

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

Sarasota County School District

April 21 – 25, 2014

Final Report



State Board of Education

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June 2, 2014

Lori White, Superintendent
Sarasota County School District
1960 Landings Boulevard
Sarasota, FL 34231-3365

Dear Ms. White:

We are pleased to provide you with the final monitoring report for the adult education and career and technical education programs at the Sarasota County School District. The report will also be placed on our website at <http://www.fldoe.org/workforce/compliance.asp>.

Tashi Williams will be in touch with you for follow-up regarding any resolution activities that may be indicated in the report. We appreciate the leadership and professionalism demonstrated by you and your staff during our visit. If we can be of any assistance, please contact Gloria Spradley-Brown, bureau chief of Grants Administration and Compliance, at 850-245-9053 or via electronic mail at Gloria.Spradley@fldoe.org.

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

Sincerely,

Rod Duckworth

RD/tw

Enclosure

cc: Todd Bowden, executive director of career, technical, and adult education
Gloria Spradley-Brown, bureau chief, Grants Administration and Compliance
Tashi Williams, program specialist, Quality Assurance and Compliance

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I. INTRODUCTION

The Florida Department of Education (FDOE), Division of Career and Adult Education, 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 FDOE receives federal funding from the U.S. Department of Education (USDOE) for Career and Technical Education (CTE) under the Carl D. Perkins Career and Technical Education Act of 2006 and for Adult Education (AE) and Family Literacy under the Adult Education and Family Literacy Act of 1998. FDOE awards subgrants to eligible providers to administer local programs. FDOE must monitor providers to ensure compliance with federal requirements, including Florida's approved state plans for adult education/family literacy. Each state is required to have procedures for reviewing and approving applications for subgrants 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 (34 CFR 76.770). The FDOE, Division of Career and Adult Education is required to oversee the performance of subgrantees 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 2012-2013 Quality Assurance Policies, Procedures, and Protocols, Module A, Section 1.

III. MONITORING METHODS

The Quality Assurance Policies, Procedures, and Protocols manual provides a summary of each facet of the division's monitoring program. The manual, located on the division's website at <http://www.fldoe.org/workforce/compliance.asp>, was made available to the provider prior to the monitoring visit. It also contains protocols that may be used as agencies are monitored or reviewed. References may be made to the manual in this document.

IV. PROVIDER SELECTION

Various sources of data are used throughout the implementation of the quality assurance system.

The monitoring strategy for the Sarasota County School District (district) was determined to be an onsite visit. Notification was sent to Ms. Lori White, superintendent, on November 26, 2013. The designated representative for the agency was Dr. Todd Bowden, executive director of career, technical and adult education programs.

The onsite visit to the agency was conducted April 21-25, 2014, by four representatives of the Grants Administration and Quality Assurance and Compliance section of the division: Program Specialists Jakita Jones, Ordania Jones, Dr. Shahrokh Massoudi and Tashi Williams.

V. GRANTS FISCAL SUMMARY

Enrollment: Fiscal Year 2011-12

CTE Secondary 10,771 (possible duplication at the program level)
Adult General Education 2,125

Grants Fiscal Summary:

Fiscal Year	Grant Type	Award Amounts	Unexpended Funds
2011-12	Adult General Education (AGE)	\$ 428,153.00	\$ 108,164.82*
	English Literacy Civics (EL Civics)	\$ 127,544.00	\$ 48,319.28*
	Career Pathways	\$ 120,574.00	\$ 71,226.27*
	Postsecondary	\$ 90,876.00	\$ 1,352.68
	Secondary	\$ 377,948.00	\$ 27,555.41
2012-13	AGE	\$ 428,153.00	\$ 193,593.78*
	EL Civics	\$ 127,544.00	\$ 51,115.25*
	Postsecondary	\$ 86,182.00	\$ 977.76
	Secondary	\$ 368,565.00	\$ 15,000.00
2013-14	AGE	\$ 515,249.00	N/A
	EL Civics	\$ 127,544.00	N/A
	Secondary	\$ 310,123.00	N/A

**denotes unexpended funds greater than 10 percent*

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

<http://www.sarasotacounty schools.net> and <http://scti.edu>

VI. MONITORING ACTIVITIES

The onsite monitoring activities included:

