



KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY

PLAN FOR THE DELIVERY OF

SPECIAL EDUCATION PROGRAMS AND SERVICES

Approved by the State Superintendent January 2, 2018
(with approved clarification 11/19/20)

Table of Contents

Comprehensive Special Education Programs and services.....	3
Special Education Opportunities.....	3
Public Awareness and Child Find Activities.....	4
Procedures for Identifying Potential Special Education Populations	4
Procedures for Identifying Potential Special Education Students	5
Types of Diagnostic Services	4
Statement of Assurance.....	6
Basic Programs and Services.....	6
Continuum of Programs Operated in Accordance with Part 3 of Michigan Rules.....	6
Alternative Programs and Services R340.1832(e).....	8
Management of Special Education Programs and Services.....	9
Paraprofessional Personnel	9
Transportation	9
Age Span for Students with Moderate Cognitive Impairment, Severe Cognitive Impairment and Severe Multiple Impairment.....	10
Surrogate Parent.....	10
Distribution of Funds.....	10
Center Programs and Services	10
Local Programs and Services.....	11
Distribution Method	11
Payments to Local Districts	11
Other Provisions.....	12
Section 105c.....	12
Parent Advisory Committee.....	12
Appointment of Members	12
By-Laws, Meetings and Voting Eligibility	13
Role and Responsibility of the Parent Advisory Committee.....	13
Kalamazoo RESA Plan.....	13
Related Matters	14
Role of School Personnel	14
Administrative Support to the PAC	14

Unchanged

COMPREHENSIVE SPECIAL EDUCATION PROGRAMS AND SERVICES

SPECIAL EDUCATION OPPORTUNITIES

The Special Education Parent Handbook is used as a means of communicating a list of organizations, special education representatives and procedural safeguards to parents of children and young adults suspected and/or identified as requiring special education services. In addition, the handbook outlines for parents and the community the special education opportunities required by law in the Kalamazoo RESA. The special education staff members in each district and public school academy distribute the handbooks.

The following is a list of school district representatives who can be contacted for information regarding special education programs and services:

Local Director	District	Address	Phone
Director of Special Education	Portage, Schoolcraft, Vicksburg	8107 Mustang Dr. Portage, MI 49002	269-323-5010
Director of Special Education	Kalamazoo	1220 Howard St. Kalamazoo, MI 49008	269-337-0161
Director of Special Education	Climax-Scotts, Comstock, Galesburg-Augusta, Gull Lake, Parchment	3010 Gull Rd. Comstock, MI 49048	269-250-8924
Director of Schools	Augusta Academy, Forest Academy, Oakland Academy	600 S. Lincoln St. Augusta, MI 49012	269-731-5775
Principal	Paramount Charter Academy	3624 S. Westnedge Ave. Kalamazoo, MI 49008	269-553-6400
Principal	Youth Advancement Academy	6750 Chime St. Kalamazoo, MI 49009	269-353-4193
Administrator	Kalamazoo Covenant Academy	400 W. Crosstown Pkwy. Kalamazoo, MI 49001	269-226-2100
Assistant Superintendent for Special Education	Kalamazoo RESA	1819 E. Milham Ave. Portage, MI 49002	269-250-9323

PUBLIC AWARENESS AND CHILD FIND ACTIVITIES

PROCEDURES FOR IDENTIFYING POTENTIAL SPECIAL EDUCATION POPULATIONS

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

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

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

Awareness materials, Child Find and Early On information, Build Up Michigan materials, information on special education programs and services and/or the Special Education Parent Handbook will be distributed via the following:

- Annual advertisements in local newspapers and/or on local radio, and/or social media
- Area health care and community agencies, hospitals, physicians, and other care facilities
- Seeds for Success Program, its newsletter and printed materials
- Local Interagency Coordinating Council
- Community Mental Health, Michigan Department of Health and Human Services, Head Start Programs, Constance Brown Speech and Hearing Clinic
- Kalamazoo County Jail
- Parent Organizations
- Local Schools

PROCEDURES FOR IDENTIFYING POTENTIAL SPECIAL EDUCATION STUDENTS

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

TYPES OF DIAGNOSTIC SERVICES

Local school districts and the Kalamazoo RESA may contract for or employ professionals to provide diagnostic services. The following chart illustrates the diagnostic services provided directly and those that are contracted for by the local districts and/or Kalamazoo RESA.

