

2023 ANNUAL

JUNE 5-7

FISCAL WORKSHOP

Embassy Suites • Murfreesboro, TN

JOINTLY HOSTED BY THE DIVISIONS OF LOCAL
FINANCE AND FEDERAL PROGRAMS & OVERSIGHT



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Wi-Fi Instructions

1. Select the hotel's wireless network from the available network list: **Convention Center**
2. Once the network has connected, please open a web browser.
3. Once the login page opens automatically, please enter the case-sensitive username and password below.

Username: Embassy2023

Password: Embassy23!

2023 Annual Fiscal Workshop Schedule

June 5, 2023

TIME	DETAILS	SPEAKER	ROOM
7:00 – 8:00 a.m.	Registration		Registration Table
8:00 – 8:15 a.m.	Opening	Sam Percy Maryanne Durski	Mirabella F
8:15 – 9:45 a.m.	TISA	Maryanne Durski	Mirabella F
9:45 – 10:00 a.m.	Break		
10:00 – 11:00 a.m.	Legislative Update	Shannon Gordon	Mirabella F
11:00 a.m. – 12:30 p.m.	Lunch (on your own)		
12:30 – 1:20 p.m.	Breakout Session Block 1		
1:30 – 2:20 p.m.	Breakout Session Block 2		
2:20 – 2:40 p.m.	Break		
2:40 – 3:30 p.m.	Breakout Session Block 3		
3:40 – 4:10 p.m.	Breakout Session Block 4		
4:10 p.m.	Adjourn		

June 6, 2023

TIME	DETAILS	SPEAKER	ROOM
7:00 – 8:00 a.m.	Registration		Registration Table
8:00 – 8:15 a.m.	Opening	Eve Carney	Mirabella F
8:15 – 9:15 a.m.	Audit Findings	Lee Ann West	Mirabella F
9:15 – 9:45 a.m.	Cybersecurity	Nathan Abbott	Mirabella F
9:45 – 10:00 a.m.	Break		
10:00 – 11:00 a.m.	Local Finance Update	Maryanne Durski	Mirabella F
11:00 a.m. – 12:30 p.m.	Lunch (on your own)		
12:30 – 1:20 p.m.	Breakout Session Block 5		
1:30 – 2:20 p.m.	Breakout Session Block 6		
2:20 – 2:40 p.m.	Break		
2:40 – 3:30 p.m.	Breakout Session Block 7		
3:40 – 4:10 p.m.	Breakout Session Block 8		
4:10 p.m.	Adjourn		

June 7, 2023

TIME	DETAILS	SPEAKER	ROOM
7:00 – 8:00 a.m.	Registration	N/A	Registration Table
8:00 – 8:50 a.m.	TISA Q & A	Maryanne Durski	Mirabella F
9:00 – 9:50 a.m.	Breakout Session Block 9		
10:00 – 10:50 a.m.	Breakout Session Block 10		
11:00 – 11:30 a.m.	Breakout Session Block 11		
11:30 a.m.	Adjourn		

Thank you for attending the 2023 Annual Fiscal Workshop, and safe travels back home.