- Pre-visit planning conference calls
- Entrance conference
- Interviews with administrators, teachers, and students
- Inventory of equipment
- Observations
- Record reviews (program, financial and administrative records were reviewed. A complete list is provided in section VII, item D)
- Exit conference

Onsite Visits

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

- Sarasota County Technical Institute (SCTI) Main Campus
- Sarasota County Technical Institute – Adult Learning Environment (Newtown Campus)
- Booker High School

- Pineview High School

Entrance and Exit Conferences

The entrance conference for the district was conducted on April 22, 2014; the exit conference was conducted on April 24, 2014. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Sarasota County School District			
Dr. Todd Bowden	Executive Director of Career, Technical, Adult Education	X	X
Ron Dipillo	Assistant Director, CTE K-12 Programs	X	X
Tripp Jennings	Assistant Director, SCTI Instruction	X	X
Sharon Sargent	Program Manager, Adult Education	X	X
FDOE		X	X
Jakita Jones	Program Specialist	X	X
Ordania Jones	Program Specialist	X	X
Dr. Shahrokh Massoudi	Program Specialist	X	X
Tashi Williams	Program Specialist	X	X

Interviews/Observations

Interviews were conducted with the administrative staff, instructional staff, program and transition specialists, and students. There were 30 interviews and 15 observations conducted. A minimum of two interviews and observations were completed at each site. All interviews and observations were held during the course of the visit.

Records Review

Program, financial and administrative records were reviewed. A complete list is provided in Section VII item G. A minimum of 10 student records were reviewed. Some policies and procedures were reviewed at the agency’s website and discussed at various times during the onsite visit.

VII. RESULTS BY FOCUS AREA

A. ADMINISTRATION refers to the management and/or supervision of programs, structure of programs and services, grant oversight, and other administrative areas.

- The AE program manager was experienced and knowledgeable in improving and developing quality AE programs.
- The administration appeared to be involved and supportive of AE and CTE programs.
- The district has well qualified, experienced, and passionate teachers in the AE and CTE programs.
- The district has dual enrolled students in CTE programs.
- The staff is committed to the success of students.
- There are thirty career and technical student organizations at SCTI and they are participating in state and national competitions.

- The advisory committees for AE and CTE programs are active, meet regularly, and have appropriate membership.
- The teachers within the district attend the Florida Association of Career and Technical Education (FACTE) and Adult and Community Education (ACE) conferences annually.
- The guidance counselors are actively involved in AE and CTE programs.
- Student testing activities associated with the district's administration of the Florida Comprehensive Assessment Test (FCAT) during the onsite visit somewhat limited opportunities for classroom observations and student interviews.

B. DATA refers to all the components of the data system, including data collection, entry, and reporting, as well as procedures. The use of data in program decision-making is also explored and commented upon.

- The district has policies and procedures for data collection.
- The district rotates staff to participate in the Workforce Education District Data Advisory Committee (WEDDAC) workshops.
- Certified software is used by the district for data verification.
- The district conducts AE and CTE assessments for students who attend the programs.
- TABE and CASAS tests are used by the assessment coordinators for AE and CTE.
- The management information system director is in daily communication with AE and CTE program director in regards to data.

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

- SCTI offers industry certifications for a number of their programs.
 - Monitoring staff verified a list of students who completed programs and who received industry certifications.
- The automotive, child development, cosmetology, culinary arts, and marine mechanics classes at the SCTI main campus offer services that are open to the community. In addition, a branch of Achieva Credit Union is located on campus and operated by the students of SCTI.
- Non-traditional students were observed in the precision machining and automobile classes on the SCTI main campus.
- The AE department offers programs in several locations in Sarasota County.
- The FDOE curriculum standards and frameworks are being followed.
- The textbooks appeared to be current and relevant to instruction.
- The students appeared to be attentive and receptive of information being shared among instructors and peers.
- The students appeared to be engaged and are provided with real-life experiences in their classes.
- A variety of learning strategies by teachers was observed in the classrooms.

