



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Brevard Public Schools

September 8-12, 2025

Final Report

TABLE OF CONTENTS

I.	Introduction.....	1
II.	Authority	1
III.	QAC Core Monitoring Guide.....	1
IV.	Provider Selection	1
V.	Brevard Public Schools.....	2
VI.	Monitoring Activities	2
VII.	Observation	3
VIII.	Results.....	5
IX.	Summary	5

Florida Department of Education
Division of Career and Adult Education

Brevard Public Schools
Pathways to Career Opportunities Grant (PCOG)
Quality Assurance and Compliance Monitoring Report

I. INTRODUCTION

The Division of Career and Adult Education (Division) within the Florida Department of Education (Department) has several key responsibilities, including leadership, resource allocation, technical assistance, monitoring and evaluation. These duties require the Division to oversee the performance and regulatory compliance of federal and state funding recipients. The Quality Assurance and Compliance (QAC) office plays a critical role in this process by designing, developing, implementing and evaluating a comprehensive quality assurance system, which includes monitoring. This system aims to ensure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is the Division's duty to regularly monitor the use of workforce education funds and regulatory compliance of providers.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the Pathways to Career Opportunities Grant Request for Proposal and the Uniform Grant Guidance, also referred to as 2 Code of Federal Regulations Part 200, the Department is responsible for monitoring programs run by a sub-grantee or provider of supported activities to ensure adherence to relevant federal and state regulations.

III. QAC CORE MONITORING GUIDE

The Core Monitoring Guide is designed to be utilized by any reviewer who is conducting an onsite or desk monitoring of any program currently administered by the Division. The guide includes a brief overview of each aspect of the monitoring design and the process, as well as objectives that can be used when agencies are monitored or reviewed. The guide can be found on the Division's website at: <http://fldoe.org/academics/career-adult-edu/compliance>.

IV. PROVIDER SELECTION

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

The Brevard Public Schools (BPS) monitoring strategy was determined to be an onsite monitoring review (VDMR). Notification was sent to Dr. Mark Rendell, Superintendent, on August 8, 2025. The designated representative for the agency was Ms. Lorri Benjamin. The Division's representative conducting the VDMR was Program Specialist Charles Davis of the QAC.

V. BREVARD PUBLIC SCHOOLS

Finance

The provider was awarded the following grants for the fiscal years 2019-20 through 2022-23:

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	050-90310-0D003	\$ 73,520.00	\$ 73,520.00
	050-90310-0D002	\$ 68,940.00	\$ 4,535.38

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	050-90310-1D302	\$ 120,000.00	\$ 3.95

FY 2022-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	050-90310-3S501	\$ 147,705.00	\$ 63,617.49
	050-90310-3S601	\$ 133,863.00	\$ 44,734.88

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

<https://www.brevardschools.org/>.

VI. MONITORING ACTIVITIES

The monitoring activities include pre- and post-review planning, an entrance and exit conference, records review and interviews with administrators, if necessary.

Onsite Visits

Since the provider did have capitalized equipment above the \$5,000 threshold, an onsite visit was required:

- Brevard Adult & Community Education (Cocoa)
- Brevard Adult & Community Education (Melbourne)

Entrance and Exit Conferences

The entrance conference for BPS was conducted on August 11, 2025. The exit conference was conducted on September 26, 2025. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Lorri Benjamin	Director, Brevard Adult & Community Education, BPS	X	X
Division Monitoring Team			
Charles Davis	Program Specialist, QAC	X	X
Dantavia Davis	Program Specialist, QAC	X	X
Michael Swift	Program Specialist, QAC	X	X

Narrative

According to the 2019-2020 Florida Statewide Demand Occupation List, construction related occupations accounted for over 17,000 job openings in Florida that year. Many of these job openings did not require a postsecondary degree; however, they did require training. Entry level wages in 2017 for these openings ranged from \$13.15 to \$15.28 per hour. Florida CareerSource indicated that 35% of all job openings in Florida were in the construction industry. With construction booming in Brevard County, as well as the state, many companies needed qualified, entry level workers with essential safety skills (OSHA), knowledge of tools and construction materials, construction measurement and basic skills in all areas of construction: cement mason, drywall repair & installation, residential plumbing and wiring, roofing, just to name a few.

