



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Miami-Dade County Public Schools

January 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Miami-Dade 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.

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 Miami-Dade County Public Schools (MDCPS) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Dr. Jose Dotres, Superintendent, on November 15, 2023. The designated representatives for the agency was Ms. Melissa Latus.

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

V. Miami-Dade County Public Schools

Finance

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

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	130-90310-1D301	\$ 292,072.00	\$ 11,290.80
Pathways to Career Opportunities	130-90310-2D301	\$ 100,280.00	\$ 9,241.51

FY 2021-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	130-90310-2D401	\$ 102,565.11	\$.01
Pathways to Career Opportunities	130-90310-2D402	\$ 142,749.00	\$ 1,628.32

FY 2022-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	130-90310-3S502	\$ 149,916.00	\$ 10,678.38

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

<https://www3.dadeschools.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:

- Alonzo & Tracy Mourning Senior High School
- South Miami Senior High School
- William H. Turner Technical Arts High School

Entrance and Exit Conferences

The entrance conference for MDCPS was conducted on January 23, 2024. The exit conference was conducted on January 25, 2024. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Melissa Latus	Administrative Director, MDCPS	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

Narrative

Miami Dade College (MDC) is the first academic institution in Florida to receive the designation of Program Sponsor by the Department. As a program sponsor, MDC is authorized to register occupations, employers and apprentices to participate in a Registered Apprenticeship Program. For years, CareerSource South Florida has been a strong partner with MDCPS. They are a major sponsor of the MDCPS Summer Youth Internship Program by providing paid internships for students and supporting current preapprenticeship graduation events in both Information Technology and the construction trades. Advisory boards provide current knowledge, industry trends and insight to students on how to achieve their future career goals.

VII. OBSERVATION

- A. ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.
- District faculty who serve in the Hospitality and Tourism and Education/Early Childhood Education career clusters are state certified in their respective CTE subject area and many possess years of industry experience. Additionally, MDCPS provides teachers with training in all areas of teaching pedagogy in both classroom and distance learning. Advisory board meetings also culminate with time for teachers to participate in current trends in the industry and teachers are able to have discussions with their Industry partners. The CTE department, along with their higher education partners, conduct workshop trainings and on various occasions guest speakers from national organizations are invited to conduct sessions on specific topics of interest. Faculty are also provided the opportunity to participate in specific trainings that lead to industry certification attainment.
- 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 district failed to accurately report student enrollment data. Finding 1
- 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.
- MDCPS 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 are:

- 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.

- SAP® 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) – MDCPS uses state-approved guidelines for travel-related expenditures such as mileage rates, per diem and food allowances.
- The district does not use purchasing cards specifically for grant funds.
- MDCPS 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 MDCPS'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.

- MDCPS 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
 - Greater Miami and the Beaches Hotel Association
 - Miami Chapter of the Florida Restaurant and Lodging Association

VIII. RESULTS

Finding Number	1
Area	Student Data Reporting
Finding Summary	Student Data was only reported to the state through required quarterly grant reports.
Finding Detail	During the monitoring review, it was discovered that the program activity, including OJT hours, RTI hours and any completions were not reported to the state via the Florida College System state reporting system using the apprenticeship program number. Instead, data were reported using the relevant career certificate program number.
Citation	Florida Statutes 1011.80
Recommended/Antipated Corrective Action	The Director of Research and Evaluation, Dr. Brittany C. Ross, will implement and monitor the Corrective Action Plan (CAP). Once the finding is turned over to her staff, the MDCPS monitoring review will be considered closed. All further communication regarding the CAP will be with Dr. Ross and her office.
Anticipated completion date:	The CAP will be complete when the provider demonstrates a full understanding and compliance with state reporting requirements and mandatory training.
Name and Title responsible for CAP	Melissa Latus, Administrative Director, MDCPS
Plan Accepted by:	N/A
Status of Action Plan	Closed

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 Miami-Dade County Public Schools VDMR. A special thanks is offered to Ms. Melissa Latus for her participation and leadership during this process.



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