



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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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 *TJM*

DATE: September 8, 2023

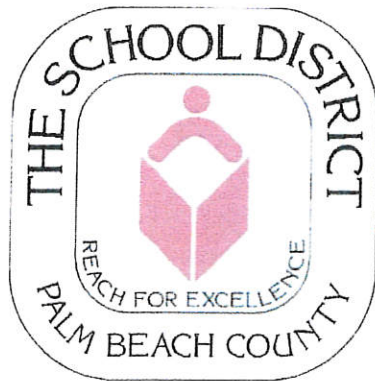
SUBJECT: Transmittal of Final Investigative Report:
23-0020-I Theft of Time

Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 23-0020-I related to Theft of Time. The complaint was received in the OIG office on March 14, 2023. In that, Hospital Homebound Teacher Ellicia Brown misrepresented times worked.

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

In accordance with *School Board Policy 1.092.9.b.iv.*, on May 17, 2023, and August 10, 2023, the draft of this investigation was provided to Brown for a response. Brown did not respond.

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



OIG CASE NUMBER 23-0020-1

Hospital Homebound Instructional Services

TYPE OF REPORT: Final

DATE OF REPORT: September 8, 2023



Teresa Michael

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

THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL OR EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. DO NOT RELEASE WITHOUT PRIOR COORDINATION WITH THE OFFICE OF INSPECTOR GENERAL.

Office of Inspector General

Report of Investigation #23-0020-I

EXECUTIVE SUMMARY

From March 14, 2023, to May 5, 2023, the Office of Inspector General (OIG) investigated a complaint from hospital homebound instructional services Assistant Principal (AP) Monique Paramore alleging that part-time homebound teacher (HBT) Ellicia Brown violated School District Policies 2.61 Fraud and 3.02 Code of Ethics by misrepresenting times worked.

On March 9, 2023, AP Paramore received information from Case Manager (CM) Tammy Adams that a parent alleged HBT Brown had not provided homebound services to the student in the past three weeks, and when Brown provided homebound services to the student, the parent alleged the services were provided only one day per week for two hours daily, an alternative schedule to the four days required by the student's Individual Education Plan (IEP). AP Paramore stated she did not authorize HBT Brown to deliver homebound services to the students outside the established IEP schedule.

The OIG's review of the student's IEP indicated the student was required to receive homebound services four times weekly, totaling 240 minutes per week. In addition, HBT Brown's attendance verification forms from August 29, 2022, through March 10, 2023, corroborate that homebound services were rendered to the student in adherence to the IEP. The attendance forms appeared to be signed/approved by the parent and signed by HBT Brown. However, upon further review, the investigation revealed that Brown knowingly and intentionally misrepresented the hours and days she worked.

Based on the information obtained, the OIG determined that Brown did violate School Board Policies 2.61.3 Fraud or 3.02.5 Code of Ethics, and the allegation that Ellicia Brown misrepresented time worked was **Substantiated**.

On May 17, 2023, near the end of the 2022-23 school year, OIG staff forwarded a copy of the draft report to part-time Hospital Homebound Teacher Ellicia Brown to respond by June 15, 2023. Brown did not respond. On August 10, 2023, the start of the 2023-24 school year, the draft report was forwarded to Brown with a September 7, 2023, response date. Brown did not respond.

RECOMMENDATIONS

The OIG recommends that this report be forwarded to the Office of Professional Standards for action deemed appropriate.

INVESTIGATIVE PREDICATE

On March 14, 2023, the School District of Palm Beach County, Office of Inspector General (OIG) received a complaint alleging that part time Homebound Teacher Ellicia Brown misrepresented times worked (Allegation).

On March 14, 2023, OIG Senior Investigator Robert Sheppard was assigned this complaint for investigation.

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

BACKGROUND

Hospital homebound teachers provide classroom instruction to students while confined at their home or a hospital. The teachers are certified in core subject areas (Exceptional Student Education (ESE), Math, English, History, Science, Reading) and deliver core subject area content following the student's IEP.¹ A student's IEP is a legal document mandated by the state explicitly outlining an instructional lesson plan(s) to address the student's academic needs while recovering at home or in a hospital from an injury or illness.²

Before a student receives homebound services, a homebound schedule is collaboratively created and agreed upon between the parent and the teacher about the delivery of the instructional content to the student. After the parent and the teacher have established a viable schedule to deliver the homebound instructions, the parent/adult signs the teacher attendance verification form acknowledging services rendered.

To meet the student's needs, the teacher reports to their homebound assignment after school on weekdays between 3:30 p.m. and 7:30 p.m. The hourly compensations range between \$25.00 to \$37.00.

ALLEGATION

It is alleged that part-time homebound teacher Ellicia Brown misrepresented times worked.

Per School Board Policy 2.61.3

¹ PBCSD Hospital Homebound Services. AP Monique Paramore

² See Rule 6A-6.03020, Fla Admin Code

Fraud is defined as a willful or deliberate act or omission by which an individual intends to unlawfully deprive the District through an unauthorized benefit, service, property, or something of value by deception, misrepresentation, or other unethical or unlawful means.

“Fraudulent acts include, but are not limited to:

- a. Forgery, falsification, or alteration of District documents or records.*
- c. Falsification or misrepresentation of reports, time sheets, travel claims for reimbursement, or other expense reimbursement claims.*
- d. Authorizing or receiving compensation for time not worked.” Quoting Policies 2.61.3.a.,c., & d.*

Per School Board Policy 3.02.5.viii.

Engaging in misconduct which affects the health, safety, and welfare of a student(s).

COMPLAINANT INTERVIEW

On March 31, 2023, an interview with AP Monique Paramore was conducted at the Hospital Homebound Main Office in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Paramore” as it relates to the allegation:

IEPs are for students who meet ESE eligibility. Hospital homebound is temporary eligibility because students come in and out as they progress through their medical situation. The IEP demonstrates how the services are delivered to address the student's academic needs. A team approves the IEP, and the homebound teachers deliver the instructional services on weekdays after school between 3:30 p.m. and 7:30 p.m. The parent and homebound teacher collaboratively create a schedule for homebound instruction delivery. The attendance verification form with the attached parent's signature acknowledges the times the instructor delivered homebound services.

