

# First Steps Cluster J

## Memorandums of Understanding

### Local Educational Agencies (LEA)

#### July 1, 2024 - June 30, 2026

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**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
*servicing*

**DEFINITION OF TERMS**

**IFSP:** Part C Individualized Family Service Plan, the written plan for services and supports for each child.

**IEP:** Individualized Education Program, the written plan for goals and Part B services

**Case Conference:** Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child’s educational program  
**Service Coordinator:** First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

**DESCRIPTION OF PARTNERS**

**Part C:** First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

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**Other Community Partners:** Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

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Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #0000000000000000000021429 executed August 3, 2017.

Parties agree to honor the following requirements of the participating partners:

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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

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**SIGNATURES**

\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Part B Representative Title

\_\_\_\_\_  
Part B Representative School System

\_\_\_\_\_  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

\_\_\_\_\_  
Date

# MEMORANDUM OF UNDERSTANDING

## TRANSITION FROM EARLY INTERVENTION (Part C) TO PRESCHOOL SPECIAL EDUCATION (Part B) and/or HEAD START Local Transition Working Procedures, Timelines and Responsibilities

Process	Time Line	Person(s) Responsible	Procedures
Intake Notification	Upon Enrollment	First Steps Service Coordinator	<ul style="list-style-type: none"> <li>o Begin to discuss transition procedures and timelines with family.</li> </ul>
IFSP Reviews	Quarterly	First Steps Service Coordinator	<ul style="list-style-type: none"> <li>o Continue discussion on transition procedures and timelines with family.</li> </ul>
30 Month Notification	Monthly	SPOE Director	<ul style="list-style-type: none"> <li>o Transmit electronically, upon receipt, state generated 30-month child find information (child's name and date of birth, with referral and IFSP dates) to the Special Education Contact Person of the public school of record.</li> </ul>
UPON RECEIPT	30 months (or upon enrollment if after 29 months)	First Steps Service Coordinator	<ul style="list-style-type: none"> <li>o Discuss parent rights and confidentiality.</li> <li>o Continue to discuss transition options, procedures, and timelines with families and provide families with detailed information about available resources and training opportunities to help with transition.</li> <li>o Obtain signed <i>General Reciprocal Consent to Release and Share Information</i> for LEA, Head Start, and/or other appropriate transition partner.</li> <li>o Complete with required information (with consent) <i>First Steps 30 Month Notice to LEA</i> and send copy with copy of release to Preschool Coordinator.</li> <li>o Forward copies of the IFSP, current assessment and progress reports, and other information (with release) helpful to evaluation to the Preschool Coordinator.</li> </ul>
Transition Conference	270-90 days prior to third birthday (To accommodate school staffing schedules in the summer, children with birthdays through October may need to have transition meeting scheduled closer to the 270 days in order to allow school staff to be present at meeting)	First Steps Service Coordinator  ----- LEA Coordinator  ----- Head Start Representative	<ul style="list-style-type: none"> <li>o Schedule a transition meeting with the family and Preschool Coordinator at a mutually convenient time and location.</li> <li>o Invite a representative from Head Start or representatives from other community options whenever other services could be a viable option (with consent).</li> <li>o Include invitation at parent's discretion to service providers and others.</li> <li>o Forward (with consent) any new information regarding the IFSP, current assessment and progress reports, including the transition plan, and other information helpful to evaluation to the Preschool Coordinator and/or to Head Start Representative, when appropriate.</li> <li>o Send written prior notice for meeting to formally announce meeting to all participants.</li> <li>o -----</li> <li>o Discuss parent rights, eligibility requirements, evaluation processes, and available services if the student is determined eligible.</li> <li>o Begin to determine evaluation needs.</li> <li>o Obtain signatures for release of information (if needed) and arrange on-site visit to program if transition meeting is not to be held at the classroom site.</li> <li>o -----</li> <li>o Discuss the Head Start program and eligibility for Head Start services.</li> </ul>

Evaluation	33-36 months (Due to school calendar, this may need to be scheduled earlier)	First Steps Service Coordinator ----- LEA Coordinator	<ul style="list-style-type: none"> <li>○ Forward to appropriate transition partner, including Head Start, any updated evaluations or information regarding actions taken related to this child.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>○ Schedule and perform developmental or speech assessment with family, when appropriate.</li> <li>○ Invite Service Coordinator, when appropriate.</li> <li>○ Invite others at parent's discretion.</li> <li>○ Inform Service Coordinator of status of child.</li> </ul>
Case Conference	Prior to child's 3 <sup>rd</sup> birthday	LEA Coordinator	<ul style="list-style-type: none"> <li>○ Schedule a case conference with family to discuss educational evaluation, eligibility, educational needs, to develop goals/objectives, and to determine appropriate program based on rules in Indiana Article 7.</li> <li>○ Invite Service Coordinator and/or Head Start Representative.</li> <li>○ Invite First Steps providers at parent's discretion.</li> <li>○ Inform Service Coordinator of status of child.</li> </ul>

By a signature on the **Signature Page**, the parties agree to follow the timelines established in this local agreement.

**IMPLEMENTATION, MONITORING/TRACKING, AND EVALUATION OF AGREEMENT**

The agreement will undergo ongoing monitoring by the Transition Partners and the LPCC. Formal evaluation of the agreement will take place annually by May of each year, using the criteria set forth by the Indiana Transition Team.

