



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

OFFICE OF INSPECTOR GENERAL
3318 FOREST HILL BLVD., C-306

WEST PALM BEACH, FL 33406
(561) 434-7335 FAX: (561) 434-8652

www.palmbeachschools.org
Hotline: 855-561-1010

TERESA MICHAEL, CIG, CIGI, CFE
INSPECTOR GENERAL

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MEMORANDUM

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

FROM: Teresa Michael, Inspector General *TM*

DATE: December 8, 2022

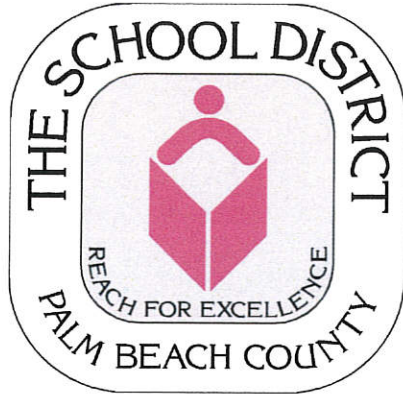
SUBJECT: Transmittal of Final Investigative Report:
23-0002-I/Misrepresentation of Leaves/Absences

Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 23-0002-I related to the misrepresentation of leaves/absences. The complaint was received in the OIG office on July 6, 2022. The allegation was that Choice and Career Administrative Assistant Tangie Guillaume was not accurately accounting for her time.

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

In accordance with *School Board Policy 1.092.9.b.iv.*, on October 28, 2022, the draft of this investigation was provided to Tangie Guillaume for a response. The OIG did not receive a response from Tangie Guillaume.

The report is finalized and will be posted on the Inspector General's website;
https://www.palmbeachschools.org/about_us/reports_and_publications/inspector_general_reports .



OIG CASE NUMBER 23-0002-I

Choice & Career Options

Misrepresentation of Leaves/Absences

REDACTED

TYPE OF REPORT: FINAL

DATE OF REPORT: 12/8/2022



Teresa Michael

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

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Office of Inspector General

Report of Investigation 23-0002-I

EXECUTIVE SUMMARY

From June 7, 2022, to September 30, 2022, OIG staff conducted interviews with relevant staff and reviewed pertinent documentation and records such as badge swipes, Missed Punch Reports (MPRs), and PeopleSoft records as they related to the allegation that District employee Tangie Guillaume misrepresented her time by completing MPRs, and clocking in and then leaving District premises. As a result of the investigation, OIG staff determined that the allegation that Administrative Assistant Tangie Guillaume violated School Board Policy 3.02.5.c.vi, in that she misrepresented her absences or leaves was **Unsubstantiated**.

On October 28, 2022, the OIG forwarded a copy of the draft report to Tangie Guillaume and was given 20 business days to respond in writing. At the finalization of this investigative report, the OIG did not receive a response from Tangie Guillaume.

RECOMMENDATIONS

OIG recommends:

- No further action.

INVESTIGATIVE PREDICATE

On June 30, 2022, the School District of Palm Beach County, Office of Inspector General (OIG) received a complaint from Choice & Career Options Sr. Accounting Technician Lilibeth (Lilly) Valdes-Maietto (Maietto) regarding the alleged theft of time by Administrative Assistant Tangie Guillaume.

On July 6, 2022, OIG Investigator Tanya Lawson was assigned this complaint for an investigation.

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

BACKGROUND

Choice and Career Options (AKA Choice) is an innovative collaboration of essential services that provides direction, leadership, and support to multiple programs and academies in our school district.

The Choice and Career Options team provides the foundation for students to attain college and career readiness through a variety of rigorous programs of study and resources.

Choice and Career Options also provides administrative support and avenues for accessibility to K-12 programs including Career and Technical Education (CTE), International Baccalaureate, JROTC, Montessori, dual language, and the fine arts. Additionally, Choice and Career Options ensures statutory compliance for home education students, Controlled Open Enrollment (COE), opportunity scholarships, and manages the choice lottery process, student reassignments, and state reporting for industry certifications and other Career and Technical Education (CTE) related data.¹

ALLEGATION

It is alleged that Tangie Guillaume violated School Board Policy 3.02 by misrepresenting her absences or leaves. Specifically, according to School Board Policy 3.02.5.c.vi, *Employees should exemplify honesty and integrity in the performance of their official duties for the School District. Unethical conduct includes, but is not limited to: Falsifying or misrepresenting reported reasons for absences or leaves.*

¹ Source: www.palmbeachschools.org/choiceandcareeroptions

COMPLAINANT INTERVIEW

On June 30, 2022, a sworn recorded interview of Choice and Career Options Sr. Accounting Technician Lilibette (Lilly) Maietto, was conducted at the Office of Inspector General's office in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Maietto" as it relates to the Allegation:

Maietto was a Sr. Accounting Technician in Choice and Career Options until her resignation effective July 15, 2022. Maietto had been employed by the District since 2017.

Maietto stated the reason why she brought the matter to light was that she was now in charge of doing payroll since Martin left the department effective June 9, 2022. Maietto stated that the previous secretary, Lisa Martin, was doing payroll and asked her if she noticed that Guillaume was clocking into work early and then leaving. Maietto stated that Martin proceeded to show her where to find the information in PeopleSoft. Per Maietto, it was obvious to her from her observations that Guillaume was clocking in at 5 AM, but would not physically be there and then would come back to clock out when her eight hours were over. Maietto also stated that when Martin was the secretary, Martin would complain to her about Guillaume and Maietto would ask Martin if she told Director Jeraline Johnson about her concerns. Martin told her that she did. Maietto stated she did not know for a fact that Martin told the director.

According to Maietto, Guillaume would come to her and say she was leaving and Maietto would check the time and it would be 2:30 PM. Maietto would respond to Guillaume that it's early and Guillaume would either respond "yes because I clocked in early" or "I'm just going to fill out a Missed Punch Report (MPR) for later." According to Maietto, that meant that Guillaume was going to just leave early and submit an MPR for later in the afternoon.

According to Maietto, she voiced her concerns to Johnson, but was not satisfied with what she considered to be Johnson's apparent lack of response to the matter so, she then informed Choice and Career Options Manager Tara Kobel. Per Maietto, Kobel went to School Police to request the badge swipes for Guillaume to be able to compare the swipes to the Missed Punch Reports (MPR). According to Maietto, Kobel informed her that she took the badge swipe information to Johnson, but that Johnson did not do anything about it.

In addition, Maietto stated on one occasion (no specific date provided by Maietto), Guillaume came to her and told her that she did not know what she was going to do because she had to pick her daughter up from daycare. Maietto stated she told her to use her leave time since she had enough, but Maietto stated Guillaume did not want to use her leave. According to Maietto, Guillaume stated, "I'll fix your time and you fix mine". Maietto stated she ignored Guillaume's comment because she did not know how to handle the situation.

WITNESS INTERVIEWS

On July 13, 2022, a sworn recorded interview of Choice and Career Options Manager Tara Kobel was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Kobel” as it relates to the Allegation:

Kobel began with the School District in 2002 and serves as the Manager for Choice Programs.

Kobel stated on or around the second week of June 2022, she was informed by Maietto that Guillaume was abusing the clock system (Time Collection Device; TCD) by not clocking in and out appropriately. According to Kobel, Maietto also told her that she had previously taken the matter to Dr. Jeraline Johnson however; the issue was still occurring. Kobel stated she asked Maietto how she knew this was happening and Maietto responded that Guillaume told her. Kobel stated she contacted Johnson who was away at a conference and told her what had been reported to her and that they (Kobel and Johnson) needed to take action. According to Kobel, upon Johnson’s return, Johnson conducted a staff meeting with all non-instructional employees who are required to utilize the TCD. Per Kobel, Johnson reminded the employees not to have any missed punches because the number of missed punches had increased. Kobel could not provide an exact number or percentage of the increased missed punches. Per Kobel, Johnson also reminded the employees to remember what their work hours are and that they are expected to work them. Per Kobel, Johnson reviewed with staff what was already known, but conducted the meeting as a reminder to all relevant employees including Guillaume. According to Kobel, after the meeting ended, Johnson informed her that the following week she would also be gone to attend another seminar leaving her in charge.

Kobel stated while Johnson was away in June for another seminar (verified by Johnson as actually being on vacation), she observed that Guillaume was clocking in, but was not going into the office and instead, leaving the premises to go home, and then coming back to the office two hours later. Kobel said she knew Guillaume was going home based on what Maietto told her. Kobel stated she then pulled Guillaume’s punch report (TCD) to verify if they matched up with the time she knew Guillaume was in the office. Kobel stated she noticed at around 3:30 PM, that Guillaume would not be in the office, but the TCD report illustrated that she left at 5:00 PM or 6:00 PM. Kobel stated she then went to School Police and requested the badge swipes for Guillaume. Kobel stated that she was advised by School Police that the report is not 100% accurate since Guillaume could have walked in with someone and not swiped her badge.

Kobel stated there was an instance in June when she was notified by the superintendent’s office that no one was answering the phone which alerted her that Guillaume was not in the office. Kobel could not recall the name of the individual in the superintendent’s office. Kobel stated she asked individuals in the office if they had seen Guillaume and the

response was no, not since some time that morning. Kobel stated she then attempted to contact Guillaume by telephone, but Guillaume did not answer instead. Instead, Guillaume sent an instant message to her stating that she had a doctor's appointment and that she previously requested the time off. Kobel stated she later found out from Maitetto that Guillaume completing a TDE for her doctor's appointment was not true. Kobel stated there were other instances that Guillaume was missing from work without her knowledge. Per Kobel, Guillaume would give excuses, but did not let her know her schedule beforehand.

According to Kobel, she contacted Guillaume's prior department, Exceptional Student Education (ESE), and spoke with Guillaume's supervisor, Kelly Fisher, and was told by Fisher that Guillaume was having issues in the ESE department and that she was misrepresenting her time. Kobel stated she gathered all of the information that she had obtained, including what she observed, and presented it to Johnson upon her return. Kobel stated that after she gave Johnson the information, she was not kept in the loop by Johnson. According to Kobel, she followed up with Johnson and was told that she spoke with Human Resources (H.R.), and was instructed on the steps that she needed to take with regard to Guillaume. Per Kobel, Johnson informed her that H.R. would be issuing Guillaume a letter. Kobel acknowledged that she did not know what the letter said or whether or not Guillaume received the letter or if there were any consequences.

On August 1, 2022, a sworn recorded interview of Choice and Career Options Administrative Assistant Robin Shanak was conducted at the Office of Inspector General in West Palm Beach, FL The following represents actual and paraphrased statements made by "Shanak" as it relates to the Allegation:

Robin Shanak began her career in the School District in 1999 and began working in the Choice and Career Options department in 2010.

