



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 Charlevoix-Emmet 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 Charlevoix-Emmet ISD plan for Delivery of Special Education Programs and Services. See Attachment A for a summary of the changes.

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## Summary of Changes to the Charlevoix-Emmet ISD Plan for Delivery of Special Education Programs and Services

### Attachment A

<b><i>Content Requirement(s)</i></b>	<b><i>Change(s)</i></b>
<b>Section I. Public Awareness and Child Find:</b> R 340.1832(a)(b)	<ul style="list-style-type: none"> <li>• Updated activities for locating, identifying and evaluating students who need special education programs and services.</li> <li>• Updated outreach methods.</li> <li>• Updated position responsible for coordinating child find activities.</li> </ul>
<b>Section II. Diagnostic and Related Services:</b> R 340.1832(c)	<ul style="list-style-type: none"> <li>• Revised the public agency responsible for providing a diagnostic or related service.</li> </ul>
<b>Section III. Special Education Programs and Services:</b> R 340.1832(d)(e)(g)	<ul style="list-style-type: none"> <li>• Updated programs and services within the ISD.</li> </ul>
<b>Section IV. Paraprofessional Qualifications:</b> R 340.1832(h)	<ul style="list-style-type: none"> <li>• No change</li> </ul>
<b>Section V. Transportation:</b> R 340.1832(i)	<ul style="list-style-type: none"> <li>• No change</li> </ul>
<b>Section VI. Millage Fund Distribution:</b> R 340.1832(j)	<ul style="list-style-type: none"> <li>• Updated process for distribution of PA 18 millage funds.</li> </ul>
<b>Section VII. Parent Advisory Committee (PAC):</b> R 340.1832(k)-(n):	<ul style="list-style-type: none"> <li>• No change</li> </ul>
<b>Section VIII. Surrogate Parents:</b> SBE Surrogate Parent Policy (9-8-08)	<ul style="list-style-type: none"> <li>• No change</li> </ul>



June 6, 2022

Scott Koziol  
Charlevoix-Emmet ISD  
8568 Mercer Rd  
Charlevoix, MI 49720-1006

Dear Superintendent Koziol:

I am pleased to inform you that the modifications to Charlevoix-Emmet ISD Plan for the Delivery of Special Education Programs and Services have been approved.

The approval of your plan modifications is an authorization for Charlevoix-Emmet ISD and constituent districts to receive reimbursement under the State School Aid Act. This action has been taken on the assumption that Charlevoix-Emmet ISD 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 Charlevoix-Emmet ISD'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:

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

**June 2022**

# 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**

January 26, 2022

Charlevoix-Emmet ISD

Jeffrey Crouse, 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.

Jeffrey Crouse

Jeffrey Crouse, Superintendent

11/22/2021

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 Charlevoix-Emmet ISD Plan for the Delivery of Special Education Programs and Services.

Name	Job Title	LEA/PAC	Date/Time Signed
Michael Behrmann	District Superintendent	Harbor Springs School District	02/09/2022 04:52 PM
Rachelle Cook	District Superintendent	Alanson Public Schools	02/09/2022 06:46 PM
Cynthia Pineda	District Superintendent	Boyne Falls Public School District	02/10/2022 07:24 AM
Wil Cwikiel	District Superintendent	Beaver Island Community School	02/10/2022 07:59 AM
Rebekah Leist	District Superintendent	Concord Academy - Boyne	02/10/2022 08:31 AM
Jeffrey Crouse	ISD Superintendent	Charlevoix-Emmet ISD	02/11/2022 10:23 AM
Aaron Gaffney	District Superintendent	Ellsworth Community School	02/11/2022 10:30 AM
Rob Towne	PAC Chairperson	Parental Advisory Committee	02/14/2022 08:27 AM
Patrick Little	District Superintendent	Boyne City Public Schools	02/17/2022 02:53 PM

Michael Ritter	District Superintendent	Charlevoix Public Schools	02/18/2022 09:41 AM
Stephen Seelye	District Superintendent	Pellston Public Schools	02/18/2022 10:14 AM
Lenore Weaver	District Superintendent	Central Lake Public Schools	02/18/2022 06:02 PM
Christopher Parker	District Superintendent	Public Schools of Petoskey	02/21/2022 08:34 AM
Matt Stevenson	District Superintendent	East Jordan Public Schools	03/02/2022 08:14 AM
David Harwood	District Superintendent	Charlevoix Montessori Academy for the Arts	03/02/2022 09:00 AM
Kali McNamara	District Superintendent	Concord Academy - Petoskey	03/03/2022 11:53 AM



## 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 Charlevoix-Emmet ISD assumes primary responsibility for Child Find activities and outreach for children birth to 5 who may have a delay or disability. The Child Find Coordinator is responsible for coordinating Child Find activities and outreach for children birth to 5. The ISD partners with local education agencies who share Child Find responsibility for children 3-5.

