Angie Maresma <angie.maresma@palmbeachschools.org>, Claudia Mejias <claudia.mejias@palmbeachschools.org>

No

On Thursday, July 2, 2015, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Geina Roti, M.Ed.
3rd Grade Reading & Science
21st CCLC Site Coordinator
Plumosa School of the Arts

Exhibit 1 PG 3117



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Elizabeth Buzzanca <elizabeth.buzzanca@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Thu, Jul 2, 2015 at 9:10 PM

No

On Thursday, July 2, 2015, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



*Liz Buzzanca
Highland Elementary
Science Coach and Contact*

Exhibit L. PG 4/17



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Amanda Rieckenberg <amanda.rieckenbergsim@palmbeachschools.org> Thu, Jul 2, 2015 at 9:57 PM
To: Cynthia George <cynthia.george@palmbeachschools.org>, Michael Bolger <michael_bolger@palmbeachschools.org>

No.

On Jul 2, 2015 8:45 PM, "Cynthia George" <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Exhibit 1, PG 5/17

7/26/2016

School District of Palm Beach County Mail - Re: Printers--21st CCLC



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Cheryl Shenker <cheryl.shenker@palmbeachschools.org>

Fri, Jul 3, 2015 at 7:56 AM

To: Cynthia George <cynthia.george@palmbeachschools.org>, Eric Moore <eric.moore@palmbeachschools.org>

Loxahatchee groves does not have a CCLC color printer.

Sent from my iPhone

On Jul 2, 2015, at 8:45 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer.
Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Exhibit 1, Page 1/17



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Sarah Larraide <sarah.larraide@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Fri, Jul 3, 2015 at 11:42 PM

No.

Sent from my iPhone

On Jul 2, 2015, at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer.
Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Exhibit L.A. 7/17

7/26/2016

School District of Palm Beach County Mail - Re: Printers--21st CCLC



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Brianna Koch <brianna.koch@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Sat, Jul 4, 2015 at 1:53 PM

No

Sent from my iPhone

On Jul 2, 2015, at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer.
Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 5,1851)



Exhibit 1 pg. 8/117



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Rachel Ventresca <rachel.ventresca@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Sun, Jul 5, 2015 at 7:38 PM

Re:

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Rachel Ventresca
4th Grade Teacher
Forest Hill Elementary

Exhibit 1 PG 9/17



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Michael Bolger <michael.bolger@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Mon, Jul 6, 2015 at 7:31 AM

Re: Indian Pines

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Exhibit 1 pg 10/17



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Mafilde Kozain <mafilde.kozain@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Mon, Jul 6, 2015 at 7:46 AM

Good Morning,

NO

Matty Kozain
Dual Language
Resource Teacher
Berkshire Elementary
PX 82004

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Exhibit 1, Pa 11/17



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

TOREY TORSIELLO <torey.torsiello@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Mon, Jul 6, 2015 at 7:56 AM

No.

Sincerely,

Torey Torsiello

BA Fine Arts, MS Exceptional Student Education
ESE Teacher
21st CCLC Co-Site Coordinator
Starlight Cove Elementary School

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Exhibit 1, PG 12/17



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Kimberly Dupont <kimberly.dupont@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Mon, Jul 6, 2015 at 9:14 AM

NO

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)





Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Chris Abbott <chris.abbott@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Mon, Jul 6, 2015 at 9:31 AM

No printer

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Chris Abbott
Math Coach
21 CCLC Site Coordinator
West Gate Elementary
px #77426



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

Ann Jackman <ann.jackman@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Mon, Jul 6, 2015 at 9:38 AM

No, but we would love to have one!

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Dr. Ann Jackman
Intermediate Literacy Coach
C.O. Taylor/Kirklane Elementary School (1531)
4200 Purdy Lane
Palm Springs, Florida 33461
561.649.6053
px 46053
ann.jackman@palmbeachschools.org

Exhibit 1 PG 15/17



Cynthia George <cynthia.george@palmbeachschools.org>

Re: Printers--21st CCLC

1 message

MEAGAN KNOWLES <meagan.knowles@palmbeachschools.org>
To: Cynthia George <cynthia.george@palmbeachschools.org>

Mon, Jul 6, 2015 at 1:20 PM

No

On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Meagan Knowles
5th Grade Teacher
Hope Centennial Elementary

Exhibit 1 PG 11/117

ERICA DEVIN <erica.devin@palmbeachschools.org>

7/
8/
15

to me

No

Miss Erica Devin
ESE Teacher
Starlight Cove Elementary School
21st CCLC Co-Site Coordinator

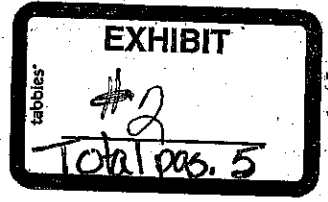
On Thu, Jul 2, 2015 at 8:44 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please let me know if you have a 21st CCLC color printer. Just hit reply to me and simply answer YES or NO.

Have a wonderful and safe July 4th!

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Date	Item No.	Item Description	QTY	Item Price	Coupons	Net Spend	Rewards Earned	Location	Transaction ID	Day	School Day
01/10/2014	848761	STYROFOAM BALLS 4IN 36 PIECES	-3	\$0.00	\$0.00	\$0.00	\$0.00	Staples.com	10058583	Fri	Y
01/25/2014	276188	SPECIAL ORDERX	2	\$339.99	\$0.00	\$679.98	\$34.00	Staples.com	10089878	Sat	N
01/27/2014	825000	CLEAR LAMINATE 18IN X 8YDS	2	\$9.99	\$0.00	\$19.98	\$1.00	Staples.com	10094314	Mon	Y
01/28/2014	276188	SPECIAL ORDERX	2	\$53.99	\$0.00	\$107.98	\$5.40	Staples.com	10095309	Tue	Y
01/30/2014	733726	APC BESSOG BATTERY BACK UP	3	\$69.99	(\$20.00)	\$179.97	\$9.00	Staples.com	10040057	Thur	Y
01/31/2014	103863	FUZE TEA LEMON 20 OZ BOTTLE	1	\$1.69	(\$0.61)	\$1.08	\$0.05	WPB, FL	603328	Fri	Y
01/31/2014	375623	STARBUCKS BRKFST BLND KCUP 16	1	\$12.99	(\$4.67)	\$8.32	\$0.42	WPB, FL	603328	Fri	Y
01/31/2014	481988	ROCKY MTN POFCORN JALAPENO 30Z	1	\$1.99	(\$0.72)	\$1.27	\$0.06	WPB, FL	603328	Fri	Y
01/31/2014	809133	TIMOTYS EMERIL BIG ESY KCUP	3	\$9.99	(\$10.74)	\$19.23	\$0.95	WPB, FL	603328	Fri	Y
01/31/2014	982532	8 O'LOCK COFFEE K CUP	1	\$9.99	(\$3.58)	\$6.41	\$0.32	WPB, FL	603328	Fri	Y
02/10/2014	369450	HP OFFICEJET PRO 8100 EPRINTER	7	\$149.99	(\$348.86)	\$700.07	\$35.00	WPB, FL	220387	Mon	Y
02/10/2014	369450	HP OFFICEJET PRO 8100 EPRINTER	-1	\$149.99	\$0.00	(\$99.99)	(\$5.00)	WPB, FL	604915	Mon	Y
03/13/2014	617546	HP 98 BLACK INK 2 PACK	2	\$46.99	\$0.00	\$93.98	\$4.70	Staples.com	10088934	Thur	Y
03/24/2014	617546	HP 98 BLACK INK 2 PACK	-2	\$46.99	\$0.00	(\$93.98)	(\$4.70)	Staples.com	1008841	Mon	Y
04/15/2014	380981	SPEC ORDER SOFTWARE&PERIPHERAL	2	\$14.49	\$0.00	\$28.98	\$1.44	Staples.com	10054021	Tue	Y
04/15/2014	507119	MAGNETIC IN/OUT BOARD	1	\$29.99	\$0.00	\$29.99	\$1.50	Staples.com	10055431	Tue	Y
04/18/2014	203303	VENOM VINYL GLOVES	1	\$1.00	\$0.00	\$1.00	\$0.05	WPB, FL	117121	Fri	N
04/18/2014	308914	VENOM LATEX POWDER GLOVES 100	1	\$1.00	\$0.00	\$1.00	\$0.05	WPB, FL	117121	Fri	N
04/18/2014	472613	SWINGLINE 747 BUS STAPLER 20SH	1	\$22.49	\$0.00	\$22.49	\$1.12	WPB, FL	117121	Fri	N
04/18/2014	734846	EZ TOUCH COMPACT STAPLER ASSTD	1	\$13.79	\$0.00	\$13.79	\$0.69	WPB, FL	117121	Fri	N
04/18/2014	741255	DIET COKE 20OZ BOTTLE	1	\$1.69	\$0.00	\$1.69	\$0.08	WPB, FL	117123	Fri	N
04/30/2014	573616	CRAYOLA COLORING BOOK ASST	1	\$1.00	\$0.00	\$1.00	\$0.05	WPB, FL	119828	Wed	Y
04/30/2014	710695	CADOZZLE 0.7MM MECHANICAL 28PK	1	\$10.49	\$0.00	\$10.49	\$0.52	WPB, FL	119828	Wed	Y
04/30/2014	715651	PURELL 2 GO 1 OZ JELLY WRAP	1	\$2.00	\$0.00	\$2.00	\$0.10	WPB, FL	119828	Wed	Y
04/30/2014	354396	INSTORE BUS CD COLOR BASIC 200	7	\$35.99	(\$251.86)	\$0.07	\$0.00	WPB, FL	524878	Wed	Y
04/30/2014	612930	INDEX MAKER BULK 5TAB CONTEMP	2	\$109.99	\$0.00	\$219.98	\$11.00	Staples.com	10090218	Wed	Y
05/09/2014	617546	HP 98 BLACK INK 2 PACK	2	\$44.64	(\$10.08)	\$79.20	\$3.96	Staples.com	10005325	Thur	Y
05/08/2014	496094	OXFORD EXTRM CLRSD INDX CRD 4X6	2	\$4.59	(\$1.04)	\$8.14	\$0.40	Staples.com	10005253	Thur	Y
05/08/2014	385550	BIC WHITE-OUT CORRECT TAPE 4	1	\$10.99	(\$1.24)	\$9.75	\$0.49	Staples.com	10005325	Thur	Y
05/08/2014	472514	STAPLES JMB PPR CLIP N/S 1000CT	1	\$9.49	(\$1.07)	\$8.42	\$0.42	Staples.com	10005325	Thur	Y
05/08/2014	916355	4X6 RAINBOW 300CT	1	\$13.79	(\$1.56)	\$12.23	\$0.61	Staples.com	10005325	Thur	Y
05/05/2014	169829	WAYFAIR SALES	5	\$10.92	\$0.00	\$54.60	\$2.75	Staples.com	10054500	Thur	Y
05/05/2014	563207	75 CT. MODEL MAGIC CLASSPACK	4	\$51.99	(\$3.20)	\$204.76	\$10.24	Staples.com	10029104	Thur	Y
06/05/2014	122374	COPYPLUS 8.5X11 COPY CS	2	\$53.99	(\$13.58)	\$94.40	\$4.72	Staples.com	10056876	Thur	Y
06/07/2014	621447	ARTIST WATERCOLOR PADS	2	\$26.49	(\$0.82)	\$52.16	\$2.60	Staples.com	10059182	Sat	N
06/10/2014	412838	MAGIC MODELING COMPOUND	6	\$22.49	\$0.00	\$134.94	\$6.72	Staples.com	10060767	Tue	Y

Not for 12-mo employees
Not for 12-mo employees
Not for 12-mo employees
Not for 12-mo employees
Not for 12-mo employees

Exhibit 2 pg 1/5

Date	Item No.	Description	QTY	Item Price	Coupons	Net Spend	Rewards Earned	Location	Transaction ID	Day	School Day
06/10/2014	276188	SPECIAL ORDERX	3	\$8.00	\$0.00	\$24.00	\$1.20	Staples.com	10063104	Tue	Y
06/25/2014	063026	GM CARAMEL VAN CREAM KCUP 18CT	1	\$11.99	(\$11.99)	\$0.00	\$0.00	WPB, FL	238767	Wed	Y
06/25/2014	153689	BIC INTENSITY FN FASH ASST 5PK	2	\$6.00	(\$12.00)	\$0.00	\$0.00	WPB, FL	238767	Wed	Y
06/25/2014	269376	PHILIP HAL 20W MR16 12V DM 3PK	1	\$9.99	(\$9.99)	\$0.00	\$0.00	WPB, FL	238767	Wed	Y
06/25/2014	431169	TWIZZLERS STRAWBERRY 7OZ BAG	1	\$2.99	(\$2.99)	\$0.00	\$0.00	WPB, FL	238767	Wed	Y
06/25/2014	642655	REESES PIECES 6OZ BAG	1	\$3.29	(\$3.29)	\$0.00	\$0.00	WPB, FL	238767	Wed	Y
06/25/2014	374590	CHAI LATTE K-CUPS 16/BX	1	\$9.99	(\$9.99)	\$0.00	\$0.00	WPB, FL	238767	Wed	Y
06/25/2014	445613	SWISS MISS HOT CHOC KCUP 16PK	1	\$11.99	(\$11.99)	\$0.00	\$0.00	WPB, FL	238767	Wed	Y
06/25/2014	484217	NESTLE COFFEEMATE FRVAN LIQUID	1	\$6.29	(\$6.29)	\$0.00	\$0.00	WPB, FL	238767	Wed	Y
06/25/2014	809133	TIMOTYS EMERIL BIG ESY KCUP	3	\$9.99	(\$29.97)	\$0.00	\$0.00	WPB, FL	238767	Wed	Y
06/30/2014	343954	STADIUM CHAIR	1	\$34.99	(\$1.38)	\$33.61	\$1.68	Staples.com	10002999	Mon	Y
06/30/2014	397983	STPLS 5X8 PASTEEL PERF PAD 6	2	\$10.69	(\$9.84)	\$20.54	\$1.02	Staples.com	10002999	Mon	Y
06/30/2014	612930	INDEX MAKER BULK STAB CONTEMP	5	\$109.99	(\$21.70)	\$528.25	\$26.40	Staples.com	10002999	Mon	Y
06/30/2014	615725	PAPERMATE FLAIR ASST 12PK	3	\$120.99	(\$1.29)	\$116.22	\$1.59	Staples.com	10002999	Mon	Y
06/30/2014	791749	INDEX MAKER BULK 5 TABS LTR WE	1	\$126.49	(\$4.77)	\$121.50	\$6.81	Staples.com	10002999	Mon	Y
06/30/2014	791764	INDEX MAKER BULK 8 TABS LTR WE	1	\$73.99	(\$4.99)	\$69.90	\$6.08	Staples.com	10002999	Mon	Y
07/10/2014	956203	EPSON T127XXL/T126XL INK 4PK	1	\$6.49	(\$4.09)	\$0.08	\$0.00	Staples.com	10028936	Thur	Y
07/30/2014	135855	STAPLES 8.5X11 COPY RM	2	\$22.67	(\$12.90)	\$0.18	\$0.01	Staples.com	10051203	Wed	Y
07/30/2014	837370	SPLS 6FT USB 2.0 CABLE	1	\$22.67	(\$22.49)	\$0.18	\$0.01	Staples.com	10051203	Wed	Y
07/30/2014	122374	COPYPLUS 8.5X11 COPY CS	2	\$53.99	(\$6.72)	\$101.26	\$5.06	Staples.com	10062966	Wed	Y
07/30/2014	122374	COPYPLUS 8.5X11 COPY CS	2	\$53.99	(\$6.20)	\$101.78	\$5.08	Staples.com	10063004	Wed	Y
07/30/2014	428961	HEAVY DUTY VIEW/BINDER 4IN BLK	5	\$11.59	(\$3.35)	\$54.60	\$2.75	Staples.com	10063004	Wed	Y
07/31/2014	126464	STPLS POLY COMP BOOK CR 70	3	\$0.50	\$0.00	\$1.50	\$0.39	WPB, FL	136952	Thur	Y
07/31/2014	300525	CRAYOLA 12CT COLORED PENCILS	3	\$0.97	\$0.00	\$2.91	\$0.72	WPB, FL	136952	Thur	Y
07/31/2014	421253	STPLS SPORTS COMP BOOK 80	2	\$1.50	\$0.00	\$3.00	\$0.76	WPB, FL	136952	Thur	Y
07/31/2014	574364	TMNT METAL SHARPENER DUAL HOLE	2	\$0.99	\$0.00	\$1.98	\$0.50	WPB, FL	136952	Thur	Y
07/31/2014	576349	SPONGE BOB PAPER PORT 2PKT	1	\$0.99	\$0.00	\$0.99	\$0.25	WPB, FL	136952	Thur	Y
07/31/2014	765006	CRAYOLA GIANT FLOOR PAD	1	\$5.99	\$0.00	\$5.99	\$1.50	WPB, FL	136952	Thur	Y
07/31/2014	825885	TRANSLUCENT PENCIL BOXES-ASST	1	\$0.50	\$0.00	\$0.50	\$0.13	WPB, FL	136952	Thur	Y
07/31/2014	860124	CRAYOLA 10CT CLASSIC MKR	6	\$0.97	\$0.00	\$5.82	\$1.44	WPB, FL	136952	Thur	Y
08/14/2014	125158	POLY PORT VIBRANT PHOTO SPORTS	1	\$1.99	(\$1.77)	\$0.22	\$0.01	WPB, FL	140236	Thur	Y
08/14/2014	126464	STPLS POLY COMP BOOK CR 70	1	\$0.75	(\$0.67)	\$0.08	\$0.00	WPB, FL	140236	Thur	Y
08/14/2014	130720	STPLS ANIMAL NTBK 10.5X8 WR 70	1	\$1.50	(\$1.32)	\$0.18	\$0.01	WPB, FL	140236	Thur	Y
08/14/2014	421175	STPLS POLY COMP BOOK WR 70	1	\$0.75	(\$0.67)	\$0.08	\$0.00	WPB, FL	140236	Thur	Y
08/14/2014	455796	MIR CLEAN KITCHEN SCRUBBER 4PK	1	\$5.99	(\$5.32)	\$0.67	\$0.03	WPB, FL	140236	Thur	Y

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Date	Item No.	QTY	Item Price	Coupons	Net Spend	Rewards Earned	Location	Transaction ID	Day	School Day
08/14/2014	513096	1	\$27.00	(\$23.95)	\$3.05	\$0.15	WPB, FL	140236	Thur	Y
08/14/2014	576349	2	\$0.99	(\$1.74)	\$0.24	\$0.02	WPB, FL	140236	Thur	Y
08/14/2014	576351	1	\$0.99	(\$0.87)	\$0.12	\$0.01	WPB, FL	140236	Thur	Y
08/14/2014	634484	3	\$0.99	(\$2.61)	\$0.36	\$0.03	WPB, FL	140236	Thur	Y
08/14/2014	708691	1	\$0.99	(\$0.87)	\$0.12	\$0.01	WPB, FL	140236	Thur	Y
08/14/2014	713693	3	\$0.99	(\$2.61)	\$0.36	\$0.03	WPB, FL	140236	Thur	Y
08/14/2014	767896	1	\$5.59	(\$4.97)	\$0.62	\$0.03	WPB, FL	140236	Thur	Y
08/14/2014	770486	1	\$1.50	(\$1.32)	\$0.18	\$0.01	WPB, FL	140236	Thur	Y
08/14/2014	816377	1	\$1.00	(\$0.89)	\$0.11	\$0.01	WPB, FL	140236	Thur	Y
08/14/2014	825885	1	\$1.00	(\$0.89)	\$0.11	\$0.01	WPB, FL	140236	Thur	Y
08/14/2014	859041	2	\$6.00	(\$10.66)	\$1.34	\$0.06	WPB, FL	140236	Thur	Y
08/14/2014	931200	2	\$2.29	(\$4.06)	\$0.52	\$0.02	WPB, FL	140236	Thur	Y
08/25/2014	130987	5	\$11.49	\$0.00	\$57.45	\$2.85	Staples.com	10012074	Mon	Y
08/25/2014	130987	5	\$11.49	\$0.00	\$57.45	\$2.85	Staples.com	10012091	Mon	Y
08/25/2014	116657	5	\$8.18	\$0.00	\$40.90	\$2.05	Staples.com	10013159	Mon	Y
08/25/2014	116657	5	\$8.18	\$0.00	\$40.90	\$2.05	Staples.com	10013180	Mon	Y
08/25/2014	130987	5	\$11.49	\$0.00	\$57.45	\$2.85	(800) STAPLES	10066856	Mon	Y
08/25/2014	130987	5	\$11.49	\$0.00	\$57.45	\$2.85	(800) STAPLES	10066857	Mon	Y
08/25/2014	130987	5	\$11.49	\$0.00	\$57.45	\$2.85	(800) STAPLES	10066858	Mon	Y
08/26/2014	621447	2	\$18.19	\$0.00	\$36.38	\$1.82	Staples.com	10015251	Tue	Y
08/26/2014	847941	2	\$18.19	\$0.00	\$36.38	\$1.82	Staples.com	10015251	Tue	Y
08/26/2014	621447	5	\$26.49	\$0.00	\$132.45	\$6.60	Staples.com	10015268	Tue	Y
08/26/2014	621447	2	\$18.19	\$0.00	\$36.38	\$1.82	Staples.com	10015268	Tue	Y
08/26/2014	847941	5	\$8.18	\$0.00	\$40.90	\$2.05	Staples.com	10016036	Tue	Y
08/26/2014	116657	5	\$8.18	\$0.00	\$40.90	\$2.05	Staples.com	10016036	Tue	Y
08/26/2014	116657	5	\$8.18	\$0.00	\$40.90	\$2.05	Staples.com	10016543	Tue	Y
08/26/2014	300469	5	\$11.99	\$0.00	\$59.95	\$3.00	Staples.com	10017072	Tue	Y
08/26/2014	300469	5	\$11.99	\$0.00	\$59.95	\$3.00	Staples.com	10017072	Tue	Y
08/26/2014	116657	5	\$8.18	\$0.00	\$40.90	\$2.05	Staples.com	10017296	Tue	Y
08/26/2014	300469	5	\$11.99	\$0.00	\$59.95	\$3.00	Staples.com	10017296	Tue	Y
08/26/2014	300469	5	\$11.99	\$0.00	\$59.95	\$3.00	Staples.com	10017496	Tue	Y
08/26/2014	621447	5	\$26.49	\$0.00	\$132.45	\$6.60	(800) STAPLES	10067070	Tue	Y
08/26/2014	847941	2	\$18.19	\$0.00	\$36.38	\$1.82	(800) STAPLES	10067070	Tue	Y
08/26/2014	621447	5	\$26.49	\$0.00	\$132.45	\$6.60	(800) STAPLES	10067072	Tue	Y
08/26/2014	847941	2	\$18.19	\$0.00	\$36.38	\$1.82	(800) STAPLES	10067072	Tue	Y
08/26/2014	621447	5	\$26.49	\$0.00	\$132.45	\$6.60	(800) STAPLES	10067073	Tue	Y
08/26/2014	847941	2	\$18.19	\$0.00	\$36.38	\$1.82	(800) STAPLES	10067073	Tue	Y
08/27/2014	879887	5	\$26.99	\$0.00	\$134.95	\$6.75	Staples.com	10017730	Wed	Y

