



## **Quality Assurance and Compliance Monitoring**

Career and Technical Education  
and  
Adult Education and Family Literacy

Baker County School District

**Final Report**  
**November 30, 2011**

# FLORIDA DEPARTMENT OF EDUCATION



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November 30, 2011

Ms. Sherrie Raulerson, Superintendent  
Baker County School District  
270 South Boulevard East  
Macclenny, Florida 32063

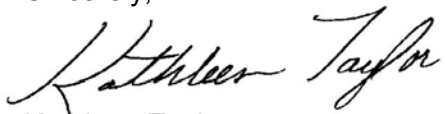
Dear Superintendent Raulerson:

We are pleased to provide you with the Final Report of Monitoring of the Career & Technical and Adult Education & Family Literacy programs from our visit on September 20, 2011. The report will also be placed on our website at <http://www.fldoe.org/workforce/compliance.asp>.

We appreciate the leadership and professionalism demonstrated by your staff during the review process. If we can be of any assistance, please contact Eileen L. Amy, Director of Quality Assurance and Compliance. Ms. Amy may be reached at 850/245-9033, or via electronic mail at [Eileen.Amy@fldoe.org](mailto:Eileen.Amy@fldoe.org).

Thank you for your continuing commitment to improve services for Florida's students.

Sincerely,



Kathleen Taylor

KT/ela

Enclosure

C: Ann Watts  
Shahrokh Massoudi

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**Baker County School District  
Adult Education and Family Literacy and Career and Technical Education  
Quality Assurance Monitoring Report**

**I. INTRODUCTION**

The Florida Department of Education (FDOE), Division of Career and Adult Education (Division), in carrying out its roles of leadership, resource allocation, technical assistance, monitoring and evaluation, is required to oversee the performance and regulatory compliance of recipients of federal and state funding. The Quality Assurance section of the Bureau of Grants Administration and Compliance (Bureau) is responsible for the design, development, implementation and evaluation of a comprehensive system of quality assurance including monitoring. The role of the Quality Assurance System is to assure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is incumbent upon the Division to monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

**II. AUTHORITY**

The Florida Department of Education receives federal funding from the U.S. Department of Education for Career and Technical Education (CTE) under the Carl D. Perkins Career and Technical Education Act of 2006 and for Adult Education and Family Literacy under the Adult Education and Family Literacy Act of 1998. FDOE awards sub grants to eligible providers to administer local programs. FDOE must monitor providers to ensure compliance with federal requirements, including Florida's approved state plan for adult education/family literacy. Each State shall have procedures for reviewing and approving applications for sub grants and amendments to those applications, for providing technical assistance, for evaluating projects, and for performing other administrative responsibilities the State has determined necessary to ensure compliance with applicable statutes and regulations (34 CFR 76.770). The Florida Department of Education, Division of Career and Adult Education is required to oversee the performance of district school boards in the enforcement of all laws and rules (Sections 1001.03(8) and 1008.32, Florida Statutes (F.S.)).

Additional cites noting authority to monitor and pertinent laws and regulations are located in the 2011-12 *Quality Assurance Policies, Procedures, and Protocols*, Module A, Section 1.

**III. QUALITY ASSURANCE POLICIES, PROCEDURES, AND PROTOCOLS**

The *Quality Assurance Policies, Procedures, and Protocols* (Manual) was revised in the 2011-12 program year. The Manual was provided to each provider prior to the monitoring visit. The Manual provides a summary of each facet of the monitoring design and the process. It also contains protocols that may be used as agencies are monitored or reviewed. References may be made to the Manual in this document; it is located on the Division's website at <http://www.fldoe.org/workforce/compliance.asp>.

**IV. PROVIDER SELECTION**

Various sources of data are used throughout the implementation of the Quality Assurance System. The monitoring component of the system is risk-based.

Risk Assessment is a process used to evaluate variables associated with the grants and assign a rating for the level of risk to the Florida Department of Education and the Division of Career and Adult Education. A Risk Matrix, identifying certain operational risk factors, is completed for each provider. The Risk Matrix for each program monitored is located in Appendix A. The results of the Risk Assessment process and consideration of available resources are used to determine one or more appropriate monitoring strategy(ies) to be implemented.

The monitoring strategy for Baker County Public Schools was determined to be an onsite visit. Notification was sent to Mrs. Sherrie Raulerson, Superintendent of Baker County School District, on July 18, 2011.