CONCERNS AND RECOMMENDATIONS

Concern C1: A teacher at Newtown Campus expressed the need for bi-weekly or weekly meetings due to the inability to share ideas with teachers at other locations.

Recommendation C1: Evaluate the feasibility of holding bi-weekly or weekly meetings as an effort to share ideas with teachers at other locations.

Concern C2: There appeared to be a lack of students present and a number of vacant classes on the SCTI Main Campus.

Recommendation C2: Evaluate student enrollment and participation in classes on the SCTI main campus. If needed, consider implementing measures to increase enrollment, such as increasing marketing/recruiting efforts.

Agency Response: The administration of the FCAT affected the attendance of approximately 650 high school students. In addition, approximately 200 adult students in Health Science programs were on clinical rotations. It should also be noted the building was designed in such a way that classrooms and labs for many programs are two separate, distinct spaces. When students are receiving instruction in the classroom, the labs will appear vacant and vice-versa.

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.

- The district has a technology replacement plan.
- The district threshold for capital equipment is \$750.
- All equipment in the AE and CTE was properly tagged with an identification number.
- The equipment list was in compliance with Education Department General Administrative Regulations (EDGAR) requirements.
- Teachers and staff were appreciative of grant funds.
- CTE programs had state of the art equipment.

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.

- All locations and classrooms observed were clean and well-maintained.
- All locations appeared to contain appropriate technology.
- The students appeared to be receiving individual attention in the adult and CTE classrooms.

CONCERNS AND RECOMMENDATIONS

Concern E1: The classrooms and halls at various locations lacked appropriate posters and other graphics to draw attention to and stimulate program interests.

Recommendation E1: Evaluate approaches such as poster and other graphics to stimulate program interest and learning in common areas such as hallways and classrooms.

Concern E2: Classrooms, labs, and shops, including the automotive shop equipment tool room, lacked appropriate posting of safety rules.

Recommendation E2: Evaluate posting of safety rules and implement appropriate measures to enhance the safety in all potentially dangerous work environments.

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.

FINDING

Finding F1: The district failed to broadly post non-discrimination notices as required by federal regulations pertaining to non-discrimination: Title VI of the Civil Rights Act of 1964 [PL. 88-352]; Age Discrimination Employment Act of 1967 [P.L. 90-202], 29 CFR.1627.10.

CONCERNS AND RECOMMENDATIONS

Concern F1: Printed and website material did not uniformly contain non-discrimination notices. This includes consistently not including genetic identity as a protected class under the Genetic Information Non-discrimination Act (GINA) in printed and website material.

Recommendation F1: The district must include non-discrimination notices and genetic identity as a protected class under GINA when the next set of publications is reprinted.

Concern F2: The majority of staff interviewed did not recall the last time they received training on access and equity training.

Recommendation F2: Implement a plan to assure that staff receives training on access and equity training in the immediate future.

Concern F3: The majority of staff interviewed either did not recall or did not know the identity of the district's equity coordinator.

Recommendation F3: Assure that all staff is knowledgeable of the identification and role of the district's equity coordinator.

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.

- Travel documentation
- Equipment inventory
- District website
- Semi-annual certifications
- Time and effort Reports
- Purchasing and other finance-related records and procedures
- Access and equity-related information
- Student records for adult education and CTE
- Industry certifications and program completers
- Non-discrimination policy
Secondary Parent and Student Handbook (Sarasota County Technical Institute
- Student and Family Handbook 2013-2014)
- 2013-2014 SCTI Catalog
- Employee handbook
- Financial policy manual

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.

- The financial director was very knowledgeable of financial processes.

- Approval processes are in place and were documented for a sample of grant purchases.
- A sample of representative equipment purchases were tracked from the purchase requisition phase through tagging and inventory.
- The financial process was thorough and easy to follow.

I. COLLABORATION refers to the collaborative agreements, partnerships, or memoranda of understanding that are in place to benefit an agency's programs and students.

