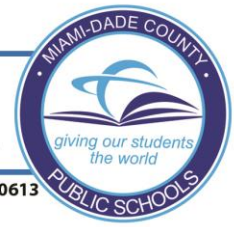





**Felix Jimenez**  
Inspector General  
Office of the Inspector General for Miami-Dade County Public Schools

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

From: Felix Jimenez, Inspector General 

Date: February 7, 2025

Subject: *OIG Report of Investigation Re: School Principal at Norma Butler Bossard Elementary School Purchasing Supplies from her Family-Owned Business, Ref. IG21-0007-SI*

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Attached please find the Miami-Dade County Public Schools (M-DCPS) Office of the Inspector General's (OIG's) final Report of Investigation regarding allegations that the Principal at Norma Butler Bossard Elementary School (NBB) purchased supplies from her family's business. The investigation concluded that Dr. Concepcion Santana, Principal at NBB approved purchases from her family's business. Some of those purchases fell under an exemption to School Board policies, however, other purchases represent a conflict of interest and violation of School Board policies.

The OIG provided a copy of this report, as a draft, to Dr. Santana for her review and opportunity to provide a written response. The OIG received a response and attachments from Dr. Santana attached to this report as Appendices A and B. We are providing a copy of this final Report of Investigation for whatever administrative action you deem appropriate.

We request that you provide the OIG with a status report on any actions taken in this matter. We would appreciate receiving a response within 60 days, on or before April 9, 2025.

Attachment

cc: Mr. Jose Bueno, Chief of Staff, Office of the Superintendent  
Jon Goodman, Chief Auditor, Office of Management and Compliance Audits  
Dr. Concepcion Santana (Under Separate Cover)



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**IG21-0007-SI**

## **I. INTRODUCTION AND SYNOPSIS**

The Miami-Dade County Public Schools (M-DCPS) Office of the Inspector General (OIG) began an investigation predicated on a confidential complaint alleging that Dr. Concepcion Santana, Principal of Norma Butler Bossard Elementary School (NBB)<sup>1</sup> had purchased school supplies from her family-owned business, identified as the Santex Corporation (Santex). Specifically, the complainant alleged that Principal Santana approved the purchase of hand sanitizers, signs<sup>2</sup>, and field day t-shirts from Santex, and that sometimes the purchases were made through the Parent Teacher's Association (PTA) to "avoid notice."

The OIG investigation substantiated the allegation that Principal Santana approved purchases of hand sanitizers from Santex, which is co-owned by her husband, Michael E. Santana, and her brother-in-law Gonzalo D. Santana. The allegation that Principal Santana approved the purchase of signs and field day t-shirts from Santex is unfounded. It was determined that the signs were donated to NBB by Santex and the field day t-shirts were purchased by the school's PTA from a vendor called Anything TW, Inc.

During the investigation the OIG found that Principal Santana approved additional purchases from Santex that were not part of the initial complaint. Those purchases involved a pressure washer, Lysol wipes, youth masks, nitrile gloves, hand sanitizers and anti-bacterial soap.

The OIG examined School Board policies and Florida law to determine if the purchases of supplies by Principal Santana from a company owned by her husband and brother-in-law violated M-DCPS conflict of interest provisions. Conflict of interest policies are in place to discourage the appearance of impropriety and the perception of undue influence upon M-DCPS business transactions. The purchases authorized by Principal Santana from Santex were contrary to the M-DCPS School Board Policies, although some purchases fell within exemptions provided by the policies.

## **II. OIG JURISDICTIONAL AUTHORITY**

The Miami-Dade County OIG provides inspector general services to M-DCPS pursuant to an Interlocal Agreement (ILA) between Miami-Dade County and the School Board. The ILA governs the scope and jurisdiction of the OIG's activities. Among the authority,

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<sup>1</sup> This report will refer to Dr. Santana as Principal Santana.

<sup>2</sup> The complainant referred to banners not signs, however, during the course of the investigation the OIG found that the banners were really A-framed signs placed outside the school to indicate the drop-off and pick-up locations for students. This report will refer to the banners as signs.

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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, allied organizations, and School District officers and employees, regarding any matter within the jurisdiction of the OIG.

### **III. INDIVIDUALS & ENTITIES COVERED IN THIS REPORT**

#### ***Concepcion Santana, Principal at NBB***

Principal Santana began her employment with M-DCPS on January 4, 1990, as a teacher at Shenandoah Elementary School. Throughout her early years she taught at several different elementary schools. On January 15, 2004, she was promoted to elementary assistant principal and was assigned to Claude Pepper Elementary School until April 17, 2008, when she was re-assigned to Mandarin Lakes K-8 Center. On September 8, 2010, she was promoted to elementary school principal and assigned to Gulfstream Elementary until June 16, 2015, when she was transferred to NBB, where she is presently assigned.

#### ***Jessica Miller, Secretary/Treasurer at NBB***

Ms. Miller began her employment with M-DCPS in 2007 as a school clerk at Jorge Mas Canosa Middle School. In June 2014, she was assigned to NBB as a secretary and in 2017, her position changed to secretary/treasurer. As a secretary/treasurer, Ms. Miller is responsible for providing and supervising secretarial, administrative, and financial support services at the school, including initiating requisitions, and preparing monthly financial statements related to the school's internal fund accounts and Purchasing Card transactions.

#### ***Michelle Delarua, President of Parent-Teacher Association (PTA) at NBB***

Ms. Delarua is the president of NBB's PTA, a position she has held since 2020, and she has been an active member of the PTA since 2019. The mission of NBB's PTA is to provide support to students, families, and staff at the school. The PTA conducts various fundraising activities and school related events.

#### ***M-DCPS Procurement Management Services***

Procurement Management Services (M-DCPS Procurement) is responsible for the management of opportunities for vendors, contractors, and consultants to do business with

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M-DCPS. They are also responsible for the purchase of all types of supplies, equipment, materials, commodities, and services for the school district through competitive bids, emergency purchase, sole source, or other cooperative agreements.

***Stores & Mail Distribution (S&MD) Warehouse***

The S&MD as a part of M-DCPS Procurement consists of warehouses that stock various school supplies, equipment, materials, furniture, textbooks, commissary supplies, custodial chemical and cleaning supplies, first aid and safety equipment, flags, school forms and paper supplies, pest control supplies, uniforms, and accessories for internal fund purchase and delivery to all M-DCPS school locations.

***Santex Corporation (Santex)***

Santex is a chemical company specializing in cleaning products for schools, restaurants, medical facilities, car wash, aviation, automotive, and facility maintenance services.<sup>3</sup> Santex is located at 14780 SW 136 Street, Miami, Florida; and is an active corporation registered with the State of Florida Division of Corporations since April 12, 1985. Gonzalo D. Santana is listed as the president, treasurer, and a director and Michael E. Santana is listed as the registered agent, vice-president, secretary, and a director. Michael E. Santana is Principal Santana's husband, and Gonzalo D. Santana is Principal Santana's brother-in-law.

Santex is a registered M-DCPS vendor. However, during the transaction dates reviewed in this report, Santex was not an awarded vendor, that is there was no active contract through which Santex provided goods or services to M-DCPS. Santex had been awarded M-DCPS Award Bid No. 020-NN04 to supply petroleum products such as oils, lubes, greases, and derivatives, from August 7, 2013, through August 6, 2015.

***Anything TW, Inc., (Anything TW)***

Anything TW is an apparel company located at 4530 SW 68 Street, Miami, FL. Ms. Teresa Wong, is the sole proprietor, and the company is not registered with the State of Florida Division of Corporations. Ms. Wong has been an active participant in the Educational Excellence School Advisory Council and the Magnet Educational Choice Association, Inc. at district schools, and Anything TW has sold t-shirts at many M-DCPS schools.

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<sup>3</sup> Information obtained from the Santex website at [www.santexcorp.com](http://www.santexcorp.com)



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**IV. RELEVANT GOVERNING AUTHORITIES**

***Florida Statute Section 112.313 – Standards of conduct for public officers, employees of agencies, and local government attorneys***

(3) Doing Business with One's Agency

No employee of an agency acting in his or her official capacity...shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest.

The law provides for certain exemptions:

(12) Exemption: ...no person shall be held in violation of subsection (3) ... if:

(b) The business is awarded under a system of sealed, competitive bidding to the lowest or best bidder and:

1. The official or the official's spouse or child has in no way participated in the determination of the bid specifications or the determination of the lowest or best bidder.

2. The official or the official's spouse or child has in no way used or attempted to use the official's influence to persuade the agency or any personnel thereof to enter such a contract other than by the mere submission of the bid.

(d) An emergency purchase or contract which would otherwise violate a provision of subsection (3) ... must be made in order to protect the health, safety, or welfare of the citizens of the state or any political subdivision thereof.

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***School Board Policy 3129 – Conflict of Interest***

The School Board policies advise employees that employees must abide by Florida law, including all provisions in the *Code of Ethics for Public Officers and Employees, Part III of F.S. Chapter 112*, in addition to the specific School Board policies.

**Provisions**

**C. Disproportionate Benefit**

Employees are prohibited from abusing their position in order to obtain a "disproportionate benefit" for themselves, their spouse, children, employee, or entities with which they have certain business interests. A disproportionate benefit means a benefit, privilege, exemption or result arising from an act or omission by the public employee that is inconsistent with the Proper performance of their public duties.

**D. Doing Business with the Board**

1. No employee acting in his/her official capacity shall directly or indirectly purchase, rent, or lease any goods or services for the Board from any business entity of which the employee or his/her spouse or child is an officer, partner, director or proprietor, or in which such employee or his/her spouse or child, or any combination of them, has a material interest. (F.S. 112.313(3))

2. Some case-specific exceptions to this provision may apply. Board employees should review F.S. 112.313(12) for exemptions that may be applicable to their particular situations.

E. No employee shall disclose or use information not available to members of the general public and gained by reason of his/her official position for his/her personal gain or benefit or for the personal gain or benefit of any other person or business entity. (F.S. 112.313(8))

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F. Employees may not participate in the selection, award, or administration of a contract if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The phrase "about to employ", as used herein, shall mean that, at the time of the selection, award, or administration of the contract, the employee is aware of an offer, promise, contract, or commitment of employment.

**Self-Reporting Requirement**

All employees, upon initial hire and annually thereafter, shall certify that they will comply with this Board policy, and that they will self-report any relationship that may implicate a potential conflict of interest or other violations of this policy. The certification shall be submitted according to a process determined by the Office of Human Capital Management.

***School Board Policy 6610 – Internal Accounts***

E. Purchases:

All authorized purchases made from Internal Fund revenues shall comply with Florida law, State Board of Education Rules, Board Policies, and administrative directives. The principal is responsible for authorizing all Internal Fund purchases or may designate this authority to another school administrator.

***School Board Policy 6320 – Purchasing<sup>4</sup>***

F. Purchasing, Thresholds for Competitive Bidding:

1. \$0 to \$999 – shall obtain one (1) written and dated quotation...

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<sup>4</sup> Effective July 2024, the thresholds have been raised for subsections 1 and 2 as follows from \$0 to \$2,499 and from \$2,500 to \$50,000 respectively.

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2. \$1,000 to \$50,000 – shall obtain three (3) written, telephonic, or electronic and dated quotation(s)...
3. Above \$50,000 shall utilize the Invitation to Bid Process...

## **V. BACKGROUND**

In March 2020, M-DCPS, like many school districts throughout the nation faced an unprecedented crisis, the Coronavirus Disease (COVID-19) pandemic, which had an effect on the health, safety, and welfare of students and staff alike. Schools were forced to close, and students had to engage in online learning from home. M-DCPS initially closed schools in response to COVID-19 on March 16, 2020. The school sites remained closed to students for the remainder of the 2019-2020 school year, while virtual learning was implemented to complete that school year.

M-DCPS initiated a two-stage approach for reopening its school sites during the 2020-2021 school year, and under stage 2 of that plan school sites began opening for students on Monday, October 5, 2020. As students and staff returned, schools had to take steps to protect them against the lingering effects of the virus. Principals and school site administrators were tasked with ensuring the cleanliness and safety of their schools.

In the early months of the pandemic, M-DCPS, like most school districts, was challenged with providing the necessary protective gear and cleaning supplies essential to ensure the health and safety of everyone at the school site locations. Protective equipment like gloves and masks, as well as hand sanitizers and cleaning supplies were in high demand.

The M-DCPS S&MD warehouse is tasked with providing equipment and supplies to schools. S&MD acquires goods from registered and approved vendors via the competitive bidding process. S&MD and the Office of School Operations distributed M-DCPS purchased and donated supplies to schools on a regular basis during the pandemic. Schools were not prohibited from purchasing supplies if the acquisition met the requirements of the school district's purchasing and internal fund policies.

## **VI. CASE INITIATION AND INVESTIGATIVE METHODOLOGY**

The M-DCPS OIG's investigation was predicated on a confidential complaint alleging that Principal Santana of NBB purchased supplies for the school from her family-owned business, Santex. Specifically, the complaint alleged that Principal Santana approved the purchase of hand sanitizers, signs, and field day t-shirts from Santex, and that such purchases were made through the PTA to avoid notice.

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During the investigation, the OIG reviewed school purchasing and payment records related to the purchases by NBB. The OIG reviewed procurement documents, and contracts related to the purchase of COVID-19 supplies by the school district, as well as the inventories of those supplies provided by the school district. The OIG also reviewed invoices, payment records, and meeting minutes for NBB's PTA.

The OIG reviewed School Board policies and procedures and Florida state statutes regarding purchasing and conflicts of interest. The OIG conducted numerous interviews of school employees, M-DCPS district staff, and the NBB PTA president.

## **VII. INVESTIGATIVE FINDINGS**

The School Board's Conflict of Interest policies preclude M-DCPS employees from making purchases from a business owned by an immediate family member. Employees are prohibited from using their authority as public officers when it will result in obtaining a disproportionate benefit for themselves or their family members. The OIG verified through the records of the Miami-Dade County Clerk of Courts that Michael E. Santana is married to Principal Santana. Principal Santana, in her sworn statement to the OIG, confirmed that she is married to Michael E. Santana, who is the vice-president of Santex, and that his brother Gonzalo D. Santana is the president of Santex.

In addition to the review of purchases of hand sanitizers, signs, and t-shirts alleged in the complaint as occurring in 2020, the OIG reviewed other Santex purchases authorized by Principal Santana. The OIG found a purchase as early as 2016 and other purchases in 2021. The Santex purchases approved by Principal Santana totaled over \$6,000. Over \$4,000 of the total purchases did not meet allowable exemptions under Florida law and School Board policy. Details of those purchases follow.

**Finding #1: Principal Santana authorized the purchase of hand sanitizers, from her family-owned business Santex, as alleged in the complaint. However, the purchase falls within an exemption allowing for emergency purchases to protect the health, safety, and welfare of employees and children.**

The OIG reviewed a purchase order dated March 13, 2020, signed by Principal Santana authorizing the purchase of hand sanitizers for NBB as alleged in the complaint. March 13, 2020, was the date the Superintendent announced the closure of school sites beginning the following Monday, March 16, 2020.

The purchase order reviewed was an internal funds purchase. School Board Policies and administrative directives as outlined in School Board Policy 6610 delineate how to make

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purchases through a school's internal fund account. Generally, internal funds are those generated by schools from school-related activities and are not subject to the school's budget process. Monies collected from school related activities are deposited into the internal fund account and purchases using internal funds are made via check and must be approved by the principal or authorized designated administrator.

The March 13, 2020, purchase order indicates that the total amount of the purchase from Santex was \$990. Under School Board Policy 6320, at the time, because the purchase fell under the \$999 threshold, only one written quote was necessary to make the purchase. Internal emails sent to NBB's Treasurer, Ms. Miller, show the purchase order was approved by Principal Santana. A check dated June 15, 2020, to Santex was issued from the NBB internal funds account and signed by Principal Santana authorizing the purchase of hand sanitizers. These records are attached as **Exhibit 1**.

The OIG interviewed Jessica Miller, NBB's Treasurer, who confirmed that she prepared the records signed by Principal Santana for the purchase of the Santex hand sanitizers. Ms. Miller also indicated that Santex was an approved vendor for the school district, and the school had ordered supplies from them in the past when those supplies were not available from the school district's S&MD warehouse.

Principal Santana, in her sworn statement to the OIG confirmed that she approved the internal fund purchase of the hand sanitizers from Santex on June 15, 2020. Principal Santana stated that she authorized the purchase because there were no hand sanitizers available from the S&MD warehouse due to the demand resulting from the COVID-19 pandemic. Principal Santana stated that hand sanitizers were needed for the safety and well-being of her staff and students.

The OIG interviewed Mr. Eduardo Vicaria, Coordinator II of M-DCPS Procurement, S&MD Warehouse. Mr. Vicaria reviewed inventory records for the availability of hand sanitizers in June 2020, and stated that due to the pandemic, S&MD had a low supply of hand sanitizers in June 2020. The supply was not replenished until July 2020. The OIG reviewed inventory records of hand sanitizers confirming they were in stock at S&MD as of July 31, 2020.

Although Principal Santana authorized the Santex hand sanitizer purchase order on the day the Superintendent announced the school closures, the hand sanitizers were not purchased until June when the supply at S&MD was low.<sup>5</sup>

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<sup>5</sup> M-DCPS schools were closed to students until October of the 2020-2021 school year. M-DCPS administrators and staff were present at school sites in June 2020 and providing meals to parents who picked them up at the schools.

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Authorizing a purchase order, from a spouse's business, on the eve of school closures for an amount just under what would have required quotes from competitors, creates at a minimum the appearance of impropriety.

However, School Board Policy 3129 states that some "case-specific exceptions to this may apply, pursuant to state law. Section 112.313 (12), Florida Statutes states that no person shall be held in violation if "[a]n emergency purchase or contract ...must be made to protect the health, safety, or welfare of citizens of the state or any political subdivision thereof." Clearly, in June of 2020, at the height of the COVID-19 pandemic, the ready availability of hand sanitizers was essential to the health, safety, and welfare of M-DCPS staff.

**Finding #2: Signs and field day t-shirts were not purchased for NBB by Principal Santana.**

The allegation that Principal Santana authorized the purchase of signs and field day<sup>6</sup> t-shirts from Santex, was unfounded. The signs were donated to Principal Santana's school by Santex, and the field day t-shirts were purchased by the school's PTA from vendor, Anything TW, Inc., and not Santex.

Principal Santana and Ms. Miller confirmed that the school did not pay for the signs, which were described as A-framed signs used to direct parents/students to drop-off and pick up areas outside the school. No internal fund or P-card purchase records were found for the purchase of the signs.

Principal Santana stated that the donation came as a result of her husband overhearing her talking about a need to post signs outside the school directing parents and students to the drop-off and pickup areas, but not having the funding for the purchase of the signs. Principal Santana stated that her husband offered to donate the signs through his company, Santex, at no cost to the school.

The signs were observed on the sidewalk outside the school. They are used to provide directions to parents and students when they arrive and depart from the school and contain sponsorship information for Santex. Some of the signs as they are displayed at the school are shown below in Figure 1.

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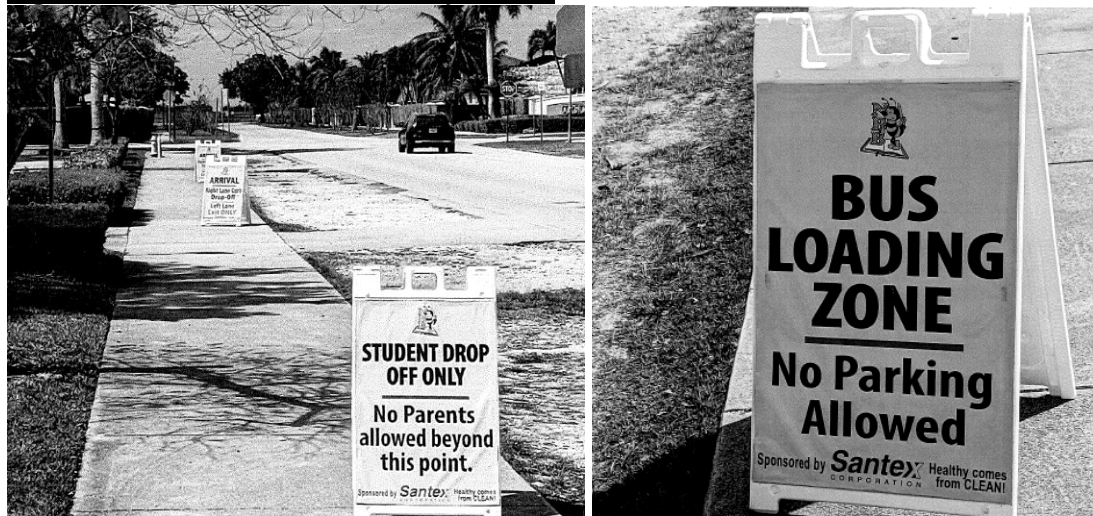
<sup>6</sup> During field day students compete in games and activities. Students and staff in each classroom wear different themed colored t-shirts during the activities.



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**Figure 1 – Signs donated to NBB by Santex**



School Board policy 7230 - Gifts to the School District - provides that “Principals and/or District personnel may accept donations of supplies and/or materials that are non-instructional in nature and contribute to the operational effectiveness and/or support the learning environment of the work site.” School Board policy 9700 provides that principals can establish procedures by which advertisements may be displayed in or on school property.

Principal Santana also stated that the field day t-shirts were not purchased by the school’s internal funds or P-cards, but instead were purchased by the school’s PTA for the students and teachers from vendor Anything TW, Inc.

The OIG interviewed Ms. Michelle Delarua, president of NBB’s PTA who indicated that the PTA over the years has been supportive of NBB through various fund-raising and charitable events. The PTA has purchased t-shirts for students and teachers for the school’s field day activities. Ms. Delarua stated that the PTA has purchased field day t-shirts for the school since 2019. No t-shirts were purchased in 2020 due to the suspension of field day activities that year because of the pandemic. According to Ms. Delarua, in 2021 the PTA resumed the purchase of field day t-shirts which were supplied by vendor, Anything TW, Inc. The OIG reviewed copies of the invoices for 2019 and 2021 from Anything TW, Inc., and the 2021 PTA check for the field day t-shirts provided by Ms. Delarua, **Exhibit 2**.

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**Finding #3: Principal Santana authorized purchases for NBB from Santex, a business owned by her husband and brother-in-law, contrary to School Board Conflict of Interests Codes.**

As previously mentioned, the OIG reviewed additional records related to NBB purchases from Santex. The OIG found a transaction as early as 2016 and several more transactions where Principal Santana authorized the purchase from Santex rather than the school district's S&MD warehouse.

Some of the purchases were made through the use of internal funds and others were made with an NBB credit card known as a Purchasing Card (P-Card). The Purchasing Card Program enables authorized district employees to procure small dollar purchases under \$3,000 in support of day-to-day operations as well as instructional materials as needed. The use of the P-Card is meant to streamline the acquisition process for authorized goods and services and lower overall transaction costs.

The M-DCPS *Purchasing Card Program Policies and Procedures Manual* specifically forbids the purchase of:

*10) Any product procured by M-DCPS Stores & Mail Distribution (S&D), including cases of paper, custodial supplies, chemical/custodial products as determined by Custodial Standard Committee*

Below is a summary of the Santex transactions and payment methods:

- On June 10, 2016, Principal Santana authorized the purchase of a pressure washer from Santex in the amount of \$1,325 paid by the District's Accounts Payable department. **Exhibit 3**
- On March 13, 2020, Principal Santana authorized the purchase of hand sanitizers from Santex, in the amount of \$990. Payment was made from the internal funds account. (This purchase was discussed above in Finding 1, see Exhibit 1)
- On February 18, 2021, Principal Santana authorized the purchase of gloves from Santex, in the amount of \$596. Payment was made by P-card. **Exhibit 4**
- On March 2, 2021, Principal Santana authorized the purchase of children's surgical masks from Santex in the amount of \$180.00. Payment was made by P-card. **Exhibit 5**

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- On March 2, 2021, a second transaction was authorized by Principal Santana for the purchase of gloves, hand sanitizer (in 32 ounce and one-gallon containers), and anti-bacterial soap in the amount of \$433.96. Payment was made by P-card. **Exhibit 6**
- On March 15, 2021, Principal Santana authorized the purchase of children's surgical masks and Lysol wipes from Santex in the amount of \$805.00. Payment was made by P-card. **Exhibit 7**
- On March 17, 2021, Principal Santana authorized the purchase of Lysol wipes from Santex in the amount of \$358.20. Payment was made by P-card. **Exhibit 8**
- On June 2, 2021, Principal Santana authorized the purchase of Lysol wipes from Santex in the amount of \$805.00. Payment was from the internal fund account. **Exhibit 9**
- On September 24, 2021, Principal Santana authorized the purchase of youth masks and nitrile gloves from Santex, in the amount of \$840.00. Payment was made by P-card. **Exhibit 10**

Principal Santana was shown the documents such as purchase orders, invoices, quotes, payment records, etc., relating to the above listed transactions and confirmed that she authorized the purchases from Santex. Principal Santana stated she was not aware of School Board Policy 3129, regarding employee purchases from a spouse's business. She stated nothing was done blatantly for profit, but based on need due to the pandemic.

The OIG verified that Principal Santana completed an online certification accepting compliance with the policies for each school year dating back to 2017 through 2024.<sup>7</sup> Principal Santana did not, as required, self-report that her husband and brother-in-law owned a company registered as a vendor with the School Board, a relationship implicating a conflict of interest.

Principal Santana stated that if something was needed for the school, she would contact her treasurer and let her know of the particular item. The treasurer would first check with the S&MD warehouse to determine if they had the requested item. The treasurer was required to obtain 3 quotes if the item sought was valued over \$1,000.00 and present that information to her for review, along with the purchase requisition. The purchase could be made via internal funds or through electronic payment via their school issued credit card.

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<sup>7</sup> There was a gap of a couple of months in the certification of the online policies during 2020 when Principal Santana was on a leave of absence between October and December 2020.

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Purchases under the \$1,000 threshold also required her final approval as the school principal. She was not involved in contacting Santex regarding the purchases – that responsibility rested with the school treasurer.

The M-DCPS Chief Procurement Officer advised the OIG that purchases made by a school employee from a business they are affiliated with through a familial relationship are prohibited by School Board Policy 3129. The employee could not authorize the purchase themselves.

**a. Unallowable purchases from Santex**

**Pressure Washer**

During her sworn statement to the OIG, Principal Santana stated she authorized the purchase of a pressure washer from Santex in 2016 because it was needed by her custodial staff. She put it out for competitive bid, and Santex offered the lowest price. Principal Santana stated that she directed her former secretary/treasurer, Romelia Suarez,<sup>8</sup> to hold a competitive bidding process for the pressure washer in accordance with school board policy. She said that after Ms. Suarez sought three price quotes, from three vendors, Santex was found to have the lowest price quote. Principal Santana said that Ms. Suarez oversaw the entire competitive bidding process and recommended to her that Santex be selected. Principal Santana stated that she was not involved in the process.

Principal Santana indicated that based on the results of the competitive bidding process, she authorized the purchase from Santex since the S&MD warehouse did not stock or have a contract for pressure washers at that time. The OIG confirmed with Coordinator II Jesus Aleman, of the M-DCPS Office of School Facilities, Plant Operations, that the school district did not stock pressure washers or have a contract for custodial cleaning equipment until June 2016 when it obtained, under ITB-15-049-CV, a Custodial Cleaning Equipment contract. Moreover, when that contract went into effect, it did not include pressure washers.

Quotes were requested and obtained from Santex, Rex Chemical, Corp., and Equipment Sales of South Fl, LLC.<sup>9</sup> Santex's quote was sent directly to Principal Santana, via her M-DCPS email and stated, "Dear Mrs. Santana, Thank you for the opportunity to quote

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<sup>8</sup> Ms. Suarez retired from M-DCPS on August 31, 2020.

<sup>9</sup> According to M-DCPS' Chief Procurement Officer, in addition to obtaining three quotes, the school had to try to include at least one *certified firm*. The School Board certifies firms as a Small Business Enterprise (SBE), Micro Business Enterprise (MBE), Minority/Women Business Enterprise (M/WBE) or Veteran Business Enterprise (VBE) as defined by Board Policy 6320.02. None of the firms were certified firms.

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on your pressure washer requirements,” see **Exhibit 3**. Once the treasurer assembled the quotes, the documents were sent to M-DCPS Procurement for verification and issuance of a purchase order.

The requirement to obtain three competitive quotes from vendors, is not the same process contemplated by the exemption in Section 112.313(12)(b), Florida Statutes. To be exempt the award must be accomplished “...under a system of *sealed, competitive bidding* to the lowest or best bidder...and [t]he official...has in no way participated in the determination of the bid specifications....” (emphasis added).

In the instant case Ms. Suarez directly contacted three vendors to submit bids. She did so based on the instructions of Principal Santana who approved the submission to M-DCPS Procurement. Ms. Suarez, in contacting that office wrote “[m]y principal, Ms. Santana, approved SHOPPING CART #1000655830 this morning and I was wondering when it will be approved by you” see **Exhibit 3**. Principal Santana’s decision to make the purchase and the approval should have been relinquished to another employee, such as an Assistant Principal, to avoid the conflict of interest.

#### Children’s masks

The OIG also reviewed Principal Santana’s authorization to purchase children’s masks from Santex on March 2, 2021, March 15, 2021, and September 24, 2021.

Mr. Vicaria of S&MD advised the OIG that since September 2020 S&MD had an inventory of masks for distribution. In addition, S&MD received a donation of 20,000 adjustable masks in September 2020.<sup>10</sup> In addition to fulfilling specific requests, M-DCPS distributed masks and other supplies to all school locations. S&MD records showed that NBB was provided 353 packs<sup>11</sup> of adult masks and 590 packs of youth masks on October 29, 2020. **Exhibit 11**

S&MD provided 21,900 masks to the Office of School Operations for distribution to school locations in May 2021. This was confirmed by Executive Director Brittnee Robinson of the M-DCPS Office of School Operations who stated the 21,900 masks were distributed to the regional centers, which were then tasked with distributing the masks and other coronavirus related cleaning supplies directly to the schools within their respective regions. Ms. Robinson could not determine the exact date when those supplies were sent to the school site locations, but she believed the supplies were released to schools starting in April 2021 and concluding in May 2021.

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<sup>10</sup> Another donation of 4,000 masks was received in April 2021.

<sup>11</sup> Each pack contained 5 masks according to the S&MD Warehouse.

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The M-DCPS Office of School Operations provided to the OIG a spreadsheet showing the distribution of coronavirus-related supplies to all school locations in April 2021. The spreadsheet revealed that NBB received an additional supply of 500 adult masks and 500 youth masks, as well as disposable surgical masks, hand sanitizers, sanitizing wipes and other coronavirus-related supplies between April and May 2021.

Principal Santana stated it was her understanding that S&MD was out of children's masks but had adult masks. Students were coming to school without masks, and NBB would go through a box of masks every day. She stated that the supply received by NBB between October 2020 and March 2021 had been expended, and Ms. Miller advised her that S&MD had no children's masks. She authorized the purchase of small amounts until S&MD could replenish.

Mr. Vicaria reviewed M-DCPS records and stated that NBB requested masks from the S&MD warehouse in September and October 2020. In January 2021, NBB requested additional COVID related supplies, including adult surgical masks, but not youth surgical masks, although youth surgical masks were in stock at that time.<sup>12</sup>

*Hand Sanitizer*

In addition to the hand sanitizer purchase alleged in the complaint, for which the health and safety exemption applied, the OIG found that Principal Santana also authorized the purchase of hand sanitizer in 32 ounce and one-gallon containers from Santex on March 2, 2021.

The OIG learned that the procurement of certain supplies, such as chemical substances, e.g. hand sanitizers, which present health and safety concerns for students and staff, must be first approved by the school district's plant operations division. For safety reasons the purchase of such supplies, are to be centrally made from the S&MD Warehouse.

Mr. Vicaria stated that S&MD replenished their supply of gallon containers of hand sanitizers in July 2020, and 32-ounce containers of hand sanitizers in October 2020. The OIG also learned that during the pandemic, the school district received donations of hand sanitizers from companies who were overstocked, which were then distributed to the school locations. The S&MD had an available stock of hand sanitizers in March 2021, when Principal Santana purchased the hand sanitizers from Santex.

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<sup>12</sup> These determinations are based on an additional review of records at the request of the OIG following the response to the draft report.

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The M-DCPS Chief Procurement Officer advised the OIG that the hand sanitizer contract did not include the purchase of small, individualized bottles for distribution to students or staff. Schools were not prohibited from purchasing individualized bottles of hand sanitizers from local vendors if the acquisition met the requirements of the school district's purchasing and internal fund policies. During the pandemic the school district never had a situation where they were out of hand sanitizers for an extended period of time. If they were ever out of supplies, it was only for a short time and schools should not have been in a situation where they had to buy large quantities of hand sanitizers on their own.

Principal Santana told the OIG that because S&MD could not guarantee when the items would be delivered, she had Ms. Miller order the hand sanitizers from Santex to have those items readily available at the school, if needed. She also told Ms. Miller not to buy in large quantities, to just get what was needed, until the hand sanitizers arrived from S&MD. Principal Santana added that since they had purchased supplies from Santex before, it was easier to just order from them again and because they could deliver the items the same day as the order.

#### Lysol Wipes

Principal Santana authorized the purchase of Lysol Wipes from Santex on March 15, 2021, March 17, 2021, and again on June 2, 2021.

Principal Santana and Treasurer Miller confirmed that Principal Santana authorized the purchase of Lysol Wipes from Santex because S&MD did not have Lysol Wipes in stock, and the wipes were needed to disinfect and clean areas inside the school. According to Principal Santana, although she was aware that S&MD carried other anti-bacterial wipes, she authorized the purchase because Ms. Miller advised her, they could not obtain the other anti-bacterial wipes from S&MD.

The OIG learned from Mr. Vicaria of S&MD, that while S&MD did not carry Lysol brand disinfecting wipes. As of February 2021, it had in stock a brand of anti-bacterial disinfecting wipes named CleanCide.<sup>13</sup> The OIG was provided with CleanCide Wipes informational material by S&MD indicating that the product was approved "...for use against SARS-CoV-2, the [c]ause of COVID-19" and that it "[k]ills 99.9% of household germs...virucidal, germicidal, fungicidal and tuberculocidal efficacy."

These wipes were available for all district schools. The OIG reviewed a copy of the S&MD inventory showing that CleanCide wipes were in stock on the dates that Principal Santana

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<sup>13</sup> CleanCide Wipes. [www.wexfordlabs.com](http://www.wexfordlabs.com)



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authorized the purchase of the Lysol Wipes from Santex. While S&MD did not carry the specific brand—Lysol—that Santex could provide, NBB could have obtained anti-bacterial disinfecting wipes from the school district's S&MD warehouse.

Principal Santana's authorization for the purchase of youth masks, hand sanitizers, and Lysol wipes from her husband's business, was not justified under School Board Policy 3129 and Florida statutes, and no exemption applied since the items were in stock at the S&MD warehouse at the time she authorized the purchases. Moreover, as these items were all procured for distribution by S&MD, except for the internal fund transaction for Lysol wipes in March 2021, use of the P-Card for these purchases, was also a violation of the M-DCPS Purchasing Card Program Policies.

**b. Additional purchases from Santex that fell under an exemption**

The OIG found that Principal Santana authorized the purchase of nitrile gloves, on February 18, 2021, March 2, 2021, and September 24, 2021. These purchases could not be obtained from S&MD and were needed for the health and safety of her students and staff. The exemption under the State law provided by the School Board policy applies. Similarly, the authorization to purchase anti-bacterial soap on March 2, 2021, was also an allowable exemption for health and safety reasons.

Mr. Vicaria told the OIG that S&MD had a challenging time keeping nitrile gloves in stock, as they were in high demand. In March 2021, S&MD had a low inventory of these gloves, which were on back order, and were not received until September 23, 2021. Mr. Vicaria speculated that even with the replenishment of gloves in September 2021, the gloves would not have been available for general distribution on September 24, 2021—when Principal Santana authorized the purchase—because of the previous orders for gloves S&MD had received from other schools earlier in the year. According to Mr. Vicaria, S&MD did not carry anti-bacterial soap in March 2021 but did stock regular hand soap.

Principal Santana during her sworn statement told the OIG that her secretary advised her that S&MD was either out of gloves or had a low supply. She stated that gloves were needed for her custodial staff when sanitizing the school building as a result of the Covid pandemic. She also stated she needed nitrile gloves, hand sanitizer, and anti-bacterial soap for staff and students in the after-care program. Principal Santana said those supplies were not readily available through S&MD, and she could not wait until they became available. She authorized her secretary to make the purchases from Santex, which was an approved vendor for M-DCPS, although she was aware they were not currently an awarded vendor or under contract with M-DCPS. She further stated that Santex had these supplies in stock and in most cases could deliver them the same day, or at least by the next business day.

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The OIG also interviewed Ms. Miller regarding some of these purchases. Ms. Miller said that Principal Santana never directed her to only use Santex. Ms. Miller was aware that Principal Santana's husband and brother-in-law were the owners of Santex. Ms. Miller said she chose Santex because they had sent out advertisements to M-DCPS schools advertising their products and because she knew that Santex was a vendor with M-DCPS. Santex, as noted earlier, had been awarded a contract that expired in 2015, to supply petroleum products such as oils, lubes, greases and derivatives.

Although these particular purchases—nitrile gloves and anti-bacterial soap—met the safety and health exemption, allowing NBB to bypass procuring the goods from S&MD, payment by P-Card was not allowed for products normally procured by S&MD.

The OIG determined that the total expenditure for supplies that Principal Santana authorized for purchase from Santex, between 2016 and 2021, was \$6,333.16. Table 1 below summarizes the purchases, any applicable exemptions, payment method used, and the availability of the goods at the S&MD warehouse.