2023 Annual Fiscal Workshop Breakout Session Grid

		Mirabella F	Mirabella G	Mirabella H	Mirabella I	Mirabella J
Mon. June 5	BLOCK 1 12:30 p.m. - 1:20 p.m.	Braiding and Blending of Funds	Procurement & Contracts	Equipment & Inventory	Supplement Not Supplant	TISA for Charter Schools <i>(Reserved for Districts with Charter Schools/Applications)</i>
	BLOCK 2 1:30 p.m. - 2:20 p.m.	Benefits Administration Insurance Updates	Fiscal Considerations for Special Education	Federal Grant Management	Fiscal Year-End Close and Reporting in ePlan	TISA for Charter Schools <i>(Reserved for Districts with Charter Schools/Applications)</i>
	BLOCK 3 2:40 p.m. - 3:30 p.m.	Benefits Administration Insurance Updates	General Fiscal Considerations	Managing Relief Funds as Grants End		ePlan 101 for Fiscal Minds
	BLOCK 4 3:40 p.m. - 4:10 p.m.	Office Hours with FPO	Office Hours with Consultants <i>(Northwest and Southwest)</i>	Office Hours with Consultants <i>(Mid-Cumberland and Upper Cumberland)</i>	Office Hours with Consultants <i>(South Central and Southeast)</i>	Office Hours with Consultants <i>(East TN and First TN)</i>
Tues. June 6	BLOCK 5 12:30 p.m. - 1:20 p.m.	Braiding and Blending of Funds	Reimbursement Requests & Monitoring	Internal Controls	Travel & Time and Effort	GASB Updates
	BLOCK 6 1:30 p.m. - 2:20 p.m.	Fiscal Year-End Close and Reporting in ePlan	The Basics for New Finance Directors/Staff	Internal Controls	Federal Grant Management	GASB Updates
	BLOCK 7 2:40 p.m. - 3:30 p.m.		Fiscal Considerations for Special Education	Equipment & Inventory	ePlan 101 for Fiscal Minds	Monitoring Findings and How to Mitigate Them
	BLOCK 8 3:40 p.m. - 4:10 p.m.	Office Hours with FPO	Office Hours with Consultants <i>(Northwest and Southwest)</i>	Office Hours with Consultants <i>(Mid-Cumberland and Upper Cumberland)</i>	Office Hours with Consultants <i>(South Central and Southeast)</i>	Office Hours with Consultants <i>(East TN and First TN)</i>
Wed. June 7	BLOCK 9 9:00 a.m. - 9:50 a.m.	Monitoring Findings and How to Mitigate Them	General Fiscal Considerations	Braiding and Blending of Funds	Supplement Not Supplant	Procurement & Contracts
	BLOCK 10 10:00 a.m. - 10:50 a.m.	Monitoring Findings and How to Mitigate Them	The Basics for New Finance Directors/Staff	Reimbursement Requests & Monitoring	Travel & Time and Effort	Managing Relief Funds as Grants End
	BLOCK 11 11:00 a.m. - 11:30 a.m.	Office Hours with FPO	Office Hours with Consultants <i>(Northwest and Southwest)</i>	Office Hours with Consultants <i>(Mid-Cumberland and Upper Cumberland)</i>	Office Hours with Consultants <i>(South Central and Southeast)</i>	Office Hours with Consultants <i>(East TN and First TN)</i>

2023 Annual Fiscal Workshop Session Descriptions

Monday, June 5 General Sessions

Mirabella F

Opening

8:00-8:15 a.m.

Sam Pearcy | Office of Deputy Commissioner | Tennessee Department of Education

Maryanne Durski | Division of Finance, Tennessee Department of Education

TISA

8:15-9:45 a.m.

This session will walk through the Tennessee Investment in Student Achievement (TISA) formula and its components – base, weights, direct and outcomes. The discussion will include unique learning needs (ULNs), local contribution, data concerns, growth, and provide time for questions. There is a question-and-answer opportunity on TISA scheduled during the general session on Wednesday from 8:00-8:50 a.m. Please bring your questions.

Maryanne Durski | Division of Finance, Tennessee Department of Education

Legislative Update

10:00-11:00 a.m.

This presentation focuses on the 2023 legislative session. We will discuss the legislative activity related to K-12 education, including three administration bills. The three administration bills that we will highlight are related to Teacher Salary Increases, School Safety, and Summer Programming.

Shannon Gordon | Office of Operations, Tennessee Department of Education



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Monday, June 5 Breakout Sessions: Block 1



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Blending and Braiding

Mirabella F

Braiding and blending both involve combining two or more sources of funding to support a program or activity and are a powerful catalyst for funding programs that benefit students. Braided funding pools multiple funding streams toward one purpose while separately tracking and reporting on each source of funding. Blended funding combines, or “comingles,” multiple funding streams for one purpose without continuing to differentiate or track individual sources. In this session, participants will learn more about how to apply the concepts of blending and braiding funds in K-12 education to support all students.

Brinn Obermiller | Federal Programs and Oversight, Tennessee Department of Education

Procurement and Contracts

Mirabella G

The presenters cover federal procurement and contract issues, including period of performance. Take a deep dive into procurement methods, contract provisions, and more.

Jill Lewis | Division of Local Finance, Tennessee Department of Education

Jerri Beth Nave | Federal Programs and Oversight, Tennessee Department of Education

Equipment and Inventory

Mirabella H

This session covers the equipment definition, management requirements including inventory listing, physical inventory and disposition of inventory as well as monitoring of equipment.

Rob Mynhier | Division of Local Finance, Tennessee Department of Education

Michael Gateley | Federal Programs and Oversight, Tennessee Department of Education

Supplement Not Supplant

Mirabella I

We’re all familiar with the term “supplement not supplant” (SNS), but what does it really mean? In this session, presenters will provide an overview of SNS for all ESSA programs, as well as a deep dive into Title I, Part A SNS, including the monitoring process.

