



April 23, 2020

Ms. Jessica Mocerì  
Charyl Stockwell Academy  
9758 East Highland Road  
Howell, MI 48843

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

Dear Ms. Mocerì:

I am pleased to inform you that the Plan for Charyl Stockwell 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 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](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 initial "C".

Corey Northrop  
Executive Director

cc: David Price, Board President  
Cindy Metz, 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: April 21, 2020

Name of District: Charyl Stockwell Academy District

Address of District: 9758 E. Highland Road, Howell, MI 48843

District Code Number: 47902

Email Address of the District: [jmoceri@csaschool.org](mailto:jmoceri@csaschool.org)

Name of Intermediate School District: Livingston Educational Service Agency

Name of Authorizing Body: Central Michigan University

This Assurance document needs to be returned to your Authorizing Body with your Continuity of Learning Plan and Budget Outline beginning April 8, 2020 to indicate that the District will adopt a plan to ensure continuous learning for all students through the remainder of the 2019-2020 school year. Districts should submit one plan for all buildings.

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

1. Applicant assures that all student learning will take place under the direction of a teacher of record for each student.
2. Applicant provides assurance that it will pay all current employees during the balance of the 2019-2020 school year under the same terms and conditions established prior to the school closure order period.
3. Applicant assures that local bargaining units and school boards agree to implement the Continuity of Learning Plan.
4. Applicant assures that food distribution has been arranged for or provided for eligible students.
5. Applicant assures coordination between applicant and Intermediate School District in which the District/PSA is located to mobilize disaster relief child care centers.
6. Applicant assures that to the extent practicable the District/PSA will in good faith provide students with IEPs/Section 504 Plans the opportunity to participate in learning consistent with existing plans.
7. Applicant assures that Continuity of Learning Plan, Assurance Document, and Budget Outline will be posted immediately following approval to the District’s/PSA’s budget transparency website icon.

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

*The goal of a Continuity of Learning Plan and COVID-19 Response Plan is to ensure that each District and Public School Academy is, to the best of their ability, providing each student with instruction to help them stay on pace in their learning. This application recognizes that there is no “one-size-fits-all” solution; multiple means of engaging students and supporting families may be necessary that may vary by grade level, school building, or student population served.*

Date Submitted: April 21, 2020

Name of District: Charyl Stockwell Academy District

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District Code Number: 47902

Email Address of the District: jmoceri@csaschool.org

Name of Intermediate School District: Livingston Educational Service Agency

Name of Authorizing Body: Central Michigan University

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

1. Please describe the methods the district will use to provide alternative modes of instruction other than in-person instruction and a summary of materials each pupil and the pupil’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Plan. If the Plan relies on electronic instruction, the Plan must ensure to the extent feasible that pupils have access to a connected device capable of accessing the electronic instruction and must not penalize a pupil for the pupil’s inability to fully participate.

***“Alternative modes of instruction” means modes of pupil instruction, other than in-person instruction, that may include, without limitation, partnerships with other districts or intermediate districts or community colleges or institutions of higher education, use of vendors, use of online learning, telephone communications, email, virtual instruction, videos, slideshows, project-based learning, use of instructional packets, or a hybrid of multiple modes of learning that still promote recommended practices for social distancing in response to COVID-19.***

District/ PSA Response:

All students, from Kindergarten through high school, will have access to Google Classroom. Weekly, teachers will post assignments, resources, and videoed mini lessons that are based on identified Michigan state standards and benchmarks. At the elementary level, teachers will also meet with students using an online video conferencing format in small instructional groups, twice weekly for reading instruction, and twice weekly for math instruction. These small guided groups will be based on the Michigan state standards identified for that week and will correspond with the activities, resources and

videoed mini lessons found on Google Classroom. Each video conference will provide students with 30 minutes of instruction, or two hours of small group guided instruction per week. Supplemental learning packets will also be created for each student and mailed home to each student. Middle school teachers will meet in small instructional groups twice weekly for literacy instruction, twice weekly for mathematics instruction, twice weekly for a focused literature discussion, and twice weekly for either social studies or science instruction via online video conferencing. Each video conference will provide students with approximately one hour of instruction per meeting, or up to 8 hours of guided instruction per week. High School teachers will meet in instructional groups for two hours per day, covering each academic class during the week via online video conferencing. Additional resources will be available for student in their Google Classroom. All teachers from kindergarten through high school will also meet weekly via an online video conference with students in small groups for a Family Meeting, giving students and teachers an opportunity to connect, build and enhance relationships, and focus on social and emotional learning and support.

