



April 13, 2020

Ms. Sarah Brookshire  
Countryside Academy  
4800 Meadowbrook Road  
Benton Harbor, MI 49022-9629

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

Dear Ms. Brookshire:

I am pleased to inform you that the Plan for Countryside 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 Contract amendment number eight (8) 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](mailto: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 initial "C".

Corey Northrop  
Executive Director

cc: George McManus, Board President

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: April 9, 2020

Name of District: Countryside Academy

Address of District: 4800 Meadowbrook Rd Benton Harbor, MI 49022

District Code Number: 11901

Email Address of the District: [sbrookshire@countrysideacademy.org](mailto:sbrookshire@countrysideacademy.org)

Name of Intermediate School District: Berrien RESA

Name of Authorizing Body: Central Michigan University John Engler Center For Charter Schools

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: April 9, 2020

Name of District: Countryside Academy

Address of District: 4800 Meadowbrook Rd Benton Harbor, MI 49022

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Name of Intermediate School District: Berrien RESA

Name of Authorizing Body: Central Michigan University

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

Two Important Documents: (Both are live links, necessary changes will be made as needed)

\*[Frequently Asked Questions for Students and Families](#)

\*[Continual Learning Information for Teachers](#)

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:

Countryside Academy (CA) has developed a plan of action that we believe will meet the needs of all of our students. We've classified our learners as Digital Learners and Non-Digital Learners. This simply means that we have a subset of our K-12 student population that will be receiving online instruction from our staff, and the other subset of K-12 students will be working from home via paper based work that is derived from the same work as the digital learners.

### Digital Learner

Administrators and teaching staff have worked hard to develop meaningful educational opportunities for our students during the school closure. We understand that we cannot replicate the experience that students have when being in the classroom on a regular basis with our teachers, but we want to still provide the same opportunities for our students to learn and grow, as they would otherwise have, albeit from home. Throughout the school closure, teachers will continue to provide students with instruction, but in this case online instruction, that is designed to build upon the core content, essential standards, objectives and learning trajectories already pre-established within the classrooms, thus preparing students for the next grade level the upcoming school year.

### Technology Access

In an effort to provide equitable opportunities for all of our students during the closure, we have developed a plan to assist students that do not have access to technology devices or the internet. Students and families without devices have been identified via various communication mediums. Devices will be distributed the week of April 13, 2020, during our food distribution time. We understand that large families (3 plus students) may need more than one device to adequately complete work during the school day and have planned for this in our device allocation allotment. Our technology department will provide support during the closure to assist in any way possible. Our FAQ document has included how to request support, as well as answer various questions in relation to this plan. As stated above, if students do not have internet access at home, CA has provided those non-digital learners with paper based work/resources. CA will also be providing additional internet access from our school parking lot to allow families safe WiFi access from their vehicles. Our FAQ document has provided additional internet options as well.

### Material Needed:

- Device to access the internet
- Internet
- Paper and Pencils to complete work if need be

### Non-Digital Learners

For our non-digital learners, printed work packets will be mailed every three weeks to parents, which includes a summary page/log. Parents are encouraged to mail or drop off the packet and/or summary page (this is shared in our FAQ document). Non-Digital Learners will have a support staff member assigned to them. Staff members will call these students at the minimum of two days a week to check in on the student/parents. Parents should communicate their individual needs for resources to the classroom teachers or to their assigned continual learning support staff member.

Material Needed: (Basic school supplies may be needed to support remote learning)

- Pencils and/or Pens
- Colored Pencils and/or Crayons,
- Ruler
- Scissors
- Paper

In these options, teachers will communicate with students and parents using appropriate communication methods (e.g. phone, email, Google Hangout, Google Classroom, etc.).

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 communicate with students and parents using appropriate communication methods via phone, email, ClassDojo, Google Classroom, Google Hangout. The reason for opening up so many avenues of communication is to ensure that there is a connectedness much like a face-to-face connectedness as school. We take pride in our ability to build strong working/professional relationships with our kids and we want to do everything in our power to maintain and continue to build on that rapport.

- Special Education Students- Teachers will be reaching out to students that are on their caseload via phone and electronically.
- English Learners- Our EL staff will be reaching out to our Spanish speaking families via phone and electronically.
- Special Education Staff and EL staff- In return will communicate with classroom teachers, any needs or concerns that need to be addressed.
- Countryside Academy Elementary has and will continue to post weeknight videos of staff members reading books to students. To meet students' emotional needs, the staff created a

“Hello” video showing waving to students individually. Teachers are hosting Google Hangout sessions with students checking on student’s needs.

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

District/ PSA Response:

Our plan is explicitly laid out for our K-12 staff and can be accessed via this hyperlink ([Continual Learning Plan for Teachers Document](#)). Teachers have identified which students are digital learners and which students are non-digital learners. If a student has internet access but does not have a device, we will attempt to provide a device.

