

ADMINISTRATIVE	OBTS Number					ARREST / NOTICE TO APPEAR Juvenile Referral Report					1 Arrest 2 NTA		3 Request for Warrant 4 Request for Capias		3 Juvenile								
	Agency ORI Number FLO 5 0 4 2 0 0		Agency Name PALM BEACH COUNTY SCHOOL DISTRICT POLICE			Agency Report Number 9 8 - 1 5 - 0 0 3 3 4 5 ( )		Multiple Clearance Indicator 2															
DEFENDANT	Change Type Check as many as apply 1 Felony <input checked="" type="checkbox"/> 3 Misdemeanor <input type="checkbox"/> 5 Ordinance 2 Traffic Felony <input type="checkbox"/> 4 Traffic Misdemeanor <input type="checkbox"/> 6 Other					Weapon Seized/Type <input type="checkbox"/> 1 Yes <input checked="" type="checkbox"/> 2 No		Multiple Clearance Indicator 2															
	Location of Arrest (Including Name of Business)					Location of Offense (Business Name, Address) 1725 Echo Lake Drive West Palm Beach Fla. 33407																	
	Date of Arrest		Time of Arrest		Booking Date		Booking Time		Jail Date		Jail Time		Location of Vehicle										
	Name (Last, First, Middle) Spring, Cathleen Marie											Alias (Name, DOB, Social Security #, Etc.)											
	Race W - White B - Black		I - American Indian O - Oriental/Asian		Sex W   F	Date of Birth 0 5 1 9 6 4		Height 504		Weight		Eye Color BRO		Hair Color MED		Complexion THN							
	Scars, Marks, Tattoos, Unique Physical Features (Location, Type, Description)											Marital Status M		Religion		Indication of Alcohol Influence Drug Influence <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>							
	Local Address (Street, Apt. Number) 8738 Marlamoor Lane West Palm Beach Fla. 33412											Phone ( 561 ) 308 - 5365		Residence Type 1 City   3 Florida 2 County   4 Out of State				2					
	Permanent Address (Street, Apt. Number) SAA											Phone ( ) -		Address Source Ms. Spring									
	Business Address (Name, Street)											Phone ( ) -		Occupation bookkeeper									
	D/L Number, State S165113646790											INS Number		Place of Birth District of Columbia				Citizenship USA					
CO-DEF	Co-Defendant Name (Last, First, Middle)											Race	Sex	Date of Birth		<input type="checkbox"/> 1 Arrested <input type="checkbox"/> 2 At Large <input type="checkbox"/> 3 Felony <input type="checkbox"/> 4 Misdemeanor <input type="checkbox"/> 5 Juvenile							
	Co-Defendant Name (Last, First, Middle)											Race	Sex	Date of Birth		<input type="checkbox"/> 1 Arrested <input type="checkbox"/> 2 At Large <input type="checkbox"/> 3 Felony <input type="checkbox"/> 4 Misdemeanor <input type="checkbox"/> 5 Juvenile							
JUVENILE	Name (Last) Parent <input type="checkbox"/> Legal Custodian <input type="checkbox"/> Other <input type="checkbox"/>											(First)		(Middle)		Residence Phone ( ) -							
	Address (Street, Apt. Number)											(City)		(State) (Zip)		Business Phone ( ) -							
	Notified by (Name)											Date	Time	Juvenile Disposition 1 Handled/Processed within 24 HRS/CYF Dept. and Released <input type="checkbox"/> 2 Tot HRS/CYF 3 Incarcerated									
	Released To (Name)											Relationship		Date <input type="checkbox"/> Time									
	The above address was provided by <input type="checkbox"/> defendant and / or <input type="checkbox"/> defendant's parents. The child and / or parent was told to keep the Juvenile Court Clerk's Office (Phone 355-2526) informed of any change of address <input type="checkbox"/> Yes by (Name) <input type="checkbox"/> No (Reason)											School Attended											
	Property Crime? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Description of Property forged checks									Value of Property N/A											
	CHARGE	Drug Activity S Sell N/A P Possess		R Smuggle B Buy T Traffic		K Dispense/ D Deliver E Use		M Manufacture/ P Produce/ C Cultivate		Z Other		Drug Type N/A A Amphetamine		B. Barbiturate C Cocaine E Heroin		H Hallucinogen M Marijuana O Opium/Deriv		P Paraphernalia/ Equipment S Synthetic		U Unknown Z Other			
		Charge Description Forgery											Counts 2	<input checked="" type="checkbox"/> FSS <input type="checkbox"/> ORD		Statute Violation Number 8 3 1 - 0 1   ( )				Violation of ORD #			
		Drug Activity n/a	Drug Type n/a	Amount / Unit n/a		Offense # 15003345		Warrant / Capias Number										Bond					
		Charge Description Official Misconduct											Counts 2	<input checked="" type="checkbox"/> FSS <input type="checkbox"/> ORD		Statute Violation Number 8 3 8 - 0 2 2   ( ) (a)				Violation of ORD #			
Drug Activity n/a		Drug Type n/a	Amount / Unit n/a		Offense # 15003345		Warrant / Capias Number										Bond						
Charge Description											Counts	<input type="checkbox"/> FSS <input type="checkbox"/> ORD		Statute Violation Number -   ( )				Violation of ORD #					
Drug Activity		Drug Type	Amount / Unit		Offense #		Warrant / Capias Number										Bond						
Charge Description											Counts	<input type="checkbox"/> FSS <input type="checkbox"/> ORD		Statute Violation Number -   ( )				Violation of ORD #					
Drug Activity		Drug Type	Amount / Unit		Offense #		Warrant / Capias Number										Bond						
Signature of Defendant (or Juvenile and Parent/Custodian)											Date Signed												
ADMINISTRATIVE	Mandatory Appearance in Court					Location (Court, Room Number, Address)																	
						Month		Day		Year		Time		<input type="checkbox"/> A M <input type="checkbox"/> P M									
	I AGREE TO APPEAR AT THE TIME AND PLACE DESIGNED TO ANSWER THE OFFENSE CHARGED OR TO PAY THE FINE SUBSCRIBED. I UNDERSTAND THAT SHOULD I WILLFULLY FAIL TO APPEAR BEFORE THE COURT AS REQUIRED BY THIS NOTICE TO APPEAR, THAT I MAY BE HELD IN CONTEMPT OF COURT AND A WARRANT FOR MY ARREST SHALL BE ISSUED																						
	Signature of Defendant (or Juvenile and Parent/Custodian)																						
Hold for other Agency Name Name					Signature of Arresting Officer x Kevin McCoy 853					Name Verification (Printed by Arrested) (PRINT)													
<input type="checkbox"/> Dangerous <input type="checkbox"/> Resisted Arrest <input type="checkbox"/> Suicidal <input type="checkbox"/> Other					Name of Arresting Officer (Print) Kevin J. McCoy 853					ID #													
Intake Deputy					ID #		Transporting Officer		ID #		Agency		Witness here if subject signed with an "X"										
													PAGE										

