



April 20, 2020

Ms. Kerri Barrett
West Michigan Academy of Environmental Science
4463 Leonard Ave NW
Walker, MI 49534

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

Dear Ms. Barrett:

I am pleased to inform you that the Plan for West Michigan Academy of Environmental Science ("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 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: Peter Vandersluis, Board President
Stan Rathbun, Board Corresponding Agent

Attachments:

Approved Continuity of Learning and COVID-19 Response Plan
Academy Board Resolution

Continuity of Learning and COVID-19 Response Plan West Michigan Academy of Environmental Science April 2020

Continuity of Learning and COVID-19 Response Plan Assurances

Date Submitted: April 18, 2020
Name of District: West Michigan Academy of Environmental Science
Address of District: 4463 Leonard Street, NW, Walker, MI 49534
District Code Number: 41904
Email Address of the District: kerribarrett@choiceschools.com
Name of Intermediate School District: Kent ISD
Name of Authorizing Body: Central Michigan University

This Assurance document needs to be returned to your Intermediate School District or, for Public School Academies, 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 a single district plan that relates to all of their schools.

The applicant hereby provides assurance it will follow the requirements for a Plan for the remainder of the 2019-2020 school year:

- Applicant assures that all student learning will take place under the direction of a teacher of record for each student enrolled in the district.
- Applicant assures that it will continue to pay school employees during the balance of the 2019-2020 school year under the same terms and conditions established prior to the school closure order period.
- Applicant assures that the Plan was developed in collaboration with district administrators, school board members, teachers, and local bargaining units.
- Applicant assures that food distribution has been arranged for or provided for eligible students.
- Applicant assures coordination between applicant and Intermediate School District in which the District/PSA is located to mobilize disaster relief child care centers.
- 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.
- Applicant assures that Continuity of Learning and COVID-19 Response Plan, Assurance Document, and Budget Outline will be posted immediately following approval to the District's/PSA's website.

Continuity of Learning and COVID-19 Response Plan

The goal of a Continuity of Learning Plan and COVID-19 Response Plan is to ensure that each District or Public School Academy is providing, to the best of its ability, each student with alternative modes of 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.

For the purposes of the Plan, “district” refers to school districts and public school academies. Date

Submitted: April 15, 2020
Name of District: West Michigan Academy of Environmental Science
Address of District: 4463 Leonard Street, NW, Walker, MI 49534
District Code Number: 41904
Email Address of the District Superintendent: kerribarrett@choiceschools.com
Name of Intermediate School District: Kent ISD
Name of Authorizing Body: Central Michigan University

In accordance with Executive Order 2020-35 a Plan must include all of the following parts:

- **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 access meaningfully 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 to mitigate the spread of COVID-CD.

District/ PSA Response:

West Michigan Academy of Environmental Science will provide instruction through a blended learning option for students. The students will have access to learning through a virtual or offline method. The virtual method will utilize the platform of Google Classroom. Paper resources will be picked up on the first day of the plan by family members who chose that learning path. Resources will

be mailed home upon request.

All parents have been contacted to complete a survey to inform West Michigan Academy of Environmental Science team members of the technology access in the student's home. Utilizing that information will allow the WMAES team to determine the learning path of the student. Whether the student is on the virtual or offline path, the same standards will be presented.

Utilization of platforms such as Zoom and Google Hangouts will occur for those that need support with instructional activities. To ensure full access, either of these platforms can be accessed through a phone number as well as computer. For those that have access to the internet but do not have a device, a Chromebook will be loaned to them for the duration of the distance learning plan. For the offline path, pencils, crayons, and paper will be given to students to complete their assignments given by the teacher.

To support our English learner families, the WMAES team will utilize the communication tool of class dojo which is able to translate information. Three team members on the WMAES team are fluent in Spanish. They will be tasked with assisting families that are in need of translation or language support. Teachers also have preliminary training on SIOP strategies which will encourage language development. Spanish is the only other language spoken by families at WMAES.

- **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:

West Michigan Academy of Environmental Science will keep student relationships at the core of our distance learning plan. The entire WMAES team has already participated in a trauma informed professional development to create a supporting mindset of all students.

To ensure consistent communication and connection, West Michigan Academy of Environmental Science has the following requirements of their teachers. Office hours will be held each week to connect with both online and offline students. All students must be contacted at least once in the week by a WMAES staff member. If a student has been contacted 3 times by an instructor with no response, then the support team will reach out utilizing all contact methods until a response is received. This support team will include instructional aides, office staff, student advocate, and administration.

The social worker at West Michigan Academy of Environmental Science will continue to reach out to

students who were on her caseload on a weekly basis. Peer connections will be sustained by class zoom calls and other team building activities provided by the teacher.

For students who have special education programs and services, we will be initiating a contingency plan, with parent input, to address the needs of each individual student.

Students with IEPs will be provided with learning opportunities in the same manner as general education students. These learning opportunities will include accessibility options as well as materials that have been accommodated and modified. Teachers will be supporting students through virtual or phone contact.

