



# Strategic Planning in ePlan

Superintendents Conference

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# Deputy Commissioner

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# Introduction

# Problem of Practice

**How can ePlan be better utilized  
by TDOE  
to support cross-divisional initiatives  
and  
by districts  
as a comprehensive strategic planning tool?**



# Consolidated Planning & Monitoring

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# Federal Funding

# Basic Education

- Requirement of state to provide basic education
- Districts define basic education differently
  - Staffing model
  - Per-pupil
  - Weighted student formula
- Federal funds are supplemental to the basic education funding
- Lack of clarity over how federal formula funding sources that can be used can inhibit the implementation of comprehensive strategies with federal funds

# Purpose of Federal Funds

- Federal funds are supplemental to the basic state and local funds to provide additional resources and supports
- Each federal grant has a purpose and often rules of what they can be used for and how students can benefit from services
  - Allowable uses
  - Students served

- Because of all of the rules, LEAs are reluctant to use these funds in coordination with other funds
- Results in programs being operated in silos
  - Silos previously existed at the federal level
- More recently, more coordination between major federal grant programs
- So how do we support districts in using these funds collaboratively?



# Coordinated Spending Guide: Braiding & Blending Funds

# Coordinated Spending Guide

- Introduction

- The purpose of the manual is to help local educational agency (LEA) leaders make the most out of the more than \$700 million Tennessee receives each year from the U.S. Department of Education (ED).
- While this money is distributed through individual federal grant programs, local educational agencies (LEAs) should leverage these funds by coordinating grant spending to support activities that drive performance and improve outcomes for all students.

# Coordinated Spending Guide

We must put aside our *turfs* and our *purse-strings*, in order to overcome the challenges that dwindling resources present... It is critical for all leaders at the district level to support this effort, in order to empower all personnel to collaborate in new and effective ways... Managing change is difficult and to be successful, we have to meet the needs of all children, regardless of the ways we choose to fund programs. Far too often, in our silos we have said, "No, we can't do that because...", rather than working together to eliminate the silos. We are [too] comfortable with the inflexibility we have created.

Center for Mental Health in Schools at UCLA, *Rethinking District Budgets to Unify and Sustain a Critical Mass of Student and Learning Supports at Schools*, available at: <http://smhp.psych.ucla.edu/pdfdocs/financebudget.pdf>.

# Permitted by Federal Law

- Such coordination is permitted by federal law and encouraged by the Tennessee Department of Education (TDOE). The manual provides guidance to LEAs in coordinating funds by:
  - Defining braiding vs. blending funds,
  - Addressing barriers that may discourage LEAs from coordinating funds,
  - Providing overviews of ED’s largest grant programs – Title I, Title II and IDEA – with a focus on how districts can maximize these funds to support district priorities, and
  - Providing examples of how federal grants can be coordinated to support promising initiatives.

# LEA Flexibility to Braid & Blend Funds

- **Braiding Funds**

- Using multiple funding sources in a collaborative manner to support educational initiatives to ensure consistency and eliminate duplication of services while maintaining individual program identity.
- Braiding funds is a way for LEAs and schools to use multiple federal grants to support various parts of an initiative.
- Activities are allowable under each applicable grant and the grants continue to maintain their identity and expenditures for each are maintained by the LEA or school.
- **Funds maintain their original award-specific identity.**

# LEA Flexibility to Braid & Blend Funds

- **Blending Funds**

- Combining multiple funding sources to support educational initiatives to ensure consistency, eliminate duplication of services and reduce burden. Blended funding allows for more flexibility than braided funding.
- In school-wide programs, eligible grants and other resources are combined into a single pool under a single set of reporting requirements.
- **Funds lose their original award-specific identity.**

# Utilizing the Guide

- **SECTION I:** Coordinated Spending to Maximize Funds
- **SECTION II:** Framework for Coordinated Spending
- **SECTION III:** Comprehensive Initiatives – Funding Quick Guides
- **SECTION IV:** Considerations When Braiding or Blending Funds
- **APPENDIX:**
  - Supplement Not Supplant
  - Program Overviews

# Comprehensive Initiatives – Funding Quick Guides

- The charts illustrate how state, local, and federal funds can be used to support the sample comprehensive initiatives detailed in this section.
- Note that in some cases it may be possible to support a component cost with more than one federal funding source.
- It is important to note that both the school and district level examples presume that Title I schools within the district are operating school-wide programs.