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STAPLE PURCHASES

Date	Item No.	QTY	Item Price	Coupons	Net Spend	Rewards Earned	Location	Transaction ID	Day	School Day
08/27/2014	879887	5	\$26.99	\$0.00	\$134.95	\$6.75	Staples.com	10017745	Wed	Y
08/27/2014	879887	5	\$26.99	\$0.00	\$134.95	\$6.75	Staples.com	10017746	Wed	Y
08/28/2014	273149	6	\$7.37	\$0.00	\$44.22	\$2.22	Staples.com	10020641	Thur	Y
09/02/2014	813826	2	\$7.64	\$0.00	\$15.28	\$0.76	(800) STAPLES	10018308	Tue	Y
09/02/2014	085620	1	\$5.99	\$0.00	\$5.99	\$0.30	(800) STAPLES	10068093	Tue	Y
09/02/2014	382955	1	\$4.59	\$0.00	\$4.59	\$0.23	(800) STAPLES	10068093	Tue	Y
09/02/2014	922908	3	\$9.35	\$0.00	\$28.05	\$1.41	(800) STAPLES	10044791	Tue	Y
09/09/2014	056327	2	\$84.99	(\$21.88)	\$148.10	\$7.40	Staples.com	10046449	Wed	Y
09/10/2014	380981	4	\$15.59	(\$1.24)	\$61.12	\$3.04	Staples.com	10046781	Wed	Y
09/10/2014	276188	3	\$235.39	(\$14.01)	\$692.16	\$34.62	Staples.com	10063480	Wed	Y
09/17/2014	812976	2	\$39.79	(\$10.24)	\$69.34	\$3.46	Staples.com	10061139	Wed	Y
09/17/2014	276188	2	\$1.89	(\$1.02)	\$2.76	\$0.14	Staples.com	10061290	Wed	Y
09/17/2014	276188	2	\$1.89	(\$0.04)	\$3.74	\$0.18	Staples.com	10074357	Tue	Y
09/23/2014	615725	2	\$10.89	(\$3.82)	\$17.96	\$0.90	Staples.com	10074357	Tue	Y
09/23/2014	718016	7	\$6.94	(\$8.54)	\$40.04	\$2.03	Staples.com	10073314	Tue	Y
09/23/2014	276188	4	\$155.99	(\$9.80)	\$614.16	\$30.72	Staples.com	10074357	Tue	Y
09/23/2014	171483	1	\$49.99	(\$8.78)	\$41.21	\$2.06	Staples.com	10017075	Wed	Y
10/15/2014	427189	2	\$251.99	(\$5.64)	\$498.34	\$24.92	Staples.com	10020104	Thur	Y
10/15/2014	618804	1	\$5.79	(\$0.30)	\$5.49	\$0.27	Staples.com	10020104	Thur	Y
10/15/2014	934153	1	\$12.69	(\$0.65)	\$12.04	\$0.60	Staples.com	200790	Tue	Y
11/18/2014	207428	1	\$9.99	(\$10.00)	(\$0.01)	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	374590	3	\$9.99	(\$29.99)	(\$0.02)	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	064308	1	\$6.47	(\$6.47)	\$0.00	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	064312	1	\$2.97	(\$2.96)	\$0.01	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	1017454	2	\$9.99	(\$20.00)	(\$0.02)	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	1065182	2	\$19.99	(\$40.02)	(\$0.04)	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	1101916	1	\$9.98	(\$9.99)	(\$0.01)	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	1101919	1	\$14.95	(\$14.95)	\$0.00	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	1101921	1	\$19.95	(\$19.98)	(\$0.03)	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	279252	1	\$15.99	(\$16.01)	(\$0.02)	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	280771	1	\$7.99	(\$8.00)	(\$0.01)	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	581507	1	\$24.99	(\$25.01)	(\$0.02)	\$0.00	WPB, FL	200790	Tue	Y
11/18/2014	887409	1	\$7.97	(\$7.98)	(\$0.01)	\$0.00	WPB, FL	200790	Tue	Y
11/23/2014	375430	1	\$9.99	(\$9.99)	\$0.00	\$0.00	WPB, FL	148823	Sun	N
11/23/2014	195776	1	\$19.99	(\$4.00)	\$15.99	\$0.80	WPB, FL	148822	Sun	N
11/23/2014	063026	1	\$9.99	(\$9.99)	\$0.00	\$0.00	WPB, FL	148823	Sun	N

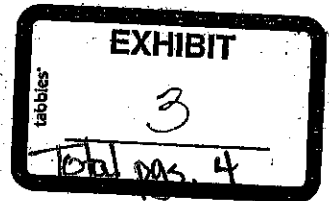
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Date	Item No.	QTY	Item Price	Coupons	Net Spend	Rewards Earned	Location	Transaction ID	Day	School Day
11/23/2014	266053	1	\$2.49	(\$2.49)	\$0.00	\$0.00	WPB, FL	148823	Sun	N
11/23/2014	337982	1	\$9.99	(\$9.99)	\$0.00	\$0.00	WPB, FL	148823	Sun	N
11/23/2014	575177	1	\$0.48	(\$0.48)	\$0.00	\$0.00	WPB, FL	148823	Sun	N
11/23/2014	575618	1	\$1.00	(\$1.00)	\$0.00	\$0.00	WPB, FL	148823	Sun	N
11/23/2014	575624	1	\$3.00	(\$3.00)	\$0.00	\$0.00	WPB, FL	148823	Sun	N
11/23/2014	576359	3	\$0.50	(\$1.50)	\$0.00	\$0.00	WPB, FL	148823	Sun	N
11/23/2014	577846	1	\$0.49	(\$0.50)	(\$0.01)	\$0.00	WPB, FL	148823	Sun	N
11/23/2014	578558	1	\$3.00	(\$3.00)	\$0.00	\$0.00	WPB, FL	148823	Sun	N
11/23/2014	580496	1	\$2.00	(\$2.00)	\$0.00	\$0.00	WPB, FL	148823	Sun	N
11/23/2014	730950	1	\$5.00	(\$5.00)	\$0.00	\$0.00	WPB, FL	148823	Sun	N
12/01/2014	276188	1	\$51.19	\$0.00	\$51.19	\$2.56	Staples.com	10015810	Mon	Y
12/04/2014	078608	4	\$29.49	\$0.00	\$117.96	\$5.88	Staples.com	10035433	Thur	Y
12/04/2014	078619	4	\$29.49	\$0.00	\$117.96	\$5.88	Staples.com	10035433	Thur	Y
12/04/2014	078665	4	\$29.49	\$0.00	\$117.96	\$5.88	Staples.com	10035433	Thur	Y
12/08/2014	806359	2	\$2.49	(\$1.52)	\$3.46	\$0.18	Staples.com	10043094	Mon	Y
12/08/2014	806558	1	\$5.19	(\$1.57)	\$3.62	\$0.18	Staples.com	10043094	Mon	Y
12/08/2014	331271	1	\$56.39	(\$17.11)	\$39.28	\$1.96	Staples.com	10043094	Mon	Y
12/08/2014	357850	1	\$28.99	(\$8.80)	\$20.19	\$1.01	Staples.com	10043094	Mon	Y
12/10/2014	273913	2	\$26.89	\$0.00	\$53.78	\$2.68	Staples.com	10049536	Wed	Y
12/10/2014	847448	1	\$55.69	\$0.00	\$55.69	\$3.28	Staples.com	10049536	Wed	Y
12/22/2014	207585	2	\$9.00	(\$18.00)	\$0.00	\$0.00	WPB, FL	303027	Mon	N
12/22/2014	207586	1	\$9.00	(\$9.00)	\$0.00	\$0.00	WPB, FL	303027	Mon	N
12/24/2014	374590	1	\$11.99	(\$10.76)	\$1.23	\$0.06	WPB, FL	231455	Wed	N
12/24/2014	1014101	2	\$2.49	(\$4.48)	\$0.50	\$0.02	WPB, FL	231455	Wed	N
12/24/2014	103863	1	\$1.79	(\$1.61)	\$0.18	\$0.01	WPB, FL	231455	Wed	N
12/24/2014	1149070	8	\$2.00	(\$14.32)	\$1.68	\$0.08	WPB, FL	231455	Wed	N
12/24/2014	117219	2	\$8.99	(\$16.12)	\$1.86	\$0.10	WPB, FL	231455	Wed	N
12/24/2014	1265964	1	\$139.99	(\$125.59)	\$14.40	\$0.72	WPB, FL	231455	Wed	N
12/24/2014	222435	1	\$3.00	(\$2.69)	\$0.31	\$0.02	WPB, FL	231455	Wed	N
12/24/2014	266532	1	\$4.99	(\$4.48)	\$0.51	\$0.03	WPB, FL	231455	Wed	N
12/24/2014	271691	2	\$1.00	(\$1.80)	\$0.20	\$0.02	WPB, FL	231455	Wed	N
12/24/2014	307141	3	\$1.00	(\$2.70)	\$0.30	\$0.03	WPB, FL	231455	Wed	N
12/24/2014	484217	1	\$3.00	(\$2.69)	\$0.31	\$0.02	WPB, FL	231455	Wed	N
12/24/2014	604431	3	\$5.49	(\$14.76)	\$1.71	\$0.09	WPB, FL	231455	Wed	N
12/24/2014	709971	1	\$2.79	(\$2.50)	\$0.29	\$0.01	WPB, FL	231455	Wed	N
12/24/2014	763877	1	\$25.00	(\$22.43)	\$2.57	\$0.00	WPB, FL	231455	Wed	N
			\$4,321.38	(\$1,522.23)	\$8,708.16	\$439.63				

Rewards Card Number 1552989806

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1.15



Date	Item No.	Item Description	Quantity	Item Price	Coupons	Net Spend	Rewards Earned	Location	Transaction ID	Day of the Week	School Day
03/12/2015	408788	SET OF 3 LED FLASHLIGHTS	1	\$24.99	(\$24.99)	\$0.00	\$0.00	Staples.com	10019367	Mon	Y
03/14/2015	498110	ZIPLOC 1 GALLON STORAGE BAGS	5	\$34.49	\$0.00	\$172.45	\$8.60	Staples.com	10028632	Wed	Y
02/03/2015	828760	LUNCH TOTE SET	1	\$29.99	(\$29.99)	\$0.00	\$0.00	Staples.com	10078845	Tue	Y
02/10/2015	1326288	PIZZA SERVING SET	1	\$29.99	(\$0.99)	\$29.00	\$1.45	Staples.com	10095647	Tues	Y
02/12/2015	354543	INSTORE BUS CD COLOR BASIC 500	1	\$31.99	(\$31.99)	\$0.00	\$0.00	WPB, FL	214254	Thur	Y
02/19/2015	0693026	GM CARAMEL VAN CREAM KCUP 18CT	1	\$9.99	(\$9.99)	\$0.00	\$0.00	Boynnton	135816	Thur	Y
02/19/2015	689467	TWIZZLER CHERRY NIBS	1	\$2.99	(\$2.99)	\$0.00	\$0.00	Boynnton	135816	Thur	Y
02/19/2015	463786	BIC KIDS MECH PENCIL	1	\$3.49	(\$3.50)	(\$0.01)	\$0.00	Boynnton	135816	Thur	Y
02/19/2015	463785	BIC KIDS MECH PENC GIRL	1	\$3.49	(\$3.50)	(\$0.01)	\$0.00	Boynnton	135816	Thur	Y
02/19/2015	396724	ZEPHYRHILLS WATER .5L 24/CASE	1	\$3.99	(\$4.00)	(\$0.01)	\$0.00	Boynnton	135816	Thur	Y
02/19/2015	374590	CHAI LATTE K-CUPS 16/BX	1	\$9.99	(\$9.99)	\$0.00	\$0.00	Boynnton	135816	Thur	Y
02/19/2015	953480	CAFE ESCAPES CARAMEL KCUPS	1	\$9.99	(\$9.99)	\$0.00	\$0.00	Boynnton	135816	Thur	Y
02/19/2015	659760	MAJOR ACCENT CARDED ASST 12PK	1	\$9.99	(\$9.99)	\$0.00	\$0.00	Boynnton	135816	Thur	Y
02/19/2015	440122	STAPLES ROLLING CRATE BLK/GREY	7	\$24.99	\$0.00	\$174.93	\$8.75	Boynnton	135817	Thur	Y
02/19/2015	265750	BIC ATLANTIS EXACT FSN RT 3PK	1	\$4.99	\$0.00	\$4.99	\$0.25	Boynnton	135817	Thur	Y
02/19/2015	195689	BIC INTENSITY FM FASH ASST 5PK	1	\$6.00	\$0.00	\$6.00	\$0.30	Boynnton	135817	Thur	Y
03/10/2015	458108	ZIPLOC SANDWICH BAGS	4	\$35.19	\$0.00	\$140.76	\$7.04	Staples.com	10061050	Tue	Y
03/11/2015	028933	SERENITY GRDN VARNSPRINGWATER	4	\$4.99	\$0.00	\$19.96	\$3.88	Staples.com	10063693	Wed	Y
03/12/2015	845988	PLASTIC LITER PITCHER	4	\$19.49	\$0.00	\$77.96	\$4.80	Staples.com	10066204	Thur	Y
03/12/2015	931530	SPECTRA TISSUE ASSORTED BRITE	3	\$31.99	\$0.00	\$95.97	\$4.80	Staples.com	10066204	Thur	Y
03/12/2015	931783	POCKET FLASH CARDS DIVISION 56	1	\$26.99	\$0.00	\$26.99	\$1.35	Staples.com	10066206	Thur	Y
03/12/2015	848628	MULTIPLICATION/MULTIPLIC CARD	1	\$26.99	\$0.00	\$26.99	\$1.35	Staples.com	10066206	Thur	Y
03/12/2015	846522	DOT DICE 5 EA RED WHITE GREEN	4	\$15.59	\$0.00	\$62.36	\$3.12	Staples.com	10066208	Thur	Y
03/14/2015	731527	HP 901 XL BLACK INK	1	\$39.99	(\$2.00)	\$37.99	\$1.90	Lake Park, FL	100955	Sat	N
03/16/2015	416780	KLEENEX FACIAL TISSUE WHI 2PLY	1	\$75.99	(\$11.85)	\$64.14	\$3.21	Staples.com	10073321	Mon	Y
03/16/2015	116764	SPLS STAB HNGFDR LTR STDGRN 25	2	\$9.49	(\$2.96)	\$16.02	\$0.80	Staples.com	10073321	Mon	Y
03/16/2015	122457	STAPLES 8.5X11 3HOLE COPY CS	3	\$55.99	(\$26.19)	\$141.78	\$7.08	Staples.com	10073321	Mon	Y
03/16/2015	741188	SHARPIE PEN BLUE FINE DOZEN	4	\$23.99	(\$4.92)	\$81.04	\$4.04	Staples.com	10073321	Mon	Y
03/16/2015	823291	PAD LGL RL PERF LTR WE	1	\$13.99	(\$2.18)	\$11.81	\$0.59	Staples.com	10073321	Mon	Y
03/16/2015	831602	STAPLES MED BINDERCLIPS 24CT	1	\$2.99	(\$0.46)	\$2.53	\$0.13	Staples.com	10073321	Mon	Y
03/16/2015	831610	STAPLES LGE BINDERCLIPS 12CT	1	\$3.79	(\$0.60)	\$3.19	\$0.16	Staples.com	10073321	Mon	Y
03/16/2015	633539	PURELL SANITIZER 2 LITER PUMP	4	\$26.99	(\$16.84)	\$91.12	\$4.56	Staples.com	10073321	Mon	Y
03/16/2015	108985	SF4 SPEEDPOINT STAPLES 5000CT	4	\$4.29	(\$1.92)	\$15.24	\$0.76	Staples.com	10073465	Mon	Y
03/16/2015	1087508	SET OF 3 INSULATED TOTES	1	\$29.99	(\$3.36)	\$26.63	\$1.33	Staples.com	10073465	Mon	Y
03/16/2015	468413	SPLS MASKING TAPE 24MMX55M 4PK	4	\$11.39	(\$5.12)	\$40.44	\$2.04	Staples.com	10073465	Mon	Y

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Date	Item No.	Item Description	Quantity	Item Price	Coupons	Net Spend	Rewards Earned	Location	Transaction ID	Day of the Week	School Day
03/17/2015	1056896	GLOWING PONY BEADS 9VIM 1LB BAG	4	\$9.49	\$0.00	\$37.96	\$1.88	Staples.com	10076075	Tue	N
03/17/2015	027441	SUP SAVER YARNCHERRY RED	4	\$7.69	\$0.00	\$30.76	\$1.52	Staples.com	10076075	Tue	N
03/17/2015	028118	BONBONS YARN 8/PKGCRAYONS	4	\$7.69	\$0.00	\$30.76	\$1.52	Staples.com	10076075	Tue	N
03/18/2015	012978	WATERCOLOR PAPER 11INX17IN	4	\$34.09	\$0.00	\$136.36	\$6.80	Staples.com	10078144	Wed	N
03/18/2015	621447	ARTIST WATERCOLOR PADS	4	\$23.67	\$0.00	\$94.76	\$4.72	Staples.com	10078237	Wed	N
04/02/2015	519418	6IN WHITE UNCOATED PLATE1000/C	3	\$25.99	\$0.00	\$77.97	\$3.90	Staples.com	10008250	Thur	Y
04/02/2015	608000	PENCIL 3-72-2 BLK WAR R BLACK	5	\$3.29	\$0.00	\$16.45	\$0.80	Staples.com	10008707	Thur	Y
04/02/2015	416780	KLEENEX FACIAL TISSUE WHI 2PLY	2	\$63.79	\$0.00	\$139.58	\$6.98	Staples.com	10008707	Thur	Y
04/04/2015	019137	BUTCHER PPR 40# 36INX1000FT RL	5	\$37.99	\$0.00	\$289.95	\$14.50	Staples.com	10009318	Fri	N
04/04/2015	931714	FADELESS 48IN X 50FT ROLL BRO	7	\$18.49	\$0.00	\$129.43	\$6.44	Staples.com	10011187	Sat	N
04/04/2015	850986	WIGGLE EYES BLACK 100	5	\$19.99	\$0.00	\$99.95	\$5.00	Staples.com	10011187	Sat	N
04/07/2015	812051	PEN BALLPOINT PROFILE 1.4MM PU	1	\$9.09	\$0.00	\$9.09	\$0.45	Staples.com	10027414	Tue	Y
04/07/2015	741188	SHARPIE PEN BLUE FINE DOZEN	1	\$23.99	\$0.00	\$23.99	\$1.20	Staples.com	10017414	Tue	Y
04/08/2015	350363	PLASTIC 3 SHELF UTIL CARTRED	3	\$25.99	\$0.00	\$287.97	\$14.40	Staples.com	10017629	Wed	Y
04/17/2015	931714	FADELESS 48IN X 50FT ROLL BRO	7	\$0.00	\$0.00	\$0.00	\$0.00	Staples.com	10040023	Fri	Y
05/27/2015	071276	KIT SCISSORS 4IN ANGLED BLADE	4	\$1.29	\$0.00	\$5.16	\$0.24	Staples.com	10089510	Wed	Y
06/09/2015	380981	SPEC ORDER SOFTWARE&PERIPHERAL	2	\$10.19	\$0.00	\$20.38	\$1.02	Staples.com	10035905	Wed	Y
06/09/2015	989904	PON-STICURADH2X3570/BX	3	\$42.99	\$0.00	\$128.97	\$6.45	Staples.com	10036139	Wed	Y
06/09/2015	989312	TPEWTPFCUR1/2X5Y0S24EA/CS	4	\$20.79	\$0.00	\$83.16	\$4.16	Staples.com	10036247	Wed	Y
06/09/2015	648103	PILOT G2 RETRACT GEL BOLD BE DZ	2	\$17.99	(\$0.52)	\$35.46	\$1.78	Staples.com	10036903	Wed	Y
06/09/2015	180279	TOSHIBA CONNECT 1TB PORTABLEHD	2	\$14.99	(\$2.04)	\$137.94	\$6.90	Staples.com	10036903	Wed	Y
06/09/2015	503573	COPPERTOP 9 VOLT BATTERY	2	\$14.99	(\$0.44)	\$29.54	\$1.48	Staples.com	10036903	Wed	Y
06/09/2015	440311	PUNCH ELEC 3-HOLE 28 SHEET	1	\$16.99	(\$2.41)	\$162.58	\$8.13	Staples.com	10036903	Wed	Y
06/05/2015	931606	CHAMPION SOCCER BALL NO 4	6	\$7.49	\$0.00	\$56.34	\$2.82	Staples.com	10041645	Fri	Y
06/05/2015	931556	CHAMP. BBALL OFFICAL JUNIOR SZ	6	\$9.39	\$0.00	\$56.34	\$2.82	Staples.com	10041645	Fri	Y
06/23/2015	200585	POST-IT POPUPNOTE DISPNSR RUBY	1	\$9.99	(\$0.16)	\$9.83	\$0.49	W Palm Bch	122772	Tue	Y
06/23/2015	167801	POSTIT DIECUT MUSTACHE BLK 2PK	1	\$3.49	(\$0.06)	\$3.43	\$0.17	W Palm Bch	122772	Tue	Y
06/23/2015	1538511	4 IN 1 E-MESSAGE DATER	1	\$26.99	(\$0.44)	\$26.55	\$1.33	W Palm Bch	122772	Tue	Y
06/23/2015	1421890	4 IN 1 DATE AND MESSAGE KIT	1	\$25.50	(\$0.42)	\$25.08	\$1.25	W Palm Bch	122772	Tue	Y
06/23/2015	573400	POST-IT FLOWER DIECUT 2PK	1	\$3.49	(\$0.06)	\$3.43	\$0.17	W Palm Bch	122772	Tue	Y
06/23/2015	469080	AVY LSR LBL 30UP 250-1 X 2 5/8	1	\$62.99	(\$1.03)	\$61.96	\$3.10	W Palm Bch	122772	Tue	Y
06/23/2015	431422	5-TAB INSERT DIVIDER CLEAR 4PK	2	\$5.79	(\$0.18)	\$11.40	\$0.58	W Palm Bch	122772	Tue	Y
06/23/2015	415448	AVY 1X2 5/8 CLR U LBL 25SH	1	\$24.99	(\$0.41)	\$24.58	\$1.23	W Palm Bch	122772	Tue	Y
06/23/2015	258510	8IN X-RAY OFFICE SCISSOR	1	\$9.99	(\$0.16)	\$9.83	\$0.49	W Palm Bch	122772	Tue	Y
06/23/2015	827604	1.5IN PURP BETTER BINDER BTS	3	\$7.59	(\$0.39)	\$22.38	\$1.13	W Palm Bch	122772	Tue	Y

