

April 17, 2020

Calvin Sims Eaton Academy 21450 Universal Drive Eastpointe, MI 48021

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

Dear Mr. Sims:

I am pleased to inform you that the Plan for Eaton 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 <u>avanatten@thecenterforcharters.org</u> 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,

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Corey Northrop Executive Director

cc: Jonas Hill, Board President Roxanne Matais, Board Corresponding Agent

Attachments:

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

April 15, 2020

Name of District:

Eaton Academy

Address of District:

21450 Universal Ave. Eastpointe, MI. 48021

District Code Number:

82915

Email Address of the District:

eaton@eaton-academy.com

Name of Intermediate School District:

Macomb 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:
April 15, 2020
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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-CD.

District/ PSA Response:

Instruction has moved from face-to-face to distance learning. All students have been provided with materials to continue practicing learned skills, and in many cases addressing new skills. Students in Pre-K through Grade 2 received hard-copy material, as well as online assignments, in programs such as Splashmath. Students in Grades 3-8 participate in online learning in virtual classrooms through Zoom and through online programs. All students have been provided with Chromebooks. Teachers routinely reach out to students and their families through phone calls, email, or video chats.

- Eaton's staff is using a variety of online learning platforms such as IXL, Stemscopes, Epic, etc. to enhance student learning.
- K-2 staff members have also created instructional packets, which are being distributed to students.
- Teachers are making weekly phone calls to families to see how studies are progressing and offering assistance when needed.
- Teachers also communicate with families via ClassDojo.
- Teachers also post assignments via ClassDojo which allow the students to respond in a variety of ways. For example, they can choose to answer via text, video, drawing, or a photo.
- The Instructional Coach has been using the school Facebook page to post daily brain teasers and going LIVE to do a Read Aloud each day.
- The Administrative team will also implement a Monday Motivational Quote or affirmation via School Story on ClassDojo. They will also provide opportunities for students, staff, and families to recognize everyone for various accomplishments during our online distance learning.

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:

Health and Welfare

School staff provided families with the names and addresses of food distribution programs in the area. Administrators arranged for the school building to be cleaned and disinfected thoroughly.

Occupational Therapy

Owing to the hands-on nature of this service, the OT will provide compensatory services when school resumes if deemed necessary by IEP teams.

Social Work Services

The school social worker contacts students and their families by phone or through video chats. These calls have lasted up to an hour, depending on the level of support needed. The school social worker also developed a website with support resources for families.

Speech and Language

The speech pathologist created a website with resources for students and their families. Whenever possible, services are provided through video conferencing.

Students with Disabilities

Each student with an IEP had a personalized learning plan developed whereby he or she could address IEP goals and objects through selected lessons in IXL. Staff notes areas of difficulty and calls or emails

students to re-teach concepts. Students email or call special ed staff for assistance with classwork, as well. Special education staff utilizes video chats for group work (e.g., reading groups). Special education staff contacts students at least twice each week to check-in with families. All technology needs noted in IEPs have been addressed. Staff hold IEP and re-evaluation meetings in compliance with timelines through video conferences or by phone.

Building our Community

Eaton Academy has developed a weekly plan and will offer suggestions for routines and structures for consistency for our families. Eaton Academy will also create a video to post on classroom dojo and the Academy Facebook page that shows teachers and families sending words of encouragement to our students and their parents in order to build relationships and make students/parents feel valued.

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

District/ PSA Response:

Kindergarten, 1st Grade and 2nd Grade

Hard Copy Components

- Personalized Folders were handed out the first two Mondays (3/16 and 3/23) of the initial closure. Personalized packets with work for the month of April will be available beginning the week of April 13th for pick up at the school or mailed to student homes. In extreme cases, the principal may deliver the packets to homes.
- Parents will be able to download the personalized packets from Classroom Dojo, Email or the Eaton Website to be printed at home.
- Teachers in grades K-2 have established "office hours" and have already begun to deliver instructional lessons for students via Zoom several times daily and weekly. This will continue.
- Students will have access to teachers via Dojo and Google Classroom in order to ask questions.
- Daily Read Along will be provided for K-2 by our Instructional Coach via Facebook Live
- First Grade Morning Work to the Core
- Engage NY

