

**FLORIDA DEPARTMENT OF LAW ENFORCEMENT
INVESTIGATIVE REPORT**

This case was referred to the Florida Department of Law Enforcement (FDLE) from the Flagler County Sheriff's Office (FCSO) for alleged fraud of funds from the Belle Terre Elementary School Parent Teachers Organization (PTO) business account. The allegation was that the Principal, PTO President and a teacher misappropriated funds from the PTO account and used these funds for their personal use. The purpose of this Investigative Report is to open a developmental case and document an interview with the complainants.

On December 23, 2019, at approximately 1326 hours, FDLE Special Agent (SA) Gregory Lee Holycross and Special Agent Supervisor (SAS) Joshua Carlton Mead conducted an interview with the complainant Jennifer Leigh Paterno and her attorney, Stephen Thomas Furnari, who is also a complainant in this case. The interview was conducted at Paterno's residence in Palm Coast, Florida. Paterno and Furnari were advised the interview would be a recorded interview and they both agreed to the interview. The following narrative should not be considered to be a verbatim or all inclusive statement. This narrative serves only as an overview/synopsis of the information Paterno and Furnari provided. For the complete interview see the compact Disk recording of the interview which will be maintained in the case as Related Item INV # 1. Prior to the start of the interview Paterno and Furnari reviewed documents that were provided to SA Holycross from the FCSO in reference to this investigation. All of these documents were provided to FCSO by Paterno and Furnari. All of these documents will be maintained in the case as Related Items INV # 2. Paterno provided the following information:

Paterno is the current President of the Belle Terre Elementary School Parent Teacher's Organization (PTO). She was voted in as President in May 2019 and took over the office in August 2019. In 2018 she was the Vice President of the PTO and in 2017 she was the Secretary. As the Vice President and Secretary she did not have access to any of the PTO business records. The previous PTO President, Jennifer Joanna Grant-Harris, and the past Principal of the school, Terence Sorrell Culver controlled all of the PTO meetings and business records and did not tell other PTO members what the PTO was doing or how or where the PTO money was being spent. Harris and Culver were in a relationship together. PTO members wanted and asked for information and asked questions, but Culver was present at all meetings and no information was given out to them. If the members pushed the questioning Culver made it clear that their positions at the school could be in jeopardy and their work careers could be affected. When Paterno was nominated to the board she said she would take the position only if Harris was removed or would resign her position. Harris did resign and Culver also resigned as Principal in January 2019, amid some controversy about mismanagement/theft of school board

Case Number: JA-11-0210	Serial #: 1
Author: Holycross, Gregory Lee	Office: Jacksonville
Activity Start Date: 12/23/2019	Activity End Date:12/23/2019
Approved By: Mead, Josh Carlton	

Description:Case opening and interview of Paterno and Furnari

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funds.

When Paterno became PTO President she authorized an audit to be done on the PTO records and found various discrepancies and money missing from the PTO account. She found that a teacher, Abbey Dawn Cooke had used the PTO credit card to purchase Christmas gifts for her family. She requested the receipts for these charges and after approximately 8 weeks she was sent the receipts from Harris showing that approximately \$568.99 of gifts had been purchased by Cooke for her family and all of the gifts were paid using the PTO charge card. Paterno questioned Harris about these charges and was told by Harris that Cooke used the card without her knowledge. There were also items purchased for the Giving Tray, which would normally be given out to school children, but according to the Guidance Department were never given to the children. Cooke was questioned by Paterno and told Paterno that Harris gave her the PTO credit card number. Harris eventually acknowledged to Paterno that she did give the card number to Cooke. Cooke told Paterno that her family was in need and she believed it was alright for her to buy these gifts. Paterno said Harris and Cooke were close friends at school, and that Cooke in the past had been a PTO Board member. She believed she had been the Treasurer. Currently Paterno does not have access to the Amazon credit card Cooke used as that account was closed and a new PTO account was opened.

Paterno also spoke about money missing from the PTO fun raising event which was held once a year before Christmas. It was called the Holiday Gift Shop and was organized by a company called Fun Services. The PTO would buy items from Fun Services at a reduced price, then resale these items at a 35% higher price. The 35% difference is the profit that would go to the PTO. Paterno reviewed the data sheet for the years 2016, 2017 and 2018, showing the cost, profits, deposits and money missing from the collections. Paterno's estimate was that in these three years there was \$5838.36 dollars missing from the PTO account for this event. Most of the money used to pay for these gifts was cash, but there were checks written as well. All of the cash and checks collected at the end of the day would be given to Culver to put into the PTO account. Not all of the money was put into the account and is still missing . When there was talk of this money missing, Harris then cancelled the contract with Fun Services. Harris was not aware that there was a cancellation clause in the contract and it would cost the PTO \$1000.00 to cancel.

Paterno also found that Culver used the PTO credit card to purchase items at the Sams Club in Daytona Beach, Florida. He would purchase items for PTO and School functions such as dances and school events. Harris provided a receipt from Sams Club dated May 7, 2019, for \$1271.50 for beef tenderloin, ribeye, strip loin and shrimp. This meat was purchased for the teacher appreciation luncheon for all of the teachers. Culver should have used money from his school account to pay for these items, not the PTO. Additionally, not all of the food was served at the luncheon. There was about 115 persons attending and no tenderloin and very little beef and shrimp were served. The main food served was chicken. All of the food purchased at Sams Club was taken by unknown persons. Paterno questioned Harris about this and Harris made up excuses where it all went. Paterno believes that friends of Harris and Culver were given the meat. Paterno stated that she had been told of several incidents where school board money, not PTO money, had been used by Culver to buy items that were not used for school, and were probably given to Culver's friends or Harris' friends.

Paterno stated she had been advised that the school board attorney (Kristy Janda Gavin) had

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investigated Culver for misappropriating funds, and Culver had paid money back to the school board and resigned from his position. Paterno had no other information to provide and the interview was concluded.

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This case was referred to the Florida Department of Law Enforcement (FDLE) from the Flagler County Sheriff's Office (FCSO) for alleged fraud of funds from the Belle Terre Elementary School Parent Teacher's Organization (PTO) business account. The allegation was that the Principal, PTO President and a teacher misappropriated funds from the PTO account and used these funds for their personal use. The purpose of this Investigative Report is to document an interview with Jennifer Leigh Paterno, the current PTO President.

