



**Quality Assurance and Compliance
Onsite Monitoring Visit
for
Adult Education and Career and Technical Education**

Lee County School District

May 9 – 13, 2016

Final Report



State Board of Education

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June 24, 2016

Mr. Gregory Adkins, Superintendent
Lee County School District
2855 Colonial Blvd.
Fort Myers, FL 33966

Dear Mr. Adkins:

We are pleased to provide you with the final monitoring report for the adult education and career and technical education programs at the Lee County School District. The final report will also be placed on the Quality Assurance and Compliance website at <http://fldoe.org/academics/career-adult-edu/compliance>.

We appreciate the leadership and professionalism demonstrated by your staff during our visit. If we can be of any assistance, please contact Tashi D. Williams, director of Quality Assurance and Compliance, at 850-245-9033 or Tashi.Williams@fldoe.org.

Thank you for your continuous commitment to improve educational services for Florida's students.

Sincerely,

Rod Duckworth

RD/tlb

Enclosure

cc: Rita Effing, director, Career, Technical & Adult Education
Gloria Spradley-Brown, bureau chief, Grants Administration and Compliance
Tashi D. Williams, director, Quality Assurance and Compliance
Dr. Shahrokh Massoudi, program specialist, Quality Assurance and Compliance
Michael Swift, program specialist, Quality Assurance and Compliance

TABLE OF CONTENTS

I. Introduction.....1

II. Authority1

III. Quality Assurance Policies, Procedures, and Protocols.....1

IV. Provider Selection.....1

V. Lee County School District.....2

VI. Monitoring Activities.....3

VII. Results.....4

VIII. Required Resolution Activities8

IX. Summary8

Appendix A9

Florida Department of Education
Division of Career and Adult Education

**Lee County School District
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 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) Career and Technical Education Act of 2006 and for Adult Education (AE) under the Adult Education and Family Literacy Act of 1998. FDOE awards subgrants 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 subgrants 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 subgrantees 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 2015-2016 Quality Assurance Policies, Procedures, and Protocols, Module A, Section 1.

III. QUALITY ASSURANCE POLICIES, PROCEDURES, AND PROTOCOLS

The Quality Assurance Policies, Procedures, and Protocols manual was revised in the 2015-16 program year. The manual is provided to each provider prior to the monitoring visit. The manual provides a summary of each facet of the monitoring design and the process. It also contains protocols that may be used as agencies are monitored or reviewed. References may be made to the manual in this document; it is located on the division's website at <http://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 monitoring strategy for the Lee County School District (LCSD) was determined to be an onsite visit. Notification was sent to Dr. Gregory K. Adkins, superintendent of the Lee County School District, on November 23, 2015. The designated representative for the agency was Mrs. Rita Effing, director of Career Technical and Adult Education.

The onsite visit to the agency was conducted May 9, 2016 through May 13, 2016, by two representatives of the Quality Assurance and Compliance section of the division: Dr. Shahrokh Massoudi and Mr. Michael Swift, program specialists.

V. LEE COUNTY SCHOOL DISTRICT

ENROLLMENT:

Fiscal Year (FY) 2013-14

Adult Education	CTE
2,695	34,879 (possible duplication at program level)

The provider was awarded the following grants for FY's 2013-14, 2014-15 and 2015-16:

FY 2013-14

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	360-1914A-4CG01	\$ 816,985.00	\$ 0.00
English Literacy/ Civics Education	360-1934A-4CE01	\$ 182,530.00	\$ 0.00
Perkins Secondary	360-1614A-4CS01	\$ 759,895.00	\$ 0.00
Perkins Postsecondary	360-1614A-4CP01	\$ 192,755.00	\$ 0.00

FY 2014-15

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	360-1915A-5CG01	\$ 864,567.00	\$ 0.00
English Literacy/ Civics Education	360-1935A-5CE01	\$ 215,167.00	\$ 0.00
Perkins Secondary	360-1615A-5CS01	\$ 886,795.00	\$ 1,084.99
Perkins Postsecondary	360-1615A-5CP01	\$ 223,125.00	\$ 2,716.15

FY 2015-16

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	360-1916B-6CG01	\$ 864,567.00	\$ N/A
English Literacy/ Civics Education	360-1936B-6CE01	\$ 215,167.00	\$ N/A
Perkins Secondary	360-1616A-6CS01	\$ 939,088.00	\$ N/A
Perkins Postsecondary	360-1616A-6CP01	\$ 243,366.00	\$ N/A

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

www.leeschools.net

VI. MONITORING ACTIVITIES

The monitoring activities included pre and post visit planning conference calls, an entrance conference, interviews with administrators, teachers, students, observation, records review, inventory and an exit conference.

