



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 Saginaw 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 Saginaw 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 Saginaw ISD Plan for Delivery of Special Education Programs and Services

### Attachment A

<b>Content Requirement(s)</b>	<b>Change(s)</b>
<b>Section I. Public Awareness and Child Find:</b> R 340.1832(a)(b)	<ul style="list-style-type: none"> <li>• No change</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>• Changed the public agency responsible for providing a program or service.</li> <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>

August 8, 2023

Jeffrey Collier  
Saginaw ISD  
3933 Barnard Road  
Saginaw, MI 48603-2514

Dear Superintendent Collier:

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

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

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

**August 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**

April 5, 2023

Saginaw ISD

Jeffrey Collier, 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 Collier

04/05/2023

Jeffrey Collier, 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 Saginaw ISD Plan for the Delivery of Special Education Programs and Services.

Name	Job Title	LEA/PAC	Date/Time Signed
Kate Scheid-Weber	District Superintendent	Francis Reh PSA	04/17/2023 10:22 AM
Donald Killingbeck	District Superintendent	Hemlock Public School District	04/17/2023 10:29 AM
Jeff Hamlin	District Superintendent	International Academy of Saginaw	04/17/2023 10:43 AM
Mat McRae	District Superintendent	Swan Valley School District	04/17/2023 02:19 PM
Mike McGough	District Superintendent	Chesaning Union Schools	04/17/2023 10:16 PM
Mark Benson	District Superintendent	St. Charles Community Schools	04/17/2023 10:46 PM
Matthew Cairy	District Superintendent	Freeland Community School District	04/18/2023 06:50 AM
Ann Branch	PAC Chairperson	Parental Advisory Committee	04/18/2023 12:36 PM
Bruce Martin	District Superintendent	Saginaw Township Community Schools	04/18/2023 04:41 PM

Kate Scheid-Webber	District Superintendent	Saginaw Preparatory Academy	04/19/2023 12:53 PM
Tiffany Peterson	District Superintendent	Carrollton Public Schools	04/19/2023 01:28 PM
Amanda Acker	District Superintendent	Saginaw Covenant Academy	04/20/2023 11:11 AM
Diane Martindale	District Superintendent	Birch Run Area Schools	04/21/2023 01:52 PM
Ramont Roberts	District Superintendent	Saginaw City School District	04/25/2023 09:37 AM
Grant Hegenauer	District Superintendent	Frankenmuth School District	04/25/2023 09:37 AM
Pamela Farris	District Superintendent	Saginaw Academy of Excellence	04/25/2023 10:11 AM
Gwen Glaizer	District Superintendent	Merrill Community Schools	04/25/2023 12:38 PM
Mark Whelton	District Superintendent	Bridgeport-Spaulding Community School District	04/26/2023 05:13 PM
Jeffrey Collier	ISD Superintendent	Saginaw ISD	05/02/2023 02:50 PM
Kaylen Hook	District Superintendent	North Saginaw Charter Academy	05/03/2023 03:34 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.:**

The Saginaw Intermediate School District and its constituent districts, are responsible for dissemination of information that makes the public aware of Child Find.

- The responsibility to advise and inform students with disabilities, their parents and other members of the community as to the special education opportunities required under the law, as well as the other obligations of the local and intermediate district, is assigned to the representatives of each local district listed in the Intermediate School District Parent handbook.
- The Birth to Five Supervisor, Early On Coordinator and the Project Find Coordinator will be responsible for conducting Child Find activities and outreach for children birth through age five.
- All local districts and PSAs will assume responsibility for in-school and out-of-school youth, including those attending Private or Parochial Schools, through the age of 26 through the special education referral process.
- Saginaw ISD is responsible for conducting child find activities for all eligible ages including students in county jails as well as lower incident placements, like residential facilities.
- Local school districts are responsible for conducting child find activities for all eligible ages for hospital/homebound.

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

Public Awareness Activities:

The Saginaw Intermediate School District, its constituent districts, are responsible for dissemination of information that makes the public aware of Child Find.

- The Birth – 5 Supervisor, Project Find Coordinator and Early On Coordinator under the supervision of the Executive Director of Special Education assume primary responsibility for the development, implementation, and coordination of public awareness activities in regard to children age 0 to 5.
- All local districts and PSAs will assume responsibility for in-school and out-of-school youth, including those attending Private or Parochial Schools within Saginaw Intermediate School District.

