



Quality Assurance and Compliance Monitoring

Career and Technical Education
Adult Education and Family Literacy

Taylor County School District

Final Report
April 3, 2009

FLORIDA DEPARTMENT OF EDUCATION



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April 3, 2009

Mr. Oscar M. Howard, Jr.
Superintendent
Taylor County Schools
318 North Clark Street
Perry, Florida 32347

Dear Superintendent Howard:

We are pleased to provide you with the Final Report of Monitoring of the Adult Education and Family Literacy and Career and Technical Education Programs in the Taylor County School District. The report from our visit on January 6-8, 2009, includes a System Improvement Plan and the Corrective Action Plan previously submitted by Taylor County School District. A summary of actions taken in regards to concerns noted is also required. The report will be placed on our Web site at <http://www.fldoe.org/workforce/compliance.asp>.

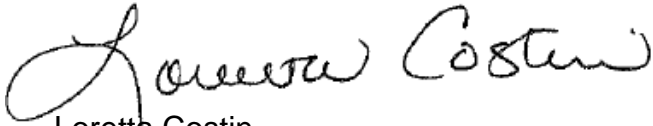
An update of related activities, as identified in your district's plan, must be submitted by June 30, 2009 and December 30, 2009, unless otherwise noted on the specific plan. Mr. Shahrokh Massoudi, Program Specialist, is the designated monitoring contact regarding the submitted plans.

We appreciate the leadership and professionalism demonstrated by Mr. Ken Olson, Director of Workforce Programs, throughout the monitoring process. If my staff can be of any assistance as you continue to implement improvement activities, please contact Eileen L. Amy, Director of Quality Assurance and Compliance. Mrs. Amy may be reached at 850/245-9031, or via electronic mail at Eileen.Amy@fldoe.org.

Mr. Oscar M. Howard, Jr.
April 3, 2009
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Thank you for your continuing commitment to improve services for Florida's students.

Sincerely,

A handwritten signature in black ink that reads "Loretta Costin". The signature is written in a cursive style with a large, looping initial "L".

Loretta Costin
Vice Chancellor

LC/eah

Enclosure

Cc: Ken Olson
Eileen Amy
Shahrokh Massoudi

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Florida Department of Education
Division of Workforce Education

**Taylor County School District
Quality Assurance Monitoring Report**

I. PURPOSE

The Florida Department of Education (FLDOE), Division of Workforce Education (DWE), 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 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 DWE 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 Adult Education and Family Literacy under the Perkins Act of 2006 for Career and Technical Education (CTE). 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 adult education and 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 and necessary to ensure compliance with applicable statutes and regulations (34 CFR 76.770). The Florida Department of Education, Division of Workforce Education is required to oversee the performance of the district school board in the enforcement of all laws and rules (Sections 1001.03(8) and 1008.32, Florida Statutes (F.S.)).

For the Federal awards it makes, a pass-through entity shall monitor the activities of sub recipients as necessary to ensure that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved (OMB Circular, A-133§.400).

Each state agency and the judicial branch as defined in §216.011, F.S., shall establish and maintain management systems and controls that promote and encourage compliance; economic, efficient, and effective operations; reliability of records and reports; and safeguarding of assets. Accounting systems and procedures shall be designed to fulfill the requirements of generally accepted accounting principles (§215.86, F.S.).

III. QUALITY ASSURANCE POLICIES, PROCEDURES, AND PROTOCOLS

The Quality Assurance Policies, Procedures, and Protocols (Monitoring Manual) were provided to all agencies during the summer of 2008. The Monitoring 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 Monitoring Manual in this document.

IV. STATE PLANS

The State Plans for Career and Technical Education and for Adult Education and Family Literacy are agreements between the state of Florida and the federal government to assure that the administration of such programs is consistent with the state's goals, policies and objectives, and with federal laws and regulations. As stated in the Plan, the Compliance Monitoring Team (Quality Assurance Team) has the responsibility of monitoring and conducting program compliance and performance evaluations to adequately assess progress toward achieving stated goals and objectives.

V. 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. Taylor County School District (TCSD) was in Tier 4 for both the Career and Technical Education Program and Adult Education and Family Literacy Program.

