



April 17, 2020

Ms. Kimberly Olson  
FlexTech High School Novi  
24245 Karim Blvd.  
Novi, MI 48375

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

Dear Ms. Olson:

I am pleased to inform you that the Plan for FlexTech High School Novi ("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](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, prominent "C" and "N".

Corey Northrop  
Executive Director

cc: Lee Meadows, Board President  
Andrea Pecuch, 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: April 9, 2020

Name of District: FlexTech High School-Nov

Address of District: 24245 Karim Blvd., Novi, MI 48375 District

Code Number: 63931

Email Address of the District: kolson@oaklandflextech.org Name of

Intermediate School District: Oakland ISD

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 9, 2020

Name of District: FlexTech High School-Novı

Address of District: 24245 Karim Blvd., Novi, MI 48375 District

Code Number: 63931

Email Address of the District: kolson@oaklandflectech.org Name of

Intermediate School District: Oakland ISD

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:**

FlexTech employs a blended learning curriculum in which an online curriculum accompanies in-person learning. To facilitate this blended curriculum, FlexTech plans to continue using Google Classroom, the learning platform all students used prior to the shutdown, for remote learning. Students, teachers, and families are familiar with this platform and as such it was determined would be the best platform to host resources to continue learning.

FlexTech is a one-to-one school in which all currently enrolled students have been provided with a school issued Chromebook. If students do not have internet access, FlexTech High School will make its best effort to make hot spots available. FlexTech has surveyed families through email and phone calls to identify technology needs. Contact with each family has been attempted and will continue until all families have indicated their access to technology and internet. FlexTech will provide wi-fi access from their parking lot while people remain in their

vehicles. Other arrangements, such as paper based assignments, will be available on a case by case basis. When a student is determined to require paper based assignments, the school will make arrangements to provide students with paper assignments and designate a means by which to return them.

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:**

Advisors will be expected to make contact with every student at least one time during the week. Advisors will:

- Have 2 way communication with each advisee and keep log of contact/attempts to contact on a weekly basis
- Host at least **two** (one at beginning and one at the end of the week) ½ hour group meetings a week with each advisory
- This will be done through the contacts in the instructional platform, Google Classroom, or other forms of media such as Email, Google Voice (phone calls and text message), Google Hangout, Zoom, etc.

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

**District/ PSA Response:**

Using technology, content delivered will be hosted on Google Classroom. Students will continue to engage in FlexTech's Project Based Learning model during remote learning. Teachers will be accessible for real time interactions, using Zoom or Google Hangout, to answer questions, facilitate classroom discussion, and provide support multiple times per week during office hours and by appointment.

Asynchronous instruction through pre-made videos will be provided multiple times per week.

Based on student needs the student support team (Social Workers, Special Education Teachers, School Counselor, and School Leaders) will reach out to individual students and families to provide support. The student support team will help connect the family to outside agencies to help meet their needs. While Advisory teachers are making weekly check-ins they will monitor and assess the needs of students and families. If a need is presented the teacher will elevate that need to the student support team to make the necessary follow-up. The principal will hold weekly staff meetings in which teachers can identify any additional students or families in need.

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

**District/ PSA Response:**

Teachers will monitor student access and assignment completion on a regular basis within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform as they are completed or per the schedule determined by the school ([see school communication for detailed schedule](#)). Teachers will differentiate instruction within the platform to meet each student's needs. Feedback may also be provided in the form of virtual meetings or conversations as needed.

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:**

| <b>Additional Expenditure</b>   | <b>Vendor</b>   | <b>Estimated Cost</b>  | <b>Source</b>  |
|---|-----------------|--|--|
| Additional Tech Support<br>- Pick up and delivery of devices<br>- Device repair/replacement | Fly Consulting  | $\$1000/\text{month} \times 2 \text{ months} =$<br><b>\$2000</b>   | Pending anticipated Title 1 increase of \$200 per pupil (\$44,000 total anticipated being available) |
| Wifi Hotspots   | AT&T<br>Comcast | $\$70 \times 30 \text{ Devices} =$<br>$\$2100$<br>$30 \times \$40/\text{month} \times 2 \text{ months} =$<br>$\$2400$<br><b>\$4,500</b>  | Pending anticipated Title 1 increase of \$200 per pupil  |
| Replacement of Existing Technology  | CDW             | 25 Chromebooks with licenses x<br>$\$230 =$<br><b>\$5750</b><br>Mac Books<br>$2 \times \$1500 =$<br><b>\$3000</b><br>Chargers<br>$40 \times \$30 =$<br><b>\$1200</b><br>-----<br><b>Total = \$9950</b> | Pending anticipated Title 1 increase of \$200 per pupil  |
| Additional Chromebooks  | CDW             | 100 Chromebooks with licenses x<br>$\$230 =$<br><b>\$23,000</b>  | Pending anticipated Title 1 increase of \$200 per pupil  |
| Telephone Communication Materials   | TBD             | 10 Cell phones and prepaid service for staff to student/family contact<br><b>\$2500</b>  | Pending anticipated Title 1 increase of \$200 per pupil  |

The Board will be provided any necessary budget amendments for its review and approval to ensure FlexTech remains in compliance with the Uniform Budgeting and 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. FlexTech administrators met with their teachers for initial input. Teachers facilitated a preliminary version of the plan and provided feedback based on their experiences. Building administrators brought this information back to the FlexTech Leaders from all campuses to collaborate. Before finalizing the plan, it was shared with the Board of Directors and feedback was sought from board members.

