



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

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

Miami-Dade County Public Schools

December 9-12, 2019

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Miami – Dade County Public Schools
Adult Education and Career and Technical Education
Quality Assurance and Compliance Monitoring Report**

I. INTRODUCTION

The Florida Department of Education (FDOE), Division of Career and Adult Education (division), in carrying out its roles of leadership, resource allocation, technical assistance, monitoring and evaluation, is required to oversee the performance and regulatory compliance of recipients of federal and state funding. The Quality Assurance and Compliance (QAC) section is responsible for the design, development, implementation and evaluation of a comprehensive system of quality assurance including monitoring. The role of the quality assurance system is to assure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is incumbent upon the division to monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

II. AUTHORITY

The FDOE receives federal funding from the U.S. Department of Education (USDOE) for Career and Technical Education (CTE) under the Carl D. Perkins (Perkins) Strengthening Career and Technical Education for the 21st Century Act, and for Adult Education (AE) under the Workforce Innovation and Opportunity Act (WIOA) of 2014. FDOE awards sub-grants to eligible providers to administer local programs. FDOE must monitor providers to ensure compliance with federal requirements, including Florida's approved state plans for CTE and Adult Education/Family Literacy. Each state shall have procedures for reviewing and approving applications for sub-grants and amendments to those applications, for providing technical assistance, for evaluating projects and for performing other administrative responsibilities the state has determined are necessary to ensure compliance with applicable statutes and regulations pursuant to 34 CFR 76.770, Education Department General Administrative Regulations (EDGAR) and the Uniform Grant Guidance (UGG) for grant awards issued on or after December 26, 2014. The Florida Department of Education, Division of Career and Adult Education, is required to oversee the performance of sub-grantees in the enforcement of all laws and rules (Sections 1001.03(8) and 1008.32, Florida Statutes).

Additional citations noting pertinent laws and regulations and authority to monitor are located in the 2019-2020 Quality Assurance Policies, Procedures and Protocols, Module A, Section 1.

III. QUALITY ASSURANCE POLICIES, PROCEDURES AND PROTOCOLS

The Quality Assurance Policies, Procedures and Protocols manual was revised in the 2019-20 program year. The manual is provided to each provider prior to the monitoring visit. The manual provides a summary of each facet of the monitoring design and the process. It also contains protocols that may be used as agencies are monitored or reviewed. References may be made to the manual in this document; it is located on the division's website at <http://fldoe.org/academics/career-adult-edu/compliance>.

IV. PROVIDER SELECTION

Various sources of data are used throughout the implementation of the quality assurance system. The monitoring component of the system is risk-based. Risk assessment is a process used to evaluate variables associated with the grants and assign a rating for the level of risk to the department and the division. A

risk matrix, identifying certain operational risk factors is completed for each provider. The risk matrix for each program monitored is located in Appendix A. The results of the risk assessment process and consideration of available resources are used to determine one or more appropriate monitoring strategy(ies) to be implemented.

The QAC section may apply any specific monitoring strategy to any federal or state-funded provider at any time. There may be circumstances that may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider’s risk matrix score.

The monitoring strategy for Miami-Dade County Public Schools (MDCPS) was determined to be an onsite visit. Notification was sent to Mr. Alberto M. Carvalho, superintendent, Miami-Dade County Public Schools on August 7, 2019. The designated representatives for the agency were Dr. Lupe Diaz, Executive Director and Mr. Luis Diaz, Assistant Superintendent.

The onsite visit to the agency was conducted December 9-12, 2019. The four representatives of the division present during the visit were program specialists, Mrs. Christine Walsh, Mr. Michael Swift, Mr. Andrew Goldsmith and Mrs. Kara Kearce, director of the Quality Assurance and Compliance section.

V. MIAMI – DADE COUNTY PUBLIC SCHOOLS

ENROLLMENT:

Fiscal Year (FY) 2017-18

CTE (possible duplication at the program level): Secondary - 105,819

CTE (possible duplication at the program level): Post Secondary - 9,799

Adult Education - 29,447

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

Finance

FY 2017-18

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	130-1918B-8CG01	\$ 3,413,976.00	\$ 122,062.92
Adult Education – Civics	130-1938B-8CE01	\$ 2,300,000.00	\$ 81,698.12
Perkins CTE Secondary	130-1618A-8CS01	\$ 4,351,798.00	\$ 254,070.15
Perkins CTE Postsecondary	130-1618A-8CP01	\$ 1,120,153.00	\$ 48,078.55