Partners will be provided with copies of the agreement, ensure distribution to appropriate staff members, and provide initial staff training.

Ongoing monitoring between the partners will determine when to offer additional trainings or meetings to address concerns. Special education will track and monitor the statistics required by the State DOE. First Steps performs quarterly reviews of records to determine if the 90 day transition conference was held on time and the LEA representative was present. The information from reviews of records, surveys, interviews, and DOE statistics is reviewed annually to see if the transition process needs to be modified.

First Steps staff is responsible for setting up local roundtable discussions with individual partners. These individual meetings are scheduled whenever concerns are identified and at a minimum on a biannual basis.

**INTERAGENCY DISPUTE PROCESS**

Procedures to resolve local conflict outlined in the **Indiana Interagency Memorandum of Agreement (Section VII, Local Level)** will be followed:

*A discussion will be initiated at the local level between all the involved agencies. If resolution is not achieved at the local level, a written complaint will be initiated by the aggrieved agency within 5 working days of the date of the local level meeting to staff of the aggrieved agency's state level agency with a copy to the other involved agency(s). The written communication should include the conflict, proposed action, and a summary of factual, legal and policy grounds.*



**SIGNATURE PAGE  
MEMORANDUM OF UNDERSTANDING  
TRANSITION FROM EARLY INTERVENTION (Part C)**

*between*

**FIRST STEPS – SOUTH EAST**

*And*

**BARTHOLOMEW COUNTY SPECIAL EDUCATION COOPERATIVE**

**DEFINITION OF TERMS**

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Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #00000000000000000021429 executed August 3, 2017.

Parties agree to honor the following requirements of the participating partners:

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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

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**SIGNATURES**

x Jessica Vogel  
Part B (Preschool Special Education Services) Representative Signature

5/16/24  
Date

x Jessica Vogel  
Please Print Name

DIRECTOR OF SPECIAL EDUCATION  
Part B Representative Title

Bartholomew Consolidated School Corp.  
Part B Representative School System

Anne Dolan  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

6/4/24

5/16/24  
Date

SIGNATURE PAGE  
MEMORANDUM OF UNDERSTANDING  
TRANSITION FROM EARLY INTERVENTION (Part C)

*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**BATESVILLE COMMUNITY SCHOOLS**

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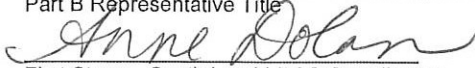
  
\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

5-23-24  
Date

Kindra Moore  
\_\_\_\_\_  
Please Print Name

Educational Consultant  
\_\_\_\_\_  
Part B Representative Title

Batesville Community School Corporation  
\_\_\_\_\_  
Part B Representative School System

  
\_\_\_\_\_  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

6/4/24  
Date

**SIGNATURE PAGE**  
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*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**BROWN COUNTY SCHOOLS**

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**SIGNATURES**

Deborah R. Harman  
Part B (Preschool Special Education Services) Representative Signature

5/20/24  
Date

Deborah R. Harman  
Please Print Name

Director of Student Support Services  
Part B Representative Title

Brown County Schools  
Part B Representative School System

Anne Dolan 5/23/24  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

5/20/24  
Date



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**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
**BROWNSTOWN CENTRAL COMMUNITY SCHOOLS**

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**SIGNATURES**

Angie Gwin  
Part B (Preschool Special Education Services) Representative Signature

4/2/24  
Date

Angie Gwin  
Please Print Name

Preschool Coordinator  
Part B Representative Title

Browns town Central  
Part B Representative School System

Anne Dolan  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

4/24/24  
Date

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**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS SOUTH EAST**  
*and*  
**CENTERVILLE-FAYETTE SPECIAL SERVICES**

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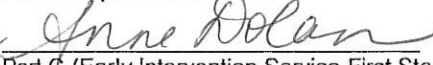
  
\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

6/10/24  
Date

Megan Gillman  
Please Print Name

Director of Special Education  
Part B Representative Title

Centerville-Fayette Special Services  
Part B Representative School System

  
\_\_\_\_\_  
Part C (Early Intervention Service-First Steps)  
Anne Dolan  
First Steps South East LPCC Coordinator

6/25/24  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
**CROTHERSVILLE COMMUNITY SCHOOLS**

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**SIGNATURES**

Kristy Wright  
 Part B (Preschool/Special Education Services) Representative Signature

5/31/24  
 Date

Kristy Wright  
 Please Print Name

Director of Special Education  
 Part B Representative Title

Crothersville Community Schools  
 Part B Representative School System

Anne Dolan  
 First Steps—South Lead LPCC Coordinator  
 Anne Dolan Part C (Early Intervention Service-First Steps)

6/25/24 Crothersville  
 (w)

\_\_\_\_\_  
 Date

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*Decatur County Community Schools*

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**DESCRIPTION OF PARTNERS**

**Part C:** First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

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**SIGNATURES**

  
Part B (Preschool Special Education Services) Representative Signature

*4/22/24*  
Date

*DR. JASON HOLLAND*  
Please Print Name

*Special Education Director*  
Part B Representative Title

*Decatur Co. Community Schools*  
Part B Representative School System

*Anne Dolan*  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

*4/24/24*  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS –SOUTH EAST**  
*and*  
**EAST CENTRAL INDIANA SPECIAL SERVICES**  
*servicing*  
FRANKLIN COUNTY COMMUNITY SCHOOLS

