



April 10, 2020

Ms. Julie Kildee
Holly Academy
820 Academy Drive
Holly, MI 48442

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

Dear Ms. Kildee:

I am pleased to inform you that the Plan for Holly 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 four (4) 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 long, sweeping underline.

Corey Northrop
Executive Director

cc: Joan Ehrhardt, Board President
Jennifer Melton, 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 6, 2020**

Name of District: **Holly Academy**

Address of District: **820 Academy Road Holly, MI 48442**

District Code Number: **63911**

Email Address of the District: **kildeej@hollyacademy.org**

Name of Intermediate School District: **Oakland 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.

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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.

Prior to the mandatory school closing, Holly Academy surveyed our families to determine internet availability and the need for technology. In addition to the survey provided prior to the closing, over the past three weeks, administration has contacted each family to ensure they have access to connected devices capable of accessing the electronic instruction.

Holly Academy will deliver instruction through the following modes:

- **Weekly instructional packets encompassing ELA, math, science, and social studies in grades K-8. Packets are provided both electronically and through paper copy for families with connectivity issues.**
- **All instructional staff will meet with their classes weekly via Zoom, FaceTime, Google Hangout etc.**
- **All instructional staff will communicate with students and families utilizing the following methods: email, phone calls, text messages, Remind, etc.**
- **Special Education services will continue through the following methods: Zoom, phone calls, emails, FaceTime, Google Hangouts, etc.**
- **Special Education and Intervention staff will continue to work in small groups and/or with individuals to provide continuous support.**
- **Spanish, music, computers, and physical education teachers will provide instructional activities for students. These will be in the form of Facebook live videos, YouTube videos, Zoom, FaceTime, Google Classroom, and Remind. Students with connectivity issues will receive paper copies of the activities through the US Mail.**

Chromebooks have been made accessible and distributed to students and families who needed them. Families without internet connectivity will be supported through paper/pencil packets mailed weekly. This will be followed up by phone calls to ensure students are supported academically.

District/ PSA Response:

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:

Holly Academy will continue to build relationships and provide social emotional learning in the following ways:

- **All Holly Academy staff members are required to contact their students daily to check in on the status of their well-being.**
- **To keep pupils at the center of educational activities, instructional staff are providing engaging activities to encourage student participation.**
- **Instructional staff will continue to provide feedback to students to support them emotionally and academically.**
- **Social Work will continue with students who have IEPs, 504s, and other students who require social emotional support.**

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

District/ PSA Response:

Holly Academy will be delivering content in the following ways:

- **Paper/pencil instructional packets delivered via US Mail.**
- **Instructional packets uploaded to Google Classroom and sent home via Skyward.**
- **Teacher generated instructional units will be provided through Google Classroom.**
- **Online instructional websites being utilized include:**
 - **Reading A-Z**
 - **Freckle**
 - **Read/Works**
 - **Common Lit**
 - **NoRedInk**
 - **Accelerated Reader**
 - **Pearson**
 - **Big Ideas Math**
 - **Khan Academy**
 - **IQWST**
 - **BrainPop**
 - **YouTube**
 - **FlipGrid**
 - **Senor Woolly**
 - **TCI.com**

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

District/ PSA Response:

Holly Academy instructional staff will manage and monitor learning by pupils in the following ways:

- **Phone check-in**
- **Emails to students**
- **Monitoring student log in to online components**
- **Student participation data will be forwarded to administration to ensure maximum student participation in learning. Families not engaged in learning will be contacted by administration to provide support.**

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 following items will be expenditures according to the Plan:

- **Paper for instructional packets: \$2,500**
- **Envelopes: \$500**
- **Postage: \$5,412**

All expenditures will come from the general fund account # 11 E – 241 – 5910 – 08734 – 000 – 0000 - 0000

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:

- **Holly Academy administration first sought feedback from all teachers in all content areas regarding the types of resources they would like to utilize for distance learning.**
- **The Academic Coach and the Curriculum Director sought out commonalities across grade levels for ease of family use.**
- **Holly Academy researched best practices for transitioning into distance learning from a traditional in-person teaching model.**
- **The administration team and the academic coach created a cohesive educational plan for implementation.**
- **Administration, the academic coach, parents, and board members met to finalize and approve the educational plan.**

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

District/ PSA Response:

Holly Academy will notify pupils, parents, and guardians of the Plan the following methods:

- **Skyward**
- **US Mail**
- **Holly Academy's website**
- **Holly Academy's social media platforms**

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:

Holly Academy began full implementation of the Plan on March 17, 2020.

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:

Holly Academy has no postsecondary dual enrollment courses.

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

District/ PSA Response:

Holly Academy does not have a federally-funded food program. The Academy has arranged for continuity of food distribution by:

- **Partnering with a local church to provide grocery drop off for families in need.**
- **Providing weekly schedules from our local traditional districts outlining food distribution locations.**

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:

Holly Academy will continue to pay school employees through the entirety of their contract.

Holly Academy's plan for utilizing ancillary staff includes:

- **Paraprofessionals/Interventionists will continue working with students in their identified areas of need**
- **Office staff/library aide assist with the preparation and distribution of paper/pencil packets and work return.**

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

District/ PSA Response:

Holly Academy instructional staff will maintain a communication log recording all communications and assignment completion by pupils.

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:

Holly Academy instructional staff are in constant contact with their students. In the event a staff member discovers a mental health need, they will contact administration who will work with the social worker to provide services.

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:

Should we be required to mobilize a disaster relief child care center, we will work with Oakland Intermediate School District to support the Executive Order.

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:

Holly Academy does not plan to adopt a balanced calendar for the 19-20 or the 20-21 school years.

Name of District Leader Submitting Application: **Julie Kildee**

Date Approved: **04/10/2020**

Name of Authorizer Designee: **Corey Northrop, Executive Director**

Date Submitted to Superintendent and State Treasurer: **04/10/2020**

Confirmation approved Plan is posted on PSA website:

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

Your response has been recorded.

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