Shanak stated Guillaume's position as an Administrative Assistant for Career and Technical Education (CTE) Instructor (also called Specialists) does not require her to work outside of the office; however, she is required to assist the CTE Specialists with administrative tasks, but it does not require her to leave the office. Shanak stated that her desk is located right behind Guillaume's, so she knows when Guillaume is not at her desk. Shanak stated from her observations, Guillaume had either not been present at work in the mornings or had not completed a full eight-hour work day. Shanak stated she cannot say for a fact the exact times that Guillaume may have clocked into work, but she knows that Guillaume was not there when she arrived to work at 6 AM. Shanak stated that Guillaume has never come in that early even before the District's four-10-hour days over the summer and is usually not there before 7:30/8:00 AM. Shanak stated according to the schedule sent out by former secretary Lisa Martin for the 2022-2023 school year, Guillaume was scheduled to work 8:00-4:30 PM. Shanak stated that based on her (own) schedule, she would leave work at 3:30 PM, however, according to Shanak, Guillaume would leave around 2:00-2:30 PM.

On August 1, 2022, a sworn recorded interview of Exceptional Student Education (ESE) Director Kevin McCormick was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “McCormick” as it relates to the Allegation:

McCormick began his career with the School District in 2000 and is the Director of Exceptional Student Education (ESE).

McCormick stated that he had little to no contact with Guillaume when she was in the ESE department nor was he her direct supervisor. McCormick stated at the time, administrative assistant positions were allocated to regional offices; therefore, Guillaume was allocated to one of these positions at Boynton Beach High School, and was to report directly to Kelley Fisher.

McCormick stated he began receiving complaints from parents telling him that their phone calls were not being answered, messages were not received and their ESE services in the south started breaking down. As a result, on August 16, 2021, he came up with a new process that required Guillaume to log all telephone calls, messages, and who she forwarded calls to so that he could respond to the parent complaints and make sure that Guillaume was held accountable. McCormick stated after he began monitoring Guillaume’s attendance she became more communicative, and began letting him know when she would not be in the office.

McCormick stated that post-pandemic he was made aware by his secretary, Damarys Nina, that Guillaume had apparently not begun reporting back to work as outlined in the District guidelines post-COVID. McCormick stated at that point, he had his secretary send out an email letting staff know that there was no remote work being authorized at that time and that everyone was required to report back to work. McCormick acknowledged that he did not know if Fisher permitted Guillaume to work remotely since she did not report directly to him.

[INTENTIONALLY LEFT BLANK]

On August 2, 2022, a sworn recorded interview of Choice and Career Options Analyst Rachel Boulton was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Boulton” as it relates to the Allegation:

Boulton began her career at the School District in May 2021 as an Office Support Assistant in Virtual and Home Education Services. In July 2022, she was promoted to Information and Applications Support in Choice and Career Options.

Boulton stated during the summer, she witnessed Guillaume coming to work at various times but could not state for a fact what Guillaume’s schedule was since it appeared to be different each day. Boulton stated to her knowledge, during the summer, Guillaume was supposed to work from 6:00 AM-4:30 PM., According to Boulton, she would arrive to work before Guillaume every single morning. When asked what time Guillaume would come in, Boulton stated it would usually be around 8:00 AM. Boulton stated prior to the departure of Maietto, she expressed to her that there is something weird going on with Guillaume’s time and Guillaume completing MPRs. Boulton stated Maietto said she took her concerns to Johnson, but did not know what the results were.

On August 2, 2022, a sworn recorded interview of Choice and Career Options Administrative Assistant Lisandra Rivera Ramos was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Ramos” as it relates to the Allegation:

Ramos began her career in the School District in 2019 in Choice and Career Options and is an Administrative Assistant.

Ramos stated to her knowledge, there was an issue with Guillaume coming and going without permission, but she stated that she does not know the specifics as it was office gossip, and she does not indulge in office gossip. Ramos stated she noticed that Guillaume was not staying until the end of the work day. Ramos stated she does not know Guillaume’s schedule, but from her recollection, Guillaume was to report to work prior to her at 6:00 AM and stated Guillaume usually arrives before she does (at 7:00 AM). Per Ramos, that is not all of the time, but most of the time. Ramos stated she does not know if Guillaume takes leave or not. Ramos stated she would only notice that Guillaume was not there in the afternoon and cannot confirm what may be happening in the morning.

On August 4, 2022, a sworn recorded interview of Choice and Career Options Program Specialist Fanny Johnson was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Johnson” as it relates to the Allegation:

Johnson is a Supervisor of Technical Operations in Choice and Career Options. Johnson began her career in the School District in 1994.

Johnson stated that she keeps to herself and does not participate in office gossip. Johnson stated that she had heard some of the rumors about Guillaume, but feels that if one individual is looked at for something wrong, then everyone needs to be looked at because everyone does something wrong. Johnson stated she does not know Guillaume’s schedule, but when Guillaume began working in the department this year, she noticed that Guillaume would clock in and then leave. Johnson said that because she does not supervise anyone, she thought that maybe Guillaume was going out to the schools to assist the CTE Specialists since she is the secretary for the CTEs.

Johnson stated she did notice that sometimes Guillaume would not be there in the afternoons but stated that she did not know if Guillaume had approved leave or not and that it was not her business to check on another employee. Johnson stated that she does not have any further information to provide, and is very uncomfortable with this situation.

On August 4, 2022, a sworn recorded interview of Choice and Career Options Instructional Program Planner [REDACTED] was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “[REDACTED]” as it relates to the Allegation:

[REDACTED] is an Instructional Program Planner in Choice and Career Options and has been in the School District since 2006.

[REDACTED] stated she is aware that an employee in her department was not showing up to work as she should have and stated that the employee is Tangie Guillaume. [REDACTED] stated the matter regarding Guillaume was brought to her attention by both Maietto and Kobel. [REDACTED] stated that Maietto brought it to her attention and alleged that Guillaume was clocking into work and then leaving. [REDACTED] stated Maietto said she (Maietto) was having to process a lot of MPRs for Guillaume.

[REDACTED] stated that during the summer, her time to clock in was 6:00 AM, and she would typically be there at 5:45 AM. There were times she would see Guillaume there, and sometimes she would not see her until later in the morning. [REDACTED] acknowledged that she did not know if Guillaume had approved leave on those days.

When asked what prompted Dr. Johnson to have the June 9, 2022, staff meeting, [REDACTED] responded that Maietto told her that she expressed her concerns to Johnson, but did not see any changes in Guillaume’s behavior and Maietto said she felt that

Johnson was not receptive to Maietto reporting the matter. According to [REDACTED], after Maietto discussed her concerns with Kobel, Kobel stepped in to urge Johnson to take action, and that is what led Johnson to conduct a staff meeting to address employee schedules, their hours; lunch breaks, etc. Per [REDACTED], Johnson announced at the meeting that Guillaume would now do payroll and Maietto would continue to be payroll back up and Guillaume would be her (Johnson's) secretary until she found a replacement for the position. [REDACTED] stated to her knowledge, there have not been any issues with Guillaume's performance doing payroll functions.

On August 8, 2022, a sworn recorded interview of Purchasing Department's Purchasing Documents Analyst Lisa Martin was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Martin" as it relates to the Allegation:

Lisa Martin began her career with the School District in 1984. She became an Administrative Assistant in the Choice and Career Options department in May 2022 and effective June 9, 2022, was promoted to the position of Purchasing Documents Analyst in the Purchasing department.

Martin stated she worked in Choice from January 2022 until June 4, 2022, as a payroll validator. Martin stated during the time that she was there, she did not notice anything out of the ordinary but acknowledged that she mainly kept to herself and did not get involved in any office gossip. When asked if there was anyone in the department with a lot of MPRs, Martin replied "yes, Tangie Guillaume." Martin stated she does not know if Guillaume missed days without the appropriate leave or did not report to work as required. Martin reiterated that she did not notice anything and did her work as assigned.

Responding to the question as to whether or not she told Maietto that she had an issue with processing the time for Guillaume, Martin responded, no, she did not tell Maietto that. Martin did not have any other information to offer and stated that she did her job and did not pay attention to anything else.

On August 16, 2022, a sworn recorded interview of Choice and Career Options Director Dr. Jeraline Johnson was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Johnson" as it relates to the Allegation:

Johnson is the Director of Choice and Career Options and has been a School District employee since 1993.

Johnson stated before her vacation in June, she held a meeting with staff on June 9, 2022, to go over the increase in MPRs. Johnson could not provide a specific amount of the increase in MPRs, but stated that Guillaume was not the only employee submitting MPRs; several in the department were regularly submitting MPRs.

Johnson stated the matter regarding Guillaume misrepresenting her time was brought to her attention by Lilly Maietto. Johnson stated as far as Maietto is concerned, Maietto would often openly question her on the decisions that she made as director. Johnson stated that she would have to remind Maietto that she is the director and will run the office the way she feels is best. According to Johnson, Maietto told her that Guillaume was coming in to work, but would leave District premises and then return to work to clock out. Johnson stated, she retrieved Guillaume's time records to see if there was a pattern. Johnson stated at that time in June, she happened to take a vacation but dealt with the matter once she returned from vacation sometime later in June. Johnson stated she had a conversation with Guillaume about her time. Specifically, it appeared that there were times that Guillaume clocked out later than scheduled. Johnson stated Guillaume explained that she had to go and pick up her daughter so she would leave, but come back to the office at the end of the day. Guillaume would leave, but not clock out and then come back to the office. Johnson stated on the front end (AM), Guillaume would have to take her daughter to school. Johnson stated she did not have a problem with that, however, Guillaume did not clock out to properly reflect her time.

Johnson stated she contacted the Director of the Office of Professional Standards (OPS) Vicki Evans Pare' who advised her on what steps should be taken with Guillaume. Johnson stated she was provided a Written Directive template by HR Partner Darron Davis which she completed and provided to Guillaume on June 21, 2022. According to Johnson, to officially acknowledge the issue, the letter outlined the dates that Guillaume did not clock out when picking up her child (**Exhibit 1**). Johnson stated she made it clear to Guillaume that she did not have a problem with her picking up her child, but that she had to clock out when doing so.

Per Johnson, part of Guillaume's duties required her to make deliveries of supplies to schools when orders (learning materials) for the CTEs came in. Johnson stated this normally occurred in the summer months and usually occurred about two to three times per week. Johnson stated she would have Guillaume complete an MPR because, at the time, she did not know that Guillaume should have clocked out at the home site (District-Fulton-Holland; FHESC), and then clock in once she made it to the delivery location. Johnson stated she also instructed Guillaume to complete an MPR if she was at a location/school after her scheduled time to be off. Johnson stated going forward, she will make sure that Guillaume is clocking in at the location where she makes deliveries.

Johnson stated Guillaume was not the only individual in the department completing MPRs when needed. Johnson stated there were times when the TCD device was not functioning properly and an MPR had to be completed by all individuals that are required to use the TCD device. Johnson stated this was also covered during her staff meeting in June. Johnson stated Maietto was not happy with her response during the meeting regarding Guillaume becoming the temporary secretary and thereby, processing the payroll. Johnson stated her past practice had been that her senior accounting technician served as payroll backup and a non-instructional staff member would serve as an assistant to the director. Johnson stated her secretary, Lisa Martin, had taken another position so,

she was without a secretary. Johnson stated that Maietto was not happy with that and made it known that she was not happy.

Communication with Manager Tara Kobel

Johnson acknowledged that she did receive a message from Kobel during her vacation in June regarding Guillaume not being at work. Johnson stated she did not know the specifics and did not know whether or not Guillaume may have simply taken a walk around the District parking lot as she had done in the past and with others (including with Maietto).

