FLORIDA DEPARTMENT OF EDUCATION

CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review
for
Pathways to Career Opportunities Grant

Lee County Schools

October 6-10, 2025

Final Report

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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 Lee County Schools (LCS) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Dr. Denise Carlin, Superintendent, on August 8, 2025. The designated representative for the agency was Mr. Matthew Bredenkamp, Director of Adult, Career and Applied Curriculum Education, LCS. The Division's representative conducting the OSMR was Program Specialist Charles Davis of the QAC.

V.   Lee County Schools

Finance

The provider was awarded the following grant for fiscal year (FY) 2020-2021:

FY 2020-21

Grant	Grant Number	Grant Amount	Unexpended
Pathways to Career Opportunities	360-90310-1D301	$ 25,000.00	$ 22,928.79

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

https://www.leeschools.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 not have capitalized equipment, an onsite visit was not required:

Entrance and Exit Conferences

The entrance conference for LCS was conducted on October 9, 2025. The exit conference was conducted on October 27, 2025. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Matthew Bredenkamp	Director of Adult, Career and Applied Curriculum Education, LCS	X	X
Kevin Krell	Coordinator, LCS	X	X
Division Monitoring Team			
Charles Davis	Program Specialist, QAC	X	X
Dantavia Davis	Program Specialist, QAC	X	X

<u>Narrative</u>

This apprenticeship program prepared apprentices for the software developers occupation (SOC 15-1132). This program was located in Lee County, Florida. Lee County is within the five-county Local Workforce Development Board 24 (Charlotte County, Collier County, Hendry County, Glades County and Lee County). According to the 2020-21 Regional Occupational List, Region 24 had an annual growth of 4.37% for software developers (SOC 15-1132). In Region 24, the entry wage for this occupation was $23.19 per hour and the median wage was $38.44 per hour. This occupation was considered a targeted industry by Enterprise Florida, Inc. In addition, this occupation was designated as a high skill/high wage occupation as determined by the Florida Department of Economic Opportunity. The Florida Department of Economic Opportunity anticipated 137 annual openings for Region 24. At a state level, there were 4,091 anticipated annual openings for software developers (SOC 15-1132). The state average entry wage was $29.67 per hour and the state median wage was $45.97 per hour. A survey was conducted by the Southwest Florida Technology Partnership in 2018 to determine the various occupations that existed within 68 employers of various sizes in Region 24. According to the survey, 43% of the organizations surveyed had a software developer. In addition, according to the survey, only 5% of the companies in this region outsourced their technology services.

VII.   OBSERVATION

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

- This apprenticeship program used the competency-based approach to train its apprentices. The program consisted of a total of 2,500 hours of on-the-job training and over 144 hours of related technical instruction annually. The Information Services Division developed the initial standards for the apprenticeship program which included structured on-the-job training and related technical instruction. In collaboration with the Human Resources division, a pay structure was developed for the apprentices as they progressed through this new apprenticeship program. This led to one or more national occupational credentials. This new program initially started with one employer, the Information Systems Division, and added additional government agencies to it.
- LCS has been training adults for decades. This includes one of the largest adult education programs with over 3,500 students and two technical colleges with programs in information technology. LCS provides training via face-to-face and online formats. In addition, this agency provides professional learning to all of its instructional staff on an annual basis. This new apprenticeship program partnered with its Information Systems division to employ, train and graduate apprenticeships. This new apprenticeship program followed the guidance of the Information Services division for developing related technical instruction. In addition, close coordination with the Human Resources division ensured best practices were followed to recruit and hire apprentices. In addition, the partnership with the Lee Workforce Development Board assisted in recruiting and assisting apprentices as they progressed through the program.

B.   **<u>DATA AND ASSESSMENT</u>** 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 LCS's PCOG enrollment numbers submitted to the PCOG office. Enrollment data was requested for the following occupation:
  - Software Developer
- LCS provided enrollment data and supporting documentation as required by the Department. The PCOG team, in coordination with the Office of Research and Evaluation, will review and resolve any discrepancies identified in the data. Members of the QAC team will not take additional action beyond documentation and confirmation during 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

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

- o Procurement
- o Conflict of Interests
- Monitoring staff conducted a grant budget analysis of LCS'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.

