

DEPARTMENT OF MANAGEMENT AND BUDGET

MICHIGAN INFORMATION NETWORK

REGIONAL EDUCATIONAL MEDIA CENTERS

(By authority conferred on the state board of education by section 83 of Act No. 94 of the Public Acts of 1979, as amended, and section 671 of Act No. 451 of the Public Acts of 1976, as amended, being SS388.1683 and 380.671 of the Michigan Compiled Laws)

R 380.1 Definitions.

Rule 1. As used in these rules:

- (a) "Department" means the department of education.
- (b) "Educational media" means all forms of communication and their associated support systems.
- (c) "Educational media center" means a program operated by an intermediate school district and approved by the state board, which provides services to local school districts or constituent districts under section 671 of Act No. 451 of the Public Acts of 1976, as amended, being S380.671 of the Michigan Compiled Laws.
- (d) "Intermediate school board" means the board of an intermediate school district.
- (e) "Pupil enrollment" means the total number of public and nonpublic school students within a REMC service area on the pupil membership count day as defined by section 5 of Act No. 451 of the Public Acts of 1976, as amended, being S380.5 of the Michigan Compiled Laws.
- (f) "Regional educational media center" means a program which meets the criteria for service areas and which is approved by the state board.
- (g) "REMC" means regional educational media center.
- (h) "REMC advisory council" means a representative group from public school districts and nonpublic schools within REMC boundaries to advise, make recommendations, and provide communication to the REMC board from the local school districts.
- (i) "REMC board" means a board established to set policies for the operation and administration of REMCs and satellite centers.
- (j) "Satellite center" means a satellite educational media center which serves as a subcenter of the REMC.
- (k) "Service area" means that inclusive portion of the state designated by the state board as the regional educational media center.
- (l) "State board" means the state board of education.

History: 1981 AACCS.

R 380.2 Service area identification as a REMC.

Rule 2. Identification of a service area as a REMC shall be made by 1 or more of the following circumstances:

- (a) A pupil enrollment of not less than 40,000 pupils in grades K-12, unless the state board determines that a service area with less than that number should be designated.
- (b) A practical dissemination system for the delivery of materials, services, and information.
- (c) An accessible location in terms of population density, travel time, and location of existing centers.
- (d) An existing center which cooperates and coordinates with educational and governmental agencies.

History: 1981 AACCS.

R 380.3 Criteria for funding of a REMC.

Rule 3. A REMC shall meet the following criteria:

(a) Annually assess representative users' needs to determine the services to be offered within each REMC.

(b) Apply for funds obtained pursuant to section 83 of Act No. 94 of the Public Acts of 1979, as amended, being S388.1683 of the Michigan Compiled Laws. An application shall include all of the following information:

(i) The services offered by the REMC.

(ii) An annual assessment of services provided in the previous year.

(iii) A list of staff including all of the following:

(A) The title of position.

(B) The hours and number of months worked per year.

(C) The sources of wages.

(iv) A program plan which includes all of the following items:

(A) The report that reflects representative users' needs.

(B) A description of services offered.

(C) The results expected.

(D) An evaluation of services.

(E) An assurance statement that board requirements will be met.

(v) An itemized budget for funds obtained pursuant to section 83 of Act No. 94 of the Public Acts of 1979, as amended, being S388.1683 of the Michigan Compiled Laws.

(c) Receive approval of the annual application by the state board.

History: 1981 AACS.

R 380.4 Designation of the REMC board.

Rule 4. A REMC board shall be chosen by the intermediate school district board or boards to determine the policies, structure, and operation of the REMC for all of its constituent schools. The intermediate school district board or boards shall confirm in writing or meet every 3 years to determine the composition of the REMC board. The composition of the REMC board shall be determined by 1 of the following:

(a) The board of a single intermediate school district, if the REMC is formed by a single intermediate school district.

(b) A combination of all of the boards of the intermediate school districts within a service area which will act as a single board for the REMC.