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Date	Item No.	Item Description	Quantity	Item Price	Coupons	Net Spend	Rewards Earned	Location	Transaction ID	Day of the Week	School Day
06/23/2015	688300	GEO ENVELOPES SICILY 50 CT	2	\$7.29	(\$0.24)	\$14.34	\$0.72	W Palm Bch	122772	Tue	Y
06/23/2015	674973	SHATTERPROOF 12IN RULER ASST	2	\$2.00	(\$0.06)	\$3.94	\$0.20	W Palm Bch	122772	Tue	Y
06/23/2015	668430	POST-IT DIAMOND POP DISP	1	\$7.00	(\$0.11)	\$6.89	\$0.34	W Palm Bch	122772	Tue	Y
06/23/2015	656575	SMOOTH GRIP LETTER OPENER ASST	1	\$5.79	(\$0.09)	\$5.70	\$0.29	W Palm Bch	122772	Tue	Y
06/23/2015	647975	GEO LTRHD BTRFLIES&ROSES 100	1	\$7.99	(\$0.13)	\$7.86	\$0.39	W Palm Bch	122772	Tue	Y
06/23/2015	901913	PRINTED PLSTC DIVIDERS JAN-DEC	1	\$6.79	(\$0.11)	\$6.68	\$0.33	W Palm Bch	122772	Tue	Y
06/23/2015	187956	MS SCULPT COMFORT MOUSE WIN7/8	1	\$34.99	(\$0.57)	\$34.42	\$1.72	W Palm Bch	122772	Tue	Y
06/23/2015	285320	FISKARS 7 INCH STUDENT	2	\$5.00	(\$0.16)	\$9.84	\$0.50	W Palm Bch	122772	Tue	Y
06/23/2015	1014108	POSTIT PERSONL CALENDAR BANGKOK	1	\$7.79	(\$0.13)	\$7.66	\$0.38	W Palm Bch	122772	Tue	Y
06/24/2015	1181109	STAPLES WIRELESS MOUSE VIOLET	1	\$14.99	(\$2.54)	\$12.45	\$0.62	Staples.com	10033313	Wed	Y
06/24/2015	1181110	STAPLES WIRELESS MOUSE BLUE	1	\$14.99	(\$2.54)	\$12.45	\$0.62	Staples.com	10033313	Wed	Y
06/24/2015	1181111	STAPLES WIRELESS MOUSE RED	1	\$14.99	(\$2.54)	\$12.45	\$0.62	Staples.com	10033313	Wed	Y
06/24/2015	787154	15MP 530HDZ SLIM CMRA PNK	5	\$84.19	\$0.00	\$420.95	\$21.05	Staples.com	10080440	Wed	Y
06/30/2015	180063	LOGI M325 WIRELESS CELEBRATE	1	\$29.99	(\$27.13)	\$2.86	\$0.14	Staples.com	10047189	Tue	Y
06/30/2015	792257	LOGITECH WIRELESS MK320	2	\$39.99	(\$67.36)	\$12.62	\$0.64	Staples.com	10092304	Tue	Y
06/30/2015	1588258	BLUE HARLEQUIN	1	\$29.99	(\$25.25)	\$4.74	\$0.24	Staples.com	10092304	Tue	Y
06/30/2015	1617975	DELL 20 INCH LED MONITOR	1	\$119.99	(\$101.08)	\$18.91	\$0.95	Staples.com	10092304	Tue	Y
06/30/2015	644095	STICKIES 3X3 POP-UP NOTE DISP	5	\$10.49	(\$44.15)	\$8.30	\$0.40	Staples.com	10092304	Tue	Y
06/30/2015	729593	SHARPIE PEN ASST 4PK	4	\$8.99	(\$30.32)	\$5.64	\$0.28	Staples.com	10032304	Tue	Y
07/01/2015	187409	15.6BAG IN RETAIL SLEEVE	1	\$11.99	(\$9.71)	\$2.28	\$0.11	Staples.com	10094760	Wed	Y
07/30/2015	763608	\$25 MASTERCARD	6	\$25.00	\$0.00	\$150.00	\$0.00	Boynnton	605096	Thur	Y
07/30/2015	763696	\$3.95 MASTERCARD GIFT CARD FEE	6	\$3.95	\$0.00	\$23.70	\$0.00	Boynnton	605096	Thur	Y
07/30/2015	420041	CERTIFICATE OF RECOGNITION	4	\$5.49	\$0.00	\$21.96	\$1.08	Boynnton	605096	Thur	Y
08/09/2015	480119	STAPLES 200 THMB TKS NKL PLTD	1	\$4.99	\$0.00	\$4.99	\$0.25	Lake Park, FL	133965	Sun	N
08/09/2015	424867	WASTE 28QT BLACK PLASTIC	1	\$7.49	\$0.00	\$7.49	\$0.37	Lake Park, FL	133965	Sun	N
08/09/2015	146662	ROYL BLUE TABLECOVER 54X108 IN	2	\$1.49	\$0.00	\$2.98	\$0.14	Lake Park, FL	133965	Sun	N

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Date	Item No.	Item Description	Quantity	Item Price	Coupons	Net Spend	Rewards Earned	Location	Transaction ID	Day of the Week	School Day
08/09/2015	206193	STAPLES PLASTIC PENCIL POUCH	1	\$2.49	\$0.00	\$2.49	\$0.12	Lake Park,FL	133965	Sun	N
08/09/2015	861702	SCOTCH SUPER GLUE GEL 4PK	1	\$2.00	\$0.00	\$2.00	\$0.10	Lake Park,FL	133965	Sun	N
08/16/2015	652149	SPLS 9X12 ECON CLIPBRD ZPK BLK	2	\$10.49	\$0.00	\$20.98	\$1.04	Lake Park,FL	218436	Sun	N
08/16/2015	755958	PILOT G2 .7MM FN BLK 5PK	1	\$4.00	\$0.00	\$4.00	\$0.20	Lake Park,FL	218436	Sun	N
08/16/2015	926582	SPLS BEACH SCENE MOUSE PAD	2	\$8.99	\$0.00	\$17.98	\$0.90	Lake Park,FL	218436	Sun	N
08/23/2015	757255	EPSON 98 BLACK INK	1	\$19.99	\$0.00	\$19.99	\$1.00	Stuart,FL	169487	Sun	N
08/23/2015	878888	SMILEY FACES MULTICOLOR	2	\$2.29	\$0.00	\$4.58	\$0.22	Stuart,FL	169487	Sun	N
08/30/2015	1325835	ATAGLNC PWR BLK WKLY 8X10	1	\$28.99	\$0.00	\$28.99	\$1.45	Lake Park,FL	139573	Sun	N
10/06/2015	807870	LOGI WIRELESS PRESENTER R400	1	\$49.99	(\$5.00)	\$44.99	\$2.25	Boynton	139971	Tue	Y
10/27/2015	807870	LOGI WIRELESS PRESENTER R400	-1	\$49.99	\$5.00	(\$44.99)	(\$2.25)	Boynton	143977	Tue	Y
11/17/2015	752465	OPTIMA 20 ELECTRIC STAPLER	1	\$67.14	(\$8.71)	\$58.43	\$2.92	Staples.com	10129399	Tue	Y
12/08/2015	806401	KNIFE PLY HVY DNS WE	2	\$24.89	\$0.00	\$49.78	\$2.48	Staples.com	10064628	Tue	Y
12/08/2015	519418	6IN WHITE UNCOATED PLATE1000/C	5	\$22.59	\$0.00	\$112.95	\$5.65	Staples.com	10064628	Tue	Y
12/08/2015	519346	9IN WHITE UNCOATED PLATE1000/C	5	\$45.99	\$0.00	\$229.95	\$11.50	Staples.com	10064628	Tue	Y
12/09/2015	169829	WAYFAIR SALES	3	\$32.98	\$0.00	\$98.94	\$4.95	Staples.com	10064857	Wed	Y
12/10/2015	639118	PPM PROFILE RT BP XB BLUE 4PK	1	\$4.99	\$0.00	\$4.99	\$0.25	Lake Park,FL	232268	Thur	Y
12/10/2015	574285	POST-IT SUPER STICKY 4X6 8PK	1	\$10.00	\$0.00	\$10.00	\$0.50	Lake Park,FL	232268	Thur	Y
12/10/2015	543975	POST-IT SUPER STICKY 4X4 10PK	1	\$10.00	\$0.00	\$10.00	\$0.50	Lake Park,FL	232268	Thur	Y
12/10/2015	1571570	STAPLES HAND SANITIZER 1L	1	\$5.00	\$0.00	\$5.00	\$0.25	Lake Park,FL	232268	Thur	Y
12/10/2015	781937	ZEBRA SARASA GEL MED BLUE 5PK	2	\$7.49	\$0.00	\$14.98	\$0.74	Lake Park,FL	232268	Thur	Y
Card Number: 1552989806											
					(\$526.98)	\$5,206.30	\$251.39				

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You are signed in.
YOUR ACCOUNT

EXHIBIT
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Total pages 8

rewards
REWARDS PLATINUM

Rewards #1

Value: \$100.00
Earned From 04/01/2016 to 04/30/2016
Expires: 06/30/2016

Coupon Code: 8570670496334734

Rewards Number: 1552989806
DIANA BROCKMAN
SDPBC AFTERSCHOOL PROGRAMMING
2640 STARWOOD CIRCLE
WEST PALM BEACH, FL 33406

Home address

Redemption Instructions:

At Staples.com®: Enter the 16-digit coupon code above on the "Add/Edit Coupons" screen when completing your order.
By Phone: Mention the 16-digit coupon code above when placing your order by phone (1-800-333-3330) or fax (1-800-333-3199).
In Store: Give your Reward to the cashier before your purchase is totaled. To find a store near you, call 1-800-STAPLES or go to staples-locator.com.
Cashier Instructions: Select Staples Coupons (F4), scan or key in coupon code and press Enter.

Staples Rewards cannot be redeemed for or applied against cash, taxes, credit remittance, delivery charges, custom printing orders placed online, promotional products, any purchases made on print.staples.com, documents.staples.com, staplespromotionalproducts.com, staplescustomprinting.bidsource.com, appcenter.staples.com, gift cards, prepaid phone cards, postage stamps, prior purchases, Staples Industrial(sm) purchases, purchases made on staplesmobile.com, or purchases on third-party Web sites. Purchases eligible for Rewards is the amount paid at checkout after application of all promotions, coupons and Rewards redemptions. Purchases made pursuant to a contract with Staples Contract & Commercial, Inc., are not eligible for the Staples Rewards Program. The sale, barter or transfer of Rewards, except by Staples, is expressly prohibited. Abuse of the Staples Rewards program, including violation of program policies, or other improper conduct as determined by Staples, may result in legal action, cancellation of member's account, exclusion from the program, forfeiture of all Rewards accrued, and liability for past Rewards redeemed. If Reward is not redeemed in full on in-store purchase, a one-time-only coupon with the expiration date of the original Reward will be printed for any remaining balances of \$1.00 or more. No balance coupon will be given on online or phone orders. Balance coupon may be used for future store, online or phone purchases. Expired Rewards cannot be reissued. Staples reserves the right to change the Rewards program at any time without notice.

rewards platinum

5% in rewards back on everything
except postage, phone/gift cards & savings passes.

Free shipping every day
Over-size and Add-on Items excluded.

20% off Copy & Print

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Exhibit 4
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You are signed in.
YOUR ACCOUNT


0

rewards
PREMIER PLATINUM

Value: \$135.00

Earned From 04/01/2015 to 04/30/2015

Expires: 06/30/2015



Rewards Number: 1552989806
 DIANA BROCKMAN
 SDPBC AFTERSCHOOL PROGRAMMING
 2640 STARWOOD CIRCLE
 WEST PALM BEACH , FL 33406

Coupon Code: 5908244089704460

Redemption Instructions:
 At Staples.com: Enter the 16-digit coupon code above on the "Add/Edit Coupons" screen when completing your order.
 By Phone: Mention the 16-digit coupon code above when placing your order by phone (1-800-333-3330) or fax (1-800-333-3199).
 In Store: Give your Reward to the cashier before your purchase is totaled. To find a store near you, call 1-800-STAPLES or go to staples-locator.com.
 Cashier instructions: Select Staples Coupons (F4), scan or key in coupon code and press Enter.

Staples Rewards cannot be redeemed for or applied against cash, taxes, credit remittance, delivery charges, custom printing orders placed online, promotional products, any purchases made on print.staples.com, documents.staples.com, staplespromotionalproducts.com, laplescustmprinting.blobsource.com, appcenter.staples.com, gift cards, prepaid phone cards, postage stamps, prior purchases, Staples Industrial(sm) purchases, purchases made on staplesmobile.com, or purchases on third-party Web sites. Purchases eligible for Rewards is the amount paid at checkout after application of all promotions, coupons and Rewards redemptions. Purchases made pursuant to a contract with Staples Contract & Commercial, Inc. are not eligible for the Staples Rewards Program. The sale, barter or transfer of Rewards, except by Staples, is expressly prohibited. Abuse of the Staples Rewards program, including violation of program policies, or other improper conduct as determined by Staples, may result in legal action, cancellation of member's account, exclusion from the program, forfeiture of all Rewards accrued, and liability for past Rewards redeemed. If Reward is not redeemed in full on in-store purchase, a one-time-only coupon with the expiration date of the original Reward will be printed for any remaining balances of \$1.00 or more. No balance coupon will be given on online or phone orders. Balance coupon may be used for future store, online or phone purchases. Expired Rewards cannot be reissued. Staples reserves the right to change the Rewards program at any time without notice.

rewards PREMIER PLATINUM

5% back on everything

Free shipping every day

20% off Copy & Print

excludes digital photos, gift cards, & some classes

oversize and add-on items excluded

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 Site Map | Privacy Policy | Ad Choices


Exhibit 4
 pg 2/8



You are signed in.
YOUR ACCOUNT

0

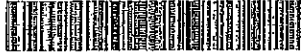
Your Rewards



Value: \$100.00

Earned From 04/01/2015 to 04/30/2015

Expires: 06/30/2015



Coupon Code: 8579670496334734

Rewards Number: 1552989806
DIANA BROCKMAN
SDPBC AFTERSCHOOL PROGRAMMING
2640 STARWOOD CIRCLE
WEST PALM BEACH , FL 33406

Redemption Instructions:

At Staples.com: Enter the 16-digit coupon code above on the "Add/Edit Coupons" screen when completing your order.

By Phone: Mention the 16-digit coupon code above when placing your order by phone (1-800-333-3330) or fax (1-800-333-3199).

In Store: Give your Reward to the cashier before your purchase is totaled. To find a store near you, call 1-800-STAPLES or go to staples-locator.com.

Cashier Instructions: Select Staples Coupons (F4), scan or key in coupon code and press Enter.

Staples Rewards cannot be redeemed for or applied against cash, taxes, credit remittance, delivery charges, custom printing orders placed online, promotional products, any purchases made on print.staples.com, documents.staples.com, staplespromotionalproducts.com, staplescustomprinting.blobsource.com, appcenter.staples.com, gift cards, prepaid phone cards, postage stamps, prior purchases, Staples Industrial (SRI) purchases, purchases made on staplesmobile.com, or purchases on third-party Web sites. Purchases eligible for Rewards is the amount paid at checkout after application of all promotions, coupons and Rewards redemptions. Purchases made pursuant to a contract with Staples Contract & Commercial, Inc. are not eligible for the Staples Rewards Program. The sale, barter or transfer of Rewards, except by Staples, is expressly prohibited. Abuse of the Staples Rewards program, including violation of program policies, or other improper conduct as determined by Staples, may result in legal action, cancellation of member's account, exclusion from the program, forfeiture of all Rewards accrued, and liability for past Rewards redeemed. If Reward is not redeemed in full on in-store purchase, a one-time-only coupon with the expiration date of the original Reward will be printed for any remaining balances of \$1.00 or more. No balance coupon will be given on online or phone orders. Balance coupon may be used for future store, online or phone purchases. Expired Rewards cannot be reissued. Staples reserves the right to change the Rewards program at any time without notice.

Exhibit 4
PG 3/8



rewards

PREMIER PLATINUM

Value: \$135.00

Earned From 04/01/2016 to 04/30/2016

Expires: 06/30/2016

Rewards Number: 1552989806
DIANA BROCKMAN
SDPBC AFTERSCHOOL PROGRAMMING
2640 STARWOOD CIRCLE
WEST PALM BEACH, FL 33406



Coupon Code: 6908244089704460

Redemption Instructions:

At Staples.com ®: Enter the 16-digit coupon code above on the "Add/Edit Coupons" screen when completing your order.

By Phone: Mention the 16-digit coupon code above when placing your order by phone (1-800-333-3330) or fax (1-800-333-3199).

In Store: Give your Reward to the cashier before your purchase is totaled. To find a store near you, call 1-800-STAPLES or go to staples-locator.com.

Cashier Instructions: Select Staples Coupons (F4), scan or key in coupon code and press Enter.

Staples Rewards cannot be redeemed for or applied against cash, taxes, credit remittance, delivery charges, custom printing orders placed online, promotional products, any purchases made on print.staples.com, documents.staples.com, staplespromotionalproducts.com, staplescustomprinting.blobsource.com, appcenter.staples.com, gift cards, prepaid phone cards, postage stamps, prior purchases, Staples Indus(risk/sm) purchases, purchases made on staplsmobile.com, or purchases on third-party Web sites. Purchases eligible for Rewards is the amount paid at checkout after application of all promotions, coupons and Rewards redemptions. Purchases made pursuant to a contract with Staples Contract & Commercial, Inc. are not eligible for the Staples Rewards Program. The sale, barter or transfer of Rewards, except by Staples, is expressly prohibited. Abuse of the Staples Rewards program, including violation of program policies, or other improper conduct as determined by Staples, may result in legal action, cancellation of member's account, exclusion from the program, forfeiture of all Rewards accrued, and liability for past Rewards redeemed. If Reward is not redeemed in full on in-store purchase, a one-time-only coupon with the expiration date of the original Reward will be printed for any remaining balances of \$1.00 or more. No balance coupon will be given on online or phone orders. Balance coupon may be used for future store, online or phone purchases. Expired Rewards cannot be reissued. Staples reserves the right to change the Rewards program at any time without notice.

Exhibit 4
Pg 4/8



rewards
PREMIER PLATINUM

Value: \$50.00

Earned From 06/01/2015 to 06/31/2015

Expires: 07/31/2015

Rewards Number: 1552989806
DIANA BROCKMAN
SDPBC AFTERSCHOOL PROGRAMMING
2640 STARWOOD CIRCLE
WEST PALM BEACH, FL 33406



Coupon Code: 4833905059831276

Redemption Instructions:

At Staples.com®: Enter the 16-digit coupon code above on the "Add/Edit Coupons" screen when completing your order.

By Phone: Mention the 16-digit coupon code above when placing your order by phone (1-800-333-3330) or fax (1-800-333-3199).

In Store: Give your Reward to the cashier before your purchase is totaled. To find a store near you, call 1-800-STAPLES or go to staples-locator.com.

Cashier Instructions: Select Staples Coupons (F4), scan or key in coupon code and press Enter.

Staples Rewards cannot be redeemed for or applied against cash, taxes, credit remittance, delivery charges, custom printing orders placed online, promotional products, any purchases made on print.staples.com, documents.staples.com, staplespromotionalproducts.com, staplescustomprinting.bitobsource.com, appcenter.staples.com, gift cards, prepaid phone cards, postage stamps, prior purchases, Staples Industrial(sm) purchases, purchases made on staplesmobile.com, or purchases on third-party Web sites. Purchases eligible for Rewards is the amount paid at checkout after application of all promotions, coupons and Rewards redemptions. Purchases made pursuant to a contract with Staples Contract & Commercial, Inc., are not eligible for the Staples Rewards Program. The sale, barter or transfer of Rewards, except by Staples, is expressly prohibited. Abuse of the Staples Rewards program, including violation of program policies, or other improper conduct as determined by Staples, may result in legal action, cancellation of member's account, exclusion from the program, forfeiture of all Rewards accrued, and liability for past Rewards redeemed. If Reward is not redeemed in full on in-store purchase, a one-time-only coupon with the expiration date of the original Reward will be printed for any remaining balances of \$1.00 or more. No balance coupon will be given on online or phone orders. Balance coupon may be used for future store, online or phone purchases. Expired Rewards cannot be reissued. Staples reserves the right to change the Rewards program at any time without notice.

Exhibit 4
PG 5/8



rewards

PREMIER PLATINUM

Value: \$45.00

Earned From 06/01/2015 to 05/31/2015

Expires: 07/31/2015

Rewards Number: 1552989806
DIANA BROCKMAN
SDPBC AFTERSCHOOL PROGRAMMING
2640 STARWOOD CIRCLE
WEST PALM BEACH, FL 33406



Coupon Code: 7229002429986785

Redemption Instructions:

At Staples.com®: Enter the 16-digit coupon code above on the "Add/Edit Coupons" screen when completing your order.

By Phone: Mention the 16-digit coupon code above when placing your order by phone (1-800-333-3330) or fax (1-800-333-3199).

In Store: Give your Reward to the cashier before your purchase is totaled. To find a store near you, call 1-800-STAPLES or go to staples-locator.com.

Cashier Instructions: Select Staples Coupons (F4), scan or key in coupon code and press Enter.

Staples Rewards cannot be redeemed for or applied against cash, taxes, credit remittance, delivery charges, custom printing orders placed online, promotional products, any purchases made on print.staples.com, documents.staples.com, staplespromotionproducts.com, staplescustomprinting.blobsource.com, appcenter.staples.com, gift cards, prepaid phone cards, postage stamps, prior purchases, Staples Industrial(sm) purchases, purchases made on staplesmobile.com, or purchases on third-party Web sites. Purchases eligible for Rewards is the amount paid at checkout after application of all promotions, coupons and Rewards redemptions. Purchases made pursuant to a contract with Staples Contract & Commercial, Inc., are not eligible for the Staples Rewards Program. The sale, barter or transfer of Rewards, except by Staples, is expressly prohibited. Abuse of the Staples Rewards program, including violation of program policies, or other improper conduct as determined by Staples, may result in legal action, cancellation of member's account, exclusion from the program, forfeiture of all Rewards accrued, and liability for past Rewards redeemed. If Reward is not redeemed in full on in-store purchase, a one-time-only coupon with the expiration date of the original Reward will be printed for any remaining balances of \$1.00 or more. No balance coupon will be given on online or phone orders. Balance coupon may be used for future store, online or phone purchases. Expired Rewards cannot be reissued. Staples reserves the right to change the Rewards program at any time without notice.