### Probable Cause Affidavit

Agency ORI Number <b>FLO 504200</b>	Agency Name <b>Palm Beach County School District Police</b>	Agency Report Number <b>98-15003345</b>
--	--	--

Name (Last, First, Middle) <b>Spring, Cathleen</b>	Race <b>W</b>	Sex <b>F</b>	Date of Birth <b>05/19/1964</b>
---	------------------	-----------------	------------------------------------

Charge Description <b>Forgery 831.01</b>	Charge Description
Charge Description <b>Official Misconduct 838.022(1)(a)</b>	Charge Description

Sally Rozanski	Race	Sex	Date of Birth
1725 Echo Lake Drive WPB Fla.	Phone <b>5618823870</b>	Address Source <b>On File</b>	
Business Address:	Phone	Occupation	<b>Principal</b>

The undersigned certifies and swears that he/she has just and reasonable grounds to believe, and does believe that the above named defendant committed the following violation of law. The Person mentioned above was found to have committed the below acts, resulting from my (described) investigation.

On 3/02/ 2015 I initiated an investigation at Bak Middle School of The Arts. This investigation revealed that money was stolen from numerous deposits that teachers/sponsors stated they deposited into the school drop safe. These deposits were to be processed by School Treasurer Cathleen Spring in order for the deposits to be credited to their account and transported by courier service to the bank for deposit.