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**SIGNATURES**

  
Part B (Preschool Special Education Services) Representative Signature

4-17-24  
Date

Liza Bates  
Please Print Name

  
Part B Representative Title

Franklin County Comm. Schools  
Part B Representative School System

  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

4/24/24  
Date



**SIGNATURE PAGE**  
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*between*  
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*servng*  
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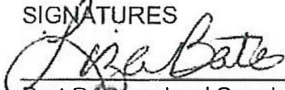
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**SIGNATURES**



Part B (Preschool Special Education Services) Representative Signature

4-17-24

Date

Liza Bates

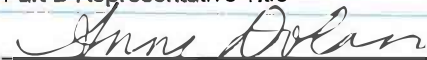
Please Print Name

Director

Part B Representative Title

Union County Schools

Part B Representative School System



First Steps—South Lead LPCC Coordinator

Anne Dolan Part C (Early Intervention Service-First Steps)

4/24/24

Date

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*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
**EASTERN HANCOCK COMMUNITY SCHOOL CORPORATION**

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**SIGNATURES**

Kelly McKeeman  
 Part B (Preschool Special Education Services) Representative Signature

Date 4-10-24

Kelly McKeeman  
 Please Print Name

Director of Special Education Eastern Hancock CSC  
 Part B Representative Title Part B Representative School System

Anne Dolan

First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

4/24/24  
Date

# MEMORANDUM OF UNDERSTANDING

## TRANSITION FROM EARLY INTERVENTION (Part C) TO PRESCHOOL SPECIAL EDUCATION (Part B) and/or HEAD START Local Transition Working Procedures, Timelines and Responsibilities

Process	Time Line	Person(s) Responsible	Procedures
Intake Notification	Upon Enrollment	First Steps Service Coordinator	<ul style="list-style-type: none"> <li>o Begin to discuss transition procedures and timelines with family.</li> </ul>
IFSP Reviews	Quarterly	First Steps Service Coordinator	<ul style="list-style-type: none"> <li>o Continue discussion on transition procedures and timelines with family.</li> </ul>
30 Month Notification	Monthly	SPOE Director	<ul style="list-style-type: none"> <li>o Transmit electronically, upon receipt, state generated 30-month child find information (child's name and date of birth, with referral and IFSP dates) to the Special Education Contact Person of the public school of record.</li> </ul>
UPON RECEIPT	30 months (or upon enrollment if after 29 months)	First Steps Service Coordinator	<ul style="list-style-type: none"> <li>o Discuss parent rights and confidentiality.</li> <li>o Continue to discuss transition options, procedures, and timelines with families and provide families with detailed information about available resources and training opportunities to help with transition.</li> <li>o Obtain signed <i>General Reciprocal Consent to Release and Share Information</i> for LEA, Head Start, and/or other appropriate transition partner.</li> <li>o Complete with required information (with consent) <i>First Steps 30 Month Notice to LEA</i> and send copy with copy of release to Preschool Coordinator.</li> <li>o Forward copies of the IFSP, current assessment and progress reports, and other information (with release) helpful to evaluation to the Preschool Coordinator.</li> </ul>
Transition Conference	270-90 days prior to third birthday (To accommodate school staffing schedules in the summer, children with birthdays through October may need to have transition meeting	First Steps Service Coordinator	<ul style="list-style-type: none"> <li>o Schedule a transition meeting with the family and Preschool Coordinator at a mutually convenient time and location.</li> <li>o Invite a representative from Head Start or representatives from other community options whenever other services could be a viable option (with consent).</li> <li>o Include invitation at parent's discretion to service providers and others.</li> <li>o Forward (with consent) any new information regarding the IFSP, current assessment and progress reports, including the transition plan, and other information helpful to evaluation to the Preschool Coordinator and/or to Head Start Representative, when appropriate.</li> <li>o Send written prior notice for meeting to formally announce meeting to all participants.</li> </ul>

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS SOUTH EAST**  
*And*  
**FLAT ROCK -HAWCREEK SCHOOLS**

**DEFINITION OF TERMS**

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**Service Coordinator:** First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

**DESCRIPTION OF PARTNERS**

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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

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**SIGNATURES**

*Jessica M Ke*  
Part B (Preschool Special Education Services) Representative Signature

6/18/24  
Date

Jessica M Ke  
Please Print Name

Special Education Director  
Part B Representative Title

Flat Rock Hawcreek  
Part B Representative School System

Anne Dolan  
Part C (Early Intervention Service-First Steps)  
Anne Dolan  
First Steps South East LPCC Coordinator

6/18/24  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**GREENFIELD CENTRAL COMMUNITY SCHOOLS**

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**SIGNATURES**

Dawn Sonsini  
 Part B (Preschool Special Education Services) Representative Signature

5-17-24  
 Date

Dawn Sonsini  
 Please Print Name

Director of Preschool & Early Learning  
 Part B Representative Title  
Anne Dolan  
 First Steps—South Lead LPCC Coordinator  
 Anne Dolan Part C (Early Intervention Service-First Steps)

Greenfield Central Community School Corporation  
 Part B Representative School System  
6/4/24  
 Date



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*and*  
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SIGNATURES

