FLORIDA DEPARTMENT OF EDUCATION

CAREER AND ADULT EDUCATION

**Quality Assurance and Compliance
Onsite Monitoring Review
for
Perkins Career and Technical Education**

Holmes County School District

November 5, 2025

Final Report

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Florida Department of Education
Division of Career and Adult Education
Holmes County School District
Perkins Career and Technical Education

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

The Department receives federal funding from the U.S. Department of Education for Career and Technical Education under the Carl D. Perkins Strengthening Career and Technical Education (CTE) for the 21st Century Act and for Adult Education (AE) under the Workforce Innovation and Opportunity Act of 2014. The Department awards sub-grants to eligible providers to administer local programs. The Department 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 Code of Federal Regulations 76.770, Education Department General Administrative Regulations and the Uniform Grant Guidance 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).

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 https://www.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 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 Holmes County School District (HCSD) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification and letter was sent to Ms. Pamela Price, Director of Curriculum and Instruction, on August 15, 2025. Ms. Pamela Price served as the designated contact for the OSMR.

The Division's representative conducting the OSMR was Program Specialist Dantavia Davis of the QAC section.

V.   HOLMES COUNTY SCHOOL DISTRICT

Finance
The provider was awarded the following grants for fiscal years (FY) 2022-23, 2023-24 and 2024-25:

FY 2022-23

Grants	Grant Number	Grant Amount	Unexpended
Perkins Secondary	300-1613B-3CS01	$ 46,968.00	$ 7,959.76
Perkins Rural Innovation	300-1613R-3CR01	$ 51, 730.00	$ 6, 381.42

FY 2023-24

Grants	Grant Number	Grant Amount	Unexpended
Perkins Secondary	300-1614S-4CS01	$ 47, 485.00	$ 4, 686.67
Perkins Rural Innovation	300-1614R-3CR01	$ 51, 737.00	$ 5, 750.10

FY 2024-25

Grants	Grant Number	Grant Amount	Unexpended
Perkins Secondary	300-1615S-5CG01	$ 45, 933.00	$ 20, 021.30
Perkins Rural Innovation	300-1615R-5CR01	$ 51, 820.00	$ 5, 182.51

Additional information about the provider may be found at the following web address: https://www.hdsb.org/.

VI.   MONITORING ACTIVITIES

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

Onsite Visits
The monitoring team visited the following sites as part of the OSMR:
- Holmes County High School
- Ponce de Leon High School
- Bethlehem School
- Poplar Springs High School

Entrance and Exit Conferences

The entrance conference for HCSD was conducted on November 04, 2025. The exit conference was conducted on November 12, 2025. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Pamela Price	Instructional Administrator, HCSD	X	X
Lauren Dee	Director of Finance, HCSD		X
Division Monitoring Team			
Dantavia Davis	Program Specialist, QAC	X	X
Kara Kearce	Director of OAC	X	
Charles Davis	Program Specialist, QAC		X

Interviews

No interviews were required as part of the OSMR.

Records Review

Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, part F. A minimum of 50 student records were checked. 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.

- HCSD provides multiple pathways for high school students to earn postsecondary CTE credits prior to graduation. These opportunities include industry certifications that articulate to college credits or clock hours, as well as dual enrollment programs with partnering institutions. Through these initiatives, HCSD supports accelerated learning and seamless transitions from secondary education to postsecondary training and career pathways.
- Each program at HCSD has an advisory council of industry professionals who review local labor market trends and workforce needs. These councils ensure that secondary programs align with regional employment demands and equip students with the skills needed to succeed in their chosen careers.
- HCSD currently offers five CTE programs, four of which are designated as career preparatory and eligible for Perkins funding upon meeting all federal and state compliance requirements. These career preparatory programs include Agritechnology, Animal Science and Services, Culinary Arts and Digital Design. Each program is designed to equip students with industry-relevant skills and credentials, supporting workforce readiness and alignment with Perkins V objectives.
- Perkins funds were utilized to purchase industry-recognized certifications for CTE students. These certifications align with high-demand occupations identified by state and regional workforce data, ensuring students graduate with credentials that enhance their employability.
- The Curriculum Coordinator serves as a liaison with the school and district to make academic decisions for all student populations.

- Based on documentation reviewed, Perkins Rural Innovation funds were utilized for the designated rural community identified in the district's allocation.

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.

- HCSD utilizes Focus® as its integrated Management Information System (MIS) and student information system.
- HCSD's MIS Coordinator reviews and edits reports provided by the Department to ensure accurate and compliant data reporting.
- HCSD's CTE Instructor works closely with the MIS Coordinator to ensure accurate and timely reporting of student data. This collaboration includes attending all required in-person and online training sessions to stay current with state and federal reporting guidelines.
- HCSD utilizes a structured approach to ensure accuracy in student data reporting. Initial data is collected on paper using standardized data collection forms before entry into the MIS. A check-and-balance process is in place for each data element collected, providing multiple layers of verification to maintain data integrity and compliance with state reporting requirements.