**Table 1: Purchases authorized by Principal Santana from Santex**

Date	Item	Amount	Payment Method Internal Funds (IF) P-Card	Available at the time from S&MD warehouse	Meets Exemption
6/10/16	pressure washer	\$1,325	M-DCPS Accounts Payable check	No	No
3/13/20	hand sanitizer	\$ 990	IF	No	F.S. 112.313(12)(d) health & safety
2/18/21	gloves	\$ 596	P-Card	No	F.S.112.313(12)(d) health & safety
3/2/21	kids' surgical masks	\$ 180	P-Card	Available	No
3/2/21	gloves	\$ 200	P-Card	No	F.S. 112.313(12)(d) health & safety
	32 oz hand sanitizer	\$ 99.96		Available since October 2020	No
	1 gallon hand sanitizer	\$ 74		Available since July 2020	No
	anti-bacterial soap	\$ 60		S&MD does not stock this product	F.S. 112.313(12)(d) health & safety

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Date	Item	Amount	Payment Method Internal Funds (IF) P-Card	Available at the time from S&MD warehouse	Meets Exemption
3/15/21	children's masks	\$ 690	P-Card	Available	No
	Lysol wipes	\$ 115		Comparable wipes available since Feb. 2021	No
3/17/21	Lysol wipes	\$ 358.20	P-Card	Comparable wipes available since Feb 2021	No
6/2/21	Lysol wipes	\$ 805	IF	Comparable wipes available since Feb. 2021	No
9/24/21	children's masks	\$ 600	IF	Available	No
	nitrile gloves	\$ 240		No	F.S.112.313(12)(d) health & safety
	<b>TOTALS</b>	<b>Purchased from Santex</b>	<b>Amount improperly paid with P-card</b>	<b>Unallowable—no exemption</b>	<b>Allowable exemption</b>
		\$6,333.16	\$2,373.16	\$4,247.16	\$2,086.00

#### **IV. ISSUANCE OF DRAFT REPORT FOR REVIEW AND COMMENT**

This report, as a draft, was provided to Principal Santana for her review and submission of a discretionary written response. The OIG received a response, with exhibits, from Principal Santana, attached as Appendices A and B, respectively.<sup>14</sup>

Principal Santana's response to the draft report addressed some of the OIG's findings but was entirely silent as to the prohibited conflict of interest, pursuant to School Board policies, created by her authorizing purchases from her husband's business.

Principal Santana in her response agreed with the OIG regarding the circumstances during the COVID-19 pandemic that required all M-DCPS employees to conduct operations while maintaining the health and safety of students and staff. Principal Santana also agreed that the M-DCPS S&MD warehouse was tasked with providing equipment and supplies to schools. If purchases could not be obtained from S&MD schools could purchase supplies, even if in contravention of other prohibitions, under the exemption provided by State law when necessary for the protection of the health and safety of students and staff. Principal Santana's response asserts that certain purchases

<sup>14</sup> Appendix B contains Principal Santana's exhibits labeled by her as Attachments 1 through 6.

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should also be deemed exempt contrary to the OIG's findings. Principal Santana's response also specifically addressed the purchase of hand sanitizer on March 2, 2021, the 2016 pressure cleaner purchase, and the donation to NBB of the A-frame signs. Below is a summary of Principal Santana's response, and the OIG's comments as it relates to those specific matters.

*Purchase of Children/Youth Masks*

Principal Santana asserts that the purchases of "...children's/youth masks on 3/2/21, 3/15/21, and 9/24/21 totaling \$1,470.00 over the three purchases should be exempt under F.S. 112.313(12), since the product did not exist at the MDCPS Schools and Mail (S&MD) Center."<sup>15</sup> Principal Santana states that in January 2021 S&MD did not carry youth/children's masks. She supports that assertion by attaching emails between MDCPS School Treasurers – Appendix B, Attachment 1, and emails regarding the Monthly Allocation Budget and COVID Materials Inventory at S&MD—Appendix B, Attachment 3.

Principal Santana's Attachment 1, in Appendix B, contains two email messages dated February 26, 2021, and March 3, 2021, from the Treasurers at two other schools. The Treasurers are looking for masks; one message states that "S&MD no longer carries plain (no print) youth size disposable masks..." As further support Attachment 3 in Appendix B purports to be "Emails and Documents for the Monthly Allocation Budget and COVID Materials Inventory at S&MD: August 2020-November 2021." The documents, however, are incomplete, specifically they are missing eight months of the records for the timeframe they purport to support and contain documents pertaining to a timeframe August through October 2020 that is not in dispute in this report. Notably, there are no documents pertaining to the months at issue, March and September of 2021.

Nevertheless, given Principal Santana's response, the OIG requested further information from Mr. Vicaria who reviewed SM&D records again.

During Mr. Vicaria's renewed review of SM&D records, he clarified that NBB did request in September and October 2020 both adult and youth masks. Principal Santana's Attachment 2—Appendix B—contains purchase orders and packing slips documenting purchases from S&MD in 2020 and January 2021, in rebuttal to the statement in the draft report that "Mr. Vicaria advised that there was no record of NBB requesting masks directly from the warehouse."<sup>16</sup>

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<sup>15</sup> Principal Santana states that the entry in Table 1 dated 3/2/21 should have been labeled "Kids surgical mask" instead of "surgical mask." The correction has been made in this final report.

<sup>16</sup> This final report reflects the clarification based on Mr. Vicaria's further review of the records indicating the NBB orders in 2020 and 2021.

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Mr. Vicaria also confirmed that NBB had requested additional COVID-related supplies including adult surgical masks and other custodial-related supplies in January 2021. He indicated this order did not include youth surgical masks, even though SM&D had those masks in stock at that time.

Mr. Vicaria advised that the district received two-thousand Youth Surgical Masks in August 2020 and the inventory of said masks was not exhausted until April 2021. He provided records showing that schools were still ordering these youth masks in January 2021 through April 2021.

SM&D records reflected an inventory of youth surgical masks that were distributed as follows between January 2021 and April 2021:

**Table 2: Distribution of youth masks by SM&D January to April 2021**

<b>Cost Center/Location</b>	<b>Distribution Date(s)</b>
9048/Title I Non-Public Schools <sup>17</sup>	1/19/2021, 1/28/2021, 2/1/2021, 2/22/2021, 2/25/202, 3/1/2021, 3/15/2021, 4/12/2021
5003/South Dade Middle	04/22/2021
0721/George Washington Carver Elementary	04/29/2021
0361/Biscayne Gardens Elementary	04/29/2021

Mr. Vicaria advised that the youth surgical masks were discontinued in April 2021, but SM&D had the reusable adjustable masks through August 2022. He advised the reusable adjustable (cloth) masks could be worn by adults and youths. Based on the further review of records, it remains that in March and September of 2021, NBB purchased youth masks from Principal Santana’s family business, and the OIG does not believe it qualifies for an exemption.

**Purchase of Lysol Wipes**

According to Principal Santana in “...February and March 2021, the disinfectant wipes were on backorder at S&MD.” In support, she provides in Attachment 4—see Appendix B—an email dated February 26, 2021, from the Riverside Elementary School Treasurer stating “...the disinfectant wipes (large canister) are on backorder.”

Mr. Vicaria advised the OIG that S&MD had a continuous supply of disinfectant wipes since February of 2021. Mr. Vicaria provided the OIG with the running inventory of the wipes, see Figure 2 below, which shows an inventory of wipes starting on February 11, 2021. It is not clear when, in relation to her February 26, 2021, email requesting

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<sup>17</sup> This location distributes masks to private schools that receive Title I funding.

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assistance in locating a wipes vendor for *large canisters*, the Riverside Treasurer contacted S&MD about disinfectant wipes. Regardless, per S&MD's inventory, see Figure 2 below, the wipes were available in March and June 2021, when the NBB purchases were made.

Figure 2: Email from Mr. Vicaria showing disinfectant wipe inventory

From: Vicaria, Eduardo E.  
To: ESCM, ARCHIE  
Cc: Unico, Carlos E.  
Subject: RE: Additional Information  
Date: Monday, August 01, 2022 8:48:15 AM  
Attachments: 000000000000

Good morning,

We have been stocking disinfecting wipes since February, 2021 and we still have stock to this day. CleanCide is the brand name.

**Material Document List**

Order/Material	Counter	Amount LC	Quantity	Unit	Plant	Star. Loc.	MoT	Mat. Doc.	Posting Date	Item	Material Description	Reserv.no.
2001255	37,746.00	648	CN	2000	FWD1	101	5000312001	02/11/2021	1	DISINFECTANT WIPES 400/CANISTER		
2001255	113,238.00	1,944	CN	2000	FWD1	101	5000312061	02/16/2021	1	DISINFECTANT WIPES 400/CANISTER		
2001255	150,984.00	2,592	CN	2000	FWD1	101	5000313968	04/06/2021	1	DISINFECTANT WIPES 400/CANISTER		
2001255	11,184.00	192	CN	2000	FWD1	101	5000313994	04/06/2021	1	DISINFECTANT WIPES 400/CANISTER		
2001255	145,625.00	2,560	CN	2000	FWD1	101	5000318333	07/08/2021	1	DISINFECTANT WIPES 400/CANISTER		
2001255	5,359.00	92	CN	2000	FWD1	101	5000319924	08/25/2021	1	DISINFECTANT WIPES 400/CANISTER		
2001255	72,346.50	1,242	CN	2000	FWD1	101	5000321769	10/13/2021	1	DISINFECTANT WIPES 400/CANISTER		
2001255	78,637.50	1,350	CN	2000	FWD1	101	5000321830	10/13/2021	1	DISINFECTANT WIPES 400/CANISTER		
2001255	150,984.00	2,592	CN	2000	FWD1	101	5000328411	04/06/2022	1	DISINFECTANT WIPES 400/CANISTER		

Eduardo Vicaria  
Coordinator S&MD Inventory  
7001 S.W. 4th Street  
Miami, FL 33144  
Phone: 786-275-0610  
Fax: 786-275-0834

### P-Card Purchases

Principal Santana argues that the P-Card purchases were not improper because at the time of the P-Card purchase the items were not procured by S&MD. The OIG notes that at the time, some—not all—of the items were unavailable, i.e., S&MD was out of stock, yet they were items procured by S&MD.

### Hand Sanitizer

Principal Santana argues that the purchase of hand sanitizer on March 2, 2021, was a small purchase necessary to accommodate a special need of staff that complained that the S&MD sanitizer was irritating. During her sworn statement to the OIG, Principal Santana, after reviewing the documents related to the hand sanitizer order, advised that the order was for her after-school care staff and students based on the supplies the after-school care manager requested.

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*Pressure Cleaner*

In Principal Santana's response she argues that three bids were obtained in accordance with best business practices. The response ignores that purchases made by a school employee from a business they are affiliated with through a familial relationship are prohibited by School Board Policy 3129. The exemption to that policy, provided under state law, requires a different process than that of obtaining three quotes. To be exempt, the purchase should have been made through a sealed competitive bidding process and Principal Santana, as the conflicted official, could not have participated.

*A-Frame Signs*

Finally, Principal Santana's response states that the A-Frames were donated by Santex for the safety of the children, and in support provides Santex's invoice for the signs. The OIG did not dispute that the signs were donated and in fact the report states the allegation was unfounded.

**V. CONCLUSION**

The OIG investigation found that Principal Santana authorized the purchase of school supplies from her husband's business. The allegation regarding the purchase of signs and field day t-shirts was unfounded; as the signs were donated, and the t-shirts were obtained from a different vendor by the PTA. Some Santex purchases, made during the COVID-19 pandemic, and for which supplies were not available from the S&MD warehouse, fall under the health, safety, and welfare exemption provided by both Florida law and School Board policies. However, the Santex purchases still represent a conflict of interest and a violation of School Board and State Ethics policies.

The Santex purchases approved by Principal Santana totaled \$6,333.16. Over \$4,000 of the total purchases did not meet allowable exemptions under Florida law and School Board policy. Over \$2,000 were also paid improperly using NBB's P-Card. Those purchases represent a conflict of interest and violation of School Board policies.

The OIG recognizes that the pressure to continue providing educational services while maintaining health and safety during the pandemic was great. Principals at each school were uniquely positioned to assess additional needs and procure supplies, but such purchases had to follow established policies and procedures. The policies are in place to ensure fairness, transparency, promote competition, prevent undue influence, and also safeguard safety and welfare.



# Miami-Dade County Public Schools Office of the Inspector General



## EXHIBIT 1

Copy of Purchase Order, Check Requisition, Internal Funds check, Invoice, and eSAS Workflow emails regarding final approval by Principal Santana related to the purchase of hand sanitizers from Santex on June 15, 2020  
(6 pages)

## Report of Investigation

### IG21-0007-SI



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
INTERNAL FUND PURCHASE ORDER

Vendor Name SANTEX CORP  
 Address 14780 SW 136 ST  
MIAMI, FL 33196  
 Phone No. (305) 259-9221  
 Contact Person MICHELLE SALAS  
 Ship To:  
 School Norma Butler Bossard Elementary School  
 Address 15950 SW 144 ST  
Miami, Florida 33196  
 Attn. Jessica Miller  
 Expected Delivery \_\_\_\_\_ Date \_\_\_\_\_  
 Send invoices in duplicate to: \_\_\_\_\_  
 \_\_\_\_\_  
jmiller@dadeschools.net  
Secretary/Treasurer

Purchase Order No. 1012500412  
 Issue Date 03/13/2020  
 Please refer to the above Purchase Order No.  
 on all invoices/correspondence.

Sales Tax Exempt No. 85-8013887801C-1  
 Sales Tax No. may not be used to purchase  
 merchandise for resale.

**FOR SCHOOL USE ONLY**  
 Object 5790 00 Program 5008 0000  
 Function 0801 Sub-Ledger 0000  
 Account Name GEN. MISC.  
 Date approved in eSAS \_\_\_\_\_  
 Vendor GP Number \_\_\_\_\_

Sponsor  
 Signature AMZ

*The School and the Miami-Dade County School Board will not be liable for goods/services not identified on this Purchase Order. Substitution of merchandise or change in cost is not allowed unless authorized in writing.*

*Note: A Purchase Order is requested on purchases of \$100.00 or more. School Board Policy 6610 specifies that purchases of \$ 1,000.00 or more, but less than \$50,000.00, require at least three (3) written quotes to be solicited from vendors, of which at least one must be a certified Minority/Women Business Enterprise (M/WBE). These quotes will be subject to our Internal Funds auditing process.*

ITEM DESCRIPTION	QUANTITY (UNITS)	UNIT COST	EXTENDED COST
HAND SANITIZER 32 OZ QT (12/I CASE)	5	198.00	990.00

PURCHASE ORDER TOTAL ➡ 990.00

Funds Available: ☐ Yes ☐ No Total P.O. not to exceed \$ 990.00

\_\_\_\_\_  
 Secretary/Treasurer Signature  
 \_\_\_\_\_  
 Principal or Delegate Signature

3/13/20  
 Date  
3/13/2020  
 Date

Purchase Order must  
 not be authorized  
 unless completely filled  
 out by originator.

CHECK REQUISITION / JV TRANSFER Check No. 10125001025School NBBTransfer Document No. R 1-P

ACCOUNT NAME	OBJECT	PROGRAM	FUNCTION	SUB-LEDGER	AMOUNT	IN/OUT	DECR
Gen. Misc.	5790	5008	0801	0000	990-		OK
Liability	2120	0000	2000	0000	990-		OK

	Object	Program	Function
Budget Structure for F-9 use only			

Check Amount \$ 990 -\*P. O. No. 1012500412Check payable to: Santex Corp.Description of goods/services ordered: hard sanitizersOriginator/Sponsor Signature AMRDate 5/28/20Secretary/Treasurer Signature [Signature]Principal/Delegate Signature [Signature]Date 6/15/2020Date 6/15/2020

NOTES: Custodian or requester of goods/services must sign invoices acknowledging receipt.

\*P. O. required on purchases for \$100.00 or more.

2000712

FM-0992 Rev. (05-10)



# Commercial Electronic Office - Transaction Search

Date Printed: 10/22/2021 10:34 AM PT

## Check 1012501025 - 990.00 USD

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA INTERNAL FUND ACCOUNT NORMA BUTLER BOSSARD ELEMENTARY SCHOOL 15950 SW 144TH STREET - MIAMI, FL 33166 (305) 254-5200		1012501025 11-241210 CHECK DATE 6/15/2020 CHECK AMOUNT \$990.00
Nine Hundred Ninety Dollars And 00 Cents		
PAY TO THE ORDER OF SANTEX CORPORATION 14780 SW 136 ST MIAMI FL 33196		VOID AFTER 6 MONTHS  TWO SIGNATURES REQUIRED

⑈ 1012501025⑈ 121000248⑈

**Security Features**

- **Watermark:** Look for the watermark of the person in the center of the note.
- **Color Shifting:** The color of the numbers will change as you view the note from different angles.
- **Microprint:** Look for the tiny, repeating patterns of letters and numbers.
- **Security Thread:** A woven thread that runs through the length of the note.
- **Color Changing Ink:** The numbers will change color when viewed from different angles.
- **Ultraviolet Light:** The note will glow under ultraviolet light.
- **Embossed Features:** Look for the raised, embossed patterns on the note.
- **Security Features:** Look for the security features on the note.

>066004367<  
 CNB-London Square  
 2020-06-18  
 0371889270  
 Batch 89492534

ENCLOSE HERE

X PAY TO THE ORDER OF  
 CITY NATIONAL BANK  
 MIAMI, FL 33101  
 FICA DEPOSIT ONLY

DO NOT WRITE OR SIGN BELOW THIS LINE  
 \*RESERVED FOR FINANCIAL INSTITUTION USE\*

### Item Details

Account Number	0125	Item Sequence Number	008147681157
Account Name	1012501025	Bank Id	121000248
Check	990.00 USD Debit	Posting Date	06/18/2020
Amount	475	As Of Date	06/18/2020
Bai Code	Check Paid		
Status			

© Copyright 2021 Wells Fargo. All rights reserved.

	Name	Account w/ Vendor	School	Check Date	Check Number
GP00001567	SANTEX CORPORATION		0125 - NORMA BUTLER BOS	6/15/2020	1012501025
Vendor Invoice Number			Invoice Date	Invoice Amount	Amount Paid
184687			6/15/2020	\$990.00	\$990.00

\$990.00

\$990.00

TO REORDER: SAFEGUARD 706-327-9550 UCS#800033

**eSAS Purchase Order 1012500412 has been Final Approved**

eSASWorkflow <eSASWorkflow@dadeschools.net>

Fri 3/13/2020 5:00 PM

To: Miller, Jessica <jmiller@dadeschools.net>

Document 1012500412 has been Final Approved by Santana, Concepcion C..

Please print this PO to properly encumber your funds.

User comments:

Santana, Concepcion C., 3/13/2020 5:00:00 PM:

**Miller, Jessica**

---

**From:** eSASWorkflow  
**Sent:** Tuesday, May 26, 2020 12:32 PM  
**To:** Miller, Jessica  
**Subject:** eSAS Purchase Order 1012500412 has been Final Approved

Document 1012500412 has been Final Approved by Santana, Concepcion C..

Please print this PO to properly encumber your funds.

User comments:

Santana, Concepcion C., 5/26/2020 12:31:00 PM:



# Miami-Dade County Public Schools Office of the Inspector General



## EXHIBIT 2

Copy of Anything TW, Inc. invoices for the purchase of Field Day t-shirts by NBB's PTA in 2019 and 2021  
(2 pages)

Report of Investigation  
IG21-0007-SI

*Anything, inc.*  
*Anything, inc.*

INVOICE NO: 50129  
 DATE: November 16, 2021

TO: NORMA BUTLER BOSSARD ELEMENTARY SCHOOL Ship To:  
 105950 sw 144 st  
 MIAMI, FL 33196  
 ATTN: Dr. E. Gebara  
 PHONE: 305-254-5200

Cell: 305-776-1362

*paid*

PHONE: 305-254-5200

Cell:305-776-1362

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Tere	Emailed Nov. 15		DROP-OFF		Due upon receipt
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
	Norma Butler Bossard Elementary FIELD DAY 2021				
950	ASSORTED COLORS TSHIRTS			\$7.00	\$6,650.00
	102/lys 287/lys 251/ym 115/yl 42/lyl 36/s 61/m 33/l 13/xl				
4	Assorted colors tshirts 4/2xl			\$10.00	\$40.00
4	Assorted colors tshirts 4/3xl			\$11.00	\$44.00
	Artwork				\$35.00
	Full front & full back				
				SUBTOTAL	\$6,819.00
				DISCOUNT	\$336.00
				SUBTOTAL	\$6,483.00
				SALES TAX	\$453.81
				TOTAL DUE	\$6,936.81

Thank-you for your business!!  
 Make check payable to  
 Anything, Inc.  
 7381 nw 35 st  
 Miami, FL 33122  
 305-458-0004

*check # 3002  
 processed  
 11/16/21*

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER HEAT SENSITIVE ICON AND FOIL HOLOGRAM

NORMA BUTLER BOSSARD ELEM SCH PTA

15950 SW 144TH ST. PH. 305-254-5200  
MIAMI, FL 33196-6791

3002

63 1403 531  
123

DATE 11/16/21

ID 535C

Anything TW, Inc \$6,936.8  
thousand nine hundred and thirty six xx/21 DOLLARS

CenterState  
Permit Office

TWO SIGNATURES REQUIRED  
VOID AFTER 6 MONTHS

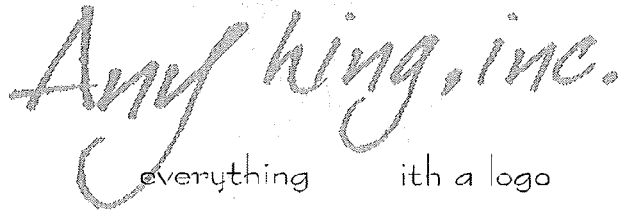
Anything Invoice: 50129



Michelle [Signature]  
[Signature]

003002





# INVOICE

**INVOICE NO:90398**  
**DATE:December 20, 2019**

**TO: NORMA BUTLER BOSSARD ELEMENTARY SCHOOL Ship To:**  
**105950 sw 144 st**  
**MIAMI, FL 33196**  
**ATTN: Mercy Del la Torre**  
**PHONE: 305-254-5200 cell:305-984-3070**

SALESPERSON		P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Tere		Emailed Dec 20		DROP-OFF		
QUANTITY	DESCRIPTION				UNIT PRICE	AMOUNT
1080	Norma Butler Bossard Elementary FIELD DAY 2019- ASSORTED COLORS TSHIRTS 137/yxs 292/ys 285/ym 133/yl 44/yxl 51/s 77/m 42/l 19/xl				\$7.00	\$7,560.00
11	Assorted colors tshirts 11/2xl				\$9.50	\$104.50
2	Assorted colors tshirts 2/3xl				\$11.00	\$22.00
	Artwork					\$75.00
	Full front & full back gold ink					
SUBTOTAL						\$7,761.50
SHIPPING & HANDLING						
SALES TAX						\$543.30
TOTAL DUE						\$8,304.80

Thank-you for your business!!  
Make check payable to :  
Anything tw, inc.  
7381 nw 35 st  
Miami, Fl 33122  
305-458-0004

# Miami-Dade County Public Schools Office of the Inspector General



## EXHIBIT 3

Copy of Purchase Order, Goods Receipt Purchase Order, Santex Invoice signed by Principal Santana for the purchase of a power washer in the amount of \$1,325 on June 10, 2016, three vendor quotes, and email from former Secretary/Treasurer Romelia Suarez  
(11 pages)

## Report of Investigation

### IG21-0007-SI



# Purchase Order

INVOICE 137421

<b>Vendor Information</b>  <b>Vendor:</b> SANTEX CORPORATION 14780 SW 136 ST MIAMI FL 33196  <b>Vendor Number:</b> , 0006508058
--

**Ship To:**  
MDCPS  
Norma Butler  
15950 SW 144 Street  
Miami FL 33196  
(305)254-5200

Prices F.O.B. destination  
Payment net 30 days - no substitutes accepted

<b>P.O. Information</b>  <b>Date:</b> 05/23/2016  <b>P.O. Number:</b> 9000212078 P.O. number must appear on all invoices and packing slips.  <b>Buyer:</b> C. Vanwhervin cvanwhervin@dadeschools.net 305-995-2338
---

Item	Item Description Due Date	Material No. Vendor Item No.	Qty. UOM	Unit Price	Net Price
1	GENERAL PUMP EZ4040G 06/10/2016		1 EA	995.00	995.00
2	20" Whirl-Away 06/10/2016		1 EA	330.00	330.00
	<b>Total:</b>				1,325.00



<a href="#">MDCPS Overview</a>	<a href="#">Shop</a>	<a href="#">Reports</a>	<a href="#">Display Shopping carts &amp; Errors</a>	<a href="#">Vendors</a>
--------------------------------	----------------------	-------------------------	---	-------------------------

### Display Goods Receipt

**Goods Receipt Purchase Order 9000212078 - ROMELIA SUAREZ**

Menu Post Back Exit Cancel System Show Overview Restart Hold Check Post Help

Goods Receipt  Purchase Order

GR for

General Vendor

Document Date 06/16/2016

### Delivery Note

Vendor SANTEX CORPORATION

Posting Date	06/16/2016
--------------	------------

Bill of Lading

HeaderText

Individual Slip

[illegible]

[Delete](#)
[Contents](#)

	Material	Quantity	Where	Purchase Order Data	Partner	Account Assignment
--	----------	----------	-------	---------------------	---------	--------------------

Qty in Unit of Entry	1	EA
----------------------	---	----

Qty In Delivery Note	0	au
----------------------	---	----

Quantity Ordered 1 EP

Quantity Received 1

No. Containers

# Santex Corporation

14780 SW 136 Street

Miami, FL 33196

(305) 259-9221

(305) 259-3559 Fax

## Invoice

Date	Invoice #
6/10/2016	137421

Bill To
MIAMI DADE COUNTY PUBLIC SCHOOL 11601 SW 160 ST MIAMI, FL 33157 ATTN OLGA IZQUIERDO

Ship To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

P.O. No.	Ship Date	Terms	Due Date	Rep	S.O. No.	Order#/BOL#
9000212078	6/10/2016	Net 30	7/10/2016	AP		

Item	Description	Ordered	Invoiced	U/M	Rate	Amount
2DBE PE-4...	BE PRESSURE WASHER GENERAL PUMP, HONDA GX 390 4000 PSI, HOSE, NOZZLE, ALUM CART**		1	ea	995.00	995.00
2DBE85403...	BE WHIRL-A-WAY 20 INCH YELLOW		1		330.00	330.00
PRICE INCLUDES DELIVERY AND SET UP						

**RECEIVED**

X [Signature]  
X [Signature]  
Date 6/29/16

Time IN:
Time OUT:
Drum(s) Returned:

Subtotal	\$1,325.00
Sales Tax (7.0%)	\$0.00
<b>Total</b>	<b>\$1,325.00</b>
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$1,325.00</b>

Signature: [Signature]

Print Name: Concepcion Santex



**Santex**  
CORPORATION

Tel # 305-259-9221 Fax # 305-259-3559

Norma Butler Bossard Elementary

**Mrs. Santana**

**Albert Pulles 786-445-5561**

[illegible]

**Suarez, Romelia C.**

---

**From:** Suarez, Romelia C.  
**Sent:** Wednesday, May 11, 2016 12:39 PM  
**To:** Vanwhervin, Claudette E.  
**Subject:** SHOPPING CART APPROVAL

Good morning Ms. Vanwhervin,

My principal, Ms. Santana, approved SHOPPING CART #1000655830 this morning and I was wondering when it will be approved by you.

Thanks in advance for your assistance.

Have a blessed day!!

*Romy Suarez, Secretary/Treasurer*

**Norma Butler Bossard Elementary/0125**

**15950 S.W. 144<sup>th</sup> Street**

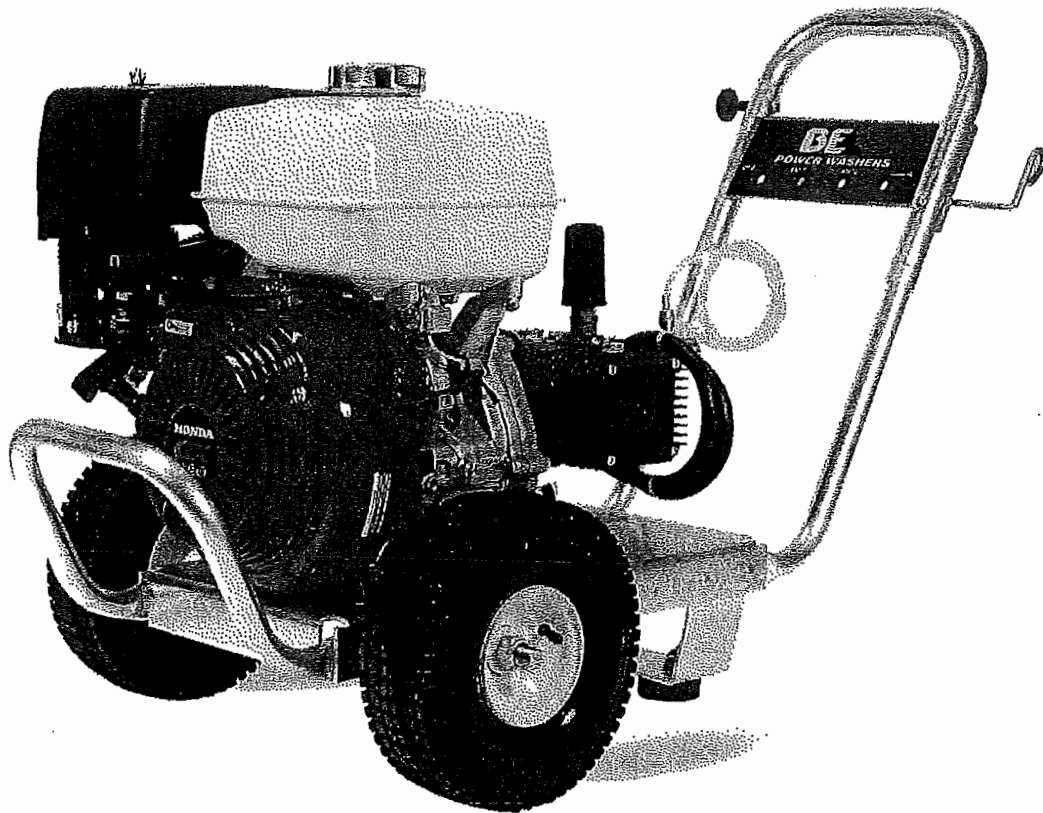
**Miami, FL 33196**

**305-254-5200**

**305-254-5201 (FAX)**

**BE**

# PE-4013HWPAGEN

**4000 PSI, 389cc HONDA GX390****POWERED by  
HONDA**

## SPECIFICATIONS

ALUMINUM FRAME

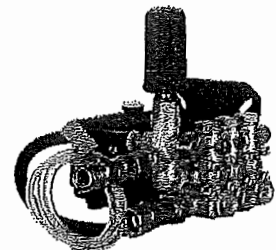
PART#	GPM	PSI	DISPLACEMENT	TRIPLEX PUMP	UNLOADER
PE-4013HWPAGEN	4.0	4000	389cc HONDA GX390	GENERAL EZ4040G	EXTERNAL

### ACCESSORIES INCLUDED

PART #	DESCRIPTION
85.238.151	3/8" 50' HIGH PRESSURE STEEL BRAIDED HOSE
85.205.026	36" GUN/WAND/COUPLINGS
85.210.035BEP	#3.5 QUICK CONNECT NOZZLES: 0°, 15°, 40°, SOAPER

### PUMP OPTIONS

GENERAL EZ4040  
85.139.021B  
PUMP REBUILD KIT  
73.139.021  
REPLACEMENT UNLOADER  
85.300.037



### SHIPPING



20 IN



32 IN



ENGINE  
WARRANTY

PUMP  
WARRANTY



### ◀ ADDITIONAL INFO

- LOW PRESSURE CHEMICAL INJECTOR
- ALUMINUM FRAME PART# 85.600.109
- 10" PNEUMATIC TIRES PART# 85.680.004
- ENGINE OIL 10W 30 PART# 85.490.002
- PUMP OIL 30W NON DETERGENT PART# 85.480.000
- 1" KEYED SHAFT

**BE**

**85.403.007**

**20" WHIRL-A-WAY**

## **20" WHIRL-A-WAY**

4000 PSI MAX PRESSURE

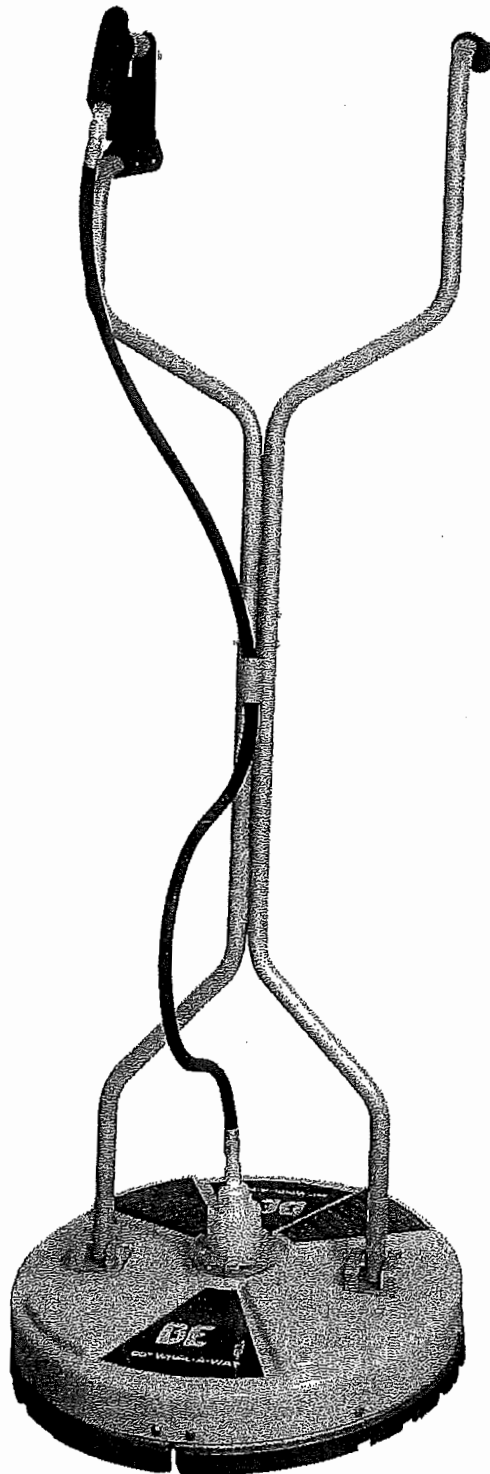
180°F

8.0 GPM MAX FLOW

85.225.025BEP2 NOZZLE SET

20" DIAMETER

**PART# 85.403.007**



**2 NOZZLE SPRAY ARM**

**Santana, Concepcion C.**

---

**From:** Alberto Pulles <apulles@santexcorp.com>  
**Sent:** Tuesday, April 26, 2016 5:07 PM  
**To:** Santana, Concepcion C.  
**Subject:** PRESSURE WASHER QUOTE  
**Attachments:** BE Pressure PE-4013HWPAGEN.pdf; 85.403.007.pdf

Dear Mrs. Santana,

Thank you for the opportunity to quote on your pressure washer requirements.

Attached you will find the brochure for the pressure washer you are requesting. The price is as follows:

\$995.00. Price includes:  
General Pump EZ4040G  
Honda Motor w/ 3 Yr Warranty from Honda GX390  
Aluminum Frame  
3/8" 50' HIGH PRESSURE Steel braided HOSE  
36" Gun/Wand/Couplings  
#3.5 Quick Connect Nozzles: 00,150, 400, Soaper

Also, the 20" Whirl-A-Way is \$330.00  
4000 MAX PSI  
180 MAX TEMP  
UP TO 8.0 GPM  
20" DIAMETER

And Free Delivery to your school.

I look forward to your response.

Albert Pulles  
Santex Corporation  
Account Manager  
786-445-5561

Vendor ID #  
6508058

**REX CHEMICAL CORP**

2400 NW 92nd Avenue

Miami, FL 33172

305-634-2471

305-634-5546

**Quotation**

Page 1 of 1

<i>Merch Total</i>	\$1,358.00
<i>Taxable Sales</i>	\$0.00
<i>Tax</i>	\$0.00
<i>Handling Chg</i>	\$5.00
<i>Ship/Handling</i>	\$0.00
<i>Ppd Deposit</i>	\$0.00
<i>Total</i>	\$1,363.00

DCSB - NORMA BUTLER BOSSARD  
15950 S.W. 144TH STREET  
ATTN. ROMELIA SUAREZ  
MIAMI FL 33196

Date 13-Apr-2016 Valid Until

Salesman 30 Quote 204758  
Terms Net 30

<i>Description</i>	<i>Item Code</i>	<i>Quantity</i>	<i>Price</i>	<i>Amount</i>
4.0GPM 4000PSI PRESSURE WASHER GX390, COMET PUMP S/N:	1519-1140005	1	1,009.00	\$1,009.00
20"WHIRL-A-WAY 4000MAX PSI, 180MAX TEMP,8.0GPM,W/WHEELS	1585-4030071	1	349.00	\$349.00

IF PAID OTHER THAN SCHOOL PO  
PLEASE ADD 3% PROCESSING FEE

Email: [suarezr@dadeschools.net](mailto:suarezr@dadeschools.net)

From:

04/11/2016 13:25

#259 P.002/002

EQUIPMENT SALES OF STH FL. LLC  
12821 SW 134 CT.  
MIAMI, FL 33186  
(305) 256-9433

Date.....: 04-11-16 13:01:01  
Invoice #...: Q15324, Page 1  
Customer #..: 2545200  
Salesperson.: RG  
P.O. #.....:

BILL TO: 2545200  
NORMA BUTLER BOSSARD ELEM.  
15950 SW 144 ST  
MIAMI, FL 33196  
(305) 254-5200

SHIP TO:  
NORMA BUTLER BOSSARD ELEM.  
15950 SW 144 ST  
ALEXANDER  
MIAMI, FL 33196

- INVOICE -

----- QUOTE -----

MFR	PART/MODEL #	DESCRIPTION	QTY SLD	QTY B/O	PRICE	NET	TOTAL	T	S
BE	PE-4013HWPACAT	PW GAS 13HP 4GPM ALM	1	0	1575.00	1365.00	1365.00	N	
BE	BE-2000WAWYW	H.COVER 20" W/WHEELS	1	0	405.00	405.00	405.00	N	

-PE-4013HWPACAT IS A 4000PSI P/WASHER WITH A 13HP HONDA, CAT PUMP, 50FT HOSE,  
TIPS AND CHEMICAL INJECTOR.