All local public school districts and PSAs will assume responsibility for in-school and out-of-school youth, birth through 25 years through their special education programs/services and establish cooperative liaisons with other agencies and professionals who may be potential referral sources.

The ISD and its constituent local educational agencies, including public school academies, are responsible for conducting child find activities for all eligible ages including students in county jails as well as other lower incident placements, like residential facilities, homebound, or hospitalized 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.

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

The Charlevoix-Emmet ISD is responsible for providing notice related to Child Find activities

for all eligible ages. Notice regarding special education evaluations, procedures and processes will be provided to the following constituencies:

- Early Education Services
- Child care programs
- Area healthcare agencies, hospitals, physicians
- North Country Community Mental Health (NCCMH)
- Health Department of Northwest Michigan (HDNWM)
- Local Michigan Department of Health and Human Services (MDHHS) Offices
- Preschool programs both private and state or federally funded (Head Start, GSRP)
- Local Schools
- Parent Groups
- County Jail Administrators
- Social media

Child Find activities may include (but are not limited to):

- Distribution of State of Michigan Child Find brochures and materials
- Maintaining updated information on Char-Em ISD website
- Outreach to local hospitals and medical providers
- Professional development/community presentations
- Public Service Announcements posted on websites and media outlets
- Collaboration with Department of Health and Human Services, Head Start, Great Start Collaborative

**The following table shows special education contacts within the ISD:**

Title	Organization	Address	Phone
ISD Director	Charlevoix-Emmet ISD	08568 Mercer Blvd Charlevoix, MI 49735	(231) 547-9947
Other	Charlevoix-Emmet ISD	08568 Mercer Blvd Charlevoix, MI 49735	(231) 547-9947
District Superintendent	Alanson Public Schools	7400 North St Alanson, MI 49706	231-548-2261
Other	Beaver Island Community School	37895 Kings Hwy Beaver Island, MI 49782	231-448-2744
Other	Boyne City Public Schools	1025 Boyne Ave. Boyne City, MI 49712	231-439-8230
Other	Boyne Falls Public School District	01662 M-75 South, Boyne Falls, MI 49713	231-549-2211
District Superintendent	Boyne Falls Public School District	01662 M-75 South, Boyne Falls, MI 49713	231-549-2211
District Superintendent	Central Lake Public Schools	8169 W. State St. PO Box 128 Central Lake MI 49622	231-544-3141
Other	Charlevoix Academy	115 W. Hurlburt Street, Charlevoix, Michigan 49720	231-547-9000
District Superintendent	Charlevoix Academy	115 W. Hurlburt Street, Charlevoix, Michigan 49720	231-547-9000
Other	Charlevoix Public Schools	5200 Marion Center Rd. Charlevoix, MI 49720	231-547-8203
District Superintendent	Charlevoix Public Schools	104 E. St. Marys Dr. Charlevoix, MI 49720	231-547-8101
District Superintendent	Concord Academy - Boyne	401 Dietz Rd. E Boyne City, MI 49712	231-582-0194
Other	Concord Academy - Petoskey	2468 Atkins Road Petoskey, MI 49770	231-439-6800
Other	East Jordan Public Schools	PO BOX 399 East Jordan, MI 49727	231-536-7564
District Superintendent	Ellsworth Community School	Ellsworth Community School 9467 Park St. Ellsworth, MI 49729	231-588-2544

Other	Harbor Springs School District	500 N Spring St, Harbor Springs, MI 49740	231-526-4820
District Superintendent	Harbor Springs School District	800 S State St, Harbor Springs, MI 49740	231-526-4545
Other	Pellston Public Schools	172 N. Park Street Pellston, Michigan 49769	231-539-8421
District Director	Public Schools of Petoskey	1130 Howard Street Petoskey, MI 49770	231-348-2235