Online Components

- Reading A-Z and Zearn
- ABCYa
- Students will be assigned work on Splashmath and IXL (Math and ELA)
- Epic Reading
- Mystery science app.
- Communicate with parents and students on Dojo
- Upload videos (YouTube, DiscoveryEd, etc.) for assignments using the Eaton Website or Facebook.
- Email communication and Phone Call assistance

Learning Plan - 3rd 4th and 5th Grades

Grades 3rd through 5th will use a Blended Approach leaning heavily on online components. Grade 3 will be completely online, so students in that grade level will be offered a Chromebook to use at home for online classwork if they do not have a device. This may be extended to grades 4 and 5 if necessary.

In cases where students do not have access to internet, packets with work for the month of April will be available beginning the week of April 13th for pick up at the school or mailed to student homes. In extreme cases, the principal may deliver the packets to homes.

Hard Copy Components

- ReadWorks
- Great Minds (Wit and Wisdom)
- K12 reader
- Engage NY

Online Components

- Wit & Wisdom, with most of the books available on YouTube as "read alouds," and parents will be supplied with links to the books as well as assignments being posted online. In cases where books are not available, teachers will record themselves doing the read aloud and post to Facebook and our school website.
- Teachers will use google forms for exit tickets/assignments.
- Teachers will use Loom or similar screen recording platform for math lessons and will be shared via Dojo, Facebook, or the Eaton Website.
- Students will access IXL for extra practice.
- Students will use a platform such as Flipgrid (free smartphone app) to submit assignments/answer questions.
- Mystery Science has student links for every mystery and will be sent out, and posted, so it can be viewed at home.
- Students will be using Duolingo for Spanish.
- Students will use EdModo for STEAM.

Middle School Learning Plan

All middle school students will be issued a Chromebook to use at home for online classwork if needed. All students will be able to access curriculum and instruction from teachers and our online platforms. These will be posted on the Eaton website, Google Classroom, "Remind," and Facebook. *Every effort will be made to ensure students have devices, as well information from internet providers providing free service at this time (this has not been an issue to this point.)*

Hard Copy Component

In the extenuating cases where students do not have access to internet, packets with work for the month of April will be available beginning the week of April 13th for pick up at the school or mailed to student homes. In extreme cases, the principal may deliver the packets to homes.

Online Learning Components/Platforms

- ELA Readwork & NewsELA
- Math- Engage NY, Academic Approach, Khan Academy
- SCIENCE Stemscopes, Mystery Science
- Art- Digital Graphic Design & Book Report on Artist
- Social Studies Britannica, YouTube & Flocabulary
- Intervention and Reinforcement IXL, Khan Academy

Blended Learning Component

All Middle School teachers will use Google Classroom as their initial learning platform to establish consistency for middle school students and provide some teacher led instruction while using the online components for independent work.

- During **instructional time**, we will take attendance for those students who log in and make note of those who don't. We will follow up with communication via phone, Remind101, or email to note when a student misses a class session.
- During these specific <u>office hours</u>, we will hold open sessions where they can log into Zoom to communicate with us or get additional assistance. We will be open to communicating anytime with the students, but these are our dedicated hours to be openly available to chat.

8th Grade	8 th Grade	6th Grade	6 th Grade	7th Grade	7 th Grade
Tuesday's Office Hrs	Tuesday's Instruction 40- 50 min	Wednesday's Office Hrs	Wednesday's Instruction 40- 50 min	Thursday's Office Hrs	Thursday's Instruction 40- 50 min
Currie: 11a-12p	Gill: 11a-12p	Currie: 11a-12p	Gill: 11a-12p	Currie: 11a-12p	Gill: 11a-12p
Bell: 12p-1p	Stephens: 12p – 1p	Bell: 12p-1p	Stephens: 12p – 1p	Bell: 12p-1p	Stephens: 12p – 1p
Gill: 12p-1p	Currie: 1:30p- 2:30p	Gill: 12p-1p	Currie: 1:30p- 2:30p	Gill: 12p-1p	Currie: 1:30p- 2:30p
Stephens: 1p – 2p	Bell: 2:30p - 330p	Stephens: 1p – 2p	Bell: 2:30p - 330p	Stephens: 1p – 2p	Bell: 2:30p - 330p
Kruk: 12:30p-130p	Kruk: 4p - 5p	Kruk: 12:30p-130p	Kruk: 4p - 5p	Kruk: 12:30p-130p	Kruk: 4p - 5p
Green: 6:30p-730p	Green: 530p - 630p	Green: 6:30p-730p	Green: 530p - 630p	Green: 6:30p-730p	Green: 530p - 630p

