



May 13, 2020

Mr. Rob Pennock
Lakeside Charter School - Albion
13660 26 Mile Road
Albion, MI 49224

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

Dear Mr. Pennock:

I am pleased to inform you that the Amended Plan for Lakeside Charter School – Albion (“Academy”) has been approved by The Governor John Engler Center for Charter Schools at Central Michigan University and has been 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.

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 any additional amendments to the Plan are necessary, 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 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

Attachments:

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

**Amended Continuity of Learning and COVID-19 Response Plan (“Plan”)
Assurances**

Date Submitted: April 17, 2020, amended May 8, 2020

Name of District: Lakeside Charter School - Albion

Address of District: 13660 26 Mile Rd., Albion, MI 49224

District Code Number: 13905

Email Address of the District: john.thompson@sequelyouthservices.com

Name of Intermediate School District: Calhoun 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.

Amended 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.

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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

Lakeside Charter School is a strict discipline academy as defined by the Revised School Code (“Code”) comprised of two (2) campuses that encompass residential treatment facilities serving adjudicated and foster care youth. All instructional staff and treatment employees for the Charter School are staffed through agreements with Sequel Youth Services.

Sequel Youth Services also employs and staffs all treatment employees that perform duties at the residential facility (“Sequel Residential Facility Workers”), where Charter School students reside. The residential facility is a separate entity from the Charter School and is not funded by the Charter School. Sequel Residential Facility Workers are deemed essential and continue to work in-person at the residential facility. Sequel will manage the communication efforts between its workers in the residential facility and at the Charter School.

All Sequel employees that perform work for the Charter School shall remain at home as required under Executive Order 2020-69 and 2020-77, or any order that may follow it. The Charter School’s staff members and contractors necessary to conduct minimum basic school operations or resumed activities consistent with the Plan and Executive Order 2020-77 will be provided notice of this designation. This may include staff members or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment, or performing other necessary in-person functions in the deployment of the Plan. The Charter School shall adopt social distancing practices and other mitigation measures to protect these designated workers.

The Charter School’s teachers shall remotely work on the Plan daily in order to prepare work packets, review work packets, and monitor student progress via graded work. Charter School staff will maintain weekly work logs and logs of all communication with students, residential facility staff, parents, guardians, and other Sequel caregivers.

As services continue at the residential treatment/juvenile center/child caring institution, students that continue to reside therein will be provided access to carefully created work packets, which align with their current progress in specific core subjects on a weekly basis. Students will be scheduled two to three hours in their residential units to work on their assigned school work.

For Charter School students that are transferred out of the residential facility, notice shall be provided to the school district to which the child is transferring. The receiving school district shall be notified of its obligation to include the student in its own Continuation of Learning plan. In the interim and until this transfer is complete, the Charter School shall provide work packets to the student’s new residential address on a weekly basis, and include a pre-addressed envelope to return the materials. This will ensure that the student has a continued education plan as the student transitions out of the Charter School. Lakeside Charter School additionally hopes to implement the use of telephone communication and email to maintain connection and to share pertinent instructional information, when possible.

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

All students will be assigned work packets that are individually created by their teachers, for their academic success in an effort to ensure teaching and learning remains at the forefront of each student's individual education plans in accordance with the Michigan Merit Curriculum. In order to continue maintaining relationships, Charter School teachers will be expected to make contact with every student at least one time per week, whether via personal written correspondence, telephone communication, or other electronic communication. In all cases two-way communication will be an important component of these contact initiatives.

Welfare checks are done daily by the Sequel Residential Facility Workers and for students remaining in the residential facility, Sequel Residential Facility Workers shall monitor and communicate with students and relay pertinent information to Sequel's Charter School staff and administration on a regular basis. Charter School staff shall independently checking on each student's welfare through one on one communications with the student at least weekly, whether in writing, telephonically, or other communication technology.

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

DISTRICT/PSA RESPONSE

The Charter School will be providing work packets for students on a weekly basis. These work packets will be modified appropriately for students with IEPs/504 plans in order to maintain free and appropriate public education for all the students. Any accommodations including, but not limited to, extended time and retakes will be communicated to students via the SPED department.

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

DISTRICT/PSA RESPONSE

Sequel Residential Facility Workers remain actively engaged with students within the residential facility and will be a critical resource in managing and monitored the Plan through communication with Charter School staff.

Teachers will utilize grades and completed student work to gauge and encourage student learning. As required under EO 2020-65, students will not be penalized if they are unable to fully participate in independent learning, but monitoring students and data collection will remain critically important to monitor learning by student. Teachers will ensure feedback is provided to students in a timely manner, even if the only manner this feedback can be relayed is in writing. This instruction will be supplemented with phone conferencing and online communication as is available to support engagement and progress.

As mandated by EO 2020-65, all 12th grade pupils will be issued grades and be awarded the credits needed for graduation and the completion of the Michigan Merit Curriculum. Additionally 12th grade pupils will be issued a diploma.