Exhibit 4
Per 6/8



Hi, 21st CCLC Grant Office
YOUR ACCOUNT

25

Staples Rewards

rewards platinum

5% back in rewards on everything
except postage, phone/gift cards & savings passes

Free shipping every day
oversize and add-on items excluded

20% off Copy & Print

Print Card

Don't want to carry a card? No problem. Simply use your phone number to look up your account in store, enter your Rewards number in your Staples.com profile or mention your Rewards number when placing a phone order.

www.staples.com/rewards

rewards



Rewards # 2

Rewards Number: 2254759943
Diana Brockman

*Exhibit 4
Pg 7/8*



Property Appraiser

Gary R. Nikolic, CPA

Homestead Exemption

E-file

Location Address 2640 STARWOOD CIR
 Municipality UNINCORPORATED
 Parcel Control Number 00-43-44-08-27-000-0330
 Subdivision LAKE MANGO SHORES
 Official Records Book 18147 Page 1251
 Sale Date FEB-2005
 Legal Description LAKE MANGO SHORES LOT 33

Case # 15-302

Owners
 BROCKMAN COREY &
 BROCKMAN DIANA

Mailing address
 2640 STARWOOD CIR
 WEST PALM BEACH FL 33406 5196

Sales Date	Price	OR Book/Page	Sale Type	Owner
FEB-2005	\$270,000	18147 / 01251	WARRANTY DEED	BROCKMAN COREY &
MAR-1989	\$100	06022 / 00518	QUIT CLAIM	
JAN-1980	\$69,500	03287 / 01648	WARRANTY DEED	

Exemption Applicant/Owner	Year	Detail
BROCKMAN COREY &	2016	

Number of Units 1 *Total Square Feet 2134 Acres 0.17
 Use Code 0100 - SINGLE FAMILY Zoning RS - Single Family Residential (00-UNINCORPORATED)

Tax Year	2016	2015	2014
Improvement Value	\$121,426	\$100,691	\$95,351
Land Value	\$74,601	\$64,870	\$64,870
Total Market Value	\$196,027	\$165,561	\$160,221

All values are as of January 1st each year

Tax Year	2016	2015	2014
Assessed Value	\$125,500	\$124,628	\$123,639
Exemption Amount	\$50,000	\$50,000	\$50,000
Taxable Value	\$75,500	\$74,628	\$73,639

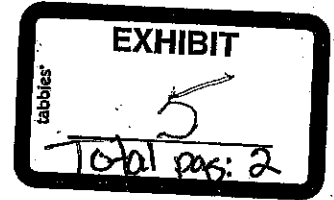
Tax Year	2016	2015	2014
Ad Valorem	\$1,534	\$1,575	\$1,574
Non Ad Valorem	\$387	\$383	\$386
Total tax	\$1,921	\$1,958	\$1,960

Exhibit 4
PG 8/8



HI, 21st CCLC Grant Office
YOUR ACCOUNT

25



Staples Rewards Main Account Profile

Staples Rewards

rewards platinum

5% in rewards back on everything
except postage, phone gift cards & savings passes

Free shipping every day
Oversize and Add-on Items excluded.

20% off Copy & Print

Rewards /

The information be account.

Update Contact Information

Note: Updates to your Staples Rewards account do not affect your Staples.com account.

y. Visit your Staples.com profile to update additional settings related to your Staples.com

CONTACT

Rewards Number

Reward Number 1552989806

CYNTHIA GEORGE
SDPBC AFTER-
2640 STARWOOD
WEST PALM BEACH

First Name Diana
Last Name Brockman
Company Name SDPBC AFTERSCHOOL PR
Address Line 1 2640 STARWOOD CIRCLE U.S.
addresses only

cynthia.george@
(561) 357-1861

Address Line 2
City WEST PALM BEACH
State FL - FLORIDA
Zip Code 33406 Last 4 digits

Update Contact

STORE PURCHASES

Yes, I would like my rewards statements delivered via email to:
cynthia.george@palmbeachschools.org

of zip code are optional
Email Address
diana.brockman@palmbeachschools.org

Edit Email / No, thank you

Re-Enter Email Address
diana.brockman@palmbeachschools.org
Phone Number 561 357 1861 Ext

STATEMENT DELIVERY

would like my rewards statements delivered via email to:
cynthia.george@palmbeachschools.org

would like my rewards statements delivered via postal mail to:
2640 STARWOOD CIRCLE
WEST PALM BEACH, FLORIDA 33406

Postal Address

ADDITIONAL CARDHOLDER

Diana Brockman
Rewards Number: 2254759943
Edit | Unlink | Print Card

Add Cardholder

**Information Provided by Dr. Cynthia George*

*Exhibit 5
Pg 1/2*

Exhibit 5
CONT.



Hi, 21st CCLC Grant Office
YOUR ACCOUNT

25

Staples Rewards Main Account Profile

Staples Rewards

rewards platinum

5% in rewards back on everything
except postage, phone/gift cards & savings passes

Free shipping every day
Oversize and Add-on items excluded

20% Copy off & Print

Rewards Account Profile

The information below is regarding your Staples Rewards Account only. Visit your Staples.com profile to update additional settings related to your Staples.com account.

CONTACT INFORMATION

Rewards Number: 1552389806

CYNTHIA GEORGE
SDPBC AFTERSCHOOL PROGRAMMING
2640 STARWOOD CIRCLE
WEST PALM BEACH, FLORIDA 33406

cynthia.george@palmbeachschools.org
(561) 357-1861

[Update Contact Information](#)

STATEMENT DELIVERY

I would like my rewards statements delivered via email to:
cynthia.george@palmbeachschools.org

Edit Email Address
 I would like my rewards statements delivered via postal mail to:
2640 STARWOOD CIRCLE
WEST PALM BEACH, FLORIDA 33406

[Edit Postal Address](#)

ADDITIONAL CARDHOLDER

Diana Brockman
Rewards Number: 2254759943
[Edit](#) | [Unlink](#) | [Print Card](#)

[Add Cardholder](#)

STORE PURCHASE RECEIPT DELIVERY

- Yes, I would like to receive all store purchase receipts via email:
cynthia.george@palmbeachschools.org
- Edit Email Address
- No, thank you. I do not wish to receive digital receipts for my store purchases

[UPDATE](#)

Exhibit 5
Pg. 2/2

ITEM	ITEM#	TRANSACTION#	MERCHANT	DATE	TOTAL COST	COUPON	NET COST	Receipt Y/N	Results From Site Visit 10/20/16	Location 21st CCLC, Manatee Elem.
1 Special order (2)	276188	10089878	Staples.com	1/25/2014	\$339.99	\$0.00	\$679.98	N	Unknown Item	
2 HP Officejet Prof 8100 Printer (6), initially 7, 1 returned	369450	220387	Staples	2/10/2014	\$1,049.93	\$349.86	\$700.07	N	Not Found	
3 Speakers (2 @ 24.88 ea)	P-card receipt	24226384074091003129471	Walmart	3/14/2014	\$49.76		\$49.76	Y	Found	Portable V1
4 Logitech Speakers Item#896998(4)	P-card receipt	24164074073105126248083	Staples Direct	3/14/2014	\$103.96	\$0.00	\$103.96	Y	Found 2 of the 4	Martin Barrow (V1) and Monica Gonzalez (another location)
5 Index Maker Bulk 5Tab Contemp (2 @ 109.99 ea)	612930	10090218	Staples.com	4/30/2014	\$219.98	\$0	\$219.98	Y	Found Items	Portable V2
6 Palm Beach Zoo	N/A	24431064158200888400109	PB Zoo	6/9/2014	\$100.00		\$100.00		Per Brockman, order done by Claudia Majja	located by Diana Brockman after site visit. Per email w/photo
7 Stadium Chair (1)	343954	10002999	Staples.com	6/30/2014	\$94.99	\$1.38	\$93.61	Y	Not Found	
8 Special Order (4)/Prod Unknown	276188	10073314	Staples.com	9/23/2014	\$155.99	\$9.80	\$614.16	N	Unknown Item	
9 Red Chopstick(2)	427189	10017075	Staples.com	10/15/2014	\$251.99	\$5.64	\$498.34	Y	Per Brockman, used for arts n crafts, actual item not found	
10 Thermos QLT Lunch Sack Bl/Pnk (1)	580496	148823	Staples, West Palm Bch	11/23/2014	\$2.00	\$2.00	\$0.00	N	Not Found	
11 Lunch Tote Set (1)	828760	10078845	Staples.com	2/3/2015	\$29.99	29.99	\$0.00	Y	Found	Portable V2
12 Punch Elec 3-Hole 28 Sheet (1)	440311	10036903	Staples.com	6/3/2015	\$164.99	2.41	\$162.58	N	Found	Portable V1
13 IMS Sculpt Comfort Mouse Win 7/8 (1)	187956	122772	Staples, West Palm Bch	6/23/2015	\$34.99	\$0.57	\$34.42	N	Not Found	
14 15 MP S30HDZ Slim Camera Pnk (5)	787154	10080440	Staples.com	6/24/2015	\$84.19	0.000	\$420.95	N	1 out of 5 Pink cameras found	Portable V1
15 Dell 20-inch LED Monitor (1)	1617945	10092304	Staples.com	6/30/2015	\$119.99	101.08	\$18.91	N	Found on Dr. George's desk	Portable V2
16 Logi M325 WirelessMse Celebrate (1)	180063	10047189	Staples.com	6/30/2015	\$29.99	\$27.13	\$2.86	N	Found	Portable V2
17 Logitech Wireless MK320 (2)	792257	10092304	Staples.com	6/30/2015	\$39.99	\$67.36	\$12.62	N	Not Found, but could be at a school site	Portable V2
					\$2,812.72	\$597.22	\$3,652.20			

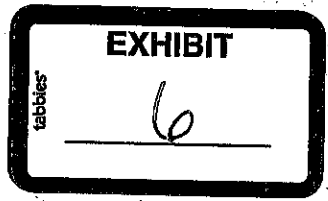


Exhibit 6

Winn-Dixie

EXHIBIT
7

www.winndixie.com

6 @ 2.99 GOYA LARGE LIMA BN 17.94 F
 3 @ 2.19 WD BABY LIMA BEANS 6.57 F
 21 @ 2.59 WD LARGE LIMA W/HM 54.39 F
 24 @ 2.19 WD LRG LIMA BEANS 52.56 F
 REWARD CUSTOMER *****5733
 RD Fuel Perks 50.00
 BO Fuel Perks 0.05
 RD Fuel Perks 50.00
 BO Fuel Perks 0.05
 RD Fuel Perks 50.00
 BO Fuel Perks 0.05
 TAX 0.00
 **** BALANCE 131.46
 *****6417
 Auth #: 084145 SEQ #: 37978
 VISA 131.46
 CHANGE 0.00
 TOTAL NUMBER OF ITEMS SOLD = 54
 01/22/15 01:10pm 397 3 127

Brookman

YOUR CASHIER TODAY WAS Leslie

YOU HAVE SAVED A TOTAL OF 51.12
 WITH YOUR CUSTOMER REWARD CARD

***** WD FUELPERKS *****

Fuelperks! Earned Today \$0.15
 Fuelperks! Total per Gal \$0.20

Sales Toward Next fuelperks! \$12.04

(16)

YOU COULD WIN \$450!

Your feedback is important to us
 Complete a survey about your
 shopping visit within the next 3 days
 and enter for a chance to win \$450
 La encuesta esta disponible en español
 Go to www.winn-dixiesurvey.com
 and enter code
 012213 039701 270035

No purchase necessary for sweepstakes
 Must be 21 or older. Official rules
 link at www.winn-dixiesurvey.com
 Void where prohibited by law

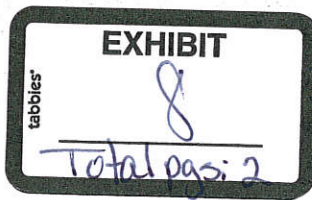


44150122039700300699124012700000
 DIRECTOR DANIEL GLENN
 STORE # 0397
 LAKE WORTH, FL
 PHONE # (561)966-2177
 PHARMACY (561)966-2180
 FTD FLORIST (800)852-9297

THANK YOU FOR SHOPPING WINN-DIXIE

Questions or Comments
 1-866-WINN-DIXIE (1-866-946-6349)

Contin... A HEALTHY ME



Office DEPOT OfficeMax

OFFICE DEPOT STORE# 71
260 NORTH CONGRESS AVE
BOYNTON BEACH, FL 33426
(561) 738-1300
Fax: (561) 733-4803

01/28/2015 14.5.3 9:37 AM
STR 71 REG3 TRN 6019 EHP 742518

SALE		
Product ID	Description	Total
977022	NT,SS,2x2,8PK,	7.59S
	Retail After Discounts	7.59
	Business Solutions Prc	3.54
	You Pay	3.54S
839878	CRD,4X6,AST,10	
	2 @ 3.19	6.38
	Retail After Discounts	6.38
	Business Solutions Prc	2.84
	You Pay	2.84S
839886	CRD,5X8,100PK,	
	2 @ 3.89	7.78
	Retail After Discounts	7.78
	Business Solutions Prc	4.34
	You Pay	4.34S
458914	BATTERY,AA,ALK	19.99 S
	Retail After Discounts	19.99
	Business Solutions Prc	20.890
	You Pay	19.99S
611497	MRKR,2 PACK,SI	3.99S
	Retail After Discounts	3.99
	Business Solutions Prc	3.51
	You Pay	3.51S
185771	PEN,RT,FINE,AS	4.99S
	Instant Savines	-1.99
	Retail After Discounts	3.00
	Business Solutions Prc	4.740
	You Pay	3.00S
542218	MRKR SHARPIE P	1.99 S
	Retail After Discounts	1.99

Exhibit 8

PG 1/2

	You Pay	7.99S
365340 LABEL, 5168, 400		
2 @ 42.99		85.98
Retail After Discounts		85.98
Business Solutions Prc		34.38
	You Pay	34.38S

Subtotal:	73.69
Total:	73.69
Visa 6417:	73.69

 Tax Exemption Number 30059517

Total Savings:
 \$65.10

WE WANT TO HEAR FROM YOU!

Participate in our online customer survey and receive a coupon for \$10 off your next qualifying purchase of \$50 or more on office supplies, furniture and more. (Excludes Technology, Limit 1 coupon per household/business.)

Visit www.officedepot.com/feedback and enter the survey code below.

Survey Code:

648N 0740 E4BA



22VT7GPPU65X8XCE8

Now one company. Now great savings. Office Depot, Inc., including its subsidiary OfficeMax Incorporated

TM

100% Satisfaction Guarantee

Exhibit 8
 PG 2/2

REDACTED



SCHOOL POLICE DEPARTMENT
PALM BEACH COUNTY, FL

INCIDENT # / REPORT #
17001119 / 1

OFFICER
MCCOY, K

RANK
DETECTIVE

REVIEW STATUS
APPROVED

Detective's Supplement

EXHIBIT
9
Total pgs: 12

INCIDENT #17001119 DATA

As Of 04/28/2017 15:03:27

BASIC INFORMATION

<u>CASE TITLE</u>	<u>LOCATION</u>	<u>APT/UNIT #</u>
ER	7001 CHARLESTON SHORES BLVD	
<u>DATE/TIME REPORTED</u>	<u>DATE/TIME OCCURRED</u>	
01/27/2017 10:43:31	08/14/2014 19:56 to 12/24/2014 12:44	

INCIDENT TYPE(S)/OFFENSE(S)
(812.014.3A)PETIT THEFT UNDER \$100

PERSONS

<u>ROLE</u>	<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>AGE</u>	<u>DOB</u>	<u>PHONE</u>
REPORTING PERSON	GEORGE, CYNTHIA	FEMALE	WHITE	62	08/30/1951	(HOME)
	ADDRESS: 6724 HATTERAS LAKE WORTH, FL					(CELL)
INVOLVED PARTY	MURRAY, RENEE	FEMALE	WHITE	53	12/11/1963	(HOME) 561-434-8000
	ADDRESS: 3330 FOREST HILL BLVD. WEST PALM BEACH, FL					(CELL)
INVOLVED PARTY	SWAN, JENNIFER	FEMALE	WHITE	32	07/12/1984	(HOME)
	ADDRESS: 40 HONORS WAY LYMAN, ME					(CELL)
INVOLVED PARTY	HILL, JENNY	FEMALE				(HOME)
	ADDRESS: NOVA SCOTIA,					(CELL)
INVOLVED PARTY	<Exempt 1>	FEMALE	BLACK			(HOME)
	ADDRESS: ,					(CELL)
INVOLVED PARTY	<Exempt 2>	FEMALE	BLACK			(HOME)
	ADDRESS:					(CELL)

Exhibit 9
Pg 1/12

REDACTED

INVOLVED PARTY SCHENKER, LINDA FEMALE (HOME)
ADDRESS: (CELL)
VICTIM PALM BEACH SCHOOL DISTRICT
ADDRESS :

OFFENDERS

<u>STATUS</u>	<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>AGE</u>	<u>DOB</u>	<u>PHONE</u>
SUSPECT	BROCKMAN, DIANA	FEMALE	WHITE	37	05/03/1977	(HOME)
ADDRESS: 2640 STARWOOD CIR WEST PALM BEACH, FL						(CELL)

[NO VEHICLES]

PROPERTY

<u>CLASS</u>	<u>DESCRIPTION</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SERIAL #</u>	<u>VALUE</u>
	CURRENCY/NOTES ETC				189

OFFICER REPORT: 1700119 - 1 / MCCOY, K (853)

<u>DATE/TIME OF REPORT</u>	<u>TYPE OF REPORT</u>	<u>REVIEW STATUS</u>
01/27/2017 10:50:07	INVESTIGATIONS	APPROVED

NARRATIVE

On 1/26/2017, I received the Inspector General's Investigative File concerning possible theft/fraudulent activity involving purchases made for the 21st Century Community Learning Centers Grant Program. Dr. Cynthia George, Program Director for the 21st Century Community Learning Center Federal Grant Program, advised <Exempt 2> she was concerned that Instructional Specialist Diana Brockman was making personal purchase using funds intended for the Grant program. Dr. George's main concern was based on a review of items purchased at Staples. Dr. George advised food items and other items were being purchased in small quantities and the items purchased were not approved by her. Dr. George advised certain items were paid for by funds intended for the Grant Program. Payment for these suspected personal purchases was made by using rewards coupons awarded to the Grant Program by Staples based on prior purchases. The rewards coupons have a cash value and can be used to reduce the cost of future purchases.

On 2/7/2017, I met with Dr. Cynthia George at her residence. Dr. George is the Program Administrator for the 21st Century Community Learning Centers (CCLC) Federal Grant for Afterschool Programs. Dr. George advised the rewards program account with Staples was initiated by her for this Federal Grant Program in the Fall of 2012. Dr. George was listed as the contact person for the account and she was to receive all store purchase receipts via e-mail for all purchases made at Staples. Dr. George stated in July of 2015, she attempted to enter the Staples account online and learned that her login and password did not work. Dr. George contacted a Staples representative and learned the account had been updated on 1/23/2014. The account contact person

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was now listed as Diana Brockman, Instructional Specialist for the Afterschool Program. Dr. George stated she was unaware the account contact person had been changed to Ms. Brockman. Dr. George stated she also learned, from the Staples representative, that the rewards statement (coupons) were to be sent to Ms. Brockman's personal residence as documented on the Staples contact information record when the contact person information was changed.

Dr. George explained that merchandise was purchased from Staples for this Grant Program. Participation in the rewards program results in 5% of expenditures being rewarded back to the program to be used to reduce the cost of future purchases. Dr. George advised the rewards statement should not have been mailed to Ms. Brockman's personal residence. Dr. George stated Ms. Brockman had a School District Purchasing Card assigned to her in order to purchase items, approved by Dr. George, for the program. Dr. George stated she never gave Ms. Brockman permission to change the contact information or have the rewards statements (coupons) mailed to Ms. Brockman's residence. When Dr. George set up the rewards account with Staples she elected to have the rewards coupons (statements) sent to her e-mail address. Dr. George explained she would be notified by e-mail from Staples of the amount of the reward coupon and would also be notified if the reward coupon was about to expire. Dr. George provided me with an example of this procedure dated 2/09/2017. This document is included in this report.

Dr. George investigated this issue and obtained a spread sheet of items purchased from Staples for 2014 and 2015. Dr. George discovered that items being purchased with Ms. Brockman's District Issued purchasing card for this program appeared to be for personal consumption due to the fact that certain items were being purchased in small quantities. Dr. George also discovered that a debit card and Visa cards, not assigned to the Grant Program, were also being used to purchase items under the Grant Rewards Program status. Dr. George advised Ms. Brockman was authorized to order items or purchase items that Dr. George approved and used the School District Visa Purchasing Card to pay for these items. Dr. George advised she discovered that receipts for some purchases were not being turned in as the Grant Program requires. Dr. George stated she obtained a duplicate receipt from Staples dated 2/10/2014. Dr. George stated this receipt documented the purchase of seven HP Office Jet Pro 8 printers. Each of the printers listed on the receipt show an instant saving of \$50.00 for each printer. The documentation list this \$50.00 savings under the term Instant Savings #34034. Each printer normally sold for \$149.99 but was reduced to \$99.99 after the in store "Instant Savings" was applied. The receipt for this purchase shows these items were purchased under the Afterschool Program Grant Rewards account #1552989806 and documented that this account was classified as tax exempt. Dr. George noticed the Visa card number used to pay the \$699.93 cost was not a Visa account assigned to her program. The Visa account used to pay for the printers ended in 9509. I spoke with Purchasing Card Administrator, Renee Murray and she advised the last four numbers of 9509 do not match the School District Visa purchasing cards assigned to the Afterschool Department. Dr. George had contacted the School District Inspector General's Office initially to advise them of this issue on September 9th 2015.

