



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Onsite Monitoring Review for Pathways to Career Opportunities Grant

Lake County Schools

April 21 - 23, 2025

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Lake County 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 on a regular basis.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the PCOG 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 Lake County Schools (LCS) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Ms. Diane Kornegay, Superintendent, on December 12, 2024. The designated representatives for the agency were Ms. Marta Ramirez, Director, College and Career Readiness.

The Division's representative conducting the OSMR was Program Specialist Michael Swift of the QAC.

V. LAKE COUNTY SCHOOLS

Finance

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

FY 2019-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career	350-90310-0D001	\$ 250,000.00	\$ 37.21
Opportunities	350-90310-0D002	\$ 262,154.00	\$ 3.64

FY 2022-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career	350-90310-3S501	\$ 229,218.00	\$ 13,328.02
Opportunities			

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

<https://www.lake.k12.fl.us/>.

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

An onsite inventory review took place at the following locations:

- LCS – East Ridge High School
- LCS – Umatilla High School
- Lake Technical College (LTC)

Entrance and Exit Conferences

The entrance conference for LCS was conducted on April 21, 2025. The exit conference was conducted on April 22, 2025. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Deanna Thomas	Executive Director, LTC	X	X
Marta Ramirez	Director, College and Career Readiness, LCS	X	X
Tony Segreto	Coordinator, Adult Education, LTC	X	X
Melissa Stephan	Director, Curriculum and Instruction, LTC	X	X
Tonya Hetley	Director of Operation, Adult Education, LTC	X	X
Brian Charnigo	Administrative Coordinator, Career and Technical Education, LCS	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X

Chuck Davis	Program Specialist, QAC	X	X
Dantavia Davis	Program Specialist, QAC	X	X

Interviews

No interviews were required as part of the PCOG review.

Records Review

Program, financial, administrative and student enrollment records were reviewed. A complete list is provided in section VII, part F. In addition, policies and procedures were examined and discussed at various times during the monitoring review.

VII. OBSERVATION

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

- LCS has demonstrated an ability to offer and maintain Registered Apprentice (RA) programs since the inception of its first program in 1968 at LTC. Pre-apprenticeship began in the 2018-19 school year, in collaboration with The Academy of Construction Technologies (ACT).
- At the time of starting the new RA program, LTC's Executive Director had over 33 years of experience in career and technical education, including many years facilitating apprentice programs. Additionally, the LTC Director of Curriculum had many years of industry experience with apprentice programs.
- ACT has demonstrated its ability to sustain quality programs for over 25 years in Central Florida. ACT has an active presence with LCS and has over 50 active sponsor employers.
- PCOG deliverables were submitted to the Division on time, needing limited technical assistance. All deliverables were paid at or near full value.

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 and commented on.

- The Division's Data, Research and Evaluation team requested that the monitoring staff confirm LCS's PCOG enrollment numbers submitted to the Department reporting database.
- LCS provided enrollment data and documentation as required by the Department. Any discrepancies with data will be handled by the Data, Research and Evaluation team. No other action will be taken by members of the QAC team.

C. **CURRICULUM AND INSTRUCTION** refers to elements contributing to student learning and skill acquisition.

- LCS's PCOG funding went toward the expansion of its current pre-apprentice programs and the creation of a new RA program. A sample of occupations sponsored under PCOG include:
 - Carpenter
 - Electrician
 - Heating, Ventilation and Air Conditioning (HVAC)
 - Plumbing
 - Masonry
 - Refrigeration Mechanic

The LCS service region primarily comprises of Lake County, Florida.

- The regional need for HVAC installers and mechanics is expected to see a growth of thirteen percent between 2018 and 2028. According to the Bureau of Labor and Statistics, this anticipated growth outpaced all other occupations in the LCS service region. The Florida Regional Occupational Demands list also identified over 500 annual openings for skilled HVAC technicians.
- Local employer sponsors in Lake and Sumter counties will provide current employees who wish to enter the RA program and attain Journeyman status. Graduates of LTC and other surrounding technical colleges are also accepted into the program. Additionally, high school students who complete the pre-apprentice program are eligible.
- LCS provides its own related technical instruction (RTI) at LTC for the RA program, while the on-the-job training (OJT) component of the programs is provided by local sponsor employers. Classroom hours for students may vary by occupation. HVAC instruction follows industry recognized training materials and curriculum.
- Pre-apprentices will take 65 hours of classroom instruction while in school and required to complete OJT during the summer months. All students follow the National Center for Construction Education and Research curriculum frameworks for RTI.
- To teach the program, an instructor must possess a combination of education and work experience in the construction industry, in addition to holding applicable CTE teaching certificates.
- Preapprentices are tracked during the summer by a designated school coordinator who meets regularly with students and the employer to track progress and assess feedback on the student's progress.
- ACT employer sponsors are required to sign an apprenticeship sponsor agreement. These agreements dictate the educational aspects of the program, as well as ensuring that apprentices follow all OJT and RTI learning criteria. The employer sponsors also serve on committees that meet regularly with LCS workforce training staff to continually update and refine their programs.

