## Recommendations for SDP Planning Meeting: Launching the SDP Planning Process

Once you have identified SDP Planning Team members, you should schedule the first meeting. This will be an important opportunity for team members to get to know one another and to understand the purpose and process of developing the SDP. This section provides recommendations to guide your planning meeting.

| SDP Planning Team Meeting: Launching the SDP Planning Process  |
| --- |
| ***Purpose:**** Orient the planning team to the SDP purpose and planning process.
* Familiarize the planning team with the MEP, CNA, and MEP evaluation.
* Solicit additional information on what is known about migratory children and youth in the state (including root causes), based on perspectives of team members.
* Review solution strategies proposed in the CNA; consider implementation challenges and strategies.
 | ***Outcomes:**** Additional information on migratory children and youth in your state to supplement the CNA and MEP evaluation
* List of solution strategies finalized from the proposed strategies in the CNA with recommendations for implementation
 |
| ***Suggestions:**** Provide ahead of time the meeting agenda, a summary of the CNA, and a summary of the MEP evaluation.
* Spend time on introductions and perhaps a short activity for team members to get to know one another.
* Have the CNA data leader and MEP evaluator present major findings on needs related to migratory children; ask the group to discuss the extent to which these align with their perspectives and if additional considerations should be included in the SDP. If you feel that greater exploration of root causes of the needs is warranted, facilitate a group process called “Five Whys Root Cause Analysis,” available in the [*Comprehensive Needs Assessment Toolkit*.](https://results.ed.gov/cna-toolkit)
* Provide information on the operation of the MEP, including the number of local projects.
* Have the group complete a list of programs and agencies serving migratory children in the state to identify existing and potential partners and stakeholders to include in the SDP.
* In small groups, grouped according to goal areas or needs, have team members discuss solution strategies from the CNA and provide input.
 |
| Will these solutions have an impact?Should additional solutions or strategies be included?What additional implementation challenges should be addressed?How can they be addressed?What common themes exist across needs and solutions?* Reach consensus on a final set of recommended solutions and strategies for the needs identified.
* Debrief the day.
 |
| ***Follow up:**** Finalize a list of solution strategies that will be included in the SDP.
* Develop a summary of the implementation challenges for the strategies.
* Keep the chart on programs and agencies serving migratory children on file.
 |

|  |
| --- |
| **Considerations for Small States**If you are not able to convene a large group for the first meeting, we encourage you to convene a small group of stakeholders to discuss the needs and solution strategies identified in the CNA and the progress of the MEP in the program evaluation. Another alternative is to convene small groups (focus groups) at one or two meetings where stakeholders are likely to attend, such as a state Title I conference, Parent Advisory Committee meeting, or school social workers conference. At the very least, consider conducting a series of phone interviews to gather input from a range of stakeholders. From the input you gather, you should develop a finalized list of solution strategies and implementation issues. |