STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: October 26, 2021

TO: State Board of Education

FROM: Michael F. Rice, Ph.D.
State Superintendent

SUBJECT: Report on the Approved Changes to Manistee ISD Plan for the Delivery of Special Education Programs and Services

Pursuant to Section 380.1711 of the Revised School Code of 1976, the intermediate school board shall develop, establish and continually evaluate and modify in cooperation with its constituent districts, a plan for special education that provides for the delivery of special education programs and services. The plan shall coordinate the special education programs and services operated or contracted for by the constituent districts and shall be submitted to the superintendent of public instruction for approval.

The Office of Special Education has reviewed, and I have granted approval of the Manistee ISD plan for Delivery of Special Education Programs and Services. See Attachment A for a summary of the changes.

STATE BOARD OF EDUCATION

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Summary of Changes to the Manistee ISD Plan for Delivery of Special Education Programs and Services

Attachment A

Content Requirement(s)	***Change(s)***
Section I. Public Awareness and Child Find: R 340.1832(a)(b)	• Updated activities for locating, identifying and evaluating students who need special education programs and services. • Updated outreach methods. • Updated position responsible for coordinating child find activities.
Section II. Diagnostic and Related Services: R 340.1832(c)	• Revised the public agency responsible for providing a diagnostic or related service.
Section III. Special Education Programs and Services: R 340.1832(d)(e)(g)	• Changed the public agency responsible for providing a program or service. • Updated programs and services within the ISD.
Section IV. Paraprofessional Qualifications: R 340.1832(h)	• Updated statement of qualifications for paraprofessionals.
Section V. Transportation: R 340.1832(i)	• Changed public agency responsible for transportation.
Section VI. Millage Fund Distribution: R 340.1832(j)	• Updated process for distribution of PA 18 millage funds.
Section VII. Parent Advisory Committee (PAC): R 340.1832(k)-(n):	• Updated the appointment process for PAC members. • Updated the position responsible for supporting the PAC. • Updated the fiscal resources available to the PAC.
Section VIII. Surrogate Parents: SBE Surrogate Parent Policy (9-8-08)	• Changed the public agency responsible for maintaining a pool of surrogate parents • Changed the public agency responsible for providing training to surrogate parents.

October 26, 2021

David Cox
Manistee ISD
772 East Parkdale Ave
Manistee, MI 49660-9110

Dear Superintendent Cox:

I am pleased to inform you that the modifications to Manistee ISD Intermediate School District Plan for the Delivery of Special Education Programs and Services (Plan) have been approved.

The approval of your Plan modifications is an authorization for your educational service agency and constituent districts to receive reimbursement under the state School Aid Act. This action has been taken on the assumption that your educational service agency and constituent districts will provide special education programs and services in accordance with state and federal regulations. This authorization does not preclude the Michigan Department of Education (Department) from requesting clarification on items contained within your Plan as the need arises.

If your Plan includes programs and services under Rule 340.1832(e) of the Administrative Rules for Special Education, please allow for the disaggregation of student educational performance data (for students receiving such programs and services), minimally that which is maintained on all students under the Individuals with Disabilities Education Act and the Elementary and Secondary Education Act. This disaggregation will allow all parties to evaluate the effectiveness of program and service offerings.
Please inform the superintendents of your constituent districts and the chairperson of the Parent Advisory Committee that your Plan modifications have been approved.

Sincerely,

Michael F. Rice, Ph.D.
State Superintendent

c:

Manistee ISD

Intermediate School District (ISD) Plan for the Delivery of Special Education Programs and Services

October 2021

Intermediate School District (ISD) Plan
for the Delivery of Special Education Programs and Services

Revised School Code
Section 380.1711(1)(a) of the *Revised School Code* requires the development of an intermediate school district (ISD) plan for the delivery of special education programs and services.