(c) An intermediate school district board within a service area which is contracted to serve in that capacity by the remaining intermediate school district boards within a service area.

(d) A cooperative board comprised of representative members of all intermediate district boards within a service area. Representatives shall be chosen by their respective intermediate school district boards which they are to represent.

History: 1981 AACS.

R 380.5 Intermediate school district as fiscal agent.

Rule 5. The intermediate school district boards of a REMC shall name 1 intermediate school district to serve as fiscal agent. The fiscal agent superintendent shall supervise the REMC operation.

History: 1981 AACS.

R 380.6 Operation and administration of the REMC.

Rule 6. In providing for the operation and administration of the REMC, the REMC board shall do all of the following:

(a) Formulate policies to govern the operation of the REMC and approved satellite centers.

(b) Develop a plan for the utilization of available educational and cultural resources and services, including colleges and universities, libraries, vocational educational centers, professional development

programs, broadcasting facilities, and other agencies located within, as well as outside, the region. The plan may include the development of programs that emphasize the training of teachers in the techniques necessary for the proper utilization of instructional media.

(c) Establish service priorities and develop short- and long-range goals based on an analysis of representative users' needs.

(d) Implement all fiscal arrangements, policies, and agreements as approved by the fiscal agent.

(e) Approve the person selected as the REMC director. The director shall be responsible to the REMC board through the intermediate school district superintendent whose board is selected as the fiscal agent.

(f) Approve an annual program plan and budget for the operation of the REMC.

(g) Apply for broadcasting and other licenses as necessary to operate the REMC program.

(h) Enter into contracts, through the designated fiscal agent, for grants from both public and private organizations and expend such funds for specific purposes set forth in the terms of the contracts with the contracting agent.

(i) Arrange for adequate facilities to house the REMCs.

(j) Confirm and recommend to the fiscal agent intermediate superintendent the appointment of professional personnel and support staff necessary to implement services of the REMC.

(k) Make provision so that all the compensation benefits and working conditions of the REMC employees are equal to like positions in the employing unit.

(l) Review an annual evaluation of the activities of the REMC.

(m) Review an annual report covering activities and expenditures of the REMC as required by the state board.

(n) Take action to acquire, hold title to, and sell real property in accordance with applicable statutes through the designated fiscal agent.

(o) Establish policy for the assessment and collection of fees.

(p) Submit applications and planning and evaluation reports as required.

(q) Submit with each application to the state department letters indicating involvement or rationale for non-involvement from each intermediate school district superintendent in the REMC region and from the chairperson of the advisory council.

(r) Submit an application to the state board.

(s) Encourage the REMC director to facilitate improvement of REMC services, coordinate operations with the state department, engage in cooperative projects providing services for the benefit of all REMCs, and the professional development of the REMC personnel.

History: 1981 AACCS.

R 380.7 Advisory council.

Rule 7. (1) The REMC advisory council members shall be selected by the participating schools to advise the REMC board.

(2) The REMC advisory council may be composed of administrators, teachers, and library/media specialists from the intermediate school districts, public school districts, and nonpublic schools which are served.

(3) The REMC director shall serve as an ex-officio member.

(4) An advisory council may select a citizen, parent, or student representative as a member.

(5) The responsibilities of the REMC advisory council are as follows:

(a) The selection of a chairperson and secretary for the council.

(b) Advising the REMC board in all of the following areas:

(i) Policies and procedures.

(ii) Development of REMC services which support the curriculum objectives of the public school districts and nonpublic schools which are served. Systematic techniques for applying practical knowledge in designing, testing, and operating of instruction programs shall be stressed.

(iii) Previewing and selecting of equipment and materials and establishing standards for same.

(iv) Relating local educational needs to the regional educational media center.

(v) Planning and evaluating services and programs.

- (vi) Providing communication between the REMC and local schools.
- (vii) Advising on other critical areas of concern.

