



Quality Assurance and Compliance Monitoring

Career and Technical Education

Broward County School District

Final Report

May 21, 2013

FLORIDA DEPARTMENT OF EDUCATION



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May 21, 2013

Mr. Robert Runcie
Broward County Superintendent
600 S.E. Third Avenue
Ft. Lauderdale, Florida 33301

Dear Superintendent Runcie:

We are pleased to provide you with the Final Report of monitoring of the Career and Technical Education programs from our visits. 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 Tashi Williams, Program Specialist with Quality Assurance and Compliance at 850/245-9051, or via electronic mail at tashi.williams@fldoe.org.

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

Sincerely,

A handwritten signature in dark ink, appearing to read "RD".

Rod Duckworth

RD/pr

Enclosure

C: John Felser
Tashi Williams

ROD DUCKWORTH, CHANCELLOR

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Department of Education
Division of Career and Adult Education

**Broward County School District
Career and Technical Education
Quality Assurance Monitoring Report**

I. INTRODUCTION

The Florida Department of Education (FLDOE), 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 (AE) and Family Literacy Act of 1998. FLDOE awards sub grants to eligible providers to administer local programs. FLDOE must monitor providers to ensure compliance with federal requirements, including Florida's approved state plans for CTE and 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 are 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 2012-2013 *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 2012-2013 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 FLDOE and the Division. 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 strategies to be implemented.

The monitoring strategy for the Broward County School District was determined to be an onsite visit. Notification was sent to Superintendent Robert Runcie on July 18, 2012. The designated representative for the agency was John Felser, Director, Task-Assigned Career, Technical, Adult and Community Education.

The Quality Assurance and Compliance team from the Florida Department of Education conducted its first onsite visit to the Broward County School District on October 28 - November 1, 2012, and it was conducted by four representatives of the Quality Assurance section of the Division: Ms. Eileen L. Amy, Director of Quality Assurance and Compliance, Program Specialists Dr. Shahrokh Massoudi, Ms. Sheryl Walden and Mr. Tashi Williams.

Due to the inability to complete the financial component and the inventory review during the previous visit, a second visit to the District was scheduled for February 26-27, 2013, and was conducted by Gloria Spradley-Brown, Bureau Chief of Grants Administration & Compliance, and three representatives of the Quality Assurance section of the Division: Program Specialists Dr. Shahrokh Massoudi, Ms. Sheryl Walden and Mr. Tashi Williams.

V. BROWARD COUNTY SCHOOL DISTRICT

CTE Enrollment (2011-2012):

Secondary	Postsecondary	Total Enrollment
73,676	983	74,659

The provider was awarded the following grants: Funded CTE Grants:

2010-11

Program	Total	Unexpended Funds
Postsecondary	\$ 840,510.00	\$ 4,537.36
Secondary	\$ 2,788,699.00	\$ 8,429.39

2011-12

Program	Total	
Postsecondary	\$ 657,607.00	\$ 48,215.94 (CARDS as of 8/20/2012)
Secondary	\$ 2,270,790.00	\$ 0.00 (CARDS as of 8/20/2012)

2012-13

Program	Total	
Postsecondary	\$ 692,619.00	\$ 587,170.00 (CARDS as of 10/22/2012)
Secondary	\$ 2,278,851.00	\$ 2,094,647.56 (CARDS as of 10/22/2012)

**Unexpended funds $\geq$ 10% was not an issue*

Additional information about the provider may be found at the following Web address:
www.browardschools.com.

VI. MONITORING ACTIVITIES

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

Onsite Visits

Members of the team made onsite visits to nine of the thirty-three high school locations where CTE classes are held. Locations visited were:

- Blanche Ely High School
- Coconut Creek High School
- Deerfield Beach High School
- Fort Lauderdale High School
- Monarch High School
- Northeast High School
- Nova High School
- Pompano Beach High School
- Western High School

Members of the team also made onsite visits to three of the twelve technical center locations where CTE classes are held. Locations visited were:

- Atlantic Technical Center
- McFatter Technical Center
- Sheridan Technical Center

Entrance and Exit Conference

The entrance conference was conducted on November 29, 2012; the exit conference was conducted by phone on March 14, 2013.