Michigan Administrative Rules for Special Education **(MARSE)**
Part 7 of the *MARSE*, rules 340.1831 through 340.1839, outlines the requirements for the development, submission, and monitoring of ISD plans. Rule 340.1832 states:

"An intermediate school district plan for special education, or any modification thereof, shall be an operational plan that sets forth the special education programs and related services to be delivered. The plan shall comply with 1976 PA 451, MCL 380.1 et seq. and these rules."

ISD Plan Submission

March 25, 2021

Manistee ISD

David Cox, Superintendent

Pursuant to Rule 340.1835(a) of the *Michigan Administrative Rules for Special Education,* the following signature of the intermediate school district (ISD) superintendent signifies the approval by the ISD.

The signature also acknowledges and confirms the following assurance statements:

R 340.1832(f)
The ISD and its constituent local educational agencies, including public school academies, assure that any personally identifiable data, information, and records of students with disabilities are collected, used, or maintained in compliance with 34 C.F.R. §§300.610 through 300.626.

MCL 380.1751(1)(b)
The ISD and its constituent local educational agencies, including public school academies, assure that all copies of contracts or service agreements under section 1751(1)(b) of 1976 PA 451 are on file at the ISD.

34 CFR § 300.111(a) and Dear Colleague Letter, December 5, 2014
The ISD and its constituent local educational agencies, including public school academies, have child find policies and procedures in place to identify, locate, and evaluate students who are in correctional facilities who may have a disability under the IDEA and are in need of special education and related services, regardless of the severity of their disability and consistent with the State's child find and eligibility standards. This responsibility includes students who have never been identified as a student with a disability prior to their entry into the facility.

R 340.1758(b)
Does the ISD and/or its constituent local educational agencies, including public school academies, operate a program for students with autism under R 340.1758(b)?

☑ Yes ☐ No

If yes, the following assurance statement applies:

Programs and services for students with autism are provided under R 340.1832(d)(e) of the ISD plan.

David Cox 03/25/2021

David Cox, Superintendent

Pursuant to Rules 340.1835(b) of the Michigan Administrative Rules for Special Education, the following signatures indicate the involvement in the development of the Manistee ISD Plan for the Delivery of Special Education Programs and Services.

Name	Job Title	LEA/PAC	Date/Time Signed
David Cox	ISD Superintendent	Manistee ISD	05/18/2021 09:00 AM
Brandon Seaver	District Superintendent	Michigan Great Lakes Virtual Academy	05/18/2021 09:03 AM
Michelle VanVoorst	District Superintendent	Casman Alternative Academy	05/18/2021 09:03 AM
Marlen Cordes	District Superintendent	Bear Lake Schools	05/18/2021 09:25 AM
Marlen Cordes	District Superintendent	Kaleva Norman Dickson School District	05/18/2021 09:25 AM
Gina Hagen	District Superintendent	Onekama Consolidated Schools	05/18/2021 09:56 AM
Carol Rackow	PAC Chairperson	Parental Advisory Committee	06/15/2021 10:06 AM
Ronald Stoneman	District Superintendent	Manistee Area Public Schools	07/28/2021 09:44 PM

I. Public Awareness and Child Find

R 340.1832(a)
A description of the procedures used by the intermediate school district to advise and inform students with disabilities, their parents, and other members of the community of the special education opportunities required under the law; the obligations of the local school districts, public school academies, and intermediate school district; and the title, address, and telephone number of representatives of those agencies who can provide information about the special education opportunities.

R 340.1832(b)
A description of activities and outreach methods which are used to ensure that all citizens are aware of the availability of special education programs and services.

R 340.1832(g)
The identity of the full- or part-time constituent local school district or public school academy administrator who, by position, is responsible for the implementation of special education programs and services.

The following describes the ISD procedures for locating, identifying, and evaluating students who need special education programs and services. This includes outreach efforts for individuals incarcerated in county jails as well as other lower incident placements, like residential facilities, homebound hospitalized, etc.:

Local school district administrators share information with parents of students of all eligible ages within their building as well as post-high school students as needed. All of our LEA's have procedures for identifying potential school age special education students using a Child Study Investigation process. They are well established. The MISD website also provides additional information and links to other agencies about special education programs and services. The ISD is responsible for conducting Child Find activities for all eligible ages including students in county jails as well as other lower incident placements.