For classes, we will use the following schedule

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

District/ PSA Response:

Regardless of component, Hard Copy or Online, teachers will use a standards-based grading system where students will be measured on the objectives of their current grade level. School Leaders and Teachers will ensure students are mastering objectives by weekly collaborative discussions, team meetings, and grade level meetings.

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:

Eaton Academy does not envision any additional expenditures outside of the current budget to facilitate our Plan. Although, technology purchases for the 2020-2021 school year will need to be addressed in FY 21 due to the extensive use of our devices to implement our Plan.

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:

Eaton's school leaders provided opportunities, and led sessions, in order to facilitate and support collaboration of teachers to develop the learning plan beginning on Wednesday, March 11th. This was in the form of an informal brainstorming session to begin the planning process, in the event there was a school closure. Once the school closure was formally announced, a professional development day was established on March 13th in order to develop and implement plans for the school closure from March 16th through April 6th.

Beginning April 3rd, teachers were given a framework from School and District leaders based on lessons learned from the initial three-week (March 16th – April 3rd) closure plan. Teachers were given the week of April 6-10 to collaborate and develop the Plan, which would begin implementation on Monday, April 13th.

Teachers submitted learning plans to the Eaton's school leaders on April 10, and parents were informed about the plan on April 11. Teachers and school leaders collaborated via email, telephone, text, video conference (Zoom), and Google Hangout in order to develop the plan.

Eaton's school principal submitted the plans to the AceroEd Superintendent for collaboration, guidance, support, and feedback. The Superintendent kept the Board members informed and aware of Eaton's plans through continued communication with the Board President and the Boards Academic Committee Chair.

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

District/ PSA Response:

March 5th - Eaton's Principal posted a letter to the Eaton Community on our Facebook Page, Eaton Website, and sent via Dojo and email to inform parents about the initial plan for March 5th – April 3rd. This was followed by scheduled pick-up days where parents could pick up packets and devices. Parents were notified via Robo Call, Eaton's Facebook and Website, Dojo, and email.

• Monday March 16

Material Pick-Up 9:00am – 1:00pm Eaton Academy Gym. 10 staff members assisted with material pass out for parents. Over 100 students' parents pick up materials. 30+ Middle School students were provided with Chromebooks for online learning.

• Tuesday March 17

Material Pick-Up 12:00pm – 4:00pm Eaton Academy Gym. 6 staff members assisted with material pass out for parents. Over 40 students' parents pick up materials. 20+ Middle School students were provided with Chromebooks for online learning.

• Monday March 23

Material Pick-Up 9:00am –34:00pm Eaton Academy Gym. 8 staff members assisted with material pass out for parents. Over 40 students' parents pick up materials. 20+ Middle School and 3rd grade students were provided with Chromebooks for online learning.

April 2nd - Eaton's Principal posted a letter to the Eaton Community on our Facebook Page, Eaton Website, and sent via Dojo and email to inform parents about the end for "in-person" instruction for the rest of the 2019-2020 school year, and that we are making plans and arrangements for the continued learning for all of Eaton's students.

April 8th - Eaton's Principal posted a letter to the Eaton Community on our Facebook Page, Eaton Website, and sent via Dojo and email to inform parents that a draft plan has been submitted to the state of Michigan, and to look for the specifics of this plan beginning Saturday, April 11th, with implementation to begin on Monday, April 13th. Parents will be notified via Robo Call, Eaton's Facebook and Website, Dojo, and email.

Bi-weekly Newsletters from Eaton's principal will be posted on all social media platforms, as well as the Eaton Website, Dojo, and email to provide parents with important information and reach out to the Eaton Community.

Homeroom teachers will contact all homeroom students to notify parents/guardians of the plan via telephone.

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:

Initial implementation began on March 16 and was updated to begin further implementation on April 13.