FY 2018-19

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	130-1919B-9CG01	\$ 3,413,976.00	\$ 151,566.56
Adult Education – Civics	130-1939B-9CE01	\$ 2,300,000.00	\$ 94,391.54
Perkins Secondary	130-1619B-9CS01	\$ 4,724,203.00	\$ 257,381.08
Perkins CTE Postsecondary	130-1619B-9CP01	\$ 1,156,364.00	\$ 34,639.52

FY 2019-20*

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult General Education	130-1910B-0CG01	\$ 3,413,976.00	\$ N/A
Adult Education – Civics	130-1930B-0CE01	\$ 2,300,000.00	\$ N/A
Perkins Secondary	130-1610B-0CS01	\$ 4,446,135.00	\$ N/A
Perkins CTE Postsecondary	130-1610B-0CP01	\$ 1,176,687.00	\$ N/A

*FY 2019-20 final project disbursement reports will not be available until the end of the program year

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

<http://www.dadeschools.net/>

VI. MONITORING ACTIVITIES

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

Onsite Visits

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

- Miami – Dade County Public Schools District Office
- Southwest Miami Senior High School (SHS)
- Coral Gables SHS
- The English Center
- Miami SHS
- Robert Morgan Education Center and Technical College
- South Dade Technical College
- John A. Ferguson SHS
- George T. Baker Technical College and Education Center
- Hialeah Gardens SHS
- Hialeah SHS
- Lindsey Hopkins Technical College
- Miami Lakes Technical College and Education Center
- Miami Northwestern SHS
- Miami Jackson SHS

Entrance and Exit Conferences

The entrance conference for MDCPS was conducted on December 9, 2019. The exit conference was conducted on December 12, 2019. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Mr. Luis Diaz	Assistant Superintendent, School Operations	X	X
Dr. Lupe Ferran Diaz	Executive Director, Vocational Curriculum	X	X
Dr. Reginald Johnson	Administrative Director, Adult & Comm. Edu.	X	X
Carlana Mitchell	Staff Specialist	X	X
Joseph A Gomez	Chief Procurement Officer	X	

Soraya Guerra	District Supervisor, Financial Operations	X	
Randy Holmes	District Analyst	X	X
David Schleiden	Instructional Supervisor Adult/Comm. Edu.	X	X
Rene Mantilla	District Director, School Operations	X	X
David Del Terzo	Solutions Manager	X	X
Anthenisia A. Jackson	Instructional Supervisor Adult/Comm. Edu.	X	X
Toni Gibbs	Accounts Receivable Supervisor	X	X
Meyme Falcone	Administrative Director, IA & Grants Admin.	X	X
FDOE Monitoring Team			
Kara Kearce	Director, QAC, FDOE	X	X
Christine Walsh	Program Specialist, QAC, FDOE	X	X
Michael Swift	Program Specialist, QAC, FDOE	X	X
Andrew Goldsmith	Program Specialist, QAC, FDOE	X	X

Interviews

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

Records Review

Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, item F. A minimum of 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.

- MDCPS works in partnership with the Miami-Dade Beacon Council. The Beacon Council is the official economic development organization for Miami-Dade County. The vision for the organization is One Community One Goal.
- 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.
- MDCPS offers opportunities for professional development. CTE and AE administrators, instructors and data staff participate in training as required by their program area.
- The Grants bureau takes the lead on grant application preparation. They work with program area specialists and bring in stake holders. Challenges include limited grant writers in their grants management bureau.
- The administrative staff has many years of experience in their respective program area.

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.

- Occupational Completion Points (OCP) and Literacy Completion Points (LCP) are both hand and programmatically entered.
- The FOCUS® software has built in error detecting and correction functions. They use a Workforce Development Information Systems (WDIS) data error correction guide.
- Their data specialist will attend the state trainings, bring back the information and share any changes or potential changes with administration and appropriate Management Information Systems (MIS) staff.
- If there are any major changes regarding data requirements, they will conduct trainings to ensure the new or updated elements are understood and implemented.
- The district reviews reports from the State and uses them for data validation and correction.
- The district uses data as part of their program review to determine program sustainability and identify areas that may need improvements.
- MDCPS expressed that more discussion would be helpful when implementing new programs and policies. State information and feedback from FDOE specialists can be slow to arrive. Eliminating grey area on the National Reporting System (NRS) reporting elements and more up-to-date and accurate training materials would be helpful along with more definitive information.
- Student records were reviewed and it was noted that two students from the record sample were reported incorrectly. A student that should have earned an English for Speakers of Other Languages (ESOL) LCP was reported as a non-completer and a postsecondary CTE student was reported with the wrong Industry Certification.

