

CENTRAL INDIANA FIRST STEPS

Transition Committee Meeting

3/11/15 Date

Name	Agency	Changes to current contact info
1. Terri Holmes	ProKids Inc	
2. Sarah Bailey	CCA	-
3. Annie Hughes	Visually Impaired Preschool Services	-
4. Tanja Dagoletti	ProKids	-
5. Sheryl Marnywick	Pro Kids	-
6. Leah Weaver	Pro Kids	-
7. Stacy Olivarez	Headstart - Kokomo	
8. Katarina Guerrero	LPCC	
9. Candice D Wise	CCA	Candice W @ childrens.org IN 47405
10. Annemarie Jensen	MSD Wash Twp	
11. Cathleen Leganze	MSD Warren Twp	
12. Krista Knowles	PROKIDS	
13. Lorinda Bartlett	CDHHE	
14. Melinda Campbell	Kokomo Area Special Ed Coop - Tipton Co	
15. Michelle Durham	Tipton CSC	

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3/11/15 Date

Name	Agency	Changes to current contact info
1. <u>James Shepherd</u>	<u>FIXE</u>	
2. <u>Shirley Gault</u>	<u>SPAE</u>	
3. <u>Pamela</u>	<u>SSSMC</u>	
4. <u>Mary Podany</u>	<u>Carmel Clay Schools</u>	
5. <u>Jeane Balwin</u>	<u>Wayne</u>	
6. <u>Janice Bellis</u>	<u>MSDET</u>	
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**Transition Committee Meeting Agenda
March 11, 2015**

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. MOA Review**
- 5. Next Steps Event**
- 6. Annual Meeting**
- 7. Announcements**

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

**Transition & Interagency Agreements Committee Meeting Minutes
March 11, 2015**

Present Sarah Bailey(Childcare Answers), Krista Knowles(SPOE), Annie Hughes(VIPS), Ryan Keen(Southside Special Services of Marion County), Joan Shepherd(Pike), Tamara Burris(Lawrence), Lorinda Bartlett(Center for Deaf and Hard of Hearing Education), Terri Holmes(ProKids), Tanya Ugoletti(ProKids), Sheryl Nerzwick(ProKids), Leah Weaver(ProKids), Stacy Olivarez(Kokomo Head Start), Candice D. Wise(Childcare Answers), Annemarie Fessler(Washington), Cathleen Leganza(Warren), Wendi Campbell(Kokomo Area Special Ed Coop-Tipton), Michelle Dunham(Tipton), CarrieAnn Jerrell(ProKids), Mary Podany(Carmel),Jeanne Baldwin(Wayne), 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. Ann made a first motion to approve and Sarah seconded the motion. The motion carried, and the minutes were approved as written. 	
Action Item Update	<ul style="list-style-type: none"> • Stacy reported that, as was aware, the Next Steps Transition event was scheduled for that evening at Southside Special Services from 6-8pm. 	
MOA Review	<ul style="list-style-type: none"> • Stacy asked the group to review the current Memorandum of Agreement to see if there are any changes. • She explained to those who were new to the committee that the group had agreed to review annually and if there were no significant changes, the signatures would carry from the last time of approval. • She directed everyone to review school names in particular as there have been significant changes in the past. • Stacy asked for a motion to approve the MOA as written. Joan made a first motion, and Lorinda seconded. The motion carried, and the MOA was approved as written. • The MOA can be found on the www.cibaby.org site. 	

Next Steps Event

- Stacy reminded the group that set up for the night's event would start at 4:30pm and informed the group that there would be pizza at 5pm for volunteers. Parents would arrive at 6pm and the mock case conference would begin at 6:30pm.
- Ryan had worked on the "make-it and take-it" communication boards that RISE was providing to all parents at the event.
- The bus would be available to tour by families until 6:30pm.
- Stacy reviewed the purpose of the event for those who were new to the committee. It is a transition event for families to see what the school system is like, witness a mock case conference, and to meet with school personnel to get questions answered.
- The turnout has been excellent recently as well as the format.
- Booths would be in the gym along with the viewing of the transition video and snacks.
- Stacy shared that, unlike the previous couple of years, several school system representatives would be acting out the case conference this time around for parents to see each person's roll on the team. Stacy was asked to videotape the case conference again to see if she could get better footage.
- Stacy had printed out name cards for all the case conference members.
- She reminded the group that Joan would be the school representative, Lorinda the school psychologist, Ryan the parent, Betsy the therapist, and Joyce the Teacher of Record.

Annual Meeting

- Stacy reminded everyone that the Annual Meeting is scheduled for April 17th from 11-2pm at the Washington Township Community Education Center. Everyone should have already received their invite. She asked for RSVP's at the meeting.
- She reviewed the format of the meeting, sharing that the meeting is opened with recognitions of volunteers and awards with planning for the upcoming fiscal year following in the afternoon. The committees

	<p>would take a renewed look at the outcomes for each committee and plan for the year accordingly.</p> <ul style="list-style-type: none"> • Stacy shared that the fiscal year ends on April 30th. 	
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • Annemarie asked if service coordinators could encourage families to have their birth certificates available as part of their transition documentation. The child's educational record starts when they are inputted and, if there is an error, it is very difficult to change the record. Joan also asked if coordinators could then know if there is a father in the home as sometimes they assume they are single moms only to find out that dad is very active. • Stacy reminded school reps to attend service coordinator's team meetings where they can address any issues and go over school requirements. • Stacy asked Ann about an article that was in the paper that mentioned VIPS. Ann summarized the article. While it did not say everything she had hoped, she felt it was nice nonetheless. She shared that the appropriation will be going through. She continues to spend a lot of time down at the statehouse lobbying. They will have an answer in April. VIPS is trying to get vision specialists recognized and approved in the state. Indiana is one of a few states who do not have specialists. VIPS services were started 4 years ago. The hope is to remain private but to have a public partnership with the state. • Krista shared that service coordinators in Hamilton County have been scheduling transition meetings using Google Calendar for some time now. It has been a great success and cuts down the time for coordinators to email or call school reps to schedule meetings. They have most recently started implementing this with IPS. School reps can simply mark when they are not available on the calendar. Coordinators can then schedule 	<ul style="list-style-type: none"> • <u>Next Meeting:</u> <u>Annual Meeting</u> April 17, 2015 11-2pm, Washington Township Education Center

	<p>accordingly. She said school reps can contact her or other team managers if they are interested in using the calendar as well.</p> <ul style="list-style-type: none">• Stacy shared that Cathy Robinson, the current Part C Director is becoming the Director of the Bureau of Developmental Disabilities Services (BDDS). Her replacement has not been named.• No other announcements were made and the meeting was adjourned.	
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Respectfully submitted,
Katarina Groves