



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

Leon County School District

**September 19 - 22, 2016**

Final Report



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November 7, 2016

Mr. Jackie Pons, Superintendent  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32303

Dear Mr. Pons:

We are pleased to provide you with the final monitoring report for the adult education and career and technical education programs at the Leon 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](mailto:Tashi.Williams@fldoe.org).

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

Sincerely,

Rod Duckworth

RD/mws

Enclosure

cc: Vernea Randolph, principal, Lively Technical Center  
Regina Browning, principal, Adult and Community Education  
Gloria Spradley-Brown, bureau chief, Grants Administration and Compliance  
Tashi D. Williams, director, Quality Assurance and Compliance  
LaStacia Spencer, program specialist, Quality Assurance and Compliance  
Michael Swift, program specialist, Quality Assurance and Compliance  
Judy Taylor, program specialist, Quality Assurance and Compliance

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Florida Department of Education  
Division of Career and Adult Education

**Leon County School District  
Adult Education and Career and Technical Education  
Quality Assurance and Compliance Monitoring Report**

**I. INTRODUCTION**

The Florida Department of Education (FLDOE), 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 FLDOE 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 Workforce Innovation and Opportunity Act (WIOA) of 2014. FLDOE awards sub-grants to eligible providers to administer local programs. FLDOE 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 2016-2017 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 2016-17 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 Leon County School District (LCSD) was determined to be an onsite visit. Notification was sent to Mr. Jackie Pons, superintendent, Leon County School District, on August 5, 2016. The designated representatives for the agency were Ms. Regina Browning, principal, Adult and Community Education and Mrs. Vernea Randolph, principal, Lively Technical Center.

The onsite visit to the agency was conducted September 19, 2016 through September 22, 2016, by four representatives of the Quality Assurance and Compliance section of the division: Ms. LaStacia Spencer, Mr. Michael Swift and Ms. Judy Taylor, program specialists, and Mr. Tashi Williams, director.

**V. LEON COUNTY SCHOOL DISTRICT**

**ENROLLMENT:**

Fiscal Year (FY) 2014-15

Adult Education	CTE
1,264	6,016 (possible duplication at program level)

The provider was awarded the following grants for FY’s 2014-15, 2015-16 and 2016-17:

**FY 2014-15**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	370-1915A-5CG01	\$ 175,065.00	\$ 0.00
English Literacy/ Civics Education	370-1935A-5CE01	\$ 33,544.00	\$ 0.00
Family Literacy/ Corrections Education	370-1915A-5CC01	\$ 100,000.00	\$ 0.00
CTE Perkins Secondary	370-1615A-5CS01	\$ 316,875.00	\$ 0.19
CTE Postsecondary	370-1615A-5CP01	\$ 208,966.00	\$ 0.00

**FY 2015-16**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	370-1916A-6CG01	\$ 175,065.00	\$ N/A
English Literacy/ Civics Education	370-1936A-6CE01	\$ 33,544.00	\$ N/A
Family Literacy/ Corrections Education	370-1916A-6CC01	\$ 100,000.00	\$ N/A
CTE Perkins Secondary	370-1616A-6CS01	\$ 364,748.00	\$ 15,774.09
CTE Perkins Postsecondary	370-1616A-6CP01	\$ 204,568.00	\$ 0.00

**FY 2016-17**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	370-1917B-7CG01	\$ 175,065.00	\$ N/A
English Literacy/ Civics Education	370-1937B-7CE01	\$ 33,544.00	\$ N/A
Family Literacy/ Corrections Education	370-1917B-7CC01	\$ 100,000.00	\$ N/A
CTE Perkins Secondary	370-1617A-7CS01	\$ 342,824.00	\$ N/A
CTE Perkins Postsecondary	370-1617A-7CP01	\$ 180,224.00	\$ N/A

Additional information about the provider may be found at the following web address:  
<http://www.leonschools.net>

## VI. MONITORING ACTIVITIES

The monitoring activities included: pre and post visit planning, an entrance and exit conference, classroom observations, records review, inventory review; and interviews with administrators, teachers and students.

