



April 23, 2020

Mr. Aaron Warren  
Island City Academy  
6421 S. Clinton Trail  
Eaton Rapids, MI 48827

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

Dear Mr. Warren:

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

Please also proceed with the following next steps:

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

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

Corey Northrop  
Executive Director

cc: David Sysum, Board President  
Heidi Brininstool, 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 17, 2020

Name of District: Island City Academy

Address of District: 6421 S. Clinton Trial, Eaton Rapids, MI 8827

District Code Number: 23901

Email Address of the District: wawarren@islandcity.org

Name of Intermediate School District: Eaton RESA

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 17, 2020

Name of District: Island City Academy

Address of District: 6421 S. Clinton Trail, Eaton Rapids, MI 48827

District Code Number: 23901

Email Address of the District: wawarren@islandcity.org

Name of Intermediate School District: Eaton RESA

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:

ICA will provide digital access to all learning opportunities through the use of established Learning Management Systems (e.g. Google Classroom, See Saw). We will create or provide video instruction in a combination of asynchronous and synchronous learning. Students will have access to pre-recorded video instruction, live instruction, email, telephone, and teacher

office hours. We have surveyed our district's technology needs and we will provide, to the greatest extent possible, a Chromebook where necessary. In addition, the Academy shared information regarding free internet options, and purchased wi-fi hot spots for families that required assistance.

Students not able to access online learning will be provided printed material with exercises and activities that align to the online lessons. In addition, telephone support will be provided to help guide instruction. Our teachers have created these lessons based on the content standards that were originally scheduled to be taught for the remainder of the school year for their subjects. These materials are available for pick-up in the office or can be mailed upon request.

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 are expected to contact students weekly using at least one medium: live video conference, office hours, telephone, email, or through their Learning Management System. These contacts are not limited to instructional materials. Students also have set aside time to use Google Hangouts to socialize and connect. School social workers, and other mental health support personnel will continue to meet with students on their caseloads via Google Hangouts, phone calls, and Zoom.

Students who fail to engage will be contacted directly by Mr. Warren and/or other support staff to offer additional support and address specific needs.

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

District/ PSA Response:

In order to best reach our students with different backgrounds, we have directed our teachers to use highly engaging lessons with a variety of instructional practices. As previously mentioned, we have also provided teachers with a list of online resources that provide instructional videos, articles, slideshows, virtual labs/field trips, project-based learning, and e-books to expand outlets of instruction for this content. Teachers have compiled the standards they were scheduled to teach and have transitioned their instructional materials to support online learning primarily using Google Classroom (3<sup>rd</sup> – 8<sup>th</sup>), and SeeSaw (K – 2<sup>nd</sup>) to manage coursework. The students receive updates either on Google Classroom or SeeSaw of their upcoming assignments. The teachers are providing both the materials needed, and the instruction that goes along with the assignment. We also use the e-mail to connect with students and remind them of their online meeting times. We are using a variety of video platforms to provide instructional videos for families to watch on demand. Additionally, we are utilizing various chat platforms and phone communication to incorporate discussions in this learning experience.

Students not able to access online learning will be provided printed material with exercises and activities that align to the online lessons. In addition, telephone support will be provided to help guide instruction. Our teachers have created these lessons based on the content standards that were originally scheduled to be taught for the remainder of the school year for their subjects. For the students that do not have access to the technology, packets will be prepared each Monday morning for the upcoming week. When picking-up the packet for the upcoming week they will drop-off the packet of completed work, or can be mailed upon request.

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

District/ PSA Response:

Teachers will have a minimum of three hours of office availability per day that will allow students to ask questions, get feedback, and/or permit the teacher to do scheduled check-ins either virtually or over the phone. We will also be utilizing the features on Google classroom and Seesaw to monitor the work students have completed. To encourage the continuity of education, teachers will provide students with feedback and grading the same as normal instructions. This feedback will be provided both in their online platform, and also via the student information system PowerSchool. Parents will continue to access our student management system (PowerSchool) to monitor their students' progress. For students who are working with packets they will be provided feedback either via phone, or with the return of the packets with notes.