Onsite Visits

Members of the team made onsite visits to the following locations:

- Lee County Public Education Center
- Fort Myers Middle Academy
- Fort Myers Technical College (FMTC)
- Cape Coral Technical College (CCTC)
- Dunbar Community School (DCH)
- Cape Coral High School (CCHC)

Entrance and Exit Conferences

The entrance conference for the Lee County School District was conducted on May 9, 2016; the exit conference was conducted on May 13, 2016. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Rita Effing	Director, Adult & Career Education	X	X
Lori Wood	Secretary to the CTE/AE Director	X	X
Joe Short	Application Support Specialist	X	
Brian Granstra	Coordinator, CTE	X	X
Melissa Johnson	Teacher on Assignment	X	X
Brian Mangan	Director, Cape Coral Technical College	X	
Tara Bode	Assistant Principal, Cape Coral Technical College	X	
Bill McCormick	Director, Fort Myers Technical College	X	
Ron Schuyler	Principal, Fort Myers Middle Academy	X	
Susan Malay	Director, Procurement Services	X	X
Sara Cox	Grants Accountant	X	X
Dr. James Short	Assistant Director, Instructional Technology Support	X	X
Mark Santiago	Director, Financial Services	X	X

Herman Williams	Principal, Dunbar Community School	X	
Agnes Upeplacis	Systems Analyst	X	X
Mavis Pacetti	Teacher on Assignment	X	
Mona Remy	Information Specialist	X	X
FDOE Monitoring Team			
Michael Swift	Program Specialist, FDOE	X	X
Dr. Shahrokh Massoudi	Program Specialist, FDOE	X	X

Interviews/Observations

Interviews were conducted with the administrative staff, instructional staff, program assessment specialists, and students. A minimum of four or more interviews and observations were completed at each site. All interviews and observations were held during the course of the visit.

Records Review

Program, financial, administrative records and student records were reviewed. A complete list is provided in section VII, item G. A minimum of 30 student records were reviewed. 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.

- The district has a local plan for AE and CTE programs.
- The district has experienced teachers and administrators.
- The CTE/AE director is knowledgeable of CTE and AE programs.
- The district offers over 140 CTE programs at 20 middle and 14 high schools.
- The district provides in-service training and staff development for teachers and staff in AE and CTE programs.
- The CTE/AE director is a member of the youth advisory board with CareerSource of Southwest Florida.
- The FMTC director is an active member of CareerSource advisory board.
- The directors of both Technical Colleges are experienced and well respected in their communities.
- 674 students in 13 high schools received industry certification in the 2015-16 school year.
- The administration encourages its instructors to take advantage of any available industry trainings outside of what is required by the district.
- The students in middle and high school take advantage of the benefits of Career and Technical Student Organizations (CTSO) and participated in Skills USA competitions.

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.

- The district has policies and procedures for data entry and data collection.
- The district uses Focus software for tracking attendance and students grades.
- The information system staff members attend FDOE Workforce Education District Data Advisory Committee (WEDDAC) meetings.

- The CTE/AE administrators use CTE and AE program data as a tool for program expansion and improvement.
- The district is following FDOE assessment guidelines in administration of TABE and CASAS.

C. **CURRICULUM AND INSTRUCTION** refers to those elements which contribute to student learning and skill acquisition. It also addresses student and instructor observations.

- Teachers are following the state of Florida curriculum framework for both CTE and AE programs.
- FMTC offers one of the only cyber security programs in the state of Florida.
- Teachers work with their advisory boards and industry contacts to introduce students to internship and job opportunities within their community.
- Students at Fort Myers Middle School are some of the few middle school students who are trained to operate 3D printing software as well as the actual printer.
- Teachers work closely with their advisory boards to ensure that the program offerings follow proper curriculum framework.
- The district offers online registration for CTE and AE programs.
- AE program offers GED® online in 11 sites throughout the county.
- The assistant principal at DCS creates program flyers in English, Spanish, and Creole-French to distribute to the local community.
- The AE program uses the Burlington curriculum to teach ESOL.

