

# CENTRAL INDIANA FIRST STEPS

Transition Committee Meeting

3/13/13 Date

Name	Agency	Changes to current contact info
1. <del>Katrina</del> <i>Katrina</i>	<i>UPCC</i>	
2. <i>Jennifer Newingham</i>	<i>Brownsburg</i>	<i>0</i>
3. <i>Sarah Bailey</i>	<i>CCA</i>	<i>-</i>
4. <i>Joyce Keim</i>	<i>NW Hendricks</i>	<i>-</i>
5. <i>Chris Gearlds</i>	<i>Warren Early Childhood Center</i>	
6. <i>Christina</i>	<i>WECC</i>	
7. <i>Yamela</i>	<i>Outreach Services for DHH/ISD</i>	
8. <i>Janice</i>	<i>SSSMC</i>	
9. <i>Jan Shepherd</i>	<i>PUFE</i>	
10. <i>Jeanne Baker</i>	<i>Waynes</i>	
11. <i>Sheryl Hobbs</i>	<i>LPOC</i>	
12.		
13.		
14.		
15.		

**Transition Committee Meeting Agenda  
March 13, 2013**

**Outcome Statement:** Increase access to family resources and collaboration of social service agencies to create smooth transitions for infants, toddlers, and families into, within and out of the early intervention system.

**Performance Standards:**

1. Have current, signed Memoranda of Agreements (MOAs) with all special education planning districts, Head Start and early Head Start that are actively evaluated and shared with the community.
2. Conduct planned transition activities such as transition trainings with staff and meetings/trainings with community partners and parents to address transition issues or topics with each Special Education Planning District within the cluster on a semi-annual basis. Knowledge of transition options is increased as a result of quarterly meetings/trainings with service coordinators, community partners, and parents.

**Performance Measures:** SPOE Report, Exit survey data, Closure form, Peer Review, and IFSP transition pages will be utilized in the measurement of this performance standard.

1. Introductions
2. Next Steps Event - Debrief
3. 30 month notices to LEA
4. MOA review
5. Announcements

**CENTRAL INDIANA FIRST STEPS  
LOCAL PLANNING & COORDINATING COUNCIL**

**Transition & Interagency Agreements Committee Meeting Minutes  
March 13, 2013**

**Present** Sarah Bailey(Childcare Answers), Jeanne Baldwin(Wayne Township), Joan Shepherd(Pike Township), Lorinda Bartlett(ISD), Ryan Keen(Southside Special Services of Marion County), Jennifer Newingham(Brownsburg), Joyce Keim(NW Hendricks), Chris Gearlds(Warren), Cathy Leganza(Warren), Stacy Holmes and Katarina Groves.

<b>Agenda Items</b>	<b>Discussion</b>	<b>Action Items</b>
<b>Introductions</b>	<ul style="list-style-type: none"> <li>• Stacy opened the meeting with introductions as there were some new members in attendance.</li> </ul>	
<b>Transition Forum-Debrief</b>	<ul style="list-style-type: none"> <li>• Stacy informed the group that overall the Transition Forum was a huge success. There were some technical issues, but things went well anyway.</li> <li>• The case conference and format went very well. Stacy indicated that the video of the case conference was rather rough as people would come into the room and walk right in front of the camera. She thought that maybe some clips of the conference could be posted at some point. Families had a lot of specific questions during the case conference. Ryan had followed up with a family that did not have an opportunity to meet with him. He said that they were very happy that they went, as it gave them a good idea of what to expect next.</li> <li>• Families enjoyed the bus tour. There was some question as to whether there was enough visibility to see the inside of the bus at night. Sarah suggested that maybe the bus tour should be one of the first things parents should see, before it gets dark. The bus driver was great and really took the lead on the tour. A discussion ensued regarding bus services and the differences between school systems. Not all school systems offer bus services up front to families, but determine whether there is an actual need for it first. Stacy reassured the group that we always tell families that services vary from school</li> </ul>	

	<p>district to school district.</p> <ul style="list-style-type: none"> <li>• Another discussion ensued regarding each school districts policy on allowing families to visit the preschool classroom. Everyone agreed that it is important for families to visit the classroom to settle their nerves and give them an idea of what it is like. Some districts have families visit during the evaluation process, others during the transition meeting if held at the school.</li> <li>• There was discussion about the timing of the event and the issue with families coming in late after the case conference had already begun. Joan suggested that maybe the flyer should outline the agenda and times for each event, so families know what to expect.</li> <li>• Generally, it was felt that the participants in the case conference did a great job in their roles. Jeanne was excellent at narrating the process. The school had a great circular layout which made it very easy for families to make their way around. It was agreed that the booths were too close together. The App presentation was great, even with the technical issues. Handouts with resources were provided to families.</li> </ul>	
<p><b>30 Month Notices to LEA's</b></p>	<ul style="list-style-type: none"> <li>• First Steps has been instructed to provide a list of children who are 30 months of age to the LEA's. Kesha is already sending out 18 month notices. The 30 month list will replace the 18 month list. Jeanne was very happy to hear about this list as it will provide an extra check list to make sure no one is missed. Stacy noted that the concern is that there will be families with no signed consent, and it would not be good if schools contact them. It was felt that school reps will email SC's to check on a families' status, so that they do not contact someone who does not wish to be notified. Stacy noted concern that this could potentially bombard SC's with additional calls about which families had given consent. Joyce recommended that there could be a column added on the spreadsheet that would indicate whether there is a signed consent or not. It would also be nice if the SC for the</li> </ul>	<ul style="list-style-type: none"> <li>• Stacy will share the ideas for the spreadsheet with the SPOE</li> </ul>

	<p>child could be added to the list as well for easier reference.</p> <ul style="list-style-type: none"> <li>• Stacy will keep everyone posted. Anticipates that the list may start going out very soon.</li> </ul>	
<b>MOA Review</b>	<ul style="list-style-type: none"> <li>• Stacy explained to the group that traditionally the MOA was signed annually, but the state has indicated that it does not need to be resigned each year if there are no major changes. The committee agreed to minor changes in the MOA and to let the signatures stand. Signatures will be obtained from Hamilton County school districts, as the coop has been disbanded.</li> </ul>	<ul style="list-style-type: none"> <li>• Signatures to be obtained from the Hamilton County school reps</li> </ul>
<b>Announcements/Close</b>	<ul style="list-style-type: none"> <li>• Stacy shared that the next meeting will be the Annual Retreat on April 26<sup>th</sup>, from 11am-2pm, at the Washington Township Education Center on 86<sup>th</sup> and Woodfield Crossing Blvd. More information will be emailed out shortly.</li> <li>• Cathy shared that Warren will be having an Art Gala and Auction that very same day. It is a fundraiser for the early childhood program and has always been a great success.</li> <li>• Sarah shared that she would be doing a training session at the upcoming IAEYC conference.</li> <li>• There were no other announcements and the meeting was adjourned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Next Regular Meeting: Annual Retreat April 26, 2013, 11am-2pm Washington Township Education Center</b></li> </ul>

Respectfully submitted,  
Katarina Groves