Inga B Moore  
Part B (Preschool Special Education Services) Representative Signature

4/30/2024  
Date

Inga B. Moore  
Please Print Name

Director of Special Education  
Part B Representative Title

Greensburg Community School  
Part B Representative School System

Anne Dolan  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

5/7/24  
Date

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**SIGNATURES**

  
 \_\_\_\_\_

7/8/2024  
 \_\_\_\_\_

Part B (Preschool Special Education Services) Representative Signature

Date

Todd Ebinger

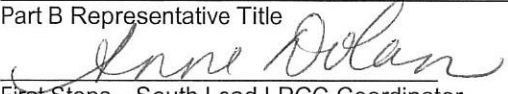
Please Print Name

Director of Programs

Jennings County School Corporation

Part B Representative Title

Part B Representative School System

  
 \_\_\_\_\_

7/9/24  
 \_\_\_\_\_

First Steps—South Lead LPCC Coordinator  
 Anne Dolan Part C (Early Intervention Service-First Steps)

Date

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- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-4 (Service Coordinator Responsibilities)
- o Head Start requirements set forth under Head Start Performance Standards on Community Partnerships and on Services for Children with Disabilities (45 CFR Parts 1304.41 and 1308)

**SIGNATURES/DATES AND DURATION OF AGREEMENT**

The extended agreement will begin July 1, 2024, and will remain in effect until June 30, 2026. This agreement reflects compliance with the current **Indiana Interagency Memorandum of understanding** between these agencies.

**SIGNATURES**

Tara Stephan McKay  
Part B (Preschool Special Education Services) Representative Signature

4/25/24  
Date

Tara McKay  
Please Print Name

Asst. Superintendent + Special Programs  
Part B Representative Title

MCS - Madison Consolidated Schools  
Part B Representative School System

Anne Dolan  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

4/29/24  
Date



**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**MEDORA COMMUNITY SCHOOLS**

**DEFINITION OF TERMS**

**IFSP:** Part C Individualized Family Service Plan, the written plan for services and supports for each child.

**IEP:** Individualized Education Program, the written plan for goals and Part B services

**Case Conference:** Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program

**Service Coordinator:** First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

**DESCRIPTION OF PARTNERS**

**Part C:** First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

**Part B:** LEA, the lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

**Head Start:** Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

**Other Community Partners:** Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

By signatures on the **Signature Page**, the parties agree to follow the timelines established in the **Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start** pages (pages 2 and 3).

Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #00000000000000000000021429 executed August 3, 2017.

Parties agree to honor the following requirements of the participating partners:

- o The Department of Education requirements set forth under Special Education Rules Title 511, IAC 7-36-2 and 7-43-2, December 2014
- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-3 (Local Planning and Coordinating Council Responsibilities)
- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-4 (Service Coordinator Responsibilities)
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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

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**SIGNATURES**

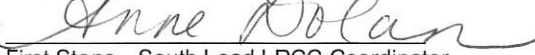
  
 \_\_\_\_\_  
 Part B (Preschool Special Education Services) Representative Signature

6/25/24  
 \_\_\_\_\_  
 Date

**Angie Gwin**  
 \_\_\_\_\_  
 Please Print Name

**Preschool Coordinator**  
 \_\_\_\_\_  
 Part B Representative Title

**Medora Community School**  
 \_\_\_\_\_  
 Part B Representative School System

  
 \_\_\_\_\_  
 First Steps—South Lead LPCC Coordinator  
 Anne Dolan Part C (Early Intervention Service-First Steps)

6/25/24  
 \_\_\_\_\_  
 Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**MITCHELL SCHOOLS**  
*servicing*

**DEFINITION OF TERMS**

**IFSP:** Part C Individualized Family Service Plan, the written plan for services and supports for each child.

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**Case Conference:** Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program

**Service Coordinator:** First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

**DESCRIPTION OF PARTNERS**

**Part C:** First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

**Part B:** LEA, the lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

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The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

By signatures on the **Signature Page**, the parties agree to follow the timelines established in the **Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start** pages (pages 2 and 3).

Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #0000000000000000000021429 executed August 3, 2017.


Parties agree to honor the following requirements of the participating partners:

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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

The extended agreement will begin July 1, 2024, and will remain in effect until June 30, 2026. This agreement reflects compliance with the current **Indiana Interagency Memorandum of understanding** between these agencies.

SIGNATURES

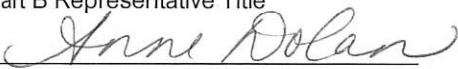
  
 \_\_\_\_\_  
 Part B (Preschool Special Education Services) Representative Signature  
 Jessica Lee

4/22/2024  
 Date

Please Print Name

**Preschool and Case Conference Coordinator**  
 \_\_\_\_\_  
 Part B Representative Title

**Mitchell Community Schools**  
 \_\_\_\_\_  
 Part B Representative School System

  
 \_\_\_\_\_  
 First Steps—South Lead LPCC Coordinator  
 Anne Dolan Part C (Early Intervention Service-First Steps)

5/7/24  
 Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
**Monroe County Community School Corporation**

**DEFINITION OF TERMS**

**IFSP:** Part C Individualized Family Service Plan, the written plan for services and supports for each child.

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**DESCRIPTION OF PARTNERS**

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Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #000000000000000000021429 executed August 3, 2017.

