



Quality Assurance and Compliance Monitoring

Career and Technical Education
and
Adult Education and Family Literacy

Suwannee County School District

Final Report
December 19, 2011

FLORIDA DEPARTMENT OF EDUCATION



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December 19, 2011

Mr. Jerry Scarborough, Superintendent
Suwannee County School District
702 2nd Street Northwest
Live Oak, Florida 32064

Dear Superintendent Scarborough:

We are pleased to provide you with the Final Report of Monitoring of the Career and Technical programs from our visit on September 21, 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 "Kathleen Taylor".

Kathleen Taylor

KT/ela

Enclosure

C: Walter Boatright
Eileen Amy
Rick Lockenbach, J.D.

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Florida Department of Education
Division of Career and Adult Education

**Suwannee County School District
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 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 Suwannee County School District (SCSD) was determined to be an onsite visit. Notification was sent to Jerry Scarborough, Superintendent of SCSD, on July 18, 2011. The designated representative for the agency was Walter Boatright, Director of Vocational, Adult, and Community Education.

The onsite visit to the agency was conducted September 21, 2011, by four representatives of the FDOE Division of Career and Adult Education: Program Specialists Rick Lockenbach, J.D., and Dr. Shahrokh Massoudi; and grant managers, John Occhiuzzo and Doreen DuMond.

V. Suwannee County School District

The total student membership for Secondary Education in 2009-10 (unduplicated) was 1,645:

CTE Secondary (duplicated)	CTE Postsecondary	Total
2,759	299	3,058

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

2009-2010 CAREER AND TECHNICAL EDUCATION GRANTS

<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended Funds</u>
610-1610A-0CS01	Secondary	\$94,638	\$3,968.81
610-1610A-0CR01	Rural	\$76,466	\$5,247.07
610-1610A-0CP01	Postsecondary	\$70,955	\$12,155.48

2010-2011 CAREER AND TECHNICAL EDUCATION GRANTS

<u>Grant Number</u>	<u>Type</u>	<u>Total</u>	<u>Unexpended Funds</u>
610-1611A-1CS01	Secondary	\$88,888	\$4,697.51
610-1611A-1CR01	Rural	\$72,905	\$536.55
610-1611-1CP01	Postsecondary	\$54,316	\$3,090.43

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

<http://suwannee.schooldesk.net>.

VI. MONITORING ACTIVITIES

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

On-site Visits

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

- Suwannee-Hamilton Technical Center (SHTC)
- Suwannee High School (SHS)

Entrance Conference

The entrance conference for the SCSD was conducted on September 21, 2011, and included:

- SCSD employees Walter Boatright, Director of Vocational, Adult, and Community Education; Angelia Stuckey, SHS Assistant Principal; Dick Calvitt, Transition Specialist; and Lynn Lee, Bookkeeper
- Florida DOE Division employees program specialists Rick Lockenbach, J.D.; Dr. Shahrokh Massoudi; John Occhiuzzo; and Doreen DuMond

Interviews/Observations

Interviews were conducted with the administrative staff, instructional and program staff, a transition specialist, and students. Twenty-five interviews and nine observations were conducted. A minimum of two interviews and observations were completed at each site. 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, Section G. Some policies and procedures were reviewed at the agency's website and discussed at various times during the onsite visit.

Exit Conference

The exit conference for the SCSD was conducted by phone on October 4, 2011 and included:

- SCSD employees Walter Boatright; Dick Calvitt; Lynn Lee; Ted Roush, SHS Principal; Karen Williams, Student Services; and Tammy Johns, MIS
- Florida DOE Division staff Eileen Amy, Director of Quality Assurance and Compliance; and program specialists Rick Lockenbach, J.D.; John Occhiuzzo; and Doreen DuMond

