# CoIIN 1 September Meeting Summary

**Date: September 29, 2021**

**Time: 3:00pm-4:15pm ET**

The purpose of the meeting was for each state to:

1. Each state will begin the process of building out their **action plan**.
2. Each state will outline **potential indicators** to track success towards achieving goals.

# Check-in and Introductions

**In Attendance:** Melissa Surgeon (MD), Sam Ko (OR), Obioma Okogbue, and Devan O’Toole (NDTAC)

**Not able to attend:** Ken Krawchuk (PA), Jamie Miller (PA) Thomas Kirk (OK), Ada Daniels (WA),Tiffany Frierson (VA), Karon Boor (AZ), Sue Edman (AZ), Jen Engberg (OR).

The team recapped the proceedings of the previous meeting as well as a new positive development in one of our member states that is focused on records transfer and based on an issue discussed in the previous meeting.

# State sharing and troubleshooting

## Strategies to form an action plan

The team received an action planning template which they reviewed prior to the meeting. The meeting began with a discussion on how states currently set goals for the Title I, Part D program and the timelines for these goals. We discussed the role of a needs assessment as the foundation for a solid action plan and goal setting process as Melissa from Maryland is putting together a Needs Assessment Team. From there, she is going to figure out an action plan for Title I, Part D, Title I, Part A, and the American rescue fund because she works on all of those projects. The team consists of an Equity Specialist, Parent coordinator, Student services with trauma informed care, professional learning specialists, Title II office. There are a total of 16 people contributing data points to the action plan. She also plans on incorporating feedback from the new MD state superintendent for her action plan for all of these programs. He is willing to consider innovative strategies and he has an equity background. We reviewed how this may impact potentially impact state plans and administrative activities. We also heard from Sam in Oregon where the legislature plays a more prescriptive role in the state planning and programming process and how a focus on equity at the legislature is affecting the allocation and availability of resources and the potential improvement in outcomes for students. Budget notes provide exact funding requirements for staff and programs. Sam mentioned that this process usually is not a problem because the OR legislature asks Title I, Part D to focus on equity. When the budget note is developed, the Title I, Part D office has the opportunity to give input. The MD legislature is not as prescriptive, but Melissa suspects that it might be more prescriptive in the future because of recent legislation that impacted her office. We concluded with discussing the benefits of peer-to-peer discussions and feedback and reviewed ideas for improving the peer feedback process.

Our final session will be merged with CoIIN 2 and will be a debrief of the CoIIN process as we solicit feedback on improving group TA for the SCs.

## Action Items:

* Sam from OR TIPD provided some recommendations to improve monitoring: thinks all TIPD offices should use the same application document if it is working for one state so they can consolidate data more effectively
* Melissa from MD TIPD and Sam from OR TIPD provided some recommendations for the restructuring of COIINs:
	+ Melissa suggests that we set up a survey for SCs to collect information about their goals then pair them up to give peer-to-peer feedback based on their shared interests
	+ Sam suggests that we reduce the frequency of COIINs to every few months, quarterly, or yearly because he thinks that will increase engagement
* Melissa will reach out to Sam to give each other feedback during their monitoring processes.

# NOTES:

* The next CoIIN 1 meeting will be on Friday, October 22 from 9:00-10:15AM ET. It will merge with CoIIN 2 for the final meeting.
* Please reach to Esther with any questions or requests regarding CoIIN 1: egross@childtrends.org