



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

**Quality Assurance and Compliance  
Virtual Desk Monitoring Review  
for  
Career and Technical Education  
And  
Adult Education**

**Hillsborough County Public Schools**

**November 8 - 10, 2021**

**Final Report**

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Florida Department of Education  
Division of Career and Adult Education  
**Hillsborough County Public Schools**  
**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 designing, developing, implementing, and evaluating a comprehensive quality assurance system, 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).

## **III. QAC CORE MONITORING GUIDE**

The Core Monitoring Guide (CMG) is intended to be used broadly by any reviewer conducting an onsite or desk monitoring of any program currently administered by the division. The guide provides a summary of each facet of the monitoring design and the process. It also contains objectives that may be used as agencies are monitored or reviewed. 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 QAC 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 Hillsborough County Public Schools (HCPS) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Mr. Addison Davis, superintendent, on July 14, 2021. The designated representative(s) for the agency were Mr. Chris Jargo (Perkins secondary), Mr. Darrell Faber (Perkins post-secondary and CARES Act) and Ms. Josalyn Michelle Loango (Adult Education). The division's representative conducting the VDMR was program specialist, Michael Swift of the Quality Assurance and Compliance section.

## V. HILLSBOROUGH COUNTY PUBLIC SCHOOLS

### ENROLLMENT:

CTE (possible duplication at program level): Secondary – 70,774; Post-secondary – 8,833  
 AE – 7,818

### Finance

The provider was awarded the following grants for fiscal year's (FY) 2018-19, 2019-2020 and 2020-21:

#### **FY 2018-19**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Secondary	290-1619B-9CS01	\$ 2,635,401.00	\$ 0.00
Perkins Post-secondary	290-1619B-9CP01	\$ 511,518.00	\$ 0.00
Adult Education - IELCE	290-1939B-9CE01	\$ 395,713.00	\$ 2,559.47
Adult Education - AGE	290-1919B-9CG01	\$ 1,854,706.00	\$ 32,688.30

#### **FY 2019-20**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Secondary	290-1610B-0CS01	\$ 2,339,466.00	\$ 0.00
Perkins Post-secondary	290-1610B-0CP01	\$ 519,169.00	\$ 0.00
Adult Education - IELCE	290-1930B-0CE01	\$ 395,713.00	\$ 0.00
Adult Education - AGE	290-1910B-0CG01	\$ 1,854,706.00	\$ 0.00

#### **FY 2020-21**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Secondary	290-1611B-1CS01	\$ 2,534,705.00	N/A
Perkins Post-secondary	290-1611B-1CP01	\$ 806,484.00	N/A
CARES Act - Rapid Credentialing	290-1230A-1CR03	\$ 651,486.00	N/A
CARES Act - CTE Infrastructure	290-1230A-1C002	\$ 472,460.00	N/A
Adult Education - IELCE	290-1931B-1CE01	\$ 395,713.00	N/A
Adult Education - AGE	290-1910B-0CG01	\$ 1,854,706.00	N/A

Additional information about the provider may be found at the following web address:  
<https://www.hillsboroughschools.org/>

**VI. MONITORING ACTIVITIES**

The monitoring activities included pre and post-review planning, an entrance and exit meeting, records review, and interviews with administrators, if necessary.

Onsite Visits

No onsite visits were made during the VDMR process.

Entrance and Exit Conferences

The virtual entrance conference for HCPS was conducted on November 8, 2021. The exit conference was conducted on November 10, 2021. The participants are listed below:

<b>Name</b>	<b>Title</b>	<b>Entrance Conference</b>	<b>Exit Conference</b>
Warren Scott Brooks	Executive Director CTAE	X	X
Darrell Faber	Director of Workforce and Continuing Ed	X	X
Chris Jargo	Director of CTE	X	X
Josalyn Loango	Director of Adult Ed	X	X
Ron Cruz	Supervisor, Adult Ed	X	X
Shefali Bakshi	Assistant Principal		X
Johanna Matute	Accountant		X
Keensha Parham	Coordinator, Workforce and Continuing Ed	X	X
Darius Garland	Paraprofessional		X
Janet Richards	Guidance Counselor		X
Susan MacGill	Paraprofessional		X
<b>FDOE Monitoring Team</b>			
Chuck Davis	Program Specialist, QAC, FDOE	X	X
Michael Swift	Program Specialist, QAC, FDOE	X	X
Orion Price	Program Specialist, QAC, FDOE	X	X

Interviews

HCPS administrators were available via teleconference for interviews, if necessary.