VII. RESULTS

Suwannee County School District

September 21, 2011

- A. ADMINISTRATION** refers to the management and/or supervision of programs, grant oversight, access and equity, and other administrative areas.
- The district CTE and center director has a wealth of experience as a teacher and administrator, including service as a district superintendent.
 - The CTE program has many experienced teachers and administrators.
 - The district employs an assistant principal to coordinate the district's 15 career academies, indicating the priority given to this initiative.
 - The assistant principal convenes a weekly meeting with guidance and other school staff.
 - CTE staff has strong administrative support to attend staff development within and outside the district, including statewide Florida Association for Career and Technical Education (FACTE) conferences.
 - The district has made a strong commitment to support Career and Technical Student Organizations (CTSOs); students regularly participate in competition and a number of students have recently won national CTSO competitions.
 - A recent high school graduate has been recognized in a national masonry magazine as an outstanding student and for success in SkillsUSA competitions and on the job.

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.

- The district data system is FOCUS.
- Student records in FOCUS and a CTE district data base manual were reviewed.
- The SHTC data staff is new to her position and participates in Workforce Education District Data Advisory Committee/ Management Information Systems Advisory Task Force (WEDDAC/ MISATFOR) meetings.
- The district is committed to increasing enrollment of postsecondary students at SHTC.

FINDING:

TABE scores must not be used as entrance requirements for postsecondary CTE programs, as indicated in the *SHTC 2011-12 Catalog* on page 11. Authority: 45 C.F.R. 80, Appendix B, Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs, IV. k, revised 10-1-09. See also page 5 of the October 5, 2010, FLDOE DCAE *Technical Assistance Paper: Career Education Basic Skills Assessment* at <http://info.fl DOE.org/docushare/dsweb/Get/Document-4155/basic-skill-tap-att1.pdf>.

Agency Response: The district is taking steps to address this issue.

CONCERNS AND RECOMMENDATIONS

None

See Section IX of this report for further technical assistance.

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

- The agriculture farm provides numerous educational opportunities for students: vegetable and fruit plants, farm animals, aquaculture, and cane syrup production.
- The finance academy at SHS operates a branch bank of First Federal Bank of Florida managed by students that provides hands-on experience.
- Most CTE teachers have received recent staff development on academic and CTE integration strategies.
- A math teacher at SHTC works with faculty and students to strengthen math skills for CTE students.
- Secondary and postsecondary CTE students enrolled in most programs are able to earn industry certification.

FINDINGS

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

CONCERNS AND RECOMMENDATIONS

Concern: The textbooks in several secondary CTE classes were dated.

Recommendation: Evaluate textbooks in secondary CTE classes at SHS to determine the need for newer textbooks.

D. TECHNOLOGY/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.

- Parents of secondary students can access school information about their children electronically through Gradebook.
- Capitalized equipment was located as indicated in the inventory of purchased equipment.
- District completes an inventory twice a year.

- The district has a five-year equipment replacement plan, and there is an equipment rotation plan for schools to assure parity among schools.
- Students in the high school IT Program are learning Microsoft Word 2007, and SHTC students are learning Word 2010.
- The district information technology office has a substantial role in equipment purchases.
- The programs tab and items under the tab on the SHTC website at <http://suwannee.shtc.schooldesk.net> need to be updated to reflect occupational clusters.

FINDINGS

No findings of non-compliance were noted.

CONCERNS AND RECOMMENDATIONS

1. Concern: Health Science Education programs have been transferred from SHTC to SHS; equipment has not been transferred, nor are computers operating.

Recommendation: Ensure that Health Science Education Programs at SHS have adequate equipment and technology for instruction.

Agency Response: The district is taking steps to address this issue.

2. Concern: Electrical problems in the Cosmetology Program are causing overloaded circuits, which the district is working to address.

Recommendation: Address this serious safety issue promptly, and take action to ensure that the Director of Vocational, Adult, and Community Education is made aware of health and safety issues in a timely manner.

Agency Response: The Agency resolved this issue prior to the publication of this report.

- 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.

- SHTC and SHS have clean buildings and grounds.
- Classrooms were well-organized and conducive to learning.
- While SHTC serves more secondary than postsecondary students, there is no indication that the large presence of secondary students negatively impacted postsecondary CTE instruction.
 - Greater community awareness of postsecondary CTE programs and achievements, such as student CTSO awards, could lead to larger postsecondary enrollments.

