



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Onsite Monitoring Review for Pathways to Career Opportunities Grant

School District of Manatee County

May 5-7, 2025

Final Report

TABLE OF CONTENTS

| | | |
|-------|--|---|
| I. | Introduction | 1 |
| II. | Authority | 1 |
| III. | QAC Core Monitoring Guide..... | 1 |
| IV. | Provider Selection | 1 |
| V. | School District of Manatee County..... | 2 |
| VI. | Monitoring Activities | 2 |
| VII. | Observation | 3 |
| VIII. | Results | 5 |
| IX. | Summary | 5 |

Florida Department of Education
Division of Career and Adult Education

**School District of Manatee County
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 School District of Manatee County (SDMC) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Dr. Jason Wysong, Superintendent, on December 12, 2024. The designated representative for the agency was Dr. Paul Gansemer. The Division's representative conducting the OSMR was Program Specialist Charles Davis of the QAC.

V. SCHOOL DISTRICT OF MANATEE COUNTY

Finance

The provider was awarded the following grant for fiscal years (FY) 2019-2020:

FY 2019-20

| <u>Grant</u> | <u>Grant Number</u> | <u>Grant Amount</u> | <u>Unexpended</u> |
|----------------------------------|---------------------|---------------------|-------------------|
| Pathways to Career Opportunities | 410-90310-0D001 | \$ 23,000.00 | \$.00 |
| Pathways to Career Opportunities | 410-90310-0D002 | \$ 32,500.00 | \$ 32,500.00 |

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

<https://www.manateeschools.net/>.

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:

Manatee Technical College (MTC)

Entrance and Exit Conferences

The entrance conference for SDMC was conducted on May 5, 2025. The exit conference was conducted on May 6, 2025. The participants are listed below:

| Name | Title | Entrance Conference | Exit Conference |
|---------------------------------|--|----------------------------|------------------------|
| Dr. Paul Gansemer | Executive Director for Adult, Career and Technical Education, SDMC | X | X |
| Doug Wagner | Director, MTC | X | X |
| Kelli Kennedy | Assistant Director for Adult, Career and Technical Education, SDMC | X | X |
| Wendy Giron | Accounting Manager, SDMC | X | X |
| Maura Howl | Supervisor, Communications & Grants Management, MTC | X | X |
| Veronica Arellano | Finance/Grants Accountant, SDMC | X | X |
| Vickie Nissen | Accounting Coordinator, MTC | X | X |
| Gwendolyn Smith-Warzyk | Student Records and Accreditation Coordinator, MTC | X | X |
| Leonardo Ramirez Gamboa | Fiscal Specialist for Adult, Career and Technical Education, SDMC | 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

The need for childcare development specialists in Manatee County as well as Florida's Workforce Development Area 18 is evident by the number of estimated job openings on the county and regional employment projections from the Florida Department of Economic Opportunity. In Workforce Region 18, the openings number 2,807. In Manatee County alone, the demand is for 1,398 childcare workers through 2026. Adding to the need for childcare development specialists is the extremely high turnover rate in the childcare industry. According to the National Association for the Education of Young Children, the staff turnover rate is roughly 30% each year. The increasing population and economic growth of the region is also strong evidence of the workforce need in the county. Manatee County's population has grown by over 22% (per available Census data 2010 to 2018). To keep up with this growth, six new childcare facilities opened in Manatee County in early 2020.

VII. OBSERVATION

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

- MTC has experience serving as a sponsor for programs and grants, particularly those connected to the workforce. To ensure that the labor force is strengthened for the region, MTC has a Workforce Development division that works collaboratively with community partners and business leaders to develop new workforce programs.
- MTC is a school district career center. MTC is authorized by the Department to provide career training programs in accordance with Florida Statutes and State Board of Education Rules. MTC opened in 1963 and is one of the longest operating career centers in the state.
- MTC offers over 50 Career Certificate, Applied Technology Diploma and Registered Apprenticeship programs. The completion rate is 91%, placement rate is 89% and the pass rate on licensure exams is 99% (2019 COE Report). Over 95% of the students who attend MTC are adults; the average age is 29.
- MTC has been offering the Related Technical Instruction for the Childcare Apprenticeship Program of Manatee (FL007900014) since 1990. MTC has a part-time apprenticeship coordinator; the employee is a full-time occupational specialist who devotes half time to coordinating the childcare apprenticeship program.

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 SDMC's PCOG enrollment numbers submitted to the PCOG office. Enrollment data was requested for the following occupations:
 - Childcare Development Specialist
- SDMC provided sufficient enrollment data and documentation as required by the Division.
- All documentation was provided by SDMC 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 the value of \$1,000 or more met the criteria set forth by federal, 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
- Employee/employer apprenticeship contract
- Instructional and On-the-Job training 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 SDMC'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.

- SDMC 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:
 - Early Learning Coalition
 - Career Source Suncoast
 - Manatee Technical College

VIII. RESULTS

SDMC 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 School District of Manatee County. A special thanks is offered to Dr. Paul Gansemer for his participation and leadership during this process.



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