BEST FOR ALL

We will set all students on a path to success.

Local Application, Session 1 of 2

January 2020 CTE Director Regional Study Council

TN Department of Education

BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

WHOLE CHILD

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE TO BECOME AND REMAIN A TEACHER AND LEADER

TN Department of Education

Agenda

Introduction

Perkins Basic Local Application

Submitting the Local Application

Regional Sessions

Fall Meeting Review

Introduction

Objectives

By the end of this session, CTE directors will be able to:

- articulate the importance of the local application,

- examine the Perkins budget for commonly purchased line items used, and

- prepare their 2020-21 local application for allocated Perkins Basic funds.

Why is the Local Application Needed?

- **It is a requirement**. Each LEA submits a local application to receive allocated Perkins Basic funding.
- **It should guide CTE programs for the entire fiscal year.** The local application provides a detailed outline of what initiatives, professional development, training, purchases, and events the LEA will engage in throughout the year.
- **It is the LEA's promise to support teacher and student growth with Perkins Basic funding.** The local application should be shared with teachers to create buy-in.

TN | Department of **Education**

Timeline

October 2019
Comprehensive Local Needs Assessment (CLNA), Part 1
November 2019
CLNA Training, Part 2
December 2019
CLNA Regional work session

January 2020
Local Application Guide and ePlan Training, Part 1
February 2020
Regional work session(s)
Local Application and ePlan Training, Part 2
March 2, 2020
CLNA and Local Application Submission Deadline

CLNA Training

CLNA Work Sessions

Local Application Trainings

Local Application Submission

TN Department of Education

Regional Timeline + Work Sessions

Date	Activity
Jan	Regional small group work session
Feb.	Draft due to CORE CTE consultant
March 2	**Final** Annual Local Application submitted by LEA Authorized Representative in ePlan.
July 1	Anticipated plan approval date

Presentation Materials

- Copy of this presentation
- 2020-21 Local Application Guide
- 2019-20 Local Application
- Draft CLNA (district provided)

Agenda

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TN Department of **Education**

Perkins Basic Local Application

Current Goals + Action Steps

Highlight Color	Action Steps	Expected Outcome(s)
Green	All are complete	All outcomes have evidence of student impact.
Yellow	Most are complete	Some outcomes have evidence of student impact
Pink	None are complete	No outcomes have evidence of student impact.

TN Department of Education

CLNA Check-In

- Identify
- **Prioritize**
- Share

Parts of the FY21 Local Application

- Budget
- CTE Director Employment Standard
- Programs of Study
- Coordination
- ~~2019-20 Annual Improvement Summary Report~~ (due in August 2020)
- Comprehensive Local Needs Assessment
- Goal #1 + Goal #2
- Related Documents
- Assurances

TN Department of Education

Budgets

Refer to pages 8-11 in the Local Application Guide

Minimums + Maximums

Minimums

1. 5% must be spent on professional development

Maximums

1. 5% can be spent on equipment repair and maintenance
2. 5% can be spent on administration of Perkins Basic funds
3. 5% can be spent on consumable items
4. 20% can be spent on CTSOs

TN Department of Education

71300 | Vocational Education Program

- All items purchased with 71300 should align to instruction.

- Common Line Items
    - 71300-162 is for Clerical Personnel tied to professional or curriculum development
    - 71300-336 has a 5% maximum for equipment repair and maintenance
    - 71300-429 should be used for online software and licenses
    - 71300-499 should be used for industry certifications
    - 71300-730 should be used for equipment

72130 | Other Student Support

- CTSO Travel, 20% maximum
  - 72130-146C – Bus drivers
  - 72130-355C – CTSO Student/Teacher Travel
  - 72130-399C – CTSO Bus Charter
- Professional Development, 5% minimum
  - 72130-189PD – PD Stipends (add benefits)
  - 72130-399PD – Outside PD presenters
  - 72130-524PD – In-service/Staff Development
  - 72230-524 – CTE Director In-service/PD

72230 | Support Services/Vocational Education Program

- All items purchased with 72230 should align to administration of Perkins Basic funding.

- 5% maximum for administration.

- Includes all 72230 line items, with the exception of 72230-524, which counts toward the 5% minimum for professional development.

- Indirect costs are considered administration and count toward the 5% maximum.