FINDING AND ACTION

- Finding B1: The provider failed to accurately report student data in FY 2017-18. This is in violation of UGG 2 CFR 200.328 “Monitoring and reporting program performance.”
 - Required Action B1: AE administration and data entry staff are to review the AE Training Module found at: <http://www.fldoe.org/academics/career-adult-edu/professional-dev.stml>. A memo is to be sent to the FDOE team lead attesting that the module has been reviewed with a signed list of MDCPS staff who have reviewed it. The bureau of Budget, Assessment and Accountability will be in contact with the District regarding the Industry Certification that was reported in error.

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

- MDCPS has multiple campuses stretching throughout the district that offer AE and CTE postsecondary programs.
- The CTE programs are supported by strong advisory committees that play a pivotal role in improving the quality of the CTE programs. These committees offer insight on current industry trends, current job outlooks and recommendation for industry specific equipment needs.
- The CTE department is working hard to recruit and retain teachers. The result of a strong local economy has impeded their efforts to recruit teachers from private business.
- MDCPS is in partnership with the CareerSource South Florida (CSSF). CSSF is the sponsor for their summer internship program.

- The district has agreements in place that provide opportunities for students with job training and internships.
- MDCPS has a dual enrollment (articulation) agreement in place with Miami-Dade College (MDC) that offer the secondary (and postsecondary) students the opportunity to earn college credit while working towards their high school diploma.
- George T. Baker, one of the district’s technical colleges, is devoted to aircraft technician training. Many students secure employment while going to school or immediately following graduation.

D. TECHNOLOGY AND EQUIPMENT: refers to a review of the technology and equipment used by students and instructors in the classroom; addresses access, availability, innovation, use and condition.

- MDCPS uses the property control PROP® software for inventory purposes. The system electronically tracks inventory and assigns the property control number.
- MDCPS 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 capitalized items over \$1,000 receive a numbered inventory identification tag. The system tracks ten of the eleven required elements set forth by EDGAR and the UGG.
- An inventory search was conducted. All equipment was located and identified. However, the property locations did not match the property location indicated on the inventory list and the required category for Percent of Federal Participation was not included in the inventory system.

FINDING AND ACTION

- Finding D1: The provider failed to include all required data elements in their inventory system and several pieces of equipment on the inventory list were not in the locations reflected on the inventory list provided. This is in violation of UGG 2 CFR 200.313 “Equipment.”
 - Corrective Action D1: MDCPS shall update their inventory system to include the missing data element: Percent of Federal Participation and submit a corrected inventory list containing the missing element and updated equipment locations.

E. 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) is responsible for monitoring and overseeing civil rights compliance obligations. Should you have any questions or concerns, please contact the OEEEO at 850-245-0511.

F. RECORDS REVIEW: refers to a review of the records and documents that evidence compliance with federal and state rules and regulations. Samples of financial and programmatic records are reviewed.

- Sample advisory committee minutes, agendas and sign-in sheets
- District procurement/purchasing records

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

G. FINANCIAL: refers to aspects of the federal fiscal requirements that providers must meet when expending federal funds, including financial management, procurement, inventory management and allowable costs.

- MDCPS has financial policies and procedures in place to ensure the efficient cash management of CTE and AE grant funds.
- Grant funded purchases and travel must go through an approval process prior to any grant funds being disbursed.
- The finance department, program directors, and the purchasing department represent the multiple tiers of checks and balances that a purchase must go through before it is approved.
- Time and Effort for AE and CTE was reviewed and was found to be in compliance with federal, state and local policy. Procurement records were also reviewed and found to be in compliance.
- Financial records are recorded and maintained in the Systems Applications and Products (SAP) system.
- The approved grant budgets were reviewed and found to be consistent with the FDOE final reports.

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.

- MDCPS has collaborations and MOUs within the local community. They often offer additional educational and job experiences to students within the district. The list of partners include, but are not limited to:
 - Florida International University
 - Miami Dade College
 - St. Thomas University
 - The Children's Trust
 - Miami Dade County Government
 - CareerSource South Florida
 - The Beacon Council
 - Prologis, Inc.
 - South Florida Educational Federal Credit Union
 - Royal Caribbean Cruise Lines
 - National Academy Foundation
 - Microsoft Inc.
 - LEGO Foundation
 - Home Builders Institute, Inc.

- Braman Automotive
- Honda PACT

VIII. REQUIRED RESOLUTION ACTIVITIES

CAREER AND TECHNICAL EDUCATION

1. Required Action Plan – MDCPS is required to complete a CTE Required Action Plan.

ADULT EDUCATION

1. Required Action Plan – MDCPS is required to complete a AE Required Action Plan

IX. SUMMARY

Once the fieldwork 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 FDOE monitoring team lead. Once the final report is approved, it will be forwarded to the agency head with a copy to the provider designated contact person. The final report will be posted on the department's website at the following address: <http://fldoe.org/academics/career-adult-edu/compliance>.

