



April 21, 2020

Ms. Stacey Johnson
Cole Academy
1915 W. Mt. Hope
Lansing, MI 48910-2434

Re: Approval of Continuity of Learning and COVID-19 Response Plan ("Plan")

Dear Ms. Johnson:

I am pleased to inform you that the Plan for Cole Academy ("Academy") has been approved by The Governor John Engler Center for Charter Schools at Central Michigan University and will be transmitted by our office to the State Superintendent of Public Instruction and the State Treasurer. The Plan is effective as of the date indicated in the Plan. You may proceed with Plan implementation for the remainder of the 2019-2020 school year and, if applicable, other elements that affect the 2020-2021 school year.

Please also proceed with the following next steps:

- To fulfill one of the required assurances, immediately add a copy of the approved Plan, assurances document, and budget outline to the Academy's website. An approved copy of the Plan is attached and can be found in Epicenter.
- Present the Plan to the Academy's Board of Directors ("Academy Board") at its next scheduled meeting. At that meeting the Academy Board should approve any necessary amendments to the Academy's 2019-2020 budget or other relevant agreements needed to implement the Plan. In accordance with the Terms and Conditions of the Academy's charter contract ("Contract"), the approved Plan shall constitute a Contract amendment to the Contract upon approval by the Academy Board. This Contract amendment will remain in effect as long as the Plan remains in effect. Attached please find a draft resolution for the Academy Board to use in approving the Plan and Contract amendment.

If the Academy requires an amendment to the Plan, please contact Amy Densmore, Director of Charter Accountability, at (989) 506-0355 or via email at avanatten@thecenterforcharters.org to initiate that process.

Thank you for all your efforts to keep student learning moving forward in these trying times. If you have any further questions or need additional support, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Corey Northrop". The signature is written in a cursive style with a large, stylized "C" and "N".

Corey Northrop
Executive Director

cc: Mary Harding, Board President
Amy Gilmore, Board Corresponding Agent

Attachments:

Approved Continuity of Learning and COVID-19 Response Plan
Academy Board Resolution

**Continuity of Learning and COVID-19 Response Plan (“Plan”)
Assurances**

Date Submitted: **4-13-2020**

Name of District: **Cole Academy**

Address of District: **1915 W Mount Hope Ave. Lansing, MI 48910**

District Code Number: **33901**

Email Address of the District: Jasonowicza@coleacademy.org

Name of Intermediate School District: **Ingham Intermediate School District**

Name of Authorizing Body: **Central Michigan University**

This Assurance document needs to be returned to your Authorizing Body with your Continuity of Learning Plan and Budget Outline beginning April 8, 2020 to indicate that the District will adopt a plan to ensure continuous learning for all students through the remainder of the 2019-2020 school year. Districts should submit one plan for all buildings.

The applicant hereby provides assurance it will follow the requirements for a Continuity of Learning Plan for the remainder of the 2019-2020 school year:

1. Applicant assures that all student learning will take place under the direction of a teacher of record for each student.
2. Applicant provides assurance that it will pay all current employees during the balance of the 2019-2020 school year under the same terms and conditions established prior to the school closure order period.
3. Applicant assures that local bargaining units and school boards agree to implement the Continuity of Learning Plan.
4. Applicant assures that food distribution has been arranged for or provided for eligible students.
5. Applicant assures coordination between applicant and Intermediate School District in which the District/PSA is located to mobilize disaster relief child care centers.
6. Applicant assures that to the extent practicable the District/PSA will in good faith provide students with IEPs/Section 504 Plans the opportunity to participate in learning consistent with existing plans.
7. Applicant assures that Continuity of Learning Plan, Assurance Document, and Budget Outline will be posted immediately following approval to the District’s/PSA’s budget transparency website icon.

Continuity of Learning and COVID-19 Response Plan (“Plan”)

The goal of a Continuity of Learning Plan and COVID-19 Response Plan is to ensure that each District and Public School Academy is, to the best of their ability, providing each student with instruction to help them stay on pace in their learning. This application recognizes that there is no “one-size-fits-all” solution; multiple means of engaging students and supporting families may be necessary that may vary by grade level, school building, or student population served.