Parts of the FY21 Local Application

- Budget ✓
- CTE Director Employment Standard
- Programs of Study
- Coordination
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- Related Documents
- Assurances

TN Department of **Education**

CTE Director Employment Standard

Description (View Sections Only View All Pages)

All

History Log
- History Log
- Create Comment

Allocations
- Allocations

Contacts
- Contacts

CTE Perkins Basic
- Budget
- Budget Overview
- CTE Director Employment Standard
- Program of Study
- Coordination
- Comprehensive Local Needs Assessment
- Local Application – Annual Improvement Summary
- Local Application – Goal #1
- Local Application – Goal #2
- Related Documents

Assurances
- Assurances

CTE Perkins Basic Checklist
- CTE Perkins Basic Checklist

Refer to page 12 in the Local Application Guide

TN Department of **Education**

CTE Director Employment Standard

Persons holding career and technical education supervisory positions, including local directors, supervisors, coordinator specialists, assistant principals for career and technical education, and center administrators, shall have one of the following sets of qualifications:

1. **a bachelor's degree** in career and technical education from an accredited four-year college or university, **three years of teaching experience** in an approved career and technical education program and **two years of appropriate employment experience** in a recognized occupation, or (Standard 1)
2. **a bachelor's degree** with **a career and technical education endorsement**, **three years teaching experience**, **two years of appropriate work experience**, or (Standard 2)
3. an **endorsement as a PreK-12 administrator or secondary supervisor or principal** (Standard 3).

Parts of the FY21 Local Application

- Budget ✓
- CTE Director Employment Standard ✓
- Programs of Study
- Coordination
- ~~2019-20 Annual Improvement Summary Report~~ (due in August 2020)
- Comprehensive Local Needs Assessment
- Goal #1 + Goal #2
- Related Documents
- Assurances

TN Department of Education

Programs of Study

Description (View Sections Only View All Pages)

	All
−	**History Log**
	History Log
	Create Comment
−	**Allocations**
	Allocations
−	**Contacts**
	Contacts
−	**CTE Perkins Basic**
	Budget
	Budget Overview
	CTE Director Employment Standard
	Program of Study
	Coordination
	Comprehensive Local Needs Assessment
	Local Application – Annual Improvement Summary
	Local Application – Goal #1
	Local Application – Goal #2
	Related Documents
−	**Assurances**
	Assurances
−	**CTE Perkins Basic Checklist**
	CTE Perkins Basic Checklist

Refer to page 13 in the Local Application Guide

TN Department of **Education**

CTE Programs of Study

- To receive Perkins funds, an LEA must have **two programs of study** that include a postsecondary component.
- The programs of study that you identify for Perkins funding should be **in place over time**.
- These programs of study should **meet all 5 size, scope, and quality indicators**.
- Each middle school that is a member of a consortium must declare a program of study. These programs of study must lead into a feeder high school program of study.

TN Department of **Education**

Parts of the FY21 Local Application

- Budget ✓
- CTE Director Employment Standard ✓
- Programs of Study ✓
- Coordination
- ~~2019-20 Annual Improvement Summary Report~~ (due in August 2020)
- Comprehensive Local Needs Assessment
- Goal #1 + Goal #2
- Related Documents
- Assurances

TN Department of **Education**

Coordination

Refer to page14 in the Local Application Guide

Coordination

- A consortium may be formed if the Perkins allocation is less than $15,000.

- LEAs will be required to indicate whether or not they will be joining a consortium.

Parts of the FY21 Local Application

- Budget ✓
- CTE Director Employment Standard ✓
- Programs of Study ✓
- Coordination ✓
- ~~2019-20 Annual Improvement Summary Report~~ (due in August 2020)
- Comprehensive Local Needs Assessment
- Goal #1 + Goal #2
- Related Documents
- Assurances

Comprehensive Local Needs Assessment (CLNA)

Description (View Sections Only View All Pages)

	All
⊟	**History Log**
	History Log
	Create Comment
⊟	**Allocations**
	Allocations
⊟	**Contacts**
	Contacts
⊟	**CTE Perkins Basic**
	Budget
	Budget Overview
	CTE Director Employment Standard
	Program of Study
	Coordination
	Comprehensive Local Needs Assessment
	Local Application – Annual Improvement Summary
	Local Application – Goal #1
	Local Application – Goal #2
	Related Documents
⊟	**Assurances**
	Assurances
⊟	**CTE Perkins Basic Checklist**
	CTE Perkins Basic Checklist

Refer to pages 15-16 in the Local Application Guide

Sections 1, 3, 4, and 5

- Sections 1, 3, 4, and 5 are **open-response questions**.

