FLORIDA DEPARTMENT OF EDUCATION
CAREER AND ADULT EDUCATION

**Quality Assurance and Compliance
Onsite Monitoring Review
for
Perkins Career and Technical Education**

Florida State University School

October 6 – 10, 2025

Final Report

TABLE OF CONTENTS

Florida Department of Education
Division of Career and Adult Education
Florida State University School
Perkins Career and Technical Education

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

The Department receives federal funding from the U.S. Department of Education for Career and Technical Education under the Carl D. Perkins Strengthening Career and Technical Education (CTE) for the 21st Century Act and for Adult Education (AE) under the Workforce Innovation and Opportunity Act of 2014. The Department awards sub-grants to eligible providers to administer local programs. The Department 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 Code of Federal Regulations 76.770, Education Department General Administrative Regulations and the Uniform Grant Guidance 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 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. The guide can be found on the Division's website at https://www.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 office 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 Florida State University School (FSUS) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Mr. Richard McCullough, on August 8, 2025. The designated representative for the agency was Ms. Ruth Bickel, CTE Director, FSUS. The Division's representative conducting the VDMR was Program Specialist Michael Swift of the QAC.

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V.   FLORIDA STATE UNIVERSITY SCHOOL

Finance
The provider was awarded the following grants for fiscal years (FY) 2022-23, 2023-24 and 2024-25:

FY 2022-23

Grants	Grant Number	Grant Amount	Unexpended
Perkins Secondary	371-1613R-3CDR1	$ 125,000.00	$ 40,307.84
Perkins – Augment Position	371-1623B-3C001	$ 857,236.00	$ 338,474.98

FY 2023-24

Grants	Grant Number	Grant Amount	Unexpended
Perkins Secondary	490-1614R-4CDR1	$ 92,730.00	$ 40,552.39

FY 2024-25

Grants	Grant Number	Grant Amount	Unexpended
Perkins Secondary	490-1615R-5CDR1	$ 58,400.00	$ N/A

Additional information about the provider may be found at the following web address: https://www.fsus.school/ .

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
Although a VDMR, the monitoring team lead did conduct a site visit for the purpose of inventory. The following campus was visited:
- FSUS High (FH)

Entrance and Exit Conferences
An introductory Microsoft Teams meeting was conducted on August 14, 2025. Ms. Bickel was informed about the final standing of the VDMR on August 20, 2025. The participants are listed below:

Name	Title	Entrance Conference
Ruth Bickel	Director, CTE, FSUS	X
Division Monitoring Team		
Michael Swift	Program Specialist, QAC	X
Dantavia Davis	Program Specialist, QAC	X
Charles Davis	Program Specialist, QAC	X

Interviews
No interviews were required as part of the VDMR.

Records Review
Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, part F. A minimum of 30 student records were checked. In addition, policies and procedures were examined and discussed at various times during the monitoring review.

VII.   OBSERVATION

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

- FSUS is unique, as they serve as a laboratory charter high school in conjunction with Florida State University (FSU). At the high school level, the CTE director provides guidance and oversight for the FSUS Perkins secondary grant. She works together with the school principal and finance director to determine if expenditures charged to the grant are reasonable, allowable and fit within the scope of their federal award.
- Although a high school, FSUS federal grant dollars are ultimately managed and tracked by the FSU Office of Sponsored Research. This office ensures project compliance and prepares program grant activity and fiscal reports. The Business and Fiscal Services Department conducts fiscal reviews and provides authorization of the 399 final disbursement reports submitted to the Department.
- The Division grant manager for FSUS reported that grant applications and amendments are routinely submitted on time and typically require little to no additional guidance. If revisions are needed, the Executive Director submits those in a prompt manner.
- As part of the required comprehensive local needs assessment (CLNA), FSUS CTE administrators consulted with numerous individuals and entities across their service area. Representatives from stakeholder groups also provided insight into the workforce needs and opportunities for special student populations. The list of stakeholders includes, but is not limited to:
  - CareerSource Capital Region and the Tallahassee Chamber of Commerce – Representatives of local workforce boards

- o FSUS high school and K–8 principals, administrators and faculty – Local secondary educational agency representatives
- o Tallahassee State College and Keiser University administrators – Postsecondary representatives
- o FSUS Exceptional Student Education director– Special populations representatives
- o FSUS Homeless Liaison and the Florida Department of Children and Families – Out-of-school youth, homeless children and youth at-risk representatives
- o Local business owners (private and public)
- o Parents and students
- Administrators meet with various program advisory councils throughout the year to discuss local workforce needs, economic growth opportunities and job openings.
- FSUS conducts ongoing professional learning and training events to ensure all CTE administrative staff are up to date on any changes that come from the federal and/or state-level Department of Education. Department-sponsored training events are also attended.

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.