### Onsite Visits

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

- Adult Community and Education (ACE)
- Lively Technical Center (LTC)
- Rickards High School (HS)
- Lincoln HS
- Leon HS
- Godby HS
- Tallahassee Airport General Aviation Center

### Entrance and Exit Conferences

The entrance conference for the Leon County School District was conducted on September 19, 2016, for AE and on September 20, 2016, for CTE. The exit conference for both programs was conducted on September 22, 2016. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Vernea Randolph	Principal, LTC	X	X
Regina Browning	Principal, ACE	X	X
Randy Free	Assistant Principal, LTC	X	X
Michael McDaniel	Assistant Principal, LTC	X	X
Rochel Abrams	Assistant Principal, ACE	X	
Katrina Bradwell	Assistant Principal, ACE	X	
Randy Pridgeon	Divisional Director K-12/Post-secondary schools		
Tiffany Randolph	Secondary and Post-secondary CTE Resource, LTC	X	X
Cheryl Tucker	School Financial Accountant III, ACE	X	
Deborah Hurley	School Financial Accountant, LTC	X	X
Charles Tacot	Project Manager, LCS	X	X
Jeffrey Smith	Distributed Systems Analyst, ACE	X	
Courtney Groom	Executive Assistant		X

<b>FDOE Monitoring Team</b>			
Tashi Williams	Director, Quality Assurance and Compliance		
LaStacia Spencer	Program Specialist, FLDOE	X	X
Michael Swift	Program Specialist, FLDOE	X	X
Judy Taylor	Program Specialist, FLDOE	X	X
Marcia Maxwell	Program Specialist, FLDOE	X	
Heather Conley	Program Specialist, FLDOE	X	
Erin Sampson	Program Specialist, FLDOE	X	
Cathy Hammond	Program Specialist, FLDOE	X	

Interviews/Observations

Interviews were conducted with the administrative staff, instructional staff, program assessment specialists and students. A minimum of four 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 and student records were reviewed. A complete list is provided in section VII, item G. A minimum of 40 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 AE and CTE administration is experienced and has knowledge and expertise in their program offerings.
- The LCSD administration works collaboratively towards the quality of AE and Career and Technical Education.
- The LCSD has a check and balance system that cross references multiple administrative staff to ensure that program purchases are reasonable, allocable and allowable.
- The secondary and post-secondary CTE administration work hand in hand, and have knowledge and expertise of their program offerings.
- The district conducts staff development for all administrators and teachers throughout the school year.
- Florida’s curriculum frameworks is used for all AE and CTE programs.

**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 LCSD has policies and procedures in place for data collection and reporting.
- AE and CTE student data folders (including program completers and industry certifications) were verified during the course of the visit.
- The data team is well organized and knowledgeable, and was able to paint a clear picture of how student data is entered into their system, mined for reports, and used for program improvement.

- Program administrators use data for program expansion and evaluation of quality of programs.
- The CTE program has a follow-up and placement plan that helps track students once they leave their respective programs.
- The LCSD uses the Comprehensive Adult Student Assessment System (CASAS), Tests of Basic Education (TABE), and the General Education Development (GED®) test as their state approved assessment instruments.
- Both AE and CTE offer alternative assessment instruments for considering the placement of students with self-declared disabilities.
- District staff and program staff have open lines of communication that allow for easy dissemination of information when needed.
- The FOCUS software system is currently being used for data collection including attendance and grades.

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

- The AE and CTE programs are composed of experienced, knowledgeable teachers and staff that are passionate about their respective classes.
- Teachers possess the necessary educational background and work experience related to their subject areas.
- Postsecondary guidance counselors ensure that students working towards their GED®, certificates and/or industry certifications are aware of the requirements to successfully complete these program areas.
- The monitoring team observed technology being integrated into the teaching process.
- Many programs offer students a blend of instructional and practical, hands on experience.
- Postsecondary teachers seem to work well with their respective advisory boards to ensure that students are learning the necessary elements of their programs and are utilizing up to date equipment that mimics what is used in the field.
- The team observed a variety of instruction taking place: Group learning, lectures, individualized instruction via computer/software and textbook reviews.
- CTE and AE programs are offered in multiple locations throughout Leon County.
- The FLDOE curriculum standards and frameworks are being followed in the classrooms.
- The curriculum in the aviation department encompasses the state of Florida frameworks, as well as the standards set by the Federal Aviation Administration.

#### **CONCERN AND RECOMMENDATION**

- Concern C1: While conducting student interviews, some secondary students were unaware of the future benefits and future offerings of their CTE programs.
  - Recommendation C1: Ensure that all guidance counselors are being properly trained on the benefits and future offerings of CTE programs for their students. Guidance counselors should ensure that they are spending enough time with students to help them better understand CTE program benefits.



**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

- All equipment purchased with grant funds is inventoried annually.
- The equipment and teaching materials used in the classrooms are current and adequate for the number of students.
- A complete and thorough process for purchasing equipment was explained to the FLDOE team.
- The district has an established process for determining the equipment needs of teachers.
- Teachers acknowledged that the district is great when it comes to providing them with adequate and up-to-date instructional equipment as needed.
- The LCSD adopted a threshold of \$750 for equipment/inventory tagging purposes.
- The LCSD has policy in place to tag all computers and laptops regardless of price.
- Some equipment/inventory did not abide by the regulations set forth by EDGAR and the UGG.