<i>Name</i>	<i>Title</i>	<i>Entrance</i>	<i>Exit (by phone)</i>
Nancy Boulger	Curriculum Supervisor of Health Sciences, Career, Technical Adult Community Education	•	
Chris Bowers	Workforce Education Information Manager, Atlantic Technical Center	•	
Bob Crawford	Director of the Atlantic Technical Center	•	
Rick Cupo	Budget Analyst, Accounting and Financial Reporting	•	
John Felser	Director Designee, Career, Technical Adult Community Education	•	•
Peggy Follador	Curriculum Supervisor of Hospitality and Tourism, Career, Technical Adult Community Education	•	
Bill Harris	Director of Supply Management, Broward Schools	•	
Brian King	Curriculum Supervisor of Business, Technology and Marketing, Administration, Career, Technical Adult Community Education	•	•
Mark Magli	Supervisor, Property Audits, K.C.	•	

	Wright Bldg, Broward County Schools		
Neeta Rancourt	Assistant Director of Atlantic Technical Center	•	
Pat Reilly	Chief Auditor, K.C. Wright Bldg, Broward County Schools	•	
Nikki Shepper	Grants Administrator, Accounting and Financial Programs	•	
Jeff Stanley	Director of School Applications of Broward County Schools	•	
Linda Truemper	Office Manager, Career and Technical Education	•	
Bob Usef	Curriculum Supervisor, Career, Technical Adult Community Education	•	
Marie Wright	Executive Director of Core Curriculum	•	
FLDOE Staff			
Eileen Amy	Director of Quality Assurance and Compliance	•	
Gloria Spradley-Brown	Bureau Chief, Grants and Compliance		•
Shahrokh Massoudi	Program Specialist	•	•
Sheryl Walden	Program Specialist	•	•
Tashi Williams	Program Specialist	•	

Interviews/Observations

Interviews were conducted with the administration, instructional staff and a group of students. All interviews and observations were held during the course of the visit.

VII. RESULTS

BROWARD COUNTY SCHOOL DISTRICT

October 28 - November 2, 2012 and February 26-27, 2013

POSITIVE PRACTICES

- Several administrators have been invited back from retirement by Superintendent Robert Runcie to oversee CTE programs at the postsecondary level.
- McArthur High School is one of the first high schools to offer their own customized CTE on-line programs in Florida; currently, seventy students are enrolled.
- The District supports teachers earning Content Area Reading Professional Development (CARPD) certification.
- The District is in the process of revisiting the allocation of the funds based on the needs of the CTE programs (textbooks, materials, supplies and equipment, etc.).

RESOLUTION ACTIVITIES

A team resolution plan (Appendix B) was created to summarize the various concerns and findings observed during the first onsite visit. Additional findings and concerns were added to the team resolution plan after the second onsite visit. The team resolution plan was provided to the Director Designee John Felser on January 25, 2013, after the first onsite visit outlining the required expectations to be in

compliance with the documented items. Pictures were taken as evidence of the findings identified in the report during the first onsite visit and shared with John Felser, Director. The FLDOE monitoring team verified the status of the items listed on the team resolution plan from the first onsite visit during the second visit.

There were a total of four findings, and the agency must provide a Corrective Action Plan (Appendix B) to address the findings noted in the focus areas D, E, G and H in Section VII of this report.

There were a total of six concerns identified during the first and second onsite visits; therefore, the agency must provide an Action Plan (Appendix B) to address the concerns noted in the focus areas C, E, F and H in Section VII of this report.

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

- Dual enrollment for students in CTE programs is available at all three Technical Centers.
- CTE teachers attend District staff development workshop(s) on an annual basis.
- Great emphasis is placed on the organizational structure within the District.
- There is a strong emphasis on student needs within the District.
- The District is benefitting from strong advisory committee support for programs.
- Over 500 students have been trained successfully in the green energy program.
- Students are guaranteed success at the Technical Centers. If a student fails a certification test, he/she may return to the same teacher for fee-free remediation.

