

Intermediate School District (ISD) Plan

for the Delivery of Special Education Programs and Services Cheb-Otsego-Presque Isle ESD

I. Public Awareness and Child Find

See **R 340.1832(a)**, **R 340.1832(b)**, and **R 340.1832(g)** in the MARSE concerning the public awareness and child find section of the ISD Plan.

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

The COPESD assumes primary responsibility for child find activities and outreach for preschool children. The COPESD Early On Program will be responsible for coordinating Child Find activities and outreach. All local school districts will assume responsibility for in-school and out of school youth up to the age of 26 through the special education programs/services and will establish cooperative liaisons with other agencies and professionals who may be potential referral sources. COPESD staff will coordinate the Project Find Campaign through the use of state Project Find materials. The local district in which county jails are located (Cheboygan, Gaylord, Rogers City) are responsible for conducting child find activities for all eligible ages including students in county jails as well as other low incidence placements, such as residential facilities, homebound, hospitalized, etc.

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

The procedures for identifying potential school age special education students may include review of existing school records and inter-agency collaboration for referral of student dropouts, Michigan Project Find materials, Early On information, and Special Education Parent Handbook. Information pertaining to special education evaluations, procedures and processes will be distributed to the public as follows:

1. News articles informing the public on Special Education opportunities required under law
2. A written description of available services and the means of obtaining them
3. Brochures describing programs/services
4. North Country Community Mental Health
5. Department of Health and Human Services
6. Health Department of Northwest Michigan and District Health Department 4

Superintendents or their designee will advise and inform persons with disabilities, their parents, and other members of the community, as to the special education opportunities required under the laws and the obligations of local and Educational Service Districts. All public awareness information will be available in the native language of the parents.

The following table shows special education contacts within the ISD:

Other	Cheb-Otsego-Presque Isle ESD	6065 Learning Lane Indian River, MI 49749	(231) 238-9394
District Director	Cheboygan Area Schools	PO Box 100, Cheboygan , MI 49721	231-627-5211
District Director	Gaylord Community Schools	615 N Elm Ave Gaylord, MI 49735	989-705-3080
Other	Inland Lakes Schools	4363 S. Straits Hwy Indian River, Mi 49749	231-238-6868
District Director	Johannesburg-Lewiston Schools	10854 M-32 Johannesburg, MI 49751	989-731-2040
District Super	Mackinaw City Schools	609 W. Central Ave, Mackinaw City, MI 49701	231-436-8211
Other	Onaway Area School District	4549 M33 S, Onaway, MI 49765	989-733-4902
District Super	Posen Consolidated	10575 Michigan Avenue Posen, MI 49776	269-986-2171
Other	Presque Isle Academy	20830 Cedar St. Onaway, MI 49765	989-733-6708
District Director	Rogers City Area Schools	532 W. Erie Rogers City, MI 49772	989-734-9150
District Director	Vanderbilt Area Schools	947 Donovan Vanderbilt mi 49770	989-983-2561
District Super	Wolverine School District	3131 Brook St Wolverine MI 49799	231-525-8201

Intermediate School District (ISD) Plan for the Delivery of Special Education Programs and Services Cheb-Otsego- Presque Isle ESD

II. Diagnostic and Related Services

See **R 340.1832(c)** in the MARSE concerning the diagnostic and related services section of the ISD Plan.

See the table below for 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
Cheb-Otsego-Presque Isle ESD		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cheboygan Area Schools		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Gaylord Community Schools		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Inland Lakes Schools		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Johannesburg-Lewiston Area Schools		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mackinaw City Public Schools		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Onaway Area Community School District		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Posen Consolidated School District No. 9		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Presque Isle Academy		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Rogers City Area Schools		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Vanderbilt Area Schools		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Wolverine Community School District		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Other Provider/Service added

Intermediate School District (ISD) Plan for the Delivery of Special Education Programs and Services Cheb-Otsego- Presque Isle ESD

III. Special Education Programs and Services

See **R 340.1832(d)**, **R 340.1832(e)**, and **R 340.1832(g)** in the MARSE concerning the special education programs and services section of the ISD Plan.

