



## **Quality Assurance and Compliance Monitoring**

Career and Technical Education

Florida Agricultural and Mechanical University  
Developmental Research School  
(FAMU DRS)

**Final Report**  
**December 14, 2011**

# FLORIDA DEPARTMENT OF EDUCATION



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December 14, 2011

Dr. James H. Ammons, President  
Florida A&M University  
1601 Martin Luther King Jr. Boulevard  
Suite 400  
Tallahassee, Florida 32307

Dear Dr. Ammons:

We are pleased to provide you with the Final Report of Monitoring of the FAMU DRS Career and Technical Education program from our visit on September 28, 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,

A handwritten signature in cursive script that reads "Kathleen Taylor".

Kathleen Taylor

KT/ela

Enclosure

C: Barbara Clayton  
Tashi Williams

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Department of Education  
Division of Career and Adult Education

**Florida Agricultural and Mechanical University  
Developmental Research School  
(FAMU DRS)  
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. 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 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 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 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 Florida Agricultural and Mechanical University, Developmental Research School (FAMU DRS) was determined to be an onsite visit of its CTE programs. Notification was sent to Dr. James H. Ammons, President of Florida Agricultural and Mechanical University, on July 18, 2011. The designated representative for the Developmental Research School was Ms. Barbara Clayton, Director of Sponsored Programs. The onsite visit to the school was conducted on September 28, 2011.

## V. FAMU DRS

### FAMU DRS:

- Located in Tallahassee, Florida
- Dr. Patricia C. Hodge is the new Superintendent for FAMU DRS.
- There are currently 536 students enrolled.
- The 2010 graduation rate was 99%.
- Students enroll on a first-come, first-served basis.
- The DRS is tuition/activity fee-based and operates as a public school.
- The purpose of this grant was to create an Academy program at FAMU DRS with FAMU College of Engineering Science Technology and Agricultural (CESTA) that would attract 9<sup>th</sup>-12<sup>th</sup> graders to pursue degree programs and seek careers in emerging fields in the food and agricultural sciences.

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

### 2009-2010 CARL D. PERKINS GRANTS

<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended Funds</u>
376-1610A-0CDR1	Secondary	\$25,000	\$ 35

### 2010-2011 CARL D. PERKINS GRANTS

<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended</u>
376-1611A-1CDR1	Secondary	\$25,000	\$ 0.55

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

<http://www.famudrs.org/>

## 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 an exit conference.

### Onsite Visits

Members of the team made an onsite visit to the FAMU DRS.

### Entrance and Exit Conference

The entrance conference for FAMU DRS was attended by the following individuals:

- Dr. Patricia West, Program Coordinator/Teacher Aide
- Dr. David White, FAMU College of Education Instructor
- Wanda Ford, Director of Contracts and Grants
- Kim Jackson, Contracts and Grants Accountant
- Sheryl Walden, Program Specialist, FDOE
- Darl Walker, Program Manager, FDOE
- Tashi Williams, Program Specialist, FDOE

The exit conference for FAMU DRS was attended by the following individuals:

- Dr. Patricia West, Program Coordinator/Teacher Aide
- Sheryl Walden, Program Specialist, FDOE
- Darl Walker, Program Specialist, FDOE
- Tashi Williams, Program Specialist, FDOE

#### Interviews/Observations

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

#### Records Review

Administrative, financial, program and student records were reviewed. A complete list is provided in Section VIII, Section G. Some policies and procedures were reviewed on the school's website and discussed at various times during the onsite visit.

## **VII. RESULTS**

FAMU DRS

September 28, 2011

**A. ADMINISTRATION** refers to the management and/or supervision of programs, grant oversight, access and equity and other administrative areas.

- The staff was forthcoming with providing information to FDOE staff.
- General Policies and Procedures were considered thorough and complete.
- Staff development is held for employees throughout the year.
- The FDOE Green and Red Books are used for policy guidance.
- Programs are constantly being reinvented to suit the needs of students.
- Career guidance is provided to assist and motivate students weekly.
- The program is in the process of becoming a STEM (Science, Technology, Engineering and Mathematics) Academy.
  - The program began as Agriculture, then moved to Landscape Design and later changed to Horticulture.
  - The program was initially piloted as an after school program.
- Program evaluations are conducted monthly to assure effectiveness.
- A major goal is to make students technology-literate for future endeavors.