- FSUS utilizes Focus® as its integrated Management Information System (MIS) and student information system. The MIS meets all Department requirements as defined by the Data Dictionary.
- In addition to policies for fulltime equivalent reconciliation, FSUS has written procedures for the collection, verification, analysis and reporting of student data. Division policies on the submission of student data are also adhered to and followed.
- The MIS Director and Student Data Specialist are responsible for state reporting and ensuring that data submission requirements and deadlines are met. Other relevant responsibilities include:
  - o Maintain full time equivalent (FTE) student files.
  - o Provide quality control over the maintenance of the Department and district student database files.
  - o Monitor all data submissions to the Department and, when needed, coordinate all attempts to correct any error reports received.
  - o Attend workshops such as the FOCUS School Software Users annual conference and other relevant Division learning events. New information is disseminated to relevant staff upon return from the professional learning events.
- At the local level, FSUS maintains dedicated personnel responsible for data collection, entry and student data verification through a multi-tier checks and balances system. Prior to enrollment, administrators ensure all data is correct before being entered into the MIS. Once enrolled, instructors are responsible for maintaining accurate records such as attendance and the reporting of student testing and certification results.
- FSUS provides students with the following notification(s) regarding the use and dissemination of student data:
  - o Notification of social security number collection, usage and release.
  - o Student and parental rights provided by the Family Educational Rights and Privacy Act (FERPA).
  - o Directory information permission
  - o Media usage permission
- CTE administrators attend Division events such as quarterly webinars and program related conferences. Other professional learning events are attended when the opportunity is

available. Additionally, samples of local training events were submitted at the time of monitoring.
- Samples of CTE and AE student data were reviewed and verified for accuracy as part of the VDMR. All student records were provided by FSUS. Records reviewed included:
  - Industry Certifications – Secondary

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

- FSUS offers secondary CTE programs at its sole high school campus. FSUS does not currently offer any standalone programs at middle school, but some students do have an opportunity to accelerate into high school CTE programs such as Culinary and Gaming Simulation. Additionally, exploratory courses are offered at the middle school level.
- No new programs have been started since the 2023-24 program year, but the results of the CLNA did determine the need to phase out one program. The last year the Cybersecurity program was offered was 2023-24.
- The Tallahassee Chamber of Commerce and FSUS work together to enhance the alignment and market responsiveness of workforce, education and economic development systems through targeted integration to provide the local workforce with talented job candidates.
- FSUS has a career pathways articulation agreement in place with Tallahassee State College that allows high school CTE students to dual enroll at the postsecondary institution while still in high school. This allows students to earn postsecondary credits and certifications in addition to their high school diploma.
- FSUS offers students opportunities to participate in additional learning activities outside of the traditional classroom environment. A sample of those opportunities include:
  - Students enrolled in Health Sciences programs participate in supervised learning experiences via clinical agreements with various health providers in the region.
  - On-the-job (OJT) training offers the opportunity for cooperative education with local businesses. Students participate during designated OJT periods in which they work with their approved employer and earn class credit.
- In compliance with Section 504 of the Rehabilitation Act of 1973, no student who self-declares a disability is denied appropriate and reasonable accommodation as determined by the student's needs. Instructors receive training on how to follow student Individualized Education Plans and 505 agreements.
- FSUS offers ample professional learning and training to CTE administrators and faculty. Instructors also participate in ongoing training provided by the Division, as well as annual professional learning through FSU. Program-specific training and/or certifications are also completed as required.

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 district's fixed asset management system. The district Property Record Manual governs the acquisition, usage, safety/storage, inventory reconciliation and inventory disposal of all district equipment. In addition to these policies and procedures, FSUS has internal controls and procedures to govern loss prevention, transfer of property and the disposition of capital equipment. Property control records are housed within the TERMS® Asset Management Database.

- FSUS inventory records are housed within FSU's OMNI – People Soft® system. At the local level, the Assistant Director of FSUS Campus Operations oversees all inventory and equipment management at the high school.
- FSUS utilizes a Capital Property Change Form whenever equipment and/or property is moved from its designated location. An Off-site Capital Equipment Use Form is used anytime equipment leaves its designated site for use by a student or teacher. The form includes the individual's name, item requested and duration period for the item to be in their possession.
- A complete inventory of tangible property is conducted annually and coordinated by the FSU Controller's Office. Upon completion of the inventory review all results must be recorded using an Inventory Completion Certification Form. This form should detail assets that have been disposed of or transferred and detail all items that could not be located and are deemed missing, if any.
- Policies and procedures are in place for equipment that is either lost or believed to be stolen. Lost items must be documented via the Capital Property Accountability Release Form along with a police report. Additionally, if the missing item was acquired through a contract or grant, the department is responsible for completing the required state or federal forms pursuant to the applicable regulations and award terms and conditions.
- FSUS has a two-year period in which to locate the items unaccounted for during annual inventory before the assets are sent to the university President for approval to permanently remove these items from the university's property records.
- FSUS reported no instances of lost, damaged or stolen granted-funded capital assets over the past 36 months.
- Monitoring staff conducted inventory reviews at the FSUS high school campus and all inventory was accounted for and in its correct location. QAC staff verified inventory at the federal $5,000 threshold, as well as spot checked $1,000 items for internal controls compliance. No issues were uncovered.