Risk Assessment Process

The Risk Assessment process is applied to all providers to determine appropriate monitoring strategies. Providers are ranked on performance indicators first; operational risk factors are then assessed by using the Risk Matrix. The results of the Risk Assessment Process are used to determine the appropriate monitoring strategy(ies) to be implemented. After completion of the Risk Assessment Process, it was determined that TCSD Career and Technical Education, and Adult Education and Family Literacy Programs would receive an onsite visit.

Career and Technical Education

In the initial selection process, eleven CTE providers were ranked in the lowest quartile of performance in Career and Technical Education and therefore, were identified as targeted providers. Seventeen providers were ranked in the lowest quartile of performance in Adult Education and Family Literacy and, therefore, were identified as targeted providers. The Risk Matrix was completed on the providers, ranked high to low, and some of the providers with the highest total Risk Assessment scores were designated to receive an onsite monitoring visit. Appendix A provides a consolidated explanation of the Risk Assessment Process and is also contained in the Quality Assurance Policies Procedures and Protocols, Section E.

The Quality Assurance Team then proceeded to complete the Risk Assessment Process:

Career and Technical Education Risk Assessment Score	Points
Performance Score - Tier 4	20
<u>Operational Risk Factors Score – Risk Matrix</u>	<u>160</u>
TOTAL Risk Assessment Score	180

Taylor County School District was in Tier 4 of CTE providers based on 2006-07 student performance data for the number of secondary CTE concentrators who scored a level three or above on FCAT Reading and left secondary education. Other operational risk factors that contributed to the total Risk Assessment Score were: amount of Perkins grant funding, unexpended funds, prior audit and/or monitoring findings, and a key organizational change within the last two-years.

Adult Education Risk Assessment Score	Points
Performance Score - Tier 4	20
<u>Operational Risk Factors Score – Risk Matrix</u>	<u>200</u>
Adult Education Risk Assessment Score	220

The Taylor County School District is a targeted provider because it was in the fourth quartile, Tier 4 of Adult Education providers based on the 2006-07 student performance data. Other operational risk factors that contributed to the total Risk Assessment Score were: amount of Adult Education grant funding, unexpended funds, prior audit and/or monitoring findings, and a key organizational change within the last two-years. The district's Risk Assessment score was 200.

It was determined that Taylor County School District's Career and Technical Education Program and Adult Education and Family Literacy Program would both receive an onsite visit.

VI. TAYLOR COUNTY SCHOOL DISTRICT (TCSD)

Taylor County is a small district located in the panhandle of Florida. For the 2006 - 2007 school year, the TCSD earned a grade of "B" grade from the Florida Department of Education, with three of its schools earning an "A" and one a "B". In 2006-2007 a total of 448 students were enrolled in the Adult Education and Family Literacy programs and 709 students in the Career and Technical Education programs. The district Website is www.taylor.k12.fl.us.

The School Board of Taylor County operates the following schools:

- **Steinhatchee School:** Students in kindergarten through eight grades who live in the rural Steinhatchee community are served by this school.
- **Taylor County Middle School:** Recent recipients of multiple large technology grants. The school offers dual-enrollment courses through a partnership with North Florida Community College.
- **Taylor Technical Institute (TTI):** TTI's goal is to meet educational needs that have been identified by students, business, industry, and the community through technology. The school serves primarily to prepare prospective employees in their chosen vocation by using equipment, processes, and techniques similar to those used in business and industry. TTI also offers Adult Education and Family Literacy programs in Shady Grove, Steinhatchee School and in an Even Start site.

TCSD was awarded the following Adult Education and Family Literacy Grants for 2006-07 and 2007-08:

2006-07	620-1917A-7CCT3	Community Technology	\$49,998.00
2006-07	620-1917A-7CF02	Family Literacy	\$75,000.00
2006-07	620-1917A-7CG01	Geographical	\$34,511.00
2007-08	620-1918A-8CH01	Literacy for Households	\$151,138.00
2007-08	620-1918A-8CG02	Adult General Education	\$51,682.00

TCSD was awarded the following Career and Technical Education Grants for 2006-07 and 2007-08:

2006-07	620-1517A-7CS03	Secondary	\$37,489.00
2006-07	620-1517A-7CP02	Post Secondary	\$59,822.00
2006-07	620-1517A-7CR01	Rural and Sparsely	\$62,881.00
2007-08	620-1518A-8CS01	Secondary	\$38,165.00
2007-08	620-1518A-8CP01	Post Secondary	\$80,375.00
2007-08	620-1518A-8CR01	Rural and Sparsely	\$67,634.00