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

- There is a \$1000 equipment threshold. Equipment meeting this threshold is tagged.
- Equipment is being used by students in the classroom.
- Integration of technology in the classroom was witnessed during class observations.
- Inventory is done on an annual basis.
- The district has a technology plan that includes CTE and AE.
- The technology department has developed a state of the art inventory system that monitors location of equipment and useful life of equipment.
- Inventory was observed in select locations in the district and contained all necessary requirements as stated by the Education Department General Administrative Regulations (EDGAR).

E. **LEARNING ENVIRONMENT** encompasses all aspects of the physical environment where classes are held. Describing the learning environment may also attempt to capture the vision, philosophy and character that is observed on the campus or in the classroom.

- Safety notices and posters are posted in the CTE classrooms and shops.
- Classroom environments were inviting and beneficial for learning.
- Rules were clearly stated and posted in the classrooms and labs.
- Accommodations are provided for the students who self-declare a disability in their registration applications.
- Grounds on and around the Technical Colleges, High School, and Middle School were well maintained.

- Campuses are equipped with secure entrance/exits, and are constantly monitored for student safety.

F. 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 (OEEEO) for school districts is responsible for monitoring and overseeing civil rights compliance obligations. Should you have any questions or concerns, please contact the OEEEO at 850-245-9556.

G. 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.

- District website
- Travel documents
- Inventory of equipment
- Purchase orders
- Time and Effort Reports
- Procurement documents and policies
- Financial policies and procedures
- Student records
- Advisory committee minutes
- Agency brochures
- Student Handbook
- Technology plan
- Perkins Core Measures
- Student registration and enrollment forms
- Student handbook and code of conduct
- Program course standards
- Schedule of classes
- Promotional program brochures
- Student records
- Articulation agreements
- Financial records
- LCPs and OCPs
- Industry certifications

H. 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 that are being followed.
- The internal controls for financial procedures are in place.
- The purchasing process and a sample of purchase orders were reviewed.
- A sample of travel funded with Perkins and adult education funds was reviewed.
- Purchases are made under state contracts when appropriate.
- Purchasing cards are issued to administrators; internal controls for the purchases are in place.

- The CTE and AE director have access to financial reports for funded grants.
- Documentation for purchasing and processing inventory were reviewed.
- Financial records were thorough, precise and provided a clear overview of the fiscal process.

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

- CTE programs have advisory committees for respective programs.
- CTE programs have articulation agreements with Florida Gulf Coast University, Florida SouthWestern State College and various community clinics and hospitals throughout the program area.
- The district has partnerships with local businesses, nursing homes and car dealerships to provide students with internships.
- The two technical colleges offer community services in the following areas; web design, automotive technology, marine technology, early childhood education, collision repair, culinary arts and cosmetology.
- AE programs look to strengthen partnership with CareerSource to increase Career Pathways options for AE students.
- The FMTC cosmetology CTSO will be competing in individual and group competition at the national level for SkillsUSA in Louisville, Kentucky .
- The television production class at CCHS records daily school news broadcasts.
- Fort Myers Middle School Academy utilizes numerous social media networks to showcase student work, and they also upload their daily student news broadcasts to YouTube.
- The digital design class at CCTC create and produce the campus magazine.
- Students within the digital design class at CCTC utilize Instagram to upload and showcase their work.
- The district sponsors STEMtastic show, which is a free public event with over 125 exhibits that explore science and math. The 2016 event had over 5000 visitors and participants.
- Graphic Design students at CCTC are able to work on freelance projects for the local community.

J. PERKINS LOCAL PROGRAM IMPROVEMENT PLAN – A Perkins local Program Improvement Plan (PIP) is required when an agency does not meet 90% of its agreed-upon goals for individual performance measures.

**A local Program Improvement Plan (PIP) was required for the performance indicators that did not meet at least 90% of each agreed upon target and is included in the grant.*

- Perkins core measures were discussed with the CTE administrators for measures in which 90% attainment of each agreed upon target was not satisfied.
- The PIP was reviewed and discussed during the visit with the CTE program administrator, and efforts are being made to meet or exceed all measures.

