



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

School District of Palm Beach County

April 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

**School District of Palm Beach County
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.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Florida Administrative Code, Rule 6A-20.046, the Pathways to Career Opportunities Grant 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 School District of Palm Beach County (SDPBC) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Mr. Michael J. Burke, Superintendent, on November 15, 2023. The designated representatives for the agency was Mr. Fred Barch.

The Division's representative conducting the VDMR was Program Specialist Charles Davis, of the QAC.

V. School District of Palm Beach County

Finance

The provider was awarded the following grant(s) for fiscal years 2019-2020, 2020-2021 and 2022-2023:

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	500-90310-0D001	\$ 28,000.00	\$.06
Pathways to Career Opportunities	500-90310-0D002	\$ 199,678.00	\$ 6,416.68
Pathways to Career Opportunities	500-90310-0D003	\$ 199,678.00	\$ 8,247.84

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	500-90310-1D301	\$ 236,745.00	\$ 5,501.92

FY 2022-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	500-90310-3S501	\$ 228,801.00	\$ 38,964.60

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

<https://www.palmbeachschools.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.

Onsite Visits

The monitoring team visited the following sites as part of the Inventory Verification:

- Chuck Shaw Technical Education Center
- Delray Full Service Education Center
- North Technical Education Center

Entrance and Exit Conferences

The entrance conference for SDPBC was conducted on April 23, 2024. The exit conference was conducted on April 24, 2024. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Fred Barch	Director, SDPBC	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

Narrative

Specialty trade contractors and construction of buildings are among the top 20 fastest growing industries in both Palm Beach County and the State of Florida. The construction industry in the Miami-Fort Lauderdale-West Palm Beach metro area had the 2nd highest employment change after education since July 2019. Almost 2,000 job openings are projected in Palm Beach County over the next eight years and almost 35,000 jobs are projected in Florida during the same time frame. Heating, Ventilation, Air Conditioning and Refrigeration mechanics and installers are ranked #68 and #45 in occupations gaining the most new jobs by 2026 in the County and State, respectively.

VII. OBSERVATION

- A. **ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.
- As part of its comprehensive adult education program, the SDPBC has been providing preapprenticeship programs since 2014. Through a contractual agreement with Florida Training Services, Inc. (FTS), the District provides plumbing, welding, heating and air conditioning installer/carpentry, and electrical preapprenticeship programs at its North Tech and West Tech School District Career Centers. FTS is a consultant firm that has been in business since 2004 and has over 45 years of experience working with the Registered Apprenticeship system in the state of Florida.
- 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.
- The Division's Data, Research and Evaluation team requested that the monitoring staff confirm SDPBC'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:
 - Electrician
 - HVAC
 - SDPBC provided sufficient enrollment data and documentation, as required by the state.
 - All documentation was provided by SDPBC, as part of the monitoring review.
- C. **CURRICULUM AND INSTRUCTION** refer to those elements that contribute to student learning and skill acquisition.
- No curriculum and instruction were observed during the monitoring review.
- 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.
- All inventory criteria set forth by federal, state and local guidelines are included within their fixed asset system.
- E. **EQUAL ACCESS** refers to compliance with federal non-discrimination laws' requirements relating to recruitment, enrollment, participation and completion of programs.

- SDPBC 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 and procurement
- District policies and procedures for property management
- Inventory records
- Procurement records
- Standards of Apprenticeship manual
- Employee/employer Apprenticeship contract
- Instructional and on the job training manual

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.

- PeopleSoft® is used as the district’s enterprise resource planning and financial management system. It is also used to house contractual bids and track payments for vendors.
- The district’s finance department ensures the efficient management of PCOG grant funds. The following components of their financial policies and procedures manual were reviewed:
 - Budget Implementation
 - Cash Management
 - Methods of accounting
 - Fiscal internal controls
 - Records and reporting
 - Inventory management
 - Procurement
 - Conflict of interests
 - Temporary duty assignment (travel) – SDPBC uses state-approved guidelines for travel-related expenditures such as mileage rates, per diem and food allowances.
- The district does use purchasing cards specifically for grant funds.
- SDPBC provided additional fiscal records such as time and effort reports, procurement records and travel records. All documents were in accordance with applicable local, state and federal law.
- Monitoring staff conducted a budget analysis of SDPBC’s Department grants.

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

- SDPBC has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students. The list of partners includes but are not limited to the following:
 - CareerSource South Florida
 - Palm Beach County Plumbing, Air Conditioning and Pipefitting
 - Florida Electrical Apprenticeship Association

VIII. RESULTS

School District of Palm Beach County 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 School District of Palm Beach County VDMR. A special thanks is offered to Mr. Fred Barch for his participation and leadership during this process.



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