



**Quality Assurance and Compliance
Onsite Monitoring Visit
for
Adult Education and
Career and Technical Education**

Miami-Dade County Public Schools

February 1-5, 2016

Final Report



State Board of Education

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May 3, 2016

Mr. Alberto M. Carvalho, Superintendent
Miami-Dade County School District
1450 NE 2nd Avenue
Miami, Florida 33132

Dear Mr. Carvalho:

We are pleased to provide you with the final monitoring report for the Adult Education and Career and Technical Education programs at the Miami-Dade County School District. The final 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 Tashi.Williams@fldoe.org.

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

Sincerely,

Rod Duckworth

RD/tlb

Enclosure

cc: Dr. Reginald Johnson, director, School Operation
Gloria Spradley-Brown, bureau chief, Grants Administration and Compliance
Tashi D. Williams, director, Quality Assurance and Compliance
Dr. Shahrokh Massoudi, program specialist, Quality Assurance and Compliance
Michael Swift, program specialist, Quality Assurance and Compliance
Eboney Dennis, grants manager, Quality Assurance and Compliance

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Florida Department of Education
Division of Career and Adult Education

**Miami-Dade County Public Schools (M-DCPS)
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 pursuant to 34 CFR 76.770, Education Department General Administrative Regulations (EDGAR) and the Uniform Grant Guidance (UGG) for grant awards issued on or after December 26, 2014. The Florida Department of Education, Division of Career and Adult Education 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 2015-2016 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 2015-16 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 department 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 M-DCPS was determined to be an onsite visit. Notification was sent to Alberto M. Carvalho, superintendent, on November 18, 2015. The designated representative for the agency was Dr. Reginald Johnson, administrative director for Adult and Community Education.

The onsite visit to the agency was conducted February 1-5, 2016, by four representatives of the Quality Assurance and Compliance section of the division: Tashi Williams, program director and program specialists, Michael Swift, Dr. Shahrokh Massoudi and Ebonee Dennis, grants manager.

V. MIAMI-DADE COUNTY PUBLIC SCHOOLS

ENROLLMENT: (possible duplication at the program level):
Fiscal Year (FY) 2013 – 14

<u>Career Technical Education</u>	<u>Adult General Education</u>
102,964	32,304

The provider was awarded the following grants for FY2013-14, 2014-15 and 2015-16:

FY 2013-14

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins-secondary	130-1614A-4CS01	\$ 3,807,546.00	\$155,621.50
Perkins Post-secondary	130-1614A-4CP01	\$ 1,006,248.00	\$ 0.00
Adult General Education	130-1914A-4CG01	\$ 5,231,900.00	\$ 58,163.94
English Literacy/ Civic	130-1934A-4CE01	\$ 2,779,629.00	\$112,687.67
Correction Education	130-1914B-4CC01	\$ 41,742.00	\$ 59.72

FY 2014-15

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins-secondary	130-1615A-5CS01	\$ 4,285,328.00	\$ 140,618.93
Perkins Post-secondary	130-1615A-5CP01	\$ 1,081,865.00	\$ 24,124.54
Adult General Education	130-1915A-5CG01	\$ 2,814,113.00	\$ 144,227.43
English Literacy/ Civic	130-1935A-5CE01	\$ 2,300,000.00	\$ 50,791.56

FY 2015-16

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins-secondary	130-1616A-6CS01	\$ 4,206,983.00	N/A
Perkins Post-secondary	130-1616A-6CP01	\$ 1,117,531.00	N/A
Adult General Education	130-1916A-6CG01	\$ 2,814,113.00	N/A
English Literacy/ Civic	130-1936A-6CE01	\$ 2,300,000.00	N/A

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

www.dadeschools.net

VI. MONITORING ACTIVITIES

The monitoring activities included pre-visit planning conference calls, an entrance conference, and 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:

- Southwest Miami Senior High school
- The English Center
- D.A. Dorsey Technical College
- Miami Springs Senior High School
- Miami Lakes Educational Center and Technical College
- Ronald W. Reagan/Doral Senior High School
- Parkway Educational Complex
- George T. Baker Aviation Technical College-
- Miami- Dade County Schools District Office

Entrance and Exit Conferences

The entrance conference for the Miami-Dade County Public Schools was conducted on February 1, 2016; the exit conference was conducted on February 5, 2016. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Dr. Lupe Diaz	Director, Career and Technical Education	X	X
Soraya Guerra	District Supervisor, Accounting	X	
Claudelle St Come	Curriculum Specialist, Career and Technical Education	X	X
Robert Gornto	Assistant Superintendent, School Operations	X	
Carlos Manrique	Supervisor, Adult and Community Education	X	X
Meyme Falcone	Grants Administration	X	
Dr. Reginald Johnson	Administrative Director, Adult and Community Education	X	X
FDOE TEAM			
Tashi Williams	Director, Quality Assurance and Compliance	X	X

Dr. Shahrokh Massoudi	Program Specialist, Quality Assurance and Compliance	X	X
Ebonee Dennis	Grants Manager, Bureau of Grant Administration and Compliance	X	X
Michael Swift	Program Specialist, Quality Assurance and Compliance	X	X