During this investigation I obtained a sworn recorded statement from Bak Middle School Athletic Director George Ryan. Mr. Ryan stated in December 2014 and January 2015 he prepared three purchase orders totaling \$7,433.00. These purchase orders documented the purchase of sporting goods from Eastbay Team Sales. Mr. Ryan stated he believed he had sufficient funds in his in-school Athletic account to pay for these items. Mr. Ryan explained that he had funds left in his Athletic account at the end of the 2013-2014 school year that should have "rolled over" to his in- school account for the 2014-2015 school year. Mr. Ryan stated he asked Treasurer Cathleen Spring on numerous occasions for a copy of his account balance but did not receive this information from Ms. Spring. At one point he obtained his account balance and he discovered his balance was substantially below what he believed it should be. Mr. Ryan stated he brought this fact to Ms. Spring's attention. Mr. Ryan stated he asked Ms. Spring why his balance from the 2013-2014 school year was not included in his 2014-2015 account balance. Mr. Ryan stated Ms. Spring advised him there was a problem with the District system and his "rollover funds" from the previous school year had not been received from the District. Mr. Ryan stated Ms. Spring told him there was a "glitch in the system" but it would be corrected shortly. Mr. Ryan stated he told Ms. Spring in Dec. 2014 or Jan. 2015 he needed to order sporting equipment for the school teams and stated he asked Ms. Spring how he could do this without the funding that should have been in his account from the prior year. Mr. Ryan stated Ms. Spring told him to order his equipment and the money would be there. Mr. Ryan gave an invoice to Ms. Spring and signed a check requisition form, dated 1/30/15, in the amount of \$7,433.00. Ms. Spring issued Palm Beach County School District check #13180 in the amount of \$7433.00, dated 2/12/2015, to Eastbay Team Sales for Mr. Ryan's purchase. Subsequent to this Mr. Ryan

Sworn and Subscribed before me

Notary Public/Clerk of Court/ Police Officer  
*Det. Kevin J. McCoy* 6/07/17  
Signature

Date

*6/07/17*

*Kevin J. McCoy 6/07/17*  
Signature of Arresting/Investigating Officer

Det. Kevin J. McCoy  
Name of Arresting Officer

Date

*6/07/17*

### Probable Cause Continuation

examined his account statement. Mr. Ryan discovered that six days prior to Ms. Spring issuing the \$7433.00 check to Eastbay Team Sales he observed documentation on his account "Detailed Category Summary" that money from three different in-school accounts had been transferred into his Athletic account. The funds were transferred from the Theater account (\$1000.00), the Communication account (\$3500.00) and the General Activities account (\$3000.00). The total of these transfers was \$7500.00. This would result in the necessary funding for his Eastbay order. Mr. Ryan stated he questioned Ms. Spring concerning the transfers from unrelated accounts to his account. Mr. Ryan stated Ms. Spring advised him the source of the \$7500.00 was the money he had remaining from the prior year that the District put back into his account. Ms. Spring, in a subsequent sworn statement to me, stated she does not recall this conversation with Mr. Ryan. Mr. Ryan stated that he became suspicious due to Ms. Spring's explanation of the source of the \$7500.00 versus his discovery of documentation on the Transfer Report that documented the source of the \$7500.00 was transferred from three unrelated in-school accounts. Mr. Ryan contacted an unknown individual in the District accounting office and explained to this individual his conversation with Ms. Spring. This unknown individual referred him to the School District Inspector General's Office.

Ms. Miller-Kay, Senior Auditor in the School District Inspector General's Office, determined that Ms. Spring transferred these funds from the three different accounts listing the reason as "incorrect deposit". Ms. Miller-Kay examined the Theater account, the Communication account and the General Activities account and determined there were no deposits in the listed amounts that were incorrect deposits into these accounts. Ms. Miller-Kay also determined, from her examination of Mr. Ryan's FY 2014 account, that \$3,034.00 in deposits, documented by him, into the school safe were stolen/missing and not sent to the bank for deposit or credited to his account. Ms. Miller-Kay also determined an additional \$2506.00 was stolen/missing in FY 2015 from his account which would explain the lack of funds available for his Eastbay order.

The check requisition for the Eastbay order was signed by Mr. Ryan on 1/30/15. Ms. Miller-Kay determined Mr. Ryan's balance on this date should have been \$8,205.37 which was more than needed to cover the cost of his Eastbay order. Due to the theft of the deposits mentioned above his balance was only \$2,665.37. Ms. Spring transferred the \$7500.00 from the three unrelated school accounts on 2/6/2015 and admittedly signed her name and Sally Rozanski's name to check [REDACTED] dated 2/12/2015 and paid the \$7433.00 Eastbay order.

On 3/6/2015 I discussed this issue with Principal Sally Rozanski. I showed Ms. Rozanski a copy of the invoice as well as the check requisition form and check [REDACTED] in the amount of \$7,433.00. The check requisition form for this check had the name Sally Rozanski written on the approved line. The \$7433.00 School District check must be signed by Ms. Spring as school Treasurer and Principal Sally Rozanski. This check contained both signatures. Upon viewing the check requisition and the actual check, Ms. Rozanski stated neither document was signed by her and advised me her signature was forged on both documents. This check was sent to Eastbay by Ms. Spring to satisfy Mr. Ryan's invoice. Ms. Rozanski also stated she never approved the transfer of funds from the three in-school accounts to fund Mr. Ryan's account. Ms. Rozanski advised the General Activities account is assigned to her and she never approved the transfer of funds from this account to Mr. Ryan's account. Ms. Rozanski signed an Affidavit of Forgery form.