1. Performance: Open response to be answered by LEA Staff

How are learners from different genders, races, and ethnicities performing in your CTE programs of study, particularly in p

Section 2 – Data Grid

- Enter **Student Enrollment** for the last completed school year
- Select all applicable boxes for **Labor Market Need.**
- Select "Yes" or "No" to identify if the program of study **Meets SSQI.**

2. Justify Alignment

	Student Enrollment	Labor Market Need			Meets SSQI
		High Skill	High Wage	In-Demand	
Advanced Manufacturing Career Cluster					
Electromechanical Technology		☐	☐	☐	Select... ▾
Machining Technology		☐	☐	☐	Select... ▾
Mechatronics		☐	☐	☐	Select... ▾

TN | Department of **Education**

Section 2 – Data Grid

- Select all applicable boxes for **EPSO Attainment**. This should indicate that at least one student has <u>attained</u> the EPSO during the last completed school year.
- Enter **WBL Enrollment** for the last completed school year.

EPSO Attainment								WBL Enrollment
Advanced Placement	Cambridge International Exam	EPSOs	Dual Enrollment	International Baccalaureate	Local Dual Credit	Statewide Dual Credit	Industry Certification	
☐	☐	☐	☐	☐	☐	☐	☐	
☐	☐	☐	☐	☐	☐	☐	☐	
☐	☐	☐	☐	☐	☐	☐	☐	
☐	☐	☐	☐	☐	☐	☐	☐	

TN Department of **Education**

Section 2 – Open Response

The following are the open-response questions:
1. What is the involvement of the advisory council in the development, implementation, and/or closure of CTE programs of study?
2. How does EPSO attainment vary across programs of study or student groups?
3. To what degree are career and technical student organizations (CTSOs) integrated within classroom experiences and programs of study with opportunities for students to participate, and how does this vary across programs of study and student groups?

Parts of the FY21 Local Application

- Budget ✓
- CTE Director Employment Standard ✓
- Programs of Study ✓
- Coordination ✓
- ~~2019-20 Annual Improvement Summary Report~~ (due in August 2020)
- Comprehensive Local Needs Assessment ✓
- Goal #1 + Goal #2
- Related Documents
- Assurances

Goal #1 + Goal #2

Description (View Sections Only View All Pages)

All

History Log
    History Log
    Create Comment

Allocations
    Allocations

Contacts
    Contacts

CTE Perkins Basic
    Budget
    Budget Overview
    CTE Director Employment Standard
    Program of Study
    Coordination
    Comprehensive Local Needs Assessment
    Local Application – Annual Improvement Summary
    Local Application – Goal #1
    Local Application – Goal #2
    Related Documents

Assurances
    Assurances

CTE Perkins Basic Checklist
    CTE Perkins Basic Checklist

Refer to pages 17-20 in the Local Application Guide

TN Department of **Education**

Goal Setting Guidelines

- **Must** have two goals.
- Goals **must** connect to the findings of the Comprehensive Local Needs Assessment (CLNA).
- Goals **must** be SMART: Specific, Measurable, Achievable, Relevant, and Time-bound.
- Goals and action steps **must** be based on LEA's data. Data used in determining goals should include (but are not limited to) regional or local labor market data and the Core Indicator Performance Report.
- Goals will cover the 2020-21 and 2021-22 school years.

Making Your Goals Count

Determine what action will be needed to complete the goal. When reviewing goals, ask yourself the following question: *What is the next step that would need to be taken to move toward this goal?*

Goals should improve or innovate the work accomplished in previous local applications. It is possible to have the same goal with increased outcomes, but action steps should reflect innovative work that will be done during the funding year.

Review goals frequently. While writing goals down can be a beneficial exercise, change occurs by reviewing goals on a regular basis. This is what turns goals into reality.

SMART Goals

❑ **S**pecific | outcome is concrete, detailed, focused, and well defined. Must be straightforward and emphasize **the required outcome**. The outcome must communicate what you want to see happen.