Interviews/Observations

Interviews were conducted with the administrative staff, instructional staff, program assessment specialists, and students. A minimum of two or more 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 VII, item G. A minimum of 10 student records were reviewed. Policies and procedures were reviewed 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 district has a comprehensive staff development plan for AE and CTE teachers and administrators.
- Staff professional development is a major focus area for AE and CTE programs.
- The district should be commended for being recognized as the number one distinguished career academy in the nation.
- The district has a positive vision for AE and CTE programs.
- The district is benefiting from experienced teachers and administrators who possess a wealth of knowledge of CTE and AE programs.
- The CTE and AE directors are knowledgeable and experienced about their programs.
- The administrative staff is committed to providing the support that teachers need to improve their programs.
- The district has developed innovative communication strategies for relaying information between administration and staff.

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 upon.

- The district has policy and procedures for data collection.
- A sample of students who earned industry certification and Occupational Completion Points (OCP) in CTE and Literacy Completion Points (LCP) in AE were verified during onsite visit.
- The AE and CTE data entry Information Technology Services (ITS) staff are knowledgeable with the district data collection system.
- The district ITS staff attends FDOE Workforce Education District Data Advisory Committee (WEDDAC) meetings.
- The district is following FDOE assessment guidelines in administration of TABE and CASAS test.
- The student data is used for evaluation of the AE and CTE programs.

- The district provided innovative data band/bracelets that contain student data records via USB for easy access.

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

- A variety of teaching methods and instructional strategies are being implemented.
- Teachers are following the state of Florida curriculum frameworks for both CTE and AE programs.
- CTE programs are working toward increasing opportunities for students to earn industry certifications.
- The cosmetology and childcare programs at the English Center provide community services to the public.
- D.A. Dorsey Technical College offers childcare to students' children during class hours.
- The Miami Lakes Technical College Automobile Technology program uses the Toyota eight-in-eight program.
 - The rotational program allows students to spend eight weeks in the classroom and eight week in the Toyota dealership.
- The Adult Career Pathways Bridge program is used as a mechanism to increase retention rates among students in AE programs.

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.

- There is a \$1,000 threshold for equipment; equipment meeting this threshold is tagged appropriately.
- Some of the equipment purchased with grant funds for CTE and AE are tagged and was located during the review.
- Equipment is in good working order and is being used appropriately in the classroom.
- Integration of technology in the classroom was observed.
- Inventory is done on an annual basis.
- The district has a technology plan that includes CTE and AE programs.
- Innovative technology being used in the field is also being used in the classroom.
- Students in the gaming academy at Miami Springs will be recreating the Florida International University (FIU) campus in a simulated environment. This is modeled after the video game "The Sims."

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.

- The classrooms size was compatible for the number of students.
- Buildings are well maintained, spacious, and accessible for student use.
- Safety notices in classrooms and shops were appropriately posted.

CONCERN AND RECOMMENDATION

Concern: Students at the Parkway Educational Complex expressed the need for air conditioning in certain classrooms as the spring and summer approach.

Agency Response: The scope of work and plans to add air conditioning are in the making.

Recommendation: Assure air conditioning is added to classrooms for student comfort and equipment benefit.

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 (OEEO) for school districts is responsible for monitoring and overseeing civil rights compliance obligations. Should you have any questions or concerns, please contact the OEEO 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.

- Student handbook
- LCPs and OCPs student data
- Lesson plans
- Technology plan
- Financial policies and procedures
- Marketing brochures
- Time and effort reports
- District website
- Travel documents
- Inventory of equipment
- Purchase orders
- Invoices
- Procurement documents and policies
- Advisory committee minutes
- Students Industry Certification

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.

- A sample of the travel process and travel funded with Perkins and adult education funds was reviewed.
- Purchases are made under state contracts when appropriate.
- The district has financial policies and procedures that are being implemented and followed.
- The internal controls for financial procedures are in place.
- The purchasing process and a sample of purchase orders was reviewed.
- Purchasing Cards (PCards) are issued only to administrators and internal controls are in place.
- The CTE and AE director have access to financial reports on an ongoing basis.

I. COLLABORATION refers to the collaborative agreements, partnerships, or Memoranda of Understanding (MOUs) that are in place to benefit an agency's programs and students.

- The district has partnerships with 303 companies to provide 540 students with internships.
- CTE programs have advisory committees that are supporting their programs.

- The district is in collaboration with the Florida Department of Transportation to expand AE programs.
- Trade and industry partners participated in the Construction Career Day with 800 students from 17 high schools in attendance.
- CTE has cooperation with FIU, Miami Dade College and various community clinics and hospitals throughout the county.
- The BEACON council, the economic engine for Miami-Dade County provides collaborative efforts with the business community.
- AE programs have partnerships with Career Source of South Florida.
- The district has articulation agreements with other postsecondary institutions, such as Miami Dade College and Florida International University.
- The AE and CTE directors are actively involved with the local workforce development.

J. PROGRAM IMPROVEMENT PLAN – A Program Improvement Plan (PIP) is required when an agency does not meet 90 percent of its agreed-upon goals for individual performance measures. The purpose of the review is to determine if the strategies contained in the plan are measureable and verifiable during the visit.

