



Memorandum

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To: Dr. Jose L. Dotres, Superintendent
Miami-Dade County Public Schools

From: Felix Jimenez, Inspector General

Date: August 2, 2023

Subject: Report of Investigation: *Master Schedule at Miami Carol City Senior High School*
Ref: IG19-0005-SI

Attached please find an Office of the Inspector General (OIG) Report of Investigation concerning the creation of the master schedule at Miami Carol City Senior High School. The OIG received a complaint that alleged the then principal, Adrena Williams, assigned Educational Transformation Coaches (coaches) to the master schedule for classes they were not teaching. It was also alleged that Principal Williams overused the school's substitute teacher funds, which resulted in full-time teachers being unable to attend professional development opportunities because there were no funds left to hire substitute teachers to cover their absence.

The OIG's investigation found that the coaches were placed on the master schedule as placeholders for classes without full-time teachers. The classes were taught by long term substitutes or Florida Virtual School teachers. The OIG found that the substitute teachers were paid out of Turnaround Schools Supplemental Services Allocation funds and not out of the substitute teacher fund as alleged. As such, the allegation involving a budgetary shortfall impacting professional development opportunities was determined to be unfounded.

In the course of this investigation, the OIG discovered that after the coaches were removed from the master schedule, they were replaced by non-instructional personnel—a custodial worker and a food service worker. This finding is troubling and strongly suggests that policies and training need to be strengthened regarding the creation and maintenance of a school's master schedule.

The attached report includes three recommendations regarding the building of the master schedule and the use of placeholders. The OIG requests a status report in 90 days regarding the District's position and implementation of these recommendations. We look forward to receiving your response on or before November 1, 2023.

Attachment

cc: Mr. Jose Bueno, Chief of Staff, Office of the Superintendent
Dr. John D. Pace III, Deputy Superintendent, Office of School Leadership & Performance
Dr. Yesenia M. Aponte, Region Superintendent
Individuals previously furnished with the draft report (under separate cover)



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I. INTRODUCTION & SYNOPSIS

This investigation was predicated on two confidential complaints received by the Miami-Dade County Public Schools (M-DCPS) Office of the Inspector General (OIG) in September 2019. The complaints alleged, that former Miami Carol City Senior High School (Carol City) Principal Adrena Williams assigned Education Transformation Office (ETO)¹ Title I Transformation Coaches Jazmin Gonzalez-Jimenez and Tanicia Anderson-Wright (the coaches) to the school's master schedule for classes that they were not teaching; a misuse of Title I funds.² It was also alleged that Principal Williams overused the school's substitute teacher funds, which resulted in full-time teachers being unable to attend professional development opportunities because there were no funds left to hire substitute teachers to cover their absence.

The allegations that the coaches were assigned to various classes on the school's master schedule but did not actually teach those classes was substantiated. The classes at issue were the Theatre, Cinema, and Film Production (Theatre); Creative Photography (Photography); and Building Trades and Construction Design Technology (Construction) classes. The coaches were not informed that they were going to be assigned to those classes on the master schedule or be used as "placeholders". The three classes were actually taught by either substitute teachers or instructors from the Florida Virtual School (FLVS).³ There was no misuse of Title I funds as the coaches did not perform duties beyond those funded by Title I.

The allegation that the use of substitute teachers to teach the aforementioned classes impacted the ability of teachers to attend professional development was unfounded. The substitute teachers for the Theater, Photography and Construction classes were paid from the Turnaround School Supplemental Services Allocation (TSSSA) funds, not the substitute teacher fund.

In the course of this investigation, the OIG discovered that after the coaches were removed as teachers from the master schedule, non-instructional personnel (a custodial worker and a food service worker) were named on the master schedule replacing the

¹ ETO was created by M-DCPS in 2010 to turn around "persistently lowest-achieving" schools. Additional funding and support are provided to these schools. Source: [M-DCPS ETO Historical Background](#)

² Title I funds are awarded by the federal government for educational strategies that enable students to meet academic standards.

³ M-DCPS has a memorandum of understanding with the Florida Virtual School (FLVS) to provide a blended learning experience where two or more students are taught by an FLVS instructor at a M-DCPS school with a dedicated school facilitator.

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coaches. This finding is disconcerting and strongly suggests that more training and adherence to protocols is required in building and maintaining a school's master schedule.

II. OIG JURISDICTIONAL AUTHORITY

The Miami-Dade County Office of the Inspector General (OIG) provides inspector general services to Miami-Dade County Public Schools (M-DCPS) pursuant to an Interlocal Agreement (ILA) between Miami-Dade County and the M-DCPS Board. The ILA governs the scope and jurisdiction of the OIG's activities. Among the authority, jurisdiction, responsibilities, and functions conferred upon the OIG through the ILA is the authority and jurisdiction to investigate M-DCPS affairs, including the power to review past, present, and proposed programs, accounts, records, contracts, and transactions. The OIG shall have the power to require reports and the production of records from the M-DCPS Superintendent, School Board members, School District departments and allied organizations, and School District officers and employees, regarding any matter within the jurisdiction of the OIG.

III. BACKGROUND

The master schedule is a tool used by school administrators to establish class and teacher assignments. The master schedule is created each year by a school administrator. Development of the master schedule starts during the previous school year and continues into the current school year. In senior high schools, the schedule is made through a designated software program called Aspen Secondary Scheduler. This software program is maintained by the M-DCPS Information Technology Services (ITS), Application Development and Client Support section, which also provides training to district staff on the use of the program.

The information from the master schedule for student, class, and teacher assignments is transmitted from Aspen Secondary Scheduler into the school district's mainframe system, District Student Information System (DSIS). DSIS provides student information for Full-Time Equivalent (FTE)⁴ reporting to the Florida Department of Education (FLDOE) through an application called Department of Education Edit Correction Online (DECO). School instructional personnel can view class schedules in DSIS.

⁴ FTE is a unit of measurement used for each student by the Florida Education Finance Program (FEFP), which allocates funding to school districts. There are two FTE survey periods (aka FTE weeks) during the school year in October and February, where each student is reported in FTE membership and in attendance, along with other factors such as program placement, scheduling, and discipline during the survey periods, which are then reported to the Florida Department of Education and the FEFP for funding purposes. Source: M-DCPS 2020-2021 Full-Time Equivalent Handbook. www.apideschools.net/FTE/Handbooks/.

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IV. INDIVIDUALS & ENTITIES DISCUSSED IN THIS REPORT

Miami Carol City Senior High School (Carol City)

Carol City is located at 3301 Miami Gardens Drive, Miami Gardens, Florida 33056. It is under the supervision of the M-DCPS North Region Office. Carol City provides classes for students from 9th through 12th grades. Carol City is designated as a Title I Schoolwide Program. This designation entitles it to additional federal funding sources. Title I funds are allocated by the federal government to schools to support educational strategies that enable students to meet academic standards.

Ms. Adrena Williams, former Principal at Carol City⁵

Principal Williams has been employed with M-DCPS for the past 27 years and has been a principal for the past 11 years. Principal Williams was assigned to Carol City as its principal from June 21, 2018, to June 1, 2021. Principal Williams was transferred to Miami Northwestern Senior High School from July 26, 2021, to November 4, 2021, after which time she was assigned to the Central Region Office. When Principal Williams was assigned to Carol City, she was responsible for the overall administration of the school, including the development of the school's master schedule.

Ms. Rhonda Gaines-Miller, former Assistant Principal at Carol City

Assistant Principal Gaines-Miller has been employed with M-DCPS for 21 years and was assigned as an assistant principal at Carol City on July 13, 2017.

On August 6, 2020, Assistant Principal Gaines-Miller was promoted to middle school principal at Thomas Jefferson Middle School. As an assistant principal at Carol City, she was assigned to prepare the master schedule for the 2019-2020 school year by (then) Principal Adrena Williams.

Ms. Jazmin Gonzalez-Jimenez and Ms. Tancia Anderson-Wright, former ETO Title 1 Transformation Reading Coaches at Carol City (the coaches)

Both Ms. Gonzalez-Jimenez and Ms. Anderson-Wright have over a decade of teaching experience at M-DCPS and both were designated as ETO Title I Transformation reading coaches at Carol City during the 2019-2020 school year.

Pursuant to a Letter of Understanding (LOU) between the United Teachers of Dade (UTD) (the collective bargaining unit for M-DCPS instructional staff) and M-DCPS concerning the selection, deployment, and supplemental compensation for Transformation Coaches for the 2019-2020 school year, coaches serve as instructional leaders in the areas of

⁵ Throughout this report references to Ms. Williams will be to her as Principal of Carol City.

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Reading, Math, and Science in targeted schools under the supervision of the Education Transformation Office. The LOU expressly states that transformation coaches are responsible for instructional leadership only. (**EXHIBIT 1**) In other words, coaches do not teach classes; they coach and support teachers to improve classroom instruction. Title I funds are used to fund transformation coaches at schools that are under the Title I Schoolwide Program.

Mr. Gene Clark, Custodian at Carol City

Mr. Clark has been employed with M-DCPS since 2016 at Carol City as a 12-month custodian. Mr. Clark is not a teacher and has never worked as a substitute teacher or classroom monitor. Mr. Clark's name was used on Carol City's 2019-2020 master schedule for the Building, Trades and Construction Design Technology class.

Ms. Sonia Colson, Part-Time Food Service Worker at Carol City

Ms. Colson has been employed with M-DCPS for 25 years and has been assigned to Carol City since 2007 as a part-time food service worker. Ms. Colson is not a teacher and never worked as a substitute teacher or classroom monitor. Ms. Colson's⁶ name was used on Carol City's 2019-2020 master schedule for the Theatre, Cinema, and Film Production and Creative Photography classes.

M-DCPS Information Technology Services (ITS)

ITS is a department within M-DCPS which provides the technical infrastructure and foundation to support the school district.⁷ The Technology Learning Center (TLC) is part of the ITS Application Development and Client Support section. The TLC provides support and training for district staff. ITS TLC produces a "Building the Master Schedule" manual for M-DCPS staff to use as a guide when constructing the master schedule.

V. CASE INITIATION AND METHODOLOGY

On September 27, 2019, M-DCPS OIG received a confidential complaint alleging that Carol City Transformation Coach Jazmin Gonzalez-Jimenez was assigned to teach a first period Theatre class on the school's master schedule during 2019-2020 school year. Ms. Gonzalez-Jimenez was not providing any classroom instruction, but instead the class was being taught by a substitute teacher. Moreover, the substitute teacher was paid out of the general substitute teacher fund budget, thereby draining substitute teacher funding, which hinders regular teachers from being able to attend professional development

⁶ Ms. Colson was listed on the master schedule, dated November 20, 2019, under her maiden name of Sonia Baker.

⁷ www.dadeschools.net/ITS

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opportunities. The complainant asserted that there would be no need to spend money on a substitute teacher if Ms. Gonzalez-Jimenez was actually teaching the class, but if she was, then it would be a misuse of federal Title 1 funds.

