



**Quality Assurance and Compliance  
Onsite Monitoring Visit  
for**

**Adult Education and Career and Technical Education**

Manatee County School District  
April 27-30, 2015

**Final Report**



**State Board of Education**

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Division of Career and Adult Education

June 15, 2015

Mr. Rick W. Mills, Superintendent  
Manatee County School District  
215 Manatee Avenue West  
Bradenton, Florida 34205

Dear Mr. Mills:

We are pleased to provide you with the final monitoring report for the adult education and career and technical education programs at the Manatee County School District. The report will also be placed on the Quality Assurance and Compliance website at <http://fldoe.org/academics/career-adult-edu/compliance>.

We appreciate the leadership and professionalism demonstrated by your staff during our visit. If we can be of any assistance, please contact Tashi D. Williams, director of Quality Assurance and Compliance, at 850-245-9033 or via electronic mail at [Tashi.Williams@fldoe.org](mailto:Tashi.Williams@fldoe.org).

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

Sincerely,

Rod Duckworth

RD/dw

Enclosure

cc: Mr. Doug Wagner, director, Adult, Career and Technical Education  
Gloria Spradley-Brown, bureau chief, Grants Administration and Compliance  
Tashi D. Williams, director, Quality Assurance and Compliance  
Donna Waller, program specialist, Quality Assurance and Compliance

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Florida Department of Education  
Division of Career and Adult Education

**Manatee County School District  
Adult Education and Career and Technical Education  
Quality Assurance and Compliance 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 and Compliance section 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 FDOE receives federal funding from the U.S. Department of Education (USDOE) for Career and Technical Education (CTE) under the Carl D. Perkins (Perkins) Career and Technical Education Act of 2006 and for Adult Education (AE) under the Adult Education and Family Literacy Act of 1998. FDOE awards subgrants 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 subgrants 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 division is required to oversee the performance of subgrantees in the enforcement of all laws and rules (Sections 1001.03(8) and 1008.32, Florida Statutes).

Additional citations noting pertinent laws and regulations and authority to monitor are located in the 2014-2015 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 2014-15 program year. The manual is 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://fldoe.org/academics/career-adult-edu/compliance>.

#### 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 FDOE and the division. A risk matrix, identifying certain operational risk factors is completed for each provider. The risk matrix for each program monitored is located in Appendix A. The results of the risk assessment process and consideration of available resources are used to determine one or more appropriate monitoring strategy(ies) to be implemented.

The monitoring strategy for the Manatee County School District was determined to be an onsite visit. Notification was sent to Mr. Rick W. Mills, superintendent of the Manatee County School District, on November 21, 2014. The designated representative for the agency was Mr. Doug Wagner, director for adult, career and technical education.

The onsite visit to the agency was conducted April 27, 2015 through April 30, 2015, by three representatives of the Quality Assurance and Compliance section of the division: Ms. Joycelyn Brinson, program specialist, Ms. Donna Waller, program specialists, and Mr. Tashi Williams, director, Quality Assurance and Compliance section.

#### V. MANATEE COUNTY SCHOOL DISTRICT

##### ENROLLMENT:

##### Fiscal Year (FY) 2012-13

CTE Secondary  
15,168 (possible duplications at program level)

CTE Post-secondary  
1,858 (possible duplications at program level)

AE  
1,262 (National Reporting System (NRS) Report)

The provider was awarded the following grants for FYs 2012-13, 2013-14 and 2014-15:

##### 2012-2013

##### ADULT EDUCATION PROGRAM

<u>Program</u>	<u>Total</u>	<u>Unexpended Funds</u>
Adult General Education (AGE)	\$ 430,538.00	\$ 0.00
English Literacy Civics (EL Civics)	\$ 102,011.00	\$ 0.00

##### CAREER AND TECHNICAL EDUCATION GRANTS

<u>Program</u>	<u>Total</u>	<u>Unexpended Funds</u>
Secondary	\$ 439,959.00	\$ 794.93
Postsecondary	\$ 216,295.00	\$ 29.53