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

- Administrators are familiar with data and often use it for decision-making purposes.
- Behavioral and Academic Support Information System (BASIS):
 - Combines all data into one “warehouse.”
 - A combination of Pinnacle and Virtual Counselor tracks discipline records, Exceptional Student Education (ESE) information, grades, attendance and industry certifications.
- The Pinnacle software system is used by teachers to measure student performance.
- Faculty and staff meet bi-weekly to discuss data collection procedures.
- Staff members participate in Management Information System Advisory Task Force (MISATFOR) and Workforce Education and District Data Advisory Council (WEDDAC) meetings on an ongoing basis.

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

- CTE teachers must be certified in the class that they are teaching:
 - Students will receive a certification if they successfully complete the class.
- Teachers are actively involved in their Career and Technical Student Organizations (CTSOs).
- Lead instructors can receive supplemental pay for serving as a lead teacher for internships.
- The FLDOE team observed old textbooks and broken computers in classrooms.
- Textbooks appeared to be limited among students.
- Lack of transportation options for students limited participation in high school activities.
- Longer period schedules prevented students from accessing share time at the technical centers.

CONCERNS, AGENCY RESPONSE AND RECOMMENDATION

Concerns (Resources):

- Old textbooks in classrooms at Blanche Ely High School; one set of textbooks was being shared for all classes in the early childhood class.
- Outdated and broken computers were observed during the course of the visit (North East High School – Introduction to Information Technology).

- Some books were of insufficient quantity for the number of students in the classroom (Coconut Creek High School – Health Science and Deerfield Beach High School – Occupational Health Safety).
- Teachers expressed frustration with limited resources and have since purchased their own books (Monarch High School – Web Design).

Agency Response: Per the District, a systematic performance tool has been developed to address old textbooks being used in classrooms; money has been put into the budget for the upcoming year to assist with outdated equipment and the purchase of new equipment.

Concern (Transportation): Through observation and teacher interviews, transportation options for students was appear limited; lack of transportation options for students present limited participation in high school activities such as sports, clubs and CTSOs. It is proven that students who are involved in CTSOs, etc. tend to perform better than those with no involvement.

Agency Response: Prior to the 2010-11 School Year, many of Broward's high schools had access to after school bus transportation. Unfortunately, due to fiscal constraints, ALL Broward high schools no longer have access to this service. This policy is not within the scope of the authority of the CTACE Department.

Recommendation: Consider mechanisms to include students in extracurricular activities such as adding a bus that will run at a later time.

Concern (Scheduling): It was expressed through an administrative interview that seven period schedules versus the block schedule limits the ability of students to access share time at the technical centers (McFatter Technical Institute).

Agency Response: Prior to the 2012-13 School Year, many of Broward's high schools utilized the 4x4 Block scheduling. Unfortunately, due to fiscal constraints, ALL Broward high schools now operate on a 7 period day, per the directive of the School Board of Broward County. This decision is not within the scope of the authority of the CTACE Department.

Recommendation: Consider an alternate schedule that will allow students to have more time at the Technical Centers.

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.

- In the schools that were observed, technology appeared to be up-to-date for the use of CTE programs.
- The sampled equipment valued over \$1,000 was tagged appropriately.
- The District participates in a consortium with other districts, under a contract for purchasing equipment (with Dell).
- The inventory management system must be improved; FLDOE staff was not able to successfully validate inventoried items purchased through Carl D. Perkins funds.

FINDING

Finding: There was a lack of internal control, and the FLDOE monitoring team was unable to thoroughly complete the inventory.

First onsite visit:

- Inventory was not provided as requested on the memorandum and during provider training monitoring phone call.
- Inventory was requested multiple times during the first onsite visit. When it was received on Wednesday, October 31, 2012, it was not in its entirety nor did it contain the elements required by Education Department General Administrative Regulations (EDGAR §80.32).

- All sites did not have inventories on the first onsite visit:
 - Lists were posted at some sites as you entered the classroom; however, they did not indicate items purchased by funds from the Carl D. Perkins grant.

