



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Volusia County Schools

December 2023

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Volusia County Schools
Pathways to Career Opportunities Grant (PCOG)
Quality Assurance and Compliance Monitoring Report**

I. INTRODUCTION

The Division of Career and Adult Education (Division) within the Florida Department of Education (Department) has several key responsibilities, including leadership, resource allocation, technical assistance, monitoring and evaluation. These duties require the Division to oversee the performance and regulatory compliance of federal and state funding recipients. The Quality Assurance and Compliance (QAC) unit plays a critical role in this process by designing, developing, implementing and evaluating a comprehensive quality assurance system, which includes monitoring. This system aims to ensure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is the Division's duty to regularly monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the PCOG Request for Proposal and the Uniform Grant Guidance, also referred to as 2 Code of Federal Regulations Part 200, the Department is responsible for monitoring programs run by a sub-grantee or provider of supported activities to ensure adherence to relevant federal and state regulations.

III. QAC CORE MONITORING GUIDE

The Core Monitoring Guide is designed to be utilized by any reviewer who is conducting an onsite or desk monitoring of any program currently administered by the Division. The guide includes a brief overview of each aspect of the monitoring design and the process, as well as objectives that can be used when agencies are monitored or reviewed. You can find the guide on the Division's website at <http://fldoe.org/academics/career-adult-edu/compliance>. The QAC unit may apply any specific monitoring strategy to any federal or state-funded provider at any time. Some circumstances may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

IV. PROVIDER SELECTION

The Volusia County Schools (VCS) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Deidre Whitenberger, Project Manager, Federal Programs and Grant Development, on September 14, 2023. The designated representative for the agency was Dr. Kristin Pierce, CTE Coordinator, Volusia County Schools.

The Division's representative conducting the VDMR was Program Specialist Michael Swift, of the QAC.

V. VOLUSIA COUNTY SCHOOLS

Finance*

The provider was awarded the following grant(s) for fiscal years 2020-21 and 2021-22:

FY 2020-2022

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	640-90310-1D001	\$ 531,457.00	\$ 8,258.74

FY 2021-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	640-90310-2D401	\$ 567,293.00	\$ 5,124.08

*VCS opted to extend all grant cycles for an additional fiscal year.

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

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

VI. MONITORING ACTIVITIES

The monitoring activities include pre- and post-review planning, an entrance and exit conference, records review and interviews with administrators, if necessary. Inventory reviews are also conducted, as necessary.

Onsite Visits

Onsite visits for the purpose of inventory review were conducted at the following location:

- Mainland High School (MHS)

Entrance and Exit Conferences

The entrance conference for VCS was conducted on December 7, 2023. The exit conference was conducted on December 8, 2023. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Kristin Pierce	CTE Coordinator, VCS	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

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 VCS CTE Coordinator is responsible for the management and implementation of the district's PCOG grant(s). Although the district received its first PCOG award in 2020-21, the CTE Coordinator has many years of experience managing the district's federally funded Perkins grants.

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 on.

- The Division's Data, Research and Evaluation team requested that the monitoring staff confirm VCS PCOG enrollment numbers submitted to the state via the PK-20 Education Reporting and Accessibility database. Enrollment data was requested for the following occupations:
 - Heating and Air Conditioner Installer
- VCS provided sufficient enrollment data and documentation, as required by the state.
- All documentation was provided by VCS, as part of the monitoring review.

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

- VCS utilized county and state occupation databases to determine what pre-apprenticeship programs would be offered to students. The following occupations were considered "high need" careers within Volusia County and PCOG grant dollars were used to support their implementation:
 - Electrician and Electrician Helper (2020-21)
 - Heating, Air Conditioning and Refrigeration Mechanic and Installer (2021-22)In addition to regional occupational demand lists, VCS also provided numerous letters of support from local employers and economic stakeholders.
- As part of their collaborative partnership with CareerSource Flagler Volusia (CS), CS will work to place students who have successfully completed pre-apprenticeship programs with qualified apprenticeship programs throughout the county. Other stakeholders such as Daytona State College (DSC) will also provide continued support for the pre-apprenticeship programs and support for student placement.
- Florida Electrical Apprenticeship and Training and the Electrical Training Alliance of Daytona Beach partnered with VCS in the development of Related Technical Instruction for the electrician pre-apprentice program.
- The United Association of Plumbers and Pipefitters Local Union 295 provided guidance in developing program standards for the Heating Air Conditioning and Refrigeration program.

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

- VCS provided their Property Accounting Manual that included policies on inventory management, methods of procurement and inventory procedures.

- Policies on lost and stolen property were also provided by the district. VCS reported that there have been no reports of stolen or lost equipment over the previous three fiscal years.
- VCS purchased capitalized inventory with their PCOG funds, thus an inventory review was conducted at MHS. All equipment was found in its appropriate location as documented on inventory records.
- Property custodians throughout the district complete property inventories annually. All inventoried property must match the records maintained in the Property Inventory Records Department.

E. **EQUAL ACCESS** refer to compliance with federal non-discrimination laws' requirements relating to recruitment, enrollment, participation and completion of programs.

- VCS included the necessary policies required by the General Education Provisions Act (GEPA) which ensures equal access and participation in programs regardless of sex, race, national origin, color, disability or age.

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

Documents reviewed are:

- District policies and procedures for finance, procurement, accounts payable, etc.
- District policies and procedures for property accounting and management
- Grant final disbursement report (DOE399)
- Travel records
- CareerSource Flagler Volusia Memorandum of Understanding (MOU)
- All supporting documentation for the PCOG Provider Self-Assessment
- District GEPA statement

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.

- Oracle® is used as the VCS financial management system. Program managers are able to use reports generated within Oracle® to ensure the appropriate handling and allocations of grant funds.
- Policies and procedures for cash management and procurement were reviewed as part of the monitoring process. Financial records were provided by VCS at the time of monitoring.
- Monitoring staff conducted a grant budget analysis of VCS's PCOG grant and no deviations from their approved grant award were uncovered.

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

- VCS has numerous collaborations and MOUs within the local community. They offer additional educational and job experiences to students within the district. The list of partners includes but are not limited to:
 - CareerSource Flagler Volusia
 - United Association of Plumbers and Pipefitters Local Union 295
 - Florida Electrical Apprenticeship and Training
 - Electrical Training Alliance of Daytona Beach

- Daytona State College

VIII. RESULTS

VCS was not found to be out of compliance.

IX. SUMMARY

After completing the monitoring review and receiving any additional information requested, a preliminary report is sent to the provider for their review. The Division monitoring team lead may consider comments at their discretion. Once the final report is approved, it will be sent to the agency head and a copy will be sent to the provider's designated contact person. The final report will also be posted on the Department's website, which you can find at:

<http://fldoe.org/academics/career-adult-edu/compliance>

Once all outstanding corrective action plan items have been completed (when applicable), the Division will issue a closure letter to the agency head and designated contact person. This letter will signify the end of the monitoring process and that no further action is required.

On behalf of the Division, the monitoring team would like to extend their appreciation to all participants in the Volusia County Schools VDMR. A special thanks is offered to Dr. Kristin Pierce for her participation and leadership during this process.



Please address inquiries regarding this report to:

Kara Kearce
Director of Quality Assurance and Compliance
Kara.Kearce@fldoe.org
(850) 245-9033

Florida Department of Education
Division of Career, Technical and Adult Education
325 West Gaines Street · Room 722A
Tallahassee, FL 32399