Per Johnson, she has kept Kobel abreast of matters when it was necessary to do so. Johnson stated when she got the call from Kobel in June, she told her to wait until she returned to the office. Johnson stated she did not purposely leave Kobel out but admitted that she was not giving Kobel a blow-by-blow either. Johnson stated when it is a personal matter with an employee and their leave time, she handles it with that person and will only include other people when it is necessary. Johnson stated she does not like jumping to conclusions before she has all of the necessary information.

Johnson stated as far as a previous employment reference from ESE, she contacted Kelly Fisher and was not told anything unfavorable regarding Guillaume. Johnson stated that Kobel informed her of past issues with Guillaume in the ESE department.

When asked if she considered Guillaume's leave time to be excessive, Johnson asked to define excessive and stated that she did not feel that Guillaume's leave was any more excessive than other individuals in the department, but acknowledged that she had to address the MPRs in her staff meeting on June 9 with all staff members (**Exhibit 2**). Johnson admitted that Guillaume probably used more sick or annual leave due to her childcare issues. Johnson also acknowledged that Guillaume does not usually make up any time missed because she has to leave to pick up her child.

On September 21, 2022, a sworn recorded interview of former ESE School District employee Kelley Fisher was conducted via Google Meet, FL. The following represents actual and paraphrased statements made by "Fisher" as it relates to the Allegation:

Kelley Fisher worked for the School District from September 2019 until July 6, 2022. Fisher stated she was physically located at West Boca High School while at the District.

Fisher stated Guillaume reported directly to her and was the secretary for the office. Fisher stated it was brought to her attention by one of her employees (she couldn't recall the name) sometime in the fall of 2020 that Guillaume was witnessed clocking in, and then getting in her car and leaving Boynton Beach High School. Fisher stated she then contacted ESE Director Kevin McCormick and they had a meeting with Guillaume and

went over what the expectations were for her. Fisher stated the reason given by Guillaume for leaving the campus was that there were issues with her daughter, and there was no one to help take care of her. Fisher stated after the meeting, there wasn't a problem. Fisher stated Guillaume did complete a large amount of MPRs. Fisher stated she met with Guillaume regarding this, and the number of MPRs did decrease, but not completely. Fisher also noted a red flag that came up during the fall of 2021 in that Guillaume put in a request for Virtual Private Network (VPN) access. Fisher stated she later learned, along with Kevin McCormick that VPN access would allow Guillaume to log in from home via the Web clock. Fisher stated the request was denied.

Before she left the District in July 2022, Fisher stated she received a telephone call from Tara Kobel inquiring about Guillaume. Fisher stated the two discussed Guillaume's issues with clocking in and then leaving the campus. Fisher stated the issues that Kobel had were the same that she had with Guillaume. When asked whether or not she told Dr. Jeraline Johnson the same thing when Johnson contacted her, Fisher stated no, because Johnson's call was more about logistics regarding Guillaume. Per Fisher, Johnson wanted to know when would be a good date for Guillaume to leave ESE and begin in Choice.

On October 3, 2022, a sworn recorded interview of ESE Resource Program Support Teacher Lynnette Henry was conducted at the Office of Inspector General Office in West Palm Beach, FL The following represents actual and paraphrased statements made by "Henry" as it relates to the Allegation:

Lynnette Henry is a Resource Teacher for ESE Program Support. Henry has been with the School District since 1987. Henry is located at Boynton Beach High School.

Henry stated that she cannot recall specific dates or times, but could state that there was an instance when it was noticed that parent telephone calls were not being answered, voicemail mailboxes were full, and no messages could be left by parents, and it caused a problem in the ESE department. Henry stated although she could not give a specific date as to when she noticed any issues with Guillaume, it was after she returned from being out for three months (post-COVID pandemic)². Henry stated ESE support staff's telephone lines should have been answered by Guillaume. Henry stated this is how she realized that the parents' telephone calls were not being answered. Henry stated since ESE support staff have to be at schools in their assigned areas, the telephone lines would have needed to have been transferred to Guillaume's line so that Guillaume could answer the telephone calls. According to Henry, Guillaume had the only key to her portable and therefore, ESE support staff were not able to go directly to her telephone and transfer the calls to her line as they should have been. Henry stated parents began to complain which,

² Source: PeopleSoft. PeopleSoft shows that Henry was out from 10/4/21 until 1/13/2022.

in turn, caused her to notice that Guillaume was not answering the telephone calls. Henry stated parent complaints reached ESE Director McCormick.

Henry acknowledged that the portables were located in the very back of the school, so she would not have noticed if Guillaume left the premises or not because she could not see the area. Henry did not recall telling Fisher that she witnessed Guillaume leaving the campus. Henry stated ESE support staff were located in a separate portable from Guillaume. Henry stated as the secretary, Guillaume was located in a separate portable (to which she had the only key) from the rest of the staff. Henry also stated that Fisher was located on the campus of West Boca Raton High School. Henry stated once the issue was known, she contacted Kelley Fisher to let her know what was occurring.

SUBJECT INTERVIEW

On August 16, 2022, a sworn recorded interview of Choice and Career Options Administrative Assistant Tangie Guillaume was conducted at the Office of Inspector General in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Guillaume” as it relates to the Allegation:

Guillaume began her career in the School District in 2019. Guillaume is a (temporary) non-confidential administrative assistant to Dr. Jeraline Johnson.

Guillaume stated when she started in the department in January of this year, her job entailed working with Career and Technical Education (CTE) Specialists doing agreements, and ordering and delivering materials to the CTEs. Guillaume stated that she does not have to make deliveries that often, but if she had to guess, would say she made more than 10 deliveries during the summer. Guillaume stated she would either do a TDE or an MPR depending on what Johnson advised her to do. When asked why she would do an MPR when making deliveries, Guillaume stated she may have worked beyond her work day while making deliveries, and the department is not eligible for overtime; therefore, she had to complete an MPR.

When questioned as to why she did not utilize the TCD machine at the location where she made deliveries, Guillaume responded that she did not know she could do that and was never asked to do so by Johnson. She stated she was only asked to submit an MPR. Guillaume stated her current schedule is 8:00 AM - 4:30 PM with an hour lunch (12:30 PM -1:30 PM or 12:00 PM -1:00 PM)) (**Exhibit 3**). Guillaume stated she combines her two 15-minute breaks to get the one-hour lunch break as allowed by The Association of

Educational Secretaries and Office Professionals AESOP Agreement.³ Guillaume stated initially, that her schedule was 7:30 AM - 4:00 PM (**Exhibit 4**), however, after the four ten-hour work day began in the summer, she needed to change it due to her daughter going to school. Guillaume stated her schedule during the summer was 6:00 AM - 4:30 PM, but admitted that there were days when her hours were short because her daughter's school would be late opening up and she would have to utilize her sick leave or annual leave to cover the shortage. Guillaume stated she could not recall the days that she was late, but admitted that she was late regularly due to childcare issues. Guillaume denied ever not having been at work when Johnson was not aware. Regarding her pay records showing Without Pay (WOP), Guillaume stated she has gone WOP to allow her annual and sick leave to build up for when she needs to take care of her daughter.

Regarding the use of the Web portal, when asked who authorized her to use the Web portal, Guillaume stated Johnson authorized it. When asked how often she was late this summer, Guillaume responded that she was late often because she was required to be to work at 6:00 AM, but her daughter's school did not open until 7:00 AM. Guillaume declared that she would always account for her shortage. Guillaume clarified that late often was "pretty much every day." Guillaume stated that if she had to leave work early, she would submit a leave request.

Guillaume stated she is not able to use the Web at home or anywhere outside of the District, and denied signing in anywhere other than at her desk (**Exhibit 5**). Guillaume stated she has never left the District premises without permission and has not gone home without permission. Guillaume stated she never told any of her co-workers that she is purposely completing MPRs in order to leave work early.

Guillaume stated when Johnson put her in charge of payroll, the drama began with Maietto. Per Guillaume, Maietto's comments were because she (Guillaume) is Black, she's always able to leave and it's the reason why she (Maietto) is only the backup for payroll instead of being the lead person. Guillaume stated that Maietto was also upset that someone⁴ got a position that she did not get and stated that it was because the person was White. Per Guillaume, Maietto made it known to everyone in the department that she was upset about not being selected for the position.

Guillaume stated that when Kobel was in charge during Johnson's absence in June, she was never out making deliveries for the CTEs, and was always at work and never used leave. When questioned about the June 15, 2022 email exchange between herself and

³ Collective Bargaining Agreement Between PBSB and The Association of Educational Secretaries and Office Professionals (AESOP); 1/1/2022-12/31/24: By mutual consent, the two fifteen (15) minute breaks may be taken in conjunction with a thirty (30) minute lunch for a combined total of one (1) hour.

⁴ Source: Verified by Dr. Johnson. The position was in the Purchasing Department and former secretary Lisa Martin was promoted to the position.

Kobel regarding her not being at work and Kobel not knowing, Guillaume stated she did recall the situation but stated that she had put her leave request in with Johnson before Johnson went on vacation around June 9, 2022. Guillaume stated she had to adjust her time because she did not want her time to be over or short so she canceled her leave request in PeopleSoft. Guillaume stated during that time, it appeared that Maietto granted Kobel access to view her time since Kobel does not have access to that information. Guillaume stated she explained to Kobel that because her appointment would either put her over or under (she could not recall the exact nature), she went back into PeopleSoft and canceled her leave so that it would be accurate for that payroll period.

Regarding her time in the ESE department, Guillaume stated that she never had an issue with her time; not coming in or not reporting to work. Guillaume stated she reported to Kelley Fisher. When asked if there was a time when after the District's remote working was over that she did not report back to work, Guillaume stated no. Guillaume stated she was never written up or verbally reprimanded or coached regarding her time. Guillaume stated there would be Google meetings and she would explain to Fisher any issues that she may be having with her daughter like when she needed to take her daughter to the doctor or have to pick her daughter up early because the daughter became ill while at school or any issues about her daughter. Guillaume stated that Fisher told her that she understood and for Guillaume to just let her know. Guillaume stated there was never a meeting regarding any specific areas of concern regarding her time and that the discussion only came up during a regular staff update and not specifically regarding her time.

Guillaume stated she has never misused time, but did recall a time during the summer when her daughter became ill at school and she left work and forgot to clock out. Guillaume stated that she informed Johnson of it. Guillaume stated she and Johnson had a meeting regarding missed punches (Written Directive). Guillaume stated she did have to come back to make up that time at a different date.

RECORDS ANALYSIS

- Exhibit 1: Written Directive to Guillaume**
- Exhibit 2: Agenda for Choice Staff on June 9, 2022**
- Exhibit 3: Staff schedule starting in August 2022**
- Exhibit 4: Staff schedule (initial schedule for Guillaume)**
- Exhibit 5: VPN access verification**
- Exhibit 6: Email from Johnson clarifying date on Written Directive**
- Exhibit 7: Email response from Lisa Martin**
- Exhibit 8: Google chat between Maietto and Kobel**
- Exhibit 9: AESOP Progressive Discipline procedures**
- Exhibit 10: TCD report for Guillaume**

Exhibit 1: Written Directive to Guillame – This is a written directive provided to Ms. Guillame by Dr. Johnson concerning five dates where Guillame left work prior to the end of her work day and later returned to clock out.