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

District/ PSA Response:

West Michigan Academy of Environmental Science will utilize a blended distance learning approach. An offer of online and offline learning will be available. The online version will utilize Google Classroom for the platform. On this platform, assignments will be given in the required subjects for the student to receive credit. The teacher will provide instruction centered around the priority standards identified as needed to continue the learning in that grade level content. The teacher will create videos, host live zoom calls that will be recorded, share links and articles and/or type up notes to provide instruction on material.

Instructional materials will be decided on by grade levels to ensure consistency. Elementary teachers will utilize numerous resources including Amplify, Go Math, Freckle, Imagine Math, and others that fit the needs of the learners. Secondary teachers will utilize programs such as Khan Academy and other online resources to reach standard mastery. This will be up to the teacher's discretion but monitored by administration. Teachers will gain prior approval before recording virtual calls from parents. The assignments will be delivered and handed in through the platform or email. Each student has access to a log in.

The offline learning approach will consist of paper resources for the student to utilize for independent practice. The paper resources will be focused on the priority standards deemed necessary for the end of the year instruction. The instruction on the material will occur through Zoom or Google Voice calls. The instructional aides and specialists within the building will be available for assistance with paper resources as well. Paper resources will be picked up on the first day of the plan by family members who chose that learning path. Resources will be mailed home upon request. The assignments

will be turned in at the end of the time period. An outdoor drop-off location will be established for families to return paper resources. Protocol to maximize social distancing at the outdoor drop-off site will be communicated to parents/guardians. Following the time period allotted for returning paper resources, the returned items will be isolated for a period of time sufficient to ensure they are no longer infectious. After the isolation period, the returned items will be provided to teachers so they may review student work and provide credit to those who participated in the paper resource learning path.

All students will have access to office hours offered throughout the week by teachers, specialists, and instructional aides through the zoom application.

For students who have special education programs and services, we will be initiating a contingency plan, with parent input, to address the needs of each individual student. Students with IEPs will be provided with learning opportunities in the same manner as general education students. These learning opportunities will include accessibility options as well as materials that have been accommodated and modified. Teachers will be supporting students through virtual or phone contact.

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

District/ PSA Response:

Teachers at West Michigan Academy of Environmental Science should be connecting with their pupils on a weekly basis. This will allow the teacher to provide feedback on assignments given in both virtual and offline paths. If a student has not been connected with after 3 attempts, the support team will use all contact information available to connect with that student. If a student does not show an understanding of the material, it is the responsibility of the instructor to provide more instruction around the topic. With the weekly phone connection, the teacher will check to see how the student completed the offline work. The teacher will provide feedback to the student during this weekly connection.

At the end of the year, teachers will grant credit to students who participate and are engaged toward the priority standards. Credit will be determined on a credit/no credit basis. Participation during the closure will determine whether credit will be determined.

- **Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.**

District/ PSA Response:

Budget would include: The Board will continue to receive, review and approve any necessary amendments to ensure the Academy remains in compliance with the Uniform Budgeting and Accounting Act. Our initial budget would include:

General Funds

- Learning Supplies such as Pencils, Paper, Crayons, kids scissors: \$500
- Printing costs (paper and machine copy cost)
 - Cost of paper: \$200
 - Staples Printing \$600
- Mailing Costs (envelopes, postage) \$600
- Cost of online instructional platform management: \$900
- Remote Phone Service: \$150
- Consumable books for K-8 students-scholastic fair (\$3,000)

No Cost

- Personnel time for print, preparing and delivering: Volunteers

Title I

- Shared Chromebooks (250 @ \$300 = \$75,000)
- **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:

The West Michigan Academy of Environmental Science administration team led the collaboration of this plan. Once a framework was created, it was presented to teachers to allow for feedback and questions. Once that feedback was taken into consideration, the plan was presented to our curriculum team at Choice Schools Associates. When the feedback of this team was taken into consideration, the plan was presented to our board for input.

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

District/ PSA Response:

West Michigan Academy of Environmental Science will provide the information on the plan to students and parents immediately upon approval. A formal letter will be written to the WMAES community outlining student and parent expectations, as well as access to the entire plan. This letter will be sent through School Messenger to parent contact information. This letter will also be posted to

our school dojo and Facebook page to ensure parents have been contacted. The plan will be posted to our website and a call will be sent to parents to inform them of this location. The formal letter and a copy of the plan will be distributed during the offline resource pick up.

- **Please provide an estimate of the date on which the district will begin implementation of the Plan, which must be no later than April 28, 2020.**

District/ PSA Response:

April 20th, 2020

- **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 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 ensure that the students have 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 CTE Director as well as state level CTE directives to ensure our students have the ability to complete these courses. When needed the district will ensure the student has the necessary resources.