Second onsite visit:

- Inventories were provided for all sites during the second onsite visit.
- The FLDOE team was unable to complete the inventory for Northeast High School during the second onsite visit because they were unable to gain access onto school grounds.
 - *The District must provide pictures of equipment that were not verified at Northeast High School along with proper identification tags/decals that correlate with supplied inventory given to the FLDOE team as specified by EDGAR §80.32.*

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.

- Clean, well-lit and spacious classrooms were observed at the three technical centers.
- The FLDOE team observed safety hazards at two high schools that present danger to the entire school and students.

FINDING

First onsite visit:

- A gasoline container and lawn mower were observed in an agriculture classroom that appeared to serve dual purposes as a classroom/lab. (Western High School - Agriculture)
 - The gasoline and lawn mower present major safety hazard, to students and the entire school.
 - *This issue has been rectified since the second visit.*
- A skill saw and large pieces of wood were observed out in the open in a classroom (Western High School - Engineering):
 - Lack of storage presents a safety hazard to students.
 - *This issue has been rectified since the second visit.*
- The exposure of wires in classrooms presents a major safety hazard to students (North East High School – Introduction to Information Technology):
 - A teacher expressed this concern/hazard to a higher authority and nothing was done.

Second onsite visit:

- The team was unable to verify that the wire safety hazard had been resolved per John Felser at Northeast High, due to not being able to gain access onto school grounds.
 - *The District must provide pictures of the rectified wire safety hazard.*

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.

- Administration and teachers participate in annual non-discrimination training.
- Staff was aware that they have an equity officer.
- Non-discrimination statements were not posted broadly across the District.
- The FLDOE monitoring team observed a sign labeled “handicapped” still posted in an eatery (Sheridan Technical Center) during the second visit after a concern/recommendation from the April 19-22, 2010 visit.

CONCERNS AND RECOMMENDATIONS

Concern (Non-Discrimination Notice Posting):

- The majority of facilities monitored lacked non-discrimination notice postings (first onsite visit); staff was reminded multiple times during the course of the visit to post notices broadly, and was also informed on the provider training phone call that this is the most common finding.
 - The District was provided a sample of a non-discrimination statement which contained all of the required elements including the Genetic Information Non-Discrimination Act (GINA) that

was to be used throughout the District prior to the second visit but was only observed at Ft. Lauderdale High School.

- Improvements to non-discrimination notices being posted broadly were observed on the second onsite visit; however, the language/elements were not consistent from location to location.

Recommendation: Make copies of the non-discrimination notice which contained all of the required elements observed at Ft. Lauderdale High School and post it broadly across the District.

Concern (Signage): A sign labeled “handicapped” remained posted in an eatery (Sheridan Technical Center) following the April 19-22, 2010 visit. The Administration was notified of the sign on the initial visit in 2010 and was asked to change the sign to something less offensive. Administration said they would change the sign. As of the second monitoring visit (October 28 – November 2, 2012), the sign had not been changed.

The District replied to this concern in the 2009-2010 report and stated that they should visit the Americans with Disabilities Act (ADA) website signage for the most current form of signage per FLDOE contact in the Office of Equal Educational Opportunity.

This issue is no longer a concern; therefore, an action plan is no longer required.

Agency Response: Per the District, the signed labeled “handicapped” has been replaced with a new sign since the first onsite visit.

G. RECORDS REVIEW refers to a review of the records and documents that evidence compliance with Federal and state rules and regulations. Samples of financial and programmatic records are reviewed.

- Travel Documentation
- Equipment Records
- Articulation Agreements
- District Website
- Advisory Committee records
- Non-Discrimination policies
- Budget Transfers
- Check Responses
- Purchasing Policy and Procedures
- Journal Entries
- Timesheets
- Closed Purchase Orders
- Personnel Activity Reports (PARs) and Certification Statements
- Student Industry Certifications
- Student Records (admission, diploma, employment, enrollment, placement, registration and testing etc.) were not accessible at Western High School.

