



Monroe County Intermediate School District

# ISD PLAN

## FOR THE DELIVERY OF SPECIAL EDUCATION



The following plan for special education services and programs was developed in cooperation with the Monroe County Intermediate School District and each of its constituent school districts and the Parent Advisory Committee.

**Monroe County Intermediate School District**

Plan for the Delivery of Special Education Services and Programs



**Monroe County Intermediate School District  
Plan for the Delivery of Special Education Services**

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**Monroe County Intermediate School District  
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**LOCAL SCHOOL DISTRICTS, PUBLIC SCHOOL ACADEMYS  
and  
PARENT ADVISORY COMMITTEE**

**PLAN INVOLVEMENT STATEMENT**

Pursuant to Rules 340.1835(a) and 340.1835 of the Revised Administrative Rules for Special Education, as amended, each intermediate school district plan or modification thereof shall be signed by all of the following:

- The Intermediate School District (ISD) superintendent signifying approval by the Intermediate School District Board of Education.
- The superintendent of each constituent school district (LEA) and the director of each public school academy (PSA) signifying that his or her school district has been involved in the development of the plan.

My signature indicates my school district has been involved in the development of the Monroe County Intermediate School District Plan for Special Education Services and Programs in cooperation with the Parent Advisory Committee, constituent school districts, public school academies and the Intermediate School District.

I have been advised that I may file my objections to the Plan in accordance with procedures addressed in Rule 340.1836.

\_\_\_\_\_  
Cynthia Dress, Chairperson  
Chairperson Parent Advisory Committee (PAC)

\_\_\_\_\_  
Date



**Monroe County Intermediate School District  
Plan for the Delivery of Special Education Services**

\_\_\_\_\_  
Stephen McNew, Ed.D, Superintendent, Monroe County ISD

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Krimmel, Superintendent, Airport Community Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Kleinhans, Superintendent, Bedford Public Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Eddie Manuszak, Superintendent Dundee Community Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Carsten, Superintendent, Ida Public Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Craig Haugen, Superintendent, Jefferson Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Andrew Shaw, Superintendent, Mason Consolidated Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Julie Everly, Superintendent, Monroe Public Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
John S. Hewitt, Superintendent, Summerfield Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Valerie Orr, Superintendent, Whiteford Agricultural Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Triumph Academy

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal New Bedford Academy

\_\_\_\_\_  
Date



**Monroe County Intermediate School District  
Plan for the Delivery of Special Education Services**

R340.1832 – 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, MCL 380.1 et seq. and these rules.

## **CONTENT AREAS**

### **SPECIAL EDUCATION PROCEDURES**

#### Special Education Opportunities

- A. *The Monroe County Intermediate School District Parent Handbook*** is used to distribute a list of organizations, special education representatives, and procedural safeguards to parents of children suspected and/or identified as requiring special education services. The parent handbook contains names and phone numbers of intermediate school district representatives who can provide information about special education processes, programs, and services.

**Special Education Contacts:** The following is a list of special education representatives who can be contacted for information regarding special education programs and services.

<b>Representative</b>	<b>District</b>	<b>Address</b>	<b>Phone Number</b>
Assistant Superintendent for Special Education Services	Monroe County Intermediate School District	1101 S. Raisinville Rd. Monroe, MI. 48161	734.342.8510
Regional Director of Special Education, North Region	Airport Community Schools	1127 Grafton Rd. Carleton, MI 48117	734.342.8590
Regional Director of Special Education, Southwest Region	Bedford Public Schools	1623 W. Sterns Rd. Temperance, MI 48182	734.342.8560
Regional Director of Special Education, North Region	Dundee Community Schools	420 Ypsilanti St. Dundee, MI 48131	734.342.8590
Director of Early Childhood Special Education	Early On	1101 S. Raisinville Rd. Monroe, MI 48161	734.342.8640
Principal of the MCISD Educational Center	MCISD Educational Center	1101 S. Raisinville Rd. Monroe, MI 48161	734.342.8410