Digital Learners:

For our digital learners, content will be delivered through a variety of online platforms (Google Classroom, Mobymax, MyView, KidsA-Z, ClassDojo, etc.), email, and other social media sites. We understand that families may not have full internet access, we will accommodate the families with the tools that they do have. For example, parents that have internet phone access only can text a picture of completed work to their teachers via email or upload such to their corresponding teacher Google Classroom. Teachers will hold office hours to support students as they normally do.

Non-Digital Learners:

Student Learning Packets will be printed and distributed, especially at the elementary school level and for our EL and SPED learners. In those cases, staff will print and prepare materials for distribution. A variety of options are being developed for distribution, including pick-up and drop-off sites and mailing materials. These students will receive weekly check-up phone calls.

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

District/ PSA Response:

See plan hyperlinked here ([Continual Learning Plan for Teachers Document](#)).

All Learners-

Building Principals and Teachers will monitor student access and assignment completion on a daily basis. Teachers will provide regular and meaningful feedback to students on assignments through the online platform. Teachers will differentiate instruction to meet each student's needs. Feedback may also be provided in the form of phone conversations and email.

SPED-

Special Education staff will continue to follow Berrien RESA’s Special Education guidance. Our SPED coordinator will attend weekly meetings for updates.

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:

**COVID-19 Additional Budget Items:**

<b>Item:</b>	<b>Amount:</b>	<b>Revenue Source:</b>
1. Printing and Mail of Student Work Packets:	\$4,800 (\$4.00 per student/supplies x 300 envelopes per mailing x 4 mailings)	General Fund
2. WiFi Parking Lot Access Points:	\$2,076.00	31A/At Risk Funds
3. Replacement of Chromebooks (that are not returned or broken)	\$60,000 (200 Chromebooks x \$200)	General Fund, 31A/At Risk Funds
4. 4th-5th Leveled Books sent to homes via Kids Read Now (K-3- already budgeted item)	\$6,370	31A/At Risk Funds
5. 6-12 Textbook Replacement	\$20,000	General Fund
6. K-12 Summer School (Compensatory Education)	\$54,000 (\$9,000 x 6 teachers)	General Fund, Title Funds, 31A/At-Risk Funds
7. Staff At-Home Devices	\$35,000 (30 x \$1,100)	31A/At Risk, General Fund

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:

- Lead Administrator
  - As components of the plan were developed, the Lead Administrator shared with the Board of Directors
    - Sending all parent communication to all Board members
    - Weekly phone calls with Board President
  - Attended Area Superintendent's meetings online
  - Attended MAPSA and Central Michigan University Center for Charter Schools webinars to gain a better understanding of the situation, in return disbursed information to building principals and necessary staff.
  - The Lead Administrator (Sarah Brookshire) has held several weekly online meetings with principals, technology coordinator, and other administrative staff.
    - Discussing and developing components of the Continuity Learning plan
    - Creating guiding documents for [teachers](#)
    - Creating guiding documents, social media posts, and emails for parents
    - Planning and implementing Meal Delivery
- In return, building principals have held several weekly online meetings with their building staff.
  - Sharing information
  - Collecting information (i.e. which students are engaged)
  - Offering Q & A sessions
  - Sending out surveys (i.e. Staffing needs, Technology needs)
  - Sending out How-To Technology videos (i.e. Google Hang-Out sessions, how to record from device)
    - K-5 Principals are host weekly grade level team meetings
- K-12 SPED Department
  - Held several meetings in regard to meeting students IEP needs and student work

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

District/ PSA Response:

Countryside Academy will post the Continual Learning plan via our [COVID-19 webpage](#) and School Messenger system. We will link the Continual Learning plan in our FAQ document to parents as well. The FAQ is a live link and will be updated as needed. Regular updates will be pushed out via our School Messenger system and COVID-19 webpage.

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:



Countryside Academy plans to launch this plan on April 13, 2020, upon approval. Countryside Academy will honor our planned Spring Break April 6-10, 2020. We have been preparing the Continual Learning plan since March 26, 2020. The initial digital learning was implemented on March 16, 2020. On March 13, 2020 our students were sent home with several weeks of work and/or instructions on how to access online learning. [March 13 2020 Parent Letter](#)

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:

Dual Enrollment Courses- CA has encouraged seniors that are enrolled in dual enrollment courses to maintain their current schedule. Seniors have been encouraged to contact Mrs. Emlong (counselor) if they have questions or concerns regarding their dual enrollment courses. This area is addressed in our [FAQ document](#) to families.

Career and Technical Preparation- CTE teachers have provided CTE students with online learning options to allow students to continue their advancement in these courses. This area is addressed in our [FAQ document](#) to families. CA Students that are taking outside CTE courses have been encouraged to follow their CTE teacher's instructions.

