



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

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

Daytona State College

February 9-10, 2026

Final Report

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Florida Department of Education
Division of Career and Adult Education
Daytona State College
Perkins Career and Technical Education
and
Adult 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 Daytona State College (DSC) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Dr. Thomas LoBasso, President, on December 9, 2025. The designated representative for the agency was Ms. Candice Valle, Director of Resource Development. The Division's representative conducting the OSMR was Program Specialist Chuck Davis of the QAC.

V. DAYTONA STATE COLLEGE

Finance

The provider was awarded the following grants for fiscal years (FY) 2022-23 through 2024-25:

FY 2022-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult Education AGE	642-1913C-3CG01	\$ 682,249.00	\$ 231,741.66
Adult Education IELCE	642-1933B-3CE01	\$ 130,955.00	\$ 47,859.19
Perkins Postsecondary	642-1613B-3CP01	\$ 998,089.00	\$ 125,417.80

FY 2023-24

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult Education AGE	642-1934B-4CG01	\$ 704,311.00	\$ 126,560.34
Adult Education IELCE	062-1914C-4CE01	\$ 55,495.00	\$ 10,709.51
Perkins Postsecondary	642-1614P-4CP01	\$ 899,748.00	\$ 20,493.51

FY 2024-25

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Adult Education AGE	642-1915C-5CG01	\$ 833,812.00	\$ N/A
Adult Education IELCE	642-1935B-5CE01	\$ 68,364.00	\$ N/A
Perkins Postsecondary	642-1615P-5CP01	\$ 1,078,658.00	\$ 86,146.96
Perkins – Equipment Upgrade and Modernization	642-1615R-5C001	\$ 249,952.00	\$.00

Additional information about the provider may be found at the following web address:
<https://www.daytonastate.edu/> .

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:

- Daytona Beach Campus
- Advanced Technology College Campus
- Palm Coast Campus
- News-Journal Center

Entrance and Exit Conferences

The entrance conference for DSC was conducted on February 9, 2026. The exit conference was conducted on February 10, 2026. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Dr. Thomas LoBasso	President, DSC		X
Candice Valle	Director, Resource Development, DSC	X	X
Dr. Sherryl D. Weems	Associate Vice President, Workforce and Continuing Education, DSC	X	X
Dr. Michael Daniels	Associate Vice President, Business, Engineering and Technology, DSC	X	
Dr. Cheryl Kohen	Associate Vice President, Academic Services, DSC	X	X
Dr. Jodi Long	Vice President, Academic Affairs and Institutional Development, DSC	X	X
Karen Koory	Chair, Science Department, DSC	X	X
Roberto Lombardo	Senior Vice President and Chief Information Officer, DSC	X	
Dr. Andrea Gibson	Associate Vice President, Institutional Development, DSC	X	X
Gina Stafford	Associate Director, Academic Services, DSC	X	X
Robert Maddox Jr.	Lead Property Management Tech, DSC	X	X
Mary Ann Alligood	Director, Grants Accounting, DSC	X	X
Lisa Sogunro	Assistant Controller, DSC	X	X
Tina Myers	Associate Vice President, Finance Controller, DSC	X	X
Martin Cass	Vice President, Finance, Chief Financial Officer, DSC	X	X
Elaine Thiel	Executive Director, Business Services, DSC	X	X

Kathy Clarke	Associate Director, IT Tech Support, DSC	X	X
Michelle Howell-Kroskey	Director, Adult Education, DSC	X	X
Dr. LaKisha Holmes	Associate Vice President, College of Arts and Sciences, DSC	X	X
Bree Castelli	Director of Workforce, DSC	X	
Dylan Flagg	Manager of Property Management, DSC	X	X
Division Monitoring Team			
Chuck Davis	Program Specialist, QAC	X	X
Michael Swift	Program Specialist, QAC	X	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.

- The DSC CTE and AE grants are managed by two separate groups of experienced administrators, but both program areas follow the same process for the drafting, approval and submission of their grants to the Department.
 - The CTE grant manager works with the Associate Vice President (AVP) of Workforce and Continuing Education; CTE department chairs; and the college provost to review the CTE comprehensive local needs assessment (CLNA) and determine what program areas will be included in their grant applications.
 - The AE director works with the college research development department: program directors, faculty and AVP to determine what needs will be included in their grant applications.
 - Once all of the programmatic needs are addressed and the grant applications are complete, the Vice President of Academic Affairs verifies the contents of the grant(s) before moving it along to the president for final approval prior to submission to the state.
- The AE and CTE grant managers have regular meetings throughout the program year with Institutional Research (IR) and the finance/purchasing department to ensure that the programmatic and fiscal objectives of their grants are being achieved. Any deviation(s) from their previously approved grant will result in an amendment being submitted to their Department grant manager. All amendments are based off program needs and the current financial standing of a grant.
- As part of the required CLNA, CTE administrative staff consulted with numerous individuals and entities across the college’s service region. Those stakeholders included but were not limited to teachers and administrative staff from Flagler and Volusia counties; CareerSource

Flagler Volusia; and multiple local business and community leaders. All post-secondary CTE programs have advisory councils that provided input and advice throughout the CLNA process.