Sworn and Subscribed before me

Notary Public/Clerk of Court/ Police Officer

Sgt. William Murphy 791

Date

4/7/17

Signature of Arresting/Investigating Officer

Det. Kevin J. McCoy

Name of Arresting Officer

Date

4/7/17

### Probable Cause Continuation

On 8/18/2015 I obtained a sworn recorded statement from Ms. Spring after advising her of her rights per Miranda. I advised Ms. Spring what was reported to me by Mr. Ryan concerning his account and his order from Eastbay in the amount of \$7433.00. I showed Ms. Spring a copy of the School District check # [REDACTED] in the amount of \$7433.00 payable to Eastbay Team Sales. Ms. Spring stated she signed her name to this check and admitted to signing Principal Sally Rozanski's name to the check as well. Ms. Spring stated Ms. Rozanski gave her permission to sign her name to checks when she was not on campus. Ms. Spring stated Ms. Rozanski would sit with her and have her practice making her signature. Ms. Spring could not be specific concerning when this alleged incident occurred but stated it occurred on at least two occasions. Ms. Spring stated Ms. Rozanski's Secretary Rosanna De La Roche and Technician David Ullom were present on one occasion where this practice session took place in Ms. Spring's office. I asked Ms. Spring if Mr. Ullom was aware of what she was doing to which Ms. Spring responded "Yeah of course." I contacted Mr. Ullom via phone on 8/20/15 and asked him if he witnessed this incident concerning Ms. Spring practicing making Ms. Rozanski's signature in Ms. Rozanski's presence and being "coached" by Ms. Rozanski as Ms. Spring stated in her sworn statement. Mr. Ullom stated he never witnessed this alleged event. Mr. Ullom subsequently provided a sworn statement concerning this issue. I also obtained a sworn statement from Ms. Rosanna De La Roche who also stated she did not witness this alleged incident.

On 8/19/2015 I obtained a sworn statement from Ms. Rozanski concerning Ms. Spring's statement concerning her having permission to sign Ms. Rozanski's name on checks and the fact that Ms. Spring claimed Ms. Rozanski had her practice writing her signature. Ms. Rozanski stated she never gave Ms. Spring permission to sign her name to checks. Ms. Rozanski stated she learned from Ms. De La Roche, sometime in the past, that Ms. Spring had signed Ms. Rozanski's name to a thank you letter to an individual for a donation they made to the school. Ms. Rosanski stated she recalls having a conversation with Ms. Spring about this and Ms. Spring was making Ms. Rozanski's signature in order to show her how close it was to Ms. Rozanski's own signature. Ms. Rozanski stated they were "joking around" and this was not being done for the purpose of having Ms. Spring sign documents with Ms. Rozanski's signature. I asked Ms. Rozanski did she ever tell Ms. Spring she could sign her (Rozanski's) name to a school check. Ms. Rozanski stated "I wouldn't give her permission. I wouldn't say to sign my name to anything." The date of # [REDACTED] check was 2/12/15. Ms. Rozanski advised she was on campus on this date and available to sign this check. Ms. Rozanski provided documentation of her schedule from her planner. Ms. Rozanski advised if she were out of town, or otherwise unavailable to sign a check, Chapter Three of the School District Internal Accounts Banking memo addresses this situation. The School Treasurer and the School Principal are the primary individuals who sign checks. This policy allows for a Treasurer alternate to be assigned and/or the Regional or Instructional Superintendent can be called upon to sign a check. The check must have dual signatures and these other individuals are signers on the School account. Ms. Rozanski provided the bank signature card listing the individuals allowed to sign school checks if the Principal or Treasurer is unable to, which was not the case involving the \$7433.00 check for Mr. Ryan.

The fact was established during this investigation that money was stolen/ missing from Mr. Ryan's account in FY14 and FY15. The fact that, according to Mr. Ryan's statement, Ms. Spring was not truthful when she told him the source of the \$7500.00, deposited into his account, came from the District and it was his money he had left over from FY14. It was established Ms. Spring transferred the \$7500.00 from three unrelated in-school accounts into his Athletic account. The fact was established that Ms. Rozanski was available to sign the check but Ms. Spring chose to forge Ms. Rozanski's signature on the check.