#### FINDING AND RECOMMENDATION

- Finding D1: The equipment inventory listing did not follow the rules and guidelines as specified in EDGAR (34 CFR 80.32 (d)(1)). At multiple CTE locations throughout the district the monitoring team observed: equipment/inventory that was not in the specified locations according to the provided inventory lists, numerous items were missing PC number tags, numerous items were listed wrong on the provided inventory lists, and property transfer forms were not being used for all equipment being moved to/from different locations.
  - Recommendation D1: The equipment inventory listings must follow the rules and guidelines as specified in EDGAR (34 CFR 80.32(d)(1)). Equipment/inventory should be labeled with the correct PC number tag that corresponds with inventory records. A transfer of property form should be used when moving any piece of equipment/inventory from the original location on the inventory lists.

#### CONCERNS AND RECOMMENDATIONS

- Concern D1: A piece of equipment (MacBook Pro laptop) at Rickards HS was listed as having the wrong Property Code (PC) number. One PC number was assigned to two laptops, and the monitoring team was unable to figure out which laptop the listed PC number should apply to.
  - Recommendation D1: Ensure all equipment is labeled with the proper PC number that corresponds with the correct machine and/or serial number.
- Concern D2: A piece of equipment (Dell Mini Tower) at Lincoln HS was missing a PC number, but the monitoring team was able to locate it using the serial number of the computer.
  - Recommendation D2: Ensure all equipment is labeled with the proper PC number that corresponds with the correct machine and/or serial number.

- Concern D3: A piece of equipment (Dell laptop) at Leon HS was not in the location stated on the inventory listing. The teacher informed me it was at her house, and pictures of the laptop and PC number tag were emailed to the monitoring team once the laptop was returned to the school.
  - Recommendation D3: Ensure all teachers assigned a piece of equipment complete a Temporary Removal of Property form prior to removing the item from its assigned location.
- Concern D4: Multiple pieces of equipment (Dell Optiplex computers) at Leon HS were in locations not listed on the inventory listing.
  - Recommendation D4: Equipment transfer forms must be used when transferring equipment from one location to a different location to assess accountability.
- Concern D5: Two pieces of equipment (Dell Optiplex computers) at Leon HS had the wrong PC number recorded in the inventory listing.
  - Recommendation D4: Assure that equipment PC numbers correspond with the correct item and serial number and is properly recorded in the inventory listing.
- Concern D6: Equipment for the Aviation program was listed as being located at LTC, but is housed at the Tallahassee Airport General Aviation Center.
  - Recommendation D6: Adjust the inventory listings to reflect the actual location of this equipment.
- Concern D7: Two pieces of equipment (MacBook Pro laptops) at Godby HS were missing PC tags.
  - Recommendation D7: Verify the two pieces of equipment via their serial numbers, and assign the correct PC number to the items.

**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.

- The students receive individual instruction in class, if needed.
- Accommodations are readily available for students with self-declared disabilities.
- Classrooms have adequate space for students and equipment.
- The learning environment in a classroom at Rickards HS was unappealing and uninviting.
- All campuses are well maintained by staff, including inside the schools and grounds around the schools.
- Teachers are dedicated to the success of their students.

CONCERN AND RECOMMENDATION

- Concern E1: Textbooks and tables at Rickards HS (Health Sciences classroom) were in poor condition.
  - Recommendation E1: Remove the tables and outdated books from the classroom and replace with new books and tables the students can use.

**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 Policies and Procedures
- Student Registration and Enrollment Forms
- Student Handbook and Code of Conduct
- Staff Employee Handbook
- Program Course Catalog
- Curriculum Frameworks
- School Board Policy Acknowledgment
- Schedule of Classes
- Auditor General reports
- Promotional Program Brochures
- AE Equipment Inventory
- CTE Perkins Inventory
- CTE Program Improvement Plans (PIP)
- Student Records
- Financial Records
- Travel Records
- Purchasing Records
- Program of Study
- Verification of Student Industry Certifications
- Verification of Occupational Completion Points (OCP)
- Verification of AGE Completers
- School board policies on dual enrollment
- School board policies on student progression plans
- Technology Plan
- Employee records
- LCS and Leon County Sheriff's Department stolen goods police report
- Request for Materials and Supplies forms
- Student attendance reports
- Distance learning policies
- Employee personnel activity reports

- Employee semi-annual certifications

**FINDING AND RECOMMENDATION**

- Finding G1: An employee semi-annual certification at LTC was signed by the employee and supervisor prior to the completion of the respective term. UGG (200.430), FLDOE Green Book (Personnel Cost- Time Distribution, Section C-19)
  - Recommendation G1: Employee semi-annual certifications must be signed after the work has been performed. UGG (200.430), FLDOE Green Book (Personnel Cost- Time Distribution, Section C-19)

**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.

- Purchasing procedures are in place and are being followed.
- Both AE and CTE programs have financial accountants that keep detailed records of all expenses for the fiscal year.
  - The Secondary CTE program had an unexpended balance of \$15,774.09 for FY 2015-2016 that was brought to the attention of the LTC principal.
- The team reviewed purchase orders that showed a clear and concise process of tracking orders from start to finish.
- The team reviewed travel orders that showed the step by step process utilized when approving staff travel.
- An approval process for expenditures is currently in place and is being followed.
- Documentation for purchasing and inventory were reviewed.
- Financial records were thorough, precise and provided a clear over view 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.