- LCS 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:
  - o CareerSource Southwest Florida

VIII. RESULTS

LCS was found to be out of compliance in the following area:

Concern	1
Area	Program Sustainability
Summary	Program #2021-FL88323 only had two apprentices who both cancelled in June 2024.
Action Taken	Due to lack of success, the program has been closed and future awards may be affected.

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 Lee County Schools monitoring review. A special thanks is offered to Mr. Matthew Bredenkamp for his participation and leadership during this process.
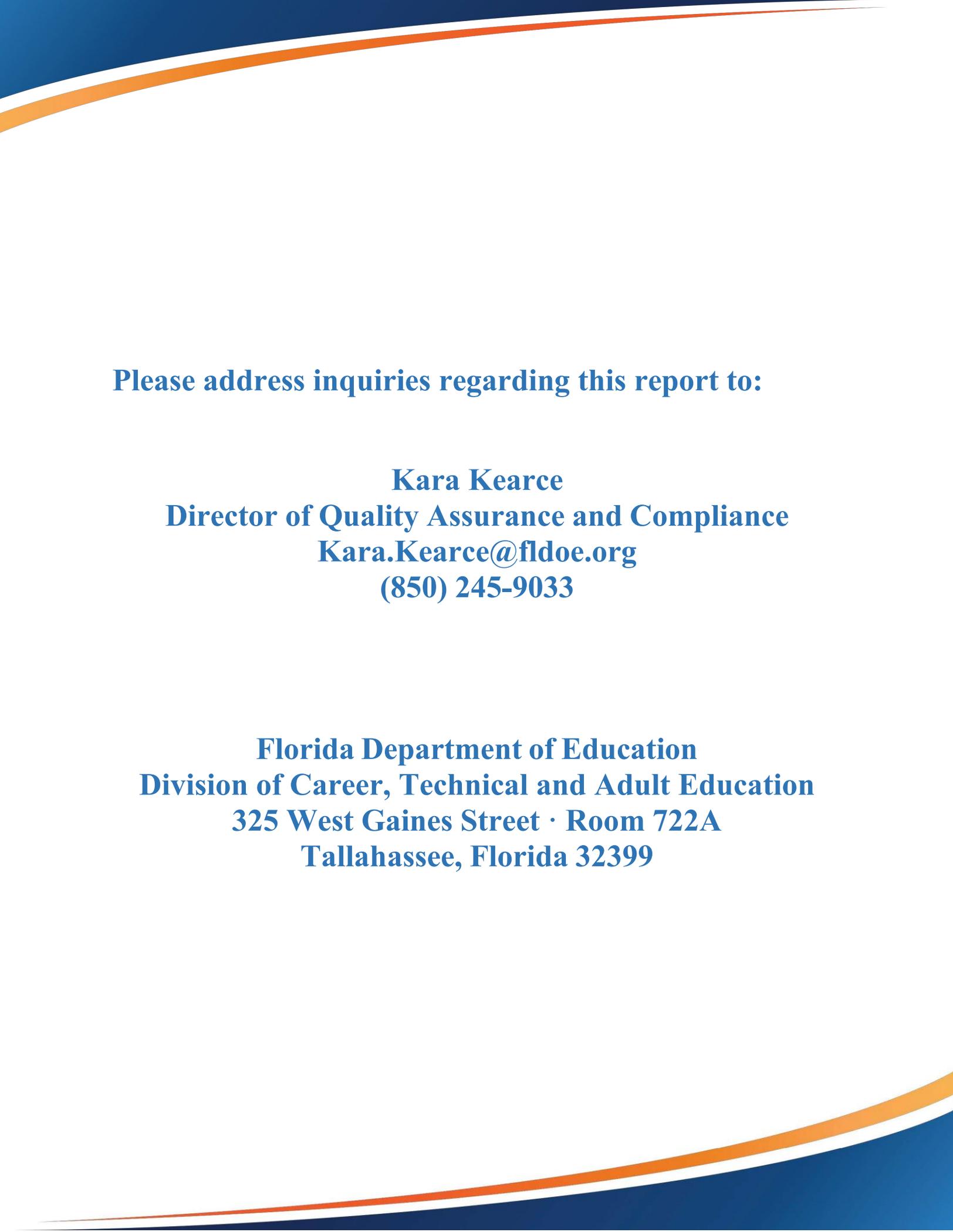
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