We are ensuring access in multiple ways. At the elementary level, we have mailed home a supplemental learning resource packet to each student that corresponds to the learning targets and Michigan state standards being taught over the next eight weeks. At all levels, teachers have contacted each family by phone and email to discuss access to Google Classroom. Teachers are monitoring students' use of Google Classroom, online video conferences, and submission of activities. If students need technology, a Chromebook is loaned to the family for the following eight weeks of instruction. Resources for access to internet connectivity have been shared with families as well through leader newsletters, local resource sheet, and information available through local libraries.

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:

Daily lessons on Google Classroom for literacy and mathematics (posted video lessons, corresponding activities, resources and links to websites all based on targeted skills and state standards and benchmarks), updated weekly

- Online video conferences with teachers and students in small groups by classroom learning family or advisory class throughout the week for instruction and relationship building and maintain connections (teacher to student and student to student)

-Time dedicated each week to utilize relationship and team building strategies, and connect the CSA District's hidden curriculum (know yourself, like yourself; get along with others; and work together to solve problems.) using an online video conference in small groups by learning family and/or advisory.

-Weekly leader email letter sent to families from leader at each campus

-Weekly email communication with parents from teachers, and/or weekly communication through Google Classroom with families through Guardian Access

-Phone calls home to families once per month, or more frequently if needed

-Letters or postcards written to students

-Celebrations of student accomplishments virtually as end-of-year events draw near, such as Winter Athletics Banquet and Senior Awards Ceremony

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

District/ PSA Response:

-Daily online lessons via Google Classroom (video recordings for literacy and mathematics, practice activities, websites and resources)

-Elementary teachers will meet with students in small groups for guided instruction in reading twice per week and in small guided groups for mathematics twice per week. Guided instruction will be based on Michigan state standards and benchmarks identified for instruction for the following 8 weeks of instruction

-Middle and high school teachers will be available to students through Google Classroom during designated daily "office hours" to provide instructional support

-Middle and high school teachers will provide instruction via video conferencing Monday-Thursday

-All teachers will meet once each week with students in small groups for Family Meeting/Advisory

-Elementary teachers will create supplementary Instructional Packets that will be mailed home to each elementary student

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

District/ PSA Response:

-Teachers will monitor and document participation of students in learning activities, Zoom video conferences

-Teachers will review completed student assignments weekly and provide feedback with a reasonable turnaround

-Teachers will provide formative assessment opportunities that will drive student learning and instructional planning. Formative assessment opportunities will include teacher observation through discussion and questioning, monitoring students reading through read aloud opportunities in online video conferencing guided instructional groups, monitoring students practicing mathematics skills in online video conferencing guided instructional groups, and monitoring student work samples submitted through Google Classroom activities.

-Learning targets will be adjusted as needed based on observations in guided instructional meetings through online video conferencing, and formative assessment based on completion and submission of assignments on Google Classroom

-Amount of time devoted to specific learning targets in small guided instructional groups will be adjusted as needed based on teacher observation in guided group

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:

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 instructional purchases will be funded through General Teaching Supplies in our annual budget:

Staples: 5 boxes of Copy Paper is \$743.22, large Tyvek envelopes are( \$101.64 per box of 100 10x13x1 ½) 7 boxes = \$711.86.

Mailing expenses for Instructional Packets: \$4,770.00

Summer Literacy Camp: Total cost \$17,000.00. The district has received \$17,000.00 in grant funds. The funds received through these grants will enable at-risk students ages 6-9 years old to attend for free.

Families will be able to borrow a Chromebook from CSA or CSPA if needed. No additional Chromebooks will need to be purchased in order to insure accessibility.

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:

-Members of the District Leadership Team met multiple times to develop plan

-School leaders met with unit leaders and then all teachers via Zoom video conferencing to review and discuss the plan and answer any questions

-School leaders consulted Director of Education Services for feedback and direction.