Records Review

Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, item F. A minimum of nineteen student records were checked. In addition, policies and procedures were examined and discussed at various times during the monitoring review.

## VII. OBSERVATION

- A. **ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.
- The HCPS CTE and AE grants are managed by experienced program administrators and follow the same process for the drafting, approval and submissions of their grants to FDOE.
    - The secondary and post-secondary CTE directors are responsible for managing the district's secondary Perkins grants. The secondary director works primarily with school administrative staff and curriculum specialists. The post-secondary director works with the district's technical center directors, CareerSource Tampa Bay and the secondary director.
    - The AE program director and coordinator serve as the grant manager of the district's Adult General Education (AGE) and Integrated English Literacy and Civics Education (IELCE) grants.
    - Once all of the programmatic needs are addressed and the grant applications are complete, the district grants department verifies the contents of the grants before moving it along to the superintendent for final approval prior to submission to the state.
  - As part of the required comprehensive local needs assessment (CLNA), secondary and post-secondary CTE administrative staff consulted with numerous individuals and entities across the district's service area. Those stakeholders included but were not limited to: over 800 surveys sent to parents and students; teachers; CTE advisory council; CareerSource Tampa Bay; local business partners; and representatives from special populations. Due to the ongoing pandemic, CareerSource Tampa Bay worked with the district to conduct virtual CLNA summits and meetings in an effort to reach as many stakeholders as possible.
  - Prior to the mandated CLNA (CTE only) the AE and CTE programs conducted district-wide, annual program reviews to determine programmatic needs. The CTE annual reviews have been adapted to fit the model of the aforementioned CLNA, while AE annual reviews will continue as currently designed.
  - The district conducts ongoing professional development and training to ensure all CTE and AE administrative staff are up to date on any changes that come from the federal and/or state level departments of education.
- B. **DATA AND ASSESSMENT** refers to all the data and assessment system components, including test administration, test security, data collection, entry, reporting, and procedures. The use of data in program decision-making is also explored and commented.
- HCPS utilizes a combination of methods that comprise the district's Student Information System (SIS). Education Connection (EdConnect) is an in-house developed SIS and is used in conjunction with SAP® Business Objects Crystal Reporting System.
  - HCPS has a robust checks and balances system to ensure the accuracy of all student data submitted to the state.
    - District Data Processors, Site Managers and Registrars are responsible for data collection, data entry and verification of all student data from their particular school site.
    - Local Workforce Development Information System (WDIS) audits take place twice over the course of a program year. These audit "check-ins" pull a 15% sample size of student data to be reviewed. Data reviewed includes student records, attendance rosters and financial records. To pass this review all program sites must total 100% accuracy for all records requested.

- The district has policies and procedures on data collection and offers localized training to CTE and AE administrative staff and teachers via annual training workshops. Training provided by the district includes achieving data quality workshops, best practices seminars and other targeted training as deemed necessary. Administrative staff also attend FDOE sponsored training and professional development such as the Workforce Education and District Data Advisory Council (WEDDAC) annual conference.
- AE literacy completion points (LCP) are automated within the SIS, and monthly verification reports are sent to all program sites for verification. Additionally, bi-weekly edit reports are also provided to each site to be corrected before resubmission to the SIS.
- The in-house SIS was created to actively review all data entered for accuracy and contains numerous safeguards that prevent erroneous data from being uploaded into the system. Fields that are required to be populated must include the appropriate data element(s) or the system will not let the data entry operator proceed to the next field.
- All proctors of the Tests for Adult Basic Education (TABE) and the Comprehensive Adult Student Assessment System (CASAS) are trained and certified, as required, by the state and the appropriate testing companies. Local policies and procedures on testing are also in place.
- All of the data elements required of their local MIS were included in the system and verified during the desk review.
- Student electronic files include “release of information” clauses as required by the Family Educational Rights and Privacy Act (FERPA).
- Samples of CTE and AE student data were reviewed and verified for accuracy as part of the VDMR. No errors were found. All student records were provided by HCPS.

