



# **It Takes a Village: Reactivating a Transition Planning Committee (TPC) in a Rural Community**

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Work

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Education District 801



# Objectives

By the end of this session attendees will:

- Acquire knowledge related to the **Importance of Transition Planning Committees**
- Learn how to take the **initial steps** in forming a committee, including the selection of participants/stakeholders
- Discuss various **goals and projects** that a newly formed TPC can undertake to fill needs within their service region



# About Us

Dr. Nicole Birri, Training Specialist ICTW

Abby Clark, Special Education Coordinator KSED



# KSED 801 Demographics

**Counties Served:** *3 total*

Clinton

Marion

Washington

**Schools Served:** *56 total*

41 public schools

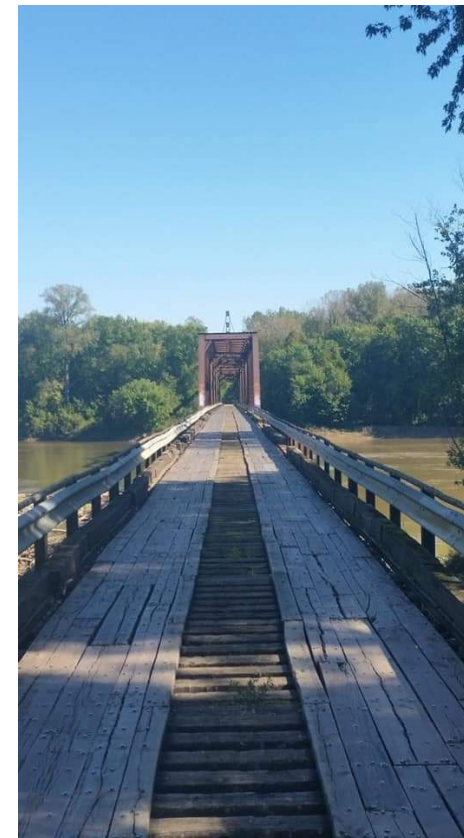
12 parochial

3 alternative placements

**Rural Area:** 1638.13 miles

**Students with IEPs:** 3000+

**Students with 504 Plans:** 370+



# KSED Concerns Related to Transition

1. **Poor outcomes** for students with disabilities across all three counties based on **Indicator 14 data**
2. **Minimal work based learning opportunities**
3. **Limited community experiences** and engagement
4. **Minimal to no collaboration** between school based representatives and community agencies
5. **No formal assessments or standardized curriculums** being used with a focus on postsecondary outcomes



# Our Partnership

- Initially learned about ICTW at Illinois Statewide Transition Conference in November 2022
- Approached Nicole after her session at the Special Education Directors Conference in June 2023
- Targeted Technical Assistance request submitted Summer 2023
- TTA plan created in September 2023



# Importance of Transition Planning Committees





# Transition Planning

Transition planning is used to describe the very **intentional, organized and coordinated process** of guiding young people with disabilities with education, experiences, supports and services to help them have successful and meaningful lives beyond high school.

**It is planning that begins with the end in mind.**

Transition Planning - NTACT:C. (2024, April 5). NTACT:C. <https://transitionta.org/topics/secondary-education/transition-planning/>



# Federal Requirements for Interagency Collaboration

Interagency collaboration has been mandated by federal legislation requiring schools, community organizations, and governmental agencies to work together.

- Individuals with Disabilities Education Act (**IDEA** 1990, 2004)
- Every Student Succeeds Act (**ESSA**, 2015)
- Workforce Innovation and Opportunity Act (**WIOA**, 2014)



# Illinois Requirements

## Illinois Public Act 92-0452 (The Rehabilitation of Persons with Disabilities Act)

Members of the committee shall **elect a chair, meet at least quarterly and consist of representatives from:**

- Special education, vocational and regular education
- Post-secondary education
- Parents of youth with disabilities
- Persons with disabilities
- Local business or industry
- The Department of Human Services
- Public and private adult service providers
- Case coordination
- Other consumer, school, and adult services as appropriate