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

- FSUS included the necessary policies required by the General Education Provisions Act (GEPA) 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 that evidence compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

Documents reviewed are:
- Notification of social security number collection, usage and release
- Student authorization for access to educational records
- FERPA notification
- Time and effort reports
- Student data
- Fiscal and operational policies and procedures
- OJT student/employer agreement form
- Dual enrollment articulation agreement

- Advisory committee meeting records
- Procurement records
- GEPA statement
- CLNA documentation

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.

- FSU-Oracle: OMNI – People Soft® is used as FSUS's financial management system. Contract invoices are also tracked within People Soft®, with contract/purchase orders maintained with the FSU Jaggar system.
- FSUS follows FSU policies and procedures that provide uniform and systematic internal controls to promote efficient fiscal responsibility and accountability in the expenditure of federal funds The following components of the procedures manual were reviewed as part of the monitoring process:
  o Purchasing guidelines and procedures
  o Sole source purchases
  o Budget implementation
  o Cash management
  o Contracts and bids
  o Purchasing cards (P-card)
  o Inventory management
  o Procurement
  o Conflict of interests
  o Ethics
  o Travel (no travel conducted using grant funds for the years monitored)
- FSUS does use grant-funded P-cards for minor expenditures. All purchases made with P-cards must receive prior approval and be used solely for the operation of a grant-funded program or when encumbering expenses necessary for tasks such as travel and conferences. P-card purchases are limited to acquisitions of less than $2,500 or the users authorized limit.
- When a P-card is used, it is the responsibility of the authorized card holder to submit proper documentation to their P-card Administrator. Users sign and submit monthly P-card reconciliation forms. This certifies that submitted documentation represents payment for charges that have been received, and ensures that purchases are appropriate expenditure
- FSUS has specific guidelines to ensure that grant funds will be used to supplement programs and funding and not to supplant or replace existing program funding.
- All supplies, equipment and services charged to a grant-funded source shall be purchased using sound judgement and obtained at the lowest cost possible. All purchases must be in accordance with applicable federal and state laws, Department rules and FSU policies and procedures to promote transparency and accountability.
- Except as authorized by law or rule, formal solicitations shall be issued for the procurement of commodities and contractual services exceeding the amount of $150,000. Solicitations include the following methods of procurement:
  o Invitation to Bid – Obtain formal bids and awarded based on meeting all purchase specifications at the lowest cost. Typically used for standard off-the-shelf goods and/or services.
  o Invitation to negotiate – Obtain formal proposals and awarded by defined criteria and at the best value to the school.

- For purchases less than $25,000, no quotes are required. For purchases in excess of $25,000 but not over $149,999.99, the school must obtain three written quotes: Three or more vendors shall be sent a written Request for Quote. FSU does have policies and procedures for sole/single source purchases.
- Although not applicable for the years monitored, the FSU Procurement Office is responsible for any contractual agreements that use federal grant dollars. The office also prepares and reviews all bids, requests for proposals, professional service proposals and contract documents in accordance with university policy, federal law and Florida Statutes.
- QAC monitoring staff conducted a fiscal review of the providers' grant budget narrative and final expenditure reports. Upon review, all expenditures matched their approved budget narratives and amendments.
- FSUS provided additional fiscal records such as:
  - Procurement
  - Time and effort
  - P-card transactions
  All records were in accordance with applicable local, state and federal law.

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.

- FSUS has numerous collaborations, partnerships and MOUs throughout their service region. These partnerships aid in the expansion and implementation of the core objectives of FSUS. The list of partners includes, but is not limited to:
  - Florida State University
  - Tallahassee State College
  - Keiser University
  - CareerSource Capital Region
  - Hospital Corporation of America – Capital City
  - Tallahassee Chamber of Commerce

VIII.   RESULTS

FSUS 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 can be found 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.

The monitoring team would like to extend their appreciation to all participants in the Florida State University School monitoring review, on behalf of the Division. A special thanks is offered to Ms. Ruth Bickel for her participation and leadership during this process.

Florida State University School
Career and Technical Education
Risk Matrix

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

Agency Name: **Florida State University School**
Program Type: **CTE**
Monitoring Year: **2025-2026**

Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	7	X 10	70
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	5	X8	40
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	3	X 8	24
	3	5			
	2	3			
	1	1			
Change in Management Information Systems (MIS) from Previous Fiscal Year	Yes	7	0	X 6	0
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	7	X 6	42
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	5	X 4	20
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Number of Findings from the Office of the Auditor General	Upper Quartile	7	0	X 4	0
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
			AGENCY RISK SCORE:		**196**

Data sources used for calculations: Prior to July 1, 2024

Please address inquiries regarding this report to:

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