On January 29, 2020, at approximately 0933 hours, FDLE Special Agents (SA) Gregory Lee Holycross and Jared Stillman Mynard conducted an interview with Paterno. The interview took place at Paterno's residence located at 35 Boston Lane, Palm Coast, Florida. SA Holycross advised Paterno the reason for the interview and that the interview would be a sworn recorded interview. Paterno agreed to the interview and was placed under oath. The following narrative should not be considered to be a verbatim or all inclusive statement. This narrative serves only as an overview/synopsis of the information Paterno provided. For the complete interview see the Compact Disk recording of the interview which will be maintained in the case as Related Item INV # 3. Paterno provided the following information:

Paterno is the current President of the Belle Terre Elementary School PTO. She was voted in May 2019, and took over the duties in August 2019. In 2017 she was the Secretary of the PTO and was Vice-President in 2018. These were all one year term limits. In January 2019 the former PTO Treasurer, Xochitl Petracco, gave Paterno a list of Amazon purchases that were purchased with the PTO credit card but there were no receipts showing who bought the items or what was bought. Among these items were over \$500.00 of charges where the items were shipped to the home address of Abbey Dawn Cooke, a school teacher. Paterno questioned the past President, Jennifer Joanna Grant-Harris about Cooke's purchases and was told all of the items were for the Giving Tree program, which is a school program to help families in need at Christmas time. Paterno pressured Grant-Harris for the receipts, but did not get them until May 2019. When Grant-Harris gave the receipts to Paterno she told Paterno that Cooke purchased these items on behalf of the PTO. Paterno questioned Vicki Cantor as to what gifts were provided to the Giving Tree and was told that none were given to her by the PTO. Paterno again questioned Grant-Harris and was told that Grant-Harris gave Cooke the PTO credit card information to purchase gifts, but did not know what gifts she had purchased. Grant-Harris was given the Amazon receipts from Cooke and saw what she purchased and then said that Cooke had lied to her and bought Christmas gifts for Cooke's family without Grant-Harris' knowledge. Shortly after discovering this Paterno went to the school Principal Terence Sorrell

Case Number: JA-11-0210	Serial #: 2
Author: Holycross, Gregory Lee	Office: Jacksonville
Activity Start Date: 01/29/2020	Activity End Date:01/29/2020
Approved By: Mead, Josh Carlton	

Description: Interview of Jennifer Paterno

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Culver and voiced her concerns for this issue and other issues where money was missing. She told Culver she would not take over the PTO unless Grant-Harris was removed. Culver then removed Grant-Harris from the PTO, which was within his authority to do. He also told Paterno that he preferred to keep all of these complaints in house and to not bring them out into the public and that he wanted them all to "go away". The amount Cooke charged on the credit card was approximately \$568.99.

In August 2019, Paterno confronted Cooke about buying the gifts with a PTO credit card. Cooke told her that Grant-Harris had given her the card information and had given her permission to buy her family gifts with the card. Paterno said there are two credit cards; one for the President, one for the Treasurer. The Treasurer is the only person that should be using the credit card routinely, but the President can make purchases under \$50.00 with the card. Any purchase over \$50.00 needed the PTO board approval. Nothing personal can be purchased with the card.

Grant-Harris and Culver were very good friends and were thought to be in a personal relationship. Culver frequently used the PTO credit card for his personal use and did this with the knowledge of Grant-Harris.

Paterno also said that money was missing from a Holiday Shop fundraising account. This fundraiser was put on by the PTO just before Christmas where student could buy gifts for their family members. The PTO used Fun Services as the company to service the event. The PTO would buy gifts from Fun Services at a reduced price, mark up the gifts 35% and sell them to the students. The 35% is the profit the PTO would make on the sale. Almost all of the money used to buy the gifts was cash, but there were checks also. The children would buy the gifts and take their money or a check to a cash register to buy the items. For 2018, only Grant-Harris ran the cash register. All of the cash and checks were collected and turned over to Culver. Paterno does not know where all of the money went. She gave the example for year 2018 that \$3196.36 was missing from what was reported as sales. She believes that checks were deposited into the PTO account, but no cash was ever deposited that she knows of. To her knowledge there was not a daily record of sales kept, but Fun Services provided the PTO with a ledger showing the cost, sales and profit for the different years. For the years 2016, 2017 and 2018 the suspected amount of money which is unaccounted for is \$5838.36. There were also incentives provided by Fun Services to use their company. These incentives included gift cards, a television and computer/notebook electronics. Paterno was aware that Culver kept one of the electronic items for his use, but the other items she does not know who got them or where they are located.

Paterno also stated that on May 7, 2019, Principal Culver used the PTO credit card to purchase \$1271.50 in beef and shrimp from the Daytona Beach Sam's Club. This purchase was made for a teacher appreciation luncheon which was sponsored by Culver. Culver historically did a bar-b-que for the teachers, but paid for the luncheon through Culver's school account, not PTO funds. Using the PTO funds was between Culver and Grant-Harris and the PTO board knew nothing about using their funds to pay for this. Paterno reviewed the receipt and said that during the luncheon there was no shrimp served and only a small amount of beef served. Chicken was the main course. Paterno does not know where the beef and shrimp ended up, but believes that several friends of Culver's from his fraternity at Bethune Cookman showed up at the event and were observed placing items in their vehicles.

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Paterno said that the relationship between Grant-Harris and Culver created a difficult environment for the PTO members to work in. Culver attended the meetings and intimidated board members during the meetings or if they questioned him regarding the financial decisions made he would use his position as Principal to intimidate the board members. Culver resigned his position as Principal in January 2020. Paterno had no other information to provide and the interview was concluded at 1012 hours.

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On January 29, 2010, at approximately 1105 hours, FDLE Special Agents (SA) Gregory Lee Holycross and Jared Stillman Mynard conducted an interview with Cooke at her residence located at 45 Wellington Drive, Palm Coast, Florida. SA Holycross identified himself and SA Mynard and advised Cooke the reason for the interview. Cooke was advised the interview would be a sworn recorded interview and she agreed to the interview and was placed under oath. The following narrative should not be considered to be a verbatim or all inclusive statement. This narrative serves only as an overview/synopsis of the information Cooke provided. For the complete interview see the Compact Disk recording of the interview which will be maintained in the case as Related Item INV # 4. Cooke provided the following information:

Cooke is currently a 6th grade teacher. She has been a teacher at Belle Terre Elementary for eleven years. Approximately seven years ago she was a Vice President of the PTO along with Jennifer Joanna Grant-Harris. She and Grant-Harris were very good friends, but since the incident involving Cooke using the PTO credit card they haven't spoken. Grant-Harris was the past President of the PTO for six or seven years until Jennifer Leigh Paterno took over in 2019.

