**Quality Assurance and Compliance
Desk Monitoring Review
for
Adult Education and Family Literacy**

**Pasco County School District
April 11-15, 2016**

Final Report

State Board of Education

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June 24, 2016

Mr. Kurt S. Browning, Superintendent
Pasco County School District
7227 Land O' Lakes Boulevard
Land O' Lakes, Florida 34638-2826

Dear Mr. Browning:

We are pleased to provide you with the final desk monitoring review report for the adult education and family literacy programs at the Pasco 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 the desk monitoring review. 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: Mr. Terry Aunchman, director, Adult Education
        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

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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 Pasco County School District was determined to be a desk monitoring review. Notification was sent to Mr. Kurt S. Browning, superintendent, Pasco County School District, on November 23, 2015. The designated representative for the agency was Mr. Terry Aunchman, director, Adult, Career and Technical Education.

The desk monitoring review for the agency was conducted on April 11-15, 2016, by one representative of the Quality Assurance and Compliance section of the division: Dr. Shahrokh Massoudi, program specialist.

V.   PASCO COUNTY SCHOOL DISTRICT

ENROLLMENT:
Fiscal Year (FY) 2013-14
Adult General Education
1,257

The provider was awarded the following grants for FYs 2013-14, 2014-15 and 2015-16:

2013-2014

Grants	Grant number	Total Grant Amount	Unexpended Funds
Adult General Education	510-1914A-4CG01	$ 743,506.00	$ 7,008.52
English Literacy and Civic	510-1934A-4CE01	$ 90,632.00	$ 6,049.47

2014-2015

Grants	Grant number	Total Grant Amount	Unexpended Funds
Adult General Education	510-1915A-5CG01	$ 528,329.00	$ 3,201.87
English Literacy and Civic	510-1935A-5CE01	$ 63,653.00	$ 660.80

2015-2016

Grants	Grant number	Total Grant Amount	Unexpended Funds
Adult General Education	510-1916B-6CG01	$ 528,329.00	N/A
English Literacy and Civic	510-1936B-6CE01	$ 63,653.00	N/A

Additional information about the provider may be found at the following web address:
https://www.pasco.k12.fl.us

VI.   MONITORING ACTIVITIES

The desk monitoring review activities included records and data review and an exit conference call.

<u>Exit Conferences</u>
The exit conference was conducted by conference call on May 25, 2016. The participants are listed below:

Name	Title	Exit Conference
Terry Aunchman	Director, Career and Adult Education	X
Barbara Donaghy	Coordinator, Career and Technical Education	X
Wendy Beard	Coordinator, Career and Technical Education	X
FDOE MONITORING TEAM		
Tashi Williams	Program Director, FDOE	X
Dr. Shahrokh Massoudi	Program Specialist, FDOE	X

<u>Records Review</u>
Program, financial and administrative records were reviewed. A complete list is provided in section VII, item E. Some policies and procedures were reviewed on the agency's website.

VII. RESULTS

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

- Administrators and teachers are committed to the AE programs.
- Teachers and administrators participated in the Adult and Community Education (ACE) annual conference and Florida Literacy Coalition annual conference.
- The district provides in service training for AE teachers.
- The district has locations in the county that are accessible to those in most need of literacy services such as:
  o James Ervin Education Center
  o Marchman Technical College

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 data is used to identify appropriate program placement of all students in AE programs.
- The teachers and administrators have access to the student data.
- The district has a staff member with clear responsibility for data collection, reporting and analysis for student data.
- The district uses the TERMS data software system for capturing and maintaining student attendance, student records, course information and performance for AE programs.
- The staff from the data collection section participate in FDOE data reporting meetings.
- The district uses TABE, CASAS, and ELCATE as standardized assessment instruments to pretest students.
- The district has policies and procedures for data collection, analysis and reporting student data.
- The AE staff members periodically participate in data review meetings and webinars sponsored by FDOE.

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

- The AE programs use My Career Shines for students' career exploration and planning.
- The AE administrator meets with staff periodically to evaluate the effectiveness of the AE programs.
- The AE teachers meet weekly to identify and prioritize standards and develop appropriate lesson plans and strategies to address the standards.
- The district is following the FDOE curriculum frameworks for AE programs.
- The AE programs use the Independent Reading Level Assessment (IRLA) framework to determine students' reading level.
- The ESOL program uses Burlington English curriculum for reading comprehension.

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 district has a technology plan that includes the disposal of equipment acquired under the funded grants.
- Integration of technology in all areas of the AE curriculum was documented.
- The district conducts inventory annually.
- The district has policy and procedures for disposing of equipment.
- The district's inventory system follows the Education Department General Administrative Regulation (EDGAR) guideline.

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

- District website
- Financial policy and procedures
- Technology plan
- Financial records
- Completed AE grant applications
- Final disbursement reports for AE grants
- Program brochures
- Allowable cost protocol
- The data workshops schedule with location and date
- Equipment inventory

F. **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 district has fiscal policies and procedures guideline in place.
- Documentation provided such as payroll, time and effort reports, purchase orders, travel and expenditures were in compliance.
- The district uses the MUNIS system software for every aspect of its accounting, budgeting and procurement functions.
- The AE administrator meets with finance/grants staff to review the grant funds monthly.
- The financial office maintains accounting records according to the state of Florida's record retention requirements.

VIII. REQUIRED RESOLUTION ACTIVITIES

ADULT EDUCATION AND FAMILY LITERACY
1. Corrective Action Plan (findings) – Pasco County School District is not required to complete a corrective action plan.
2. Action Plan (concerns) – Pasco County School District is not required to complete an action plan.

IX.   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, 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-du/compliance.

Finally, the division issues a closure notice to the agency head and contact designees. This notice indicates all outstanding resolution items, if applicable, have been completed.

On behalf of the department, the monitor, Dr. Shahrokh Massoudi extends his appreciation to all participants in the Pasco County School District desk monitoring review. Special thanks is offered to Mr. Terry M. Aunchman for his participation in this process.

Risk Scores Matrix for Districts Receiving Adult Education (AE)Grants

Agency Name: **PASCO COUNTY SCHOOL DISTRICT**
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**	X 10	**70**
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
# AE Grants Value	4+	7	**3**	X 8	**24**
	3	5			
	2	3			
	1	1			
AE Director Change Value	Yes	7	**0**	X 6	**0**
	No	0			
AE Funds Remaining Point Value	Upper Quartile	7	**5**	X 4	**20**
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
OAG Findings Value	Upper Quartile	7	**7**	X 4	**28**
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
			AGENCY RISK SCORE:		**142**

*Compliance monitoring last visit: AE, Spring 2015
*Data sources used for calculations: Prior to July 1, 2014