Teachers must adhere to the scope of the IEP. IEPs are a legal document mandated by the state. Paramore stated she did not authorize Brown to go outside the student's IEP. If a teacher fails to follow the student's IEP, the teacher is disciplined or dismissed from homebound duties. On March 9, 2023, Case Manager Tammy Adams received a phone call from the parent informing her that an unidentified Prescribed Pediatric Extended Care (PPEC) staff member told her the student had not received homebound services for the past three weeks. Once Paramore became aware of the parent's complaint through Adams, Paramore contacted Brown and dismissed Brown from providing homebound services to the student. Paramore understood that Brown was supposed to deliver the

homebound instructional services to the student twice weekly on Wednesday and Friday at the PPEC center for two hours daily.

Investigators Note: *OIG's review of the student's IEP showed Brown was required to deliver homebound instructional services four times weekly, totaling 240 minutes per week, contrary to AP Paramore's understanding. Of the 240 minutes per week, 120 minutes of homebound instructions (60 minutes per session on Wednesdays/Fridays) were delivered at the PPEC, and 120 minute (60 minutes per session on Mondays/Tuesdays) were delivered at the student's residence.*

WITNESS INTERVIEW

On April 11, 2023, an interview with CM Tammy Adams was conducted at the Hospital Homebound Main Office in West Palm Beach, FL. The following represents actual and paraphrased statements made by "Adams" as it relates to the allegation:

Once a student has been declared eligible for hospital homebound services, the CM meets with the student's home-school designated staff member(s) and parent(s) to develop an IEP. The IEP team comprises the parent, the student, service providers, the Local Education Agency (LEA), a legal representative, a general/special education teacher(s), and a CM. The IEP team develops and approves the IEP. The IEP team collaboratively discusses the student's medical diagnosis and determines the best academic needs with a delivery method of educational services.

On March 9, 2022, the parent³ contacted Adams, indicating that a PPEC staff told her that her daughter had not received homebound instructions for three weeks. The child attends PPEC two days weekly (Wednesday and Friday). Adams does not recall the exact words that the parent said, but something to the effect of "I do not want Brown to provide services to my child." The parents gave Adams the PPEC Director of Nursing's (Shauna Heywood) contact information. Adams contacted Heywood to verify the parent's claim. The following day, March 10, 2023, Heywood emailed Adams the hospital sign-in log showing the times Brown reported to the PPEC (**Exhibit 2**). Once Adams received the sign-in logs, she told Brown that she could no longer provide homebound services to the student (**Exhibit 3**).

³ In April 2023, the OIG contacted the parent multiple times via phone and mailed a certified letter to request an interview regarding the allegation. The parent agreed to meet with the OIG at the OIG's Main Office multiple times. On all occasions, the parent did not show. Additionally, on May 16, 2023, the OIG again called the parent to request permission to interview the student, but there was no answer, so a voicemail was left for the parent to call the OIG. The parent has not returned the call.

On April 11, 2023, an interview with Administrative Assistant Patricia Serra was conducted at the Hospital Homebound Main Office in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Serra” as it relates to the allegation:

Serra stated that homebound teachers upload their timesheets to a Google document, and she (Serra) retrieves the time sheets to verify compliance before submitting them to the District's payroll office. Brown's payroll records from August 29, 2022, through March 9, 2023, were completed correctly (coded correctly, showed the student's attendance, times services rendered, and the parent's signature). According to Serra, Brown's payroll records, which Serra reviewed, caused no alarm or reason to challenge.

On April 25, 2023, an interview with PPEC Director of Nursing Shauna Heywood was conducted at the PPEC Hospital in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Heywood” as it relates to the allegation:

On occasions, Heywood interacts with District homebound teachers in a non-supervisory capacity. She knows homebound teacher Ellicia Brown and the student for whom Brown provides instructional services. Teachers who provide homebound services at the PPEC must sign in indicating the purpose of the visit.

Heywood said that since her employment at PPEC, homebound teachers have reported to the PPEC after school to provide services and to address the student(s) developmental and academic needs. Upon a teacher's arrival at the PPEC, another staff will likely direct them to their student's location.

Heywood received a call from the parent seeking clarification on whether Brown provided homebound student services. AP Monique Paramore also requested Heywood provide the dates Brown reported to the PPEC to instruct the student. The OIG showed Heywood a copy of the PPEC sign-in log showing Brown signed in at the PPEC on Friday, January 6, 2023, Friday, January 13, 2023, Wednesday, February 8, 2023, and Friday, March 10, 2023. Heywood confirmed the sign-in log as a PPEC document.

SUBJECT INTERVIEW

On April 28, 2023, an interview with homebound instructional services teacher Ellicia Brown was conducted at Palm Beach Lakes Community High School (PBLCHS) in West Palm Beach, FL. The following represents actual and paraphrased statements made by “Brown” as it relates to the allegation:

Brown said she is familiar with the student's IEP and was to provide the student homebound instruction 240 minutes per week, four days each week. Brown provided homebound services to the students from August 2022 through February 2023.

Brown said that upon entering the PPEC on Wednesdays and Fridays,⁴ she interacted with various PPEC nursing staff members. On some days, she would sign the sign-in log; on other days she would ring the bell, not sign the log, and walk into the facility unchallenged. The OIG showed Brown a copy of the sign-in log maintained by PPEC. Brown confirmed that she made the login entries on January 6, 2023, January 13, 2023, February 8, 2023, and March 10, 2023.

On March 10, 2023, Brown arrived at the PPEC, and a PPEC staff member told Brown that CM Adams directed her (PPEC staff) not to allow Brown to provide homebound services to the student. Brown contacted Adams to follow up about the PPEC statement. Adams told Brown to contact Hospital Homebound, AP Monique Paramore.