FINDING:

Finding: Student records were not accessible at Western High School during the second onsite visit. The team was told that we could not view these records due to a lawsuit that the District lost.

H. 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.

- The financial coordinator is very knowledgeable of CTE programs and the related budget.
- District policies and procedures regarding fiscal management have been enhanced.
- The Director has access to monthly expenditure reports:

- Communicating Across Broward (CAB) Conference financial database is in phase one of the implementation stage. The CAB Conference provides procurement information in regards to making and tracking orders.
- A needs assessment is conducted prior to any purchases.
- A sample of travel and District policy was reviewed.
- The District is using a new Systems Applications and Products (SAP) collection system for reviewing fiscal data.
- Purchasing Cards are not used within the school district.
- Budgets and balances are tracked in real time through the SAP system.
- District policy PAR and certification documentation require improvement for Adult and CTE teachers and administrators.
- The team was unable to complete the financial component during the first onsite visit due to the financial database being down.

FINDING:

Finding: It was observed during the second onsite visit that District policy concerning PAR and certification documentation require improvement for Adult and CTE teachers and administrators. A random sampling of all personnel expenditures charged to Federal Adult Education and Carl D. Perkins (Perkins) yielded the following:

- One split-funded employee was paid with 50% Adult Education funds and 50% Perkins funds.
- District PAR personnel were not able to provide adequate documentation for actual time and effort as required by law. *Potential questionable cost may result in the repayment of funds.*

All employees must be paid based on actual time worked instead of allocation.

CONCERN AND AGENCY RESPONSE

Concern (Financial): The financial interview/session was unable to be completed during the first onsite monitoring visit due to the system being down. The FLDOE monitoring team was notified during the scheduled financial records examination visit that the system had been down for two weeks and that the provider was aware of this prior to the FLDOE visit. The financial system was up and running during the second onsite visit and a full session was conducted.

This issue is no longer a concern; therefore, an action plan is no longer required.

Agency Response: The financial system was not available for the Review Team to access during their first visitation due to operational issues. The system was operational during their second visit, and the team was able to access all files as necessary.

- I. **COLLABORATION** refers to the collaborative agreements, partnerships, or Memoranda of Understanding (MOUs) that are in place to benefit an agency's programs and students.
 - The District website provides information on articulation agreements with Miami Dade College and Technical Centers.
 - There are strong articulation partnerships between the school district and business and industry in Broward County:
 - Florida Atlantic University, Florida International University and Miami Dade College
 - Business and industry involvement in CTSOs is evident.
 - Advisory Committees have a strong presence within the schools.
- J. **STUDENT PERSPECTIVE** refers to the student interviews and sampling of programs within the schools.
 - Students:
 - Interviewed represent a large area of programs and are excited to be participating in them;
 - Expressed that programs are thorough in the curriculum and that they are provided with the latest technological knowledge in regards to the field;
 - Stated that teachers are always available to provide any needed help;

- Shared that they knew the importance of having and maintaining a great grade point average prior to coming to high school;
- Have plans/goals for postsecondary study; and
- Are very involved in the community.

IX. TECHNICAL ASSISTANCE

The FLDOE Career and Technical Education staffs are available as resources to provide technical assistance.

X. SUMMARY

Once the field work is completed, including receipt of the requested information, 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.

The team wishes to acknowledge John Felser, Director, and all of the participants in the Broward County School District onsite monitoring visit for their support and participation in this process. Agencies are provided the opportunity to submit an addition to this report; it is included as an attachment.

