

Cluster G Transition Committee Meeting Agenda September 11, 2024

Objective 3: Ensure each eligible infant, toddler and their family experiences a smooth exit from early intervention services, including a smooth transition when children move from First Steps to preschool or other services.

Metric: 100% of eligible toddlers exiting First Steps with timely transition planning. This means the SPOE (a) facilitates the development of transition steps in the IFSP (b) notifies the LEA of the toddler's potential eligibility for IDEA Part B special education preschool services and (c) convenes a transition conference for the eligible toddler and the toddler's family.

- Develop and maintain memorandums of agreement (MOA) with all LEAs and/or special education planning districts, as well as with all Head Start/Early Head Start entities in the cluster(s).
- Establish and maintain a cluster transition committee comprised of families, early intervention service providers, service coordinators, and representatives from the all LEAs and Head Start/Early Head Start agencies.
- Review and analyze cluster transition data and work with the SPOE to identify strategies for improvement as necessary.
- Work with the SPOE on developing transition trainings and deliver transition trainings to SPOE staff, LPCC members, families, and other community partners as necessary on a semi-annual basis.

1) Introductions

2) Approval of Minutes

3) *Next Steps: Life After First Steps Planning*

4) MOA Update

5) First Steps List for LEA's

6) INSource Partnership

7) Updates from Districts

8) Announcements/Close

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

**Transition & Interagency Agreements Committee Meeting Minutes
September 11, 2024**

Present: Susan Bryant-Decatur Township Schools, Rebekah Watson-Pike, David Sterne-VIPS, Shelley Hall-Tangram, Megan Smallwood-Clark Pleasant, Lois Ator-Danville, Cindy Lawrence-CDHHE, Kelsey Large-CDHHE, Lesa Paddack-INSource, Rhonda Jackson-Old National Trail, Jessie Shacklette-Perry, Missy Myers-Collab for Kids, Erin Sears-SPOE, Alyssa Christy-IN Dept of Ed, Heather Birk-Riley, Mariana Barquet-IN Hands and Voices, Erin Pfladderer-Brownsburg, Sydney LaPlante-SPOE, Kathy Mullen-VIPS, Tawni Brown-Head Start, Donna Olsen-Parent, Iman Abdulraheem-Indianapolis Healthy Start, Tamara Burris-Lawrence, Nora Bentivoglio-Westfield Washington, Stacy Williams-LPCC, Katarina Groves-LPCC, and Angela Touseull-LPCC.

Agenda Items	Discussion	Action Items
Introductions	<ul style="list-style-type: none"> • Stacy welcomed the group and introductions were made. 	
Approval of Minutes	<ul style="list-style-type: none"> • Stacy asked everyone to review the minutes from the last meeting. She asked for a motion to approve the minutes. Tamara made a motion to approve the minutes as written; David seconded the motion. The motion carried, and the minutes were approved as written. 	
<i>Next Steps: Life After First Steps Update</i>	<ul style="list-style-type: none"> • Stacy gave an overview of the <i>Next Steps: Life After First Steps</i> event. She explained we organize this event each year in conjunction with the school systems. It is designed to give parents information about the transition out of First Steps. She drew everyone’s attention to Objective 3 at the top of the agenda. One of the metrics states “Work with the SPOE on developing transition trainings and deliver transition trainings to SPOE staff, LPCC members, families, and other community partners as necessary on a semi-annual basis”. The Next Steps event is one way we work to achieve this metric for our cluster. • Stacy said we partner with a different school system each year to host the event. It was last held in Brownsburg 	<ul style="list-style-type: none"> • LEAs to email a current brochure about their program to Katarina. • Contact LPCC staff if you want to participate on the case conference panel. • Lois will communicate possible dates for the event with LPCC staff.

and was very successful. Postcards are sent to all First Steps families with children two and over. This usually amounts to about 1500 families. We had great attendance last year. She noted not all children will transition from First Steps to the school system. Those that come usually have deeper questions, so this event provides a great opportunity to get more information and prepare for the next steps. Parents are given a tour of the classrooms, provided with information about the case conference process, and allowed to tour the type of school bus typically used for developmental preschool. Although each program is different, it gives parents a snapshot of an early childhood program.

- Stacy asked for a volunteer to host the event for 2025. Typically, we shoot for March. She told the group that LPCC staff mails the postcards and works with the hosting school on all aspects of planning and implementation, so it is very easy on the host site. She wondered if we should move it to another side of town since it was in Brownsburg last time. Tawni asked what time of day it is held. Stacy replied it is scheduled for 6:30-8:30 pm. Lois asked about the timeframe the building should be available. Stacy replied we start set-up at 5 pm. We will do a walk through prior to the event. All LEAs are invited to attend and will be notified if anyone from their school system RSVPs for the event. The information is broad in nature and would be applicable to all districts. Lois said she is willing to host, but her school is in Danville which is farther west than Brownsburg. She asked if we have a specific date yet. Stacy said no. Katarina asked about spring breaks. Angela stated it usually is held on a Thursday. Lois will check on early March dates and get back with LPCC staff on a specific date.