## 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 Otolologist	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
Charlevoix-Emmet ISD					✓		✓			✓			✓	✓	✓	✓	✓	✓
Alanson Public Schools					✓		✓			✓			✓	✓	✓	✓	✓	✓
Beaver Island Community School					✓		✓			✓			✓	✓	✓	✓	✓	✓
Boyne City Public Schools					✓		✓			✓			✓	✓	✓	✓	✓	✓
Boyne Falls Public School District					✓		✓			✓			✓	✓	✓	✓	✓	✓
Central Lake Public Schools					✓		✓			✓			✓	✓	✓	✓	✓	✓
Charlevoix Academy															✓			
Charlevoix Public Schools					✓		✓			✓			✓	✓	✓	✓	✓	✓
Concord Academy - Boyne					✓		✓			✓			✓	✓	✓	✓	✓	✓
Concord Academy - Petoskey					✓		✓			✓			✓	✓	✓	✓	✓	✓
East Jordan Public Schools			✓		✓		✓			✓			✓	✓	✓	✓	✓	✓
Ellsworth Community School					✓		✓			✓			✓	✓	✓	✓	✓	✓
Harbor Springs School District					✓		✓			✓			✓	✓	✓	✓	✓	✓
Pellston Public Schools					✓		✓			✓			✓	✓	✓	✓	✓	✓
Public Schools of Petoskey					✓		✓			✓			✓	✓	✓	✓	✓	✓

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.

<b>District</b>	<b>Severe cognitive impairment</b>	<b>Moderate cognitive impairment</b>	<b>Mild cognitive impairment</b>	<b>Emotional impairment</b>	<b>Deaf or hard of hearing</b>	<b>Visual impairment</b>	<b>Physical impairment or other</b>	<b>Speech &amp; language impairment</b>	<b>Homebound and hospitalized</b>	<b>Specific learning disabilities</b>	<b>Severe multiple impairments</b>	<b>Teacher consultant services</b>	<b>Elementary level resource</b>	<b>Secondary level resource</b>	<b>Early childhood programs</b>	<b>Early childhood Services</b>	<b>Severe language impairments</b>	<b>Juvenile detention facilities</b>	<b>Autism spectrum disorder</b>	<b>Alternate Program, Option 2</b>	<b>Birth to three</b>	<b>Incarcerated youth jail</b>
Charlevoix-Emmet ISD	✓	✓		✓				✓				✓			✓	✓						✓
Alanson Public Schools								✓				✓	✓	✓								✓
Beaver Island Community School								✓					✓	✓								✓
Boyne City Public Schools								✓					✓	✓								✓
Boyne Falls Public School District								✓					✓	✓		✓						✓
Central Lake Public Schools								✓					✓	✓								✓
Charlevoix Academy								✓					✓	✓								✓
Charlevoix Public Schools								✓					✓	✓								✓
Concord Academy - Boyne								✓					✓	✓								✓
Concord Academy - Petoskey								✓					✓	✓								✓
East Jordan Public Schools								✓					✓	✓		✓						✓
Ellsworth Community School								✓					✓	✓								✓
Harbor Springs School District								✓					✓	✓								✓
Pellston Public Schools								✓					✓	✓								✓
Public Schools of Petoskey			✓					✓				✓	✓	✓								✓

## 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 340.1738	Expanded age range to provide for up to a 12 year age span.
R 340.1739	Expanded age range to provide for up to an 8 year age span.
R 340.1741	Expanded age range to provide for up to an 8 year age span.

## 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.**

Paraprofessionals employed by the Charlevoix-Emmet ISD, the local public school districts and public school academies will possess a high school diploma or equivalent, and meet any other requirements specified in law and/or rule.

## 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 and LEAs both provide 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.**

Special education Act 18 millage will be distributed according to Rule 340.1811. The ISD is authorized by Rule 340.1808 to charge central office and general administrative expenses not directly charged to the special education fund, on the ISD "Annual Financial Report" DS-4169 (commonly referred to as Form B). The actual percent billed to the special education fund will be based on generally accepted accounting procedures for doing cost allocation.

The ISD will reimburse special education expenditures based on prior fiscal year allowable SE-4096 expenditures reported by all local public school districts and PSAs. The total allowable expenditures reported by the local public school districts and PSA's will be used to determine each district percentage of the ISD-wide total allowable expenditures. The calculated percentage will be used to allocate the annual special education millage funds to each local public school and PSA from the special education millage levied. The total allocation amount to distribute will be determined and budgeted by the ISD as part of the annual budget hearing based on the special education millage funds.