See the table below for a list of 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	
Cheb-Otsego-Presque Isle ESD	✓	✓														✓						✓	
Cheboygan Area Schools				✓									✓	✓									
Gaylord Community Schools				✓									✓	✓									
Inland Lakes Schools													✓	✓									
Johannesburg-Lewiston Area Schools													✓	✓									
Mackinaw City Public Schools													✓	✓									
Onaway Area Community School District													✓	✓									
Posen Consolidated School District No. 9													✓	✓									
Presque Isle Academy																							
Rogers City Area Schools													✓	✓									
Vanderbilt Area Schools													✓	✓									
Wolverine Community School District													✓	✓									

Intermediate School District (ISD) Plan

for the Delivery of Special Education Programs and Services Cheb-Otsego- Presque Isle ESD

III. Special Education Programs and Services continued

See **R 340.1832(d)**, **R 340.1832(e)**, and **R 340.1832(g)** in the MARSE concerning the special education programs and services section of the ISD Plan.

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.

Description of the Changes in Program or Service

R 340.1755 Early Childhood related service providers will work in collaboration with an approved early childhood special education teacher. The required 72 clock hours may be spread across 180 days of instruction across an entire calendar year. Membership will be prorated if a student's IEP/IFSP requires less than 72 hours within the instructional calendar/calendar year. Calculation will be based on the number of IFSP/IEP hours divided by 180.

R 340.1754 To receive full pupil membership, early childhood special education programs must operate 450 clock hours. However, programs are not required to operate a minimum number of days or hours to receive prorated pupil membership. The prorated calculation for membership will be based on the number of scheduled and provided program hours divided by 450.

R 340.1749a Caseloads may be determined to allow 23 different students with not more than 10 students in the classroom at any one time, and with no more than 10 Full Time Equivalent (FTEs).

R 340.1749b Caseloads may be determined to allow 23 different students with not more than 15 students in the classroom at any one time, and with no more than 10 Full Time Equivalent (FTEs).

R 340.1749c Each teacher shall serve not more than the average of 12 students per class period per instructional day with not more than 15 students in the classroom at any one time.

R 340.1733 Programs for students with severe cognitive impairments and moderate cognitive impairments may exceed a 6 year age span as determined by the IEPT.

IV. Paraprofessional Qualifications

See **R 340.1832(h)** and **R 340.1793** in the MARSE concerning the paraprofessional qualifications section of the ISD Plan.

The following are the minimal requirements for paraprofessionals.

Qualifications for paraprofessional personnel specifically follow R340.1793 and R340.1793a of the revised administrative rules for special education. In addition, the COPESD and local school districts require paraprofessionals to possess a high school diploma and follow all the state and federal requirements.

Intermediate School District (ISD) Plan

**for the Delivery of Special Education Programs and Services Cheb-Otsego-
Presque Isle ESD**

V. Transportation

See R 340.1832(i) in the MARSE concerning the transportation section of the ISD Plan.

Local school districts are ultimately responsible for providing transportation to students attending local and COPESD operated programs including special transportation as determined by the Individualized Education Planning Team. Transportation procedures are monitored on a continual basis by the local school district supervisors of transportation.

VI. Millage Fund Distribution

See **R 340.1832(j)**, **R 340.1811**, and **R 340.1812** in the MARSE concerning the millage fund distribution section of the ISD Plan.

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.

The Cheboygan-Otsego-Presque Isle Educational Service District distributes special education millage based on Rule 340.1811.

Determination of constituent district special education program and service costs are based solely upon costs as reported and allowed by the department which are in compliance with these rules. Costs of required transportation are included.

Unreimbursed costs shall constitute the operational cost claim against educational service district special education tax funds.

If funds are available for distribution after cost of programs and services provided by the ESD are met, the process to be used will be based on Rule 340.1811.

If funds are sufficient to cover the cost of programs and/or services provide by the educational service district, the bill back procedure agreed upon by the COPESD Board of Education and constituent district boards of education will be followed.