**The Department of Human Services (DRS) shall be responsible for coordinating local Transition Planning Committees**



# Illinois Requirements, cont.

## Transition Planning Committees shall:

1. Identify transition **services, programs, and funding sources** in the community for secondary and post-secondary aged youth with disabilities and their families and **develop strategies** to address unmet needs
2. Facilitate transition **interagency teams** to address present and future transition needs of students on their IEPs
3. Develop a **mission statement** that emphasizes the goals of integration and participation in all aspects of community life for persons with disabilities



# Illinois Requirements, cont.

## Transition Planning Committees shall:

4. Provide for the **exchange of information** (e.g., appropriate data, effectiveness studies, special projects, exemplary programs, and creative funding of programs)
5. Develop **consumer in-service and awareness training** programs in the local community
6. Assist in staff **training** for individual transition planning and student transition needs assessment



# The Research Says...

- Interagency collaboration is a well-structured, **intentional process that encourages cooperation** across different agencies, programs, and disciplines, resulting in meaningful transition outcomes for youth (Rowe et al., 2015)
- **Collaboration and coordination** among stakeholders are recognized as **promising practices** and predictors of improved outcomes (Kohler et al., 2016; Trainor et al., 2020; Test et al., 2016)
- **Any agency that could support** or be responsible for providing relevant transition services for the student(s) **should be invited** to participate in transition planning meetings (Plotner, Shogren, et al., 2017)



# Initial Steps: Meeting the Legal Requirements



# Requirements for Recognition: Illinois

## Communicate with DRS

1. Committee Name
2. Mission Statement
3. Address
4. Identify a Fiscal Agent (Required to obtain grant funding through DRS and other funding sources)





# How We Got Started

1. **Locate a TPC in a similar area** to yours and ask to attend a few meetings:  
Format, members, materials
2. Determine **geographic area** to begin serving
3. Eye **expansion** opportunities
4. Choose **committee members**: Domains for transition planning, current and future service providers
5. **Reach out** to potential members: Explain general mission, provide potential meeting dates/times
6. Set **agenda** for the initial meeting



# Key Committee Members

- Special Education Cooperative and School District Personnel
- Regional Office of Education: Superintendent, CTE staff
- High School to Adult Services Agencies: DRS, PUNS, DSCC, Statewide Transition “Experts”: ICTW staff
- Adult Service Agencies: Supported Employment, Supervised Living Options, College Representatives
- Community Organizations: Transportation, Recreation, Chamber of Commerce, Healthcare



# Officers

- What roles need filled?
  - Chair
  - Co-Chair
  - Secretary
  - Co-Secretary
  - Treasurer
- Determine length of service in role
- Members **serve for one year and alternate the following year** to the co-member
- New officers elected every other year: Make sure to elect **representatives from a variety of agencies** so that the committee doesn't live with only one agency or group



# Kaskaskia Region TPC

- Kaskaskia Special Education District: Three administrators
- Special Education Coordinators/Teachers from three area schools, plus two therapeutic day schools
- ROE Superintendent
- CTE Director and staff
- College Disability Supports Advisor
- Supported Employment representative
- PUNS agency representatives
- CILA representatives
- DRS case manager
- State agency representatives: ICTW, DSCC
- Local bus company representative



# Goals and Projects



# Initial Agenda

- Be **brief**, but provide enough information to make people feel welcome and interested
- **Introductions:** Committee organizers and individuals from each organization
  - Where is their organization located?
  - What does their organization do to support individuals with disabilities?
  - What gaps do they see in the transition from school to adult living?
- **Short and long term goals** for the committee
  - Short term: Vision/mission statement
  - Long term: Resource brochure, resource fair, website, plans for growth
- Set **follow-up meeting** date (monthly for first semester, bi-monthly following year)
  - Topics to brainstorm before next meeting
  - Shared Google Doc/Drive



# Follow Up Meeting Agendas: Consistent Format

- **Review of Minutes** from previous meeting: Secretary
- **Discussion Items:** New information to share, including committee reports, concerns and accomplishments
- **Roundtable:** Each domain/representative
- **Announcements and Upcoming Events:** PD opportunities, activities and events in the area
- **Future Meeting Dates, Topics to Brainstorm, Mission Statement** (meeting #2)