**RISK MATRIX
BROWARD COUNTY SCHOOL DISTRICT
CAREER AND TECHNICAL EDUCATION**

Risk Factor	Criteria Scale	Value	Risk Factor Weight	Total Points
Total amount of agency funding from grants (2010-11)	\$ 2,000,001+	8	x 6	48
	700,001 - 2 million	6		
	300,001 - 700,000	5		
	< 300,000	4		
Number of grants per agency (2010-11)	Number of grants (2)	x 2	x 6	24
Number of grants with 10% or more of unexpended funds (2010-11)	Number of grants (0)	x 5	x 4	0
Audit findings relevant to internal control weaknesses during three (3) previous years for targeted agency.	16 + findings	10	x 10	100
	11-15 findings	8		
	5-10 findings	6		
	1-4 findings	4		
Key organizational Director change within the last two (2) fiscal years.	Yes = 1 No = 0	x 10	x 4	40
TOTAL Level of Risk Score				212

Broward County School District
Team Resolution Plan
Career and Technical Education

Type of Plan	FLDOE Team Comments	Agency Response	Strategies	Person Responsible	Projected Date of Completion
Corrective Action Plan (CAP) Finding(s) Authority/Law: Life Safety Code 101 (includes schools and colleges) Florida Fire Prevention Code, National Fire Protection Association 1 (NFPA1) - Chapter 60 and 66 1. Safety (first onsite visit): - A gasoline can and lawn mower were observed in an agriculture classroom that appeared to serve dual purposes as a classroom/lab (Western High School - Agriculture). - Gasoline and lawn mower present major safety hazard to students and entire school.	Western High School has rectified the safety hazards mentioned with the exception of the wires since the second onsite visit. The team was unable to verify that the wire safety hazard had been resolved per John Felser at Northeast High due to not being able to gain access into the school. The District must provide pictures of the rectified wire safety hazard. A Corrective Action Plan is required to address this finding.	N/A The issue has been successfully resolved. Please refer to attached pictures of Classroom 2S Business Lab at Northeast HS. See Strategies column	CTACE staff will continue to monitor classrooms at Western HS to avoid future safety issues. CTACE staff will continue to monitor classrooms at Northeast HS to avoid future wire safety hazard issues.	Marc Lavoro Marc Lavoro	Completed 2/15/13 2/15/13

• A skill saw and large pieces of wood were observed out in the open in a classroom (Western High School - Engineering): ○ Lack of storage presents a safety hazard to students. • The exposure of wires in a classroom presents a major safety hazard to students (North East High School – Intro. to Information Technology): ○ Teacher expressed this concern/hazard to higher authority and nothing was done.					
Authority/Law: Property records lacked the proper elements as specified in EDGAR, Section 80.32 Equipment, (d) (1) 2. Inventory (first onsite visit): • There was a lack of internal control and the FLDOE monitoring team was unable to thoroughly complete the inventory. • Inventory was not provided as requested on the memorandum and on provider training monitoring phone call. • Was requested multiple times during the first	Inventories were provided for all sites during the second onsite visit. The District must provide pictures of equipment that was not able to be verified at Northeast High School along with proper identification tags/decal that correlates with supplied inventory given to FLDOE team as specified by EDGAR. A Corrective Action Plan is required to address this finding.	N/A See attached sample picture noting the White Inventory Label affixed by Broward Schools Inventory control personnel. All new computers in this classroom utilize this identification method. See Strategies column	At the recommendation of the FLDOE Compliance Review Team, CTACE utilized Perkins funds to acquire new computers for Classroom 2 Business Lab. The District implemented appropriate inventory control measures consistent with District policy.	Mark Magli, Director, Property Audit Division	6/30/13

onsite visit. When it was received on Wednesday, October 31, 2012, it was not in its entirety nor did it contain the required elements as required by EDGAR. - All sites did not have inventories on the first onsite visit: - Lists were posted at some sites as you entered the classroom; however, they did not indicate items purchased by the Carl D. Perkins grant. - The team was unable to complete the inventory for Northeast High School during the second onsite visit because they were not able to gain access onto the school grounds.					
Authority/Law: The Family Educational Rights and Privacy Act (FERPA)(34 Code of Federal Regulations (CFR) Part 99.31 3. Student records: Admission, diploma, employment, enrollment, placement, registration and testing, etc., were not accessible at Western High School during the second onsite visit. The team was	A Corrective Action Plan is required to address this finding.	N/A	It has since been determined that the District has a standard form for FLDOE employees to sign, which permits them to access these records. To avoid future complications when visiting, the form will be made available to the FLDOE prior to their visit.	Cynthia Park, Director, College and Career Readiness (Guidance)	8/14/13