**B. DATA/ASSESSMENT** 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 University's I-Rattler data system is being used for the collection of data.
- Written procedures for analysis, collection, verification and reporting of student data is in place.
- The collection of data is used for aligning academic instruction and the designing of the curriculum.
- Data generated from grades, enrollment and industry certification is used for program management and improvement.

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

- The curriculum appears to be up-to-date.
- Constant efforts are being made to assure that academics are integrated with CTE programs.
- Students are encouraged to work on a college level.

- Future plans include certification in Autodesk Inventor.
- An Engineering by Design program is present:
  - Three year program
  - Three credit hour program
  - Provides hands-on approach for students
  - Current class was developed for 2010-2011 school year
- Students attended regional competition in Valparaiso in February of 2011.

#### CONCERNS AND RECOMMENDATIONS

1. Concern: Engineering by Design/Foundations of Technology program is being taught to students; this program is in the process of being phased out.

*Recommendation:* To assure that students reap the benefits of future career and educational opportunities, it is suggested that the program transitions into following the FDOE curriculum framework for Engineering Technology.

- D. **TECHNOLOGY/EQUIPMENT** refers to a review of the technology and equipment used by students and teachers in the classroom; this addresses access, availability, innovation, use and condition.

- Technology/Equipment appears to be current, utilized by students and integrated into class instruction.
- Technology appears to be in good condition and quantity to suit the needs for the number of students in the class.
- Students must go through rigorous safety exams before using equipment; safety rules for tools were posted on the door of the tool cabinet.

#### CONCERNS AND RECOMMENDATIONS

1. Concern: Classrooms could benefit from more storage considering the number of students in the classrooms at a given time.

*Recommendation:* Consider the purchase of additional storage cabinets to store supplies; storage cabinets should be locked/secured for safety and theft prevention.

- 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.

- Books on various programs (elements such as student records, field trips, brochures) were reviewed.
- Books and other learning material were available and appeared to be current.
- The classrooms and labs were:
  - comfortable and clean
  - free of safety hazards
  - spacious enough for the students to move freely
  - equipped with pictures, posters, rules, students' work and other visuals
- The students appear to be enthusiastic and eager to talk about future goals.
- Students benefit from free mentoring and support services.
- The students attend field trips and a variety of labs to enhance education.
- There is strong parental involvement in the community; parents often attend field trips with students.
- The students stated that they enjoy the classes and teachers.
- The grounds appeared to be very clean and well-kept.
- The program has a large female enrollment. It was shared that it has not always been that way but, with a little coaching and encouragement, the female student enrollment increased.

- The students stated that counselors and teachers are available to answer questions and provide help when needed.

**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 staff was knowledgeable of the University EEO officer and the DRS assigned representative to handle issues of discrimination.
- The staff is aware of Genetic Information Non-Discrimination Act (GINA); the federal posting listed GINA.
- There have not been any reported issues of non-discrimination.
- The students were aware of to whom to report issues regarding non-discrimination and disability if needed.

**FINDINGS**

1. Non-discrimination notices were not found in policies or printed materials, nor were they seen throughout the campuses as required by federal non-discrimination laws. Such notices must be broadly posted to be accessible to students, families and faculty. Statutory Authority: Title VI of the Civil Rights Act of 1964 [PL. 88-352]; Title IX of the Education [20 U.S.C. 1681-1683 and 1685-1686], Section 504 of the Rehabilitative Act of 1973, as amended [29 U.S.C. 794 [42 U.S.C. 6101-6107].

**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:

- Financial records
- Personnel Activity Reports (PARs)
- Teacher Certifications
- School website
- School Board meeting notes
- PTA Bylaws
- Meeting minutes
- Policies and Procedures
- Parent Handbook
- Student Handbook

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

- Financial records appeared to be thorough and easy to understand.
- Personnel Activity Reports (PARs) are completed quarterly.
- Certifications were completed for every timesheet.
- The DRS receives donations for programs; the College of Education purchases some of the materials used for programs.

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

- Partnerships exist with the following:
  - College of Environmental Sciences
  - Esposito's
  - Persica Landscaping



- Tallahassee Nurseries
- Florida Department of Transportation
- Florida A&M University
- Florida State University

#### **VIII. REQUIRED RESOLUTION ACTIVITIES**

1. Corrective Action Plan – The FAMU DRS is required to complete a Corrective Action Plan (Appendix B) to address the findings noted in the focus areas: Access and Equity.
2. Action Plan - The FAMU DRS must provide an Action Plan (Appendix B) to address the concerns noted in the focus areas: Curriculum/Instruction and Technology/Equipment in Section VII of this report.