# Records Kept

- Meeting agenda
- Meeting minutes/your notes
- Presentations/slide decks
- Emails: with TPC members, DRS/other agencies, families, vendors for fair or other events
- Any outside communication





# Timeline: Planning and Getting Started

## Spring 2023/Fall 2024

- **Networking** with semi-local TPCs and attending meetings
- **Brainstorming** potential committee members
- **Researching** TPC information/requirements

## Winter 2024

- **January:** Initial Meeting
- **February:** Mission statement and goals established
- **March:** Officer Election

## Spring 2024

- **April:** Committee discussions
- **May:** Schedule meetings for 24-25 school year



# Timeline: This School Year

## Fall 2024

- **Attending** conferences, **hosting** PD
- Scheduling **new events**: Resource Fair, Parent Training, etc
- **Committee work**: Brochure, website, fair
- **DRS Mini-Grant** submitted and funded

## Spring 2025: Major Events

- **Parent Training Nights**: Significant support needs and college/workforce bound
- **Resource Fair**: Area transition age students, district staff, families, media, homeschool families
- **Welcome to the Real World**: Area 8th grade students



# Welcome to the Real World 8th Grade Event

**Interactive event:** Focus on financial literacy and decision making based upon careers chosen by the students





# Transition Resources/Job Fair

- Spring event, first annual
- Served 150 students, numerous districts, parents and school staff as well as visitors from other area cooperatives





# Materials Purchased with DRS TPC Mini-Grant

- Pre-Ets Curriculum for Lending Library
- TPC Table Runner
- TPC Event Banner
- TPC Tablecloth

Grant applications released annually in the fall



# Website

<https://sites.google.com/ksed801.com/tpc/home>

*Check out our new*  
**WEBSITE**



*Empowering students and families with the tools, resources,  
and connections they need to thrive – all in one place*

[HTTPS://SITES.GOOGLE.COM/KSED801.COM/TPC/HOME](https://sites.google.com/ksed801.com/tpc/home)





# Plans for Growth

## Geographic Expansion

- Invite school representatives from nearby counties in the co-op to join KRTPC and/or potentially begin a TPC in their county

## Committee/Project Expansion

- Identify gaps/needs
- Add student/parent representatives
- Regional/statewide agencies
- Create new events to support parents and students as well as districts
- Look for funding opportunities for larger scale projects and events
- Information sharing/pushing information out to students/districts/families



# Considerations

1. Focus on the **“It Takes a Village”** concept
2. Leverage your **social capital** and that of your colleagues
3. Locate the **statewide experts** in transition/TPCs and reach out to them
4. Find **semi-local experts**/other TPC’s and **open lines of communication**
5. **Network with local stakeholders** to identify gaps/needs, including parents/students
6. **Be bold:** Invite a wide range of potential committee members (increases social capital range)
7. **Don’t get overwhelmed:** Comparing your beginning to another committees “middle” is not helpful
8. **Attend regional, state and national conferences** focusing on transition annually: network, resources, brainstorming ideas
9. **Online** invites/reminders/meeting options
10. **Value** your team/committee while **eyeing expansion plans**