Collaboration Agreements exist with the following:

- Seven Hills
- Westminster Oaks
- Miracle Hill
- Consulate
- Centrepointe
- Heritage Oaks
- Tallahassee Memorial Hospital
- Living in the Cut Barber Shop
- Lincoln Electric
- Jones Welding
- Sun Coat Electric
- Universal Electric of Tallahassee
- Capital City Builders
- Flightline Group

- Kelvins Heat & Air
  - Proctor Subaru
  - Nature Coast Women’s Care
  - Tallahassee Dodge Chrysler
  - City of Tallahassee
- \*LCS has numerous other collaborations within the Tallahassee community and surrounding areas.

**J. PERKINS LOCAL PROGRAM IMPROVEMENT PLAN:** A Perkins local PIP is required when an agency does not meet 90% of its agreed-upon goals for individual performance measures.

- Perkins core measures for CTE was discussed with CTE administration for measures in which 90% attainment was not satisfied.
- The FLDOE team feels as if the administration is making the necessary steps towards improvement upon those measures.

**Secondary Measures:**

- In 2014-15 the agency met or exceeded all secondary measures therefore a PIP was not required.

**Postsecondary Measures:**

- In 2014-15 the agency met or exceeded all postsecondary measures except for the following, therefore a PIP was required:
  - 2A1 Completion: Local Actual 49.66% vs. Local Agreed 59.25%
  - 5A1 Non- Traditional Enrollment: Local Actual 10.21% vs. Local Agreed 15.94%

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

- Students in Leon County Schools represent diverse cultures and ages.
- Information regarding financial aid and other resources are readily available for students.
- Students were complimentary of teachers, counselors and the administration.
- A student was quoted as saying, “My teacher went out of their way to assist me while going through a personal issue.” This is an example of the dedication of the teachers to their students’ needs.
- Students were enthusiastic about their instructional programs.
- Students appreciate the individualized instruction that they receive from their teachers.
- Students expressed pride in their programs.
- Students acknowledged the time and location of the programs are convenient.
- Students expressed that administrators are responsive to their needs and these needs are always tended to in a prompt manor.

**L. PROGRAMS OF STUDY:** As part of the new DCAE assistance process, all agencies selected for a monitoring visit each project year will receive special technical assistance on POS and their development and implementation. The section of the monitoring protocol concerning POS has been expanded and the narrative and supporting materials for this section were collected prior to the onsite visit. During the monitoring visit to the LCSD, staff from the Federal and State

Initiatives section discussed submitted narrative and materials on POS with LTC staff on Tuesday, September 20, 2016. A summary of the discussion appears below.

#### Implementation of Programs of Study (POS)

- Due to requirements of Perkins IV to identify and assist agencies that have failed to meet 90 percent of local targets for three or more years, DCAE has begun to identify those agencies that have not met 90% of the agreed upon target for three or more years on multiple measures. These identified agencies, including all of those selected for a monitoring visit each project year, will be provided special technical assistance from DCAE staff regarding Perkins PIPs and performance data as well as on POS.

#### Identification of Programs to Develop and Implement

- The primary POS, Applied Cybersecurity, submitted with their 2014-15 Perkins application, is no longer being implemented due to low enrollment. It was only implemented for one year. Issues identified by staff as causing low enrollment and cancellation of the program were; the instructional method used by the faculty person teaching courses in the program did not meet student and/or industry needs and outdated equipment. They are in the process of revamping all Information Technology (IT) programs to be more current and interactive, re-organizing the lab facility and purchasing new equipment.
- The low enrollment and early closure of this program led to questions about how the district selected programs for development and implementation. The district reported that input for IT programs, as well as programs in other areas, come from requests and identified needs from local companies, potential students, high school administrators and local CareerSource representatives. Programs are also developed based on occupational outlook and the Targeted Occupational Listings.

