STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE:

TO: State Board of Education

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

SUBJECT: Report on the Approved Changes to Kalamazoo RESA 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 Kalamazoo RESA plan for Delivery of Special Education Programs and Services. See Attachment A for a summary of the changes.

STATE BOARD OF EDUCATION

PAMELA PUGH – PRESIDENT • ELLEN COGEN LIPTON / TIFFANY D. TILLEY – CO-VICE PRESIDENTS
JUDITH PRITCHETT – SECRETARY • MARSHALL BULLOCK II – TREASURER
MITCHELL ROBINSON – NASBE DELEGATE • TOM MCMILLIN • NIKKI SNYDER

Summary of Changes to the Kalamazoo RESA Plan for Delivery of Special Education Programs and Services

Attachment A

Content Requirement(s)	***Change(s)***

Tom Zahrt
Kalamazoo RESA
1819 East Milham Ave
Kalamazoo, MI 49002-3035

Dear Superintendent Zahrt:

I am pleased to inform you that the modifications to Kalamazoo RESA Plan for the Delivery of Special Education Programs and Services have been approved.

The approval of your plan modifications is an authorization for Kalamazoo RESA and constituent districts to receive reimbursement under the State School Aid Act. This action has been taken on the assumption that Kalamazoo RESA 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 (MDE) from requesting clarification on items contained within your plan as the need arises.

If Kalamazoo RESA's 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 the disaggregation that is maintained on all students under the Individuals with Disabilities Education Act (IDEA) and the Every Student Succeeds Act (ESSA). 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:

Kalamazoo RESA

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

February 17, 2023

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

February 10, 2023

Kalamazoo RESA

Tom Zahrt, 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.

Tom Zahrt 02/10/2023

Tom Zahrt, 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 Kalamazoo RESA Plan for the Delivery of Special Education Programs and Services.

Name	Job Title	LEA/PAC	Date/Time Signed
Cindy Green	District Superintendent	Kalamazoo Public Schools	
Mark Bielang	District Superintendent	Portage Public Schools	
Richard Frens	District Superintendent	Schoolcraft Community Schools	
Keevin ONeill	District Superintendent	Vicksburg Community Schools	
Amanda Acker	District Superintendent	Kalamazoo Covenant Academy	
Jefferson Hamlin	District Superintendent	Youth Advancement Academy	
Shawn Boris	District Superintendent	Oakland Academy	
Tom Zahrt	ISD Superintendent	Kalamazoo RESA	
Douglas Newington	District Superintendent	Climax-Scotts Community Schools	
Sarah Neumann	District Superintendent	Parchment School District	
Wendy Maynard-Somers	District Superintendent	Galesburg-Augusta Community Schools	

Jeffrey Thoenes	District Superintendent	Comstock Public Schools
Brianne Lobdell	District Superintendent	Paramount Charter Academy
Shawn Boris	District Superintendent	Forest Academy
Raphael Rittenhouse	District Superintendent	Gull Lake Community Schools
Sarah Baird	PAC Chairperson	Parental Advisory Committee

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.:

The Kalamazoo RESA assumes primary responsibility for Child Find activities and outreach for preschool age children through its Early On Program. Early On will be responsible for coordinating the Build Up Michigan campaign through the use of state Build Up Michigan materials.

All local districts will be responsible for in-school and out-of-school youth up to the age of 26 through the special education referral process.

Kalamazoo RESA and local district staff will promote the public awareness of disabilities, the available special education programs/services and establish cooperative liaisons with other agencies and professionals who may be potential referral source.

The procedures for identifying potential school age special education students may include a prereferral process involving the regular classroom teacher, the school principal and the parent. It may also include the review of existing school records and interagency collaboration for referral of student dropouts. The prereferral process may not be used to circumvent the referral process.

The ISD and it's 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 eligibility standards. This responsibility includes

students who have never been identified as a student with a disability prior to their entry into the facility.

The Kalamazoo RESA assures that copies of contracts or service agreements per Section 380.1751 (1) (b) of the School Code are on file at Kalamazoo RESA and available for review. Personally identifiable information is collected, used, or maintained confidentially.