Investigators Note: Brown's final day of providing homebound services to students was on March 9, 2023.

Brown first heard about the alleged complaint on Friday, March 10, 2023, when she contacted the parent after receiving information from the PPEC not to report to the hospital. The parent told Brown that the PPEC staff said Brown stormed out of the facility and did not provide services to the student on Wednesday and that the student was upset. Brown explained that she did not storm out of the facility to the parent. Brown explained that the student did not charge the computer and could not complete that day's schoolwork. Brown told the student to have the computer charged when Brown reported back to the PPEC on Friday. Brown said she had been providing services to the student for two years and provided services beyond 240 minutes per week without receiving compensation.

The OIG showed Brown copies of the Attendance Verification Payroll forms from August 24, 2022, through March 10, 2023. Brown verified the payroll forms as forms she submitted to payroll. Brown signed for the parent on the payroll forms after receiving permission from the parent, acknowledging services rendered.

Brown provided the OIG a copy of an August 24, 2022, text message corroborating between herself and the parent that the parent gave her permission to sign the attendance forms. "Brown requested the parent's signature, and the parent replied, "Just sign it. They don't know my signature" (**Exhibit 4**). Brown believed the parent allowed her to sign all the attendance verification forms from August 2022 through March 2023 after she finished teaching, because the parent was unavailable after completing the homebound and in-home session(s).

Brown documented on the attendance verification forms that homebound services were provided to the student at PPEC on "Thursdays" instead of Fridays because the attendance forms are due on Fridays at 3:00 p.m., and the parent was unavailable to sign on Fridays at the PPEC. Brown did not request permission to make the adjustments on the form or inform anybody about the timesheet. Brown said she should not have made the timesheet adjustments.

⁴ Brown taught the student at the student's home on Mondays and Tuesdays.

RECORDS ANALYSIS

On March 16, 2023, OIG staff reviewed the listed documents. The review disclosed the following:

- On March 31, 2023, AP Paramore provided the OIG homebound with Ellicia Brown's payroll records from August 29, 2022, through March 10, 2023 (**Exhibit 1**). Brown's payroll records show Brown worked 111 hours at \$37.00 hourly and received \$4,107.00 (111hours x \$37.00 = \$4,107.00) (**See Table 1**). The student's IEP shows homebound services would be provided four days each week, 1 hour daily, and the teachers receive an additional hour to lesson plan per week, totaling ten hours per pay period.

Investigators Note: Brown indicated that she signed each attendance verification form after a homebound session. On occasions (demonstrated in Table 1), Brown worked less than ten hours per pay cycle. Brown did not provide homebound services to the student when the student did not have a computer or was ill.

Table 1, Brown's payroll records from August 29, 2022, through March 10, 2023.

Pay Period Ending	Hours Worked	Amount Paid \$	Brown's Signature for Parent
September 9, 2022	9	\$333.00	Yes
September 23, 2022	10	\$370.00	Yes
October 7, 2022	5.5	\$203.50	Yes
October 21, 2022	10	\$370.00	Yes
November 4, 2022	10	\$370.00	Yes
November 18, 2022	6.5	\$240.50	Yes
December 2, 2022	5	\$185.00	Yes
December 16, 2022	10	\$370.00	Yes
January 13, 2023	7	\$259.00	Yes
January 27, 2023	9	\$333.00	Yes
February 10, 2023	10	\$370.00	Yes
February 24, 2023	9	\$333.00	Yes
March 10, 2023	10	\$370.00	Yes
	111 hours	\$4,107.00	

- On March 31, 2023, AP Paramore provided the OIG with a PPEC visitor sign-in log copy. The sign-in log showed the times Brown signed in at the center to provide homebound services to the student (**Exhibit 2**).
- On March 31, 2023, AP Paramore provided the OIG a March 10 and 29, 2023, email between herself and CM Tammy Adams. The emails detailed that Adams directed Brown that she was no longer required to provide homebound services to the student and that she (Adams) was awaiting verification (sign-in logs) from the PPEC Director of Nursing Shauna Heywood showing the times that Brown provided homebound services to the student (**Exhibit 3**).
- On April 28, 2023, Brown provided the OIG an August 24, 2022, text message between herself and the parent authorizing Brown to sign the attendance verification forms (**Exhibit 4**).

CONCLUSION

It is alleged that part-time homebound teacher Ellicia Brown violated School District Policy 2.61.3 Fraud and 3.02.5. viii Code of Ethics by misrepresenting times worked.

Due to the parent's failure to cooperate with this investigation, the OIG was not able to conclusively confirm that Brown provided instructional services to the student on all the dates claimed on Brown's Attendance Verification Payroll Forms. However, Brown admitted that she signed the parent's name and documented providing services on Thursdays rather than Fridays, which was the actual date she provided services.


Brown indicated that the parent was not present to sign the Verification of Services Form, however, there were other adults present who could have signed the form. Therefore, her rationale and need to sign for the parent appears to be faulty. Additionally, Brown failed to bring her concerns regarding the payment schedule to her supervisor but instead took it upon herself to falsify documentation.

Based on the documentation reviewed and Brown's admission, OIG staff determined there was sufficient evidence to prove the allegation that part-time HBT Ellicia Brown misrepresented times worked and as such, the allegation was **Substantiated**.

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

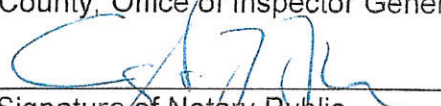
ATTESTATION

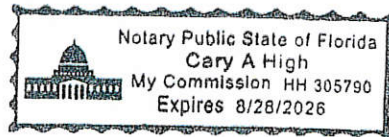
I, the undersigned, do hereby swear, under penalty of perjury, to the best of my personal knowledge, information, and belief, the contents of this report are true and accurate; and I have not knowingly or willfully deprived or allowed another to deprive, the subject of the investigation of any rights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


Robert Sheppard, Senior Investigator-II

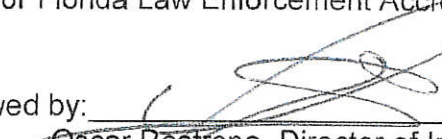
**STATE OF FLORIDA
COUNTY OF PALM BEACH**

Sworn to (or affirmed) and subscribed before me this 08 day of September, 2023, by Robert Sheppard, Senior Investigator-II for the School District of Palm Beach County, Office of Inspector General, who is personally known by me.