On October 20th 2016, <Exempt 1> and <Exempt 2>, conducted a site inspection at the 21st CCLC Administrative Office, located at 7001 Charleston Shores Blvd, Lake Worth Florida 33467 (Manatee Elementary campus). The six HP Office

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jet printers (one had been returned) were not located. Prior to this site inspection, Dr. George sent an e-mail to the site coordinators asking if anyone had a color printer. Dr. George stated she received replies stating they did not have HP printers. I contacted Ms. Murray again and asked if anyone in the School District had a District Visa purchasing card ending in 9509. Ms. Murray advised a Visa School District purchasing card, ending in 9509, was assigned to teacher Kenny Pancake. Mr. Pancake is assigned to Wynnbrook Elementary School. Mr. Pancake has had this School District Visa purchasing card since 8/20/2012. Ms. Murray obtained a record of purchases on this Visa card and it was determined that Mr. Pancake purchased seven HP printers from Staples on 2/10/2014 and also returned one of the printers on the same day. The receipt attached to his purchasing card statement matched the receipt Dr. George received from Staples. Mr. Pancake's receipt has a notation the purchase was made under rewards account #1552989806, which is the Staples Rewards Program account number assigned the Dr. George's Afterschool grant program. The School District Consumer's Certificate of Exemption number is a completely different number. The printers were a legitimate purchase but for some reason was assigned to the Grant Rewards account number. This purchase was made at the Staples store located at 2029 Okeechobee Blvd., West Palm Beach Florida 33409. This is the same store where purchases were made for the Afterschool Grant program. I spoke with Jenny Hill who is the account manager for the rewards program that the Grant Program belongs to. Ms. Hill could not give me a definitive answer as to why the Grant Rewards account number was assigned to the purchase of the printers, but it was possibly done when the clerk rang the order up on a District purchasing card and saw the School District belonged to a rewards program and assigned the rewards account number to the purchase by Mr. Pancake.

It was documented on the spread sheet that certain purchases were made from 12/22/2014 through 12/24/14, during the winter break. The items purchased were in small quantities. Items include two cans of potato chips, three bags of popcorn, Coffeemate creamer, two twelve packs of raspberry tea, eight fiber one bars, one lemon Fuze tea etc. A professional blender was also purchased as well as a \$25.00 Home Depot gift card. The blender was priced at \$139.99. Dr. George stated she never saw a blender in the office and advised this item should not have been purchased with funds associated with the Grant program. This issue will be addressed later in this report.

Dr. George received documents from the Staples representative that includes the date the account contact information was changed to Ms. Brockman's name and directing Staples to send the rewards coupons to her private residence located at 2640 Starwood Circle, West Palm Beach, Florida 33406. The rewards coupons sent to Ms. Brockman's residence include the rewards coupons used to pay for the items purchased on 12/24/2014. Staples also provided Dr. George with a list of rewards coupon numbers that had been sent to this address. These coupons include six coupons that had not been used. Dr. George requested that these coupons be cancelled and re-issued. Dr. George provided me with copies of duplicate receipts she obtained from Staples as well as the list of rewards coupon numbers sent to Ms. Brockman's residence. Dr. George advised the original receipts for these Staples purchases were never turned in as required by the Grant.

I have reviewed the documents obtained from Dr. George and discovered the following:

Dr. George advised she was in possession of a duplicate receipt for a HP901 XL black ink cartridge for a HP printer. The date of this sale was 3/14/2015.

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The ink cartridge purchased was priced at \$39.99. The receipt documents a \$2.00 coupon #9467911200927742 was used for this purchase to lower the price to \$37.99. The receipt documents a cash card, valued at \$34.07 was redeemed toward this purchase lowering the cost of the cartridge to \$3.92. Cash was used in the amount of \$4.02 to pay toward the \$3.92 balance and \$.11 was given as change. The \$2.00 coupon # 9467911200927742 used in this transaction was one of the Grant Program coupons sent to Ms. Brockman's residence by Staples as requested on the updated rewards account document. The fact that cash was used to pay the difference could indicate this was possibly a personal purchase otherwise a District purchasing card should have been used to pay the difference.

Dr. George provided a receipt from Staples dated 6/25/2014. Dr. George stated she never approved the items purchased on this date. The items include the purchase of a \$149.99 Keurig K65 coffee brewer as well as a supply of coffee and two bags of candy. Two Grant Staple Reward Coupons, #9746015224255578 valued at \$100.00 and coupon #5657569791057580 valued at \$159.50 were used to cover the cost of the items purchased. These two rewards coupons were on the list of reward coupons sent to Ms. Brockman's private residence. This coffee brewer was observed in an office when <Exempt 1> and <Exempt 2> did their site inspection on October 20th 2016. Dr. George stated this purchase should not have been made with grant funds or reward coupons nor should the coffee K-cups to use with this brewer. This issue concerning this purchase would be an administrative issue and not a criminal issue.

Dr. George provide me with a duplicate Staples receipt for a purchase made at the Staples store located at 2029 Okeechobee Blvd. location. The date of the purchase was 8/14/2014 at 1956 hours. It was noted that the items purchased were heavy duty binders, a case of multi-use paper, notebooks, pencils, some cleaning supplies, Kleenex facial tissue, a box of bugles snacks, wet one wipes and pocket folders. These items were not purchased in bulk but rather are single item purchases. The Staples reward number for the Grant account appears on the register receipt. Additionally, an in store discount of 20% was deducted from this purchase as well as a \$70.52 deduction due to the Grant reward coupon #5089955422945996 being used to offset the cost of the purchased items. This rewards coupon was valued at \$115.50 and was due to expire on 8/30/2014. This rewards coupon had been mailed to Ms. Brockman's residence according to what Dr. George stated she was told by a Staples representative when she discovered the account name changed to Ms. Brockman's name as the contact person. Upon reviewing the register receipt a certain amount was deducted from each item purchased by using the grant rewards coupon. The total dollars saved on this purchase by using the Grant rewards card was \$70.52. The purchase was further reduced by using an in store 20% off coupon. The balance due for this purchase, after the Grant reward coupon and the in store coupon was debited was \$11.69 plus \$.66 non tax totaling \$12.35. The duplicate store receipt documents a personal debit card ending in #3951 was used to pay this balance instead of the District purchasing card. The purchasing card assigned to the Grant program should have been used to pay the balance if this were a Grant purchase. If the purchase was a personal purchase the Grant rewards coupons should not have been used.

Dr. George produced a duplicate receipt dated 11/18/2014. Dr. George reviewed this receipt and questioned several items purchased that were discounted by using the grant rewards coupons. Two cutting board gift sets were purchased. The original price of this item was \$19.99 each. Two grant rewards coupons, # 6595431165324836 and #2109385103963345 were debited \$7.81 and \$12.18 respectively which offset the cost of the cutting board gift sets.

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Dr. George also advised single purchases of a paper airplane building kit, juggling for beginners kit, an origami kit, a make a puppet kit and a paper airplane kit was also purchased. The price of these items was also offset by using the grant reward coupons ending in 4836 and 3345. Dr. George stated the candy purchased with this order was a legitimate purchase. The rewards account number 1552989806 was used for this purchase. The balance for this purchase was zero due to the rewards coupons being used. These rewards coupons had been sent to Ms. Brockman's residence. Dr. George advised the additional purchase of the three types of coffee, the single purchase of planter's peanuts and one pencil box and one teen vogue tin box containing binder clips should not have been paid for with Grant funds. Dr. George advised the single item purchases could possibly be personal purchases.

Dr. George reviewed register receipt dated 12/22/2014. Three Deskeez lap desks were purchased. The full price of these items was \$9.00 each. The receipt documents the price of these items was offset by the use of Grant rewards coupons # 3370655419036048 and # 9040555482919871. The total of the Grant rewards coupons used equaled the total cost of these three items. Both of these rewards coupons were due to expire on 12/31/2014. Dr. George advised these items should not have been purchased with Grant funds. The rewards coupons used were the coupons mailed to Ms. Brockman's house by Staples.

Dr. George also questioned purchases made at Staples on Christmas Eve, 12/24/2014, when school was closed for Winter Break. Dr. George produced a duplicate register receipt she received from Staples. The items purchased include a professional blender that retailed for \$139.99. The cost of this item was offset using an in store coupon # 58528 in the amount of \$21.00. The price was further reduced by the use of the Grant rewards coupons # 9280255486565932 and #353145502952490 for a total of \$118.13. The balance for the blender was \$.86 after the grant reward and in store coupons were used. Dr. George questioned the purchase of single items of potato chips, one energy drink, two 12 packs of Nestea drinks, one case of water, one lemon Fuze drink and single purchases of popcorn and candy. Dr. George stated a \$25.00 Home Depot gift card was also purchased with this order. Dr. George stated these items should not have been purchased and paid for with the Grant rewards coupons and believes the items appear to be personal purchases. The register receipt documents \$97.00 was used from Grant rewards coupon # 9280255486565932 and \$98.75 was used from Grant rewards coupon #353145502952490. An in store coupon valued at \$34.79 was also applied to the purchase. Two cash cards were redeemed that totaled \$19.61 and applied toward the balance of this purchase. The balance of these purchases after the Grant rewards coupons and store coupons and cash cards were redeemed was \$6.89. A cash payment of \$10.00 was made and \$3.11 change was returned. The fact that cash was used to pay the balance could be an indication the items were personal purchases. A District Purchasing Card could have been used if these items were a school or school program purchase. The Grant Staples coupons used for this purchase were included with the other Staples Grant rewards coupons sent to Ms. Brockman's residence by Staples.

Dr. George reviewed a spreadsheet she obtained from Staples documenting purchases made at Staples during 2015 under the Grant rewards card #1552989806. Dr. George presented a duplicate receipt she received from Staples dated 7/30/2015. The receipt documents the purchase of six Master Card gift cards valued at \$25.00 each plus a \$3.95 activation fee for each card. The receipt also documents the purchase of four boxes of certificates of recognition at \$5.49 each. I checked the Staples website and the only certificates I found at this price was for a box of 30 certificates. The

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total purchase for this transaction was \$195.66. The rewards account number for the grant program was documented on the receipt. The total was paid by a Visa card ending in 4645. I checked with Renee Murray, School District Purchasing Card Administrator reference this Visa card number. Ms. Murray stated this card is not a purchasing card for the Afterschool program. A further check by Ms. Murray revealed that the Visa card ending in 4645 is assigned to teacher Katina Thomas who is assigned to Galaxy Elementary School located in Boynton Beach Florida. A check of Ms. Thomas's purchases revealed she purchased the gift cards and certificates at the Staples store located in Boynton Beach. This Visa purchasing card was assigned to Ms. Thomas on 4/25/2012 until 12/13/2016 when it was replaced with a different card. Ms. Murray advised she contacted Ms. Thomas who advised the gift cards were for students who completed the summer reading program. Ms. Murray advised Ms. Thomas to complete the appropriate documentation that includes the names of the students receiving the gift certificates, the certificates of recognition were for the same program. This is the same issue that was discovered with the purchase of the printers. It would appear that there was an issue with the Staples system that documented these purchases under the Grant Rewards Program account number, when in fact, these purchases were made by individuals not involved with the Grant Program.

Dr. George provided another receipt dated 10/27/2015 at 17:16 hours. The purchase was for a Logi Wireless Pres. I attempted to locate this item by model number but did not locate it on the Staples website. The original price of this item was \$49.99 but was reduced to \$44.99 due to an in store five dollar coupon being redeemed. The item was paid for by a debit card ending in 3229. This was possibly a personal purchase as the debit card is not assigned to this program. This purchase was made at the Boynton Beach, Florida location. Dr. George provided another receipt dated 10/27/2015. This receipt is for the return of this item purchased on 10/16/2015. The amount of purchase was credited to the same debit card ending in 3229. Reward coupons from the grant program were not used for this purchase. This is the only other purchase made at the Boynton location.

On 2/01/2017, I contacted Jenny Hill who is the Staples Account Manager for the 21st Century Community Learning Center Grant that Dr. George manages for the School District of Palm Beach County. Ms. Hill confirmed that this account was updated on 01/23/2014 by having Diana Brockman listed as the contact person for the rewards program. Ms. Hill also confirmed that the update also included instructions to have the rewards statements (coupons) sent by mail to Ms. Brockman's personal residence. Ms. Hill also confirmed she provided Dr. George with the list of rewards coupons that were subsequently sent to Ms. Brockman's residence. The rewards account profile documents Diana Brockman as an additional cardholder under rewards number 2254759943 with a comment to add this cardholder to the account. Ms. Hill advised she did not know why Ms. Brockman was given a separate rewards number but advised that if purchases were made using this rewards card number it would automatically link back to the Grant rewards number 1552989806 tax exempt account. Ms. Hill also confirmed Ms. Brockman's reward number was unlinked from the Grant account on 07/02/2015 after Dr. George contacted Staples when she could not log into the account. Ms. Hill advised the rewards card number issued to Ms. Brockman is inactive and has been since it was unlinked from the main Grant rewards account. Ms. Hill advised there was very little activity on this rewards card when it was active. Ms. Hill advised she cannot retrieve any purchase information (receipts) for this card number as their system cannot retrieve this information after two years has past. This is also true for receipts for purchases under the main rewards card number

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1552989806. I asked Ms. Hill if cash cards were used to reduce the cost of an item could the identity of the person who received the cash card be determined through the cash card identification number. Ms. Hill stated they could not. Ms. Hill advised cash cards could be issued for returned merchandise but it could not be linked to the particular purchase being returned or identify the individual who received the cash card.

There was a concern documented in the preliminary investigation report by <Exempt 2> concerning purchases made at Winn Dixie and Office Depot that may involve reward program benefits. Dr. George presented a receipt from Winn Dixie dated 1/22/15. The receipt documents the purchase of \$131.46 worth of Lima beans. The District purchasing card assigned to Ms. Brockman was used to pay for this purchase. The receipt also documents a rewards account number ending in 5733. Additional documentation on the receipt indicates a fuel perks reward of fifteen cents (\$.15) was earned with this purchase. Dr. George advised this was a legitimate purchase for the Grant program but the program does not have a rewards program with Winn Dixie. I reviewed the District purchasing card assigned to Ms. Brockman for purchases made from 07/27/2013 through 6/27/2015. This purchase on 1/22/15 was the only purchase at Winn Dixie paid for with Ms. Brockman's District purchasing card. On 3/8/2017, I spoke with a customer representative for Winn Dixie (1-866-9466349). I was advised in order to receive the fuel perks reward, documented on this receipt, the customer must provide a phone number or present the rewards card to the cashier at the time of purchase.

The additional concern, mentioned in <Exempt 2>'s preliminary investigation, was the possibility that purchases at Office Depot were tied to a Rewards Program. I spoke with Ms. Murray from the School District Purchasing Department concerning this issue. Ms. Murray advised Office Depot does not offer a rewards program for the School District. The merchandise purchased for the District is discounted as it processed at the register unlike the Staples reward system where the discounts are obtained via store coupons and rewards coupons earned from prior purchases.

Dr. George also questioned purchases made by Instructional Specialist Diana Brockman and fellow Instructional Specialist Jennifer Swan from the Scholastic Book Club while working in the Department of Extended Learning that is funded by the Grant program. Ms. Swan has not worked for the School District since 2014. Dr. George's advised it was her understanding that only classroom teachers could order from Scholastic Reading Club and obtain bonus points which could be used to purchase items from the Scholastic catalog which should benefit the students in the teacher's classroom. I contacted Scholastic Reading Club at 1-800-2462986 and spoke with Holly from the Customer Support Division. I was advised that as long as an individual is an educator and the books are sent to the classroom they would be allowed to order from Scholastic and receive bonus points. I explained the assignments Ms. Brockman and Ms. Swan held and I was advised that they could order from Scholastic. Additionally, I spoke with Robin from Accounts Receivable at Scholastic Reading. Robin advised they could not retrieve the information on purchases made with the bonus points due to the length of time that has elapsed. Robin advised I could send an e-mail to readingclub@scholastic.com and inquire if this information could be retrieved by any other division within Scholastic. I sent an e-mail on 3/8/17 and 3/10/17 which is included in this case file. Dr. George advised she was aware that I-pads were purchased with Scholastic bonus points as well as ten Target gift cards at a cost of \$50.00 each. Dr. George could not advise of any other items purchased from Scholastic using bonus points.

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On 3/16/2017, I received a reply to the e-mail I sent requesting information reference the products that were purchased with bonus points by Ms. Brockman and Ms. Swan. Ms. Linda Schenker, Director of Customer Relations for Scholastic Reading Club, advised in her e-mail that the information concerning the items purchased with bonus points is not available due to the length of time that has passed since the order was placed. If this issue is a concern it should be addressed by the Grant Administration to ensure the use of the Scholastic bonus points are within policy. This e-mail is included in this case file.

On 4/3/2017, I spoke with Ms. Brockman via phone. I asked her if she could meet with me to discuss purchases made by her using the rewards coupons assigned to the Grant program. Ms. Brockman agreed to meet with me and did so on 4/4/2017. Ms. Brockman provided a voluntary sworn recorded statement in which she admitted to making personal purchases at Staples and used the rewards coupons belonging to the Grant Program to receive the price reduction benefit afforded by the use of the rewards coupon. Ms. Brockman also confirmed she was receiving the Staples reward program coupons, belonging to the Grant program, at her private residence. Ms. Brockman stated some coupons were lost or stolen in the past so it was decided to have the rewards coupons sent directly to her residence. Ms. Brockman stated Dr. George agreed with this. This conflicts with Dr. George's original statement to me. Dr. George stated she had no idea the contact information was changed to Ms. Brockman's name and had no idea the Staples coupons were being mailed to Ms. Brockman's house. I contacted Dr. George, on 4/5/17 and advised her of what I was told by Ms. Brockman. Dr. George vehemently denied having this conversation with Ms. Brockman. Dr. George stated again she learned about the contact information change and the fact that the rewards coupons were being sent to Ms. Brockman's house in July 2015, when she attempted to log on to the Staples website and access was denied. Dr. George contacted Staples and discovered the contact information had been changed to Ms. Brockman's name and the rewards coupons were being sent to Ms. Brockman's house. This led Dr. George to examine purchases listed above and eventually report her findings to the School District Inspector General's Office.

Ms. Brockman reviewed the register receipt for purchases made on 08/14/14 and identified merchandise that was for personal consumption and was discounted due to her using the Grant Program rewards coupon #5089955422945996. Ms. Brockman identified the individual item by placing the letter "P" next to the item indicating personal purchase. Ms. Brockman put a question mark next to merchandise, she was unsure if it was a personal purchase or an item she bought for the Grant Program. Ms. Brockman placed the letter "O" next to the item she advised she purchased for the office. The discount benefit Ms. Brockman received by using the Grant Rewards Coupon for her personal purchases was \$20.00. A total of \$70.52 was deducted from rewards coupon #5089955422945996 for the entire purchase. A personal debit card #3951 was used to pay the \$12.35 balance owed after each item was discounted by the Grant Rewards Coupon and the in-store coupon. This included the items Ms. Brockman identified as being purchased for the Grant Program and the items she was unsure if they were personal purchases or Grant Program purchases. I asked Ms. Brockman if she had a personal debit card ending in 3951. Ms. Brockman could not recall at the time of the interview, but subsequently called me on 4/5/17 and advised it was her debit card, ending in 3951 that was used to pay this balance. This debit card had since been replaced with a different card according to Ms. Brockman. The fact that Ms. Brockman used her

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personal debit card to pay the balance due would indicate this purchase was a personal purchase.

Ms. Brockman reviewed the Staples receipt dated 11/18/2014. Dr. George questioned the purchase of two cutting boards at a cost of \$19.99 each. Ms. Brockman stated she recalls purchasing these items and recalls giving them to Dr. George. Ms. Brockman stated they were given away as gifts but could not specifically recall who received them.

Ms. Brockman examined the Staples receipts dated 12/22/2014. Four different register transactions took place on this date within minutes of each other. Dr. George identified the three candy purchases as legitimate. The fourth receipt documents the purchase of three "Deskeez Lapdesk." This item is placed on one's lap and a laptop computer can be placed on this item which allows one to work on the computer. The items cost \$9.00 each retail. Ms. Brockman advised me this was a personal purchase. Ms. Brockman used the Grant's Staple rewards coupons # 3370655419036048 and the Staples Grant Rewards Coupon # 9040555482919871 in order to receive a total of \$27.00 discount which paid for her personal purchase. Sales tax was not charged due to the items being purchased under the Rewards Program account number assigned to the Grant program. Ms. Brockman made a comment that her mother has belongs to the Staples reward program and she gives the rewards coupons to her to use. Ms. Brockman stated she might have used the Grant rewards coupons by mistake.

Ms. Brockman reviewed the Staples register receipt for purchases made on Christmas Eve 12/24/2014. Ms. Brockman identified merchandise on this receipt as being personal purchases and identified other items as being purchased for the office. It should be noted that after the rewards coupons were used a balance of \$6.89 remained. This balance was paid for with cash by Ms. Brockman. I asked Ms. Brockman why she would pay in cash if the items were for the Grant Program. Ms. Brockman stated she might have left her District purchasing card at home. Ms. Brockman's personal purchases included snack items, potato chips, popcorn and drinks. The purchase on this date included a professional blender with a retail price of \$139.99 and a \$25.00 Home Depot gift card. The personal purchases by Ms. Brockman were discounted due to her using the Grant Staples reward coupons # 9280255486565932 and #3531455502952490 that were sent to her house. I questioned Ms. Brockman concerning the purchase of the blender. Ms. Brockman stated she brought the blender to the office in order to make smoothies. I asked Ms. Brockman if she could provide the name of any office staff who could verify the blender was brought to the office. Ms. Brockman could not. Ms. Brockman stated when she brought it to the office it was only there a short time before she cracked the container on the blender. Ms. Brockman stated she took the blender home and was going to order a new part but never did. This purchase was not approved. The price of the blender was reduced \$118.13 due to Ms. Brockman using the Grant's Staple rewards coupons. An additional \$21.00 discount was applied to this purchase with the use of an in store coupon. I questioned Ms. Brockman concerning the purchase of the \$25.00 Home Depot gift card. Ms. Brockman stated it could have been a personal purchase, but did not recall giving it to anyone. Two Staples cash cards were redeemed with this purchase which left a balance of \$6.89, which Ms. Brockman paid for with cash. The origin of the cash cards used to further defray the cost of these items cannot be determined. The total amount of Grant rewards coupons used to defray the cost of the personal purchases by Ms. Brockman, including the blender, was \$142.46 for this transaction. At one point, during my interview with Ms. Brockman, I reminded her this was a sworn statement. I advised her, I believed the purchase of the blender on Christmas Eve was a personal purchase or purchased

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as a gift for someone. I asked Ms. Brockman if it was a personal purchase that went to her house. Ms. Brockman stated "sure but it still went to work to be used by people." Ms. Brockman stated no one approved this purchase. I also asked Ms. Brockman if, at the time she made her personal purchases from Staples and used the Staples rewards coupons belonging to the Grant Program, did she know it was wrong to do. Ms. Brockman stated "yeah."

Ms. Brockman stated the ink cartridge, purchased at the Lake Park store in which a Grant Staples reward coupon was used was purchased for another employee.

I discussed the issue concerning the orders from Scholastic Book Club with Ms. Brockman. Ms. Brockman stated she belonged to this program while she was a classroom teacher at Palmetto Elementary School. Ms. Brockman stated when she took the position as an Instructional Specialist with the Grant program she continued to order from Scholastic Reading and accrue bonus points to be used to purchase additional items. Ms. Brockman stated at one point she attempted to log in to her account and was blocked. Ms. Brockman stated she contacted Scholastic Reading and was advised she no longer qualified to order from this organization due to her not being a classroom teacher. Ms. Brockman stated any items she purchased with the bonus points from Scholastic Reading went to the Grant Program to be distributed. The last orders from Scholastic Reading was in 2013. Due to the length of time that has passed, the information on what was purchased with the bonus points is no longer available.