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

- The CTE Director works with the school principal and CTE teachers to confirm submissions for the current school year courses to be added to the school's career themed course list.
- HCSD 's middle school CTE courses are strategically selected at each school or feeder school to promote a seamless transition into secondary CTE programs offered in grades 9–12. This alignment ensures that students are introduced to foundational skills early, preparing them for advanced coursework and industry certifications at the high school level.
- HCSD administrators collaborate with postsecondary institutions by attending career fairs to recruit future educators and visiting campuses to review programs. These partnerships provide training opportunities for CTE instructors, including on-site support, helping with strengthening, supporting and retaining teachers in the programs.
- The Curriculum Coordinator serves as a liaison with the school and district to make academic decisions for all student populations.
- The HCSD Culinary Arts program follows a planned sequence of courses aligned with the Department's curriculum frameworks. The program includes requirements for academic progress, attendance and hands-on competence to ensure students are prepared for industry standards at the following participating schools:
  o Bethlehem School
  o Holmes County High School
  o Ponce de Leon High School
- The HCSD Animal Science program's key instructional components:
  o Animal Physiology
  o Nutrition
  o Animal Welfare
  o Animal Interactions

- The HCSD digital design program's key components are used to prepare students for employment in the Digital Design industry through a structured curriculum with the focus areas to include:
  o Information Technology Assistant Skills
  o Production Assistant Skills
  o Digital Assistant Designer Skills
  o Graphic Designer Skills
  o Multimedia Designer Skills
- The HCSD Agritechnology program's key instructional components:
  o Agriculture marketing strategies
  o Agricultural mechanics and equipment operation
  o Employability skills for workforce readiness
  o Mathematics applications in agriculture
  o Basic science principles
  o Biological sciences related to plant and animal systems
  o Communication skills for professional interactions
  o Human skills for teamwork and leadership

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.

- HCSD provides students with access to up-to-date equipment, creating hands-on opportunities to work with modern tools and technologies.
- Property inventories are conducted annually and it is the principal's responsibility to designate a person to ensure that a complete inventory of all school property within the building is performed accurately and on time.
- Policies and procedures are in place for equipment that is either lost or believed to be stolen. Lost items must be reported immediately upon discovery and if evidence shows that an item is believed to be stolen, the property custodian must request a formal police incident report. HCSD reported no instances of lost, damaged or stolen granted-funded capital assets over the past 36 months.
- Monitoring staff conducted inventory reviews at two HCSD campuses and all inventory was accounted for and in its correct location. QAC staff verified inventory at the federal $5,000 threshold, as well as spot checked $1,000 items for internal controls compliance. No issues were uncovered.

E.   **EQUAL ACCESS** refers to compliance with federal non-discrimination law requirements relating to recruitment, enrollment, participation and completion of programs.

- HCSD included the necessary policies required by the General Education Provisions Act (GEPA) and other federal laws, which ensure equal access and participation in programs regardless of sex, race, national origin, color, disability or age.

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

Documents reviewed are:

- Testing policies and procedures manual
- Time and effort reports
- Student data
- Fiscal and operational policies and procedures
- Multiple MOUs
- Dual enrollment articulation agreement
- Advisory committee meeting records
- Travel records
- Procurement records
- GEPA statement
- CLNA documentation
- Professional learning samples

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.

- Focus® is used as HCSD's financial management system.
- HCSD has policies and procedures that provide uniform and systematic internal controls to promote efficient fiscal responsibility and accountability in the expenditure of federal funds. The following components of the procedures manual were reviewed as part of the monitoring process:
  o Budget Preparation
  o Cash Management
  o Cost Principals
  o Fiscal Planning
  o Internal Controls
  o Procurement
  o Travel
- HCSD has specific guidelines to ensure that grant funds will be used to supplement programs and funding and not to supplant or replace existing program funding.
- All purchases must be in accordance with and as permitted by applicable federal and state laws, Department rules, HCSD policies and procedures which promote transparency and accountability in the expenditure of grant funds. HCSD provided Internal Control procedures that ensure cost-effective and ensure maximum value to the district.
- Purchase orders are approved by the Project or Federal Grant Coordinator.
- QAC monitoring staff conducted a fiscal review of the providers' approved grant budget narrative and final expenditure 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.

- HCSD has numerous collaborations and partnerships throughout their service region. These partnerships aid in strengthening program offerings, enhance student learning experiences and align instructional goals with real-world expectations. The list of partners includes, but not limited to:

- o Florida Panhandle Technical College
  - o Chipola State College
  - o Northwest Florida State College
  - o Gulf Coast State College
  - o University of West Florida
  - o Emerald Coast Technical College
- Holmes County integrates MyCareerShines into its CTE programs to provide students with a comprehensive platform for exploring potential careers and related occupations. Through this resource, students can assess their interests, discover aligned career fields and gain insight into the skills and education needed for various professions. MyCareerShines also supports students in developing personalized career pathways, helping them set meaningful goals and make informed decisions about their future.

VIII. RESULTS

HCSD 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 can be found at: http://fldoe.org/academics/career-adult-edu/compliance.

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.

The monitoring team would like to extend their appreciation to all participants in the Holmes County School District monitoring review, on behalf of the Division. A special thanks is offered to Ms. Pamela Price and Ms. Lauren Dee for their participation and leadership during this process.

Holmes County School District
Career and Technical Education
Risk Matrix

Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants

Agency Name: **Holmes County School District**
Program Type: **CTE**
Monitoring Year: **2025-2026**

Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	5	X 10	50
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	3	X8	24
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	3	X 8	24
	3	5			
	2	3			
	1	1			
Change in Management Information Systems (MIS) from Previous Fiscal Year	Yes	7	0	X 6	0
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	7	X 6	42
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	3	X 4	12
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Number of Findings from the Office of the Auditor General	Upper Quartile	7	3	X 4	12
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
			AGENCY RISK SCORE:		**164**

Data sources used for calculations: Prior to July 1, 2024

Please address inquiries regarding this report to:

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