



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Pasco County Schools

October – December 2023

Final Report

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Florida Department of Education
Division of Career and Adult Education

Pasco County Schools
Pathways to Career Opportunities Grant (PCOG)
Quality Assurance and Compliance Monitoring Report

I. INTRODUCTION

The Division of Career and Adult Education (Division) within the Florida Department of Education (Department) has several key responsibilities, including leadership, resource allocation, technical assistance, monitoring and evaluation. These duties require the Division to oversee the performance and regulatory compliance of federal and state funding recipients. The Quality Assurance and Compliance (QAC) unit plays a critical role in this process by designing, developing, implementing and evaluating a comprehensive quality assurance system, which includes monitoring. This system aims to ensure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is the Division's duty to regularly monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the Pathways to Career Opportunities Grant Request for Proposal and the Uniform Grant Guidance, also referred to as 2 Code of Federal Regulations Part 200, the Department is responsible for monitoring programs run by a sub-grantee or provider of supported activities to ensure adherence to relevant federal and state regulations.

III. QAC CORE MONITORING GUIDE

The Core Monitoring Guide is designed to be utilized by any reviewer who is conducting an onsite or desk monitoring of any program currently administered by the Division. The guide includes a brief overview of each aspect of the monitoring design and the process, as well as objectives that can be used when agencies are monitored or reviewed. You can find the guide on the Division's website at <http://fldoe.org/academics/career-adult-edu/compliance>. The QAC unit may apply any specific monitoring strategy to any federal or state-funded provider at any time. Some circumstances may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

IV. PROVIDER SELECTION

The Pasco County Schools (PCS) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to, Mr. Kurt Browning, Superintendent, on September 11, 2023. The designated representative for the agency was Ms. Deedra Lee Mitchell. The Division's representative conducting the VDMR was Program Specialist Michael Swift, of the QAC.

V. PASCO COUNTY SCHOOLS

PCOG enrollment: 90 enrollees

Finance

The provider was awarded the PCOG grant for fiscal year 2019-2020*:

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	510-90310-0D002	\$ 160,928.40	\$ 2,820.25

*PCS opted to extend their grant cycle into the 2020-21 fiscal year. Only one round of funding was requested by the provider.

Additional information about the provider may be found at the following web address:

<https://www.pasco.k12.fl.us/>

VI. MONITORING ACTIVITIES

The monitoring activities include pre- and post-review planning, an entrance and exit conference, records review and interviews with administrators, if necessary. Inventory reviews are also conducted, as necessary.

Onsite Visits

The monitoring team visited the following site(s) as part of the Inventory Verification:

- Fred K. Marchman Technical College (MTC)

Entrance and Exit Conferences

The entrance conference for PCS was conducted on October 10, 2023. The exit conference was conducted on December 15, 2023. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Deedra Lee Mitchell	Program Coordinator, Career, Technical and Adult Education	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

VII. OBSERVATION

A. **ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.

- The PCS PCOG grant was managed by Ms. Deedra Lee Mitchell, CTE Program Coordinator. The management of the PCOG-funded Apprenticeship program was a joint effort by experienced district CTE administrators.
- Utilizing the Florida Department of Economic Opportunity – Regional Occupations demands list; it was determined that there was a need for skilled laborers within the Building and Construction industries. This led to the determination that their PCOG funding would be used to support a broad list of sub-specialties within the Electrician field.
- PCS had an existing Electricity program prior to the introduction of the state-funded PCOG grant, and the grant was utilized to bolster their current offerings into a state-recognized registered Apprenticeship program.

B. **DATA AND ASSESSMENT** refers to all the data and assessment system components, including test administration, test security, data collection, entry, reporting and procedures. The use of data in program decision-making is also explored and commented on.

- The Division’s Data, Research and Evaluation team requested that the monitoring staff confirm PCS PCOG enrollment numbers submitted to the state via the PK-20 Education Reporting and Accessibility (PERA) database.
- PCS provided sufficient enrollment data and documentation, as required by the state.
- All documentation was provided by PCS, as part of the monitoring review.