# Comprehensive Initiatives – Funding Quick Guides

## Improve Effective Instruction for Literacy & Numeracy

**Note:** Where Title I funds are marked, the use of funds is only allowable in Title I schools operating school-wide programs.

**\* If the funds are marked with an \*, the specific program requirements must be met for eligible teacher and/or student activities. Reference appendix for program overviews and supplement not supplant requirements applicable to each program.**

ACTIVITIES <b>* Funding must meet the specific program requirements for eligible school, teacher, and/or student activities.</b>	State Local	ESEA								IDEA			Perkins *	
		Title I			Title II		Title III, A *	Title IV, B *	Title VI, B *	Title X *	Part B *	CEIS (15%) *		Pre-K *
		A	1003 (a) *	1003 (g) *	A	B *								
<b>LEA Level</b>			iZone	iZone										
Purchasing supplemental instructional materials	X	X	X	X		X	X	X	X	X	X	X	X	X
Supporting data analysis	X	X	X	X	X	X	X		X		X	X		X
Teacher mentoring and coaching	X	X	X	X	X	X	X		X		X	X		X
Professional development activities	X	X	X	X	X	X	X		X		X	X		X
Induction programs for new teachers	X	X	X	X	X	X	X		X		X			
Financial incentives and awards to attract and retain effective teachers for priority and focus schools, or hard to staff areas	X	X	X	X	X	X			X		X			
Principal academies to improve the instructional leadership skills of principals	X	X	X	X	X		X		X					
<b>School Level</b>														
Purchasing effective instructional materials, including intervention materials for struggling students	X	X	X	X		X	X	X	X	X	X	X	X	
Induction programs for new teachers		X	X	X		X	X							X
Teacher mentoring and coaching	X	X	X	X	X	X	X		X		X			X
Professional development on effective instructional practices for teachers and principals (including stipends to teachers for participating in professional development and release time)	X	X	X	X	X	X	X		X		X	X	X	

# Comprehensive Initiatives – Funding Quick Guides

Improve Effective Instruction for Literacy & Numeracy														
<b>Note: Where Title I funds are marked, the use of funds is only allowable in Title I schools operating school-wide programs.</b>														
<b>* If the funds are marked with an *, the specific program requirements must be met for eligible teacher and/or student activities. Reference appendix for <i>program overviews</i> and <i>supplement not supplant</i> requirements applicable to each program.</b>														
ACTIVITIES  <b>* Funding must meet the specific program requirements for eligible school, teacher, and/or student activities.</b>	State Local	ESEA									IDEA			Perkins *
		Title I			Title II		Title III, A *	Title IV, B *	Title VI, B *	Title X *	Part B *	CEIS (15%) *	Pre- K *	
		A	1003 (a) *	1003 (g) *	A	B *								
<b>School Level</b>														
Professional development on effective instructional practices	X	X	X	X	X	X	X		X		X	X	X	X
Professional development on effective classroom management	X	X	X	X	X		X		X		X		X	X
Stipends and release time for mentor teachers	X	X	X	X	X				X		X			X
Teacher leader programs	X	X	X	X	X	X			X		X			
Extra pay, or other programs, for exemplary teachers	X	X	X	X	X				X		X			
Purchasing effective instructional materials to meet the needs of students with disabilities	X	X	X	X		X	X				X		X	
Purchasing assistive technology to help students with disabilities access effective instruction	X										X		X	
Planning and implementing new learning environments supportive of all learners, including students with disabilities, within an inclusive setting (depending on how this is implemented, IDEA might only be able to pay for part of the cost of this activity)	X	X	X	X			X		X		X			
Teacher mentoring and coaching relevant to meeting the needs of students with disabilities	X	X	X	X	X	X	X		X		X		X	
Professional development relevant to meeting the needs of students with disabilities	X	X	X	X	X	X			X		X		X	

# Considerations When Braiding or Blending Funds

Two challenges often serve as barriers to LEAs coordinating funds.

- 1. Identifying permissive uses of funds:** Each federal grant has its own rules on what kinds of activities the grant can support and who can participate in those activities. LEAs must follow these rules when coordinating spending, but often funds can be spent on a broader array of goods, services and activities than LEAs realize.

# Considerations When Braiding or Blending Funds

Two challenges often serve as barriers to LEAs coordinating funds.

- 2. Complying with federal “supplement not supplant” requirements:** Supplement not supplant is a rule that applies to most federal grants and is designed to ensure federal funds provide extra support beyond what LEAs would otherwise spend on education.

