FLORIDA DEPARTMENT OF EDUCATION

CAREER AND ADULT EDUCATION

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

School District of Palm Beach County

April 24-26, 2024

Final Report

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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

The Department receives federal funding from the Used for Career and Technical Education (CTE) under the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act, and for Adult Education (AE) under the Workforce Innovation and Opportunity Act of 2014. The Department awards sub-grants to eligible providers to administer local programs. The Department 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 and the Uniform Grant Guidance (UGG) for grant awards issued on or after December 26, 2014. The Division 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).

III. QAC CORE MONITORING GUIDE

The Core Monitoring Guide is intended to be used broadly by any reviewer conducting an onsite or desk monitoring of any program currently administered by the Division. The guide provides a summary of each facet of the monitoring design and the process. It also contains objectives that may be used as agencies are monitored or reviewed. 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 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 office 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 School District of Palm Beach County (SDPBC) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Mr. Michael J. Burke, Superintendent, on November 15, 2023. The designated representative for the agency was Dr. Jeraline Johnson (CTE) and Mr. Fred Barch (AE). The Division's representative conducting the OSMR was Program Specialist Charles Davis of the QAC section.

V.   School District of Palm Beach County

The provider was awarded the following grant(s) for fiscal years 2020-21, 2021-22 and 2022-23:

Finance

FY 2020-21

Grants	Grant Number	Grant Amount	Unexpended
Perkins secondary	500-1611B-1CS01	$ 2,145,214.00	$ 347,867.38
Perkins DJJ	500-1611B-1CJJ1	$ 75,000.00	$ 75,000.00
Perkins Rural	500-1611B-1CR01	$ 25,000.00	$ 1,803.00
Adult Education-AGE	500-1911B-1CG01	$ 1,972,807.00	$ .00
Adult Education-IELCE	500-1931B-1CE01	$ 481,188.00	$ .00

FY 2021-22

Grants	Grant Number	Grant Amount	Unexpended
Perkins secondary	500-1612B-2CS01	$ 2,035,117.00	$ 571,419.96
Perkins DJJ	500-1612B-2CJJ1	$ 81,444.00	$ 81,444.00
Perkins Rural	500-1612B-2CR01	$ 25,000.00	$ 16,922.65
Adult Education-AGE	500-1912B-2CG01	$ 2,419,947.00	$ .00
Adult Education-IELCE	500-1932B-2CE01	$ 684,231.00	$ .00

FY 2022-23

Grants	Grant Number	Grant Amount	Unexpended
Perkins secondary	500-1613B-3CS01	$ 2,119,439.00	$ 442,679.07
Adult Education-AGE	500-1913C-3CG01	$ 2,366,280.19	$ 413,300.13
Adult Education-IELCE	500-1933C-3CE01	$ 739,731.00	$ 58,091.87

Additional information about the provider may be found at the following web address: https://www.palmbeachschools.org/

VI.   MONITORING ACTIVITIES

The monitoring activities included pre-and post-review planning, an entrance and exit meeting, records review and interviews with administrators, if necessary. Inventory reviews are also conducted when onsite with a provider.

Onsite Visits

The monitoring team visited the following sites as part of the OSMR:

- Boynton Beach Community High School
- Chuck Shaw Technical Education Center
- Delray Full-Service Education Center
- Eagles Landing Middle School
- Lake Worth Community High School
- North Technical Education Center
- Royal Palm Beach Community High School
- Santaluces High School
- School District of Palm Beach County District Office
- Seminole Ridge High School
- Wellington Community High School

Entrance and Exit Conferences

The entrance conference for SDPBC was conducted on April 24, 2024. The exit conference was conducted on April 25, 2024. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Jeraline Johnson	Director, CTE, SDPBC	x	x
Fred Barch	Director, AE, SDPBC	x	
Miguel Benevente	CTE Specialist, SDPBC	x	
Tonya Johnson	CTE Specialist, SDPBC	x	x
Stephanie Johnson	Accounting Manager, SDPBC	x	
Anthony Asci	CTE Specialist, SDPBC	x	
Heidi Watkoski	Accounting Technician, SDPBC	x	
Junnell Hughes	Manager, SDPBC	x	
Jane Kim	Manager, SDPBC	x	
Brian Heisler	Manager, SDPBC	x	
John Hay	Manager, SDPBC	x	
Lydia Norris	CTE Administrative Assistant, SDPBC	x	
Rachael Boulton	Chief Procurement Officer, SDPBC	x	
Soraya Guerra	Technical Analyst, SDPBC	x	
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	x	x
Charles Davis	Program Specialist, QAC	x	x

<u>Interviews</u>
No interviews were required as part of the OSMR. SDPBC submitted thorough and qualitative documentation and records via the Department ShareFile.