Exhibit 2: Agenda for Choice Staff on June 9, 2022 – This agenda shows issues discussed during the meeting were Punching in and out and missed punches.

Exhibit 3: Staff schedule starting in August 2022 – This schedule confirms Guillame’s current hours were from 8:00 AM to 4:30 PM.

Exhibit 4: Staff schedule (initial schedule for Guillaume) - This schedule confirms Guillame’s previous hours were from 7:30 AM to 4:00 PM.

Exhibit 5: VPN access verification – This email confirms Guillame did not have VPN Access so she could not sign into the District portal from home.

The following are the most significant inconsistencies in Guillaume’s statements made to OIG staff.

Statement: *Guillaume denied ever not having been at work and Johnson was not aware.* This contradicts the Written Directive dated June 21, 2022, given to Guillaume by Johnson which outlines that on at least five occasions, Johnson was not aware that Guillaume had left District premises without clocking out. Guillaume’s statement is also contradictory to her statement that she *always accounts for her shortage*. Note: Johnson clarified via email that the June 1 date should have been June 6 (**Exhibit 6**).

Statement: *Guillaume stated she did have to come back to make up that time at a different date.* The statement from Johnson was that Guillaume typically cannot make up her time because she has to go to pick up her daughter, making it improbable that Guillaume would have made up any time missed. However, it does not preclude Guillaume from having utilized either sick leave or annual leave to make up for her shortfall. The OIG retrieved a leave report from PeopleSoft for the interviewees. Based on the total leave for the interviewees, Guillaume had the second highest number of leave hours taken from February 2022⁵ until August 31, 2022. However, it must also be noted that Guillaume appeared to have been the only individual in the department with childcare issues (that was openly disclosed during the interview), and therefore, is forced to utilize her leave more than the others. During Johnson’s interview, she did not feel that Guillaume’s leave was any more excessive than some of the others in the department.

Statement: *When asked if there was a time when after the District’s remote working was over that you did not report back to work, Guillaume stated “no”.* Fisher’s statement contradicts Guillaume’s in that Fisher stated she found out from ESE Program Support

⁵ PeopleSoft shows an effective begin date of 1/31/22, therefore, the sample was taken from the first of February.

Teacher Lynnette Henry that Guillaume was clocking in and leaving the campus. Fisher along with McCormick later had a meeting with Guillaume to address the issue. According to Fisher, the behavior was corrected, but there were still some MPRs being submitted by Guillaume.

On October 3, 2022, the OIG met with Henry and she verified that she witnessed Guillaume clocking in to work at Boynton Beach High School around October 2020, and then leaving the campus only to return later in the day to clock out. Henry stated that she then informed Fisher. Henry's statement was because the portables were located at the very back of the school, she would not have been able to observe Guillaume leaving the campus, and only notices an issue when there were unanswered telephone calls from parents.

During Maietto's interview, she stated that Lisa Martin had an issue processing Guillaume's time and that Martin would complain to her about Guillaume. Maietto stated she would ask Martin if she told Johnson about her concerns and Martin told her that she did, however, when OIG staff questioned Martin, she denied saying this to Maietto, and during her interview with OIG staff, stated that she did not have an issue processing Guillaume's time and denied telling this to Maietto (**Exhibit 7**).

OIG staff retrieved Google Chat messages between Maietto and Kobel that demonstrated that Maietto wanted to know what she should say to Guillaume because Guillaume questioned her about whether or not she was giving Kobel access to her time. According to the chat, Maietto responded that she told Guillaume "no" which was not possible since chat messages illustrate that Maietto gave Kobel access to Guillaume's leave. Kobel advised Maietto to be truthful to Johnson if she questioned her (**Exhibit 8**). Maietto gave Kobel access to PeopleSoft leave data without notifying Johnson that she had done so. This would also contradict Maietto's statement that Martin proceeded to show her where to find the information in PeopleSoft. It would have been unlikely that she did not know how to navigate PeopleSoft due to her role as payroll backup.

After being made aware of Guillaume leaving District premises without clocking out, Johnson took disciplinary steps to correct Guillaume's behavior (see the Written Directive). Per the AESOP Agreement (page 27), "all allegations pertaining to a disciplinary action shall be investigated. Actions under this Section shall be initiated after all the facts have been made known to the official responsible for taking the actions" (**Exhibit 9**). Johnson is the director and therefore is the individual responsible for investigating issues concerning employees in her department. Johnson contacted OPS for guidance. As per AESOP, Progressive Discipline shall be administered as follows:

1. Verbal warning (written notification) (Not filed in personnel file).
2. Written reprimand (filed in personnel file).
3. Suspension without pay with Board approval.
4. Dismissal with Board approval.

With the assistance of OPS, progressive discipline was followed as per AESOP guidelines.

During Fisher's interview, she corroborated Kobel's statement that Guillaume indeed, had the same issues in ESE that she had in the Choice and Career Options department. Fisher also stated when she was contacted by Johnson, it was only for logistical purposes (i.e., when Guillaume would be able to transfer to Choice and Career Options). According to Fisher, Johnson did not inquire about Guillaume's attendance issues and as a result, she did not voluntarily advise Johnson of any issues with Guillaume during her time in the ESE department.

Guillaume utilized annual leave, sick leave, and at times, WOP more often than others in the department since she began in the department due to disclosed childcare issues. These issues appear to have contributed to her constant use of leave. Employee badge swipes in general, cannot be the only means to determine if an employee is at work or the time they arrived to work as an employee may not have swiped their badge. For example, the employee may have come directly behind or with another District employee and not have needed to swipe their badge. The TCD report illustrates when or where Guillaume clicked it, but cannot conclusively verify that she may have clocked in, left, and then returned to work (**Exhibit 10**).

While no one in Choice and Career Options disclosed that they (personally) observed Guillaume getting into her vehicle and leaving the District premises, there have been instances that Guillaume appeared to have been absent without justification. The Written Directive signed by Guillaume on June 21, 2022, illustrates that she has (at times) left District premises without clocking out and without Johnson's knowledge or permission.

CONCLUSION

Based on the documentation received, and the interviews conducted, the OIG determined that there is insufficient documentation to prove that the allegation that Administrative Assistant Tangie Guillaume violated School Board Policy 3.02.5.c.vi in that she misrepresented her absences or leaves.


The OIG interviewed the complainant, 11 witnesses and the subject during the course of this investigation. Neither the complainant or the witnesses were able to provide any specific dates when Guillaume misrepresented her absences, leave, or left work without notifying her superiors. On June 21, 2022, Dr. Johnson issued Guillaume a memorandum regarding "Ethical Misconduct: Appearance of Impropriety/Misrepresentation of Work Time (Leaving Work While on The Clock)". The memorandum covered five dates between May 2, 2022 and June 20, 2022. Based on the fact that Dr. Johnson handled the situation, as a director, nine days before this complaint was brought, the lack of any testimony providing any additional dates of this alleged misconduct, and the absence of any

evidence the conduct continued after the memorandum was issued, the OIG determined the allegation was **Unsubstantiated**.

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

ATTESTATION


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



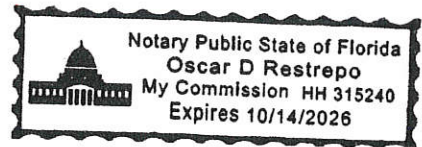
Tanya Lawson, Investigator II

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

Sworn to (or affirmed) and subscribed before me this 08 day of December, 2022, by Oscar Restrepo, Director of Investigations for the School District of Palm Beach County, Office of Inspector General, who is personally known by me.



Signature of Notary Public
 Notary Public or Law Enforcement Officer



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

Approved by:  Date: 12/5/22
Teresa Michael, Inspector General

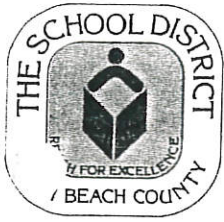
EXHIBIT LIST

Written Directive to Tangie Guillaume	Exhibit 1
District email regarding COVID leave.....	Exhibit 2
Guillaume (and staff) schedule beginning August 2022	Exhibit 3
Guillaume’s (and staff) initial schedule	Exhibit 4
Verification of VPN access for Guillaume	Exhibit 5
Email from Johnson clarifying date on Written Directive	Exhibit 6
Email response from Lisa Martin	Exhibit 7
Google Chat between Kobel and Maietto.....	Exhibit 8
AESOP Progressive Discipline procedures page 27.....	Exhibit 9
TCD report for Guillaume	Exhibit 10

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THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

CHOICE & CAREER OPTIONS
3300 FOREST HILL BLVD., C-124
WEST PALM BEACH, FL 33406-5813

PHONE: 561-434-8755/ FAX: 561-434-7300
WWW.PALMBEACHSCHOOLS.ORG/CHOICEPROGRAMS

JERALINE M. JOHNSON, ED.D.
DIRECTOR

Case #: 23-0002-I Date Rcv'd: 8/17/22
Received From: JERALINE JOHNSON
Description: Written Directive

Exhibit #: 1
Redactions: Yes _____ No

DATE: June 21, 2022
TO: Tangie Guillaume
FROM: Dr. Jeraline M. Johnson
RE: Ethical Misconduct: Appearance of Impropriety/Misrepresentation of Work Time (Leaving Work While on The Clock)

This **Written Directive** serves as documentation of our discussion on June 20 and 21, 2022 regarding your actions which are clearly an appearance of impropriety.

Specifically, you have clocked in for work and left the premises on a number of occasions. In addition, you have left work prior to the end of your work day, only to return back to work to clock out. This behavior was noted on the following dates and times:

- May 2, 2022 reported at 5:51 a.m. and left to take daughter to daycare at 7:45 a.m., returned at 8:01 a.m.
- May 5, 2022 reported at 5:43 a.m. and left to take daughter to daycare at 7:45 a.m., returned at 8:16 a.m.
- June 1, 2022 appears to have left and came back and clocked out at 6:02 p.m.
- June 13, 2022 Clocked in at 6:18 a.m. and left at 7:00 without punching out left at end of day and returned to clock out at 5:50
- June 20, 2022 – clocked at 6:17 a.m. and left at 7:00 a.m. to go home to pick up something she left returned at 7:20 a.m.

Upon review, it has been determined that this matter will be documented in the form of a **Written Directive** at this time. This is not considered formal discipline. You are directed to not engage in such conduct in the future as doing so is a violation of School Board policies and is evidence that you are not fulfilling your job responsibilities and moreover, stealing time from the District as you were misrepresenting your work hours. Such conduct is in violation of the School District's Code of Ethics (Policy 3.02), Policy 1.013 Responsibilities of School District Employees and Staff and Policy 3.10 Conditions of Employment with the District. Future allegations of such conduct, when substantiated, will lead to disciplinary action up to and including termination.