When Paterno took over she had an audit completed on the PTO records and discovered that there were charges on the PTO credit card where items were purchased on Amazon, but no receipts were provided. She later was provided some receipts and found that Cooke had used the credit card to purchase items for her personal use. Cooke stated she was having financial problems and could not afford to buy her family Christmas presents. Cooke went to Grant-Harris and explained this to her because Grant-Harris knew several charities and social groups who may have been able to assist Cooke. A couple of days later Grant-Harris contacted Cooke and told her that Grant-Harris had convinced the PTO to adopt her family for Christmas and that she could use the PTO credit card to buy Christmas gifts for her family. Cooke stated she was never aware of the PTO adopting a family for Christmas and had never heard about this at any meetings she attended or when she was on the PTO board. Cooke stated she had stopped going to the meetings because Grant-Harris was the President and Principal Terence Sorrell

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Author: Holycross, Gregory Lee	Office: Jacksonville
Activity Start Date: 01/29/2020	Activity End Date:01/29/2020
Approved By: Mead, Josh Carlton	

Description: Interview Abbey Cooke

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Culver was at the meeting and was actually running the PTO business because he and Grant-Harris were in a personal relationship together. Culver got preferential treatment and PTO money because of Grant-Harris. Cooke got angry because the excess money at the end of the year was given to Culver to be used as he wished, when he had his own school account to buy items.

Cooke stated Grant-Harris told her she had gone to the PTO board, got the ok to adopt her family and gave her the credit card information and authorized her to buy Christmas gifts. No money amount was discussed and when Cooke told Grant-Harris the amount (between \$500 and \$600), she said that amount was fine. Cooke at the time didn't think this was right, but Grant-Harris told her it was already approved and she believed Grant-Harris and thought the PTO Treasurer would see the receipts and would contact her if there were any problems. Cooke sent all of the Amazon receipts for the items she purchased to Grant-Harris and Paterno both. She thought the entire idea of the PTO adopting her family "felt weird" but she did it anyway and later thought it was a bad decision but didn't question it any further. Cooke does not remember if when she talked to Grant-Harris it was in person or on a telephone call or text.

Cooke stated she was not aware personally of any other wrong doing by Grant-Harris or Culver. She was questioned about the Holiday Shopping and explained to the Agents how this program worked and said the majority of gifts were bought with cash and only occasionally with a check. Grant-Harris ran the cash register and dealt with all of the money. Cooke did not know what happened to the money. Cooke was told by the school attorney that money was missing from the Holiday Shopping program and school dances. Cooke was also told about Culver using the PTO credit card to buy beef and shrimp at Sams' Club for the teachers luncheon. Cooke was not personally aware of this. She stated any cash from fundraising in her class went to the school bookkeeper.

Cooke had no other information to provide and the interview was concluded at 1147 hours.

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On February 11, 2020, FDLE Special Agent (SA) Gregory Lee Holycross met with Paterno at her residence in Palm Coast, Florida. Paterno provided copies of the PTO bank statements from June 2017 through May 2019, showing deposits and expenditures. Copies of these statements will be maintained in the case as Related Items INV # 5.

Case Number: JA-11-0210	Serial #: 4
Author: Holycross, Gregory Lee	Office: Jacksonville
Activity Start Date: 02/11/2020	Activity End Date:02/11/2020
Approved By: Mead, Josh Carlton	

Description:Receipt of PTO bank statements

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The purpose of this Investigative Report is to document the interview of Susan Guarino.

On April 29, 2020, at approximately 1000 hours, FDLE Special Agent (SA) Jared Mynard and SA Garrett Carlisle conducted a sworn voluntary interview of Susan Guarino, heretofore referred to as Guarino. The interview was conducted via teleconference using the "Zoom" application. The following information is a synopsis of the interview; the audio/video recording will serve as the comprehensive record, and has been made a part of this case file. Guarino provided, in part, the following information.

Guarino currently works at Belle Terre Elementary School as the principle's secretary and has served in that position the past four years. Guarino began working as Principle Terence Culver's secretary in April of 2016 until Culver retired in November of 2019. Guarino has worked at Belle Terre Elementary a total of seven years serving in past positions of school receptionist and para-professional.

Guarino would assist the PTO in various fundraisers they sponsored throughout the school year. Guarino was not a member of the PTO but was familiar with how the organization operated and considered the board members friends. Guarino became aware of potential suspicious activity within the PTO when PTO Vice President Jennifer Paterno showed her a Sam's Club purchase using the PTO credit card she (Paterno) was unaware had been made. The purchase was for a large amount of steak, shrimp and chicken. Guarino did not remember the exact amount spent but stated the charge was for approximately 1500.00 dollars, which is an unusually high amount to be spent without the knowledge of all the board members. Paterno was afraid the credit card information had been stolen and asked Guarino if she was aware of what the charge was for. Guarino told Paterno that she knew Principle Culver went to Sam's Club to purchase items for the teacher's appreciation lunch and may have used the PTO credit card. Guarino stated this caused Paterno to become suspicious of how the PTO finances were being handled. Paterno began looking further into the PTO bank records and discovered that money earned from events and fundraisers had not been deposited into the PTO bank account.

Case Number: JA-11-0210	Serial #: 5
Author: Mynard, Jared Stillman	Office: Jacksonville
Activity Start Date: 04/29/2020	Activity End Date:04/29/2020
Approved By: Mead, Josh Carlton	

Description: Interview of Susan Guarino

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Guarino later attended the teacher's appreciation lunch and observed a small amount of steak served and no shrimp.

Paterno planned to confront Principle Culver on how the finances were being managed and asked Guarino to be a witness to the conversation. Guarino stated that Principle Culver can be intimidating and, in her opinion, created a hostile work environment. Paterno met with Principle Culver and informed him of the miss-management of funds. Principle Culver denied having any knowledge or involvement and blamed any potential malicious actions on Jennifer Harris the PTO president at the time. Paterno thought that Harris needed to be removed from the PTO board and Principle Culver agreed.

The PTO held a meeting to confront Harris about the missing money. Guarino did not attend the meeting but was told about the meeting by Paterno. Paterno told Guarino that during the meeting Harris stated Principle Culver approved all of the financial decisions that were made and was aware of how the money was being spent. Harris was ultimately removed from the PTO board.