District of Operation	School Psychologist	School Social Worker	Speech & Language	Teacher Consultant	DHH Specialist	Audiologist	Occupational Therapy	Physical Therapy	Licensed Physician	Ophthalmologist/Optometrist	VI Specialist	O & M	RN
KRESA	X	X	X	X	CW	CW	X	X	C	C	CW	CTW	X
Climax-Scotts	X	X	X						PIN				
Comstock	X	X	X	X					PIN				
Galesburg-Augusta	X	X	X	X					PIN				
Gull Lake	X	X	X	X					PIN				X
Parchment	X	X	X	X					PIN				
Kalamazoo	X	X	X	X			CW	CW	PIN				X
Portage	X	X	X	X					PIN				
Schoolcraft	X	X	X						PIN				
Vicksburg	X	X	X						PIN				
Oakland Academy	X	X	X	X					PIN				
Paramount Charter Academy	X	X	X						PIN				
Forest Academy	X	X	X	X					PIN				
Augusta Academy	X	X	X	X					PIN				
Kalamazoo Covenant Academy	X	X	X						PIN				
Youth Advancement Academy	X	X	X	X					PIN				

Codes: X – District provides services; CW = Countywide services; PIN = provide if needed; C = Contracted

STATEMENT OF ASSURANCE

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

34 CFR § 300.111(a) 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.

BASIC PROGRAMS AND SERVICES

In the Kalamazoo RESA, special education programs and services are designed to provide children with disabilities the opportunity to be educated with their peers in a general education setting regardless of the type or severity of their disabilities. The following charts illustrate the continuum of programs and services provided by the local school districts and the Kalamazoo RESA.

CONTINUUM OF PROGRAMS OPERATED IN ACCORDANCE WITH PART 3 OF MICHIGAN RULES

District	DHH*	VI	EI	LD	Mild CI	Mod CI*	Sev CI	SXI	ASD	ECSE	Elem RR*	Sec RR*	Ancillary/ TC**	PI/OHI
Climax-Scotts											X	X	SSW, SLP, Psych	
Comstock										X	X	X	SSW, SLP, Psych, TC	
Galesburg-Augusta											X	X	SSW, SLP, Psych, TC	
Gull Lake						X				X	X	X	SSW, SLP, Psych, RN, TC	
Parchment										X	X	X	SSW, SLP, Psych, TC	
Kalamazoo			X						X	X	X	X	PT, OT, RN, SSW, SLP, Psych, TC	

District	DHH*	VI	EI	LD	Mild CI	Mod CI*	Sev CI	SXI	ASD	ECSE	Elem RR*	Sec RR*	Ancillary/TC**	PI/OHI
Portage										X	X	X	SSW, SLP, Psych, TC	
Schoolcraft											X	X	SLP, Psych, SSW	
Vicksburg										X	X	X	SSW, SLP, Psych	
Oakland Academy											X		SSW, SLP, Psych TC	
Paramount Charter Academy											X	X	SSW, SLP, Psych	
Forest Academy											X	X	SSW, SLP, Psych, TC	
Augusta Academy											X		SSW, SLP, Psych, TC	
Kalamazoo Covenant Academy												X	SSW, SLP, Psych	
Youth Advancement Academy												X	SSW, SLP, Psych	
K/RESA	X	X	X			X	X		X	X		X	PT, RN, SSW, OT, SLP, TC, Psych, O&M, VI Specialist, DHH, Specialist	

* Operated in accordance with R340.1832

** Note: Programs at both elementary and secondary buildings designated in IEPs as Departmentalized Programs, as well as Teacher Consultant services, with R340.1832 definitions contained in this plan.