-BE-2000WAWYW IS A 20" SURFACE CLEANER WITH WHEELS.

ALL PURCHASES ARE NET 10 DAYS! NO RETURNS! ALL SALES ARE FINAL!  
ALL SPECIAL ORDER ITEMS ARE SUBJECT TO ADDITIONAL SHIPPING CHARGES!

SUBTOTAL 1770.00  
TAX 0.00  
-----  
INVOICE TOTAL 1770.00  
=====

AMOUNT PAID 0.00  
BALANCE DUE

# Miami-Dade County Public Schools Office of the Inspector General



## EXHIBIT 4

Copy of M-DCPS Purchase Authorization (P-Card) form, and Santex invoice regarding the purchase of gloves on February 18, 2021  
(3 pages)

## Report of Investigation

### IG21-0007-SI





MIAMI DADE COUNTY PUBLIC SCHOOLS  
PURCHASING CARD PROGRAM  
PURCHASE AUTHORIZATION FORM

WORK LOCATION NAME AND NUMBER: Norma Butler Bossard Elementary School #0125					INTERNAL #:				
REQUESTER (Print): Alexis Melendez Rivera		REQUESTER (Signature): 			REQUESTED DATE: 02/18/2021				
Florida Tax Exemption No. 85-8013887801C-1		CARD HOLDER NAME: Concepcion C. Santana			SHIP TO ADDRESS: 15950 SW 144 ST Miami, FL 33196				
SUPPLIER/MERCHANT: Santex Corp		TRANSACTION DATE (order placed date): 02/23/2021							
		LAST FOUR DIGITS OF CARD #: 1287							
ITEM	DESCRIPTION			QTY	UNIT OF MEASURE	PRICE	TOTAL	RCVD BY	
1	Gloves			1		596.00	596.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
FUND (6-DIGITS) 100000		G/L ACCT (6-DIGITS) 55100	COST CENTER (7-DIGITS) 1012500	FUNCTIONAL AREA* (8 DIGITS - 6 DIGITS) 99640000-790000		SHIPPING CHARGES PURCHASE NOT TO EXCEED \$2,999.99		0.00 \$ 596.00	CHECK HERE IF ADDITIONAL ITEMS ON ADDITIONAL PAGES
WORK LOCATION CARD ADMINISTRATOR (PRINT): CONCEPCION C. SANTANA				SIGNATURE: 			APPROVAL DATE: 2/18/21		<input type="checkbox"/>
SUPPLIER MUST CALL JESSICA MILLER AT (305) 254-5200 X 2103 TO OBTAIN PURCHASING/CREDIT CARD NUMBER. PLEASE NOTE - NO SUBSTITUTES OR BACK ORDERS ACCEPTED.									

# Santex Corporation

14780 SW 136 Street  
Miami, FL 33196  
(305) 259-9221  
(305) 259-3559 Fax

Attn: Jessie Miller

## Invoice

Date	Invoice #
2/18/2021	192405

Bill To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

Ship To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

P.O. No.	Ship Date	Terms	Due Date	Rep	S.O. No.	Order#/BOL#
	2/18/2021	Net 30	3/20/2021	SCA		

Item	Description	Ordered	Invoiced	U/M	Rate	Amount
4ETTP/FNITL	TOUCH-N-TUFF NITRILE P/F LARGE 480 GLOVE CASE		2		98.00	196.00
4ENITP/FXL	NITRILE GLOVE POWDER FREE X-LARGE CASE		1		200.00	200.00
4ENITP/FMD	NITRILE GLOVE POWDER FREE MEDIUM CASE		1		200.00	200.00
	VENDOR 6508058					
	TERE WILL DELIVER					

Time IN:
Time OUT:
Drum(s) Returned:

2/24/21

Subtotal	
Sales Tax	
Total	
Payments	
Balance Due	\$596.00

SANTEX CORP  
14780 SW 136 ST  
MIAMI, FL 33196  
305-259-9221  
02/23/2021  
Terminal ID No.: 7696409  
Credit Sale:  
Transaction #: 4  
Card Type: MasterCard  
Account: \*\*\*\*\*1287  
Entry: Manual  
Amount: \$596.00  
Ref. Number: 10418602891  
Auth. Code: 061760  
Batch Number: 12  
Response: APPROVAL 061760  
CVD Response: H - Match  
CUSTOMER COPY

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

# Miami-Dade County Public Schools Office of the Inspector General

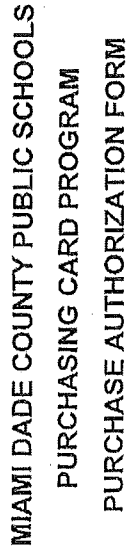


## EXHIBIT 5

Copy of M-DCPS Purchase Authorization (P-Card) form, and Santex invoice regarding the purchase of children's masks on March 2, 2021  
(2 pages)

## Report of Investigation

### IG21-0007-SI

FMI-5707 Rev. (04-17)

# Santex Corporation

14780 SW 136 Street

Miami, FL 33196

(305) 259-9221

(305) 259-3559 Fax

## Invoice

Date	Invoice #
3/8/2021	192931

Bill To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

Ship To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

P.O. No.	Ship Date	Terms	Due Date	Rep	S.O. No.	Order#/BOL#
	3/8/2021	Net 30	4/7/2021	IA		

Item	Description	Ordered	Invoiced	U/M	Rate	Amount
5CA-KIDSM...	KIDS MASK SURGICAL BLUE 50/BOX  VENDOR # 6508058 TERE WILL DELIVER		10		18.00	180.00

Time IN:
Time OUT:
Drum(s) Returned:

Subtotal	\$180.00
Sales Tax (7.0%)	\$0.00
Total	\$180.00
Payments/Credits	\$0.00
Balance Due	\$180.00

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Packing slip/delivery

# Miami-Dade County Public Schools Office of the Inspector General

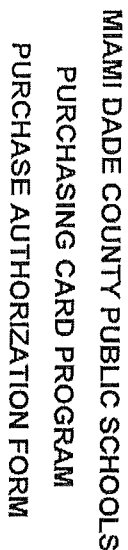


## EXHIBIT 6

Copy of M-DCPS Purchase Authorization (P-Card) form, Santex invoice and product description sheet regarding the purchase of gloves, hand sanitizers, and anti-bacterial soap on March 2, 2021  
(5 pages)

## Report of Investigation

IG21-0007-SI

FM-5707 Rev. (04-17)

# Santex Corporation

14780 SW 136 Street  
Miami, FL 33196  
(305) 259-9221  
(305) 259-3559 Fax

## Invoice

Date	Invoice #
3/2/2021	192769

Bill To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

Ship To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

P.O. No.	Ship Date	Terms	Due Date	Rep	S.O. No.	Order#/BOL#
	3/2/2021	Net 30	4/1/2021	IA		

Item	Description	Ordered	Invoiced	U/M	Rate	Amount
4ENITP/FLG	NITRILE GLOVE POWDER FREE LARGE CASE		1		200.00	200.00
3JS70012	SANTEX ALCOTEX 70 ALCOHOL GEL 32oz QUART 12/1 CASE		1	12/1 QT	99.96	99.96
3JS7004	SANTEX ALCOTEX 70 ALCOHOL GEL REFILL 4/1 GL PER CASE		1	4/1 GA	74.00	74.00
3JS130UNIT	SANTEX SAVONEX ANTI-BACTERIAL LAVENDER HAND SOAP (1 GL)		2	gal		
3JS130UNIT	SANTEX SAVONEX ANTI-BACTERIAL OCEAN BREEZE HAND SOAP (1 GL) VENDOR # 6508058		2	gal		

SANTEX CORP  
14780 SW 136 ST  
MIAMI, FL 33196  
305-259-9221

03/02/2021 15:26:55  
Terminal ID No.: 7696408

Credit Sale:

Transaction ID:  
Card Type: MasterCard  
Account: \*\*\*\*\*12E  
Entry: Manna

Amount: \$433.96

Ref. Number: 1061200003E  
Auth. Code: 03782  
Batch Number: 1  
Response: APPROVAL 03782  
CVD Response: M - Match

CUSTOMER COPY

Time IN:
Time OUT:
Drum(s) Returned:

Subtotal

Sales Tax (

Total

Payments/Credits

Balance Due

\$0.00

\$433.96

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_



# Santex CORPORATION

February 25, 2021

Quote: PPE SUPPLIES

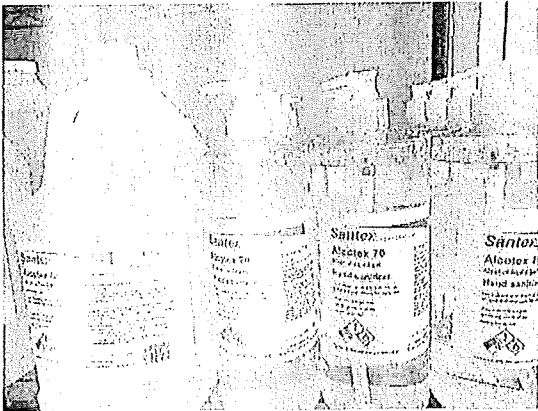
Attention: Jessica Miller

Santex is pleased to submit the following price and delivery information pursuant to your request.

**Product Description:** Hand sanitizer: 70% Isopropyl alcohol

- |    |  |                       |
|----|--|-----------------------|
| 1. | 12 units of 32 oz. quarts in a case: 1 cases @ \$99.96 | = \$99.96             |
|    | 4 gallons in a case :                                  | 1 x \$74.00 = \$74.00 |

The quarts are to be place on each classroom teacher's desk to control over use of the students and then you can do the refills with the galloons.



2. **Product Description:** nitrile gloves powder free

1 case of <sup>large</sup> medium gloves 1,000 each @ \$200.00 = \$200.00

**Terms:** During this time due to Covid-19, all orders placed will be pre pay by check. Every order well be determine depending on merchandise placed. All quotations are valid 7 days any changes will require a new quote.

If you have any questions or need additional assistance, please do not hesitate to call us at 786-545-9000.

Cordially,

Tere Wong  
Sales Representative  
[Tere@santexcorp.com](mailto:Tere@santexcorp.com)  
[www.santexcorp.com](http://www.santexcorp.com)

**Santex**  
CORPORATION

786. 545. 9000 Cell

305. 259. 9221  
305. 259. 3559 Fax

14780 SW 13 6 ST  
Miami, FL 33196

# *Santex* CORPORATION

February 22, 2021  
Quote: Nitrile Gloves  
Attention: Jessie Miller

Santex is pleased to submit the following price and delivery information pursuant to your request.

**Product Description:** antibacterial soap

1. 1 cases of 4 gallons of antibacterial soap = \$60.00

**Terms:** During this time due to Covid-19, all orders placed will be pre pay by check. Every order will be determine depending on merchandise placed. All quotations are valid 7 days any changes will require a new quote.

If you have any questions or need additional assistance, please do not hesitate to call us at 786-545-9000.

Cordially,

Tere Wong  
Sales Representative  
[Tere@santexcorp.com](mailto:Tere@santexcorp.com)  
[www.santexcorp.com](http://www.santexcorp.com)

*Santex*  
CORPORATION

786. 545. 9000 Cell  
305. 259. 9221  
305. 259. 3559 Fax

14780 SW 13 6 ST  
Miami, FL 33196

# Miami-Dade County Public Schools Office of the Inspector General



## EXHIBIT 7

Copy of M-DCPS Purchase Authorization (P-Card) form and Santex invoice regarding the purchase of  
Lysol wipes and children's masks on March 15, 2021  
(4 pages)

## Report of Investigation

### IG21-0007-SI



WORK LOCATION NAME AND NUMBER:						INTERNAL #:	
REQUESTER (Print):			REQUESTER (Signature):			REQUESTED DATE:	
Norma Butler Bossard Elementary School #0125						3/15/2021	
Heather Parker			CARD HOLDER NAME: Concepcion C. Santana			SHIP TO ADDRESS: 15950 SW 144 ST Miami, FL 33196	
Florida Tax Exemption No. 85-8013887801C-1			TRANSACTION DATE (order placed date): 05/17/2021				
SUPPLIER/MERCHANT: Santex Corp.			LAST FOUR DIGITS OF CARD #: 1287				
ITEM	DESCRIPTION	QTY	UNIT OF MEASURE	PRICE	TOTAL	RCVD BY	
1	Lysol wipes 6/80ct	2		57.50	115.00		
2	Kids surgical masks 50/box	46		15.00	690.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
FUND (6-DIGITS)	G/L ACCT (6-DIGITS)	COST CENTER (7-DIGITS)	FUNCTIONAL AREA* (3 DIGITS - 6 DIGITS)	SHIPPING CHARGES PURCHASE NOT TO EXCEED \$2,999.99	0.00	CHECK HERE IF ADDITIONAL ITEMS ON ADDITIONAL PAGES	
100000	551000	1012500	99640000-790000		\$ 805.00		
WORK LOCATION CARD ADMINISTRATOR (PRINT): CONCEPCION C. SANTANA			SIGNATURE: 	APPROVAL DATE: 3/15/21	<input type="checkbox"/>		
SUPPLIER MUST CALL JESSICA MILLER AT (305) 254-5200 X 2103 TO OBTAIN PURCHASING/CREDIT CARD NUMBER. PLEASE NOTE - NO SUBSTITUTES OR BACK ORDERS ACCEPTED.							

NOTE 5-11-21  
Already given to OIC

# Santex Corporation

14780 SW 136 Street

Miami, FL 33196

(305) 259-9221

(305) 259-3559 Fax

## Invoice

Date	Invoice #
5/12/2021	194987

Bill To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

Ship To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

P.O. No.	Ship Date	Terms	Due Date	Rep	S.O. No.	Order#/BOL#
	5/12/2021	Net 30	6/11/2021	IA		

Item	Description	Ordered	Invoiced	U/M	Rate	Amount
3JD20874	CP997161 LYSOL LEMON/LIME WIPE FLAT PACK DISINF 6/80 CT**		2		57.50	115.00
5CA-KIDSM...	KIDS MASK SURGICAL BLUE 50/BOX  VENDOR 6508058		46		15.00	690.00

*[Handwritten signature and date 5/25/21]*

Time IN:
Time OUT:
Drum(s) Returned:

<b>Subtotal</b>	\$805.00
<b>Sales Tax (7.0%)</b>	\$0.00
<b>Total</b>	\$805.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$805.00

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

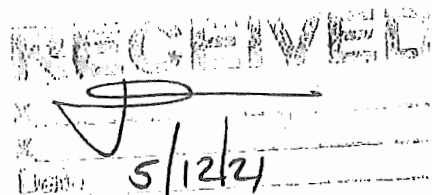
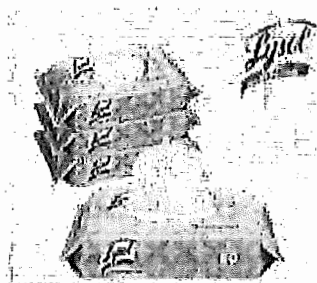
# Santex CORPORATION

March 15, 2021  
Quote: wipes/mask  
Attention: Jessie Miller

Santex is pleased to submit the following price and delivery information pursuant to your request.

## Product Description:

1. LYSOL LEMON/LIME WIPE FLAT PACK DISINFECTED



2 cases: of Lysol lemon wipes 6/80CT in a box @ \$57.50 = \$115.00

2. 46 boxes of youth disposable mask 50 in a box \$15.00 = \$690.00

Total \$805.00

**Terms:** During this time due to Covid-19, all orders placed will be pre pay by check. Every order well be determine depending on merchandise placed. All quotations are valid 7 days any changes will require a new quote.

If you have any questions or need additional assistance, please do not hesitate to call us at 786-545-9000.

Cordially,

Tere Wong  
Sales Representative  
[Tere@santexcorp.com](mailto:Tere@santexcorp.com)  
[www.santexcorp.com](http://www.santexcorp.com)

**Santex**  
CORPORATION

786. 545. 9000 Cell  
305. 259. 9221  
305. 259. 3559 Fax

14780 SW 13 6 ST  
Miami, FL 33196



# Miami-Dade County Public Schools Office of the Inspector General



## EXHIBIT 8

Copy of M-DCPS Purchase Authorization (P-Card) form and Santex invoice regarding the purchase of  
Lysol wipes on March 17, 2021  
(2 pages)

## Report of Investigation

### IG21-0007-SI



MIAMI DADE COUNTY PUBLIC SCHOOLS  
PURCHASING CARD PROGRAM  
PURCHASE AUTHORIZATION FORM

WORK LOCATION NAME AND NUMBER: Norma Butler Bossard Elementary School #0125						INTERNAL #:		
REQUESTER (Print): Shiloh Monroe			REQUESTER (Signature): 			REQUESTED DATE: 03/17/2021		
Florida Tax Exemption No. 85-8013887801C-1			CARD HOLDER NAME: Concepcion C. Santana			SHIP TO ADDRESS: 15950 SW 144 ST Miami, FL 33196		
SUPPLIER/MERCHANT: Santex Corporation			TRANSACTION DATE (order placed date): 04/14/2021					
			LAST FOUR DIGITS OF CARD #: 1287					
ITEM	DESCRIPTION			QTY	UNIT OF MEASURE	PRICE	TOTAL	RCVD BY
1	Lysol disinfectant wipes 6/80ct.			6		59.70	358.20	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
FUND (6 -DIGITS) 100000		G/L ACCT (6-DIGITS) 551000	COST CENTER (7- DIGITS) 1012500	FUNCTIONAL AREA* (8 DIGITS - 6 DIGITS) 99640000-790000		SHIPPING CHARGES PURCHASE NOT TO EXCEED \$2,999.99		CHECK HERE IF ADDITIONAL ITEMS ON ADDITIONAL PAGES
						0.00		<input type="checkbox"/>
						\$ 358.20		
WORK LOCATION CARD ADMINISTRATOR (PRINT): CONCEPCION C. SANTANA				SIGNATURE: 			APPROVAL DATE: 3/17/21	
SUPPLIER MUST CALL JESSICA MILLER AT (305) 254-5200 X 2103 TO OBTAIN PURCHASING/CREDIT CARD NUMBER. PLEASE NOTE - NO SUBSTITUTES OR BACK ORDERS ACCEPTED.								

# Santex Corporation

14780 SW 136 Street  
Miami, FL 33196  
(305) 259-9221  
(305) 259-3559 Fax

## Invoice

Date	Invoice #
3/17/2021	193251

Bill To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

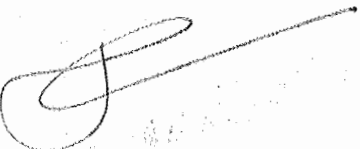
Ship To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

P.O. No.	Ship Date	Terms	Due Date	Rep	S.O. No.	Order#/BOL#
	3/17/2021	Net 30	4/16/2021	IA		

Item	Description	Ordered	Invoiced	U/M	Rate	Amount
3JD20874	CP997161 LYSOL LEMON/LIME WIPE FLAT PACK DISINF 6/80 CT**  VENDOR #6508058		6		59.70	358.20

PAID 4/12/21 paid

Time IN:
Time OUT:
Drum(s) Returned:

4/12/21  


Subtotal	\$358.20
Sales Tax (7.0%)	\$0.00
<b>Total</b>	<b>\$358.20</b>
Payments/Credits	\$0.00
Balance Due	\$358.20

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

# Miami-Dade County Public Schools Office of the Inspector General



## EXHIBIT 9

Copy of M-DCPS Internal Fund Purchase Order, eSAS Workflow email, Check Requisition form,  
Purchase order Processing form, Internal Fund account check, and Santex invoice and Product  
Description sheet for Lysol wipes on June 2, 2021  
(9 pages)

## Report of Investigation

### IG21-0007-SI



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
INTERNAL FUND PURCHASE ORDER

Vendor Name Santex Corp  
Address 14780 SW 136 St  
Miami, FL 33196  
Phone No. (786) 545-9000  
Contact Person \_\_\_\_\_  
Ship To:  
School Norma Butler Bossard Elementary School  
Address 15950 SW 144 ST  
Miami, Florida 33196  
Attn. Jessica Miller  
Expected Delivery \_\_\_\_\_ Date \_\_\_\_\_  
Send invoices in duplicate to: \_\_\_\_\_  
\_\_\_\_\_ jmilller@dadeschools.net  
Secretary/Treasurer

Purchase Order No. 1012500463  
Issue Date 06/02/2021  
Please refer to the above Purchase Order No. on all invoices/correspondence.

Sales Tax Exempt No. 85-8013887801C-1  
Sales Tax No. may not be used to purchase merchandise for resale.

**FOR SCHOOL USE ONLY**  
Object 5510 00 Program 5009 0000  
Function 0901 Sub-Ledger 0000  
Account Name Fund 9  
Date approved in eSAS \_\_\_\_\_  
Vendor GP Number GP1567

Sponsor Signature [Signature]

Replaces  
w/COIR  
sheet

The School and the Miami-Dade County School Board will not be liable for goods/services not identified on this Purchase Order. Substitution of merchandise or change in cost is not allowed unless authorized in writing.  
**Note:** A Purchase Order is requested on purchases of \$100.00 or more. School Board Policy 6610 specifies that purchases of \$ 1,000.00 or more, but less than \$50,000.00, require at least three (3) written quotes to be solicited from vendors, of which at least one must be a certified Minority/Women Business Enterprise (M/WBE). These quotes will be subject to our Internal Funds auditing process.

ITEM DESCRIPTION	QUANTITY (UNITS)	UNIT COST	EXTENDED COST
Lysol wipes pouches-disinfectant	14	57.50	805.00

PURCHASE ORDER TOTAL → 805.00

Funds Available: ☒ Yes ☐ No Total P.O. not to exceed \$ 805.00

Secretary/Treasurer Signature \_\_\_\_\_

6/2/21  
Date

Purchase Order must not be authorized unless completely filled out by originator.

Principal or Delegate Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: P.O. is required on Purchases for \$100.00 or more.

Document 1012500463 has been Final Approved

eSASWorkflow <eSASWorkflow@dadeschools.net>

Wed 6/2/2021 12:28 PM

To: Miller, Jessica <jmiller@dadeschools.net>

Document 1012500463 has been Final Approved by Santana, Concepcion C..

User contents:

Santana, Concepcion C., 6/2/2021 12:28:00 PM:



CHECK REQUISITION / JV TRANSFER

Check No. 1012501397

School WBB

Transfer Document No. K729

ACCOUNT NAME	OBJECT	PROGRAM	FUNCTION	SUB-LEDGER	AMOUNT	IN/OUT	DR/CR
<u>Fund-9</u>	<u>5510</u>	<u>5009</u>	<u>0901</u>	<u>0000</u>	<u>805.00</u>		<u>DR</u>
<u>liability</u>	<u>2120</u>	<u>0000</u>	<u>2000</u>	<u>0000</u>	<u>805.00</u>		<u>CR</u>

	Object	Program	Function
Budget Structure for F-9 use only	<u>5510</u>	<u>9964</u>	<u>7900</u>

Check Amount \$ 805.00

\*P. O. No. 1012500463

Check payable to:

Santex Corp.

GP1567

Description of goods/services ordered

replenish w/ lysol disinfecting wipes,  
replenish w/ coronavirus foods.

U. Heather G. Parker  
Originator/Sponsor Signature

Secretary/Treasurer Signature

Date

6/7/21

Date

Principal/Delegate Signature

Date

6/7/21

NOTES: Custodian or requester of goods/services must sign invoices acknowledging receipt.

\*P. O. required on purchases for \$100.00 or more.

System: 6/7/2021 11:46:35 AM  
User Date: 6/7/2021

0125 - NORMA BUTLER BOSSARD EL  
RECEIVINGS POSTING JOURNAL  
Purchase Order Processing

Page: 1  
User ID: 290315

Batch ID: 290315  
Batch Comment:

Audit Trail Code: RECVG00000393

^ Drop ship serial/lot items

Type	Receipt No.	Doc. Date	Post Date	Vendor ID	Name	Vendor Doc. No.			
Voucher No.		Subtotal	Trade Discount	Freight Amount	Misc Amount	Tax Amount	Total	Discount Avail	
SHP/IVC R000000729		6/7/2021	6/7/2021	GP00001567	SANTEX CORPORATION	195622			
V000001507		\$805.00	\$0.00	\$0.00	\$0.00	\$0.00	\$805.00	\$0.00	

Item	Description	U of M	Site ID	PO/Transfer Number	
Vendor Item	Quantity Shipped	Quantity Invoiced	Quantity Rejected	Unit Cost	Extended Cost
LYSOL WIPE POUCHES DISENFECTAN	disenfectant products needed for summer school	Each	SCHOOL	1012500463	
LYSOL WIPE POUCHES DISENFECTAN	14.00	14.00	0.00	\$57.50	\$805.00
				Subtotal:	\$805.00

Subtotal	Trade Discount	Freight Amount	Misc Amount	Tax Amount	Prepayment	Total	Discount Avail
\$805.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$805.00	\$0.00



System: 6/7/2021 11:46:39 AM  
User Date: 6/7/2021

0125 - NORMA BUTLER BOSSARD EL  
RECEIVINGS DISTRIBUTION DETAIL  
Purchase Order Processing

Page: 1  
User ID: 290315

Audit Trail Code: RECVG00000393

Account	Description						
Receipt No.	Vendor ID	Doc. Date	Posting Date	Debit	Credit	Net	
212000-00000000200000-00		LIABILITY					
R000000729	GP00001567	6/7/2021	6/7/2021	\$0.00	\$805.00	-\$805.00	
		Totals:		\$0.00	\$805.00	-\$805.00	
551000-50090000090109-00		SUPP-INST MAT & ED SUP FUND 9-FUND-9 INST. MAT.					
R000000729	GP00001567	6/7/2021	6/7/2021	\$805.00	\$0.00	\$805.00	
		Totals:		\$805.00	\$0.00	\$805.00	
		Report Totals:		\$805.00	\$805.00	\$0.00	

Date Printed:10/22/2021 10:37 AM PT

**Check 1012501397 - 805.00 USD**

**PAY TO THE ORDER OF**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
INTERNAL FUND ACCOUNT  
NORMA BUTLER BOSSARD ELEMENTARY SCHOOL  
15950 SW 144TH STREET - MIAMI, FL 33196  
(305) 254-5200

**EIGHT HUNDRED FIVE DOLLARS AND 00 CENTS**

SANTEX CORPORATION  
14780 SW 136 ST  
MIAMI FL 33196

**PAY TO THE ORDER OF**

WELLS FARGO BANK, N.A.  
11-24-210

CHECK DATE  
**6/7/2021**

CHECK AMOUNT  
**\$805.00**

VOID AFTER 6 MONTHS

TWO SIGNATURES REQUIRED

⑈ 1012501397 ⑆

[illegible]

>06G004367<  
CNB-South Miami  
2021-06-28  
0280119683  
Batch 125479665

☒ **ENDORSE HERE**

☐ **CHECK HERE IF BILLED BY POST**

DO NOT WRITE, STAMP OR SIGN OVER THIS LINE  
\*RESERVED FOR FINANCIAL INSTITUTION USE\*

PAID TO THE ORDER OF  
CITY NATIONAL BANK  
MIAMI, FL 33139-1722  
6566621367

Item Details			
Account Number		Item Sequence Number	008439824789
Account Name	0125	Bank Id	121000248
Check	1012501397	Posting Date	06/28/2021
Amount	805.00 USD Debit	As Of Date	06/28/2021
Bai Code	475		
Status	Check Paid		
Additional Item Details: CHECK			
0000001 +000000001487389			

© Copyright 2021 Wells Fargo. All rights reserved.

Vendor ID	Name	Account w/ Vendor	School	Check Date	Check Number
GP00001537	SANTEX CORPORATION		0125 - NORMA BUTLER BOS	6/7/2021	1012501397
Vendor Invoice Number	Invoice Date	Invoice Amount	Amount Paid		
195622	6/7/2021	\$805.00	\$805.00		

\$805.00

\$805.00

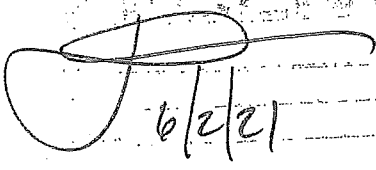
TO REORDER: SAFEGUARD 706-327-9550 UCS#7702293

# Santex Corporation

14780 SW 136 Street  
Miami, FL 33196  
(305) 259-9221  
(305) 259-3559 Fax

## Invoice

Date	Invoice #
6/2/2021	195622

Bill To				Ship To				
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196				NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196				
P.O. No.	Ship Date	Terms	Due Date	Rep	S.O. No.	Order#/BOL#		
	6/2/2021	Net 30	7/2/2021	IA				
Item	Description	Ordered	Invoiced	U/M	Rate	Amount		
3JD20874	CP997161 LYSOL LEMON/LIME WIPE FLAT PACK DISINF 6/80 CT**		14		57.50	805.00		
VENDOR # 6508058								
Time IN:					Subtotal			\$805.00
Time OUT:					Sales Tax (7.0%)			\$0.00
Drum(s) Returned:					Total			\$805.00
					Payments/Credits			\$0.00
					Balance Due			\$805.00

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Fund 9  
covid replenish*

# Santex CORPORATION

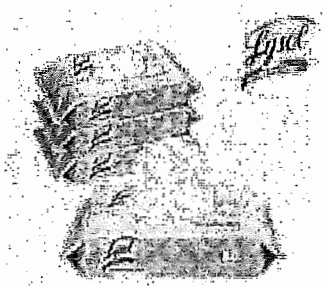
GP000001567

June 2, 2021  
Quote: wipes  
Attention: Jessie Miller

Santex is pleased to submit the following price and delivery information pursuant to your request.

## Product Description:

1. LYSOL LEMON/LIME WIPE FLAT PACK DISINFECTED



14 cases: of Lysol lemon wipes 6/80CT in a box @ \$57.50 = \$805.00

**Terms:** During this time due to Covid-19, all orders placed will be pre pay by check. Every order well be determine depending on merchandise placed. All quotations are valid 7 days any changes will require a new quote.

If you have any questions or need additional assistance, please do not hesitate to call us at 786-545-9000.

Cordially,

Tere Wong  
Sales Representative  
[Tere@santexcorp.com](mailto:Tere@santexcorp.com)  
[www.santexcorp.com](http://www.santexcorp.com)

**Santex**  
CORPORATION

786. 545. 9000 Cell  
305. 259. 9221  
305. 259. 3559 Fax

14780 SW 13 6 ST  
Miami, FL 33196

# Miami-Dade County Public Schools Office of the Inspector General



## EXHIBIT 10

September 24, 2021, Principal Santana's authorization to purchase children's masks and  
nitrile gloves from Santex  
(4 pages)

## Report of Investigation

### IG21-0007-SI

Duplicate

**Santex Corporation**

14780 SW 136 Street  
Miami, FL 33196  
(305) 259-9221  
(305) 259-3559 Fax

**Invoice**

Date	Invoice #
9/28/2021	199067

Bill To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

Ship To
NORMA BUTLER BOSSARD 15950 SW 144 ST MIAMI, FL 33196

P.O. No.	Ship Date	Terms	Due Date	Rep	S.O. No.	Order#/BOL#
	9/28/2021	CREDIT CARD	9/28/2021	IA		

Item	Description	Ordered	Invoiced	U/M	Rate	Amount
5CA-KIDSM...	KIDS MASK SURGICAL BLUE 50/BOX		50		12.00	600.00
4ENITP/FMD	NITRILE GLOVE POWDER FREE MEDIUM CASE		1		120.00	120.00
4ENITP/FLG	NITRILE GLOVE POWDER FREE LARGE CASE		1		120.00	120.00
VENDOR # 6508058						
TERE WILL DELIVER CC AUTH CODE 063695						

Time IN:

Time OUT:

Drum(s)  
Returned:

Subtotal

Sales Tax

Total

Payments/C

Balance Du

SANTEX CORP  
14780 SW 136 ST  
MIAMI, FL 33196  
305-259-9221

09/28/2021 12:50:48  
Terminal ID No.: 76964895

Credit Sale:

Transaction #: 2  
Card Type: MasterCard  
Account: \*\*\*\*\*1287  
Entry: Manual

Amount: \$840.00

Ref. Number: 127116400546  
Auth. Code: 063695  
Batch Number: 153  
Response: 00PROVAIL 063695  
CVD Response: M - Match

CUSTOMER COPY

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

PAID

RECEIVED

Date 9/28/21

# Miami-Dade County Public Schools Office of the Inspector General



## EXHIBIT 11

Copy of M-DCPS Procurement Management Services, S&MD delivery ticket for distribution of masks  
to NBB on October 29, 2020  
(1 page)

Report of Investigation  
IG21-0007-SI



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
STORES & MAIL DISTRIBUTION DELIVERY TICKET

ST

MASKS

Date 10/29/2020

Run

M12

School Loc 125  
School Name Norma Butler Bossard Elem  
Address 15950 SW 144 Street  
Phone (305)254-5200

Attn: SCHOOL PRICIPAL, MASKS

Item Description	QTY	U/M
The enclosed face coverings are for <b>ADULTS</b> . Instructions for distribution are found in the Principals Reopening Toolkit.	353	PACK OF 5
The enclosed face coverings are for <b>YOUTH</b> Instructions for distribution are found in the Principals Reopening Toolkit.	590	PACK OF 5

Total Cartons	Total Pieces	Picked by	Delivered by	Received By	Employee Number
10	943	287111	130811	<i>[Signature]</i>	309111
DATE					

# Miami-Dade County Public Schools Office of the Inspector General



## APPENDIX A


Principal Santana's Response to the OIG Draft Report  
(3 pages)

Report of Investigation  
IG21-0007-SI

# MEMORANDUM

November 19, 2024

**TO:** Felix Jimenez, Inspector General  
Office of the Inspector General for Miami-Dade County Public Schools

**FROM:** Dr. Concepcion C. Santana, Principal   
Norma Bulter Bossard Elementary School

**SUBJECT: RESPONSE TO OIG DRAFT REPORT - IG 21-0007-SI**

Below please find my written response to the OIG DRAFT REPORT – IG 21-0007-SI regarding the purchase of school supplies from a family-owned business.

- As mentioned in your report, during both the 2020-2021 and 2021-2022 school years (during the COVID pandemic), school administrators were charged and directed to provide personal protective equipment such as masks, gloves, hand sanitizers and cleaning products to ensure the health and safety of everyone at the school site, and these products were all in high demand and nationwide shortages were prevalent. (See Attachment 6 for District Directives/Guidelines)
- Beginning in March of 2020, items needed to maintain the health and safety of staff and students were purchased for the school from the S&MD Warehouse for M-DCPS, as their inventory allowed. In the instances that S&MD did not carry the items needed at the school site or were out of stock, which happened periodically during the first year of the pandemic, school administrators were challenged to purchase from outside vendors in order to ensure that there was always a steady supply of mandated items to provide for the health, safety, and welfare of the students and staff. Treasurers from across the district shared information on where to order and find the needed products when S&MD did not have the items needed.
- As mentioned in your report, exemptions to Florida Statute Section 112.313 exist under subsection (12) of this statute when it comes to protecting the health, safety, or welfare of the citizens of the state or any political subdivision thereof. While in your report you cite specific purchases that were exempt, there are others that fall under this exemption that were not reported as being considered exempt. **Below are the following items that should also be exempt.**
  1. **Children/Youth Masks (Total of \$1,470.00):** While the report states this type of mask existed at S&MD at the time of purchase from Santex Corporation in March 2021 and September 2021, they actually did not (see Attachment 1 and Attachment 3 for documents substantiating this

statement). From September 2020-December 2021 S&MD carried both youth/children's and adult masks. Beginning in January 2021, S&MD continued to carry adult-sized masks; however, the adult mask did not properly fit the students' faces in the primary elementary grades in order to provide for health and safety standards and had to be purchased through an outside vendor. Due to this, the purchase of children's/youth masks on 3/2/21, 3/15/21, and 9/24/21 totaling \$1,470.00 over the three purchases should be exempt under F.S. 112.313 (12), since the product did not exist at the MDCPS Schools and Mail Distribution (S&MD) Center.

- a) On page 20 of the OIG draft report, the item listed next to the date of 3/2/21 as "surgical masks" in the report was incorrectly written. As per the invoice attached in Exhibit 5 of your report, it should state "Kids Surgical Mask" (which S&MD did not procure at that time).
- b) On page 16 of the OIG draft report, it states that, "Mr. Vicaria advised that there was no record of NBB requesting masks directly from the S&MD warehouse". This is incorrect as NBB did order and receive both youth/children's masks and adult masks from S&MD in September and October of 2020 as evidenced by the purchase orders and packing slips (Attachment 2). In January 2021 S&MD no longer carried youth/children's masks and elementary schools needing replenishment from the original supply of masks in October 2020, had to look at other vendors to purchase youth/children's masks. (See documentation in Attachment 1 and Attachment 3).
- c) Furthermore, NBB continued to order adult masks throughout the remainder of the 2020-2021 and 2021-2022 school years from S&MD, as the adult masks were the only size available after January 2021. (See Attachment 3: Covid Allocations and Materials Inventory Lists from 8/31/2020; 10/19/2020; 01/15/2021; and 8/13/2021 demonstrating that youth masks were no longer available or allocated through S&MD).