- Collaborations exist with the following entities:
 - State College of Florida, Manatee-Sarasota (SCF)
 - Manatee County School District
 - Sarasota County School District
- A partnership exists with Booker High School and Hilton Hotel for teen interaction.
- The district has a collaboration agreement with the Sarasota County sheriff's office for offering AE in the jail.
- The law academy at Booker High School receives support from the Sarasota Bar Association.
- The Sarasota Manatee Hotel Committee provides \$1,000 scholarships to students.
- Community Foundations at the AE school provide bus passes for students to attend class.
- Cooperation and collaboration agreements exist with the Housing Authority, Goodwill, City of Sarasota, Suncoast Workforce Development Board, and Career Age.
- The City of Sarasota rents a building to the Newtown campus for one dollar per year.

J. PERKINS PROGRAM IMPROVEMENT PLAN – A Perkins program improvement plan (PIP) is required when an agency does not meet 90 percent of its agreed-upon goals for individual performance measures.

- For the 2011-2012 data performance year, the district met or exceeded all postsecondary college credit CTE performance indicators except for 3A1 (Retention or Transfer - 48.48 percent Local Actual vs. 59.00 percent Local Agreed); therefore, a Local Program Improvement Plan (PIP) was required.
 - The PIP was reviewed and discussed during the visit.
 - Information was shared in regards to negotiating targets with FDOE/State of Florida for agreed upon targets.
 - Actions are being taken to meet or exceed the agreed upon target.

K. STUDENT PERSPECTIVE - The team meets with groups of students. Their perspective is presented as a portion of this report.

- The students expressed that they are pleased with internship opportunities provided through the district's CTE programs.
- The students are learning employability skills that will assist with future job opportunities.
- The students shared that they are satisfied with their programs of instruction.
- The students were very complimentary of their teachers.
- The students were very enthusiastic about their participation in contests as well as being proud of their achievements.
- Students are familiar with the Florida CHOICES program offered.

VIII. REQUIRED RESOLUTION ACTIVITIES

ADULT EDUCATION AND CAREER AND TECHNICAL EDUCATION

1. Corrective Action – The district is required to complete a corrective action plan (Appendix B) to address the finding noted in focus area F, documented in Section VII above.
2. Actions – The district is also required to complete a list of actions (Appendix B) to address the concerns noted in focus areas C, E and F that are documented in Section VII above.

Once the corrective actions and actions are submitted, reviewed, and approved, FDOE will provide regular follow-up with the agency's designated representative to track progress and completion of resolution items.

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://www.fldoe.org/workforce/reports.asp>.

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 FDOE, the monitoring team extends our appreciation to all participants in the Sarasota County School District onsite monitoring visit.

Appendix A

**Risk Matrix
Sarasota County School District
Adult Education**

Risk Factor	Criteria Scale	Value	Risk Factor Weight	Total Points
Total amount of agency funding from grants (2011-12)	\$ 2,000,001+	8	x 6	30
	700,001 - 2 million	6		
	300,001 - 700,000	5		
	< 300,000	4		
Number of grants per agency (2011-12)	Number of grants (3)	x 2	x 6	36
Number of grants with 10% or more of unexpended funds (2011-12)	Number of grants (2) with 10% or more of unexpended funds	x 5	x 4	40
Audit findings relevant to internal control weaknesses during three (3) previous years for targeted agency.	16 + findings	10	x 10	100
	11-15 findings	8		
	5-10 findings	6		
	1-4 findings	4		
Change in Director within the last two (2) fiscal years.	Yes = 1 No = 0	x 10	x 4	0
TOTAL Level of Risk Score				206

Risk Matrix
Sarasota County School District
Career and Technical Education

Risk Factor	Criteria Scale	Value	Risk Factor Weight	Total Points
Total amount of agency funding from grants (2011-12)	\$ 2,000,001+	8	x 6	30
	700,001 - 2 million	6		
	300,001 - 700,000	5		
	< 300,000	4		
Number of grants per agency (2011-12)	Number of grants (2)	x 2	x 6	24
Number of grants with 10% or more of unexpended funds (2011-12)	Number of grants (0) with 10% or more of unexpended funds	x 5	x 4	0
Audit findings relevant to internal control weaknesses during three (3) previous years for targeted agency.	16 + findings	10	x 10	100
	11-15 findings	8		
	5-10 findings	6		
	1-4 findings	4		
Change in Director within the last two (2) fiscal years.	Yes = 1 No = 0	x 10	x 4	40
TOTAL Level of Risk Score				194