The PTO received a late cancelation fee for approximately \$1000.00 from the company used to facilitate the holiday shop fundraiser. Guarino was asked to contact the company and inquire about the owed money. The company, whose name Guarino could not remember, provided all of the records they had on file that showed Harris had signed the contract then later called and cancelled, (the company was later determined to be Fun Services and the contracts are included in this case file within Related Item 11 that is attached to IR 8). The contract provided by the company showed that the PTO was given a television as a gift for signing up. The television was supposed to be raffled off and given to a student but Guarino stated that never happened. Guarino did not know what happened to the television but assumed the television was kept by Harris.

Guarino volunteered to work at the school dances. Students would pay cash money at the entrance to the dance and then be let inside. Once inside students, using cash money, could purchase refreshments. Parents would volunteer to work the concession booth but Culver or Harris would primarily be in charge of collecting the money at the door. Guarino stated that Culver's friends assisted in collecting the money as well as Harris's oldest daughter. The money collected was never counted at the end of the night. Harris or Culver would take the money with them when the event was over.

The PTO sponsored a fall festival fundraiser every year. Teachers set up games for the students and charged tickets to play them. Students and parents could purchase tickets to play the games. Guarino only observed Harris collecting money for the ticket sales. Guarino stated that the money collected was never formally counted at the end of the event.

Guarino had no first hand knowledge of Abbey Cooke, a teacher at Belle Terre, using the PTO credit card to purchase Christmas gifts for her kids. Paterno told Guarino that Cooke claimed she was given the credit card to use as a gift from the Angel Tree program. Guarino was familiar with the Angel Tree program and no teachers were sponsored through the program.

The interview concluded at approximately 1052 hours.

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INV 6- Compact Disk containing "Zoom" interview with Susan Guarino.

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The purpose of this Investigative Report is to document the interview of Stacy Geiger.

On May 13, 2020, at approximately 1407 hours, FDLE Special Agent (SA) Jared Mynard and SA Garrett Carlisle conducted a sworn voluntary interview of Stacy Geiger, heretofore referred to as Geiger. The interview was conducted via teleconference using the "Zoom" application. The following information is a synopsis of the interview; the audio/video recording will serve as the comprehensive record, and has been made a part of this case file. Geiger provided, in part, the following information.

Geiger was the secretary of the Belle Terre Elementary School PTO during the August 2017 to May 2018 school year. Prior to serving on the board, Geiger actively participated in the PTO as a parent. During her involvement with the PTO, Jennifer Harris was the PTO president and Terrance Culver was the school's principal.

Geiger's parents were both teachers, so she was familiar with how a PTO should operate. Geiger described several things she found unusual about the Belle Terre PTO. Geiger stated the PTO had very little parent participation. Belle Terre has approximately 1600 students and on average, ten parents would show up to PTO meetings. When parents asked about the finances of the PTO little details were given; parents were told that specific financial information was only available to the board members. The profits a fundraiser generated was rarely announced at the meetings. Geiger thought the PTO should have much more money even though there was little parent participation. Concerns and ideas parents brought to the PTO board's attention were dismissed and rarely taken seriously. Geiger stated Harris and Culver had a close relationship and anything that Harris wanted to do within the PTO Culver supported. When Harris' children graduated from Belle Terre, Culver made an exception for her to be the PTO president even though she no longer had any kids attending the school.

In February of 2017 Geiger sent a letter to Culver expressing concerns she had on how the PTO was being managed. Geiger believed the teachers used the PTO bank account as an

Case Number: JA-11-0210	Serial #: 6
Author: Mynard, Jared Stillman	Office: Jacksonville
Activity Start Date: 05/13/2020	Activity End Date:05/13/2020
Approved By: Mead, Josh Carlton	

Description: Interview of Stacy Geiger

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"ATM". After receiving the letter, Culver responded to Geiger in a hostile way, and questioned her intentions. Geiger is an attorney and sent the letter using her Letterhead which Culver found threatening. Geiger was not taking any legal action toward Culver, and explained that the letter was sent as a concerned parent. Geiger provided a copy of the letter which is included in Related Item 11 (USB containing PTO documents), that is attached to Investigative Report 8.

Geiger stated that the PTO was going to buy candy bars for the teachers that would cost approximately 400.00 dollars. Geiger disagreed with spending that much money on the candy bars. Geiger's objection to buying the candy bars was not received well; she was scolded by Harris for accusing the PTO of mishandling money. As a member of the board, Geiger still found it difficult to get information regarding the bank account. The treasure of the PTO, Xochitl Petracco rarely attended any of the meetings. When the treasurer was absent discussion of the finances was postponed to the next meeting and due to Petracco not attending the meetings the finances were rarely open for discussion.

Geiger volunteered to work at the Holiday Shop fundraiser one time. While working the fundraiser she observed cash and a small amount of checks being used to purchase items. Geiger stated that various parent volunteers and older students would assist in collecting money used to purchase gifts. At the end of the day all the money that was earned was collected by Harris. Geiger did not know if the money was counted.

Geiger had no first hand knowledge of the teacher appreciation lunch or what food was served.

Geiger was not aware of the PTO board approving Abbey Cooke, a teacher at Belle Terre, to use the PTO credit card to purchase Christmas gifts for her family.

Geiger never signed any checks used to make a purchase for the PTO.

The interview concluded at approximately 1437 hours.

INV 7- is a compact disk containing the Zoom interview with Stacy Geiger.

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The purpose of this Investigative Report is to document the interview of Xochitl Petracco.

On May 29, 2020, at approximately 0958 hours, FDLE Special Agent (SA) Jared Mynard and SA Veronica Edwards conducted a sworn voluntary interview of Xochitl Petracco, heretofore referred to as Petracco. The interview was conducted at 54 Brigadoon Lane, Palm Coast, Florida 32137. The following information is a synopsis of the interview; the audio recording will serve as the comprehensive record, and has been made a part of this case file. Petracco provided, in part, the following information.

Petracco was the treasurer of the Belle Terre Elementary PTO, serving from the beginning of the 2017 school year to the end of the 2019 school year. Prior to becoming a member of the board Petracco actively participated in the PTO as a parent. Petracco is an accountant in the private sector. Jennifer Harris was the PTO president and Terence Culver was the principle while Petracco was a member of the board.