Brevard County is home to over 500 manufacturing companies. According to Florida Space Coast of Economic Development Commission, career opportunities within high-tech facilities could be found throughout Brevard County. The county was built on a strong foundation of manufacturing as a nation that builds products and introduces new technologies globally. The manufacturing environment today is high-tech driven, automated and advanced, requiring a skilled workforce. With the number of manufacturing companies in Brevard, the need for Advanced CNC/DNC Machinists and Mechatronics Technicians and related skilled workers was not only significant, but unique to the county. The program was supported by Knight's Armament Company, a local manufacturing company in Brevard County.

VII. OBSERVATION

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

- The Brevard Adult Education Registered Pre-Apprenticeship Program was established in November 2018 to provide foundational skills trade training for the construction industry trade occupations: electrician, heating & air conditioning installer, plumber, pipefitter, sheet metal worker, line erector and included entry-level manufacturing training.
- In 2020, the Brevard Adult Education Pre-Apprenticeship Program standard was revised to include the manufacturing industry trades (Advanced CNC/DNC Machinist, Mechatronic Technician and Fiber Composite Technician).
- The Brevard Adult Education Pre-Apprenticeship program has had 11 pre-apprenticeship completers/graduates. Brevard Adult Education meets with CareerSource Brevard to discuss student retention and wrap-around services for the pre-apprentices to assist with retention.

B. DATA AND ASSESSMENT refers to all the data and assessment system components, including test administration, test security, data collection, entry, reporting and procedures. The use of data in program decision-making is also explored.

- The PCOG team requested that the monitoring staff confirm BPS’s PCOG enrollment numbers submitted to the PCOG office. Enrollment data was requested for the following occupations:
 - Electrician
 - Heating & Air Conditioner Installer
 - Plumber
 - Pipefitter
 - Sheet Metal Worker
 - Line Erector
 - Mechatronics Technician
 - Advanced CNC/DNC Machinist
 - Cybersecurity Technician
 - IT Specialist
 - Stock Clerk
 - Logistician
- BPS provided enrollment data and documentation as required by the Department. The PCOG team, in coordination with the Office of Research and Evaluation, reviewed and resolved any discrepancies identified in the data. Members of the QAC team did not take additional action beyond documentation and confirmation during the monitoring review.
- All documentation was provided by BPS as part of the monitoring review.

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

- No curriculum and instruction were observed during the monitoring review.

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

- All inventory with a value of \$1,000 or more meets the criteria set forth by state and local guidelines and is included within their fixed asset system.

E. RECORDS REVIEW refers to reviewing the records and documents supporting compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

Documents reviewed were:

- Procedures for finance and procurement
- Policies and procedures for property management

- Inventory records
- Procurement records
- Standards of Apprenticeship manual

F. 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 Finance Director ensures the efficient management of PCOG grant funds. The following components of their financial policies and procedures manual were reviewed:
 - Budget Implementation
 - Cash Management
 - Methods of Accounting
 - Fiscal Internal Controls
 - Records and Reporting
 - Inventory Management
 - Procurement
 - Conflict of Interests
- Monitoring staff conducted a grant budget analysis of BPS's grant. All object codes and amounts pre-approved on their grant awards were adhered to.

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

- BPS has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students. The list of partners includes, but is not limited to, the following:
 - Space Coast Consortium Apprenticeship Program/Space TEC Partners, Inc.
 - Career Source Brevard
 - Eastern Florida State College

VIII. RESULTS

BPS was not found to be out of compliance.

IX. SUMMARY

After completing the monitoring review and receiving any additional information requested, a preliminary report is sent to the provider for their review. The Division monitoring team lead may consider comments at their discretion. Once the final report is approved, it will be sent to the agency head and a copy will be sent to the provider's designated contact person. The final report will also be posted on the Department's website at: <https://www.fldoe.org/academics/career-adult-edu/>.

Once all outstanding corrective action plan items have been completed (when applicable), the Division will issue a closure letter to the agency head and designated contact person. This letter will signify the end of the monitoring process and that no further action is required.

On behalf of the Division, the monitoring team would like to extend their appreciation to all participants in the Brevard Public Schools. A special thanks is offered to Ms. Lorri Benjamin for her participation and leadership during this process.

Please address inquiries regarding this report to:

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