Parties agree to honor the following requirements of the participating partners:

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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

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**SIGNATURES**

Jennifer Bickel  
Part B (Preschool Special Education Services) Representative Signature

5-24-24  
Date

Jennifer Bickel  
Please Print Name

Assistant Director of Special Education  
Part B Representative Title

Monroe County Community School Corporation  
Part B Representative School System

Anne Dolan  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

6/11/24  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
*servicing*

**MOUNT VERNON COMMUNITY SCHOOL CORPORATION**

**DEFINITION OF TERMS**

**IFSP:** Part C Individualized Family Service Plan, the written plan for services and supports for each child.

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**Case Conference:** Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program

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**DESCRIPTION OF PARTNERS**

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**SIGNATURES**

*Laura Durig*  
Part B (Preschool Special Education Services) Representative Signature

5/28/24  
Date

Laura Durig  
Please Print Name

Director of Special Education  
Part B Representative Title

Mt. Vernon Comm School Corp  
Part B Representative School System

*Anne Dolan* 6/11/24  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

5/28/24  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
**NEW CASTLE AREA SPECIAL SERVICES**  
*serving the public school district(s) of Shenandoah Schools, New Castle Community Schools, South Henry Schools, C.A. Beard Memorial Schools and Nettle Creek Schools in Henry and Wayne Counties in Indiana*

**DEFINITION OF TERMS**

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.  
 IEP: Individualized Education Program, the written plan for goals and Part B services  
 Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child’s educational program  
 Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

**DESCRIPTION OF PARTNERS**

Part C: First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays  
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 Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families  
 Other Community Partners: Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

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- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-4 (Service Coordinator Responsibilities)
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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

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**SIGNATURES**

A.S. Blake  
 Part B (Preschool Special Education Services) Representative Signature

4.1.24  
 Date

Amy Blake  
 Please Print Name

Director of Special Education New Castle Area Special Services  
 Part B Representative Title Part B Representative School System

Anne Dolan  
 First Steps—South Lead LPCC Coordinator  
 Anne Dolan Part C (Early Intervention Service-First Steps)

4/24/24  
 Date



**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
**NORTH LAWRENCE COMMUNITY SCHOOLS**

**DEFINITION OF TERMS**

**IFSP:** Part C Individualized Family Service Plan, the written plan for services and supports for each child.

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**DESCRIPTION OF PARTNERS**

**Part C:** First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

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**SIGNATURES**

Kevin R. Yancey  
Part B (Preschool Special Education Services) Representative Signature

4-22-2024  
Date

Kevin R. Yancey  
Please Print Name

Superintendent  
Part B Representative Title

North Lawrence Community Schools  
Part B Representative School System

Anne Dolan  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

5/7/24  
Date

**SIGNATURE PAGE  
MEMORANDUM OF UNDERSTANDING  
TRANSITION FROM EARLY INTERVENTION (Part C)**

*between*

**FIRST STEPS – SOUTH EAST**

*and*

**NORTHWESTERN CONSOLIDATED SCHOOL DISTRICT OF SHELBY COUNTY**

**DEFINITION OF TERMS**

**IFSP:** Part C Individualized Family Service Plan, the written plan for services and supports for each child.

**IEP:** Individualized Education Program, the written plan for goals and Part B services

**Case Conference:** Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program

**Service Coordinator:** First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

**DESCRIPTION OF PARTNERS**

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**Part B:** LEA, the lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

**Head Start:** Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

**Other Community Partners:** Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

By signatures on the **Signature Page**, the parties agree to follow the timelines established in the **Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start** pages (pages 2 and 3).

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Parties agree to honor the following requirements of the participating partners:

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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

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**SIGNATURES**

\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

5/1/24  
Date

CHRISTOPHER M. HOKE  
Please Print Name

SUPERINTENDENT  
Part B Representative Title

NORTHWESTERN CSD OF SHELBY CO  
Part B Representative School System

Anne Dolan  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

5/7/24  
Date

**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**RICHLAND-BEAN BLOSSOM SCHOOLS**

The **PURPOSE** of this Memorandum of Understanding (MOU) is to ensure that the parties to the MOU, First Steps South East and Richland-Bean Blossom Community School District, work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures these entities implement federal, state and local regulations in an appropriate and timely manner.

**DEFINITION OF TERMS**

**IFSP:** Part C Individualized Family Service Plan, which means the written plan for providing early intervention services to an infant or toddler with a disability and the infant's or toddler's family that meets the requirements of 34 CFR § 303.20.

**IEP:** Individualized Education Program, which means a the written document, developed, reviewed and revised by a case conference committee in accordance with IDEA and Article 7 that describes how a student will access the general education curriculum, if appropriate, and the special education and related services needed to participate in the educational environment.

**Case Conference:** Meetings between Part B school personnel and parents who may be receiving Part B services to discuss a child's individualized educational program

**Service Coordinator:** First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

**DESCRIPTION OF PARTNERS**

**Part C Partner:** First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

**Part B Partner:** Richland-Bean Blossom Community School District,, the lead educational agency (LEA) for children ages 36 months and up who qualify for the Early Childhood Program in the Special Educational Planning District in which the child resides

**Head Start:** Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

**Other Community Partners:** Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

**MUTUAL OBLIGATIONS OF PARTNERS**

By executing this MOU,, the parties agree to follow the timelines established below in the ***Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start.***



Additionally, the Parties shall follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #0000000000000000000021429 executed August 3, 2017.