Taylor County School District total student enrollment for FY 2007-08:

CTE Secondary	CTE Postsecondary	Adult General Education	Total
151	558	448	1,157

VII. MONITORING ACTIVITIES

Monitoring Strategy

The monitoring strategy for Taylor County School District was determined to be an onsite visit. On August 7, 2008, notifications were sent to Mr. Oscar M. Howard, Jr., Taylor County School Superintendent, and Mr. Kenneth Olsen, Director, Taylor Technical Institute (TTI). The designated representative for the agency was Mr. Kenneth Olsen, director of TTI. The onsite visit to the agency was conducted January 6-8 and 27, 2009, by three Bureau staff members, Mrs. Eileen L. Amy, Director of Quality Assurance and Compliance, and Program Specialists, Dr. Shahrokh Massoudi and Ms. Sheryl Walden.

Entrance Conference

The entrance conference for Taylor County School District was conducted on January 7, 2009, and included the Director of Adult Education and Career Technical Education programs, Coordinator for Adult Education Program, Coordinator for Career and Technical Education Program, the district grant writer, and financial officer.

Onsite visits

Onsite visits were made to the following programs and locations:

Career and Technical Education

- Business Education Technology - TTI - Perry
- Carpentry - TTI
- Welding Technology - TTI

Adult Education

- Adult School - Shady Grove
- Even Start Site - Perry
- TTI

Interviews and Observations

Administrative interviews were conducted with the TTI Director and District Finance Director. Instructional interviews were conducted with the Adult Education, Business Education Technology, Patient Care Technician, Cosmetology, Industrial Machinery Maintenance and Repair, Automotive Technology, Electrical and Instrumentation, and Welding Technology teachers.

VIII. RESULTS - ADULT EDUCATION AND FAMILY LITERACY PROGRAMS

Shady Grove

INTERVIEWS AND OBSERVATIONS

January 6, 2009

Taylor County School District offers family literacy programs under adult education and family literacy rural grant in Shady Grove. The program is 10 years old and offers family literacy, tutoring, and preparation for General Educational Development (GED) testing two evenings a week.

- Shady Grove is a partnership effort between Taylor County Government, the generosity of the citizens in the rural area, and TCSD
- The family literacy program has one teacher with 33 years of teaching experience and one teacher aide with eight-years
- Teacher is certified in social science
- Teacher and the aide attended district staff development and ACE conference
- Currently 15 students attend the evening classes twice a week in Shady Grove
- New students are required to take locator test to identify student reading level for placement in the correct form and levels of the survey TABE test
- Tests are conducted every four weeks to measure students' progress

- The program serves students from Taylor and Madison counties
- The curriculum is self-paced and individualized according to student needs
- Students take practice GED test to determine readiness for actual GED test
- Novels and newspaper articles are part of reading activities
- Technology is not used often because of the weak Internet signal

FINDINGS

No findings of non-compliance were noted

CONCERNS AND RECOMMENDATIONS

- Encourage better use of technology for student learning
- Consider the purchase of additional GED textbooks and up-to-date technology to meet students' needs.

Even Start Collaboration

INTERVIEWS AND OBSERVATIONS –

January 7, 2009

The Even Start program in Taylor County has a unique array of agencies that provide some adult education, early childhood education, parenting education, and interactive literacy activities and services to young children and their families. A cooperative agreement between Taylor County Even Start Program and TCSD through the Literacy for Households grant provides teaching staff for the program.

- Even Start (ES) and Literacy for Household programs (LFH) are truly complimentary to each other
- LFH provides tutors/parents for Adult Education and ES students
- The Even Start Family Literacy Project is a system of coordinated services
- Interagency agreements and community collaboration are in place
- Participation on local interagency councils and other locally integrated and coordinated system of family literacy services is currently in place
- Teacher and paraprofessional seem enthusiastic and committed to serving students and parents
- Classroom is divided into two sections to help parents to be close to their children
- Currently 14 parents are participating in the program
- Teacher is certified and has five-years of experience
- The program offers parenting classes for LHF participants
- LFH provides tutor /parent educators for Adult Education and Even Start