#### **IX. TARGETED TECHNICAL ASSISTANCE**

Targeted technical assistance may be provided to support full compliance and systemic change for program improvement.

#### **X. SUMMARY**

Once the field work is completed, including receipt of 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 co-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 acknowledge all of the participants in the FAMU DRS onsite monitoring visit. Special appreciation is extended to Ms. Barbara Clayton and Dr. Patricia West for their participation and leadership in this process.

**Appendix A  
FAMU DRS  
Risk Matrix for Career and Technical Education**

<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 (2008-09)	\$ 2,000,001+	8	V x 6	=24 <i>(total points)</i>
	700,001 - 2 million	6		
	300,001 - 700,000	5		
	< 300,000	4		
Number of grants per agency (2009-10)	Number of grants (#-1)	(1) x 2 = V	V x 6	=12
Number of grants with <b>10%</b> or more of unexpended funds (2008-09)	Number of grants (#-0)	(0) x 5 = V	V x 4	=0
Audit findings relevant to internal control weaknesses during three (3) previous years for targeted agency	16 + findings	10	V x 10	= 80
	11-15 findings	8		
	5-10 findings	6		
	1-4 findings	4		
Key organizational change within the last two (2) years	Director (#-0) Yes = 1 No = 0	(1) x 10 = V	V x 4	=40
<b>TOTAL Level of Risk Score</b>				<b>156</b>

**Appendix B  
FAMU DRS Resolution Plan**

Career and Technical Education  
 Corrective Action Plan

Adult Education  
 Action Plan

	Strategies	Person Responsible	Projected Date of Completion
<p><b>CORRECTIVE ACTION PLAN</b> Citation/Finding(s):</p> <p>1. Finding: Non-discrimination notices were not found in policies or printed materials, nor were they seen throughout the campuses as required by federal non-discrimination laws. Such notices must be broadly posted to be accessible to students, families, and faculty. <u>Statutory Authority:</u> Title VI of the Civil Rights Act of 1964 [PL. 88-352]; Title IX of the Education [20 U.S.C. 1681-1683 and 1685-1686], Section 504 of the Rehabilitative Act of 1973, as amended [29 U.S.C. 794 [42 U.S.C. 6101-6107].</p>	<p>FAMU DRS will work with the University to ensure that Non-discrimination notices/policies are printed and properly displayed throughout the campus as required by federal non-discrimination laws. Such notices will be broadly posted to be accessible to students, families, and faculty. <u>Statutory Authority:</u> Title VI of the Civil Rights Act of 1964 [PL. 88-352]; Title IX of the Education [20 U.S.C. 1681-1683 and 1685-1686], Section 504 of the Rehabilitative Act of 1973, as amended [29 U.S.C. 794 [42 U.S.C. 6101-6107].</p>	<p>Dr. Patricia Hodge, Superintendent</p> <p>Mrs. Barbara Clayton, Director of Sponsored Programs</p> <p>Dr. Patricia West, Program Coordinator/Teacher Aide</p>	<p>December 31, 2011</p>
<p><b>ACTION PLAN</b> Concern(s):</p> <p>1. Engineering by Design/Foundations of Technology program is being taught to students; this program is in the process of being phased out.</p>	<p>1. With the assistance of the Florida Department of Education Office of Career and Technical Education, the program will transition to the FDOE curriculum framework for Engineering Technology to assure that students reap the benefits of future career and educational opportunities.</p>	<p>Dr. Patricia West, Program Coordinator/Teacher Aide</p> <p>and</p> <p>Dr. David White, FAMU College of Education Instructor</p>	<p>January 5, 2012</p>

<p>2. Classrooms could benefit from more storage considering the number of students in the classrooms at a given time.</p>	<p>2. Class sessions are now held in the classroom and an identified science lab (with additional storage space) to accommodate the student learning environment and lab activities associated with the class.</p>		<p>November 1, 2011</p>
<p>Technical Assistance Needed and/or Provided:</p>			
<p>Date and Status of Action – Completed/Pending</p>			
<p>Plan submitted by: <u>Barbara Clayton</u> Date: <u>11/29/2011</u></p> <p>Plan accepted by: <u>Eileen L. Amy, Director of Quality Assurance and Compliance</u> Date: <u>11/29/11</u></p>			