**V. BAKER COUNTY SCHOOL DISTRICT**

The total student enrollment for 2009-10 was:

<u>CTE Secondary</u>	<u>Adult General Education</u>	<u>Total</u>
1,099	203	1,302

**The provider was awarded the following grants for FY 2009-10 and 2010-11:**

<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended Funds</u>
20-1910A-0CG01	Adult General	\$51,965	\$1,643.43
<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended Funds</u>
20-1911A-1CG01	Adult General	\$51,965	\$
<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended Funds</u>
20-1610A-0CS01	Perkins Secondary	\$55,807	\$720
<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended Funds</u>
20-1610A-0CR01	Perkins Rural	\$55,807	\$

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

[www.baker.k12.fl.us](http://www.baker.k12.fl.us).

**VI. MONITORING ACTIVITIES**

The monitoring activities included pre-visit planning conference calls; an entrance conference; interviews with administrators, teachers and students; observations; record reviews; equipment inventory; and an exit conference by phone.

Onsite Visits

Members of the team made onsite visits to the following locations:

- Baker County Adult Education Center
- Baker County High School

Entrance Conference

The entrance conference for the Baker County School District was conducted on September 20, 2011, and included Mrs. Ann Watts, Director, Career and Adult Education; Mr. Tom Hill, BCHS Principal; Mrs. Teri Ambrose, Career Education Program Assistant; Mrs. Joy Sirk, Secretary, Adult Education; Mrs. Debbie Charko, Career Specialist; Mr. Gary Taylor, Adult Education Teacher; Mrs. Marybeth Windham, MIS Student Data Service Manager; Mr. Michael Kreutz, MIS, Data Processing; and Mrs. Marcelle Richardson, Executive Director, Support Services (Finance). The visit to the agency was conducted September 20, 2011, by two representatives of the Quality Assurance Section and Grants Administration

of the Division: Dr. Shahrokh Massoudi, Program Specialist with Quality Assurance and Compliance, and Mr. John Occhiuzzo, Program Manager.

#### Interviews/Observations

Interviews were conducted with the administrative staff, instructional staff, program and transition specialists and students. Twelve interviews and six observations were conducted. All interviews and observations were held during the course of the visit.

#### Records Review

Program, financial and administrative records were reviewed. A complete list is provided in Section VII-G. A minimum of five student records were reviewed. Board policies and procedures were reviewed and discussed at various times during the onsite visit.

#### Exit Conference

The exit conference for the Baker County School District was conducted by phone on October 4, 2011, and included Mrs. Ann Watts, Director, Career and Adult Education; Mrs. Teri Ambrose, Career Education Program Assistant; Mrs. Joy Sirk, Secretary, Adult Education; Mrs. Debbie Charko, Career Specialist; Mrs. Marybeth Windham, MIS Student Data Service Manager; Mr. Thomas Hill, Principal, Baker County High School; Mrs. Eileen Amy, Director, Quality Assurance and Compliance, FDOE; Dr. Shahrokh Massoudi, Program Specialist, FDOE; and Mr. John Occhiuzzo, Program Manager, FDOE.

## **VII. RESULTS**

### **Baker County Public Schools, September 20, 2011**

- A. ADMINISTRATION** refers to the management and/or supervision of programs, grant oversight, access and equity and other administrative areas.
- A change in director has taken place during the past year.
    - The new Director participated in FACTE and ACE conferences as part of staff development for a new director.
    - The Director is a member of a planning team for the District.
  - All administrators were qualified, positive and enthusiastic.
  - The teachers for the Adult Education program and Career and Technical Education program were well-experienced and qualified in their fields of expertise.
  - The District has a Career Specialist for secondary programs.
  - The Adult Education Program has its own building and offers day and evening classes.
  - Student Records include the intake form and pre- and post-tests.
  - The reason for unspent grant funds in 2009-10 was due to the transition of several positions within the Career and Adult Education Administration and budget information not being submitted to the new Director.
  - All CTE and ABE teachers are certified.
  - Newly required tuition for the Adult Education program has been clearly displayed in the registration area and in printed materials.
  - The Adult Education Program focuses on the General Educational Development (GED) because of the economic impact on students seeking employment.

#### FINDINGS

No findings of non-compliance were noted at this time.