*** Services for homebound/hospitalized students with IEPs are provided by all local districts.

****Individuals with disabilities lodged within the Kalamazoo County jail receive Special Education services from Kalamazoo Public Schools.

ALTERNATIVE PROGRAMS AND SERVICES R340.1832(E)

All of the following current rules apply, with the stated exceptions:

Rule	Exceptions
R340.1742 – Classrooms for students who are deaf and hard of hearing	R340.1832 (a) A K-12 DHH classroom with 1 teacher shall have an enrollment of not more than 10 students.
R340.1749 – Teacher Consultant caseload, responsibilities	R340.1832 The teacher consultant shall carry an active caseload of not more than 35 students with disabilities. No more than 30 students on a caseload shall be provided direct instructional services. The remaining balance of the active caseload, up to 35 students, shall be provided evaluation services and/or consultation with special and general education personnel. In establishing the caseload, consideration shall be given to time for the following: a) report writing, b) travel, c) frequency of direct instructional services.
R340.1749a – Elementary level resource programs	R340.1832 The elementary resource teacher shall serve not more than 15 students at any one time and not more than 25 different students.
R340.1749b – Secondary level resource programs	R340.1832 The secondary resource teacher shall serve not more than 15 students at any one time and have a caseload of not more than 25 different students. (3) The secondary resource teacher may provide supplemental instruction to students on his or her caseload that are enrolled in general education classes. The teacher may teach a class and offer tutorial assistance at the same time.
R340.1749c – Departmentalization of special education programs	R340.1832 Each teacher may serve more than the students assigned to his or her caseload; however, the total number of students served cannot exceed the combined caseloads of the participating teachers. (4) Each teacher at the secondary level shall serve not more than an average of 15 students per class period per instructional day. (5) Each teacher at the elementary level shall serve not more than an average of 12 students per class period per instructional day.
R340.1758 – Programs for students with Autism Spectrum Disorder	R340.1832 K-12 Programs that consist of more than one classroom may have more than 8 students in a classroom if the average student-teacher ratio does not exceed 8 students. A

Rule	Exceptions
	classroom with 3 or more students shall have 1 aide; a classroom with 6 or more students shall have 2 aides.
Visually Impaired Specialist Services	The VI Specialist shall be a teacher with a visual impairment teacher endorsement and will perform the activities of instructional service, evaluation, consultation with special and general education personnel, report writing, and travel. Exception being that the individual caseload of a provider of VI Specialist services shall not exceed 35 different students.
Deaf and Hard of Hearing Specialist Services	The Deaf and Hard of Hearing Specialist shall be a teacher with a hearing impairment teacher endorsement and will perform the activities of instructional service, evaluation, consultation with special and general education personnel, report writing, and travel. Exception being that the individual caseload of a provider of HI Specialist services shall not exceed 35 different students.

Local districts and public school academies administrators responsible for the implementation of special education programs and services. See Chart on Page 3.

MANAGEMENT OF SPECIAL EDUCATION PROGRAMS AND SERVICES

PARAPROFESSIONAL PERSONNEL

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

TRANSPORTATION

Local districts have guidelines for how students qualify to receive transportation. Students with special education services may qualify for specialized transportation, provided by the resident district, as determined by the student's individual educational plan (IEP) team. Students attending KRESA operated programs will receive specialized transportation provided by the resident district as determined by the individual educational planning (IEP) team.

Transportation procedures are monitored on a continual basis by the local school districts. Exception KRESA will provide transportation to students attending West Campus ECSE programs. Transportation to this program is a center-based service.

AGE SPAN FOR STUDENTS WITH MODERATE COGNITIVE IMPAIRMENT, SEVERE COGNITIVE IMPAIRMENT AND SEVERE MULTIPLE IMPAIRMENT

Programs for students with Severe Cognitive Impairment (SCI), Moderate Cognitive Impairment (MoCI), and Severe Multiple Impairment (SXI) with students under 16 years of age may exceed a 6-year age span (by two years (maximum 8-year age span) at any one time when, due to the low incidence of eligible students, it is necessary for programmatic feasibility and meeting the needs of the students.