FINDINGS

No findings of non-compliance were noted

CONCERNS AND RECOMMENDATIONS

None

Taylor Technical Institute

INTERVIEWS AND OSERVATIONS

- Offers GED and remediation to students in TTI
- Teacher also teaches night classes in Shady Grove
- Students will take TABE test and the results of this test is used to tailor instruction to student needs
- Teacher is certified with over 30 years of teaching experience

- 76 students are enrolled in the full-time day program and 46 in the evening program at TTI
- Use of computer and software is an integral part of the curriculum
- Student progress measured by conducting test on monthly basis

FINDINGS

No findings of non-compliance were noted

CONCERNS AND RECOMMENDATIONS

None

CAREER AND TECHNICAL EDUCATION PROGRAMS

January 7- 8, 2009

Administrative

INTERVIEWS AND OBSERVATIONS

- Director has over 35 years of experience
- TTI offers seven CTE programs
- There is a program evaluation system in place
- Climate survey is conducted twice a year to identify needs
- The curriculum is evaluated by craft advisory committees on annual basis
- Staff development plan is in place
- In 2008, six teachers and staff attended ACE of Florida and FACTE annual conferences
- Programs are benefiting from strong advisory committee (Craft Committee)
- On-going meetings are held between academic and CTE teachers for cross curriculum activities
- Staff member is assigned as liaison to business and industry in the county
- Programs in TTI are serving ESE students
- In 2006-07, 1157 students were enrolled in workforce education programs
- Teachers are certified
- Annual open house and job fair
- No student organization
- One adult education student reported in NRS and 12 CTE students reported for CAR report
- New superintendent wants to add secondary introductory CTE classes in high school

FINDINGS

No findings of non-compliance were noted

CONCERNS AND RECOMMENDATIONS

- No Career Technical Students Organizations (CTSO) for Career Technical Education (CTE) programs
 - *Recommendation: Establishing student organizations for CTE programs will promote leadership and participation of TTI students in annual skills competitions*
- Staff did not know who to count as qualified students for NRS and CAR report.
 - *Recommendations:*
 - *Contact Craig Winger at 850-245-0720 or craig.winger@fldoe.org for technical assistance and data improvement strategies on submission of data to DOE*
 - *Review current data collection procedure in the district for workforce education programs*

- *Establish procedure for review of data before submission to DOE and conduct staff development at the district level for the staff responsible for data collection and data reporting*
- *Director of TTI and TTI_staff should participate in DOE data workshop annual conference*

Welding Technology

INTERVIEWS AND OBSERVATIONS

- 41 students are enrolled
- Teacher has non-degree professional certificate through school district
- Two female students currently are enrolled
- Co-op program is in place
- Buckeye Florida and FruCon Construction Company are members of advisory committee
- Graduates from the program earn \$21.00 an hour
- Program benefits from state-of-the-art technology
- Curriculum used in the program is cross referenced to the state curriculum frameworks
- Program includes students of all skill levels
- Comprehensive safety modules are integral part of the curriculum (9 modules)
- Students must pass the safety test before they can enter the shop
- Instructor did not participate in any staff development
- Annual welding competition, the winner received donated welding equipment

FINDINGS

No findings of non-compliance were noted

CONCERNS AND RECOMMENDATIONS

None

Patient Care Technician

INTERVIEWS AND OBSERVATIONS

- Remodeled a section of the building with the students' and district maintenance Department's help to duplicate Doctors Hospital admission office and patients room
- Patient Care Technician program was extended because of a grant award from the SUCCEED grant
- Equipped with state-of-the-art hospital equipment
- Over 13 students enrolled in the program; all female students in the program this semester
- Co-op agreement with Doctors Hospital
- As part of the curriculum students go to the hospitals in the area and learn first hand about patient care needs
- Students in the classroom discuss current issues in the field daily
- The program benefits from strong advisory committee; majority of whom are employees of the Doctors Hospital
- Program has 75% placement rate within the community or surrounding area
- Ten students graduated from the program last year; graduates from the program earn from \$10 to \$12 an hour

FINDINGS

No findings of non-compliance were noted

CONCERNS AND RECOMMENDATIONS

None

Cosmetology

INTERVIEWS AND OBSERVATIONS

- Teacher has 26 years of experience
- Certified by the district
- Seventeen students currently enrolled in the program
- The program is financially self-sufficient
- Open to public for services
- Graduates from the program earning between \$20,000 to \$30,000 a year
- The curriculum for the program is over 1350 hours