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

Awareness materials, Child Find and Early On information, Build Up Michigan materials, information on special education programs and services and/or the Special Education Parent Handbook will be distributed via the following:
* Annual advertisements in local newspapers and/or on local radio, and/or social media
* Area health care and community agencies, hospitals, physicians, and other care facilities
* Seeds for Success Program, its newsletter and printed materials
* Local Interagency Coordinating Council
* Community Mental Health, Michigan Department of Health and Human Services, Head Start Programs, Constance Brown Speech and Hearing Clinic
* Kalamazoo County Jail
* Parent Organizations
* Local Schools

The following table shows special education contacts within the ISD:

Title	Organization	Address	Phone
ISD Director	Kalamazoo RESA	1819 E. Milham Rd. Portage, MI 49002	(269) 250-9323
Other	Kalamazoo RESA	4606 Croyden Ave. Kalamazoo, MI 49006	(269) 250-9658
District Director	Climax-Scotts Community Schools	372 South Main St Climax,MI 49034	269-746-2400
District Director	Comstock Public Schools	3010 Gull Road, Kalamazoo, MI 49048	269-250-8907
District Director	Forest Academy	Forest Academy 5196 Comstock Ave. Kalamazoo 49048	269-998-8705
District Director	Galesburg-Augusta Community Schools	1076 North 37th St Galesburg MI 49053	269-484-2000
District Director	Gull Lake Community Schools	10100 East D Ave	269-548-3400
District Superintendent	Kalamazoo Covenant Academy	400 W. Crosstown Pkwy, Kalamazoo MI 49008	269-888-2700
District Director	Kalamazoo Public Schools	1220 Howard Street - Kalamazoo, MI. 49008	269-337-0161
District Director	Oakland Academy	6325 Oakland Dr Portage, MI 49024	269-324-8951
Other	Paramount Charter Academy	3624 S Westnedge Ave, Kalamazoo, MI 49008	269-553-6400
District Director	Parchment School District	1916 East G Ave Parchment, MI 49004	269-488-1124
District Director	Portage Public Schools	8107 Mustang Drive Portage, MI 49002	269-323-5170
District Director	Schoolcraft Community Schools	551 E LYONS ST Schoolcraft, MI 49087	269-323-5170
District Director	Vicksburg Community Schools	301 S Kalamazoo Ave Vicksburg, MI 49097	269-323-5170
District Superintendent	Youth Advancement Academy	30233 Southfield MI 48076	248-712-4923
District Director	Youth Advancement Academy	6750 Chime St Kalamazoo MI 49009	269-443-7745

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
Kalamazoo RESA		✓		✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Climax-Scotts Community Schools		✓			✓		✓			✓			✓	✓	✓	✓	✓	✓
Comstock Public Schools		✓			✓		✓			✓			✓	✓	✓	✓	✓	✓
Forest Academy		✓			✓		✓			✓			✓	✓	✓	✓	✓	✓
Galesburg-Augusta Community Schools		✓			✓		✓			✓			✓	✓	✓	✓	✓	✓
Gull Lake Community Schools		✓		✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Kalamazoo Covenant Academy		✓			✓		✓			✓			✓	✓	✓	✓	✓	✓
Kalamazoo Public Schools		✓		✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Oakland Academy		✓			✓		✓			✓			✓	✓	✓	✓	✓	✓
Paramount Charter Academy		✓			✓		✓			✓			✓	✓		✓	✓	✓
Parchment School District		✓			✓		✓			✓			✓	✓	✓	✓	✓	✓
Portage Public Schools		✓			✓		✓			✓			✓	✓	✓	✓	✓	✓
Schoolcraft Community Schools		✓			✓		✓			✓			✓	✓		✓	✓	✓
Vicksburg Community Schools		✓			✓		✓			✓			✓	✓		✓	✓	✓
Youth Advancement Academy		✓			✓		✓			✓			✓	✓	✓	✓	✓	✓

Other Provider/Service added

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
Kalamazoo RESA	✓	✓		✓	✓	✓		✓	✓			✓		✓	✓				✓			✓
Climax-Scotts Community Schools								✓	✓				✓	✓								
Comstock Public Schools								✓	✓			✓	✓	✓	✓							
Forest Academy								✓	✓			✓	✓	✓								
Galesburg-Augusta Community Schools								✓	✓			✓	✓	✓								
Gull Lake Community Schools		✓						✓	✓			✓	✓	✓	✓	✓						
Kalamazoo Covenant Academy									✓					✓								
Kalamazoo Public Schools				✓				✓	✓			✓	✓	✓	✓				✓			✓
Oakland Academy								✓	✓			✓	✓									
Paramount Charter Academy								✓	✓				✓	✓								
Parchment School District								✓	✓			✓	✓	✓	✓							
Portage Public Schools								✓	✓			✓	✓	✓	✓							
Schoolcraft Community Schools								✓	✓				✓	✓								
Vicksburg Community Schools								✓	✓			✓	✓	✓	✓							
Youth Advancement Academy														✓								