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 criteria set forth by federal, state and local guidelines are included within the district's fixed asset management system.
- LCS has policies and procedures on property management, equipment safety/storage, inventory reconciliation and inventory disposal. In addition to these policies and procedures, LCS has internal controls and procedures to govern loss prevention, transfer of property and the disposition of capital equipment. Property control records are housed within the Business Office.
- Every secondary site and LTC campus has a designated administrator who serves as the custodian responsible for all equipment at his or her site. This individual is responsible for conducting the annual inventory of capitalized and non-capitalized equipment; safeguarding equipment against theft; maintaining equipment; and ensuring all property records are accurate and up to date within the Business Office. Additional individuals responsible for inventory management include:
 - Facilities manager (LTC)
 - Property Control Supervisor (LCS)
 - Property Control Assistant (LCS)
 - Property Control Specialist (LCS)
- LCS utilizes a (temporary) transfer of property form whenever equipment and/or property is "checked out" by a student or administrator. The form includes the individual's name, item requested and duration period for the item to be in their possession.

- A complete inventory of tangible property is conducted annually, with the results submitted to the School Board for approval. Whenever a property custodian at a given location changes, an inventory must be completed again.
- Policies and procedures are in place for equipment that is either lost or believed to be stolen. LCS and LTC reported no instances of lost, damaged or stolen granted-funded capital assets over the past 36 months.
- For the years monitored, LCS utilized state grant funds to purchase equipment that met the capitalized threshold of \$5,000. Additionally, equipment was purchased that also met the inventory control threshold of \$1,000. All inventory records were provided by LCS.
- Monitoring staff conducted an inventory review at two LCS campuses, and all inventory was accounted for and in its correct location. QAC staff verified all inventory at the \$5,000 threshold, as well as spot checked \$1,000 items for internal controls compliance. No issues were uncovered.
- LCS reported no instances of lost, damaged or stolen granted-funded capital assets over the past 36 months.

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 are:

- Policies and procedures for financial accounting
- Policies and procedures for capital asset management
- Apprenticeship employer agreement form
- Final Project Disbursement Report
- Grant Budget Analysis (GBA)
- Monthly transaction ledger
- PCOG performance outcome forms
- Purchase invoices
- Financial statements
- Apprenticeship and pre-apprentice activity reports
- Quarterly deliverables

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.

- Skyward® is used as LCS's financial management system.
- LCS has policies and procedures that provide a uniform and systematic method of fiscal management in an efficient, cost-effective manner in accordance with, and as permitted by, applicable federal and state laws; Department rules; School Board policies; and administrative rules, procedures and guidelines which promote transparency and accountability in the expenditure of state funds. The following components of the procedures manual were reviewed as part of the monitoring process:
 - Purchasing guidelines and procedures
 - Sole source purchases
 - Budget implementation
 - Cash management
 - Contracts and bids
 - Purchasing cards (P-card)
 - Inventory management

- Procurement
- Conflict of interests
- Ethics
- Travel
- LCS does pay for administrative positions and a Curriculum Writer position with PCOG funds.
- LCS does use grant-funded P-cards for minor expenditures. All purchases made with P-cards must receive prior approval and be used solely for the operation of a grant-funded program or when encumbering expenses necessary for tasks such as travel and conferences. When a P-card is used, it is the responsibility of the authorized card holder to submit proper documentation to the Business Office for reconciliation toward the appropriate grant fund. Sample P-card transactions and reconciliations were provided by LCS.
- All supplies, equipment and services charged to a grant-funded source shall be purchased using sound judgement and obtained at the lowest cost possible. All purchases must receive approval via a Purchase Request Form (PRF). Information on the PRF must include the vendor name and address, as well as accurate product numbers, dollar amounts, discounts and shipping and handling charges, if applicable. Once approved, the PRF is forwarded to the Business Office for the creation of a Purchase Order. Once items are received or services provided, the Business Office will pay the invoice.
- No purchase shall be authorized without prior approval from the Division via a grant award letter and/or subsequent amendment(s). Furthermore, authorization is also required of the district Business Office.
- The dollar value of a purchase ultimately dictates the procurement method used to acquire goods and/or services. LTC policy is, as follows.
 - Less than \$35,000 – Do not require competition and shall require at least one price quote.
 - \$35,000.01 but less than \$194,999.99 – Requires at least three written quotes.
 - Purchases exceeding \$195,000 – Shall be competitively bid using one of the following procurement methods:
 - (i) Invitation to Bid;
 - (ii) Request for Proposal;
 - (iii) Invitation to Negotiate; or
 - (iv) Request for Qualification.
- Policies and procedures are also in place for sole source or single source acquisitions.
- LCS provided additional fiscal records such as:
 - Purchase invoices
 - Financial statements
 - Travel records
- All records were in accordance with applicable local, state and federal law.
- QAC monitoring staff conducted a fiscal review of the providers' grant budget narrative and final expenditure reports. Upon review, no issues were uncovered.

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

- LCS has numerous collaborations, partnerships and MOUs within the local community. They offer additional educational and job experiences to students within their service area. The list of partners includes, but is not limited to:
 - CareerSource Central Florida
 - The Academy of Construction Technologies
 - Commercial Contractors of Lake and Sumter Counties

- iBuild
- Home Builder Association
- Wharton Smith
- Ross Plumbing
- Kelley Painting

VIII. RESULTS

LCS 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, which is located 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 Lake County Schools monitoring review. A special thanks is offered to Ms. Marta Ramirez for her participation and leadership during this process.



Please address inquiries regarding this report to:

Kara Kearce
Director of Quality Assurance and Compliance
Kara.Kearce@fldoe.org
(850) 245-9033

Florida Department of Education
Division of Career, Technical and Adult Education
325 West Gaines Street · Room 722A
Tallahassee, Florida 32399