Taffe Bishop | Division of Local Finance, Tennessee Department of Education

Heather Farley | Federal Programs and Oversight, Tennessee Department of Education

TISA for Charter Schools

Mirabella J

This session will provide an overview of how charter schools will be funded under TISA and will walk through examples of specific schools to demonstrate how it works. This session is recommended for both charter school finance personnel and charter authorizers.

Maryanne Durski | Division of Finance, Tennessee Department of Education

Monday, June 5 Breakout Sessions: Block 2



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Benefits Administration Insurance Update

Mirabella F

The last three years the health care market has been turbulent. The pandemic introduced unprecedented volatility and uncertainty. While the wild swings in health care costs have leveled off, the medical/pharmacy upward trend continues to challenge our ability to offer comprehensive and affordable coverage. This session will cover predominant cost drivers in the Local Government Plan, the 2024 premium changes and the ways our population health program offers new opportunities to help manage costs.

Laurie Lee | Executive Director, Benefits Administration

Fiscal Considerations for Special Education

Mirabella G

The target audience for this session is finance directors and finance staff. Participants will leave this session with a general understanding of special education topics and the fiscal implications tied to each. Topics include Maintenance of Effort, the State Special Education Expenditure Report, CEIS, CCEIS, and High-Cost Reimbursement.

Holly Kellar | Division of Local Finance, Tennessee Department of Education

Jamie Eldridge | Federal Programs and Oversight, Tennessee Department of Education

Federal Grant Management

Mirabella H

The presenter(s) will discuss the federal grant life cycle outlining the steps in the pre-award, award, and post award phases as well as other grant management key concepts.

George Amin | Federal Programs and Oversight, Tennessee Department of Education

Tracey Hawk | Federal Programs and Oversight, Tennessee Department of Education

Mario Pennington | Federal Programs and Oversight, Tennessee Department of Education

Fiscal Year End Close and Reporting in ePlan

Mirabella I

Note: This session will span the next two blocks from 1:30-3:30

Year-End giving you a headache? Join us for a deep dive into preparing your local books for year-end close and completing Final Expenditure Reports (FERs). We will discuss the process as well as new requirements for FERs. Be sure to join Year-End Close Part 2 for the continued discussion on this topic.

Taffe Bishop | Division of Local Finance, Tennessee Department of Education

Jill Lewis | Division of Local Finance, Tennessee Department of Education

TISA for Charter Schools

Mirabella J

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Maryanne Durski | Division of Finance, Tennessee Department of Education

Monday, June 5 Breakout Sessions: Block 3



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Laurie Lee | Executive Director, Benefits Administration

General Fiscal Considerations

Mirabella G

This session will cover a wide array of topics that were identified through the current year federal fiscal monitorings as areas of needed improvement. This session will prove to be a great resource for finance directors who work in tandem with the federal programs staff toward success in managing federal funds.

Holly Kellar | Division of Local Finance, Tennessee Department of Education

Lynn Dotson | Federal Programs and Oversight, Tennessee Department of Education

Managing Relief Funds as Grants End

Mirabella H

This session will include information about the allowability of goods and services during federal grant periods of performance. Additionally, the obligation and liquidation dates of federal relief grants will be discussed, along with the specific procedures required for grant closeouts. Specific grants covered include ESSER as well as ARP IDEA and ARP Homeless.

Rob Mynhier | Division of Local Finance, Tennessee Department of Education

Jerri Beth Nave | Federal Programs and Oversight, Tennessee Department of Education

Fiscal Year End Close and Reporting in ePlan

Mirabella I

Note: This session is a continuation of Block 2

Taffe Bishop | Division of Local Finance, Tennessee Department of Education

Jill Lewis | Division of Local Finance, Tennessee Department of Education

ePlan 101 for Fiscal Minds

Mirabella J

101 for Fiscal Minds will review the features, reports, and tools that are available in ePlan for fiscal representatives.

Melissa Brown | Federal Programs and Oversight, Tennessee Department of Education

Monday, June 5 Breakout Sessions: Block 4



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Federal Programs and Oversight Office Hours

Mirabella F

This session provides an opportunity for registrants to meet with members of the following teams: ESEA, IDEA, Relief Funds, ePlan, and Compliance. The availability of specific individuals is subject to their engagement in other sessions occurring during this block.