As the treasurer, Petracco was responsible for tracking the finances within the PTO. Petracco was asked to become the treasurer due to her participation as a parent and her knowledge of accounting. Petracco was not given any training from the previous treasurer and provided only a small amount of records and documents.

Petracco had a difficult time tracking how money was spent due to receipts not being submitted in a timely manner or not submitted at all. Every purchase that was made using the PTO account should have been approved by all of the board members; Petracco stated numerous purchases were made without a formal vote or knowledge of all the board members. Petracco created a form that was to be filled out prior to making a purchase to help organize and track the expenditures. The board members ignored the form and told Petracco it was not needed. Although Petracco was frustrated with how the finances were being managed, she did not suspect any malicious activity from Harris or any of the other board members.

Case Number: JA-11-0210	Serial #: 7
Author: Mynard, Jared Stillman	Office: Jacksonville
Activity Start Date: 05/29/2020	Activity End Date:05/29/2020
Approved By: Mead, Josh Carlton	

Description: Interview of Xochitl Petracco

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Harris and Petracco were the only board members that had access to the bank account but Harris would give the PTO debit card to board members to make purchases. Parents or board members would also spend their personal money to assist with fundraisers. Petracco stated parents rarely provided receipts for their reimbursement; some parents were given cash as repayment while others donated what they bought. There was no documentation of the reimbursement of money to parents or the supplies they donated.

Petracco assisted with several PTO sponsored dances that were to raise money to support teacher's classroom needs. The money generated from these dances was deposited and then checks were given to the teachers. Various parent volunteers and PTO board members would assist in collecting admission fees into the dance. A concession booth that sold snacks and drinks was operated by parent and teacher volunteers. The money collected by various individuals was then collected by Harris to deposit into the bank account. The total money collected at the fundraiser was never formally counted or documented.

Petracco was unaware of Abbey Cooke purchasing Christmas gifts for her family using money from the PTO account. The PTO board did not have a vote to decide whether Cooke could use money from the PTO to purchase gifts.

PTO Vice President Jennifer Paterno alleged that Culver made an unauthorized purchase using the PTO debit card. Culver purchased a large amount of beef tenderloin, shrimp and chicken to be served at a teacher's appreciation luncheon but it was reported that the shrimp was not served and only a small amount of steak was provided. Petracco assisted with teacher's appreciation luncheons in the past but did not attend the 2019 luncheon regarding Paterno's complaint. Petracco stated Culver did use the PTO debit card to make purchases and assumed the purchase he made for the luncheon was authorized. Petracco did not remember if the board voted to make the purchase.

Petracco assisted with the Holiday Shop fundraiser where students could purchase gifts for their friends and family. Students would purchase the gifts using cash and were not provided a receipt. Petracco stated that parent volunteers would assist in collecting the cash from students. Petracco was unaware if the money collected at the fundraiser was formally counted or documented. Petracco was unaware of the details surrounding the company used to organize the Holiday Shop, to include that a television and video game system was given as a gift for using the company. Petracco never saw the television or game system that was provided from the company.

Petracco did not attend the board meeting where Harris was removed from the PTO.

Petracco did not think that Culver created a hostile environment at the PTO meetings.

The interview concluded at approximately 1100 hours.

INV 8- Compact disk containing PTO financial documents and recorded interview of Petracco.

**FLORIDA DEPARTMENT OF LAW ENFORCEMENT
INVESTIGATIVE REPORT**

This case was referred to the Florida Department of Law Enforcement (FDLE) from the Flagler County Sheriff's Office (FCSO) for alleged fraud of funds from the Belle Terre Elementary School Parent Teachers Organization (PTO) business account. The allegation was that the Principal, PTO President and a teacher misappropriated funds from the PTO account and used these funds for their personal use.

The purpose of this Investigative Report is to document the interview of Hilary Macchia.

On June 10, 2020, at approximately 0954 hours, FDLE Special Agent (SA) Jared Mynard and SA Garrett Carlisle conducted a sworn voluntary interview of Hilary Macchia, heretofore referred to as Macchia. The interview was conducted at 9 Hummingbird Circle, Bunnell, Florida 32110. The following information is a synopsis of the interview; the audio recording will serve as the comprehensive record, and has been made a part of this case file. Macchia provided, in part, the following information.

In the 2015/2016 school year Macchia served as the co-vice president of the PTO. Jennifer Harris was the President of the PTO and Terence Culver was the principle during that time.

While Macchia was serving as the vice president, she thought the way the PTO's finances were being managed was not right. She was given very little information on the cost of events and any profits that were made. When Macchia asked questions Harris would tell her that it is none of her business and to quit asking questions. Macchia stated Culver supported Harris's actions toward Macchia.

Macchia assisted with the Holiday Shop fundraiser during the 2015/2016 school year. Macchia bought coffee and donuts for the volunteers working the event. Macchia provided a receipt for the purchase to Harris who stated she did not need it and handed Macchia twenty dollars out of the events cash drawer. Macchia stated Harris bought all of the volunteers' lunch using money out of the cash drawer. Macchia thought that Harris's actions were not right but didn't have time to bring up her concerns during the event. Multiple volunteers collected cash from students making purchases. The cash collected at the end of the fundraiser was not formally counted or documented. Macchia stated Harris left with the cash at the end of the event and assumed the money was deposited in the PTO bank account. The company used to facilitate the Holiday Shop provided the PTO with a television and video game system as an incentive for signing a contract with them. Macchia never observed a television or video game system from the

Case Number: JA-11-0210	Serial #: 8
Author: Mynard, Jared Stillman	Office: Jacksonville
Activity Start Date: 06/10/2020	Activity End Date:06/10/2020
Approved By: Mead, Josh Carlton	

Description: Interview with Hilary Macchia

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company and was unaware the company provided any incentives for signing their contract.

The PTO bought candy bars for teachers to support them during a week-long standardized testing period. The candy bars in total cost approximately four hundred dollars. Macchia and Stacy Geiger, an active parent volunteer in the PTO, disagreed with spending that much money on candy bars for the teachers and thought the money could have gone to a better cause. Geiger wrote a letter to Culver expressing her concerns with how the PTO was being managed. Culver then held a meeting with the board of the PTO and told everyone not to give Geiger a copy of the budget because she would not understand what it says. Macchia thought anyone should be able to see the budget at any time. Culver also told everyone not to discuss what was said during PTO board meetings with Geiger. A short time later, Macchia stated she was voted off the PTO board for asking too many questions and disagreeing with how the funds were being managed. The next school year Geiger was voted on as Secretary. Macchia believed Geiger was voted on as an attempt to quiet all of her (Geiger) concerns.