**Monroe County Intermediate School District  
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<b>Representative</b>	<b>District</b>	<b>Address</b>	<b>Phone Number</b>
Regional Director of Special Education, Southwest Region	Ida Public Schools	3145 Prairie St. Ida, MI 48140	734.342.8560
Regional Director of Special Education, North Region	Jefferson Schools	2400 N. Dixie Hwy, Monroe, MI. 48162	734.342.8590
Regional Director of Special Education, East Region	Mason Consolidated Schools	2400 Mason Eagles Dr. Erie, MI. 48133	734.342.8530
Planner/Coordinator of Special Education	Monroe County Intermediate School District	1101 S. Raisinville Rd. Monroe, MI. 48161	734.342.8620
Director of Early Childhood Special Education	Monroe County Intermediate School District	1101 S. Raisinville Rd. Monroe, MI. 48161	734.342.8640
Principal of the MCISD Transition Center	Monroe County Intermediate School District Transition Center	1101 S. Raisinville Rd. Monroe, MI. 48161	734.342.8410
Regional Director of Special Education, Southwest Region	Monroe County Middle College	1101 S. Raisinville Rd. Monroe, MI 48161	734.342.8560
Regional Director of Special Education, East Region	Monroe Public Schools	1275 N. Macomb St. Monroe, MI. 48162	734.342.8530
Regional Director of Special Education, Southwest Region	New Bedford Academy	6315 Secor Rd. Lambertville, MI. 48144	734.342.8560
Regional Director of Special Education, Southwest Region	Summerfield Schools	17555 Ida West Rd. Petersburg, MI. 49270	734.342.8560
Regional Director of Special Education, North Region	Triumph Academy	3000 Vivian Rd. Monroe, MI. 48162	734.342.8590
Regional Director of Special Education, Southwest Region	Whiteford Agricultural Schools	6655 Consear Rd. Ottawa Lake, MI. 49267	734.342.8560



## Monroe County Intermediate School District Plan for the Delivery of Special Education Services

### Public Awareness and Build Up Activities

#### **B. Procedures for Identifying Potential Special Education Populations:**

The Monroe County Intermediate School District (MCISD) assumes primary responsibility for Build Up activities and outreach for preschool children. The MCISD's Early Childhood program including Early On will be responsible for coordinating Build Up 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 establish cooperative liaisons with other agencies and professionals who may be potential referral sources. MCISD staff also coordinates the Build Up campaign through the use of state Build Up materials.

**Participating Agencies:** LEA, PSA, and ISD special education representatives are listed in the previous section of this plan.

**Procedures for Identifying Potential Special Education Students:** The procedures for identifying potential school age students with disabilities may include review of existing school records and interagency collaboration for referral of student dropouts. Michigan Build Up materials, *Early On* information, and/or the **MCISD Parent Handbook** will be distributed to the following:

- Advertisements in local media
- Area health-care agencies, hospitals, and physicians
- Monroe County Health Department
- Monroe County Community Mental Health Authority
- Department of Health and Human Services
- Head Start Programs
- Monroe County Interagency Coordinating Council
- Child Advocacy Network
- Monroe County Community Coordinating Child Care Agencies
- Local Schools
- Parent Groups
- MCISD Website



Monroe County Intermediate School District  
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## SPECIAL EDUCATION SERVICES AND PROGRAMS

### Special Education Continuum

**C. Types of Diagnostic Services:** School psychologists and school social workers are employed by the Monroe County Intermediate School District (with the exception of the Airport Community Schools, which employs its own social workers) to perform diagnostic functions. All local districts, as well as the MCISD employ speech therapists, to perform diagnostic functions for speech and language disorders. Teacher consultants and elementary and secondary resource teachers are employed by local school districts and also assist in the diagnostic process. The MCISD employs teacher consultants in various areas who perform diagnostic functions. Additional diagnostic professionals are available in the following areas:

- (a) Occupational therapy
- (b) Physical therapy
- (c) Orientation and mobility
- (d) Teacher Consultants for students with Visual Impairments
- (e) Teacher Consultants for students with Hearing Impairments
- (f) Behavior Specialist
- (g) Transition Facilitator
- (h) Other specialists contracted as needed

The Monroe County Intermediate School District assures that copies of contracts for service agreements, per Section 380.1751 (1)(b) of the School Code are on file at the MCISD and available for review.

