



April 23, 2020

Mr. Ryan Tomlinson
Pansophia Academy
52 Abbott St.
Coldwater, MI 49036-1430

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

Dear Mr. Tomlinson:

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

Corey Northrop
Executive Director

cc: Georgia Balsley-Hargett, 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”) Template

As a result of COVID-19 and the closing of school buildings for the 2019-2020 School Year, school districts must submit a Continuity of Learning and COVID-19 Response Plan (“Plan”) in order to continue to receive state aid for operations. Although schools are closed and not providing in-person instruction, teaching and learning must continue. Michigan schools have been called to provide our students continued learning.

Districts are in varied states of readiness to provide continuity in learning. Even within districts of multiple school sites, there is varied states of readiness. It is expected that schools will provide distance instruction using a variety of methods that meet local needs, including printed materials, phone contact, email, virtual learning, or a combination to meet student needs. We should avoid assuming that continuity in learning can only occur through online means.

While many schools have been providing distance learning opportunities, the Governor’s Executive Order requires all schools to begin providing learning opportunities for all students by April 28, 2020.

Each Public School Academy shall submit a completed Assurance Document Budget, Outline, and Continuity of Learning Plan to its Authorizer. A single Application should be filed for the district rather than individual schools within a district. The following items are required for the application which may be submitted beginning April 8, 2020:

1. Assurances
- Document 2.
- Continuity of Learning Plan 3.
- Budget Outline

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

Districts and Public School Academies can complete the Assurances and Continuity of Learning Plan for submission beginning April 8, 2020 and prior to the implementation which must begin no later than April 28, 2020. Authorizers are required to submit approved Plans to the Michigan Department of Education and Michigan Department of Treasury no later than April 28, 2020 to ensure continued state aid funding. Therefore, it is strongly recommended that Districts and Public School Academies submit their plans for review in advance of this deadline. Plans should use the following principles to guide their work:

Keep Students at the Center

Intentional outreach to continue building relationships and maintain connections. Help students feel safe and valued. At minimum, plan to do the following:

- Plan for Student Learning: Build on each student’s strengths, interests, and needs and use this knowledge to positively impact learning.

- **Develop a Weekly Plan and Schedule:** Offer routines and structures for consistency and to balance think time, work time, and play time for health and well-being.
- **Contact Families:** Partner to support student learning through ongoing communication and collaboration. This will not look the same for every student and family—safety remains the priority. Provide translations as necessary.

Design Learning for Equity and Access

Plan and deliver content in multiple ways so all students can access learning.

- **Teach Content:** Set goals using knowledge of each student and of Michigan Merit Curriculum.
- **Deliver Flexible Instruction:** Consider how to deliver content depending on tools and resources accessible to each student. Delivery of instruction may include printed learning materials, phone contact, email, online instruction, or a combination to meet diverse student needs.
- **Engage Families:** Communicate with families about engagement strategies to support students as they access the learning. Families are critical partners. Provide translations as necessary.

Assess Student Learning

Manage and monitor student learning and plan what's next for learning including the potential need for summer and supplemental learning.

- **Check Student Learning:** Use a variety of strategies to monitor, assess, and provide feedback to students about their learning.
- **Make Instructional Adjustments:** Use formative assessment results to guide their reflection on effectiveness of instruction and to determine next steps for student learning.
- **Engage Families:** Communicate with and seek input from families about assessment results in order to inform next steps and the potential for supplemental summer learning. Provide translations as necessary.

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

Assurances

Date Submitted: April 16, 2020

Name of District: Pansophia Academy

Address of District: 52 Abbott Ave. Coldwater, MI 49036

District Code Number: 12901

Email Address of the District: rtomlinson@pansophia.us

Name of Intermediate School District: Branch County 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 hourly 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 16, 2020

Name of District: Pansophia Academy

Address of District: 52 Abbott Ave. Coldwater, MI 49036

District Code Number: 12901

Email Address of the District: rtomlinson@pansophia.us

Name of Intermediate School District: Branch County Intermediate School District

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:

The district will use a combination of online tools (i.e. Google Classroom, Class Tag, Class Dojo, Zoom) and paper/physical materials to provide alternative modes of instruction.

