



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

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## MEMORANDUM

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

**FROM:** <sup>KCC</sup> Lung Chiu, Inspector General

**DATE:** September 16, 2015

**SUBJECT:** Transmittal of Final Investigative Report  
Case # 15-248 Crestwood Middle School Intramural Supplements

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

The report addresses an allegation regarding the potential inappropriate payment of intramural supplements at Crestwood Middle School. Specifically, it was alleged the Principal paid an intramural supplement for flag football to a staff member, when no flag football program existed. The allegation was unfounded.

The results of our investigation found that supplements related to sponsoring both a girls and a boys flag football intramural activity were paid to two different sponsors in the amount of \$575 each. The existence of both of these activities were appropriately documented by the School. Although one of the programs was temporarily suspended due to a personal issue with the sponsor, the activity did resume.

We recommend the District update current guidance with regard to payment of club and sports supplements for any necessary updates, and consider requiring that the prescribed minimum student contact time of 25-hours is met prior to the payment of activity supplements.

No further action by this Office is anticipated.

cc: Dr. David Christiansen, Deputy Superintendent/Chief of Schools  
Michael Burke, Chief Operating Officer

Office of Inspector General  
The School District of Palm Beach County

Case No. 15-248

*Crestwood Middle School Intramural Supplements*

**INVESTIGATIVE REPORT**

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**AUTHORITY AND PURPOSE**

**Authority.** *School Board Policy 1.092, Inspector General (4)(a)(iv)* provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews as the Inspector General deems appropriate.

**Allegation.** The Office of Inspector General (OIG) initiated a preliminary investigation during May, 2015, in response to a complaint regarding the potential inappropriate payment of intramural supplements by the Principal of Crestwood Middle School. The complainant alleged that the Principal paid an intramural supplement for flag football to a staff member when no such program exists.

**BACKGROUND**

Supplemental salaries, such as those paid for intramural activities, are provided for in the *Collective Bargaining Agreement (CBA)* between the Classroom Teachers Association (CTA) and the School District. Article VIII, Section E, of the *CBA* states that, “*supplemental salaries shall be paid in accordance with Appendix B with the appropriate final supplemental pay to be made on the employees’ 196<sup>th</sup> contractual day.*”

*CBA* Appendix B identifies two annual supplements related to intramural activities in a middle school: an intramural coordinator supplement of \$835 and an intramural sponsor supplement of \$575 per activity. The total number of intramural activity supplements available at each school is based on the total enrollment (1 supplement per 75 students).

*District Bulletin #P-14495-CLS/K12C – Guidelines for Club and Sports Supplements* provides specific guidelines for the payment of a middle school intramural activity supplement. Specifically, the sponsor must spend at least 25 hours in student contact time, and a list of participants must be turned into the intramural coordinator.

**REVIEWS PERFORMED****Document Review**

We reviewed the following documents:

- *Collective Bargaining Agreement* between The School District of Palm Beach County, Florida and The Palm Beach County Classroom Teachers Association
- *District Bulletin #P-14495-CLS/K12C – Guidelines for Club and Sports Supplements*
- Palm Beach County Middle School Activities Association, Constitution and By-laws
- Intramural Activity Request forms

**Interviews**

We conducted interviews with the following staff:

- Area 5 Superintendent
- Area 5 Secretary
- Instructional Specialist – Athletics
- Job Processing Supervisor, Compensation
- Principal, Crestwood Middle School
- Intramural Coordinator, Crestwood Middle School
- Activity Sponsor, Crestwood Middle School

This investigation was conducted in compliance with the *Quality Standards for Investigations* within the *Principles and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

**RESULTS OF REVIEW AND CONCLUSIONS**

Our review determined that 12 supplements totaling \$6,900 were paid to staff members to sponsor the following afterschool intramural activities, as follows:

- Aerobics
- Basketball (Boys)
- Basketball (Girls)
- Cheerleading
- Dance
- Flag Football (Boys)
- Flag Football (Girls)
- Kickball
- Softball
- Tennis
- Volleyball (Girls)
- Walking Club

One annual supplement of \$835 was paid to a staff member to coordinate and monitor the activities.

**Allegation: The principal paid an intramural supplement for flag football to a staff member when no such program exists.**

During Fiscal Year 2015, two intramural activity supplements were issued for flag football; one for girls and one for boys. A different sponsor operated each activity. Each sponsor submitted the school-required activity planning form with planned dates and times that exceeded the minimum 25 hours of student contact time required to receive the supplement. Student rosters for each activity were submitted to the coordinator.

The Intramural Coordinator informed us that, to date, all of the school's intramural activities had met the required number of contact hours except for the boy's flag football. The coordinator explained the activity sponsor had experienced a family tragedy and that the activity had been suspended temporarily. The Principal confirmed the coordinator's explanation. At the time of our interview, the Principal, coordinator, and activity sponsor explained the flag football activity had resumed. We reviewed the documentation of the planned activity dates. It appears that the planned dates meet the minimum requirement for contact time.

With regard to the allegation that a supplement was paid for flag football when no such program exists, the allegation is **unfounded**.

### **RECOMMENDATION**

The *CTA-Variable Pay* schedule posted on the Department of Compensation website indicates that Middle School Fall Supplements (i.e. intramural flag football) will be *paid out on the last pay date prior to Winter Break* (i.e., December). Consequently, an activity extending beyond December would allow the supplement to be issued to the sponsor prior to completion of the minimum contact time requirement.

We recommend a review of the current guidance with regard to the payment of club and sports supplements for any necessary updates, with consideration given to whether the District's minimum requirements for the activity should be completed prior to issuing payment of activity supplements.

### **FURTHER ACTION**

The OIG has provided a draft copy of this report to the appropriate parties, who were given twenty working days to respond. The twenty-working day period has expired and no responses were received.