The issue concerning Ms. Brockman's receiving a \$.15 cent fuel perks from a legitimate Grant purchase at Winn Dixie was discussed with Ms. Brockman. Ms. Brockman stated she was unaware she was in a fuel perks rewards program with Winn Dixie. The merchandise purchased for the Grant Program was paid for with the District Purchasing card. Ms. Brockman was unaware the fuel perks valued at \$.15 cents was credited to a rewards account. There is not a rewards program at Winn Dixie attached to the Grant Program. This was the only purchase at Winn Dixie with Ms. Brockman's District purchasing card. The date of this purchase was 1/22/2015.

Based on the information provided by Dr. George and Ms. Brockman's admissions in her sworn statement, it has been determined that Ms. Brockman used the Staples rewards coupons belonging to the Grant Program to receive a discount on personal purchases she made during 2014. The monetary loss to the Grant Program, based on the receipts provided by Dr. George and Ms. Brockman's recollection of what items were purchased for personal consumption, totals \$189.46 for three different purchases. Dr. George states she never gave Ms. Brockman permission to change the contact information on the Staples rewards account she originally set up for the Grant Program. Dr. George also stated she never agreed to have the rewards coupons delivered to Ms. Brockman's residence contrary to what Ms. Brockman stated in her sworn statement. Ms. Brockman stated this conversation was just between Dr. George and herself. It cannot be established with certainty that the change of contact information and the mailing of the rewards coupons to Ms. Brockman's residence was accomplished strictly to commit theft. It was established that the rewards coupons that were sent to Ms. Brockman's residence were also used by her to make legitimate Grant program purchases. The three separate purchases in which Ms. Brockman used the Grant program rewards coupons to receive a discount benefit totaled \$27.00 for the 12/22/2014 purchase, \$20.00 for the 8/14/2014 purchase and \$142.46 for the 12/24/2014 purchase. The total combined loss to the Grant Program was \$189.46 due to Ms. Brockman using these rewards coupons toward her personal purchases. Taking each purchase

separately would constitute two second degree misdemeanor violations and one first degree misdemeanor violation. I included a copy of Florida State Statutes 775.15 with this report. Based on FSS 775.15 (2) (c) (d) prosecution for a second degree misdemeanor must be commenced within one year of being committed. Prosecution for a first degree misdemeanor must be commenced within two years of being committed therefore criminal charges will not be applicable in this case. Ms. Brockman stated she is willing to reimburse the program for her personal purchases. Ms. Brockman advised legitimate purchases she made at Staples were distributed to the schools in the program. Items purchased were also stored at Manatee Elementary. Apparently, an inventory list was not kept of these items when placed in storage. A problem also exist in that items legitimately purchased by individuals, not connected to the Grant Program, were listed on the Staples spreadsheet as being purchased under the Grant Rewards account such as the printers and the gift cards. This issue should be addressed by the administration in order to accurately account for items purchased for the Grant program. This investigation will be classified as a Petit Theft and should be considered exceptionally cleared.

On 4/7/2017, I spoke with <Exempt 3>, for the School District. I advised her of the issues discovered during this investigation. I advised <Exempt 3> that Ms. Brockman has a District Purchasing Card assigned to her.

On 4/26/2017, Dr. George contacted me to advise she had completed her sworn statement. Dr. George included attachments to her statement as well as e-mail correspondence with Staples concerning how she discovered the Staples contact person for the Grant Program had been changed to Dianna Brockman without her knowledge/permission. This investigation is inactive and should be forwarded to Professional Standards for their review of Ms. Brockman's actions.

REPORT OFFICERS

Reporting Officer:	MCCOY, K	853
Reviewing Officer:		
Approving Officer:	MURPHY, W	791

From: on behalf of Diana Brockman
Thursday, January 07, 2016 9:38 AM
To: cynthia.george@palmbeachschools.org
Subject: Jan 07 2016-Jan 07 2016, Diana Brockman,TDE

EXHIBIT
10
total pgs. 25

Notification

Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBS0032 originally from Diana Brockman on Jan 7, 2016 9:33 AM. You may access the document directly by clicking on this document link.

[Leave of Absence or TDE Application PBS0032](#)

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

[Inbox](#)

Exhibit 10
Pg. 1/25

From: on behalf of Diana Brockman
: Tuesday, February 09, 2016 9:05 AM
To: cynthia.george@palmbeachschools.org
Subject: Feb 08 2016-Feb 08 2016, Diana Brockman,Leave

Notification

Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBS0 0032 originally from Diana Brockman on Feb 9, 2016 8:43 AM. You may access the document directly by clicking on this document link.

 [Leave of Absence or TDE Application PBS0 0032](#)

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


 [Inbox](#)

Exhibit 10

pg. 2/25

From: on behalf of Diana Brockman
: Friday, February 12, 2016 11:46 AM
To: cynthia.george@palmbeachschools.org
Subject: Feb 15 2016-Feb 15 2016, Diana Brockman,Leave

Notification

Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSB 0032 originally from Diana Brockman on Feb 12, 2016 11:34 AM. You may access the document directly by clicking on this document link.

 [Leave of Absence or TDE Application PBSB 0032](#)

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


 [Inbox](#)

Exhibit 10

Pg. 3/25

From: on behalf of Diana Brockman
: Monday, February 22, 2016 7:16 AM
To: cynthia.george@palmbeachschools.org
Subject: Feb 22 2016-Feb 22 2016, Diana Brockman,Leave

Notification

Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Feb 22, 2016 7:07 AM. You may access the document directly by clicking on this document link.

 [Leave of Absence or TDE Application PBSD 0032](#)

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


 [Inbox](#)

Exhibit 10

pg. 4/25

From: [Diana Brockman](#)
To: cynthia.george@palmbeachschools.org
Subject: Apr 04 2016-Apr 06 2016, Diana Brockman, Leave
Date: Thursday, April 07, 2016 8:15:18 AM

Notification

Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Apr 7, 2016 9:12 AM. You may access the document directly by clicking on this document link.

[Leave of Absence or TDE Application PBSD 0032](#)

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

[Inbox](#)

Exhibit 10

pg. 5/25

From: Diana Brockman
To: cynthia.george@palmbeachschools.org
Subject: Apr 22 2016-Apr 22 2016, Diana Brockman, Leave
Date: Monday, April 18, 2016 12:18:04 PM

Notification

Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBS0 0032 originally from Diana Brockman on Apr 18, 2016 9:24 AM. You may access the document directly by clicking on this document link.

[Leave of Absence or TDE Application PBS0 0032](#)

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

[Inbox](#)

pg. 6/25
Exhibit 10

From: on behalf of Diana Brockman
To: Wednesday, April 20, 2016 12:27 PM
cynthia.george@palmbeachschools.org
Subject: Apr 22 2016-Apr 22 2016, Diana Brockman,Leave

Notification

Process Notification - Cancellation

Leave of Absence or TDE Application PBS0032 originally from Diana Brockman on Apr 20, 2016 9:55 AM has been cancelled by Diana Brockman. No further action regarding this instance of Leave of Absence or TDE Application PBS0032 is required.

Click the [Inbox](#) link to see all of your assigned documents.

[Inbox](#)

Exhibit 10

From: [Diana Brockman](#)
To: cynthia.george@palmbeachschools.org
Subject: Apr 28 2016-Apr 28 2016, Diana Brockman,Leave
Date: Friday, April 29, 2016 11:11:58 AM

Notification

Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on Apr 29, 2016 9:40 AM. You may access the document directly by clicking on this document link.

- [Leave of Absence or TDE Application PBSD 0032](#)

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

- [Inbox](#)

pg 8/25
Exhibit 10

m: on behalf of Diana Brockman.
Wednesday, May 11, 2016 1:11 PM
To: cynthia.george@palmbeachschools.org
Subject: May 10 2016-May 10 2016, Diana Brockman,Leave

Notification

Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBSD 0032 originally from Diana Brockman on May 11, 2016 2:09 PM. You may access the document directly by clicking on this document link.

 [Leave of Absence or TDE Application PBSD 0032](#)

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

 [Inbox](#)

Exhibit 10

From: Diana Brockman
To: cynthia.george@palmbeachschools.org
Subject: Aug 17 2016-Aug 17 2016, Diana Brockman,Leave
Date: Thursday, August 18, 2016 4:08:33 PM

Notification

Process Notification - Assignment

Please review the Leave of Absence or TDE Application PBS0 0032 originally from Diana Brockman on Aug 18, 2016 5:07 PM. You may access the document directly by clicking on this document link.

- [Leave of Absence or TDE Application PBS0 0032](#)

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

- [Inbox](#)

Pg. 10/25
Exhibit 10

From: on behalf of Cynthia George
Monday, January 04, 2016 1:53 PM
To: diana.brockman@palmbeachschools.org
Subject: Re: Wednesday afternoon

Diana, I just approved your TDE. So sorry to hear about your loss. Take care.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



On Mon, Jan 4, 2016 at 1:11 PM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:

Hi Cindy!

Hope you enjoyed your break! Someone I grew up with passed away and the service is early Wednesday evening (December 6th) in Orlando. Would it be OK if I leave a couple hours early that day to go to the service? I will submit a TDE for the hours.

Thanks,
Diana

Exhibit 10

From: on behalf of Diana Brockman
To: Cynthia George <cynthia.george@palmbeachschools.org>
Cc: Ashley Barber <ashley.barber@palmbeachschools.org>; Claudia Mejias <claudia.mejias@palmbeachschools.org>; Eddie Runner <eddie.runner@palmbeachschools.org>; Jennifer Mooney <jennifer.mooney@palmbeachschools.org>; Terri Miller <terri.miller@palmbeachschools.org>; Martin Barrow <martin.barrow@palmbeachschools.org>; Joanne Beckner <joanne.beckner@palmbeachschools.org>; Joseph Lee <joseph.lee@palmbeachschools.org>; Maryhelen Arbogast <maryhelen.arbogast@palmbeachschools.org>
Subject: Re: 21st CCLC Monitoring Update

Good morning Cindy,

As we discussed, I anticipate having all my tasks completed today. In the event that my site coordinators submit their documents after the end of my workday, I will come in Thursday after Taylor's doctor appointment to complete the tasks and modify my TDE accordingly.

Diana

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



On Wed, Jan 27, 2016 at 7:22 AM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Good morning,
I'll be back in the office after this morning's Federal Programs Private School Meeting at St. Ann's Church. *Exhibit 10*

The Pre-Monitoring Documents are safely with the FDOE. So, now all 21st CCLC staff will collectively focus efforts on preparation of all documents for the FDOE team's review in the 21st CCLC Office, Monday to Friday. By the end of today, all of the following must be collected from the 20 designated sites for 2015 and 2016 grant years:

- Registration forms
- 21st Parent Agreement forms
- Teacher Certificates

If there is a problem with receiving these forms from the grant sites, please speak with me privately about your plan.

Of course, Diana, is on TDEs for Thursday and Friday, and will have all above documents collected/organized, as well as, the 21st CCLC Advisory Committee information (in a binder). Also, Diana, will leave the 21st CCLC flash drive with Terri, since I will have a numerous conference calls this week with the FDOE and may need to bring up other information.

For all 21st CCLC staff, it will be 'all hands on deck' for Thursday and Friday to prepare the final documents before we leave work Friday.

As already mentioned in yesterday's email, per Ms. Beckner and Dr. Lee, it is your choice to attend tomorrow's Birthday Luncheon at Gold Coast. However, per JoAnne, the extra time away from the office will need to be made up to complete all FDOE tasks by Friday.

My goal is that we have everything done Friday evening, so nobody will be working on final items over the weekend. Most of you have never been through a monitoring visit of this magnitude. Please understand we need to be 100% prepared for the FDOE team's arrival Monday morning at 9:00AM.

Today I will get final details of the FDOE visit. As already discussed with you, all 20 sites need to be 100% ready for possible site visits, as the FDOE team will select the schools for 'surprise' visits.

Thank so much.

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Exhibit 10
Pg. 14/25

From: on behalf of JoAnne Beckner
Sent: Tuesday, February 16, 2016 8:31 AM
To: cynthia.george@palmbeachschools.org
Cc: junia.francois@palmbeachschools.org;terri.miller@palmbeachschools.org
Subject: Re: Monday

Thank you for the notification. I saw your TDE for the day and have approved it this morning. I was on leave and out of the county yesterday.
JoAnne

JoAnne

JoAnne C. Beckner, Director
Department of Afterschool Programming
4260 Westgate Avenue
West Palm Beach, FL 33409

joanne.beckner@palmbeachschools.org

561-687-6387 Office
561-640-1171 Fax

On Mon, Feb 15, 2016 at 8:29 AM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Good morning JoAnne, I'm currently not in the office until a doctor's appt. (eye infection) and requesting to work from home. I did work extra hours per day when the FDOE Monitoring team was here. Please advise. Thank you.

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: [561-357-1851](tel:561-357-1851) (PX-51851)



Exhibit 10
Pg 15/25

From: on behalf of Cynthia George
To: Sunday, February 21, 2016 8:02 PM
Subject: diana.brockman@palmbeachschools.org
TDE

Diana, Please submit a TDE for Monday for leaving early for your daughter's birthday at school. Thanks.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



PG Exhibit to
16/25

From: on behalf of Diana Brockman
Monday, February 22, 2016 7:14 AM
To: cynthia.george@palmbeachschools.org
Subject: Re: TDE

Okay, it has been submitted.

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



On Sun, Feb 21, 2016 at 8:02 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Diana, Please submit a TDE for Monday for leaving early for your daughter's birthday at school. Thanks.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Exhibit 10
PG 17/25

From: on behalf of Diana Brockman
Monday, February 22, 2016 7:14 AM
To: cynthia.george@palmbeachschools.org
Subject: Re: TDE

Okay, it has been submitted.

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



On Sun, Feb 21, 2016 at 8:02 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Diana, Please submit a TDE for Monday for leaving early for your daughter's birthday at school. Thanks:

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



Exhibit 10
PG 18/25

From: on behalf of Diana Brockman
Monday, February 22, 2016 7:14 AM
To: cynthia.george@palmbeachschools.org
Subject: Re: TDE

Okay, it has been submitted.

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



On Sun, Feb 21, 2016 at 8:02 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Diana, Please submit a TDE for Monday for leaving early for your daughter's birthday at school. Thanks.

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



PG Exhibit 10
19/25

From: on behalf of Cynthia George
Friday, March 11, 2016 11:32 AM
To: diana.brockman@palmbeachschools.org
Subject: Re: Vacation Day

approved already!

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



On Fri, Mar 11, 2016 at 11:29 AM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:
Thanks Cindy! I'll add it on the calendar.

I also submitted one for a Personal Day for Wednesday, March 16th earlier this week.

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)

PG Exhibit 10
20/25



On Fri, Mar 11, 2016 at 10:32 AM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:
Diana, I already sent on for final approval, so you're good.

Cynthia R. George, Ed.D.

Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)



On Fri, Mar 11, 2016 at 10:11 AM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:
Hi Cindy,

Please let me know if this day is approved or not approved to take a vacation day. I submitted it in PeopleSoft/eForms this morning so I would be able to add it to the calendar you left in V-2 for us to add our approved TDE's on for March per your email.

Thanks!
~ Diana

Exhibit 10
PG 21/25

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



On Thu, Mar 10, 2016 at 11:35 AM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:
Good morning!

I would like to take a vacation day on Friday, March 18th. It is a Teacher Work Day and we do not have programming. Please let me know if this is approved so I can enter a TDE/Leave of Absence in PeopleSoft.

Thanks!!
~ Diana

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



Exhibit 10
PG 22/25

From: [Diana Brockman](#)
To: cynthia.george@palmbeachschools.org
Subject: Re: 21st CCLC Conference
Date: Tuesday, July 19, 2016 3:45:00 PM
Attachments: [Brockman, Diana - TDE 08.01.16 - 08.03.16.pdf](#)

Hi Dr. George,

Attached is a copy of my TDE signed by Dr. Shoemaker and Dr. Ruiz.

Diana Brockman

Specialist
School District of Palm Beach County
Department of Afterschool Programming
21st Century Community Learning Centers
Office: 561-357-1861 (PX 51861)



On Tue, Jul 19, 2016 at 4:21 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Hello, Please be sure to take care of this today, forwarding to Dr. Shoemaker and copying me. I can't register you for the conference without the completed TDE from Dr. Shoemaker and Dr. Ruiz. Thanks so much.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: [561-357-1851](tel:561-357-1851) (PX 51851)
Cell: [561-714-3946](tel:561-714-3946)

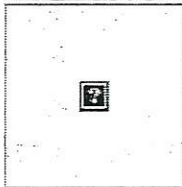


Exhibit 10
pg. 23/25

On Tue, Jul 19, 2016 at 1:49 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

correction....please change duty hours to 24 hours

Cynthia R. George, Ed.D.

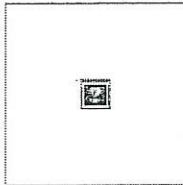
Grants Manager

21st Century Community Learning Centers

School District of Palm Beach County

Office: 561-357-1851 (PX 51851)

Cell: 561-714-3946



On Tue, Jul 19, 2016 at 1:41 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Good afternoon, Thank you for attending the 21st CCLC Conference in Orlando, August 1 to 3. Attached is a SAMPLE TDE for the 21st CCLC Conference. Please complete the form in LIQUID OFFICE by filling in the highlighted sections. I estimated the travel costs, since I don't know yet who will be drivers or passengers. Please let me know what you prefer.

Your Marriott and Conference Reservation are complete. After

Exhibit 10
Pg. 24/25

completing the TDE, please forward to Dr. Matthew Shoemaker and copy me.

Your FUND numbers are as follows:

- Diana and Martin - 4344
- Monica - 4345
- Suzanne - 4351
- Nancy - 4352

For your convenience, attached is the agenda. Let me know if you have any questions. Thanks.

Cynthia R. George, Ed.D.

Grants Manager

21st Century Community Learning Centers

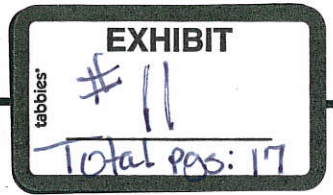
School District of Palm Beach County

Office: 561-357-1851 (PX 51851)

Cell: 561-714-3946



Exhibit 10
Pg. 25/25



From: on behalf of Diana Brockman
nt: Tuesday, June 21, 2016 2:55 PM
To: cynthia.george@palmbeachschools.org
Cc: ashley.barber@palmbeachschools.org; claudia.mejias@palmbeachschools.org; eddie.runner@palmbeachschools.org; monica.m.gonzalez@palmbeachschools.org; junia.francois@palmbeachschools.org; martin.barrow@palmbeachschools.org
Subject: Re: TCD List Concerns for Payroll and Site Info Forms Update
Attachments: TCD - 06.21.16.xlsx

Dr. George,

Attached is the updated list with the information and names you provided from your emails today. Please let me know if you need any additional information.

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



On Fri, Jun 17, 2016 at 1:35 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:
Diana, Her name is on the list I provided Junia. Thanks.

Cynthia R. George, Ed.D.
Grants Manager
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1851 (PX 51851)
Cell: 561-714-3946

Exhibit 11
pg. 1/17



On Fri, Jun 17, 2016 at 1:33 PM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:

Hello,

There is a Guest Artist at Berkshire who cannot use the TCD. I was not sure if you needed Guest Artist information or you already submitted those names. Here is her information:

Karen Jones (Guest Artist) 1043751

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



On Fri, Jun 17, 2016 at 11:54 AM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:

Dr. George,

Exhibit II

pg. 2/17

Attached is a list of staff who still can not use the TCD machine at their location for 21st CCLC. I have followed up and am still waiting for Site Information responses from the following schools:

Site Information Needed:

CO Taylor/Kirklane

Hammock Pointe

Highland

Hope-Centennial

Plumosa SOA

South Grade

The Conservatory School (sending when they return to work, out of town)

Westward

Please let me know if you need any additional information included on the spreadsheet for payroll.

Thank you,

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



Exhibit 11
pg. 3/17

From: on behalf of Diana Brockman
Sent: Tuesday, June 21, 2016 10:01 AM
To: melanie.seewaltdelanghoff@palmbeachschools.org
Cc: claudia.mejias@palmbeachschools.org; cynthia.george@palmbeachschools.org; junia.francois@palmbeachschools.org
Subject: Re: 6/9/2016, Seewaltd de Langhoff, Melanie: Missed Punch Report PBSD 2323

Thank you!

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



On Mon, Jun 20, 2016 at 4:36 PM, Melanie Seewaltd de Langhoff
<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:
Employee ID: 1083135
Melanie Seewaltd de Langhoff

On Mon, Jun 20, 2016 at 2:26 PM, Claudia Mejias <claudia.mejias@palmbeachschools.org> wrote:
Melanie,

Can you please **REPLY ALL** with your employee number. We are having trouble finding you in the system.

On Sun, Jun 19, 2016 at 2:11 PM, Melanie Seewaltd de Langhoff
<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:
Dear Dr. George,

I'm just writing to let you know I have not been able to clock in through TCD, and it looks like my MPRs are not going through because I'm not registered yet. When I look in People Soft there is no record of any hours worked and no hours were reflected on my paycheck either. Thank you for your attention to this matter.

Exhibit 11
pg 4/17

Sincerely,

On Wed, Jun 15, 2016 at 12:52 PM, Melanie Seewaldt de Langhoff
<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:

Just to keep you informed, I tried to clock in at Starlight Cove and still was not recognized by the system.

On Mon, Jun 13, 2016 at 7:35 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Melanie, I'll check tomorrow. Have a good evening.

Cynthia R. George, Ed.D.

Grants Manager

21st Century Community Learning Centers

School District of Palm Beach County

Office: 561-357-1851 (PX 51851)

Cell: 561-714-3946



On Mon, Jun 13, 2016 at 1:24 PM, Melanie Seewaldt de Langhoff
<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:

I just tried to clock in at South Grade and it didn't recognize me...

On Mon, Jun 13, 2016 at 11:17 AM, Melanie Seewaldt de Langhoff
<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:

I filled the form out at the meeting, but I have not been able to clock in yet. I'll try again today.

On Sun, Jun 12, 2016 at 1:23 AM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Melanie, Are you set up in the TCD machine? Thanks.

Cynthia R. George, Ed.D.