Federal Programs and Oversight Staff

Fiscal Consultant Office Hours- Northwest and Southwest Regions

Mirabella G

Stop by to meet your consultant and ask questions. Click [HERE](#) to see which region your LEA is assigned.

Holly Kellar | Division of Local Finance, Tennessee Department of Education

Fiscal Consultant Office Hours- Mid-Cumberland and Upper Cumberland Regions

Mirabella H

Stop by to meet your consultant and ask questions. Click [HERE](#) to see which region your LEA is assigned.

Rob Mynhier | Division of Local Finance, Tennessee Department of Education

Fiscal Consultant Office Hours- South Central and Southeast Regions

Mirabella I

Stop by to meet your consultant and ask questions. Click [HERE](#) to see which region your LEA is assigned.

Taffe Bishop | Division of Local Finance, Tennessee Department of Education

Fiscal Consultant Office Hours- East Tennessee and First Tennessee Regions

Mirabella J

Stop by to meet your consultant and ask questions. Click [HERE](#) to see which region your LEA is assigned.

Jill Lewis | Division of Local Finance, Tennessee Department of Education

Tuesday, June 6 General Sessions

Mirabella F

Opening

8:00-8:15 a.m.

Eve Carney | Division of Districts and Schools, Tennessee Department of Education

Audit Findings

8:15-9:15 a.m.

This session will discuss prevalent audit findings and frequent audit issues that were noted during the fiscal year 22 audit cycle.

Lee Ann West | Audit Manager, Tennessee Comptroller of the Treasury

Cybersecurity Best Practices

9:15-9:45 a.m.

This presentation covers the five most essential practices for ensuring cybersecurity. Furthermore, the presenter will delve into the National Cyber Security Readiness assessment initiative launched by the State of Tennessee, which involves partnering with Deloitte to conduct the assessment.

Nathan Abbott | Information Systems Manager, Tennessee Comptroller of the Treasury

Local Finance Update

10:00-11:00 a.m.

This session includes an overview of year-end information, the FY24 state budget and its impact on school districts, new state grants in FY24, budgeting under TISA and technical assistance resources available to district personnel.

Maryanne Durski | Division of Finance, Tennessee Department of Education



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Tuesday, June 6 Breakout Sessions: Block 5



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Brinn Obermiller | Federal Programs and Oversight, Tennessee Department of Education

Reimbursement Requests and Monitoring

Mirabella G

The presenters will cover requirements for reimbursement requests for monitoring and discuss the new reimbursement review process.

Jill Lewis | Division of Local Finance, Tennessee Department of Education

Tracey Hawk | Federal Programs and Oversight, Tennessee Department of Education

Internal Controls

Mirabella H

This session covers many aspects of internal control including the basic components of internal controls, the importance of good controls, and minimum requirements as determined by accounting standards and state law. In addition, this session will cover common internal control deficiencies noted in Tennessee school departments and how to avoid them.

Katie Armstrong | Assistant Director of Administration, Tennessee Comptroller of the Treasury

Travel & Time and Effort

Mirabella I

Who doesn't love to travel and get paid? In this session, presenters will cover policies and procedures as well as the documentation necessary to meet federal compliance requirements for travel and compensation.

Taffe Bishop | Division of Local Finance, Tennessee Department of Education

Michael Gateley | Federal Programs and Oversight, Tennessee Department of Education

GASB Updates

Mirabella J

This session will give an overview of the GASB standards that become effective in the coming years and how they will impact the financial statements.

Teryn McNeal | Standards, Research and Compliance, Tennessee Comptroller of the Treasury

Tuesday, June 6 Breakout Sessions: Block 6



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Fiscal Year End Close and Reporting in ePlan

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Taffe Bishop | Division of Local Finance, Tennessee Department of Education

Jill Lewis | Division of Local Finance, Tennessee Department of Education

The Basics for New Finance Directors/Staff

Mirabella G

This session will be a fast-paced and fun discussion for new finance directors and finance staff and will cover several topics important to the day-to-day finance work in the LEA. Participants will hear tips from a fellow “experienced” finance director and will be encouraged to ask questions and share tips of their own.

Holly Kellar | Division of Local Finance, Tennessee Department of Education

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Tuesday, June 6 Breakout Sessions: Block 7



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Fiscal Year End Close and Reporting in ePlan

Mirabella F

Note: This session is a continuation of Block 6

Taffe Bishop | Division of Local Finance, Tennessee Department of Education

Jill Lewis | Division of Local Finance, Tennessee Department of Education

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Jamie Eldridge | Federal Programs and Oversight, Tennessee Department of Education

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101 for Fiscal Minds will review the features, reports and tools that are available in ePlan for fiscal representatives.