#### CONCERNS AND RECOMMENDATIONS

1. Concern: The District offers 13 CTE programs and has only three active Career and Technical Student Organizations (CTSO): Future Farmworkers of America, Future Homemakers of America and Future Business Leaders of America.

*Recommendation:* The CTE programs are encouraged to increase the number of active CTSOs.

*Agency Response:* **A plan to increase the number of Career and Technical Student Organizations (CTSO) will be developed by the Career and Technical Education director with input from the BCHS Principal and BCHS Career Specialist. Resources, personnel, and the types of CTSO's that are available and align with current CTE programs will be reviewed and where feasible, CTSO participation will be implemented to ensure students receive a quality CTE experience. The plan will be a work in progress during the 2011-12 year with implementation in 2012-13.**

**The District offers a CTSO sponsor supplement. CTSO supplements will be reviewed to ensure an active CTSO exists in connection to the paid supplement. CTSO sponsors will present a student CTSO membership list and CTSO tentative schedule of activities to the CTE director annually. Celebration of CTSO successes will be included in and distributed in the CTE Newsletter.**

**B. DATA** refers to all the components of the data system, including data collection, entry and reporting. The use of data in program decision-making is also explored and commented upon.

- The District has a Career Specialist for CTE programs who conducts assessment and collects data for the Consolidated Annual Report.
- CTE program performance met or exceeded state targets.
- Skyward software is used by the District for data collection.
- CTE teachers use the Skyward software for a grading system, attendance, and student demographic information.
- Adult student records include the intake form, residency requirements and pre- and post-test results.
- The Program Director needs access to student CTE data.

#### FINDINGS

No findings of non-compliance were noted at this time.

#### CONCERNS AND RECOMMENDATIONS

1. Concern: Currently, the District does not have a complete Procedures Manual for data collection as required by the National Reporting System (NRS) Guidelines.

*Recommendation:* The District must develop a complete Procedures Manual for data collection.

*Agency Response:* **The individual departments responsible for data input, i.e., career and technical education, adult education, etc. utilize separate state data handbooks for guidance on data collection and reporting. The District MIS staff will begin planning the development of a central and complete manual for data collection and reporting in the 2011-12 year with tentative implementation in 2012-13.**

2. Concern: The Director does not have access to local data for CTE programs.

*Recommendation:* The CTE Director should request access to CTE data from the District's MIS Director and have access to such data on a regular basis.

*Agency Response:* **The CTE Director has made a request to the District MIS Director to have access to CTE data on a regular basis.**

**C. CURRICULUM AND INSTRUCTION** refers to those elements which contribute to student learning and skill acquisition. It also addresses student and instructor observations.

- The Career and Technical Education and Adult Education programs follow the state curriculum frameworks.
- The Automotive Technology program is ASE Certified through NATEF.
- Global logistics is a new CTE program implemented in 2011-12 at Baker County High School.
- The Culinary Arts program utilizes the National Restaurant Association culinary arts curriculum and textbooks.
- Adult Education Center classes serve as driving privilege reinstatement for those students who are less than 18 years of age and have received notice for suspension of driving privileges due to school non-attendance.
- Teaching strategies in the Adult Education program are varied.
  - One-to-one, small-group and large-group instruction was observed.

#### FINDINGS

No findings of non-compliance were noted at this time.

#### CONCERNS AND RECOMMENDATIONS

None.

**D. TECHNOLOGY AND EQUIPMENT** refers to a review of the technology and equipment used by students and teachers in the classroom; addresses access, availability, innovation, use and condition. The inventory management system is also addressed.

- The District has an inventory system for all ABE/CTE equipment purchased from the grants.
- All equipment that was purchased from the grants was tagged and accounted for.
- The Adult Education classes are well-equipped with technology for student use.
- Baker County High School has a computer lab for students' use.

#### FINDINGS

No findings of non-compliance were noted at this time.

#### CONCERNS AND RECOMMENDATIONS

1. Concern: Being a small district with a limited budget, there is a limited number of computers for students' use in the medical science and agriculture technology classes.

*Recommendation:* The District might consider using roll-forward allocation to purchase computers.