-Continuity of Learning Plan shared with CSA District Board of Directors

-Continuity of Learning Plan shared with CS Partners

-Continuity of Learning Plan submitted to Central Michigan University for approval

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

District/ PSA Response:

The CSA District Continuity of Learning Plan will be shared with families in letter from principals sent via email and United States Post Office mail. The CSA District Continuity of Learning Plan will also be posted on the CSA District 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:

Monday, April 13, 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:

CSPA High School currently has 20 students dual enrolled in postsecondary courses. Our high school Dean of Students will monitor the progress of dual enrollment and CTE students. CSPA's Dean of Students will contact both students and program contacts weekly either through email or phone call or both to assist, as needed and necessary, in the completion of these courses.

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

District/ PSA Response:

The CSA District does not participate in a federally funded lunch program; therefore we will not be conducting food distribution from our facility. However, we have provided families with a community resource list identifying area locations families can turn to for food and other assistance. We will continue to update this resource and communicate any additional resources to parents throughout the next eight weeks.

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:

All CSA District employees have been paid since the school closure began March 16, 2020 and will continue to be paid for the duration of the school calendar year. Hourly employees are also being paid.

Our support staff and/or hourly staff are being redeployed as needed to provide meaningful work in support of our Continuity of Learning Plan.

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

District/ PSA Response:

Teachers will document student participation in the learning activities provided by the district through weekly review of completed student work, and documentation and monitoring of student participation in video conferences each week. Teachers will contact families of students not engaging in online learning activities and online video conferences in an effort to determine why and work to remedy the situation to the extent possible, including offering families the opportunity to borrow technology if needed. We will continue to work with families in order to ensure learning opportunities for all.

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:

Each school building in the CSA District has a Social Worker. The elementary school also has an Elementary Guidance Counselor. Parents have been notified that both the Social Workers are available if students are in need, and the Elementary Guidance Counselor is also available to elementary students in need. A list of community resources was also sent to all families and will be updated continuously and shared with all families. If students were receiving support with Social Worker previous to our school closure, scheduled sessions will continue to the extent possible. We will also continue to remind parents of the supports available to our students and families in our regular communication.

If a student needs support through one of the Social Workers or Guidance Counselor, their parents would contact the either the Director of Education Services and/or the appropriate school Social Worker and/or Elementary Guidance Counselor via email. The Social Worker and/or Elementary Guidance Counselor would contact the parents via phone and/or email to commence support.

If a teacher suspects that a child needs support after speaking to the parent over the phone or receives information about needing support through an email conversation with the parent, the teacher reaches out to the Principal or Director of Education Services. The Principal and/or the Director of Education Services immediately contacts the school's Social Worker and the Social Worker contacts the family over the phone. If the family would like support in reaching out to local organizations that might provide support, the Social Worker would assist the family in doing so. The Social Worker follows up with the family after a few days to ensure support was obtained and to determine if any further support is needed.

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 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.

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:

At this time, the district will not change from the current school calendar (September - June) and will maintain our previously planned school calendar for 2020-2021.

Charyl Stockwell Academy has planned a Summer Literacy Camp for students ages 6 - 8 years old during the month of July, provided the Stay Home, Stay Safe Order has been lifted. This will be a targeted literacy intervention for our students struggling to meet reading outcomes and standards in that age group. We are prepared to implement additional measures to support students as needed. We will continue to engage in consistent evaluation of efforts on the part of instructional staff and administration of CSA during this time period and engage in regular recalibration when appropriate to ensure the efficacy of effort and student learning. We will analyze what the data is telling us, our gap areas, identify students with needs and create a plan to provide support to identified students.

Name of District Leader Submitting Application: Lisa Pick, CSA Interim Principal/Director of Curriculum & Instruction

Date Approved:	04/23/2020
Name of Authorizer Designee:	Corey Northrop, Executive Director
Date Submitted to Superintendent and State Treasurer:	04/23/2020
Confirmation approved Plan is posted on District/ PSA website:	



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

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

1 message

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

Thu, Apr 23, 2020 at 10:43 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](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") \*****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? \***

April ▼	23 ▼	2020 ▼
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**What is your best estimate of additional cost associated with Plan implementation? \***

\$23,000
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**Attach a PDF file of the Approved Plan. \***

Files submitted:

47902 CSA CLP Approved - Amy Densmore.pdf
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**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