



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

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

School District of Manatee County

February 1 - 5, 2021

Final Report

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Florida Department of Education
Division of Career and Adult Education

**School District of Manatee County
Adult Education and Career and Technical 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 21st 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 2020-21 Core Monitoring Guide, which is still under review.

III. QUALITY ASSURANCE CORE MONITORING GUIDE

The Quality Assurance Policies, Procedures and Protocols manual was discontinued after the 2019-20 program year. The Quality Assurance and Compliance section will now operate from the Core Monitoring Guide (CMG). The guide provides a summary of each Core Activity and objective of the monitoring design and process.

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 monitoring strategy for the School District of Manatee County (SDMC) was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Cynthia Saunders, superintendent, School District of Manatee County on December 1, 2020. The designated representative for the agency was Dr. Paul Gansemer.

The representative of the division conducting the VDMR was program specialist, Mr. Michael Swift of the Quality Assurance and Compliance section.

V. SCHOOL DISTRICT OF MANATEE COUNTY

ENROLLMENT:

Fiscal Year (FY) 2018-19

CTE (possible duplication at program level): Secondary – 18,590; Post-secondary – 1,543
 AE: 1,350

The provider was awarded the following grants for FY’s 2018-19, 2019-20 and 2020-21:

Finance

FY 2018-19

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Secondary	410-1619B-9CS01	\$ 539,262.00	\$ 149,375.72
Perkins Post-secondary	410-1619B-9CP01	\$ 250,035.00	\$ 0.00
Adult General Education	410-1919B-9CG01	\$ 509,150.00	\$ 0.00
Adult Education - Civics	410-1939B-9CE01	\$ 88,987.00	\$ 0.00

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Secondary	410-1610B-0CS01	\$ 528,514.00	\$ 98,540.36
Perkins Post-secondary	410-1610B-0CP01	\$ 236,335.00	\$ 2,032.09
Adult General Education	410-1910B-0CG01	\$ 509,150.00	\$ 560.54
Adult Education - Civics	410-1930B-0CE01	\$ 88,987.00	\$ 218.37

FY 2020-21*

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Secondary	410-1611B-1CS01	\$ 498,841.00	\$ N/A
Perkins Post-secondary	410-1611B-1CP01	\$ 234,150.00	\$ N/A
Adult General Education	410-1911B-1CG01	\$ 509,150.00	\$ N/A
Adult Education - Civics	410-1931B-1CE01	\$ 88,987.00	\$ N/A

* Final project disbursement reports not available at the time of this writing.

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

VI. MONITORING ACTIVITIES

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

Onsite Visits

No onsite visits were made during the VDMR process.

Entrance and Exit Conferences

An introductory teleconference for SDMC was conducted on February 1, 2021. The exit teleconference was conducted on February 5, 2021. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Dr. Paul Gansemer	Executive Director for Adult, Career and Technical Education, Manatee District Schools	X	X
Kelli Kennedy	Assistant Director for Career and Technical Education, Manatee District Schools	X	X
Dr. Valerie Viands	Director, Manatee Technical College	X	X
Ellen Sage	Assistant Director, Manatee Technical College, Adult Education	X	X
Dr. Jennifer Gilray	Assistant Director, Manatee Technical College, Career and Technical Education	X	X
Maura Howl	Supervisor of Community and Grants Management, Manatee Technical College	X	X
Terry Braza	Fiscal Specialist, Adult, Career, and Technical Department, Manatee District Schools	X	X
Amber Banks	Budget Analyst, Manatee District Schools	X	X
Michael McKnight	Coordinator of student records and accounts, Manatee Technical College	X	X
FDOE Monitoring Team			
Michael Swift	Program Specialist, QAC, FDOE	X	X
Charles Davis	Program Specialist, QAC, FDOE	X	X
Orion Price	Program Specialist, QAC, FDOE	X	X

Interviews

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

Records Review

Program, financial and administrative records were reviewed. A complete list is provided in section VII, item F. 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.
- Prior to a grant application being submitted to FDOE the CTE and AE grant manager works with the program directors and assistant directors to determine what program needs will be addressed within the grant.
 - The CTE and AE directors meet with the finance and budget director on a monthly basis to track and monitor all expenditures charged to their grants. This helps to ensure that all federal and state requirements of each grant are being met
 - SDMC consulted with many local stakeholders for the creation of their comprehensive local needs assessment (CLNA) included in their Perkins CTE grants. Those stakeholders include: The State College of Florida; CareerSource Suncoast; Sarasota County; CTE advisory committees; and community leaders representing disadvantaged students. These stakeholders will also participate in the district's annual re-evaluation of its CLNA.
- 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.
- SDMC utilizes the Campus Solutions® system as their integrated management information system (MIS).
 - SDMC administrators and the Student Records and Accreditation Coordinator participate in FDOE sponsored trainings such as: spring and fall Workforce Education and District Data Advisory Council (WEDDAC) meetings; Florida Association of Career and Technical Education (FACTE) and Division of Career and Adult Education (DCAE) quarterly webinars; and other specialized trainings offered by DCAE.
 - 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).
 - The Campus Solutions® state reporting module detects errors in reporting data through the WDIS data verification feature. The state reporting module also detects any missing required data elements. The Student Records & Accreditation Coordinator reviews the data on a daily basis for errors and corrects them.
 - 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 SDMC.
- C. **CURRICULUM AND INSTRUCTION:** refers to those elements that contribute to student learning and skill acquisition.
- SDMC offers CTE (secondary and postsecondary) and AE programs across multiple campuses and school sites throughout Manatee County.
 - Due to the ongoing COVID19 pandemic, SDMC has been forced to adjust how they offer instruction to students. Many AE classes are now offered online in addition to traditional in person classes. Also, there has been a greater focus on utilizing mobile learning platforms such as Talking Points messaging application for students to interact with each other and with their teachers. CTE programs are limiting the number of students in the classroom to ensure proper safety protocols are being adhered to.