2. **Lysol/Disinfectant Wipes (Total of \$473.20)**: In February and March 2021, the disinfectant wipes were on backorder at S&MD. Since supplies were running low at the school and there was no definite date provided to expect the order from S&MD, wipes needed to be secured from an outside vendor to assist teachers and staff with proper sanitation protocols. (See Attachment 4)

- **P-Card Purchases:** In the OIG Draft Report it states that there was a total of \$2,373.16 of improper payments made using the P-Card based on the M-DCPS Purchasing Card Program Policies as the products were procured by S&MD. On page 11 of the MDCPS Purchasing Card Program Policies and Procedures Manual, it says that any products procured by S&MD cannot be purchased by using the P-Card. The following charges on the P-Card totaling \$2,199.00 should not be considered unallowable nor improperly charged as they were **not procured by S&MD at the time of purchase** through the P-Card. (Attachments 1 and Attachment 3 contain evidence of the unavailability at S&MD.)
  - **Gloves** (size large): Total of \$796.00 (2/18/21-\$596.00 and 3/2/21-\$200.00)
  - **Youth/Children's Masks:** Total of \$870 (3/2/21 - \$180.00 and 3/15/21 - \$690.00)
  - **Anti-bacterial Soap:** \$60.00 (3/2/21)
  - **Disinfectant/Lysol Wipes:** Total of \$473.20 (3/15/21 - \$115.00 and 3/17/21 - \$358.20)

**TOTAL OF ALL ITEMS NOT IMPROPERLY CHARGED: \$2,199.00**

- **Hand Sanitizer:** The two cases of hand sanitizer purchased on 3/2/21 (one 12/32oz case and one 4/1-gallon case) were purchased for staff that complained that the ethanol-based hand sanitizer that S&MD procured was irritating and the smell was too strong. The product provided by Santex was an Isopropyl based alcohol sanitizer which has a much cleaner smell and is a medical-grade alcohol. This order was small to accommodate those staff members with a special need. Sanitizer from S&MD was still being purchased through the funding provided to schools through the Districtwide Monthly Allocation of COVID Materials for Schools. (See Attachment 3)
- **Pressure Cleaner:** Three bids from District-approved vendors were acquired and the lowest bid was used to make the purchase as is a best business practice to save District allocated funds.
- **Donation from Santex Corporation to Norma Butler Bossard Elementary:** At the beginning of the 2021-2022 school year as the majority of students were returning to the schoolhouse and a safe, controlled dismissal was necessary, Santex Corporation donated signs in the amount of \$1,100.00 to NBB to assist with the safe arrival and dismissal of students maintaining traffic control and safe social distancing. (See Attachment 5)

Should you have any further questions you may contact me at 786-553-9115.

# Miami-Dade County Public Schools Office of the Inspector General



## APPENDIX B

Principal Santana's Attachments 1-6  
(100 pages)

Report of Investigation  
IG21-0007-SI

# RESPONSE TO OIG DRAFT REPORT - IG 21-0007-SI

## ATTACHMENT 1

(Emails amongst MDCPS School Treasurers documenting lack of masks  
and Disinfectant Wipes at S&MD; vendor emails)

18 pages

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**Fw: Youth Mask**

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**From:** MORALES, JESSICA M <JMorales12@dadeschools.net>  
**Sent:** Wednesday, March 3, 2021 9:08 AM  
**To:** ALL\_SCHOOL\_TREASURERS <ALL\_TREASURERS2@dadeschools.net>  
**Subject:** RE: Youth Mask

Thank you for your speedy responses.

---

**From:** MORALES, JESSICA M <JMorales12@dadeschools.net>  
**Sent:** Wednesday, March 3, 2021 8:46 AM  
**To:** ALL\_SCHOOL\_TREASURERS <ALL\_TREASURERS2@dadeschools.net>  
**Subject:** Youth Mask

Good morning, I hope everyone is doing well.

I am looking for vendors that sell youth mask. Need to place an order asap.

Thank you all in advance for you help in this matter.

Kind regards,

Jessica Morales  
Principal's Secretary/Treasurer  
Cypress K-8 Center  
5400 SW 112<sup>th</sup> Ct. Miami, FL 33165  
P:305-271-1611 F:305-279-3622  
[JMorales12@dadeschools.net](mailto:JMorales12@dadeschools.net)

*"A mistake which makes us humble is much better than an achievement that makes us arrogant."*

"CONFIDENTIAL NOTICE: This message and any attachments are the sole use of the intended recipient(s) and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure, or distribution is prohibited. If you have received this message in error please contact the sender (by telephone or reply via electronic mail) and then destroy all copies of the original message."



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**Re: PPE**

---

From Miller, Jessica <jmiller@dadeschools.net>

Date Fri 2/26/2021 12:17 PM

To GONZALEZ, CARMEN B <CarmenBGonzalez@dadeschools.net>

Call Meredith Digital, I just received a flier from them for PPE supplies

*Jessica Miller*

*Secretary/Treasurer*

Norma Butler Bossard Elementary School

15950 S.W. 144 Street

Miami, FL 33196

Ofc: (305) 254-5200 Ext. 2103

Fax: (305) 254-5201

[jmiller@dadeschools.net](mailto:jmiller@dadeschools.net)

---

**From:** GONZALEZ, CARMEN B <CarmenBGonzalez@dadeschools.net>

**Sent:** Friday, February 26, 2021 12:12 PM

**To:** ALL\_SCHOOL\_TREASURERS <ALL\_TREASURERS2@dadeschools.net>

**Subject:** PPE

Good morning all-

It's Friday!

S&MD no longer carries plain (no print) youth size disposable masks and the disinfectant wipes (large canister) are on backorder.

I've tried Santex, Galloway and Toner Cartridge Recharge for masks with no luck.

Any vendors that you've had luck with for these items?

As always, thank you so much.

***Carmen B. Gonzalez***

***Treasurer***

Riverside Elementary School-4681

1190 SW 2nd Street

Miami FL 33130

TEL (305) 547-1520 ext 2122

FAX (305) 326-9215

---

**Fw: Meredith Digital Covid Distant Learning Supplies**

---

From Miller, Jessica <jmiller@dadeschools.net>

Date Fri 2/26/2021 12:17 PM

To GONZALEZ, CARMEN B <CarmenBGonzalez@dadeschools.net>

 3 attachments (3 MB)

Covid19 PPE Meredith Digital.pdf2.pdf; Clear Plastic Dividers Meredith Digital v3.pdf; Meredith Digital N-95 Mask NIOSH Approved.pdf;

*Jessica Miller*  
*Secretary/Treasurer*  
Norma Butler Bossard Elementary School  
15950 S.W. 144 Street  
Miami, FL 33196  
Ofc: (305) 254-5200 Ext. 2103  
Fax: (305) 254-5201  
[jmiller@dadeschools.net](mailto:jmiller@dadeschools.net)

---

**From:** Dave Wilson <davew@meredithdigital.com>  
**Sent:** Friday, February 26, 2021 8:20 AM  
**To:** Miller, Jessica <jmiller@dadeschools.net>  
**Subject:** Meredith Digital Covid Distant Learning Supplies

<b>CAUTION:</b> This email originated outside of dadeschools.net. Do not click on links or attachments unless you are expecting the email or recognize the sender and know the message is safe.
---

Jessica - Happy New Year! Hope you and your family had a great Holidays and are safe and OK! Just touching base to see if I can be of service on any Technology needs like Ink, Toner, Projector Bulbs, Calculators, Headsets or other School/Office Supplies. Have a great day!

Part#MDXZW – Covid Surface Disinfectant Wipes –Case of 12 Buckets(180 Wipes Bucket) - \$300

Part#MDVDW – Virucidal Disinfectant Disinfectant Wipes –Case of 6 Buckets(360 Wipes Bucket) - \$360

Part#MDML1374 - Nitrile Gloves Latex Free – Box of 100 - \$23

Part#MDIR988 – Touchless Infrared IR988 Thermometer - \$89ea

Part#MDVP99 – Covid Disinfectant Spray 32oz – case of 12 - \$215ea (min 2 cases) – Gal - case of 4 - \$180ea (min 2 cases)

Part#MDAW75 – 75% Alcohol Wipes – Pack of 50 – \$9.95ea (min 24 packs)

Part#MDKN95 – KN95 Face Masks – Minimum Pack 50 - \$250

Part# MDFFM - Fabric Face Mask Custom Made 2x layer antimicrobial fabric 1x layer cotton lining - \$6.50ea

Part#MDML13850 - Microflex Supreno Extended Cuff Nitrile Exam Gloves Latex Free - Box of 50 - \$40

Part# MDSNP8OZ – HAND SANITIZER 8OZ – 10 PACK - \$65 (min 2 cases) 36 PACK - \$220(min 2 cases)

Part# MDSNPGAL – HAND SANITIZER GAL – 4 GAL - \$240 (minimum order of 2 cases)

Part#MDCFS – CLEAR FACE SHIELDS - \$10.95ea (min order of 50)

Part# MDMT19392 - MEDICAL SURGICAL MASKS - Box of 50 - \$45

Sincerely,

**Dave Wilson**

**V.P. of Sales**

**MEREDITH DIGITAL**


**GSA Contract#: GS-02F-0174V - Federal Tax ID#: 46-2283212**



**Small Business#: 1759771 - Duns#: 00-268-0957 - CCR#: 579K8**


**SAM(SAM) SYSTEM FOR AWARD MANAGEMENT**

**24328 S Vermont Ave, Suite 302**

**Harbor City, CA 90710**

 Phone: 888-611-4567, ext 10

 Cell: 310-429-0121  Fax: 310-530-3245

 Email: [davew@meredithdigital.com](mailto:davew@meredithdigital.com)

 Home page: [www.meredithdigital.com](http://www.meredithdigital.com)

---

## Meredith Digital Covid Distant Learning Supplies

---

From Dave Wilson <davew@meredithdigital.com>

Date Mon 3/22/2021 11:18 AM

To Miller, Jessica <jmiller@dadeschools.net>

 3 attachments (3 MB)

Clear Plastic Dividers Meredith Digital v2.pdf; Covid19 PPE Meredith Digital.pdf2.pdf; Meredith Digital N-95 Mask NIOSH Approved.pdf;

**CAUTION:** This email originated outside of dadeschools.net. Do not click on links or attachments unless you are expecting the email or recognize the sender and know the message is safe.

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Part#MDXZW – **Covid Surface Disinfectant Wipes –Case of 12 Buckets(180 Wipes Bucket) - \$300**

Part#MDCFS – **CLEAR FACE SHIELDS - \$10.95ea** (min order of 50)

Part# MDMT19392 - **MEDICAL SURGICAL MASKS - Box of 50 - \$45**

Part#MDML1374 - **Nitrile Gloves Latex Free – Box of 100 - \$23**

Part#MDIR988 – **Touchless Infrared IR988 Thermometer - \$89ea**

Part#MDVP99 – **Covid Disinfectant Spray 32oz – case of 12 - \$215ea** (min 2 cases) – Gal - case of 4 - **\$180ea** (min 2 cases)


Part#MDAW75 – **75% Alcohol Wipes – Pack of 50 – \$9.95ea** (min 24 packs)

Part#MDN95 – **N95 Particulate Respirator Mask – Pack of 10 - \$30.50**

Part# MDSNP8OZ – **HAND SANITIZER 8OZ – 10 PACK - \$65** (min 2 cases) 36 PACK - **\$220**(min 2 cases)

Part# MDSNPGAL – **HAND SANITIZER GAL – 4 GAL - \$240** (minimum order of 2 cases)



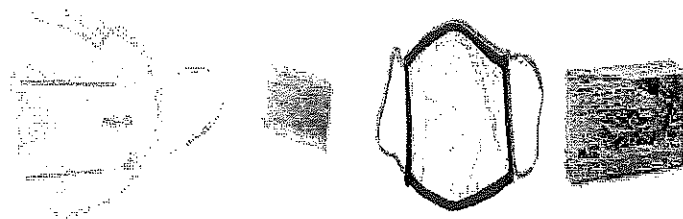
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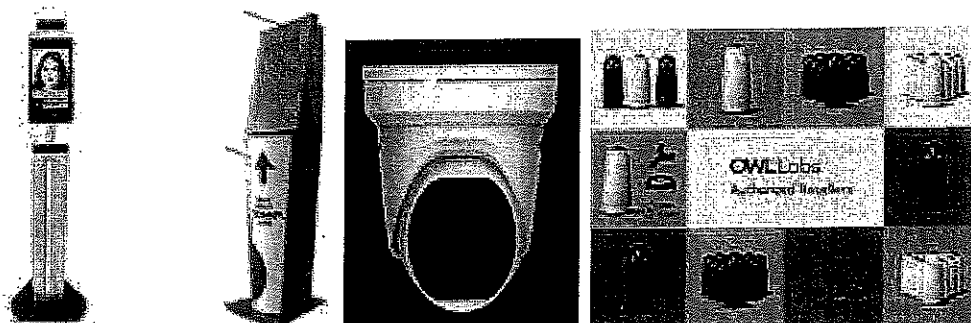
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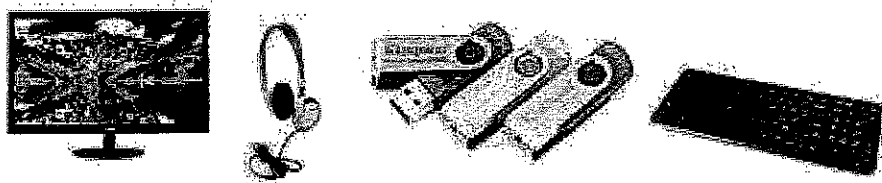
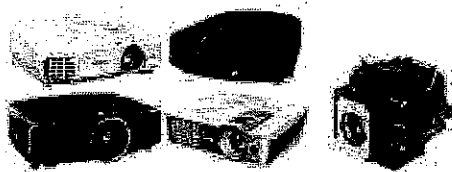
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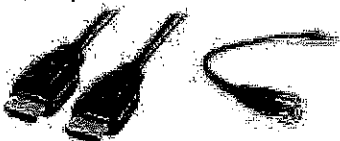
Here are some of the other popular categories of products that we carry:



<http://www.districtadministration.com/sites/districtadministration/files/The%20ELMO%20TT-12%20Document%20Camera.jpg>



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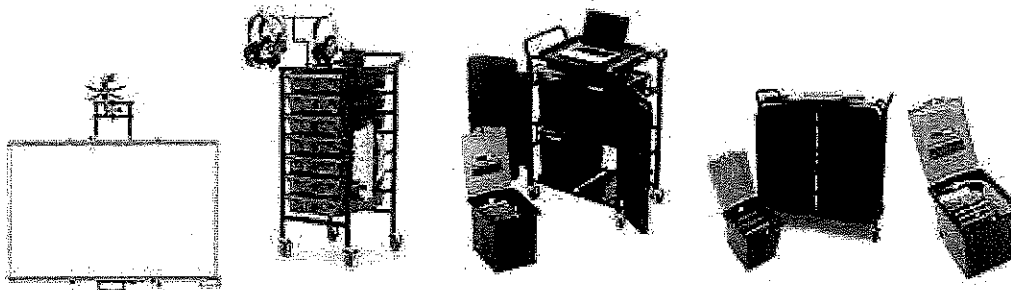


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image result for peripheral




Image result for peripheral

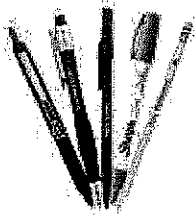


**Copernicus**  
educational products


 9400 Series Combo Desk  120 Series Polyethylene Stack Chair - 15 1/2" Seat Height - Navy

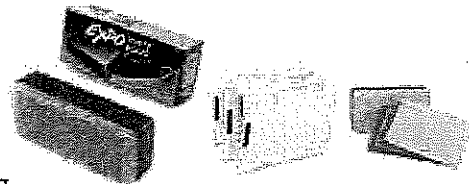



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 Acco® Economy No. 1 Non-Skid Paper Clips, Silver, 1000/Pack


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 Scientific Calculators




 Rulers & yardsticks



Sincerely,

**Dave Wilson**  
V.P. of Sales  
MEREDITH DIGITAL

 Authorized HP Reseller

**Schedule 75FSC company**

*Veteran Friendly Employer*



**Schedule 75FSC company**

GSA Contract#: GS-02F-0174V - Federal Tax ID#: 46-2283212

Small Business#: 1759771 - Duns#: 00-268-0957 - CCR#: 579K8

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**24328 S Vermont Ave, Suite 302**

**Harbor City, CA 90710**

☎ Phone: 888-611-4567, ext 10


📞 Cell: 310-429-0121 📠 Fax: 310-530-3245


✉ Email: [davew@meredithdigital.com](mailto:davew@meredithdigital.com)

🏠 Home page: [www.meredithdigital.com](http://www.meredithdigital.com)

Designations




 GSA Star Mark


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Leading the Industry with ISO 9001 compatible toner



 <http://www.meredithdigital.com/cache/32c6d3655e449d1262139efe0cda3681.jpg>

 <http://www.meredithdigital.com/cache/15ec2dd48b4ffbe6533335158a043d45b.jpg>



 <http://www.meredithdigital.com/cache/ee32e4a2588006475a69f8b345bff506.jpg>

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## Meredith Digital Covid Distant Learning Supplies

---

From Dave Wilson <davew@meredithdigital.com>

Date Wed 3/24/2021 7:49 AM

To Miller, Jessica <jmiller@dadeschools.net>

 3 attachments (3 MB)

Clear Plastic Dividers Meredith Digital v2.pdf; Covid19 PPE Meredith Digital.pdf2.pdf; Meredith Digital N-95 Mask NIOSH Approved.pdf;

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Part#MDXZW – **Covid Surface Disinfectant Wipes –Case of 12 Buckets(180 Wipes Bucket) - \$300**

Part#MDCFS – **CLEAR FACE SHIELDS - \$10.95ea** (min order of 50)

Part#MDHAP706NU – **MINI AIR PURIFIER - \$95**

Part# MDMT19392 – **MEDICAL SURGICAL MASKS - Box of 50 - \$45**

Part#MDML1374 – **Nitrile Gloves Latex Free – Box of 100 - \$23**

Part#MDIR988 – **Touchless Infrared IR988 Thermometer - \$89ea**

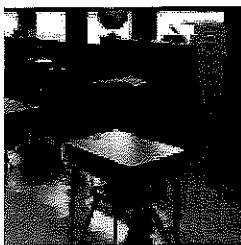
Part#MDVP99 – **Covid Disinfectant Spray 32oz – case of 12 - \$215ea** (min 2 cases) – **Gal - case of 4 - \$180ea** (min 2 cases)

Part#MDAW75 – **75% Alcohol Wipes – Pack of 50 – \$9.95ea** (min 24 packs)

Part#MDN95 – **N95 Particulate Respirator Mask – Pack of 10 - \$30.50**


Part# MDSNP8OZ – **HAND SANITIZER 8OZ – 10 PACK - \$65** (min 2 cases) **36 PACK - \$220**(min 2 cases)

Part# MDSNPGAL – **HAND SANITIZER GAL – 4 GAL - \$240** (minimum order of 2 cases)





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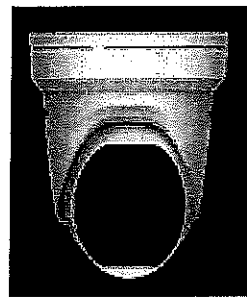


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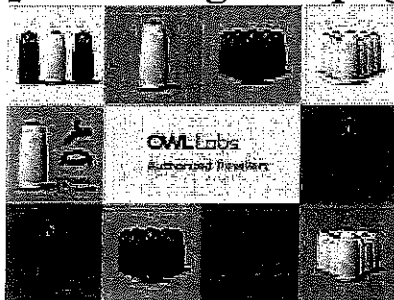
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https://www.safecheckusa.com/wp-content/uploads/mp1-2.png


https://www.lamasatech.com/wp-content/uploads/2020/03/ENG\_4.jpg





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**Here are some of the other popular categories of products that we carry:**

https://www.elmoussa.com/wp-content/uploads/2016/05/lts-an-ELMO-Banner.jpg


http://www.districtadministration.com/sites/districtadministration/files/The%20ELMO%20TT-12%20Document%20Camera.jpg

http://www.projectorreviews.com/resize/622x335/r/wp-content/uploads/2014/01/Home\_theater\_collage.jpg

ELP-LP55



http://www.encodedataproductions.com/images/products/3060avs.jpg

http://www.palermo.edu/Archivos\_content/ingenieria/noticias/pen-drive-kingston-datatraveler.jpg



Dynex™ - 6' HDMI Cable - Black - Larger Front



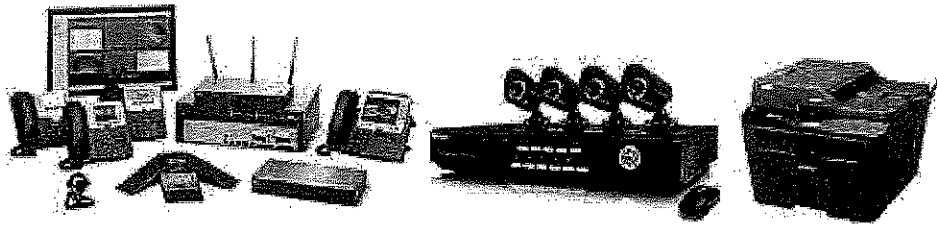
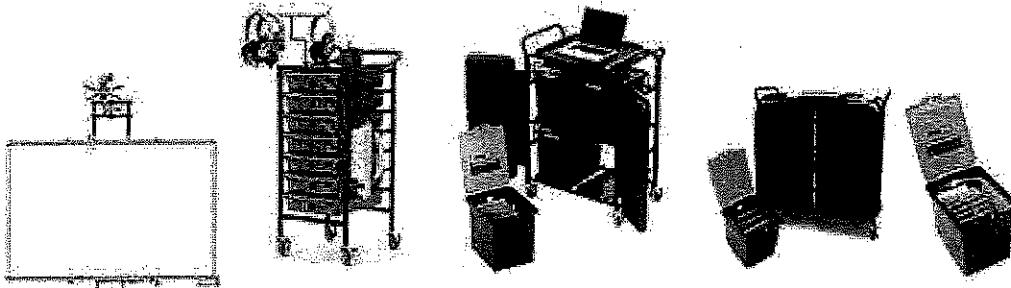


Image result for peripheral

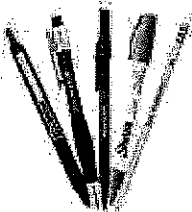
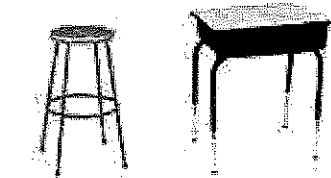
Image result for peripheral



<http://www.copernicused.com/images/logo.png>



9400 Series Combo Desk 120 Series Polyethylene Stack Chair - 15 1/2" Seat Height - Navy



[http://i152.geccdn.net/site/htmlarea/images/officesupply\\_06.jpg](http://i152.geccdn.net/site/htmlarea/images/officesupply_06.jpg)



[http://i152.geccdn.net/site/htmlarea/images/clocks\\_01.jpg](http://i152.geccdn.net/site/htmlarea/images/clocks_01.jpg) EXPO® Eraser Dry Erase

Index Cards CD/DVD Recordable Media



Acco® Economy No. 1 Non-Skid Paper Clips, Silver, 1000/Pack



Scientific Calculators

Desk Calendars



Rulers & yardsticks Compasses & Protractors

Sincerely,

**Dave Wilson**  
**V.P. of Sales**  
**MEREDITH DIGITAL**



Authorized HP Reseller

**Schedule 75FSC company**  
**Veteran Friendly Employer**

 images3072V8Q9

**Schedule 75FSC company**


**GSA Contract#: GS-02F-0174V - Federal Tax ID#: 46-2283212**



**Small Business#: 1759771 - Duns#: 00-268-0957 - CCR#: 579K8**


**SAM(SAM) SYSTEM FOR AWARD MANAGEMENT**

**24328 S Vermont Ave, Suite 302**

**Harbor City, CA 90710**

 **Phone: 888-611-4567, ext 10**

 **Cell: 310-429-0121**  **Fax: 310-530-3245**


 **Email: [davew@meredithdigital.com](mailto:davew@meredithdigital.com)**


 **Home page: [www.meredithdigital.com](http://www.meredithdigital.com)**

Designations




 GSA Star Mark


 cid:image023.jpg@01CF7011.3E047C30


 cid:image024.jpg@01CF7011.3E047C30


Leading the Industry with ISO 9001 compatible toner



 <http://www.meredithdigital.com/cache/e3851e40e6a6537625f24def63d5a649.jpg>

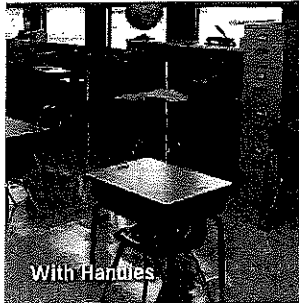
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 <http://www.meredithdigital.com/cache/149f68151a7223f2232c6e9222ac9f0c.jpg>

# Clear Plastic Dividers

Partitions help maintain physical separation.



With Handles

## Desk Divider - PVC

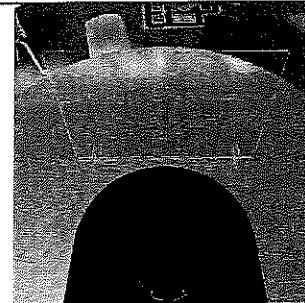
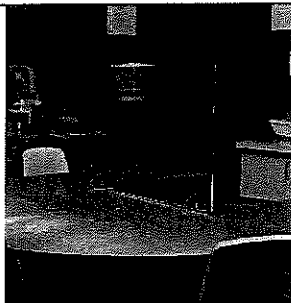
- With handles: 24" tall, 22" wide, 14" deep
- No handles: 20" tall, 22" wide, 14" deep
- Single-piece construction folds flat for transportation and storage
- Comes with two adhesive plastic feet to anchor divider to desk

## Desk Divider - Premium Polycarbonate

- With handles: 23" tall, 22" wide, 13.75" deep
- No handles: 20" tall, 22" wide, 13.75" deep
- Single-piece construction folds flat for transportation and storage
- Comes with two adhesive plastic feet to anchor divider to desk

## Clear Plastic Divider

- Size: 30 x 20 in.
- 1/8 in. clear plastic
- Two interlocking feet provide stable base
- Custom sizes available upon request



Portrait



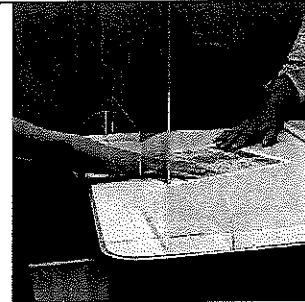
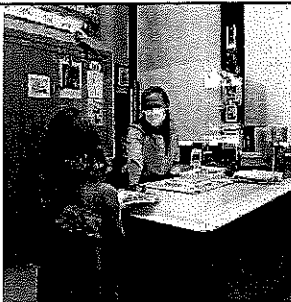
Landscape

## Clear Plastic Divider with Variable Orientation

- Size: 24 x 18 in.
- 1/8 in. clear plastic
- Can be used in either horizontal or vertical
- Two interlocking feet provide stable base
- Custom sizes available upon request

## Clear Plastic Divider with Cut-Out

- Size: 30 x 20 in.
- 1/8 in. clear plastic
- Cut out at bottom allows for transactions
- Two interlocking feet provide stable base
- Custom sizes available upon request

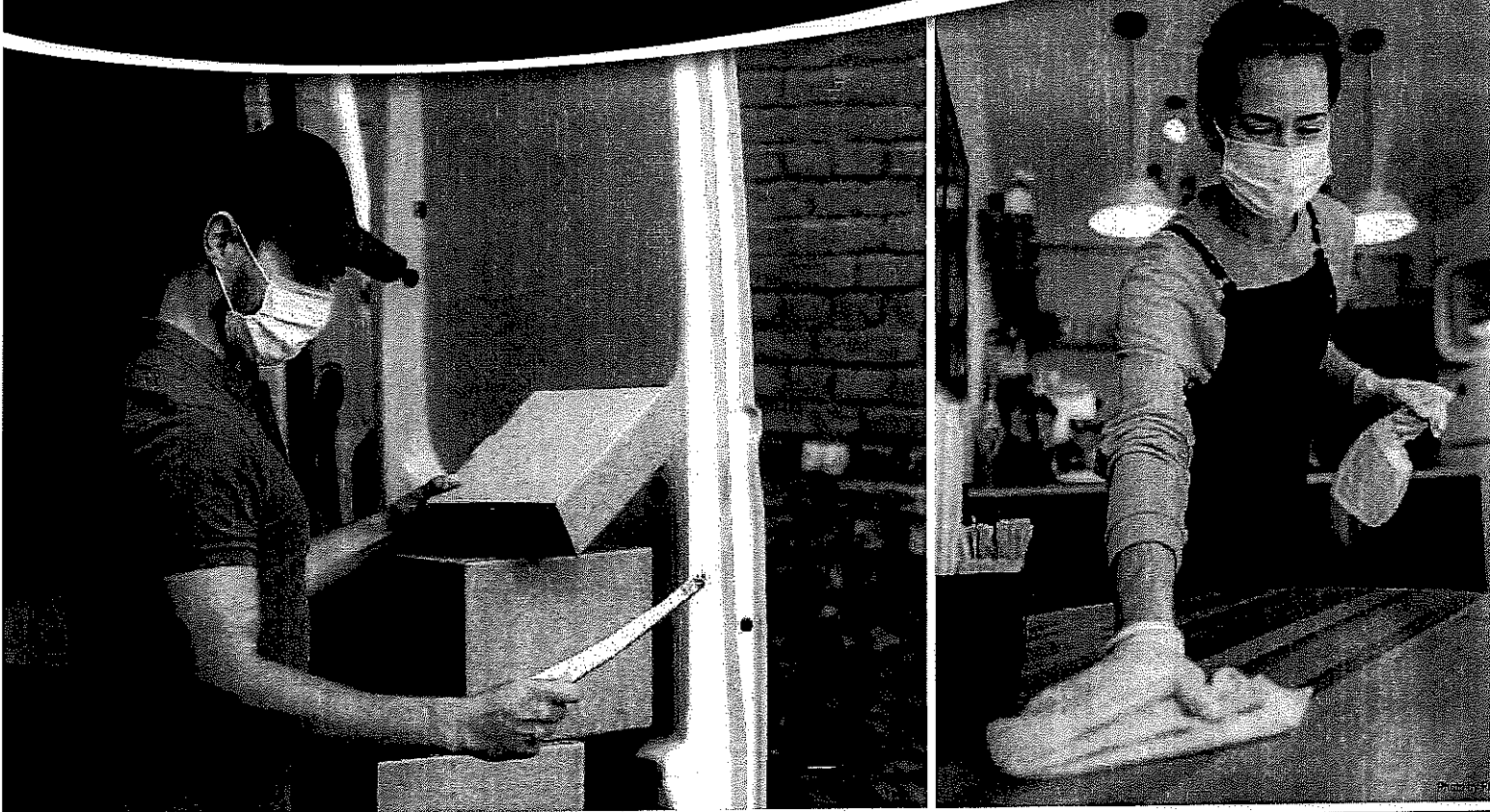


## Four-Way Clear Plastic Divider

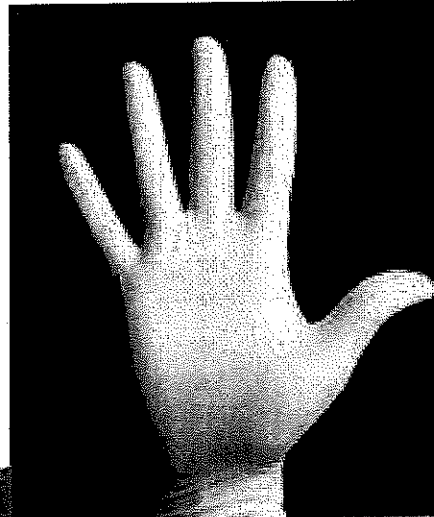
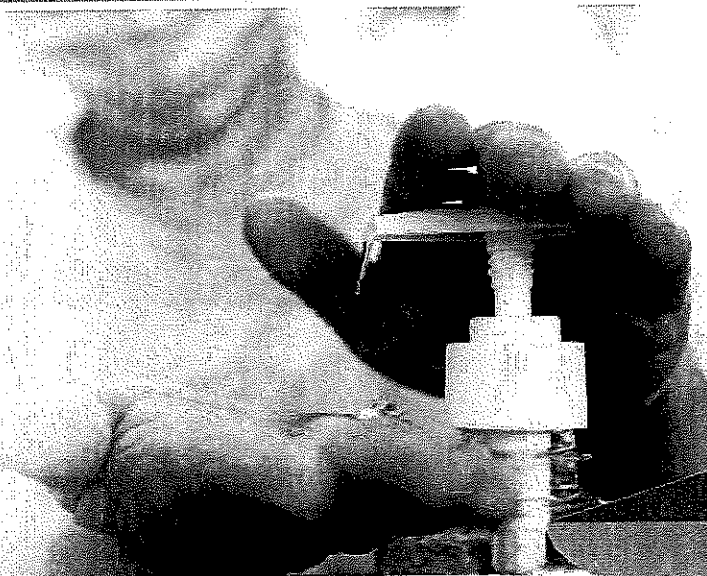
- Two 47 x 23 panels lock together to create four workspaces
- 1/4 in. clear plastic
- Provides two-sided protection for up to four individuals
- Interlocking two-piece construction
- Custom sizes available upon request



# Covid-19 Protection With Neway



- Alcohol Wipes
- Hand Sanitizer
- Disinfectant Spray
- Face Shields
- Face Masks
- Bleach
- Gloves
- Thermometers
- Floor Signs
- And Much More!



**Contact Us For Pricing!**

# Wipes, Hand Sanitizer & Gloves



**701488**

## Wall Dispenser Combo Pack

Wall mount wipe dispenser. 2 refill bags of 800 wipes ea. (Total 1600 wipes). Sold by case.



**701490**

## Alcohol Wipes

75% alcohol. Multi-purpose. 5.9" x 7.8". 50 sheets/pk. Sold by case.

**701490:** 12 pks/cs

**701485:** 24 pks/cs



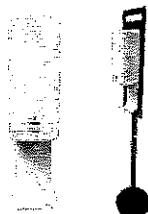
**706001**

## Art Naturals Hand Sanitizer

Scent free, infused w/ Jojoba oil, sulfate free, paraben free, Vegan, American made. Sold by case.

**706001:** 8oz - 10/cs

**706002:** 8oz - 36/cs



**701529**

## Wall Dispenser Hand Sanitizer

Touch-free. Refillable for liquid or gel sanitizer. Sold individually.

**701531:** With Black Stand.

Sold individually.



**706004**

## Hand Sanitizer w/ Vitamin E

1 gallon. 8 gl/cs - 240 gl/plt. Sold by case only.



**701516**

## OmniShield Gloves Nitrile

Multi-purpose. Blue, powder free. 100bx - 10bx/cs. Sold by box.

**701516:** Small

**701518:** Large

**701517:** Medium

**701519:** X-Large

CALL FOR AVAILABILITY



**701564**

## Nitrile Exam Gloves

Disposable. Powder free. 100bx - 10 bx/cs. Sold by box.

**701564:** Small

**701566:** Large

**701565:** Medium

**701567:** X-Large

CALL FOR AVAILABILITY



**701489**

## Germisept Wipes Refills

Multi purpose. 6" x 7.9" 800ct bulk bag. Sold by case.

**701489:** 2 bgs/cs

**701487:** 4 bgs/cs



**700115**

## Purell Hand Sanitizer

Purell Advanced hand sanitizer refreshing gel. Clean scent. Sold by case.

**700115:** 12 - 12oz bottles

**702022:** 4 - 2 liter bottles

CALL FOR AVAILABILITY



**706003A**

## Art Naturals Hand Sanitizer

Scent free, infused w/ Jojoba oil, sulfate free, paraben free, Vegan. American made. Sold by case.

**706003A:** 1 gallon

**706003:** 4 - 1 gallon



**701500**

## Hand Sanitizer w/ Pump

80% hand sanitizer gel. Orange scent. Sold by case.

**701500:** 8 oz. bottle. 62 btl/cs - 36 cs/plt

**701501:** 1 gallon bottle. 4 gal/cs - 60 cs/plt



**701556**

## Disinfectant Spray

Kills 99.999% of bacteria & 99.9% of viruses. Non-toxic. Sold by case.

**701556:** 32 oz. bottle with trigger.

12 btl/cs - 36 cs/plt

**701557:** 1 gallon bottle. 4 gl/cs - 36 cs/plt



**701520**

## OmniShield Gloves Vinyl

Multi-purpose. Blue, powder free. 100bx - 10bx/cs. Sold by box.

**701520:** Small

**701522:** Large

**701521:** Medium

**701523:** X-Large

CALL FOR AVAILABILITY



**701541**

## OmniTrust Gloves Nitrile

Exam gloves. Black, powder free. 100 bx - 10bx/cs. Sold by box.

**701541:** Small

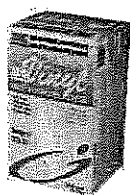
**701515:** Large

**701514:** Medium

**701542:** X-Large

CALL FOR AVAILABILITY

# Masks & Safety Products



**701524**

## OmniShield AMS Gloves Vinyl

Anti-microbial. Food service. Blue, powder free. 100bx - 10bx/cs. Sold by box.

**701524:** Small    **701526:** Large  
**701525:** Medium    **701527:** X-Large

CALL FOR AVAILABILITY



**701532**

## All Purpose Vinyl Gloves

Single use only. Clear. Powder free. 1000/cs. Sold by the bag.

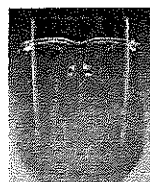
**701532:** Medium  
**701522:** Large



**701232**

## Plastic Face Shield with Elastic Headband

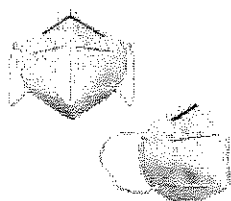
Sold individually.



**701504**

## Face Shield 2pcs. Plastic with Glasses

Clear lens. 10 sets/pkg. Sold by pack only.

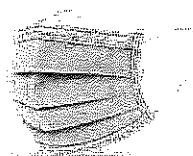


**701528**

## KN95 Protective Mask

No valves, folding. Sold by bag or box.

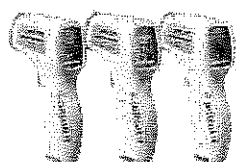
**701528:** 10pk - 1bg  
**70152810:** 100pk - 10bg/bx  
**70152825:** 250pk - 25bg/bx



**081053**

## Disposable Face Mask

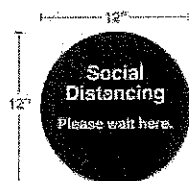
Ear looped pleated mask. 50/box - 10bx/case. Sold by box.