Melissa Brown | Federal Programs and Oversight, Tennessee Department of Education

Monitoring Findings and How to Mitigate Them

Mirabella J

This session provides an overview of common fiscal monitoring findings of non-compliance, corrections, recommendations, and positive discoveries from FY23. Participants will learn about the trends occurring across the three level Results-Based Monitoring process and steps to take if those trends are recognizable in their home districts.

Rob Mynhier | Division of Local Finance, Tennessee Department of Education

Geneva Taylor | Federal Programs and Oversight, Tennessee Department of Education

Tuesday, June 6 Breakout Sessions: Block 8



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Mirabella F

Federal Programs and Oversight Staff

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Holly Kellar | Division of Local Finance, Tennessee Department of Education

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Taffe Bishop | Division of Local Finance, Tennessee Department of Education

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Mirabella J

Jill Lewis | Division of Local Finance, Tennessee Department of Education

Wednesday, June 7 General Sessions

Mirabella F

TISA Question and Answer

8:00-8:50 a.m.

This is a follow-up to Monday's TISA session. LEAs are encouraged to bring their TISA questions to share during this time.

Maryanne Durski | Division of Finance, Tennessee Department of Education



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Wednesday, June 7 Breakout Sessions: Block 9



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Taffe Bishop | Division of Local Finance, Tennessee Department of Education

Heather Farley | Federal Programs and Oversight, Tennessee Department of Education

Procurement and Contracts

Mirabella J

The presenters cover federal procurement and contract issues, including period of performance. Take a deep dive into procurement methods, contract provisions and more.

Jill Lewis | Division of Local Finance, Tennessee Department of Education

Jerri Beth Nave | Federal Programs and Oversight, Tennessee Department of Education

Wednesday, June 7 Breakout Sessions: Block 10



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Jerri Beth Nave | Federal Programs and Oversight, Tennessee Department of Education

Debby Thompson | Federal Programs and Oversight, Tennessee Department of Education

Wednesday, June 7 Breakout Sessions: Block 11



Note: Please use this QR code or go to <https://tinyurl.com/2hc86zfd> to provide feedback for each breakout session. The survey will allow you to indicate the title of the session and can be submitted multiple times throughout the day to accommodate each session you attend.

Federal Programs and Oversight Office Hours

Mirabella F

This session provides an opportunity for registrants to meet with members of the following teams: ESEA, IDEA, Relief Funds, ePlan, and Compliance. The availability of specific individuals is subject to their engagement in other sessions occurring during this block.

Federal Programs and Oversight Staff

Fiscal Consultant Office Hours- Northwest and Southwest Regions

Mirabella G

Stop by to meet your consultant and ask questions. Click [HERE](#) to see which region your LEA is assigned.

Holly Kellar | Division of Local Finance, Tennessee Department of Education

Fiscal Consultant Office Hours- Mid-Cumberland and Upper Cumberland Regions

Mirabella H

Stop by to meet your consultant and ask questions. Click [HERE](#) to see which region your LEA is assigned.

Rob Mynhier | Division of Local Finance, Tennessee Department of Education

Fiscal Consultant Office Hours- South Central and Southeast Regions

Mirabella I

Stop by to meet your consultant and ask questions. Click [HERE](#) to see which region your LEA is assigned.

Taffe Bishop | Division of Local Finance, Tennessee Department of Education

Fiscal Consultant Office Hours- East Tennessee and First Tennessee Regions

Mirabella J

Stop by to meet your consultant and ask questions. Click [HERE](#) to see which region your LEA is assigned.