**D. Basic Services and Programs:** The continuum of special education services in the Monroe County ISD service area includes services for all eligibility areas and all age levels until age 26. The programs and services include a full continuum of the least restrictive placement depending on individual student needs.





## Monroe County Intermediate School District Plan for the Delivery of Special Education Services

The nine (9) local school districts, the Monroe County Middle College and two (2) public school academies within Monroe County ISD are divided into three service areas for the purpose of the delivery of special education programs and services. Each of the three regions has its own continuum of programs and services which include the following:

- Diagnostic services
- Elementary and secondary resource programs. Each school district within Monroe County ISD, with the exception of the Monroe County Middle College, New Bedford Academy and Triumph Academy, maintains resource programs at the elementary and secondary level to serve students with all types of disabilities. Typically, these students attend general education classes for the majority of the school day.
- Teacher consultants for students with disabilities.
- Speech and language pathologists.
- Local Based Special Education classroom programs. These programs enroll students with various disabilities in a program taught by a special education teacher designed to serve students who require the majority of their school day in special education. The local based special education programs are located throughout the three administrative service regions in Monroe County.
- Other related services (social work, OT, PT, Music Therapy, etc.)
- Center-based programs operated by the Monroe County Intermediate School District available to students throughout the service area include the:
  - Educational Program at the Monroe County Youth Center R 340.1741
  - The Monroe County Transition Center R 340.1739 (a) or (b)
  - The Monroe County Educational Center R 340.1738, R 340.1739, R340.1748

As referenced previously, the three special education administrative service regions are:

- North Region-Airport Community Schools, Dundee Community Schools, Jefferson Schools and Triumph Academy.
- East Region -Monroe Public Schools and Mason Consolidated Schools.
- Southwest Region –Bedford Public Schools, Ida Public Schools, Monroe County Middle College, Summerfield Schools, Whiteford Agricultural Schools, and New Bedford Academy.



## Monroe County Intermediate School District Plan for the Delivery of Special Education Services

The Monroe County ISD provides related services to all eligible students throughout Monroe County in the following areas:

- School psychologist services
- School social work services
- Teacher consultants
- Homebound/Hospitalized services for ISD operated classrooms
- Physical therapy Services
- Occupational therapy services
- Orientation and mobility services
- Speech and language services
- Early intervention services
- Adaptive physical education
- Music therapy
- Transition services

Additional services may be contracted for and utilized on an “as needed” basis.

Local districts programs and related services consist of speech and language pathologists, elementary and secondary resource program teachers teacher consultants, and homebound teachers. Airport Community Schools also employ school social workers.

The Monroe County ISD operates extended school year programs for eligible students. The Monroe County ISD provides transportation to preschool aged children for ESY classroom programs while the local districts provide transportation to school aged students eligible for ESY classroom programs.



**Monroe County Intermediate School District  
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**Modifications to Services and Programs**

**E. Modifications to Services and Programs:** All of the special education program and service requirements described in Parts 3 and 4 of the Michigan Administrative Rules for Special Education apply, except for the following alternative special education programs and services as allowed per R.340.1832(e).

