



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Sumter County School District

February 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Sumter County School District
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) office 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 office 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 Sumter County School District (SCSD) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Mr. Richard Shirley, Superintendent, on November 15, 2023. The designated representative for the agency was Mr. Casey Ferguson, Coordinator, Career and Technical Education and Adult Education.

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

V. SUMTER COUNTY SCHOOL DISTRICT

PCOG ENROLLMENT: Zero enrollees reported for 2020-21 and 2021-22. Eight enrollees reported for 2022-23.

The provider was awarded the following grant(s) for the fiscal years (FY) 2020-21, 2021-22 and 2022-23.

Finance

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	600-90310-1D301	\$ 150,000.00	\$ 0.00

FY 2021-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	600-90310-2D401	\$ 88,000.00	\$ 6,000.52

FY 2022-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	600-90310-3S501	\$ 132,946.00	\$ 50,922.98

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

<https://www.sumter.k12.fl.us/>

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.

Onsite Visits

Although the monitoring review was virtual, an inventory review was done in conjunction with another onsite monitoring review the QAC team was conducting in the geographical area:

- Wildwood Middle High School

Entrance and Exit Conferences

An introductory telephone meeting with Mr. Ferguson took place on January 10, 2024. An exit telephone meeting took place on April 15, 2024 to inform him of the final standing of the monitoring review.

Name	Title	Entrance Conference	Exit Conference
Casey Ferguson	Coordinator, Career and Technical Education and Adult Education, SCSD	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	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.
- SCSD's PCOG grant is managed by the district's Adult Education and Career and Technical Education Coordinator.
 - Advisory Boards assisted with determining the use of the PCOG funds and currently provide ongoing consultation in support of the program and executing the requirements of the grant.
 - Deliverables are submitted to the Division on time, and grant amendments are submitted with minimal errors.
- 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 SCSD's PCOG enrollment numbers submitted to the state via the PK-20 Education Reporting and Accessibility (PERA) database. Enrollment data was requested for the following occupations:
 - Carpentry
 - SCSD provided sufficient enrollment data and documentation, as required by the state.
 - All documentation was provided by SCSD, as part of the monitoring review.
- C. **CURRICULUM AND INSTRUCTION** refers to elements contributing to student learning and skill acquisition.
- In consultation with CareerSource Central Florida (CF) and numerous other labor market sources, it was determined that the best use of SCSD's PCOG grant was in support of the region's rapidly growing construction industry. SCSD now supports pre-apprenticeship programs in multiple occupations under the Architecture and Construction career cluster.
 - SCSD serves as the program sponsor in conjunction with the Academy of Construction Technologies (ACT) registered pre-apprenticeship program. ACT ensures that the curriculum utilized in the program(s) reflects the current and future needs of the industry, while also adhering to the academic standards set forth by the Department.
 - Pre-apprentices enrolled in the construction program at two high schools receive Related Technical Instruction (RTI) on campus via classroom and lab instruction. In addition to the program standards set forth by ACT and the district, instructors also incorporate "soft" skills such as ethics, communication, customer service and employability skills. All the aforementioned "soft" skills are deemed necessary for success in the industry, on top of the core skills learned in the classroom and in lab settings.
 - Based on the instructional pathway a student selects, they will participate in 150 classroom hours followed by on the job training (OJT) during the summer months while the student is enrolled in the program. OJT will be with a single employer and will, at a minimum, meet the required 320 hours of workplace training.
 - Professional learning is provided to instructors participating in the construction program via ongoing local training; industry led training; and participation in Division sponsored training such as the Florida Association of Career and Technical Education online coursework and conference.

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.

- SCSD does have policies and procedures on property management, equipment safety/storage and inventory disposal.
- SCSD utilizes transfer of property forms that track the movement of equipment if it is moved from its initial location. This ensures that the district is always aware of the exact location of a piece of equipment.
- The Adult Education Technician is responsible for district property and inventory management. A job description was provided by SCSD.
- Capitalized equipment is inventoried at least annually, and all inventoried property must match the records maintained in the property management system. Any missing or misplaced items must be reported immediately by the principal of the location in which the property should be located. Police reports are requested if an item is not recovered.
- SCSD did not report any instance of lost, stolen or damaged capitalized equipment purchased with PCOG funds.

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

- SCSD included the necessary policies required by the General Education Provisions Act and other federal laws, which ensure 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 were:

- District policies and procedures for finance, procurement, accounts payable, etc.
- District policies and procedures for property accounting and management
- Procurement records
- Final Project Disbursement Report
- Time and effort reports
- Purchasing card (P-Card) transactions
- Deliverable reports provided to the Division

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.

- Skyward® is used as the SCSD financial management system. The PCOG director and other administrators use reports generated by Skyward® to ensure the appropriate handling and allocations of grant funds.
- SCSD's Fiscal Policy Manual ensures the efficient management of grant funds. The following procedural manuals were reviewed:
 - Procurement thresholds

- Methods of procurement
- Contract management
- Cash management
- Budgeting
- Travel
- SCSD works with the PCOG program manager to ensure all expenditures are allowable by law and able to be funded with state grant dollars. Purchases are only initiated once approval is received from the Division.
- Once a purchase has been authorized, the procurement method is determined based on the price of the item(s). Procurement records were provided as part of the monitoring review.
- The district does use P-Cards as an efficient method of purchasing when acquiring goods or services no higher than \$999.99.

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.

- SCSD has numerous collaborations, partnerships and MOUs within the local community. They offer additional educational and job experiences to students within their service area. The list of partners includes but is not limited to:
 - CareerSource CF
 - Academy of Construction Technologies
 - KOOL Air
 - Doyle Heating and Cooling
 - Electrical Works
 - Sumter County Board of Commissioners
 - Lake Technical College
 - Lake Sumter State College

VIII. RESULTS

Sumter County School District 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:

<https://www.fldoe.org/academics/career-adult-edu/>

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 Sumter County School District VDMR. A special thanks is offered to Mr. Casey Ferguson for his participation and leadership during this process.



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