



April 14, 2020

Mr. Jeremy Brown
Woodland Park Academy
2083 East Grand Blanc Road
Grand Blanc, MI 48439

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

Dear Mr. Brown:

I am pleased to inform you that the Plan for Woodland Park 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 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: Susan Peters, Board President
Amy Schaefer, 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: 4/10/2020

Name of District: **Woodland Park Academy**

Address of District: **2083 East Grand Blanc Road, Grand Blanc, MI 48439**

District Code Number: **25902**

Email Address of the District: **jbrown@wp-academy.org**

Name of Intermediate School District: **Genesee 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.

Date Submitted: 4/10/2020

Name of District: **Woodland Park Academy**

Address of District: **2083 E Grand Blanc Rd., Grand Blanc MI 48439**

District Code Number: **25902**

Email Address of the District: j.brown@wp-academy.org

Name of Intermediate School District: **Genesee ISD**

Name of Authorizing Body: **Central Michigan University Center for Charter Schools**

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:

Woodland Park Academy has developed a [Virtual Learning](#) platform. On this platform, each grade level, Special, and Support Service teacher created a learning plan for the students in their classrooms. Learning expectations are provided and updated on each page. Teachers are being provided “Continuation of Learning Guidelines for Teachers” that defines some of the expectations and support being provided to our students.

Some of the online resources utilized for the various grade levels include; Clever, Google Classroom, Zoom, MAP Skills, Imagine Math, Epic, SeeSaw, Prodigy, IQWST, Classroom Dojo, FOCUS, etc.

On March 13, 2020, our first day of school closure, each teacher called their parents to find out the technology availability of each student. WPA provided the opportunity for each child to check out devices in order to begin online learning. We have also publicized a form for families that continue to need internet access or technology devices.

Students that are unable to access the internet or technology can complete paper packets created by the Genesee ISD. These are available for pick up and drop off weekly during our food distribution times. If need be, the paper packets can also be mailed to the student's residence.

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:

Woodland Park Academy teachers will host weekly virtual meetings (via Zoom) to maintain and build relationships with our students.

Woodland Park Academy teachers will use phone, text, email, Dojo, Zoom, Google Meet or other forms of communication to check-in with each student weekly and document attempts.

Woodland Park Academy staff will provide office hours to make themselves available to families weekly.

Woodland Park Academy staff will continue our video campaigns to ensure uplifting engagement of families through creative challenges and Spirit Week style events.

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

District/ PSA Response:

Woodland Park Academy is providing families and students with the Virtual Learning platform for continued learning. When online learning is not available for families, printed paper packets are available for pick up/drop off. Mail delivery will be an option, if needed.

English Learners (EL) will be provided additional supports to continue full access to the opportunities of all students. EL facilitators will reach out to each student. EL Levels 1 and 2 are being provided supplemental ESL Grade Level packets for continued English Acquisition.

Teachers will provide accommodations as stated in the EL goals and accommodations plan.

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

District/ PSA Response:

Feedback from the teachers will be the primary way to communicate learning with students. Teachers will provide students with "credit/no credit" by the end of the year.

Student attendance and learning will be verified by the completion of assignments, time on various online programs (MAP Skills, Imagine Math, Prodigy, Epic, SeeSaw, etc.), and synchronized learning opportunities with the teachers.

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:

All items below will come from re-allocating current unspent funds from the sources identified.

- **Internet Hotspots-Title I (approximately \$2000)**
- **Student Chromebooks-Title I (approximately \$2000)**
- **Mailings- General Fund (approximately \$750)**
- **Printing Materials- General Fund (approximately \$750)**
- **Mileage Reimbursement for Resource Delivery- General Fund (approximately \$750)**
- **Staff Technology Devices-Title I (approximately \$2000)**
- **Educational Subscriptions- General Fund (approximately \$1000)**
- **Summer Learning Opportunities- Section 35a and 35a(9) (approximately \$2000)**

The Academy Board will continue to receive, review and approve any necessary budget amendments. The Academy will remain in compliance with 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:

Woodland Park Academy Administration generated feedback from small groups of teachers, email suggestions, and the Leadership Team. Teachers provided feedback during "Administrator Office Hours" and feedback with the specific items of attendance and grading during weekly virtual meetings. The school board members' input was solicited through board dialogue and a subcommittee video conference.

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

District/ PSA Response:

Woodland Park Academy will continue to utilize the communication channels we have been actively implementing all year. These channels are; Social Media (Facebook, Instagram, and Twitter) Classroom Dojo, FOCUS (Student Information System) and YouTube. In addition to

these channels we will host weekly office hours for any members of our community (staff, students, parents, Board members, etc.) to join in and discuss any components of the plan. We will also use our school website to communicate the plan and pertinent announcements.

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:

Woodland Park Academy will have full implementation by 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:

No students are enrolled in postsecondary dual enrollments.

8th Grade students will complete their Educational Development Plans (EDPs). All students were previously enrolled in an Educational Career Planning Elective in the 2nd or 3rd Marking Periods. The students will continue to have access to their accounts to complete their plans if they are not finished yet.

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

District/ PSA Response:

Woodland Park Academy distributes food every Tuesday from 12:00-2:00 pm. This distribution includes deliveries to home for families without transportation and pick up at our building for those families that have transportation. We have been publicizing this distribution to our families and the community at large through social media, our website, the countywide listing of sites, and all internal channels of communication.

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:

Woodland Park Academy teachers do not have a collective bargaining agreement. All staff will continue to be paid per their contract, with some staff being redeployed to provide meaningful work in support of this plan.

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

District/ PSA Response:

Student attendance will be verified and evaluated by the completion of assignments, time on

various online programs (MAP Skills, Imagine Math, Prodigy, Epic, SeeSaw, etc.), and Synchronized Learning opportunities with the teachers. Additionally, we will use the completion and return of the paper instructional packets to determine attendance/ engagement for those students who may not have access to the online programs. Staff will contact families to engage those that are experiencing difficulty with paper or online activities. These points of contact can constitute attendance/engagement if participation is achieved.

Teachers will submit weekly attendance by tracking Engaged/Not Engaged weekly on a schoolwide attendance spreadsheet.

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:

When thinking of Maslow's Hierarchy of Needs it was important for Woodland Park to identify the basic needs of the family. By making personal contact to each family Woodland Park identified which students needed food, internet, technology, and security. By identifying those individuals that were affected by COVID-19, Woodland Park then set up times to give food and identify resources to best support those affected. A Genesee County resource page was set up with local contacts including food, faith, shelter, grief or loss, and self-injury. Staff continues to provide learning opportunities for students which allows staff to connect with students for one on one or small group check in for their current needs. It should be noted that admin and school social worker have given their personal phone number for emergency contact.

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:

If a disaster relief child care center is needed, we will coordinate with Genesee County Emergency Response and the Genesee ISD 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:

Woodland Park Academy does not intend to adopt a balanced calendar instructional program for 2019-2020 or 2020-2021 at the time of this submission. We are interested in beginning the 2020-2021 school year prior to the Labor Day Holiday.

Name of District Leader Submitting Application: **Jeremy Brown**

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 2:45 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

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 *

Woodland Park Academy ▼

School District Code Number *

25902 ▼

School District Contact Name *

Jeremy Brown

School District Contact Email Address *

jbrown@wp-academy.org

School District Contact Phone Number *

810-695-4710

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? *

\$12,000

Attach a PDF file of the Approved Plan. *

Files submitted:

25902 WPA 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

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