Sworn and Subscribed before me

Notary Public/Clerk of Court/Police Officer

Sgt William Murphy 791

Date

6/7/17

Signature of Arresting/Investigating Officer

Det. Kevin J. McCoy  
Name of Arresting Officer

Date

6/7/17

### Probable Cause Continuation

These set of facts would indicate the intent of forging Ms. Rozanski's signature was to avoid Ms. Rozanski review of this payment and unauthorized transfer of funds from three unrelated in-school accounts into Mr. Ryan's Athletic account in order to pay for his purchase.

It was established during this investigation Ms. Spring was assigned a School District Purchasing Card, ending in [REDACTED], to be used for school related purchases. Personal purchases, using this District charge card, is prohibited. Ms. Spring electronically signed the School District Cardholder Acceptance Guidelines and Contract on Tuesday November 5, 2013 and again on July 31, 2014. This document includes the statement "I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for others or myself."

Based on a review of Ms. Spring's charges to her assigned School District Purchasing Card statement it was learned that Ms. Spring had two charges for purchases paid to Jet Blue in the amount of \$40.00 and another in the amount of \$50.00. These charges were posted on 6/28/14 and 6/27/14. The original Bank of America statement for Ms. Spring's District purchasing card was obtained. The entry under the Jet Blue charges was somewhat obliterated by the use of white out. Upon closer examination the name of her son, John Edward Spring and John Spring were documented under the Jet Blue charges. Legitimate charges appear on this statement as well. Ms. Spring's signature appears on this statement as the cardholder verifying the activity on her District Purchasing Card.

The School District originally pays the purchasing card billing statement. The District subsequently invoices Bak Middle School for the charges they paid. In this instance two invoices were received by Ms. Spring. One invoice contained the two Jet Blue charges and other charges that totaled \$105.90. A second invoice was received from the District in the amount of \$75.14. Ms. Spring assigned her personal Jet Blue charges to the in- school Visual Arts Department account # [REDACTED]. The total of the check issued to the School District prepared by Ms. Spring was \$181.04 for these invoices. Ms. Spring's signed the Bak Middle School check # [REDACTED] payable to School District of Palm Beach County. Principal Sally Rozanski's name appears as the second signature on this School issued check. Ms. Rozanski examined this check and stated she did not sign this check and her signature on this check was forged. Ms. Spring's son does not attend Bak Middle School. Ms. Renee Murray, Purchasing Card Manager provided a statement describing how Ms. Spring assigns purchasing card charges to specific accounts and subsequently prepares a Bak School check and reimburses the School District for the charges the District paid. Ms. Spring, in her statement dated on 8/18/2015, advised she did not know why the Jet Blue charges for her son would appear on her District Purchasing Card account. I advised Ms. Spring that she posted this charge to Bak Visual Arts Dept. I asked Ms. Spring if her son, who is not a student at Bak, took a trip with the Visual Arts Dept. Ms. Spring stated he would not have attended a trip with the Middle School. This was also confirmed by Mr. Joseph Barefoot from the Visual Arts Department.

Ms. Rozanski signed an Affidavit of Forgery in reference to her name being forged on Bak Middle School of the Arts check # [REDACTED].

It is apparent that this forgery of Ms. Rozanski's signature on check [REDACTED] and the forgery of her signature on check [REDACTED] involving Mr. Ryan's purchase, involves attempts to conceal the fact that Ms. Spring used her District Purchasing Card to pay for a personal purchase and to conceal the fact that money was missing from Mr. Ryan's Athletic account which caused her to conduct unauthorized transfers of money from three unrelated in-school accounts into Mr. Ryan's Athletic account. Ms. Rozanski was

Sworn and Subscribed before me,

Notary Public/Clerk of Court/ Police Officer

Sgt William Murray 791

6/17/17

Date

Signature of Arresting/Investigating Officer

*Kevin J. McCoy 853*

Det. Kevin J. McCoy

Name of Arresting Officer

6/17/17

Date

**Probable Cause Continuation**

available to sign these checks however Ms. Spring chose to forge Ms. Rozanski's signature. This fact could indicate Ms. Spring did not want Ms. Rozanski to be aware of these two checks and possibly question the invoice and the issuance of the checks or question the transfer of funds from unrelated accounts into Mr. Ryan's account.

Based on the circumstances surrounding the issuance of these two checks by Ms. Spring and the fact that she forged Ms. Rozanski signature Ms. Spring violated FSS 831.01, Forgery, (2 counts) and also violated FSS 838.022 (1) a, Official Misconduct. (2 counts) by falsifying an official record or official document.

NOT A CERTIFIED COPY

Sworn and Subscribed before me

Notary Public/Clerk of Court/ Police Officer

Set William Murphy 79

01/07/17

Date

Signature of Arresting/Investigating Officer

**Det. Kevin J. McCoy**

Name of Arresting Officer

6/07/17

Date