Secondary Measures:

- In 2013-14 the agency met or exceeded all secondary measures except for the following, therefore a PIP was required.
 - 6S1 Non-traditional enrolment: Local Actual 34.61% vs. Local Agreed 42.01%

Postsecondary Measures:

- In 2013-14 the agency met or exceeded all postsecondary measures except for the following, therefore a PIP was required:
 - 5A2 Non-traditional completion: Local Actual 63.59% vs. Local Agreed 72.10%

K. STUDENT PERSPECTIVE – The team met with groups of students; their perspective is presented as a portion of this report.

- Students in CTE programs stated that internships are available to them.
- Students expressed their appreciation for E-Learning.
- Students mentioned the registration process is well managed.
- Students communicated that the district website for CTE and AE programs was very helpful in providing information.
- Students appreciate the availability of classes during the day and evening.
- Students are enrolling in AE and CTE programs by visiting district web sites.
- Students expressed interest in future careers such as; Electronic Technology and Turbine Repair and Maintenance programs.
- Students are pleased with the value of their education compared to other institutions who charge much more money for lesser quality programs.
- Students expressed that their teachers are understanding and accommodating of students who may need minor alterations to their class schedule due to work conflicts.

VIII. REQUIRED RESOLUTION ACTIVITIES

CAREER AND TECHNICAL EDUCATION

Corrective Action Plan – The Lee County School District is not required to complete a Corrective Action Plan.

ADULT EDUCATION

Corrective Action Plan – The Lee County School District is not required to complete a Corrective Action Plan.

IX. SUMMARY

Once the field work is completed, including receipt of requested information, a draft report is forwarded to the provider for review. Comments are accepted and considered. The final report is completed, forwarded to the agency head with a copy to the appropriate parties, and is posted on the department's website at the following address: <http://fldoe.org/academics/career-adult-du/compliance>.

Finally, the division issues a closure notice to the agency head and designated contact person. This notice indicates all outstanding resolution items have been completed.

On behalf of the department, the monitoring team extends our appreciation to all participants in the Lee County School District onsite monitoring visit. Special thanks is offered to Mrs. Rita Effing for her participation and leadership during this process.

APPENDIX A

Lee County School District
Adult Education and Family Literacy
Risk Matrix

Risk Scores Matrix for Districts Receiving Adult Education (AE) Grants					
Agency Name: LEE COUNTY DISTRICT SCHOOL BOARD					
Program type: ADULT EDUCATION					
Target Year: 2013-2014					
Monitoring Year: 2015-2016					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Total AE Budget Allocated Value	Upper Quartile	7	7	<u>X 10</u>	70
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
# AE Grants Value	4+	7	3	<u>X 8</u>	24
	3	5			
	2	3			
	1	1			
AE Director Change Value	Yes	7	7	<u>X 6</u>	42
	No	0			
AE Funds Remaining Point Value	Upper Quartile	7	0	<u>X 4</u>	0
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
OAG Findings Value	Upper Quartile	7	5	<u>X 4</u>	20
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					156

*Compliance monitoring last visit:

*Data sources used for calculations: Prior to July 1, 2014

Lee County School District
 Career and Technical Education
 Risk Matrix

Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants					
Agency Name: LEE COUNTY DISTRICT SCHOOL BOARD					
Program type: CAREER AND TECHNICAL EDUCATION					
Target Year: 2013-2014					
Monitoring Year: 2015-2016					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Total Perkins Budget Allocated Value	Upper Quartile	7	7	<u>X 10</u>	70
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
# Perkins Grants Value	4+	7	3	<u>X 8</u>	24
	3	5			
	2	3			
	1	1			
Perkins PIP Index Value	7.50 – 10.00	7	0	<u>X 8</u>	0
	5.00 – 7.49	5			
	2.50 – 4.99	3			
	0<index<2.50	1			
	0	0			
Perkins Director Change Value	Yes	7	7	<u>X 6</u>	42
	No	0			
Perkins Funds Remaining Point Value	Upper Quartile	7	0	<u>X 4</u>	0
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
OAG Findings Value	Upper Quartile	7	5	<u>X 4</u>	20
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					156

*Compliance monitoring last visit:

*Data sources used for calculations: Prior to July 1, 2014