# Accessing the Coordinated Spending Guide

- Final coordinated spending guide is in final approval stage
- Final document will be posted on ePlan under TDOE Resources
- Printed copies should be available during October – December at Regional Superintendent Study Council Meetings



# ePlan Planning & Needs

# Needs Assessment

## Evaluating Areas of Consideration



# LEA Planning Tool

## 1. Needs Assessment:

- Open text box for insertion of mission, vision, performance data, AMOs, survey data

## 2. Goals:

- Descriptions
- Performance Measures

# LEA Planning Tool

## 3. **Strategies:**

- Descriptions

## 4. **Action Steps:**

- Descriptions
- Benchmark Indicators
- Persons Responsible
- Estimated Dates of Completion

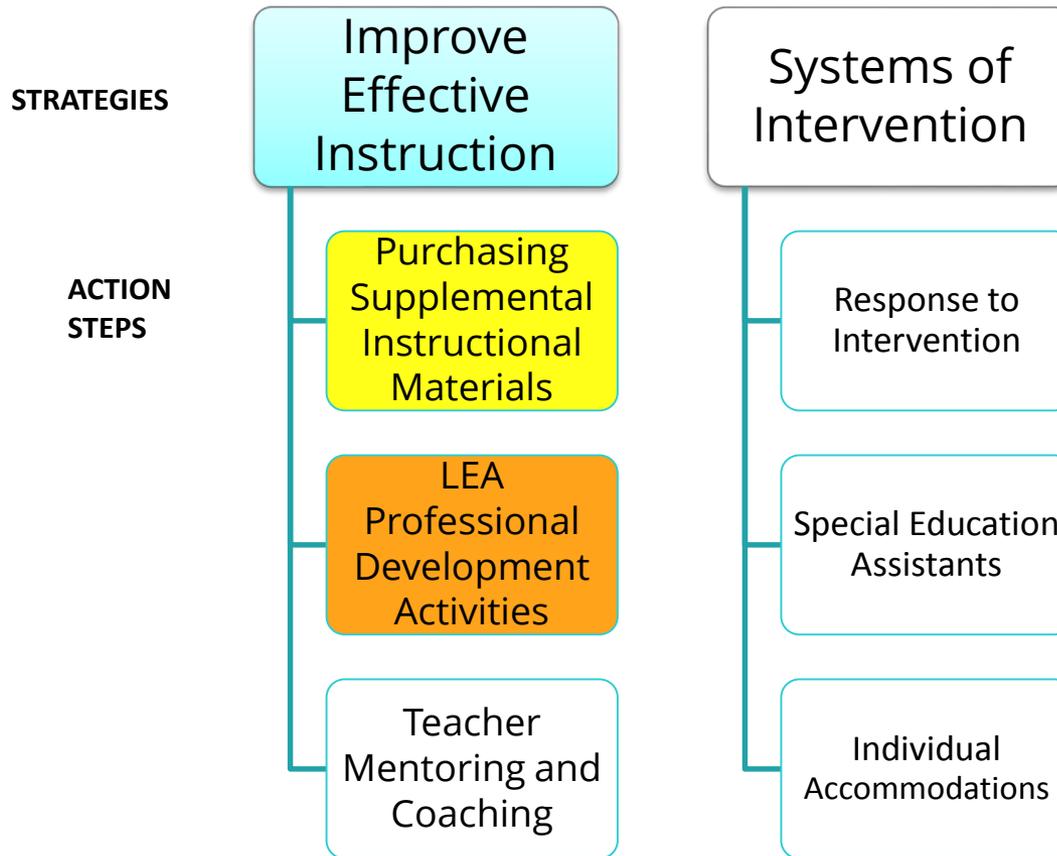
# Goals / Strategies / Action Steps

- Developing SMART goals
- Identifying effective strategies
- Specifying action steps and funding sources

# ePlan Goal Components Example

GOAL

For 2015-16, improve student academic achievement in reading/language arts to meet or exceed level 3 TVAAS scores.



**GOAL:** For 2015-16, improve student academic achievement in reading/language arts to meet or exceed level 3 TVAAS scores.

**Strategy:**

Purchasing Supplemental Instructional Materials

**ACTION STEP:**

Purchase XYZ  
Researched-  
based RLA  
Instructional  
Program

**Description:** LEA will purchase XYZ researched-based RLA instructional program for every Title I school serving grades K-8. LEA will also purchase EL module\* of the program.