FINDINGS

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

CONCERNS AND RECOMMENDATIONS

Concern: There is a plumbing leak in a women's bathroom at SHTC that the district has addressed.

Agency Response: The plumbing leak was repaired prior to the issuance of this report.

- 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.

- Non-discrimination notices are broadly posted.
- Non-discrimination notices are routinely included within district and CTE publications and at the SHTC website.

- Staff is aware of how to report issues of discrimination.
- There is a committee that addresses complaints and a district equity officer.
- Staff receives training on an ongoing basis, with training provided this past summer.
- A district ESE staff representative meets weekly with CTE teachers at SHTC to assure that the needs of ESE students at the center are being met.
- District staff made a recent presentation to former jail inmates about the district's CTE offerings, including information about program restrictions due to criminal records.

FINDINGS

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

CONCERNS AND RECOMMENDATIONS

1. Concern: While a number of publications list all protected classes in non-discrimination notices, the notices in brochures for CTE programs do not list all the required protected classes.

Recommendation: The district must correct these notices when brochures are republished.

Agency Response: The district resolved this issue prior to the publication of this report.

- 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.

- Electronic and hard-copy student records
- Professional development plan, individual staff development plans, and conference attendance
- Career center catalog
- Program brochures
- Programs of study
- Financial policies and procedures
- District board policies
- Advisory committee minutes
- District and school websites

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.

- The issue of more than 10% of funds unexpended in the 2009-10 Perkins postsecondary grants that occurred under a prior director was discussed.
- The CTE Center Director reviews expenditure reports with the bookkeeper on a monthly basis.
- The TERMS financial software the district uses does not permit expenditures in excess of the approved amount for a line item in an approved budget.
- Personnel certifications for staff whose positions were 100% Perkins grant-funded were reviewed.
- Travel documentation was complete with appropriate signatures; district policies and procedures were followed.
- The district procurement process for purchase of equipment is being followed.
- Numerous district staff review Purchasing Card transactions on a monthly basis.

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 district has numerous partners who support the agriculture farm program, including area farmers and a retiree who volunteers extensive hours at the farm and loans farm equipment.
- This semester, SHS opened a branch of a local bank with renovation funds provided by the bank.
 - Four students in the SHS Finance Academy manage the bank as paid bank employees, and the bank handles both student and school financial transactions.
- The Brick and Block Masonry and Building Construction Technology Programs jointly build a playhouse that is auctioned in the community to generate funds for the program, and the masonry program is working on renovation of a local railroad depot.

FINDINGS

No findings of non-compliance were noted.

CONCERNS AND RECOMMENDATIONS

None

J. **STUDENT INTERVIEWS**

- Students are enthusiastic about their programs and very positive about their teachers.
- Students are aware of postsecondary CTE opportunities.
- At SHS, students expressed a need for newer textbooks and greater access to up-to-date technology for their CTE programs.

VIII. **REQUIRED RESOLUTION ACTIVITIES**

CAREER AND TECHNICAL EDUCATION

1. Corrective Action Plan – Suwannee County School District is required to complete a Corrective Action Plan (Appendix B) to address the finding noted in the focus area Data 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, Curriculum/Instruction, Technology/Equipment, and Access and Equity, in Section VII of this report.

Once the Corrective Action or Action Plan is submitted, reviewed, and approved, if appropriate, the co-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.

- For CHOICES training for CTE teachers and other staff, contact Patrick Wright at 850-245-0911 or patrick.wright@fldoe.org.
- For assistance regarding basic skills requirements for students in postsecondary adult vocational (PSAV) certificate programs, contact Jane Silveria at 850-245-9022 or jane.silveria@fldoe.org.

X. REMARKS or POSITIVE PRACTICES

The following are additional comments made by the Quality Assurance Team in regard to the monitoring visits: the school district is commended for a high level of community support and collaboration as evidenced by the agriculture farm, student-operated bank at SHS of the Finance Academy, and the masonry project at the railroad depot. Several students have recently been national winners in career and technical student organization competitions. The district may want to consider efforts to promote greater awareness of CTE programs and achievements, especially postsecondary programs.

XI. 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 extend our appreciation to all participants in the SCSD's onsite monitoring visit. Special thanks to Walter Boatright for his participation and leadership in this process.

Appendix A
Suwannee County School Board
Risk Matrix for Career and Technical Education

Risk Factor	Criteria Scale	Value	Risk Factor Weight	Total Points
Total amount of agency funding from grants (2009-10)	\$ 2,000,001+	8	X 6	= 24 (total points)
	700,001 - 2 million	6		
	300,001 - 700,000	5		
	< 300,000	4		
Number of grants per agency (2009-10)	Per grant (3)	2	X 6	= 36
Number of grants with 10% or more of unexpended funds (2009-10)	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	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 (1)	10	X 4	= 40
TOTAL Level of Risk Score				220

APPENDIX B
Suwannee County School District
Resolution Plans

☒ Career and Technical Education
☐ Adult Education

☒ Corrective Action Plan
☒ Action Plan

	Strategies	Person Responsible	Projected Date of Completion
CORRECTIVE ACTION PLAN Citation/Finding(s): TABE scores must not be used as entrance requirements for postsecondary CTE programs, as indicated in the <i>SHTC 2011-12 Catalog</i> on page 11. Authority: 45 C.F.R. 80, Appendix B, <u>Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs</u> , IV. k, revised 10-1-09. See also page 5 of the October 5, 2010, FLDOE DCAE <i>Technical Assistance Paper: Career Education Basic Skills Assessment</i> at http://info.fldoe.org/docushare/dsweb/Get/Document-4155/basic-skill-tap-att1.pdf .	An insert has been developed that has replaced page 11 in the 2011-2012 SHTC catalog. The replacement changes the intent from required TABE scores to recommended TABE scores. These guidelines will not be used to deny anyone admission into a PSAV program. Agency staff has received training provided by FDOE on the TABE guidelines. Students will be informed of this policy change during January 2012 orientations.	Director of Career, Technical, and Adult Education and SHTC Guidance Counselor	January 31, 2012
ACTION PLAN Concerns: 1. Concern: The textbooks in several secondary CTE classes were dated. 2. Concern: Health Science Education programs have been transferred from SHTC to SHS; equipment has not been transferred, nor are computers operating. The district is working to address this issue.	1. A committee will review the secondary textbook needs for the district's secondary CTE programs. FY 2012 – 2013 is the designated year for CTE textbooks to be addressed in this district. The district has instituted a textbook replacement rotation cycle. 2. Suwannee Health Care Nursing Home and Rehab Center has donated items which have been delivered for a complete lab for the Allied Health Program at	1. Director of Career, Technical, and Adult Education, Director for Curriculum and Assessment, Assistant Principals for Curriculum, and teachers 2. Assistant Principal for CAPE Academies/Graduation and Secondary Allied Health Instructor	1. January 31, 2012 2. December 16, 2011

<p>3. Concern: While a number of publications list all protected classes in non-discrimination notices, the notices in brochures for CTE programs do not list all the required protected classes.</p>	<p>SHS. A hospital bed was purchased and has been delivered. Other items have been relocated from SHTC's medical programs. The IT Department will install/configure the designated computers for maximum student access and use in the Allied Health Program.</p> <p>3. Brochures for all CTE programs have been reprinted to list all required protected classes when the supply was depleted.</p>	<p>3. SHTC Guidance Counselor</p>	<p>3. October 10, 2011</p>
<p>Technical Assistance Needed and/or Provided: <i>Career Education Basic Skills Assessment</i> Technical Assistance Paper, October 5, 2010 Jane Silveria, State Supervisor, Florida DOE DCAE</p>			
<p>Date and Status of Action:</p>			
<p>Plan submitted by: Walter Boatright, Jr. CTE Director, Suwannee District</p>		<p>Date: December 7, 2011</p>	
<p>Plan accepted by: Eileen L. Amy, Director of Quality Assurance and Compliance</p>		<p>Date: December 12, 2011</p>	