



Quality Assurance and Compliance Monitoring

Career and Technical Education
and
Adult Education and Family Literacy

Liberty County School District

Final Report
February 17, 2011

FLORIDA DEPARTMENT OF EDUCATION



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February 17, 2011

Dr. Sue Summers, Superintendent
Liberty County School District
12926 Northwest County Road 12
Bristol, Florida 32321-0429

Dear Dr. Summers:

We are pleased to provide you with the Final Report of Monitoring of the Career and Technical and Adult Education programs from our visit on January 12-13, 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.

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

Sincerely,

A handwritten signature in cursive script that reads "Loretta Costin".

Loretta Costin

LBC/ela

Enclosure

CC: Gay Lewis
Eileen L. Amy
Rick Lockenbach

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**Liberty County School District
Career and Technical Education and Adult Education and Family Literacy
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 co-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 plans for CTE and Adult Education. 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 the district school boards and community college boards of trustees 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 2010-11 *Quality Assurance Policies, Procedures, and Protocols*, Module A, Section 1.

III. QUALITY ASSURANCE POLICIES, PROCEDURES, AND PROTOCOLS

The draft *Quality Assurance Policies, Procedures, and Protocols* (Manual) was provided to agencies during September 2010 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; the final document 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 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 Liberty County School District (LCSD) was determined to be an onsite visit. Notification was sent to Dr. Sue Summers, LCSD Superintendent, on July 28, 2010. The designated representative for the agency was Ms. Gay Lewis, LCSD Director of Instruction.

The onsite visit to the agency was conducted January 12-13, 2011, by two representatives of the Quality Assurance Section of the Division: Program Specialists co-leader Rick Lockenbach, J.D., and Dr. Shahrokh Massoudi.

V. LIBERTY COUNTY SCHOOL DISTRICT

According to the Florida Department of Education student vocational and Workforce Development Information System (WDIS) data bases for 2009-10, LCSD reported 328 secondary enrollments in CTE programs. According to the district 2008-09 NRS Report, LCSD reported 193 Adult Education student enrollments.

The provider was awarded the following grants for FY 2008-09 and 2009-10:

2008-09 CAREER AND TECHNICAL EDUCATION GRANTS

<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended Funds</u>
390-1619A-9CR01	Perkins Rural	\$31,559	\$3,309.00
390-1619A-9CS01	Perkins Secondary	\$15,603	\$ 891.00

2008-2009 ADULT EDUCATION GRANTS

<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended Funds</u>
390-1919A-9CG01	Adult General Education	\$33,065	\$ 8.10

2009-2010 CAREER AND TECHNICAL EDUCATION GRANTS

<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended Funds</u>
390-1619A-0CR01	Perkins Rural	\$31,794	\$ 954.89
390-1610A-0CS01	Perkins Secondary	\$16,093	\$.04
390-1610A-0CJJ1	Perkins DJJ	\$55,936	\$10,043.89
390-1610A-0CJJ2	Perkins DJJ	\$75,000	\$ 6,589.05
390-1610A-0CJJ3	Perkins DJJ	\$75,000	\$ 3,773.71

2009-2010 ADULT EDUCATION GRANTS

<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended Funds</u>
390-1910A-0CG01	Adult General Education	\$32,884	\$ 389.00

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

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

VI. MONITORING ACTIVITIES

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

Onsite Visits

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

- Apalachicola Forest Youth Camp (AFYC)
- Liberty Juvenile Unit for Specialized Treatment (JUST)
- Liberty County High School
- Liberty County Adult Education class at school board office

Entrance Conference

The entrance conference for LCSD was conducted on January 13, 2011, and included LCSD employees Gay Lewis, Director of Instruction; Jason Fowler, Supervisor of Assessment, Technology, and Alternative Programs; Harriett Brady, Liberty County High School Principal; Mary Peddie and Stephanie Holley, fiscal assistants; and Melissa Muza, Adult Education instructor; and FDOE staff Rick Lockenbach, J.D., and Dr. Shahrokh Massoudi.