**2013-2014****ADULT EDUCATION PROGRAM**

<u>Program</u>	<u>Total</u>	<u>Unexpended Funds</u>
Adult General Education (AGE)	\$ 518,119.00	\$ 0.00
English Literacy Civics (EL Civics)	\$ 102,011.00	\$ 0.00

**CAREER AND TECHNICAL EDUCATION GRANTS**

<u>Program</u>	<u>Total</u>	<u>Unexpended Funds</u>
Secondary	\$ 405,303.00	\$ 3,389.53
Postsecondary	\$ 172,282.00	\$ 725.07

**2014-2015****ADULT EDUCATION PROGRAM**

<u>Program</u>	<u>Total</u>	<u>Unexpended Funds</u>
Adult General Education (AGE)	\$ 514,893.00	\$ 167,498.09 (CARDS 3/6/15)
English Literacy Civics (EL Civics)	\$ 96,506.00	\$ 61,971.43 (CARDS 3/6/15)

**CAREER AND TECHNICAL EDUCATION GRANTS**

<u>Program</u>	<u>Total</u>	<u>Unexpended Funds</u>
Secondary	\$ 407,358.00	\$ 270,035.72 (CARDS 3/6/15)
Postsecondary	\$ 206,230.00	\$ 162,374.49 (CARDS 3/6/15)

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

[www.manateeschools.net/pages/SDMC](http://www.manateeschools.net/pages/SDMC)

**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 onsite visits to the following locations:

- Manatee County School District Professional Support Center
- Manatee County School Support Center District Office
- Manatee High School
- Manatee Technical College (west campus)
- Manatee Technical College (main campus)
- Braden River High School
- Manatee Technical College (east campus)

Entrance and Exit Conferences

The entrance conference for the Manatee County School District was conducted on April 27, 2015; the exit conference was conducted on April 30, 2015. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Mr. Doug Wagner	Director, Adult Education and Career and Technical Education	X	X
Ms. Suzette Ventrone	Administrative Assistant to Doug Wagner, ACT	X	X
Ms. Carol Lewis	Career Pathways Coordinator	X	X
Ms. Kelli Kennedy	CTE Curriculum Specialist, Secondary	X	X
Ms. Linda Locke Agresta	Assistant Director MTC West Campus	X	X
Ms. Terry Braza	Junior Accountant, ACT	X	X
Ms. Maura Howl	Marketing and Public Relations MTC	X	X
Ms. Ellen Sage	Program Supervisor West Campus	X	
<b>FDOE Monitoring Team</b>			
Ms. Donna Waller	Program Specialist, FDOE	X	X
Ms. Joycelyn Brinson	Program Specialist, FDOE	X	X
Mr. Tashi Williams	Senior Educational Program Director, FDOE	X	X

#### Interviews/Observations

Interviews were conducted with the administrative staff, teachers and students. 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 VII. item G. A minimum of 20 student records were reviewed. Some policies and procedures were reviewed at the agency's website and discussed at various times during the onsite visit.

## **VII. RESULTS**

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

- The state AE and CTE curriculum frameworks are used for all programs.
- The district ACT director, Mr. Doug Wagner is committed to the success of the AE and CTE programs.
- Members of all levels of the administration work together cooperatively and collaboratively towards the goals of the district.
- The district conducts staff development for all teachers and staff biannually or as needed.
- Administration is known among students and their presence is visible throughout the school campuses.

**B. DATA AND ASSESSMENT** - refers to all the components of the data and assessment system, including test administration, test security, data collection, entry, and reporting, as well as procedures. The use of data in program decision-making is also explored and commented.

- Verification of AE and CTE student data and occupational completion points (OCP) data was verified during the onsite visit.
- Communications between the district data staff and program staff are essential to assure effective processes.
- Programs are evaluated and information is shared with faculty for program effectiveness.
- Data is used for evaluating AE and CTE programs.
- The FOCUS system is currently being used for data collection including attendance and grades.

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

- The AE and CTE programs are composed of experienced and knowledgeable teachers and staff that are passionate about their respective classes.
- Teachers and instructors were qualified with work experience related to their subject area.
- Students were making progress toward obtaining their GED®, certifications and/or industry certifications.
- Technology is incorporated with the teaching process.
- Technology is state-of-the art and their accomplishments are known nationally.