C. **CURRICULUM AND INSTRUCTION** refer to those elements that contribute to student learning and skill acquisition.

- As previously mentioned, the PCOG funding was used for the expansion of their daytime Electricity program to a four-year registered Apprenticeship program.
- The grant helped to outfit a classroom/training center and purchase supplies and capitalized equipment to be used for the program.
- PCS had previously entered into an Apprenticeship Training Program Agreement with Independent Electrical Contractors (IEC), Florida West Coast Chapter for sponsorship of their current Electricity program. After receipt of the PCOG funding, IEC was in full support of maintaining their working relationship with PCS and its expansion into the registered Apprenticeship program.
- IEC provided a training coordinator and oversaw the on-the-job (OJT) training of students. Additionally, IEC was responsible for working alongside PCS to provide training schedules that included forward-thinking curriculum and the placement of student work assignments for OJT.
- IEC, along with other business partners, worked with PCS to recruit current MTC Electricity students and expand the scope of the newly formed Apprenticeship program to neighboring Hillsborough, Pinellas and Hernando counties.

- D. TECHNOLOGY AND EQUIPMENT** refer to a review of the technology and equipment used by students and instructors in the classroom; addresses access, availability, innovation, use and condition.
- All inventory criteria set forth by federal, state and local guidelines are included within their fixed asset system.
 - PCS provided their District Property Controls manual that included policies on inventory management, property check out, methods of purchase and inventory procedures.
 - Policies on lost and stolen property were also provided by the district. PCS reported that there have been no reports of stolen or lost equipment over the previous three fiscal years.
 - As part of the VDMR, the QAC team conducted an inventory search at MTC and all equipment was accounted for, in its correct location and available for student use.
- E. EQUAL ACCESS** refer to compliance with federal non-discrimination laws' requirements relating to recruitment, enrollment, participation and completion of programs.
- PCS included the necessary policies required by the General Education Provisions Act which ensures equal access and participation in programs regardless of sex, race, national origin, color, disability or age.
- F. RECORDS REVIEW** refers to reviewing the records and documents supporting compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.
- District policies and procedures for finance and procurement
 - District policies and procedures for property management
 - Inventory records
 - Procurement records
 - Grant final disbursement report
 - IEC Apprenticeship Training Program Agreement
 - Florida Auditor General report
 - All supporting documentation for the PCOG Provider Self-Assessment
- G. FINANCIAL** refers to aspects of the federal fiscal requirements that providers must meet when expending federal funds, including financial management, procurement, inventory management and allowable costs.
- Munis® is used as the PCS financial management system. Program directors and coordinators are able to access expenditure and financial reports associated with the PCOG grant via this system.
 - Policies and procedures for cash management and procurement were reviewed as part of the monitoring process. Fiscal records for procurement were provided by PCS at the time of monitoring.
 - Monitoring staff conducted a grant budget analysis of PCS's PCOG grant and no deviations from their approved grant award were uncovered.

H. COLLABORATION refers to the collaborative agreements, partnerships or memoranda of understanding that are in place to benefit an agency's programs and students.

- PCS has numerous collaborations and MOUs within the local community. They offer additional educational and job experiences to students within the district. The list of partners includes but are not limited to:
 - CareerSource Pasco Hernando
 - Pasco Economic Development Board
 - Hillsborough County Schools
 - Hernando County Schools
 - Pinellas County Schools
 - Independent Electrical Contractors, Florida West Coast Chapter
 - Borrell Electric Company
 - ABC Electric Service
 - RAMS Electric
 - APG Electric, Incorporated

VIII. RESULTS

PCS was not found to be out of compliance.

IX. SUMMARY

After completing the monitoring review and receiving any additional information requested, a preliminary report is sent to the provider for review. The Department monitoring team lead may consider comments at their discretion. Once the final report is approved, it will be sent to the agency head and a copy will be sent to the provider's designated contact person. The final report will also be posted on the department's website, which you can find at:

<http://fldoe.org/academics/career-adult-edu/compliance>

Once all outstanding corrective action plan items have been completed (when applicable), the Division will issue a closure letter to the agency head and designated contact person. This letter will signify the end of the monitoring process and that no further action is required.

On behalf of the Division, the monitoring team would like to extend their appreciation to all participants in the Pasco County Schools VDMR. A special thanks is offered to Ms. Deedra Lee Mitchell for her participation and leadership during this process.



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