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 340.1742	R340.1832 (a) A K-12 DHH classroom with 1 teacher shall have an enrollment of not more than 10 students.
R 340.1749	R340.1832 The teacher consultant shall carry an active caseload of not more than 35 students with disabilities. No more than 30 students on a caseload shall be provided direct instructional services. The remaining balance of the active caseload, up to 35 students, shall be provided evaluation services and/or consultation with special and general education personnel. In establishing the caseload, consideration shall be given to time for the following: a) report writing, b) travel, c) frequency of direct instructional services.
R 340.1749a	R340.1832 The elementary resource teacher shall serve not more than 15 students at any one time and not more than 25 different students.
R 340.1749b	R340.1832 The secondary resource teacher shall serve not more than 15 students at any one time and have a caseload of not more than 25 different students. (3) The secondary resource teacher may provide supplemental instruction to students on his or her caseload that are enrolled in general education classes. The teacher may teach a class and offer tutorial assistance at the same time.
R 340.1749c	R340.1832 Each teacher may serve more than the students assigned to his or her caseload; however, the total number of students served cannot exceed the combined caseloads of the participating teachers. (4) Each teacher at the secondary level shall not serve more than an average of 15 students per class period per instructional day. (5) Each teacher at the elementary level shall serve not more than an average of 12 students per class period per instructional day.
R 340.1758	R340.1832 K-12 Programs that consist of more than one classroom may have more than 8 students in a classroom if the average student-teacher ratio does not exceed 8 students. A classroom with 3 or more students shall have 1 aide; a classroom with 6 or more students shall have 2 aides.
R 340.1749	The Visually Impaired Specialist shall be a teacher with a visual impairment teacher endorsement and will perform the activities of instructional services, evaluation, consultation with special and general education personnel, report writing, and travel. Exception being that the individual caseload of a provider of VI Specialist services shall not exceed 35 different students.
R 340.1749	The Deaf and Hard of Hearing Specialist shall be a teacher with a hearing impairment teacher endorsement and will perform the activities of instructional services, evaluation, consultation with special and general education personnel, report writing, and travel. Exception being that the individual caseload of a provider of DHH Specialist services shall not exceed 35 different students.
R 340.1733	Programs for students with Severe Cognitive Impairment (SCI), Moderate Cognitive Impairment (MoCI), and Severe Multiple Impairment (SXI) with students under 16 years of age may exceed a 6-year age span (by two years (maximum 8-year age span) at any one time when, due to the low incidence of eligible students, it is necessary for programmatic feasibility and meeting the needs of the students.

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.

Qualifications for paraprofessional personnel follow all state and federal requirements. In addition, the Kalamazoo RESA and the local school districts require paraprofessionals to possess a high school diploma, GED or equivalent.

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.

Each LEA provides its own 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.

CENTER PROGRAMS AND SERVICES

The following programs and services are designated as "Center Programs" for the purpose of the distribution of funds in Kalamazoo RESA. The entire unreimbursed costs will be paid to

the operating district from state, intermediate and/or federal funds.

- Young Adults Programs for Students 18-26 years of age
- Classrooms for students who have Severe Cognitive Impairments and/or Severe Multiple Impairments
- Valley Center for student who have Severe Emotional Impairments and/or Severe Behavioral Disorders
- Early Intervention Services for Birth to 3 years of age
- Classrooms for students who are Deaf and Hard of Hearing
- Classrooms for students with Autism Spectrum Disorder
- Services for students with Visual Impairments
- Services for students who are Deaf and Hard of Hearing
- Preprimary Evaluation Team (PET)
- VI Media Center
- Work Based Learning
- Program Improvement and Accountability Director
- Administrators for Center Programs
- Three Service Area Directors of Special Education
- Assistant Superintendent for Instructional Programs and Services
- ECSE Transportation for students at Kalamazoo RESA's West Campus

LOCAL PROGRAMS AND SERVICES

All other programs and services are considered to be local programs and the Kalamazoo RESA distribution of special education millage funds to districts is based on Rule 340.1811, subparts (1) (3) (4) and (5) and is dependent upon the revenue available after "center" programs and services have been reimbursed. No indirect costs and no special education transportation costs are included in the distribution method. Claims for operation of "center" programs will be reimbursed in full before any prorated payment for local district programs and services is made.