Signature of Notary Public
 Notary Public or Law Enforcement Officer



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

Reviewed by:  Date: 9/8/23
Oscar Restrepo, Director of Investigations

Approved by:  Date: 9/12/23
Teresa Michael, Inspector General

EXHIBIT LIST

Brown's August 29, 2022–March 10, 2023, attendance forms.....Exhibit 1
PPEC sign-in log forms.....Exhibit 2
March 9 & 23, 2023, emails between Adams, Paramore & Brown.....Exhibit 3
April 22, 2022, text message between the parent and Brown.....Exhibit 4

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OIG File

Exhibit 1

REDACTED

Part-Time Homebound Teacher

Ellicia Brown

Attendance Verification Payroll Form

From

August 29, 2022 – March 10, 2023



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL/HOMEBOUND PROGRAM

Attendance Verification/Payroll Form

This report shall be submitted bi-weekly. Use a separate form for each student. If you teach multiple students, you must also submit a MULTIPLE STUDENT ROSTER form. To ensure timely processing, forms must be submitted by the pay period deadline AND be complete.

Attendance Codes: A = Absent (Parent Canceled) U = Unexcused Absence/No Show P = Passer TC = Teacher Canceled R = Rescheduled

Pay Period Ending September 09, 2022
LEP MPW: 2
Total Instructional Hours: 4
Total Planning Hours: 2

STUDENT NUMBER: _____ STUDENT NAME: _____ GRADE: 5th
TEACHER NAME: Alicia B... EMPLOYEE ID # 1037092 EMPLOYEE RECORD # _____
TEACHER SIGNATURE: Alicia B... DATE SUBMITTED: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
August 29, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:15</u> Out <u>10:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	August 30, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>2:15</u> Out <u>10:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	August 31, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>4:15</u> Out <u>5:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	September 01, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>4:15</u> Out <u>5:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	September 02, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____	PAYROLL ENDS September 09, 2022
September 05, 2022 HOLIDAY Adult/Parent Signature: _____	September 06, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>4:15</u> Out <u>5:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	September 07, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>4:15</u> Out <u>5:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	September 08, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____		

SCAN & SUBMIT VIA GOOGLE FORM



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL/HOMEBOUND PROGRAM

Attendance Verification/Payroll Form

This report shall be submitted if weekly. Use a separate form for each student. If you teach multiple students, you must also submit a MULTIPLE STUDENT ROSTER form. To ensure timely processing, forms must be submitted by the pay period deadline AND be complete.

Attendance Codes: A = Absent (Parent Contacted) U = Unexcused Absence/No Show P = Present TC = Teacher Carried R = Rescheduled


Pay Period Ending September 23, 2022
IEP MPM: 898
Total Instructional Hours: 8

Total Planning Hours: 2

STUDENT NUMBER: _____ STUDENT NAME: _____ GRADE: 5th

TEACHER NAME: Alicia Bryson EMP. ID #: 1027092 EMP. RECORD #: _____

TEACHER SIGNATURE: Alicia Bryson DATE SUBMITTED: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
September 12, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0</u> Out: <u>0</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	September 13, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0</u> Out: <u>0</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	September 14, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0</u> Out: <u>0</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	September 15, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0</u> Out: <u>0</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	September 16, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: _____ Out: _____ Planning Hr. _____ Adult/Parent Signature: _____	September 19, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0</u> Out: <u>0</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	September 20, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0</u> Out: <u>0</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>
September 21, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0</u> Out: <u>0</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	September 22, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0</u> Out: <u>0</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	September 23, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: _____ Out: _____ Planning Hr. _____ Adult/Parent Signature: _____	 PAYROLL ENDS September 23, 2022			

SCAN & SUBMIT VIA GOOGLE FORM



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL/AMBULANCE PROGRAM

Attendance Verification/Payroll Form

This report shall be submitted bi-weekly. Use a separate form for each student. If you teach multiple students, you must also submit a MULTIPLE STUDENT ROSTER form. To ensure timely processing, forms must be submitted by the pay period deadline AND be complete.


Attendance Codes: A = Absent (Parent Canceled) U = Unexcused Absence/No Show P = Present TC = Teacher Canceled R = Rescheduled

Pay Period Ending October 07, 2022
IEP MPW: 24 Total Planning Hours: 1.5
Total Instructional Hours: 4

STUDENT NUMBERS: _____ STUDENT NAME: 1 1 GRADE: 5th

TEACHER NAME: Allicia Brown EMP# 1027042 EMP# RECORD #: _____

TEACHER SIGNATURE: Allicia Brown DATE SUBMITTED: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
September 26, 2022 HOLIDAY Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____	September 27, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:15</u> Out <u>1:15</u> Planning Hr. <u>1:15</u> Adult/Parent Signature: _____	September 28, 2022 HOLIDAY Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____	September 29, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In _____ Out _____ Planning Hr. <u>1:10</u> Adult/Parent Signature: _____	September 30, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____	October 03, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:15</u> Out <u>1:15</u> Planning Hr. _____ Adult/Parent Signature: _____
					PAYROLL ENDS October 07, 2022

SCAN & SUBMIT VIA GOOGLE FORM



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL/HOMEBOUND PROGRAM

Attendance Verification/Payroll Form

This report shall be submitted bi-weekly. Use a separate Form for each student. If you teach multiple students, you must also submit a MULTIPLE STUDENT ROSTER form. To ensure timely processing, forms must be submitted by the pay period deadline AND be complete.