<u>Records Review</u>
Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, section F. A minimum of 60 student records were checked. In addition, policies and procedures were examined and discussed at various times during the monitoring review.

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 the required comprehensive local needs assessment (CLNA), secondary CTE administrative staff consulted with numerous individuals and entities across the Palm Beach County service area. Representatives from special population groups also provided insight into the workforce needs and opportunities for students.
- SDPBC works in partnership with the Achieve Palm Beach County Career Pathways Committee, as well as the Business Development Board of Palm Beach County, which is the official economic development organization for Palm Beach County.
- The CTE and AE directors are closely involved with operations such as financial management and tracking of grant funds, program review and oversight and program relationships with the local community.
- SDPBC recognizes the need to create its own pipeline of dedicated and highly skilled instructional staff by using its own internal professional learning processes that prepare teachers to fill its vacancies.
- The Grants Bureau takes the lead on grant application preparation. They work with program area specialists and bring in stakeholders.
- SDPBC adopted the records retention schedules published by the Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management, as set forth in publications including but not limited to GS1-SL and GS7 as amended from time to time. The district adheres to the state retention policy of five years.

B. **DATA AND ASSESSMENT** refer 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 on.

- SDPBC currently utilizes FOCUS® as their management information system (MIS) and student information system to house and track AE and CTE student data such as records, grades and attendance.
- Policies and procedures on data collection, entry and verification were provided by the district as part of the monitoring process. Policies and procedures were also provided in regard to full-time equivalent survey reports submitted to the Department. The student survey reports are used to ensure the accuracy of data reports submitted to the Department and the reconciliation of error reports they may receive from the state.

- SDPBC conducts extensive and ongoing training for all individuals who have access to student data. The data specialist attends the state training, brings back the information and shares any changes or potential changes with administration and appropriate MIS staff.
- All proctors of the Tests for Adult Basic Education and the Comprehensive Adult Student Assessment System are trained and certified, as required, by the state and the appropriate testing companies. Testing certificates were provided as evidence.
- Students are assigned Family Educational Rights and Privacy Act rights at application and any subsequent change must be in writing and maintained in the student's electronic or paper folder.
- Samples of CTE and AE student data were reviewed and verified for accuracy as part of the OSMR. All student records provided by SDPBC were compliant with reported student data. Records reviewed included:
  o Secondary CTE industry certifications
  o Postsecondary CTE industry certifications
  o Postsecondary program completers
  o AE completers
  o AE non-completers

C.   **CURRICULUM AND INSTRUCTION** refer to those elements that contribute to student learning and skill acquisition.

- CareerSource Palm Beach County (CSPBC) industry sector managers participate on CTE program advisory boards and work directly with the career education department to participate in decisions related to program offerings, course activities and vendor selection on related items.
- SDPBC has a dual enrollment (articulation) agreement in place with Palm Beach State College (PBSC) that offers secondary and postsecondary students the opportunity to earn college credit while working toward their high school diploma.
- A Showcase of Schools event is held every year to introduce all students to schools offering CTE courses.
- SDPBC has created a website called Caring First. This site aims to identify and remove any potential barriers for students and families by providing access to services to support and improve the overall academic development of all students. On this site students and parents can find support to assist students who are in foster care, teen parents, homeless and other special populations. In addition, the district provides support for exceptional students consistent with Section 504, Individuals with Disabilities Education Act, and the Americans with Disabilities Act. English Language Learner students are supported through efforts of the district's Multicultural Department.
- Students also participate in career and technical student organizations which allow them to practice skills learned in the classroom via local, state and national competitions and gain invaluable leadership experience from opportunities to serve as chapter and regional officers.
- The monitoring team ensured appropriate programmatic links between the secondary programs of study submitted to the Department and the corresponding postsecondary program at PBSC and Florida Atlantic University. Various other district articulation agreements were reviewed and verified for the appropriate secondary to postsecondary linkage.
- In accordance with Workforce Innovation Opportunity Act (WIOA), SDPBC has a Memorandum of Understanding (MOU) with CSPBC to provide workforce training, employment assistance and other services for those interested in workforce programs and/or literacy services.