A month later, the OIG received a second confidential complaint echoing the same allegations as the first complaint; however, a second transformation coach, Ms. Anderson-Wright, was identified as the teacher for the sixth period Construction class even though the class was being taught by a substitute teacher for the entire first quarter of the school year.

OIG Special Agents interviewed the confidential complainants. The confidential complainants alleged that the classes assigned to the coaches were taught by substitute teachers, and that the unnecessary use of the substitute teachers was depleting the school's substitute teacher budget causing teachers who wanted to attend professional development to be denied attendance. The confidential complainants also alleged that the coaches are exempt from regular teaching duties as outlined in the LOU between the UTD and M-DCPS.

During the investigation, the OIG interviewed Principal Williams; Assistant Principal Gaines-Miller; the coaches (Ms. Gonzalez-Jimenez and Ms. Anderson-Wright), instructional and non-instructional employees at Carol City, including the school's registrar; senior administrators with the district's ETO, North Region Office, Division of Academics, Office of School Operations, and Office of Budget Management; and UTD stewards. Additionally, OIG Special Agents interviewed ITS, Application Development and Client Support, Technical Learning Center Supervisor Ana Haberkorn regarding the Aspen Secondary Scheduler, and other senior administrative staff with ITS.

The OIG reviewed numerous School Board policies and school records consisting of employee records; payroll records; leave cards; temporary duty requests (TDRs); training records; class assignments; master schedules, including revisions; budgetary and school financial records; DSIS records; FTE records transmitted via the DECO application to FLDOE; Aspen Computer System records; and ITS training manuals for the master schedule, including the guidelines produced by the Office of School Operations. The OIG found no specific School Board policy that addresses the development of the master schedule.

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VI. INVESTIGATIVE FINDINGS

Finding 1: ETO Title I Transformation Coaches Gonzalez-Jimenez and Anderson-Wright were wrongfully identified on the master schedule as teaching the Theatre and Construction classes, which were actually taught by substitute teachers.

The OIG substantiated the allegations involving each coach. Ms. Gonzalez-Jimenez was identified on the master schedule as teaching the Theatre class and a Photography class; Ms. Anderson-Wright was identified as teaching the Construction class. Neither taught those classes. The coaches were used on the master schedule as placeholders in the scheduling software for the substitute teachers or virtual teachers who were actually teaching the classes, but neither coach provided any classroom supervision to the substitute/virtual teacher attending to the class. The two coaches were not informed they were being listed as placeholders.

The OIG reviewed Carol City's 2019-2020 master schedules for September 23, 2019, October 11, 2019, and November 18, 2019. They showed Ms. Gonzalez-Jimenez was assigned to Theatre and Photography for multiple class periods per day, while Ms. Anderson-Wright was assigned to the Construction class for six class periods per day. **(EXHIBIT 2)**

The OIG Special Agents interviewed the coaches. Both coaches were unaware they were assigned to the aforementioned classes on the master schedule until they learned of it from their colleagues. The coaches explained that as transformation coaches their job was to help other teachers develop their teaching skills. They do not teach classes themselves.

OIG Special Agents interviewed Principal Williams. She stated that the use of the transformation coaches on the master schedule was only temporary—as placeholders—until regular teachers could be found for those classes. Principal Williams stated that for the 2019-2020 school year, Assistant Principal Gaines-Miller was assigned to build the master schedule.

Principal Williams stated that on November 19, 2019, she, and her senior administrative staff, which included Assistant Principal Gaines-Miller, had a regularly scheduled meeting with representatives of UTD. During that meeting, the UTD informed Principal Williams that the coaches were being listed on the master schedule for classes they were not teaching. Principal Williams then directed Assistant Principal Gaines-Miller to remove the coaches from the master schedule. Principal Williams stated to the OIG that even though the transformation coaches were not teaching the classes they were assigned to on the master schedule, the classes were being taught by instructors from the FLVS or by a substitute teacher.

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OIG Special Agents interviewed Assistant Principal Gaines-Miller who confirmed listing the transformation coaches as placeholders since the school initially did not have regular teachers assigned for the Theatre, Photography, and Construction classes.

OIG Special Agents interviewed UTD Building Stewards who confirmed that pursuant to the LOU, transformation coaches were to assist other teachers only; they were not supposed to be assigned classes to teach. The UTD Building Stewards also confirmed the meeting with Principal Williams and her staff on November 19, 2019, and that they brought up the issue of the transformation coaches listed as teaching classes on the master schedule.

OIG Special Agents interviewed two senior administrative officials from the school district's ETO regarding the use of transformation coaches at schools. One official noted that teachers listed on the master schedule are supposed to be teaching the class that they are assigned to; however, for the 2020-21 school year, coaches were being used as "teachers of record" due to teacher resignations and the need to augment scheduling of physical and online classes. The other ETO official noted that there may be rare occasions (when there are teacher shortages) where a transformation coach may also be the teacher of record. The OIG notes in the subject case, neither Ms. Gonzalez-Jimenez nor Ms. Anderson Wright, who were certified as reading coaches, were actually placed, even if temporarily, in English Language Arts classes due to teacher shortages.

OIG Special Agents interviewed ITS Technical Learning Center (TLC) Supervisor Ana Haberkorn and Technology Liaison Ms. Lilliam Weglarz about the building of the master schedule. TLC provides support and training to district staff on the use of the Aspen Program to build the master schedule. They indicated that TLC publishes a training manual titled *Building the Master Schedule* for district staff to use as an aid for building secondary school master schedules. They also stated that TLC offers a 2-day training course for district staff on building the master schedule using the Aspen Secondary Scheduler application. Even though attendance at the training course is not mandatory, it is strongly recommended for district staff who are tasked with building a master schedule.

Mses. Haberkorn and Weglarz indicated that the preferred method for addressing vacant authorized teacher positions is to use the designation TBA⁸ and the Position Control Number.⁹ **(EXHIBIT 3)** They referred to the use of the TBA designation as a placeholder. When asked about listing the name of individual, who was not teaching the course—like a counselor, as a placeholder, they stated that they were unaware of any prohibition because in the case of a counselor, s/he is a certified teacher and could teach the class,

⁸ TBA is an acronym for To Be Announced.

⁹ Position Control Number refers to a teaching position that is fully funded which may be vacant or occupied according to Ms. Haberkorn of the ITS TLC.

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if required. Again, both administrators reiterated that the TBA designation should be used as the placeholder; however they also both acknowledged that leaving the class period as TBA would not allow the schedule to roll over into the DSIS system.

The TLC administrators advised that Weekly Briefings are disseminated to all Principals and Assistant Principals on a variety of ITS topics. They pointed to a briefing that had just been disseminated on May 27, 2021, weeks prior to speaking with the OIG, that addressed using the TBA designation in the master schedule for open positions.
(EXHIBIT 4)

Ms. Haberkorn checked her training records and determined that Assistant Principal Gaines-Miller did not attend Part 1 of the TLC Aspen Secondary Scheduler Training Course, which covers staff assignments, but did attend Part 2 in 2017.

OIG Special Agents interviewed North Region Superintendent Dr. Verena Cabrera on the use of TBA and the use of placeholders, in lieu of TBA, on the master schedules. Dr. Cabrera explained that the TBA designation should be used until a teacher is assigned to the class, however, at the time of the roll over, if the classroom teacher is still coded as TBA, the information would not roll over (i.e., accepted in DSIS), and this would require re-entering all of the class information into the system. Entering an employee number as a placeholder circumvents this problem. Dr. Cabrera added that anyone could be a placeholder such as the principal, an assistant principal, or coaches. Dr. Cabrera advised that if someone like a coach is going to be used as a placeholder, or a teacher of record, even temporarily on the master schedule until a permanent teacher is found, then the coach should be notified as a matter of transparency, and so they understand what their role is going to be regarding their class assignments.

OIG Special Agents also interviewed Office of School Operations Administrative Director Gloria Arazoza, who explained that her office has instructed the principals to use TBA for open teacher positions when building the master schedule during the summer and prior to the start of the new school year. Once school starts, TBA can no longer be used, and the master schedule builder has to switch over to a placeholder with an employee number in order to access the online gradebook attached to the course. She acknowledged that the master schedule is an “evolving process” throughout a school year as changes are constantly made to the class and teacher assignments.

Administrative Director Arazoza advised that the goal is always to get the position filled with a qualified teacher, but in reality, it may be difficult to find a teacher for a specific class. She further stated the placeholder should not be on the master schedule at the time of the FTE Survey because whoever is on the master schedule during FTE should be the person who is in the classroom with the students.

Administrative Director Arazoza further explained there are times when schools may have a placeholder, like a transformation coach, on the master schedule at FTE time, but a

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day-to-day substitute teacher is actually in the class with the students. She acknowledged that even though this does occur, it is not standard practice. She advised that for example, a core course may have a substitute teacher and the transformation coach (who has other responsibilities), may work as a support to the substitute to make sure the grading is done, lesson plans are completed, and the course is being properly taught. Under those circumstances, the transformation coaches take on a supervisory role to the substitute teacher.

Principal Williams stated that because they did not have regular full-time teachers for the Theatre, Photography, and Construction classes, Assistant Principal Gaines-Miller placed the coaches on the master schedule as placeholders. Principal Williams stated that the use of placeholders was necessary to hold and generate the classes in the master schedule when permanent teachers had yet to be hired. Principal Williams stated she is aware of the use of the TBA designation; however, if there is no assigned teacher by October when the FTE survey occurs, the class will not be counted, and the school will not receive funding for the class.

Principal Williams further stated that when regular full-time teachers could not be found for the Theatre and Photography classes, the students who enrolled for those classes were taught by online instructors from FLVS at the Carol City campus, with Carol City teachers or substitutes acting as monitors for those classes.

Principal Williams indicated that it was never their intention to use the coaches as the actual teachers of the Theatre, Photography, or Construction classes, since their primary responsibilities were to provide instructional leadership and academic support to teachers as transformation coaches. Principal Williams stated that the coaches' temporary use as placeholders did not impact their ability to perform their duties as transformation coaches.

The OIG found no evidence that the coaches were acting in a supervisory role to the substitute and Virtual School teachers who were assigned to the Theatre, Construction, and Photography classes during the 2019-2020 school year.

Finding 2: Former Principal Adrena Williams did not improperly allocate substitute teacher funds precluding teachers from attending professional development in 2019-2020.

The allegation regarding the substitute teacher budget and professional development was determined to be unfounded. The substitute teachers assigned to the Theater, Photography, and Construction classes did not adversely impact the ability of regular teaching staff to attend professional development.

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The OIG conducted witness interviews and reviewed Temporary Duty Requests (TDRs)¹⁰ that were submitted by Carol City teachers during School Year 2019-2020. The TDRs were submitted to Principal Williams for professional development, field trips, and other school related activities. The OIG found that Principal Williams had approved 348 TDRs, with a majority of those being related to professional development for teachers. The OIG found only two TDRs for professional development that were not approved by Principal Williams for funding reasons.