**701233**

## Thermometer Safeguard Infrared

Non-touch measurement. High precision infrared sensor. HD display with fever warning. Sold individually (1).



**701507**

## Social Distancing Floor Signs

5/pkg. Sold by pack.

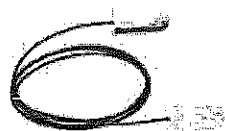


**701003**

## Safety Glasses

**701003:** Clear frame. Clear lens. 12/bx - 12 bx/case. Sold by case.

**801878:** Clear, anti-fog. Sold individually.



**08172908**

## Moldex® EarPlugs Spark Plugs®

Tapered foam, Polyurethane. Corded earplug. 100 pair per box. Sold by box.



**081136**

## 19 inch White Bouffant

100/bg - 10bg/cs. Sold by bag.



**08110330**

## 21 inch White Hairnet

Heavyweight Hairnet. Polyester. 100% latex free. 100/bg - 10bg/cs. Sold by bag.



**801136**

## 19 inch Beard Cover

Spunbond Polypropylene. 100% latex free. 100/bg - 1000 per case. Sold by bag or case.

**801136:** Blue  
**08156011:** White



**083389**

## Disposable Shoe Cover

Blue polypropylene disposable with tread. One size fits most. 300 per case. Sold by case.





# Alpha Pro Tech N-95 Particulate Respirator PFL® (Positive Facial Lock®) Design with Magic Arch® and Twist Seal®

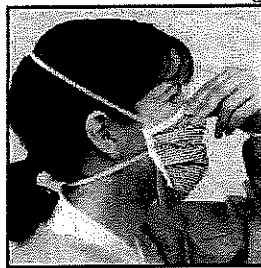


Part Number: 695 210/case (6 boxes of 35)

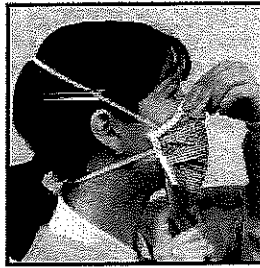
## Donning Instructions



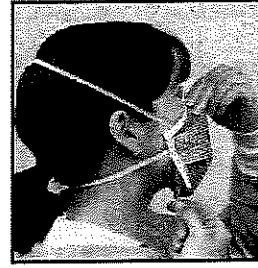
**Step 1. Open Mask**  
Grasp nose piece and chin piece and snap open to activate the Magic Arch®. A "pocket" is formed in the mask.  
*Note: Mask must be fully open.*



**Step 2. Conform to Face**  
Place chin in pocket created, place bottom headband below ears and top band at crown of head. Conform nose piece to nose and facial contours.



**Step 3. Fit to Face**  
Holding mask at nose piece, gently pull down under chin so mask fits snug against face.



**Step 4. Positive Facial Lock®**  
Pinch any excess material together under the chin and twist the Twist Seal® chin piece. Perform Fit Check (see below).

**\*Fit Check -** Place both hands along the edges of the mask and exhale. If air escapes at your nose, adjust the nose piece. If air leaks at the edges, untwist the Twist Seal chin piece and repeat Step 3.

**Features & Benefits:** The Positive Facial Lock® (PFL®) N-95 Particulate Respirator meets the World Health Organization (WHO) and the Centers for Disease Control (CDC) recommended protection levels (where applicable) for many airborne contaminants. NIOSH Certified, our N-95 delivers the appropriate amount of filtration efficiency and when combined with a trio of patented and unique design features, also delivers the user a comfortable, fluid resistant custom fitting facemask. The integrated Magic Arch® technology creates a breathing chamber within the facemask by holding it away from the user's nose and mouth. Our PFL technology, incorporating an integrated Twist Seal® chin piece, helps the wearer create a perfect fit every time.

**TABLE 1 - Medical Face Mask Material Requirements  
by Performance Class  
per ASTM F2100-11**

Characteristic	Level 3
Bacterial Filtration Efficiency, %	≥ 98
Differential Pressure, mmH <sub>2</sub> O/cm <sup>2</sup>	≤ 5.0
Sub-micron Particulate Filtration Efficiency at 0.1 micron, %	≥ 98
Resistance to Penetration by synthetic blood, minimum pressure in mm Hg for pass result	160
Flame spread	Class 1
Helmke Drum	Category 2

Test results provided by an independent third party testing laboratory.





## **PFL® N-95 Particulate Respirator with Magic Arch® Supports N-95 NIOSH Classification Specification Sheet**

**Part Number: 695    210/case (6 boxes of 35)**

---

The 695 is a NIOSH approved single use particulate respirator mask. It meets the requirements of the N-95 NIOSH classification. This N-95 surgical respirator mask meets the performance recommendations contained in the CDC Guidelines for protection against TB. This 8" respirator is fluid resistant and secured with dual elastic bands.

The Magic Arch® supports hold the mask away from the nose and mouth without obstructing vision. The Positive Facial Lock® design seals around the face, preventing blow by and is a custom fit when worn properly. Made in the USA.



*Protection Plus*

### **Material List:**

Outer Cover stock: Teal and white striped lightweight, non-woven material.

Filter Material: 100% spun bond polypropylene

Inner Cover stock: White, lightweight, non-woven material

Nose / Chin Bands: Aluminum strips

Attachment: 3/16" synthetic elastic (contains no natural rubber latex)  
band heat-sealed to mask

Magic Arch: Polypropylene strips

### **Packaging:**

6 dispenser boxes of 35 masks each; 210 masks per case

Also available in individual dispenser boxes

# **RESPONSE TO OIG DRAFT REPORT - IG 21-0007-SI**

## **ATTACHMENT 2**

**(Purchase Orders and Packing Slips documenting purchases through  
S&MD)**

**17 Pages**

**Shopping cart**

Number : 1000890627

Name : 290315 09/02/2020 12:58

Date : 09/02/2020

Creator : 290315 - JESSICA MILLER

Not Commercially Valid - Not a Purchase Order

Item	Category #	Order Qty	Product #	Description	Sup Prod #
Del Date/ Period			UOM	Price per unit	Net Value
1	34500	8	2000238	GOGGLE, SAFETY,CLEAR LENS	926-0005
09/02/2020			PR	1.16 USD	9.28 USD

## VENDOR TEXT:

GOGGLE, SAFETY,CLEAR LENS

2	34500	1	2001229	HAND SANITIZER 4/1 GL CASE	
09/02/2020			CS	80.00 USD	80.00 USD

## VENDOR TEXT:

HAND SANITIZER 4/1 GL CASE

3	48500	1	2000271	MASK ADULT SURGICAL DISPOSABLE,50/CS	
09/02/2020			CS	23.10 USD	23.10 USD

## VENDOR TEXT:

MASK ADULT SURGICAL DISPOSABLE,50/CS

4	48500	2	2001231	MASK YOUTH SURGICAL DISPOSABLE,50/CS	
09/02/2020			CS	7.00 USD	14.00 USD

## VENDOR TEXT:

MASK YOUTH SURGICAL DISPOSABLE,50/CS

5	34500	12	2001240	SIGN, HAND SANITIZER, EACH	
09/02/2020			EA	1.61 USD	19.32 USD

## VENDOR TEXT:

SIGN, HAND SANITIZER, EACH

6	34500	10	2001241	SIGN, 2 STUDENTS AT A TIME, EACH	
09/02/2020			EA	1.62 USD	16.20 USD

Total value: 2,041.43 USD

\$2041.43 - \$36.43 (6010/5101) = \$2005.00 Covid  
(9916417900) fund:

## Shopping cart

Page 2 / 10

Number : 1000890627

Name : 290315 09/02/2020 12:58

Date : 09/02/2020

Creator : 290315 - JESSICA MILLER

Not Commercially Valid - Not a Purchase Order

Item	Category #	Product #	Description	Sup Prod #
Del Date/ Period	Order Qty	UOM	Price per unit	Net Value

## VENDOR TEXT:

SIGN, 2 STUDENTS AT A TIME, EACH

7	34500	4	2001242	SIGN, BOTTLE FILLING STATION, EACH
09/02/2020			EA	1.62 USD

6.48 USD

## VENDOR TEXT:

SIGN, BOTTLE FILLING STATION, EACH

8	34500	1	2001243	SIGN, ISOLATION ROOM, EACH
09/02/2020			EA	1.62 USD

1.62 USD

## VENDOR TEXT:

SIGN, ISOLATION ROOM, EACH

9	34500	1	2001239	TYVEK SUIT, SIZE XL, 25/BX
09/02/2020			BX	119.25 USD

119.25 USD

## VENDOR TEXT:

TYVEK SUIT, SIZE XL, 25/BX

10	48500	1	2001228	MASK, FOLDING, DISPOSABLE, 10/BG, KN95
09/02/2020			BG	35.00 USD

35.00 USD

## VENDOR TEXT:

MASK, FOLDING, DISPOSABLE, 10/BG, KN95

11	34500	1	2001230	THERMOMETER TOUCHLESS INFRARED EACH
09/02/2020			EA	8.89 USD

8.89 USD

## VENDOR TEXT:

THERMOMETER TOUCHLESS INFRARED EACH

12	34500	4	2001245	FACE SHIELD 10/BG
09/02/2020			BG	16.90 USD

67.60 USD

Total value: 2,041.43 USD

## Shopping cart

Page 3 / 10

Number : 1000890627  
Name : 290315 09/02/2020 12:58  
Date : 09/02/2020  
Creator : 290315 - JESSICA MILLER

Not Commercially Valid - Not a Purchase Order

Item	Category #	Product #	Description	Sup Prod #
Del Date/ Period	Order Qty	UOM	Price per unit	Net Value

## VENDOR TEXT:

FACE SHIELD 10/BG

13	48500	1	2001144	GLOVES,NITRILE,MEDIUM, 10 BX OF 100 CS
09/02/2020			CS	114.90 USD

114.90 USD

## VENDOR TEXT:

GLOVES,NITRILE,MEDIUM, 10 BX OF 100 CS

14	48500	1	2001145	GLOVES,NITRILE,X-LARGE, 10 BX OF 100 CS
09/02/2020			CS	114.90 USD

114.90 USD

Not Commercially Valid - Not a Purchase Order

## VENDOR TEXT:

GLOVES,NITRILE,X-LARGE, 10 BX OF 100 CS

15	48500	3	2000271	MASK ADULT SURGICAL DISPOSABLE,50/CS
09/02/2020			CS	23.10 USD

69.30 USD

## VENDOR TEXT:

MASK ADULT SURGICAL DISPOSABLE,50/CS

16	48500	5	2001140	CLEANER, HYDROGEN PEROXIDE 4 1GAL/CS
09/02/2020			CS	102.16 USD

510.80 USD

## VENDOR TEXT:

CLEANER, HYDROGEN PEROXIDE 4 1GAL/CS

17	48500	6	2001202	DETERGENT,GERMICIDAL READYTOUSE,12QT/CS
09/02/2020			CS	22.20 USD

133.20 USD

Not Commercially Valid - Not a Purchase Order

## VENDOR TEXT:

DETERGENT,GERMICIDAL READYTOUSE,12QT/CS

Total value: 2,041.43 USD



## Shopping cart

Page 4 / 10

Number : 1000890627

Name : 290315 09/02/2020 12:58

Date : 09/02/2020

Creator : 290315 - JESSICA MILLER

Not Commercially Valid - Not a Purchase Order

Item	Category #	Product #	Description	Sup Prod #
Del Date/ Period	Order Qty	UOM	Price per unit	Net Value

18	48500	3	2000609	DETERGENT,GERMICIDAL, CONCENTRATE 4GL/CS	364-0159
09/02/2020			CS	37.44 USD	112.32 USD

## VENDOR TEXT:

DETERGENT,GERMICIDAL, CONCENTRATE 4GL/CS

19	48500	12	2001194	DISPENSER, SOAP, BAG N BOX FOAMING EACH	
09/02/2020			EA	5.70 USD	68.40 USD

## VENDOR TEXT:

DISPENSER, SOAP, BAG N BOX FOAMING EACH

20	48500	3	2001226	DISINFECTANT WIPES 6/125 CS	
09/02/2020			CS	49.43 USD	148.29 USD

## VENDOR TEXT:

DISINFECTANT WIPES 6/125 CS

21	64000	4	2000653	TOWELS, PAPER, BATH, 300/CS	367-0015
09/02/2020			CS	74.48 USD	297.92 USD

## VENDOR TEXT:

TOWELS, PAPER, BATH, 200/CS

22	34500	1	2001141	HAND SANITIZER 6/1000 ML/CASE	
09/02/2020			CS	34.23 USD	34.23 USD

## VENDOR TEXT:

HAND SANITIZER 6/1000 ML/CASE

23	48500	1	2001165	DEFOAMER, FOAM CONTROL 32 OZ, 12/CS	
09/02/2020			CS	36.43 USD	36.43 USD

Total value: 2,041.43 USD

6010

Shopping cart		Page 5 / 10
Number :	1000890627	
Name :	290315 09/02/2020 12:58	
Date :	09/02/2020	
Creator :	290315 - JESSICA MILLER	

Not Commercially Valid - Not a Purchase Order

Item	Category #	Product #	Description	Sup Prod #
Del Date/Period	Order Qty	UOM	Price per unit	Net Value

VENDOR TEXT:

DEFOAMER, FOAM CONTROL 32 OZ, 12/CS

24	48500	20	2000940	BOTTLE, SPRAY, FOR HYDRO PEROX 2001140	USD	\$0
09/02/2020				USD		

VENDOR TEXT:

BOTTLE, SPRAY, FOR HYDRO PEROX 2001140

25	28500	20	2000801	CONNECTOR FOR HYDRO PEROXIDE, 2001140	USD	\$0
09/02/2020				USD		

Not Commercially Valid - Not a Purchase Order

VENDOR TEXT:

CONNECTOR FOR HYDRO PEROXIDE, 2001140

26	48500	20	2001191	DISPENSING SYSTEM FOR DETERGENT 2000609	USD	\$0
09/02/2020				USD		

VENDOR TEXT:

DISPENSING SYSTEM FOR DETERGENT 2000609

27	48500	20	2000862	HANDLE FOR CLEANER, HYDRO PER, 2001140	USD	\$0
09/02/2020				USD		

VENDOR TEXT:

HANDLE FOR CLEANER, HYDRO PER, 2001140

Total value: 2,041.43 USD

Account Assignment:

Item	%	Fund	GL Account	Cost Ctr	Func Area	WBS Element	Grant
1	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
2	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
3	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT



# Miami-Dade County Public Schools

## Stores & Mail Distribution

### Delivery/Pick Sheet



**Delivery Note Number: 80303118**  
**Delivery Print Date: 09/09/2020**  
STO Creation Date: 09/09/2020  
Stock Transport Order: 7600020878  
Stock Requisition Number:

Supplying Plant: 2000  
S&MD Stock  
Telephone: 786-275-0600  
Fax:  
Route: M12118

**SHIP TO: 0125**  
Norma Butler Bossard Elem  
MDCPS COMPANY CODE  
15950 SW 144 Street,  
Miami, FL 33196  
Phone Number: (305)254-5200

### Shipping Details

Req. Line	Material Number	Legacy Item	Material Description	WHSE LOC	WHSE BIN LOC	U/I	DLVY QTY	CANC. QTY
10	2001231		MASK YOUTH SURGICAL DISPOSABLE,50/CS	CAGE		CS	2	✓
20	2001228		MASK, FOLDING,DISPOSABLE, 10/BG, KN95	CAGE		BG	1	✓
30	2001140		CLEANER, HYDROGEN PEROXIDE 4 1GAL/CS	FWD1	12E5A & 4A	CS	5	✓
80	2001165		DEFOAMER, FOAM CONTROL 32 OZ, 12/CS	FWD1	11E5A	CS	1	✓
100	2001191		DISPENSING SYSTEM FOR DETERGENT 2000609	FWD1	I29N3A	EA	20	✓
40	2001202		DETERGENT,GERMICIDAL READYTOUSE,12QT/CS	FWD1	I2E18A/19A	CS	6	✓
50	2000609	364-0159 ?	DETERGENT,GERMICIDAL, CONCENTRATE 4GL/CS	FWD1	I2E21A	CS	3	✓
60	2001194	?	DISPENSER, SOAP, BAG N BOX FOAMING EACH	FWD1	I2W19A	EA	12	✓
90	2000940	?	BOTTLE, SPRAY, FOR HYDRO PEROX 2001140	FWD1	I2W21A	EA	20	✓

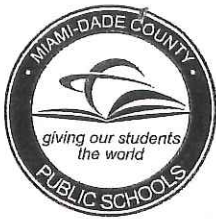
RECEIVED  
9/15/2020

Total Lines: 10

Total Pieces: 73

Dispatch Location	Total Cartons	EMPLOYEE NUMBER		Date Received	Received By	
		Picked	Delivered		Signature	Employee Number
	~	169062				





# Miami-Dade County Public Schools

## Stores & Mail Distribution

### Delivery/Pick Sheet



**Delivery Note Number: 80303118**  
 Delivery Print Date: 09/09/2020  
 STO Creation Date: 09/09/2020  
 Stock Transport Order: 7600020878  
 Stock Requisition Number:

Supplying Plant: 2000  
 S&MD Stock  
 Telephone: 786-275-0600  
 Fax:  
 Route: M12118

**SHIP TO: 0125**  
 Norma Butler Bossard Elem  
 MDCPS COMPANY CODE  
 15950 SW 144 Street,  
 Miami, FL 33196  
 Phone Number: (305)254-5200

### Shipping Details

Req. Line	Material Number	Legacy Item	Material Description	WHSE LOC	WHSE BIN LOC	U/I	DLVY QTY	CANC QTY
70	2001226	?	DISINFECTANT WIPES 6/125 CS	FWD1	RIB2	CS	3	<input checked="" type="checkbox"/>

RECEIVED

9/15/2020

Dispatch Location	Total Cartons	EMPLOYEE NUMBER		Date Received	Received By	
		Picked	Delivered		Signature	Employee Number
	—	169062				



**Shopping cart**

Number : 1000900003  
Name : 290315 10/26/2020 12:35  
Date : 10/26/2020  
Creator : 290315 - JESSICA MILLER

Not Commercially Valid - Not a Purchase Order

Item	Category #	Product #	Description	Sup Prod #
Del Date/ Period	Order Qty	UOM	Price per unit	Net Value
1	34500	10	2001236	FACE MASK, CLEAR, DISPOSABLE 24/BX
10/26/2020		BX	62.51 USD	625.10 USD

**VENDOR TEXT:**

FACE MASK, CLEAR, DISPOSABLE 24/BX

2	48500	10	2001231	MASK YOUTH SURGICAL DISPOSABLE,50/BX
10/26/2020		CS	7.00 USD	70.00 USD

**VENDOR TEXT:**

MASK YOUTH SURGICAL DISPOSABLE,50/CS

3	48500	10	2000271	MASK ADULT SURGICAL DISPOSABLE,50/CS
10/26/2020		CS	12.11 USD	121.10 USD

**VENDOR TEXT:**

MASK ADULT SURGICAL DISPOSABLE,50/CS

4	48500	10	2001226	DISINFECTANT WIPES 6/125 CS
10/26/2020		CS	49.43 USD	494.30 USD

**VENDOR TEXT:**

DISINFECTANT WIPES 6/125 CS

5	48500	2	2001231	MASK YOUTH SURGICAL DISPOSABLE,50/BX
10/26/2020		CS	7.00 USD	14.00 USD

**VENDOR TEXT:**

MASK YOUTH SURGICAL DISPOSABLE,50/CS

6	48500	2	2000271	MASK ADULT SURGICAL DISPOSABLE,50/CS
10/26/2020		CS	12.11 USD	24.22 USD

Total value: 1,915.22 USD

Prek  
Rest  
of  
School  
↓



## Shopping cart

Page 2 / 3

Number : 1000900003

Name : 290315 10/26/2020 12:35

Date : 10/26/2020

Creator : 290315 - JESSICA MILLER

Not Commercially Valid - Not a Purchase Order

Item	Category #	Product #	Description	Sup Prod #
Del Date/ Period	Order Qty	UOM	Price per unit	Net Value

## VENDOR TEXT:

MASK ADULT SURGICAL DISPOSABLE,50/CS

7	48500	2	2001226	DISINFECTANT WIPES 6/125 CS	
10/26/2020			CS	49.43 USD	98.86 USD

## VENDOR TEXT:

DISINFECTANT WIPES 6/125 CS

8	64500	18	2000720	PAPER, LETTER, 8 1/2 X 11, MULTIPURPOSE	711-0162
10/26/2020			CS	25.98 USD	467.64 USD

## VENDOR TEXT:

PAPER, LETTER, 8 1/2 X 11, MULTIPURPOSE

Total value: 1,915.22 USD

## Account Assignment:

Item	%	Fund	GL Account	Cost Ctr	Func Area	WBS Element	Grant
1	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
2	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
3	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
4	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
5	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
6	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
7	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
8	100.00	100000	551000	1012500	60100000-510100		NOT_RELEVANT_GRANT

## Additional Information:

Item Contract Line Info Record Source of Supply

Delivery Address

1 /

100059310

MDCPS

Company

MDCPS Company Code

Plant 2000

Norma Butler Bossard Elem

S&amp;MD Stock

15950 SW 144 Street

7001 SW 4 ST

MIAMI FL 33196

MIAMI FL 33144

USA

USA

2 /

100059310

MDCPS

Not Commercially Valid - Not a Purchase Order





# Miami-Dade County Public Schools Stores & Mail Distribution Delivery/Pick Sheet



Delivery Note Number: 80308023

Delivery Print Date: 10/21/2020

STO Creation Date: 10/21/2020

Stock Transport Order: 7600023238

Stock Requisition Number:

Supplying Plant: 2000

S&MD Stock

Telephone: 786-275-0600

Fax:

Route: M12118

SHIP TO: 0125

Norma Butler Bossard Elem

MDCPS COMPANY CODE

15950 SW 144 Street,

Miami, FL 33196

Phone Number: (305)254-5200

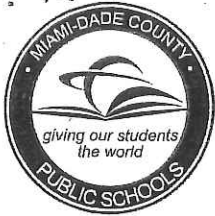
## Shipping Details

Req. Line	Material Number	Legacy Item	Material Description	WHSE LOC	WHSE BIN LOC	U/I	DLVY QTY	CANC QTY
10	2001231		MASK YOUTH SURGICAL DISPOSABLE, 50/BX	CAGE		CS	2	-----
20	2001228		MASK, FOLDING, DISPOSABLE, 10/BG, KN95	CAGE		BG	1	-----
50	2001193		SOAP, BAG IN BOX, FOAMING, 6/CS	FWD1	I2E11&12A	CS	12	-----
30	2001202		DETERGENT, GERMICIDAL, READYTOUSE, 12QT/CS	FWD1	I2E18A/19A	CS	6	-----
40	2000609	364-0159 ?	DETERGENT, GERMICIDAL, CONCENTRATE 4GL/CS	FWD1	I2E22-23A	CS	3	-----

Total Lines: 5

Total Pieces: 24

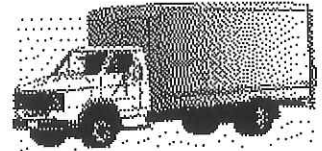
Dispatch Location	Total Cartons	EMPLOYEE NUMBER		Date Received	Received By	
		Picked	Delivered		Signature	Employee Number



# Miami-Dade County Public Schools

## Stores & Mail Distribution

### Delivery/Pick Sheet



Delivering Solutions

**Delivery Note Number: 80307400**  
Delivery Print Date: 10/21/2020  
STO Creation Date: 10/21/2020  
Stock Transport Order: 7600023238  
Stock Requisition Number:

Supplying Plant: 2000  
S&MD Stock  
Telephone: 786-275-0600  
Fax:  
Route: M12118

**SHIP TO: 0125**  
Norma Butler Bossard Elem  
MDCPS COMPANY CODE  
15950 SW 144 Street,  
Miami, FL 33196  
Phone Number: (305)254-5200

### Shipping Details

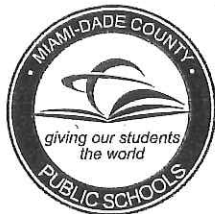
Req. Line	Material Number	Legacy Item	Material Description	WHSE LOC	WHSE BIN LOC	U/I	DLVY QTY	CANC QTY
10	2000271	9585	MASK ADULT SURGICAL DISPOSABLE,50/CS	CAGE	CAGE	CS	3	-----
20	2000271	9585	MASK ADULT SURGICAL DISPOSABLE,50/CS	CAGE	CAGE	CS	1	-----

RECEIVED  
11/20/20  
Pur

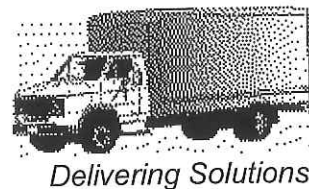
Total Lines: 2

Total Pieces: 4

Dispatch Location	Total Cartons	EMPLOYEE NUMBER		Date Received	Received By	
		Picked	Delivered		Signature	Employee Number
		26711				



# Miami-Dade County Public Schools Stores & Mail Distribution Delivery/Pick Sheet



**Delivery Note Number: 80308022**  
 Delivery Print Date: 10/21/2020  
 STO Creation Date: 10/21/2020  
 Stock Transport Order: 7600023237  
 Stock Requisition Number:

Supplying Plant: 2000  
 S&MD Stock  
 Telephone: 786-275-0600  
 Fax:  
 Route: M12118

**SHIP TO: 0125**  
 Norma Butler Bossard Elem  
 MDCPS COMPANY CODE  
 15950 SW 144 Street,  
 Miami, FL 33196  
 Phone Number: (305)254-5200

## Shipping Details

Req. Line	Material Number	Legacy Item	Material Description	WHSE LOC	WHSE BIN LOC	U/I	DLVY QTY	CANC QTY
20	2001245		FACE SHIELD 10/BG	FWD1		BG	53	-----
30	2001250		HAND SANITIZER 32 OZ 12/CASE	FWD1		CS	6	-----
40	2001229		HAND SANITIZER 4/1 GL CASE	FWD1	ABAB	CS	5	-----
10	2000238	926-0005 ?	GOGGLE, SAFETY,CLEAR LENS	FWD1	I1W8A	PR	8	-----

RECEIVED  
 CML  
 11/20/20

Total Lines: 4

Total Pieces: 72

Dispatch Location	Total Cartons	EMPLOYEE NUMBER		Date Received	Received By	
		Picked	Delivered		Signature	Employee Number
	26	267101				





# Miami-Dade County Public Schools Stores & Mail Distribution Delivery/Pick Sheet



**Delivery Note Number: 80309908**  
Delivery Print Date: 11/04/2020  
STO Creation Date: 11/04/2020  
Stock Transport Order: 7600023238  
Stock Requisition Number:

Supplying Plant: 2000  
S&MD Stock  
Telephone: 786-275-0600  
Fax:  
Route: M12118

**SHIP TO: 0125**  
Norma Butler Bossard Elem  
MDCPS COMPANY CODE  
15950 SW 144 Street,  
Miami, FL 33196  
Phone Number: (305)254-5200

## Shipping Details

Req. Line	Material Number	Legacy Item	Material Description	WHSE LOC	WHSE BIN LOC	U/I	DLVY QTY	CANC QTY
10	2001226		DISINFECTANT WIPES 6/125 CS	FWD1	RIB2	CS	2	-----

11/20/20

Total Lines: 1

Total Pieces: 2

Dispatch Location	Total Cartons	EMPLOYEE NUMBER		Date Received	Received By	
		Picked	Delivered		Signature	Employee Number

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
STORES & MAIL DISTRIBUTION DELIVERY TICKET**

**ST**

**MASKS**

**Date** 10/29/2020

**Run**

**M12**

School Loc 125

School Name Norma Butler Bossard Elem

Address 15950 SW 144 Street

Phone (305)254-5200

Attn: SCHOOL PRICIPAL, **MASKS**

Item Description	QTY	U/M
The enclosed face coverings are for <b>ADULTS</b> . Instructions for distribution are found in the Principals Reopening Toolkit.	353	PACK OF 5
The enclosed face coverings are for <b>YOUTH</b> . Instructions for distribution are found in the Principals Reopening Toolkit.	590	PACK OF 5

*Ch 2*  
11/20/20

Total Cartons	Total Pieces	Picked by	Delivered by	Received By	Employee Number
10	942	267111			
DATE					



**Shopping cart**

Number : 1000911031  
Name : 290315 01/22/2021 10:17  
Date : 01/22/2021  
Creator : 290315 - JESSICA MILLER

Item	Category #	Product #	Description	Sup Prod #
Del Date/ Period	Order Qty	UOM	Price per unit	Net Value

1	34500	5	2001229	HAND SANITIZER 4/1 GL CASE
01/22/2021		CS	80.00 USD	400.00 USD

**VENDOR TEXT:**

HAND SANITIZER 4/1 GL CASE

2	34500	5	2001250	HAND SANITIZER 32 OZ 12/CASE
01/22/2021		CS	45.00 USD	225.00 USD

**VENDOR TEXT:**

HAND SANITIZER 32 OZ 12/CASE

3	48500	1	2000271	MASK ADULT SURGICAL DISPOS.,50/CS
01/22/2021		CS	12.11 USD	12.11 USD

**VENDOR TEXT:**

MASK ADULT SURGICAL DISPOSABLE,50/CS

4	34500	53	2001245	FACE SHIELD 10/BG
01/22/2021		BG	4.92 USD	260.76 USD

**VENDOR TEXT:**

FACE SHIELD 10/BG

5	34500	1	2001239	TYVEK SUIT, SIZE XL, 25/BX
01/22/2021		BX	119.25 USD	119.25 USD

**VENDOR TEXT:**

TYVEK SUIT, SIZE XL, 25/BX

6	48500	1	2001228	MASK, FOLDING, DISPOSABLE, 10/BG, KN95
01/22/2021		BG	35.00 USD	35.00 USD

Total value: 4,319.13 USD



## Shopping cart

Page 2 / 6

Number : 1000911031  
 Name : 290315 01/22/2021 10:17  
 Date : 01/22/2021  
 Creator : 290315 - JESSICA MILLER

Not Commercially Valid - Not a Purchase Order

Item	Category #	Product #	Description	Sup Prod #
Del Date/ Period	Order Qty	UOM	Price per unit	Net Value

## VENDOR TEXT:

MASK, FOLDING, DISPOSABLE, 10/BG, KN95

7	34500	8	2000238	GOGGLE, SAFETY, CLEAR LENS	926-0005
01/22/2021			PR	1.28 USD	10.24 USD

## VENDOR TEXT:

GOGGLE, SAFETY, CLEAR LENS

8	48500	3	2000271	MASK ADULT SURGICAL DISPOS., 50/CS	
01/22/2021			CS	12.11 USD	36.33 USD

## VENDOR TEXT:

MASK ADULT SURGICAL DISPOSABLE, 50/CS

9	48500	5	2001140	CLEANER, HYDROGEN PEROXIDE 4.1 GAL/CS	
01/22/2021			CS	102.16 USD	510.80 USD

## VENDOR TEXT:

CLEANER, HYDROGEN PEROXIDE 4.1 GAL/CS

10	48500	6	2001202	DETERGENT, GERMICIDAL READYTOUSE, 12QT/CS	
01/22/2021			CS	22.40 USD	134.40 USD

## VENDOR TEXT:

DETERGENT, GERMICIDAL READYTOUSE, 12QT/CS

11	48500	3	2000609	DETERGENT, GERMICIDAL, CONCENTRATE 4GL/CS	364-0159
01/22/2021			CS	48.24 USD	144.72 USD

## VENDOR TEXT:

DETERGENT, GERMICIDAL, CONCENTRATE 4GL/CS

12	48500	12	2001193	SOAP, BAG IN BOX, FOAMING, 6/CS	
----	-------	----	---------	---------------------------------	--

Total value: 4,319.13 USD

Number : 1000911031  
 Name : 290315 01/22/2021 10:17  
 Date : 01/22/2021  
 Creator : 290315 - JESSICA MILLER

Item	Category #	Product #	Description	Sup Prod #
Del Date/ Period	Order Qty	UOM	Price per unit	Net Value
01/22/2021		CS	19.56 USD	234.72 USD

## VENDOR TEXT:

SOAP, BAG IN BOX, FOAMING, 6/CS

13	64000	4	2000653	TOWELS, PAPER, BATH, 300/CS	367-0015
01/22/2021		CS	40.70 USD		162.80 USD

## VENDOR TEXT:

TOWELS, PAPER, BATH, 200/CS

14	34500	380	2001230	THERMOMETER TOUCHLESS INFRARED EACH	
01/22/2021		EA	5.35 USD		2,033.00 USD

## VENDOR TEXT:

THERMOMETER TOUCHLESS INFRARED EACH

Total value: 4,319.13 USD

## Account Assignment:

Item	%	Fund	GL Account	Cost Ctr	Func Area	WBS Element	Grant
1	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
2	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
3	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
4	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
5	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
6	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
7	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
8	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
9	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
10	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
11	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
12	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT
13	100.00	100000	551000	1012500	99640000-790000		NOT_RELEVANT_GRANT

# RESPONSE TO OIG DRAFT REPORT - IG 21-0007-SI

## ATTACHMENT 3

(Emails and Documents for the Monthly Allocation Budget and COVID  
Materials Inventory at S&MD: August 2020 – November 2021)

32 Pages

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**Fw: Initial Allocation of COVID-related Materials for Select School Sites**

---

**From** Mendizabal, Barbara A. <bmendizabal@dadeschools.net>

**Date** Sun 8/23/2020 4:15 PM

**To** 9575 Principals <9575\_Principals@dadeschools.net>

**Cc** 9575 Administrative Directors <9575\_Administrative\_Directors@dadeschools.net>; Molina, James R. <molinajr@dadeschools.net>

 2 attachments (6 MB)

Initial Allocation of COVID-Related Materials for School Sites.pdf; Initial Allocation 8\_24.xlsx;

Dear Colleagues:

Please read attached document and list of schools scheduled to receive supplies on Monday, August 24th. If your school's name appears on the attached list, please ensure you arrange pickup of materials between the hours of **7:00 a.m. to 2:00 p.m. on Monday, August 24th**. If your school's name is not on the list, you will be receiving notification of your pickup time and date by end of day Monday.

If you have any questions, please contact Mr. Leonard Ruan, Administrative director. Thank you for all of your cooperation and support.

Have a great afternoon!

Barbara

**Barbara Mendizábal, Region Superintendent**  
Miami-Dade County Public Schools / South Region Office  
18180 SW 122 Avenue  
Miami, Florida 33177  
(305)252-3041  
[bmendizabal@dadeschools.net](mailto:bmendizabal@dadeschools.net)

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Please consider the environment before printing this e-mail.

---

**From:** ROBINSON, BRITTNEE N <brobenson@dadeschools.net>

**Sent:** Sunday, August 23, 2020 12:01 PM

**To:** Mendizabal, Barbara A. <bmendizabal@dadeschools.net>; Pace, John D. <jdpace@dadeschools.net>; Bueno, Jose <jbueno@dadeschools.net>; Diaz, Luis E. <LDiaz21@dadeschools.net>





### COVID Materials Inventory for School Sites

The District is committed to ensuring school sites are equipped with resources to safely educate students as we prepare for the upcoming school year. For the 2020-2021 School Year, school sites will be allocated a budget to secure personal protective equipment (PPE) from S&D. A separate memo is forthcoming with details on the PPE Budget.

### Initial Allocation of Materials for Schools

An initial allocation of supplies will be available for school sites starting Monday, August 24 as you continue to welcome staff back to campus. Due to sourcing limitations, some materials will be distributed in waves as the District continues to receive inventory over the next few weeks. The initial allocation will vary for select school sites based on the need. As inventory becomes available at S&D, schools will be notified of the opportunity to obtain additional resources. After the initial allocation of supplies are distributed, school sites will order directly from S&D using the expanded supply list which is forthcoming.

#### Monday, August 24 Distribution

Select school sites will pick up the following materials at S&D starting 7am:

- QTY: 1 - 2000125 CLEAR ACRYLIC PARTITIONS – (1 CA w/ 5 Partitions)
- QTY: 1 - 2001229 HAND SANITIZER 1 GAL w/ PUMP (1 CA w/ 4 GAL)\*
- QTY: 2 - 2000271 MASK SURGICAL DISPOSABLE,50/CS

#### Tuesday, August 25 Distribution

Remaining school sites in immediate need of the following supplies are available to pick up the following materials at S&D starting 7am:

- QTY: 1 - 2001229 HAND SANITIZER 1 GAL w/ PUMP (1 CA w/ 4 GAL)+
- QTY: 2 - 2000271 MASK SURGICAL DISPOSABLE,50/CS

\*Note: One Gallon Hand Sanitizer bottles are only allowed to be placed in large open areas and the front office due to. Otherwise, they are only allowed to serve as refills for acceptable classroom containers under 41 ounces.