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.

- The inventory contained all of the required elements as identified in the Education Department General Administrative Regulations (EDGAR).
- Equipment is inventoried biannually.
- The district has a technology replacement plan.
- Technology was integrated into instruction.

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.

- Students receive individualized instruction in classes, if needed.
- The physical environment of the classes and campuses were inviting and conducive for learning.
- The physical environment of the campuses were well maintained.
- Students interviewed were enthusiastic with all aspects of their learning environment and the classes that they were attending.

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 Office of Equal Educational Opportunity (OEEEO) for school districts is responsible for monitoring and overseeing civil rights compliance obligations. Should you have any questions or concerns, please contact the OEEEO at 850-245-9556.

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



- District policies and procedures
- Student registration and enrollment forms
- Student handbook and code of conduct
- Staff employee handbook
- Program course standards
- Curriculum frameworks
- School Board policy acknowledgement
- Schedule of classes
- Promotional program brochures
- AE general equipment inventory
- CTE Perkins inventory
- Student records
- Financial records
- Purchasing records
- Verification of student industry certifications
- Verification of occupational completion points (OCPs)
- Verification of AGE completers
- Advisory board resource handbook
- School District website

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

- The FOCUS system is used for the purpose of financial, purchasing and data collections.
- Procedures are in place and are being followed.
- An approval process for tracking expenditures is in place and is being followed.
- Documentation was provided and reviewed for time and effort records, purchasing documentation, inventory, and travel expenditures.
- Records reviewed were thorough, precise, and provided a clear over view of the overall fiscal process.
- Internal procedures were efficient and tracking was easily verified on multiple levels.

**I. COLLABORATION** - refers to the collaborative agreements, partnerships, memoranda of understanding (MOUs), and articulation agreements that are in place to benefit an agency's programs and students.

- The Manatee County School District has a total of 38 articulation agreements to benefit the agency's programs and students.
- AE and CTE programs throughout the district have an advisory committee.
- Advisory committee members include individuals from businesses, industries and the community.

**J. PERKINS LOCAL PROGRAM IMPROVEMENT PLAN** – A Perkins local program improvement plan (PIP) is required when an agency does not meet 90% of its agreed-upon goals for individual performance measures.

- Pursuant to the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV), Section 123(b)(2), if a state finds that a local eligible agency has failed to meet agreed upon target levels as described in Section 113(b)(4) of the Act and is not making substantial progress in meeting the goals, the state will work with the agency to help implement

improvement activities. Additionally, Section 123(b)(4)(A) of the law specifies that “If a local eligible agency fails to meet at least 90% of an agreed upon State adjusted level of performance for the same core indicator of performance for three (3) consecutive years then the state is required to provide technical assistance.”

PIPs were reviewed and discussed during the interview with Mr. Doug Wagner, director of AE and CTE. The purpose of the review was to determine whether the strategies contained in the plan are measurable and verifiable during the visit.

**Secondary Measures:**

In 2012-13, the agency met or exceeded all secondary measures therefore, a PIP was not required.

**Post-secondary Certificate Level:**

In 2012-13, the agency did not meet all post-secondary measures therefore, a local improvement plan was required for the following:

- 3A1 Retention: Local Actual 49.61% vs. 59.10% Local Agreed
- 5A2 Non-traditional completion: Local Actual 61.86% vs. 72.78% Local Agreed

**K. STUDENT PERSPECTIVE** – The team meets with groups of students; their perspective is presented as a portion of this report.

- Students in Manatee County School District represent diverse cultures and ages.
- Information regarding financial aid and other resources are available for students.
- Students were enthusiastic about their instructional programs.
- Students were complimentary of teachers, counselors and the administration.
- Students appreciated the individualized instruction that they receive from their teachers.
- Students expressed pride in their programs.
- Students acknowledged the time and location of their programs are convenient.
- There are 10 career and technical student organizations (CTSOs) that provide leadership and career skills for students.