Pursuant to Section 1012.31, Florida Statutes, all documents maintained by the school system which are considered part of a personnel file, whether maintained in one or more locations, are treated as a public record, subject to disclosure upon request, minus allowable exemptions, ten days following delivery of this letter or (15) days after the date of this letter.

Employee Signature of Receipt: Tangie G. Date: 6/21/22

The School District of Palm Beach County, Florida
A Top-Rated District by the Florida Department of Education Since 2005
An Equal Education Opportunity Provider and Employer

*Received by
Jeraline Johnson
8/17/22*

JJ

Non-instructional Staff Meeting

June 9, 2022

Case # 13-0001 Date Rcv'd: 8/31/22
 Received From: Praline Johnson
 Description: Agenda
 Exhibit #: 2
 Reductions: Yes _____ No

- I. Welcome
- II. Summer Work Schedules
 - a. Lunch
 - b. Breaks
 - c. Running late, appointments during the day, leaving early
- III. Punching in and out
 - a. Missed punches
- IV. Absences
- V. Vacant position
- VI. Questions/concerns?

Johnson's notes

Phone Routing Tree	<u>Form</u>
- Micki } remove	45 mins.
- Frantz }	30 lunch
- E-ticket	<u>1 15 mins.</u>

Next week's meeting w/ Moise



FY22 CHOICE AND CAREER OPTIONS 9044

REDACTED

Main Office Number 843755

NAME	POSITION	OFFICE	CELL	DUTY HOURS
Johnson, Jeraline	Director	434-8880	561-248-7303(P) 561-951-4895 (W)	8:00 a.m. - 4:30 p.m.
Arunachalam, Nimmi	CTE Specialist - Cybersecurity	357-1177	630-863-6818	8:00 a.m. - 4:30 p.m.
Asci, Tony	CTE Specialist - HS IT/Arts AV/CAPE/Tech	357-5942 Google Voice (561) 972-2835	561-699-2008	7:00 a.m. - 3:30 p.m.
Benavente, Miguel	CTE Specialist - Health/Medical	969-5827	561-676-1620	8:00 a.m. - 4:30 p.m.
Derosier, Moise	CTE Specialist MS Business/IT	434-8853	561-685-5953	8:00 a.m. - 4:30 p.m.
Guillaume, Tangie	CTE Admin Asst II	434-7327	561-517-1130	8:00 a.m. - 4:30 p.m.
Hughes, Junnell	CTE Specialist- Business/Family Consumer Science	629-8534	561-503-5699	8:15 a.m.- 4:45 p.m.
Johnson, Fanny	Technical Operations Superv.	434-8123	561-329-8198	6:30 a.m. - 3:00 p.m.
Johnson, Tonya	CTE Specialist - Criminal Justice & Fire	969-5807	561-888-7074	8:00 a.m. - 4:30 p.m.
Jel, Tara	Choice Programs Manager	432-6336	561-718-8275	8:00 a.m. - 4:30 p.m.
Martin, Lisa	Admin Asst II	434-8307	561-317-5625	7:30 a.m. - 4:00 p.m.
	Choice Program Planner			8:00 a.m. - 4:30 p.m.
Politis, Jim	CTE Specialist - STEM and Industrial Ed/Ag/Arts AV	434-8631	561-644-1397	6:30 a.m. - 3:00 p.m.
Richards, Noah	Analyst Tech III	434-8290	727-560-9045	7:30 a.m.- 4:00 p.m.
Rivera, Lisandra	Admin Asst II	434-8180	561-267-9738	8:00 a.m. - 4:30 p.m.
Shanak, Robin	Admin Asst II	629-8547	561-313-0987	7:00 a.m. - 3:30 p.m.
Theus, Frantz	ESOL - Resource Tch Creole	629-8527	561-317-6153	8:00 a.m. - 3:30 p.m.
Valdes-Maietto, Lilli	Tech Accounting Senior	434-7371	561-307-2977	7:30 a.m. - 4:00 p.m.
Viale, Nicki -	ESOL-Resource Tch - Spanish	- 649-6869 -	-561-254-7239 -	8:00 a.m.- 3:30 p.m.
Help Desk	561-722-1100			

FAX LINES

MAN CAVE Specialists PX 48843 (561-434-8843)

Conference Room C 124 phone # 629-8517 ~ FAX Line 434-8060 PX 48060

Case #: 3-002 Date Rec'd: 8/4/22
 Received From: REDACTED
 Description: STAFF SCHEDULE
 Exhibit #: 3
 Redactions: Yes No

Current schedule Aug 2022

REDACTED

Case #: 200024 Date Rcv'd: 8/4/22
Received From: REDACTED
Description: Staff schedule



CHOICE AND CAREER OPTIONS - 9044

Exhibit #: 4
Redactions: Yes No

Main Office Number 434-8755

NAME	FUNCTION	NUMBER/PX	CELL NUMBER	HOURS
Johnson, Jeraline	Director	434-8880 x 48880	561-248-7303 (pers) 561-951-4895 (work)	8:00 - 4:30
VACANT	CTE Specialist - Cybersecurity	357-1177 x 21177		8:00 - 4:30
Asci, Tony	CTE Specialist - Business Ed/CAPE/Tech	357-5942 Google Voice (561) 972-2835	561-699-2008	7:00 - 3:30
Benavente, Miguel	CTE Specialist - Health/Medical	969-5827 x 45827	561-676-1620	8:00 - 4:30
Guillaume, Tangie	CTE Admin Asst II	434-8307 x 28518	561-517-1130	7:30 - 4:00
Derosier, Moise	CTE Specialist MS Business/IT	434-8853 x 48853	561-685-5953	8:00 - 4:30
Hughes, Junnell	CTE Specialist- Family Consumer Science	629-8534 x 28534	561-503-5699	8:15 - 4:45
Johnson, Fanny	Technical Operations Supervisor	434-8123 x 48123	561-329-8198	6:30 - 3:00
Johnson, Tonya	CTE Specialist - Criminal Justice	969-5807 x 45807	561-888-7074	8:00 - 4:30
Kobel, Tara	Choice Programs Manager	432-6336 x 86336	561-718-8275	7:30 - 4:00
VACANT	Tech Accounting Senior	434-7371 x 47371		7:00 - 3:30
Boulton, Rachel	Analyst	434-7327 x 47327	561-312-8981	8:00 - 4:30
	Choice Program Planner			7:30 - 4:00
Politis, Jim	CTE Specialist -	434-8631 x 48631	561-644-1397	6:30 - 3:00
VACANT	Analyst Tech III	434-8290 x 48290		8:00 - 4:30
Rivera, Lisandra	Analyst Info/Application	434-8180 x 48180	561-267-9738	8:00 - 4:30
Shanak, Robin	Admin Asst II	629-8547 x 28547	561-313-0987	7:00 - 3:30
Theus, Frantz	ESOL - Resource Tch Creole	629-8527 x 28527	561-317-6153	8:00 - 3:30
Viale, Nicki	ESOL- Resource Tch Spanish	649-6869 x 46869	561-254-7239	8:00 - 3:30
Help Desk	PX 44100			

FAX LINES

MAN CAVE Specialists PX 48843 (561-434-8843)

Conference Room C 124 phone # 629-8517 ~ FAX Line 434-8060 PX 48060

1st schedule



IR-0577066

3 messages

TANYA Lawson <tanya.lawson@palmbeachschools.org>
To: Dina Guzman <dina.guzman@palmbeachschools.org>

Fri, Sep 16, 2022 at 10:13 AM

Dina,

Sorry, but Is there a specific place I need to look for the answer to the question of VPN access for the employee? because although the incident is closed, I'm not seeing a response or was it transferred to someone else?

Case # 3.000 Date Rec'd: 9/16/22
Received From: DINA GUZMAN
Description: VPN Access

Exhibit #: 5
Redactions: Yes _____ No

Thanks,
Tanya M. Lawson, Investigator, CIGI, CFE
Office of Inspector General
Phone: 561-434-8511



Dina Guzman <dina.guzman@palmbeachschools.org>
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

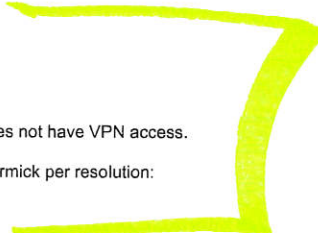
Hi Tanya,

This is odd. I added the following resolution when I closed the request...let me know if you need any additional help.

After reviewing Active Directory group memberships, Duo report, and VPN service requests I have found that 1138261 does not have VPN access.

A request(SR-0137171) was submitted by Tangie Guillaume for VPN access and was rejected on 08/10/21 by Kevin McCormick per resolution:

"If there are connection issues at your work location, please contact the IT service desk to have it assessed and fixed.
Thanks
Kevin"



Reopen

New

In-Progress

Requester

TANYA Lawson (1117954)

Title

Investigator ID

Contact

Source

Self Service Portal

Summary

IT Security Incident

Security Breach eForm Submitted

School Police Investigation

No

Incident Date and Time

2/1/2022 11:59 PM

E-mail

TANYA.LAWSON@palmbeachschools.org

Site Name

OFFICE OF INSPECTOR GENERAL

Contact Phone

Assigned Department Number

9104

Security Incident Type

Other (Provide details in the description below)

HR Investigation

School Police Case Number

Assigned Team

Security - Investigations

Phone

434-8511

Site Number

9104

Importance

Asset Location

Type of User(s) Affected

Employee

HR Contact

School Police Contact

Assigned Person

Dina Guzman

Details Asset Info Attachments (0) Resolution Related Items SLA History

Use View Show BPA History

Created By Created Action Current Assignee Prior Assignee Comment

Dina Guzman 9/16/2022 9:50 AM Save Dina Guzman Dina Guzman

Dina Guzman 9/16/2022 9:50 AM Close Dina Guzman Dina Guzman After reviewing Active Directory group memberships, Duo report, and VPN service requests I have found that 1138261 does not have

Dina Guzman 9/16/2022 9:50 AM Time Log Dina Guzman 1.22 hours added, new ticket total 1.24 hours

Dina Guzman 9/16/2022 8:37 AM Save Dina Guzman Dina Guzman

[Quoted text hidden]

Dina A. Guzman
Specialist II - IT Solutions
IT Security
3300 Forest Hill Blvd, Suite B-332
West Palm Beach, FL 33406
Phone: 561-357-5970
Email: dina.guzman@palmbeachschools.org



TANYA Lawson <tanya.lawson@palmbeachschools.org>

Follow-up

Jeraline Johnson <jeraline.johnson@palmbeachschools.org>
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Wed, Aug 17, 2022 at 10:10 AM

Yes for May 5, June 13, and 20. For June 1, I just looked back at my notes and realized that I put the incorrect date on the letter. It should have been June 6 that she clocked out at 6:02 p.m. But yes, she indicated that she left and returned without clocking out on these dates. I will get with HR to see how I need to make a correction to the letter.