Interviews/Observations

Interviews were conducted with the administrative staff, instructional staff, and students. Twenty-one persons were interviewed and seven 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 VIII, G. Some policies and procedures were reviewed at the agency's website and discussed during the onsite visit.

Exit Conference

The exit conference for LCSD was conducted by a conference call on January 21, 2011, and included LCSD employees Dr. Sue Summers, Superintendent, Gay Lewis, Director of Instruction, and Jason Fowler, Supervisor of Assessment, Technology, and Alternative Programs; and FDOE staff Eileen L. Amy, Director of Quality Assurance and Compliance, and Program Specialists Rick Lockenbach, J.D., and Dr. Shahrokh Massoudi.

VII. RESULTS

Liberty County School District
January 12-13, 2011

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

- The District Director of CTE has multiple district responsibilities.
- The Adult Education program operates under the supervision of the District Supervisor of Assessment, Technology, and Alternative Programs.
- Teachers indicated a high level of support from district administration.
- The district has a distinct challenge in retaining secondary CTE teachers.
 - Of four CTE teachers, one teacher began this semester and another is leaving this school year.
- The district is committed to helping CTE students obtain industry certification.
 - The brochure for the high school Information Technology (IT) program promotes industry certification and Florida Gold Seal scholarships.
- The district is emphasizing and providing staff development on reading across the curriculum and infusing academics into other classes for CTE and other secondary instructors.

FINDINGS

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

CONCERNS AND RECOMMENDATIONS

None.

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.

- High school data staff and guidance staff have been cross-trained and are familiar with the district database.
- Secondary CTE teachers review data prior to submission to FDOE as part of the data process to improve data accuracy.
- Adult Education data collection and standardized assessment administration were reviewed with the Adult Education instructor, who has recently attended National Reporting System (NRS) training and plans to attend upcoming regional training.
- Parents of high school students can access their children's grades, assignments, and attendance in school online through the Pinnacle Internet Viewer.

FINDINGS

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

CONCERNS AND RECOMMENDATIONS

None.

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

- State curriculum frameworks are being followed.
- Learning materials appeared to be current.
- Teaching strategies were varied.
- Adult Education teacher utilizes TechNet's curriculum resources.
- Teachers in the AFYC Applied Welding Technologies and Building Construction Technology Programs are certified by the National Center for Construction Education and Research (NCCER).
- The teacher in the Building Construction Technology Program at Liberty County High School is NCCER certified, the program is NCCER accredited, and students can earn industry certification.
- The Culinary Arts 3 course outline indicates numerous cross-curriculum projects that integrate academic with CTE curriculum standards.

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.

- Furniture and equipment were well maintained and up-to-date.
- Technology is integrated into both CTE and Adult Education programs.
- Different software programs were being used and were current.
- GED test dates are posted on the District's website.
- A CTE class maintains the high school website.

FINDINGS

No findings of non-compliance were noted.

CONCERNS AND RECOMMENDATIONS

None.

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.

- Buildings and classrooms were very clean.
- Classrooms were well organized.
- Teachers were enthusiastic and focused on meeting student needs.
- Interactions between teachers and students were positive.
- A truck was parked in the Building Construction Technology lab. The district has indicated that this issue has been addressed.

FINDINGS

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

CONCERNS AND RECOMMENDATIONS

None.

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

- The Superintendent is the district equity officer.
- Non-discrimination notices were broadly posted.
- Staff was aware of actions to take if discrimination issues arise.

FINDINGS

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

CONCERNS AND RECOMMENDATIONS

None

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.

- Student records for Adult Education and CTE students
- Secondary CTE course outline
- Program brochure for secondary CTE program
- District school board policies, including financial policies and procedures
- 2010-11 LCSD Employee Handbook
- Personnel Activity Report (PAR) and employee certification for payroll
- Professional development plans, individual staff development plans, and conference attendance
- District website, including high school and Adult Education sites
- District school board policies

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, a procurement system, and an inventory management system.

