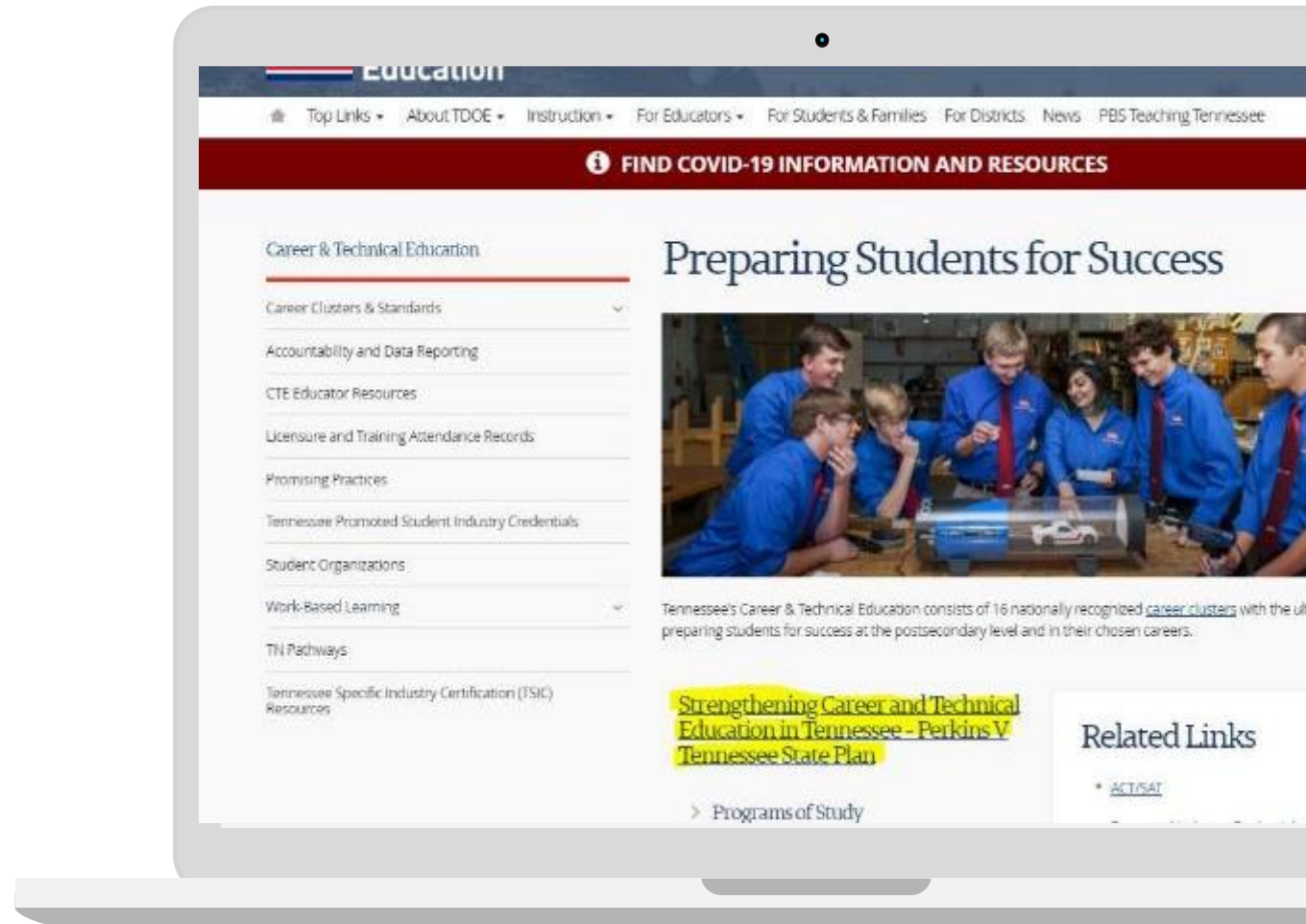


Helpful Resources to Have Handy

- [Strengthening Career and Technical Education in Tennessee](https://www.tn.gov/education/career-and-technical-education.html) state plan.
 - Visit <https://www.tn.gov/education/career-and-technical-education.html>
 - Click on “**Strengthening Career and Technical Education in Tennessee – Perkins V Tennessee State Plan**” to open the state plan
- ePlan access – www.eplan.tn.gov





BEST FOR
ALL

We will set all students on a path to success.