FINDINGS

No findings of non-compliance were noted

CONCERNS AND RECOMMENDATIONS

None

Business Technology

INTERVIEWS AND OBSERVATIONS

- Business Technology program offers Medical Administrative Specialist, Administrative Assistant and Accounting Operations programs
- Forty-three students are enrolled in the program
- Co-op programs are in place with city of Perry and Buckeye Industry
- Program benefits from up-to-date technology for students' use
- Needs assessment conducted by teacher to identify students' needs
- Students prepare monthly school newsletter using publisher software
- Program has an eight-member advisory committee

FINDINGS

No findings of non-compliance were noted

CONCERNS AND RECOMMENDATIONS

None

Industrial Machinery Maintenance and Repair

INTERVIEWS AND OBSERVATIONS

- Teacher is certified and has 14 years of experience
- Thirty-eight students are enrolled in the program including four female students
- Curriculum includes entry level math and precision measurement
- Technology is an integral part of the curriculum
- Student progress is measured on the speed of alignment time
- Students are using computer-based laser alignments for accuracy
- Customized needs assessment is conducted upon student arrival
- Program advisory committee (craft committee) includes three members of business and industry in Taylor County

- Cooperative training is offered; students earn \$10.00 an hour
- Students spend six months with the employer on the job and six months in the classroom
- Graduates from the program earn \$15.00 an hour
- Teacher is scheduled to attend National Center of Construction to validate TTI training certificate during 2009 spring break

FINDINGS

No findings of non-compliance were noted

CONCERNS AND RECOMMENDATIONS

None

Automotive Technology

INTERVIEWS AND OBSERVATIONS

- Curriculum has crosswalk with NATEF and DOE curriculum frameworks
- Students must participate in 1800 hours of classroom instruction
- The program is 15 years old
- Teacher is NATEF certified with eight years of experience
- Thirt-four students enrolled in the program including female students
- Cooperative work program with local dealership for students at least 18 years old
- Currently two students are in the co-op program
- Students in the co-op earn \$8.00 an hour
- After completion of the curriculum, students will take ASE test to be certified
- Certified ASE students earn \$25.00 an hour after graduation
- Program has a craft committee that meets twice a year

FINDINGS

No findings of non-compliance were noted

CONCERNS AND RECOMMENDATIONS

None

Electrical Instrumentation Technology

INTERVIEWS AND OBSERVATIONS

- Program provided in-service training for the past 14 years
- Twenty-eight students enrolled in the program
- Students must complete 1800 hours instruction before taking the certification exam
- Co-op program with General Dynamic in St. Marks; currently four students participate
- Student are paid between \$10-\$13 while in Co-op which lasts six months
- Graduates from the program will earn \$45,000 a year
- Twelve students graduated in 2006-07 school year
- Nine students graduated in 2007-08
- Program has 100% placement rate
- Students enrolled in the program are from Panama City, Pensacola, Daytona Beach, Ocala, and Crystal River
- Program has partnership with Rockwell International
- Program has received over \$2,000,000 donation for equipment from Rockwell International, manufacturer of Bradley Control Systems
- Program has an advisory committee (craft committee)
- Teacher is certified in Electronic Technology

FINDINGS

No findings of non-compliance were noted

CONCERNS AND RECOMMENDATIONS

None

IX. RECORDS REVIEW

The following records were reviewed while visiting the Taylor County School District.

District Policies and Procedures
Student Handbook
Brochures/Promotional Activities Announcements or Articles
Non-discrimination Policy
Financial Policies and Procedures
Equipment and Inventories
Personnel/Employee Handbook
Accountability Tools for Employees (PARs, certifications, etc.)
Student records
Advisory committee information
Data on performance measures/outcomes
Agreements/Memorandum of Understanding
Payroll records
Travel documentations
District Parent Guide

