



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

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

Levy County School District

March 2-4, 2020

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Levy County School District
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 2019-2020 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 2019-20 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 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 Levy County School District (LCSD) was determined to be an onsite visit. A notification was sent to Mr. Jeffery R. Edison, superintendent, Levy County School District on December 17, 2019. The designated representative for the agency was Mrs. Carol Jones, CTE/Literacy coordinator.

The onsite visit to the agency was conducted on March 2-4, 2020. The two representatives of the division present during the visit were Director, Mrs. Kara Kearce and Program Specialist, Mrs. Christine Walsh of the Quality Assurance and Compliance section.

V. LEVY COUNTY SCHOOL DISTRICT

ENROLLMENT:

Fiscal Year (FY) 2017-18

2,763 (possible duplication at the program level)

The provider was awarded the following grants for FY's 2017-18, 2018-19 and 2019-20:

Finance

FY 2017-18

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTE Rural	380-1618A-8CR01	\$ 40,797.00	\$ 4,414.18
Perkins CTE Secondary	380-1618A-8CS01	\$ 75,410.00	\$ 2,467.98

FY 2018-19

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTE Rural	380-1619B-9CR01	\$ 40,800.00	\$ 3,046.58
Perkins CTE Secondary	380-1619B-9CS01	\$ 85,644.00	\$ 2,847.59

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTE Rural	380-1610B-0CR01	\$ 41,838.00	\$ N/A*
Perkins CTE Secondary	380-1610B-0CS01	\$ 81,392.00	\$ N/A*

*Not available as of 1/21/2020

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

<http://www.levyk12.org/> **Extra page here**

VI. MONITORING ACTIVITIES

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

Onsite Visits

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

- Bronson Middle - High School
- Chiefland Middle - High School
- Williston Middle - High School

Entrance and Exit Conferences

The entrance conference for LCSD was conducted on March 2, 2020. The exit conference was conducted on March 4, 2020. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Jeff Edison	Superintendent	X	X
Carol Jones	CTE/Literacy Coordinator	X	X
Morgan Bennett	Director, MIS/Technology	X	X
Pamela Whitney	Finance Officer	X	X
Gerie Forde	Grants Manager	X	X
FDOE Monitoring Team			
Christine Walsh	Program Specialist, QAC, FDOE	X	X
Kara Kearce	Director, QAC, FDOE	X	X

Interviews

Interviews were conducted with the administrative staff. All interviews were held during the course of the visit.

Records Review

Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, item F. 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, the structure of programs and services, grant oversight and other administrative areas.

- The CTE administrative staff for LCSD is comprised of individuals with many years of experience within their respective program areas, and individuals who are relatively new to their positions.

- There is a separation of duties between the administrative side of grant management and the programmatic side, but program administrators are involved in all aspects of their program management in areas such as finance, data and assessment and inventory management.
- Grant applications go through a multi-step process of review and approval. Staff from the instructor level to the director level are involved in ensuring needs are met and coordination achieved.
- The district has a grant-specific section that ensures grant applications are completed correctly and timely. No issues have been reported with the grant application or amendment process.
- LCSD participates in the College of Central Florida Mid Florida Career Pathway consortium and works closely with Citrus Levy Marion CareerSource.
- FDOE sponsored training events are attended as required, and local training is conducted annually for program and administrative staff.

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 uses the Skyward system as its integrated management information system (MIS). All of the data elements required by the National Reporting System were included in the system and verified while onsite.
- There is a multi-tiered review/verification process that takes place before submitting student data to FDOE. If any data errors are reported, there are multiple points of contact at the local school level to assist with correcting erroneous data.
- Student and program data is utilized for program management and improvement. These data reviews help gauge the likelihood of achieving district and program goals.
- Student records were reviewed for occupational completion point (OCP) completion and verification of industry certifications. It was noted during the review, that one student was reported as earning an industry certification but had withdrawn from the program and never tested. This resulted in a finding.

FINDING AND ACTION

- Finding B1: The provider failed to accurately report student data in FY 2017-18. This violates UGG 2 CFR 200.328 “Monitoring and reporting program performance.”
 - Required Action B1: The Bureau of Budget, Assessment, and Accountability will be in contact with the District regarding the Industry Certification that was reported in error.

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

- The CTE programs are supported by the Advisory Board. The Advisory Board offers insight on current industry trends, current job outlooks and recommendation for industry-specific equipment needs.
- The CTE department is working hard to recruit and retain teachers.
- Students in the agricultural programs at Chiefland Middle-High School coordinate and put on a Fun Day for the elementary students. The Chiefland students set up booths introducing the elementary students to different agricultural studies. Displays and lessons involved

everything from germinating plants, beekeeping and animal science and services. The animals on hand ranged from chickens and roosters, pigs and cows.

- CTE students are active within their respective Career Technical School Organizations and participate in state and regional competitions.
- The district has agreements in place that provide opportunities for students with job training such as job shadowing and a summer study is available with some of the local business partners.

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 equipment over \$1,000 is assigned an asset identification profile within the Skyward system. This information is used for tracking of inventory by the property management department during the annual county-wide inventory.
- The asset tag is recorded on the purchase order before being sent to accounting for payment.
- Each piece of equipment is assigned to the CTE teacher, although the property management department is primarily responsible for all inventory as a whole.
- LCSD has a Technology Plan that includes policies on purchasing new computers and other technology-related items. This plan ensures that any piece of technology-related equipment bought by the district can be supported through the MIS/IT.
- There have been no reports of lost or stolen Perkins equipment in the last three years.
- The district has a policy and procedure in place for the transfer and disposition of equipment.
- Technology and equipment was reviewed and inventoried as part of the FDOE monitoring process and is up-to-date and is being used specifically for CTE programs.(run on sentence)
- During the monitoring visit, an inventory review was completed. It was noted that one piece of capitalized equipment was not tagged as required. This resulted in a finding but corrected on-site.

FINDING AND ACTION

- Finding D1: The provider failed to tag a piece of capitalized inventory. This violates UGG 2 CFR 200.313 Equipment.
 - Corrective Action D1: The district must tag all capitalized equipment. The piece of equipment was tagged while on site. No further action is required.

E. ACCESS AND EQUITY refer 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) is responsible for monitoring and overseeing civil rights compliance obligations. Should you have any questions or concerns, please contact the OEEEO 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.

- Sample advisory committee minutes, agendas and sign-in sheets
- District procurement/purchasing records
- Size, scope and quality checklist review
- MIS data quality checklists
- District policies and procedures for finance and procurement
- Levy data resources
- Student and employee handbooks
- Policies and procedures on inventory/equipment management
- Student data records
- Internal control policies
- Policies on dual enrollment
- Memorandums of Understanding (MOUs) and articulation agreements
- Inventory records for all grant-funded equipment purchases

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.

- LCSD has financial policies, procedures, and internal controls in place to ensure the efficient cash management of CTE.
- Skyward is used for grant management and to track expenditures. Program managers, administrators and financial secretaries review grant expenditures regularly. This information is shared regularly between program directors and financial staff.
- The District has precise and thorough procedures for the procurement of equipment and inventory that is funded by its federal grants.
- Within the Skyward system, grants are given specific parameters based on allowable costs that can be charged towards a grant. Based on the monetary level of a purchase PeopleSoft will automatically assign a chain of review before those funds being approved and released for expenditures.
- The monitoring team reviewed multiple financial records for compliance including grant-funded employee time and effort certifications and purchasing and procurement records. All were in compliance with federal, state and college requirements.
- The CTE administrative staff have access to up-to-date financial records to review budget expenditures to gauge budget utilization moving forward. These reviews allow for the reallocation of funds, via amendment if the opportunity exists.

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.

- Home Depot
- College of Central Florida
- CLM Career Source
- Future Farmers of America Alumni
- Ayers Health & Rehabilitation Center
- Williston Rehabilitation and Nursing Center
- ANCORP (provides Manufacturing Day visits and lessons)

- Levy County Schools Foundation (Grant from Duke Energy to support CTE until 2018- Duke goals changed to support Early Childhood Literacy)
- Bronson ACE Hardware (partners with Carpentry to sell student products to support program)
- Wal-Mart
- Drummond Community Bank
- Suncoast Credit Union
- Career Shadowing Partners
- Palms Medical
- Numerous employers that employ our CTE students
- Levy County Emergency Management – support the two Health Academies
- Usher Land and Timber—Timber Harvesting Program Supporters through the College of Central Florida

VIII. REQUIRED RESOLUTION ACTIVITIES

CAREER AND TECHNICAL EDUCATION

1. Required Action Plan – Levy County School District is required to complete a CTE Required Action Plan.

IX. SUMMARY

Once the fieldwork is completed, including receipt of the 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 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 Levy County School District onsite monitoring visit. Special thanks are offered to Mrs. Carol Jones for her participation and leadership during this process.

APPENDIX A

Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants					
Agency Name: LEVY COUNTY SCHOOL DISTRICT					
Program Type: CTE					
Target Year: 2017-2018					
Monitoring Year: 2019-2020					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	7	<u>X 10</u>	70
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	3	<u>X8</u>	24
	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	0	<u>X 6</u>	0
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	5	<u>X 4</u>	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	3	<u>X 4</u>	12
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					150

Data sources used for calculations: Prior to July 1, 2018

APPENDIX B

Levy County School District
Required Action Plan

Finding	Required Action	Agency Response	Projected Date of Completion
Finding B1: The provider failed to accurately report student data in FY 2017-18. This violates UGG 2 CFR 200.328 “Monitoring and reporting program performance.”	Required Action B1: The Bureau of Budget, Assessment, and Accountability will be in contact with the District regarding the Industry Certification that was reported in error.	Carol Jones will contact Kathryn Wheeler to see what steps need to be taken regarding a .1 Ag Cert that was reported incorrectly. For the future Carol is working with Morgan Bennett, MIS Director, and we will bring all Data Entry Clerks in at one time at the end of the year to work together to enter the data, in order to assist with accuracy.	March 27, 2020 June 30, 2020
Finding D1: The provider failed to tag a piece of capitalized inventory. This violates UGG 2 CFR 200.313 Equipment.	Required Action D1: The district must tag all capitalized equipment. The piece of equipment was tagged while on site. No further action is required.	Brandon Eastman, Purchasing Coordinator, immediately fixed while monitors were onsite.	March 3, 2020 at 5:00 p.m.
<p>Plan submitted by (name and title): Carol Jones, CTE Coordinator Date: 3/27/2020</p>			
<p>Plan accepted by: Christine Walsh Date: 3/27/2020</p>			
<p>Status of Action Plan (to be completed by FDOE staff):</p>			
<p>Date: 3/27/2020 – The required resolution items have been completed with the return of this form. The collaboration between Ms. Katherine Wheeler and Ms. Jones, regarding bonus funds received, is with regards to state funding and does not apply to this federal project.</p>	<p>Status of Plan Completion: Complete</p>		

APPENDIX C

Levy County Career and Technical Education

Career and Technical Education in Levy County has a rich history of proven success. Although we are a rural county with a small population, we are large geographically. Agricultural Programs hold our largest enrollments but we do offer a diversity of CTE Programs. We provided pathways in the areas of Agriculture, Food & Natural Resources, Architecture & Construction, Arts, A/V Technology & Communication, Business Management & Administration, Health Sciences, and Information Technology. The programs offered in all of our high schools are articulated with the College of Central Florida or Santa Fe College. The articulation agreements provide the opportunity for students to earn college credit towards an Associate of Science degree.

In addition to earning college credit students learn skills appropriate for the workforce. Programs provide students with the opportunity to visit industry, participate in career shadowing, visit college programs, work through the CDE Program, participate in on-line certificate programs, earn industry certifications, and participate in career and technical student organizations that support the course standards and curriculum frameworks.

The School Board of Levy County has a strong partnership with CLM CareerSource, Nature Coast Business Development Council, and our local state colleges. Advisory Boards and Alumni Associations provide support to our CTE Programs that enhance the opportunities for our students. In addition, our teachers receive support for curriculum development and/or improvement, professional development, labor market trend data and necessary workforce skills.

Over the course of the school year students take industry certification exams in their CTE classes. May is traditionally the busy month for industry certification and college articulation exams. In 2018-2019 students earned 501 Industry Certifications. We are proud that each year our number of Industry Certifications increases.

Our small rural communities allow for land labs on campus for our Agriculture Programs, clinical sites within short distances, small businesses to support and provide work opportunities for our Cooperative Diversified Education students, strong alumni support and strong traditions of success that enhance enrollment and support. Although we do not have large industry, manufacturing, high speed broad-band internet, or an interstate, we do have strong support from our local stakeholders. Students enrolled in Cedar Key School, with a high school enrollment of less than 100 students, can take advantage of an Aquaculture Program and earn multiple certifications related to the field of work, including OSHA, Boater Safety, Fork Lift, and of course, the Aquaculture Certification through the Florida Aquaculture Association. Aquaculture students will have their own clams on a lease beginning the summer of 2020. The Aquaculture Program is an example of how the school district committed to meeting the local labor market demands.