- Finally, Parties agree to honor the following requirements of the participating partners:
- o The Department of Education requirements set forth under Special Education Rules Title 511, IAC 7-36-2 and 7-43-2, December 2014
  - o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-3 (Local Planning and Coordinating Council Responsibilities)
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  - o Head Start requirements set forth under Head Start Performance Standards on Community Partnerships and on Services for Children with Disabilities (45 CFR Parts 1304.41 and 1308)

**MEMORANDUM OF UNDERSTANDING**

**TRANSITION FROM EARLY INTERVENTION (Part C)  
TO PRESCHOOL SPECIAL EDUCATION (Part B) and/or HEAD START**

Local Transition Working Procedures, Timelines and Responsibilities

The following chart sets forth the agreed upon working procedures, timelines and responsibilities for all partners:

<b>Process</b>	<b>Time Line</b>	<b>Person(s) Responsible</b>	<b>Procedures</b>
Intake Notification	Upon Enrollment	First Steps Service Coordinator	o Begin to discuss transition procedures and timelines with family.
IFSP Reviews	Quarterly	First Steps Service Coordinator	o Continue discussion on transition procedures and timelines with family.
30 Month Notification	Monthly	SPOE Director	o Transmit electronically, upon receipt, state generated 30-month child find information (child's name and date of birth, with referral and IFSP dates) to the Special Education Contact Person of the public school of record.
UPON RECEIPT	30 months (or upon	First Steps Service Coordinator	o Discuss parent rights and confidentiality. o Continue to discuss transition options, procedures, and timelines with families and provide families with

	enrollment if after 29 months)		<p>detailed information about available resources and training opportunities to help with transition.</p> <ul style="list-style-type: none"> <li>o Obtain signed <i>General Reciprocal Consent to Release and Share Information</i> for LEA, Head Start, and/or other appropriate transition partner.</li> <li>o Complete with required information (with consent) <i>First Steps 30 Month Notice to LEA</i> and send copy with copy of release to Preschool Coordinator.</li> <li>o Forward copies of the IFSP, current assessment and progress reports, and other information (with release) helpful to evaluation to the Preschool Director.</li> </ul>
Transition Conference	270-90 days prior to third birthday (To accommodate school staffing schedules in the summer, children with birthdays in June through September may need to have transition meetings scheduled before March 1st in order to allow school personnel to schedule an evaluation of the student, conduct the evaluation and hold a case conference	<p>First Steps Service Coordinator</p> <p>-----</p> <p>LEA Coordinator</p> <p>-----</p> <p>Head Start Representative</p>	<ul style="list-style-type: none"> <li>o Schedule a transition meeting with the family and Preschool Director at a mutually convenient time and location.</li> <li>o Invite a representative from Head Start or representatives from other community options whenever other services could be a viable option (with consent).</li> <li>o Include invitation at parent's discretion to service providers and others.</li> <li>o Forward (with consent) any new information regarding the IFSP, current assessment and progress reports, including the transition plan, and other information helpful to evaluation to the Preschool Director and/or to Head Start Representative, when appropriate.</li> <li>o Send written prior notice for meeting to formally announce meeting to all participants.</li> </ul> <p>-----</p> <p>--</p> <ul style="list-style-type: none"> <li>o Discuss parent rights, eligibility requirements, evaluation processes, and available services if the student is determined eligible.</li> <li>o Begin to determine evaluation needs.</li> <li>o Obtain signatures for release of information (if needed) and arrange on-site visit to program if transition meeting is not to be held at the classroom site.</li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>o Discuss the Head Start program and eligibility for Head Start services.</li> </ul>

	<p>prior to the school's summer break)</p> <p>(To accommodate school staffing schedules in the summer, children with birthdays in October may need to have transition meetings scheduled closer to the 270 days to allow school personnel to be present at the meeting)</p>		
Evaluation	<p>33-36 months (To accommodate school staffing schedules in the summer, children with birthdays in June through September will need to have transition meetings</p>	<p>First Steps Service Coordinator</p> <p>-----</p> <p>LEA Coordinator</p>	<ul style="list-style-type: none"> <li>o Forward to appropriate transition partner, including Head Start, any updated evaluations or information regarding actions taken related to this child.</li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>o Schedule and perform developmental or speech assessment with family, when appropriate.</li> <li>o Invite Service Coordinator, when appropriate.</li> <li>o Invite others at parent's discretion.</li> <li>o Inform Service Coordinator of status of child. (with consent)</li> </ul>

	scheduled before March 1st to allow school personnel to schedule an evaluation of the student, conduct the evaluation and hold a case conference prior to the school's summer break		
Case Conference	Prior to child's 3 <sup>rd</sup> birthday	LEA Coordinator	<ul style="list-style-type: none"> <li>o Schedule a case conference with family to discuss educational evaluation, eligibility, educational needs, to develop goals/objectives, and to determine appropriate program based on rules in Indiana Article 7.</li> <li>o Invite Service Coordinator and/or Head Start Representative.</li> <li>o Invite First Steps providers at parent's discretion.</li> <li>o Inform Service Coordinator of status of child. (with consent)</li> </ul>

**IMPLEMENTATION, MONITORING/TRACKING, AND EVALUATION OF AGREEMENT**

The MOU will undergo ongoing monitoring by the Partners and the Local Planning Coordinating Council. Formal evaluation of the agreement will take place annually by May of each year, using the criteria set forth by the Indiana Transition Team.

