

SUMMARY EXPLANATION AND BACKGROUND

During the 2016-2017 school year, CHRISTINA DEJEAN (hereinafter “C.D.”) held a supplemental position as a co-supervisor in the Pine Lakes Elementary School aftercare program (“aftercare program”). C.D.’s failure to collect and maintain proper oversight of the administrative accounting practices in the aftercare program resulted in a shortage of program collections of approximately \$14,411.00 in funds to the school’s aftercare program budget for the 2016-2017 school calendar year. C.D. failed to follow proper procedures and lacked customary oversight as a supervisor of the aftercare program. Under C.D.’s supervision, ineligible parents received discounts and scholarships without proper documentation and approval. Under C.D.’s supervision, some parents did not comply with the monthly activity fees. Under C.D.’s supervision, some parents kept their children in the aftercare program past the allotted time without being assessed late fees. C.D.’s actions resulted in the unauthorized discounts, fees and late fees not collected, coupled with applicable actual cost disparities which directly impacted the collections of the school’s aftercare program.

The Administrative Counsel prepared the administrative complaint and notice was personally served on C.D. on August 17, 2018, that a recommendation for her three (3) day suspension without pay will be presented to the School Board on September 5, 2018, so that her deadline for requesting a hearing will expire prior to the Board meeting. Staff will advise the School Board whether a hearing has been requested no later than by the start of the Board meeting on September 5, 2018.