FY22 Local Application Regional Study Council

January 2021



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

Objectives

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

- write high quality SMART goals,
- identify action steps needed to achieve identified goals, and
- prepare their FY22 local application



Resource Introduction

- **Local Application Guide for FY22**
 - Provides details for each section of the local application, including screen shots and step-by-step instructions.
- **Local Expenditure and Implementation Guide**
 - Provides definitions of commonly used terms, explains the types of funding available, offers guidance on basic cost principles, details local uses of funds, captures budget line items, overviews allowable and unallowable expenditures, and answers frequently asked questions.
- **Perkins V Expenditure Test**
 - Provides guidance to local CTE administrators and district staff when determining where to appropriately define, budget, and charge expenditures under Perkins V.
- **Virtual Learning Series (Jan. 11)**
 - The presentation is intended to provide context to the instructions in the Local Application Guide for FY22 and to highlight common areas for consideration and focus.
- **Regional Study Council**
 - This presentation will provide further context to key areas of the local application to ensure high quality applications.
- **1:1 Meetings with your CORE CTE Consultant**
 - Your CORE CTE consultant will offer technical assistance office hours and/or local application workshops to address LEA-specific concerns through Feb. 2021.



The Local Application



Purpose of the Local Application

- **Meet federal guidelines¹** to access and use Basic Program Improvement, Basic Funding, for Perkins V.
- **Guide CTE programs** for the entire fiscal year.
- The LEA's promise to **support teacher and student growth.**

¹Strengthening Career and Technical Education for the 21st Century, Section 134(a)



Local Application Required Components²

1. Description of CLNA results.
2. Information CTE course offerings and activities for two state-approved programs of study.
3. Description of a series of career exploration and career guidance activities in collaboration with local workforce development boards and other local workforce agencies, one-stop delivery systems, and other partners.
4. Description of how the LEA will improve academic and technical skills of CTE students through CTE courses.
5. Description of how special populations will be prepared for high-skill, high-wage, or in demand occupations that will lead to self-sufficiency.