However, no amount of the special education Act 18 millage or amounts received under section 56 of the State School Aid Act of 1979 (MCL 388.1601 et seq.), or other property taxes paid to the Charlevoix- Emmet ISD, or amounts received by the Charlevoix-Emmet ISD in lieu of property taxes shall be distributed to the local public school districts or PSAs to provide special education programs or services to students who reside outside of Charlevoix-Emmet ISD. A local public school district or PSA shall not submit claims for reimbursement for special education program or service costs, including special education transportation costs, directly attributable to students (e.g., a one-on-one aide) who reside outside of the Charlevoix-Emmet ISD. Reimbursement of other program costs shall be reduced by the proportionate share that students who reside outside of Charlevoix-Emmet ISD are of the total number of students enrolled in that program. Proportionate share is to be computed on a full-time equivalent basis.

The Charlevoix-Emmet ISD also shall not reimburse a local public school district or PSA for any costs incurred under any agreement entered into under section 51a or 105c of the State School Aid Act of 1979, or under any other agreement (except an agreement entered into under section 1751 of the Revised School Code, MCL 380.1751, to which the Charlevoix-Emmet ISD is a party).

In addition, the Charlevoix-Emmet ISD shall not reimburse any costs incurred by a local public school district or PSA with regard to a due process hearing, complaint, or other dispute resolution pertaining to a student who resides outside of Charlevoix-Emmet ISD or is enrolled in a district that is not a constituent local public school district or PSA of Charlevoix-Emmet ISD.



## 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 Charlevoix-Emmet ISD Board of Education will appoint the Parent Advisory Committee (PAC) representatives. Appointments will be made from nominations from local public school district boards of education. The Charlevoix-Emmet ISD Director of Special Education will advise local public school district superintendents of PAC vacancies from their respective local public school districts as they occur. When a vacancy or extended absence occurs, the respective local public school district and/or the Charlevoix-Emmet ISD have the option of nominating/appointing a parent(s) of a child with disabilities to complete the term. The term of appointment to the PAC will be three (3) years and may be renewed for up to four (4) terms at the discretion of the district.

## **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 Charlevoix-Emmet ISD Special Education Plan and amendments to such shall be developed in cooperation with the PAC. It shall be the responsibility of the Charlevoix-Emmet ISD Director of Special Education to assure that the PAC representatives are provided with copies of the current Charlevoix-Emmet ISD Special Education Plan, subsequent and proposed amendments and deviation requests.

Upon request, the Charlevoix-Emmet ISD Director of Special Education will review the Charlevoix-Emmet ISD Special Education Plan with the PAC. At subsequent meetings, the PAC will review any changes in the Charlevoix-Emmet ISD Special Education Plan and/or areas of concern from the PAC representatives.

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

The Charlevoix-Emmet ISD Director of Special Education will develop a draft of the Charlevoix-Emmet ISD Special Education Plan to be presented to the PAC for reactions and suggestions. An attempt will be made to reconcile any differences that may exist. If these differences cannot be reconciled, the Special Education Coordinator will advise the PAC Chairperson of the objection process as defined by Rule 340.1836.

Prior to the submission date, the PAC Chairperson shall be asked to sign the Charlevoix-Emmet ISD Special Education Plan Document Endorsement page indicating that the PAC has been involved in the development of the plan.

Voting Procedures. Voting eligibility for committee business is governed by a simple majority vote of the eligible members present.

## **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
Charlevoix-Emmet ISD	Director of Special Education	Advisor

## 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 ISD Special Education Coordinator assists the PAC with:

- Organization of materials and resources
- Communication related to ISD activities, policy and rule changes
- Presenting information during PAC meetings

### **The following resource types are available to assist the PAC.**

The Charlevoix-Emmet ISD will provide the following to support the PAC:

- Postage for notices and other committee business
- Reimbursement for phone calls
- Reproductions of appropriate documents
- In-service/conferences
- Information materials

Any expenditure shall be mutually agreed upon by the PAC Chairperson and the Charlevoix-Emmet ISD Director of Special Education. The Charlevoix-Emmet ISD shall make available staff resources for the purpose of making the PAC an efficient and effective operational unit. The Charlevoix-Emmet ISD Director of Special Education shall be responsible for assuring that reasonable secretarial support is available to the PAC 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