Attendance Codes: A = Absent (Parent Canceled) U = Unexcused Absence/No Show P = Present TC = Teacher Canceled R = Rescheduled

Pay Period Ending October 21, 2022
 IEP M/P/W: 2/2/2
 Total Instructional Hours: 8 Total Planning Hours: 2

STUDENT NUMBER: _____ STUDENT NAME: _____ GRADE: 5th
 TEACHER NAME: Ellicia Brown EMPLOYEE ID # 10227092 EMPLOYEE RECORD # _____
 TEACHER SIGNATURE: Ellicia Brown DATE SUBMITTED: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
October 10, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>ST/Outlets</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	October 11, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>ST/Outlets</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	October 12, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>ST/Outlets</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	October 13, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>ST/Outlets</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	October 14, 2022 DUTY PDD	
October 17, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>ST/Outlets</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	October 18, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>ST/Outlets</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	October 19, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>ST/Outlets</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	October 20, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>ST/Outlets</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	October 21, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____	 PAYROLL ENDS October 21, 2022

SCAN & SUBMIT VIA GOOGLE FORM



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL/HOMESOUND PROGRAM

Attendance Verification/Payroll Form

This report shall be submitted bi-weekly. Use a separate form for each student. If you teach multiple students, you must also submit a M.I. TYPE STUDENT ROSTER form. To ensure timely processing, forms must be submitted by the pay period deadline AND be complete.

Attendance Codes: A = Absent (Parent Cancelled) U = Unexcused Absence/No Show P = Present TC = Teacher Cancelled R = Rescheduled

Pay Period Ending November 04, 2022
IEP MPW: 2400
Total Instructional Hours: 8
Total Planning Hours: 2

STUDENT NUMBER: _____ STUDENT NAME: _____ GRADE: 5th

TEACHER NAME: Ellicia Brown EMPLOYEE # 9027092 EMPLOYEE RECORD # _____

TEACHER SIGNATURE: [Signature] DATE SUBMITTED: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
October 24, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>5:11</u> Out: <u>6:15</u> Planning Hr.: _____ Adult/Parent Signature: <u>[Signature]</u>	October 25, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>5:10</u> Out: <u>6:15</u> Planning Hr.: _____ Adult/Parent Signature: <u>[Signature]</u>	October 26, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>5:10</u> Out: <u>6:15</u> Planning Hr.: _____ Adult/Parent Signature: <u>[Signature]</u>	October 27, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>5:15</u> Out: <u>6:15</u> Planning Hr.: _____ Adult/Parent Signature: <u>[Signature]</u>	October 28, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: _____ Out: _____ Planning Hr.: _____ Adult/Parent Signature: _____	 PAYROLL ENDS November 04, 2022
October 31, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>5:15</u> Out: <u>6:15</u> Planning Hr.: _____ Adult/Parent Signature: <u>[Signature]</u>	November 01, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>5:15</u> Out: <u>6:15</u> Planning Hr.: _____ Adult/Parent Signature: <u>[Signature]</u>	November 02, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>5:15</u> Out: <u>6:15</u> Planning Hr.: _____ Adult/Parent Signature: <u>[Signature]</u>	November 03, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>5:15</u> Out: <u>6:15</u> Planning Hr.: _____ Adult/Parent Signature: <u>[Signature]</u>	November 04, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: _____ Out: _____ Planning Hr.: _____ Adult/Parent Signature: _____	

SCAN & SUBMIT VIA GOOGLE FORM



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL/HOMEBOUND PROGRAM

Attendance Verification/Payroll Form

This report shall be submitted bi-weekly. Use a separate form for each student. If you teach multiple students, you must also submit a MULTIPLE STUDENT ROSTER form. To ensure timely processing, forms must be submitted by the pay period deadline AND be complete.

Attendance Codes: A = Absent (Parent Cancelled) U = Unexcused Absence/No Show P = Present TC = Teacher Cancelled R = Rescheduled

Pay Period Ending November 18, 2022
IEP MPW: 5 Total Planning Hours: 1.5
Total Instructional Hours: 5

STUDENT NUMB: _____ STUDENT NAME: _____ GRADE: 5th
TEACHER NAME: Liliana Brown EMP ID #: 9887092 EMP RECORD #: _____
TEACHER SIGNATURE: [Signature] DATE SUBMITTED: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
November 07, 2022 Attend. Code: <u>TC</u> Total Inst. Hrs.: <u>1.5</u> In: <u>8:15</u> Out: <u>3:15</u> Planning Hr. <u>1.5</u> Adult/Parent Signature: <u>[Signature]</u>	November 08, 2022 Attend. Code: <u>PDD</u> Total Inst. Hrs.: _____ In: _____ Out: _____ Planning Hr. _____ Adult/Parent Signature: _____	November 09, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: _____ Out: _____ Planning Hr. _____ Adult/Parent Signature: _____	November 10, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: _____ Out: _____ Planning Hr. _____ Adult/Parent Signature: _____	November 11, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: _____ Out: _____ Planning Hr. _____ Adult/Parent Signature: _____
November 14, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: <u>8:15</u> Out: <u>3:15</u> Planning Hr. <u>1.5</u> Adult/Parent Signature: <u>[Signature]</u>	November 15, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: <u>8:15</u> Out: <u>3:15</u> Planning Hr. <u>1.5</u> Adult/Parent Signature: <u>[Signature]</u>	November 16, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: <u>8:15</u> Out: <u>3:15</u> Planning Hr. <u>1.5</u> Adult/Parent Signature: <u>[Signature]</u>	November 17, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: <u>8:15</u> Out: <u>3:15</u> Planning Hr. <u>1.5</u> Adult/Parent Signature: <u>[Signature]</u>	November 18, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In: _____ Out: _____ Planning Hr. _____ Adult/Parent Signature: _____

SCAN & SUBMIT VIA GOOGLE FORM



PAYROLL ENDS
November 18, 2022



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL/HOMEBOUND PROGRAM

Attendance Verification/Payroll Form

This report shall be submitted bi-weekly. Use a separate form for each student. If you teach multiple students, you must also submit a MULTI-TUPLE STUDENT ROSTER form. To ensure timely processing, forms must be submitted by the pay period deadline AND be complete.