❑ **M**easurable | outcome is such that **progress can be determined**. Should encourage and motivate and will allow the LEA to determine when the outcome has been achieved.

❑ **A**chievable | outcome is **capable of being accomplished** based on the LEA's skills, knowledge, and resources available. Challenging, but not frustrating.

❑ **R**elevant | outcome must relate to **overall LEA and Perkins V** strategic and/or operational goals.

❑ **T**ime | outcome must have a **begin date and an end date**. Interim dates for assessment may also be included.

Specific

- Outcome is concrete, detailed, focused, and well defined. Must be straightforward and emphasize **action and the required outcome**. The work outcome must communicate what you want to see happen.
- Outcome vs. Input
  - Outcomes focus on meaningful and measurable impact over inputs.
- Non-Example: Meet with career cluster advisory councils.

Measurable

Outcome is such that **progress can be determined**. Should encourage and motivate and will allow the LEA to determine when the outcome has been achieved.

- Encouraged to have one overall measure for the goal.
- Be bold when setting your measures.

Achievable

- Outcome is **capable of being accomplished** based on the LEA's skills, knowledge, and resources available. Challenging, but not frustrating.
- Achievable over **two years**.

Relevant

Outcome must relate to **overall LEA and Perkins V** strategic and/or operational goals.

- Connect to district's strategic plan/vision.
- Connect to Perkins V overall message
    - Innovate
    - Close gaps for marginalized groups

Time

Outcome must have a **begin date and an end date**. Interim dates for assessment may also be included.

- Begin date should be in 2020-21 fiscal year.
- End date should be in 2021-22 fiscal year.
- Encouraged to have interim date at the end of 2020-21 fiscal year.

TN Department of **Education**

Connecting Goals to…

❑ **Core Indicators of Performance**

❑Must address all core indicators of performance at least one time between both goals.

❑ **Local Application Components**

❑ Must use all nine (9) components at least one time between both goals.

❑ **Uses of Funds**

❑ Must use all six (6) uses of funds at least one time between both goals

❑ **CLNA**

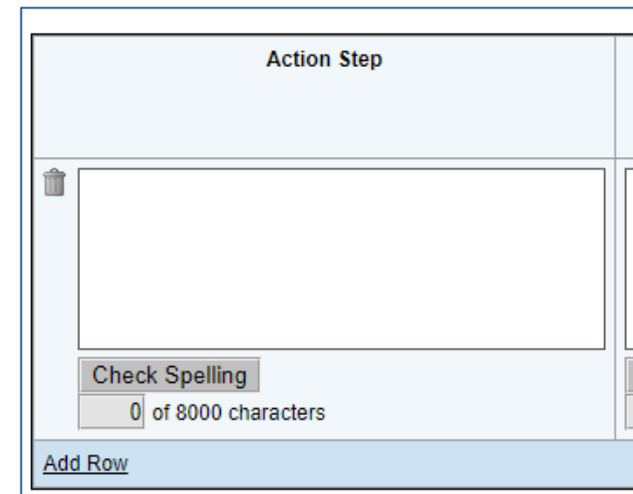❑ Must connect to at least one section of the CLNA.

TN Department of **Education**

Practice

❑ **S**pecific | outcome is concrete, detailed, focused, and well defined. Must be straightforward and emphasize **the required outcome**. The outcome must communicate what you want to see happen.

❑ **M**easurable | outcome is such that **progress can be determined**. Should encourage and motivate and will allow the LEA to determine when the outcome has been achieved.

❑ **A**chievable | outcome is **capable of being accomplished** based on the LEA's skills, knowledge, and resources available. Challenging, but not frustrating.

❑ **R**elevant | outcome must relate to **overall LEA and Perkins V** strategic and/or operational goals.

❑ **T**ime | outcome must have a **begin date and an end date**. Interim dates for assessment may also be included.

TN Department of **Education**

Action Steps

What activities will take place during the 2020-21 school year that will show progress toward reaching your two-year goal?

- Each action step must be research-based and descriptive, including how it meets required components.
- The following must be addressed in action steps:
    - activities,
    - equipment,
    - use of new and emerging technology,
    - professional development, and
    - special populations.

Action Steps - Timeline

When will the activity take place?

