

**From:** Lora Duzyk <lorad@sdcoe.net>

**Date:** March 24, 2016 at 3:55:39 PM PDT

**To:** Randy Ward <rward@sdcoe.net>, Gregg Robinson <gregg.robinson@sdcoe.net>, "jgreggrobins49@gmail" <jgreggrobins49@gmail>

**Cc:** Stacy Spector <stacy.spector@sdcoe.net>, Sean Morrill <SMorrill@sdcoe.net>

**Subject:** RE: A question from Gregg

Hi Dr. Robinson

I understand your concerns and will try to add information that will hopefully alleviate your misgivings. There are several issues to consider around this purchase. I'll address them one at a time.

Legality of the purchases:

General books and supplies for students and staff are a legitimate use of public funds provided that they are purchased in support of our work be it classroom support, student learning, reference materials, workshop materials, employee improvement, office supplies, work materials, etc. The appropriateness of the item depends on the program use. The California School Accounting Manual delineates how various supply purchases have to be coded to reflect the setting in which it is used.

Methodology:

The method of purchase, while unorthodox, was set up for the individuals to make their specific selections with the understanding of what was an "appropriate purchase". This was done through an "open purchase order" and the use of "vouchers" that could only be used with the two vendors (Lakeshore and Barnes & Noble) and within a very limited period of time. The items were to support classroom learning or professional development. This was defined in advance by JCCS leadership and communicated to the business office, the vendors and the staff.

Internal Controls:

Finally, from an internal control perspective we are always concerned with fraud and misuse of county office assets, e.g. taxpayer funds. It was important to make sure the necessary controls were in place to ensure that work appropriate items were purchased. This was done both with the two approved vendors and JCCS management oversight on location and after the fact. Once the receipts are reconciled by JCCS, they will be turned over to our office and accounts payable staff will again review the receipts prior to issuing payment. Any inappropriate purchases will be repaid by the individual staff member.

I hope this helps. If not, please let me know any other questions you may have.

*Lora Duzyk*

Assistant Superintendent, Business Services  
San Diego County Office of Education  
(858) 292-3618  
Lorad@sdcoe.net

**From:** Randy Ward

**Sent:** Tuesday, March 22, 2016 1:15 PM

**To:** Gregg Robinson <gregg.robinson@sdcoe.net>; jgreggrobins49@gmail

**Cc:** Lora Duzyk <lorad@sdcoe.net>; Stacy Spector <stacy.spector@sdcoe.net>; Randy Ward

<rward@sdcoe.net>; Sean Morrill <SMorrill@sdcoe.net>

**Subject:** RE: A question from Gregg

Hi Gregg:

Thanks for your inquiry. I will ask Lora to look into that and get back to you.

Regards,

Randy

*Randolph E. Ward, Ed.D.*

San Diego County Superintendent of Schools

San Diego County Office of Education

Phone: 858-292-3514

Email: [randolph.ward@sdcoe.net](mailto:randolph.ward@sdcoe.net)

Web: [www.sdcoe.net](http://www.sdcoe.net)

**From:** Gregg Robinson

**Sent:** Tuesday, March 22, 2016 11:34 AM

**To:** Randy Ward <rward@sdcoe.net>; jgreggrobinson49@gmail

**Subject:** A question from Gregg

Randy,

I have been thinking about the SDCOE meeting in the Hazard movie house a couple of weeks ago. I was present at the meeting, and I was surprised at the amount of money that was given to teachers and staff by way of gift cards (they were told this was for educational uses). I want to make sure that this was not an inappropriate use of public funds. I assume that this was checked out with lawyers before hand, but it is important to avoid even the appearance of misuse of funds. So could you make inquiries into the legality of what happened just to make sure?

Thanks,

Gregg

Stacy Spector

3/22/2016

Dr. Ward,

No gift of public funds were used. All materials were specific to adult professional learning needs and/ or student learning needs.

All budgets used for these purchases were pre-identified for legal appropriateness. Specific rules and guidelines were also communicated to all staff verbally and in writing.

JCCS were provided a specific voucher at Barnes and Noble or Lakeshore Learning for up to \$100 that could only be used the day of the Town Hall. We wanted to provide choice, within all legal

parameters, for adults to purchase supplements texts and materials to support their learning or that of their students.

We also ensured due diligence to ensure this practice passed the 'smell test' of common sense. We believe it does.

Significant planning and monitoring went into this process. We worked closely with Lora, Pam and her team along with the education teams of the two vendors, to ensure all materials purchased met with fiduciary and budgetary federal, state and local guidelines.

We applaud Business Services for their support in this innovative idea to provide choice and autonomy for our staff to choose the materials they need to be most effective in their practice.

Let me know if further clarification is needed.

**Stacy Spector**

**Executive Director**

Juvenile Court and Community Schools  
San Diego County Office of Education  
916-996-2493  
[Stacy.spector@sdcoe.net](mailto:Stacy.spector@sdcoe.net)

Sent from my iPhone. Siri has yet to fully learn my autocorrect. Any typos are her fault.

On Mar 22, 2016, at 1:14 PM, Randy Ward <[rward@sdcoe.net](mailto:rward@sdcoe.net)> wrote:

Hi Gregg:

Thanks for your inquiry. I will ask Lora to look into that and get back to you.

Regards,

Randy

*Randolph E. Ward, Ed.D.*

San Diego County Superintendent of Schools  
San Diego County Office of Education  
Phone: 858-292-3514  
Email: [randolph.ward@sdcoe.net](mailto:randolph.ward@sdcoe.net)  
Web: [www.sdcoe.net](http://www.sdcoe.net)

**From:** Gregg Robinson

**Sent:** Tuesday, March 22, 2016 11:34 AM

**To:** Randy Ward <[rward@sdcoe.net](mailto:rward@sdcoe.net)>; [jgreggrobinson49@gmail](mailto:jgreggrobinson49@gmail.com)

**Subject:** A question from Gregg

Randy,

I have been thinking about the SDCOE meeting in the Hazard movie house a couple of weeks ago. I was present at the meeting, and I was surprised at the amount of money that was given to teachers and staff by way of gift cards (they were told this was for educational uses). I want to make sure that this was not an inappropriate use of public funds. I assume that this was checked

out with lawyers before hand, but it is important to avoid even the appearance of misuse of funds. So could you make inquiries into the legality of what happened just to make sure?

Thanks,  
Gregg