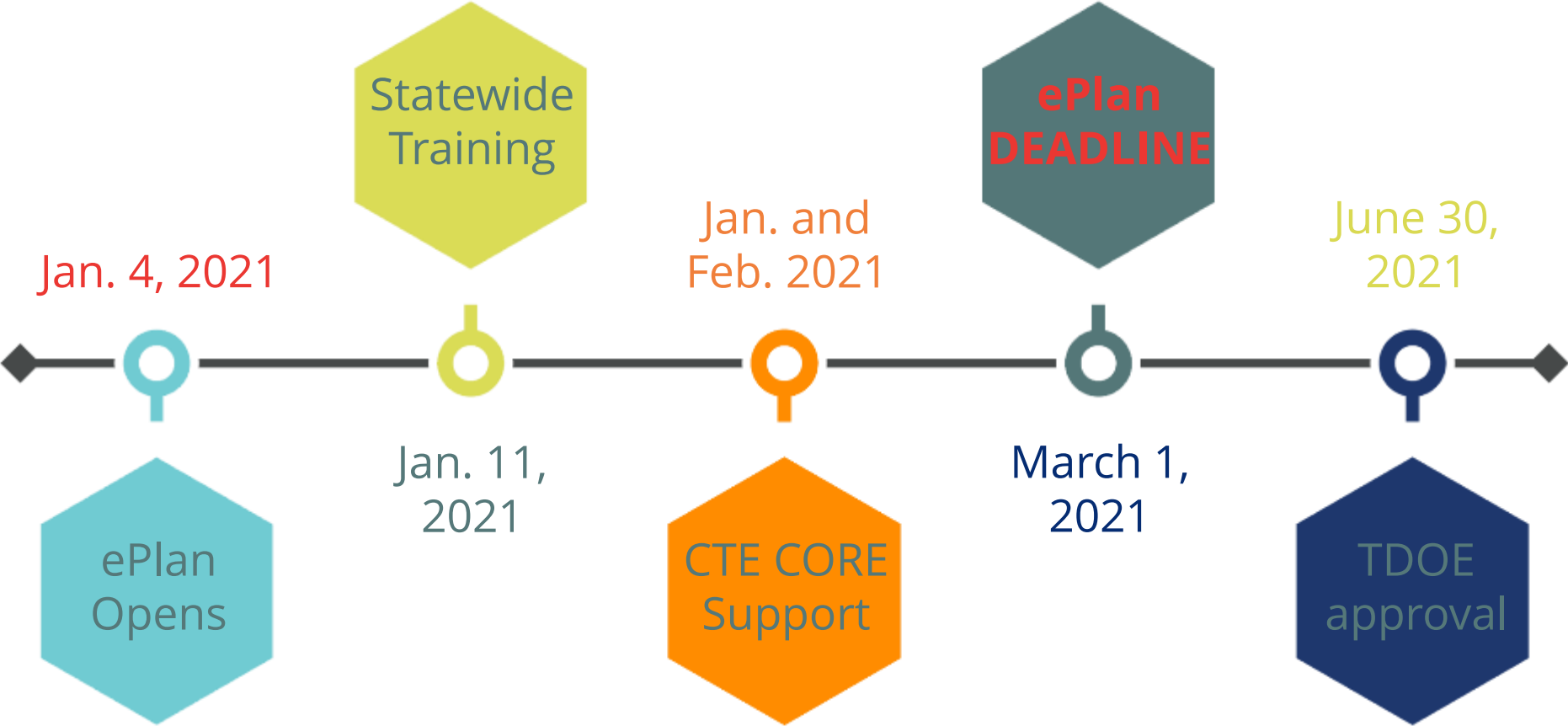


Local Application Required Components

6. Description of provided work-based learning opportunities.
7. Description of postsecondary credit opportunities for CTE students.
8. Description of recruitment, preparation, retention, and training of teacher, faculty, administration, and specialized instructional support personnel.
9. Description of addressing disparities and/or gaps in performance between groups of students.



FY22 Local Application Timeline



FY21 Local Application Review



Looking at the Data

- Data Sources
 - InformTN Data
 - Core Indicators of Performance
 - Educators Tab (connection to CLNA section 4)
 - Academic Achievement and Growth Tab (may not have data due to COVID testing interruptions)
 - Ready Graduate Data
 - Student engagement through
 - Middle School CTE career exploration opportunities
 - CTSOs
 - WBL
 - Stakeholder and Community engagement through
 - Labor market data (local, regional, state)
 - Advisory council
 - Professional Development opportunities



Looking at the Data

- How does the 2019-20 data show progression toward your current goals?
 - If we slice the data by subgroups, will we find consistency?
 - Do you find areas of strength? Opportunity? Risk?



Goal Review – Are the Goals Still SMART?