# Stores and Mail Distribution

## Inventory Catalog

as of 08/11/2020

\*\*\*Price & Brand subject to change without notice\*\*\*

### FIRST AID / SAFETY

Material #	F&N #	Material Description	Unit of Issue	Price per unit
2000754	9902	ALCOHOL, 16 OZ BOTTLE, 12/CS	CS	\$27.42
2000659		APPLICATOR, WOODEN, 6" X 1000/BX	BX	\$3.83
2001182		BACK SUPPORT BELT, LARGE, WAIST 34-38	EA	\$6.28
2001181		BACK SUPPORT BELT, MEDIUM, WAIST 30-34	EA	\$5.98
2001180		BACK SUPPORT BELT, SMALL, WAIST 25-30	EA	\$6.15
2001183		BACK SUPPORT BELT, XL, WAIST 38-42	EA	\$5.64
2001184		BACK SUPPORT BELT, XXL, WAIST 42-46	EA	\$5.87
2001185		BACK SUPPORT BELT, XXXL, WAIST 46-52	EA	\$5.85
2000438	9906	BAND-AIDS, 1" X 3" WIDE	BX	\$1.16
2000772	9908	BAND-AIDS, 1-1/2" X 1-1/2" BX/100	BX	\$3.40
2000649	9907	BAND-AIDS, 3/4" X 3" WIDE, BX/100	BX	\$0.26
2000491		CLEANUP KIT, BIOHAZ, 24 KITS / BOX	BX	\$94.96
2000753		COLD PACK, INSTANT, DISPOSABLE, 24/CS	CS	\$11.17
2000000		COTTON, BALLS, BX/4000	BX	\$9.33
2000002		CPR KIT, NON-RESEALABLE POLY BAG	EA	\$3.30
2001236		FACE MASK, CLEAR, DISPOSABLE 24/BX	BX	\$66.72
2001232		FACE SHIELD EACH	EA	\$0.69
2000296	9604	GAUZE PADS, 2" X 2" WIDE, BX/50 EA	BX	\$1.32
2000301		GAUZE PADS, 4" X 4" WIDE, BX/25 EA	BX	\$1.69
2000288		GOGGLE, SAFETY, GREY LENS	PR	\$1.16
2000238		GOGGLE, SAFETY, CLEAR LENS	PR	\$1.16
2001235		GOWN DISPOSABLE 20/PK	PK	\$23.00
2001229		HAND SANITIZER 4/1 GL CASE	CS	\$80.00
2000271		MASK ADULT SURGICAL DISPOSABLE, 50/CS	CS	\$23.10
2001231		MASK YOUTH SURGICAL DISPOSABLE, 50/CS	CS	\$7.00
2001227		MASK, FOLDING, DISPOSABLE, 5/BG, (KN95)	BG	\$17.50

not 10

2000531		PAPER, EXAM TABLE,24"X260',8 RL/CS	CS	\$67.92
2000297		PINS, SAFETY, ASST. SIZES_PK/50	PK	\$1.77
2001233		SHOE COVER ADULT 50 PR/BOX	BX	\$24.00
2001234		SHOE COVER CHILD 50 PR/BOX	BX	\$24.00
2001241		SIGN, 2 STUDENTS AT A TIME, EACH	EA	\$1.62
2001242		SIGN, BOTTLE FILLING STATION, EACH	EA	\$1.62
2001240		SIGN, HAND SANITIZER, EACH	EA	\$1.61
2001243		SIGN, ISOLATION ROOM, EACH	EA	\$1.62
2001244		SNEEZE GUARD 32 X 36 5/PK	EA	\$299.75
2000701	9978	TAPE, FIRST AID, ADHESIVE, 1" WIDE, 12RL/CT	CT	\$8.13
2001230		THERMOMETER TOUCHLESS INFRARED EACH	EA	\$8.89
2000001		THERMOMETER,CLINICL,1-USE,100/BX	BX	\$11.83
2000719	9990	TISSUE, FACIAL, WHITE, 2 PLY, 30 BX/CASE	CS	\$29.51
2000264		TONGUE DEPRESSORS, WOODEN, 500/BX	BX	\$3.70
2001239		TYVEK SUIT, SIZE XL, 25/BX	BX	\$119.25





Outlook

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**FW: Monthly Allocation of COVID-19 Materials for K12 Schools**

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From Iturrey, Lucy C. <LIturrey@dadeschools.net>

Date Tue 9/1/2020 9:49 AM

To 9575 Principals <9575\_Principals@dadeschools.net>

Cc 9575 Administrative Directors <9575\_Administrative\_Directors@dadeschools.net>

📎 2 attachments (389 KB)

MDCPS COVID Materials Allocation\_Sep2020\_8\_31.pdf; MDCPS COVID Materials Inventory 8\_31\_20.pdf;

Principals,

Please make sure you do not go over the budgeted amount in placing orders as they will not be processed. Please ensure to review your budget funding structure in your Budget Availability report prior to placing the order.

If you have any questions regarding the procurement process, please feel free to call me. Thanks.

*Lucy C. Iturrey*

**Administrative Director**

**Miami-Dade County Public Schools**

**South Region Office**

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone.

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**From:** Ruan, Leonard J. <LRuan@dadeschools.net>

**Sent:** Monday, August 31, 2020 7:54 PM

**To:** 9575 Principals <9575\_Principals@dadeschools.net>; Britton, Jonathan A. <jbritton@dadeschools.net>

**Cc:** Mendizabal, Barbara A. <bmendizabal@dadeschools.net>; 9575 Administrative Directors <9575\_Administrative\_Directors@dadeschools.net>

**Subject:** FW: Monthly Allocation of COVID-19 Materials for K12 Schools

**Importance:** High

Principals,

The below email provides guidance on procuring COVID-19 materials from Stores and Distribution using an established budget structure. All locations based on budget and demand should place orders immediately to avoid the September 3rd deadline.

Leonard Ruan  
Administrative Assistant  
South Region Office

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "ROBINSON, BRITTNEE N" <[brobinson@dadeschools.net](mailto:brobinson@dadeschools.net)>  
Date: 8/31/20 5:31 PM (GMT-05:00)  
To: "Mendizabal, Barbara A." <[bmendizabal@dadeschools.net](mailto:bmendizabal@dadeschools.net)>, "Pace, John D." <[jdpace@dadeschools.net](mailto:jdpace@dadeschools.net)>, "Bueno, Jose" <[jbueno@dadeschools.net](mailto:jbueno@dadeschools.net)>, "Diaz, Luis E." <[LDiaz21@dadeschools.net](mailto:LDiaz21@dadeschools.net)>  
Cc: "Brown, Valtena G." <[vgbrown@dadeschools.net](mailto:vgbrown@dadeschools.net)>  
Subject: Monthly Allocation of COVID-19 Materials for K12 Schools

Good Afternoon Region Superintendents,

Please forward the message below to your principals regarding COVID-19 Materials for the school site.

**The District is committed to ensuring schools are equipped with resources to safely educate students as we prepare for the upcoming school year. For the 2020-2021 School Year, school sites will be allocated a budget monthly to secure personal protective equipment (PPE) from S&MD. School sites are expected to manage this budget to maintain adequate inventory on-site based on the allocation that has been allotted for your location. Due to high demand and limited supplies, please only order quantities necessary to support the requirements of your school site. If your site holds some inventory from prior orders for PPE or cleaning supplies, please deduct those amounts from the allocation set for the month. Again, these supplies are VERY limited. The District needs to ensure school sites only hold the needed amounts to support cleaning and personal protection.**

Attached is a guide to the COVID cleaning and PPE materials inventory available at SMD for order based on the requirements for your site. The September allocation document provides insight into the maximum allotment which has been identified for their school site for each item. These documents have also been uploaded to the Principals Toolkit at Campus Readiness/Inventory.

Some items in the inventory are still in route from manufacturers and local distributors. Therefore, if your order comes in prior to arrival, it will be placed on backorder and released once available. Distribution of time-sensitive materials such as sneeze guards will be expedited upon arrival. **Please place your orders for the September allocation no later than EOD on Thursday, September 3.**

*Brittnee N Robinson*  
Executive Director  
Office of School Operations

Miami-Dade County Public Schools  
Office: (305) 995 - 1065  
Cell: (305) 978 - 7585  
E-Mail: [brobinson@dadeschools.net](mailto:brobinson@dadeschools.net)

**M-DCPS District-Wide COVID Materials**

September 2020 Allocation

SS&MD Pickup - 1 Case of 4 One Gallon Sanitizer, 2 boxes of disposable masks, plexiglass (~198 cases)

Region	SCHOOLS	Loc. #	PLC/ Annex	Monday 8/24	Tuesday 8/25	Plexi glass	Safety Goggles	Hand Sanitizer (4/1GAL)	Hand Sanitizer (32 oz)	Disposable Masks (Adult - 50/bx)	Disposable Masks (Youth - 50/bx)	Red "Two Students at a time" Sign	Red "Isolation Room" Sign	TYVEK Suits	KN95 Masks (10/Bx)	Thermometers (10/Bx)	Face Shields (10-B6)	Gloves Medium (1L/box)	Gloves Large (1L/box)	Dip Mask Custodian (50/bx)	Hydrogen Peroxide (4/1gal)	Detergent (6QT/CS)	GERM Detergent Concentrate (4GL/CS)	Hand Sanitizer for Dispensers (6"1L/CA)	Hand Soap for Dispensers (6"1L/CA)	Sanitizing Wipes (6/125)	Bath Towels
C	Miami Coral Park Senior High School	7271				1	10	2	128	5		12	10	4	1	1	12	1	1	11	16	21	8	12	30	7	15
C	Coral Gables Senior High School	7071		X			10	2	152	7		12	10	4	1	1	18	1	1	6	10	13	5	10	38	7	9
C	South Miami Senior High School	7461		X			10	2	133	7		12	10	4	1	1	16	1	1	6	10	13	5	10	28	7	9
C	South Miami Senior High School	7721					10	1	100	3		12	10	4	1	1	7	1	1	8	11	13	6	9	33	8	10
C	Miami Jackson Senior High School	7241					10	2	90	3		12	10	4	1	1	8	1	1	8	11	13	6	9	33	8	10
C	Miami Central Senior High School	7251					10	2	105	4		12	10	4	1	1	9	1	1	8	11	13	7	9	38	9	12
C	Miami Northwestern Senior High School	7411		X			10	1	90	3		12	10	4	1	1	7	1	1	8	13	16	6	9	19	5	11
C	Reagan, Ronald W./Doral Senior High School	7241					10	2	107	4		12	10	4	1	1	9	1	1	1	1	1	1	1	1	1	1
C	Miami Springs Senior High School	7511					10	1	81	2		12	10	4	1	1	5	1	1	5	8	10	4	8	23	5	7
C	Washington, B. T. Senior High School	7791		X			10	1	74	1		12	10	4	1	1	3	1	1	6	9	11	5	10	31	7	10
C	J.C. Bermudez Doral Senior High School	7641					10	1	20	1		12	10	4	1	1	2	1	1	6	9	11	5	10	24	6	8
C	Turner, Wm. H. Tech. Arts Senior High School	7601					10	1	75	2		12	10	4	1	1	4	1	1	7	10	13	5	8	30	7	9
C	Smith, John I. K-8 Center	7601	X				8	1	103	1	3	12	10	4	1	1	7	1	1	6	8	10	4	6	21	5	7
C	Miami Edison Senior High	7301					8	1	50	1		12	10	4	1	1	3	1	1	5	8	10	4	7	23	5	7
C	MAST Academy	7301					8	2	94	5		12	10	4	1	1	12	1	1	2	4	5	2	7	9	2	3
C	Miami Springs Middle School	6921		X			8	1	44	1	1	12	10	4	1	1	1	1	1	4	7	9	4	7	17	4	6
C	Thomas, Eugenia B. K-8 Center	0071					8	1	89	1	3	12	10	4	1	1	1	1	1	4	7	9	4	7	17	4	6
C	Kennington Park Elementary School	2861	X				8	1	83	1	2	12	10	4	1	1	1	1	1	3	6	7	3	6	14	4	5
C	Epifania, Dr. Rolando K-8 Center	0122		X			8	1	73	1	2	12	10	4	1	1	1	1	1	3	5	6	3	7	12	3	4
C	Coral Way K-8 Center	1121					8	1	81	1	2	12	10	4	1	1	1	1	1	4	6	8	3	7	16	4	5
C	Rockway Middle School	6821					8	1	67	1	2	12	10	4	1	1	1	1	1	4	7	9	4	6	16	4	6
C	Brownsville Middle School	6031		X			8	1	35	1	1	12	10	4	1	1	1	1	1	4	7	9	4	6	17	4	6
C	Klinch Park Middle School	6331					8	1	41	1	1	12	10	4	1	1	1	1	1	3	6	7	3	6	14	4	5
C	South Hialeah Elementary School	5201		X			8	1	67	1	2	12	10	4	1	1	1	1	1	3	5	6	3	6	12	3	4
C	Mano, Horace Middle School	6411					8	1	43	1	1	12	10	4	1	1	1	1	1	4	7	9	4	7	17	4	6
C	Citrus Grove Middle School	5091		X			8	1	56	1	1	12	10	4	1	1	1	1	1	4	7	9	4	7	17	4	6
C	Reyes, Henry E.S. K-8 Center	4461	X				8	1	64	1	2	12	10	4	1	1	1	1	1	3	5	6	3	6	12	3	4
C	James De Leon Middle School	6741		X			8	1	59	1	2	12	10	4	1	1	1	1	1	4	7	9	4	6	17	4	6
C	Sunset Elementary School	5401					8	1	70	1	3	12	10	4	1	1	1	1	1	3	5	6	3	6	12	3	4
C	West Miami Middle School	6961					8	1	43	1	3	12	10	4	1	1	1	1	1	3	5	6	3	6	14	4	5
C	Ivengades K-8 Center	1721		X			8	1	69	1	2	12	10	4	1	1	1	1	1	4	6	7	3	6	16	4	5
C	Shenandoah Middle School	6841					8	1	72	1	2	12	10	4	1	1	1	1	1	4	7	9	4	6	17	4	6
C	Key Biscayne K-8 Center	2741		X			8	2	74	1	3	12	10	4	1	1	1	1	1	4	6	8	3	6	16	4	5
C	Georgia Jones-Ayers Middle	6011					8	1	40	1	1	12	10	4	1	1	1	1	1	3	5	6	3	6	12	3	4
C	Coral Park Elementary School	1001					8	1	63	1	2	12	10	4	1	1	1	1	1	2	5	6	3	6	10	3	4
C	Auburndale Elementary School	0121	X				8	1	64	1	2	12	10	4	1	1	1	1	1	3	5	6	3	5	12	3	4
C	Citrus Grove Elementary School	0801		X			8	1	66	1	1	12	10	4	1	1	1	1	1	2	5	6	3	5	10	3	4
C	Dario, Ruben Middle School	6121					8	1	34	1	1	12	10	4	1	1	1	1	1	4	7	9	4	5	17	4	6
C	IFPS Academy K-12	7581					8	1	62	2	1	12	10	4	1	1	1	1	1	1	1	1	1	1	1	1	1
C	Hadley, Charles R. Elementary School	2331	X				8	1	48	1	2	12	10	4	1	1	1	1	1	3	6	7	3	4	14	4	5
C	South Miami K-8 Center	5241		X			5	1	51	1	1	12	10	4	1	1	1	1	1	3	5	6	3	5	12	3	4
C	Thomas, A. Edison Education Cent	7005		X			5	1	29	1	1	12	10	4	1	1	1	1	1	4	7	9	4	5	17	4	6
C	Shenandoah Elementary School	5001					5	1	41	1	1	12	10	4	1	1	1	1	1	2	5	6	3	4	10	3	4
C	Sweetwater Elementary School	5431					5	1	41	1	1	12	10	4	1	1	1	1	1	2	4	6	3	4	10	3	4
C	Flagler, Henry M. Elementary School	1881					5	1	52	1	1	12	10	4	1	1	1	1	1	2	5	6	3	5	10	3	4
C	Stirrup, Sr., E. W. F. Elementary School	5381		X			5	1	54	1	1	12	10	4	1	1	1	1	1	3	6	7	3	5	14	4	5
C	Jose Diego, Jose Middle School	6361		X			5	1	62	1	2	12	10	4	1	1	1	1	1	4	6	8	3	5	16	4	5
C	Hialeah Elementary School	2361					5	1	76	1	1	12	10	4	1	1	1	1	1	2	5	6	3	5	10	3	4
C	Coner, G. W. Middle School	6071					5	1	51	1	3	12	10	4	1	1	1	1	1	2	5	6	3	4	10	3	4
C	Coral Gables Preparatory Academy	0961	X				0	5	1	61	1	2	12	10	4	1	1	1	1	2	4	5	2	3	9	2	3
C	Riverside Elementary School	4681		X			5	1	59	1	2	12	10	4	1	1	1	1	1	3	6	7	3	5	14	4	5
C	Seaside Elementary School	4921		X			5	1	39	1	1	12	10	4	1	1	1	1	1	2	4	5	2	4	9	2	3
C	Southside Elementary School	5321	X				5	1	53	1	2	12	10	4	1	1	1	1	1	2	3	4	2	5	7	2	3
C	Liberty City Elementary School	2981	X				5	1	31	1	1	12	10	4	1	1	1	1	1	2	4	5	2	2	9	2	3
C	Sylvia Heights Elementary School	5441					5	1	42	1	1	12	10	4	1	1	1	1	1	2	4	5	2	4	9	2	3
C	Klinch Park Elementary School	2781		X			5	1	35	1	1	12	10	4	1	1	1	1	1	2	5	6	3	3	10	3	4
C	Meek, Carrie P./Westview K-8 Center	5901					5	1	51	1	1	12	10	4	1	1	1	1	1	2	4	5	2	4	9	2	3
C	Madison Middle School	6391					5	1	33	1	1	12	10	4	1	1	1	1	1	3	6	7	3	3	14	4	5



Region	SCHOOLS	Loc. #	PLC/ Annex	Monday 8/24	Tuesday 8/25	Pleat glass	Safety Goggles	Hand Sanitizer (4/1GAL)	Hand Sanitizer (32 oz )	Disposable Masks (Adult - 50/bu)	Disposable Masks (Youth- 50/bu)	Red "Hand Sanitizer" Sign	Red "Two Students at a Time" Sign	Red "Bedle n Room" Sign	TYVEK Suits	KN95 Masks (10/Bag)	Thermo-meters	Face Shields (Students) (10-Bag)	Gloves Medium (11/bag)	Gloves Large (14/bu)	Disp Mask Custodian s (50/bu)	Hydrogen Peroxide (4/1gal)	GERM Detergent Concentrate (4G/L)	GERM Detergent Concentrate (60T/Cs)	Hand Sanitizer for Dispersers (6-11L/CA)	Hand Soap for Dispersers (6-11L/CA)	Sanitizing Wipes (6/125)	Bath Towels	
N	Greenlands Park Elementary School	7281	X	X	X	1	5	1	46	1	2	12	10	4	1	1	1	2	1	1	1	2	5	6	3	4	10	3	4
N	Darius, John G. Elementary School	7481	X	X			5	1	35	1	1	12	10	4	1	1	1	2	1	1	2	5	6	3	4	10	3	4	
N	Nordland Elementary School	7701		X			5	1	46	1	1	12	10	4	2	1	1	2	1	1	2	5	6	3	4	10	3	4	
N	Biscayne Gardens Elementary School	7081		X			5	1	32	1	1	12	10	4	2	1	1	1	1	1	2	5	6	3	4	10	3	4	
N	Edelman, G./Sabal Palm Elementary School	4801			X		1	5	1	45	1	12	10	4	2	1	1	2	1	1	2	5	6	3	4	10	3	4	
N	North Hialeah Elementary School	3901		X			1	5	1	34	1	12	10	4	2	1	1	2	1	1	2	5	6	3	4	10	3	4	
N	Grady Elementary School	2241		X			5	1	50	1	1	12	10	4	1	1	1	2	1	1	2	5	6	3	4	10	3	4	
N	Myrtle Grove K-8 Center	3581	X				5	1	41	1	1	12	10	4	1	1	1	1	1	1	2	3	4	2	4	7	2	3	
N	Scott Lake Elementary School	4881	X	X			1	5	1	32	1	12	10	4	1	1	1	2	1	1	2	4	5	2	4	9	2	3	
N	Natural Bridge Elementary School	3651		X			1	5	1	52	1	12	10	4	1	1	1	2	1	1	2	4	5	2	4	9	2	3	
N	Twinkl Lakes Elementary School	5601		X			5	1	30	1	1	12	10	4	1	1	1	1	1	1	2	4	5	2	4	9	2	3	
N	North Gunity K-8 Center	3821		X			5	1	31	1	1	12	10	4	1	1	1	1	1	1	2	3	4	2	4	7	2	3	
N	Hibiscus Elementary School	7401			X		5	1	37	1	1	12	10	4	1	1	1	1	1	1	2	4	5	2	4	9	2	3	
N	Arch Creek Elementary School	0341		X			5	1	37	1	1	12	10	4	1	1	1	1	1	1	2	3	4	2	4	7	2	3	
N	Boom, V./Highland Oaks Elementary School	2441		X			1	5	1	41	1	12	10	4	1	1	1	2	1	1	2	4	5	2	4	9	2	3	
N	West Lakes Preparatory Academy(*)	3001		X			5	1	34	1	1	12	10	4	1	1	1	2	1	1	2	3	4	2	4	7	2	3	
N	Jefferson, Thomas Middle School	6281	X				5	1	33	1	1	12	10	4	1	1	1	2	1	1	3	6	7	3	4	14	4	5	
N	Norwood Elementary School	4001		X			1	5	1	36	1	1	12	10	4	1	1	1	2	1	1	2	5	6	3	10	3	4	
N	Dr. Frederica S. Wilson/Skyway Elementary	5081		X			5	1	17	1	1	12	10	4	1	1	1	1	1	1	2	5	6	3	10	3	4		
N	Railbow Park Elementary School	4541		X			5	1	26	1	1	12	10	4	1	1	1	1	1	1	2	5	6	3	10	3	4		
N	Ingram, Dr. Robert B. Elementary School	4121		X			1	5	1	25	1	1	12																



### COVID Materials Inventory

The District is committed to ensuring schools are equipped with resources to safely educate students as we prepare for the upcoming school year. For the 2020-2021 School Year, school sites will be allocated a budget monthly to secure personal protective equipment (PPE) from S&MD. School sites are expected to manage this budget to maintain adequate inventory on-site based on the allocation that has been allotted for your location. Due to high demand and limited supplies, please only order quantities necessary to support the requirements of your school site. If your site holds some inventory from prior orders for PPE or cleaning supplies, please deduct those amounts from the allocation set for the month. Again, these supplies are VERY limited. The District needs to ensure school sites only hold the needed amounts to support cleaning and personal protection.

School Sites should continue to order supplies from S&D on the ordinary 2-week cadence moving forward. Given the uncertainty of the new COVID personal protection and cleaning protocols, an emergency order procedure will be established in October or the start of the in-person school sessions.

### Initial Allocation of Materials for Schools

An initial allocation of supplies will be available for school sites starting Monday, August 31st as you continue to welcome staff back to campus. Due to sourcing limitations, some school sites will receive select items in waves as the District continues to receive shipments leading up to the opening of schools. As inventory becomes available at S&MD, schools will be able to order directly from S&MD through allocated PPE Funding. Some items are still en route from manufacturers and local distributors. Therefore, if your order comes in prior to arrival, it will be placed on backorder and released once available. Distribution of time-sensitive materials such as sneeze guards will be coordinated upon arrival. **Please place your orders for September allocation no later than EOD on Thursday, September 3.** The budget structure below has been loaded with the monthly allocation for each K-12 location. **NOTE: Schools may not exceed the allotment provided in the allocation spreadsheet.**

Fund	Commitment item/GL	Funds Center	Functional Area
100000	551000	1XXXX00	99640000-790000



### Monthly Allocation of Materials for Schools

Each month, each K-12 school site will be allocated supplies based on a variety of factors including enrollment and physical capacity. Please reference the Monthly Allocation Inventory Spreadsheet each month to guide your orders. School Sites are limited to the specific supplies and quantities identified on this sheet. The table below describes materials available for distribution and recommended use.

PPE & COVID Items – Available at S&MD				
Item	Stock Number	Recommended Use	Initial Allocation	Notes
<b>Hand Sanitizer – 1 Gallon Bottle (4 bottles/Case)</b>	2001229	Open areas, refills for smaller units	Based on Physical Building Capacity	Please only order quantities required for your school site.  One-gallon bottles are NOT to be placed in classroom or enclosed space. Please see guidelines on handling Hand Sanitizer found in the In the Principal's Toolkit
<b>Hand Sanitizer (32 oz)</b>	2001250	One Bottle in Each classroom	Based on number of classrooms	Please see guidelines on handling Hand Sanitizer found in the In the Principal's Toolkit
<b>MASK SURGICAL DISPOSABLE, (50/box)</b>	2000271	Distribute in the event a student <u>does not</u> have facial covering	Formula based on brick/mortal enrollment	
<b>YOUTH DISPOSABLE MASKS (50/box)</b>	2001231	Distribute in the event a student <u>does not</u> have facial covering	Formula based on brick/mortal enrollment	Appropriate for ages 4-14
<b>THERMOMETER (1 unit)</b>	2001230	Placement in the Isolation Room	One per school site	
<b>FACE SHIELD FOR STUDENTS (10/bag)</b>	2001232	Distribute in the event a student <u>does not</u> have facial covering and cannot wear a mask.	Formula based on brick/mortal enrollment	

PPE & COVID Items – Available at S&MD				
Item	Stock Number	Recommended Use	Initial Allocation	Notes
Red “Hand Sanitizer Sign” (1 unit)	2001240	Placed above hand sanitizing stations which are in high traffic areas	Each physical site receives 12 signs	In Stock mid-September
Red “Two Students at a Time” Sign (1 Unit)	2001241	Group Restrooms at each site	10 per school site	In Stock mid-September
Red “Bottle Filling Station” Sign (1 Unit)	2001242	Placement above retrofit water fountains	One per retrofit water fountains	In Stock mid-September
Red “Isolation Room” Sign (1 unit)	2001243	Placement in the Isolation Room	One per school site	In Stock mid-September
CLEAR ACRYLIC PARTITIONS (5 partitions per case)	20001244	Placement in public facing areas including the front office.  One panel should be placed in cafeteria for meal accountability	One case per school site	Inventory arriving in waves of 100 cases
Safety Goggles (1 unit)	2000238	PPE for Custodians	Per Plant Ops Instructions	VERY limited quantities
Tyvek Suits	2001239	PPE for Custodians	Per Plant Ops Instructions	To be used when spraying Avistat-D; VERY limited quantities
K-95 Masks (10/bag)	2001228	PPE for Custodians	Per Plant Ops Instructions	To be used when spraying Avistat-D; VERY limited quantities
Gloves Medium (1k/box)	2001144	PPE for Custodians	Based on the number of custodians and total number of rooms per Plant Ops Instructions	VERY limited quantities
Gloves Large (1k/bx)	2001145	PPE for Custodians	Based on the number of custodians and total number of rooms per Plant Ops Instructions	VERY limited quantities



PPE & COVID Items – Available at S&MD				
Item	Stock Number	Recommended Use	Initial Allocation	Notes
<b>Disp Mask Custodians (50/bx)</b>	2000271	PPE for Custodians	Per Plant Ops Instructions	One mask per day per custodian; VERY limited quantities
<b>Hydrogen Peroxide (4/1gal)</b>	2001140	Cleaning Chemicals	Based on the number of custodians and total square footage per Plant Ops Instructions	VERY limited quantities
<b>GERM Detergent (6QT/CS)</b>	2001202	Cleaning Chemicals	Based on the number of custodians, restrooms, square footage and frequency of task per Plant Ops Instructions	VERY limited quantities
<b>GERM Detergent Concentrate (4GL/CS)</b>	2000609	Cleaning Chemicals	Based on the number of custodians, restrooms, square footage and frequency of task per Plant Ops Instructions	VERY limited quantities
<b>Hand Sanitizer for Dispensers (6*1L/CA)</b>	2001141	Personal Hygiene	Per Plant Ops Instructions	For open areas and refills only; VERY limited quantities
<b>Hand Soap for Dispensers (6*1L/CA)</b>	2001193	Personal Hygiene	Based on the number of dispensers, restrooms at the site per Plant Ops Instructions	VERY limited quantities
<b>Sanitizing Wipes (6/125)</b>	2001226	Cleaning Supplies	Based on the number of classrooms and office area per Plant Ops Instructions	VERY limited quantities
<b>Bath Towels</b>	2000653	Personal Hygiene	Based on custodians, number of students and square footage per Plant Ops Instructions	VERY limited quantities

October 2020



**FW: [Action Required] District-Wide Allocation of COVID Materials is Now Available**

**From** Ruan, Leonard J. <165076@dadeschools.net>

**Date** Mon 10/19/2020 10:39 AM

**To** 9575 Principals <9575\_Principals@dadeschools.net>

**Cc** 9575 Administrative Directors <9575\_Administrative\_Directors@dadeschools.net>; Maza, Monica E. <mmaza1@dadeschools.net>

 2 attachments (889 KB)

COVID Materials Inventory 10\_19\_20 FINAL.pdf; District-wide COVID Materials Allocation - 10\_19\_2020.pdf;

Principals,

Please see the below budget information and input your orders immediately. Verify the information in the attachments and advise should you have a concern.

*Leonard Ruan*

Region Administrative Director

South Region Office

305-252-3041 Phone

305-251-2198 Fax



**From:** ROBINSON, BRITTNEE N <brobinson@dadeschools.net>

**Sent:** Monday, October 19, 2020 10:36 AM

**To:** Acosta, Eric <ericacosta@dadeschools.net>; Pierre-louis, Andy J. <APierre-louis@dadeschools.net>; Ruan, Leonard J. <LRuan@dadeschools.net>; Montgomery, Arnold R. <amontgomery@dadeschools.net>

**Cc:** Brown, Valtena G. <vgbrown@dadeschools.net>; Pace, John D. <jdpace@dadeschools.net>; Mendizabal, Barbara A. <bmendizabal@dadeschools.net>; Bueno, Jose <jbueno@dadeschools.net>; Díaz, Luis E. <LDiaz21@dadeschools.net>; DE BARROS, MARIO A <mdebarros@dadeschools.net>; Arazoza, Gloria M. <garagoza@dadeschools.net>

**Subject:** [Action Required] District-Wide Allocation of COVID Materials is Now Available

Region Directors,

The District has released budget to school sites for the next allocation of COVID materials. Please ensure Principals place their orders with S&D as soon as possible for on-time delivery. The attachments reflect the materials available for school sites, allocation amounts and budget structure.

Thank you,  
Brittnee



## COVID Materials Inventory Monthly Budget Allocation

The District is committed to ensuring schools are equipped with resources to safely educate students as we continue to run the schools during a pandemic. For the 2020-2021 School Year, school sites will be allocated a budget monthly to secure personal protective equipment (PPE) from S&D. School sites are expected to manage this budget to maintain adequate inventory on-site based on the allocation that has been allotted for your location.

The next budget for supplies is available for school sites starting Monday, October 19. Please order the supplies indicated in the attached spreadsheet AS SOON AS POSSIBLE. Orders will be delivered from S&D. There will NOT be any emergency distributions this month. Note: Reusable masks for students, thermometers for families and batteries will be distributed. Do not purchase these items from this allocation.

The budget structure below has been loaded with the monthly allocation for each K-12 location. NOTE: Schools may not exceed the allotment provided in the allocation spreadsheet.

Fund	Commitment item/GL	Funds Center	Functional Area
100000	551000	1XXXX00	99640000-790000

For questions or inquiries regarding the budget structure, please contact your budget coordinator.



Updated 10/19/2020

### Monthly Allocation of Materials for Schools

Each month, each K-12 school site will be allocated supplies based on a variety of factors including enrollment and physical capacity. Please reference the Monthly Allocation Inventory Spreadsheet each month to guide your orders. School Sites are limited to the specific supplies and quantities identified on this sheet. The table below describes materials available for distribution and recommended use.

Item	Stock Number	Recommended Use	Notes
Hand Sanitizer – 1 Gallon Bottle (4 bottles/Case)	2001229	Open areas, refills for smaller units	Please only order quantities required for your school site.
Hand Sanitizer (32 oz) (12 bottles/Case)	2001250	One Bottle in Each classroom	
MASK SURGICAL DISPOSABLE, (50/box)	2000271	Distribute in the event a student <u>does not</u> have facial covering	
YOUTH DISPOSABLE MASKS (50/box)	2001231	Distribute in the event a student <u>does not</u> have facial covering	Appropriate for ages 4-14
THERMOMETER (1 unit)	2001230	Placement in the Isolation Room.	NOTE: Thermometers for families are not part of this distribution
FACE SHIELD FOR STUDENTS (10/bag)	2001232	Distribute to students by request	
Disposable Gown (20/pk)	2001235	As needed for staff in self-contained ESE classrooms	

Updated 10/19/2020

Item	Stock Number	Recommended Use	Notes
Shoe Cover – Adult (50 pair/box)	2001233	As needed for staff in self-contained ESE classrooms	
Clear Face Masks (24/box)	2001236	As needed for staff in self-contained ESE classrooms	
Red “Hand Sanitizer Sign” (1 unit)	2001240	Placed above hand sanitizing stations which are in high traffic areas	
Red “Two Students at a Time” Sign (1 Unit)	2001241	Group Restrooms at each site	
Red “Bottle Filling Station” Sign (1 Unit)	2001242	Placement above retrofit water fountains	
Red “Isolation Room” Sign (1 unit)	2001243	Placement in the Isolation Room	
Safety Goggles (1 unit)	2000238	PPE for Custodians	VERY limited quantities
Tyvek Suits	2001239	PPE for Custodians	To be used when spraying Avistat-D; VERY limited quantities
K-95 Masks (10/bag)	2001228	PPE for Custodians	To be used when spraying Avistat-D; VERY limited quantities
Gloves Medium (1k/box)	2001144	PPE for Custodians	VERY limited quantities
Gloves Large (1k/bx)	2001145	PPE for Custodians	VERY limited quantities

Updated 10/19/2020

Item	Stock Number	Recommended Use	Notes
<b>Disp Mask Custodians (50/bx)</b>	2000271	PPE for Custodians	One mask per day per custodian; VERY limited quantities
<b>Hydrogen Peroxide (4/1gal)</b>	2001140	Cleaning Chemicals	VERY limited quantities
<b>GERM Detergent (12QT/CS)</b>	2001202	Cleaning Chemicals	VERY limited quantities
<b>GERM Detergent Concentrate (4GL/CS)</b>	2000609	Cleaning Chemicals	VERY limited quantities
<b>Hand Soap for Dispensers (6*1L/CA)</b>	2001193	Personal Hygiene	VERY limited quantities
<b>Sanitizing Wipes (6/125)</b>	2001226	Cleaning Supplies	VERY limited quantities
<b>Bath Towels</b>	2000653	Cleaning Supplies	VERY limited quantities

**M-DCPS District-Wide COVID Materials - 10/19/2020**

Region	Loc. #	SCHOOLS	PPE					ESE					CLEANING									
			Hand Sanitizer (4/1GAL)	Hand Sanitizer 32 oz (Cases) - 12/case	Disp Masks (Adult - 50/bx)	Disp Masks (Youth- 50/bx)	Face Shields (10-BG)	Hand Sanitizer 32 oz (Cases) - 12/case	GOWN DISP 20/PK	MASK ADULT SURGICAL DISPOSABLE E:50/CS	SHOE COVER ADULT 50 PR/BOX	CLEAR Face Masks (24/box)	KN95 Masks (10/BG)	Safety Goggles	Disp Mask Custodians (50/bx)	Hydrogen Peroxide (4/1gal)	GERM Detergent (12QT/CS)	GERM Detergent Concentrate (4G/CS)	Hand Soap for Dispensers (6*1L/CA)	Sanitizing Wipes (6/125)	Bath Towels	
C	7271	Miami Coral Park Senior High School	10	10	5		104	1	8	2	2	2	1	10	11	8	21	8	30	4	15	
C	7071	Coral Gables Senior High School	10	12	7		137	1	5	2	1	1	1	10	6	5	13	5	28	4	9	
C	7461	Miami Senior High School	15	11	7		167	1	5	2	1	1	1	10	6	5	13	5	28	4	9	
C	7721	South Miami Senior High School	5	8	3		74						1	10	8	6	15	6	33	4	10	
C	7341	Miami Jackson Senior High School	5	7	3		51						1	10	8	6	15	6	33	4	10	
C	7251	Miami Central Senior High School	5	8	4		52	1	5	2	1	1	1	10	9	7	17	7	38	5	12	
C	7411	Miami Northwestern Senior High School	5	7	3		59	1	5	2	1	1	1	10	8	7	16	6	19	3	11	
C	7241	Reagan, Ronald W./Doral Senior High School	10	9	4		87	1	5	2	1	1	1	10	1							
C	7511	Miami Springs Senior High School	5	7	2		49	1	5	2	1	1	1	10	5	4	10	4	23	3	7	
C	7791	Washington, B. T. Senior High School	5	6	1		22	1	5	2	1	1	1	10	7	6	14	6	31	4	10	
C	7641	JC Bermudez Doral Senior High School	5	2	1		21						1	5	6	5	11	5	24	3	8	
C	7601	Turner, Wm. H. Tech. Arts Senior High School	5	6	2		40						1	8	7	5	13	5	30	4	9	
C	5101	Smith, John I. K-8 Center	10	8	1	3	81						1	8	6	4	10	4	21	3	7	
C	7301	Miami Edison Senior High School	5	4	1		25	1	5	2	1	1	1	8	5	4	10	4	23	3	7	
C	7161	MAST Academy	10	8	5		110						1	8	2	2	5	2	9	1	3	
C	6521	Miami Springs Middle School	5	4	1	1	29						1	8	4	4	9	4	17	2	6	
C	0071	Thomas, Eugenia B. K-8 Center	10	7	1	3	79						1	8	4	4	9	4	17	2	6	
C	2661	Kensington Park Elementary School	5	7	1	2	40	1	5	2	1	1	1	8	3	3	7	3	14	2	5	
C	0122	Espinosa, Dr. Rolando K-8 Center	5	6	1	2	52						1	8	3	3	6	3	12	2	4	
C	1121	Coral Way K-8 Center	5	7	1	2	61						1	8	4	4	8	3	16	2	5	
C	6821	Rockway Middle School	5	6	1	2	61	1	5	2	1	1	1	8	4	4	9	4	16	2	6	
C	6031	Brownsville Middle School	5	3	1	1	16	1	5	2	1	1	1	8	4	4	9	4	17	2	6	
C	6331	Kinloch Park Middle School	5	4	1	1	21						1	8	3	3	7	3	14	2	5	
C	5201	South Hialeah Elementary School	5	6	1	2	45						1	8	3	3	6	3	12	2	4	
C	6411	Mann, Horace Middle School	5	4	1	1	14	1	5	2	1	1	1	8	4	4	9	4	17	2	6	
C	6091	Citrus Grove Middle School	5	5	1	1	27	1	5	2	1	1	1	8	4	4	9	4	17	2	6	
C	4491	Reeves, Henry E.S. K-8 Center	5	5	1	2	48	1	5	2	1	1	1	8	3	3	6	3	12	2	4	
C	6741	Ponce De Leon Middle School	5	5	1	2	49						1	8	4	4	9	4	17	2	6	
C	5401	Sunset Elementary School	10	6	1	3	91						1	8	3	3	6	3	12	2	4	
C	6961	West Miami Middle School	5	4	1	1	31						1	8	3	3	7	3	14	2	5	
C	1721	Everglades K-8 Center	5	6	1	2	43	1	8	2	2	2	1	8	4	3	8	3	16	2	5	
C	6841	Shenandoah Middle School	5	6	1	2	60						1	8	4	4	9	4	17	2	6	
C	2741	Key Biscayne K-8 Center	10	6	1	3	79						1	8	4	3	8	3	16	2	5	
C	6011	Georgia Jones-Ayers Middle School	5	3	1	1	17						1	8	3	3	6	3	12	2	4	
C	1001	Coral Park Elementary School	5	5	1	2	51	1	5	2	1	1	1	8	2	3	6	3	10	2	4	
C	0121	Auburndale Elementary School	5	5	1	2	29	2	8	2	2	2	1	8	3	3	6	3	12	2	4	
C	0801	Citrus Grove Elementary School	5	5	1	1	35	2	8	2	2	2	1	8	2	3	6	3	10	2	4	
C	6121	Dario, Ruben Middle School	5	3	1	1	23						1	8	4	4	9	4	17	2	6	
C	7581	iPrep Academy K-12	5	5	2	2	51						1	8	1							
C	2331	Hadley, Charles R. Elementary School	5	4	1	2	30						1	5	3	3	7	3	14	2	5	