Attendance Codes: A = Absent (Parent Canceled) U = Unexcused Absence/No Show P = Present TC = Teacher Canceled R = Rechecked

Pay Period Ending December 02, 2022
IEP MPW: 2228
Total Instructional Hours: 4
Total Planning Hours: 1

STUDENT NUMBER: _____ STUDENT NAME: _____ GRADE: 5th

TEACHER NAME: Alicia Brown EMPLOYEE ID #: 4027092 EMPLOYEE RECORD #: _____

TEACHER SIGNATURE: [Signature] DATE SUBMITTED: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
November 21, 2022 HOLIDAY Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	November 22, 2022 HOLIDAY Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	November 23, 2022 HOLIDAY Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	November 24, 2022 HOLIDAY Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	November 25, 2022 HOLIDAY Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____	PAYROLL ENDS December 02, 2022 

SCAN & SUBMIT VIA GOOGLE FORM



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL/HOMEBOUND PROGRAM

Attendance Verification/Payroll Form

This report shall be submitted bi-weekly. Use a separate form for each student. If you teach multiple students, you must also submit a MULTIPLE STUDENT ROSTER form. To ensure timely processing, forms must be submitted by the pay period deadline AND be complete.

Attendance Codes: A = Absent (Parent Cancelled) U = Unexcused Absence/No Show P = Present TO = Teacher Cancelled R = Rescheduled

Pay Period Ending December 16, 2022
IEP MPW: 2488
Total Instructional Hours: 8
Total Planning Hours: 2

STUDENT NUMBER: _____ STUDENT NAME: _____ GRADE: 5th
TEACHER NAME: Alison Brown EMP# ID #: 1887092 EMP# RECORD #: _____
TEACHER SIGNATURE: [Signature] DATE SUBMITTED: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
December 06, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:00</u> Out <u>6:15</u> Planning Hr. <u>0</u> Adult/Parent Signature: <u>[Signature]</u>	December 06, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:00</u> Out <u>6:15</u> Planning Hr. <u>0</u> Adult/Parent Signature: <u>[Signature]</u>	December 07, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:00</u> Out <u>6:15</u> Planning Hr. <u>0</u> Adult/Parent Signature: <u>[Signature]</u>	December 08, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:00</u> Out <u>6:15</u> Planning Hr. <u>0</u> Adult/Parent Signature: <u>[Signature]</u>	December 09, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____
December 12, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:11</u> Out <u>6:15</u> Planning Hr. <u>0</u> Adult/Parent Signature: <u>[Signature]</u>	December 13, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:15</u> Out <u>6:15</u> Planning Hr. <u>0</u> Adult/Parent Signature: <u>[Signature]</u>	December 14, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:15</u> Out <u>6:15</u> Planning Hr. <u>0</u> Adult/Parent Signature: <u>[Signature]</u>	December 15, 2022 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:15</u> Out <u>6:15</u> Planning Hr. <u>0</u> Adult/Parent Signature: <u>[Signature]</u>	December 16, 2022 Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____

SCAN & SUBMIT VIA GOOGLE FORM

PAYROLL ENDS
December 16, 2022





THE SCHOOL DISTRICT OF PALM BEACH COUNTY
 DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
 HOSPITAL/HOMEBOUND PROGRAM

Attendance Verification/Payroll Form

This report shall be submitted bi-weekly. Use a separate form for each student. If you teach multiple students, you must also submit a M.I. TITLE STUDENT ROSTER form. To ensure timely processing, forms must be submitted by the pay period deadline AND be complete.

Attendance Codes: A = Absent (Parent Cancelled) U = Unexcused Absence/No Show P = Present TC = Teacher Cancelled R = Reassigned

Pay Period Ending January 13, 2023
 IEP MPMV: 2905
 Total Instructional Hours: 05
 Total Planning Hours: 2

STUDENT NUMBER: _____ STUDENT NAME: _____ GRADE: 5th

TEACHER NAME: Ellicia Brown EMP. ID #: 9027092 EMP. RECORD #: _____

TEACHER SIGNATURE: *Ellicia Brown* DATE SUBMITTED: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	PAYROLL ENDS
January 09, 2023 Attend. Code: F Total Inst. Hrs.: 1 In 2:00 Out 6:15 Planning Hr. _____ Adult/Parent Signature: <i>[Signature]</i>	January 10, 2023 Attend. Code: PDD Total Inst. Hrs.: 0 In 5:00 Out 6:15 Planning Hr. _____ Adult/Parent Signature: <i>[Signature]</i>	January 11, 2023 Attend. Code: F Total Inst. Hrs.: 1 In 5:15 Out 6:15 Planning Hr. _____ Adult/Parent Signature: <i>[Signature]</i>	January 12, 2023 Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____	January 13, 2023 Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____	January 13, 2023 PAYROLL ENDS

SCAN & SUBMIT VIA GOOGLE FORM



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL/COMMUNITY PROGRAM

Attendance Verification Payroll Form

This report shall be submitted bi-weekly. Use a separate Form for each student. If you teach multiple students, you must also submit a MULTIPLE STUDENT ROSTER form. To ensure timely processing, forms must be submitted by the pay period deadline AND be complete.