Date Submitted:

Name of District: **Cole Academy**

Address of District: **1915 W Mount Hope Ave Lansing, MI 48910**

District Code Number: **33901**

Email Address of the District: Jasonowicza@coleacademy.org

Name of Intermediate School District: **Ingham Intermediate School District**

Name of Authorizing Body: **Central Michigan University**

In accordance with Executive Order 2020-35 a Plan must include all of the following parts:

1. Please describe the methods the district will use to provide alternative modes of instruction other than in-person instruction and a summary of materials each pupil and the pupil’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Plan. If the Plan relies on electronic instruction, the Plan must ensure to the extent feasible that pupils have access to a connected device capable of accessing the electronic instruction and must not penalize a pupil for the pupil’s inability to fully participate.

“Alternative modes of instruction” means modes of pupil instruction, other than in-person instruction, that may include, without limitation, partnerships with other districts or intermediate districts or community colleges or institutions of higher education, use of vendors, use of online learning, telephone communications, email, virtual instruction, videos, slideshows, project-based learning, use of instructional packets, or a hybrid of multiple modes of learning that still promote recommended practices for social distancing in response to COVID-19.

District/ PSA Response:

Cole Academy plans to use a hybrid model of instruction using hard copy instructional packets and online learning platforms. Teachers in grades kindergarten through third grade will use the learning platform of Seesaw to deliver lessons and provide feedback. Teachers in grades fourth through sixth grade will use the learning platform of Google Classroom to deliver lessons and provide feedback. Each grade level will have a weekly Zoom meeting to connect classmates. Students without internet access will be contacted with a list of companies offering free internet

during the school closure. For those students that have internet access, but don't have a device, all attempts will be made to make devices available. Students without internet access will have access to instructional materials through a bi-weekly instructional packet. We will offer a curbside service for families to pick up packets and mail the packets to the home of the student, as needed. Each teacher will also hold at least one daily office hour where they can be reached to offer academic support. Teachers will choose between using Zoom meetings, phone calls, classroom messaging system texts, or email to hold this daily office hour. Cole Academy is committed to providing alternative learning for ALL students, including those with specialized needs. If the District is unable to provide support internally, we assure we will make a best faith effort to connect students to an external partner.

2. Please describe the methods the district will use to keep pupils at the center of educational activities, including outreach to continue building relationships and maintain connections, and to help pupils feel safe and valued.

District/ PSA Response:

Teachers will be expected to attempt to contact with every student at least one time weekly. This may be done through the use of technology (for those that have access), virtual meetings, email, texts or phone calls. For students with technology access, teachers will also make sure to communicate multiple times each week through the instructional platform (Google Classroom or Seesaw), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, or for students who online learning isn't functional, teachers will include weekly notes to students in their instructional packet that focus on building relationships and maintaining connections.

For students who are not consistently responding to teacher communication and/or are not consistently completing content assignments, principals or another staff member will reach out to ensure student safety and well-being. This will occur by the teacher sharing the student name with principals so that principals can assign the student to a support person for contact. A feedback loop will occur back to the administrator and teacher.

3. Please describe the district's plans to deliver content in multiple ways so that all pupils can access learning.

District/ PSA Response:

For those students without technology, or for students who online learning isn't functional, the main mode of delivery will be through hard copy instructional packets that may include activities, notes, worked examples, and practice documents. This will be supplemented with phone conferencing to provide feedback and support instruction. The instructional packets will be delivered via the US mail or curbside pick-up and drop-off.

For students with technology, content may will be delivered through the online platforms of Seesaw or Google Classroom, email, social media sites or through hard copy instructional packets. Teacher will be accessible through synchronous instruction multiple times per week during a published "office hour" and asynchronous instruction through pre-made resources (screencasts, linked videos, electronic documents, etc.) multiple times per week.

4. Please describe the district's plans to manage and monitor learning by pupils.

District/ PSA Response:

For students without technology access, or for students who online learning isn't functional, learning packets will be collected bi-weekly through a curbside service or mail. Teachers will review the learning packet and provide feedback to the student during their weekly check in. Learning packets with written feedback will be returned to the student at the next bi-weekly curbside service or mail. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed.

For students with technology, teachers will monitor student access and assignment completion within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform, virtual meetings, email, or phone calls as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs.

Attendance for all students will be monitored weekly and recorded in a log.

5. Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.

District/ PSA Response:

The District plans to use existing "unused" supply budgets to purchase consumable supplies, on-line learning subscriptions, and miscellaneous materials needed to implement the alternative program.