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

District/ PSA Response:

Countryside Academy will continue to provide meals to students. We will provide 7 meals (breakfast and lunch) once a week. Countryside families can pick up meals every Wednesday at the main campus from 3:00-6:00 until June 5, 2020. This is a tentative plan; on a weekly basis we evaluate our plan. We will continue to follow the recommendations from our local Health Department, review local health data, and evaluate staffing needs. Meal distribution information will be provided to parents via email, voice, text, and social media. [Link to notification](#)

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:

Yes, Countryside Academy will continue to pay all employees and have made modifications to job descriptions to support staff in order to meet the needs of students and parents. For example, support staff will continue to call non-digital learners and non-engaged students from their homes.

**Staff Responsibilities During Closure**

Job Title	Service Provided
Lead Administrator- Sarah Brookshire	Overall oversight of District Operations/Pandemic Plan implementation Oversight of remote learning/employee wellness
Business Office Manager Services- Ed Nickel	Continuity of business services/Employee pay and benefits/disbursement of essential resources/Employee pay and benefits
Central Admin Support Staff	As needed to provide support for Remote Learning Plan and communication/Meal delivery
Principals	Provide support for Remote Learning and communication/Meal delivery/Hold Staff Meetings/Check Student-Teacher progress
Teaching Staff	Implement remote learning plan/Meal delivery
SPED Teachers	Implement Remote Learning Plan for SPED students/Distribute material to non-digital SPED learners/Communicate with SPED students and parents/ Maintain IEPs
Counselor	Development of Mental Health Resources/Student and parent outreach and support
Paraprofessionals	Support in implementing Remote Learning Plan/Document copying and distribution/Contact, communication and support At-Risk and Special Needs students/ Support food service
Intervention Staff	Support in implementing Remote Learning Plan/Document copying and distribution/Contact, communication and support At-Risk students
Technology Director	Oversight of distribution of technology/Connectivity/Tech Support/Cyber security/Critical District functions
Maintenance and Custodial Staff	Building Systems Functioning/Maintenance in prioritized areas/Help with food distribution

Food Service Director- Deb Harris	Food ordering, preparation, and distribution
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12. Provide a description of how the district will evaluate the participation in the Plan by pupils.

District/ PSA Response:

Countryside Academy will evaluate all participation. We have classified two types of pupils during this time; Digital Learner and Non-Digital Learner. Digital Learners participation will be tracked daily by classroom teachers. Digital Learners will need to complete a daily question or task in order to be considered present via classroom platforms (i.e. Google Classroom, Mobymax). Teachers will track participation in a Google document. Attendance will be taken in the SIS (PowerSchool) the following day. If a student is not engaged for two consecutive days, a phone call will be made by the classroom teacher. Non-Digital Learners will be contacted by phone and/or email at the minimum twice a week by support staff (interventionist, paraprofessionals, and secretaries). All communication will be documented in a Google document. If families communicate via phone and/or email once a week, the student will be considered present. Support staff will notify building principals if families fail to respond to the provided phone calls after one week. Building principals will reach out. If families fail to respond the student will be marked as a non-participant and absent.

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

District/ PSA Response:

Countryside Academy has created and shared a [mental health support guide](#) with our families. The guide includes a list of local resources and ways to contact our counselor (Mrs. Emlong). This concern is also addressed in our [FAQ guide](#) to parents and students. Teachers will report any concerns to Mrs. Emlong and/or building principal.

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:

Countryside Academy has shared Child Care for Essential Workers information with parents via our COVID-19 [webpage](#) and in our [FAQ guide](#) for parents. If need be, Countryside would be willing to host a child care facility.

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:

No- Countryside will maintain the 2019-2020 calendar

Prior to March 13, 2020- Countryside had two days of closure (snow day and septic maintenance)

From March 16-April 3 2020- Countryside offered supplemental instruction via online and packets

Spring Break was held April 6-10 2020

Yes- Countryside will consider a balanced calendar for the 2020-2021 school year. Prior to the closure, Countryside's intentions were to begin school on August 31, 2020. All Berrien County schools are working to align to a common calendar, the County Calendar Committee has intentions to reconsider the 2020-2021 calendar to meet the needs of students due to this closure.

Name of District Leader Submitting Application: Sarah Brookshire

Date Approved:

04/13/2020

Name of Authorizer Designee:

Corey Northrop, Executive Director

Date Submitted to Superintendent and State Treasurer:

04/13/2020

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

Mon, Apr 13, 2020 at 2:58 PM

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](mailto:OSRFA@michigan.gov)

Email address \*

amyvanatten@gmail.com

### Intermediate School District/ Authorizing Body Information

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

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 \***

Countryside Academy ▼

**School District Code Number \***

11901 ▼

**School District Contact Name \***

Sarah Brookshire

**School District Contact Email Address \***

[sbrookshire@countrysideacademy.org](mailto:sbrookshire@countrysideacademy.org)

**School District Contact Phone Number \***

269-944-3319

## 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 ▼	13 ▼	2020 ▼
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**What is your best estimate of additional cost associated with Plan implementation? \***

\$183,000
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**Attach a PDF file of the Approved Plan. \***

Files submitted:

11901 Countryside CLP Approved - Amy Densmore.pdf
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**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