SURROGATE PARENT

The Kalamazoo RESA assures that the ISD, LEAs, and PSAs comply with the State Board of Education (SBE) approved Policy for the Appointment of Surrogate Parents. The ISD will provide annual training for potential surrogate parents, will maintain an updated list of trained 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.

DISTRIBUTION OF FUNDS

CENTER PROGRAMS AND SERVICES

The following programs and services are designated as “Center Programs” for the purpose of the distribution of funds in Kalamazoo RESA. The entire unreimbursed costs will be paid to the operating district from state, intermediate and/or federal funds.

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

LOCAL PROGRAMS AND SERVICES

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

DISTRIBUTION METHOD

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

- I. Kalamazoo RESA will contract with each local district on an annual basis through the “Agreement between Local School Districts and the Kalamazoo RESA”. This agreement will specify the method for calculating the amount to be distributed to each district.
- II. The Kalamazoo RESA Assistant Superintendent for Special Education and the Kalamazoo RESA Superintendent must approve in writing deviations in programs and services contracted.
- III. After calculating the total allowable cost, deductions are made for the foundation grants, state categorical funds, federal income, and all other income. The remainder of the cost is submitted to Kalamazoo RESA.
- IV. Distribution of funds will be based on a Weighted Enrollment (Total K-12 Enrollment x 1.00 plus Free/Reduced Eligible students x .30 in 2017-18; .40 in 2018-19; .50 in 2019-20 and beyond).
- V. The dollar amount received by each district may not exceed the district’s net unreimbursed special education costs.

Total funds are distributed to local districts using the following calculations:

Weighted Enrollment is based on the total K-12 enrollment x 1.00 plus Free/Reduced Lunch Eligible students x .30 in 2017-18; .40 in 2018-19; .50 in 2019-20 and beyond.

Enrollment is based on the state aid membership blended count for the current year.

Free/Reduced Lunch Count is based on the prior year count.

Unchanged

PAYMENTS TO LOCAL DISTRICTS

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

OTHER PROVISIONS

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

SECTION 105C

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

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

PARENT ADVISORY COMMITTEE

APPOINTMENT OF MEMBERS

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

Unchanged

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

The local district superintendent or designee, shall seek recommendations for potential PAC members from local agencies, parent groups, and school personnel. Potential PAC members should be contacted

by the local school district superintendent or designee, or the Kalamazoo RESA superintendent or designee, to inquire about serving as a representative for a three-year term.

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

BY-LAWS, MEETINGS AND VOTING ELIGIBILITY

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

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

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

- 1) Voting is limited to the official representatives as appointed by the Kalamazoo RESA Board of Education.
- 2) When voting, a simple majority vote of the eligible voting members present shall be required.

ROLE AND RESPONSIBILITY OF THE PARENT ADVISORY COMMITTEE

KALAMAZOO RESA PLAN

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

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

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

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

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

RELATED MATTERS

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

- Regularly scheduled meetings:
 - The Assistant Superintendent and Regional Directors will each report updates regarding programs and services
 - PAC will receive the report of the Program Improvement and Accountability Administrator. This report will provide information related to current projects regarding state and federal mandates

The PAC will receive copies of all deviation requests from constituent school districts and Kalamazoo RESA as required in R340.1734. This is done concurrently with the filing of the deviation with the state department. The PAC may elect to take a position relative to the deviation request.

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

ROLE OF SCHOOL PERSONNEL

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

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

ADMINISTRATIVE SUPPORT TO THE PAC

The Kalamazoo RESA will budget for:

- Postage and supplies for notices and other community mailings
- Reproduction of appropriate documents for committee business

- Mileage, expenses related to PAC business outside Kalamazoo RESA with prior approval
- Administrative support
- In-service related to the function of the PAC
- Information materials for the PAC

Kalamazoo RESA shall make available staff resources for committee business.