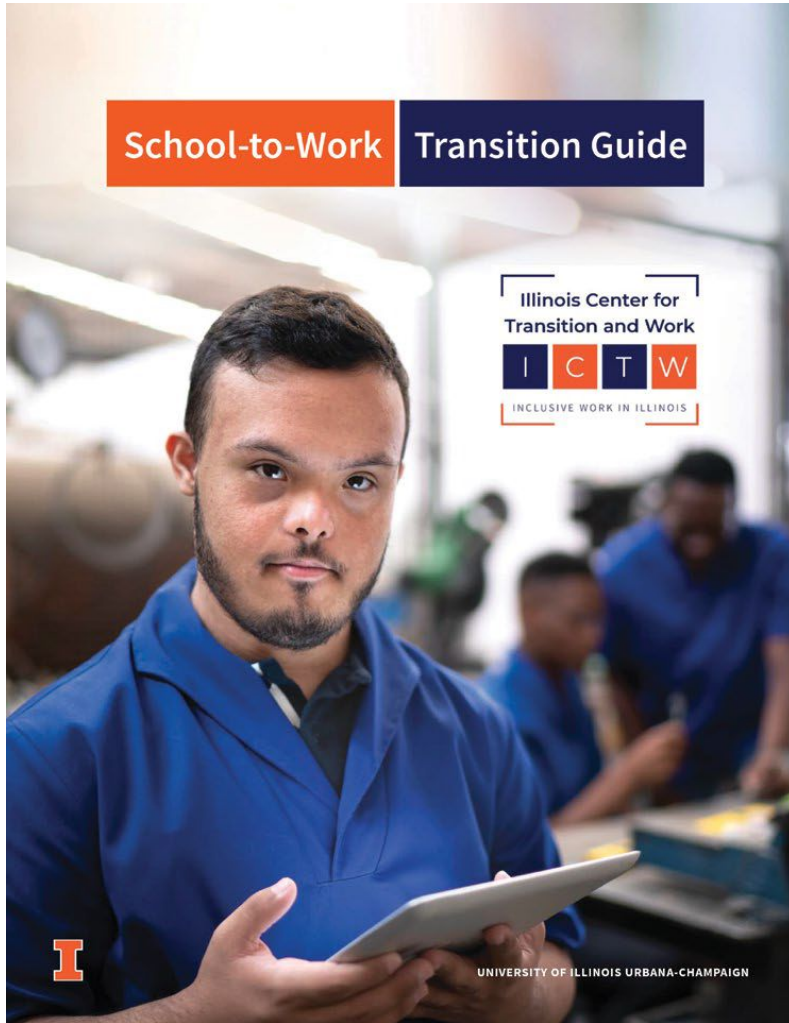


**Q & A:**  
**What is on your  
mind?**  
**How can we help?**



# School-to-Work Transition Guide: Page 25

## TPC Guidelines



# Resources

<https://sites.google.com/ksed801.com/tpc/home> Kaskaskia Region TPC

<https://ictw.illinois.edu/> Illinois Center for Transition to Work (ICTW)

<https://iris.peabody.vanderbilt.edu/> IRIS Center

<https://transitionta.org/> National Technical Assistance Center on Transition

<https://www.illinoislifespan.org/website-links/transition-resources/> The ARC of Illinois

<https://www.irp.wisc.edu/resource/many-rural-americans-are-still-left-behind/> Institute for Research on Poverty

<https://www.illinoisworknet.com/> State of Illinois Workforce Portal



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*Thank you for attending!*

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## **Illinois Center for Transition and Work**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



# Welcome to the Kaskaskia Region Transition Planning Committee Website

Established Winter 2025

KASKASKIA  
REGION



TRANSITION

## Mission and Vision

*The Kaskaskia Region TPC is committed to forming meaningful partnerships to educate local families and students with disabilities as they transition into adulthood and to*



# Legal Requirements, cont.

## Every Student Succeeds Act (ESSA, 2015)

- Requires training for teachers and joint professional development for teachers in collaboration with career and technical educators and educators from institutions of higher learning

Test, D. W., Mazzotti, V. L., Kwiatek, S., & Chang, W. (2020). Effective strategies for interagency collaboration. In *Routledge eBooks* (pp. 297–312).

<https://doi.org/10.4324/9780429198342-21>





# Legal Requirements, cont.

## Workforce Innovation and Opportunity Act (WIOA, 2014)

- Requires state and local boards to coordinate and align workforce programs to provide coordinated, complementary and consistent services to job seekers and employers
- Requires at least 15% of the funding to state vocational rehabilitation agencies to provide pre-employment transition services to support youth with disabilities in the transition from secondary to postsecondary school and employment

Test, D. W., Mazzotti, V. L., Kwiatek, S., & Chang, W. (2020). Effective strategies for interagency collaboration. In *Routledge eBooks* (pp. 297–312).

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