Examples:
- August-December 2020
- March-April 2021

Do not use "ongoing" or July 2020 – June 2021 for all timelines.

Action step timelines which target a specific timeframe will facilitate implementation and evaluation of the action step.

Action Step Timeline

Check Spelling

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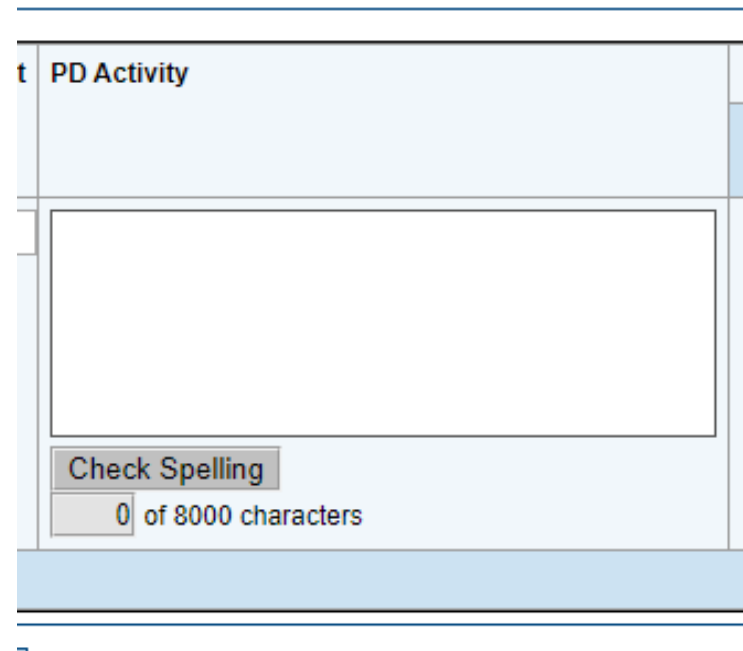# Action Steps – Line Item + Amount

- **Line items** should match the budget line item submitted in the budget.
    - If there are <u>multiple line items</u> for an action step, put each line item on its own line.
    - If <u>no Perkins funding</u> is necessary for the action step, enter "no Perkins funds needed" for the line item.
- Indicate the **amount** of Perkins funds which will be used to implement the action step per line item.
    - Amounts should match the amount submitted in the budget.
    - If no funding is necessary for the action step, enter "0" for the action step.

Line Item(s)	Amount(s)

Action Steps - PD

What is the professional development activity(ies) for this action step?

- Describe, using specific terms, the professional development activity to address the identified action step.
- Professional development must accompany **at least one action step** regardless of the funding required.

PD Activity

Check Spelling

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Action Steps – PD Audience

Who will benefit from the professional development activity?

- This can include more than those who attend the professional development activity.
- Select all audiences that will benefit from the professional development activity.

PD Audience			
Teachers	Admin / Leadership	Counselors	Paraprofessionals
☐	☐	☐	☐

Action Steps – Equipment

The purchasing of equipment to improve programs should be indicated in an action step.

- Equipment should be **specific**.
  - Computers are not acceptable
  - 15 Dell laptops is acceptable
- LEAs will identify the **planned equipment purchases** by program of study, and school.

Equipment	Equipment POS and School	
Check Spelling	Check Spelling	
0 of 8000 characters	0 of 8000 characters	

Action Steps – Outcomes

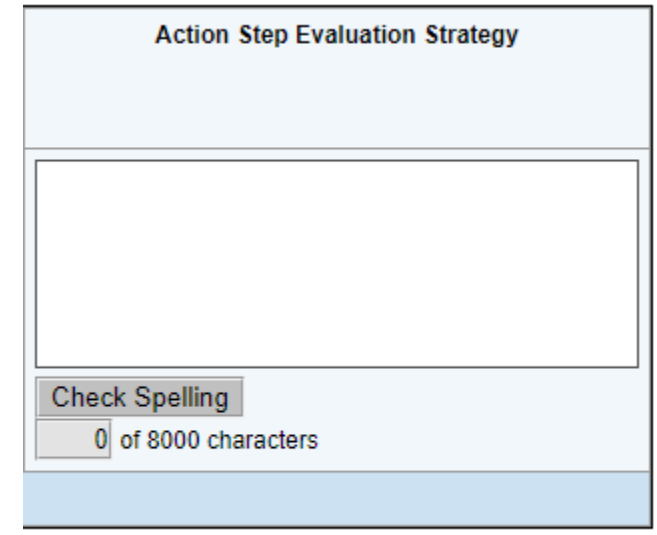What does success look like for this action step?