told that they could not view these records due to a lawsuit that the District lost. The District must address this issue and provide corrective action regarding it.			Ms. Park will notify guidance directors of the form and its application during their annual Back to School meeting on August 14, 2013.		
Authority/Law: Office of Management and Budget (OMB) Circulars A-21, A-87 and A-122 4. PARs/Certification Statements: - It was observed during the second onsite visit that District policy PAR and certification documentation require improvement for Adult and CTE teachers and Administrators. A random sampling of all personnel expenditures charged to the Federal Adult Education and Carl D. Perkins grants yielded the following: - One split-funded employee was paid with 50% Adult Education funds and 50% Perkins funds. - District PAR personnel was not able to provide adequate documentation for actual time and effort as required by law. <i>Potential</i>	A Corrective Action Plan is required to address this finding.	N/A	It has been determined that the process we employ does not address Ms. Spradley-Brown's concerns. Appropriate CTACE personnel will attend the FLDOE training scheduled on May 14, 2013, in order to address this issue. Staff from the Accounting and Financial Reporting Department will assist teachers being paid from any grant funding, to assure the appropriate form (semi-annual certification or personnel activity report) is completed and documentation to support the form is maintained.	Erum Motiwala, Accountant V, Accounting and Financial Reporting	June 2013

<i>questionable cost may result in the repayment of funds.</i> All employees must be paid based on actual time worked instead of allocation.					
Action Plan (AP) Concern(s) Law (Public Education): Title VII of the Civil Right Act 1964, Section 2000e-10 <i>“CP” became an “AP” as of second visit</i> 1. Non-discrimination Notice Posting (first onsite visit): - The majority of facilities monitored lacked posting; staff was reminded at multiple times during the course of the visit to post notices and was also informed on the provider training conference call that this is the most common finding. - GINA needs to be added to non-discrimination notices.	Improvements to non-discrimination notices being posted broadly were observed on the second onsite visit, however the language/elements were not consistent from location to location. The district was provided a sample of a non-discrimination statement which contained all of the required elements including GINA that was to be used throughout the district prior to the second visit but was only observed at Ft. Lauderdale High School. Assure that the appropriate non-discrimination notice is shared and posted throughout the District. An action plan is required to address the concerns.	Per FLDOE directive, new appropriate signage was provided to schools. Signs were posted in conspicuous locations, as directed by the aforementioned Review Team (see attached non-discrimination poster pictures).	Following the Review Team’s initial visit, we discussed the matter with the Executive Director of EEOC and were provided posters to address this concern. These items were posted in prominent locations within the school, including the Front Office, Teacher Planning and Classrooms. Our office has randomly reviewed middle schools, high schools and centers with CTE and/or Adult programs for the presence of the mandated notice, in areas, as required. Corrective action was taken by CTACE staff, as needed. The EEOC staff has agreed to be responsible for maintaining compliance with this mandate.	Dildra Martin-Ogburn, Executive Director, EEO Compliance	6/30/13

Law: Education Department General Administrative Regulations (EDGAR), Section 80.20 (a)(1)–(6) <i>“CP” became an “AP” as of second visit.</i> 2. Financial: - Financial interview/session was unable to be completed during the monitoring visit due to the system being down. - FLDOE monitoring team was notified at scheduled financial meeting of system being down for two weeks of which they were aware of prior to the visit. This information was not shared with the monitoring team prior to the visit.	The team was unable to complete the financial component during the first visit due to the financial system being down; however, the system was up and running during the second visit and a full session was conducted. This issue is no longer a concern; therefore an action plan is no longer required.	The financial system was not available for the Review Team to access during their first visitation due to operational issues. The system was operational during their second visit, and the team was able to access all files as necessary.	N/A	N/A	N/A
3. Signage (first onsite visit): - A sign labeled “handicapped” remained posted in an eatery (Sheridan Technical Center) from the initial visit (April 19-22, 2010). - Administration was notified of the sign on the initial visit and was asked to change the sign to something less	The District replied to this concern in the 2009-2010 report. They should visit ADA signage for the most current form of signage per FLDOE contact in the Office of Equal Educational Opportunity. Per the District, the signed labeled “handicapped” has been replaced with a new sign since the first onsite visit.	As noted from the Review Team’s prior visit notes, signage in the eatery at Sheridan Technical Center was not appropriate. An approved sign was mounted prior to the team’s second visit.	N/A	N/A	N/A