<b>Current Rule</b>	<b>Description of Program Modification</b>
<b>340.1745 (c)</b>  <i>Services for Students with Speech and Language Impairment</i>	Providers of speech language services caseloads cannot exceed 65 students.
<b>340.1749a (2)</b>  <i>Elementary Level Resource Program</i>	Each elementary resource program teacher shall serve no more than an average of 13 students at any one time and shall have a caseload of no more than 23 students.
<b>340.1749b (2)</b>  <i>Secondary Level Resource Program</i>	Each secondary resource program teacher shall serve no more than an average of 13 students at any one time and shall have a caseload of no more than 23 students.
<b>340.1749b(3)</b>  <i>Secondary Level Resource Programs</i>	In secondary level resource programs special education programs, the teacher may teach and offer tutorial assistance at the same time.
<b>340.1749c(4)</b>  <i>Departmentalization of Special Education Programs</i>	Each teacher shall serve not more than an average of 13 students per instructional period and may not serve more than 15 students in the classroom at any one time.
<b>340.1832 (e)</b> <b>Local Based Special Education</b>	There shall be 1 teacher and 1 paraprofessional for a maximum of 15 students. Students with autism, who require specially designed instruction for more than 50% of their day may receive educational programming in the local based special education classroom.



Monroe County Intermediate School District  
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## MANAGEMENT OF SPECIAL EDUCATION SERVICES AND PROGRAMS

### Special Education Administrators

**F. Special Education Administrators:** The titles, addresses, and phone numbers of special education administrators within Monroe County ISD are identified in the **Special Education Procedures** section of this document.

### Paraprofessional Personnel and Assignments

**G. Paraprofessional Qualifications:** Qualifications for paraprofessional personnel specifically follow 340.1793 of the Revised Administrative Rules for Special Education. In addition, the Monroe County ISD and local school districts require paraprofessionals to possess a minimum of a high school diploma or its equivalent and follow all state and federal requirements.

### Transportation

**H. Transportation:** Each local district will make arrangements for the provision of special transportation to eligible students by providing the service, making cooperative arrangements with another local or Monroe County Intermediate School District, or contracting privately. The need for specialized transportation and other transportation provisions are determined through the IEP Team process. The student's program assignment will determine the schedule and nature of the transportation needed. Transportation vehicles equipped with lifts will be used when needed.

### Distribution of Funds

**I. Distribution of Funds:** Federal funds received each year by Monroe County ISD are used in the provision of educational services to persons with disabilities or persons suspected of having a disability. (Priority 1) Preschool aged children with disabilities and (Priority 2) students with the most severe disabilities are the primary target populations for a portion of these federal funds. These funds have been used for center-based programs served by the ISD to provide services to students with the most severe disabilities. Equal access to these programs is afforded to all students from all local school districts.



## Monroe County Intermediate School District Plan for the Delivery of Special Education Services

Priority 1 preschool age children identified by this process are served by the ISD Early Childhood Special Education Programs, Early Childhood Teacher Consultant Services, ancillary service staff or Early Intervention Program.

Priority 2 students with disabilities are located through the annual IEP review process. After a review of the student's present level of academic and functional performance, goals and objectives-a determination of - programs and services is required.

The Public Act 18 millage funds collected by the Monroe County Intermediate School District are spent to support special education programs and services delivered by the MCISD and its constituent districts. Center programs and services operated by the MCISD are reimbursed in full. The amount of reimbursement provided LEA operated special education programs and services are determined annually based upon the procedure specific in R340.1811 of the Michigan Administrative Rules.

No amount of the special education millage or amounts received under section 56 of the State School Aid Act of 1979 (MCL 380.1601 et seq.), or other property taxes paid to the intermediate district or amounts received by the Intermediate district in lieu of property taxes shall be distributed to a local district, including a public school academy, to provide special education programs or services to students who are not residents of constituent local districts of MCISD, but who are enrolled under agreements required by section 105c (inter-ISD schools of choice), or under section 6(6) (transfer with release by resident district), or section 6(6)(j) (child of district employee) of the State School Aid Act of 1979, or on any other basis, regardless of whether the local district was able to exercise any discretion in enrolling the student.

A local district shall not claim special education transportation costs for such students or program costs directly attributable to such students (e.g. a one-to-one aide). Districts shall be responsible for other program costs based on the proportionate share that such students are of the total number of students enrolled in that program. Proportionate share is to be computed on a full-time equivalent basis.