Jill Lewis | Division of Local Finance, Tennessee Department of Education

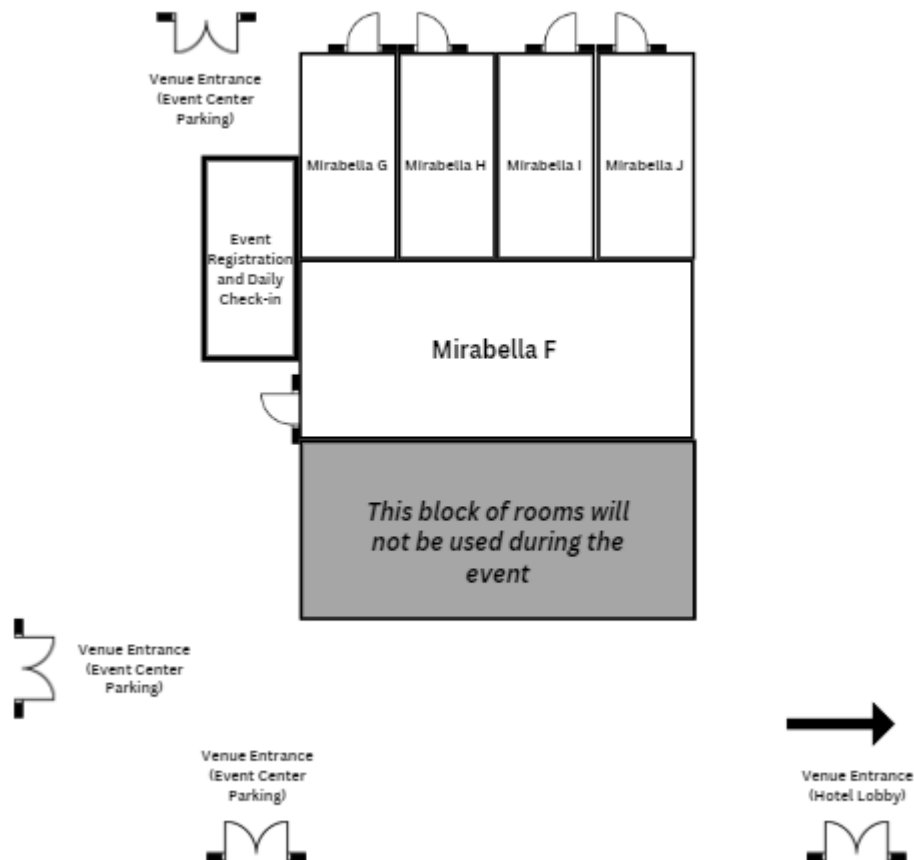
Additional Conference Information

Professional Learning Credits

The 2023 Annual Fiscal Workshop received approval to offer TASL and CCFO (CPE) credit hours. Attendees not requesting TASL or CCFO credits may obtain PDPs according to one's LEA or agency guidelines. To earn a professional development certificate, evidence of attendance must be demonstrated by completing *daily* check-ins at the registration table.

Attendees may receive **five (5) credit hours per day of attendance (for a maximum of 15 hours)**, and certificates will be emailed to each participant by June 21. Participants are responsible for using the certificate as evidence to request credit through the appropriate channel.

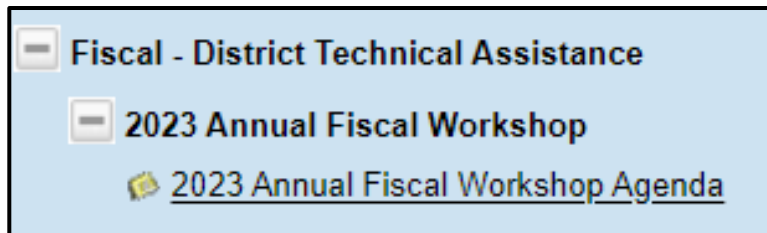
Embassy Suites Map



Accessing Session Presentations

Session presentations may be accessed after the conference by going to ePlan.tn.gov and clicking on “TDOE Resources” along the left menu options. On the TDOE Resources page, scroll down to Fiscal – District Technical Assistance, click on the + icon, and then select 2023 Annual Fiscal Workshop to find all presentations by session title.

Note: A login is not required on ePlan to access TDOE Resources.



Meal Options

A hotel lunch buffet is not available.

The coffee shop is stocked with grab-and-go lunches: wraps, cheese plates, sandwiches, etc.

Additionally, several restaurants are conveniently located along Medical Center Parkway. Below is a variety of fares nearest the event center.

Restaurant	Address	Phone	About
Chicken Salad Chick	2855 Medical Center Pkwy. Suite F	615-988-8169	Chicken salads, sandwiches, soups, and sides
Jonathan’s Grille	2911 Medical Center Pkwy.	615-410-7960	Sports grille
McAlister’s Deli	2357 Medical Center Pkwy.	615-987-0441	Counter-service sandwiches, potatoes, and salads
Mimi’s Cafe	2625 Medical Center Pkwy.	615-893-1352	Casual French and American staples
The Goat Murfreesboro	2355 Adwell St.	615-203-8245	Pub fare known for handmade tots