

## **Cluster G Transition Committee Meeting Agenda December 13, 2023**

**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) MOA**

### **4) *Next Steps: Life After First Steps Update***

### **5) Party!**

### **6) Announcements/Close**

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

**Transition & Interagency Agreements Committee Meeting Minutes  
December 13, 2023**

**Present:** Krista Knowles-SPOE, Erin Pfladderer-Brownsburg Schools, Susan Bryant-Decatur Township Schools, Mariana Barquet-Indiana Hands and Voices, Tawni Brown-FDS Head Start and Early Head Start, Audrey Kelly-Pike, Tia Knox Dawkins-St. Joseph Institute, Emily Behnke-Northwest Hendricks, Jessica Devine-Indiana Rural Health, Shawntay Abbott-Northwest Hendricks Schools, Sarah Bailey-Infancy Onward, Terri Holmes-Parent, Stacy Williams-LPCC, and Angela Touseull-LPCC.

<b>Agenda Items</b>	<b>Discussion</b>	<b>Action Items</b>
<b>Introductions</b>	<ul style="list-style-type: none"> <li>• Stacy welcomed the group and introductions were made. This meeting was in person.</li> </ul>	
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>• Stacy asked everyone to review the minutes from the last meeting. She asked for a motion to approve the minutes. Sarah made a motion to approve the minutes as written; Audrey seconded the motion. The motion carried, and the minutes were approved as written.</li> </ul>	
<b>Memorandum of Agreement (MOA)</b>	<ul style="list-style-type: none"> <li>• Stacy reminded everyone about the MOA that was emailed to the committee for review. One small change was suggested about how school districts were listed. Stacy explained that we will need each transition committee member or LEA to sign the document. She passed it around for those in attendance to sign. Stacy, Katarina, and Angela will work in the coming months to get signatures of those not in attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Stacy, Katarina, and Angela will gather signatures of transition committee members and LEA's on the MOA.</li> </ul>
<b><i>Next Steps: Life After First Steps Update</i></b>	<ul style="list-style-type: none"> <li>• Stacy explained the <i>Next Steps: Life After First Steps</i> event to the group. All families with children in First Steps that are two years or older will receive a postcard in the mail about the event. Families will have an opportunity to tour a typical preschool classroom and see a school bus. Members of the committee will do a presentation about the case conference process.</li> </ul>	<ul style="list-style-type: none"> <li>• LEA's are asked to send the latest brochure for their program to Katarina.</li> </ul>

	<ul style="list-style-type: none"> <li>• Erin has confirmed approval to hold the event in Brownsburg on March 7, 2024. Members of the mock case conference include: <ul style="list-style-type: none"> <li>➤ Jeanne Baldwin -Facilitator</li> <li>➤ Alexandra Hall - Parent</li> <li>➤ Marianna Barquet – Parent</li> <li>➤ Susan Bryant – TOR</li> <li>➤ Audrey Kelly – Therapist</li> <li>➤ Open – Psychologist</li> </ul> </li> <li>• Marianna asked about accessibility for Spanish speaking families. She offered her help to translate the invitation. Erin said she can get an interpreter if needed.</li> <li>• Stacy reminded the group that we will note the school districts of all families who plan to attend the event and contact LEA’s so they can try to attend. We strive to have current information on hand about the early childhood programs in our cluster for families to review.</li> </ul>	
<p><b>Announcements/Close</b></p>	<ul style="list-style-type: none"> <li>• Audrey commented that Pike has added 4 classes with 2 more scheduled to open in January. She wondered if others were experiencing growth like this. It seems most children are in high need. There was a general consensus that others are also seeing bigger numbers. In addition, there seems to be a huge influx in some areas of Nigerian families as well as those that speak Haitian Creole. Krista commented that the SPOE is getting ~1000 referrals per month which is a lot.</li> <li>• Sarah told everyone she has mental health information in English, Spanish, Haitian Creole, and Haka Chin. She also reminded everyone about the First Steps conference scheduled for June 13<sup>th</sup> and 14<sup>th</sup> in Bloomington and invited members to consider submitting a proposal to do a workshop. Stacy added that transition is always a big topic for families.</li> <li>• Head Start just hired 4 new translators.</li> <li>• Krista shared an article regarding the effect of babies being exposed to</li> </ul>	<p><b><u>Next Meeting:</u></b>  <b>March 13, 2024</b>  <b>Virtual Meeting</b></p>

	<p>Fentanyl which is leading to a new syndrome marked by restricted growth, club feet, and a cleft palate.</p> <ul style="list-style-type: none"><li>• Additional information/announcements can be sent to Katarina for distribution to the group.</li><li>• There were no other announcements and the Holiday Party with a white elephant gift exchange began. The meeting was adjourned at the conclusion of the party.</li></ul>	
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Respectfully submitted,  
Angela Touseull