



FLORIDA DEPARTMENT OF  
**EDUCATION**  
CAREER AND ADULT EDUCATION

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

Hernando County School District

**November 4 – 6, 2019**

Final Report

TABLE OF CONTENTS

I. Introduction ..... 1

II. Authority ..... 1

III. Quality Assurance Policies, Procedures and Protocols ..... 1

IV. Provider Selection ..... 1

V. Hernando County School District ..... 2

VI. Monitoring Activities ..... 3

VII. Results ..... 3

VIII. Required Resolution Activities ..... 5

IX. Summary ..... 5

Appendix A ..... 6

Florida Department of Education  
Division of Career and Adult Education

**Hernando County School District  
Career and Technical Education and Adult 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 (QAC) 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) Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act, and for Adult Education (AE) under the Workforce Innovation and Opportunity Act (WIOA) of 2014. FDOE awards sub-grants to eligible providers to administer local programs. FDOE must monitor providers to ensure compliance with federal requirements, including Florida's approved state plans for CTE and Adult Education/Family Literacy. Each state shall have procedures for reviewing and approving applications for sub-grants and amendments to those applications, for providing technical assistance, for evaluating projects and for performing other administrative responsibilities the state has determined are necessary to ensure compliance with applicable statutes and regulations 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 sub-grantees 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 2019-2020 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 2019-20 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 Quality Assurance and Compliance section may apply any specific monitoring strategy to any federal or state-funded provider at any time. There may be circumstances that may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider’s risk matrix score.

The monitoring strategy for Hernando County School District (HCS D) was determined to be an onsite visit. Notification was sent to Mr. John Stratton, superintendent, Hernando County School District on August 7, 2019. The designated representative for the agency was Ms. Beth Lastra, supervisor, College and Career Programs, as well as Ms. Sophia Watson, supervisor, Adult and Technical Education.

The onsite visit to the agency was conducted November 4 – 6, 2019. The two representatives of the division present during the visit were program specialists Mr. Andrew Goldsmith and Mr. Michael Swift of the Quality Assurance and Compliance section.

**V. HERNANDO COUNTY SCHOOL DISTRICT**

**ENROLLMENT:**

Fiscal Year (FY) 2017-18

CTE (possible duplication at program level): Secondary – 5,361  
 Adult Basic Education – 438

The provider was awarded the following grants for FY’s 2017-18, 2018-19 and 2019-20:

**Finance**

**FY 2017-18**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	270-1918B-8CG01	\$ 232,500.00	\$ 17,673.34
Civics	270-1938B-8CE01	\$ 29,623.00	\$ 3,892.90
Perkins CTE Secondary	270-1618A-8CS01	\$ 253,950.00	\$ 3,086.24

**FY 2018-19**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	270-1919B-9CG01	\$ 232,500.00	\$ 6,673.46
Civics	270-1939B-9CE01	\$ 29,623.00	\$ 3,204.95
Perkins CTE Secondary	270-1619B-9CS01	\$ 271,921.00	\$ 8,749.36

**FY 2019-20\***

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	270-1910B-0CG01	\$ 232,500.00	\$ n/a
Civics	270-1930B-0CE01	\$ 29,623.00	\$ n/a
Perkins CTE Secondary	270-1610B-0CS01	\$ 251,941.00	\$ n/a

\*FY 2019-20 project disbursement reports not yet available

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

<https://www.hernandoschools.org/>

## VI. MONITORING ACTIVITIES

The monitoring activities included pre and post visit planning, an entrance and exit conference, records review, inventory review and interviews with administrators.

### Onsite Visits

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

- Hernando County School District
- Central High School

### Entrance and Exit Conferences

The entrance conference for HCSD was conducted on November 4, 2019. The exit conference was conducted on November 6, 2019. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Kara Trowell	HCSD Staff	X	
Melissa Wilkerson	District Office Staff	X	
Sophia Watson	Adult Ed. Supervisor	X	X
Miriam Gomez	Literary Specialist	X	
Doris Tejeda	Literary Specialist	X	
Beth Lastra	Supervisor, CTE	X	X
<b>FDOE Monitoring Team</b>			
Michael Swift	Program Specialist, QAC, FDOE	X	X
Andrew Goldsmith	Program Specialist, QAC, FDOE	X	X

### Interviews

Interviews were conducted with the administrative staff. All interviews were held during the course of the visit.

### Records Review

Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, item F. Several student records were reviewed. Policies and procedures were reviewed and discussed at various times during the 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.

- HCSD has a grant manager for their Perkins grants and another for their AE grants.
- The grant manager works with the curriculum and financial staff to create grant applications and amendments.
- No amendments have been denied and HCSD has worked with the Department to ensure correct amendments.
- HCSD has yearly marketing strategies including community events.

- HCSD reports that because unemployment is so low in the area it can be difficult to attract adult students.
- HCSD grant managers and staff conduct biweekly meetings to discuss grant management.
- Grant managers say that grant application timelines are a challenge. More time to prepare applications in the spring would be helpful.

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

- The district is moving towards implementing Skyward® software for data collection. They currently use TERMS®.
- After review of student data samples, no errors were found.
- The district works with the Department to ensure quality data reporting.
- HCSD is collecting all of the required student data.

**C. CURRICULUM AND INSTRUCTION:** refers to those elements that contribute to student learning and skill acquisition.

- The district recognized they had difficulties in the past with scheduling students efficiently in CTE programs. They corrected this internally and showed that they were proactive in these efforts.
- HCSD has guidance counselors located at each school. These counselors have been trained to understand the requirements and purpose of CTE programs.
- Instructors follow up with students after they've completed CTE programs.