Partners will be provided with copies of the MOU, ensure distribution to appropriate staff members, and provide initial staff training.

Ongoing monitoring between the Partners will determine when to offer additional trainings or meetings to address concerns. Special education will track and monitor the statistics required by the State DOE. First Steps performs quarterly reviews of records to determine if the 90 day transition conference was held on time and the LEA representative was present. The information from reviews of records, surveys, interviews, and DOE statistics is reviewed annually to see if the transition process needs to be modified.

First Steps staff is responsible for setting up local roundtable discussions with individual partners. These individual meetings are scheduled whenever concerns are identified and at a minimum on a biannual basis.

### **INTERAGENCY DISPUTE PROCESS**

Procedures to resolve local conflict outlined in the *Indiana Interagency Memorandum of Agreement* (Section VII, Local Level) will be followed:

*A discussion will be initiated at the local level between all the involved agencies. If resolution is not achieved at the local level, a written complaint will be initiated by the aggrieved agency within 5 working days of the date of the local level meeting to staff of the aggrieved agency's state level agency with a copy to the other involved agency(s). The written communication should include the conflict, proposed action, and a summary of factual, legal and policy grounds.*

### **DATES AND DURATION OF AGREEMENT**

The extended MOU will begin July 1, 2024, and will remain in effect until June 30, 2026.

### **CONFIDENTIALITY OF INFORMATION**

All parties will maintain the confidentiality of the children's education records and personally identifiable information. The requirements of this Section shall survive any termination of this MOU.

### **MODIFICATION OF MOU**

No modification of any of the terms and conditions of this MOU shall be effective unless such modification is expressed in writing and signed by each of the parties. This MOU may be amended only in writing signed by each of the parties. No course of prior dealings between the parties and no use of trade shall be relevant or admissible to supplement, explain or vary the terms of this MOU, whether the same be consistent with the terms of this MOU or otherwise.

### **WAIVER**

No waiver of any breach of any provision of this MOU shall operate as a waiver of such provision of this MOU or as a waiver or subsequent or other breaches of the same or any other provisions of this MOU, nor shall any action or non-action by either party be construed as a waiver of any provisions of this MOU or of any breach thereof unless the same has been expressly declared or recognized as a waiver by such party in writing.

### **EQUAL OPPORTUNITY IN EMPLOYMENT AND EDUCATION**

Each party affirms their commitment to equal education and employment opportunity in providing coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start and in the provision of any services under the Partners respective agencies. No person will be denied participation in whole or in part based upon a criterion that is contrary to Indiana or federal law.

### **GOVERNING LAW**

This MOU shall be governed by and construed in accordance with the laws of the State of Indiana without regard to conflicts of laws principles.

**MISCELLANEOUS**

Each party shall perform this MOU in full compliance with any and all applicable federal, state and local laws, statutes, regulations, and/or ordinances. If any part, term or provision of this MOU shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state, or local government, having jurisdiction over this MOU, the validity of the remaining portions or provisions shall not be affected thereby. This MOU may not be assigned or otherwise transferred by either party, in whole or in part, without the express prior written consent of the other party, which consent shall not reasonably be withheld. This MOU shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

**SIGNATURES**

By signing this MOU, the parties agree to follow the timelines established in this MOU. The undersigned signatories acknowledge they have read and agree with this MOU and they are the duly authorized representatives as of the respective Partners.

*Jennifer Anderson*

Part B (Preschool Special Education Services) Representative Signature

*6-19-2024*

Date

*Jennifer Anderson*

Print Name

*Terry Sanders*

Part B Representative School System

*6-17-24*

Date

*Terry Sanders*

Print Name

*Anne Dolan*

Part C (Early Intervention Service-First Steps)

*6/25/24*

Date

*Anne Dolan, First Steps South East LPCC Coordinator*

Print Name



**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**ROD SPECIAL EDUCATION COOPERATIVE**

**DEFINITION OF TERMS**

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.

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Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program  
 Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

**DESCRIPTION OF PARTNERS**

Part C: First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

Part B: LEA, the lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

Other Community Partners: Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

By signatures on the *Signature Page*, the parties agree to follow the timelines established in the *Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start* pages (pages 2 and 3).

Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #0000000000000000000021429 executed August 3, 2017.

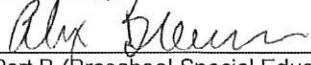
Parties agree to honor the following requirements of the participating partners:

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- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-3 (Local Planning and Coordinating Council Responsibilities)
- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-4 (Service Coordinator Responsibilities)
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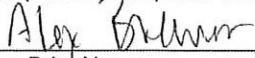
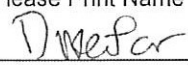
**SIGNATURES/DATES AND DURATION OF AGREEMENT**

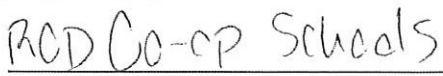
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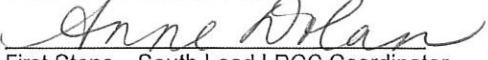
**SIGNATURES**

  
 \_\_\_\_\_  
 Part B (Preschool Special Education Services) Representative Signature