#### Review Process for POS

- There is an annual review process for programs with Occupational Advisory Committees (including local business representatives) to review program quality, objectives, curriculum and relevance to field. There is some review by secondary and postsecondary faculty at the beginning of the school year to review various aspects of program curricula to make revisions where needed. There does not seem to be much focus on using outcome data for these program reviews, but staff does look at enrollment and relevance to the local economy to decide on continuing, revising or discontinuing programs.
- The benefits of the use of outcome data in program evaluation will be emphasized with LTC staff during the Perkins Technical Assistance process currently ongoing with LTC for one of the Perkins Performance Measures begun in the 2015-16 project year.

#### Secondary to Postsecondary Linkages

- Articulation between the secondary and postsecondary levels seems tenuous and the concept of POS did not seem to be fully understood. The secondary courses that were part of the pathway on the primary POS for 2014-15 were not being offered at any of the local high schools.
- Staff reported that secondary-postsecondary linkages are spelled out in high school Pupil Progression Plans and that there were regular meetings between faculties at the two levels. LTC staff also reported working with counselors and conducting regular program showcases at local high schools. Since there has not been a secondary coordinator in the district until this year, staff reported that there has not been much interaction between LTC and district high schools to date and that CTE has not been a major emphasis in most district high schools.

- FLDOE staff will work with LTC staff on this area during the Perkins Technical Assistance process.

Course Preparation for Industry Certifications

- Staff reported that the primary POS did not prepare students for industry certifications due to the curriculum and instructional method being used by the only faculty member teaching courses in this program. They stressed that industry certifications were being emphasized where available in other programs, and students were being prepared with the necessary skills to pass exams in other program areas. Previously, many teachers were unaware of available certifications in their program areas. LTC is now making sure that teachers have knowledge of relevant certifications, and are equipped to prepare students to pass these exams and encourage students to take them.

Data Collection and Reporting

- Data accuracy on Perkins performance measures has been an ongoing issue with LCSD. LTC and the district have changed to a different data collection system (FOCUS), and formed a committee to meet regularly to oversee the data system, reviewing and reporting of data. Changing to this system has the potential to improve their Perkins reporting and increase the use of outcome data for program review. To further improve data reporting, LTC and other district staff have developed written policies and procedures for data collection, review and reporting.

**VIII. REQUIRED RESOLUTION ACTIVITIES**

ADULT EDUCATION

1. Corrective Action Plan – Leon County Schools is not required to complete a Corrective Action Plan.
2. Action Plan – Leon County Schools is not required to complete an Action Plan.

CAREER AND TECHNICAL EDUCATION

1. Corrective Action Plan – Leon County Schools is required to complete a Corrective Action Plan.
2. Action Plan – Leon County Schools is required to complete an 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 Leon County Schools onsite monitoring visit. Special thanks is offered to Mrs. Vernea Randolph, Ms. Tiffany Randolph and Ms. Regina Browning for their participation and leadership during this process.

**APPENDIX A**

Leon County School District  
Adult Education and Family Literacy  
Risk Matrix

<b>Risk Scores Matrix for Districts Receiving Adult Education (AE) Grants</b>					
Agency Name: <b>Leon County School District</b>					
Program type: <b>ADULT EDUCATION</b>					
Target Year: <b>2014-2015</b>					
Monitoring Year: <b>2016-2017</b>					
<b>Metric</b>	<b>Scaling</b>	<b>Point Value</b>	<b>Points Assigned</b>	<b>Weight</b>	<b>Total Metric Points</b>
<b>Total AE Budget Allocated Value</b>	Upper Quartile	7	<b>5</b>	X 10	<b>50</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
<b># AE Grants Value</b>	4+	7	<b>5</b>	X 8	<b>40</b>
	3	5			
	2	3			
	1	1			
<b>AE Director Change Value</b>	Yes	7	<b>7</b>	X 6	<b>42</b>
	No	0			
<b>AE Funds Remaining Point Value</b>	Upper Quartile	7	<b>0</b>	X 4	<b>0</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>OAG Findings Value</b>	Upper Quartile	7	<b>5</b>	X 4	<b>20</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>AGENCY RISK SCORE:</b>					<b>152</b>

\*Compliance monitoring last visit: AE, Fall 2008

\*Data sources used for calculations: Prior to July 1, 2015



Leon County School District  
Career and Technical Education  
Risk Matrix

<b>Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants</b>					
Agency Name: <b>Leon County School District</b>					
Program type: <b>CAREER AND TECHNICAL EDUCATION</b>					
Target Year: <b>2014-2015</b>					
Monitoring Year: <b>2016-2017</b>					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
<b>Total Perkins Budget Allocated Value</b>	Upper Quartile	7	<b>5</b>	X 10	<b>50</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
<b># Perkins Grants Value</b>	4+	7	<b>3</b>	X 8	<b>24</b>
	3	5			
	2	3			
	1	1			
<b>Perkins PIP Index Value</b>	7.50 – 10.00	7	<b>1</b>	X 8	<b>8</b>
	5.00 – 7.49	5			
	2.50 – 4.99	3			
	0<index<2.50	1			
	0	0			
<b>Perkins Director Change Value</b>	Yes	7	<b>7</b>	X 6	<b>42</b>
	No	0			
<b>Perkins Funds Remaining Point Value</b>	Upper Quartile	7	<b>1</b>	X 4	<b>4</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>OAG Findings Value</b>	Upper Quartile	7	<b>5</b>	X 4	<b>20</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>AGENCY RISK SCORE:</b>					<b>148</b>