[Quoted text hidden]

[Quoted text hidden]

Case #: 230021 Date Rcv'd: 8/17/22
Received From: JERALINE JOHNSON
Description: EMAIL, RE: DATE
CORRECTION
Exhibit #: 10
Redactions: Yes _____ No



TANYA Lawson <tanya.lawson@palmbeachschools.org>

Follow-up

4 messages

TANYA Lawson <tanya.lawson@palmbeachschools.org>
To: Lisa Martin <lisa.martin@palmbeachschools.org>

Thu, Aug 25, 2022 at 10:01 AM

Good morning,

Did you ever tell Lilly Maietto that you had an issue with processing the time of Tangie Guillaume and that she asked you if you told the director and you told Lilly "yes"??

Thank you,
Tanya M. Lawson, Investigator, CIGI, CFE
Office of Inspector General
Phone: 561-434-8511

Case #: 23-0001 Date Rcv'd: 8/25/22
Received From: Lisa Martin
Description: Email from Lisa Martin
Exhibit #: 7
Redactions: Yes _____ No



Lisa Martin <lisa.martin@palmbeachschools.org>
To: tanya.lawson@palmbeachschools.org

Thu, Aug 25, 2022 at 10:08 AM

Your message

To: Lisa Martin
Subject: Follow-up
Sent: 8/25/22, 10:01:18 AM EDT

was read on 8/25/22, 10:08:08 AM EDT

Lisa Martin <lisa.martin@palmbeachschools.org>
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Thu, Aug 25, 2022 at 10:20 AM

Good morning Tanya!

No


Have a great day!

Lisa Martin, Document Analyst


Assistant to Darci Garbacz, Director of Purchasing

School District of Palm Beach County


Purchasing Department

 Tara Kobel Jun 16, 12:19 PM


lili.
are you free?

 Lilibette Valdes-Maietto Jun 16, 12:19 PM


Yes
need me to come to you

 Tara Kobel Jun 16, 12:21 PM


Ar5e you alone?

 Lilibette Valdes-Maietto Jun 16, 12:21 PM


yes
I was just with her and she asked me if I was giving you her time because she said that Jeraline asked her WHO was giving you her time..
i told her no.. I didnt know what to say

 Tara Kobel Jun 16, 12:24 PM


Wow. Dont worry about it. I wont say anything.

 Lilibette Valdes-Maietto Jun 16, 12:25 PM


they seem curious how you are seeing it since Tangie said that Jeraline told her you do not have access to payroll.

 Lilibette Valdes-Maietto Jun 16, 12:28 PM


im going to lunch
i will be back at 115..

 Lilibette Valdes-Maietto Jun 16, 12:46 PM

Jeraline is trying to call me and wants me to call her
Anything I should know?

 Tara Kobel Jun 16, 12:46 PM

Shes going to ask you if youre giving me her timesheets.
I havent talked to her.
You can tell her that I asked you for them and if she tells you not to give them to me, I will address that with her.
Interesting. TELL HER THE TRUTH OF WHATS GOING ON
EVERYTHING Tangie is telling you.

 Lilibette Valdes-Maietto Jun 16, 12:47 PM

Oh

 Lilibette Valdes-Maietto

Case #: 23-002-I Date Rcv'd: _____
Received From: L.T. Data Retrieval
Description: Google Chat

Exhibit #: 8
Redactions: Yes _____ No

EVERYTHING tangie is telling you.



Lilibette Valdes-Maietta Jun 16, 12:47 PM

Ok



Tara Kobel Jun 16, 12:47 PM

Its ok. I need you to report it ALL.



Lilibette Valdes-Maietta Jun 16, 12:48 PM

Cause Tangir asked me if I was giving you her timesheets and I said no.. so if jeraline tells her, then things will change in the office.. dynamics

Ok



Tara Kobel Jun 16, 12:48 PM

Let me know what she says. Just know you're doing the right thing. She will tell Tangie, though. Ask her to keep it confidential!!! VERY IMPOTANT that you say that!!

VERY Important .

Because you will know if she tells tangie then you can file an official complaint about jeraline- WHISTLEBLOWER protection ❤️



Lilibette Valdes-Maietta Jun 16, 12:49 PM

Ok thank you



Tara Kobel Jun 16, 12:50 PM

Tell the truth and ask her first and foremost to agree it to be confidential



Lilibette Valdes-Maietta Jun 16, 12:50 PM

Ok



Lilibette Valdes-Maietta Jun 16, 1:09 PM

She only spoke to me about work stuff.. didnt mention anything to me so I said nothing



Tara Kobel Jun 16, 1:09 PM

great

MONDAY, JUN 20



Tara Kobel Jun 20, 6:31 AM

Hi



Lilibette Valdes-Maietta Jun 20, 6:31 AM

Hi



Tara Kobel Jun 20, 6:32 AM

Im meeting with jeraline this AM. Can you tell me where everyone punches in/out from? Desk/web clock or hallway?



Lilibette Valdes-Maietta Jun 20, 6:32 AM

Ok



Lilibette Valdes-Maietta Jun 20, 6:40 AM

Fanny and I punch in at clock and out on web.
Robin and Noah use web to clock in and out.
Lleandra uses web that majority.
Tangie punches vary..



Tara Kobel Jun 20, 6:40 AM

ok Thank you



Lilibette Valdes-Maietta Jun 20, 6:40 AM

your welcome

ARTICLE 3 – EMPLOYEE RIGHTS AND RESPONSIBILITIES

Case #: 23-0002 Date Rcv'd: 9/12/23
Received From: PBSD website
Description: Collective Bargaining
ATSO
Exhibit #: 9
Redactions: Yes _____ No

SECTION C - PROGRESSIVE DISCIPLINE

- 1. This section covers actions involving verbal warnings, written reprimands, suspensions, demotions, dismissals, or reductions in grade or pay with prejudice.

Disciplinary action may not be taken against an employee except for just cause and this must be substantiated by sufficient evidence by the Superintendent or Designee which supports the recommended disciplinary action.

All allegations pertaining to a disciplinary action shall be investigated. Actions under this Section shall be initiated after all the facts have been made known to the official responsible for taking the actions.

- 2. Disciplinary action shall be governed by applicable State Statutes.
- 3. An employee against whom disciplinary action is to be taken may appeal said action through the grievance procedure, excluding verbal warning and written reprimand. An employee may not appeal an action through the grievance procedure, to PERC as an unfair labor practice complaint and to DOAH. The employee must make a choice of one of the above and is precluded from availing himself or herself to more than one of these procedures.
- 4. An employee against whom action is to be taken under this Section shall have the right to review all of the information relied upon to support the proposed action and shall be given a copy upon request. No adverse action may be taken against an employee on the basis of any document which has not been previously provided to that employee.
- 5. If the Association is representing a bargaining unit member, a copy of all correspondence that is related to the action shall be provided to the Association after a probable cause determination has been made.
- 6. The employee and his/her representative shall be afforded a reasonable amount of time to prepare and present appropriate responses to the proposed disciplinary actions under this Section. This amount of time is to be mutually agreed upon by the Parties.
- 7. Previous charges or disciplinary actions that have been brought forth by the District may be cited against the employee only if those previous acts are reasonably related to the existing charge and occurred within a twelve (12) month period. All previous charges or disciplinary actions must have been shared with the employee.
- 8. The discipline, dismissal, demotion, and suspension of any employee shall be for just cause.

Where just cause warrants such action(s), an employee may be demoted, suspended or dismissed upon recommendation to the Superintendent. Except in cases that constitute a real immediate danger to the District, an employee, and/or a child/children, or other flagrant violation, progressive discipline shall be administered as follows:

- (a) Verbal Warning (Written notification) (Not filed in Personnel File).
- (b) Written Reprimand (Filed in Personnel File).
- (c) Suspension without pay with Board Approval.
- (d) Dismissal with Board approval.

Case #: 23-0021 Date Rcv'd: 8/30/22
 Received From: PeopleSoft
 Description: Exhibit #10

Name	Date	Day Of Week	Punch Ty	Punch Time	Source	TCD ID	TCD Descr	Quantity
Guillaume, 2/1/2022	Tuesday	IN	7:59:06 AM	WEB	NON-TCD	Web Clock	8.450000	
Guillaume, 2/1/2022	Tuesday	OUT	4:26:29 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/2/2022	Wednesday	IN	7:31:56 AM	WEB	NON-TCD	Web Clock	8.433330	
Guillaume, 2/2/2022	Wednesday	OUT	3:58:13 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/3/2022	Thursday	IN	8:49:52 AM	WEB	NON-TCD	Web Clock	7.683330	
Guillaume, 2/3/2022	Thursday	OUT	4:30:28 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/4/2022	Friday	IN	7:51:52 AM	WEB	NON-TCD	Web Clock	8.450000	
Guillaume, 2/4/2022	Friday	OUT	4:18:45 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/7/2022	Monday	IN	7:51:14 AM	WEB	NON-TCD	Web Clock	8.533330	
Guillaume, 2/7/2022	Monday	OUT	4:23:09 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/8/2022	Tuesday	IN	7:51:40 AM	WEB	NON-TCD	Web Clock	8.566670	
Guillaume, 2/8/2022	Tuesday	OUT	4:25:53 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/9/2022	Wednesday	IN	12:47:47 PM	WEB	NON-TCD	Web Clock	3.650000	
Guillaume, 2/9/2022	Wednesday	OUT	4:26:38 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/11/2022	Friday	IN	7:52:25 AM	WEB	NON-TCD	Web Clock	7.266670	
Guillaume, 2/11/2022	Friday	OUT	3:08:26 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/14/2022	Monday	IN	7:49:53 AM	WEB	NON-TCD	Web Clock	8.500000	
Guillaume, 2/14/2022	Monday	OUT	4:19:54 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/16/2022	Wednesday	IN	7:56:03 AM	WEB	NON-TCD	Web Clock	8.083330	
Guillaume, 2/16/2022	Wednesday	OUT	4:01:17 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/17/2022	Thursday	IN	7:31:09 AM	WEB	NON-TCD	Web Clock	8.433330	
Guillaume, 2/17/2022	Thursday	OUT	3:57:00 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/22/2022	Tuesday	IN	7:30:49 AM	WEB	NON-TCD	Web Clock	8.433330	
Guillaume, 2/22/2022	Tuesday	OUT	3:56:28 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/23/2022	Wednesday	IN	7:42:51 AM	WEB	NON-TCD	Web Clock	8.550000	
Guillaume, 2/23/2022	Wednesday	OUT	4:16:09 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/24/2022	Thursday	IN	7:50:29 AM	WEB	NON-TCD	Web Clock	8.333330	
Guillaume, 2/24/2022	Thursday	OUT	4:10:37 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/25/2022	Friday	IN	7:49:27 AM	WEB	NON-TCD	Web Clock	8.333330	
Guillaume, 2/25/2022	Friday	OUT	4:09:09 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 2/28/2022	Monday	IN	7:37:17 AM	WEB	NON-TCD	Web Clock	8.516670	
Guillaume, 2/28/2022	Monday	OUT	4:08:23 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 3/1/2022	Tuesday	IN	7:38:04 AM	TCD	FHESC-C110	C Wing 1st Floor	8.500000	
Guillaume, 3/1/2022	Tuesday	OUT	4:08:18 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 3/2/2022	Wednesday	IN	7:44:50 AM		FHESC-C110	C Wing 1st Floor	8.500000	
Guillaume, 3/2/2022	Wednesday	OUT	4:15:00 PM		FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 3/3/2022	Thursday	IN	8:27:17 AM	TCD	FHESC-C110	C Wing 1st Floor	7.583330	
Guillaume, 3/3/2022	Thursday	OUT	4:01:49 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 3/4/2022	Friday	OUT	3:58:01 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 3/7/2022	Monday	IN	7:39:56 AM	TCD	FHESC-C110	C Wing 1st Floor	8.500000	
Guillaume, 3/7/2022	Monday	OUT	4:09:39 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 3/8/2022	Tuesday	IN	7:43:14 AM	TCD	FHESC-C110	C Wing 1st Floor	5.366670	
Guillaume, 3/8/2022	Tuesday	OUT	1:04:54 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 3/9/2022	Wednesday	IN	7:39:22 AM	TCD	FHESC-C110	C Wing 1st Floor	8.516670	
Guillaume, 3/9/2022	Wednesday	OUT	4:10:24 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 3/10/2022	Thursday	IN	7:42:38 AM	TCD	FHESC-C110	C Wing 1st Floor	8.450000	
Guillaume, 3/10/2022	Thursday	OUT	4:09:48 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 3/11/2022	Friday	IN	7:46:34 AM	TCD	FHESC-C110	C Wing 1st Floor	8.366670	
Guillaume, 3/11/2022	Friday	OUT	4:09:03 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 3/14/2022	Monday	IN	6:00:38 AM	TCD	FHESC-C110	C Wing 1st Floor	10.083330	

