



New Coordinator's Pathways Program

NDTAC Annual Meeting Session Setting the Stage for a Successful Year

May 5, 2025 at 10:00 - 11:00am EST

Session Overview

Participants will

- Have an opportunity to meet and network with their colleagues, Program Officers, and NDTAC Technical Assistance providers
- Review critical NDTAC resources that will aid them in the successful operation of their Title I, Part D programs
- Hear from seasoned State coordinators on their experiences and lessons learned as a new State coordinator

Introductions & Welcome

- Overview of the meeting: what to expect and how they can get the most out of the three-day event
- Introduction to Program Officers who provide direct Technical Assistance: Jeff, Heather, Mark, Emari
- Introduction to NDTAC team:
 - Director: Lynn
 - State TA Providers: Obioma and Dan
 - TA Coordinator: Daron
 - Data Expert: Alex
 - Research Scientist: Kristine
 - Supporting TA: Lauren

Ice Breaker

- License Plate: Participants are given a half sheet of paper and asked to create a vanity license plate that tells the group something about them. I will show a couple vanity plates as examples on the screen. Participants can only use seven characters to describe themselves.

- Participants will share what they created, giving themselves a chance to introduce to the group.

Building Your NDTAC Library

- Participants will become acquainted with some of the most frequently used and relevant documents for program administration. We will not review each document individually but will provide a brief description of why the document is important and when they might find it useful.
- Participants will be shown where to access key NDTAC materials that can be useful in their new role. All of these materials are posted on the NDTAC new State coordinator webpage.
 - [New State Coordinator Resources Hub](#)
 - [Title I, Part D State Coordinator's Orientation Handbook 2022 Version \(ndtac.net\)](#)
 - [NDTAC Tip Sheet – The Use of Title I, Part D Funds – Decision Process – 2023 \(ed.gov\)](#)
 - [NDTAC Title I, Part D Program Administration Planning Toolkit](#)
 - [Monitoring tipsheet](#)
 - [Title I, Part D Data Collection Shopping List - 2023 \(ed.gov\)](#)
 - [NDTAC Tip Sheet – Ensuring Data Quality in Title I, Part D Data Collection and Reporting \(ed.gov\)](#)
 - [NDTAC Reporting Tool – Calculating Average Number of Days Served](#)

Conversation with Seasoned Coordinators

- Activity: The *Mandela Effect* is a phenomenon where a large group of people collectively misremember facts, events, or other details in a consistent manner. It is often attributed to distorted memories, misrepresentations on the internet, or inaccurate post-event details.
 - We will explore this phenomenon as a way to get participants to evaluate their own TIPD programs and encourage them to question the *how* and *why* behind procedures in their State Educational Agency.
 - This activity is relevant as many new coordinators inherit programs that have historically or repeatedly been making mistakes and new hires are hesitant to question established practices.

- Activity will include showing several slides of common Mandela effect examples (i.e., does the Monopoly man have a monocle? Does Darth Vader really say Luke, I am your Father, Is it spelled KitKat or Kit-Kat.)
- Three seasoned State coordinators will share their experiences as it relates to being a new State coordinator. The coordinators chosen include Francine Stromberg from NJ, Gerardo Ramirez from TX, and David Sollami from UT. They will be prompted with the following questions and at the end we will open it up for audience Question & Answer.
 - Background information: state, other programs you represent, when did you start in your role?
 - What was the biggest challenge for you as a new State coordinator and how did you overcome it?
 - What resources or tools did you find most helpful in learning your role as a new State coordinator?
 - How have you documented your processes and procedures to ensure continuity of the TIPD program? Any recommendations you have for succession planning?
 - Resource: [2021 NDTAC Webinar: Preparing For Your Successor](#)
 - What do you consider one of your greatest accomplishments in your time as a State coordinator?
 - What is your favorite aspect of the job as a State coordinator?
 - If you could go back and give yourself one piece of advice as a new State coordinator, what would it be?

Closing

- Brief discussion on how participants can gain the most from the meeting
- Question & Answer