**Benchmark Indicator:** Deliver all materials and install software for XYZ RLA instructional program in every school serving grades K-8.

**Person Responsible:** Always Identify Person  
**Estimated Completion Time:** 07/01/2014

State/Local: \$75,000

Title I-A: \$35,000

\*Title III-A: \$25,000

**GOAL:** For 2015-16, improve student academic achievement in reading/language arts to meet or exceed level 3 TVAAS scores.

**Strategy:**

LEA Professional Development Activities

**ACTION STEP:**

PD for effective use of XYZ RLA instructional program for RLA teachers

**Description:** Professional development for effective use of new XYZ RLA instructional materials and software program for all RLA teachers in all Title I schools serving grades K-8. Provide additional PD for use of the EL module\* of the program to help reduce EL performance gap.

**Benchmark Indicator:** PD records; teacher evaluation surveys.

**Person Responsible:** Always Identify Person

**Estimated Completion Time:** 07/31/2014

State/Local: \$10,000

Title I-A: \$10,000

Title II-A: \$10,000

\*Title III-A: \$5,000

# Planning Takeaways

- Plan first, then identify funding
- Examine all possible funding sources (federal, state, local, other)
- Involve those with specific program knowledge in the process (i.e. allowable uses and restrictions of certain funds)
- Re-examine traditional uses (i.e. we have always paid for a teacher with these funds)



# Office of Chief Financial Officer

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**ePlan  
Funding Applications**

# What is ePlan?

Tennessee's online planning and grants management system for LEAs:

- Submit and revise district plans
- Apply for federal funding to support plans
- Request reimbursements and report expenditures
- Process budget amendments and program revisions when needed
- Produce summative reports for oversight and review

# Consolidated Funding Application

- Electronic submission and workflow
- Streamlined application and revision processes
- Transparency of ePlan helps assure that funding matches the district goals
- ePlan will drive a more focused budget process
  - No longer is focus primarily on general purpose budget only
  - Declining revenues (federal, state, local) require **more purposeful** planning during budget cycle
    - One objective in plan may be supported by a combination of funds
  - Allows view of total budget – all funding streams



# State Funds in ePlan

# State Funds in ePlan

- SY 2013-14: ESEA and IDEA program applications submitted through ePlan
- SY 2014-15: 11 additional programs added including – CTE, PreK, CSH, Safe and Supportive Schools, 21<sup>st</sup> Century, LEAPS, School Improvement and all remaining ESEA and IDEA discretionary grants
- SY 2015-16: All remaining programs including BEP, Career Ladder, Family Resource, TIF

# Reporting Improvements

- Moving towards replacement of two older systems – eReporting (financial reporting) and FACTS (payments)
  - Do not “speak” to each other
  - Duplicate entry of data
  - Manual reconciliation
  - Greater possibility of errors
- ePlan coordinates both functions under one system
  - Streamlined
  - Transparent
  - Accurate

# State Funds in ePlan

- ePlan is the repository for all budget information for 2015-16
  - State allocations can be viewed in total

## 141 - General Purpose Allocation Details

Public District - FY 2016 - State Funds - Rev 0 - Allocations

Go To	BEP - Basic Educ Program - 2016 (Speedchart: ED00000462) 100.00% Funded	BEP - Salary Eq Portion - 2016 (Speedchart: ED00000935) 100.00% Funded	AP Test Fee Reimbursement - 2016 (Speedchart: ED00000762) 0.00% Funded	ACT/Explore/PLAN Test - 2016 (Speedchart: ED00000035) 0.00% Funded	Career Ladder CEO Supp - 2016 (Speedchart: ED00000444) 100.00% Funded	Arts Student Ticket Sub - 2016 (Speedchart: ED00000710) 0.00% Funded
Original	\$27,203,000.00	\$458,733.88	\$0.00	\$0.00	\$0.00	\$0.00
Reallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consortium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forfeited	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FER Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Allocation</b>	<b>\$27,203,000.00</b>	<b>\$458,733.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# General Purpose

- General Purpose revenues can be viewed several ways
  - Summary by category

## Revenue

Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

Go To

Account - Account Description ( <a href="#">Expand All</a> <a href="#">Collapse All</a> )
+ 31000 - End of Year Equity (Reserve)
+ 40400 - County Taxes
+ 40800 - City/SSD Taxes
+ 41000 - Licenses and Permits
+ 43000 - Charges for Current Services
+ 44000 - Other Local Revenue
+ 46000 - State Revenues
+ 47000 - Federal Revenues
+ 48000 - Other Governments and Citizens Groups
+ 49000 - Other Sources