Local Application SMART Formula Planning Tool

Short Description	Specific	Measurable	Achievable	Relevant	Time Sensitive
Outcomes should specify what needs to be achieved.	The outcomes need to be measured as to whether or not they have been met.	The work outcomes must be able to be met with the resources available.	The outcomes are connected to the <i>Strengthening Career and Technical Education in Tennessee</i> priorities.	The outcomes need to have a time limit for completion.	
Long description	Specific means the outcome is concrete, detailed, focused, and well defined. It must be straightforward and emphasize action and the required outcome. The outcome must communicate what you want to see happen.	An outcome must be measurable so that its progress can be determined. It's important to have measures that will encourage/motivate and will allow one to determine when the outcome has been achieved or not.	The outcomes must be capable of being accomplished based on the skills, knowledge, and resources available. The outcome can be challenging, but not so much to cause constant frustration.	The outcomes must relate to the <i>Strengthening of Career and Technical Education in Tennessee</i> priorities.	The outcome must have a begin date and end date . Interim dates for assessment may also be included.
Questions to ask	What exactly is to be done, with and for whom? Is the work outcome clear? Is the work outcome described with action verbs? Is it clear who is involved? Is it clear where this will happen? Is it clear what needs to happen?	How will it be known the outcome has been achieved or is off track? Is there a reliable system in place to measure progress towards the achievement of the outcome?	Can the outcome be met within the proposed timeframe? Are the limitations and constraints (risks) understood? Can the outcome be met with the available resources? Is the outcome possible?	Do those tasked with the outcome have the necessary knowledge, authority, and skill to accomplish the outcome? Will this outcome help the district support the state priorities for Perkins V? Will this outcome have an impact on the Core Indicators of Performance for Perkins V?	Is the start and finish date/time for the outcome clearly set? Is the date/time within the capacity of those to whom the outcome is assigned? Is the date/time for accomplishment reasonable?



Goal Review – Is it Specific?

- Specific means the outcome is concrete, detailed, focused, and well defined. It must be straightforward and **emphasize action and the required outcome**. The outcome must communicate what you want to see happen.
- Questions to ask:
 - What exactly is to be done, with and for whom?
 - Is the work outcome clear?
 - Is the work outcome described with action verbs?
 - Is it clear who is involved?
 - Is it clear where this will happen?
 - Is it clear what needs to happen?



Goal Review – Is it Measurable?

- An outcome must be measurable so that its **progress can be determined**. It's important to have measures that will encourage/motivate and will allow one to determine when the outcome has been achieved or not.
- Questions to ask:
 - How will it be known the outcome has been achieved or is off track?
 - Is there a reliable system in place to measure progress towards the achievement of the outcome?



Goal Review – Is it Achievable?

- The outcomes must be **capable of being accomplished** based on the skills, knowledge, and resources available. The outcome can be challenging, but not so much to cause constant frustration.
- Questions to ask:
 - Can the outcome be met within the proposed timeframe?
 - Are the limitations and constraints (risks) understood?
 - Can the outcome be met with the available resources?
 - Is the outcome possible?



Goal Review – Is it Relevant?

- The outcomes must relate to the ***Strengthening of Career and Technical Education in Tennessee*** priorities.
- Questions to ask:
 - Do those tasked with the outcome have the necessary knowledge, authority, and skill to accomplish the outcome?
 - Will this outcome help the district support the state priorities for Perkins V?
 - Will this outcome have an impact on the Core Indicators of Performance for Perkins V?



Goal Review – Is it Time Sensitive?

- The outcome must have a **begin date and end date**. Interim dates for assessment may also be included.
- Questions to ask:
 - Is the start and finish date/time for the outcome clearly set?
 - Is the date/time within the capacity of those to whom the outcome is assigned?
 - Is the date/time for accomplishment reasonable?



Goal Review – Make Connections

- To Core Indicators of Performance (CIP).
 - All CIPs must be addressed at least one time in the local application
- To Uses of Funds
 - All uses of funds must be addressed at least one time in the local application
- To CLNA
 - Each goal must connect to at least one area identified in the FY21 CLNA.



Goal Review – Quality Check

- How is the goal SMART?
- Which Core Indicators of Performance are addressed?
- Which Uses of Funds may be used to achieve the desired outcome?
- What need identified in the CLNA is being addressed with this goal?
- Are any of these risks present?
 - Culture
 - Resource
 - Stakeholder
 - Structure
 - Processes



FY21 Action Step Evaluation

Highlight Color	Completion	Outcomes
Green	100% complete	Action step show positive impacts for student outcomes.
Yellow	50%+ are complete	Action steps are showing process of positive student outcomes.
Red	<50% are complete	Action step is not showing promise of positive student outcomes



FY21 Action Step Evaluation

- Green Outcomes

- Why do you believe you have experienced success with this action step(s)?
- Which stakeholders played a critical role in this outcome? What is the evidence of their impact?
- How have you leveraged resources and processes to achieve this outcome?
- Which actions do you wish to continue? What adjustments need to be made?