Finally, the division issues a closure letter to the agency head and designated contact person. This letter indicates that all outstanding resolution items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

On behalf of the department, the monitoring team extends its appreciation to all participants in the MDCPS onsite monitoring visit. Special thanks is offered to Dr. Lupe Diaz, Mr. Luis Diaz and Dr. Reginald Johnson for their participation and leadership during this process.

APPENDIX A

Miami Dade County Public Schools
Career and Technical Education
Risk Matrix

Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants					
Agency Name: DADE COUNTY SCHOOL BOARD					
Program Type: CTE					
Target Year: 2017-2018					
Monitoring Year: 2019-2020					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	3	<u>X 10</u>	30
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	7	<u>X8</u>	56
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	3	<u>X 8</u>	24
	3	5			
	2	3			
	1	1			
Change in Management Information Systems (MIS) from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	7	<u>X 6</u>	42
	No	0			
Unexpended Funds from all Perkins 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	7	<u>X 4</u>	28
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					208

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

APPENDIX A

Miami Dade County Public Schools
Career and Technical Education
Risk Matrix

Risk Scores Matrix for Districts Receiving Adult Education (AE) Grants					
Agency Name: DADE COUNTY SCHOOL BOARD					
Program Type: AE					
Target Year: 2017-2018					
Monitoring Year: 2019-2020					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	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	7	<u>X 6</u>	42
	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	7	<u>X 4</u>	28
	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	5	<u>X 6</u>	30
	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					238

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

ATTACHMENT A

Miami-Dade County Public Schools (M-DCPS)

Miami-Dade County Public Schools' Adult and Career Technical Education programs are designed to prepare students to enter the career of their choice through our professional technical training program. Yearly, on average, over 75,000 students enroll in various the programs. These programs also prepare our students to take the U.S. Naturalization exam, to learn English as a Second Language to take the GED®, or to complete a High School Diploma.

Our Miami-Dade ***Adult General Education Programs*** are intended to provide students with the foundation needed to begin a new career. These programs are specifically designed to help the students increase their English Language skills, improve their academic skills in reading, writing, arithmetic, and learn the basic knowledge required to enter our post-secondary education training. Classes begin every four months at a cost of approximately \$40 per class, or \$120 annually.

Our ***Career Technical Education (CTE) Programs*** prepare students for a career, and to enter the workforce, while providing pathways in the areas of Business Administration, Commercial Arts & Multi Media Design, Construction & Apprenticeship, Commercial Foods, Culinary Arts & Baking, Health Occupations, Information Technology, Licensed Childcare, Personal Services, Energy, Manufacturing, Public Safety & Security, and Transportation. Moreover, our *post-secondary education* is designed to help individuals prepare for a second career or retrain for the workforce. These programs are the most affordable in Miami-Dade County, offering more than 60 training programs at 14 conveniently located Adult Education Centers and Seven Technical Colleges that are accredited by the Council on Occupational Education. Said programs are delivered to both post-secondary learners and secondary dual enrolled high school students throughout Miami-Dade County at six of the district's technical colleges.

The majority of our CTE programs are offered at the Miami Lakes Educational Center & Technical College, Lindsey Hopkins Technical College, D.A. Dorsey Technical College, George T. Baker Aviation Technical College, The English Center, Robert Morgan Educational Center & Technical College, and South Dade Technical College where many programs can be completed within one year. The average tuition is approximately \$1,024.00 per trimester, or \$3,072.00 annually. Financial aid and Veterans' educational benefits are available to those who qualify. Since student loans are not offered, students complete our programs without financial debt. Thereby, our graduates enter the workforce free of student loans.

Moreover, upon completion of a CTE program, M-DCPS Technical Colleges provide job placement services at no expense to the student. In 2019, approximately 80 percent of program completers district-wide were placed in the targeted industry or related field of employment. Furthermore, graduates enter the job market prepared with the knowledge and technical skills required to compete for high paying jobs. As a result, approximately 98 percent of students report attaining licensures needed to enter the workforce or to secure career advancement.

Current marketing strategies for the District are designed to target potential students from the various communities. When applicable, advertisements are created in English, Spanish and Haitian Creole. These strategies include Radio, Television, On-Screen, Outdoor (Miami Buses, Fence Banners), DMV TV Display, Social Media, Digital/On-line, Search Engine Marketing and Targeted Email Blasts with various media outlets. Additional recruitment initiatives consist of promotional opportunities at community events, job fairs, open houses, high school graduation and community outreach. For more information, please contact the Adult Education Hotline at 305-558-8000, Monday to Friday, 8:00 a.m. and 4:30 p.m., or log on to www.Adulteducationworks.com.