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

No additional expenditures are required to implement the Plan; however, if additional Title I funds are allocated, expenditures would be made as follows, to allow for the implementation of additional technology, modes of education, and means of communication with students:

- 50 Chromebook computers and 50 headphones to be purchased in order to provide teachers and students with materials so that virtual teaching sessions can be implemented. The cost of the 50 Chromebooks with a protective case and a warranty is \$303 per unit, equating to \$15,150; plus headphones are \$25 dollars/pair equating to \$1,250 dollars.
- Internet hotspots to be placed within the residential facility during instructional time, to enable the implementation of virtual communication with teachers and other online education resources. The cost of an internet hotspot is approximately \$169.00 per unit and approximately ten units would be required.
- Additional paper will also need to be purchased to print enough copies of work packets off. The paper cost will be an additional \$1,000. The total amount of additional Title I funds requested: \$18,850.

The Board will continue to receive, review and approve any necessary budget amendments to ensure the Charter School remains 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

The Charter School collaborated with its pertinent stakeholders in developing this Plan. Virtual meetings, conference calls, and emails were conducted in order to create this Plan including teacher input and encouragement. The Plan was written by the principal and assistant principal. Upon final approval from our Authorizer, the Plan will be ratified by the board.

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

DISTRICT/PSA RESPONSE

To ensure the Charter School community is aware of the Plan, teachers will receive the Plan and be provided professional development. Teachers and school leaders will then communicate to the students and Sequel Residential Facility Workers and leaders of the expectations of the learning environment and Plan. Parents and guardians, probation officers, foster care workers, social workers, and treatment workers supervising the students in the residential facility will all be notified via the case management department through written correspondence. The final approved Plan will be posted to the Charter 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

This plan was implemented on April 28, 2020, as required under the Executive Order. It is hereby amended as permitted via Executive Order 2020-65.

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

The Charter School does not have any students participating in any technical learning or post-secondary learning experiences; therefore, this is not applicable.

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

DISTRICT/PSA RESPONSE

Due to the nature of our residential treatment facilities, students have continued to receive meals and snacks every four hours. The Charter School will continue to ensure adherence to food distribution requirements to all students. All students that no longer reside within the treatment facility are the responsibility of Michigan's Department of Health and Human Services ("MDHSS") and Charter School leadership will remain in communication with MDHHS concerning its students.

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

The Charter School does not have a collective bargaining agreement. Staff have been redeployed to provide meaningful work in context of the Plan, as needed, and will continue to be paid for this meaningful work.

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

DISTRICT/PSA RESPONSE

The pupil’s participation will be evaluated through graded work and completed student packets. Charter School teachers shall track and monitor the weekly instructional packets and utilize, to the extent practicable, telephone and online communication to monitor student progress and engagement. Further, communication with Sequel Residential Facility Workers, on a daily basis, will allow Charter School staff to monitor student wellness, engagement, and assignment completion. Charter School staff will maintain logs of all communication with students, residential facility staff, parents, guardians, and other Sequel caregivers.

Where a student exhibits inconsistency in completion of work assigned, Charter School leaders will be notified by the teacher and develop a plan to reconnect with the student, including involving residential facility workers, parents, and guardians.

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 the essential status of the residential treatment facility, Sequel’s residential facility treatment staff continue to provide weekly individualized therapy, program-based therapy (anger management, substance abuse, etc.), and family therapy sessions. The case managing department will also continue to facilitate communication or support with the residential facility and families in the wide-range of communities that our students come from.

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

The Charter School continues to work with its educational service provider, Sequel Youth Services, as well as other community organizations to create extra child-care facilities to support the need for continued child-care. The Charter School will remain connected with Calhoun ISD to ensure adherence to applicable Executive Orders.

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

As a strict discipline academy, the Charter School does not follow a traditional school calendar. We currently operate a year- round, balanced schedule, which includes approximately 27 additional instructional days. The Charter School plans to continue operating on its existing, board-approved schedule for the 2019-2020 school year, and will operate the 2020-2021 on a similar, year-round, balanced calendar. Considering the unique quality of the Charter School’s school year, should Executive Order 2020-77 and or 65, or any order thereafter be rescinded, the Plan will similarly be rescinded and typical in-person learning will resume.

Name of District Leader Submitting Application:	John D. Thompson, Principal
Date Approved:	05/13/2020
Name of Authorizer Designee:	Corey Northrop, Executive Director
Date Submitted to Superintendent and State Treasurer:	05/13/2020
Confirmation approved Plan is posted on 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

Wed, May 13, 2020 at 3:23 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") ***Name of ISD Superintendent/Authorizer Designee *****School District Information****Name of School District *****School District Code Number *****School District Contact Name *****School District Contact Email Address *****School District Contact Phone Number *****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? *

May ▼	13 ▼	2020 ▼
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What is your best estimate of additional cost associated with Plan implementation? *

\$37,000

Attach a PDF file of the Approved Plan. *

Files submitted:

13905 Lakeside - Albion Amended CLP 05-13-2020 - 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