5-23-24  
 Date

  
 \_\_\_\_\_  
 Please Print Name  
  
 \_\_\_\_\_  
 Part B Representative Title

  
 \_\_\_\_\_  
 Part B Representative School System

  
 \_\_\_\_\_  
 First Steps—South Lead LPCC Coordinator  
 Anne Dolan Part C (Early Intervention Service-First Steps)

6/4/24  
 Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
**RUSH COUNTY SCHOOLS**

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The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

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**SIGNATURES**

  
\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

4-15-2024  
Date

Patrick W. Anderson  
\_\_\_\_\_  
Please Print Name

Director of Special Services Rush County  
\_\_\_\_\_  
Part B Representative Title Part B Representative School System

Anne Dolan  
\_\_\_\_\_  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

4/24/24  
Date



**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
**SEYMOUR COMMUNITY SCHOOLS**

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**SIGNATURES**

  
Part B (Preschool Special Education Services) Representative Signature

4/12/24  
Date

MaryKate Helmsing  
Please Print Name

Assistant Director of Special Education  
Part B Representative Title

Seymour Community Schools  
Part B Representative School System

  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

4/24/24  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS SOUTH EAST**  
*and*  
**SHELBY EASTERN SCHOOLS**  
*servicing the public school district(s) of Waldron and Morristown*

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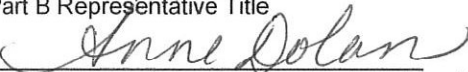
  
\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

5/30/24  
Date

Todd Hitchcock  
\_\_\_\_\_  
Please Print Name

Superintendent  
\_\_\_\_\_  
Part B Representative Title

Shelby Eastern Schools  
\_\_\_\_\_  
Part B Representative School System

  
\_\_\_\_\_  
Part C (Early Intervention Service-First Steps)  
Anne Dolan  
First Steps South East LPCC Coordinator

6/11/24  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
*servicing*  
**SHELBYVILLE CENTRAL SCHOOLS**

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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

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**SIGNATURES**

  
\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

5/23/24  
Date

Andy Hensley  
Please Print Name

Director of Student Services  
Part B Representative Title

\_\_\_\_\_  
Part B Representative School System

Anne Dolan  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

6/25/24  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**SOUTHERN HANCOCK SCHOOLS**

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SIGNATURES



Part B (Preschool Special Education Services) Representative Signature

6/5/24  
Date

Cheryl Rose  
Please Print Name

Early Childhood Coordinator  
Part B Representative Title

New Palestine Community Schools  
Part B Representative School System



First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

6/25/24  
Date



**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS SOUTH EAST**  
*And*  
**SOUTHWESTERN SCHOOLS of SHELBY COUNTY**

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**Head Start:** Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

**Other Community Partners:** Generally local prools or child care representatives who will work with transition partners to ensure ongoing services and supports.

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if ellgible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

By signatures on the **Signature Page**, the parties agree to follow the timelines established in the **Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start** pages (pages 2 and 3).

Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #0000000000000000000021429 executed August 3, 2017.

Parties agree to honor the following requirements of the participating partners:

- o The Department of Education requirements set forth under Special Education Rules Title 511, IAC 7-36-2 and 7-43-2, December 2014
- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-3 (Local Planning and Coordinating Council Responsibilities)
- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-4 (Service Coordinator Responsibilities)
- o Head Start requirements set forth under Head Start Performance Standards on Community Partnerships and on Services for Children with Disabilities (45 CFR Parts 1304.41 and 1308)

**SIGNATURES/DATES AND DURATION OF AGREEMENT**

The extended agreement will begin July 1, 2024, and will remain in effect until June 30, 2026.

**SIGNATURES**

Ashley Landrum  
Part B (Preschool Special Education Services) Representative Signature

6/6/24  
Date

Ashley Landrum  
Please Print Name

Special Education Coordinator Southwestern Consolidated School District  
Part B Representative Title Part B Representative School System

Anne Dolan  
Part C (Early Intervention Service-First Steps)  
Anne Dolan  
First Steps South East LPCC Coordinator

6/25/24  
Date



**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**SUNMAN DEARBORN COMMUNITY SCHOOLS**

**DEFINITION OF TERMS**

**IFSP:** Part C Individualized Family Service Plan, the written plan for services and supports for each child.

**IEP:** Individualized Education Program, the written plan for goals and Part B services

**Case Conference:** Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program

**Service Coordinator:** First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

**DESCRIPTION OF PARTNERS**

**Part C:** First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

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**SIGNATURES**

Kelly Roth  
Part B (Preschool Special Education Services) Representative Signature

5/6/24  
Date

Kelly Roth  
Please Print Name

Director of Student Services  
Part B Representative Title

Sunman-Dearbourn El.  
Part B Representative School System

Anne Dolan  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

5/7/24  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**SWITZERLAND COUNTY SCHOOLS**

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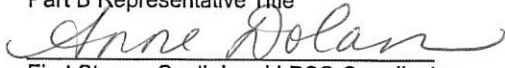
  
Part B (Preschool Special Education Services) Representative Signature

6-25-2024  
Date

Michael L. Jones  
Please Print Name

Executive Director  
Part B Representative Title

Madison, Area Ed. Special Services  
Part B Representative School System

  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

6/25/24  
Date