Attendance Codes: A = Absent (Parent Canceled) U = Unexcused Absence/No Show P = Present TC = Teacher Canceled R = Rescheduled

Pay Period Ending January 27, 2023
IEP MPW: 240
Total Instructional Hours: 7
Total Planning Hours: 2

STUDENT NUMBER	STUDENT NAME	EMPL ID #	GRADE
	<u>Alicia Brown</u>	<u>UJ 1027092</u>	<u>5th</u>
TEACHER SIGNATURE:	<u>Alicia Brown</u>	DATE SUBMITTED:	EMPL RECORD #

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
January 16, 2023 HOLIDAY	January 17, 2023 Attend. Code: <u>PT</u> Total Inst. Hrs.: <u>1</u> In <u>2:15</u> Out <u>6:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	January 18, 2023 Attend. Code: <u>PT</u> Total Inst. Hrs.: <u>1</u> In <u>7:15</u> Out <u>6:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	January 19, 2023 Attend. Code: <u>PT</u> Total Inst. Hrs.: <u>1</u> In <u>7:15</u> Out <u>6:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	January 20, 2023 Attend. Code: <u>PT</u> Total Inst. Hrs.: <u>1</u> In <u>7:15</u> Out <u>6:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>
January 23, 2023 Attend. Code: <u>PT</u> Total Inst. Hrs.: <u>1</u> In <u>7:15</u> Out <u>6:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	January 24, 2023 Attend. Code: <u>PT</u> Total Inst. Hrs.: <u>1</u> In <u>7:15</u> Out <u>6:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	January 25, 2023 Attend. Code: <u>PT</u> Total Inst. Hrs.: <u>1</u> In <u>7:15</u> Out <u>6:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	January 26, 2023 Attend. Code: <u>PT</u> Total Inst. Hrs.: <u>1</u> In <u>7:15</u> Out <u>6:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	January 27, 2023 Attend. Code: <u>PT</u> Total Inst. Hrs.: <u>1</u> In <u>7:15</u> Out <u>6:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>

SCAN & SUBMIT VIA GOOGLE FORM

PAYROLL ENDS
January 27, 2023





THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL HOMEBOUND PROGRAM

Attendance Verification/Payroll Form

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Attendance Codes: A = Absent (Parent Canceled) U = Unused Absence/No Show P = Present TC = Teacher Canceled R = Rescheduled

Pay Period Ending February 10, 2023
IEP MPW: 2440
Total Instructional Hours: 8 Total Planning Hours: 2

STUDENT NUMBER: _____ STUDENT NAME: _____ GRADE: 5th

TEACHER NAME: Elicia Brown EMP ID #: 9027092 EMP RECORD #: _____

TEACHER SIGNATURE: Elicia Brown DATE SUBMITTED: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
January 30, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>0.5</u> Out <u>0.5</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	January 31, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>0.5</u> Out <u>0.5</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	February 01, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>0.5</u> Out <u>0.5</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	February 02, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>0.5</u> Out <u>0.5</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	February 03, 2023 Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____	February 10, 2023 PAYROLL ENDS February 10, 2023

SCAN & SUBMIT VIA GOOGLE FORM



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL/HOMEBOUND PROGRAM

Attendance Verification/Payroll Form

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Attendance Codes: A = Absent (Parent Canceled) U = Unexcused Absence/No Show P = Present TC = Teacher Canceled R = Rescheduled

Pay Period Ending February 24, 2023
IEP MPW#: 2178
Total Instructional Hours: 7
Total Planning Hours: 2

STUDENT NUMBER: _____ STUDENT NAME: _____ GRADE: 5th
TEACHER NAME: Ellicia Brown EMPL ID #: 1087092 EMPL RECORD #: _____
TEACHER SIGNATURE: Ellicia Brown DATE SUBMITTED: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
February 13, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:45</u> Out <u>10:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	February 14, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:45</u> Out <u>10:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	February 15, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:45</u> Out <u>10:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	February 16, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:45</u> Out <u>10:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	February 17, 2023 Attend. Code: _____ Total Inst. Hrs.: _____ In _____ Out _____ Planning Hr. _____ Adult/Parent Signature: _____
February 20, 2023 DUTY PDD Adult/Parent Signature: _____	February 21, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:45</u> Out <u>10:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	February 22, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:45</u> Out <u>10:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	February 23, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In <u>5:45</u> Out <u>10:15</u> Planning Hr. <u>0.5</u> Adult/Parent Signature: <u>[Signature]</u>	February 24, 2023 Adult/Parent Signature: _____



PAYROLL ENDS
February 24, 2023

SCAN & SUBMIT VIA GOOGLE FORM



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
HOSPITAL/HOMEBOUND PROGRAM

Attendance Verification/Payroll Form

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Attendance Codes: A = Absent (Parent Canceled) U = Unexcused Absence/No Show P = Present TC = Teacher Canceled R = Rescheduled

Pay Period Ending March 10, 2023	IEP MPW: <u>2</u>	Total Planning Hours: <u>2</u>
Total Instructional Hours: <u>8</u>		

STUDENT NUMBER: <u>1</u>	STUDENT NAME: <u>1</u>	EMP ID #: <u>1027092</u>	GRADE: <u>5th</u>
TEACHER NAME: <u>Elicia Brown</u>	TEACHER SIGNATURE: <u>Elicia Brown</u>	DATE SUBMITTED: _____	EMPL RECORD #: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
February 27, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0:15</u> Out: <u>0:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	February 28, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0:15</u> Out: <u>0:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	March 01, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0:15</u> Out: <u>0:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	March 02, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0:15</u> Out: <u>0:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	March 03, 2023 Attend. Code: _____ Total Inst. Hrs.: _____ In: _____ Out: _____ Planning Hr. _____ Adult/Parent Signature: _____	
March 06, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0:15</u> Out: <u>0:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	March 07, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0:15</u> Out: <u>0:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	March 08, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0:15</u> Out: <u>0:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	March 09, 2023 Attend. Code: <u>P</u> Total Inst. Hrs.: <u>1</u> In: <u>0:15</u> Out: <u>0:15</u> Planning Hr. _____ Adult/Parent Signature: <u>[Signature]</u>	March 10, 2023 Attend. Code: _____ Total Inst. Hrs.: _____ In: _____ Out: _____ Planning Hr. _____ Adult/Parent Signature: _____	 PAYROLL ENDS March 10, 2023

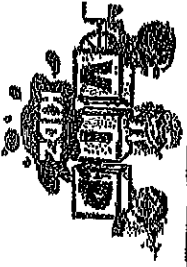
SCAN & SUBMIT VIA GOOGLE FORM

Exhibit 2

REDACTED

Prescribed Pediatric Extended Care (PPEC) Sign-In Log

VISITOR SIGN-IN SHEET



Visitors, please make sure to let us know your purpose for visit and remember to SIGN OUT.