DISTRIBUTION METHOD

The Kalamazoo RESA will distribute Intermediate Millage funds to the local districts using the following procedures:

1. Kalamazoo RESA will contract with each local district on an annual basis through the "Agreement between Local School Districts and the Kalamazoo RESA". This agreement will specify the method for calculating the amount to be distributed to each district.
2. The Kalamazoo RESA Assistant Superintendent for Specialized Instructional Programs and Services and the Kalamazoo RESA Superintendent must approve in writing deviations in programs and services contracted.
3. After calculating the total allowable cost, deductions are made for the foundation grants, state categorical funds, federal income, and all other income. The remainder of the cost is submitted to Kalamazoo RESA.
4. Distribution of funds will be based on a Weighted Enrollment (Total K-12 Enrollment x 1.00 plus Free/Reduced Eligible students x .30 in 2017-2018; .40 in 2018-19; .50 in 2019-20 and beyond).
5. The dollar amount received by each district may not exceed the district's net unreimbursed special education costs.

Total funds are distributed to local districts using the following calculations:
Weighted Enrollment is based on the total K-12 enrollment x 1.00 plus Free/Reduced Lunch

Eligible students x .30 in 2017-18; .40 in 2018-19; .50 in 2019-20 and beyond.
Enrollment is based on the state aid membership blended count for the current year.
Free/Reduced Lunch Count is based on the prior year count.

PAYMENTS TO LOCAL DISTRICTS
Ninety percent of the budgeted payments for the current year are distributed to the local districts in four equal payments: October, January, February, and April. The intermediate office will approve actual cost reports before final adjustment is made.

OTHER PROVISIONS
The Kalamazoo RESA may charge up to 25 percent of the total central office and the general administrative expenses, not directly charged to the special education funds, on the RESA "Annual School District Financial Report". The actual percent billed to the special education fund will be based on a generally acceptable accounting procedure as recommended by auditors.

SECTION 105C

Section 105c requires, as a condition of enrolling a student who resides in a district located in a contiguous intermediate school district and who is eligible for special education programs and/or services, that the enrolling district enter into a written agreement with the resident district for the purpose of providing the pupil with a free appropriate public education (FAPE) and that the agreement shall include an agreement on responsibility for payment of unreimbursed costs for special education programs and services.

The Kalamazoo RESA (Intermediate School District) funds shall not be used for payment of unreimbursed special education costs for a student enrolled in a program under Section 105c unless a recommendation is made by the local Directors of Special Education to the Superintendents' Special Education Advisory Committee. The costs of any due process hearings, complaints, or other dispute resolutions pertaining to the student shall be paid by the resident district, the enrolling district or shall be shared by those districts in accordance with the written agreement and will not be reimbursed by Kalamazoo RESA unless the local Superintendents support the recommendation made by the local Directors of Special Education and the Kalamazoo RESA Assistant Superintendent for Instructional Programs and Services.

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).

The Kalamazoo RESA board of education will appoint new members to the Parent Advisory Committee (PAC). Appointments will be made from nominations from local boards of education. It is the responsibility of the local superintendent to ensure that the local board of education nominates a qualified parent(s) by September 30th.

A "qualified parent" is defined as a parent or guardian of a student (340.1701b(e)) who has been determined eligible for special education by an IEP, has a current IEP, and who is a resident of a constituent school district.

The local district superintendent or designee, shall seek recommendations for potential PAC members from local agencies, parent groups, and school personnel. Potential PAC members should be contacted by the local school district superintendent or designee, or the Kalamazoo RESA superintendent or designee, to inquire about serving as a representative for a three-year term.