APPENDIX B

Sarasota County School District
Adult Education and Career and Technical Education Resolution Plan

Corrective Action(s) or Action (s)	Action or Strategy to Address Finding or Concern	Person Responsible	Projected Date of Completion
Corrective Action (findings):			
Binding Authority/Law: Title VI of the Civil Rights Act of 1964 [PL. 88-352]; Age Discrimination Employment Act of 1967 [P.L. 90-202], 29 CFR.1627.10 Finding F1: The Sarasota County School District failed to broadly post nondiscrimination notices.	Action or Strategy: Broadly post the district’s statement of non-discrimination in common areas, which include genetic identity as a protected class under GINA.	Tripp Jennings, Assistant Director	April, 2014
Action(s) (concerns):			
Concern C1: A teacher at Newtown Campus expressed the need for bi-weekly or weekly meetings due to the inability to share ideas with teachers at other locations.	Action or Strategy: Evaluate the feasibility of holding bi-weekly or weekly meetings as an effort to share ideas with teachers at other locations.	Sharon Sargent, Program Manager for Adult Education	August, 2014
Concern C2: There appeared to be a lack of students present and a number of vacant classes on the SCTI Main Campus.	Action or Strategy: Evaluate student enrollment and participation in classes on the SCTI main campus. If needed, consider implementing measures to increase enrollment, such as increasing marketing/recruiting efforts.	Todd Bowden, Executive Director of Career, Technical, and Adult Education	August, 2014
Concern E1: The classrooms and halls at various locations lacked appropriate posters and other graphics to draw attention to and stimulate program interests.	Action or Strategy: Evaluate approaches such as posters and other graphics to stimulate program interest and learning in common areas such as hallways and classrooms.	Tripp Jennings, Assistant Director	August, 2014
Concern E2: Classrooms, labs, and shops, including the automotive shop equipment tool room, lacked appropriate posting of safety rules.	Action or Strategy: Evaluate posting of safety rules and implement appropriate measures to enhance the safety in all potentially dangerous work environments.	Tripp Jennings, Assistant Director	August, 2014
Concern F1: Printed and website material did not uniformly contain non-discrimination notices. This includes consistently not including genetic identity as a protected class under the Genetic Information Non-	Action or Strategy: Include the district’s statement of non-discrimination, which includes genetic identity as a protected class under GINA, on all printed materials distributed to the public when the next set of	Karen Shurley, Program Manager for Student Services	July, 2014

discrimination Act (GINA) in printed and website material.	publications is reprinted.		
Concern F2: The majority of staff interviewed did not recall the last time they received training on access and equity training.	Action or Strategy: Implement district equity training protocol with both full and part time employees. Provide periodic reminders to all employees.	Todd Bowden, Executive Director of Career, Technical, and Adult Education	August, 2014
Concern F3: The majority of staff interviewed either did not recall or did not know the identity of the district's equity coordinator.	Action or Strategy: Implement district equity training protocol with both full and part time employees. Provide periodic reminders to all employees.	Todd Bowden, Executive Director of Career, Technical, and Adult Education	August, 2014
Plan submitted by (name and title): <u>Todd Bowden, Executive Director of Career, Technical, and Adult Education</u> Date: <u>May 14, 2014</u> Plan accepted by: <u>Tashi D. Williams</u> Date: <u>May 15, 2014</u>			



SARASOTA COUNTY SCHOOLS

The **Career and Technical Education** (CTE) Department of Sarasota County Schools works to equip young people and adults for both academic and career success in today's workforce.

Sarasota County Schools offers Career and Technical Education programs at all eight middle schools, five comprehensive high schools, and two magnet high schools. Each high school offers **career academy pathways** that focus on science, technology, engineering and math (**STEM**) to prepare students for higher education and the 21st century workplace. Students also have the opportunity to attend Sarasota County Technical Institute (high school students and adults), Suncoast Polytechnical High School and/or on-line courses.