The following describes the ISD activities, including partnerships with community agencies, and the forms of media used in the ISD outreach efforts:

<u>Procedures Used to Inform the Public</u>

The Manistee Intermediate School District (MISD) and its constituent local school districts shall advise and inform individuals with disabilities, their parents, and other members of the community of the following:

- **Special Education opportunities required under the law;**
- **Where further information may be obtained.**

Michigan Department of Education's latest version of "Procedural Safeguards" is distributed to parents when legally required and to community members as requested. A copy is on MISD's web page, and electronic copies are also distributed as requested.

Public Awareness

The MISD Early On Coordinator will make the public aware of the availability of special education programs and services for preschool children through distribution of print materials to various agencies within MISD such as:

- **Doctor's Offices;**
- **District Health Department #10;**
- **Manistee Human Services Agency;**
- **Central Wellness Network;**
- **West Shore Hospital of Manistee;**
- **Human Services Collaborating Body (HSCB)**

The following table shows special education contacts within the ISD:

Title	Organization	Address	Phone
Other	Manistee ISD	772 E. Parkdale Ave., Manistee, MI 49660	(231) 723-6205
ISD Director	Manistee ISD	772 E. Parkdale Ave., Manistee, MI 49660	(231) 723-6205
Other	Manistee ISD	Bear Lake Schools 7748 Cody St, Bear Lake	231-864-3133
Other	Manistee ISD	Casman Alternative Academy 225 Ninth Street, Manistee	(231) 723-4981
Other	Manistee ISD	Michigan Great Lakes Virtual Academy 50 Filer Street, Suite F, Manistee	(231) 794-5999
Other	Manistee ISD	Kaleva Norman Dickson School District 4400 N Highbridge, Brethren	(231) 477-5353
Other	Manistee ISD	Manistee Area Public Schools 550 Maple Street, Manistee	(231) 723-3521
Other	Manistee ISD	Onekama Consolidated Schools 5016 Main Street, Onekama	(231) 889-4251
District Director	Bear Lake Schools	waree@manistee.org	231-864-3133
District Director	Casman Alternative Academy	svanvoorst@manistee.org	231-723-4981
District Director	Kaleva Norman Dickson School District	chapmant@manistee.org	231-477-5353
Other	Manistee Area Public Schools	raddatzj@manistee.org	231-723-9285
Other	Michigan Great Lakes Virtual Academy	bseaver@k12.com	231-794-5999
Other	Michigan Great Lakes Virtual Academy	jrollins@k12.com	231-794-5999
Other	Onekama Consolidated Schools	ntorrey@manistee.org	231-889-9552

II. Diagnostic and Related Services

R 340.1832(c)
A description of the type of diagnostic and related services that are available, either directly or as a purchased service, within the intermediate school district or its constituent local school districts or public school academies.

Diagnostic and Related Services

The following table displays a list of diagnostic and related services provided within the ISD:

District	Assistive Technology Consultant	Audiologist	Interpreting Services	Nurse	Occupational Therapist	Ophthalmologist or Optometrist	Orientation and Mobility Specialist	Orthopedic Surgeon, Internist, Neurologist, Pediatrician, or Family Physician	Otolaryngologist or Otologist	Physical Therapist	Psychiatrist	Psychologist	School Psychologist	School Social Worker	Teacher Consultant	Teacher of Students that are Deaf or Hard of Hearing	Teacher of Students with Speech & Language Impairment or a Speech & Language Pathologist	Teacher of Students with Visual Impairment
Manistee ISD	✓	✓		✓	✓		✓			✓			✓	✓	✓		✓	
Bear Lake Schools	✓	✓			✓		✓			✓			✓	✓	✓		✓	
Casman Alternative Academy	✓	✓	✓		✓		✓			✓			✓	✓	✓		✓	
Kaleva Norman Dickson School District	✓	✓			✓		✓			✓			✓	✓	✓		✓	
Manistee Area Public Schools	✓	✓			✓		✓			✓			✓	✓	✓		✓	
Michigan Great Lakes Virtual Academy	✓	✓			✓		✓			✓			✓	✓			✓	
Onekama Consolidated Schools	✓	✓			✓		✓			✓			✓	✓	✓		✓	

Other Provider/Service added

Intervener for DHH and VI

Manistee ISD

III. Special Education Programs and Services

R 340.1832(d)
A description of the special education programs designed to meet the educational needs of students with disabilities.