- CTE classes are introduced to students as early as middle school, and the aim is for these students to matriculate into high school CTE programs and eventually enroll in a postsecondary program.
- SDMC offers CTE students multiple opportunities to participate in additional learning activities outside of the classroom. Students participate in on the job training (OJT) and Career and Technical Student Organizations (CTSOs). Qualified high school CTE students are also able to dual enroll at Manatee Technical College.
- Exceptional AE students are able to participate in CTE programs via the GEDi program. This allows those students to take part in CTE courses while enrolled as an AE student.
- AE and CTE instructors participate in ongoing trainings provided by the state, as well as annual professional development through the district. Program specific trainings are also attended as required.
- No reasonable services and accommodations are denied to those students who self-declare a disability. The district works with disabled students to ensure their individual needs are being met.
- The district has a memorandum of understanding (MOU) with CareerSource Suncoast to provide career services and training for students.

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 EDGAR and the UGG is 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 disposal of old inventory.
- There have been no reports of stolen or lost equipment over the previous three fiscal years.
- Although no onsite visits took place over the course of the VDMR, equipment and inventory was verified via samples of procurement records and pictures.

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.

- Size, scope and quality review
- CLNA
- MIS data quality checklists
- District policies and procedures for finance and procurement
- District technology plan
- Student and employee handbooks
- Inventory records and pictures
- Procurement records
- Memorandums of Understanding (MOUs) and articulation agreements

- Advisory committee records – agendas, sign in sheets, etc.
- CTE and AE student data review

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.

- The district has financial policies and procedures in place to ensure the efficient management of CTE and AE grant funds.
- PeopleSoft® is used as the district’s Enterprise Resource Planning (ERP) system.
- Grant managers work closely with the district finance department and local financial specialists to track grant expenditures. Regular meetings are held to determine the current financial standings of each grant. These meetings ensure that grant expenditures are being managed properly. Budget amendments are submitted to FDOE if the opportunity arises.
- The executive director of Career, Adult and Technical Education approves all expenditures charged to a grant unless the purchase price dictates the need for board approval.

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.

- SDMC 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 Suncoast
 - Manatee Technical College
 - State College of Florida

VIII. REQUIRED RESOLUTION ACTIVITIES

CAREER AND TECHNICAL EDUCATION

1. Corrective Action Plan – SDMC is not required to complete a CTE Corrective Action Plan.
2. Corrective Action Plan – SDMC is not required to complete an AE Corrective Action Plan.

IX. SUMMARY

Once the VDMR 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 resolution items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

On behalf of the department, the monitoring team extends its appreciation to all participants in the School District of Manatee County virtual desk monitoring review. Special thanks is offered to Dr. Paul Gansemer for his participation and leadership during this process.

APPENDIX A

School District of Manatee County
Career and Technical Education
Risk Matrix

Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants					
Agency Name: SCHOOL DISTRICT OF MANATEE COUNTY					
Program Type: CTE					
Target Year: 2018-2019					
Monitoring Year: 2020-2021					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	5	<u>X 10</u>	50
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	7	<u>X8</u>	56
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	3	<u>X 8</u>	24
	3	5			
	2	3			
	1	1			
Change in Management Information Systems (MIS) from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	7	<u>X 6</u>	42
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	7	<u>X 4</u>	28
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Number of Findings from the Office of the Auditor General	Upper Quartile	7	7	<u>X 4</u>	28
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					228

Data sources used for calculations: Prior to July 1, 2019

School District of Manatee County
Adult Education
Risk Matrix

Risk Scores Matrix for Districts Receiving Adult Education (AE) Grants					
Agency Name: SCHOOL DISTRICT OF MANATEE COUNTY					
Program Type: AE					
Target Year: 2018-2019					
Monitoring Year: 2020-2021					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	5	<u>X10</u>	50
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Adult Education Grants Combined	Upper Quartile	7	7	<u>X 8</u>	56
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Adult Education Grants	4 or More	7	3	<u>X 8</u>	24
	3	5			
	2	3			
	1	1			
Change in Management Information Systems (MIS) from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Agency AE Program Director Change from Previous Fiscal Year	Yes	7	7	<u>X 6</u>	42
	No	0			
Unexpended Funds from all Adult Education Grants Combined	Upper Quartile	7	0	<u>X 4</u>	0
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Number of Findings from the Office of the Auditor General	Upper Quartile	7	7	<u>X 4</u>	28
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Adult Education Program Improvement Plan (AEPiP)	Target Not Met on 3 of 3 Indicators	5	5	<u>X 6</u>	30
	Target Not Met on 2 of 3 Indicators	3			
	Target Not Met on 1 of 3 Indicators	1			
	All targets met	0			
Agency Risk Score					230

Data sources used for calculations: Prior to July 1, 2019