Communication is maintained with area hospitals, including regional neonatal intensive care units, to ensure identification of at-risk and medically fragile children. Public awareness materials are made widely available throughout the service area through distribution to local agencies and service providers. Materials are provided at a minimum to daycare providers, preschools, Saginaw County Health Department, Saginaw County Community Mental Health, Head Start, and local schools. Local hospitals and physicians, including pediatricians, neurologists, neonatologists, orthopedists, ophthalmologists, and ear/nose/throat specialists are provided information about services and the referral process.

The Birth-5 staff also participates in community awareness events such as local health fairs, and preschool roundups, and are available to provide in-service training as requested. They are also actively involved in early childhood initiatives within the service area which have a valuable role in fostering increased knowledge of the early intervention services available through Saginaw Intermediate School District.

Periodically, newspaper and/or radio advertisements are used to inform the public of available services and the appropriate person(s) to contact.

State and local public awareness materials are made available through the Birth – 5 Supervisor. Communication with referral sources is maintained by providing written disposition of the referral. These outreach efforts must include child find procedures in place to identify, locate, and evaluate students in hospitals, childcare institutions, juvenile detention facilities and county jail facilities.

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

Title	Organization	Address	Phone
ISD Director	Saginaw ISD	3933 Barnard Rd Saginaw, MI 48603	(989) 249-8708
District Director	Birch Run Area Schools	12450 Church St. Suite #2 Birch Run, MI 48415	989-624-4786
District Director	Bridgeport-Spaulding Community School District	4691 Bearcat Blvd, Bridgeport MI 48722	989-777-1600
District Director	Carrollton Public Schools	1235 Mapleridge Rd Saginaw, MI 48604	989-753-3433
District Director	Chesaning Union Schools	Chesaning Union Schools Special Education Services 431 N. Fourth St. Chesaning, MI 48616	989-845-8099

District Superintendent	Francis Reh PSA	2201 Owen St. Saginaw, MI 48601	989-753-2349
District Director	Frankenmuth School District	525 E. Genesee Frankenmuth MI, 48734	989-652-6119
District Director	Freeland Community School District	701 Powley Dr. Freeland, MI 48623	989-625-2229
District Director	Hemlock Public School District	733 N Hemlock Rd Hemlock, MI 48623	989-642-5287
District Superintendent	International Academy of Saginaw	1944 Iowa Av. Saginaw MI 48601	989-921-1000
District Director	Merrill Community Schools	555 W Alice St Merrill, MI 48637	989-643-7261
District Superintendent	North Saginaw Charter Academy	2332 North Trautner Drive Saginaw, MI 48604	616-788-7047
District Superintendent	Saginaw Academy of Excellence	1300 Malzahn Street Saginaw, MI 48602	989-717-4390
District Director	Saginaw City School District	550 Millard St. Saginaw, MI 48607	989-399-6902
District Superintendent	Saginaw Covenant Academy	508 S. Washington Ave. Saginaw MI 48607	616-678-1330
District Superintendent	Saginaw Preparatory Academy	5173 Lodge St Saginaw, Michigan 48601	989-752-9600
District Director	Saginaw Township Community Schools	5410 Seidel Road Saginaw MI 48638	989-799-5511
District Director	St. Charles Community Schools	891 W. Walnut Street St. Charles, MI 48655	989-865-9927
District Director	Swan Valley School District	8380 O'Hern Saginaw, MI 48609	989-921-3720

## 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
Saginaw ISD	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Birch Run Area Schools	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Bridgeport-Spaulding Community School District	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Carrollton Public Schools	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Chesaning Union Schools	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Francis Reh PSA	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Frankenmuth School District	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Freeland Community School District	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Hemlock Public School District	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
International Academy of Saginaw	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Merrill Community Schools	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
North Saginaw Charter Academy	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Saginaw Academy of Excellence	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Saginaw City School District	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Saginaw Covenant Academy	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Saginaw Preparatory Academy	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Saginaw Township Community Schools	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
St. Charles Community Schools	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓
Swan Valley School District	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓

**Other Provider/Service added**

**Braillist**

Saginaw 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	
Saginaw ISD	✓	✓		✓	✓		✓	✓	✓		✓	✓				✓		✓	✓	✓	✓	✓	
Birch Run Area Schools								✓	✓				✓	✓	✓								
Bridgeport-Spaulding Community School District			✓	✓				✓	✓				✓	✓	✓								
Carrollton Public Schools			✓	✓				✓	✓	✓			✓	✓									
Chesaning Union Schools								✓	✓				✓	✓	✓								
Francis Reh PSA								✓	✓				✓	✓									
Frankenmuth School District								✓	✓				✓	✓									
Freeland Community School District			✓					✓	✓				✓	✓	✓					✓			
Hemlock Public School District			✓					✓	✓				✓	✓	✓								
International Academy of Saginaw								✓	✓				✓										
Merrill Community Schools								✓	✓				✓	✓									
North Saginaw Charter Academy								✓	✓				✓	✓									