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

**District/ PSA Response:**

FlexTech will notify families with internet access via email and phone calls or USPS for families needing a hard copy. Communication will also be sent out through Remind and social media. The complete plan will be posted on our school's website.

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:**

The district began implementation of a preliminary version of this plan on March 23rd, 2020. The district plans to fully implement this plan on April 13th, 2020.

*On March 13th the school closed to students and we launched **phase one** of our transition to distance learning. During this phase, staff has been available to assist students and provide feedback with any previously assigned assignments and projects.*

*On Monday, March 23rd, we transitioned into **phase two**, a preliminary version of the plan outlined in the Continuity of Learning Plan. During this phase, we launched structured schedules, protocols and expectations for communications. Teachers shared new assignments to support student learning.*

*On Monday, April 13th, we will transition to **phase three** of our transition plan. During this phase, we will continue with structured schedules, protocols and expectations for communications. These forms of communication must be met for students to be marked "present" and earn credit for assignments. Students who were on track, having completed all assignments due prior to 3/13/2020, will receive a passing grade of "P" for semester 2.*

*Students facing educational barriers who are not able to complete assignments assigned after March 13th, 2020, will not be penalized.*

*Starting Monday, April 13th, Teachers will continue sharing assignments in Google Classroom and grades will be posted to Google Classroom and Alma. **All students** are expected to complete these assignments to earn grades towards an end of course mastery grade (2.0-4.0). We will continue to have routine office hours for each subject area and advisory to support students in completing their work.*

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:**

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will assist students in having the appropriate materials and support to complete those courses. The students will be given the option to convert their grade to credit or no-credit.

For students in CTE programs we will work with the ISD to ensure our students have the ability to complete these courses. When needed the district will assist the student in having the necessary resources.

Dual Enrollment and CTE programs will be a part of regular check-ins with Advisors. Advisors will help connect students to resources and support from dual enrollment institutions and ISD when needed, as well as support that is available from FlexTech.

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

**District/ PSA Response:**

FlexTech does not participate in a federally funded food program and did not provide food service prior to the shutdown. To assist students/families, FlexTech will provide information regarding available meal distribution sites.

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:**

Our employees, both salary and hourly staff, will continue to be paid as normal during this time and will receive pay on normally scheduled pay dates through this additional shutdown. Our intent is to continue to pay employees as long as State Aid continues to be funded by the State.

Office administrative staff will continue to perform administrative duties remotely including but not limited to responding to school communication, processing invoices, processing student enrollment paperwork, attendance and pupil accounting, as well as providing direction to students and families for remote learning. Once the “stay in place” state restriction is lifted, office staff will report to the building one day a week to process hard copy paperwork.

Building maintenance staff will return to the building for work once the “stay in place” state restriction is lifted. Maintenance staff will perform cleaning duties and carry out necessary building repairs for the 2020 School Year.

12. Provide a description of how the district will evaluate the participation in the Plan by pupils.

**District/ PSA Response:**

Teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the school administrative level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections.

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:**

Based on student needs the student support team (Social Workers, Special Education Teachers, School Counselor, and School Leaders) will reach out to individual students and families to provide support. The student support team will help connect the family to outside agencies to help meet their needs. While Advisory teachers are making weekly check-ins they will monitor and assess the needs of students and families. If a need is presented the teacher will elevate that need to the student support team to make the necessary follow-up. The principal will hold weekly staff meetings in which teachers can identify any additional students or families in need.

Counselors, Social Workers, and Student Support Teachers will continue to provide services to students through 1:1 virtual meetings, based on the current IEP or 504 plan. We will primarily be using **Google Hangouts** to host these meetings. *Please look for an email and/or phone call from your counselor or Student Support Teacher to set up these weekly check-ins.*

The student support team utilizes G-Chat, Google Hangout, Emails, Texts and phone calls to support students, as well as setting up 1-on-1 support through the above mentioned services. Please let us know what works best for you. Students may also reach out to support staff through the chat feature in their school email account.

The school will continue to communicate community resources to families via the following modes of communication: Covid-19 Updates Webpage on School Website, Social Media - Instagram and Facebook, Weekly Newsletter, School Website, Remind.

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 follows it.

**District/ PSA Response:**

The school will work with its ISD and will share relevant information with the school community as appropriate.

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:****2019-2020**

FlexTech plans to finish the current school year on schedule with a last day for non-graduating students on June 12th, 2020.

**2020-2021**

FlexTech plans to continue with their current calendar instructional program with a pre-Labor Day start date.



Name of District Leader Submitting Application:

Kimberly Olson

Date Approved:

04/17/2020

Name of Authorizer Designee:

Corey Northrop, Executive Director

Date Submitted to Superintendent and State Treasurer:

04/17/2020

Confirmation approved Plan is posted on District/ PSA website:



Amy Densmore &lt;amyvanatten@gmail.com&gt;

## 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 1:20 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 \*

### 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 \***

FlexTech High School - Novi

**School District Code Number \***

63931

**School District Contact Name \***

Kimberly Olson

**School District Contact Email Address \***

[kolson@oaklandflextech.org](mailto:kolson@oaklandflextech.org)

**School District Contact Phone Number \***

248-426-8530

## 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 ▼ | 17 ▼ | 2020 ▼ |
|---------|------|--------|

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

|          |
|----------|
| \$42,000 |
|----------|

**Attach a PDF file of the Approved Plan. \***

Files submitted:

|   |
|---|
| 63931 FlexTech High School Novi 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