



April 10, 2020

Mr. Mark Roessing  
Walden Green Montessori  
17339 Roosevelt  
Spring Lake, MI 49456

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

Dear Mr. Roessing:

I am pleased to inform you that the Plan for Walden Green Montessori ("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 style with a large, stylized "C" and "N".

Corey Northrop  
Executive Director

cc: Rebecca Andree, Board President  
Vickie Buckner, Board Corresponding Agent

Attachments:

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

## **Walden Green Montessori: Continuity of Learning and COVID-19 Response Plan Assurances**

**Date Submitted:** April 9th, 2020

**Name of District:** Walden Green Montessori

**Address of District:** 17339 Roosevelt Rd. Spring Lake, MI 49456

**District Code Number:** 70901

**Email Address of the District:** director@waldengreen.org

**Name of Intermediate School District:** Ottawa Area 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.

## **Walden Green Montessori: 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 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 9th, 2020

**Name of District:** Walden Green Montessori

**Address of District:** 17339 Roosevelt Rd. Spring Lake, MI 49456

**District Code Number:** 70901

**Email Address of the District:** director@waldengreen.org

**Name of Intermediate School District:** Ottawa Area 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 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:**

### **Interactive Classroom Websites:**

- consolidates classroom communication and student learning among core content areas
- user friendly for students and parents

- allows teachers to easily share assignments, videos, links, etc.
- allows students to easily upload/submit assignments
- paraprofessionals will assist with posting videos and checking assignments

**Weekly Whole Class Zoom Video Conferencing:**

- connect and interact as a class (students, teacher, paraprofessional)
- review weekly goals/assignments
- share personal highlights and nurture relationships

**Weekly Small Group Zoom Video Conferencing:**

- provide small group guided instruction (general education, special education, Title I, Section 31a)
- introduce new concepts in the content areas
- accommodate and differentiate as needed (lead teacher and/or interventionists)
- gauge student wellness

**Weekly Office Hours (via Sign-Up Genius):**

- provide individual assistance
- phone call between student/parent and teacher

**Weekly-At-A-Glance Documents/Webpages:**

- differentiated “work plan” templates that outline daily/weekly rhythms for student work
- websites that house all the work students are encouraged to do for the week
- embedding links to videos, assignments, and other documents
- clearly communicating top priorities and options for submitting assignments
- simple and user-friendly designs
- updated every week by Monday morning

**Send Physical Work Home:**

- every two weeks, parents will be able to pick up class work/assignments for students from a bin
- grade level bins are located outside the front door of the school
- content areas work packets/activities will be printed, stapled, and organized by the school office
- teachers will notify parents when there is new academic work available for pick-up

**We could not offer instruction without technology as it has provided the means to teach content and facilitate student engagement. Remote learning requires optimal integration of technology. As a staff, we will leverage the following tech resources:**

- Zoom Video Conferencing
- Sign-Up Genius
- Weebly Websites for Education
- Freckle Education (Math, ELA, Social Studies)
- Big Ideas Math (online)
- Xtra Math

- No Red Ink (writing)
- Newsela Reading (ELA and Social Studies)
- MathGames.com Assignments
- Wide Open School
- Scholastic “Learn at Home” Reading Program
- Mystery Science Online
- Crash Course History
- ABC Mouse (K-2)
- Prodigy Math
- Typing Club
- Story Line Online
- Walden Green school website with additional links and resources

**Additional Notes:**

- Walden Green will loan families an iPad or laptop who need additional technology at home
- Parents may pick up school supplies from an outside bin (i.e. paper, pencils, sharpeners, scissors)
- Families will need internet connection to participate in the online learning components
- Families have received various communications about free internet options for their home
- Walden Green will not penalize students for their inability to fully participate

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:**

- **Intentional outreach with weekly Zoom chats and personal phone calls**
- **Intergrating community-building activities within Zoom video conferencing**
- **Posting short video updates on website or classroom Facebook page**
- **Hosting Facebook Live “assemblies” where families and staff can interact**
- **Balancing academic activities with social/emotional activities**
- **Offering daily/weekly routines and structures for consistency and to balance think time, work time, and play time for health and well-being**
- **“Pen Pal” and letter writing initiatives to maintain connections throughout 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:**

- **Interactive Classroom Websites (teacher made videos, links, assignments)**
- **Zoom Video Conferencing**
- **“Office Hours” and individual phone calls**
- **Send Physical Work Home (biweekly work bin system)**
- **Facebook Live Events**
- **Loaning students school iPad or laptop (if needed at home)**
- **Special Education:**
  - *Based upon existing resources, technology, training, and curriculum, as well as the circumstances presented by any state of emergency or state of disaster, Walden Green plans to provide equal access to alternative modes of instruction to students with disabilities from Kindergarten through 8th grade via a Contingency Learning Plan or an IEP for the remainder of the 2019-2020 school year.*
  - *In addition, Walden Green will be in compliance with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Department concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.*
  - *Walden Green will make individualized determinations whether and to what extent compensatory services may be needed for pupils after the school closure period prompted by the COVID-19 state of emergency and/or state of disaster ends.*
  - *Walden Green is working with and following guidance from the OAISD Special Education Department and the Michigan Department of Education Office of Special Education*

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

**District/ PSA Response:**

- **Walden Green teachers will post new assignments/activities every week on classroom websites (by Monday morning)**
- **Teachers will provide students a weekly “work plan” with content area goals**
- **Teachers will clearly communicate which tasks need to be completed by Friday**
- **Students will upload completed assignments and/or work plan using their classroom website**
- **Parents may also email files/photos of completed work to classroom teachers**
- **Teachers will monitor work completion and mastery of content each week**
- **Teachers will manage and monitor student proficiency with online assignments (i.e. Freckle, Newsela, No Red Ink, Xtra Math, etc.)**
- **Special Education services will continue with weekly check-ins and instruction**
- **Title I/Section 31a services will continue with weekly check-ins and instruction**
- **Special Education teachers and Title I/Section 31a interventionists will document all actions, including phone calls, on a Remote Learning Service Log**