Program Name		Student Population Served
Saginaw Intermediate school District Transition Center Program (SOAR)		This program is designed to focus on Adult Transition skills that include (vocational training, adult daily living skills, and community experiences). Students have a range of disabilities ages 18-26. Students attending this program receive job coaching and community based instruction in the community with a student to staff ratio of 4:1. Teaching staff provide direct instruction in the classroom and oversight of the community based vocational experience. Students in this program are all taught to alternative standards and pursue a certificate of completion. Students attending this program do so after completion at the traditional high school setting, where they transition to focus on post-secondary outcomes that include functional daily living, functional academic, supportive employment, and rec and leisure skills. Students rotate time during the instructional day between classroom instruction and community-based instruction (worksites).
Role of Teachers	Certification and/or endorsement of the teachers and service providers	
Direct Instruction	Any area of special education	
Maximum Caseload of Teachers and Providers		
30		
# 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
30		4:1

## 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 Saginaw Intermediate School District or its constituent districts, including teacher aides, health care aides, bilingual aides, instructional aides, program aides, behavioral aides, personal care aides, and program assistants will possess a high school diploma or equivalent. In addition, all other state and/or federal rule requirements will be met. Candidates for paraprofessional positions within Saginaw Intermediate School District and its constituent districts may be required to pass a basic skills test to demonstrate minimal competence.

## **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.**

**Saginaw Intermediate School District distributes the intermediate millage in accordance with R340.1811 and R340.1812.**

### **Priority #1:**

PA 18 monies will pay for mandated county wide positions that are not reimbursed by other sources of revenue

- Executive Director of Special Education
- Director of Special Education Administration and Compliance

### **Priority #2:**

PA 18 monies will pay and provide for Center Based Programs operated by SISD or Services designated as "County Wide" Programs and Low Incidence services. These include the following:

- Millet Learning Center Program
- Transitions Center Programs (SOAR, Work Based Learning)
- Deaf and Hard of Hearing Supports: Interpreters, Audiology and Equipment
- Placement of students at Michigan School for the Deaf
- Blind Services (Teacher Assistants, Braillist, Teacher Consultant Services)
- Low Incidence Teacher Consultants: VI, DH/H and Orientation and Mobility

### **Priority #3**

The following Special Education Services provided by SISD to the local school districts:

- Physical Therapy
- Occupational Therapy (Early On)
- School to Work
- Remaining Teacher Consultant Services
- LEA Special Education Administrators

### **Priority #4**

If all areas are met under priority 3, the following Special Education Services provided by Saginaw ISD to the LEAs will be paid for by Millage Funds in the following order:

- Occupational Therapy
- Speech and Language Therapists
- School Psychologists
- School Workers

### **Priority #5**

If excess costs are incurred on a county wide level in the areas of priority 2, 3 & 4, the following formula will be utilized to determine the amount of county wide billings or PA-18 payouts. A PA-18 payout will only occur if all obligations noted previously have been met. Intermediate School District Public Act 18 millage will bill or reimburse Local School District program /services costs by the following formula agreed upon by all Superintendents within the Saginaw Intermediate School District.

### **Formula for Local District Reimbursement or Countywide Billing from PA 18**

Each year a determination is made by the Intermediate School District Superintendent if there is to be a payout or bill back to Local School Districts from funds generated by Public 18 Tax Revenue. This determination includes the amount that will be disbursed or collected. If / when this pay out or billing is to occur, The formula will be as follows:

$(\text{District SE Headcount}/\text{County wide SE Headcount})+(\text{District SE FTE}/\text{Countywide SE FTE})/2$

## 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).**

A 'qualified' parent will be defined as the parent or guardian of a student with a disability, as determined by an Individual Education Program Team, or a person with a disability aged 18 or over if a legal guardian has not been appointed by appropriate court proceedings. The 'qualified' parent may be nominated by the Board of Education from either the district where they reside or the district who operates the program in which their child with a disability attends.