*Agency Response:* **The health science program has access to a mobile laptop cart with 15 wireless laptops in lieu of a computer lab due to space restrictions. This may not have been observable by reviewers if the unit was stored in the adjacent area to classroom. However, it has come to the attention of the CTE Director during this review that the laptops are in need of software and technical updates. These updates will be addressed by the local technology support team. Additionally, the health science students have access to authentic clinical training technology equipment in an adjacent classroom (i.e. medical adult manikins, pediatric manikins, hospital beds and supplies, acute long term care medical equipment, phlebotomy limbs, etc.)**

**The Agriculture teacher and students were displaced to another building at the time of the review due to HVAC repairs. The Agriculture program currently has six computer stations in the regular Ag classroom. The CTE Director will meet with the agriculture technology program teacher and discern what the computer technology needs are and address the needs through Perkins allocations as are available. Additionally, the Agriculture Technology program has access to industry-standard horticulture technology equipment, farm technology equipment, aquaculture technology equipment aligned to industry standards to meet student training needs.**



E. **LEARNING ENVIRONMENT** encompasses all aspects of the physical environment where classes are held. Describing the learning environment may also attempt to capture the vision, philosophy and character that is observed on the campus or in the classroom.

- The interaction between the teachers and students seems positive.
- The secondary teachers are highly qualified.
- The Automotive Program is ASE Certified; this is a great accomplishment for Baker County High School.
- The buildings, classrooms, and grounds are clean and well-maintained.
- Students can earn industry certification for Health Science, Culinary Arts, Automotive Technology, Microsoft Office Specialist and Certified Nursing Assistant.
- Some classes have no air conditioning due to the fact that the heating and cooling system is being totally revamped and remodeled in different phases.
- A number of Agriculture and Health Science classes need updated textbooks.

#### FINDINGS

No findings of non-compliance were noted at this time.

#### CONCERNS AND RECOMMENDATIONS

1. Concern: There is a lack of integration of technology in the curriculum for some of the CTE classes.

*Recommendation:* The District needs to encourage teachers to include use of technology as part of the instruction in CTE programs.

*Agency Response:* **The District provides regular Smart Board training and other types of technology training. Teachers are provided with Elmo document cameras, projectors, Smart Boards, etc. Teachers are encouraged to integrate technology into instructional practices and these practices are reviewed and reported on teacher evaluations. BCHS Administration will continue to note and discuss with teachers the importance of integrating technology into instructional practices during on-going walk-through classroom observations. The District's Technology Plan addresses the importance of technology integration. The CTE director will investigate other training resources and provide this information to all CTE teachers.**

2. Concern: Surplus equipment is currently stored in the shop area identified for Global Logistics and the Computer Lab.

*Recommendation:* The District should address the removal, disposal of or find more suitable storage for outdated and unnecessary equipment currently stored in the shop area identified for Global Logistics and the Computer Lab.

*Agency Response:* **The CTE director, BCHS Principal, and Facilities and Maintenance Director, are working together to develop a plan to remove the broken and surplus equipment from the Global Logistics Lab and computer lab area to a more suitable location designated for storage. This will allow for the Global Logistics program to have needed lab space and will provide a safe environment for students. The CTE director will work with the local Baker Correctional Work Camp administration to assign an inmate work group to move the equipment during the December 2011 holidays.**

3. Concern: There is a need to modify or change the classroom for Culinary Arts 1 according to the requirements for industry standards due to a program overflow. The students from Culinary Arts 1 who had access to the commercial kitchen and the Cash Café have better experiences and hands-on instruction in comparison to the students who have attended Culinary 1 in the Fashion Design classroom setting with three modified kitchen areas. The overflow students are not afforded the same training opportunities.

*Recommendation:* The District leadership team needs to explore other scheduling options that ensure overflow culinary students can complete the sequence of culinary courses in a culinary setting according to industry standards.

*Agency Response:* **To ensure that students are afforded the highest quality training experiences and the opportunity to complete programs as concentrators, the CTE director, the BCHS principal, and the career specialist have formed a planning committee to address how CTE programs are selected for implementation, how student program planning processes are managed, how CTE courses are scheduled, and whether other stand-alone CTE courses exist and can be used to assist overflow. The first meeting is planned for December 2011. This initial meeting will investigate the stated areas and will be used to tentatively plan CTE scheduling for the 2012-13 year.**

**F. ACCESS AND EQUITY** refers to compliance with the requirements of federal non-discrimination laws as relating to recruitment, enrollment, participation and completion of programs.

- The non-discrimination policy includes required protected classes.
- The District also has a Harassment Policy.
- The District has an Equity Coordinator to handle related issues.

#### FINDINGS

No findings of non-compliance were noted at this time.