\*Compliance monitoring last visit: CTE, Fall 2008

\*Data sources used for calculations: Prior to July 1, 2015

**APPENDIX B**

Leon County School District  
Resolution Action Plan

Corrective Action(s) And/or Action(s)	Action or Strategy to Address Findings or Concerns	Agency Response	Person Responsible	Projected Date of Completion and status
<p>Concern C1: While conducting student interviews, some secondary students were unaware of the future benefits and future offerings of their CTE programs.</p>	<p>Recommendation C1: Ensure that all guidance counselors are being properly trained on the benefits and future offerings of CTE programs for their students. Guidance counselors should ensure that they are spending enough time with students to help them better understand CTE program benefits.</p>	<p>Leon County Schools is working diligently to bridge the gaps between the Secondary and Postsecondary Career &amp; Technical Education.</p> <p>A central repository and website has been created to provide up-to-date resources, opportunities, curriculum/instruction, and more districtwide.</p> <p>Also, Tiffany A. Randolph, has begun to present at LCS Guidance Counselor meetings, attend CTE teacher meetings, and attend LCS administrators meetings to provide relevant information on the benefits and future offerings of CTE programs for their students.</p>	<p>Tiffany A. Randolph, Secondary &amp; Postsecondary Resource (LTC/LCS)</p>	<p><b>Ongoing</b></p>
<p>Finding D1: The equipment inventory listing did not follow the rules and guidelines as specified in EDGAR (34 CFR 80.32 (d)(1)). At multiple CTE locations throughout the district the monitoring team observed: equipment/inventory that was not in the specified locations according to the provided inventory lists, numerous items were missing PC number tags, numerous items were listed wrong on the provided</p>	<p>Recommendation D1: The equipment inventory listings must follow the rules and guidelines as specified in EDGAR (34 CFR 80.32(d)(1)). Equipment/inventory should be labeled with the correct PC number tag that corresponds with inventory records. A transfer of property form should be used when moving any piece of equipment/inventory from the original</p>	<p>Leon County Schools has created a Purchasing Procedures Manual that provides detailed procedures on the following:</p> <ul style="list-style-type: none"> <li>*Steps to Purchasing Secondary Perkins Items</li> <li>*Sample Perkins Requisition Form</li> <li>*Sample Leon County Schools Report of Property Received Form</li> <li>*Temporary Removal of Perkins Purchased Equipment</li> <li>*Secondary Perkins Equipment Inventory</li> </ul>	<p>Tiffany A. Randolph, Secondary &amp; Postsecondary Resource (LTC/LCS)</p>	<p><b>Projected: 10/4/2016</b></p> <p><b>Ongoing: On 10/28/2016 Tiffany Randolph supplied a copy of the Purchasing Procedures Manual that was created. I have also received a copy of the LCS property transfer form, and Tiffany informed me that LCS Property Management has been notified to come and replace the missing PC tags. I</b></p>

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inventory lists, and property transfer forms were not being used for all equipment being moved to/from different locations.	location on the inventory lists.	<p>*Red Book Appendix A: Supplies and Equipment *Tax Exempt Status *6320A- LCS Purchasing Procedures *6320I- LCS Technology Procurement and Purchasing</p> <p>This manual is a guide for all schools to follow the rules and guidelines as specified in EDGAR.</p>		<b>have also received LTC's updated inventory list. We are now waiting for the district to re-tag the inventory.</b>
Concern D1: A piece of equipment (MacBook Pro laptop) at Rickards HS was listed as having the wrong Property Code (PC) number. One PC number was assigned to two laptops, and the monitoring team was unable to figure out which laptop the listed PC number should apply to.	Recommendation D1: Ensure all equipment is labeled with the proper PC number that corresponds with the correct machine and/or serial number	<p>Any item over \$1,000 or electronic device must receive a LCS Property Control Number.</p> <p>Schools must request LCS Property Management to come out and you must submit the completed LCS Property Received Form (example on pg. 5) within five (5) business days of delivery to Tiffany A. Randolph via email or fax.</p> <p>Each school will be responsible for conducting internal inventory monitoring periods throughout the year</p> <p>The grant manager will conduct an annual monitoring visit. High Schools will be sure that Secondary Perkins equipment's location are always up to date.</p> <p>These policies, procedures, and monitoring methods will ensure all purchased</p>	Melissa Cooper, Rickards High School CTE Department Chair	<p><b>Projected: 10/4/2016</b></p> <p><b>Closed:</b> <b>On 11/4/2016 Tiffany Randolph provided me the updated inventory listings for Rickards HS that showed the two separate pieces of inventory with individual PC numbers. I was able to verify the two laptops without additional pictures.</b></p> <p><b>Ongoing:</b> <b>On 10/27/2016 I requested pictures of the newly tagged inventory. Tiffany Randolph has informed FLDOE that the LCS Property Management department is aware of the need, and working towards getting new tags for the equipment.</b></p>