The diverse CTE programs offered in Sarasota county help students improve their math, science, literacy and problem-solving skills while developing the employability and technical skills that employers require to be **competitive**. Programs range from Aquaculture to Web Design (and many more), providing students with work-based learning opportunities that focus on helping students **connect their strengths and interests to career pathways**. Students can earn industry certification, postsecondary certificates and credit toward college degrees.



Sarasota County Technical Institute

The Sarasota County Technical Institute provides quality technical education to meet workforce development and community needs. We believe each individual has varied abilities and talent, and it is SCTI's goal to help each reach his/her highest potential. It is the responsibility of the staff to assist in the identification of these abilities and talents, to offer learning experiences to help guide the student toward gainful entry level employment and personal satisfaction, to develop the student's employability skills and work ethic, to enhance existing employment skills, and to establish learning situations in which the student can experience success in all phases of the learning process.

SCTI offers 39 different Career & Technical Education programs that lead toward 39 technical program completion certificates, 34 industry certifications or 9 licensures.

The pass rates for SCTI graduates in the following licensure areas during the most recent data collection period are as follows:

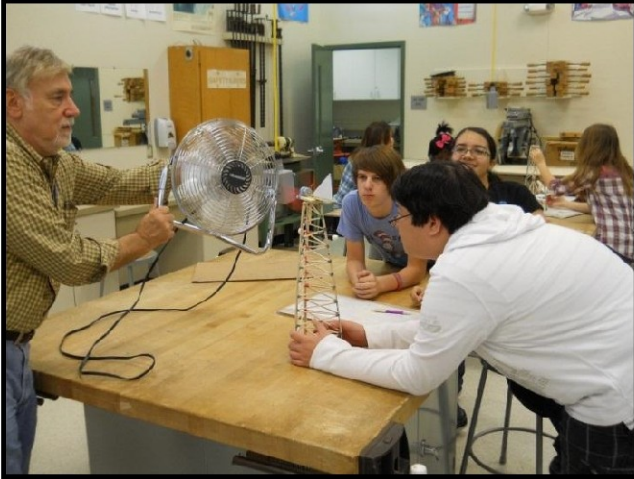
- Corrections 89%
- Cosmetology 88%
- Emergency Medical Technician 93%
- Fire Fighting 100%
- Law Enforcement 95%
- Nursing Assistant 100%
- Paramedic 100%
- Practical Nursing 100%
- Surgical Technology 100%

In August 2013 SCTI was completely moved into new, state of the art classrooms and labs. Our campus, which includes Suncoast Polytechnical High School, consists of 434,000 square feet of instructional space. The lab spaces are all filled with **cutting edge equipment and technology** to prepare students for the workplace of their chosen career field. Some of these labs include Practical Nursing, Human Patient Simulator, Automotive Service Technology, Surgical Technology, and Precision Machining.

A skills-gap study commissioned by CareerEdge showed that, despite high unemployment levels in our region, manufacturers still had trouble finding skilled workers necessary to grow their businesses. A community-wide manufacturing plan of action was designed and brought together key community members to support it including the Economic Development Corporation of Sarasota County, Suncoast Workforce, Sarasota County Government, the Sarasota County School Board, SCTI, and the Greater Sarasota Chamber of Commerce. In September 2013 SCTI's first Precision Machining cohort of students began their 1-year program. As they graduate, our goal is **100% job placement**.

In addition to registering more than 2,300 high school and adult students annually in Career & Technical Education programs, SCTI enrolls over 1,600 Adult Basic Education and General Education Development students at five sites throughout the county, over 5,200 students in Continuing Workforce Education courses, and over 11,500 students in our Adult and Community Enrichment programs.





The Sarasota School Board prohibits discrimination in its educational programs, services or activities, or employment conditions or practices on the basis of race, color, religion, gender, sexual orientation, age, ethnic or national origin, genetic information, marital status, qualified disability defined under ADA, or on the basis of the use of language other than English, except as provided by law. The Sarasota School Board also ensures equal access to school facilities for the Boy Scouts of America and other patriotic youth groups. Any person who believes he or she has experienced any such prohibited discrimination may file a complaint with the district Equity Coordinator Roy Sprinkle by calling (941) 927-9000, ext. 31213, or writing him at 1960 Landings Blvd., Sarasota, FL 34231.