Equipment

INTERVIEWS AND OBSERVATIONS - TAYLOR TECHNICAL INSTITUTION

- Students and instructors were observed using equipment in the classrooms and shops
- Director, grant coordinator, and teacher bear responsibility for equipment
 - Equipment is assigned to specific personnel and departments
 - Inventory list was used to verify placement of equipment
 - Equipment is securely stored in locked classrooms or cabinets
- Grant-funded equipment is not used for other programs
- Process used to track equipment
 - When equipment is received, it is tagged
 - Equipment is then added to inventory lists
 - Inventory is taken at beginning and end of school year
 - Previous year's list is used and updated as needed
- Theft of equipment is reported to authorities for investigation
 - Only two instances of equipment being removed from the premises in the history of TTI
 - Both were resolved
 - No thefts reported in the last 12 months
- Maintenance is done locally when possible although some equipment may be sent out for repair
- Equipment acquired under a grant that is no longer needed for the original project or program is disposed of by:
 - Trading it in
 - Giving it to another federal program that can use it
 - Surplusing it

FINANCIAL

January 7 and 27, 2009

- Taylor Tech provided notebooks containing purchasing records for Adult Education and Family Literacy grants and Perkins grant for 2006-07 and 2007-08
- Teachers or administrators completed purchase requests
- Purchasing records contained:
 - Three quotes for item unless a purchasing contract already exists
 - A completed purchase order form with number
 - Approval signature by director or designee onsite
 - Clearance from the county office
 - Funding source/project(s) from which the item was purchased, and
 - The receiving report or receipt with date and signature
- Tagging and inventory information was kept in a separate notebook
- Taylor County has agreements in place to maximize purchasing potential
 - Dell and Airgas were given as examples
- Did not submit FA399 and FA 499 final expenditures reports by established deadline
- Programs conduct inventory at the beginning and end of school year
 - All Perkins or Adult Ed grant-funded equipment for 06-07 and 07-08 was accounted for.
- Unexpended funds were noted and discussed with the Director and Finance Officer
 - Regular reporting of expenditures/balances will be communicated by Finance Office to Program Staff
 - Program staff will also utilize local expenditure tracking system
 - TTI is keeping their own ledger sheets on each grant to have a current estimate of balances

FINDING

1. TCSD did not submit FA399 and FA 499 to DOE by timeline required by the grant

A Corrective Action Plan is needed from the TCSD to address timely submission of FA 399 and FA 499 final expenditures reports, as required by the Grant.

2. Personnel Activity Reports (PARs) forms were needed for staff paid from multiple projects, including Adult Education and Family Literacy and/or Perkins funds. PAR forms for split-funded personnel need to be completed.

- Financial officer has addressed this issue via a memorandum sent to federally funded staff dated February 2, 2009
- Copy of PAR form faxed to DOE on February 3, 2009 does not provide sufficient support for the requirement.
- PARs to be completed in February and May 2009 for Adult Education and Perkins staff who are split funded must be forwarded to DOE by March 30 and June 30, 2009 respectively.

CONCERNS AND RECOMMENDATIONS

No additional concerns and recommendations at this time.

XI. REQUIRED RESOLUTION ACTIVITIES

Adult Education

System Improvement Plan (SIP) - TCSD is required to complete a System Improvement Plan to address program performance; data collection and data review for NRS reporting must be an integral part of the SIP.

System Improvement Plan was submitted and approved. DOE staff worked with TCSD staff to complete the improvement plan. See appendix B.

Corrective Action Plan - TCSD is required to complete a Corrective Action Plan for submission of the final expenditures report FA 499 by the DOE established deadline.

Corrective Action Plan was submitted and approved. See Appendix C.

Career and Technical Education

System Improvement Plan (SIP)- TCSD is required to complete a System Improvement Plan to improve performance; reporting data is an issue to be addressed as an integral part of plan. DOE staff worked with the district to develop the SIP.

The Improvement Plan was submitted and approved. See Appendix E.

Corrective Action Plan - TCSD is required to complete a Corrective Action Plan to address the findings of non-compliance related to the submission of FA 399 final expenditure report. *Corrective Action Plan was submitted and approved. See Appendix F.*

XII. REMARKS

The following are additional comments made by the Quality Assurance Team in regard to the monitoring visits:

- As a result of a \$200,000 SUCCEED grant awarded to the Electrical and Instrumentation program in 2007, the program has been able to expand its offerings, leading to donation of \$2,916,000.00 from Rockwell International Company.

Shady Grove land and building were donated by the Rowell family and school district provided some of its unused portables. The county also uses facility for a polling place during voting/election and the fire department uses the facility for training.

XIII. SUMMARY

Once the field work, including receipt of requested information is completed, a draft report is forwarded to the District 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 team 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.