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		<p>equipment is correctly labeled and recorded.</p> <p>Hence, Rickards High School has submitted the correct LCS Property numbers to reflect that the two laptops have different LCS PC#'s and serial #'s.</p>		
<p>Concern D2: A piece of equipment (Dell Mini Tower) at Lincoln HS was missing a PC number, but the monitoring team was able to locate it using the serial number of the computer.</p>	<p>Recommendation D2: Ensure all equipment is labeled with the proper PC number that corresponds with the correct machine and/or serial number.</p>	<p>Any item over \$1,000 or electronic device must receive a LCS Property Control Number.</p> <p>Schools must request LCS Property Management to come out and you must submit the completed LCS Property Received Form (example on pg. 5) within five (5) business days of delivery to Tiffany A. Randolph via email or fax.</p> <p>These policies, procedures, and monitoring methods will ensure all purchased equipment is correctly labeled and recorded.</p> <p>All damaged or removed Property Control Tags must be replaced through the LCS Property Management Department.</p>	<p>Cari Molinaro, Lincoln High School Assistant Principal</p>	<p><b>Projected: 11/4/2016</b></p> <p><b>Ongoing:</b> <b>On 10/27/2016 I requested pictures of the newly tagged inventory. Tiffany Randolph has informed FLDOE that the LCS Property Management department is aware of the need, and working towards getting new tags for the equipment.</b></p>
<p>Concern D3: A piece of equipment (Dell laptop) at Leon HS was not in the location stated on the inventory listing. The teacher informed me it was at her house, and pictures of the laptop and PC number tag were provided to the monitoring team</p>	<p>Recommendation D3: Ensure all teachers assigned a piece of equipment complete a Temporary Removal of Property form prior to removing the item from its assigned location.</p>	<p>Any equipment (examples: laptop, tablet, etc.) that has been purchased with Secondary Perkins and is being removed from the school grounds, must have a completed LCS Temporary Removal of Property form completed and on file with the</p>	<p>Sarah Hembree, Leon High School's Assistant Principal of Curriculum</p>	<p><b>Projected: 11/4/2016</b></p> <p><b>Closed:</b> <b>During the visit Tiffany Randolph immediately began to locate the laptop, and on 9/21/2016 she provided photo proof that the laptop was returned to the</b></p>

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once the laptop was returned to the school.		Grant Manager. This form can be found at <a href="http://www.leonschools.net">www.leonschools.net</a> .		<b>school by the teacher with the proper PC Tag. I was also provided a copy of the LCS property transfer form that will be used for future removal of property from its designated location.</b>
Concern D4: Multiple pieces of equipment (Dell Optiplex computers) at Leon HS were in locations not listed on the inventory listing.	Recommendation D4: Equipment transfer forms must be used when transferring equipment from one location to a different location to assess accountability.	<p>Each school will be responsible for conducting internal inventory monitoring periods throughout the year and submitting a LCS Transfer of Property Form to the Grant Manager for one or more of the following reasons:</p> <p>A. Salvage under \$1,000 per item for disposal only. Executive Director Approval  B. Salvage over \$1,000 per item to Board for approval to remove  C. All other items, numbered or unnumbered, transfer to Property Management.  D. Transfer to another school or department/location within the school</p> <p>The Grant Manager will conduct an annual monitoring visit. High Schools will be sure that Secondary Perkins equipment's location are always up to date.</p>	Sarah Hembree, Leon High School's Assistant Principal of Curriculum	<p><b>Projected: 10/17/2016</b></p> <p><b>Closed: Upon hearing of this concern Tiffany Randolph immediately began to locate the missing computers, and on 9/21/2016 she provided photo proof that the computers were located within the school and included the proper PC Tags. I was also provided a copy of the LCS property transfer form that will be used for future removal of property from its designated location.</b></p>
Concern D5: Two pieces of equipment (Dell Optiplex computers) at Leon HS had the wrong PC number recorded in the inventory listing.	Recommendation D5: Assure that equipment PC numbers correspond with the correct item and serial number and	Each school will be responsible for conducting internal inventory monitoring periods throughout the year.	Sarah Hembree, Leon High School's Assistant Principal of Curriculum	<p><b>Projected: 9/21/2016</b></p> <p><b>Closed: On 11/4/2016 Tiffany Randolph provided me with the updated</b></p>