The OIG Special Agents interviewed Principal Williams, who stated that during the 2019-2020 school year there were many teacher requests to attend professional development. She noted that how to pay for it is always a major concern. She explained that normally she does not allow teachers to attend professional development unless the district administration pays for it—as opposed to the school’s budget paying for it—because it does adversely impact her school’s substitute budget. Principal Williams stated that if the school district mandated the professional development and provided funding, then she would approve teachers to attend. However, Principal Williams stated there were times when she did approve professional development even if it was not mandated because it was in the best interest of the teachers, and she had enough funding to pay for a substitute to cover the class.

Carol City’s final discretionary and non-discretionary budget for substitutes, including fringe benefits totaled \$34,951 for School Year 2019-2020. According to the Executive Director Wirthy Uriarte of the Office of Budget Management, Carol City had an actual total substitute expenditure of \$85,434 for School Year 2019-2020. Of that amount, \$42,716 was paid for by the school district for open teacher positions that were filled by substitute teachers, leaving a balance amount of \$42,718 that was paid from Carol City’s substitute budget and with supplemental District funding.¹¹

The substitute teachers for the Theater, Photography and Construction classes were paid out of the Turnaround School Supplemental Services Allocation (TSSSA) grant. In 2019, Carol City was awarded the TSSSA grant by the State of Florida. This grant was an enhancement to the school’s regular budget and was used to offer new elective courses to generate excitement among the students and increase their attendance. Carol City did not have teachers on staff who were qualified and had extra capacity in their schedules to teach the new classes. According to Principal Williams, they attempted to hire new teachers, but were unable to. The money allocated for these positions was used to pay

¹⁰ A TDR is a form used to request coverage when an instructional employee will be out of the classroom during the regular workday for off campus on school related business; whenever the employee will work at the school site on school related business and will not be performing regularly assigned duties; employee seeks approval for a travel/field trip, or for other reasons subject to the approval of the principal. Source: M-DCPS Temporary Duty Request, FM-7433.

¹¹ According to the M-DCPS Office of Budget Management, supplemental funding in the amount of \$7,765 was provided by the school district to cover the substitute budget overage.

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for the substitute teachers and Florida Virtual School teachers. The grant was not renewed for the 2020-2021 school year.

Finding 3: Non-instructional employees Gene Clark and Sonia Colson were improperly placed on the Carol City master schedule when transformation coaches Gonzalez-Jimenez and Anderson-Wright were removed from the master schedule.

During the course of this investigation, the OIG learned that immediately after the meeting with the UTD Building Stewards on November 19, 2019, Principal Williams directed Assistant Principal Gaines-Miller to remove the two coaches from the master schedule. On November 20, 2019, Ms. Gonzalez-Jimenez' name was removed from the master schedule for the Theatre and Photography classes and replaced with Sonia Colson, a part-time food service worker at Carol City; Ms. Anderson-Wright's name was removed from the Construction class and replaced with Gene Clark, a full-time, 12-month custodian at Carol City. **(EXHIBIT 5)** Even though Ms. Colson and Mr. Clark were on the master schedule, the OIG confirmed that the Theatre, Photography, and Construction classes were taught by instructional personnel.

The OIG interviews of Ms. Colson and Mr. Clark revealed that they were unaware that their names were being used on the school's master schedule. They both have no teaching experience or educational background to be qualified to teach the classes they were assigned. Nor were they ever used as classroom monitors for those classes.

The OIG obtained an ITS audit trail of revisions made to Carol City's master schedule by Assistant Principal Gaines-Miller. **(Exhibit 6)** The revisions made by Assistant Principal Gaines-Miller are summarized below in Tables 1 and 2.

Table 1: Revisions to Theatre, Cinema, and Film Production on Master Schedule

Date	Time	Previous	Changed To
09/17/2019	11:14 AM	TBA	Jazmin Gonzalez- Jimenez
11/20/2019	7:41 AM	Jazmin Gonzalez-Jimenez	Monique Weaver
11/20/2019	8:34 AM	Monique Weaver	Sara Colson
01/31/2020	7:22 AM	Sara Colson	Cecilia Paz

Table 2: Revisions to Creative Photography on Master Schedule

Date	Time	Previous	Changed To
09/17/2019	11:14 AM	TBA	Jazmin Gonzalez-Jimenez
11/20/2019	7:41 AM	Jazmin Gonzalez- Jimenez	Monique Weaver
11/20/2019	8:34 AM	Monique Weaver	Sara Colson
01/31/2020	7:22 AM	Sara Colson	Cecilia Paz

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ITS could not locate the audit trail for the Construction Class. School Registrar Ericka Deliford stated she added substitute teacher Edwin Johnson to the Construction class on December 17, 2019, via DSIS.¹² This was confirmed through a revision in DSIS located by ITS. **(EXHIBIT 7)** Ms. Deliford indicated that she assisted Assistant Principal Gaines-Miller with the 2019-2020 master schedule by adding classes in DSIS and that if she added Mr. Johnson to the Construction class in DSIS it would have been done at the request of either Principal Williams or Assistant Principal Gaines-Miller. Ms. Deliford stated it was Assistant Principal Gaines-Miller who was tasked with building the master schedule and that it was likely that she added the coaches to the master schedule. Ms. Deliford also indicated that the addition of non-instructional employees to the master schedule was not allowed and that any changes that led to Gene Clark and Sonia Colson being added to the master schedule were done in the Aspen Scheduler, but not by her.

OIG Special Agents also interviewed Assistant Principal Gaines-Miller. She acknowledged the use of the coaches as placeholders on the master schedule for the Theatre, Photography, and Construction classes, because regular full-time teachers had not been found when she was building the master schedule. Assistant Principal Gaines-Miller was asked if she recalled the UTD meeting in November 2019 with Principal Williams and the other senior administrative staff. She could not specifically remember the meeting with the UTD in November 2019, but she did recall when Principal Williams wanted the coaches removed from the master schedule. She did not recall replacing the coaches with non-instructional employees, even after being shown the revisions made under her name in the ITS records. **(See EXHIBIT 6, previously referenced.)**

The OIG reviewed Carol City's October 2019 FTE Report that was transmitted via DECO to the Florida Department of Education (FLDOE). The FTE Survey week was from October 7-11, 2019. A review of that report confirmed that non-instructional employees Sonia Colson and Gene Clark were not listed as teachers of record for the Theatre, Photography, or Construction classes. The report showed that the two coaches (Ms. Gonzalez-Jimenez and Ms. Anderson-Wright) were the staff assigned to those classes, although they were not the actual instructors in the classrooms. **(EXHIBIT 8)**

VII. ISSUANCE OF DRAFT REPORT FOR REVIEW AND COMMENT

This report, as a draft, was provided to Principal Williams and Assistant Principal Gaines-Miller for their review and submission of discretionary written responses. The OIG did not receive any responses.

¹² The OIG determined that substitute teacher Cecilia Paz worked as a monitor/facilitator for the Photography class being taught online by the FLVS. It was also confirmed that other Carol City teachers worked as monitors in the FLVS Theatre classes.

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VIII. CONCLUSION AND RECOMMENDATIONS

The OIG recognizes that building the master schedule for a Senior High School is a dynamic process. The way this evolving and complicated process was executed at Carol City shows the need for M-DCPS to provide more guidance and training to senior high school administrators, especially in how to manage open teacher positions in the schedule. We hope that what happened here was a unique situation caused by the grant funding coming in for those electives. However, with the continuing state-wide teacher shortages following the COVID-19 pandemic, we are concerned the issue will continue to arise.

Both the Master Schedule Manual and the weekly briefing indicate that TBA and the position number should be used for open positions when creating a master schedule. There is no guidance provided on what to do if the position has not been filled by the time the schedule is rolled over into DSIS. The guidance on TBA's has not been update in the Master Schedule Manual since at least 2018.

Based on the findings developed in this investigation, the OIG makes the following recommendations.

Recommendation 1: The OIG recommends that M-DCPS create a formal procedure on the use of placeholders and TBAs for vacant positions at the time of rolling over the schedule into DSIS. If a school uses long term substitutes, classroom supervisors, and FLVS teachers they should be included in DSIS to ensure parents and caregivers receive accurate information about who is teaching and supervising their children.

Recommendation 2: The OIG recommends that if master schedules will be rolled over into DSIS prior to permanent instructors being assigned, the regional office should approve the use of the placeholders.

Recommendation 3: The OIG recommends mandatory training for all M-DCPS staff who create, revise, or approve master schedules. Such training should include clear guidance that non-instructional personnel should never be used on a master schedule as a placeholder or otherwise.

Safeguards must be in place to ensure actual instructors are in the master schedule when transmitted at FTE time. It is of utmost importance that only accurate information be submitted to the State Department of Education.

This investigation was conducted in accordance with the *Principles and Standards for Offices of Inspector General* as promulgated by the Association of Inspectors General.

**Miami-Dade County Public Schools
Office of the Inspector General
19-0005-SI**

EXHIBIT 1

Letter of Understanding between the United Teachers of Dade
and Miami-Dade County Public Schools for the 2019-2020 School
Year

(2 pages)

**M-DCPS/UTD
LETTER OF UNDERSTANDING
TRANSFORMATION COACHES**

Pursuant to Appendix E, Rules and Regulations Governing Salary Schedules, Credential Payments, Supplements, and Varsity Athletics program of the current Labor Contract between Miami-Dade County Public Schools (M-DCPS) and the United Teachers of Dade (UTD), the parties have met to discuss modifications to the contract regarding supplements for Extra Duties/Responsibilities effective for the 2019-2020 school year.

The parties agree to the following:

The development of Instructional Leadership within the members of the bargaining unit is of great importance, in order to develop the sustainability of the instructional program in M-DCPS.

In an effort to increase the sustainability of Instructional Leadership among the teachers, a \$4,500 supplement will be paid to Transformation Coaches meeting the following criteria:

- Transformation Coaches will be assigned to Tier 1 Watch, Tier 2 and Tier 3 schools in the areas of Reading, Math and Science. In elementary, K-8, and middle schools, a maximum of four transformation coaches will be placed. High schools may receive up to five transformation coaches. Schools that were identified as Tier 1 Watch, Tier 2 and Tier 3 during the 2018-2019 school year may also purchase Transformation Coaches to support their academic programs. School assignment to Tier 1 Watch, Tier 2 and Tier 3 will be reviewed and revised annually based upon school accountability data.
- Transformation Coaches will serve as instructional leaders in the targeted schools under the supervision of the Education Transformation Office in support of school site administration.
- Transformation Coaches will be responsible for Instructional Leadership only.
- The selection of Transformation Coaches will occur with the Education Transformation Office, school administration, and teacher representation. The teacher representative may be one of the EESAC faculty elected representatives or the faculty representative elected to serve on the Administrator Interview Committee.
- Transformation Coaches will utilize the coaching model with the implementation of evidence-based instructional strategies to improve students' academic success.
- Transformation Coaches in the Literacy position must have already completed two (2) courses of their Reading Endorsement upon hire and are required to be fully endorsed within two (2) years. At least two (2) of the remaining three (3) courses must be completed within the first year, in order to remain in the position. Teachers with the Reading Endorsement or certification in Reading shall receive preference in the hiring process.
- At the conclusion of the school year, teachers in each department will anonymously participate in a jointly created survey to determine if the support provided by Transformation Coaches aligned to the agreed upon job description and provide feedback regarding efficacy

of the program. M-DCPS and UTD will jointly review the results of the survey. If the results provide evidence that the support provided by the Transformation Coaches is not aligned with the job description, appropriate staff changes will be made for the following year.