Macchia assisted with the PTO sponsored dances. Macchia worked at the concession booth that sold food and drinks to students at the dance. Macchia collected the money at the booth and then gave the money to Harris at the end of the event. Macchia did not know if the money was counted but stated she was never informed of a total amount of money that was earned from the fundraiser.

The PTO sponsored a fall festival fundraiser to assist teachers with classroom needs. Macchia volunteered with the festival but did not collect any money. Macchia was unaware of who collected the money, if the money was counted or how much was earned.

There was a complaint that Abbey Cooke, a teacher at Belle Terre, used the PTO debit card to purchase Christmas gifts for her family without permission. Macchia remembered voting to sponsor a family for the Angel Tree program that provides money to a family in need during the holidays. Macchia stated that money could have gone to Cooke but stated the board did not vote to specifically help Cooke's family.

Culver was accused of making an unauthorized purchase using PTO funds for a large amount of steak, shrimp and chicken to serve at a teacher's appreciation luncheon. Ultimately only chicken and a small amount of steak were served. Macchia did not attend the luncheon and had no first hand knowledge of Culver using the PTO debit card to make the purchase.

Macchia stated parents would buy supplies for various fundraisers using their personal money and then be paid back with cash money from the cash bag at an event. Macchia stated receipts were not always provided and the supplies parents bought using their personal money was not documented.

Macchia did not participate in the PTO for the 2017 and 2018 school years. In 2019 Harris was asked to leave the PTO due to a growing number of complaints of how she was managing the organization. Jennifer Paterno took over as President and asked Macchia to be the treasurer and help organize and track the PTO's finances.

The interview concluded at approximately 1030 hours.

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INV 9- is a digital copy of the recorded interview of Hilary Macchia.

INV 11- is a USB containing various PTO documents.

**FLORIDA DEPARTMENT OF LAW ENFORCEMENT
INVESTIGATIVE REPORT**

This case was referred to the Florida Department of Law Enforcement (FDLE) from the Flagler County Sheriff's Office (FCSO) for alleged fraud of funds from the Belle Terre Elementary School Parent Teachers Organization (PTO) business account. The allegation was that the Principal, PTO President and a teacher misappropriated funds from the PTO account and used these funds for their personal use.

The purpose of this Investigative Report is to document the review of the Flagler County School Board's Investigation into Belle Terre Elementary School Principal Terence Culver.

On June 10, 2020, FDLE Special Agent (SA) Jared Mynard travelled to the Flagler County School Board's office located at 1769 E Moody Blvd Building 2, Bunnell, Florida 32110. SA Mynard met with school board attorney Kristy Gavin who provided a copy of her investigation which included an investigative summary, Culver's personnel file, Gavin's investigative notes and financial documents from the PTO and school's administrative bank accounts. The following is a synopsis of SA Mynard's review; the school board's investigation will serve as the comprehensive record and has been made a part of this case file.

In addition to the complaint of misappropriation of funds, the school board investigated complaints against Culver for hostile work environment, sexual harassment, race and gender discrimination and violations of student rights in failing to report student bullying issues.

The school board could not substantiate all of the complaints against Culver but did find Culver to be in violation of Florida Administrative Code 6A-10.081, which provides the ethical guidelines for Florida educators. Culver was found to be in violation of the following within 6A-10.081:

6A-10.081(2)(b)(3)- an individual shall not use institutional privileges for personal gain or advantage. This was violated when Culver instructed the school cafeteria to order extra boxes of apples which he and his daughter then used to make candy apples. Culver sold the candy apples to parents and students marketing it as a fundraiser. Culver kept the proceeds to fund his daughter's summer camp expenses.

6A-10.081(2)(b)(4)- The individual shall accept no gratuity, gift or favor that might influence professional judgment. Culver admitted he accepted tickets to the Orlando Magic basketball game from the PTO where parents were on the board. The acceptance created an appearance

Case Number: JA-11-0210	Serial #: 9
Author: Mynard, Jared Stillman	Office: Jacksonville
Activity Start Date: 06/15/2020	Activity End Date:06/15/2020
Approved By: Mead, Josh Carlton	

Description: Review of Flagler School Board Investigation

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of favoritism.

6A-10.081(2)(c)(1)- The individual shall maintain honesty in all professional dealings. By failing to notify the school as to the purpose of the candy apple fundraiser he was not honest in this dealing to students, staff and parents.

6A-10.081(2)(c)(4)- The individual shall not engage in harrassment or discriminatory conduct which unreasonably interferes with an individuals professional work responsibilities. Based on statements from witnesses Culver created a hostile work environment and gave preferential treatment to certain staff members.

Culver agreed to retire in November of 2019 in lieu of facing formal discipline. In addition Culver paid Belle Terre Elementary back the cost for the boxes of apples he used in the unauthorized fundraiser.

SA Mynard reviewed the statements that Stacy Geiger, Susan Guarino, Jennifer Paterno and Abbey Cooke provided to the school board. All of their statements were consistent with the statements they provided to SA Mynard. In addition to the above interviews, SA Mynard interviewed PTO past treasurer Xochitl Petracco and current PTO treasurer Hilary Macchia whose statements were consistent with those provided to the school board and SA Mynard.

SA Mynard reviewed the school boards investigation in its entirety and found no contradictions or inconsistencies with the FDLE investigation.

INV 10- is the school board's investigation into Culver.

**FLORIDA DEPARTMENT OF LAW ENFORCEMENT
INVESTIGATIVE REPORT**

This case was referred to the Florida Department of Law Enforcement (FDLE) from the Flagler County Sheriff's Office (FCSO) for alleged fraud of funds from the Belle Terre Elementary School Parent Teachers Organization (PTO) business account. The allegation was that the Principal, PTO President and a teacher misappropriated funds from the PTO account and used these funds for their personal use.

The purpose of this Investigative Report is to document the interview of Jennifer Harris.

On June 25, 2020, at approximately 1703 hours, FDLE Special Agent (SA) Jared Mynard and SA Garrett Carlisle conducted a sworn voluntary interview of Jennifer Harris, heretofore referred to as Harris. The interview was conducted at 32 Wood Arbor Lane, Palm Coast, Florida 32110. Also present during the interview was Harris' attorney Lisa Dawson. The following information is a synopsis of the interview; the audio recording will serve as the comprehensive record, and has been made a part of this case file. Harris provided, in part, the following information.