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:**

**Minimal expenditures are anticipated at this time. Specific examples identified include:**

**Sturdy Plastic Bins for “Student Work Pick-Up” = \$27.18**

**Additional Copy Paper for Home Learning/Content Area Curriculum = \$169.95**

**Printer for remote school business work = \$222.62**

**TOTAL = \$419.75**

**These expenditures will be accommodated within the current Board-approved General Operating budget including utilizing current unallocated functional line items that will be shifted accordingly. 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.**

**The following resources were either free or already on-site:**

- **online membership/subscriptions (Zoom, Sign-Up Genius, Weebly, Freckle, Newsela, No Red Ink, Mystery Science, Big Ideas Math, Xtra Math, etc.)**
- **iPads for students**
- **laptops for students**
- **computer monitors, mice, or microphones for staff**

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:**

**The Walden Green staff participated in two 90 minute Zoom conferences to discuss our school’s framework for remote learning.**

**The district administrator talked with and received input from administrative staff and each teacher during scheduled phone calls.**

**Staff members have also contributed ideas/strategies via email.**

**Board members were emailed the initial draft of our plan and provided additional feedback.**

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

**District/ PSA Response:**

**Pupils and parents/guardians will be notified of the plan in the administrator's weekly school newsletter/email. It will be posted on the school website. Teachers will also email families details of the plan.**

8. 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:**

**Walden Green Montessori intends to start implementing this plan by Monday, April 13<sup>th</sup>.**

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 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**
- **Walden Green Montessori is a K-8 learning environment**
- **We do not have any postsecondary dual enrollment courses**
- **We do not have students participating in a Career/Tech program**

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

**District/ PSA Response:**

**Walden Green Montessori will continue to partner with Hand2Hand, a local non-profit that provides food assistance to children who face hunger. We have also directed families to the following organizations:**

<http://www.ottawafood.org/findfood/>

<https://www.oaisd.org/programs-services/administrative-support/communications->



[marketing/coronavirus-disease-2019-covid-19-information/free-student-meals/interactive-lookup-map/](https://www.ottawaunitedway.org/marketing/coronavirus-disease-2019-covid-19-information/free-student-meals/interactive-lookup-map/)

<https://www.ottawaunitedway.org/call-2-1-1>

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:**

**Walden Green Montessori will continue to pay school employees while redeploying staff members to provide meaningful work. Paraprofessionals have been working to assist lead teachers with the delivery of remote learning. They will continue to seek ways to build relationships and maintain connections with students. Specials teachers (art, music, PE) will have their own classroom website, participate in weekly classroom Zoom conferences, and post videos with activities.**

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

**District/ PSA Response:**

- **Teachers will monitor percentage of weekly Zoom conferencing participation**
- **Teachers will monitor percentage of weekly assignment completion**
- **Administrator will conduct weekly phone conferences with teachers to gauge student participation and work completion**
- **Bi-weekly “virtual” staff meetings will provide additional insight/feedback on participation of pupils in the Plan.**

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:**

- **Teachers will provide “Office Hours” for individual phone calls**
- **School social worker will be available for intervention and support**
- **Walden Green will implement additional staff training, crisis response protocols, and mental health documentation systems for its teachers and school staff**
- **Families and staff will be provided mental health resources such as:**
- <https://mosaiccounseling.com>
- <https://www.careottawacounty.com>
- <https://www.virusanxiety.com>

- <https://thriveglobal.com/stories/maintaining-your-emotional-immunity-during-covid-19/>
- <https://wideopenschool.org/programs/family/prek-5/emotional-well-being/>
- <https://wideopenschool.org/programs/family/6-12/emotional-well-being/>
- [https://www.michigan.gov/documents/mde/COVID-19\\_EDUCATORS\\_GUIDE\\_686373\\_7.pdf](https://www.michigan.gov/documents/mde/COVID-19_EDUCATORS_GUIDE_686373_7.pdf)
- <https://www.opportunitythrive.org/the-connected-educator-conversation>

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:**

**Walden Green Montessori does not have a child care center. However, we have been collaborating with the Ottawa Intermediate School District. To help connect families with a local childcare resource during the COVID-19 pandemic, we are utilizing “Help Me Grow Ottawa” (<https://helpmegrowottawa.org>). A care coordinator will connect with Walden Green families and help them find a local childcare resource.**

15. Does the District plan 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:**

**Walden Green Montessori does not plan to adopt a balanced calendar for the 2019-2020 school year or for the 2020-2021 school year. Our calendar will continue to align with the surrounding public school districts.**

Name of District Leader Submitting Application: Mark Roessing

Date Approved:

Name of ISD Supt/ Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/ PSA website:



Amy Densmore &lt;amyvanatten@gmail.com&gt;

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## Continuity of Learning and COVID-19 Response Plan ("Plan")

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Google Forms <forms-receipts-noreply@google.com>  
To: amyvanatten@gmail.com

Fri, Apr 10, 2020 at 12:49 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 \***

Walden Green Montessori ▼

**School District Code Number \***

70901 ▼

**School District Contact Name \***

Walden Green Montessori

**School District Contact Email Address \***

[markroessing@waldengreen.org](mailto:markroessing@waldengreen.org)

**School District Contact Phone Number \***

616-842-4523

## 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 ▼	10 ▼	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