FY21 Action Step Evaluation

- Yellow or Red Outcomes

- Which part(s) of this action step have been hard to achieve? Why?
- Why has this action step(s) not worked or led to minimal progress toward the intended outcome?
- Which resources, structures, and/or processes (that do or do not exist) do you need to support this action?
- How might stakeholder investment have impacted progress on this action step(s)?
- How might similar actions that are 'green' be applied to this action step(s)?



FY22 Local Application Development



FY22 Local Application Goals

- Why you may need to **adjust** a goal:
 - The goal is not SMART.
 - The goal focused on outputs instead of outcomes.
 - The goal was set for one year instead of two.
 - The goal is off track for completion in FY22.
- Why you may need a **new** goal:
 - Goal was completed in FY21.



FY22 Action Steps

- Action Steps
 - What activities will take place during the 2021-22 school year that will take you to 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.



FY22 Action Steps

- For each action step, the following are **required**.
 - **Timeline** | Be specific (avoid “ongoing” or ‘July-June”) to facilitate implementation and evaluation of the action occurring.
 - **Line Item + Amount** | This should match with entries in the Budget subsection.
 - **Outcomes** | Describe the measurable impact of the action and ensure alignment to goal.
 - **Evaluation Strategy** | Identify who is responsible for evaluating, what they are looking to find, identify impact on core indicators, and establish when to evaluate progress.



Action Step	Action Step Timeline	Line Item(s)	Amount(s)	Action Step Outcome	Action Step Evaluation

FY22 Action Steps

- For each action step, the following are **optional**
 - **Professional Development** | Must be included in at least one action step per goal.
 - **PD Audience** | Identify who will benefit from the PD activity.
 - **Equipment** | Be specific and identify planned purchases by school.

PD Activity	PD Audience				Equipment	Equipment POS and School
	Teachers	Admin / Leadership	Counselors	Paraprofessionals		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Action Step Quality Check

- Does the action step ensure progress toward the goal's outcome?
- Does the action step address a root cause?
- Does the action step account for mitigation of potential or realized risks?
- Does the action step have data identified to use for evaluation?



Technical Assistance (TA)



Technical Assistance Support



Common Questions	Resource Available
Is this the correct line item?	Perkins V Expenditure Test Local Expenditure and Implementation Guide
Is this job responsibility admin?	Local Expenditure and Implementation Guide Statewide Virtual Learning Series Presentation , slide ##-##
What are the minimums and maximums?	Local Application Guide for FY22 – pgs ##-## Statewide Virtual Learning Series Presentation , slide ##-##
Which line item(s) count toward minimums and maximums?	Local Application Guide for FY22 – pgs ##-## Statewide Virtual Learning Series Presentation , slide ##-## Local Expenditure and Implementation Guide
Do we need to complete the CLNA section in the FY22 local application?	Local Application Guide for FY22 – pgs ##-## Statewide Virtual Learning Series Presentation , slide ##-##
What needs to be shared for positions funded with Perkins Basic Funding?	Local Application Guide for FY22 – pgs ##-## Statewide Virtual Learning Series Presentation , slide ##-##
What are the core indicators of performance for Perkins V?	Strengthening Career and Technical Education in Tennessee State Plan
What are the state priorities in the Perkins V state plan	Strengthening Career and Technical Education in Tennessee State Plan
Do PD stipends count toward the PD minimum?	Local Expenditure and Implementation Guide

LEA Coaching Sessions



FY 22 Local Application Coaching

- Available for 1:1 assistance or small groups.
- Focused on developing high-quality goals and action steps that support student-focused outcomes.
- Provide feedback on quality of local application.

Resource Summary

- **Local Application Guide for FY22**
 - Provides details for each section of the local application, including screen shots and step-by-step instructions.
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Thank You!

#TNBestforAll