R 340.1832(e)
The intermediate school district plan shall either describe special education programs and services under part 3 of these rules or shall propose alternative special education programs and services.

Programs or Services

The following table displays programs and services provided within the ISD.

District	Severe cognitive impairment	Moderate cognitive impairment	Mild cognitive impairment	Emotional impairment	Deaf or hard of hearing	Visual impairment	Physical impairment or other	Speech & language impairment	Homebound and hospitalized	Specific learning disabilities	Severe multiple impairments	Teacher consultant services	Elementary level resource	Secondary level resource	Early childhood programs	Early childhood Services	Severe language impairments	Juvenile detention facilities	Autism spectrum disorder	Alternate Program, Option 2	Birth to three	Incarcerated youth jail
Manistee ISD	✓	✓		✓				✓	✓			✓			✓	✓					✓	✓
Bear Lake Schools													✓	✓								
Casman Alternative Academy														✓								
Kaleva Norman Dickson School District													✓	✓								
Manistee Area Public Schools													✓	✓								✓
Michigan Great Lakes Virtual Academy		✓	✓					✓	✓				✓	✓								
Onekama Consolidated Schools													✓	✓								

Alternative Program or Service

The following tables display the alternative programs or services provided by the ISD and Districts.

Option 1: Modification of a Part 3 Rule

Please Note: Only the portion of the rule being modified is listed, the remainder of the rule will be fully implemented.

Rule # for Program or Service	Description of the Change in Program or Service
R 340.1749a	Elementary Resource RoomLocal District Resource Room Caseloads: Caseloads for elementary 1749 (a) resource rooms will be no more than 23 students, with not more than 15 students at a time.
R 340.1749b	Secondary Resource RoomSecondary (1749(b). resource rooms will be no more than 25 students, with not more than 15 students at a time.)
R 340.1733	Center-based SCI classroom with expanded age range of no more than 13 yrs. Center-Based Programs Expanded Age Range: The Manistee ISD covers a large geographic area with a relatively small and widely distributed population base. Because of the small and widely distributed population base, classrooms for low incidence programs (Severely CI students) have an expanded age range not to exceed 13 years allowed under Rule 340.1733(d). Every quarter the ISD team will meet and review the progress and needs of students being served within the classroom.

Option 2: Alternate Program

Manistee ISD

District(s) Operating the Alternate Programs
Manistee Intermediate School District

Program Name	Student Population Served
Teacher Specialist	Students with various disabilities who participate in general education but require special education accommodations, modifications, specially designed instruction through their IEP from a teacher specialist, however the student does not require a special education program.

Role of Teachers	Certification and/or endorsement of the teachers and service providers
Direct and consultative services	In the event a fully qualified candidate is not available, a competent individual, possessing 2 of the following 4 requirements may be employed under the mentorship of a fully qualified Teacher Consultant until such time as all criteria have been met. • Certification as a teacher in the program area for which employment is sought • Master's Degree • A minimum of three years teaching experience, not less than two years of which are in Special Education • Michigan Department of Education Teacher Consultant approval Based on this criteria, the Teacher Specialist will perform the following duties: (a) Provide direct instruction to students on the resource teacher's caseload. (b) Provide support to the general education classroom teachers to whom special education students on the resource teacher's caseload have been assigned. Time shall be allocated to the resource teacher to carry out this responsibility. (c) Provide supplemental instruction to students on his or her caseload. (d) Evaluate general education students within the same building who are suspected of having a disability. The analyzing and/or interpreting of evaluations by a teacher specialist will be conducted by a MET representative qualified to interpret evaluative data.