Source: PeopleSoft

Name	Date	Day Of Week	Punch Ty	Punch Time	Source	TCD ID	TCD Descr	Quantity
Guillaume, 3/14/2022	Monday	OUT		4:05:09 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 3/15/2022	Tuesday	IN		7:35:54 AM	TCD	FHESC-C110	C Wing 1st Floor	8.983330
Guillaume, 3/15/2022	Tuesday	OUT		4:34:52 PM	TCD	FHESC-C110	C Wing 1st Floor	0.000000
Guillaume, 3/28/2022	Monday	IN		7:37:03 AM	TCD	FHESC-C110	C Wing 1st Floor	8.400000
Guillaume, 3/28/2022	Monday	OUT		4:00:43 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 3/29/2022	Tuesday	IN		7:49:44 AM	TCD	FHESC-C110	C Wing 1st Floor	8.266670
Guillaume, 3/29/2022	Tuesday	OUT		4:06:01 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 3/30/2022	Wednesday	IN		7:11:45 AM	TCD	FHESC-C110	C Wing 1st Floor	8.950000
Guillaume, 3/30/2022	Wednesday	OUT		4:08:53 PM	TCD	FHESC-C110	C Wing 1st Floor	0.000000
Guillaume, 3/31/2022	Thursday	IN		8:04:18 AM	TCD	FHESC-C110	C Wing 1st Floor	7.816670
Guillaume, 3/31/2022	Thursday	OUT		3:53:07 PM	TCD	FHESC-C110	C Wing 1st Floor	0.000000
Guillaume, 4/1/2022	Friday	IN		7:35:43 AM	TCD	FHESC-C110	C Wing 1st Floor	8.550000
Guillaume, 4/1/2022	Friday	OUT		4:08:15 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/4/2022	Monday	IN		9:07:49 AM	TCD	FHESC-C110	C Wing 1st Floor	6.916670
Guillaume, 4/4/2022	Monday	OUT		4:02:22 PM	TCD	FHESC-C110	C Wing 1st Floor	0.000000
Guillaume, 4/5/2022	Tuesday	IN		10:18:50 AM	TCD	FHESC-C110	C Wing 1st Floor	5.666670
Guillaume, 4/5/2022	Tuesday	OUT		3:58:36 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/6/2022	Wednesday	IN		8:18:51 AM	TCD	FHESC-C110	C Wing 1st Floor	7.750000
Guillaume, 4/6/2022	Wednesday	OUT		4:03:41 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/7/2022	Thursday	IN		7:20:18 AM	TCD	FHESC-C110	C Wing 1st Floor	8.816670
Guillaume, 4/7/2022	Thursday	OUT		4:09:12 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/8/2022	Friday	IN		7:28:57 AM	TCD	FHESC-C110	C Wing 1st Floor	8.666670
Guillaume, 4/8/2022	Friday	OUT		4:09:03 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/11/2022	Monday	IN		7:36:53 AM	TCD	FHESC-C110	C Wing 1st Floor	8.300000
Guillaume, 4/11/2022	Monday	OUT		3:54:28 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/12/2022	Tuesday	IN		7:55:40 AM	WEB	NON-TCD	Web Clock	7.983330
Guillaume, 4/12/2022	Tuesday	OUT		3:54:15 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/13/2022	Wednesday	IN		7:02:36 AM	TCD	FHESC-C110	C Wing 1st Floor	8.850000
Guillaume, 4/13/2022	Wednesday	OUT		3:53:42 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/18/2022	Monday	IN		8:05:01 AM	TCD	FHESC-C110	C Wing 1st Floor	7.816670
Guillaume, 4/18/2022	Monday	OUT		3:54:30 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/19/2022	Tuesday	IN		7:56:45 AM		FHESC-A110	A Wing 1st Floor	8.550000
Guillaume, 4/19/2022	Tuesday	OUT		4:30:00 PM		FHESC-A110	A Wing 1st Floor	0.000000
Guillaume, 4/20/2022	Wednesday	IN		7:30:00 AM		FHESC-A110	A Wing 1st Floor	8.516670
Guillaume, 4/20/2022	Wednesday	OUT		4:00:43 PM	TCD	FHESC-A110	A Wing 1st Floor	0.000000
Guillaume, 4/21/2022	Thursday	IN		7:48:49 AM	TCD	FHESC-C110	C Wing 1st Floor	7.933330
Guillaume, 4/21/2022	Thursday	OUT		3:44:26 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/22/2022	Friday	IN		7:49:20 AM	TCD	FHESC-C110	C Wing 1st Floor	7.750000
Guillaume, 4/22/2022	Friday	OUT		3:33:57 PM	TCD	FHESC-A110	A Wing 1st Floor	0.000000
Guillaume, 4/25/2022	Monday	IN		7:56:02 AM		FHESC-C110	C Wing 1st Floor	8.566670
Guillaume, 4/25/2022	Monday	OUT		4:30:00 PM		FHESC-C110	C Wing 1st Floor	0.000000
Guillaume, 4/26/2022	Tuesday	IN		6:35:50 AM	TCD	FHESC-A110	A Wing 1st Floor	8.333330
Guillaume, 4/26/2022	Tuesday	OUT		2:55:59 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/27/2022	Wednesday	IN		7:23:24 AM	TCD	FHESC-C110	C Wing 1st Floor	7.950000
Guillaume, 4/27/2022	Wednesday	OUT		3:20:44 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 4/28/2022	Thursday	IN		6:14:02 AM	TCD	FHESC-A110	A Wing 1st Floor	9.350000
Guillaume, 4/28/2022	Thursday	OUT		3:35:25 PM	TCD	FHESC-C110	C Wing 1st Floor	0.000000
Guillaume, 5/2/2022	Monday	IN		5:51:51 AM	TCD	FHESC-A110	A Wing 1st Floor	8.483330
Guillaume, 5/2/2022	Monday	OUT		2:21:03 PM	WEB	NON-TCD	Web Clock	0.000000
Guillaume, 5/3/2022	Tuesday	IN		7:46:07 AM	TCD	FHESC-C110	C Wing 1st Floor	8.316670

Name	Date	Day Of Week	Punch Ty	Punch Time	Source	TCD ID	TCD Descr	Quantity
Guillaume, 5/3/2022	Tuesday	OUT	4:05:34 PM	TCD	FHESC-A110	A Wing 1st Floor	0.000000	
Guillaume, 5/4/2022	Wednesday	IN	7:43:26 AM	TCD	FHESC-C110	C Wing 1st Floor	8.200000	
Guillaume, 5/4/2022	Wednesday	OUT	3:55:26 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 5/5/2022	Thursday	IN	5:43:17 AM	TCD	FHESC-C110	C Wing 1st Floor	9.233330	
Guillaume, 5/5/2022	Thursday	OUT	2:57:23 PM	TCD	FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 5/6/2022	Friday	IN	7:55:00 AM	TCD	FHESC-C110	C Wing 1st Floor	8.250000	
Guillaume, 5/6/2022	Friday	OUT	4:09:40 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 5/9/2022	Monday	IN	7:55:06 AM	TCD	FHESC-C110	C Wing 1st Floor	8.033330	
Guillaume, 5/9/2022	Monday	OUT	3:57:12 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 5/10/2022	Tuesday	IN	7:56:39 AM	TCD	FHESC-C110	C Wing 1st Floor	8.283330	
Guillaume, 5/10/2022	Tuesday	OUT	4:13:28 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 5/11/2022	Wednesday	IN	7:47:00 AM		FHESC-C110	C Wing 1st Floor	8.716670	
Guillaume, 5/11/2022	Wednesday	OUT	4:30:00 PM		FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 5/12/2022	Thursday	IN	7:49:07 AM		FHESC-C110	C Wing 1st Floor	8.850000	
Guillaume, 5/12/2022	Thursday	OUT	4:40:00 PM		FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 5/13/2022	Friday	IN	7:04:58 AM	TCD	FHESC-C110	C Wing 1st Floor	8.700000	
Guillaume, 5/13/2022	Friday	OUT	3:47:20 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 5/16/2022	Monday	IN	10:39:52 AM	TCD	FHESC-C110	C Wing 1st Floor	5.133330	
Guillaume, 5/16/2022	Monday	OUT	3:47:35 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 5/17/2022	Tuesday	IN	7:40:40 AM		FHESC-C110	C Wing 1st Floor	8.483330	
Guillaume, 5/17/2022	Tuesday	OUT	4:10:00 PM		FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 5/18/2022	Wednesday	IN	7:53:04 AM	TCD	FHESC-C110	C Wing 1st Floor	8.066670	
Guillaume, 5/18/2022	Wednesday	OUT	3:57:11 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 5/19/2022	Thursday	IN	7:26:40 AM	TCD	FHESC-C110	C Wing 1st Floor	7.933330	
Guillaume, 5/19/2022	Thursday	OUT	3:22:58 PM	TCD	FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 5/20/2022	Friday	OUT	2:54:06 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 5/24/2022	Tuesday	IN	8:26:14 AM	TCD	FHESC-C110	C Wing 1st Floor	1.000000	
Guillaume, 5/24/2022	Tuesday	OUT	9:26:08 AM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 5/25/2022	Wednesday	IN	7:49:20 AM		FHESC-C110	C Wing 1st Floor	8.516670	
Guillaume, 5/25/2022	Wednesday	OUT	4:20:00 PM		FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 5/27/2022	Friday	IN	7:51:42 AM		FHESC-C110	C Wing 1st Floor	8.633330	
Guillaume, 5/27/2022	Friday	OUT	4:30:00 PM		FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 5/31/2022	Tuesday	IN	8:14:47 AM		FHESC-C110	C Wing 1st Floor	8.250000	
Guillaume, 5/31/2022	Tuesday	OUT	4:30:00 PM		FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 6/1/2022	Wednesday	IN	5:28:22 AM	TCD	FHESC-C110	C Wing 1st Floor	10.200000	
Guillaume, 6/1/2022	Wednesday	OUT	3:39:52 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/2/2022	Thursday	IN	7:58:21 AM	WEB	NON-TCD	Web Clock	7.916670	
Guillaume, 6/2/2022	Thursday	OUT	3:53:06 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/6/2022	Monday	IN	7:16:31 AM	TCD	FHESC-C110	C Wing 1st Floor	10.766670	
Guillaume, 6/6/2022	Monday	OUT	6:02:15 PM	TCD	FHESC-A110	A Wing 1st Floor	0.000000	
Guillaume, 6/7/2022	Tuesday	OUT	4:06:05 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/8/2022	Wednesday	IN	7:01:29 AM	TCD	FHESC-C110	C Wing 1st Floor	8.933330	
Guillaume, 6/8/2022	Wednesday	OUT	3:57:13 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/9/2022	Thursday	IN	7:38:29 AM	TCD	FHESC-C110	C Wing 1st Floor	8.683330	
Guillaume, 6/9/2022	Thursday	OUT	4:19:51 PM	TCD	FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 6/13/2022	Monday	IN	6:13:08 AM	TCD	FHESC-C110	C Wing 1st Floor	11.633330	
Guillaume, 6/13/2022	Monday	OUT	5:51:32 PM	TCD	FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 6/14/2022	Tuesday	IN	6:36:45 AM	TCD	FHESC-C110	C Wing 1st Floor	9.333330	
Guillaume, 6/14/2022	Tuesday	OUT	3:57:09 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/15/2022	Wednesday	IN	9:59:21 AM	TCD	FHESC-C110	C Wing 1st Floor	7.116670	