Grants Manager

21st Century Community Learning Centers

School District of Palm Beach County

Office: 561-357-1851 (PX 51851)

pg. 5 / 17
Exhibit 11

Cell: 561-714-3946



On Fri, Jun 10, 2016 at 10:08 AM, Melanie Seewaldt de Langhoff
<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:

Notification

Process Notification - Assignment

Please review the Time Clock Missed Punch Report PBSD 2323 originally from Melanie Seewaldt de Langhoff on Jun 10, 2016 10:05 AM. You may access the document directly by clicking on this document link.

[Time Clock Missed Punch Report PBSD 2323](#)

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

[Inbox](#)

--
Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

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Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

Exhibit 11
pg. 6/17

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Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

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Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

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Claudia L. Mejias
Program Specialist
School District of Palm Beach County
Department of Afterschool Programming
21st Century Community Learning Centers
Phone (561) 357-1856 PX 51856
Fax (561) 357-1866 PX 51866
claudia.mejias@palmbeachschools.org



--
Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

Exhibit 11
pg. 7/17

From: on behalf of Diana Brockman
Sent: Friday, June 17, 2016 10:58 AM
To: lori.stephens@palmbeachschools.org
Cc: cynthia.george@palmbeachschools.org;claudia.mejias@palmbeachschools.org;ashley.ba
rber@palmbeachschools.org;eddie.runner@palmbeachschools.org;monica.perez@palm
beachschools.org;matilde.kozain@palmbeachschools.org
Subject: Re: Site Information Forms Needed

Hi Lori,

Is Karen able to use the TCD?

Thanks!

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



On Wed, Jun 15, 2016 at 3:44 PM, Lori Stephens <lori.stephens@palmbeachschools.org> wrote:
I wasn't sure where to add or if I needed to add Karen Jones, our guest artist/academic advisor, so I added her at the bottom.

Thanks
Lori

On Wed, Jun 15, 2016 at 1:59 PM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:
Good afternoon,

Exhibit 11
pg. 8 / 17

Per Dr. George, please send an updated Site Information Form (attached) including:

- all 21st CCLC staff who are active on your site's payroll
- if you need additional space for names please start a second Site Information Form
- highlight any employee who can NOT use the TCD machine

Send updated forms to Dr. George, Ashley, Claudia, Diana, Eddie, and Monica by the end of the day Thursday June 16, 2016.

Have a great day!
~ Diana

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



--
Lori Stephens
K-5 Literacy Coach
Berkshire Elementary

pg. 9 / 17
Exhibit 11

From: on behalf of Diana Brockman
Sent: Friday, September 02, 2016 9:30 AM
To: cheri.girtman@palmbeachschools.org
Cc: cynthia.george@palmbeachschools.org;suzanne.watson@palmbeachschools.org;nancy.reece@palmbeachschools.org;monica.m.gonzalez@palmbeachschools.org;lydia.jimenez@palmbeachschools.org
Subject: Re: Site information Form

Send the new hire form to LaNorris McFadden and have her complete MPRs until she is cleared to use the TCD machine.

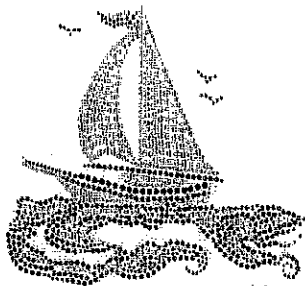
~ Diana

On Sep 2, 2016, at 9:42 AM, Cheri Girtman <cheri.girtman@palmbeachschools.org> wrote:

Thanks Diana.

Is there anything else I need to do to make sure Mrs. Trotter is able to clock in and out?

Cheri Girtman, MS
Certified School Counselor
Clifford O. Taylor/Kirklane Elementary School
561-804-3525, PX 83525



"Sailing Toward Success"

On Fri, Sep 2, 2016 at 8:43 AM, Diana Brockman <diana.brockman@palmbeachschools.org> wrote:

Thank you for the update Cheri!

Have a great day!

~ Diana

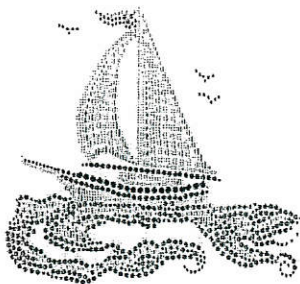
On Sep 2, 2016, at 8:30 AM, Cheri Girtman <cheri.girtman@palmbeachschools.org> wrote:

Exhibit 11
pg. 10/17

We have two academic advisors. Lizette Roman and Krystal Trotter. I was informed yesterday that Krystal Trotter was not enrolled as an Academic Advisor. She has been using the TCD machine to sign in and it hasn't been working for her. I then realized that I did not have her sign the letter of intent for this school year. I will need to have her do that this afternoon.

I have added her to the new hire form so that she can be added to the list of teachers so that she can use the TCD machine. I have also attached the corrected Site Information form. I saw that I made an error.

Cheri Girtman, MS
Certified School Counselor
Clifford O. Taylor/Kirklane Elementary School
561-804-3525, PX 83525



"Sailing Toward Success"

On Thu, Sep 1, 2016 at 6:09 PM, Diana Brockman
<diana.brockman@palmbeachschools.org> wrote:
Thanks Cheri!

Do you have one or two Academic Advisors for the 4/5 group? I only see one but I thought when I was at your site Monday I saw two listed on the whiteboard.

Have a great evening!
~ Diana

Exhibit 11
pg 11/17

On Sep 1, 2016, at 5:41 PM, Cheri Girtman
<cheri.girtman@palmbeachschools.org> wrote:

Hello Ladies,

Attached you will find the Site
Information Form.

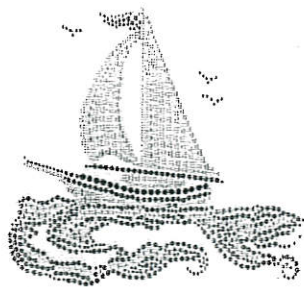
Have a great evening!

Cheri Girtman, MS

Certified School Counselor

Clifford O. Taylor/Kirklane Elementary School

561-804-3525, PX 83525



"Sailing Toward Success"

<Site Information Form FY17.xlsx>

<21st CCLC New Hire Form 2017.docx>

<Site Information Form FY17.xlsx>

Exhibit 11
pg. 12/17

From: on behalf of Diana Brockman
nt: Tuesday, June 21, 2016 10:01 AM
To: melanie.seewaltdelanghoff@palmbeachschools.org
Cc: claudia.mejias@palmbeachschools.org; Cynthia George@palmbeachschools.org; junia.francois@palmbeachschools.org
Subject: Re: 6/9/2016, Seewaltd de Langhoff, Melanie: Missed Punch Report PBSB 2323

Thank you!

Diana Brockman

Specialist
21st Century Community Learning Centers
School District of Palm Beach County
Office: 561-357-1861 (PX 51861)



On Mon, Jun 20, 2016 at 4:36 PM, Melanie Seewaltd de Langhoff
<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:
Employee ID: 1083135
Melanie Seewaltd de Langhoff

On Mon, Jun 20, 2016 at 2:26 PM, Claudia Mejias <claudia.mejias@palmbeachschools.org> wrote:
Melanie,

Can you please **REPLY ALL** with your employee number. We are having trouble finding you in the system.

On Sun, Jun 19, 2016 at 2:11 PM, Melanie Seewaltd de Langhoff
<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:
Dear Dr. George,

I'm just writing to let you know I have not been able to clock in through TCD, and it looks like my MPRs are not going through because I'm not registered yet. When I look in People Soft there is no record of any hours worked and no hours were reflected on my paycheck either. Thank you for your attention to this matter.

Exhibit 11
pg. 12/17

Sincerely,

On Wed, Jun 15, 2016 at 12:52 PM, Melanie Seewaldt de Langhoff

<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:

Just to keep you informed, I tried to clock in at Starlight Cove and still was not recognized by the system.

On Mon, Jun 13, 2016 at 7:35 PM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Melanie, I'll check tomorrow. Have a good evening.

Cynthia R. George, Ed.D.

Grants Manager

21st Century Community Learning Centers

School District of Palm Beach County

Office: 561-357-1851 (PX 51851)

Cell: 561-714-3946



On Mon, Jun 13, 2016 at 1:24 PM, Melanie Seewaldt de Langhoff

<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:

I just tried to clock in at South Grade and it didn't recognize me...

On Mon, Jun 13, 2016 at 11:17 AM, Melanie Seewaldt de Langhoff

<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:

I filled the form out at the meeting, but I have not been able to clock in yet. I'll try again today.

On Sun, Jun 12, 2016 at 1:23 AM, Cynthia George <cynthia.george@palmbeachschools.org> wrote:

Melanie, Are you set up in the TCD machine? Thanks.

Cynthia R. George, Ed.D.

Grants Manager

21st Century Community Learning Centers

School District of Palm Beach County

Office: 561-357-1851 (PX 51851)

Exhibit 11
pg. 13/17

Cell: 561-714-3946



On Fri, Jun 10, 2016 at 10:08 AM, Melanie Seewaldt de Langhoff
<melanie.seewaltdelanghoff@palmbeachschools.org> wrote:

Notification

Process Notification - Assignment

Please review the Time Clock Missed Punch Report PBSD 2323 originally from Melanie Seewaldt de Langhoff on Jun 10, 2016 10:05 AM. You may access the document directly by clicking on this document link.

[Time Clock Missed Punch Report PBSD 2323](#)

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

[Inbox](#)

Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

Exhibit 11
pg. 14/17

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Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

--
Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

--
Claudia L. Mejias
Program Specialist
School District of Palm Beach County
Department of Afterschool Programming
21st Century Community Learning Centers
Phone (561) 357-1856 PX 51856
Fax (561) 357-1866 PX 51866
claudia.mejias@palmbeachschools.org



--
Melanie Seewaldt de Langhoff
5th Grade Teacher
Panther Run Elementary School

Exhibit 11
pg. 15/17

From: on behalf of Diana Brockman
nt: Monday, June 13, 2016 9:58 AM
To: anna.karabensh@palmbeachschools.org
Cc: cynthia.george@palmbeachschools.org; claudia.mejias@palmbeachschools.org
Subject: Re: Time reporting and Orders

Hi Anna,

Please send us your lesson plans with a materials list of items needed with quantities for one school so we can order them for you both. We will order the same list for all four schools.

Also, Dr. George is checking on your payroll and will let you know.

Thanks!
~Diana

On Jun 12, 2016, at 7:15 PM, Anna Karabensh <anna.karabensh@palmbeachschools.org> wrote:

Hi Diana,

I'm sending this to you as well, as I'm not really sure who is in charge of coordinating these two items. Thanks!

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

From: Anna Karabensh <anna.karabensh@palmbeachschools.org>
Date: Sun, Jun 12, 2016 at 7:13 PM
Subject: Time reporting and Orders
To: Cynthia George <cynthia.george@palmbeachschools.org>, Claudia Mejias <claudia.mejias@palmbeachschools.org>

Good afternoon,

I do have some confusion with my time reporting from this past week as a guest artist. I'm signing into TCD as an advisor. On Friday I signed in at both schools (Highland and Greenacres) and on peoplesoft it shows 7 hours for that day, which seems correct. On Wednesday I sent a liquid office MPR for my hours and they are showing up as 5.5 hours for that day. Is that my day of work plus the hours from the meeting a while back, or is it reporting more hours than I worked? I don't think I had received those hours yet. The hours that are not showing up are from Tuesday when I worked at Greenacres and we filed a paper MPR. If you need me to do an electronic one for that day, I'll do that instead.

I also have some materials to order. I'll be using them at both Greenacres and Highland, and Melanie Seewaldt de Langhoff will be using the same materials at Starlight Cove and Southgrade, so we will need 4 sets. Please let me know what I need to do to submit this order.

Exhibit 11
pg 16/17

Thanks!

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*Anna Karabensh
Music Teacher-K-5
Panther Run Elementary
Calypso Cats Steel Drum Band, Director*

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*Anna Karabensh
Music Teacher-K-5
Panther Run Elementary
Calypso Cats Steel Drum Band, Director*

12/17/2015 -> 12/25/2015 From Cosmic Kidz Payroll Book #1



21st Century Community Learning Centers Temporary Employment Log

Employee Name: Amber Murray Employee ID #: 1099682 School Name: Lantana Elem.

21st CCLC Staff: Site Coordinator Academic Advisor Counselor
 ITSA Language Facilitator Guest Artist

Payroll Period:	DAY	DATE	Time In		Time Out		TOTAL TIME	Overlapping Hours	Please initial in the box below					Other:	
			AM	PM	AM	PM			Program Time	Family Literacy	Staff Development	Data Compliance	Trainings (Write name of training):		
	Monday	12-14-15			3:12	3:50	3:38		AM						
	Tuesday	12-15-15			3:10	3:25	2:15		AM						
	Wednesday	12-16-15			3:11	3:33	2:22		AM						
	Thursday	12-17-15			3:12	3:40	2:50		AM						
	Friday	12-18-15			3:13	3:20	3:07		AM						
	Monday	12-21-15													
	Tuesday	12-22-15													
	Wednesday	12-23-15													
	Thursday	12-24-15													
	Friday	12-25-15													
		TOTAL HOURS TO BE PAID PER TCD RECORD				14.50									

PeopleSoft Payable Time Summary **MUST** be reviewed before signing.

21st CCLC Staff Signature: _____ Date: 12/17/15
 Site Coordinator Signature: _____ Date: 12/18/15
 Afterschool Director Signature: _____ Date: 12/18/15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

Site visit conducted on 11/24/16

Recovered by: Tanya Lawson
 Exhibit # 12
 11-02-2016

EXHIBIT

12

Total pages 47



21st Century Community Learning Centers Temporary Employment Log

Employee Name: Ranada Rainy-Reese Employee ID #: 1057674 School Name: Lantana Elem.
 21st CCLC Staff: Site Coordinator Academic Advisor Counselor
 ITSA Language Facilitator Guest Artist

Payroll Period:	Please initial in the box below													
	DAY	DATE	Time In AM	Time Out AM	Time In PM	Time Out PM	TOTAL TIME	Overlapping Hours	Program Time	Family Literacy	Staff Development	Data Compliance	Trainings (Write name of training):	Other:
Monday	12-14-15													
Tuesday	12-15-15			7-	5	9 hr								
Wednesday	12-16-15													
Thursday	12-17-15													
Friday	12-18-15													
Monday	12-21-15													
Tuesday	12-22-15													
Wednesday	12-23-15													
Thursday	12-24-15													
Friday	12-25-15													
TOTAL HOURS TO BE PAID PER TCD RECORD														
											376			

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: _____ Date: 12-18-15
 Site Coordinator Signature: _____ Date: 12-18-15
 Afterschool Director Signature: _____ Date: 12-18-15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

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Exhibit 12



21st Century Community Learning Centers Temporary Employment Log



School Name: Lantana Elem.

Employee ID #: 1020705

Employee Name: Heather Gomez

21st CCLC Staff: Site Coordinator Academic Advisor Counselor
 ITSA Language Facilitator Guest Artist

DAY	DATE	Time In AM		Time Out AM		Time In PM		Time Out PM		TOTAL TIME	Overlapping Hours	Please initial in the box below					Other:		
		In	Out	In	Out	In	Out	Program	Family			Literacy	Staff Development	Data	Compliance	Trainings (Write name of training):			
Monday	12-14-15									1.85									
Tuesday	12-15-15									1.00									
Wednesday	12-16-15									1.00									
Thursday	12-17-15																		
Friday	12-18-15									1.00									
Monday	12-21-15																		
Tuesday	12-22-15																		
Wednesday	12-23-15																		
Thursday	12-24-15																		
Friday	12-25-15																		
TOTAL HOURS TO BE PAID PER TCD RECORD																			

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: _____ Date: 12/19/15

Site Coordinator Signature: _____ Date: 12/19/15

Afterschool Director Signature: _____ Date: 12/17/15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

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Exhibit 12



21st Century Community Learning Centers Temporary Employment Log

Employee Name: Nadger Ceus

Employee ID #: 1101411

School Name: Lantana Elem.

21st CCCLC Staff: Site Coordinator

Academic Advisor

Counselor

ITSA

Language Facilitator

Guest Artist

Payroll Period:	DAY	DATE	Time In AM		Time Out AM		Time In PM		Time Out PM		TOTAL TIME	Overlapping Hours	Please initial in the box below				Other:
			In	Out	In	Out	Program Time	Family Literacy	Staff Development	Data Compliance			Trainings (Write name of training):				
	Monday	12-14-15			3:06	5:03					2	NC					
	Tuesday	12-15-15			3:06	5:06					2	NC					
	Wednesday	12-16-15			1:17	5:09					4	NC					
	Thursday	12-17-15			3:08	5:02					1.75	NC					
	Friday	12-18-15			3:06	5:05					2	NC					
	Monday	12-21-15															
	Tuesday	12-22-15															
	Wednesday	12-23-15															
	Thursday	12-24-15															
	Friday	12-25-15															
TOTAL HOURS TO BE PAID PER TCD RECORD																	

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCCLC Staff Signature: _____

Date: 12-18-2015

Site Coordinator Signature: _____

Date: 12-18-2015

Afterschool Director Signature: _____

Date: 12-18-2015

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

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Exhibit 12



21st Century Community Learning Centers Temporary Employment Log



Employee Name: Amanda Rabah

Employee ID #: 1057966

School Name: Lantana Elem.

21st CCLC Staff: Site Coordinator Academic Advisor Counselor
 ITSA Language Facilitator Guest Artist

Payroll Period:	DAY	DATE	Time In		Time Out		Overlapping Hours	Please initial in the box below				Trainings (Write name of training):	Other:		
			MM	AM	PM	PM		Program Time	Family Literacy	Staff Development	Data Compliance				
	Monday	12-14-15	8:59	5:12	4:50	5:00		<i>[Handwritten initials]</i>						Holiday Snow	
	Tuesday	12-15-15			4:05	5:00									
	Wednesday	12-16-15			4:00	5:00									
	Thursday	12-17-15			4:00	5:00									
	Friday	12-18-15			4:00	5:00									
	Monday	12-21-15			4:00	5:00									
	Tuesday	12-22-15													
	Wednesday	12-23-15													
	Thursday	12-24-15													
	Friday	12-25-15													
		TOTAL HOURS TO BE PAID PER TCD RECORD													

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: *Amanda Rabah* Date: 12/18/15
 Site Coordinator Signature: *[Signature]* Date: 12/18/15
 Afterschool Director Signature: *[Signature]* Date: 12/18/15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

*pg 5/47
Exhibit 12*



21st Century Community Learning Centers Temporary Employment Log



School Name: Lantana Elem.

Employee Name: Ashley Gonzales Employee ID #: 1093183

Employee ID #: 1000379

- 21st CCLC Staff: Site Coordinator Academic Advisor Counselor
 ITSA Language Facilitator Guest Artist

DAY	DATE	Time In AM		Time Out PM		TOTAL TIME	Overlapping Hours	Please initial in the box below					Other:	
		In	Out	In	Out			Program Time	Family Literacy	Staff Development	Data Compliance	Trainings (Write name of training):		
Monday	12-14-15			4:30	5:00	1.00								Christmas Sign
Tuesday	12-15-15													
Wednesday	12-16-15			4:00	5:00	1.00								
Thursday	12-17-15			4:30	5:00	1.00								
Friday	12-18-15			4:30	5:00	1.00								
Monday	12-21-15													
Tuesday	12-22-15													
Wednesday	12-23-15													
Thursday	12-24-15													
Friday	12-25-15													
TOTAL HOURS TO BE PAID PER TCD RECORD						7.00								

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: [Signature] Date: 12/25
 Site Coordinator Signature: [Signature] Date: 12/25
 Afterschool Director Signature: [Signature] Date: 12/25

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

*Log 6/1/11
Exhibit 12*



21st Century Community Learning Centers Temporary Employment Log



Employee Name: Brenda Cruz

Employee ID #: 1097098

School Name: Lantana Elem.

21st CCLC Staff: Site Coordinator

Academic Advisor

Counselor

ITSA

Language Facilitator

Family Literacy

Program Time

Overlapping Hours

Staff Development

Data Compliance

Other:

Payroll Period:		Please initial in the box below											
DAY	DATE	Time In AM	Time Out AM	Time In PM	Time Out PM	TOTAL TIME	Overlapping Hours	Program Time	Family Literacy	Staff Development	Data Compliance	Trainings (Write name of training):	Other:
Monday	12-14-15			3:01	4:58	2		bc					
Tuesday	12-15-15			3:15	5:03	3.75		bc	bc				
Wednesday	12-16-15			1:06	5:05	4		bc					
Thursday	12-17-15			4:04	5:00	1		bc					
Friday	12-18-15			2:56	5:05	2		bc					
Monday	12-21-15												
Tuesday	12-22-15												
Wednesday	12-23-15												
Thursday	12-24-15												
Friday	12-25-15												
TOTAL HOURS TO BE PAID PER TCD RECORD						14.75							

PeopleSoft Payable-Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: _____ Date: 12/18/15

Site Coordinator Signature: _____ Date: 12/18/15

Afterschool Director Signature: _____ Date: 12/18/15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

*pg 7/27
Exhibit 12*



21st Century Community Learning Centers Temporary Employment Log

Employee Name: Constance Russell Employee ID #: 1051331 School Name: Lantana Elem.

21st CCLC Staff: Site Coordinator Academic Advisor Counselor
 ITSA Language Facilitator Guest Artist

Payroll Period:	DAY	DATE	Time In		Time Out		TOTAL TIME	Overlapping Hours	Please initial in the box below				Trainings (Write name of training):	Other:	
			AM	PM	AM	PM			Program Time	Family Literacy	Staff Development	Data Compliance			
	Monday	11-30-15			5:24	5:01	2:25								
	Tuesday	12-01-15			5:24	5:01	2:00								
	Wednesday	12-02-15			5:24	5:17	2:00								
	Thursday	12-03-15													
	Friday	12-04-15													
	Monday	12-07-15			5:22	5:00	2:00								
	Tuesday	12-08-15			5:24	5:28	2:25								
	Wednesday	12-09-15													
	Thursday	12-10-15			5:24	5:07	2:00								
	Friday	12-11-15													
TOTAL HOURS TO BE PAID PER TCD RECORD								15.0							

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: _____ Date: _____
 Site Coordinator Signature: Constance Russell Date: _____
 Afterschool Director Signature: [Signature] Date: 12-16-15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

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Exhibit 12



21st Century Community Learning Centers Temporary Employment Log



School Name: Lantana Elem.