Florida Department of Education
Division of Workforce Education

**Consolidated Risk Assessment Process
Adult Education and Career and Technical Education**

Purpose: To identify the process used by the Quality Assurance Team to select Workforce Education providers for specific monitoring strategies.

A Risk Assessment process is used to determine appropriate monitoring strategies. In the initial selection process, providers ranked in the fourth quartile of performance in adult education, were identified as targeted providers. The targeted providers with the highest risk assessment scores may be subject to onsite monitoring.

Performance Score - Given the performance data available, providers' performance was divided into four quartiles and assigned tiers and points. The scale based on quartile of performance (from highest to lowest performance) for adult education:

- First quartile Tier 1 = 5 points (highest performance)
- Second quartile Tier 2 = 10 points
- Third quartile Tier 3 = 15 points
- Fourth quartile Tier 4 = 20 points (lowest performance)

Performance data utilized for Adult Education: 2006-07 (or most recent and available) adult basic education (ABE) performance data.

Operational Risk Factors Score

- The following operational risk factors are used:
 - Total amount of agency funding for 2006-07 (or current year)
 - Number of grants for 2006-07 (or current year)
 - Number of grants with 10% or more of unexpended funds for 2006-07 (or current year)
 - Audit and/or monitoring findings relevant to internal control weaknesses during three (3) previous years for provider
 - Change in director within the past two (2) years
- A value is assigned for each of these operational risk factors
- The value is multiplied by the risk factor weight, resulting in a total number of points for the specific operational risk factor
- The risk factors are added for an Operational Risk Factors Score

Total Risk Assessment Score - totals the following factors for targeted providers to provide separate scores for adult education:

$$\begin{array}{l} \text{Performance Score} + \\ \text{Operational Risk Factors Score} = \\ \text{TOTAL Risk Assessment Score} \end{array}$$

Example: Provider A is a targeted provider because this agency was in the lowest quartile (Tier 4) for adult education and Career Technical Education performance. The Quality Assurance team proceeds to complete the risk assessment process:

Adult Education Risk Assessment Score	Points
Performance Score – highest quartile+	20
<u>Operational Risk Factors Score (Risk Matrix)</u>	<u>+200</u>
TOTAL Adult Education Risk Assessment Score	220

TCSD Career and Technical Education Risk Assessment Score	Points
Performance Score (highest quartile Tier 4) +	20
<u>Operational Risk Factors Score (Risk Matrix)</u>	<u>160</u>
TOTAL Career and Technical Education	180

Provider Selection Calculation

The monitoring strategies to be applied to targeted providers are determined by calculating a total of the Level of Performance Score and the Risk Matrix Score. Provider totals will be ranked and divided into tiers. Each tier will be assigned appropriate monitoring strategy(ies). Onsite monitoring visits may be implemented for agencies at the greatest level of risk.

Once a risk assessment is completed for a targeted provider, additional programs operated by the provider may be reviewed. Additional grants or contracts in the geographical area may also be reviewed during an onsite monitoring visit to use resources effectively.

Florida Department of Education
Division of Workforce Education

System Improvement Plan
Adult Education and Family Literacy

Grant Type: Adult Education & Family Literacy, Adult General Education and Literacy Education for Households

Provider: Taylor County School District
Perry, Florida

DOE Team Leader:
Eileen L. Amy

Date(s) of Monitoring:
January 6-8 and 27, 2009

Provider Contact Name, Telephone, E-mail:
Janice Murphy (850) 838-2545 –
Janice.murphy@taylor.k12.fl.us

Date of Submission:
February 16, 2009

Indicator	Improvement Strategies	Person Responsible	Projected Date of Completion	Evidence of Change
There is a discrepancy with the submission of 2006-07 NRS performance data, due to incorrect data reporting	Develop flowchart for data collection with due dates and assigned responsibilities for the reporting of NRS data	Ken Olsen, Director	January 2009	Correct data submissions for the 2008-2009 school year
	Appropriate staff to attend appropriate workshops & conferences dealing with MIS data, policies, and procedures	Ken Olsen, Director	Feb. 27, 2009 for WIDIS Training Statewide Data Conference Summer 2009	Staff training and certification on reporting data.

Technical Assistance Needed and/or Provided:

Contact Craig Winger for assistance with NRS data training at 850-245-0720 and use www.NRS.org website for reference.