Harris was the co-president of the PTO along with Abbey Cooke in 2012. In 2013 Harris became the sole president until she left the PTO in 2019. Doctor Terence Culver was the principle during Harris' involvement with the PTO.

Harris stated the summer prior to the beginning of the school year the PTO would hold a meeting to discuss all the activities they planned to sponsor throughout the year. The PTO sponsored fundraisers such as school dances, a Holiday Shop during the winter and a teacher's appreciation luncheon at the end of the school year. PTO meetings were held on school campus and generally in the morning. An average of ten parents would attend the meetings which Harris stated was normal. The majority of parents would donate their money and attend the events but would not participate in the meetings.

As the president, Harris had access to the PTO bank account to deposit and withdraw money. Harris was also authorized to write checks from the account. The treasurer was the only other board member who had access to the bank account. While Harris would make purchases and deposit money earned from fundraisers into the account, she did not monitor the account. Managing the account was the responsibility of the treasurer. The most recent treasurer during Harris' term as president was Xochitl Petracco. The board would hold a meeting prior to an event to discuss what needed to be purchased such as drinks, food and decorations. A board member would then take the PTO debit card and make the purchases for the event. The board

Case Number: JA-11-0210	Serial #: 10
Author: Mynard, Jared Stillman	Office: Jacksonville
Activity Start Date: 06/25/2020	Activity End Date:06/25/2020
Approved By: Mead, Joshua C	

Description: Interview of Jennifer Harris

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member would then turn the receipts into the treasurer. Harris stated multiple board members would make purchases using the debit card. Harris would give the card to whoever volunteered to go shopping. Most of the receipts were given to the treasurer, although some were not submitted in a timely manner and over the years a few were lost. Harris stated the PTO would hold fundraisers to generate money to support students in various ways, such as gifts for academic achievements and to help families in need. The PTO would also generate funds to support teachers' classroom needs. A teacher could make a request to the PTO for supplies they needed within their classroom.

One of the larger events the PTO sponsored were the school dances. The PTO typically organized a dance at the beginning and end of the school year. If a student wanted to attend the dance they would submit a five dollar admission fee and permission slip to either their homeroom teacher or the front desk. Students were then provided a bracelet that they would wear in order to be allowed inside the dance. Various PTO board member would then collect the money from the front desk and teachers. The PTO also provided a concession booth that sold food and drinks. Student and parent volunteers worked the concession booth and collected money from students who made purchases. At the end of the dance a PTO board member would collect the money earned from the concession booth. Harris stated there was no formal process for counting the money earned from the dance and the amount earned was not documented. If the money was not deposited by another board member then Harris would collect the money earned from the dance and deposit it as soon as she could. Harris was unaware of how the money was secured or where it was stored. Harris did not attend all of the dances.

The PTO sponsored a week long Holiday Shop during the winter holiday season that provided students an opportunity to buy gifts for their friends and family. The PTO used the company Fun Services that provided everything that was needed to hold the event, to include the gifts, flyers and a cash register. The PTO would buy items from Fun Services at a reduced price, then resale these items at a 35% higher price. The 35% difference is the profit that would go to the PTO. Harris stated that during the week teachers would take their classes to the library, where the event was held, and students would buy gifts using cash money. PTO board members, students, and parent volunteers would work the event and take turns collecting money from students who made purchases. Harris stated that not all students had money to make purchases so the PTO would allow those students to buy items using PTO funds. The money collected at the end of the day was stored either in the cash register or put in a desk drawer in the library. If the money was placed inside the desk drawer it was put into a cash bag that was not secured. Harris sometimes deposited the money in increments as it was collected throughout the week. Harris stated there was no formal count of how much was earned and the total was not documented. As an incentive for signing a two year contract with the company the PTO was provided a television. Harris stated that while she was in the school's front office along with two board members, (whose names she could not remember), a teacher (whose name she could not remember) approached them and said they were aware of a parent and a student who were going through a hard time financially and asked if the PTO could do anything to help. Harris and the board members decided that they would give the television to the family. Harris did not remember the family's name they gave the television to but thought the student's name was Amber. Harris stated that after the television was given to the family it was discussed at a later PTO meeting and the board members were fine with the decision. The secretary is responsible for documenting the minutes of every meeting but Harris stated that the minutes

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were very general and did not include everything that was discussed. Harris also stated the PTO would buy all of the volunteers' lunch for the week and also provided coffee and donuts using PTO funds.

At some point during Christmas time in 2018, Abbey Cooke, former PTO president and current teacher at Belle Terre, approached Harris and told her that she was aware of a family that could use financial assistance to buy presents for their children. Harris said it was common for the PTO to help families financially during the holidays. Harris brought Cooke's request before the board upon which the board approved to help. Harris gave the PTO debit card information to Cooke who purchased items on Amazon.com. Harris had to remind Cooke to provide the receipts for her purchases several times. Cooke eventually emailed the receipts to Harris. Harris inquired about the purchases made by Cooke and Cooke stated that she was experiencing financial difficulty and kept the items she purchased for herself and family. Harris informed the board that Cooke kept the items she purchased and the board agreed that they would not pursue any further action in an effort not to embarrass Cooke, who was a respected teacher. The board also agreed to create a better procedure to prevent the misuse of funds from happening again. The board did not approach Cooke about making the unauthorized purchase.

The PTO sponsored a teacher's appreciation luncheon at the end of every school year. A complaint was made that in 2019, a purchase for a large amount of beef, chicken and shrimp was made using PTO funds and the food was not served at the luncheon. Harris stated she went to Sam's Club with Culver to buy supplies for the luncheon. Culver was going to cook the meat that was to be served and went with Harris to help her decide which items to purchase. Beef, chicken and shrimp totaling \$1271.50 were purchased. Harris stated all the meat that was purchased was served at the event. Harris stated that one bag of shrimp was served at the very beginning of the event and then the second bag was used to make shrimp and grits that were served during the PTO meeting the following morning. Approximately 200 staff members and volunteers attended the event. Harris provided SA Mynard with pictures of Culver grilling the steaks at the event which are attached to this case file. A copy of the receipt for the purchase has been made apart of this case file.

Harris stated she left the board because her daughter no longer attended the school and she was finished training Jennifer Paterno to be the president. Harris stated the board never brought any of their complaints of how the finances were managed to her attention. Harris stated the only issues with the handling of the finances that were brought to her were missing receipts for various small purchases which Harris stated were ultimately accounted for.