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:

Island City Academy will provide Chromebooks for students that require a device for home. The school currently has enough devices to cover the student need. The Academy is utilizing additional electronic programming that is currently being offered free of charge. In addition, the Academy is purchasing wi-fi hotspots for three families that lack a reliable internet access. The total for the three devices with 6 months of access will be \$360. All expenses will be paid from the General Fund.

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

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

District/ PSA Response:

At the regular Island City Academy Board meeting in February, The Board directed the Administrator to prepare for the potential of a school closure. At that time the Academy reached out to the other local District to collaborate on the development of a plan. The Teachers began to think of ways they could take their curriculum and transition to a distance learning platform. The teachers worked collaboratively with the school Administrator to ensure they had adequate resources and knowledge base to move forward. We polled our families to gauge internet accessibility and to determine who would require support. When the executive order closed school effective Monday the 16<sup>th</sup> of March, we immediately sent a message to families asking that they be in school on Friday the 13<sup>th</sup>. Families were told that if they required a device at home they could take it with them on Friday afternoon. Teachers spent that day distributing devices to students and ensuring all materials needed for learning were sent home with students. For students that were not able to attend on Friday, the school Administrator opened the school the next week for families to get Chromebooks and other materials as needed.

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

District/ PSA Response:

Notification of our plan to families began with a letter outlining our intentions using school messenger. The formal plan is also be available on the school website and social media. An initial letter was emailed to all of our families. Teachers have also been sending mass emails to their students and parents to update them as we've made adjustments in our instructional practices related to the changing executive orders.

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:

Island City Academy started its Distance Learning plan on March 16 as we had prepared our students and families on the last day of instruction on March 13. As the executive order was extended out, we transitioned our K – 2<sup>nd</sup> grade students to online learning from the packets that were used in the first two weeks.

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:

ICA is a K – 8 building and thus do not have any high school students enrolled in CTE or dual enrollment courses.

10. Please describe whether the district will continue to provide or arrange for continuation

of food distribution to eligible pupils.

District/ PSA Response:

The Academy provided three weeks of breakfast during the initial closure but is unable to continue directly providing food distribution to eligible students. 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.

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

District/ PSA Response:

All of our educational staff remain employed and working to support our student learning. Staff may 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:

The district plans to evaluate student participation as follows:

Teachers will have a check-in procedure daily to ensure that students with access are engaging in the curriculum. Engagement will be evaluated based on the students meeting online, and also the submission of work. For our students that received intervention support the staff will log the 1:1 meetings that they are able to hold. For the students that do not have access to the technology, packets will be prepared each Monday morning for the upcoming week. When picking-up the packet for the upcoming week they will drop-off the packet of completed work. The picking-up and dropping off of the packets will be used to gauge student engagement. Disengaged students will be contacted by teachers and then passed along to the Administrator and Office Staff who will also reach-out to the student.

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:

The Academy will continue to utilize our social worker to support both staff and students via video chat session, and phone calls. In addition, the teachers will continue to monitor student demeanors and activity levels watching for warning signs. If any concerns are noticed the Teacher/Staff will notify the school Administration. The Academy has provided a list of resources for all of our staff and families that are available in our area.

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:

The Eaton RESA has not requested Island City Academy to provide mobile disaster relief childcare. The Academy will continue to cooperate with requests from the local intermediate district with regard to any necessary disaster relief child care centers and will share relevant information with the school community.

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

District/ PSA Response:

The district plans to maintain its current school calendar for the remainder of the 2019 – 2020 year. We will not be adopting a balanced calendar for the 2020 – 2021 school year.

Name of District Leader Submitting Application: Wm. Aaron Warren

Date Approved:	04/23/2020
Name of Authorizer Designee:	Corey Northrop, Executive Director
Date Submitted to Superintendent and State Treasurer:	04/23/2020
Confirmation approved Plan is posted on 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

Thu, Apr 23, 2020 at 11:13 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 \***

Island City Academy ▼

**School District Code Number \***

23901 ▼

**School District Contact Name \***

Aaron Warren

**School District Contact Email Address \***

[wawarren@islandcity.org](mailto:wawarren@islandcity.org)

**School District Contact Phone Number \***

517-663-0111

## 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 ▼	23 ▼	2020 ▼
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**What is your best estimate of additional cost associated with Plan implementation? \***

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

Files submitted:

**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