History: 1981 AACCS.

R 380.8 Establishment and operation of satellite centers.

Rule 8. (1) The REMC board may establish and operate satellite centers subject to state board approval.

(2) The satellite center may be established if it meets 1 of the following conditions:

- (a) The REMC is sparsely settled.
- (b) The REMC has a high density of population.
- (c) An educational media center already exists in an intermediate school district in the REMC.

(3) The satellite center shall operate in the following manner:

(a) The services and materials purchased with REMC funds shall be available to all eligible persons within the REMC area.

(b) The management shall be consistent with policies and procedures established by the REMC board.

(c) The REMC allocations to or contracts for service by the satellite center shall be under the control of the REMC board and shall be administered by the REMC director.

(d) The title to all REMC materials and equipment shall be retained by the REMC.

(e) The supervision and control of personnel at the satellite center shall be the responsibility of the employing unit.

History: 1981 AACCS.

R 380.9 Qualifications and role of REMC personnel.

Rule 9. (1) The REMC board shall provide for a director and staff for the operation of the regional educational media center. The REMC director and staff shall administer and operate the REMC services.

(2) The REMC director shall possess both of the following minimum qualifications:

- (a) A master's degree with course work in media, educational administration, and curriculum.
- (b) Experience and demonstrated ability in administration, program development, and leadership in implementing an educational program.

(3) The REMC director may be required to possess the following additional qualifications:

- (a) Three years of successful K-12 teacher experience.
- (b) Possession of a valid Michigan teaching certificate.
- (c) Knowledge of current developments and trends in media, technology, and curriculum fields.

(4) A REMC director, who is presently employed, shall have 5 years from the date these rules become effective to meet the qualifications required in subrule (2) of this rule.

(5) The general responsibilities of the REMC director shall include all of the following:

(a) Carrying out policies as established by the REMC board under the direct supervision of the intermediate superintendent whose board is designated as fiscal agent.

(b) Serving as advisor to the advisory council and the REMC board.

(c) Screening and recommending staff for appointment.

(d) Supervising and evaluating the staff.

(e) Providing leadership in the development of short- and long-range planning for the REMC.

(f) Serving as a communication link between the local schools and the REMC.

(g) Providing regional leadership for media and technology utilization.

(h) Preparing reports for the advisory council, REMC board, department, and other agencies as required.

(i) Making recommendations for in-service education, additional or improved services of the REMC, and acquisition of materials and equipment.

(j) Implementing services for the local schools under the policy established by the REMC board.

(k) Preparing an annual budget and program plan and presenting them to the REMC board.

- (6) The REMC director shall be employed full-time on a 12-month basis.
- (7) The REMC board, in consultation with the REMC director, shall make recommendations to the fiscal agent intermediate school district superintendent to employ staff to implement the program.
- (8) Staff shall include professional, technical, clerical, and other support services.
- (9) The number of REMC staff shall be adequate to operate the REMC program on a 12-month basis.
- (10) The REMC director shall not have other intermediate school district responsibilities, unless they are supervisory in nature and other appropriate professional and support staff are hired to perform the duties inherent in the responsibilities.

History: 1981 AACCS.

R 380.10 Basic educational services to local school districts.

Rule 10. The REMCs shall provide services on a 12-month basis. Services shall reflect the needs of the users. The services may include, in addition to those items under section 671 of Act No. 451 of the Public Acts of 1976, as amended, being S380.671 of the Michigan Compiled Laws, all of the following services:

- (a) Specialized duplication facilities for audio, printed, and visual materials or improvements thereof.
- (b) The electronic transfer of information to the department and the local school districts.
- (c) Centralized purchasing for member schools for media materials and supplies.
- (d) Production of media-oriented program materials, such as audio, video, computer sciences, games, and simulations.
- (e) Assistance in evaluation of equipment, materials, and programs.
- (f) Cooperation with service agencies in areas relating to educational media.

History: 1981 AACCS.