**D. TECHNOLOGY AND EQUIPMENT:** refers to a review of the technology and equipment used by students and instructors in the classroom; addresses access, availability, innovation, use and condition.

- The district complies with all inventory requirements.
- HCSD notes that their inventory tracking software is getting old and could be improved. Technical assistance was provided with suggestions on what items would be best to have readily available for inventory review.

**E. 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 850-245-0511.

**F. 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 procurement/purchasing records
- Employee travel records
- District policies and procedures for finance and procurement

- Data resource manual
- District technology plan
- Student and employee handbooks
- Policies and procedures on inventory/equipment management
- Student data records
- Internal control policies
- Policies on dual enrollment
- Memorandums of Understanding (MOUs) and articulation agreements
- Grant funded employees time and effort (T&E) reports
- District and program sponsored training and records – sign in sheets, agendas, etc.
- Inventory records for all grant funded equipment purchases

**G. 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.

- HCSD does not use purchasing cards.
- Grant managers review all expenditures towards the grant.
- There are multiple levels of verification before a grant funded purchase is made.
- District administrators conduct monthly spending reviews.

**H. COLLABORATION:** refers to the collaborative agreements, partnerships or memoranda of understanding (MOU) that are in place to benefit an agency’s programs and students.

- Chamber of Commerce
- Career Source Pasco Hernando
- Hernando County Government
- Pasco Hernando State College
- In addition, the school district proudly partners with many of the local businesses and seeks their input on a regular basis.

## **VIII. REQUIRED RESOLUTION ACTIVITIES**

HCSD is not required to complete a required action plan.

## **IX. SUMMARY**

Once the fieldwork is completed, including receipt of requested information when applicable, a preliminary report is forwarded to the provider for review. Comments are accepted and considered at the discretion of the FDOE Quality Assurance and Compliance section. 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 that all outstanding resolution items have been completed when applicable or that no further action is required.

On behalf of the department, the monitoring team extends our appreciation to all participants in the HCSD onsite monitoring visit. Special thanks is offered to Ms. Beth Lastra and Ms. Sophia Watson for their participation and leadership during this process.

## APPENDIX A

### Hernando County School District Career and Technical Education Risk Matrix

<b>Risk Scores Matrix for Districts Receiving Adult Education (AE) Grants</b>					
Agency Name: <b>HERNANDO CO SCHOOL BOARD</b> Program Type: <b>AE</b> Target Year: <b>2017-2018</b> Monitoring Year: <b>2019-2020</b>					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
<b>Number of Years Since Last Monitored</b>	7 or More Years	7	<b>5</b>	<u>X10</u>	<b>50</b>
	5-6	5			
	3-4	3			
	0-2	1			
<b>Total Budget for all Adult Education Grants Combined</b>	Upper Quartile	7	<b>5</b>	<u>X 8</u>	<b>40</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
<b>Number of Adult Education Grants</b>	4 or More	7	<b>3</b>	<u>X 8</u>	<b>24</b>
	3	5			
	2	3			
	1	1			
<b>Change in Management Information Systems (MIS) from Previous Fiscal Year</b>	Yes	7	<b>7</b>	<u>X 6</u>	<b>42</b>
	No	0			
<b>Agency AE Program Director Change from Previous Fiscal Year</b>	Yes	7	<b>7</b>	<u>X 6</u>	<b>42</b>
	No	0			
<b>Unexpended Funds from all Adult Education Grants Combined</b>	Upper Quartile	7	<b>5</b>	<u>X 4</u>	<b>20</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>Number of Findings from the Office of the Auditor General</b>	Upper Quartile	7	<b>5</b>	<u>X 4</u>	<b>20</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>Adult Education Program Improvement Plan (AEPiP)</b>	Target Not Met on 3 of 3 Indicators	5	<b>1</b>	<u>X 6</u>	<b>6</b>
	Target Not Met on 2 of 3 Indicators	3			
	Target Not Met on 1 of 3 Indicators	1			
	All targets met	0			
<b>Agency Risk Score</b>					<b>244</b>

**Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE)  
Carl D. Perkins Grants**

Agency Name: **HERNANDO CO SCHOOL BOARD**

Program Type: **CTE**

Target Year: **2017-2018**

Monitoring Year: **2019-2020**

<b>Metric</b>	<b>Scaling</b>	<b>Point Value</b>	<b>Points Assigned</b>	<b>Weight</b>	<b>Total Metric Points</b>
<b>Number of Years Since Last Monitored</b>	7 or More Years	7	<b>7</b>	<u><b>X 10</b></u>	<b>70</b>
	5-6	5			
	3-4	3			
	0-2	1			
<b>Total Budget for all Perkins Grants Combined</b>	Upper Quartile	7	<b>5</b>	<u><b>X8</b></u>	<b>40</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
<b>Number of Perkins Grants</b>	4 or More	7	<b>1</b>	<u><b>X 8</b></u>	<b>8</b>
	3	5			
	2	3			
	1	1			
<b>Change in Management Information Systems (MIS) from Previous Fiscal Year</b>	Yes	7	<b>7</b>	<u><b>X 6</b></u>	<b>42</b>
	No	0			
<b>Agency CTE Program Director Change from Previous Fiscal Year</b>	Yes	7	<b>7</b>	<u><b>X 6</b></u>	<b>42</b>
	No	0			
<b>Unexpended Funds from all Perkins Grants Combined</b>	Upper Quartile	7	<b>3</b>	<u><b>X 4</b></u>	<b>12</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>Number of Findings from the Office of the Auditor General</b>	Upper Quartile	7	<b>5</b>	<u><b>X 4</b></u>	<b>20</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>AGENCY RISK SCORE:</b>					<b>234</b>