Maximum Caseload of Teachers and Providers
25

# of Students Allowed in Attendance in the Alternative Program at one time, if applicable	Average # of Students per Instructional Period if Alternative Program is Departmentalized and Differs from R 340.1749(c).	Student/Paraprofessional Ratio in Each Program/Service Unit, if applicable

IV. Paraprofessional Qualifications

R 340.1832(h)
A description of the qualifications of paraprofessional personnel.

R 340.1793 Paraprofessional personnel; qualifications.
Paraprofessional personnel employed in special education programs shall be qualified under requirements established by their respective intermediate school district plan. Paraprofessional personnel include, but are not limited to, teacher aides, health care aides, bilingual aides, instructional aides, and program assistants in programs for students with cognitive impairment or severe multiple impairments.

The following are the minimal requirements for paraprofessionals.

MISD and its constituent local school districts will follow all state and federal requirements as they evolve. A high school diploma is the minimal qualification for paraprofessional personnel.

V. Transportation

R 340.1832(i)
A description of the transportation necessary to provide the special education programs and services described in subdivisions (c), (d), and (e) of this subrule.

The following public agency has responsibility for the transportation services needed to provide the programs and services described in Sections II and III of the ISD plan.

The ISD provides all transportation.

VI. Millage Fund Distribution

R 340.1832(j)
A description of the method of distribution of funds under R 340.1811(5).

R 340.1811
(1) Only those programs and related services provided under a department-approved intermediate school district plan and approved for reimbursement by the department shall be eligible for reimbursement from funds generated by adoption of millage under sections 1723 and 1724 of 1976 PA 451, MCL 380.1723 and 380.1724.
(2) If intermediate school district special education tax funds are insufficient to reimburse constituent claims in full, then a like percentage of the claim shall be paid for support of each program and service to each constituent district. Claims for operation of special education programs and services available to all constituent local school districts or public school academies may be reimbursed in full before any prorated payment which may become necessary for other programs and services.
(3) Current intermediate school district special education tax funds need not be used to offset operational claim deficits from prior years.
(4) Amounts may be retained by the intermediate school district for required cash flow purposes not to exceed 1 year’s operational expenses for the purpose of maintaining special education programs and services operated by the intermediate school district.
(5) Intermediate school districts shall submit the desired method for the distribution of funds to the intermediate school district, its constituent local school districts, and public school academies and the reasons therefor for approval as part of the intermediate school district plan required under section 1711 of 1976 PA 451, MCL 380.1711.

R 340.1812
(1) Costs for the operation of special education programs and services by the intermediate school district, available to all constituent local school districts and public school academies, may be reimbursed in full before the reimbursement of local districts from funds generated by adoption of millage under sections 1723 and 1724 of 1976 PA 451, MCL 380.1723 and 380.1724.
(2) If intermediate school district special education personnel offer direct services to students with disabilities in some but not all constituent local school districts or public school academies, and if prorated payment of constituent local school district or public school academy operational claims is necessary, then the per capita deficit for each student served shall be paid by the school district of residence or a direct charge shall be made to the constituent local school district based on the amount of deficit and the proportion of time the constituent local school district or public school academy received the service from the intermediate school district.

The following is the method of distribution for millage funds in the ISD that meets the requirements of R 340.1811 and R 340.1812.

Distribution of Funds
MISD will distribute its special education millage to constituent districts according to Rule 340.1811 as follows:
1) MISD programs and services will be fully funded at 100% prior to any distributions.
2) MISD will include in its costs up to 25 percent of central office and general administrative expenses not directly charged to the special education fund on the ISD Annual School District Financial Report. The actual percentage charged to the special education fund will be based on acceptable accounting principles/standards as approved by Manistee ISD's auditing firm.
3) MISD assures that no local district's reimbursement shall exceed 100% of their cost (which includes foundation allowances, state special education categorical aid and/or Federal special education funding, etc.).
4) In the event of a bill back, the following procedure will be used. The ISD Superintendent will notify the local school district Superintendents that a "bill back" is anticipated in two (2) years. An equitable bill back system will be developed with the involvement of the local school district Superintendents. The ISD Board of Education would have to take action to approve of the bill back system.