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	is properly recorded in the inventory listing.	<p>The Grant Manager will conduct an annual monitoring visit. High Schools will be sure that Secondary Perkins equipment's location are always up to date.</p> <p>LCS PC # 20085 was provided on the inventory spreadsheet, but the serial # goes with LCS PC# 20080. Leon High School's inventory list has been updated to reflect the correction.</p>		<p><b>inventory list from Leon HS. It reflected the necessary change to the inventory listing.</b></p> <p><b>Ongoing:</b> <b>On 10/27/2016 I requested the updated inventory lists that reflect the reported changes.</b></p>
Concern D6: Equipment for the Aviation program was listed as being located at LTC, but is housed at the Tallahassee Airport General Aviation Center.	Recommendation D6: Adjust the inventory listings to reflect the actual location of this equipment.	Lively Technical Center has updated the inventory list to reflect the actual location of the equipment.	Vernea Randolph, Principal of Lively Technical Center	<p><b>Projected: 9/22/2016</b></p> <p><b>Closed:</b> <b>Upon hearing of this concern Mrs. Vernea Randolph began working to update the LTC inventory. On 10/31/2016 she emailed me a copy of the new LTC inventory list that includes updated locations for the aviation equipment.</b></p>
Concern D7: Two pieces of equipment (MacBook Pro laptops) at Godby HS were missing PC tags.	Recommendation D7: Verify the two pieces of equipment via their serial numbers, and assign the correct PC number to the items.	<p>Any item over \$1,000 or electronic device must receive a LCS Property Control Number.</p> <p>Schools must request LCS Property Management to come out and you must submit the completed LCS Property Received Form (example on pg. 5) within five (5) business days of delivery to Tiffany A. Randolph via email or fax.</p> <p>All damaged or removed Property Control Tags</p>	Shelly Bell, Godby High School's Principal	<p><b>Projected: 9/22/2016</b></p> <p><b>Closed:</b> <b>On 11/4/2016 Tiffany Randolph provided me with pictures of the two laptops that needed to be re-tagged.</b></p> <p><b>Ongoing:</b> <b>On 10/27/2016 I requested pictures of the newly tagged inventory. Tiffany Randolph has informed FLDOE that the LCS Property</b></p>

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		<p>must be replaced through the LCS Property Management Department.</p> <p>Godby High School has had the two (2) MacBook Pro laptops retagged by the LCS Property Management Department.</p>		<p><b>Management department is aware of the need, and working towards getting new tags for the equipment.</b></p>
<p>Concern E1: Textbooks and tables at Rickards HS (Health Sciences classroom) were in poor condition.</p>	<p>Recommendation E1: Remove the tables and outdated books from the classroom and replace with new books and tables the students can use.</p>	<p>Mr. West has requested textbooks and requisitions and quotes have been submitted for approval.</p> <p>Mr. West will choose tables for his classroom, request a quote and complete the Perkins Requisition and this will be submitted for approval.</p>	<p>Melissa Cooper, Rickards High School CTE Department Chair and Perry West, Health Academy Chair</p>	<p><b>Projected: December 2016</b></p> <p><b>Ongoing: No current updates.</b></p>
<p>Finding G1: An employee semi-annual certification at LTC was signed by the employee and supervisor prior to the completion of the respective term. UGG (200.430), FLDOE Green Book (Personnel Cost-Time Distribution, Section C-19)</p>	<p>Recommendation G1: Employee semi-annual certifications must be signed after the work has been performed. UGG (200.430), FLDOE Green Book (Personnel Cost- Time Distribution, Section C-19)</p>	<p>Lively Technical Center has reviewed procedures to ensure all semi-annual forms are signed in a timely manner after the employee has worked the full term recorded on the form.</p>	<p>Debbie Hurley, LTC Budget Analysis (Perkins Accountant)</p>	<p><b>Projected: January 2017</b></p> <p><b>LCSD must wait until the end of the current semi-annual period before FLDOE staff can verify the correctly signed semi-annual certifications.</b></p>
<p><b>Plan submitted by (name and title):</b> <u>Tiffany A. Randolph, secondary &amp; postsecondary CTE resource</u> Date: <u>10/17/2016</u></p> <p><b>Plan accepted by:</b> <u>Michael Swift, program specialist IV</u> Date: <u>10/18/2016</u></p>				
<p><b>Status of Action Plan (to be completed by FLDOE staff):</b></p>				
<p><b>Date:</b></p>			<p><b>Status of Plan Completion:</b></p>	