Teachers will use Google Classroom, Class Tag or Class Dojo to communicate with students and parents. They will post lessons on their online platform and check in with their classes weekly using Zoom or Google Meet. “Office Hours” will also be scheduled so parents and students can request one-on-one conferencing with teachers.

Paper/Physical Materials will be organized in the front entrance of the school, so parents can pick up and drop off completed work. This can also be done during meal distribution.

Families can use their own technology or borrow Chromebook and charging cords from the school. Families without internet access in their homes will be encouraged to take advantage of the free internet provided by Spectrum and Comcast during this time. School employees will be available to assist families get set up with the internet if needed. Families who choose not to use technology will be offered paper/physical materials that they can pick up from the school on a weekly basis. Students will not be penalized for the 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:

Teachers will reach out to their students to keep pupils at the center of educational activities. They will do this by:

- Having a two-way communication with their students and keeping log of contact/attempts to contact on a weekly basis.
- Hosting at least one group meeting a week with each class on a virtual platform.
- In the event there are students or families that the school is not able to get in contact with, the Administration will focus on engaging all families by reaching out to re-connect them to the school community.

Administration will continue to send out robo-calls coupled with emails on a weekly basis to give updates on important information in regards to the plan and maintain connections with the families.

Teachers will be sensitive to student needs as they interact with them, so that the school can address specific needs on a case by case basis ie. drawing attention to the food distribution program, access to technology, counseling support.

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

District/ PSA Response:

The district will use a combination of online tools (i.e. Google Classroom, Class Tag, Class Dojo, Zoom) and paper/physical materials to provide alternative modes of instruction.

Teachers will use Google Classroom, Class Tag or Class Dojo to communicate with students and parents. They will post lessons aligned to the curriculum on their online platform and check in with their classes weekly using Zoom or Google Meet. "Office Hours" will also be scheduled so parents and students can request one-on-one conferencing with teachers.

Paper/Physical Materials will be organized in the front entrance of the school, so parents can pick up and drop off completed work. This can also be done during meal distribution.

Families can use their own technology or borrow Chromebook and charging cords from the school. Families without internet access in their homes will be encouraged to take advantage of

the free internet provided by Spectrum and Comcast during this time. School employees will be available to assist families get set up with the internet if needed. Families who choose not to use technology will be offered paper/physical materials that they can pick up from the school on a weekly basis. Students will not be penalized for the inability to fully participate.

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

District/ PSA Response:

Teachers will monitor and track attendance at Zoom meetings or within their Google Classroom and student engagement with the work on a weekly basis. All communication with students and their families will be documented. Teachers will provide academic feedback to students through online interactions, over the phone, or through notes that are physically picked up at the school, depending on arrangements made with the family. Google Classroom will be the primary methodology for posting and collecting work from students. Families can make other arrangements as needed on a case by case basis.

Teachers will continue to reach out to the families who are not engaging with the work to reduce/remove barriers. Administration will reach out to families who have not engaged with the work, either online or pencil/paper at the teachers’ request to encourage them.

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, of any necessary budget amendments to ensure the Academy remains in compliance with the Uniform Budgeting & Accounting Act.

Additional Expenditure	Vendor	Estimated Cost	Source
PPE (Mask, gloves, etc.)	Local Supply Shop	\$200	General Fund
Replacement of Existing Technology	CDI	\$15,000 - if necessary	General Fund
Postage/Copying	USPS	\$5,000	General Fund
Portable Cooler	Central Restaurant	\$9,300	Food Service Fund Balance

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:

All stakeholders were involved in the development of the plan. Pansophia Academy administrators met with their teachers for initial input. Before finalizing the plan, it was shared with the Board of Directors and feedback was sought from board members.

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

District/ PSA Response:

Administration will use robocalls, emails and Facebook posts to send out a mass of information. Teachers will contact individual families by phone, email or zoom to assure that each family received consistent information. The approved Plan will be posted on the Academy 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:

Implementation of the plan will begin on April 13th.

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:

Students enrolled in postsecondary dual enrollment courses through Kellogg Community College will continue their classes online through the college. They will continue to be in communication with our liaison, Jennifer Searls, and our school counselor, Suzanne Pish. Students who need access to technology can borrow a Chromebook from Pansophia Academy, if needed.