Status of Action Completed / Pending:

Date:

Agency Monitoring Contact Signature _____

Agency Administrator Signature _____

Florida Department of Education
 Division of Workforce Education
Corrective Action Plan
 Adult Education and Family Literacy

Grant Type: Adult Education & Family Literacy

Provider: Taylor County School District
 Perry, Florida

DOE Team Leader:
 Eileen L. Amy

Date(s) of Monitoring:
 January 6, 7, 8 and 27, 2009

Provider Contact Name, Telephone, E-mail:
 Janice Murphy (850) 838-2545 –
 Janice.murphy@taylor.k12.fl.us

Date of Submission:
 February 15, 2009

Citation / Finding	Corrective Action Strategies	Person Responsible	Projected Date of Completion	Evidence of Change
Did not submit The final expenditure report on time As stated in RFA the final DOE 499 Project Disbursement Report is due by August 20, 2008	Monthly meetings on the 15 th day of the month with District Finance Director, TTI Fiscal Manager II, project coordinators, & TTI Director/Designee	Ken Olsen	Monthly	2008-09 Final Expenditure (FA 499) report submitted on or prior to August 20, 2009.
	Review draft of final report by July 30 Submit the final expenditure report by due date	Ken Olsen	July 30, 2009 August 30, 2009	

Technical Assistance Needed and/or Provided:

Status of Action Completed / Pending:

Date:

Corrective Action Plan submitted by Ken Olson, Director.

Corrective Action Plan Accepted by Eileen L. Amy, Director of Quality Assurance and Compliance

Florida Department of Education
 Division of Workforce Education
System Improvement Plan
 Career and Technical Education

Grant Type: Carl D. Perkins Career and Technical Education Grants

Provider: Taylor County School District
 Perry, Florida

DOE Team Leader:
 Eileen L. Amy

Date(s) of Monitoring:
 January 6,7,8 and 27, 2009

Provider Contact Name, Telephone, E-mail:
 Sandy MacDonald
 (850) 838-2545- sandy.macdonald@taylor.k12.fl.us

Date of Submission:
 March 11, 2009

Indicator / Current Data	Improvement Strategies	Person Responsible	Evidence of Change	Projected Date of Completion
1S1 measure 9.09% of CTE concentrators scored 3 or above in FCAT reading and left secondary education	CTE instructors will meet and work with teacher on reading skills Reading teachers will work with students identified as needing reading remediation	Ken Olson Ken Olson	There will be a 10.91% increase in CTE concentrators scoring level 3 or better in reading prior to leaving secondary education	11/30/2009

Technical Assistance Needed and/or Provided:

Contact Tara Goodman at 850- 245- 9002 or tara.goodman@fldoe.org for technical assistance with CAR reporting

Status Reports / Completed / Pending:

Date:

Plan submitted by Ken Olsen, Director, Workforce Education programs
 Plan approved by Eileen L. Amy, Director of Quality Assurance and Compliance

Florida Department of Education
Division of Workforce Education

Corrective Action Plan
Career and Technical Education

Grant Type: Carl D. Perkins
Career and Technical
Education Grants

Provider: Taylor County School District
Perry, Florida

DOE Team Leader:
Eileen L. Amy

Date(s) of Monitoring:
January 6, 7, 8 and 27, 2009

Provider Contact Name, Telephone, E-mail:
Sandy MacDonald(850) 838-2545
sandy.macdonald@taylor.k12.fl.us

Date of Submission:
February 15, 2009

Citation / Finding	Corrective Action Strategies	Person Responsible	Projected Date of Completion	Evidence of Change
Did not submit the final expenditure report on time as stated in RFA the final DOE 399, Project Disbursement Report is due by August 20, 2008	Monthly meetings on the 15 th of each month with District Financial Director, TTI Fiscal Manager II, project coordinators; and TTI director/designee to discuss status of grants	Ken Olsen	Monthly	2008-09 final expenditure (FA399) report submitted on or prior to August 20, 2009.
		Ken Olson	July 30, 2009	
	Review draft of final report by July 30 Submit the final expenditure report by due date		August 30, 2009	

Technical Assistance Needed and/or Provided: none

Status of Action Completed / Pending:

Date:

Plan submitted by Ken Olsen, Director, Workforce Education programs
Plan approved by Eileen L. Amy, Director of Quality Assurance and Compliance