offensive; administration said they would change the sign and it had not been changed as of the second monitoring visit (October 28 – November 2, 2012).	The District must provide a picture of the new sign. This issue is no longer a concern; therefore an action plan is no longer required.				
4. Scheduling: It was expressed through an administrative interview that seven period schedules verses the block schedule limits the ability of students to access share time at the technical centers (McFatter Technical Institute).	Consider an alternate schedule that will allow students to have more time at the Technical Centers. An Action Plan is required to address this concern.	Prior to the 2012-13 School Year, many of Broward's high schools utilized the 4x4 Block scheduling. Unfortunately, due to fiscal constraints, <u>ALL</u> Broward high schools now operate on a 7 period day, per the directive of the School Board of Broward County. This decision is not within the scope of the authority of the CTACE Department.	No strategy can be provided due to the limited authority vested in this department.	Robert W. Runcie, Superintendent	N/A
5. Transportation: Through observation and teacher interviews, transportation options for students was expressed; lack of transportation options for students present limited participation in high school activities such as sports, clubs and CTSOs.	Consider mechanisms to include students in extracurricular activities such as adding a bus that will run at a later time. It is proven that students who are involved in CTSOs, etc. tend to perform better than those with no involvement. An Action Plan is required to address this concern.	Prior to the 2010-11 School Year, many of Broward's high schools had access to after school bus transportation. Unfortunately, due to fiscal constraints, <u>ALL</u> Broward high schools no longer have access to this service. This policy is not within the scope of the authority of the CTACE Department.	No strategy can be provided due to the limited authority vested in this department.	Robert W. Runcie, Superintendent	N/A

6. Resources: - Outdated and broken computers were observed during the course of the visit (North East High School – Introduction to Information Technology). - Some books were outdated and of insufficient quantity for the number of students in the classroom (Coconut Creek High School – Health Science and Deerfield Beach High School – Occupational Health Safety). - Teachers expressed frustration with limited resources and have since purchased their own books (Monarch High School – Web Design).	Per the District, outdated and broken computers have been replaced at North East High School since the first visit however; the team was unable to verify that such actions took place due to not being able to gain access into the school during the second onsite visit.	Per the District, outdated and broken computers have been replaced at North East High School since the first visit.	At the recommendation of the FLDOE Compliance Review Team, CTACE utilized Perkins funds to acquire new computers for Classroom 2S Business Lab.	John Felser, Director CTACE	1/15/13
	The District must provide pictures of the new computers at North East High School – Introduction to Information Technology. An Action Plan is required to address the concerns.	Per the District, a systematic performance tool has been developed to address old textbooks being used in classrooms; money has been put into the budget for the upcoming year to assist with this issue and the purchase of new equipment.	In alignment with the Review Team's recommendation, schools are being given the immediate opportunity to purchase CTE textbooks and Instructional resources, utilizing Perkins funds.	John Felser, Director CTACE	4/1/13
Technical Assistance Needed and/or Provided: Various phone calls to the FLDOE Review Team members have helped our office address their findings					
Plan submitted by (name and date): <u>John Felser</u> Date: <u>5/2/13</u>					
Plan accepted by: <u>Tashi Williams</u> Date: <u>5/14/13</u>					
Status of Resolution Plan (to be completed by FLDOE staff)					

Technical Assistance Needed and/or Provided: Various phone calls to the FLDOE Review Team members have helped our office address their findings.

Plan submitted by (name and date): John Felser Date: 5/2/13

Status of Resolution Plan (to be completed by FLDOE staff)

Date	Status of Plan Completion
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