Eaton Academy began its Distance Learning Instruction on Monday, March 16th, when the initial school closure began. We created a three-week plan to cover learning until April 3rd because our Spring Break is from April 6-10. During our Spring Break the Eaton staff will be preparing a new Distance Learning plan to cover the month of April and will begin with that plan on April 13th. Throughout the month of April, the Eaton staff will prepare a plan for the month of May, to begin on Monday May 4th. The same will hold true for the month of June, as the Eaton Staff will prepare during the month of May to initiate the June Learning Plan on Monday June 1st.

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:

The Academy provides instruction to grades kindergarten through eight, therefore dual enrollment is not applicable.

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

District/ PSA Response:

The Academy is unable to continue directly providing food distribution to eligible students, but we are providing information about various community organizations that are fulfilling this service to students. We will continue to promote and post information about these opportunities in the Bi-weekly Newsletters from Eaton's principal which will be posted on all of social media platforms as well as the Academy's Website, Dojo, and directly emailed to parents with important information and reach out to the Eaton Community.

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 School Employees and contractors essential to student academic, social and emotional learning (Long Term Substitute, Speech and Social Work services) will be paid during this time to ensure the continuity of learning for all students. Staff will be redeployed as needed 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:

- Teachers will conduct one phone call with each of their students (Middle School Homeroom only) per week and one alternative connection (text, email, dojo, etc.)
- Teachers will also contact parents each week to inquire on student progress and learning.
- Contact Logs are to be submitted to the administrative team on Wednesday and Friday of each week.
- Teachers will also conduct "office hours" via Zoom in order to answer questions and do check ins to ensure students are learning.
- Grade Level PLCs (K-2, 3-5, Middle School) Video Calls via Zoom will occur each Friday.
- Grade Level Team (individual grades) Video Meetings via Zoom will occur on Tuesday and Thursday.
- Students in grades 3 through 8 will submit assignments digitally or complete tasks through online platforms in order for teachers to assess learning.
- In order to report progress as indicated in IEPs, special education staff contacts students with disabilities at least twice each week, if not daily, to coordinate and assess work on IEP goals and objectives. Contact may be by phone, through email, or by video conferencing through Facetime or Zoom. Quarterly progress notes are in process and will be distributed to students and their families by April 30.
- A parent survey will also be created and distributed in May in order to receive feedback from parents and students.

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:

- Teachers and/or administrators will check in with families weekly in order to build relationships.
- Eaton's certified Special Education Teachers on staff will be working with our students with IEPs. We also have continued to contract with our Social Worker during this time, and he has been talking with students outside of his case load. If we find students that need additional emotional assistance through our continual contacts, we will refer them to our social worker, who will do phone or video

conferencing with those students.

• COVID-19 support systems/services will be posted regularly on our website, all social sites, such as Classroom Dojo, Twitter and Facebook.

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 2020-35 or any executive order that follow it.

District/ PSA Response:

Eaton Academy is working in cooperation with Macomb ISD and Wayne RESA, to coordinate emergency childcare for the Essential Workforce supporting our community. Parents and guardians will be notified via Facebook, Dojo, Robo Call and the school website of how to complete the Essential Work Childcare Intake form online, as well as various options and supports that are in place.

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

District/ PSA Response: Eaton's Plan does not provide for the adoption of a balanced calendar for the remainder of 2019-20 or for the 2020-20 school year.

Name of District Leader Submitting Application:

Calvin Sims

Date Approved:04/17/2020Name of Authorizer Designee:Corey Northrop, Executive DirectorDate Submitted to Superintendent and State Treasurer:04/17/2020Confirmation approved Plan is posted on District/ PSA website:04/17/2020



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 Fri, Apr 17, 2020 at 11:09 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 *

amyvanatten@gmail.com

Intermediate School District/ Authorizing Body Information

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

Other

V

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 Yes No Date of ISD/Authorizer Body Approval? * April 1 2020 * What is your best estimate of additional cost associated with Plan implementation? * \$0 Attach a PDF file of the Approved Plan. * Files submitted: B2915 Eaton 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	Confirmation "Continuity of Learning and COVID-19 Response Plan" has been approved by your ISD/Authorizing Body? *
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	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

Create your own Google Form