



April 21, 2020

Ms. Lacey James  
Mid-Michigan Leadership Academy  
730 West Maple  
Lansing, MI 48906

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

Dear Ms. James:

I am pleased to inform you that the Plan for Mid-Michigan Leadership 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 style with a large, stylized "C" and "N".

Corey Northrop  
Executive Director

cc: Robert Macomber, Board President  
Lauri McCollum, 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 20, 2020

Name of District: Mid-Michigan Leadership Academy

Address of District: 730 W. Maple St Lansing MI

48906 District Code Number: 33904

Email Address of the District: ljames@mmlalions.org

Name of Intermediate School District: Ingham County

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 20, 2020

Name of District: Mid-Michigan Leadership Academy Address of District: 730 W. Maple St

Lansing MI 48906 District Code Number: 33904

Email Address of the District: [ljames@mmlalions.org](mailto:ljames@mmlalions.org)

Name of Intermediate School District: Ingham County 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:**

The district plans to use the Google Suite for remote learning. The Google Suite includes email and Google Hangouts as modes of communication for students and staff, as well as the delivery

of content and online resources through use of Google Classroom, where students access assigned coursework and instructional materials. Mid-Michigan Leadership Academy has surveyed families through email and phone calls to identify technology needs. All families have been provided with a school issued Chromebook. If students do not have internet access, Mid-Michigan Leadership Academy will make its best effort to make hot spots available or connect families to free internet resources within the community. While families without internet are waiting for free internet resources to be installed, the Academy will provide wi-fi access from their parking lot while people remain in their vehicles. Other arrangements, such as paper based packets, will be provided to our families as well on a case by case basis.

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

Teachers will:

- Have a two way communication with their students and keep log of contact/attempts to contact on a weekly basis.
  - This will be done through media such as Email, Google Voice (phone calls and text message), Google Hangout, Zoom, Facebook Groups etc.
- Host at least one middle school group meeting a week with each class on a virtual platform (Google Hangout, Zoom, Facebook etc.).
- In the event there are students or families that the school is not able to get in contact with, the Specialist Teachers (PE, Art, etc.) along with support staff (Para-pros, discipline team, etc.) will focus on engaging all families by reaching out to re-connect them to the school community.

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 via Facebook Private Grade Level Groups. This will allow for teachers to post videos as well as Facebook Live with their students. For any student that does not have access to Facebook, teachers will be accessible for real time interactions, using Zoom or Google Hangout, to deliver class content, to answer questions, facilitate classroom discussion, and provide support multiple times per week during office hours and by appointment. Students will be able to submit assignments via email or messaging systems available in the Google Suite.

Using paper packets, students will have the opportunity to pick up hard copies of materials at any of the food distribution times. In the event a student or family is unable to come up to the school to receive the packet, following a request from the student or parent/guardian. Mid-Michigan Leadership Academy will provide these resources via U.S. Postal Service free of charge to the family. Students will be able to drop off assignments at these times as well. In the event a student cannot drop off material, at the request of the student or parent, arrangements will be made to collect the students work by the school administration.

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 by engaging their students on a weekly basis through phone calls, emailing, or through the use of Google Hangout, Teachers will provide feedback to students on assignments through the instructional platform (Phone call, email, or Google Hangout) as they are completed or per the schedule determined by the teacher. Feedback may also be provided in the form of virtual meetings or conversations as needed. Parents have the opportunity to return paper packets to the school during food distribution times as well as communicating via text message or email with the teacher.

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 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. In looking forward, we believe the table below is a strong estimate of any additional expenditures that could come from implementing the Continuity of Learning Plan.

<b>Additional Expenditure</b>	<b>Vendor</b>	<b>Estimated Cost</b>	<b>Source</b>
Device repair/replacement	CDI	\$150/device - if necessary	General Fund
Replacement of Existing Technology	CDI	\$15,000 - if necessary	General Fund
Postage/Copying	USPS	\$8,000 - 10,000	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:**

All stakeholders were involved in the development of the plan. Mid-Michigan Leadership Academy administrators met with their teachers for initial input. Teachers facilitated their own PLC meetings weekly and provided feedback based on their current experiences. Building administrators brought this information back to the Mid-Michigan Leadership Academy PLC Leaders from all grade levels 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:**

Mid-Michigan Leadership Academy will notify families via email and phone calls or Hard Copies will be available at Food Distribution. Communication will also be sent out through communication with individual teachers 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 plans to implement this plan on April 20, 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:**

Not Applicable as Mid-Michigan Leadership Academy is a K-8 Public School Academy.

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

**District/ PSA Response:**

Mid-Michigan Leadership Academy will continue food service distribution. This distribution occurs on Monday and Thursday of each week. We will pack 3 or 4 days worth of food into each packet to distribute to families and the 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:**

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. The school administration will engage the support staff to reach out and try to make contact with those families/students/ 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 Worker, Special Education Teacher, Speech Pathologist, ELL Teacher, Student Support Staff, and the School Leader) 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 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 weekly PLC staff meetings are a place in which teachers can identify any additional students or families in need.

The Social Worker, Speech Pathologist, 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. 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. 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: Social Media - Instagram and Facebook, Bi-Weekly Newsletter, School Website.

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 Academy will work with Ingham ISD as appropriate, and will disseminate any and all information to the school community from Ingham ISD when necessary.

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**

Mid-Michigan Leadership Academy plans to finish the current school year on schedule with a last day for students on June 12, 2020.

**2020-2021**

Mid-Michigan Leadership Academy plans to continue with their instructional program starting the 2020-2021 school year on August 24, 2020.

Name of District Leader Submitting Application:	Lacey James, Principal
Date Approved:	04/21/2020
Name of Authorizer Designee:	Corey Northrop, Exec Director
Date Submitted to Superintendent and State Treasurer:	04/21/2020
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

Tue, Apr 21, 2020 at 4:14 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 \***

Mid-Michigan Leadership Academy ▼

**School District Code Number \***

33904 ▼

**School District Contact Name \***

Lacey James

**School District Contact Email Address \***

[ljames@mmlalions.org](mailto:ljames@mmlalions.org)

**School District Contact Phone Number \***

517-485-5379

## 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 ▼	21 ▼	2020 ▼
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**What is your best estimate of additional cost associated with Plan implementation? \***

\$25,000
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**Attach a PDF file of the Approved Plan. \***

Files submitted:

33904 MMLA 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