#### CONCERNS AND RECOMMENDATIONS

1. Concern: Non-discrimination notices were found in two locations we visited in Baker High School and the Adult Education Center. They were addressed in the Board policies; however, they were not broadly posted, nor were they in published brochures.

*Recommendation:* Review postings and publications to ensure that non-discrimination statements are broadly posted and included within publications.

*Agency Response:* **The District Equity Coordinator has met with Educational Leaders to disseminate the required information for broad distribution in all work and student sites and publications.**

2. Concern: The Policy of Non-discrimination posting did not include contact information on the Equity Coordinator or notification of the availability of grievance procedures.

*Recommendation:* The Policy of Non-discrimination posting must include contact information on the Equity Coordinator and the availability of grievance procedures.

*Agency Response:* **The District Equity Coordinator has met with Educational Leaders to disseminate the necessary information for broad distribution in all work and student sites and in publications. The new notice includes contact information for the Equity Coordinator and the grievance procedures.**

**G. RECORDS REVIEW** refers to a review of the records and documents that evidence compliance with federal and state rules and regulations. Both financial and programmatic records are reviewed. The following records were reviewed:

- Student handbook
- Application for Adult Education Classes
- Purchase orders
- Non-discrimination statements, both posted and in printed materials
- Financial and board policies and procedures

- Personnel activity reports (PARS) and certification statements
- Travel requests, authorizations and reimbursement documentation
- Professional development plans
- Articulation agreements
- Inventory lists for equipment purchased with the grants
- Career and Technical Education Newsletter
- Code of Student Conduct for ABE and CTE programs
- Adult Career Pathways activities are utilized
- District website was reviewed
- Student records, including the intake form, residency requirements, and pre- and post-test results

FINDINGS

No findings of non-compliance were noted at this time

CONCERNS AND RECOMMENDATIONS

None

**H. FINANCIAL** refers to aspects of the federal fiscal requirements that providers must meet when expending federal funds, including a financial management system, and a procurement system.

- Financial policies and procedures are in place.
- The District has a manual for purchasing and travel.
- Purchasing Cards are issued only to select Administrators in the District.
- The travel documents for staff were reviewed.
- Samples of Detention Center staff PAR reports for ABE/CTE staff were reviewed and are in compliance.
- Purchase order requests and accompanying documentation were reviewed.

FINDINGS

No findings of non-compliance were noted at this time.

CONCERNS AND RECOMMENDATIONS

None

**I. COLLABORATION** refers to the collaborative agreements, partnerships or memoranda of understanding to benefit an agency's programs and students.

- The Adult Education program has a partnership with Baker County Sheriff's office and offers classes in the Detention Center.
- Baker County businesses are participating in advisory committees and program development.
- The Baker County School District's Career and Technical Education Advisory Committee meets annually with over 50 members in attendance.
- A partnership was developed with the local Wal-Mart Distribution Center to provide a teacher to teach a Global Logistics course at no cost to the District. The teacher is part of the management team at Wal-Mart.
- The District has articulation agreements with Florida Gateway College, Florida State College at Jacksonville and Santa Fe College.

FINDINGS

No findings of non-compliance were noted at this time.

CONCERNS AND RECOMMENDATIONS

None

J. **STUDENT INTERVIEWS** refers to those interviews conducted with adult education or career and technical education students (individually, in small groups or large focus groups) during the monitoring visit.

- Students in the Adult Education program like their teachers and were enthusiastic about their programs.
- Current and former students recruit new students for the Adult Education program; this is considered an effective marketing tool to recruit students in this rural area.
- Students understand that earning a GED diploma will enable them to enroll in college.
- Students like the medical programs.
- Students requested updated equipment; new manikins and a whole skeleton are needed in medical programs.

#### FINDINGS

No findings of non-compliance were noted at this time.

#### CONCERNS AND RECOMMENDATIONS

1. Concern: Health Science and Agriculture Technology are in need of additional books for classroom use.

*Recommendation:* The District might consider purchasing additional books and equipment from 2011-12 Perkins funded grants.