Students enrolled in classes through the Branch Area Careers Center (BACC) will continue their program through the BACC's approved learning plan. The following supports will be provided to students:

1. Teachers at the Branch Area Careers Center will use the following that fits the unique structure of the program and technology already in place.
2. The teachers of the BACC will survey students to see what access students have to the internet. If the internet is not available or limited, printed assignments and/ or textbook will be sent to the student for completion of tasks.
3. For students who have access to the internet, virtual instruction using Google Classroom and Hangout, Microsoft Teams, along with course specific online curriculum, resources and certifications.
4. For students who DO NOT have access to the internet, packets of course specific instruction will be made available.
5. To keep students at the center of educational activities and to help students feel safe and valued, teachers will contact students virtually through Google Classroom and Hangout, Microsoft Teams, the Remind App, phone call, text messaging, e-mail, or through program specific Facebook accounts through the BISD school account.
6. Teachers will have a set schedule to allow students and teachers to communicate either virtually, by phone or text. Teachers will reach out to the students to check for understanding and encourage social, emotional and physical health activities.
7. Plan for evaluation of participation by students:
 - a. Seniors: Those students who attained a passing achievement grade up to March 11th will be considered a completer of the BACC and will earn full credit. Those students who did not attain a passing grade will be allowed to complete online or written coursework as determined by the teacher to attain credit. Communication of the coursework will include the BACC teacher, counselor, principal, student, parent/ guardian.
 - b. Juniors or other underclass: Students will continue learning as stated by this plan.
8. The Director and/or Principal of the BACC will contact students and parents or guardians of the BACC Plan by mail, Robo-Call, Facebook, to inform them of the Plan.

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

District/ PSA Response:

Since the issuance of the Executive Order, Pansophia Academy has provided food distribution every Tuesday from 12 - 2 to the community. The school will continue food distribution on Tuesday's from 12-2. We pack 7 days worth of food into each packet to distribute to families and the 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:

Our employees, both salary and hourly staff, will continue to be paid as normal during this time and will receive pay on normally scheduled pay dates through this additional shutdown. Our intent is to continue to pay employees as long as State Aid continues to be funded by the State. Office administrative staff will continue to perform administrative duties remotely including but not limited to responding to school communication, processing invoices, processing student enrollment paperwork, attendance and pupil accounting, as well as providing direction to students and families for remote learning. Once the "stay in place" state restriction is lifted, office staff will report to the building one day a week to process hard copy paperwork. Other staff may be redeployed to provide meaningful work in support of the Plan.

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

District/ PSA Response:

Teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the school administrative level to develop a plan to connect with the student and family.

Additional support agencies may be sought to make these connections.

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:

Mrs. Pish, School Counselor and Miss Ludwick, Student Services Coordinator have put together a website with resources, which has been provided to families via a link on the Academy website, emails to students and parents and posted in the online platforms of

classrooms. Mrs. Pish is offering individual zoom meetings or phone calls for students and or/parents by appointment. Mrs. Pish will continue to work with Pines Behavioral Health to offer individual therapy via zoom/phone through the 31N grant.

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:

Branch Intermediate School District (BISD) is working to arrange daycare for essential workers. The Academy will work with Branch ISD in any capacity necessary and will disseminate any information from Branch ISD to the school community as appropriate.

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:

2019-2020

Pansophia Academy plans to finish the current school year on schedule with a last day for students on May 29, 2020.

2020-2021

Pansophia Academy plans to continue with their instructional program starting the 2020-2021 school year on August 24, 2020.

Name of District Leader Submitting Application: Ryan Tomlinson, Principal

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 <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

Thu, Apr 23, 2020 at 10:50 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

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 *

Pansophia Academy ▼

School District Code Number *

12901 ▼

School District Contact Name *

Ryan Tomlinson

School District Contact Email Address *

rtomlinson@pansophia.us

School District Contact Phone Number *

517-279-4686

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? *

\$29,500

Attach a PDF file of the Approved Plan. *

Files submitted:

12901 Pansophia 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