Intermediate School District (ISD) Plan

for the Delivery of Special Education Programs and Services Cheb-Otsego-Presque Isle ESD

VII. Parent Advisory Committee (PAC)

See **R 340.1832(k)** in the MARSE concerning the parent advisory committee section of the ISD Plan.

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

The COPESD Board of Education will appoint the Parent Advisory Committee whose members may serve as long as their child is eligible for special education services or until the Superintendent of their LEA nominates another member, whichever comes first. The Director of Special Education or designee is responsible for assuring that a recommendation is made to the Board. Recommendations are made by each LEA.

PAC Participation and Additional Responsibilities

See **R 340.1832(I)** and **R 340.1836(1)** in the MARSE concerning the PAC participation and additional responsibilities.

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

Plan Development:

The Cheboygan-Otsego-Presque Isle Educational Service District plan and amendments to such shall be developed in cooperation with the PAC. It shall be the responsibility of the Coordinator for Planning/Monitoring to assure that the PAC members are provided with copies of the current Educational Service District plan, subsequent and proposed amendments and deviation requests.

Upon request, the Coordinator for Planning/Monitoring will review the COPESD plan with the PAC. At subsequent meetings, the PAC will review any changes in the plan and/or areas of concern from the PAC membership.

The Coordinator for Planning/Monitoring will develop a draft of the Educational Service District 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 Coordinator of Planning/Monitoring will advise the PAC Chairperson of the objection process as defined by rule 340.1836.

Prior to the submission of date, 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 following describes how the PAC may file an objection to the ISD plan in accordance with R 340.1836(1).**

Any PAC objections to the COPESD plan for the Delivery of Special Education Programs and Services will be subject to a majority vote of the members in attendance at a regularly scheduled monthly meeting.

PAC members may provide advisory input on any matters which the committee deems appropriate to the improvement of special education services within the ESD.

Administrative Support for the PAC

See **R 340.1832(m)** in the MARSE concerning the administrative support for the PAC.

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

Additional Support for the PAC

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

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

Agency/Organization = Cheboygan Otsego Presque Isle ESD

Contact person = Special Education Supervisor/Co-chairperson

The following ISD positions assist with PAC activities.

Administrative Relationship with the Parent Advisory Committee

The Administrative Liaison shall act as advisor to the Parent Advisory Committee. At the request of the committee, the Administrative Liaison shall provide assistance with:

1. Surveying the committee for possible in-service on an annual basis and developing a program with the Chairperson of the PAC.
2. Defining with the committee those optional activities which the committee may assume as part of their role in the Educational Service District.
3. Providing for appropriate staff to be involved with the PAC upon request.
4. Providing for participation by representatives of other agencies as appropriate.

The Director of Special Education shall be responsible for assuring that reasonable secretarial and clerical support is available to the PAC for committee business.

The following resource types are available to assist the PAC.

Fiscal and Staff Resources Available to the Parent Advisory Committee:

The Educational Service District will provide a budget to include:

1. Mileage reimbursement for PAC meeting attendance.
2. Postage for notices and other committee mailings.
3. All related phone calls made from the office.
4. Reproduction of appropriate documents for committee business.
5. Secretarial services.
6. In-service related to the function of the PAC.
7. Informational materials for the PAC.

Staff Resources: The COPESD shall make available staff resources for the purpose of making the Parent Advisory Committee an informed, efficient, and effective operational unit.

Other Support: The Director of Special Education shall be responsible for assuring that reasonable secretarial and clerical support is available to the PAC for committee business.

Intermediate School District (ISD) Plan

for the Delivery of Special Education Programs and Services Cheb-Otsego- Presque Isle ESD

ISD Plan Submission

See the **Revised School Code** and the **Michigan Administrative Rules for Special Education (MARSE)** about ISD Plans.

November 16, 2021

Cheb-Otsego-Presque Isle ESD

Jamie Huber, 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.

Jamie Huber

Jamie Huber, Superintendent