**VIII. REQUIRED RESOLUTION ACTIVITIES**

**ADULT EDUCATION AND FAMILY LITERACY**

1. Corrective Action Plan (findings) – Manatee County School District is not required to complete a corrective action plan.
2. Action Plan (concerns) – Manatee County School District is not required to complete an action plan.

**CAREER AND TECHNICAL EDUCATION**

1. Corrective Action Plan (findings) – Manatee County School District is not required to complete a corrective action plan.
2. Action Plan (concerns) – Manatee County School District is not required to complete an action plan.

## **IX. REMARKS**

The following are additional comments made by the monitoring team concerning the monitoring visit: The administration and teachers interviewed during the onsite visit exhibited their commitment to the AE and CTE programs and are committed to the success of their students.

## **X. SUMMARY**

Once the fieldwork 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, forwarded to the agency head with a copy to the appropriate parties, and is posted on the department's website at the following address: <http://fldoe.org/academics/career-adult-edu/compliance>. Finally, the division issues a closure notice to the agency head and designated contact person. This notice indicates all outstanding items have been completed.

On behalf of FDOE, the monitoring team extends our appreciation to all participants in the Manatee County School District onsite monitoring visit. Special thanks to Mr. Doug Wagner, director for adult and career and technical education for his participation and leadership in this process.

**APPENDIX A**

Manatee County School District  
Adult Education  
Risk Matrix

<b>Risk Matrix for Districts Receiving Adult Education (AE) Grants</b>					
Agency Name: <b>Manatee County School District</b>					
Program type: <b>Adult Education (AE)</b>					
Target Year: <b>2012-2013</b>					
Monitoring Year: <b>2014-2015</b>					
<b>Metric</b>	<b>Scaling</b>	<b>Point Value</b>	<b>Points Assigned</b>	<b>Weight</b>	<b>Total Metric Points</b>
<b>Total AE Budget Allocated Value</b>	Upper Quartile	7	<b>5</b>	<b>X 10</b>	<b>50</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
<b># AE Grants Value</b>	4+	7	<b>3</b>	<b>X 8</b>	<b>24</b>
	3	5			
	2	3			
	1	1			
<b>AE Director Change Value</b>	Yes	7	<b>0</b>	<b>X 6</b>	<b>0</b>
	No	0			
<b>AE Funds Remaining Point Value</b>	Upper Quartile	7	<b>0</b>	<b>X 4</b>	<b>0</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>OAG Findings Value</b>	Upper Quartile	7	<b>7</b>	<b>X 4</b>	<b>28</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>AGENCY RISK SCORE:</b>					<b>102</b>

**APPENDIX A**

Manatee County School District  
 Career and Technical Education  
 Risk Matrix

<b>Risk Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants</b>					
Agency Name: <b>Manatee County School District</b>					
Program type: <b>Career and Technical Education (CTE)</b>					
Target Year: <b>2012-2013</b>					
Monitoring Year: <b>2014-2015</b>					
<b>Metric</b>	<b>Scaling</b>	<b>Point Value</b>	<b>Points Assigned</b>	<b>Weight</b>	<b>Total Metric Points</b>
<b>Total CTE Budget Allocated Value</b>	Upper Quartile	7	<b>7</b>	<b>X 10</b>	<b>70</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
<b># CTE Grants Value</b>	4+	7	<b>3</b>	<b>X 8</b>	<b>24</b>
	3	5			
	2	3			
	1	1			
<b>CTE PIP Index Value</b>	7.50 – 10.00	7	<b>0</b>	<b>X 8</b>	<b>0</b>
	5.00 – 7.49	5			
	2.50 – 4.99	3			
	0<index<2.50	1			
	0	0			
<b>CTE Director Change Value</b>	Yes	7	<b>0</b>	<b>X 6</b>	<b>0</b>
	No	0			
<b>CTE Funds Remaining Point Value</b>	Upper Quartile	7	<b>3</b>	<b>X 4</b>	<b>12</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>OAG Findings Value</b>	Upper Quartile	7	<b>7</b>	<b>X 4</b>	<b>28</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>AGENCY RISK SCORE:</b>					<b>134</b>