Teachers may only continue to serve as a Transformation Coach at that school by mutual agreement of the parties.

- Transformation Coaches will be surplus by job code. [Exception: The Principal may surplus another teacher from the Pre-Kindergarten through Six Grade Program (elementary) or Core Department (secondary), if the Transformation Coach was promoted from the school's faculty to be the Transformation Coach. The teacher to be surplus; however, must be the least senior].
- Representatives from the District and UTD agree to consult on issues that arise as a result of the Letter of Understanding (LOU) and discuss successes, opportunities for improvements, available funding, and other concerns.
- The provisions of this LOU are subject to annual review and renewal by the parties.

**THE SCHOOL BOARD OF MIAMI-DADE
COUNTY, FLORIDA**

UNITED TEACHERS OF DADE



8/16/19

Mr. Jose L. Dotres
Chief Human Capital Officer
Office of Human Capital Management

Date



8/14/19

Mrs. Karla Hernández-Mats
President

Date



8/14/19

Ms. Marie L. Izquierdo
Chief Academic Officer
Office of Academics and Transformation

Date



8/24/19

Dr. David K. Moore
Assistant Superintendent
Curriculum & Instruction Education
Transformation Office

Date

**Miami-Dade County Public Schools
Office of the Inspector General
19-0005-SI**

EXHIBIT 2

2019-2020 Master Schedule for Miami Carol City Senior High
School for dates September 23, 2019, October 11, 2019,
November 18, 2019.

(5 pages)

Teacher Utilization

School Year 2020

Department: Reading

Teacher	01	02	03	04	05	06	07	08
ANDERSON-WRIGHT, TANICIA 4445	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) Duty 23 Com Plan-34 Planning Ttl: 0 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) E06-02 Building Trades and Construction Design Technology Rm: 5107 Ttl: 40 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) E06-06 Building Trades and Construction Design Technology Rm: 5107 Ttl: 25 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) E06-03 Building Trades and Construction Design Technology Rm: 5107 Ttl: 22 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) E06-04 Building Trades and Construction Design Technology Rm: 5107 Ttl: 22 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) E06-01 Building Trades and Construction Design Technology Rm: 5107 Ttl: 33 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) E06-05 Building Trades and Construction Design Technology Rm: 5107 Ttl: 34 (A)
CONNER, GERALDINE 6030	R11-07 Intensive Reading Grade 9 Rm: 1216 Ttl: 25 (A)		R11-06 Intensive Reading Grade 9 Rm: 1216 Ttl: 26 (A)	S08-01 Intensive Reading Plus Grade 9 Rm: 1216 Ttl: 14 (A)	R11-08 Intensive Reading Grade 9 Rm: 1216 Ttl: 25 (A)	S10-01 Intensive Reading Plus Grade 10 Rm: 1216 Ttl: 15 (A)	R11-09 Intensive Reading Grade 9 Rm: 1216 Ttl: 24 (A)	Duty 23 Com Plan-32 Planning Ttl: 0 (A)
GONZALEZ-JIMENEZ, JAZMIN 4444	Duty 11 Read Coach-01 Reading Coach Ttl: 0 (A) Y08-05 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 20 [T1](A) Y09-01 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 20 [T2](A)	Duty 11 Read Coach-01 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach-01 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach-01 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach-01 Reading Coach Ttl: 0 (A) Y10-01 Creative Photography 1 Rm: 7216 Ttl: 18 [T1](A) Y11-01 Creative Photography 1 Rm: 7216 Ttl: 18 [T2](A)	Duty 11 Read Coach-01 Reading Coach Ttl: 0 (A) Y08-02 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 27 [T1](A) Y09-04 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 27 [T2](A)	Duty 11 Read Coach-01 Reading Coach Ttl: 0 (A) Y08-03 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 29 [T1](A) Y09-05 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 29 [T2](A)	Duty 11 Read Coach-01 Reading Coach Ttl: 0 (A)

Teacher Utilization

School Year 2020

Department: Language Arts

Teacher	01	02	03	04	05	06	07	08
BONNER, MACKENZIE 6030	A12-04 English 2 Rm: 1204 Ttl: 28 (A)	A12-03 English 2 Rm: 1204 Ttl: 19 (A) K02-02 English 2 Rm: 1204 Ttl: 8 (A)		A12-05 English 2 Rm: 1204 Ttl: 18 (A)	Y03-01 Peer Counseling 1 Rm: 1204 Ttl: 20 [T1](A) Y04-01 Career Research and Decision Making Rm: 1204 Ttl: 20 [T2](A)	A02-01 English 2 Through ESOL Rm: 1204 Ttl: 13 (A) A12-06 English 2 Rm: 1204 Ttl: 10 (A)	Duty 23 Com Plan-14 Planning Ttl: 0 (A)	A12-07 English 2 Rm: 1204 Ttl: 20 (A) K02-01 English 2 Rm: 1204 Ttl: 1 (A)
DINO, NICHOLE 6030	A13-04 English 3 Rm: 1200 Ttl: 29 (A)	Duty 23 Com Plan-12 Planning Ttl: 0 (A)	A23-01 English Honors 3 Rm: 1200 Ttl: 24 (A)	Q64-01 Skills for Students Who are Gifted Rm: 1200 Ttl: 12 (A) Q65-01 Skills for Students Who are Gifted Rm: 1200 Ttl: 4 (A)	A13-05 English 3 Rm: 1200 Ttl: 30 (A)		A34-02 Advanced Placement English Literature and Composit Rm: 1200 Ttl: 15 (A) Z24-01 Advanced Placement English Literature and Composit Rm: 1200 Ttl: 15 (A)	A34-01 Advanced Placement English Literature and Composit Rm: 1200 Ttl: 20 (A)
GONZALEZ- JIMENEZ, JAZMIN 4444	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A) Y08-05 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 21 [T1](A) Y09-01 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 21 [T2](A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A) Y10-01 Creative Photography 1 Rm: 7216 Ttl: 19 [T1](A) Y11-01 Creative Photography 1 Rm: 7216 Ttl: 19 [T2](A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A) Y08-03 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 30 [T1](A) Y09-05 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 30 [T2](A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A)

Teacher Utilization

School Year 2020

Department: Reading

Teacher	01	02	03	04	05	06	07	08
ANDERSON-WRIGHT, TANICIA 4445	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) Duty 23 Com Plan-34 Planning Ttl: 0 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓E06-02 Building Trades and Construction Design Technology Rm: 5107 Ttl: 39 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓E06-06 Building Trades and Construction Design Technology Rm: 5107 Ttl: 22 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓E06-03 Building Trades and Construction Design Technology Rm: 5107 Ttl: 22 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓E06-04 Building Trades and Construction Design Technology Rm: 5107 Ttl: 26 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓E06-01 Building Trades and Construction Design Technology Rm: 5107 Ttl: 30 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓E06-05 Building Trades and Construction Design Technology Rm: 5107 Ttl: 35 (A)
CONNER, GERALDINE 6030	R11-07 Intensive Reading Grade 9 Rm: 1216 Ttl: 23 (A)		R11-06 Intensive Reading Grade 9 Rm: 1216 Ttl: 27 (A)	S08-01 Intensive Reading Plus Grade 9 Rm: 1216 Ttl: 15 (A)	R11-08 Intensive Reading Grade 9 Rm: 1216 Ttl: 25 (A)	S10-01 Intensive Reading Plus Grade 10 Rm: 1216 Ttl: 14 (A)	R11-09 Intensive Reading Grade 9 Rm: 1216 Ttl: 25 (A)	Duty 23 Com Plan-32 Planning Ttl: 0 (A)
PAULHUS, DEREK 6030	J03-04 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 19 [T1](A) J04-04 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 19 [T2](A)	Y08-01 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 32 [T1](A) Y09-02 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 32 [T2](A)		J03-05 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 31 [T1](A) J04-05 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 31 [T2](A)	J03-01 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 26 [T1](A) J04-01 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 26 [T2](A)	J03-02 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 40 [T1](A) J04-02 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 40 [T2](A)	J03-03 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 26 [T1](A) J04-03 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 26 [T2](A)	
SMITH, YOLANDA 6030	R12-05 Intensive Reading Grade 10 Rm: 1220 Ttl: 24 (A)	R12-03 Intensive Reading Grade 10 Rm: 1220 Ttl: 24 (A)		R12-01 Intensive Reading Grade 10 Rm: 1220 Ttl: 18 (A)	R11-10 Intensive Reading Grade 9 Rm: 1220 Ttl: 24 (A)	R12-04 Intensive Reading Grade 10 Rm: 1220 Ttl: 24 (A)	R12-02 Intensive Reading Grade 10 Rm: 1220 Ttl: 25 (A)	Duty 23 Com Plan-30 Planning Ttl: 0 (A)

Teacher Utilization

School Year 2020

Department: Language Arts

Teacher	01	02	03	04	05	06	07	08
BONNER, MACKENZIE 6030	A12-04 English 2 Rm: 1204 Ttl: 29 (A)	A12-03 English 2 Rm: 1204 Ttl: 19 (A) K02-02 English 2 Rm: 1204 Ttl: 9 (A)		A12-05 English 2 Rm: 1204 Ttl: 18 (A)	Y03-01 Peer Counseling 1 Rm: 1204 Ttl: 16 [T1](A) Y04-01 Career Research and Decision Making Rm: 1204 Ttl: 16 [T2](A)	A02-01 English 2 Through ESOL Rm: 1204 Ttl: 13 (A) A12-06 English 2 Rm: 1204 Ttl: 12 (A)	Duty 23 Com Plan-14 Planning Ttl: 0 (A)	A12-07 English 2 Rm: 1204 Ttl: 20 (A) K02-01 English 2 Rm: 1204 Ttl: 1 (A)
DINO, NICHOLE 6030	A13-04 English 3 Rm: 1200 Ttl: 29 (A)	Duty 23 Com Plan-12 Planning Ttl: 0 (A)	A23-01 English Honors 3 Rm: 1200 Ttl: 24 (A)	Q64-01 Skills for Students Who are Gifted Rm: 1200 Ttl: 12 (A) Q65-01 Skills for Students Who are Gifted Rm: 1200 Ttl: 4 (A)	A13-05 English 3 Rm: 1200 Ttl: 28 (A)		A34-02 Advanced Placement English Literature and Composit Rm: 1200 Ttl: 15 (A) Z24-01 Advanced Placement English Literature and Composit Rm: 1200 Ttl: 15 (A)	A34-01 Advanced Placement English Literature and Composit Rm: 1200 Ttl: 20 (A)
GONZALEZ- JIMENEZ, JAZMIN 4444	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A) Y08-05 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 15 [T1](A) Y09-01 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 15 [T2](A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A) Y10-01 Creative Photography 1 Rm: 7216 Ttl: 19 [T1](A) Y11-01 Creative Photography 1 Rm: 7216 Ttl: 19 [T2](A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A) Y08-03 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 23 [T1](A) Y09-05 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 23 [T2](A)	Duty 11 Read Coach- 01 Reading Coach Ttl: 0 (A)