The intermediate district also shall not reimburse a constituent local district for any costs incurred under any agreement entered into under section 105c of the State School Aide Act of 1979, or under any other arrangement except an agreement entered into under section 1751 of the Revised School Code (MCL 380.1751), pursuant to which a student enrolls in a district that is not a constituent local district of MCISD.

In addition, the intermediate district shall not reimburse any costs incurred by a local district with regard to a due process hearing, complaint, or other dispute resolution pertaining to a student who is not a resident of a constituent local district of MCISD or who is enrolled in a district that is not a constituent local district of MCISD.



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**PARENT ADVISORY COMMITTEE**

**J. Description of the Appoint Procedures of PAC Members:** The Monroe County Intermediate School District Board of Education will appoint the Parent Advisory Committee (PAC) members. Appointments will be made from nominations from local district boards of education. The MCISD staff assigned to work with the committee will advise local school district superintendents of PAC vacancies from their respective districts as they occur. When a vacancy or extended absence occurs, the respective local district and/or the MCISD 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 for two years with a re-appointment provision.

**K. Role and Responsibility of the Parent Advisory Committee:** The minimum role and responsibility and operational procedures of the Parent Advisory Committee may be found in the By-laws. The ISD Plan is submitted to the PAC for review. If the PAC and the District are unable to agree on the contents of the Plan, the PAC, according to the PAC Bylaw procedures may file an official objection within twenty days. Copies of the objections will be sent to all of the constituent districts and the MCISD. PAC members have a copy of R 340.1836, which details further procedures as process.

**L. Fiscal and Staff Resources Available to the Parent Advisory Committee:** The PAC is assisted in its functioning by the Coordinator of Planning, Monitoring and Data Collection and the Assistant Superintendent for Special Education. A budget expenditure account is maintained to support PAC activities such as regular meeting costs, materials, in-service conferences, program visitations, and committee work. Expenditure requests are made by the PAC chairperson and submitted for approval to the Assistant Superintendent for Special Education.



**Monroe County Intermediate School District  
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## **ADDITIONAL PLAN CONTENT**

**Age Span:** Programs for the Moderately Cognitively Impaired, Severely Cognitively Impaired, and Severely Multiply Impaired at times have student enrollment, which is too low to allow for the grouping of students within age span limitations of R 340.1733 (d) of the Michigan Administrative Rules. Accordingly, the age limits of these classes may be expanded to eight years in order to allow for more flexible grouping to meet the needs of individual students.

**Separate Facilities:** Separate facilities within Monroe County serving students with disabilities include the following:

- Monroe County Educational Center
- Monroe County Transition Center
- Classrooms at the Monroe County Youth Center

The above programs are operated by the Monroe County Intermediate School District. These programs are operated consistent with R 340.1733(d) with enrollment of students in such programs based on individual ISD procedures consistent with determinations made by the IEP Team.

**Surrogate Parents:** The Monroe County Intermediate School District assures that the ISD, LEAs, and PSAs comply with the State Board of Education approved *Policy for the Appointment of Surrogate Parents*. The ISD will provide annual training for potential surrogate parents in the areas of surrogate parent responsibilities, special education eligibility and special education processes and procedures. In addition the Monroe County ISD will maintain an updated list of surrogate parents, and will review the *Policy for the Appointment of Surrogate Parents* with special education administrators once a year. Local districts and PSAs will be asked to recruit parents to maintain a sufficient number of surrogate parents in the county. Possible areas of surrogate parent recruitment include the MONARC, Big Brothers/ Big Sisters, retired teacher of Monroe County, the Exchange Club or Kiwanis Club.