Employee Name: Ashley Gonzales

Employee ID #: 1093183

- 21st CCLC Staff: Site Coordinator Academic Advisor Counselor
 ITSA Language Facilitator Guest Artist

DAY	DATE	Time In AM		Time Out AM		Time In PM		Time Out PM		TOTAL TIME	Overlapping Hours	Please initial in the box below					Trainings (Write name of training):	Other:
		In	AM	Out	AM	In	PM	Out	PM			Program Time	Family Literacy	Staff Development	Data Compliance			
Monday	12-14-15																	
Tuesday	12-15-15					3:27		5:08		1:50								
Wednesday	12-16-15					3:21		5:24										
Thursday	12-17-15					3:24		5:41		2:25								
Friday	12-18-15					3:23		5:45		2:25								
Monday	12-21-15																	
Tuesday	12-22-15																	
Wednesday	12-23-15																	
Thursday	12-24-15																	
Friday	12-25-15																	
TOTAL HOURS TO BE PAID PER TCD RECORD																		

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: _____ Date: 12-21-15

Site Coordinator Signature: _____ Date: _____

Afterschool Director Signature: _____ Date: 12-18-15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

*pg. 9/117
Exhibit 12*



**21st Century Community Learning Centers (CCLC)
Temporary Employment LOG**

Employee Name: Marie Carey-Marshall Employee ID #: 1,055,071 School Name: Palmetto Elementary

21st CCLC Staff: Site Coordinator Site Coordinator Substitute Academic Advisor Academic Advisor Substitute ITSA Language Facilitator Counselor Guest Artist

DAY	DATE	Time In AM	Time Out AM	Time In PM	Time Out PM	TOTAL TIME	Overlapping Hours	Please initial in the box below				Trainings			
								Program	Family Literacy	Staff Development	CPR	Summer Safety	Other:		
Monday	12/14/15			5:22	5:24	2:02		(M)							
Tuesday	12/15/15														
Wednesday	12/16/15			3:32	5:32	2:00		(M)							
Thursday	12/17/15														
Friday	12/18/15			3:04	5:30	2:01		(M)							
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
TOTAL HOURS TO BE PAID PER TCD RECORD								6:03	Other:						

Peoplesoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: [Signature] Date: 12/18/15
 Site Coordinator Signature: [Signature] Date: 12/18/15
 Afterschool Director Signature: [Signature] Date: 12/18/15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

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Exhibit 12



- My Favorites
- My Self Service Content
- Reporting Tools
- Self Service
- eLearning Management
- Financials Management
- Human Capital Management
- Apply For Jobs

Home Favorites Main Menu Self Service Time Reporting Report Time Timesheet

Exhibit 12
Pg 11/47

Timesheet

[Frequently Asked Questions](#)

Carey-Marshall, Maria

Empl ID: 1055071

Job Title: Advisor Academic

Empl Record: 1

*View By:

Reported Hours: 4.03

[Previous Period](#) [Next Period](#)

*Date:

Scheduled Hours: 0.00

[Next Job](#)

From 12/12/2015 to 12/25/2015

Day	Date	Status	In	Out	In	Out	Time Reporting Code	Quantity
Sat	12/12	New						
Sun	12/13	New						
Mon	12/14	Submitted		3:22:34PM		5:24:11PM		
Tue	12/15	New						
Wed	12/16	Submitted		3:32:20PM		5:32:40PM		
Thu	12/17	New						
Fri	12/18	Submitted		3:29:50PM				
Sat	12/19	New						
Sun	12/20	New						
Mon	12/21	New						
Tue	12/22	New						
Wed	12/23	New						
Thu	12/24	New						
Fri	12/25	New						

[Elapsed Timesheet](#)

[Return to Select Job](#)

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21st Century Community Learning Centers (CCLC) Temporary Employment LOG



Employee Name: Ellen Festner Employee ID #: 1,010,938 School Name: Palmetto Elementary

21st CCLC Staff: Site Coordinator Site Coordinator Substitute Academic Advisor Academic Advisor Substitute
 ITSA Language Facilitator Counselor Guest Artist

Payroll Period: December 14 - 18, 2015

DAY	DATE	Time In AM		Time Out PM		TOTAL TIME	Overlapping Hours	Please initial in the box below				Trainings			
		In AM	Out AM	In PM	Out PM			Program Time	Family Literacy	Staff Development	CPR	Safety	Other:		
Monday	12/14/15			2:39	5:39	5.0		EMF							
Tuesday	12/15/15														
Wednesday	12/16/15			3:40	5:30	1.45		EMF							
Thursday	12/17/15														
Friday	12/18/15			3:49	5:28	1.44		EMF							
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
TOTAL HOURS TO BE PAID PER TCD RECORD									Other:						

PeopleSoft Payable Time Summary **MUST** be reviewed before signing.
 21st CCLC Staff Signature: [Signature] Date: 12/18/15
 Site Coordinator Signature: [Signature] Date: 12/18/15
 Afterschool Director Signature: [Signature] Date: 12/18/15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

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 Exhibit 12



- My Favorites
- eLearning Self Service
- My Content
- Reporting Tools
- Self Service
- eLearning Management
- Financials Management
- Human Capital Management
- Apply For Jobs

Favorites Main Menu Self Service Time Reporting Report Time Timesheet

Home

Timesheet

Frequently Asked Questions

Festner, Ellen

Empl ID: 1010930

Job Title: Advisor Academic

Empl Record: 1

*View By:

Reported Hours: 4.75

[Previous Week](#) [Next Week](#)

*Date:

Scheduled Hours: 0.00

[Previous Job](#)

From 12/14/2015 to 12/20/2015

Day	Date	Status	In	Out	In	Out	Time Reporting Code	Quantity
Mon	12/14	Submitted	2:39:02PM	5:39:30PM				
Tue	12/15	New						
Wed	12/16	Submitted	3:45:19PM	5:30:28PM				
Thu	12/17	New						
Fri	12/18	Submitted	3:44:02PM					
Sat	12/19	New						
Sun	12/20	New						

[Elapsed Timesheet](#)

[Return to Select Job](#)

pg. 13/47
Exhibit 1a



**21st Century Community Learning Centers (CCLC)
Temporary Employment LOG**



Employee Name: Tabatha Hyppolite Employee ID #: 1,111,389 School Name: Palmetto Elementary

21st CCLC Staff: Site Coordinator Site Coordinator Substitute Academic Advisor Academic Advisor Substitute
 ITSA Language Facilitator Counselor Guest Artist

DAY	DATE	Time		TOTAL TIME	Overlapping Hours	Please initial in the box below				Trainings					
		In AM	Out AM			In PM	Out PM	Program Time	Family Literacy	Staff Development	CPR	Summer Safety	Other:		
Monday	12/14/15														
Tuesday	12/15/15			2:03	4:10	2:08	4:10	2:08	4:10	TH					
Wednesday	12/16/15			2:08	4:10	2:08	4:10	2:08	4:10	TH					
Thursday	12/17/15			2:08	4:10	2:08	4:10	2:08	4:10	TH					
Friday	12/18/15			2:08	4:10	2:08	4:10	2:08	4:10	TH					
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
TOTAL HOURS TO BE PAID PER TCD RECORD						8.666									

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: [Signature] Date: 12/18/15
 Site Coordinator Signature: [Signature] Date: 12/18/15
 Afterschool Director Signature: [Signature] Date: 12/18/15

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Exhibit 12

NOTE: This is a 'back-up' log to TCD Records, for internal use only.



The School District of Palm Beach County

Home | Resources | Portal | Add to My Links | Sign out

Search Portal

My Links Select One:

- My Favorites
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- Reporting Tools
- Self Service
- eLearning Management
- Finance Management
- Human Capital Management
- Apply For Jobs

Home Add Favorites Main Menu Self Service Time Reporting Report Time Timesheet

Timesheet

Employee: 111125

Reported Hours: 8.50

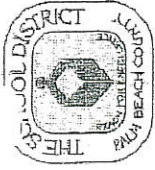
Submitted Hours: 8.50

Week End: Calendar

Date: 12/22/15

Date	Time	Status	Start	End	Rate	Hours
12/12	12:12	New				12:12
12/13	12:13	New				12:13
12/14	12:14	New				12:14
12/15	12:15	Submitted	20:27:14	16:11:00		12:15
12/16	12:16	Submitted	20:12:00	41:21:00		12:16
12/17	12:17	Submitted	20:12:00	41:21:00		12:17
12/18	12:18	Submitted	20:12:00	41:21:00		12:18
12/19	12:19	New				12:19
12/20	12:20	New				12:20
12/21	12:21	New				12:21
12/22	12:22	New				12:22
12/23	12:23	New				12:23
12/24	12:24	New				12:24
12/25	12:25	New				12:25

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Exhibit 12



**21st Century Community Learning Centers (CCLC)
Temporary Employment LOG**

Employee Name: Rony Flores Employee ID #: 1,100,902 School Name: Palmetto Elementary

21st CCLC Staff: Site Coordinator Site Coordinator Substitute Academic Advisor Academic Advisor Substitute
 ITSA Language Facilitator Counselor Guest Artist

Payroll Period: December 14 - 18, 2015

DAY	DATE	Time In AM		Time Out AM		Time In PM		Time Out PM		TOTAL TIME	Overlapping Hours	Please initial in the box below				Trainings		
								Program Time	Family Literacy			Staff Development	CPR	Summer Safety	Other:			
Monday	12/14/15																	
Tuesday	12/15/15					1:46	8:25			3:39								
Wednesday	12/16/15					1:47	5:20			3:33								
Thursday	12/17/15					1:40	5:17			3:29								
Friday	12/18/15					1:37	5:20			3:33								
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		
TOTAL HOURS TO BE PAID PER TCD RECORD											14:04							Other:

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: [Signature] Date: 12/18/15
 Site Coordinator Signature: [Signature] Date: 12/18/15
 After-school Director Signature: [Signature] Date: 12/18/15

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Exhibit 12

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

Timesheet

Employee Access Credentials

Home > Home

Empl ID: 1100902

Job Title: Counc AfterSchool Certified

Empl Record: 1

View By: Calendar Period

Reported Hours: 10.63

Print Report

Date: 12/12/2015

Scheduled Hours: 0.00

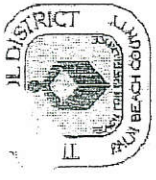
Print Log

From 12/12/2015 to 12/25/2015

Day	Date	Status	Start	End	Time Recording Code	Search Date
Sat	12/12	New				12/12
Sun	12/13	New				12/13
Mon	12/14	New				12/14
Tue	12/15	Submitted	1:46:55PM	5:25:01PM		12/15
Wed	12/16	Submitted	1:47:19PM	5:20:26PM		12/16
Thu	12/17	Submitted	1:48:07PM	5:17:27PM		12/17
Fri	12/18	Submitted	1:47:50PM			12/18
Sat	12/19	New				12/19
Sun	12/20	New				12/20
Mon	12/21	New				12/21
Tue	12/22	New				12/22
Wed	12/23	New				12/23
Thu	12/24	New				12/24
Fri	12/25	New				12/25

Printed Timesheet
Return to Select Job

pg. 17/47
Exhibit 12



**21st Century Community Learning Centers (CCLC)
Temporary Employment LOG**



Employee Name: Kristen Shea Employee ID #: 1,074,368 School Name: Palmetto Elementary

- 21st CCLC Staff: Site Coordinator Site Coordinator Substitute Academic Advisor Academic Advisor Substitute
 ITSA Language Facilitator Counselor Guest Artist

DAY	DATE	Time In AM		Time Out AM		Time In PM		Time Out PM		TOTAL TIME	Overlapping Hours	Please initial in the box below					Trainings					
		In	Out	In	Out	In	Out	Program Time	Family Literacy			Staff Development	CPR	Summer Safety	Other:							
Monday	12/14/15																					
Tuesday	12/15/15			2:19	5:21					3:05	108											
Wednesday	12/16/15																					
Thursday	12/17/15			2:30	5:16					2:46	18											
Friday	12/18/15	6:00	7:00							:51	10									giant requirements		
Monday																						
Tuesday																						
Wednesday																						
Thursday																						
Friday																						
TOTAL HOURS TO BE PAID PER TCD RECORD											6:45	Other:										

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: [Signature] Date: 12/18/15
 Site Coordinator Signature: [Signature] Date: 12/18/15
 Afterschool Director Signature: [Signature] Date: 12/18/15

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Exhibit 12

NOTE: This is a 'back-up' log to TCD Records, for internal use only.



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[Favorites](#) [Main Menu](#) [Self Service](#) [Time Reporting](#) [Report Time](#) [Timesheet](#)

Timesheet

[Frequently Asked Questions](#)

Shea, Kristen

Empl ID: 1074368

Job Title: Advisor Academic

Empl Record: 2

View By: 7

Reported Hours: 6.75

[Previous Week](#) [Next Week](#)

Date:

Scheduled Hours: 0.00

[Previous Job](#)

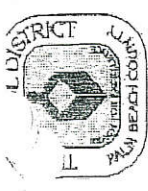
From 12/14/2015 to 12/20/2015

Day	Date	Status	In	Out	In	Out	Time Reporting Code	Quantity
Mon	12/14	New						
Tue	12/15	Submitted		2:19:18PM		5:24:46PM		
Wed	12/16	New						
Thu	12/17	Submitted		2:30:11PM				
		Submitted				5:16:14PM		
Fri	12/18	Submitted		6:06:35AM		7:00:32AM		
Sat	12/19	New						
Sun	12/20	New						

[Elapsed Timesheet](#)

[Return to Select Job](#)

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Exhibit 12



21st Century Community Learning Centers (CCLC) Temporary Employment LOG



Employee Name: Vanessa Rodriguez Employee ID #: 1,098,833 School Name: Palmetto Elementary

21st CCLC Staff: Site Coordinator Site Coordinator Substitute Academic Advisor Academic Advisor Substitute
 ITSA Language Facilitator Counselor Guest Artist

DAY	DATE	Time In AM		Time Out AM		Time In PM		Time Out PM		TOTAL TIME	Overlapping Hours	Please initial in the box below								
												Program Time	Family Literacy	Staff Development	CPR	Summer Safety	Other:			
Monday	12/14/15																			
Tuesday	12/15/15																			
Wednesday	12/16/15			1:44	5:19					3:35										
Thursday	12/17/15			1:45	5:10					3:31										
Friday	12/18/15																			
Monday																				
Tuesday																				
Wednesday																				
Thursday																				
Friday																				
TOTAL HOURS TO BE PAID PER TCD RECORD																				

PeopleSoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: *Vanessa Rodriguez* Date: 12/17/15
 Site Coordinator Signature: *Vanessa Rodriguez* Date: 12/18/15
 Afterschool Director Signature: *Vanessa Rodriguez* Date: 12/18/15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

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Exhibit 12

Timesheet

Commonly Asked Questions

Redistricting Information

Empl ID: 1098833

Job Title: Counselor AfterSchool

Empl Record: 1

*View By: Calendar Period

Reported Hours: 7.10 Previous Period Next Period

*Date: 12/12/2015

Scheduled Hours: 0.00 Previous Job Next Job

From: 12/12/2015 to 12/25/2015

Day	Date	Status	Start	End	Time Reporting Code	Weekly Date
Sat	12/12	New				12/12
Sun	12/13	New				12/13
Mon	12/14	New				12/14
Tue	12/15	New				12/15
Wed	12/16	Submitted	1:44:14PM	5:19:44PM		12/16
Thu	12/17	Submitted	1:45:23PM	5:16:23PM		12/17
Fri	12/18	New				12/18
Sat	12/19	New				12/19
Sun	12/20	New				12/20
Mon	12/21	New				12/21
Tue	12/22	New				12/22
Wed	12/23	New				12/23
Thu	12/24	New				12/24
Fri	12/25	New				12/25

Print Timesheet

Print as Report Job

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Exhibit 12



21st Century Community Learning Centers (CCLC) Temporary Employment LOG



School Name: Palmetto Elementary

Employee ID #: 1,098,672

Employee Name: Karen Howard

21st CCLC Staff: Site Coordinator ITSA

Site Coordinator Substitute Language Facilitator

Academic Advisor Counselor

Academic Advisor Substitute Guest Artist

Payroll Period: December 14 - 18, 2015

DAY	DATE	Time In		Time Out		TOTAL TIME	Overlapping Hours	Please initial in the box below					Other:					
		AM	PM	AM	PM			Program	Family	Staff	Development	CPR		Summer	Other:			
Monday	12/14/15																	
Tuesday	12/15/15			3:23	6:04	2:41												
Wednesday	12/16/15			3:01	5:01	2:01												
Thursday	12/17/15																	
Friday	12/18/15																	
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		

TOTAL HOURS TO BE PAID PER TCD RECORD 3.42

Peoplesoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: Karen Howard Date: 12/18/15

Site Coordinator Signature: [Signature] Date: 12/18/15

Afterschool Director Signature: [Signature] Date: 12/18/15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

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Exhibit 12



The School District of Palm Beach County

- [My Favorites](#)
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- [eLearning Management](#)
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- [Human Capital Management](#)
- [Apply For Jobs](#)

[Favorites](#) | [Main Menu](#) | [Self Service](#) | [Time Reporting](#) | [Report Time](#) | [Timesheet](#)

Timesheet

[Frequently Asked Questions](#)

Howard, Karen

Empl ID: 1098672

Job Title: Advisor Academic

Empl Record: 1

*View By:

Reported Hours: 1.68

[Previous Period](#) | [Next Period](#)

*Date:

Scheduled Hours: 0.00

[Previous Job](#)

From 12/01/2015 to 12/15/2015

Day	Date	Status	In	Out	In	Out	Time Reporting Code	Quantity
Sat	12/12	New						
Sun	12/13	New						
Mon	12/14	New						
Tue	12/15	Submitted		3:23:27PM		5:04:44PM		
Wed	12/16	New						
Thu	12/17	Submitted		3:01:49PM				
Fri	12/18	New						
Sat	12/19	New						
Sun	12/20	New						
Mon	12/21	New						
Tue	12/22	New						
Wed	12/23	New						
Thu	12/24	New						
Fri	12/25	New						

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Exhibit 12



**21st Century Community Learning Centers (CCLC)
Temporary Employment LOG**

Employee Name: Jeanine Brehm Employee ID #: 1,015,391 School Name: Palmetto Elementary

21st CCLC Staff: Site Coordinator Site Coordinator Substitute Academic Advisor Academic Advisor Substitute
 ITSA Language Facilitator Counselor Guest Artist

DAY	DATE	Time In AM		Time In PM		Time Out PM	TOTAL TIME	Overlapping Hours	Please initial in the box below				Trainings				
		In	Out	In	Out				Program Time	Family Literacy	Staff Development	CPR	Summer Safety	Other:			
Monday	12/14/15																
Tuesday	12/15/15			3:04	5:05		2:01		<i>Jn</i>								
Wednesday	12/16/15																
Thursday	12/17/15			3:08	5:30		2:22		<i>Jn</i>								
Friday	12/18/15																
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
TOTAL HOURS TO BE PAID PER TCD RECORD								4.23	Other:								

Peoplesoft Payable Time Summary MUST be reviewed before signing.

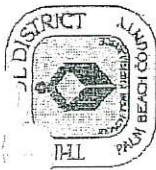
21st CCLC Staff Signature: _____ Date: 12/18/15
 Site Coordinator Signature: Jeanine Brehm Date: 12/18/15
 Afterschool Director Signature: _____ Date: 12/18/15

*Exhibit 412
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NOTE: This is a 'back-up' log to TCD Records, for internal use only.



21st Century Community Learning Centers (CCLC) Temporary Employment LOG



Employee Name: Kathleen Anderson Employee ID #: 1,037,912 School Name: Palmetto Elementary

21st CCLC Staff: Site Coordinator Site Coordinator Substitute Academic Advisor Academic Advisor Substitute
 ITSA Language Facilitator Counselor Guest Artist

Payroll Period: December 14 - 18, 2015										Please initial in the box below				Trainings		
DAY	DATE	Time In AM	Time Out AM	Time In PM	Time Out PM	TOTAL TIME	Overlapping Hours	Program Time	Family Literacy	Staff Development	CPR	Summer Safety	Other:			
Monday	12/14/15			3:01	5:18	2:17		KA								
Tuesday	12/15/15			3:00	5:06	2:06		KA								
Wednesday	12/16/15															
Thursday	12/17/15			3:05	5:06	2:01		KA								
Friday	12/18/15															
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
TOTAL HOURS TO BE PAID PER TCD RECORD							6.21	Other:								

Peoplesoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: Kathleen Anderson Date: 12/17/15
 Site Coordinator Signature: [Signature] Date: 12/18/15
 Afterschool Director Signature: [Signature] Date: 12/18/15

NOTE: This is a 'back-up' log to TCD Records, for internal use only.

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- My Favorites
- eLearning Self Service
- My Content
- Reporting Tools
- Self Service
- eLearning Management
- Financials Management
- Human Capital Management
- Apply For Jobs

Favorites Main Menu Self Service Time Reporting Report Time Timesheet

Timesheet

[Frequently Asked Questions](#)

Anderson, Kathleen

Empl ID: 1037912

Job Title: Advisor Academic

Empl Record: 3

*View By:

Reported Hours: 6.35

[Previous Period](#) [Next Period](#)

*Date:

Scheduled Hours: 0.00

[Previous Job](#)

From 12/12/2015 to 12/25/2015

Day	Date	Status	In	Out	In	Out	Time Reporting Code	Quantity
Sat	12/12	New						
Sun	12/13	New						
Mon	12/14	Submitted	3:04:13PM	5:18:25PM				
Tue	12/15	Submitted	3:00:06PM	5:06:37PM				
Wed	12/16	New						
Thu	12/17	Submitted	3:05:07PM	5:06:06PM				
Fri	12/18	New						
Sat	12/19	New						
Sun	12/20	New						
Mon	12/21	New						
Tue	12/22	New						
Wed	12/23	New						
Thu	12/24	New						
Fri	12/25	New						

[Elapsed Timesheet](#)

[Return to Select Job](#)

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Exhibit 12



21st Century Community Learning Centers (CCLC) Temporary Employment LOG

Employee Name: Myrlande Bastien Employee ID #: 1,047,565 School Name: Palmetto Elementary

21st CCLC Staff: Site Coordinator Site Coordinator Substitute Academic Advisor Academic Advisor Substitute
 ITSA Language Facilitator Counselor Guest Artist

DAY	DATE	Time In AM		Time Out AM		Time In PM		Time Out PM		TOTAL TIME	Overlapping Hours	Please initial in the box below				Trainings						
		In	Out	In	Out	In	Out	Program Time	Family Literacy			Staff Development	CPR	Summer Safety	Other:							
Monday	12/14/15			2:04	6:02					4h01												
Tuesday	12/15/15																					
Wednesday	12/16/15			2:31	5:48					3h17												
Thursday	12/17/15																					
Friday	12/18/15			2:04	5:34					3h30												
Monday																						
Tuesday																						
Wednesday																						
Thursday																						
Friday																						
TOTAL HOURS TO BE PAID PER TCD RECORD																						

Peoplesoft Payable Time Summary MUST be reviewed before signing.

21st CCLC Staff Signature: [Signature] Date: 12/18/15
 Site Coordinator Signature: [Signature] Date: 12/18/15
 Afterschool Director Signature: [Signature] Date: 12/18/15

Exhibit 12
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NOTE: This is a 'back-up' log to TCD Records, for internal use only.