



April 21, 2020

Ms. Carletta Counts
West Village Academy
3530 Westwood
Dearborn, MI 48124

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

Dear Ms. Counts:

I am pleased to inform you that the Plan for West Village 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 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: Carla Hogan, Board President
Vanessa Gulley, 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 14, 2020

Name of District: West Village Academy

Address of District: 3530 Westwood, Dearborn, Michigan 48124

District Code Number: 82959

Email Address of the District: ccounts@westvillageacademy.org

Name of Intermediate School District: Wayne RESA

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 14, 2020

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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:

West Village Academy has provided educational tools/supplies to our families. We distributed Chromebooks and/or school supplies to families and will provide instructional packets to students unable to access online materials. We are actively working with our families to meet individual needs for instructional delivery. West Village Academy is committed to finding creative ways to meet the educational needs of our students, so that students can have an opportunity and equal access to learning. West Village Academy will participate in the following alternative modes of instruction:

- A. Instructional staff is required to engage and provide instructional weekly feedback with all students via various ways such as, but not limited to, online platforms, class dojo, text message and/or phone calls. They are also required to log attendance and track engagement in our schoolwide Google Doc format.
- B. Instructional staff will use the following programs/tools to assign/assess grade level content, IEP goals, intervention lessons, and/or as additional practice on a particular standard. In

addition, the Academy has switched to online/alternative learning modes for intervention services.

- School Google email accounts
- Google slides and Google Docs with students
- IXL.com
- pdf files (scans of NWEA vocab paperwork)
- Photos of handwritten work from students via email
- Class Dojo
- Fresh Nation online course webpage
- Sylvan Learning Center online program
- Zoom and/or Google Meets
- Google classroom
- Khan Academy
- Freckle.com
- Raz Kids
- Epic
- eSpark
- AR
- Google classroom
- Personal website
- Readworks.org
- WVA Facebook
- Personal text messages
- Personal telephone calls
- Mailed packets
- SchoolMessenger

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:

The Academy has established a Task Force Team, which consists of non-instructional staff (Dean of Students, Dean of Intervention, SSW, Food service, PBIS coordinator) whose primary function is to reach out to families where students are not engaging and/or to contact families as needs arise. Students will also have opportunities to build relationships with Superintendent, Principals, Dean of Students, Office Manager, SSW, Office Manager and other staff members via:

- Telephone calls
- Zoom meetings
- Emails
- Text messages
- Class Dojo
- SchoolMessenger

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

District/ PSA Response:

Instructional staff will engage and provide weekly feedback to students and/or parents on content standards. West Village Academy will participate in various alternative modes of instruction:

- A. Instructional staff is required to engage and provide instructional feedback with all students on a daily basis. They are also required to log attendance and track engagement in our schoolwide Google Doc format. In addition, West Village Academy will strive in good faith and to the extent practicable to provide equal access to alternative modes of instruction to all students including students with disabilities. We will also work hard to ensure the timely completion of IEP's and Section 504 Plans via conference calls with all appropriate stakeholders
- B. Instructional staff will use the stated programs/tools to assign grade level content, IEP goals monitoring, intervention lessons, and/or as additional practice on a particular standard.
- C. Intervention Options: We have switched to online/alternative learning modes for intervention services:
 - o Sylvan Learning
 - o Fresh Nation

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

District/ PSA Response:

Instructional staff will grade and provide instructional feedback on one standard per week per content area. The Academy will provide students with our traditional report through the 3rd quarter, March 27, 2020. Currently, we will continue with a standard based report card; however, the Academy is investigating the possibility of a pass/fail report to use as needed.

West Village Academy students will be required to complete the following instructional guidelines for the remainder of the online school year which will be reported in their final report card.

- Elementary (K-5th Grade):
 - o At least 10 Standards for ELA & Reading
 - o 5 Standards for Social Studies and Science
 - o At least 5 Spanish Standards (Concepts)
- Middle School (6th-8th Grade):
 - o At least 10 Standards per content area
 - ELA
 - Math
 - Social Studies
 - Science
 - Technology
 - Physical Education/Health
 - Intervention (Honors Math and/or Intervention)

We have created a tracking system that allows us to monitor standards being taught, teacher feedback, student attendance, student engagement and staff engagement. Our office manager will, in conjunction with the leadership team and our Task Force Team, which consists of non-instructional staff (Dean of Students, Dean of Intervention, SSW, Food service, PBIS coordinator) will monitor Google Docs to track daily and weekly attendance of students. Teachers are required to contact students on a daily basis, if students are not engaging. When students are not in attendance for more than 3 days, a Task Force Team member will assist the teacher in making attendance contacts. It is also the responsibility of the teacher and/or Task Force Team to determine the barrier that is hindering the student from attending.

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:

Currently, the Academy does not foresee additional expenditures for the 2019-2020 budget that should impact the budget. There will be minor adjustments in unspent funds, cleaning supplies, grants, etc. The Academy does foresee an impact on the 2020-2021 budget due to the impact of resources that were provided to families, i.e. Chromebooks and supplies and the impact of not maximizing the Federal Grant budgets. It is the Academy's plan to address this when preparing the 2020-2021 budget.

Option C: The Academy will investigate a food voucher option: Recommendation is to adjust the budget to be inclusive of providing students with food vouchers (gift cards) for the remaining of this school year (2019-2020). (See Question #10 for more details)

Potential impact on budget:

- \$75.00 per student X 373 students = \$27,975.00 General Funds

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 Academy has/will participate in virtual meetings via conference calls and/or shared Google Docs with all respective parties to provide input into every aspect of the Continuity of Learning and COVID-19 Response Plan. The Superintendent will have phone conversations with various school board members to gain insight and input.