Each member will serve a three-year term. Each school district is entitled to a maximum of 2 (2) members with the exception of Kalamazoo Public Schools, which shall be entitled to a maximum of four (4), and Portage Public Schools, which shall be entitled to a maximum of three (3) members. Pursuant to the provision of Rule 340.1838 (1) (c), the Kalamazoo RESA board of education may nominate and appoint additional members to the PAC not to exceed 33-1/3 of the total PAC membership. If the Kalamazoo RESA board chooses to nominate and appoint additional members, it shall be done for the purpose of ensuring that all types of impairments and all identifiable organizations of parents of persons with disabilities within Kalamazoo RESA are represented.

Officers and their responsibilities, meeting times, and notices thereof are contained in the PAC By-Laws.

The executive committee shall call special meetings when requested by three (3) committee members.

Voting eligibility for officers selection and committee business is governed by the following guidelines:

1. Voting is limited to the official representatives as appointed by the Kalamazoo RESA Board of Education.

When voting, a simple majority vote of the eligible voting members present shall be required.

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.

ROLES AND RESPONSIBILITIES OF THE PARENT ADVISORY COMMITTEE

The Kalamazoo RESA Plan for the Devlivery of Special Education Programs and Services, all clarifications, modifications and amendments shall be developed in cooperation with the PAC. Each member shall be provided with a copy of the current Kalamazoo RESA Plan and subsequent clarifications, modifications, and amendments. Current memos from the state Director of Special Education relating to special education shall be shared with the committee.

The PAC will review the Kalamazoo RESA Plan in the following manner:

1. A plan review schedule will be agreed upon by the assistant superintendent for special education and the PAC members; and
2. Questions and comments regarding the Plan may be introduced at any scheduled PAC meeting.
3. Prior to the submission, the PAC Chairperson shall be asked to sign the Plan endorsement page indicating that the PAC has been involved in the development of the Plan.

The PAC will have a role in program evaluation through the participation in, at minimum, the following:

- Regularly scheduled meetings:
    - The Executive Director for Special Education and the Regional Directors will each report updates regarding programs and services
    - PAC will receive the report of the Program Improvement and Accountability Director. This report will provide information related to current projects regarding state and federal mandate

The PAC will receive copies of all deviation requests from constituent school districts and Kalamazoo RESA as required in 340.1743. This is done concurrently with the filling of the deviation with the state department. The PAC may elect to take a position relative to the deviation request.

In addition to these responsibilities, the members are encouraged to participate in such activities as visiting programs and participating in workshops or in-service sessions in order to enhance their awareness of programs and services throughout Kalamazoo RESA. They are also encouraged to communicate information to parents within their representative areas.

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

Objections to the Plan may be filed with the Michigan Department of Education according to the procedures found in R340.1836

1. Objection to the Plan may be submitted regarding whole or part of the Plan.
2. PAC objections to the Plan require a simple majority vote of the eligible voting members in order for the objection to be filed.

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
Kalamazoo RESA	Angela Telfer	Executive Director for Special Education

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.

The Executive Director for Special Education and the service area Directors of Special Education shall act as advisors to the PAC. At the request of the committee, the Executive Director for Special Education shall provide assistance with:

- Surveying the committee for possible in-service on an annual basis and developing a program with the chairperson of the PAC. The in-service program will outline the topic, time, presenters, and cost
- Work with the committee to define optional activities for which they may assume as part of their role in the intermediate school district
- Making appropriate staff available to be involved with the PAC upon request
- Contacting representatives of other agencies to be involved with the PAC upon request

The following resource types are available to assist the PAC.

The Kalamazoo RESA will budget for:

- Postage and supplies for notices and other community mailings
- Reproduction of appropriate documents for committee business
- Mileage, expenses related to PAC business outside Kalamazoo RESA with prior approval
- Administrative support
- In-service related to the function of the PAC
- Information materials for the PAC

Kalamazoo RESA shall make available staff resources for committee business.

VIII. Surrogate Parents

34 CFR §300.519(a)(b)
General. Each public agency must ensure that the rights of a child are protected when— (1) No parent (as defined in § 300.30) can be identified; (2) The public agency, after reasonable efforts, cannot locate a parent; (3) The child is a ward of the State under the laws of that State; or (4) The child is an unaccompanied homeless youth as defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(6)). (b) Duties of public agency. The duties of a public agency under paragraph (a) of this section include the assignment of an individual to act as a surrogate for the parents. This must include a method— (1) For determining whether a child needs a surrogate parent; and (2) For assigning a surrogate parent to the child.

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

Both

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

ISD