Already purchased electronic devices are available to students and families who are in need. Due to high demand for devices, Cole Academy purchased an additional 50 Chromebooks for \$10,150.00. This will be covered under the District's general fund.

In agreement with the assurances, our District is committed to keeping all staff employed. Expenses associated for programs such as fee-based before and after care will be documented for potential future reimbursement.

The Academy Board will be provided for its review, and approval, any necessary budget amendments to ensure the Academy remains in compliance with the Uniform Budgeting & Accounting Act.

6. Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.

District/ PSA Response:

All stakeholders were involved in the development of the plan. The initial actions were to reach out to students and families to continue relationships. Principals and teachers also surveyed families and staff to determine needs to consider when planning for continuous learning. This included family's access to the internet and devices and if they have to share the device to assist with identifying the method of learning that could be provided. We then moved to designing instructional support. Principals shared the plan with teachers and collected feedback.

In the weeks prior to implementing continuous learning, staff will determine critical content and/or critical IEP goals for the remainder of the year. Special education teachers have reviewed IEPs and 504 plans in order to design a program to accommodate student learning. All teachers will also collaborate to determine methods, instructional activities, and resources for students. Staff will continue to meet regularly to collaborate, review ongoing feedback and input, adjust the plan as needed for the remainder of the school-year.

7. Please describe the methods the district will use to notify pupils and parents or guardians of the Plan.

District/ PSA Response:

Principals provided families with weekly updates as the plan was developed. The plan will be communicated through a letter mailed to each family and/or attached to the first hard copy instructional packet at curbside pick-up, shared through email to those who have access and posted to the district website and other social media platforms as well. As staff reach out to each family, they will include the plan in their communication. To ensure that everyone is aware that the plan has been developed and released a phone call blast message will be sent to all parents.

8. Please provide an estimate of the date on which the district will begin implementation of the Plan, which must be by April 28, 2020.

District/ PSA Response:

A technology survey was sent to families on March 27. Staff started reaching out to families on April 2nd. The week of April 13th, teachers prepared paper and online material while helping families get connected. The instructional component for all programs will start by April 20, 2020.

Week 1 will serve as an orientation week. Week 2 will serve as a review week and week 3 will be the start of new learning. This will allow teachers and students to become acclimated with continuous learning.

9. Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act 160 of 1996, as amended, MCL 388.511 to 388.524, and the Career and Technical Preparation Act, 258 PA 2000, as amended, MCL 388.1901 to 388.1913, in completing the courses during the 2019-2020 school year.

District/ PSA Response:

Cole Academy does not service students enrolled in any postsecondary dual enrollment courses or Career and Technical programs.

10. Please describe whether the district will continue provide or arrange for continuation of food distribution to eligible pupils.

District/ PSA Response:

Cole Academy will offer a distribution plan with Okemos Food Services onsite to provide free meals for any child 18 and under and for young adults with special needs age 26 and under. Meals will be available through curbside pick up Monday and Thursday from 10-12pm and 4-6pm at East and 11:30-1:30pm and 4-6pm at Lansing. Monday pickup will include 3 breakfasts and 3 lunches. Thursday pickup will include 4 breakfasts and 4 lunches.

11. Please confirm that the district will continue to pay school employees while redeploying staff to provide meaningful work in the context of the Plan, subject to any applicable requirements of a collective bargaining agreement.

District/ PSA Response:

All of the staff at Cole Academy will continue to receive compensation as we transition to our continuity of learning plan. Staff will be redeployed as necessary to provide meaningful work in support of the Plan.

12. Provide describe how the district will evaluate the participation in the Plan by pupils.

District/ PSA Response:

If a student does not have access to technology, or for students who online learning isn't functional, teachers will keep track of student progress and/or completion of instructional packets. They will also keep a log of weekly communication with students and parents noting student wellness.

If a student has access to technology, teachers will use the instructional platform to monitor student progress, engagement, completion of instructional activities and overall wellness. They will also keep a log of weekly communication with students and families.

Inconsistent completion and/or communication with a parent or student will be communicated with principals. Principals will leverage other staff members to make connections to families via alternative methods including, but not limited to, social media and written communication via

postal service. Additional support from ancillary staff or outside agencies may be sought to make these connections.

Student participation data will be compiled and analyzed to maintain or improve participation in future programs.

13. Please describe how the district will provide mental health supports to pupils affected by a state of emergency or state of disaster prompted by COVID-19.

District/ PSA Response:

Staff members are checking in on students and families to determine their current physical and mental health needs. Based on needs, staff members will help connect the family to outside agencies to help meet their needs. While teachers are making weekly contact, they will monitor and assess the needs of students and families. Teachers will document this contact weekly and the administrator will check logs daily.

If a need is identified, the teacher will elevate that need to the principal who will then assign that student to support staff to make the necessary follow-up. The support staff will report back to the principal once contact and/or support was given to ensure a feedback loop of information. Principals will hold weekly meetings with teachers to identify any additional students or families in need.

Cole Academy has and continues to provided families with a listing of available area resources. District principals and social worker have identified students most at risk. These students are being provided with specialized social work packets to support the students and families. All families are also provided with relevant mental health supports in a weekly newsletter.

14. Please describe how the district will support the efforts of the intermediate district in which the district is located to mobilize disaster relief child care centers as described in Executive Order 2020-16 or any executive order that follow it.

District/ PSA Response:

Cole Academy does not serve as a disaster relief child care center. The Academy will continue to cooperate with requests from the local intermediate district with regard to necessary disaster relief child care centers and will share relevant information with the school community.

15. Does the District's plan provide for the adoption of a balanced calendar instructional program for the remainder of the 2019-2020 school year and planning for the adoption of a balanced calendar instructional program for the 2020-2021 school year?

District/ PSA Response:

At this time, Cole Academy will not be adopting a balanced calendar for the 2019/2020 or 2020/2021 school year.

Name of District Leader Submitting Application: **Stacey Johnson and Annie Jasonowicz**

Date Approved: 04/21/2020

Name of Authorizer Designee: Corey Northrop, Executive Director

Date Submitted to Superintendent and State Treasurer: 04/21/2020

Confirmation approved Plan is posted on District/ PSA website:



Amy Densmore <amyvanatten@gmail.com>

Continuity of Learning and COVID-19 Response Plan ("Plan")

1 message

Google Forms <forms-receipts-noreply@google.com>
To: amyvanatten@gmail.com

Wed, Apr 22, 2020 at 9:59 AM

Thanks for filling out [Continuity of Learning and COVID-19 Response Plan \("Plan"\)](#)

Here's what we got from you:

Continuity of Learning, and COVID-19 Response Plan ("Plan")

In accordance with the Governors Executive Order No. 2020-35, there has been a suspension of in person K-12 instruction for the remainder of the 2019-2020 school year. School districts are required to submit a "Continuity of Learning and COVID-19 Response Plan" (Plan) to their Intermediate School District (ISD) or authorizing body (if applicable) for review and approval no later than April 28, 2020. Intermediate districts and authorizing bodies shall submit one copy of the approved Plan by District to the State Treasurer and State Superintendent by completion of the following form and uploading a complete copy of the approved Plan. All questions regarding submission can be directed to OSRFA@michigan.gov

Email address *

Intermediate School District/ Authorizing Body Information

Name of Intermediate School District (If you are an Authorizing Body select "Other") *

Name of Authorizing Body (if an ISD please answer "NA") *

Central Michigan University

Name of ISD Superintendent/Authorizer Designee *

Corey Northrop

School District Information

Name of School District *

Cole Academy ▼

School District Code Number *

33901 ▼

School District Contact Name *

Stacey Johnson

School District Contact Email Address *

johnsons@coleacademy.org

School District Contact Phone Number *

517-372-0038

Plan Specifics

Confirmation "Continuity of Learning and COVID-19 Response Plan" has been approved by your ISD/Authorizing Body? *

- Yes
- No

Date of ISD/Authorizer Body Approval? *

April ▼	21 ▼	2020 ▼
---------	------	--------

What is your best estimate of additional cost associated with Plan implementation? *

\$10,500

Attach a PDF file of the Approved Plan. *

Files submitted:

33901 Cole CLP Approved - Amy Densmore.pdf
--

By clicking submit on this form, you are certifying that the District's Plan has been approved by the ISD/Authorizing Body, contains a PDF file of the approved Plan, and the information provided is true, accurate, and in accordance with Executive Order No. 2020-35. *

- Yes
- No

Create your own Google Form