	Revenue Amount
	\$5,041,574.00
	\$9,317,500.00
	\$0.00
	\$2,500.00
	\$2,100.00
	\$137,541.00
	\$29,192,597.00
	\$341,324.00
	\$75,911.00
	\$1,132.00
<b>Total:</b>	<b>\$44,112,179.00</b>

# Revenue

- Revenue category detail

## Revenue

Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

Go To 

Account - Account Description ( <a href="#">Expand All</a> <a href="#">Collapse All</a> )
<input type="checkbox"/> 31000 - End of Year Equity (Reserve)
<input type="checkbox"/> 40400 - County Taxes
<input type="checkbox"/> 40100 - County Property Taxes
40110 - Current Property Taxes
40120 - Trustee's Collections - Prior Year
40125 - Trustee's Collection - Bankruptcy
40130 - Curcuit Clk./Clk. & Master Coll. - Prior Yrs.
40140 - Interest & Penalty
40150 - Pickup Taxes
40161 - Payments in Lieu of Taxes - T.V.A.
40162 - Payments in Lieu of Taxes - Local Utilities
40163 - Payments in Lieu of Taxes - Other

	Revenue Amount
	\$5,041,574.00
	\$9,317,500.00
	\$4,481,314.00
	\$4,052,240.00
	\$244,005.00
	\$0.00
	\$91,642.00
	\$93,427.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

# Expenditures

- Expenditures may be viewed in the same formats
  - Summary by major category
  - Category detail
  - Line item detail

# Budget Overview

- Budget overview shows all lines budgeted in all categories

## Budget Overview

Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

Go To ▶

Show Unbudgeted Categories

Account Number	71100 - Regular Instruction Program	71150 - Alternative Instruction Program	71200 - Special Education Program	71300 - Vocational Education Program	72110 - Attendance	72120 - Health Services	72130 - Other Student Support	72210 - Regular Instruction Program
<b>Line Item Number</b>								
101 - County Official/Administrative Officer								
104 - Principal(s)								
105 - Supervisor/Director					0.00			167,178.00
116 - Teachers	11,773,558.00	200,535.00	1,474,776.00	1,148,849.00				
117 - Career Ladder Program	93,971.00	2,000.00	22,000.00	16,000.00	0.00		5,000.00	28,400.00
118 - Secretary to Board								
119 - Accountants/Bookkeepers								
123 - Guidance Personnel							574,014.00	
124 - Psychological Personnel							0.00	
127 - Career Ladder Extended Contracts	0.00	0.00	0.00	0.00	0.00		0.00	6,000.00
128 - Homebound Teachers	61,114.00	0.00	8,893.00					
129 - Librarian(s)								435,361.00
130 - Social Workers					0.00		18,989.00	
131 - Medical Personnel						194,455.00		
132 - Material Supervisor(s)								46,340.00
138 - Instructional Computer Personnel								73,681.00

# Budgets

- Functionality is available for all grants, state and federal
- All budget information can be downloaded into excel for analysis
- Approved budgets can be viewed by the public, providing transparency into district operations

# Payments

- Payments can be viewed in reimbursement section of ePlan

## Project Summary

'2016 - 141 - General Purpose

Project Information	
Project Number	16--050000
C.F.D.A. Number	
Initial Substantially Approved Date	Not Yet Substantially Approved
Project End Date	6/30/2016
Allocation	\$0.00
Available Budget	\$0.00
Project Status	Normal <a href="#">[Hold]</a>

Reimbursement Requests			
Amount	Request Period	Status	Status Date
\$4,484,400.00	<a href="#">September 8, 2015</a>	State Accounting System Accepted	September 9, 2015
\$4,484,400.00	<a href="#">August 7, 2015</a>	State Accounting System Paid	August 14, 2015

# Contacts

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## ePlan Contacts

- Planning – CORE Offices
- Funding – [Eve.Carney@tn.gov](mailto:Eve.Carney@tn.gov)
- Monitoring – [Renee.Palakovic@tn.gov](mailto:Renee.Palakovic@tn.gov)
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- ePlan System Inquiries – [Linda.Stachera@tn.gov](mailto:Linda.Stachera@tn.gov)

# FRAUD, WASTE or ABUSE

Citizens and agencies are encouraged to report fraud, waste or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

**1-800-232-5454**

Notifications can also be submitted electronically at:

**<http://www.comptroller.tn.gov/hotline>**