The Intermediate School District Director of Special Education or designee is responsible for ascertaining recommendations for PAC membership from Boards of Education and Boards of Directors. Each local Board of Education or Board of Directors is responsible to nominate at least one 'qualified' parent and, at its discretion, may nominate one additional member as an alternate. The district shall contact the potential member and get that parent's agreement to serve on the Parent Advisory Committee for a three-year term. The Saginaw Intermediate School District Board of Education at its regularly scheduled September meeting will appoint the Special Education Parent Advisory Committee (PAC). Additional members may be appointed at subsequent Intermediate School District Board meetings as necessary. The Intermediate School District Board may appoint additional members, not to exceed 33 1/3% of the total members of the Parent Advisory Committee. Voting eligibility for committee business is conducted in compliance with PAC bylaws.

## **PAC Participation and Additional Responsibilities**

### **R 340.1832(I)**

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 Saginaw County Parent Advisory Committee (PAC) represents each school district and public school academy within Saginaw County. PAC representatives participate in the review of the Saginaw Intermediate School District Plan for Delivery of Special Education Programs and Services, provide advisory input on matters regarding improvement of Special Education services, and promote outreach events for parents of students with disabilities in Saginaw County.

Special Education Plan Development – The Saginaw Intermediate School District Special Education Plan and any amendments to such shall be coordinated and shared with the PAC. It shall be the responsibility of the Director of Special Education Administration and Compliance or his/her designee to assure that the PAC representatives are provided with copies of the current Intermediate School District Special Education Plan, subsequent and proposed amendments and/or deviation requests, and to review the plan at subsequent PAC meetings.

- The Director of Special Education Administration and Compliance will review the Saginaw Intermediate School District Special Education Plan with the PAC. At subsequent meetings, the PAC will review any changes in the Plan and/or areas of concern from the PAC representatives.
- The Director of Special Education will be responsible for gathering information from the PAC members and local district Special Education administrators as to possible changes to the Saginaw Intermediate School District Special Education Plan.
- The Director will prepare a draft of the changes to the plan after considering all input. That draft of the Saginaw Intermediate School District Special Education Plan will be presented to the PAC for reactions and discussion. An attempt will be made to reconcile any differences of opinion that may exist. If these differences cannot be reconciled, the Director of Special Education will advise the PAC Chairperson of the objection process as defined in R 340.1836.
- Prior to the submission date, the PAC Chairperson shall be asked to sign the Special Education Plan endorsement page indicating that the PAC has been involved in the development of the plan.

Program Evaluation - The PAC will have a role in program evaluation through participation in the following:

1. The Director of Special Education Compliance and Administration will review with the PAC the monitoring process, monitoring criteria and timelines for monitoring.
2. The PAC will receive copies of all deviation requests from constituent school districts and the Intermediate School District as required in Rule 340.1734. This shall be done concurrently with the filing of the deviation with the State Department and the Intermediate School District.
3. The PAC may be involved in these other related activities: A member(s) of the committee may be on an evaluation team involving county-wide programs.
4. The PAC shall plan and present a community outreach event(s) at least one time per year.

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

The Director of Special Education will be responsible for gathering information from the PAC members and local district Special Education administrators as to possible changes to the Intermediate School District Special Education Plan. The Director will prepare a draft of the changes to the plan after considering all input. That draft of the Saginaw Intermediate School District Special Education Plan will be presented to the PAC for reactions and discussion. An attempt will be made to reconcile any differences of opinion that may exist. If these differences cannot be reconciled, the Director of Special Education will advise the PAC Chairperson of the objection process as defined in R 340.1836. A majority vote is required by the PAC to file an objection.

**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
Saginaw ISD	Director of Special Education Administration and Compliance	Advisor to the PAC

**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.**

Executive Director of Special Education  
County Wide Special Education Supervisor

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

Fiscal resources available to the Parent Advisory Committee shall be outlined in the annual Saginaw Intermediate School District Special Education budget. The Saginaw Intermediate School District will provide the following items in support of the PAC:

- Postage for notices and other committee meetings
- Reimbursement for phone calls
- Reproduction of appropriate documents
- In-service Training
- Information /materials
- Mileage

Staff Resources: Saginaw Intermediate School District shall make available staff resources for the purposes of making the PAC an efficient and effective operational unit. The Saginaw Intermediate School District Director of Special Education or his/her designee, shall be responsible for assuring that reasonable secretarial support is available to the PAC for committee business, in-service training, and/or community outreach activities.

**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.**

ISD

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

ISD