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

- HCPS offers CTE and AE programs across multiple technical colleges, adult learning centers, high schools, middle schools and satellite sites throughout Hillsborough County.
- During the height of the COVID-19 pandemic, the district was forced to adjust how they offered instruction to students. No classes were discontinued during the pandemic, but class sizes were altered to adhere to local health and safety protocols. Programs that require students to earn clinical “hours” had to be adjusted so those students could stay on track towards program completion.
- The AE program was able to push forward utilizing CANVAS® online solutions to continue remote learning. Testing was also allowed to be conducted virtually, and numerous administrators were certified to remotely proctor those tests.
- The district also plans to continue the use of digital learning within its secondary and AE programs.
- HCPS puts forth great effort to attract and retain students from special populations. There is a great relationship with local civic organizations and community leaders that assist in reaching these individuals.
  - The district has a large hearing-impaired student population and offers a multitude of resources for those students and instructors.
  - Science, Technology, Engineering and Math exploration days take place annually at the local military base for the families of servicemen.
  - The AE program has a satellite site throughout the local community that seeks to address the unique needs of its residents.
  - HCPS has a twenty-five year relationship with the county housing authority to provide services for displaced, lower income families throughout Hillsborough County.

- The Exceptional Students Learning Services department works with K-12, post-secondary and AE students to ensure that all of their needs are being met, and that they are afforded equal access in all learning environments (when possible).
- HCPS offers students multiple opportunities to participate in additional learning activities outside of the classroom.
  - Work- based learning, internships and on-the-job training (OJT) is a priority within the district.
  - Students participate in multiple Career and Technical Student Organizations (CTSOs).
- Adult students are able to participate in Integrated Education and Training (IET) programs that better prepare them for transition into the workforce and/or into a post-secondary CTE program. HCPS will work with CareerSource Tampa Bay, surrounding educational institutions and local employment providers to pilot two IET projects in Medical Assisting and Pharmacy Technician.
- AE and CTE instructors participate in ongoing trainings provided by FDOE, as well as annual professional development through the district. Program specific training is also attended as required.
- No reasonable services and accommodations are denied to those students who self-declared a disability. The district works with disabled students to ensure their individual needs are being met.

**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.

- All inventory criteria set forth by federal, state and local guidelines are included within the inventory management system. The inventory management system was verified during the VDMR.
- The district has a technology plan that includes policies on new equipment requests, equipment safety/storage, and old inventory disposal.
- Program site leaders (principal and/or program director) act as the custodians of all equipment housed at their location.
- HCPS conducts an annual district-wide inventory of their federally funded equipment. There have been instances of theft and/or loss of property, and loss reconciliation forms were provided by HCPS.

**E. ACCESS AND EQUITY** refer to compliance with federal non-discrimination laws' requirements 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 850-245-0511.

**F. RECORDS REVIEW** refers to reviewing the records and documents that evidence compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

- Size, scope and quality review
- CLNA –Local Market Alignment
- MIS data quality checklists
- District policies and procedures for finance and procurement
- District technology plan



- Grant management handbook
- Student and employee handbooks
- Inventory pictures
- Procurement records
- Grant-funded payroll distribution records
- Travel records
- Memorandums of Understanding (MOUs) and articulation agreements
- Advisory committee records – agendas, sign-in sheets, etc.
- District professional development and training records – agendas, sign-in sheets, training materials, etc.
- CTE and AE student data review
- Tests of Adult Basic Education (TABE) and Comprehensive Adult Student Assessment System (CASAS) proctor records.

**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.

- Lawson® is used as the district’s financial and contract management system.
- The district’s Accounting and Financial Procedures Guide ensures the efficient management of CTE and AE grant funds. The following procedural manuals were reviewed:
  - District Budget Manual
  - Procurement Thresholds and Methods
  - Expenditures Policy Manual
  - Investment and Cash Management Policies
  - Training
- Purchase orders are only created and authorized for items previously approved in the FDOE federal grant application. Once a purchase has been authorized, the method of procurement is determined based on the price of the item(s). All purchases in excess of \$50,000 must be approved by the HCPS board. All purchases below that threshold must follow pre-set procurement thresholds:
  - Less than \$5,000 = best business and financial practices
  - \$5,000.01 to \$10,000 = telephone quotes
  - \$10,000.01 to \$50,000 = electronic Invitation to Quote (ITQ)
  - Anything above \$50,000.01 = competitive bidding process
- The district revenue group works with the AE and CTE grant managers to ensure all expenditures are allowable by law and able to be funded with federal dollars. Regular meetings are held with program administrators and finance staff to determine the current financial standings of each grant, to ensure that grant expenditures are being managed properly. Budget amendments are submitted to FDOE if the opportunity arises.
- The district does utilize purchasing cards for small tasks such as lodging, rental cars and fuel. Monthly monetary limits are preset, and any purchase above that threshold must be preapproved.