- We created a Task Force to call parents, so we could analyze our needs and determine any unforeseen obstacles our families could be experiencing. That feedback is included in this plan.
- West Village Academy met with all staff on April 13, 2020 to review the plan with staff and to obtain their input.
- West Village Academy School Board met on April 14, 2020 to finalize and approve the plan.
 - This meeting had over 20 participants inclusive of board members, WVA staff, CMU representation, Midwest Management Company President, Provision Business Solutions staff and WVA parents.

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

District/ PSA Response:

West Village Academy will notify and communicate this plan via multiple communication outlets:

- Personal phone calls from staff
- Social media: Facebook and/or website
- Board Meeting
- Mailed communication to homes.
- SchoolMessenger

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:

The district will implement retroactively the Continuity of Learning and COVID-19 Response Plan to March 16, 2020. Prior to the closing of the Academy, West Village Academy school leaders had communicated to our staff that we were preparing to transition to online/alternate learning. In addition, during the week of March 16th, the Academy distributed over 100 Chromebooks and school supplies to families and staff members.

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 Academy provides instruction to grades kindergarten through eight; therefore, dual enrollment 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:

WVA will **not** participate as a food distribution site.

Option A: “The Pandemic Electronic Benefit Transfer Program (P-EBT) provides temporary funding to address emergency food needs and avert financial hardships for families affected by the pandemic. The food assistance benefits will go to Michigan families with students ages 5-18 who are enrolled in the Michigan Department of Education program for students eligible for free or reduced-price school meals.”

Option B: We have provided our families with a list of locations where food is available for pick up. Here is a link to the Wayne RESA listing of sites for families to pick up food.

<https://www.resa.net/community/feeding>.

Option C: Although we are recommending alternative food sites for our families, West Village Academy continues to look for alternative ways to meet the ever growing/changing nutritional needs of our families during the closure of schools, by limiting the amount of times families leave their homes and risking multiple exposure of staff and/or our families, thus putting lives in danger. In conjunction with the superintendents in highly affected areas, West Village Academy is working with the Superintendent of Arts & Technology Academy of Pontiac to assess the specific needs of families in the communities that we serve. Working with our Board President, Treasurer, and other stakeholders, WVA would like to subsidize the daily distribution of meals to provide our 373 families with a food voucher (gift card). West Village Academy will be exploring the opportunity to provide each student with a food gift card from a local grocery store (i.e, Meijer’s, Kroger’s, Family Dollar, etc.) in the amount of \$75.00 per student. More information regarding this will be forthcoming, in the event the feeding sites are no longer a feasible option for distribution and/or the Academy deems it to be a safer option for our community.

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:

West Village Academy, in conjunction with Midwest Management, will continue to provide compensation to teachers, support staff and administrators as we continue to navigate through the needs of all students, i.e. academic instructional, mental & social support and parental support for the remainder of the school year. All staff will receive specific assignments and will be held accountable to the roles and responsibilities of which they are assigned. WVA will work with contractors in conjunction with legal counsel as needed, individually, to determine job responsibilities and/or pay structures.

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

District/ PSA Response:

The leadership team will monitor every aspect of this plan weekly. We have established daily and/or weekly tasks for staff that will be tracked through Google Docs. In addition, the Leadership Team will conduct weekly meetings with various departments to answer questions and provide feedback and updates as needed. We have created a tracking system that allows us to monitor standards being taught, teacher feedback, student attendance, student engagement and staff engagement. Our office manager will, in conjunction with the leadership team and our Task Force Team, monitor Google Docs to track daily and weekly attendance of students.

13. Please describe how the district will provide mental health support to pupils affected by a state of emergency or state of disaster prompted by COVID-19.

District/ PSA Response:

The Academy has established a Task Force Team which consists of non-instructional staff (Dean of Students, Dean of Intervention, SSW, Food service, PBIS coordinator) whose primary function is to reach out to families where students are not engaging and/or to contact families as needs arise. West Village Academy will also provide resources for mental health for all stakeholders (students, parents, staff and community).

- EDUCATOR’S GUIDE TO SUPPORTING THE SOCIAL AND EMOTIONAL NEEDS OF STUDENTS Guide: http://www.michigan.gov/documents/mde/COVID-19_EDUCATORS_GUIDE_686373_7.pdf
- Mental Health Hotline for people dealing with trauma from COVID-19. 1-888-733-7753

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 follows it.

District/ PSA Response:

West Village Academy is fully prepared to collaborate with Wayne RESA on mobilizing disaster relief child care providers within our currently licensed site used by 21st Century Grant, if requested/required.

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:

Currently, West Village Academy is not planning to adopt a balanced calendar for 2019-20. However, we will be investigating this as an option to prepare ourselves if we decide to move forward with a balanced calendar for the 2020-2021 school year.

| | |
|--|-------------------------------|
| Name of District Leader Submitting Application: | Carletta Counts |
| Date Approved: | 04/21/2020 |
| Name of Authorizer Designee: | Corey Northrop, Exec Director |
| Date Submitted to Superintendent and State Treasurer: | 04/21/2020 |
| 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 21, 2020 at 4:26 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 *

West Village Academy ▼

School District Code Number *

82959 ▼

School District Contact Name *

Carletta Counts

School District Contact Email Address *

ccounts@westvillageacademy.org

School District Contact Phone Number *

313-274-9200

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 ▼ | 21 ▼ | 2020 ▼ |
|---------|------|--------|

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

| |
|----------|
| \$28,000 |
|----------|

Attach a PDF file of the Approved Plan. *

Files submitted:

| |
|---|
| 82959 WVA 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