- **Please describe how the district will continue to provide or arrange for continuation of food distribution to eligible pupils.**

District/ PSA Response:

West Michigan Academy of Environmental Science has distributed meals since the closure began. Meals are distributed from 10am-12pm Monday and Wednesday every week. Two breakfasts and two lunches for each child are provided at Monday food distributions. Three breakfasts and three lunches for each child are provided at Wednesday food distributions. This information has been posted on our website, Class Dojo, and Facebook page. This information was also sent to families in multiple letters and in multiple newsletters. Communication about meals was also delivered in Spanish.

- **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 employees are expected to participate in the approved Continuity of Learning Plan and may be asked by the school leader to work in a role different than what was in their original offer of at-will employment for the 2019-2020 school year. School leaders will take each employee's strengths and growth plans into consideration when making these assignments and will communicate them clearly in writing to each hourly employee assigned to a different role than what was stated in their offer of at-will employment.

Employees assigned to the Academy in the board-approved budget will be paid as outlined in their signed offer of at-will employment for the 2019-2020 school year. The offers of at-will employment for the 2019-2020 school year have not been amended due to circumstances surrounding COVID-19. If the school's spring break falls during the closure, hourly staff will be paid and will not have to use Paid Time Off (PTO). Teachers are required to provide their students with learning opportunities as outlined in the approved Continuity of Learning Plan and in accordance with the expectations of the school leader.

At a minimum, hourly staff will be paid based on the average number of hours worked during a normal week. The average hours of a normal week will not include overtime. If the school leader asks an hourly employee in writing and in advance to work beyond the average number of hours of a normal week, the hourly employee will be paid for those leader approved hours. Hourly employees will be asked by the school leader to help with tasks to assist with the continuity of learning plans.

- **Provide a description of how the district will evaluate the participation of pupils in the Plan.**

District/ PSA Response:

Teachers will utilize participation in Google Classroom, if they are taking the online path. If a student is in need of a Chromebook to participate in this path, one will be provided for the family. If a student does not have access to the internet, teachers will keep track of which students are completing the weekly instructional packets. If a student has access to technology, teachers will use the instructional platform to monitor student wellbeing, engagement, and completion of assignments. Teachers will also keep a log of communication with students and families. When completion and/or communication from students are inconsistent, staff will intervene to ensure a connection is made. A support team of staff members has been established for this purpose. If communication cannot be established following intervention by the support team, the WMAES administration team will collaborate with the teacher and develop a plan to connect with the student and family.

- **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:

WMAES students will have access to mental health supports through a variety of avenues. WMAES staff members recently completed online professional development regarding trauma-informed classrooms. Teachers and members of the support team will be approaching remote learning with a focus on key trauma-informed concepts.

Teachers will work together with members of the support team to ensure consistent connections are made with all students to provide for regular check-ins regarding their wellbeing. The support team will intervene with additional communication when difficulty making these connections arises.

Additionally, staff members may refer students to the support team for follow-up contact as needed. All West Michigan Academy of Environmental Science staff members have been reminded that their obligation as mandated reporters extends into this period of remote learning.

The school social worker on the WMAES team has been active since the first day of the closure and is making weekly phone calls to connect with our most emotionally vulnerable students. The student advocate on the team has been supporting the school social worker in contacting and providing support for these students.

WMAES' school social worker sent written communication to all families regarding student mental health concerns which may come about during the current health crisis and the support that is available. In addition to providing her contact information for support requests, she provided a list of community resources available for student mental health support. The student advocate at WMAES has also prepared communication for families regarding available resources and encouraged contacting her for support. Additional mental health resources will be shared with our community through our bi-weekly newsletter, social media pages, and on our website.

- **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 hoho-gl or any executive order that follows it.**

District/ PSA Response:

WMAES does not currently provide a disaster relief child care center. 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.

- **Optional question: Does the District to adopt a balanced calendar instructional program for the remainder of the 2019-2020 school year? Does the District plan to adopt a balanced calendar instructional program for the 2020-2021 school year?**

District/ PSA Response:

The Academy does not plan to adopt a balanced calendar for 2019-2020 or for 2020-2021.

Name of District Leader(s) Submitting Application: Kerri Barrett and Alan Bosker



WEST MICHIGAN ACADEMY
OF ENVIRONMENTAL SCIENCE

p: 616-791-7454
f: 616-791-7453

4463 Leonard Street NW
Walker, MI 49534

wma-es.com

CONNECT WITH US  

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

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

Mon, Apr 20, 2020 at 11:47 AM

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

Email address *

amyvanatten@gmail.com

Intermediate School District/ Authorizing Body Information

Name of Intermediate School District (If you are an Authorizing Body select "Other") *

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 *

West MI Academy of Environmental Science ▼

School District Code Number *

41904 ▼

School District Contact Name *

Kerri Barrett

School District Contact Email Address *

kerribarrett@choiceschools.com

School District Contact Phone Number *

616-791-7454

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 ▼	20 ▼	2020 ▼
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What is your best estimate of additional cost associated with Plan implementation? *

\$81,000

Attach a PDF file of the Approved Plan. *

Files submitted:

41904 WMAES 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