**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.

- HCPS has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students within the district. The list of partners include, but are not limited to:
  - CareerSource Tampa Bay
  - Feeding Tampa Bay
  - Tampa General Hospital
  - Erwin Technical College
  - Aparicio-Levy Technical College
  - Brewster Technical College
  - Hillsborough Community College
  - United Way Tampa
  - Salvation Army
  - Ana G. Mendez University

## **VIII. RESULTS**

HCPS was not found to be out of compliance. All items reviewed were compliant in accordance to applicable local, state and federal laws and/or policies and procedures.

## **IX. SUMMARY**

Once the monitoring review is completed, including receipt of additional requested information when applicable, a preliminary report is forwarded to the provider for review. Comments are accepted and will be considered at the discretion of the FDOE monitoring team lead. Once the final report is approved, it will be forwarded to the agency head with a copy sent to the provider designated contact person. The final report will be posted on the department's website at the following address:  
<http://fldoe.org/academics/career-adult-edu/compliance>.

Finally, the division issues a closure letter to the agency head and designated contact person. This letter indicates that all outstanding corrective action plan items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

The monitoring team extends its appreciation to all participants of Hillsborough County Public Schools monitoring review on behalf of the department. Special thanks is offered to Ms. Josalyn Loango and Mr. Chris Jargo for their participation and leadership during this process.

**APPENDIX A**

Hillsborough County Public Schools  
Career and Technical Education  
Risk Matrix

<b>Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants</b>					
Agency Name: <b>Hillsborough County Public Schools</b>					
Program Type: <b>CTE</b>					
Monitoring Year: <b>2021-2022</b>					
<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>3</b>	<u><b>X 10</b></u>	<b>30</b>
	5-6	5			
	3-4	3			
	0-2	1			
<b>Total Budget for all Perkins Grants Combined</b>	Upper Quartile	7	<b>7</b>	<u><b>X8</b></u>	<b>56</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
<b>Number of Perkins Grants</b>	4 or More	7	<b>3</b>	<u><b>X 8</b></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>0</b>	<u><b>X 6</b></u>	<b>0</b>
	No	0			
<b>Agency CTE Program Director Change from Previous Fiscal Year</b>	Yes	7	<b>0</b>	<u><b>X 6</b></u>	<b>0</b>
	No	0			
<b>Unexpended Funds from all Perkins Grants Combined</b>	Upper Quartile	7	<b>0</b>	<u><b>X 4</b></u>	<b>0</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>130</b>

Data sources used for calculations: Prior to July 1, 2020

Hillsborough County Public Schools  
Adult Education  
Risk Matrix

<b>Risk Scores Matrix for Districts Receiving Adult Education (AE) Grants</b>					
Agency Name: <b>Hillsborough County School Board</b>					
Program Type: <b>AE</b>					
Monitoring Year: <b>2021-2022</b>					
<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>3</b>	<u>X10</u>	<b>30</b>
	5-6	5			
	3-4	3			
	0-2	1			
<b>Total Budget for all Adult Education Grants Combined</b>	Upper Quartile	7	<b>7</b>	<u>X 8</u>	<b>56</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>0</b>	<u>X 6</u>	<b>0</b>
	No	0			
<b>Agency AE Program Director Change from Previous Fiscal Year</b>	Yes	7	<b>0</b>	<u>X 6</u>	<b>0</b>
	No	0			
<b>Unexpended Funds from all Adult Education Grants Combined</b>	Upper Quartile	7	<b>0</b>	<u>X 4</u>	<b>0</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>4</b>	<u>X 6</u>	<b>24</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>154</b>

Data sources used for calculations: Prior to July 1, 2020

## ATTACHMENT A

### **Hillsborough County Public Schools – Career, Technical and Adult Education Highlights and Success Stories**

The following are Secondary CTE highlights from the 2020-2021 School Year:

- Career and Technical Education courses were offered at all 28 high school locations, all four Career Centers and 43 of the district’s middle schools.
- There were over 70 Career and Technical Education Programs across the school district.
- Career Dual Enrollment opportunities existed in programs such as Early Childhood Education, Veterinary Assisting and Computer Systems & Information Technology.
- Students earned over 13,544 industry certifications, which was over 40% more than the year prior.
- Hillsborough County Public Schools is part of the Tampa Bay Career Pathways Consortium with 13 Local Educational Agencies.
- Students participate both virtually and in-person in Career and Technical Student Organizations such as DECA, FFA and Future Business Leaders of America.
- The school district partnered with Hillsborough Community College to be awarded and implement the Entrepreneurship and Education Training (EET) Grant.
- The school district was awarded Pathways to Career Opportunities (PCOG) – Phase 3 Grant and continued to implement and expand pre-apprenticeship opportunities as part of the Phase 1 and Phase 2 PCOG Grant.

The following are Post-Secondary CTE highlights from the 2020-2021 School Year:

- Hillsborough County has three Technical Colleges: Aparicio Levy, Brewster and Erwin that provide full-time, hands-on training and preparation for licensures and/or certificates in over 35 postsecondary programs that prepare students for employment in Health Careers, Business Marketing, Early Childhood, Industrial Education, Information Technology and Public Service.
- Our Adult and Career Services Center (ACSC) is a “one-stop shop” which promotes education and training opportunities bridging the gap between Adult Education, Hillsborough Technical College and the workforce. Free educational, career counseling and academic advising is available to assist students in enhancing their knowledge along with an alignment of resources to meet educational and career objectives. Financial Aid assistance, grant and agency funding resources are available along with placement assistance. We do not offer any loans.
- The Hillsborough Technical Colleges offer Career Dual Enrollment opportunities in programs such as Early Childhood Education, Veterinary Assisting and Computer Systems & Information Technology at 19 High Schools.
- All of our programs have an Advisory Board that consists of industry professionals and they are all bona-fide potential employers.
- Erwin Technical College has 23 pre-apprentice and apprenticeship committees throughout the state that have approximately 1,627 students.
- The Hillsborough Technical Colleges have received over \$10,250,000 in Federal Cares Act Grants.

The following are Adult Education Success Program Stories:

Five years before the Pandemic, HCPS-AE invested in computer-based curricular programs (CBCP) for ABE/GED, ESOL, and Credit (Credit Recovery) along with Zoom to enhance adult student achievement. HCPS-AE teachers and students successfully used the CBCP daily, in class and at home. When the district closed down due to COVID in March 2020, all HCPS-AE teachers and students immediately and smoothly transitioned from live face-to-face AGE classes to virtual online classes using the CBCP. Thus, the HCPS-AE program lost less than 10% of its prior year's enrollment and instructional hours during the pandemic, while other AE programs in Florida lost over 50% of their students and instructional hours.

During the 2020-2021 school year, the HCPS-AE Credit program targeted at-risk students who lost instructional time and high school credits because of the pandemic. In doing so, Co-enrolled Credit Program students successfully gained over 6,500 half credits during the pandemic; this significantly contributed to Hillsborough County Public Schools graduation rate of 89.2%.

Hillsborough County Public School's Adult Education Program has over 50 business partners. A highlight of a successful and excellent partnership is our partnership with Hillsborough County Governments' School Services department. Over the last eight years, Hillsborough County's Department of Social Services has provided HCPS-CTAE students with over eight million dollars in grant funds that pay Hillsborough County Residences, our students; tuitions, books, uniforms, testing fees and other fees when they seek to enter or exit any HCPS-AE or Technical College Program.

In 2019, Three HCPS –AE employees won community-based excellence awards from our partners in Adult Educational Leadership. Ron Cruz won the ACE of Florida Administrator of the Year award in 2019 and the Tampa Bay Refugee Task Force Service Award in 2019; Miriam Cabrera won the ACE of Florida Teacher of the Year 2019; and one of our students won the ACE Sunshine Student Success Story of the Year award in 2019. In addition, Druci Diaz won the Tampa Bay Hispanic Heritage Excellence award for her help enrolling thousands of students in Adult Education and College classes during the pandemic.



**Please address inquiries regarding this report to:**

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