Harris did not think that Culver created a hostile work environment. Culver occasionally attended PTO meetings but did not participate in decisions that were being made. Harris stated the meetings were open for parents to bring forth any complaints they had to the board or Culver if he was present.

Harris did not use any PTO funds for her personal use. Harris is unaware of any of the board members using PTO funds for personal use. Harris is unaware if Culver used PTO funds for personal use or if he kept any of the PTO's money in his office.

Harris stated during the time when complaints were being brought to the school board regarding

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the PTO and Culver, Paul Anderson, whom Harris did not know, sent her a message on Facebook. Anderson told Harris that he was investigating unusual activity at Flagler County Schools and the results of his investigation would "throw her under the bus", so it would look better if she came forward with her involvement before everything was released. Harris replied and stated she had no idea what Anderson was talking about and told him please don't message her anymore. Harris could not provide any further information into who Anderson was, where he worked or his involvement with the investigation.

The interview concluded at approximately 1804 hours.

INV-12 is a compact disk containing the recorded interview of Harris.

INV-13 is a digital copy of a photo of steaks that were served at the teachers appreciation luncheon.

INV-14 is a digital copy of a photo showing Culver grilling steaks at the teachers appreciation luncheon.

INV- 15 is a digital copy of the Sam's Club receipt for the meat purchased for the teachers appreciation luncheon.

**FLORIDA DEPARTMENT OF LAW ENFORCEMENT
INVESTIGATIVE REPORT**

This case was referred to the Florida Department of Law Enforcement (FDLE) from the Flagler County Sheriff's Office (FCSO) for alleged fraud of funds from the Belle Terre Elementary School Parent Teachers Organization (PTO) business account. The allegation was that the Principal, PTO President and a teacher misappropriated funds from the PTO account and used these funds for their personal use.

The purpose of this Investigative Report is to document the case closing.

In an effort to determine if criminal violations had been committed regarding the PTO's accounts, FDLE Special Agents interviewed former PTO President Jennifer Grant-Harris current PTO President Jennifer Paterno, Belle Terre Teacher Abbey Cooke, Belle Terre Secretary Susan Guarino, former PTO Secretary Stacy Geiger, former PTO Treasurer Xochitl Petracco and current PTO Treasurer Hilary Macchia. FDLE Special Agents reviewed PTO bank records, PTO records and the Flagler School Board investigation into Belle Terre Principal Terence Culver.

Due to numerous individuals handling the money that was collected at the events, lack of records and the inability to establish a true amount of money that was earned at events; FDLE determined there was insufficient evidence of criminal activity to the standard required to sustain continued criminal inquiry.

A memo to file was generated to further clarify the disposition of this investigation. The memo has been attached to this case file.

The investigation is closed.

INV 16- is a copy of the memo to file.

Case Number: JA-11-0210	Serial #: 11
Author: Mynard, Jared Stillman	Office: Jacksonville
Activity Start Date: 08/10/2020	Activity End Date:08/10/2020
Approved By: Mead, Joshua C	

Description:Memo to file-Case Closing

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FLORIDA DEPARTMENT OF LAW ENFORCEMENT

Case Related Items Print

<u>Case #</u>	<u>Module</u>	<u>Key 1 (Case)</u>	<u>Key</u>	<u>Key 3</u>	<u>File Name</u>	<u>Description</u>	<u>Last Update Date</u>	<u>Last Update By</u>
JA-11-0210	Investigative Report							
INV-1		JA-11-0210	1			Compact Disk of recorded interview of Paterno and Furnari	02/03/2020 10:34:07	Holycross, Gregory Lee
INV-2		JA-11-0210	1			PTO documents, receipts and various papers pertaining to PTO missing funds	02/03/2020 10:35:50	Holycross, Gregory Lee
INV-3		JA-11-0210	2			Compact disk containing the recorded interview of Paterno	02/06/2020 12:27:18	Holycross, Gregory Lee
INV-4		JA-11-0210	3			Compact Disk containing the recorded interview of Abbey Cooke	02/10/2020 10:45:54	Holycross, Gregory Lee
INV-5		JA-11-0210	4			PTO bank statements from 2017 through 2019	02/12/2020 10:28:53	Holycross, Gregory Lee
INV-6		JA-11-0210	5			CD containing "Zoom" interview of Susan Guarino	04/29/2020 12:49:16	Mynard, Jared Stillman
INV-7		JA-11-0210	6			CD containing interview of Stacy Geiger via Zoom	05/13/2020 15:22:17	Mynard, Jared Stillman
INV-8		JA-11-0210	7			Compact Disk containing PTO financial documents and recorded interview from Xochtil Petracco	06/22/2020 15:47:00	Mynard, Jared Stillman
INV-9		JA-11-0210	8		Macchia Intv..MP3	Recorded interview of Hilary Macchia	06/10/2020 14:10:46	Mynard, Jared Stillman

FLORIDA DEPARTMENT OF LAW ENFORCEMENT

Case Related Items Print

<u>Case #</u>	<u>Module</u>	<u>Key 1 (Case)</u>	<u>Key 2</u>	<u>Key 3</u>	<u>File Name</u>	<u>Description</u>	<u>Last Update Date</u>	<u>Last Update By</u>
JA-11-0210	Investigative Report							
INV-10		JA-11-0210	9			Flagler County School Board Investigation into Culver	06/16/2020 10:30:13	Mynard, Jared Stillman
INV-11		JA-11-0210	8			USB containing PTO documents	06/16/2020 10:49:52	Mynard, Jared Stillman
INV-12		JA-11-0210	10			Recorded Interview of Jennifer Harris	06/29/2020 10:05:17	Mynard, Jared Stillman
INV-13		JA-11-0210	10		Pic 2.jpeg	Picture of steaks served at teachers appreciation lunch	07/01/2020 11:21:39	Mynard, Jared Stillman
INV-14		JA-11-0210	10		Pic 1.jpeg	Picture of Culver grilling steaks at teachers appreciation lunch	07/01/2020 11:22:21	Mynard, Jared Stillman
INV-15		JA-11-0210	10		Receipt.pdf	Sams Club receipt for teachers appreciation luncheon	07/01/2020 11:48:41	Mynard, Jared Stillman
INV-16		JA-11-0210	11		Memotofinalscan.pdf	Memo to File	08/28/2020 13:35:26	Mynard, Jared Stillman