Teacher Utilization

November 18, 2019

School Year 2020

Department: Reading

Teacher	01	02	03	04	05	06	07	08
ANDERSON-WRIGHT, TANICIA 4445	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) Duty 23 Com Plan-34 Planning Ttl: 0 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓ E06-02 Building Trades and Construction Design Technology Rm: 5107 Ttl: 29 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓ E06-06 Building Trades and Construction Design Technology Rm: 5107 Ttl: 24 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓ E06-03 Building Trades and Construction Design Technology Rm: 5107 Ttl: 16 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓ E06-04 Building Trades and Construction Design Technology Rm: 5107 Ttl: 26 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓ E06-01 Building Trades and Construction Design Technology Rm: 5107 Ttl: 28 (A)	Duty 11 Read Coach-02 Reading Coach Ttl: 0 (A) ✓ E06-05 Building Trades and Construction Design Technology Rm: 5107 Ttl: 39 (A)
CONNER, GERALDINE 6030	R11-07 Intensive Reading Grade 9 Rm: 1216 Ttl: 23 (A)		R11-06 Intensive Reading Grade 9 Rm: 1216 Ttl: 27 (A)	S08-01 Intensive Reading Plus Grade 9 Rm: 1216 Ttl: 16 (A)	R11-08 Intensive Reading Grade 9 Rm: 1216 Ttl: 25 (A)	S10-01 Intensive Reading Plus Grade 10 Rm: 1216 Ttl: 12 (A)	R11-09 Intensive Reading Grade 9 Rm: 1216 Ttl: 25 (A)	Duty 23 Com Plan-32 Planning Ttl: 0 (A)
PAULHUS, DEREK 6030	J03-04 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 18 [T1](A) J04-04 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 18 [T2](A)	Y08-01 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 14 [T1](A) Y09-02 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 14 [T2](A)		J03-05 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 30 [T1](A) J04-05 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 30 [T2](A)	J03-01 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 28 [T1](A) J04-01 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 28 [T2](A)	J03-02 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 40 [T1](A) J04-02 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 40 [T2](A)	J03-03 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 28 [T1](A) J04-03 Intensive Reading 11th Grade Reta Rm: 1218 Ttl: 28 [T2](A)	
SMITH, YOLANDA 6030	R12-05 Intensive Reading Grade 10 Rm: 1220 Ttl: 23 (A)	R12-03 Intensive Reading Grade 10 Rm: 1220 Ttl: 25 (A)		R12-01 Intensive Reading Grade 10 Rm: 1220 Ttl: 20 (A)	R11-10 Intensive Reading Grade 9 Rm: 1220 Ttl: 24 (A)	R12-04 Intensive Reading Grade 10 Rm: 1220 Ttl: 24 (A)	R12-02 Intensive Reading Grade 10 Rm: 1220 Ttl: 25 (A)	Duty 23 Com Plan-30 Planning Ttl: 0 (A)

**Miami-Dade County Public Schools
Office of the Inspector General
19-0005-SI**

EXHIBIT 3

Excerpt from Building the Master Schedule Manual Ver. 9.0
Table of Contents and Pages 16 and 17

(3 pages)

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Adding a TBA

Create TBA teachers as necessary **only for vacant, authorized open** positions. Only under these conditions may a TBA be scheduled. The TBA's last name **must** include the Position Control number, for example "TBA Alg #53036668. Or TBA Rdg #53036668"

- Step 1: Switch to School view
- Step 2: **SV/TT: Staff**
- Step 3: Menu, Options > Add
- Step 4: In the last name field, enter the subject area for the TBA. Add a number after the subject in the event that more than one is needed:

Details	Options	Reports	Help	Search on Name	Classroom > Num
Attendance	Add	Create New Accounts...			9 of 14
Schedule	Modify List	Input Phone			
Schedules	Mass Update...	Manage School Associations...			
Licenses	Query...	Populate Homerooms...			
Degrees	Snapshots...	Refresh Staff Schedule			
Publications	Show Selected	Validate Hours...			
Letters	Omit Selected				
Particular	<input type="checkbox"/> ALFONSO AMARALHA				
Activities	<input type="checkbox"/> ALFONSO VARELA				
Documents	<input type="checkbox"/> ALFONSO VARELA	ALF			
Snapshots	<input type="checkbox"/> ALONZO LOUIS				
	<input type="checkbox"/> ALBI, KAI				
	<input type="checkbox"/> ALLEN, LAQUANNA				

Example: TBA,Science2

- Step 5: Enter TBA on the space provided for the Last Name and in the space for the Teacher Number.
- Step 6: Select the department that will receive the TBA
- Step 7: Click on the save button on the top or bottom of this window

Repeat as needed to create additional TBAs.

- Step 7: Switch to the Build View and click on the Staff (TT)
- Step 8: On the Options menu, click on "Refresh."

Details	Options	Reports	Help	Search on Name	Classroom > Num
Assignments	Modify List				
Licenses	Mass Update...				
Schedule	Query...				
Rules	Snapshots...				
Snapshots	Show Selected				
	Omit Selected				
	<input type="checkbox"/> Agula, Elizabeth				

Any TBA(s) created in School View become part of your Staff list in Build View and can be assigned to sections, after the BV Staff list is “refreshed.” TT Staff / Options -> Refresh.



Warning!

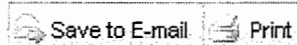
WARNING: No actual teacher’s name should be manually added to the database. Newly hired teachers are added automatically to Aspen via nightly updates. If the staff member you are searching for does not appear in you Staff list, please change your filter to “All Records” to be sure he/she is not in your list. Create a TBA if necessary and substitute the proper teacher after they have appeared in your list. If you are going to schedule a teacher who will join your staff *next* year, please submit a Self-Service request to have ITS add the teacher to your staff list.

**Miami-Dade County Public Schools
Office of the Inspector General
19-0005-SI**

EXHIBIT 4

Weekly Briefing ID 24758, dated May 16, 2019 for All Principals/AP(s)
re: ITS Working with Staff Lists in Aspen Scheduler

(2 pages)



Briefing ID #: 24758

ALL PRINCIPALS: ITS - Working with Staff Lists in the Aspen Scheduler

Category: For Your Information

Audience: All Principals/APs

Post Date: May 16, 2019

Due Date: n/a

Meeting Date: n/a

Master Calendar: n/a

Attachment(s): n/a

This briefing applies to Aspen Schedulers. It details the procedures for working with the Aspen Staff List at the school level for master schedule building.

- **Teachers should never be deleted from the Aspen staff list as historical data is connected to them.**
- **Teacher names should never be overwritten in the Aspen staff list.**
 - This includes changing the names of retiring or transferring teachers in the Build View.
 - Changes to a teacher name in Build View will also change in School View and will affect DSIS and the gradebook during the regular school year.
- Newly hired teachers are added automatically to Aspen via nightly updates.
 - If the staff member you are searching for does not appear in your Staff List, change the filter to "All Records" and search again.
 - If the teacher still does not appear in your list, you may create a TBA (with a position control number) for scheduling purposes until the hiring/transfer process is complete.
- **No teacher (other than a TBA) should ever be added to the staff tab manually.**
 - Adding teachers manually to the staff tab creates duplicate entries in the database and/or validation errors in the Build View.
 - As a result, ITS will not add teachers to schools' Build View.
 - We will continue to create "secondary school associations" for teachers shared between locations.
- **Create TBAs as necessary for open positions.** Do not create a TBA without a position control number attached to it. The TBA's last name should include the Position Control number, for example, "TBA Alg #53036668."
 - In *School View / TT Staff / Options* -> *Add*
 - Then in *Build View / TT Staff / Options* -> *Refresh*
- Submit questions about this information via HEAT at
 - <http://selfservice.dadeschools.net>
 - Select *ASK ITS A QUESTION* from the drop-down list

Contact: Support Services (<http://selfservice.dadeschools.net>)
Department: Information Technology Services

**Miami-Dade County Public Schools
Office of the Inspector General
19-0005-SI**

EXHIBIT 5

Miami Carol City Senior High School Master Schedule
November 20, 2019

(2 pages)

Teacher Utilization

School Year 2020

Department: Business

Teacher	Technology 01	02	03	04	05	06	07	08
<p>BAKER, SONIA 5200</p>	<p>Y08-05 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 15 [T1](A)</p> <p>Y09-01 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 15 [T2](A)</p>				<p>Y10-01 Creative Photography 1 Rm: 7216 Ttl: 19 [T1](A)</p> <p>Y11-01 Creative Photography 1 Rm: 7216 Ttl: 19 [T2](A)</p>		<p>Y08-03 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 23 [T1](A)</p> <p>Y09-05 Theatre, Cinema, & Film Production Rm: 7216 Ttl: 23 [T2](A)</p>	
<p>COOPER, BONITA 6240</p>	<p>T94-01 Diversified Career Technology /Level 2 Rm: 1160 Ttl: 11 (A)</p>	<p>F20-01 Critical Thinking and Study Skills Rm: 1160 Ttl: 23 [T1](A)</p> <p>F21-01 Critical Thinking and Study Skills Rm: 1160 Ttl: 23 [T2](A)</p> <p>G63-01 Career Education Services for Students With Disabi Rm: 1160 Ttl: 1 (A)</p>	<p>H32-01 Leadership Skills Development Rm: 1160 Ttl: 10 [T2](A)</p> <p>T28-01 DE: Preparing for Student Success Rm: 1160 Ttl: 10 [T1](A)</p>	<p>E13-01 Forensic Science 1 Rm: 1160 Ttl: 15 [T1](A)</p> <p>E14-01 Forensic Science 1 Rm: 1160 Ttl: 15 [T2](A)</p> <p>Z07-01 Leadership Skills Development Rm: 1160 Ttl: 9 [T1](A)</p> <p>Z08-01 Leadership Skills Development Rm: 1160 Ttl: 9 [T2](A)</p>	<p>H32-02 Leadership Skills Development Rm: 1160 Ttl: 27 [T2](A)</p> <p>T28-02 DE: Preparing for Student Success Rm: 1160 Ttl: 27 [T1](A)</p>	<p>Duty 23 Com Plan-01 Planning Ttl: 0 (A)</p>	<p>T92-02 Diversified Career Technology - OJT Rm: 1160 Ttl: 11 (A)</p>	<p>T92-01 Diversified Career Technology - OJT Rm: 1160 Ttl: 11 (A)</p>