- All stakeholders who participated in the CLNA process are expected to serve as ongoing consultants to the CTE program.
- Prior to the mandated CLNA (CTE only), institutional effectiveness conducted annual college-wide reviews to determine the effectiveness of their CTE and AE programs. DSC then took the program review process and expanded it to fit the terms and guidelines of the CTE CLNA.

B. DATA AND ASSESSMENT refer 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.

- DSC utilizes PeopleSoft® as their integrated Management Information System (MIS) and Student Portal.
- The college has policies and procedures on data collection and offers annual localized training to CTE and AE administrative staff and instructors. Administrative staff also attends Division sponsored training and professional learning events such as Division quarterly webinars, the Florida Association of Career and Technical Education conference and Workforce Education and District Data Advisory Council annual conferences.
- Samples of CTE and AE student data were reviewed and verified for accuracy as part of the on-site monitoring review. All student records were provided by DSC.
 - Upon review of the CTE student data, all records reported to the Department were consistent with the local records supplied by DSC.
 - Upon review of the AE student data, all records reported to the Department were consistent with the local records supplied by DSC.
- All proctors of the Tests for Adult Basic Education and the Comprehensive Adult Student Assessment System are trained and certified, as required, by the state and the appropriate testing companies. Local policies and procedures on testing are also in place.
- All of the data elements required of their local MIS were included in the system and verified during the desk review.
- Student electronic files include “release of information” clauses as required by the Family Educational Rights and Privacy Act.

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

- DSC offers CTE and AE courses at multiple regional campuses and numerous satellite sites. Programs are also offered across Flagler and Volusia counties.
- DSC conducts pointed and targeted outreach to the communities surrounding all of their campuses. Due to the varying demographics across the county, each campus deploys its own unique tactics to reach special populations and non-traditional students.
 - DSC has close relationships with local religious communities, homeless shelters, food banks and other civic organizations.
 - Programs such as Food Brings Hope, Homes Bring Hope and the Adult Learner Initiative connect DSC with its local community.
- There is a strong effort to strengthen the relationship between the AE and CTE programs. AE students are encouraged to participate in career pathways events and attend CTE events headlined by special guest speakers. Upper level AGE students are allowed to sit in on CTE

classrooms to get a feel for the various programs available to them once they exit the AE program. Efforts such as these have led to a college wide matriculation rate upwards of 40% for students transitioning from AE to CTE.

- DSC offers students multiple opportunities to participate in additional learning activities outside of the classroom.
 - Work based learning, internships and on-the-job training is a priority within the College.
 - Students participate in multiple Career and Technical Student Organizations.
 - With the help of instructors, some CTE programs such as barbering and cosmetology allow for students to sharpen their skills by working on residents from the local community.
 - Integrated English Literacy and Civics Education (IELCE) students are able to participate in Integrated Education and Training programs that better prepare them for transition into the workforce and/or into a post-secondary CTE program.
- DSC offers ample professional learning and training to AE and CTE administrators and staff. Instructors also participate in ongoing trainings provided by the Division, as well as annual professional development through the college. Program specific trainings are also attended as required.
- No reasonable services and accommodations are denied to those students who self-declare a disability. The college works with disabled students to ensure their individual needs are being met, and accessibility offices are available on all campuses.

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 inventory management system.
- The college has a technology plan that includes policies on new equipment requests, equipment safety/storage and old inventory disposal.
- Department managers act as the custodians of all equipment housed at their location.
- DSC conducts an annual college-wide inventory of their federally funded equipment. There was one instance of stolen or lost equipment, and DSC provided an incident report to the monitoring staff.
- Monitoring staff conducted inventory reviews across four campuses, and no instances of non-compliance were uncovered.

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

- DSC 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:

- Notification of social security number collection, usage and release
- Student authorization for access to educational records

- FERPA notification
- Testing policies and procedures manual
- Time and effort reports
- Student data
- AE student attendance records reflecting class drops
- Fiscal and operational policies and procedures
- Multiple Memorandums of Understanding (MOU)
- Dual enrollment articulation agreement
- Advisory committee meeting records
- Travel records
- Procurement records
- GEPA statement
- CLNA documentation
- Professional learning calendar

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.