	<ul style="list-style-type: none"> • Stacy asked for volunteers to do the information session about case conferences. A few people who have been on the panel in the past are no longer on the committee. We will practice prior to the event. Mariana agreed to serve in the parent role again. Susan said she would participate also depending on the date chosen. She also stated she would see if she could encourage any of her therapists to help. Lois will also ask the therapists at Danville. We will work to fill additional positions for the mock case conference. • Donna asked if there will be resource tables at the event. Last year, we had three information booths: INSource, Child Care Answers, and Hendricks Co. Head Start. Angela added it is very helpful for parents to have access to the early childhood brochures for each school system, especially if their LEA isn't at the event. Katarina told the group that we post these brochures for our Service Coordinators to access for their families. 	
<p>Memorandum of Agreement (MOA)</p>	<ul style="list-style-type: none"> • Stacy explained we must maintain Memorandums of Agreement (MOA's) with all districts. Angela and Katarina have been working to get signatures from all members, but there are still a few we are missing. Stacy reminded the committee this is not a legally binding document, but more of an agreement related to the transition process. Angela said we will be contacting the remaining schools who haven't signed the MOA yet to make arrangements for signatures. 	<ul style="list-style-type: none"> • LPCC staff will contact members to get signatures on the MOA.
<p>First Steps List for LEA's</p>	<ul style="list-style-type: none"> • Stacy reported we are once again sending a list of children to LEAs who will potentially be transitioning to the school system. For a brief time, we did not have access to this information. The committee commented in previous meetings that this information was very useful for planning purposes as well as 	

	<p>making sure no child fell through the cracks. Stacy asked if the information on the list was adequate. Susan reported it is a great check and balance. Jessie said she appreciates it.</p>	
INSource Partnership	<ul style="list-style-type: none"> • Lesa introduced herself to the committee. She explained that INSource has received grants to help families navigate the transition process from First Steps to the school system. She has been working to ensure that INSource staff have a good knowledge of the scope of First Steps. Their goals are to help families know about INSource through the Welcome packet, trainings, and on the website. They recently had an article in the First Steps newsletter. Usually, the role of INSource has been to accompany parents to the case conference, but they want to do so much more than that. Lesa shared the document which was developed for staff who are working with families. They also want to provide information to families waiting for services. They recently printed brochures in 15 different languages. You can email Lesa to request copies. Tamara asked if the brochures are available online. Lesa responded that the English and Spanish versions are online. Lesa added they are also working on short, topical trainings to help demystify the transition process for families. Service Coordinators could share these videos as parents have questions. These could be posted on the website as well. Hopefully these videos will be done soon so they can be sent to the state for approval. Stacy thanked Lesa for her hard work on these materials as well as her support over the years. 	
Updates from Districts	<ul style="list-style-type: none"> • Stacy reminded LEA's that they are welcome and encouraged to attend SPOE team meetings. Many LEAs are already doing this, and it creates a culture of cooperatively working together. Erin 	<ul style="list-style-type: none"> • LEAs to contact team managers about attending team meetings.

	<p>responded that her team usually meets the middle of the month. She said she loves having LEAs attend. They work with five different districts and each one does things a little differently, so it is a good touch base for all involved, especially new staff. Sydney agreed. Tamara told the group she found it extremely helpful to attend meetings. She said it is easy to do and helps build bridges. Stacy asked who people should reach out to if they have questions. Erin replied they can contact team managers.</p> <ul style="list-style-type: none"> • Cindy introduced the newest member of their assessment team, Kelsey. They prefer to get referrals through the online form. Technical assistance can be provided for any child who is deaf or hard of hearing. • Erin said they are seeing a lot of immigrant families and asked if there are resources for how to communicate with these families. Mariana works with the Spanish speaking population. She said it is the responsibility of the public agency to provide materials in the person’s native language. She also added that trust is key for the Haitian Creole population. Erin stated the SPOE now has Haitian Creole interpreters in house as well as Spanish. Lesa said it is important that interpreters know Article 7. They have a universal language training known as “Building Cultural Bridges”. 	
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • No announcements were made 	<p>Next Meeting:</p> <p>December 11, 2024, 9:00 am Annual Holiday Party and Meeting In person at the SPOE office: 1776 N Meridian St., Ste 300 Indianapolis</p>

Respectfully submitted,
Angela Touseull