Region	Loc. #	SCHOOLS	Hand Sanitizer (4/1GAL)	Hand Sanitizer 32 oz (Cases) - 12/case	Disp Masks (Adult - 50/bx)	Disp Masks (Youth - 50/bx)	Face Shields (10-BG)	Hand Sanitizer 32 oz (Cases) - 12/case	GOWN DISP 20/PK	MASK ADULT SURGICAL DISPOSABLE E/50/CS	SHOE COVER ADULT 50 PR/BOX	CLEAR Face Masks (24/box)	KN95 Masks (10/BG)	Safety Goggles	Disp Mask Custodians (50/bx)	Hydrogen Peroxide (4/1gal)	GERM Detergent (12QT/CS)	GERM Detergent Concentrate (4GL/CS)	Hand Soap for Disinfectants (6*1L/CA)	Sanitizing Wipes (6/125)	Bath Towels
N	5131	North Dade Center For Modern Language	5	2	1	1	13						1	5	2	2	5	2	9	1	3
N	4301	Parkview Elementary School	5	2	1	1	9						1	5	2	2	4	2	7	1	3
N	3241	Miami Gardens Elementary School	5	2	1	1	10						1	5	2	2	4	2	7	1	3
N	0641	Bunche Park Elementary School	5	3	1	1	11	1	5	2	1	1	1	5	2	2	5	2	9	1	3
N	8101	Jan Mann Educational Center	5	2	1	3	3						1	5	2	2	5	2	9	1	3
N	7031	MAST @ FIU Biscayne Campus	5	2	1	28	28						1	5	1						
N	7459	IPrep Academy North	5	2	1	20	20						1	5	1						
S	9732	Brucie Ball Educational Center	5	2	1	9	9	1	5	2	1	1	1	5	1						
S	0921	Neva King Cooper Educational Center	5	3	1	4	4	2	8	2	2	2	1	5	2	3	6	3	10	2	4
S	8181	Ruth Owens Kruse Educational Center	5	4	1	8	8	1	8	2	2	2	1	5	1						
S	0041	Air Base K-8 Center for International Ed	5	6	1	2	52						1	8	3	3	6	3	12	2	4
S	6001	Ammons, Herbert A. Middle School	5	2	1	2	58						1	5	2	2	5	2	9	1	3
S	7351	Arthur & Polly Mays 6-12 Conservatory	5	4	1	27	27						1	5	3	3	7	3	14	2	5
S	6021	Arvida Middle School	10	6	1	3	79						1	8	1						
S	0451	Ashe, Bowman/Doolin K-8 Academy	5	6	1	2	37						1	8	5	4	10	4	14	2	7
S	0161	Avocado Elementary School	5	4	1	1	24	1	5	2	1	1	1	5	3	3	6	3	12	2	4
S	0211	Barreiro, Dr. Manuel C. Elementary School	5	4	1	2	34						1	8	1						
S	0251	Beckham, Ethel Koger K-8 Center (*)	5	5	1	2	58						1	5	3	3	7	3	14	2	5
S	0261	Bel-Aire Elementary School	5	2	1	1	9						1	5	2	2	5	2	9	1	3
S	6041	Bell, Paul Middle School	5	3	1	1	20	1	5	2	1	1	1	5	4	4	9	4	17	2	6
S	0271	Bent Tree Elementary School	5	4	1	1	24	1	5	2	1	1	1	5	3	3	6	3	12	2	4
S	7008	Biotech@Richmond Heights	5	3	1	15	15						1	5	1						
S	0441	Blue Lakes K-8 Center	5	4	1	2	22	1	8	2	2	2	1	5	2	3	6	3	10	2	4
S	0125	Bossard, Norma Butler Elementary School	5	6	1	2	53	1	5	2	1	1	1	10	10	7	18	7	42	5	13
S	7051	Braddock, G. Holmes Senior High	15	11	6	153	153						1	5	2	3	6	3	10	2	4
S	0671	Calusa Elementary School	5	4	1	1	44						1	5	2	3	6	3	10	2	4
S	0651	Campbell Drive K-8 Center	5	6	1	2	39	1	5	2	1	1	1	8	3	3	7	3	14	2	5
S	0661	Caribbean K-8 Center	5	5	1	1	26						1	5	2	3	6	3	10	2	4
S	0771	Chapman, William A. Elementary School	5	3	3	3	20						1	5	2	2	5	2	9	1	3
S	3621	Coconut Palm K-8 Academy	5	7	1	2	48						1	8	4	3	8	3	16	2	5
S	0861	Colonial Drive Elementary School	5	3	1	1	11						1	5	2	2	5	2	9	1	3
S	1041	Coral Reef Elementary School	5	5	1	2	47	1	5	2	1	1	1	5	2	3	6	3	10	2	4
S	7101	Coral Reef Senior High School	15	12	9	217	217	1	5	2	1	1	1	10	7	5	13	5	30	4	9
S	6921	Curry, Lamar Louise Middle School	5	5	1	2	39	1	5	2	1	1	1	8	1						
S	6111	Curtler Bay Middle	5	5	1	2	44	1	8	2	2	2	1	8	4	3	9	4	17	2	6
S	6081	Curtler Bay Senior High	5	3	1	32	32						1	8	4	3	9	4	17	2	6
S	1241	Curtler Ridge Elementary School	5	4	1	2	16						1	5	2	2	5	2	9	1	3
S	1281	Cypress K-8 Center	5	3	1	1	17						1	5	2	2	5	2	9	1	3
S	1331	Devon Aire K-8 Center	5	6	1	2	59	1	5	2	1	1	1	8	4	3	9	4	19	3	6
S	1371	Douglas, Marjory S. Elementary School	5	5	3	3	36						1	8	5	4	10	4	22	3	7
S	4381	Dr. Henry E. Perrine Academy of the Arts	5	4	1	1	27						1	5	2	2	4	2	7	1	3
S	1691	Eve, Christina M. Elementary School	5	5	1	2	32						1	5	2	3	6	3	10	2	4
S	1811	Fascell, Dante B. Elementary School	5	3	1	1	20	1	5	2	1	1	1	5	2	3	6	3	10	2	4
S	7121	Ferguson, John A. Senior High School	15	15	9	236	236	1	8	2	2	2	1	10	9	6	15	6	35	4	11



January 2021

**Santana, Concepcion C.**

---

**From:** Ruan, Leonard J.  
**Sent:** Wednesday, January 20, 2021 7:22 PM  
**To:** 9575 Principals  
**Cc:** Mendizabal, Barbara A.  
**Subject:** FW: [Action Required] January 2021 COVID Materials Allocation and Inventory Updates  
**Attachments:** January 2021 District Allocation COVID Items.pdf  
  
**Importance:** High

Principals,

Below find the January 2021 allocation spreadsheet and directions for COVID-19 supplies.

Leonard Ruan  
Administrative Director  
South Region Office

**From:** ROBINSON, BRITTNEE N  
**Sent:** Tuesday, January 19, 2021 12:13 PM  
**To:** Ruan, Leonard J. <LRuan@dadeschools.net>; Acosta, Eric <ericacosta@dadeschools.net>; Pierre-louis, Andy J. <APierre-louis@dadeschools.net>; Montgomery, Arnold R. <amontgomery@dadeschools.net>  
**Cc:** Brown, Valtena G. <vgbrown@dadeschools.net>; Alayon, Sally J. <salayon@dadeschools.net>; Mendizabal, Barbara A. <bmendizabal@dadeschools.net>; Pace, John D. <jdp Pace@dadeschools.net>; Bueno, Jose <jbueno@dadeschools.net>; Diaz, Luis E. <LDiaz21@dadeschools.net>; DE BARROS, MARIO A <mdebarros@dadeschools.net>; Diaz, Martha M. <MDiaz@dadeschools.net>; Uriarte, Worthy E. <WFuentes@dadeschools.net>; Arazoza, Gloria M. <garazoza@dadeschools.net>  
**Subject:** [Action Required] January 2021 COVID Materials Allocation and Inventory Updates  
**Importance:** High

Good Afternoon Region Directors,

Please share the following updates with your school sites in regards to the January 2021 COVID inventory items:

**January 2021 COVID Inventory Allocation**

The process for submitting orders has been updated and requires an additional layer of verification from the budget team. School sites have until **EOD Friday, January 22, 2021** to build the shopping cart for allocated items. The attached documents reflect the updated process, relevant contacts and allocation information:

(1) COVID Materials Inventory\_Jan2021.pdf

(2) January 2021 District Allocation COVID Items.pdf

Note: The Materials inventory document provides a link for school sites to request additional materials, if needed, outside of the allocation. School Operations may require the support of the Regions to follow up with the schools based on the request. These documents are also posted in the Principal's Toolkit.

#### **Donated Items – January 2021**

Local and State agencies have been supporting the District and our families by providing donations of PPE items for distribution. As part of the January 2021 allocation, S&MD will automatically distribute the donated items based on the allocation to ensure schools receive a proportionate amount. The Distribution for the donated items is available on the Principal's Toolkit.

1. **State provided reusable masks (Packs of 5 Masks):** School sites received a distribution of reusable cloth masks for students. As before, schools are to maintain accountability for who receives the mask distribution. Two sizes of masks were provided to the District: youth and adult sized. Youth masks are prioritized for primary grade levels.
2. **Hand Sanitizer (75 mL):** The District received a donation of personal size hand sanitizer bottles. Each school site\ will receive at least one case from this donation with the remainder prioritized for sites with multiple physical locations.

#### **Battery Deliveries for Thermometers**

Starting the week of January 19, school sites will start to receive a delivery of battery packs from our third party vendor, Office Depot. Two (2) individual batteries are to be provided per family to accompany the thermometers. If the school receives an invoice with the delivery, please advise schools to disregard as this has been covered by the District. Battery deliveries will occur over the next two weeks.

### **Distribution of Thermometers to Families**

The District has received the remainder of the thermometers to be distributed to families. During the fall, distribution was prioritized for school sites with primary grade levels. School sites are required to order thermometers through the January allocation which was developed based on enrollment as of January 4, 2021. Specific instructions regarding accountability for the distribution of thermometers is forthcoming.

Please feel free to reach out if you have any questions. Thank you as always for your continued support.

Thanks,

Brittnee

*Brittnee N Robinson*

Executive Director

Office of School Operations

Miami-Dade County Public Schools

Office: (305) 995 - 1065

Cell: (305) 978 - 7585

E-Mail: [brobinson@dadeschools.net](mailto:brobinson@dadeschools.net)

[illegible]

Region		SCHOOLS	Thermometers	Hand Sanitizer (4/1 GAL)	Hand Sanitizer 32 oz (Cases) - 12 bottles per case	Disposable Masks (Adult - 50/bx)	Face Shields (Students) (10-6)	Hand Sanitizer 32 oz (Cases) - 12 bottles per case	GOWN DISPOSABLE LE 20/PK	MASK ADULT SURGICAL DISPOSABLE E50/CS	SHOE COVER ADULT 50 PIR/BOX	Clear Face Masks (24/bx)	Sanitizing Wipes (6/125)	TYVEK Suits (10/bags)	KN95 Masks (10/bags)	Safety Goggles	Disinfectant 1 gallon (50/bx)	Hydrogen Peroxide (1207/CS)	GERM Detergent Concentrate (4GL/CS)	Hand Soap for Disinfectant (6+1L/CA)	Bath Towels	
S	0041	Air Base K-8 Center for International Education	423	5	1	1	52	1	3	2	2	2	2	1	1	8	3	5	6	3	12	4
N	7011	American Senior High School	1447	5	1	2	47	1	3	2	2	2	2	1	1	10	6	10	13	5	28	9
S	6001	Ammons, Herbert A. Middle School	714	5	1	1	47	1	3	2	2	2	2	1	1	5	2	4	5	2	9	3
N	6023	Andover Middle School	396	5	3	1	15	6	6	6	6	6	6	1	1	8	3	6	7	3	14	5
C	3881	Andrea Castillo Preparatory Academy	23	10	3	1	6	6	6	6	6	6	6	1	1	5	1	2	2	7	3	5
C	0111	Angelou, Maya Elementary School	262	5	1	1	31	1	1	1	1	1	1	1	1	5	4	4	5	2	9	3
N	0841	Arch Creek Elementary School	197	5	1	1	20	1	2	2	2	2	2	1	1	5	2	3	4	2	7	3
C	0101	Arctic Lake Elementary School	207	5	4	1	31	1	2	2	1	1	2	1	1	5	2	3	4	2	7	3
S	7351	Arthur & Polly May 6-12 Conservatory of the Arts	420	5	1	1	22	1	2	2	1	1	2	1	1	5	3	5	6	3	12	4
S	6021	Arcadia Middle School	1026	5	5	1	71	1	2	2	2	2	2	1	1	5	3	6	7	3	14	5
S	0451	Ashia, Benjamin/Douglas K-8 Academy	328	5	2	1	35	2	1	1	1	1	1	1	1	8	1	3	4			
C	0121	Auburnville Elementary School	280	5	4	1	31	1	3	2	2	2	2	1	1	8	3	5	6	3	12	4
N	0231	Aventura Waterways K-8 Center	859	5	5	1	111	1	2	2	2	1	2	1	1	10	3	6	7	3	14	5
S	0161	Avocado Elementary School	239	5	1	1	30	1	2	2	2	1	2	1	1	5	3	5	6	3	12	4
C	0201	Bayview Elementary School	123	5	1	1	18	1	1	1	1	1	1	1	1	5	2	3	4	2	7	3
S	0211	Barreiro, Dr. Manuel C. Elementary School	258	5	3	1	32	1	2	2	2	2	2	1	1	8	1	3	4	2	7	3
S	304	Beckham, Ethel Koger K-8 Center (*)	304	5	5	1	50	1	2	2	2	2	2	1	1	5	3	6	7	3	14	5
S	0261	Bel-Airs Elementary School	113	5	2	1	10	1	1	1	1	1	1	1	1	5	2	3	4	2	9	3
S	6041	Belk, Paul Middle School	288	5	1	1	13	1	2	2	2	2	2	1	1	5	3	6	7	3	14	5
S	0271	Bent Tree Elementary School	179	5	3	1	19	1	2	2	1	1	2	1	1	5	2	4	5	2	9	3
S	4011	Bilbao, Dr. Toni Preparatory Academy (6)	293	5	1	1	43	1	2	2	2	1	2	1	1	5	4	7	8	3	17	6
C	7008	Biotech@Richmond Heights	289	5	2	1	14	1	2	2	1	1	2	1	1	5	3	5	6	3	12	4
N	0901	Biowave Gardens Elementary School	170	5	1	1	18	1	2	2	1	1	2	1	1	5	1	5	6	3	10	4
N	0321	Biowave Miami Beach Elementary School	274	0	4	1	40	1	2	2	1	1	2	1	1	5	2	5	6	3	10	4
C	0401	Blairton, Van E. Elementary School	192	5	3	1	19	1	1	1	1	1	1	1	1	5	2	3	4	2	7	3
S	0441	Blue Lakes K-8 Center	146	5	4	1	25	1	3	2	2	2	2	1	1	5	2	5	6	3	10	4
N	2441	Boone, V. Highland Oaks Elementary School	257	5	4	1	24	1	2	2	1	1	2	1	1	5	2	4	5	2	9	3
S	0125	Bossard, Norma Butler Elementary School	380	5	5	1	53	1	2	2	2	2	2	1	1	8	3	5	6	3	12	4
N	7051	Braddeck, G. Holmes Senior High	2006	5	10	2	76	1	2	2	1	1	2	1	1	10	10	14	18	7	42	13
N	0461	Brentwood Elementary School	186	5	2	1	19	1	2	2	1	1	2	1	1	5	2	5	6	3	10	4
N	0481	Bright, James H. Elementary School	187	5	4	1	19	1	2	2	1	1	2	1	1	5	3	5	6	3	12	4
N	0241	Broad Ruth K/ Bay Harbor K-8 Center	498	0	6	1	84	1	2	2	1	1	2	1	1	8	4	6	8	3	16	5
C	0521	Broadmoor Elementary School	156	10	2	1	25	1	2	2	1	1	2	1	1	8	4	7	9	4	17	6
S	8031	Brownsville Middle School	310	1	2	1	19	1	2	2	2	1	2	1	1	8	4	7	9	4	17	6
C	9732	Bruce Ball Educational Center	0	5	2	1	8	1	2	2	1	1	2	1	1	8	4	7	9	4	17	6
N	0561	Brook, W. J. Elementary School	278	5	4	1	30	1	2	2	1	1	2	1	1	5	2	5	6	3	10	4
N	0561	Brook, W. J. Elementary School	278	5	4	1	30	1	2	2	1	1	2	1	1	5	2	5	6	3	10	4
S	6971	Burke Park Elementary School	125	5	3	1	15	1	2	2	1	1	2	1	1	5	2	4	5	2	9	3
S	0531	Campbell Drive K-8 Center	343	10	1	1	47	1	2	2	1	1	2	1	1	5	2	5	6	3	10	4
S	0531	Campbell Drive K-8 Center	344	5	5	1	51	1	2	2	1	1	2	1	1	5	2	4	5	2	9	3
S	0651	Caribbean K-8 Center	259	5	5	1	32	1	2	2	1	1	2	1	1	8	4	7	9	4	17	6
N	0681	Carol City Elementary School	115	5	2	1	15	1	2	2	1	1	2	1	1	5	2	5	6	3	10	4
N	0651	Carol City Middle School	320	5	3	1	22	1	2	2	1	1	2	1	1	5	2	5	6	3	10	4
C	0721	Carver, G. W. Elementary School	253	5	3	1	31	1	2	2	1	1	2	1	1	5	2	3	4	2	7	3
C	6071	Carver, G. W. Elementary School	768	5	4	1	58	1	2	2	1	1	2	1	1	5	2	3	4	2	7	3
S	0771	Chapman, William A. Elementary School	196	5	3	1	23	1	2	2	1	1	2	1	1	5	2	3	4	2	7	3
N	6161	Chiles, Lawton Middle School	515	5	4	1	25	1	2	2	1	1	2	1	1	5	2	4	5	2	9	3
S	0801	Citrus Grove Elementary School	348	5	5	1	41	2	2	2	2	2	2	1	1	8	4	6	8	3	16	5
C	6991	Citrus Grove Middle School	530	5	1	1	30	1	2	2	1	1	2	1	1	8	2	5	6	3	10	4
C	0941	Coconut Grove Elementary School	225	5	3	1	35	1	2	2	1	1	2	1	1	8	4	7	9	4	17	6
S	3621	Coconut Palm K-8 Academy	409	5	7	1	48	1	2	2	1	1	2	1	1	5	2	3	4	2	7	3
S	0861	Colonial Drive Elementary School	117	5	3	1	13	1	2	2	1	1	2	1	1	8	4	6	8	3	16	5
C	0881	Constance Elementary School	208	5	1	1	28	1	2	2	1	1	2	1	1	5	2	5	6	3	10	4
C	8121	COPE North Alt. Ed. Ctr.	25	5	2	1	2	1	2	2	1	1	2	1	1	5	2	3	4	2	7	3
C	0961	Coral Gables Preparatory Academy	411	5	1	1	43	1	2	2	1	1	2	1	1	5	2	4	5	2	9	3
C	7071	Coral Gables Senior High School	2332	0	11	2	59	1	1	1	1	1	2	1	1	10	6	10	13	5	28	9
C	1001	Coral Park Elementary School	426	10	4	1	53	1	2	2	1	1	2	1	1	8	2	5	6	3	10	4
S	1041	Coral Reef Elementary School	330	5	1	1	48	1	2	2	1	1	2	1	1	5	2	3	4	2	7	3
S	7101	Coral Reef Senior High School	2421	0	11	2	134	1	2	2	1	1	2	1	1	10	7	10	13	5	30	9
C	1081	Coral Terrace Elementary School	186	5	3	1	26	1	2	2	1	1	2	1	1	5	2	3	4	2	7	3
C	1121	Coral Way K-8 Center	425	5	7	1	56	1	2	2	1	1	2	1	1	8	4	6	8	3	16	5
N	6511	Country Club Middle School	521	5	1	1	23	1	2	2	1	1	2	1	1	5	2	3	4	2	7	3
N	1161	Crestview Elementary School	109	5	2	1	17	1	2	2	1	1	2	1	1	5	2	3	4	2	7	3

Fuel 100000 Comm. 551000 fuel: 9964/7900





## COVID Materials Inventory Monthly Inventory Allocation

The District is committed to ensuring schools are equipped with resources to safely educate students as we continue to operate the schoolhouse model during a pandemic. For the 2020-2021 School Year, school sites will be allocated COVID supplies to secure personal protective equipment (PPE) from S&MD.

For the January 2021 allocation, the new process to order COVID inventory will be the following:

**Step 1:** Build order in the system using the exact items and quantities outlined on the spreadsheet

**Step 2:** Park the Order

**Step 3:** Submit a copy/screenshot of the proposed order to your assigned Budget Supervisor for review

**Step 4:** Once approved, the funds will be transferred for each site to submit their order for fulfillment.

Please complete Steps 1 and 2 no later than EOD on Friday, January 22. Once orders have been completed, items will be delivered to each location by S&MD.

Note: S&MD will perform checks on all incoming orders to ensure alignment with the allocation. If the order does not align with the allocation, S&MD will create manual tickets for any missed items and charge them to the location's "02" account.

The budget structure below will continue to be utilized by each K-12 location for COVID supplies.

Fund	Commitment item/GL	Funds Center	Functional Area
100000	551000	1XXXX00	99640000-790000

For questions or inquiries regarding the budget structure, please contact your budget supervisor:

- North Region: Betty Barahona [BBarahona@dadeschools.net](mailto:BBarahona@dadeschools.net)
- Central Region: Paul Mickey [PMickey@dadeschools.net](mailto:PMickey@dadeschools.net)
- South Region: Ana Gonzalez-Ramos [agramos-gonzalez@dadeschools.net](mailto:agramos-gonzalez@dadeschools.net)

If a location requires additional inventory outside of the allocation, please submit a request for review via the following survey: [Click this link to access survey](#)

Note: Location must place an order for the January allocation although a request has been submitted.

Updated 1/15/2021

### Monthly Allocation of Materials for Schools

Each month, each K-12 school site will be allocated supplies based on a variety of factors including enrollment and physical capacity. Please reference the Monthly Allocation Inventory Spreadsheet each month to guide your orders. School Sites are limited to the specific supplies and quantities identified on this sheet. The table below describes materials available for distribution and recommended use.

Item	Stock Number	Recommended Use	Notes
Hand Sanitizer – 1 Gallon Bottle (4 bottles/Case)	2001229	Open areas, refills for smaller units	Please only order quantities required for your school site.
Hand Sanitizer (32 oz) (12 bottles/Case)	2001250	One Bottle in Each classroom	
MASK SURGICAL DISPOSABLE, (50/box)	2000271	Distribute in the event a student <u>does not</u> have facial covering	
THERMOMETER (1 unit)	2001230	Distribute ONE per family. Please refer list of families attached in separate brief	
FACE SHIELD FOR STUDENTS (10/bag)	2001245	Distribute to students by request	
Disposable Gown (20/pk)	2001235	As needed for staff in self-contained ESE classrooms	
Shoe Cover – Adult (50 pair/box)	2001233	As needed for staff in self-contained ESE classrooms	

Item	Stock Number	Recommended Use	Notes
Clear Face Masks (24/box)	2001236	As needed for staff in self-contained ESE classrooms	
Safety Goggles (1 unit)	2000238	PPE for Custodians	
Tyvek Suits	2001239	PPE for Custodians	To be used when spraying Avistat-D; VERY limited quantities
K-95 Masks (10/bag)	2001228	PPE for Custodians	To be used when spraying Avistat-D; VERY limited quantities
Disp Mask Custodians (50/bx)	2000271	PPE for Custodians	One mask per day per custodian; VERY limited quantities
Hydrogen Peroxide (4/1gal)	2001140	Cleaning Chemicals	
GERM Detergent (12QT/CS)	2001202	Cleaning Chemicals	
GERM Detergent Concentrate (4GL/CS)	2000609	Cleaning Chemicals	
Hand Soap for Dispensers (6*1L/CA)	2001193	Personal Hygiene	
Sanitizing Wipes (6/125)	2001226	As needed for staff in self-contained ESE classrooms	Prioritized for use in sites with self-contained ESE Classrooms
Bath Towels	2000653	Cleaning Supplies	



November 2021



Outlook

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**FW: Budget Structure for PPE supplies**

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From Ruan, Leonard J. <165076@dadeschools.net>

Date Thu 11/18/2021 1:47 PM

To 9575 Principals <9575\_Principals@dadeschools.net>

Cc Mendizabal, Barbara A. <bmendizabal@dadeschools.net>; 9575 Administrative Directors <9575\_Administrative\_Directors@dadeschools.net>

📎 1 attachment (141 KB)

SY2021-2022 Supply Inventory and Budget.pdf;

Principals,

Please see the below information on school budget to secure COVID-19 related supplies.



Leonard Ruan  
Administrative Director  
South Region  
18180 SW 122<sup>nd</sup> Avenue  
Miami, FL 33177  
Office: 305-252-3041  
[lruan@dadeschools.net](mailto:lruan@dadeschools.net)

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**From:** ROBINSON, BRITTNEE N <brobenson@dadeschools.net>

**Sent:** Thursday, November 18, 2021 12:30 PM

**To:** Bonce, Gilberto D. <gbonce@dadeschools.net>; Cruse-Sanchez, Janice M. <JCruse-Sanchez@dadeschools.net>; Iturrey, Lucy C. <LIturrey@dadeschools.net>; Montgomery, Arnold R. <amontgomery@dadeschools.net>; Redmon, Ronald G. <rredmon22@dadeschools.net>; Bethune, Gregory M. <gbethune@dadeschools.net>; Ruan, Leonard J. <LRuan@dadeschools.net>

**Cc:** Pace, John D. <jdpac@dadeschools.net>; Arazoza, Gloria M. <garazoza@dadeschools.net>; DE BARROS, MARIO A <mdebarros@dadeschools.net>; Uriarte, Wirthy E. <WFuentes@dadeschools.net>

**Subject:** RE: Budget Structure for PPE supplies

Good Afternoon,

School Site budgets have been replenished to purchase additional COVID-related supplies. SAP will reflect the updated balance tomorrow. Please reference the attachment for the correct budget structure.

Thanks,  
Brittnee

**From:** ROBINSON, BRITTNEE N  
**Sent:** Monday, August 16, 2021 9:42 AM  
**To:** Arazoza, Gloria M. <[garagoza@dadeschools.net](mailto:garagoza@dadeschools.net)>; Bonce, Gilberto D. <[gbonce@dadeschools.net](mailto:gbonce@dadeschools.net)>; Cruse-Sanchez, Janice M. <[JCruse-Sanchez@dadeschools.net](mailto:JCruse-Sanchez@dadeschools.net)>; Iturrey, Lucy C. <[LIturrey@dadeschools.net](mailto:LIturrey@dadeschools.net)>; Montgomery, Arnold R. <[amontgomery@dadeschools.net](mailto:amontgomery@dadeschools.net)>  
**Cc:** DE BARROS, MARIO A <[mdebarros@dadeschools.net](mailto:mdebarros@dadeschools.net)>; Uriarte, Wirthy E. <[WFuentes@dadeschools.net](mailto:WFuentes@dadeschools.net)>  
**Subject:** RE: Budget Structure for PPE supplies  
**Importance:** High

Good Morning,

Please see attachment which includes the inventory of supplies available at S&MD

*Brittnee N Robinson*

Executive Director  
Office of School Operations  
Miami-Dade County Public Schools  
Office: (305) 995 - 1065  
Cell: (305) 978 - 7585  
E-Mail: [brobinson@dadeschools.net](mailto:brobinson@dadeschools.net)

**From:** Arazoza, Gloria M. <[garagoza@dadeschools.net](mailto:garagoza@dadeschools.net)>  
**Sent:** Monday, August 16, 2021 9:02 AM  
**To:** Bonce, Gilberto D. <[gbonce@dadeschools.net](mailto:gbonce@dadeschools.net)>; Cruse-Sanchez, Janice M. <[JCruse-Sanchez@dadeschools.net](mailto:JCruse-Sanchez@dadeschools.net)>; Iturrey, Lucy C. <[LIturrey@dadeschools.net](mailto:LIturrey@dadeschools.net)>; Montgomery, Arnold R. <[amontgomery@dadeschools.net](mailto:amontgomery@dadeschools.net)>  
**Cc:** ROBINSON, BRITTNEE N <[brobinson@dadeschools.net](mailto:brobinson@dadeschools.net)>  
**Subject:** Budget Structure for PPE supplies

## SY2021-2022 COVID Materials Inventory and Budget

Good Morning Budget Directors,

Please forward this information to the Principals. Thank you

The District is committed to ensuring schools are equipped with resources to safely educate students as we continue to welcome students back to the schoolhouse. For the 2021-2022 School Year, school sites will be supplied with additional monies to secure personal protective equipment (PPE) and cleaning supplies from S&MD. School sites are expected to manage this budget to maintain adequate inventory on-site during each quarter.

The budget structure below should be utilized by each K-12 location for COVID supplies.

Fund	Commitment item/GL	Funds Center	Functional Area
445000	551000	1XXXX00	54410754-790000

For questions or inquiries regarding the budget structure, please contact

- Wirthy Uriarte [wfuentes@dadeschools.net](mailto:wfuentes@dadeschools.net)

Updated 8/13/2021

## SY2021-2022 COVID Materials Inventory and Budget

The District is committed to ensuring schools are equipped with resources to safely educate students as we continue to welcome students back to the schoolhouse. For the 2021-2022 School Year, school sites will be supplied with additional budget from the ESSER II grant to secure additional personal protective equipment (PPE) and cleaning supplies from S&MD as needed. School sites are expected to manage this budget to maintain adequate inventory on-site during the quarter period.

The budget structure below should be utilized by each K-12 location for COVID supplies.

<b>Fund</b>	<b>Commitment item/GL</b>	<b>Funds Center</b>	<b>Functional Area</b>
445000	551000	1XXXX00	54410754-790000

For questions or inquiries regarding the budget structure, please contact

- Wirthy Uriarte [wfuentes@dadeschools.net](mailto:wfuentes@dadeschools.net)

Updated 8/13/2021

Materials Inventory

The table below describes materials available for distribution and recommended use.

Item	Stock Number	Recommended Use	Notes
Hand Sanitizer – 1 Gallon Bottle (4 bottles/Case)	2001229	Open areas, refills for smaller units	Please only order quantities required for your school site.
Hand Sanitizer (32 oz) (12 bottles/Case)	2001250	One Bottle in Each classroom	
MASK SURGICAL DISPOSABLE, (50/box)	2000271	PPE, Custodians	
Mask, Reusable, Adjustable, 2 PLY 5/PK	2001452	Cloth reusable masks	
Mask, Reusable, 3 PLY 5PK	2001453	Cloth Reusable Masks	
THERMOMETER (1 unit)	2001230	Health Screening Areas	
Disposable Gown (20/pk)	2001235	As needed for staff in self-contained ESE classrooms	
Shoe Cover – Adult (50 pair/box)	2001233	As needed for staff in self-contained ESE classrooms	
Safety Googles (1 unit)	2000238	PPE for Custodians	
Tyvek Suits	2001239	PPE for Custodians	
K-95 Masks	2001228	PPE for Custodians	

Updated 8/13/2021

Item	Stock Number	Recommended Use	Notes
(10/bag)			
Hydrogen Peroxide (4/1gal)	2001140	Cleaning Chemicals	
GERM Detergent (12QT/CS)	2001202	Cleaning Chemicals	
Detergent, Germicidal Concentrate (4GL/CS)	2000609	Cleaning Chemicals	
Nitrile Gloves, Size Medium	2001256		
Nitrile Gloves, Size X-Large	2001258		
Gloves, Vinyl, Medium, 10 BX of 100 CS	2001144	PPE, Health Screening Areas, Custodians	
Gloves Vinyl, X-Large, 10 BX of 100 CS	2001145	PPE, Health Screening Areas, Custodians	
Hand Soap for Dispensers (6*1L/CA)	2001193	Personal Hygiene	
Disinfectant Wipes (400/Canister)	2001255	Cleaning Supplies	
Bath Towels	2000653	Cleaning Supplies	

# RESPONSE TO OIG DRAFT REPORT - IG 21-0007-SI

## ATTACHMENT 4

(Email from Treasurer indicating disinfectant wipes on backorder)

1 Page



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Re: PPE

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From Miller, Jessica <jmiller@dadeschools.net>

Date Fri 2/26/2021 12:17 PM

To GONZALEZ, CARMEN B <CarmenBGonzalez@dadeschools.net>

Call Meredith Digital, I just received a flier from them for PPE supplies

*Jessica Miller*

*Secretary/Treasurer*

Norma Butler Bossard Elementary School

15950 S.W. 144 Street

Miami, FL 33196

Ofc: (305) 254-5200 Ext. 2103

Fax: (305) 254-5201

[jmiller@dadeschools.net](mailto:jmiller@dadeschools.net)

---

From: GONZALEZ, CARMEN B <CarmenBGonzalez@dadeschools.net>

Sent: Friday, February 26, 2021 12:12 PM

To: ALL\_SCHOOL\_TREASURERS <ALL\_TREASURERS2@dadeschools.net>

Subject: PPE

Good morning all-

It's Friday!

S&MD no longer carries plain (no print) youth size disposable masks and the disinfectant wipes (large canister) are on backorder.

I've tried Santex, Galloway and Toner Cartridge Recharge for masks with no luck.

Any vendors that you've had luck with for these items?

As always, thank you so much.

*Carmen B. Gonzalez*

*Treasurer*

Riverside Elementary School-4681

1190 SW 2nd Street

Miami FL 33130

TEL (305) 547-1520 ext 2122

FAX (305) 326-9215

# RESPONSE TO OIG DRAFT REPORT - IG 21-0007-SI

## ATTACHMENT 5

(Invoice from Santex Corporation – Donation of School Signs)

1 Page



# RESPONSE TO OIG DRAFT REPORT - IG 21-0007-SI

## ATTACHMENT 6

(Emails and documents from District and Region Administrators outlining  
guidelines/directives for School Readiness and Safety)

25 pages



Outlook

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**FW: Hand Sanitizer**

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From Mendizabal, Barbara A. <bmendizabal@dadeschools.net>

Date Mon 3/16/2020 6:31 PM

To 9575 Assistant Principals <9575\_Assistant\_Principals@dadeschools.net>; 9575 Principals <9575\_Principals@dadeschools.net>

Cc 9575 Administrative Directors <9575\_Administrative\_Directors@dadeschools.net>

Please see message below. Thank you.

Barbara Mendizábal

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Cone, Steffond L." <SLCONE@dadeschools.net>

Date: 3/16/20 5:49 PM (GMT-05:00)

To: "Mendizabal, Barbara A." <bmendizabal@dadeschools.net>, "Bueno, Jose" <jbueno@dadeschools.net>, "Pace, John D." <jdpacer@dadeschools.net>

Cc: "Brown, Valtena G." <vgbrown@dadeschools.net>

Subject: Hand Sanitizer

Good afternoon,

Please notify principals of the need to have a large bottle of hand sanitizer available on the table or around the area that will be utilized to distribute the meals for the remainder of the week.

*Steffond L. Cone*

Assistant Superintendent

School Operations

Miami-Dade County Public Schools

Office:305-995-7415

E-Mail: [slcone@dadeschools.net](mailto:slcone@dadeschools.net)

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Outlook

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## DOCUMENT FOR PRINCIPALS' MEETING

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**From** Mendizabal, Barbara A. <bmendizabal@dadeschools.net>

**Date** Wed 9/30/2020 10:36 AM

**To** 9575 Principals <9575\_Principals@dadeschools.net>

**Cc** 9575 Administrative Directors <9575\_Administrative\_Directors@dadeschools.net>

 1 attachment (103 KB)

Safety Protocols for Schoolhouse Model.pdf;

Dear Colleagues:

Please read attached document before our scheduled principal's meeting. Also, the attached document is only meant for school site principals.

Thank you for your on-going support and cooperation.