Teacher Utilization

School Year 2020

Department: Industrial

Teacher	Education 01	02	03	04	05	06	07	08
BECKWITH, DANIA 6240	T56-02 Barbering 1/Level 2 Rm: 1174 Ttl: 19 (A)	T56-04 Barbering 1/Level 2 Rm: 1174 Ttl: 36 (A)	T56-01 Barbering 1/Level 2 Rm: 1174 Ttl: 34 (A)	Duty 23 Com Plan-11 Planning Ttl: 0 (A)	T57-01 Barbering 2/Level 2 Rm: 1174 Ttl: 14 (A)		T56-03 Barbering 1/Level 2 Rm: 1174 Ttl: 36 (A)	T58-01 Barbering 3/Level 2 Rm: 1174 Ttl: 25 (A)
→ CLARK, GENE 7300			✓ E06-02 Building Trades and Construction Design Technology Rm: 5107 Ttl: 29 (A)	✓ E06-06 Building Trades and Construction Design Technology Rm: 5107 Ttl: 24 (A)	✓ E06-03 Building Trades and Construction Design Technology Rm: 5107 Ttl: 16 (A)	✓ E06-04 Building Trades and Construction Design Technology Rm: 5107 Ttl: 26 (A)	✓ E06-01 Building Trades and Construction Design Technology Rm: 5107 Ttl: 28 (A)	✓ E06-05 Building Trades and Construction Design Technology Rm: 5107 Ttl: 39 (A)
DORET, VALESKA 6210	T60-01 Culinary Arts 1/Level 2 Rm: 5100 Ttl: 22 (A)	T61-01 Culinary Arts 2/Level 2 Rm: 5100 Ttl: 29 (A)		T61-02 Culinary Arts 2/Level 2 Rm: 5100 Ttl: 18 (A)	T62-02 Culinary Arts 3/Level 3 Rm: 5100 Ttl: 8 (A) T64-01 Culinary and Hospitality Specialties 2/Level 2 Rm: 5100 Ttl: 11 (A)	Duty 23 Com Plan-53 Planning Rm: 5100 Ttl: 0 (A)	T64-02 Culinary and Hospitality Specialties 2/Level 2 Rm: 5100 Ttl: 6 (A)	T61-03 Culinary Arts 2/Level 2 Rm: 5100 Ttl: 11 (A) T62-01 Culinary Arts 3/Level 3 Rm: 5100 Ttl: 16 (A)

**Miami-Dade County Public Schools
Office of the Inspector General
19-0005-SI**

EXHIBIT 6

Revisions to the 2019-2020 Miami Carol City Senior High School
Master Schedule via the Aspen Secondary Scheduler for the
Theatre, Cinema, and Film Production, and Creative Photography

(6 pages)

STF_OID	STF_ID_LOCAL	STF_NAME_VIEW
stf00000126083	126083	TBA-Media, Media
stf00000221955	221955	COLSON, SONIA
stf00000276772	276772	PAZ, CECILIA
stf00000285990	285990	GONZALEZ-JIMENEZ, JAZMIN
stf00000330222	330222	WEAVER, MONIQUE

Y08-05 Media, Sonia, Jazmin, Monique

Y08-05

User > Name	Change type	Time stamp	Field	Previous Value	Changed Value	Reason
GAINES-MILLER, RHONDA	Modify	1/31/2020 7:22	Related staff object identifier	<i>S. Colson</i> stf00000221955	<i>C. Paz</i> stf00000276772	
EDWARDS, AMANDA	Modify	12/4/2019 16:54	Enrollment total		15	14
GAINES-MILLER, RHONDA	Modify	11/20/2019 8:34	Related staff object identifier	<i>M. Weard</i> stf00000330222	<i>S. Colson</i> stf00000221955	
GAINES-MILLER, RHONDA	Modify	11/20/2019 7:41	Related staff object identifier	<i>J. Gonzalez</i> stf00000285990	<i>M. Weard</i> stf00000330222	
CHIARI, ERICA	Modify	11/6/2019 9:19	Enrollment total		16	15
EDWARDS, AMANDA	Modify	10/30/2019 8:00	Enrollment total		17	16
EDWARDS, AMANDA	Modify	10/30/2019 7:52	Enrollment total		18	17
EDWARDS, AMANDA	Modify	10/30/2019 7:50	Enrollment total		19	18
EDWARDS, AMANDA	Modify	10/30/2019 7:46	Enrollment total		20	19
CHIARI, ERICA	Modify	10/30/2019 7:44	Enrollment total		21	20
EDWARDS, AMANDA	Modify	9/27/2019 11:15	Enrollment total		22	21
CHIARI, ERICA	Modify	9/23/2019 14:35	Enrollment total		21	22
EDWARDS, AMANDA	Modify	9/23/2019 14:04	Enrollment total		22	21
CHIARI, ERICA	Modify	9/23/2019 13:47	Enrollment total		21	22
CHIARI, ERICA	Modify	9/23/2019 13:45	Enrollment total		20	21
EDWARDS, AMANDA	Modify	9/20/2019 9:00	Enrollment total		21	20
GAINES-MILLER, RHONDA	Modify	9/17/2019 11:14	Related staff object identifier	<i>B.A. Media</i> stf00000126083	<i>J. Gonzalez - Simons</i> stf00000285990	
CHIARI, ERICA	Modify	9/16/2019 15:25	Enrollment total		20	21
CHIARI, ERICA	Modify	9/16/2019 14:01	Enrollment total		19	20
CHIARI, ERICA	Modify	9/16/2019 13:40	Enrollment total		18	19
GAINES-MILLER, RHONDA	Modify	9/12/2019 20:21	Enrollment total		17	18
EDWARDS, AMANDA	Modify	9/11/2019 15:51	Enrollment total		18	17
CHIARI, ERICA	Modify	9/10/2019 17:23	Enrollment total		17	18
EDWARDS, AMANDA	Modify	9/10/2019 12:13	Enrollment total		18	17
GAINES-MILLER, RHONDA	Modify	9/9/2019 23:25	Enrollment total		17	18
CHIARI, ERICA	Modify	9/9/2019 12:11	Enrollment total		18	17
DELIFORD, ERICKA	Modify	9/9/2019 7:39	Enrollment total		17	18
GAINES-MILLER, RHONDA	Modify	9/6/2019 13:09	Enrollment total		18	17

GAINES-MILLER, RHONDA	Modify	9/5/2019 16:30	Enrollment total		17	18
GAINES-MILLER, RHONDA	Modify	8/26/2019 22:49	Enrollment total		21	17
CHIARI, ERICA	Modify	8/22/2019 15:55	Enrollment total		22	21
COOPER, BONITA	Modify	8/21/2019 16:38	Enrollment total		23	22
COOPER, BONITA	Modify	8/21/2019 16:05	Enrollment total		25	23
EDWARDS, AMANDA	Modify	8/19/2019 15:25	Enrollment total		26	25
EDWARDS, AMANDA	Modify	8/17/2019 13:53	Enrollment total		28	26
BRYANT, PAMELA ~	Modify	8/16/2019 11:05	Enrollment total		29	28
CHIARI, ERICA	Modify	8/15/2019 14:29	Enrollment total		28	29
CHIARI, ERICA	Modify	8/15/2019 14:27	Enrollment total		27	28
CHIARI, ERICA	Modify	8/15/2019 14:23	Enrollment total		26	27
CHIARI, ERICA	Modify	8/15/2019 14:21	Enrollment total		25	26
CHIARI, ERICA	Modify	8/15/2019 11:51	Enrollment total		24	25
EDWARDS, AMANDA	Modify	8/15/2019 10:26	Enrollment total		25	24
CHIARI, ERICA	Modify	8/15/2019 10:10	Enrollment total		26	25
CHIARI, ERICA	Modify	8/15/2019 9:32	Enrollment total		25	26
GAINES-MILLER, RHONDA	Modify	8/12/2019 11:08	Related schedule term object identifier	TRM000003gHZHr	TRM000003gHZHk	
			Schedule term	A	T1	
GAINES-MILLER, RHONDA	Modify	8/5/2019 11:21	Related classroom object identifier	RMS000000OHO2Z	RMS000000OHOZ1	
GAINES-MILLER, RHONDA	Create	8/2/2019 8:17				

Y11-01

User > Name	Change	Time stamp	Field	Previous Value	Changed Value	Reason	Comment
COOPER, BONITA	Modify	2/4/2020 14:12	Enrollment total		0		1
GAINES-MILLER, RHONDA	Modify	1/31/2020 7:23	Related staff object identifier	<i>S. Colson</i> stf00000221955	<i>C. Paz</i> stf00000276772		
EDWARDS, AMANDA	Modify	1/15/2020 18:09	Enrollment total		1		0
EDWARDS, AMANDA	Modify	1/15/2020 18:06	Enrollment total		2		1
EDWARDS, AMANDA	Modify	1/15/2020 18:04	Enrollment total		3		2
EDWARDS, AMANDA	Modify	1/15/2020 18:03	Enrollment total		4		3
EDWARDS, AMANDA	Modify	1/15/2020 18:02	Enrollment total		5		4
EDWARDS, AMANDA	Modify	1/15/2020 17:59	Enrollment total		6		5
EDWARDS, AMANDA	Modify	1/15/2020 17:57	Enrollment total		7		6
EDWARDS, AMANDA	Modify	1/15/2020 17:46	Enrollment total		8		7
EDWARDS, AMANDA	Modify	1/15/2020 17:44	Enrollment total		9		8
EDWARDS, AMANDA	Modify	1/15/2020 17:42	Enrollment total		10		9
EDWARDS, AMANDA	Modify	1/15/2020 17:40	Enrollment total		11		10
EDWARDS, AMANDA	Modify	1/15/2020 17:35	Enrollment total		12		11
EDWARDS, AMANDA	Modify	1/15/2020 17:33	Enrollment total		13		12
EDWARDS, AMANDA	Modify	1/15/2020 17:31	Enrollment total		14		13
EDWARDS, AMANDA	Modify	1/15/2020 17:26	Enrollment total		15		14
EDWARDS, AMANDA	Modify	1/15/2020 17:23	Enrollment total		19		15
GAINES-MILLER, RHONDA	Modify	11/20/2019 8:34	Related staff object identifier	<i>M. Weaver</i> stf00000330222	<i>S. Colson</i> stf00000221955		
GAINES-MILLER, RHONDA	Modify	11/20/2019 7:42	Related staff object identifier	<i>J. Gonzalez</i> stf00000285990	<i>M. Weaver</i> stf00000330222		
EDWARDS, AMANDA	Modify	9/27/2019 11:15	Enrollment total		18		18
GAINES-MILLER, RHONDA	Modify	9/17/2019 11:14	Related staff object identifier	<i>TBA-Media</i> stf00000126083	<i>J. Gonzalez - Jimenez</i> stf00000285990		
CHIARI, ERICA	Modify	9/16/2019 9:24	Enrollment total		17		18
GAINES-MILLER, RHONDA	Modify	9/6/2019 14:00	Enrollment total		18		17
GAINES-MILLER, RHONDA	Modify	9/5/2019 16:34	Enrollment total		17		18
EDWARDS, AMANDA	Modify	9/5/2019 12:13	Enrollment total		18		17
GAINES-MILLER, RHONDA	Modify	9/5/2019 10:55	Enrollment total		19		18