Visitors Name	Date	Purpose for Visit	Time In	Time Out
Alicia Brown	1/18/22		3:30	
Alicia Brown	2/8/23		3:35	
Alicia Brown	3/16/23	1	3:20 PM	

Exhibit 3

REDACTED

March 10, 29, 2023 emails

between

Assistant Principal Monique Paramore

Case Manager Tammy Adams

Homebound Teacher Ellicia Brown



Tammy Adams <tammy.adams@palmbeachschools.org>

Fwd:

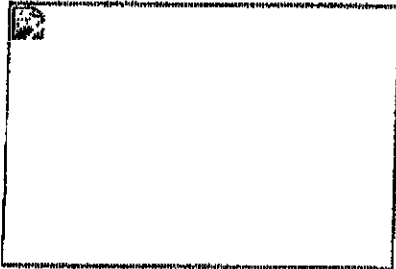
1 message

Tammy Adams <tammy.adams@palmbeachschools.org>

Fri, Mar 10, 2023 at 3:33 PM

To: Monique Paramore <monique.paramore@palmbeachschools.org>

Monique, I have not received the "Log-In" sheet from PPEC for _____ (student). However, Elliecia Brown, teacher called me. I indicated that she was no longer required to see the student. I stated that there were some discrepancies between what she was reporting and what both the parent and the PPEC director reported. I told her that we were waiting for verification from the director. I also shared that had I received the form earlier, I would have contacted her sooner to avoid her going to PPEC. there's more.....



Warm Regards,

- Tammy

Tammy Adams, Case Manager K-5th grade

The School District of Palm Beach County

Hospital Homebound Instructional Services

Office 561-601-5903 FX:55903

<https://www.palmbeachschools.org/cms/one.aspx?portalId=270616&pageId=6324368>

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

From: Elliecia Brown <elliecia.brown@palmbeachschools.org>

Date: Fri, Mar 10, 2023 at 3:01 PM

Subject: LH

To: Tammy Adams <tammy.adams@palmbeachschools.org>

Good afternoon I am at the school to see _____ and the nurse informed me not to see _____ anymore. Please let me know



Tammy Adams <tammy.adams@palmbeachschools.org>

1 message

Ellicia Brown <ellicia.brown@palmbeachschools.org>

Fri, Mar 10, 2023 at 3:00 PM

To: Tammy Adams <tammy.adams@palmbeachschools.org>

Good afternoon I am at the school to see and the nurse informed me not to see her anymore. Please let me know



Tammy Adams <tammy.adams@palmbeachschools.org>

*

1 message

Tammy Adams <tammy.adams@palmbeachschools.org>

Wed, Mar 29, 2023 at 11:12 AM

To: Monique Paramore <monique.paramore@palmbeachschools.org>

On March 9th at 9:33 am, I received a call from (parent) indicating that her child had not received educational services in 3 weeks. Additionally, the parent shared that her child only attends PPEC on Wednesdays and Fridays due to scheduled dialysis appointments the other days during the week. I informed the parent that I would contact PPEC to verify this information and I would also be requesting PPEC to provide their sign-in sheet. The parent provided PPEC's director's name. I also requested PPEC's address. The parent agreed to email the address. I looked up PPEC's phone number and phoned the director. The director verified the info the parent shared and agreed to email a copy of the sign-in sheet.

On March 10th @ 9 am, I spoke with Shaunah (director of nursing) and indicated that I had not received the copy and she indicated she would send it before the end of the day. I received a copy of the sign in sheet on March 10th at 4:40 pm.

On March 10th at 3:04 pm, Eilicia Brown phoned me. Brown stated that a PPEC employee informed her that she was no longer able to instruct. I said that the information we obtained from the parent and the director did not line up with the information provided to payroll. I explained that she wouldn't be required to provide instruction any longer.

March 10th, I received a call from at 3:05pm indicating that the teacher (Eilicia Brown) was at PPEC, however, she didn't want the teacher to continue working with her child and wanted to know "why" I didn't contact the teacher. I explained to her that I had not received anything in writing to verify the info she had provided. However, although I can't verify this info, I shared with the parent that I had just spoken with Ms. Brown and I informed her that she would no longer be required to provide instruction.

*



Warm Regards,

- Tammy

Tammy Adams, Case Manager K-5th grade

The School District of Palm Beach County

Hospital Homebound Instructional Services

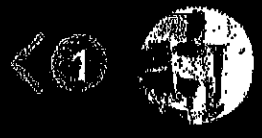
Office 561-601-5903 FAX 561-601-5903

<https://www.palmbeachschools.org/cms/one.aspx?portalId=270616&pageId=6324368>

Exhibit 4

**August 24, 2022, Text Message
Between
The Parent & Ellicia Brown**

10:50



z zzzz. [emojis] ...
Active now



Ok it that we agree on the dates
n time

AUG 17, 2022 AT 2:47 PM

You replied to z zzzz. [emojis]
[emojis]'s story

Our 5th grader

AUG 24, 2022 AT 4:35 PM

Hey call me



I'm at work

I need a copy of your signature on
my paperwork work email it to me

Just sign it



They don't know my signature



4/28/23, 11:42 AM

School District of Palm Beach County Mail - (no subject)



Robert Sheppard <robert.sheppard@palmbeachschools.org>

(no subject)

1 message

Lisa Brown <youngladiesvision40@yahoo.com>
To: robert.sheppard@palmbeachschools.org

Fri, Apr 28, 2023 at 10:53 AM