Barbara

**Barbara Mendizábal, Region Superintendent**  
**Miami-Dade County Public Schools / South Region Office**  
**18180 SW 122 Avenue**  
**Miami, Florida 33177**  
**(305)252-3041**  
**bmendizabal@dadeschools.net**

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## 2020-21 Florida's Optional Innovative Reopening Plan

### Safety Protocols for Schoolhouse Model

Protocols will be in place at all schools to provide the safest environment possible for all students, staff, and visitors. In the case of the Schoolhouse model, a safety plan has been developed and is aligned with standards determined by the Florida Department of Health as well as local requirements. This plan identifies the steps that will be taken to enhance the learning environment to the extent possible to ensure the safety of all the stakeholders. Reopening campuses will ultimately be driven by local data and directed by The School Board of Miami-Dade County, Florida and the Superintendent of Schools. When it has been determined that local conditions meet the criteria established for the full re-opening of schools, M-DCPS will implement the following strategies to provide for the safety and well-being of students, staff, and visitors.

### Arrival/Dismissal and Transitions

- Require face coverings for staff, students and visitors;
- Establish protocols and communicate requirements to stakeholders for expanded entry areas in compliance with state mandates;
- Establish parent pick-up and drop-off protocols and communicate this information to all stakeholders;
- Stagger classroom release when feasible;
- Create protocols for transitions during passing times and communicate this information to all stakeholders;
- Strategically place signs to reinforce safety protocols;
- Request that parents perform health screenings (temperature checks, etc.) on students prior to school arrival;
- Limit school visitors at all locations;
- Use signage and other social distancing strategies in cafeteria;
- Adjust lunch service options to utilize alternative space for meal consumption (i.e. cafeteria service line, meal delivery to classroom or use of outdoor space);
- Stagger meal schedules to limit students in the cafeteria at one time;
- Maximize social distancing during mealtime; and
- Implement other strategies as determined by local conditions.

### District/Campus Health Protocols and Sanitation Procedures

- Perform routine sanitization of general facilities throughout the day;
- Create sanitation logs, checklists and procedures for routine deep cleaning;
- Require face coverings for students, staff, and visitors;
- Set screening protocols for all visitors;
- Set capacity limitations for restrooms and elevators;
- Eliminate water fountains and implement strategies for the provision of water to staff and students that are aligned with safety standards;
- Install hand sanitizing stations in high-traffic areas (e.g. building entrance);
- Monitor student attendance for increased chronic absences;
- Establish protocol for reporting symptoms and initiate contact investigation/tracing in collaboration with the Miami-Dade FLDOH;
- Continue replacing quality air filters for HVAC systems;
- Implement strategies for addressing the immediacy of sick students or staff while on campus;

## 2020-21 Florida's Optional Innovative Reopening Plan

- Increase frequency of sanitization of high-touch areas with hospital-grade germicide throughout the day and after school in preparation for next day; and
- Implement other strategies as determined by local conditions.

### Classroom Environment

- Maximize social distancing to the extent possible;
- Require face coverings for students and staff;
- Cohort students, where feasible to minimize exposure and allow for contact tracing;
- Designate handwashing breaks throughout the school day;
- Remove non-essential shared items from the classroom;
- Creatively repurpose alternate spaces (cafeterias, gyms, media centers, courtyards) for instructional use;
- Encourage use of digital resources for instruction; and
- Implement other strategies as determined by local conditions.

### Transportation Considerations

- Require face coverings for students and staff on buses;
- Create bus route models to accommodate reduced occupancy;
- Intensify cleaning protocols for transportation;
- Increase the number of bus stops to facilitate social distancing;
- Encourage social distancing at pick-up/drop-off point and communicate this information to stakeholders
- Install hand-sanitizing stations on buses; and
- Implement other strategies as determined by local conditions.

### Plan for Implementation of Assurance 2

- In the box below, describe the plan for a full array of services that are required by law so that families who wish to educate their children in a brick and mortar school have the opportunity to do so. These services include in-person instruction and services required for vulnerable populations, such as students from low-income families, students of migrant workers, students who are homeless, and students in foster care.



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**Fw: Stage II School Readiness Assurance Checklist**

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**From** Mendizabal, Barbara A. <bmendizabal@dadeschools.net>

**Date** Thu 10/1/2020 1:23 PM

**To** 9575 Principals <9575\_Principals@dadeschools.net>

**Cc** 9575 Administrative Directors <9575\_Administrative\_Directors@dadeschools.net>; Brown, Valtena G. <vgbrown@dadeschools.net>

 1 attachment (753 KB)

School Operations - Stage II School Readiness - Assurance Checklist - FINAL 2.pdf;

**PLEASE USE REVISED ATTACHED CHECKLIST**

**From:**Mendizabal, Barbara A. <bmendizabal@dadeschools.net>

**Sent:**Thursday, October 1, 2020 10:21 AM

**To:**9575 Principals <9575\_Principals@dadeschools.net>

**Cc:**9575 Administrative Directors <9575\_Administrative\_Directors@dadeschools.net>

**Subject:**M-DCPS Stage II School Readiness Assurance Checklist

Dear Colleagues:

Attached please find the Stage II School Readiness Assurance Checklist. All Principals are to complete the Stage II School Readiness Assurance Checklist, sign the document, and email the completed checklist to your respective Line Director. As per the below email, the signed Readiness Assurance Checklist will be submitted to the Deputy Superintendent of Schools/Chief Operating Officer, Mrs. Valtena G. Brown.

Additionally, please be advised that your signature signifies that you have verified the accuracy of the information in the Checklist as it relates to the level of preparedness for Stage II, and that provisions for a safe and healthy learning/working environment are in place. Furthermore, as Principal, you have personally conducted walkthroughs to verify the cleanliness of all classrooms, cafeteria, offices, corridors, bathrooms, elevators, and have enough hand sanitizers and PPEs readily available. As Principal, you have communicated expectations and guidelines to stakeholders. Your signature also verifies that school activities have been planned in accordance to established protocols and all school related procedures are in accordance to district-level assurance provided to the Florida Department of Education.

Should you have any questions/concerns or require additional assistance, please contact your Line Director.

Thank you for your support and cooperation.

Barbara

**Barbara Mendizábal, Region Superintendent**  
**Miami-Dade County Public Schools / South Region Office**  
**18180 SW 122 Avenue**  
**Miami, Florida 33177**  
**(305)252-3041**  
**[bmendizabal@dadeschools.net](mailto:bmendizabal@dadeschools.net)**

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**From:** Ulysses, Michelle <mulysses@dadeschools.net> on behalf of Brown, Valtena G. <vgbrown@dadeschools.net>

**Sent:** Thursday, October 1, 2020 1:17 PM

**To:** Bueno, Jose <jbueno@dadeschools.net>; Pace, John D. <jdpace@dadeschools.net>; Mendizabal, Barbara A. <bmendizabal@dadeschools.net>; Diaz, Luis E. <LDiaz21@dadeschools.net>

**Cc:** Brown, Valtena G. <vgbrown@dadeschools.net>

**Subject:** Stage II School Readiness Assurance Checklist

**This email is sent on behalf of Mrs. Valtena G. Brown, Deputy Superintendent/Chief Operating Officer**

Good Morning Region Superintendents,

Attached is the Stage II School Readiness Assurance Checklist that each principal must submit to their respective line director. Please disseminate to your principals with clear instructions to ensure that I receive all signed assurances by 10 a.m. tomorrow- October 2nd. I will provide specific instructions on how regions will submit to me a later time.

Should there be any schools that has not completed all required preparations listed in this document as well as in the School Readiness Guide; they should be corrected immediately and/or communicated to you so that corrective actions can be made- in turn I should be notified immediately.

If there are any questions or concerns feel free to contact me.

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## Stage II School Readiness Assurance Checklist

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From Santana, Concepcion C. <csantana@dadeschools.net>

Date Thu 10/1/2020 8:40 PM

To Garcia, Manuel S. <MSGarcia@dadeschools.net>

Cc Rivera, Gloria M. <GRivera3@dadeschools.net>

 1 attachment (1 MB)

0125-Norma Butler Bossard Elementary-Stage II School Readiness Assurances Checklist.pdf;

Mr. Garcia,

Attached is the Stage II School Readiness Assurance Checklist for my school.

Sincerely,

**Dr. Concepcion C. Santana, Ed. D**  
**Principal**  
**Norma Butler Bossard Elementary School/0125**  
**15950 SW 144th Street**  
**Miami, FL 33196**  
**(305) 254-5200**  
**(305) 254-5201(fax)**





## Stage II School Readiness Assurance Checklist



School WL #/Name: 0125/Norma Butler Bossard Elementary

Principal Name: Concepcion C. Santana

Region: S

Line Director: Manuel Garcia

The purpose of this document is to support schools in the preparation and submission of their school-specific readiness plans as we transition to Stage II of reopening. This document is designed to help ensure alignment between each school's respective plan and District-level assurances related to the provision of a safe and healthy learning/working environment. *District-level assurances provided to the Florida Department of Education are denoted with an asterisk (\*)*.

**Directions:** As part of the submission requirements to their respective regions, each principal is to indicate agreement with each of the applicable assurances by checking the corresponding boxes. Note that checking each box indicates that the school's reopening plan conforms with the description provided for said assurance. Once completed and signed by the principal, the form is to be submitted via email to the school's assigned Line Director.

### Activities & Athletics

<input type="checkbox"/>	School is implementing appropriate protocols related to athletic conditioning/competition for fall sports.
<input checked="" type="checkbox"/>	Check here if not applicable.
<input checked="" type="checkbox"/>	All school club sponsors have been advised of appropriate Stage II protocols for club meetings and activities.

### Before and After-School Programs

<input checked="" type="checkbox"/>	School is implementing/prepared to implement appropriate health protocols during the operation of before and after-school programs.
<input type="checkbox"/>	Check here if not applicable.

### Cleaning/Sanitization

<input checked="" type="checkbox"/>	Plans are in place for routine sanitization (as often as possible) of general facilities to be performed throughout the day.*
<input checked="" type="checkbox"/>	School has a plan to increase the frequency of sanitization of high-touch areas with hospital-grade germicide throughout the day and after school in preparation for the next day.*
<input checked="" type="checkbox"/>	Plans are in place for all restrooms to be cleaned as often as possible throughout the day.
<input checked="" type="checkbox"/>	Plans are in place for sanitization of the school campus to occur at the end of each school day.
<input checked="" type="checkbox"/>	Plans are in place for custodians to use hospital-grade germicide when sanitizing.
<input checked="" type="checkbox"/>	School is prepared to sanitize communal dining surfaces, if utilized, between lunch rotations.

### Communication

<input checked="" type="checkbox"/>	School has held a virtual meeting or recorded a video regarding what parents/students can expect, health procedures, etc. in their respective schools during Stage 2.
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### Facility/Classroom Preparation/Health Protocols

<input checked="" type="checkbox"/>	All student stations/desks in all classrooms are at least one meter apart.*
<input checked="" type="checkbox"/>	Elevator and restroom capacity have been limited to two at one time.*
<input checked="" type="checkbox"/>	School has a plan to leverage alternate spaces (cafeterias, gyms, media centers, courtyards) for instructional use, as feasible.*
<input checked="" type="checkbox"/>	Teachers have been encouraged to use digital resources for instruction, as feasible (to reduce need for sharing of textbooks, equipment, etc.).*
<input checked="" type="checkbox"/>	Hand sanitizing stations are appropriately stocked and accessible in all high-traffic areas and classrooms.
<input checked="" type="checkbox"/>	Non-essential furniture has been removed from all classrooms or has been flagged as restricted.
<input checked="" type="checkbox"/>	All COVID-19-related signage has been posted throughout each school building.
<input checked="" type="checkbox"/>	School plans to implement one-directional hallways and stairways as feasible. Appropriate alternatives have been identified for cases when they are not feasible.
<input checked="" type="checkbox"/>	All water fountains not retrofitted with bottle filling attachment have been turned off or covered.*



**Facility/Classroom Preparation/Health Protocols (Continued)**

<input checked="" type="checkbox"/>	School has a plan for addressing the immediacy of sick students or staff while on campus (e.g. Isolation Room).*
<input checked="" type="checkbox"/>	Physical barriers/Plexiglass has been installed in areas where employees interact with the public, as appropriate.
<input checked="" type="checkbox"/>	Face coverings are required for students, staff, and visitors during the school day.* School has a plan for providing students, employees, and visitors with disposable face masks should they report to the school without one.

**Meal Service**

<input checked="" type="checkbox"/>	Signage and other strategies are used to maximize social distancing in the cafeteria.*
<input checked="" type="checkbox"/>	School has a plan for meal service that includes provisions for social distancing. Some plans may include the staggering of lunch schedules, eating of meals in classrooms, outdoor areas, etc. All plans should include at least one of these strategies.*

**School-Based Procedures**

<input checked="" type="checkbox"/>	School has developed and communicated to stakeholders adjusted procedures related to arrival and dismissal, including expanded entry, parent pick-up, and drop-off. This may include the staggered release of classrooms and other provisions to promote social distancing.*
<input checked="" type="checkbox"/>	School has developed a plan to monitor student attendance for increased chronic absences.*
<input checked="" type="checkbox"/>	School has developed and communicated to stakeholders adjusted procedures related to movement around the campus (social distancing during transition periods between classes, etc.).*
<input checked="" type="checkbox"/>	Students' schedules allow for cohorting (to the extent feasible).*
<input checked="" type="checkbox"/>	Handwashing/hand sanitizing breaks/procedures have been scheduled throughout the day and are reflected in school plans.*

**Visitor Procedures**

<input checked="" type="checkbox"/>	School visitors are limited at the school.*
<input checked="" type="checkbox"/>	School is prepared to perform visitor screenings (necessary equipment, checklists, etc.).*
<input checked="" type="checkbox"/>	School has a system by which visitors can schedule appointments and receive information on health protocols to be followed when visiting the campus.

**Notes Related to District-Level Assurances [Optional]** Please use the box below to describe any specific circumstances or nuances regarding your school's readiness plan and its alignment with the aforementioned District-level assurances. (For example: My high school does not have an athletic program.)

**Principal Acknowledgement**

I have verified that the information related to my school's level of preparedness for Stage II and the associated District-level assurances provided on this document is accurate.

  
Principal's Signature

10/1/2020  
Date

**Region Acknowledgement**

I have verified that the information related to this school's level of preparedness for Stage II and the associated District-level assurances provided on this document is accurate.

\_\_\_\_\_  
Region Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Region Superintendent's Signature

\_\_\_\_\_  
Date



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**Fw: School Operations School Readiness Guide**

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**From** Mendizabal, Barbara A. <bmendizabal@dadeschools.net>

**Date** Fri 9/25/2020 10:53 AM

**To** 9575 Principals <9575\_Principals@dadeschools.net>

 2 attachments (444 KB)

MDCPS School Readiness Guide 9.14.20.docx; School Readiness Survey - Google Forms.pdf;

REMINDER: PLEASE COMPLETE SURVEY ON LINK ON EMAIL BELOW BY 3 PM today.

**Barbara Mendizábal, Region Superintendent**  
**Miami-Dade County Public Schools / South Region Office**  
**18180 SW 122 Avenue**  
**Miami, Florida 33177**  
**(305)252-3041**  
[bmendizabal@dadeschools.net](mailto:bmendizabal@dadeschools.net)

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**From:** School Operations <SchoolOperations@dadeschools.net>

**Sent:** Monday, September 14, 2020 2:30 PM

**To:** ALL ELEMENTARY PRINCIPALS <ALL\_PRINCIPALS\_ELEMENTARY@dadeschools.net>; ALL MIDDLE PRINCIPALS <ALL\_PRINCIPALS\_MIDDLE@dadeschools.net>; ALL\_PRINCIPALS\_K8 <ALL\_PRINCIPALS\_K8@dadeschools.net>; ALL SENIOR PRINCIPALS <ALL\_PRINCIPALS\_SENIOR@dadeschools.net>

**Cc:** Brown, Valtena G. <vgbrown@dadeschools.net>; Bueno, Jose <jbueno@dadeschools.net>; Pace, John D. <jdp Pace@dadeschools.net>; Mendizabal, Barbara A. <bmendizabal@dadeschools.net>; Diaz, Luis E. <LDiaz21@dadeschools.net>; Alayon, Sally J. <salayon@dadeschools.net>; Cone, Steffond L. <SLCONE@dadeschools.net>; Amica-roberts, Linda A. <lamica@dadeschools.net>; Zaher, Mark E. <MZaher@dadeschools.net>; Arazoza, Gloria M. <garazoza@dadeschools.net>; ROBINSON, BRITTNEE N <brobenson@dadeschools.net>; Ulysses, Michelle <mulysses@dadeschools.net>

**Subject:** School Operations School Readiness Guide

Principals,

In efforts to support school sites with reopening the schoolhouse, School Operations has developed the School Readiness Guide to assist school leaders with development of your individualized site specific plan(s). Each section of the Readiness Guide is outlined with

key recommendations as well as additional considerations based on topic. Please feel free to use this document as a template for individualized plans.

- **Action Required:**

- All plans related to this document are due to your respective Region Director on **Thursday, September 17, 2020.**
- Region-level Principal Meetings will be scheduled to discuss school site specific plan development in the upcoming week.

In addition, schools will be required to complete a school readiness checklist survey during the week of September 21<sup>st</sup> – 25<sup>th</sup> (Deadline for survey completion is September 25<sup>th</sup>). A PDF of the survey questions is attached.

- Link to Survey: <https://forms.gle/kfbyt8MqEyR2buc68>
  - Please note survey will only be open for completion during the aforementioned week.

If there are any specific questions, please reach out to your respective region director.



The opening of schools in the midst of the Covid-19 pandemic will require extensive leadership from Principals, Assistant Principals and all staff at schools. Schools will be required to rethink every routine that has been established and ensure routines are being completed in a way that is as safe as possible for all students, staff and community members. The role of schools is a required activity for the ability to support the community to function in the best way possible. As school administrators we will be tasked to create systems that mitigate the risk to all stakeholders while maintaining an educational program that prepares students for their role in the future of our community.

When planning for the opening of schools our goal will be to minimize spontaneity, uncertainty and ultimately risk on any campus by visibly showing everyone what safety looks like and creating a visible feeling of health and safety, so that students and staff can continue with the learning that is our primary focus. The following strategies will be taken in steps to reduce risk at six key stages throughout the day:

1. Before students/staff arrive on campus
2. When students/staff arrive on campus
3. When students/staff move about campus
4. When students/staff utilize classroom space
5. When students/staff participate in extracurriculars
6. When students/staff leave campus

The district is aware that every situation is different. School design, capacity, grade level and community require that principals are provided with the tools to create as safe a learning environment as possible. This guide has been created to assist you, the principal, with the planning required to create the systems that will mitigate the risk for all stakeholders. Through this school readiness guide, school site leaders will be provided the mandates and suggestions to consider when designing the implementation for your individual school site.



# SIGNAGE

Posters and Flyers will be provided for all school sites reminding students and staff of simple and effective measures to prevent the spread of COVID-19. These posters should be placed strategically throughout the building to serve as a constant reinforcement of hygiene and safety protocols.

**Signage Checklist: Please check all measures that are currently in place in your facility**

- ☐ Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts the proper use of cloth face coverings.
- ☐ Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- ☐ Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19. The Signs and Symptoms posters from the CDC are appropriate

Signage locations include, but are not limited to:

<input type="checkbox"/> Entrances	<input type="checkbox"/> Administrative Offices	<input type="checkbox"/> Other High Traffic Areas
<input type="checkbox"/> Common Entry Doors	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Exterior of Elevator
<input type="checkbox"/> Ends of Hallways	<input type="checkbox"/> Main Office/Lobby	<input type="checkbox"/> Top & Bottom of Stairwells
<input type="checkbox"/> Restrooms	<input type="checkbox"/> Media Center	<input type="checkbox"/> Other

# ARRIVALS

## Student Arrival

As a result of research and a risk/benefit analysis, Miami-Dade County Public schools will not be checking student temperatures upon arrival. Families will be asked to conduct a daily health screening of their child for signs and symptoms of a communicable disease, including COVID-19 prior to sending their child to school. If the student presents any of the signs and symptoms while at home, the parent/guardian is being asked to keep their child at home and seek medical attention from their child's health provider. The typical sign and symptoms of a communicable disease including COVID-19 are persistent cough, difficulty breathing, chills, sore throat, loss of taste or smell, muscle pain, fever (100.4 or higher), runny nose, diarrhea, feeling nauseous, vomiting, feeling tired, headache, and/or poor appetite.

Staff should make continuous visual inspections of students for signs of illness throughout the day. If a student is exhibiting any of the above-mentioned signs and symptoms, the school-site administrator

should be notified immediately to coordinate the student being escorted to the school's designated isolation room. Principals should refer to the Principal's Toolkit for guidance on isolation rooms. The school-site administrator will immediately contact the parent/guardian and advised them that their child is ill and needs to be picked-up from school immediately and seek medical attention from their child's health provider. In addition, the school-site administrator will also need to immediately submit the In-School Student COVID-19 Advisory Alert to the following email addresses: COVID19-STUDENTS@dadeschools.net; BWilder@dadeschools.net; and designated region director.

### **Student Arrivals**

In an effort to minimize exposure to other students during arrival to school, each school will need to identify multiple entry points throughout the building in order to best control the entry students

#### **Student Arrival Guiding Questions: *Please reflect on the following considerations to add to your school site plan.***

These are things you should consider when making decisions as it relates to your building.

- Can arrival times be staggered? (parent/guardian drop off, bus riders and walkers)
- Students should enter by themselves; no visitors should enter the building during arrival
- What areas in the building can be utilized as safe holding areas while maintaining social distance requirements waiting for the school day to begin?
- What will be the parent/guardian drop off protocols?
- How will breakfast be distributed?

School Plan:

### **Employee Arrival**

Employee arrivals will need to be coordinated in order to minimize congregation and maximize the implementation of social distancing. Employees will be required to sign in via the mobile app or portal in order to limit the crowding of faculty and staff trying to physically sign-in on the Daily Payroll Attendance Sheet.

#### **Employee Arrival Guiding Questions : *Please reflect on the following considerations to add to your school site plan.***

- Can you stagger employee schedules to allow for them to assist during arrival/dismissal? Refer below to contractually required times:

Employee Group	Title	Workday
Instructional	Elementary	7 hours and 5 minutes
	Secondary	7 hours and 20 minutes
Paraprofessional, Associate Educator,	Elementary	7 hours and 5 minutes



School support Employees	Secondary	7 hours and 20 minutes
Security Monitors		8 hours
Office Employees		7.5 hours Excludes lunch
Custodians		8 hours Excludes Lunch

- Which employee will be asked to supervise the different areas of student arrival and dismissal? Do you have identified employees to substitute/cover for an employee who is designated to supervise a specific area of the school when they are not available or are absent for the day.

School Plan:

# CLASSROOMS

## Classroom layout and usage

Classroom space should be organized in such a way that the maximum amount of social distancing is maintained. Desks should be in rows and facing the same direction with a minimum of 3 feet in the spacing between desks. Students should not be facing each other or sharing equipment. In the case where equipment must be shared, students should be provided with germicide and paper towels to wipe off the equipment prior to and after use.

Ensure that every classroom has access to hand hygiene products. (Hand sanitizer, soap, paper towels...) Each classroom should have a disinfecting station for classroom use which includes all of the hygiene products. This disinfecting station should be readily available for use.

Non-essential items should have been removed from the classroom. Personal items that are frequently touched and cannot be cleaned easily such as upholstered furniture, pillows, rugs, stuffed animals, puppets must be removed from the classroom. Non-essential furniture should be removed or marked as restricted use to allow for more social distancing.

## Classroom Assignments

Efforts should be made to minimize student movement throughout the school day. In Elementary Schools students should remain in their cohort and in the same classroom all day. If a teacher change is required, the teacher should travel as opposed to the class. In secondary school student schedules require more flexibility. Consideration should be given to schedule grade level cohorts in close proximity to limit exposure to other cohorts in the building. Students should also be placed in classes that become a cohort. If a group of students can follow the same schedule throughout the day, this allows for easier transition of teachers and limits the interaction with large numbers. It is acknowledged that specialized classrooms will need to remain in their current location, but all other classes should be scheduled accordingly. Classes should be created at a level that allows for social distancing.



Teachers should maintain a seating chart of their classroom and/or classroom period. The seating chart will assist the school-site administrator with contact tracing in the event that a student, faculty, or staff presented with COVID-19 like signs and symptoms.

**Classroom Checklist: Please check all measures that are currently in place in your facility**

- ☐ Classroom furniture is set up to ensure minimum of three feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible.
- ☐ The school may have undertaken additional measures to ensure physical distancing.

## TRANSITIONS

One of the most critical components to consider when developing school-based procedures would be social/physical distancing during hall transitions. The school day will consist of a need for various transitions. Each transition plan is unique and must be developed based on school site capacity, number of students and grade configurations- levels (elementary, middle, and high school).

Campus plans should be reviewed with all stakeholders; students and parents so that everyone understands what it will look and what the expectations are when moving around the campus. It is important to establish and communicate protocols for transitions, when creating the plan.

**Priority 1:** Using various platforms to ensure that the plan and expectations are shared with parents

**Priority 2:** Ensure that all teachers take the time to review the expectations with students

**Transitions Guiding Questions: Please reflect on the following considerations to add to your school site plan.**

These are things you should consider when making decisions as it relates to your building.

- Will the school utilize one-way traffic in hallways, or will there be two-lanes to ensure consistent traffic flow?
- To reduce the congregation of students in common areas throughout the school during arrival and dismissal times, can the school create arrival and dismissal hubs?
- To minimize hallway transitions and decrease potential contact, can the school consider teacher transitions in lieu of student transitions?
- Can the school consider a staggered release time by class to minimize physical hallway interactions and congestion?
- Can the school close bathrooms during hallway transitions (for possible cleaning) and only allow bathroom breaks during class time?
- How will the school monitor or address situations where there is overcrowding?
- Is there a way to utilize outside space for walkways?
- What is the plan to model and train students so that they can see the expectations for hallway etiquette?
- Can staff be positioned and consistently spread along the hallways to support continued movement/ traffic flow and include the enforcement of all schoolwide expectations and procedures?



## School Level Recommendations

### Elementary

- Students should remain in classroom while Teachers Transitions for subjects
- When in the hallways, students should be in single file lines while maintaining social distancing and wearing face coverings/masks.
- Schools should develop lunch schedules to allow for maximum social distancing utilizing cafeterias, outside areas, classrooms etc

### Secondary

- Restrooms should be closed during class transitions.
- Students should not be released from classroom without their face covering/masks on. Teachers should ensure that all students are wearing their face covering/mask before dismissing them.
- Common areas should be closed off during classroom transitions.
- Office visits must be prescheduled with student services/counselors unless it's an emergency.
- Students should sanitize their hands prior to leaving the classroom.

### Teacher Student/Transitions

Whenever possible students should stay in the same classroom for the school day. If possible, the teachers should move into the classroom that the students are in. This would allow a limitation on the number of interactions that occur.

Hallways should be clearly identified as one directional and still allow for efficient travel. In hallways that cannot be one directional, a center line should be marked in order to maintain the traffic on either side of the line, thereby allowing for less interaction during transitions.

Staff members should be required to monitor the class changes, in order to remind students of the need to keep their masks on and continue to practice social distancing. Some questions to consider are:

### **Teacher/Student Transitions: *Please reflect on the following considerations to add to your school site plan.***

These are things you should consider when making decisions as it relates to your building.

- Can I stagger the release from class to allow for less students in the hallways?
- Where should I station the adults to ensure all areas are supervised?

### **Transitions Checklist: *Please check all measures that are currently in place in your facility***

- ☐ Breaks are staggered to ensure that physical distancing can be maintained in break rooms and other common areas in the school used by students and staff and these areas are disinfected frequently throughout the school day.
- ☐ Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings
- ☐ Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.

### **School Plan:**

# DISMISSAL

Student dismissal should be performed in a systematic fashion in order to minimize the student ability to congregate in large groups.

**Dismissal Guiding Questions :** *Please reflect on the following considerations to add to your school site plan.*

These are things you should consider when making decisions as it relates to your building.  
Some questions to consider are:

- Can I stagger dismissals for different groups (Bus, Parent/Guardian Pickup, After care, Walkers)?
- What is the parent pick up protocols? Include early parent pick up.
- Can I use multiple exits for different groups of students?
- What areas will be utilized to house students that are not picked up on time?
- Can you stagger employee schedules to assist with dismissal? (See arrival for employee contractual times)
- Do I have a plan to ensure no students are lingering around campus unsupervised?

**School Plan:**

# ADMINISTRATIVE FUNCTIONS

## Administrative Functions

- Virtual meetings should be scheduled whenever possible.
- Physical barriers should be placed in high contact areas
- Hand Sanitizer should be placed next to parent/guardian sign in sheets.
- For parent/guardian sign-in/sign-out, have a separate supply of clean pens and used pens and mark their receptacles accordingly. Used pens should be disinfected periodically throughout the day.
- Have a procedure in place managing student early release. Parents/guardians should be notified of the procedures in writing.
- Have a procedure in place to identify students who are under the supervision of the Department of Children and Families (DCF) to review and ensure that both the District Student



Information System (DSIS) Student and Parent Information Screens are current and updated as needed.

- Review the enrollment, transfer, and withdrawal procedures for student who are under the supervision of DCF.

## ACTIVITIES

Upon entering stage 2, temporary guidelines will be implemented regarding school-wide events, on campus and off campus activities:

### School-Wide Events

Until further notice, please note the following: Schools may not plan large events. Events such as

- School Assemblies
- Social Events
- Pep Rallies, or
- Events that bring groups of more than 10 individuals together

To discourage large gatherings on school grounds, all school-wide events will be held virtually, including:

- Awards Assemblies
- Fundraising Events
- Schoolwide Performances

Administration will follow all district and state guidelines regarding sports practices and sporting events

### On-Campus Activities

Until further notice:

- There will be no in-person assemblies or gatherings for students or staff
- Open house and parent conferences will be held remotely
- Performances will be held remotely
- After-school clubs and activities may continue via remote platforms
- Community-Based Organizations and PTA events will be held remotely

### Off-Campus Activities

- In-person, off-campus field trips are not allowed until further notice.
- Student participation in academic contests (STEM events, science fair, etc.) will only be attended if the organizing entity provides clear guidance regarding health and safety measures aligned with district guidance and protocols.
- Virtual field trips are recommended.

**Activity Considerations:** *Please reflect on the above mentioned considerations to add to your school site plan.*

School Plan:

## COMMON AREAS

### Elevators

- Limit the number of people in an elevator (maximum 2) to maintain social distancing.
- Place signage in the area to remind people of limitations
- Use physical barriers or signage to mark pathways to help people travel in one direction and stay as far apart as possible, while waiting for access to the elevator.

### Restrooms

- Schedule custodians to check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch point cleaning (faucets, toilets, doorknobs, etc.) and do a thorough cleaning once students leave for the day.
- Limit the number of students that can access the restrooms at any one time and post the signage outside.
- Post signage to indicate where people should wait while maintaining social distancing

## EMERGENCY DRILLS

Florida Statutes require schools to conduct emergency drills to ensure students and staff know how to safely and expeditiously react to the threat of an active assailant, fire or severe weather. Due to the ongoing Covid-19 pandemic, school staff must enforce additional Covid-19 health and safety measures during emergency drills.

**Emergency Drills Considerations:** *Please reflect on the following considerations to add to your school site plan.*

These are things you should consider when making decisions as it relates to your building. Some things to consider are:

- Ensure the following during emergency drills
  - Maximum physical distancing is maintained whenever practicable
  - Masks/Face coverings are required for all staff and students
  - Record all drills in the computer when complete
- As a reminder, door must be closed and locked at all times
- One-way hallways are to be temporarily suspended for emergency evacuations drills as the closest exit should always be used.



- In the event of an active assailant, fire or severe weather event, staff will take necessary actions to protect students from the threat without regard to social distancing. The immediate danger outweighs the risk of Covid-19 exposure

School Plan:

## AFTER SCHOOL CARE PROGRAM

If your school has an operating After School Care Program, please take the following recommendations into consideration:

Parent Drop Off and Pick Up	Classroom Environment and After Care Activities
<ul style="list-style-type: none"> <li>• Recommendation for one central entry for screening, receiving, and dismissing students.</li> <li>• Consider staggering arrival and drop off times and/or have child-care providers come outside the facility to pick up the children as they arrive.</li> <li>• Central entrance area should have hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees, students, and visitors.</li> <li>• After-School on-campus access for parents, guardians, or visitors should not be allowed unless it is deemed necessary or warranted.</li> <li>• Limit visitor entry into the building, drop off and receive students at an outside entrance if possible.</li> <li>• If possible, have staff escort children to parent when parent signs out their child.</li> <li>• Encourage the same parent or designated person to drop off and pick up the child every day.</li> <li>• Your plan for central exit, curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>• If possible, try to not allow groups to cross paths in any given day.</li> <li>• Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.</li> <li>• Clean and disinfect frequently touched surfaces.</li> <li>• If possible, child-care classes should include the same group each day, and the same child-care providers should remain with the same group each day.</li> <li>• If possible, always keep your group of children in a separate room. (9 to 1 ratio) Also try to build classroom cohorts of students that have the same class together during the day.</li> <li>• Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.</li> <li>• If possible, at nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart.</li> <li>• Consider placing children head to toe in order to further reduce the potential for viral spread.</li> <li>• Consider serving after-school meals in classrooms only.</li> </ul>

### Considerations for Students That Feels Ill or Positive Case of Covid-19

- Plan to have an isolation room or area that can be used to isolate a sick child.
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.



- If COVID-19 is confirmed in a child or staff member:
  - Close off areas used by the person who is sick.
  - Open outside doors and windows to increase air circulation in the areas.
  - Immediate deep cleaning of classroom and follow COVID-19 Contact Tracing Procedures.
  - Do not utilize classroom impacted until further notice from district support.

School Plan:

## COMMUNICATIONS

Promoting everyday protective measures is critical to reopening smart and returning safe. In alignment with District communications, schools must devise active communication measures with key stakeholders that detail school policies and expectations and support a safe return to the schoolhouse model.

### District-Approved Signage

Banners, posters, signs etc. should be posted in highly visible locations. Such locations include:

- Main entrances,
- Hallways,
- Restrooms,
- Main/administrative offices
- Cafeteria,
- Media center
- Other high traffic areas.

### Messaging

A variety of communication methods should be used to consistently convey important information to all stakeholders that supports the safe return to the schoolhouse. Methods to utilize include: **School Messenger, email, text, website, social media accounts, closed circuit television and PA system.**

Such messages content should include, but not be limited to:

- Personal protection equipment
- Daily health screening protocol prior to schoolhouse arrival
- Social distancing protocols
- Handwashing
- Arrival procedures
- Dismissal procedures
- Transition procedures
- After school procedures
- Transportation procedures
- Athletics and activities

# MESSAGING

Develop plans to include messages about behaviors that prevent the spread of communicable diseases including COVID-19 when communicating with faculty, staff, students, and parents/guardians through:

## **Faculty, Staff, and Parents/Guardians:**

- Public Address Announcements
- Websites
- Email
- Social Media Account

**Students:** (Reinforcing daily hygiene and healthy practices such as hand washing, sneezing & coughing etiquette, social distancing,

- Morning Announcements
  - Play quick videos during morning announcements
  - Model proper hygiene and healthy practices
- Public Address Announcements during transition of classes
- Quick daily (1-2) mini lessons prior to the beginning of the school day
- Playing videos on closed circuit television during lunch on hygiene and healthy practices
- Other activities

# ABSENTEEISM

Knowing and reporting communicable diseases including COVID-19 in a timely manner can make the difference between disease control or an outbreak.

- Reviewing the absenteeism patterns of your school among both students and staff can be a way of mitigating the spread of communicable disease including COVID-19. One of the best predictors that a student or an employee may be experiencing signs or symptoms of a communicable disease or may have contracted a communicable disease including COVID-19, is that they have accrued three (3) or more days of absences.
- When an employee or student accrues three or more consecutive absences, the school-site administrator should attempt to ascertain the reason why the student or employee has missed school or work. If the student or employee is exhibiting signs or symptoms of a communicable disease including COVID-19, school-site administrators will follow the District outlined procedures for reporting students with COVID-19 or employees with COVID-19.



# FOOD & NUTRITION

The following describes the three models of student service that school sites can utilize based on their individual school site. School site principals should review the considerations outlined with each service model for determination of which best meets the needs of their school population.

## Cafeteria

- Ideally, each school will be able to utilize their kitchen area provided adequate spacing and equipment in the kitchen facility.
- In-cafeteria meal service will require marked and adequate spacing for students to enter the dining room, in the service line, and for dining room seating. Spacing shall be marked and indicated.
- Meal schedules will be planned to ensure only the appropriate number of students are allowed in the cafeteria at one time. In-cafeteria service may require the addition of plexiglass barriers on the serving line to ensure adequate safety protocols. All meal service items remain single use.
- Students entering the cafeteria will follow marked directional signs (one-way flow) to enter and exit the dining room and serving line and marked spaces on the floors will indicate where to stand to maintain distancing protocols.

## Classroom Delivery Model

### Elementary School Model

- Grades Pk-2: Students may receive meal deliveries to the classroom and teachers will complete meal accountability.
- Grades 3-5: Students may pickup meals through the cafeteria serving line and take to classroom or eat in the dining room.
- For meals delivered to the classroom and/or consumed in the classroom, custodial services will be required to remove discards from the room and maintain sanitary areas.
- Teachers may be required to complete classroom surface sanitation by wiping down desks and tables before and after meals eaten in the classroom.

### Secondary Model

- Students may pick up Grab N Go meals in the cafeteria, as space permits.
- Additional sanitizing of all eating spaces will be required before and after meals (both in classrooms and in dining room). Traffic flow will be marked for entering and exiting cafeteria and signage for social distancing will be included.
- Starting January 2021, All meal accountability will be touchless (student ID scanning) and cashless.

### Guiding Questions

- Which teachers are willing to forgo their duty-free lunch and leave when the student dismiss?
- Will lunch be delivered to classrooms?
- How many students can be accommodated in the cafeteria?
- Is cafeteria traffic flow marked?
- Are garbage bags available in the classrooms in order to dispose of trash?
- Are garbage cans available throughout the building for trash disposal?
- Will you use the dining room or alternate areas?
- Do you have alternate areas in your building where students can eat while social distancing?
- Who is available to supervise these areas?
- How many lunch periods do you need to utilize in order to accommodate the social distancing requirements?

School Plan: