



FLORIDA DEPARTMENT OF  
**EDUCATION**  
CAREER AND ADULT EDUCATION

## **Quality Assurance and Compliance**

### **Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant**

Marion County Public Schools

**January-March 2024**

Final Report

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Florida Department of Education  
Division of Career and Adult Education

**Marion County Public Schools  
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 on a regular basis.

**II. AUTHORITY**

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the PCOG 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 unit 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 Marion County Public Schools (MCPS) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Dr. Diane Gullett, Superintendent, on November 15, 2023. The designated representative for the agency was Mr. Mark Vianello, Principal, Marion Technical College. The current representative is Gary Smallridge.

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

**V. Marion County Public Schools**

PCOG ENROLLMENT: Zero (0) enrollees

The provider was awarded the following grant(s) for the fiscal year (FY) 2019-20:

**Finance**  
**FY 2019-20**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	402-90310-0D001	\$ 185,276.00	\$131,453.90

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

<https://www.marionschools.net/>

**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:

- Lake Weir Middle School
- Lake Weir High School
- Marion Technical College (MTC)
- Marion Technical Institute

Entrance and Exit Conferences

The entrance conference for MCPS was conducted on November 16, 2023. The exit conference was conducted on March 25, 2024. The participants are listed below:

<b>Name</b>	<b>Title</b>	<b>Entrance Conference</b>	<b>Exit Conference</b>
Gary Smallridge	Principal, MTC	X	X
<b>Division Monitoring Team</b>			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

Narrative

In 2019, MCPS applied for and received \$185,276.00 for the creation of a Carpentry Apprenticeship program. In December of 2019, MCPS's PCOG grant application was approved by the Division and the Office of Apprenticeship. MTC staff was meeting with the Marion County Builders Industry Association Carpentry Apprenticeship (MCBIA) Committee Chairman and Committee members to develop and execute a plan to begin training. Unfortunately, due to a lack of students and participating employers, the program did not start as anticipated. The program coordinator reached out to the participating companies to determine if they had any new employees that could be enrolled into the apprenticeship. At that time, they did not have any employees that were interested in the program. The new start date for the Carpentry

Apprenticeship Program was moved to April, 2021, but since moved to August 2021. Even with the extended enrollment date, MTC could not obtain any students, therefore, the program was cancelled. All capitalized equipment was transferred per district policies and procedures with the exception of \$6,169.85 of equipment that could not be used in the district. Finally, the process has begun to transfer the unused equipment to the Levy County School District.

## VII. OBSERVATION

- A. **ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.
- N/A – The program never started, therefore, no administrative insight was observed.
- 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.
- N/A – No student data was reported due to the program being canceled.
- C. **CURRICULUM AND INSTRUCTION** refers to elements contributing 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.
- MCPS has policies and procedures on property management, equipment safety/storage and inventory disposal.
  - MCPS utilizes transfer of property forms that track the movement of equipment if it is moved from its initial location. This ensures that the district is always aware of the exact location of the equipment.
  - The Property Custodian is responsible for property and inventory management.
  - Capitalized equipment is inventoried at least annually, and all inventoried property must match the records maintained in the property management system.
- E. **EQUAL ACCESS** refer to compliance with federal non-discrimination law requirements relating to recruitment, enrollment, participation and completion of programs.
- MCPS 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.

Records reviewed included:

- District policies and procedures for finance and procurement
- District policies and procedures for property management

- Notification to discontinue the program
- Termination of Project notification from DCAE

**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.

- MCPS’s Fiscal Policy Manual ensures the efficient management of grant funds. The following procedural manuals were reviewed:
  - Procurement thresholds
  - Methods of procurement
  - Contract management
  - Cash management
  - Budgeting
  - Travel
- MCPS worked with the PCOG program manager to ensure all expenditures were allowable by law and able to be funded with state grant dollars. Purchases are only initiated once approval is received from the Division.
- Once a purchase has been authorized, the procurement method is determined based on the price of the item(s).

**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.

- MCPS intended to enter into a formal MOU with MCBIA to create a Carpentry Apprenticeship program, but the partnership was never initiated.

## **VIII. RESULTS**

Marion County Public Schools 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 Marion County Public Schools VDMR. A special thanks is offered to Gary Smallridge for his participation and leadership during this process.



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