STF_OID	STF_ID_LOCAL	STF_NAME_VIEW
stf00000126083	126083	TBA-Media, Media
stf00000221955	221955	COLSON, SONIA
stf00000276772	276772	PAZ, CECILIA
stf00000285990	285990	GONZALEZ-JIMENEZ, JAZMIN
stf00000330222	330222	WEAVER, MONIQUE

410-01: Creative Photography

EDWARDS, AMANDA	Modify	9/4/2019 12:18	Enrollment total	20	19
EDWARDS, AMANDA	Modify	8/30/2019 14:49	Enrollment total	19	20
EDWARDS, AMANDA	Modify	8/30/2019 14:13	Enrollment total	18	19
CHIARI, ERICA	Modify	8/28/2019 9:09	Enrollment total	19	18
EDWARDS, AMANDA	Modify	8/23/2019 13:03	Enrollment total	18	19
CHIARI, ERICA	Modify	8/22/2019 15:56	Enrollment total	19	18
COOPER, BONITA	Modify	8/21/2019 16:38	Enrollment total	18	19
CHIARI, ERICA	Modify	8/21/2019 10:43	Enrollment total	19	18
CHIARI, ERICA	Modify	8/18/2019 12:55	Enrollment total	18	19
EDWARDS, AMANDA	Modify	8/15/2019 16:19	Enrollment total	17	18
CHIARI, ERICA	Modify	8/15/2019 13:17	Enrollment total	18	17
COOPER, BONITA	Modify	8/15/2019 12:38	Enrollment total	19	18
COOPER, BONITA	Modify	8/15/2019 11:52	Enrollment total	20	19
COOPER, BONITA	Modify	8/15/2019 11:07	Enrollment total	21	20
GAINES-MILLER, RHONDA	Create	8/14/2019 16:05			
			Related classroom object identifier	RMS000000OHOZ1	
			Related staff object identifier	stf00000126083	
			Related schedule term object identifier	TRM000003gHZHY	
GAINES-MILLER, RHONDA	Modify	8/14/2019 16:05	Related school course object identifier	cskB1272310Y11	
			Enrollment maximum	0	30
			Schedule term	T2	
			Schedule	05(A)	
			Course	Y11-01	

**Miami-Dade County Public Schools
Office of the Inspector General
19-0005-SI**

EXHIBIT 7

Email from Sandra Oei to Gilbert Gomez, Manuel Castaneda
and Archie Moore re: Audit Trail

(1 page)

MOORE, ARCHIE

From: OEI, SANDRA C
Sent: Wednesday, July 14, 2021 2:40 PM
To: Gomez, Gilbert; Castaneda, Manuel; MOORE, ARCHIE
Subject: RE: Audit Trail -DSIS

The only thing I can determine is that employee 199714 (Ericka Deliford)- the registrar at location 7231 was the last employee to touch these records in school year 2019-20 on 01/17/2020. I cannot determine what transaction was done or any transaction previous to this date.

TEAM UPDATE ONLY = PF9 FTE INFO = PF14 CHNGS = PF15 ADDS = PF16
AS09-25-X53M COURSE RECORD 07/14/21 11.11.17
SCHL 7231 CYCLE 191 CRS SEQ E06 ST A SUB CDE 872201003 TRM IND A CR 1 . 00
BP ALT1 ALT2 SHRD SCHL GRD RESP ABRV TITLE BldgTr&Co
TITLE Building Trades and Construction De sign Technology 1/Level 2
FACILITY TYPE 00 COMPUTER LITERACY TEAM GRADE LAST UPDT: 12/17/19
PER TEACHER TEAM SEATS PF13/PF18
SC S ST EN ROOM EMP-NO NUM NAME NUM DAYS MAX ASSG #I
01 A 07 5107 310429 JOH JOHNSON EDWIN MTWRF 0030 0000
02 I 03 5107 310429 JOH JOHNSON EDWIN MTWRF 0025 0000
03 A 05 5107 310429 JOH JOHNSON EDWIN MTWRF 0025 0000
04 A 06 5107 310429 JOH JOHNSON EDWIN MTWRF 0025 0000
05 A 08 5107 310429 JOH JOHNSON EDWIN MTWRF 0025 0000
06 I 04 5107 310429 JOH JOHNSON EDWIN MTWRF 0030 0000

Page 1 07/14/21 11:38:00

SCHOOL NO	COURSE NO	SECTION NO	UPDATE-EMPNUM	UPDATE-DATE	UPDATE-TIME	UPDATE-TERMINAL-ID
7231	E06	01	199714	200117	141756	X24N
7231	E06	02	199714	200117	141756	X24N
7231	E06	03	199714	200117	141756	X24N
7231	E06	04	199714	200117	141756	X24N
7231	E06	05	199714	200117	141756	X24N
7231	E06	06	199714	200117	141756	X24N

EMPLOYEE_NUMBER	LOCATION	RACF_ID	EMPLOYEE_NAME
199714	7231	A199714	ERICKA DELIFORD

199714 - Ericka Deliford - registrar at location 7231

From: Gomez, Gilbert <GGomez@dadeschools.net>
Sent: Wednesday, July 14, 2021 10:19 AM
To: Castaneda, Manuel <MCastaneda2@dadeschools.net>; MOORE, ARCHIE <amoore9010@dadeschools.net>
Cc: OEI, SANDRA C <soei@dadeschools.net>; Gomez, Gilbert <GGomez@dadeschools.net>
Subject: RE: Audit Trail -DSIS

Sandra, please review below and reply all. Thanks

Gilbert Gomez
Executive Director - Technology Solutions

**Miami-Dade County Public Schools
Office of the Inspector General
19-0005-SI**

EXHIBIT 8

October 2019 FTE Report - Pages 11, 34 and 35 related to Teacher Assignments for Classes Building Trades and Construction Design Technology, Intro to Film Cinema (Theatre, Cinema, and Film Production) and Creative Photography

(3 pages)

DATE RUN 10/02/19
 TIME RUN 22.12.36

MIAMI-DADE COUNTY PUBLIC SCHOOLS
 FTE MASTER SCHEDULE EDIT REPORT

PRODUCT NUMBER T1
 PAGE NUMBER 1

SCHOOL 7231 - MIAMI CAROL CITY SENIOR HIGH

(SINGLE SESSION SCHOOL)

FISCAL YEAR - 19 20 SURVEY CODE

CLASS SCHL	COURSE SEQ	S SEC	SUBJECT CODE	TRM	ABRV TITLE	F-T-E LINE MIN	PER ST	C EN	NON-STAND T	EMP NUM	TCH NUM	TEACHER NAME	# I	DAYS MET	SEATS ASGND	G R	SHRD SCHL	META DATE
7231	D45- 01	A	210632001	1	US GovtH	103 0225	04		0000 0000	232513	LEE LEE			MTWRF	0022			
7231	D45- 02	I	210632001	1	US GovtH	103 0225	04		0000 0000	232513	LEE LEE			MTWRF	0000			
7231	D46- 01	A	210234501	2	ECONFINLH	103 0225	04		0000 0000	160532	ADP ADLER			MTWRF	0022			
7231	D46- 02	I	210234501	2	ECONFINLH	103 0225	04		0000 0000	160532	ADP ADLER			MTWRF	0000			
7231	D47-	I	210642001	1	APAmerGov													
7231	D48- 01	A	210234501	1	ECONFINLH	103 0225	04		0000 0000	160532	ADL ADLER PETER			MTWRF	0014			
7231	E01- 01	I	ENC110204	A	EngComp2	103 0225	05		0000 0000	266276	MAR MARTIN			MTWRF	0000	A	C915	
7231	E02- 01	I	CCJ202003	2	IntroCriJ	103 0225	02		0000 0000	275094	WOL WOLFOLK			MTWRF	0000	A	P225	
7231	E02- 02	A	CCJ202003	2	IntroCriJ	103 0225	05		0000 0000	275094	WOL WOLFOLK			MTWRF	0019	A	P225	
7231	E03- 01	I	BUL224105	1	BusinLaw1	103 0225	02		0000 0000	275094	WOL WOLFOLK			MTWRF	0000	A	P580	
7231	E03- 02	A	BUL224105	1	BusinLaw1	103 0225	05		0000 0000	275094	WOL WOLFOLK			MTWRF	0019	A	P580	
7231	E04- 01	A	SPC260804	2	PublicSpk	103 0225	01		0000 0000	324087	LKA LEE			MTWRF	0000	A	P225	
7231	E06- 01	A	872201003	A	BldgTr&Co	300 0225	07		0000 0000	284727	ANT ANDERSON-WRIGHT			MTWRF	0030			
7231	E06- 02	A	872201003	A	BldgTr&Co	300 0225	03		0000 0000	284727	ANT ANDERSON-WRIGHT			MTWRF	0038			
7231	E06- 03	A	872201003	A	BldgTr&Co	300 0225	05		0000 0000	284727	ANT ANDERSON-WRIGHT			MTWRF	0022			
7231	E06- 04	A	872201003	A	BldgTr&Co	300 0225	06		0000 0000	284727	ANT ANDERSON-WRIGHT			MTWRF	0028			
7231	E06- 05	A	872201003	A	BldgTr&Co	300 0225	08		0000 0000	284727	ANT ANDERSON-WRIGHT			MTWRF	0034			
7231	E06- 06	A	872201003	A	BldgTr&Co	300 0225	04		0000 0000	284727	ANT ANDERSON-WRIGHT			MTWRF	0021			
7231	E07-	I	872201003	1	BldgTr&Co													
7231	E08-	I	872201003	2	BldgTr&Co													
7231	E09- 01	A	BSC100502	A	GenEduBio	103 0225	01		0000 0000	999999	Z1 MDC-NORTH			MTWRF	0001	A	C915	
7231	E10- 01	A	LIT200001	A	IntroLitr	103 0225	02		0000 0000	999999	Z2 MDC-NORTH			MTWRF	0001	A	C915	
7231	E11- 01	A	MAC110504	A	CollgAlgb	103 0225	03		0000 0000	999999	Z3 MDC-NORTH			MTWRF	0001	A	C915	
7231	E12- 01	A	POS204101	1	Amr&FedGt	103 0225	04		0000 0000	999999	Z4 MDC-NORTH			MTWRF	0001	A	C915	
7231	E13- 01	A	200248003	1	Forc Sci	103 0225	04		0000 0000	130380	C00 COOPER			MTWRF	0017			
7231	E14- 01	A	200248003	2	Forc Sci	103 0225	04		0000 0000	130380	C00 COOPER			MTWRF	0017			
7231	F01- 01	A	070834001	A	Spanish 1	103 0225	08		0000 0000	255276	VIV VIVES			MTWRF	0000			
7231	F01- 02	A	070834001	A	Spanish 1	103 0225	07		0000 0000	257175	POR PORRAS			MTWRF	0026			
7231	F01- 03	A	070834001	A	Spanish 1	103 0225	04		0000 0000	255276	VIV VIVES			MTWRF	0037			
7231	F01- 04	A	070834001	A	Spanish 1	103 0225	08		0000 0000	257175	POR PORRAS			MTWRF	0040			
7231	F01- 05	A	070834001	A	Spanish 1	103 0225	03		0000 0000	255276	VIV VIVES			MTWRF	0036			

DATE RUN 10/02/19
 TIME RUN 22.12.36

MIAMI-DADE COUNTY PUBLIC SCHOOLS
 FTE MASTER SCHEDULE EDIT REPORT

PRODUCT NUMBER T1
 PAGE NUMBER 3

SCHOOL 7231 - MIAMI CAROL CITY SENIOR HIGH (SINGLE SESSION SCHOOL)													FISCAL YEAR - 19 20		SURVEY CODE			
CLASS SCHL	COURSE SEQ	S SEC	SUBJECT CODE	TRM	ABRV TITLE	F-T-E LINE MIN	PER ST	C EN	NON-STAND T	EMP NUM	TCH NUM	TEACHER NAME	# I	DAYS MET	SEATS ASGND	G R	SHRD SCHL	META DATE
7231	W57-	A	120070001	2	Math Coll													
7231	W58-	A	796307001	A	U Soc&Emo													
7231	W59- 01	A	796307001	1	U Soc&Emo	200*0225	02		0000 0000	160533	ALF	ALFONSO		MTWRF	0004			
7231	W60-	A	796307001	2	U Soc&Emo													
7231	W61- 01	A	120040011	A	Ints Math	200*0225	05		0000 0000	241719	MCX	MCCRAY		MTWRF	0005			
7231	W62-	A	120040011	1	Ints Math													
7231	W63-	A	120040011	2	Ints Math													
7231	W64- 01	A	796314001	A	Self-Detr	200*0225	05		0000 0000	120249	WHI	WHITEHEAD		MTWRF	0002			
7231	W64- 02	A	796314001	A	Self-Detr	200*0225	01		0000 0000	120249	WHI	WHITEHEAD		MTWRF	0004			
7231	W65-	A	796314001	1	Self-Detr													
7231	W66-	A	796314001	2	Self-Detr													
7231	Y01-	A	210730003	1	Psycholgl													
7231	Y03- 01	A	140030001	1	PeerCounl	103 0225	05		0000 0000	327652	MAC	BONNER		MTWRF	0020			
7231	Y04- 01	A	170038001	2	CareRsch&	103 0225	05		0000 0000	327652	MAC	BONNER		MTWRF	0020			
7231	Y06-	A	200250001	A	MariSciel													
7231	Y08- 01	A	040066001	1	Intro Fil	103 0225	02		0000 0000	331159	PAU	PAULHUS		MTWRF	0032			
7231	Y08- 02	I	040066001	1	Intro Fil	103 0225	06		0000 0000	285990	JAZ	GONZALEZ-JIMENE		MTWRF	0000			
7231	Y08- 03	A	040066001	1	Intro Fil	103 0225	07		0000 0000	285990	JAZ	GONZALEZ-JIMENE		MTWRF	0030			
7231	Y08- 04	A	040066001	1	Intro Fil	103 0225	04		0000 0000	263975	WIC	WILCOX		MTWRF	0025			
7231	Y08- 05	A	040066001	1	Intro Fil	103 0225	01		0000 0000	285990	JAZ	GONZALEZ-JIMENE		MTWRF	0021			
7231	Y08- 06	I	040066001	1	Intro Fil	103 0225	01		0000 0000	126083	MED	TBA-Media		MTWRF	0000			
7231	Y08- 07	I	040066001	1	Intro Fil	103 0225	02		0000 0000	126083	MED	TBA-Media		MTWRF	0000			
7231	Y08- 08	I	040066001	1	Intro Fil	103 0225	04		0000 0000	126083	MED	TBA-Media		MTWRF	0000			
7231	Y08- 09	I	040066001	1	Intro Fil	103 0225	06		0000 0000	126083	MED	TBA-Media		MTWRF	0000			
7231	Y08- 10	I	040066001	1	Intro Fil	103 0225	07		0000 0000	126083	MED	TBA-Media		MTWRF	0000			
7231	Y09- 01	A	040066001	2	Intro Fil	103 0225	01		0000 0000	285990	JAZ	GONZALEZ-JIMENE		MTWRF	0021			
7231	Y09- 02	A	040066001	2	Intro Fil	103 0225	02		0000 0000	331159	PAU	PAULHUS		MTWRF	0032			
7231	Y09- 03	A	040066001	2	Intro Fil	103 0225	04		0000 0000	263975	WIC	WILCOX		MTWRF	0025			
7231	Y09- 04	I	040066001	2	Intro Fil	103 0225	06		0000 0000	285990	JAZ	GONZALEZ-JIMENE		MTWRF	0000			
7231	Y09- 05	A	040066001	2	Intro Fil	103 0225	07		0000 0000	285990	JAZ	GONZALEZ-JIMENE		MTWRF	0030			
7231	Y10- 01	A	010831001	1	C Photo 1	103 0225	05		0000 0000	285990	JAZ	GONZALEZ-JIMENE		MTWRF	0019			
7231	0- 02	I	010831001	1	C Photo 1	103 0225	05		0000 0000	126083	MED	TBA-Media		MTWRF	0000			

DATE RUN 10/02/19
TIME RUN 22.12.36

MIAMI-DADE COUNTY PUBLIC SCHOOLS
FTE MASTER SCHEDULE EDIT REPORT

PRODUCT NUMBER T1
PAGE NUMBER 3

SCHOOL 7231 - MIAMI CAROL CITY SENIOR HIGH

(SINGLE SESSION SCHOOL)

FISCAL YEAR - 19 20 SURVEY CODE

CLASS SCHL	COURSE SEQ	S SEC	S T	SUBJECT CODE	TRM	ABRV TITLE	F-T-E LINE MIN	PER ST	C EN	T	NON-STAND ST	END	EMP NUM	TCH NUM	TEACHER NAME	# I	DAYS MET	SEATS ASGND	G R	SHRD SCHL	META DATE
7231	Y11-	01	A	010831001	2	C Photo 1	103 0225	05			0000	0000	285990	JAZ	GONZALEZ-JIMENE		MTWRF	0019			
7231	Y12-	01	A	900721001	1	FndsOfPrg	300 0225	02			0000	0000	255276	VIV	VIVES		MTWRF	0026			
7231	Z01-	01	A	100132001	A	H Eng 1	103 0225	02			0000	0000	323908	WSH	WALSH		MTWRF	0009			
7231	Z02-		A	100132002	A	H Eng 1 G															
7231	Z03-	01	A	120632001	A	H Geomtry	103 0225	07			0000	0000	327722	FAR	FARFAN		MTWRF	0011			
7231	Z03-	02	I	120632001	A	H Geomtry	103 0225	01			0000	0000	324487	SEA	JEAN		MTWRF	0000			
7231	Z04-	01	A	200032001	A	HBiology1	103 0225	08			0000	0000	251848	JOS	JOSEPH		MTWRF	0006			
7231	Z05-	01	A	200032002	A	H Bio 1 G	213 0225	08			0000	0000	251848	JOS	JOSEPH		MTWRF	0001			
7231	Z06-	01	A	210932001	A	HWrldHstr	103 0225	05			0000	0000	322275	TAY	TAYLOR		MTWRF	0011			
7231	Z07-	01	A	240030001	1	LedrSk1&D	103 0225	04			0000	0000	130380	COO	COOPER		MTWRF	0007			
7231	Z08-	01	A	240030001	2	LedrSk1&D	103 0225	04			0000	0000	130380	COO	COOPER		MTWRF	0007			
7231	Z09-	01	A	150130001	1	Pers Fit	103 0225	06			0000	0000	177201	DOU	DOUGLAS		MTWRF	0013			
7231	Z10-	01	A	150335001	2	TmSports1	103 0225	06			0000	0000	177201	DOU	DOUGLAS		MTWRF	0013			
7231	Z11-	01	A	100135001	A	H Eng 2	103 0225	04			0000	0000	324087	LKA	LEE		MTWRF	0004			
7231	Z12-	01	I	100135002	A	H Eng 2 G	213 0225	04			0000	0000	324087	LKA	LEE		MTWRF	0000			
7231	Z13-	01	A	120034001	A	H Alg 2	103 0225	06			0000	0000	331694	GUE	GUEVARA CARRILL		MTWRF	0011			
7231	Z14-	01	A	200335001	A	HChemist1	103 0225	08			0000	0000	143247	ROD	RODRIGUEZ		MTWRF	0013			
7231	Z16-	01	I	170050001	A	AP CAPSEM	103 0225	05			0000	0000	265089	GAI	GAINOR		MTWRF	0000			
7231	Z16-	02	A	170050001	A	AP CAPSEM	103 0225	02			0000	0000	265089	GAI	GAINOR		MTWRF	0012			
7231	Z17-	01	A	070834001	A	Spanish 1	103 0225	03			0000	0000	255276	VIV	VIVES		MTWRF	0004			
7231	Z18-	01	A	100142001	A	AP Eng LC	103 0225	08			0000	0000	266276	MAR	MARTIN		MTWRF	0012			
7231	Z19-	01	A	120234002	A	Pre Calc	103 0225	02			0000	0000	323895	JEB	JEAN BAPTISTE		MTWRF	0013			
7231	Z20-	01	A	200034003	A	AP Biolog	103 0225	03			0000	0000	251848	JOS	JOSEPH		MTWRF	0011			
7231	Z21-	01	A	210032001	A	US Hist H	103 0225	06			0000	0000	265089	GAI	GAINOR		MTWRF	0015			
7231	Z22-	01	A	170051001	A	AP CAPRES	103 0225	04			0000	0000	265089	GAI	GAINOR		MTWRF	0015			