- Samples of purchases and conference travel with supporting documentation were reviewed.
- Property acquired with grant funds was purchased and managed according to district procedures and federal and state requirements.
- Equipment purchased with federal grant funds listed in the inventory was located in the CTE classrooms.
- Payroll certification and a personnel activity report (PAR) for grant-funded positions were reviewed.
- Board-approved financial policies and procedures can be found on the district website.
- The issue of greater than 10% in unexpended funds for two Perkins grants was discussed with district staff, and steps have been taken to address this issue.

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.

- Adult Education students obtain child care onsite through the district Even Start program.
- The Sheriff's office provides child safety instruction for parents of children in child care.
- High school students enrolled in Early Childhood Education obtain hands-on instruction by spending half the school year working with children in the Even Start child care program.
- The District Advisory Committee meets four times a year.
- High school seniors job-shadow for a day and write a paper on their experience for their English class.
- CTE classes bring in speakers from the community to present information about different career options.
- The District has obtained four Perkins DJJ grants over the last two years.
- Several grades of Liberty County students participate in a regional career fair for five counties that includes numerous postsecondary education providers.
- High school students visit Chipola College during their senior year.

FINDINGS

No findings of non-compliance were noted.

CONCERNS AND RECOMMENDATIONS

None

VIII. REQUIRED RESOLUTION ACTIVITIES

CAREER AND TECHNICAL and ADULT EDUCATION

1. Corrective Action Plan – No Corrective Action Plan is required.
2. Action Plan – No Action Plan is required.

IX. TARGETED TECHNICAL ASSISTANCE

Targeted technical assistance may be provided to support full compliance and systemic change for program improvement. There has been consultation with division program staff regarding specific technical assistance needs. Staff is encouraged to contact Division staff to assist their efforts toward systemic change:

- For the expanded use of CHOICES for secondary CTE students, contact Patrick Wright at patrick.wright@fldoe.org or 850-245-0911 or Peggy Land at margaret.land@fldoe.org or 850-245-0913.
- For information about academic-CTE integration, contact Jodi Tillman at jodi.tillman@fldoe.org or 850-245-9439.
- For professional development resources for new CTE teachers, see <http://www.fldoe.org/workforce/profdev.asp>.

X. REMARKS

The following are additional comments made by the Quality Assurance Team in regard to the monitoring visit: The district should be commended for the high level of collaboration with other community resources and efforts to assist students enrolled in CTE programs to obtain industry certification.

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 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 extend our appreciation to all participants in the LCSD's onsite monitoring visit. Special thanks to Gay Lewis, Harriett Brady, and Jason Fowler for their participation and leadership in this process.

Appendix A
Liberty County School District
Risk Matrix for Career and Technical Education

Risk Factor	Criteria Scale	Value	Risk Factor Weight	Total Points
Total amount of agency funding from grants (2008-09)	\$ 2,000,001+	8	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 (2008-09)	Per grant (2)	2	X 6	= 24
Number of grants with 10% or more of unexpended funds (2008-09)	Per grant (1)	5	X 4	= 20
Audit findings relevant to internal control weaknesses during three (3) previous years for targeted agency.	16 + findings	10	X10	=100
	11-15 findings	8		
	5-10 findings	6		
	1-4 findings	4		
Key organizational change within the last two (2) years.	Director (1)	10	X 4	= 40
TOTAL Level of Risk Score				208

Appendix A
Liberty County School District
Risk Matrix for Adult Education

Risk Factor	Criteria Scale	Value	Risk Factor Weight	Total Points
Total amount of agency funding from grants (2008-09)	\$ 2,000,001+	8	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 (2008-09)	Per grant (1)	2	X 6	= 12
Number of grants with 10% or more of unexpended funds (2008-09)	Per grant (1)	5	X 4	= 0
Audit findings relevant to internal control weaknesses during three (3) previous years for targeted agency.	16 + findings	10	X10	=100
	11-15 findings	8		
	5-10 findings	6		
	1-4 findings	4		
Key organizational change within the last two (2) years.	Director (1)	10	X 4	= 0
TOTAL Level of Risk Score				136