Name	Date	Day Of Week	Punch Ty	Punch Time	Source	TCD ID	TCD Descr	Quantity
Guillaume, 6/15/2022	Wednesday	OUT	5:05:59 PM	TCD	FHESC-A110	A Wing 1st Floor	0.000000	
Guillaume, 6/16/2022	Thursday	IN	5:57:25 AM	TCD	FHESC-C110	C Wing 1st Floor	9.950000	
Guillaume, 6/16/2022	Thursday	OUT	3:53:57 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/20/2022	Monday	IN	6:17:54 AM	TCD	FHESC-C110	C Wing 1st Floor	9.716670	
Guillaume, 6/20/2022	Monday	OUT	4:00:32 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/21/2022	Tuesday	IN	5:35:49 AM	TCD	FHESC-A110	A Wing 1st Floor	10.783330	
Guillaume, 6/21/2022	Tuesday	OUT	4:22:39 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/22/2022	Wednesday	IN	8:34:13 AM	TCD	FHESC-C110	C Wing 1st Floor	7.550000	
Guillaume, 6/22/2022	Wednesday	OUT	4:07:16 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/27/2022	Monday	IN	6:25:19 AM	TCD	FHESC-C110	C Wing 1st Floor	10.500000	
Guillaume, 6/27/2022	Monday	OUT	4:55:31 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/28/2022	Tuesday	IN	6:18:51 AM	TCD	FHESC-C110	C Wing 1st Floor	9.900000	
Guillaume, 6/28/2022	Tuesday	OUT	4:12:40 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/29/2022	Wednesday	IN	7:13:00 AM	TCD	FHESC-C110	C Wing 1st Floor	9.350000	
Guillaume, 6/29/2022	Wednesday	OUT	4:33:39 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 6/30/2022	Thursday	IN	7:27:51 AM		FHESC-C110	C Wing 1st Floor	9.533330	
Guillaume, 6/30/2022	Thursday	OUT	5:00:00 PM		FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 7/5/2022	Tuesday	IN	7:21:44 AM	TCD	FHESC-C110	C Wing 1st Floor	0.766670	
Guillaume, 7/5/2022	Tuesday	OUT	8:07:33 AM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 7/5/2022	Tuesday	IN	8:18:43 AM	TCD	FHESC-C110	C Wing 1st Floor	7.833330	
Guillaume, 7/5/2022	Tuesday	OUT	4:08:27 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 7/6/2022	Wednesday	IN	7:18:42 AM	TCD	FHESC-C110	C Wing 1st Floor	9.116670	
Guillaume, 7/6/2022	Wednesday	OUT	4:25:56 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 7/7/2022	Thursday	IN	6:58:28 AM	TCD	FHESC-C110	C Wing 1st Floor	9.050000	
Guillaume, 7/7/2022	Thursday	OUT	4:01:07 PM	TCD	FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 7/18/2022	Monday	IN	5:58:32 AM	TCD	FHESC-C110	C Wing 1st Floor	9.916670	
Guillaume, 7/18/2022	Monday	OUT	3:53:16 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 7/19/2022	Tuesday	IN	7:06:36 AM	TCD	FHESC-C110	C Wing 1st Floor	8.816670	
Guillaume, 7/19/2022	Tuesday	OUT	3:55:25 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 7/20/2022	Wednesday	IN	5:51:50 AM	TCD	FHESC-C110	C Wing 1st Floor	10.016670	
Guillaume, 7/20/2022	Wednesday	OUT	3:53:16 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 7/21/2022	Thursday	IN	8:04:17 AM	TCD	FHESC-C110	C Wing 1st Floor	8.166670	
Guillaume, 7/21/2022	Thursday	OUT	4:13:47 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 7/25/2022	Monday	IN	6:40:00 AM		FHESC-A110	A Wing 1st Floor	9.933330	
Guillaume, 7/25/2022	Monday	OUT	4:35:56 PM	TCD	FHESC-A110	A Wing 1st Floor	0.000000	
Guillaume, 7/26/2022	Tuesday	IN	7:29:31 AM		FHESC-C110	C Wing 1st Floor	8.416670	
Guillaume, 7/26/2022	Tuesday	OUT	3:54:42 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 7/27/2022	Wednesday	IN	7:02:05 AM	TCD	FHESC-C110	C Wing 1st Floor	8.900000	
Guillaume, 7/27/2022	Wednesday	OUT	3:56:13 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 7/28/2022	Thursday	IN	7:48:54 AM		FHESC-C110	C Wing 1st Floor	8.133330	
Guillaume, 7/28/2022	Thursday	OUT	3:56:54 PM		FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 8/1/2022	Monday	IN	8:01:58 AM	TCD	FHESC-C110	C Wing 1st Floor	8.383330	
Guillaume, 8/1/2022	Monday	OUT	4:25:22 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/2/2022	Tuesday	IN	7:15:19 AM	WEB	NON-TCD	Web Clock	8.183330	
Guillaume, 8/2/2022	Tuesday	OUT	3:25:51 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/3/2022	Wednesday	IN	7:42:05 AM	TCD	FHESC-C110	C Wing 1st Floor	8.483330	
Guillaume, 8/3/2022	Wednesday	OUT	4:10:55 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/4/2022	Thursday	IN	7:37:49 AM	TCD	FHESC-C110	C Wing 1st Floor	8.383330	
Guillaume, 8/4/2022	Thursday	OUT	4:01:17 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/5/2022	Friday	IN	7:21:59 AM	TCD	FHESC-C110	C Wing 1st Floor	8.783330	

Name	Date	Day Of Week	Punch Ty	Punch Time	Source	TCD ID	TCD Descr	Quantity
Guillaume, 8/5/2022	Friday	OUT	4:09:24 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/8/2022	Monday	IN	8:06:19 AM	TCD	FHESC-C110	C Wing 1st Floor	3.816670	
Guillaume, 8/8/2022	Monday	OUT	11:55:41 AM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/8/2022	Monday	IN	1:33:17 PM	WEB	NON-TCD	Web Clock	2.850000	
Guillaume, 8/8/2022	Monday	OUT	4:24:12 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/9/2022	Tuesday	IN	7:53:39 AM	TCD	FHESC-C110	C Wing 1st Floor	4.050000	
Guillaume, 8/9/2022	Tuesday	OUT	11:56:24 AM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/11/2022	Thursday	IN	7:59:11 AM		FHESC-C110	C Wing 1st Floor	8.400000	
Guillaume, 8/11/2022	Thursday	OUT	4:23:10 PM		FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 8/12/2022	Friday	IN	7:51:07 AM	TCD	FHESC-C110	C Wing 1st Floor	7.950000	
Guillaume, 8/12/2022	Friday	OUT	3:48:28 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/15/2022	Monday	IN	7:38:33 AM	TCD	FHESC-C110	C Wing 1st Floor	8.516670	
Guillaume, 8/15/2022	Monday	OUT	4:09:09 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/16/2022	Tuesday	IN	7:37:16 AM	WEB	NON-TCD	Web Clock	8.300000	
Guillaume, 8/16/2022	Tuesday	OUT	3:55:21 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/17/2022	Wednesday	IN	7:56:30 AM	TCD	FHESC-C110	C Wing 1st Floor	8.266670	
Guillaume, 8/17/2022	Wednesday	OUT	4:12:43 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/18/2022	Thursday	IN	7:39:35 AM	TCD	FHESC-C110	C Wing 1st Floor	8.500000	
Guillaume, 8/18/2022	Thursday	OUT	4:09:18 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/19/2022	Friday	IN	7:45:55 AM	TCD	FHESC-C110	C Wing 1st Floor	8.383330	
Guillaume, 8/19/2022	Friday	OUT	4:09:18 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/22/2022	Monday	IN	7:26:53 AM	TCD	FHESC-C110	C Wing 1st Floor	5.016670	
Guillaume, 8/22/2022	Monday	OUT	12:27:35 PM	TCD	FHESC-C110	C Wing 1st Floor	0.000000	
Guillaume, 8/23/2022	Tuesday	IN	8:48:42 AM	TCD	FHESC-C110	C Wing 1st Floor	7.583330	
Guillaume, 8/23/2022	Tuesday	OUT	4:23:40 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/24/2022	Wednesday	IN	7:56:41 AM	TCD	FHESC-C110	C Wing 1st Floor	8.183330	
Guillaume, 8/24/2022	Wednesday	OUT	4:08:04 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/25/2022	Thursday	IN	7:39:01 AM	TCD	FHESC-C110	C Wing 1st Floor	8.516670	
Guillaume, 8/25/2022	Thursday	OUT	4:10:05 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/26/2022	Friday	IN	7:49:59 AM	TCD	FHESC-C110	C Wing 1st Floor	8.600000	
Guillaume, 8/26/2022	Friday	OUT	4:26:20 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/29/2022	Monday	IN	7:37:41 AM	TCD	FHESC-C110	C Wing 1st Floor	5.000000	
Guillaume, 8/29/2022	Monday	OUT	12:37:48 PM	WEB	NON-TCD	Web Clock	0.000000	
Guillaume, 8/30/2022	Tuesday	IN	7:30:43 AM	TCD	FHESC-C110	C Wing 1st Floor	0.000000	

Case #: 23 002 Date Rcv'd: 8/30/22
Received From: PeopleSoft
Description: TCD report

Exhibit #: 10
Redactions: Yes _____ No