



April 14, 2020

Ms. Leann Hedke  
P.O. Box 310  
30100 Olmstead  
Flat Rock, MI 48134

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

Dear Ms. Hedke:

I am pleased to inform you that the Plan for Summit 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 eight (8) 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: Alexander Garnepudi, Board President

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 8, 2020

Name of District: Summit Academy

Address of District: PO Box 190, Flat Rock, Mi 48134

District Code Number: 82916

Email Address of the District: lhedke@summit-academy.com

Name of Intermediate School District: Wayne 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 13, 2020

Name of District: Summit Academy

Address of District: PO Box 190, Flat Rock, Mi 48134

District Code Number: 82916

Email Address of the District: lhedke@summit-academy.com

Name of Intermediate School District: Wayne 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:

Summit Academy will be using a variety of methods to deliver instruction during the school closure. These methods include: ThinkStretch Workbooks (hard copy workbooks that will be mailed directly to each students house in grades K-4) Edgenuity Online Resources (Dreambox, Khan Academy, Gizmos,

etc.) Google Classroom Zoom/Google Meet Sessions, Online Tutoring, Teacher created instructional videos, Instructional Videos from outside sources (McGraw Hill, Khan Academy, etc.)

Some of our instructional methods require the use of devices and internet. We plan to deploy school devices for students who do not have devices at home based on survey results (iPads K-1, Chromebooks 2-8). We also plan to assign internet connectivity assistants to families. These assistants will help facilitate the utilization of the free internet services being offered by companies during the COVID-19 crisis. We will work with families to ensure that every student has full access to the learning materials and instructional resources we are providing (to the best of our ability).

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:

Summit Academy is committed to keeping students at the center of all educational activities. When the schools were closed originally, we developed "caseload" teachers for every student. This caseload teacher was assigned to one group of students and is responsible for maintaining and developing a relationship with the student and the families. We will continue this model through our distance learning plan. The caseload teacher will be hosting at least 1 virtual meeting each week to connect with students. The content area teachers will also be hosting additional meetings and virtual tutoring hours for students. If we find some students and families are not engaging, we will add extra layers by having support staff and/or administrators reach out to the families to try to engage all students on an ongoing basis.

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

District/ PSA Response:

At Summit Academy, our content will be delivered using several different models. We will be using "workbooks" for our younger students, online tutorial videos from the teachers, online programs that create differentiated learning paths for students (Edgenuity), Zoom/Google Meet sessions for "in person" instruction and support, as well as tutoring rooms for additional help as needed. These multiple methods of engaging students will help us meet the needs of all of our students during this distance learning. We will be focused on the priority standards to help ensure that students are prepared for the next grade level in the fall.

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

District/ PSA Response:

At Summit Academy, our caseload teachers will help us monitor and manage our students during this time. The students will be monitored on their academic progress through Edgenuity, Google Classroom, Zoom/Google Meet class discussions, and individual tutoring sessions. Any students who don't engage using these tools will receive additional supports from support staff and/or administrators. These supports include phone calls and additional reminders from the caseload teacher and/or support staff

assigned to that student. Teachers will communicate at least once a week with parents to ensure that they are informed of their student's progress.

We will also monitor our students' mental wellbeing using the weekly touchpoint Zoom/Google Meet sessions in the form of class 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:

We project utilizing \$700 in available 31a funds for the purchase of ThinkStretch workbooks (using carryover funds that had not yet been assigned)

Additional budget reviews will be assessed and the Board will be provided any needed amendments for its review and approval to ensure continued adherence to 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:

This plan was developed with the support of central office administrators, building administrators, support staff, and teachers. The plan development team met at various times on Zoom to brainstorm, problem solve, and develop a detailed plan for distance learning. The planning started on March 18, 2020 with an anticipation that this was a possibility. The Summit Academy School Board has been consistently reviewing our plan and providing feedback on the plan.

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

District/ PSA Response:

We will be informing families and students about the plan in multiple ways. We sent digital communication (e-mail and Face Book) the day of the Governor's announcement letting families know that we have a plan that we are going to begin implementation on April 20, 2020.

Our caseload teachers will send a detailed communication to update parents about the plan. Our Superintendent will hold a Town Hall (virtual) meeting to answer questions and clarify the plan. If families don't respond or engage, we will make individual phone calls to help families understand the plan.

Additionally, we will send out a district wide phone call to ensure that all families are prepared for the distance learning plan.

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: We plan to launch our distance learning on Monday, 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:

Summit Academy is a K-8 district and do not have any students enrolled in postsecondary dual enrollment or CTE courses.

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

District/ PSA Response:

Summit Academy will continue to provide breakfast and lunch to all children age 0-18 (and special education students 0-26). We distribute meals from Summit Academy (7 meals) for the week on Mondays from 11am-12pm.

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:

We will continue to pay our teachers, administrators, and support staff throughout this closure while redeploying some staff to provide meaningful work to support the Plan.

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

District/ PSA Response:

Summit Academy will evaluate the participation of pupils based on engagement and effort from the students. Teachers will keep track of students who are not engaged and additional efforts will be made to reengage those students in the distance learning opportunities. We will not penalize any students who are unable to participate in the distance learning opportunities.

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:

Summit Academy will continue to provide mental health supports to the best of our ability. Our social workers and school psychologists will create a Google Classroom to provide mental health supports, videos, and families resources. They will also host Zoom/Google Meets to the extent possible to support

students during this difficult time. Teachers, administrators, and support staff will help identify students who need additional support based on their interactions with students.

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: Summit Academy is prepared to support Wayne RESA as needed and will provide relevant information to our school community as needed regarding disaster relief child care centers.

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:

Our 2019/2020 school year originally met all of the day and hour requirements for the school year. Before the closure, we had to cancel school 4 times (11/12/19, 2/14/20, 2/26/20, and 2/27/20). Based on these closures, we were on track to meet the hour and number of day requirements for the 19/20 school year (based on the forgiven days allotted by the Michigan Department of Education). We are not planning to adopt a balanced calendar for the 19/20 school year.

We will be evaluating our school calendar for the 2020-2021 school year in May. We will be considering starting the school year in August. We plan to get feedback from our school community before we make that final decision.

Name of District Leader Submitting Application: Alicia Jenkins, Curriculum Director

Date Approved:	04/14/2020
Name of Authorizer Designee:	Corey Northrop, Executive Director
Date Submitted to Superintendent and State Treasurer:	04/14/2020
Confirmation approved Plan is posted on District/ 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

Tue, Apr 14, 2020 at 1:28 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 \***

Summit Academy ▼

**School District Code Number \***

82916 ▼

**School District Contact Name \***

Leann Hedke

**School District Contact Email Address \***

[lhedke@summit-academy.com](mailto:lhedke@summit-academy.com)

**School District Contact Phone Number \***

734-379-9766

## 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 ▼	14 ▼	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