- PeopleSoft® is used as the college's Enterprise Resource Planning (ERP) system.
- DSC has fiscal, accounting and procurement policies that ensure the efficient management of CTE and AE grant funds. The following policies and procedures were made available to the monitoring staff:
 - Cash Management
 - Budgeting
 - Financial reporting
 - Procurement guidelines
 - Travel requirements
- Purchase orders are only created and authorized for items previously approved in the FDOE federal grant application. The program director(s) and the AVP send a purchase request via PeopleSoft® for internal review and authorization. The authorization process is streamlined based off the anticipated cost of a purchase.
- Program directors and administrative staff hold monthly meetings with the college's grants and accounting department to review grant expenditures and the current financial standings of their grant(s). Few people have access privileges to the PeopleSoft® ERP, but program directors receive regular finance reports pertaining to their grant(s). Budgetary amendments are based off of need and financial flexibility, and are submitted to the Department if the opportunity arises.

H. **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 inventory management system.
- The College has a technology plan that includes policies on new equipment requests, equipment safety/storage and old inventory disposal.
- Department managers act as the custodians of all equipment housed at their location.

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- Monitoring staff conducted inventory reviews across four campuses, and no instances of non-compliance were uncovered.

I. **COLLABORATION** refers to the collaborative agreements, partnerships or MOU that are in place to benefit an agency's programs and students.

- DSC has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students within the College community. The list of partners include, but are not limited to:
 - CareerSource Flagler Volusia
 - Food Brings Hope
 - Homes Bring Hope
 - Volusia County School District
 - Flagler County School District
 - Toyota Advanced Manufacturing Technician program
 - Multiple local businesses

VIII. RESULTS

DSC was found to be out of compliance in the following areas:

Finding Number	1
Area	Finance
Finding Summary	A grant budget analysis (GBA) was conducted for DSC for all grants from 2022-2025. Final expenditures were not reported by the date specified in the Request for Application/ Request for Proposal RFA/RFP.
Finding Detail	Multiple postsecondary and Adult Education grants.
Citations	Final expenditures were not reported by the date specified in the RFA/RFP. Violation of the Project Application and Amendment Procedures for Federal and State Programs (Green Book), Section B "Project Amendments. Along with <u>2 CFR 200.308, (b) (c)</u> Revisions of the budget & program plan, and <u>2 CFR 200.407</u> , not seeking prior approval before expending funds.
Recommended/Anticipated Corrective Action	The President provided a letter of attestation stating there will be a plan in place that will ensure that submission of reports shall be done in a timely manner and that future late or inaccurate submissions may result in delayed award letters for the next cycle.
Anticipated completion date:	2/25/26
Name and Title responsible for CAP	Dr. Thomas LoBasso, President, DSC

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 Daytona State College monitoring review, on behalf of the Division. A special thanks is offered to Candice Valle for her participation and leadership during this process.

APPENDIX A

Daytona State College
Career and Technical Education
Risk Matrix

Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants					
Agency Name: Daytona State College					
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	3	<u>X 10</u>	30
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	7	<u>X8</u>	56
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	1	<u>X 8</u>	8
	3	5			
	2	3			
	1	1			
Change in Management Information Systems (MIS) from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	3	<u>X 4</u>	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	1	<u>X 4</u>	4
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					110

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

Daytona State College
Adult Education
Risk Matrix

Risk Scores Matrix for Districts Receiving Adult Education (AE) Grants					
Agency Name: Daytona State College					
Program Type: AE					
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	3	<u>X10</u>	30
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Adult Education Grants Combined	Upper Quartile	7	4	<u>X 8</u>	40
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Adult Education Grants	4 or More	7	3	<u>X 8</u>	24
	3	5			
	2	3			
	1	1			
Change in Management Information Systems (MIS) from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Agency AE Program Director Change from Previous Fiscal Year	Yes	7	7	<u>X 6</u>	42
	No	0			
Unexpended Funds from all Adult Education Grants Combined	Upper Quartile	7	5	<u>X 4</u>	20
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Number of Findings from the Office of the Auditor General	Upper Quartile	7	1	<u>X 4</u>	4
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Adult Education Program Improvement Plan (AEPIP)	Target Not Met on 3 of 3 Indicators	5	5	<u>X 6</u>	30
	Target Not Met on 2 of 3 Indicators	3			
	Target Not Met on 1 of 3 Indicators	1			
	All targets met	0			
Agency Risk Score					190

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



Please address inquiries regarding this report to:

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