- Outcomes should **align to the goal** the action step is reinforcing.
- Outcomes focus on measurable impact.

Action Step Outcome

Check Spelling

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Action Steps – Evaluation Strategy

Questions to ask yourself as you develop the evaluation strategy:

- **Who** is responsible for evaluating the action steps progress toward success?
- **What** are you looking for to determine the action steps progress toward success?
- **What** is the impact on any, or all, of the core indicators?
- **When** will you evaluate the progress toward success?

Action Step Evaluation Strategy

Check Spelling

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Parts of the FY21 Local Application

- Budget ✓
- CTE Director Employment Standard ✓
- Programs of Study ✓
- Coordination ✓
- ~~2019-20 Annual Improvement Summary Report~~ (due in August 2020)
- Comprehensive Local Needs Assessment ✓
- Goal #1 + Goal #2 ✓
- Related Documents
- Assurances

TN Department of Education

Related Documents

Description (View Sections Only View All Pages)

All
History Log
History Log
Create Comment
Allocations
Allocations
Contacts
Contacts
CTE Perkins Basic
Budget
Budget Overview
CTE Director Employment Standard
Program of Study
Coordination
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Local Application – Annual Improvement Summary
Local Application – Goal #1
Local Application – Goal #2
Related Documents
Assurances
Assurances
CTE Perkins Basic Checklist
CTE Perkins Basic Checklist

Refer to pages 21-22 in the Local Application Guide

TN Department of **Education**

Related Documents

LEAs are required to submit

- **Data sources** used to determine if an offered program of study meets one or more labor market needs in the CLNA, Section 2.
- **Job descriptions**, if the LEA uses Perkins Basic funding for personnel (contracted or other).

TN Department of **Education**

Parts of the FY21 Local Application

- Budget ✓
- CTE Director Employment Standard ✓
- Programs of Study ✓
- Coordination ✓
- ~~2019-20 Annual Improvement Summary Report~~ (due in August 2020)
- Comprehensive Local Needs Assessment ✓
- Goal #1 + Goal #2 ✓
- Related Documents ✓
- Assurances

TN Department of Education

Assurances

Refer to pages 23-26 in the Local Application Guide

Assurances

LEAs must sign off on the conditions and assurances, which indicates that you agree and will execute each item listed.

Parts of the FY21 Local Application

- Budget ✓
- CTE Director Employment Standard ✓
- Programs of Study ✓
- Coordination ✓
- ~~2019-20 Annual Improvement Summary Report~~ (due in August 2020)
- Comprehensive Local Needs Assessment ✓
- Goal #1 + Goal #2 ✓
- Related Documents ✓
- Assurances ✓

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TN Department of **Education**

Submitting the Local Application

Submitting the Local Application

1. From **Sections**:
    a. Read messages in the Validation column
    b. Review and correct any errors in the Validation column.

2. Click "**Draft Completed**" to send the application to the next level of review.

3. Once you change status to draft completed in ePlan, the next person identified in your roles and responsibilities will be notified by email to log in and approve. The approval chain is identified below. Any person along this chain can send back the application for revisions prior to approval.
    a. LEA Perkins Basic Grant Director (you)
    b. LEA Fiscal Representative
    c. LEA Authorized Representative
    d. TDOE CTE CORE Consultant
    e. TDOE CTE Perkins Basic Reviewer

4. **Final approval** from the TDOE CTE Perkins Basic Reviewer will be granted no later than June 30, assuming the application was submitted by the district by March 2, 2020.

TN Department of **Education**

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Introduction

Perkins Basic Local Application

Submitting the Local Application

Regional Sessions

Fall Meeting Review

Regional Sessions

Regional Timeline + Work Sessions

Date	Activity
Jan.	Regional small group work session
Feb.	Draft due to CORE CTE consultant
March 2	**Final** Annual Local Application submitted by LEA Authorized Representative in ePlan.
July 1	Anticipated plan approval date

Agenda

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Questions?

CORE CTE Consultant Name

e-mail@tn.gov