- For 2013-14, the agency met or exceeded all secondary measures except for:
 - 1S2 Mathematic Local Actual 46.76% vs. Local Agreed 88.00%
 - 2S1 Technical Skills Local Actual 78.84% vs. Local Agreed 93.64%
- For 2013-14, the agency met or exceeded all postsecondary measures except for:
 - 2A1 Completion Local Actual 28.79% vs. Local Agreed 58.75%
- A conference call to discuss the Perkins Program Improvement Plan (PIP) for 2013-14 core measures was held and discussed extensively with the CTE director and division staff in Tallahassee.
 - Technical assistance was provided on how to improve the targets.
 - During the call, the CTE director explained steps being taken to address these measures, including informing teachers, guidance counselors, and others efforts taken to improve secondary and postsecondary measures.

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

- Students stated that internships are readily available to them.
- Students expressed their appreciation for E-Learning.
- Students said the admission process is well managed.
- Students voiced that they are very appreciative of transportation and bus passes.
- Students communicated that the districts website was very comprehensive in providing information.
- Students are very thankful and proud of their programs.
- Students appreciate the availability of classes during the day and evening.
- Students are enrolling in adult and CTE programs based on positive feedback by other students and friends.

VIII. REQUIRED RESOLUTION ACTIVITIES

ADULT EDUCATION

1. Corrective Action Plan – M-DCPS is not required to complete a Corrective Action Plan.
2. Action Plan – M-DCPS is not required to complete an Action Plan.

CAREER AND TECHNICAL EDUCATION

1. Corrective Action Plan – M-DCPS is not required to complete a Corrective Action Plan.
2. Action Plan – M-DCPS is required to complete an Action Plan.

IX. SUMMARY

The final report is completed, then forwarded to the agency head with a copy to the appropriate parties, and 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. We want to extend our appreciation to all participants during the M-DCPS onsite monitoring visit. Special thanks is offered to Dr. Reginald Johnson for his participation and leadership in this process.

APPENDIX A
 Miami- Dade County School District
 Adult Education and Family Literacy
 Risk Matrix

Risk Scores Matrix for Districts Receiving Adult Education (AE) Grants					
Agency Name: MIAMI-DADE COUNTY DISTRICT SCHOOL BOARD					
Program type: ADULT EDUCATION					
Target Year: 2013-2014					
Monitoring Year: 2015-2016					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Total AE Budget Allocated Value	Upper Quartile	7	7	<u>X 10</u>	70
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
# AE Grants Value	4+	7	5	<u>X 8</u>	40
	3	5			
	2	3			
	1	1			
AE Director Change Value	Yes	7	0	<u>X 6</u>	0
	No	0			
AE Funds Remaining Point Value	Upper Quartile	7	7	<u>X 4</u>	28
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
OAG Findings Value	Upper Quartile	7	7	<u>X 4</u>	28
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					166

*Compliance monitoring last visit: AE, Fall 2009, AE, Spring 2015

*Data sources used for calculations: Prior to July 1, 2014

Miami- Dade County School District
 Career and Technical Education
 Risk Matrix

Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants					
Agency Name: MIAMI-DADE COUNTY DISTRICT SCHOOL BOARD					
Program type: CAREER AND TECHNICAL EDUCATION					
Target Year: 2013-2014					
Monitoring Year: 2015-2016					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Total Perkins Budget Allocated Value	Upper Quartile	7	7	<u>X 10</u>	70
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
# Perkins Grants Value	4+	7	3	<u>X 8</u>	24
	3	5			
	2	3			
	1	1			
Perkins PIP Index Value	7.50 – 10.00	7	1	<u>X 8</u>	8
	5.00 – 7.49	5			
	2.50 – 4.99	3			
	0<index<2.50	1			
	0	0			
Perkins Director Change Value	Yes	7	0	<u>X 6</u>	0
	No	0			
Perkins Funds Remaining Point Value	Upper Quartile	7	7	<u>X 4</u>	28
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
OAG Findings Value	Upper Quartile	7	7	<u>X 4</u>	28
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					158

*Compliance monitoring last visit: CTE, Spring 2015

*Data sources used for calculations: Prior to July 1, 2014

APPENDIX B
 Miami- Dade County School District
 Career and Technical Education
 Resolution Action Plan

Corrective Action(s) and/or Action(s)	Action or Strategy to Address Findings or Concerns	Agency Response	Person Responsible	Projected Date of Completion
Concern	Recommendation			
Students at the Parkway Academy expressed the need for air condition in certain classrooms as the spring and summer approach.	Assure air-conditioning is added to classrooms for student comfort and equipment benefit.	The scope of work and plans to add air conditioning are in the making.	Reginald Johnson	August 2016
Plan submitted by (name and title): <u>Dr. Reginald Johnson, Administrative Director</u> Date: <u>4/26/2016</u>				
Plan accepted by: <u>Dr. Shahrokh Massoudi</u> Date: <u>4/26/2016</u>				
Status of Action Plan (to be completed by DOE staff)				
Date:	Status of Plan Completion:			