*Agency Response:* **The District purchased new Health Science textbooks for the 2011-12 year. This purchase included textbooks for existing program and for the new Health Science program that was added to meet the number of students who selected the Health Science program as first choice. Students may not have been aware an order was pending at the time of the interview. The textbooks arrived after the compliance review took place.**

**Baker County's Perkins allocation is limited in addressing annual CTE equipment replacement needs, professional development, student credentialing test fees, industry credentialing software updates, and textbooks aligned with industry standards. There is no additional District funding available to address many of these ongoing needs. However, the CTE director will continue to monitor CTE textbook needs and address them as District and Perkins funding is available. The CTE director will investigate other available curriculum resources in lieu of traditional textbooks, i.e. online textbooks and curriculum materials that offer substantial savings in comparison to traditional textbooks.**

### VIII. REQUIRED RESOLUTION ACTIVITIES

#### CAREER AND TECHNICAL EDUCATION

1. Corrective Action Plan – Baker County School District is not required to complete a Corrective Action Plan as there were no findings noted in the focus areas in Section VII of this report.
2. Action Plan – The District must provide an Action Plan (Appendix B) to address the concerns noted in the focus areas A, B, D, E, F and J in Section VII of this report.

Once the Action Plan is submitted, reviewed and approved, Dr. Shahrokh Massoudi, the leader of the onsite visit, is responsible for the regular follow-up with the agency's designated representative to ensure that resolution is complete.

## **IX. TARGETED TECHNICAL ASSISTANCE**

Targeted technical assistance may be provided to support full compliance and systemic change for program improvement. Staff is encouraged to contact Division staff to assist their efforts toward systemic change.

## **X. REMARKS or POSITIVE PRACTICES**

The following are additional comments made by the Quality Assurance Team in regard to the monitoring visits. Monitoring staff noted the following programs and strategies during the visit to Baker County School District:

- The monthly Career and Technical Education Newsletter was informative and well-done.
- The Adult Education Center updated the website which linked to the District website.
- Partnership with Wal-Mart Distribution Center has been successful to create jobs for CTE students in Baker County.
- The Driving Privilege Reinstatement program is a successful retention strategy.

## **XI. SUMMARY**

Once the field work, including receipt of requested information is completed, a draft report is forwarded to the provider for review. Comments are accepted and considered. The final report is completed and forwarded to the Agency Head with a copy to the appropriate parties. The Bureau's site visit leader monitors and conducts follow-up activities to assure issues have been satisfactorily completed within the stated timelines. Finally, the Bureau issues a Closure Notice to the Agency Head and designated contact person. This notice indicates all outstanding items have been completed.

We want to extend our appreciation to all participants in the Baker County School District onsite monitoring visit. Special thanks to Ann Watts, Director, Adult Career and Technical Education, for her participation and leadership in this process.

**Appendix A  
Adult Education Risk Matrix**

<b>Risk Factor</b>	<b>Criteria Scale</b>	<b>Value (V)</b>	<b>Risk Factor Weight</b>	<b>Total Points</b>
Total amount of agency funding from grants (2009-10)	\$ 2,000,001+	8	4 x 6	24
	700,001 – 2 million	6		
	300,001 - 700,000	5		
	< 300,000	4		
Number of grants per agency (2009-10)	Number of grants (#)	(1) x 2 = 2	2 x 6	12
Number of grants with <b>10%</b> or more of unexpended funds (2009-10)	Number of grants (#)	(0) x 5 = 0	0 x 4	0
Audit findings relevant to internal control weaknesses during three (3) previous years for targeted agency.	16 + findings	10	10 x 10	100
	11-15 findings	8		
	5-10 findings	6		
	1-4 findings	4		
Key organizational change within the last two (2) years.	Director (#) Yes = 1 No = 0	(1) X 10 = 10	10 x 4	40
<b>TOTAL Level of Risk Score</b>				<b>176</b>

## Career and Technical Education Risk Matrix

<b>Risk Factor</b>	<b>Criteria Scale</b>	<b>Value (V)</b>	<b>Risk Factor Weight</b>	<b>Total Points</b>
Total amount of agency funding from grants (2009-10)	\$ 2,000,001+	8	4 x 6	24
	700,001 - 2 million	6		
	300,001 - 700,000	5		
	< 300,000	4		
Number of grants per agency (2009-10)	Number of grants (#)	(2) x 2 = 4	4 x 6	24
Number of grants with <b>10%</b> or more of unexpended funds (2009-10)	Number of grants (#)	(1) x 5 = 5	5 x 4	20
Audit findings relevant to internal control weaknesses during three (3) previous years for targeted agency.	16 + findings	10	10 x 10	100
	11-15 findings	8		
	5-10 findings	6		
	1-4 findings	4		
Key organizational change within the last two (2) years.	Director (#) Yes = 1 No = 0	(1) x 10 = 10	10 x 4	40
<b>TOTAL Level of Risk Score</b>				<b>208</b>