**Assurance of Confidentiality of Personally Identifiable Education Records:** Monroe ISD assures confidentiality of any personally identifiable data, information, and records of students with disabilities that are collected, used, or maintained in compliance with Michigan Rule 340.1861(3), 34C.F.R 300.610 through 300.62

**APPENDIX A**

LEA/PSA	Programs Offered Usually in MCISD Cross-Categorical Classrooms										Services and/or Programs Offered through MCISD, Delivered in the LEA/PSA Programs, Cross-Categorical Classrooms, and MCISD Center-Based Programs																			
	Resource Room-Elementary	Resource Room-Sec. Departmentalized	Emotionally Impaired	Learning disabled	Hearing Impaired	Mild cognitive Impairment	Moderate Cognitive Impairment	PI or OHI	Autism Program	Center Based Only	Severe Multiple Impairment	Severe cognitive Impairment	Speech and Language	Early Childhood Special Education	Early On	Early Intervention Services	Teacher Specialist	Teacher consultant	Transition Services	Work Study Coordinator	Social Work	Psychological	Orientation and Mobility	Occupational Therapy	Physical Therapy	Homebound/Hospitalization Services	Music Therapy	Adaptive Physical Education	Full Inclusion	
<b>LEA/PSA/ISD</b>																														
Airport Community	x*	x*	x	x	x	x	x	x	x			2*	*			x*	x	x	x	x	3	3	x	x	x	x	x	x	x	
Bedford Public	x*	x*	x	x	x	x	x	x	x			2*	x	x		x*	x	x	x	x	x	x	x	x	x	x	x	x	x	
Dundee Community	x*	x*	x	x	x	x	x	x	x			2*	*	*		x*	x	x	x	x	x	x	x	x	x	x	x	x	x	
Ida	x*	x*	x	x	x	x	x	x	x			2*	x	x		x*	x	x	x	x	x	x	x	x	x	x	x	x	x	
Jefferson	x*	x*	x	x	x	x	x	x	x			2*	x			x*	x	x	x	x	x	x	x	x	x	x	x	x	x	
Mason Consolidated	x*	x*	x	x	x	x	x	x	x			2*				x*	x	x	x	x	x	x	x	x	x	x	x	x	x	
Monroe Public	x*	x*	x	x	x	x	x	x	x			2*	x			x*	x	x	x	x	x	x	x	x	x	x	x	x	x	
Summerfield	x*	x*	x	x	x	x	x	x	x			2*	X			x*	x	x	x	x	x	x	x	x	x	x	x	x	x	
Whiteford Agricultural	x*	x*	x	x	x	x	x	x	x			2*				x*	x	x	x	x	x	x	x	x	x	x	x	x	x	
Monroe County ISD						x	x	x	x	x	x	2*		x	x	x*	x	x	x	x	x	x	x	x	x	x	x	x	x	
New Bedford Academy	x*	x*										2*				x*	x				x	x	x	x	x	x	x	x	x	
Triumph Academy	x*	x*										2*				x*	x				x	x	x	x	x	x	x	x	x	

**CODING:**

- x = Services/Programs offered in the institution.
- 2 = Speech and Language Services are offered both by the LEA and MCISD.
- 3= Social Work faculty are employees of Airport Community Schools.
- \* = 1832 (e) Modifications to Services and/or Programs



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# Monroe County Intermediate School District

## BOARD MEMBERS

**Dale DeSloover, President**

**Renee Larzelere, Vice President**

**Paul Miller, Secretary**

**Russell Bless, Treasurer**

**Dr. Barry Martin, Trustee**

## CENTRAL OFFICE ADMINISTRATION

**Stephen J. McNew, Ed.D., Superintendent**

**Rachel Kopke, Ph.D., Assistant Superintendent**  
*Special Education & Early Childhood Services*

**Joshua Dyer, C.P.A., Assistant Superintendent**  
*Business & Administrative Services*

**Lisa Montrief, Assistant Superintendent**  
*Curriculum & Instruction*

**Elizabeth Taylor, J.D., Assistant Superintendent**  
*Human Resources & Legal Counsel*

*Produced by the MCISD Communications Office.*



The Monroe County Intermediate School District does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status or familial status in its programs, activities or in employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Elizabeth J. Taylor, Assistant Superintendent for Human Resources and Legal Counsel, 1101 S. Raisinville Road, Monroe Michigan 48161; Telephone: 734.322.2640.