- AE and CTE instructors participate in ongoing training provided by the Department and annual professional learning throughout the district. Instructors also participate in program-specific training and certification programs.
- SDPBC continually looks for ways to recruit and retain quality faculty and staff, including efforts of increasing "grow your own" to encourage students to become teachers.

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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 capital assets are recorded in the PeopleSoft® Fixed Asset System.
- The district's threshold for capitalization is $5,000.
- SDPBC has a policy and procedure regarding new equipment requests, equipment safety/storage and disposal of old inventory.
- Technology and equipment is up to date and is being used specifically for CTE programs. The technology is integrated into the curriculum as required per program.
- Equipment is inventoried annually and capital items over $5,000 receive a numbered inventory identification tag. The system tracks the required elements set forth by the Department and the UGG. An inventory search was conducted. All equipment was located and identified.

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 programs 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 that evidence compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

Items reviewed during the OSMR included, but were not limited to:
- District policies and procedures for data collection, verification and reporting
- District policies and procedures for finance and procurement
- District policies and procedures for property management
- CLNA w/supporting documents
- CLNA advisory committee records and stakeholder records
- Inventory records
- Procurement records
- Special Education manual
- MOUs and articulation agreements
- Advisory committee records – agendas, sign-in sheets, etc.
- District professional learning records – agendas, sign-in sheets, training materials, etc.
- CTE student data review
- AE student data review

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 CTE and AE 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 MOU that are in place to benefit an agency's programs and students.

- SDPBC has numerous collaborations, partnerships and MOUs within the local community. They offer additional educational and job experiences to students within the district. The list of partners includes, but is not limited to:
  - United States Army Jupiter Company Grassroots Advisory Board
  - Palm Beach State College
  - Florida Restaurant & Lodging Association
  - CareerSource Palm Beach County
  - Junior Achievement
  - Delray Beach Police Department
  - Business Development Board

VIII. RESULTS

Finding Number	1
Area	Inventory Management
Finding Summary	A 3D Printer at Royal Palm Beach Community High School had an incorrect asset tag. At Boynton Beach Community High School, four items were not labeled with asset tags. At Santaluces High School, two items were not labeled with asset tags.

Finding Detail	SDPBC staff located the correct asset identification tags and provided photographic evidence for their corrective action.
Citation	Violation of UGG 2 CFR 200.313; UGG 2 CFR 200.313(c); UGG 2 CFR 200.303(d)(3)
Recommended/Anticipated Corrective Action	Director of CTE program shall provide a letter of attestation stating the acceptance of the finding and the plan of corrective action.
Anticipated completion date:	5/15/2024
Name and Title responsible for CAP	Jeraline Johnson, Director CTE, SDPBC
Plan Accepted by:	Chuck Davis, QAC
Status of Action Plan	Closed

IX.   SUMMARY

Once the monitoring review is completed, including receipt of 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 Department monitoring team lead. Once the final report is approved, it will be forwarded to the agency head with a copy sent to the provider's 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 corrective action plan items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

The monitoring team extends its appreciation to all participants of the School District of Palm Beach County monitoring review on behalf of the Department. Special thanks are offered to Dr. Jeraline Johnson and Mr. Fred Barch for their participation and leadership during this process.

Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants

Agency Name: **School District of Palm Beach County**
Program Type: **CTE**
Monitoring Year: **2023-2024**

Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	3	X 10	30
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	7	X8	56
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	5	X 8	40
	3	5			
	2	3			
	1	1			
Change in Management Information Systems (MIS) from Previous Fiscal Year	Yes	7	0	X 6	0
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	0	X 6	0
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	7	X 4	28
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Number of Findings from the Office of the Auditor General	Upper Quartile	7	0	X 4	0
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
			AGENCY RISK SCORE:		154

Data sources used for calculations: Prior to July 1, 2022

Adult Education
Risk Matrix

Risk Scores Matrix for Districts Receiving Adult Education (AE) Grants

Agency Name: School District of Palm Beach County
Program Type: **AE**
Monitoring Year: **2023-2024**

Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	3	<u>X10</u>	30
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Adult Education Grants Combined	Upper Quartile	7	7	<u>X 8</u>	56
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Adult Education 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 AE Program Director Change from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Unexpended Funds from all Adult Education Grants Combined	Upper Quartile	7	7	<u>X 4</u>	28
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Number of Findings from the Office of the Auditor General	Upper Quartile	7	0	<u>X 4</u>	0
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Adult Education Program Improvement Plan (AEPIP)	Target Not Met on 3 of 3 Indicators	5	1	<u>X 6</u>	6
	Target Not Met on 2 of 3 Indicators	3			
	Target Not Met on 1 of 3 Indicators	1			
	All targets met	0			
			Agency Risk Score		**144**

<u>Data sources used for calculations:</u> Prior to July 1, 2022

FY24 School District of Palm Beach County Quality Assurance Monitoring Review

"Brag Sheet"

Career and Technical Education (CTE) within the School District of Palm Beach County stands as a beacon of innovation and opportunity, shaping the educational landscape with its commitment to preparing students for successful futures. With a robust curriculum that seamlessly integrates real-world skills and hands-on experiences, CTE programs offer a dynamic pathway for students to explore their passions while gaining invaluable knowledge. From cutting-edge technology to industry-aligned certifications, the School District of Palm Beach County empowers learners to thrive in a rapidly evolving global economy. By fostering collaboration between educators, industry partners, and the community, CTE cultivates a culture of excellence where students not only excel academically but also emerge as confident, skilled professionals ready to make meaningful contributions to society.

Below are just a few bragging points regarding the CTE programs within the School District of Palm Beach County.

- The Early Childhood Teacher Education Academy cultivates a pipeline of future educators for the SDPBC. On May 8th, 2024, we celebrated our annual First Priority Teacher Promise Signing Day. Participating seniors secured teaching contracts guaranteeing them positions in Palm Beach County schools upon college graduation and their return. This initiative aligns with our Grow Our Own program's goals.
- Middle school students are earning industry certifications at a higher rate than in previous years. We launched HTML/CSS Coding Specialist (Knowledge Pillars) for the first time. We currently show a 90% passing rate for this certification.
- We now have six Cybersecurity secondary programs and will be adding three more in the fall of 2024. These programs have strong support from local business and industry leaders, as well as Palm Beach State College. Students in these programs are graduating with multiple industry certifications such as CompTIA Sec+ and Cisco Certified Support Technician to name a few. These programs and certifications allow students to graduate and be readily available for entry level positions.

- Medical academies expanded to three additional schools for a total of 48 district-wide (K-Adult Ed).
- Students in our Criminal Justice Academies were offered internships at the State Attorney's office and the Delray Beach Police Department. CJ students at Atlantic High School came in 2nd place in the state at their FPSA competition.
- We continue to have a strong partnership with Palm Beach State College. We have local articulation agreements in place, we partner for professional development, and vertical articulation to ensure there are no gaps in learning from secondary to post-secondary.
- We have automated many processes to make data access and analysis easier for our teachers and administrators.
- We partnered with several local businesses this year and CareerSource Palm Beach to take students on what we call "Industry Tours". We hosted a group of 60 students on Marine Industries, Automotive Industries, and Hospitality & Tourism Tours.
- We held the 9th Annual Claim Your Future Career Fair for high school students at the Convention Center. Over 1200 students attended this event with over 50 local companies as exhibitors. This is a partnership with the Business Development Board of Palm Beach County.

Please address inquiries regarding this report to:

Kara Kearce
Director of Quality Assurance and Compliance
Kara.Kearce@fldoe.org
850-245-9033

Florida Department of Education
Division of Career, Technical and Adult Education
325 West Gaines Street · Room 722A
Tallahassee, Florida 32399