VII. Parent Advisory Committee (PAC)

R 340.1832(k)
A description of how the intermediate school district will appoint the parent advisory committee members under R 340.1838(1) and (2).

The following is the ISD's process for appointing PAC members in accordance with R 340.1838(1) and (2).

Local school district superintendents will be advised by the MISD Director of Special Education of openings on the Parent Advisory Committee (PAC) and will be asked to recommend a parent to the director. The MISD Board of Education will take action to appoint (or not appoint) the recommended parents.

PAC Participation and Additional Responsibilities

R 340.1832(l)
A description of the role and responsibilities of the parent advisory committee, including how it shall participate in the cooperative development of the intermediate school district plan, formulate objections thereto, if any, and other related matters.

R 340.1836 (1)
Any constituent local school district, public school academy, or the parent advisory committee may file objections with the intermediate school district, in whole or in part, to an approved intermediate school district plan or a plan modification that has been submitted to the superintendent of public instruction for approval. Copies of an objection to the plan shall, within 7 calendar days, be directed to the department by the intermediate school district board of education and to all constituent local school districts, public school academies, and the parent advisory committee by certified mail, return receipt requested. Objections filed shall specify the portions of the intermediate school district plan objected to, contain a specific statement of the reasons for objection, and shall propose alternative provisions.

The following describes how the PAC participates in the development of the ISD Plan.

The MISD PAC will serve in an advisory capacity to the MISD Director of Special Education as outlined in Part 7 of the Michigan Special Education Rules. The director will keep the PAC informed on pertinent issues and will consider suggestions made by PAC members. The Chairperson of the PAC will be informed of all rule deviation requests.

Any new Special Education Plan amendments will be presented to the PAC for input in accordance with 340.1833.

The PAC shall elect a Chairperson who will assist the director or designee in presiding at all PAC meetings, help set the agenda, sign necessary documents, etc. The director or designee will either take notes or assign a staff member to take notes. Additional information about the PAC may be incorporated into PAC By Laws.

The following describes how the PAC may file an objection to the ISD plan in accordance with R 340.1836(1).

The PAC will be informed of the process for filing an objection to the ISD plan in accordance with R 340.1836.
Any PAC objections to the Special Education Plan amendments will be subject to a majority vote of the members in attendance at a PAC meeting.

Administrative Support for the PAC

R 340.1832(m)
A description of the role and relationship of administrative and other school personnel, as well as representatives of other agencies, in assisting the parent advisory committee in its responsibilities.

The following administrator(s) act as the main support assisting the PAC with fulfilling its duties as described in the ISD plan.

Agency/Organization	Title	Role and Relationship to the PAC
Manistee ISD	Special Education Director	Fiscal agency and Attendance

Additional Support for the PAC

See **R 340.1832(n)** in the MARSE concerning the additional support for the PAC.

R 340.1832(n)
A description of the fiscal and staff resources that shall be secured or allocated to the parent advisory committee by the intermediate school district to make it efficient and effective in operation.

The following ISD positions assist with PAC activities.

Classroom Coordinator also assists at every meeting.

Our ISD Monitor/ Transition coordinator/TA also assists and attends the meetings as well.

The following resource types are available to assist the PAC.

The MISD Director of Special Education and/or designee will be responsible to provide necessary staff support to the PAC. MISD will provide reasonable fiscal support to support the PAC meeting. Such support may include a place to meet, meals and copies of pertinent documents.

VIII. Surrogate Parents

State Board of Education Policy for the Appointment of Surrogate Parents for Special Education Services (September 9, 2008)

"Each ISD Plan or interagency agreement must provide a description of how the pool of surrogate parents is maintained and how appropriate training is provided to potential surrogate parents."

The following public agencies are responsible for maintaining a pool of surrogate parents.

ISD

The following public agencies are responsible for providing training to potential surrogate parents.

ISD