

Transition Committee Meeting Agenda September 10, 2014

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. Approval of minutes**
- 3. Action Item Update**
- 4. Next Steps Event**
- 5. SPOE Communication**
 - Team meetings**
 - All staff meeting**
- 6. Announcements/Close**

CENTRAL INDIANA FIRST STEPS

Transition Committee Meeting

9/10/14 Date

Name	Agency	Changes to current contact info
Michelle Durham	Tipton Community Schools	
1. Michelle Fites	Parent	—
2. Sarah Bailey	CCA	—
3. Annie Hughes	Visually Impaired Preschool Services	1100 W. 42nd Street Indianapolis, IN 46208
4. Betsy Chambers	Aron Comm. Schools	
5. Krista Knowles	Spec Office	
6. Carnedyn Ferrall	SPE	
7. Ryan Keen	SSSMC	—
8. Joyce Keim	Boone Clinton Milburnicks Joint Service	—
9. Jean Shepherd	Pike	
10. Dawn Baldwin	Wayne	
11. Amanda Burns	MSDET	
12. Amanda Burtlett	Center for Deaf Hard of Hearing Education	
13. Azada Challopis	Old Mt' Trail (Mill Creek)	
14.		
15.		

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

**Transition & Interagency Agreements Committee Meeting Minutes
September 10, 2014**

Present Sarah Bailey(Childcare Answers), Krista Knowles(SPOE), Carrie Ann Jerrell(SPOE), Michelle Dunham(Tipton), Michelle Fetes(Parent), Annie Hughes(VIPS), Betsy Chambers(Avon), Ryan Keen(Southside Special Services of Marion County), Joyce Keim(Boone Clinton NW Hendricks Joint Services), Joan Shepherd(Pike), Jeanne Baldwin(Wayne), Tamara Burris(Lawrence), Lorinda Bartlett(Center for Deaf and Hard of Hearing Education), Linda Phillips(Old National Trail), Stacy Holmes and Katarina Groves.

Agenda Items	Discussion	Action Items
Introductions	<ul style="list-style-type: none"> • Introductions were made 	
Approval of Minutes	<ul style="list-style-type: none"> • Stacy asked the group to review the minutes from the last meeting. She asked for a motion to approve the minutes. Sarah made a motion to approve, Joyce seconded, and the motion carried. 	
Action Item Update	<ul style="list-style-type: none"> • Stacy informed the group that she has spoken to Debbi regarding the data information the group wanted regarding IFSP attendance from different districts. She will look into this for the group. • Stacy reminded the group that the reason the committee had discussed this was in order to see what schools are not engaged in the transition process. Maybe provide a little peer pressure for those districts who consistently do not attend transition meetings. • Joan noted that school reps may go out on their own, and this is not reflected in the transition paperwork from First Steps. It should count however. • Betsy stated that parents often cancel appointments and this makes it very difficult for the SPOEs and schools to make up. • Ryan noted that it is better to do the transition meetings 270 days out from the third birthday in order to make sure it is done. • Carrie Ann noted that some schools only send out a letter to families and never attend a meeting. 	

	<ul style="list-style-type: none"> Michelle D. noted that she does not get information about transition early enough and can rarely make a meeting. Krista said she would discuss the issue with her after the meeting to make sure this does not happen again. On that note, Carrie Ann encouraged everyone to get a hold of a team leader if they are having issues with a coordinator they work with. They cannot fix the problem if they are not aware of it. 	
<p>Next Steps Event</p>	<ul style="list-style-type: none"> Stacy indicated that at the Annual Retreat there was discussion of adding another next steps transition event for 2015. It would be in the fall of next year. There was discussion as to whether there would be less attendance if there were more options for parents to choose from. It was suggested that the next steps event could be marketed at the RIF event. There could be a flyer to share with parents that day. There was discussion around where the event has been held in the past- Brownsburg, Washington, Lawrence, Pike and the School for the Blind. Ryan said that he would check SSSMC to see if we could hold it there this spring. March 5th was the date the group agreed to check on. Stacy provided a recap of the flow of the event. It would begin at 6pm and start out with parents visiting booths and touring a school bus. The case conference could follow. Stacy shared that the agency vendors appreciated being asked to be involved and felt it was worth their time. The feedback was very positive from staff and school reps. It was suggested that when parents RSVP they include a diagnosis for their child so that school districts have an idea of the needs of the children. The group decided that a fall event could be held in November and Joan volunteered to check into having it at Pike again. 	<ul style="list-style-type: none"> Ryan will check to see if the March event can be held at SSSMC. Joan will check with Pike to see if an event can be held next fall in November at her district.

<p>SPOE Communication</p> <ul style="list-style-type: none"> • Team Meetings • All Staff Meetings 	<ul style="list-style-type: none"> • Stacy encouraged discussion around school representatives attending SPOE staff meetings. This has been very successful in the past and is a way for schools and the SPOE to get on the same page. Ryan has been doing this regularly for years now. • Carrie Ann pointed out that the week of November 17th(Monday-Thursday), would be a great time for schools to schedule with their teams for a visit. Stacy said that the council would send out an email to schools letting them know to get a hold of their team and get scheduled for a visit. • Stacy asked the group if they felt that something should be scheduled again this year with the SPOE to highlight other options for transition. She reminded the group that some Autism groups had come to talk at the SPOE. The group agreed that it should be up to the SPOE team to determine if this should continue. Stacy said she would talk to Kacey about it. 	<ul style="list-style-type: none"> • The council will email the committee to remind them to schedule with their SPOE team for a visit during a staff meeting. • Stacy will ask Kacey about setting up an “other transition option” presentation for SPOE staff again.
<p>Announcements/Party</p>	<ul style="list-style-type: none"> • Joan asked the group if they were familiar with the Safe Family program and if a child was considered homeless at this point after being removed from their home. Some discussion ensued and the group did not have any conclusive answers about the program and the child’s status. • The group was reminded that the next meeting will also be a pitch in and white elephant gift exchange. • There were no other announcements and the meeting was adjourned. 	<ul style="list-style-type: none"> • <u>Next Meeting:</u> December 10, 2014 9 am, English Foundation Building, Downstairs in basement.

Respectfully submitted,
Katarina Groves