**Appendix B  
Baker County School District Resolution Plan**

Career and Technical Education

Adult Education

Corrective Action Plan

Action Plan

System Improvement Plan

<b>VII. A. Administration</b>	Strategies	Person Responsible	Projected Date of Completion
<p><b>ACTION PLAN - Concerns</b></p> <ol style="list-style-type: none"> <li>1. The District does not have a complete Procedures Manual for data collection as required by the National Reporting System Guidelines.</li> <li>2. The CTE Director does not have access to local CTE program data.</li> <li>3. The District has a limited budget, allowing a limited number of computers for student use in the medical science and agricultural technology classes.</li> <li>4. There is a lack of technology integration in the curriculum for some of the CTE classes.</li> </ol>	<p>The District MIS staff will begin planning the development of a central and complete manual for data collection and reporting in the 2011-12 year with tentative implementation in 2012-13.</p> <p>The District MIS staff will assign data access rights to the CTE Director.</p> <p>The CTE Director will meet with health science and agricultural teachers to discern actual computer needs and allocate available resources for computer purchases. Tech support tickets will be submitted on existing computers to maximize use for student classroom activities.</p> <p>The BCHS Principal will continue to review the levels of technology integration during on-going classroom walk-through observations. Lack of</p>	<p>Executive Director of Support Services (Finance) District MIS Staff</p> <p>District MIS Staff</p> <p>Director, CTE</p> <p>Principal BCHS Director, CTE District Technology Team</p>	<p>2012-13</p> <p>November 2011</p> <p>2012-13</p> <p>November 2011 – ongoing</p>



	integration will continue to be reflected on teacher evaluations. Available technology trainings will be researched by the CTE Director and information disseminated to CTE teachers.		
5. Surplus equipment is currently stored in the shop area identified for Global Logistics lab and the CTE computer lab.	The surplus equipment will be removed from the classroom lab and computer lab areas and stored in an area suitable for storage.	Director, CTE Principal BCHS District Facilities Director	December 2011
6. There is a need to modify or change the classroom for Culinary Arts 1 that is being used to meet student overflow to industry standards. Students enrolled in the Culinary Arts 1 and have access to the commercial kitchen and the Cat's Café have better experiences and hands-on instruction in comparison to the students who have attended Culinary 1 in the Fashion Design classroom setting with three home economics kitchen areas. The overflow students are not afforded the same training opportunities.	The CTE Director, the BCHS Principal, and the Career Specialist will form a planning committee to address how CTE programs are selected for implementation, how student program planning processes are managed, how CTE courses are scheduled, and whether CTE stand- alone courses are available to assist with student overflow.	Director, CTE Principal BCHS District Facilities Director	December 2011 and ongoing
7. Non-discrimination notices were found in two locations in Baker County High School and in the Adult Education Center; they were addressed in Board policies however, they were not broadly-posted nor were they in published brochures.  The Policy of Non-Discrimination posting did not include the contact information for the Equity Coordinator and notification of the availability of grievance procedures.	The District Equity Coordinator will meet with Educational Leaders and Principals to disseminate the proper notice of non-discrimination that includes the contact information for the Equity Coordinator and grievance procedures. Notices will be posted in multiple areas at each work and student site.	District Equity Coordinator Educational Leaders Principals	November 2011
8. Health Science and Agriculture Technology are in need of additional books for classroom use.	The CTE director and the BCHS Principal will continue to monitor	Director, CTE BCHS Principal	2012-13

	<p>CTE textbook needs and address them as District and Perkins funding is available. The CTE director will investigate other available curriculum resources in lieu of traditional textbooks, i.e. online textbooks and curriculum materials that offer substantial savings in comparison to traditional textbooks.</p>		
<p><b>SYSTEM IMPROVEMENT PLAN (AE only):</b> Indicator/Current Data</p>			
<p>Technical Assistance Needed and/or Provided:</p>			
<p>Date and Status of Action – Completed/Pending</p>			
<p>Plan submitted by: Ann Watts Plan accepted by: Eileen L. Amy</p>		<p>Date: November 11, 2011 Date: November 14, 2011</p>	