



April 23, 2020

Mr. Markus Muennix  
Kensington Woods Schools  
9501 Pettys Rd. – P.O. Box 206  
Lakeland, MI 48143

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

Dear Mr. Muennix:

I am pleased to inform you that the Plan for Kensington Woods Schools (“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, flowing style.

Corey Northrop  
Executive Director

cc: Conrad Phillips, Board President  
Melinda Leffert, 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:** Monday, April 20, 2020

**Name of District:** Kensington Woods Schools

**Address of District:** 9501 Pettys Road, Lakeland, MI 48143

**District Code Number:** 47901

**Email Address of the District:** jpratt@kwoods.org

**Name of Intermediate School District:** Livingston Educational Services 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.*

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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.***





*PSA Response:*

Kensington Woods Schools has transitioned to an online platform, utilizing Google Classroom and online meetings through Google Meet and Zoom to support student learning. Some of these tools in the Google suite were in place for learning enhancement prior, so students were already used to using them. To continue using them from home, students will need a computer, Chromebook or tablet and internet connection at home to participate in the learning process.

Families have been surveyed about access to technology and internet at home. Technology has been provided to those families who do not have required technology or who would like additional devices at home. Students have the opportunity to check out existing Chromebooks owned by the school, as well as other supplies to aid in their learning, like graphing calculators, musical instruments and art supplies. Families without access to reliable internet have been contacted and have been given recommendations as to how to access free or low-cost internet provided by internet providers. In addition, mobile hotspots can be provided to those families who need them.

When needed, teachers will prepare alternative materials for students who are not able to access technology or the internet, if our interventions of providing devices and internet access is not an appropriate solution.

Kensington Woods has instituted a “do no harm” policy regarding grading for students. Students will receive a Pass or an Incomplete on their final Semester 2 grades, with the opportunity to gain credit during the summer and/or fall. This grade will not count towards GPA calculations.

Students with incomplete grades will be offered remediation, support and credit recovery opportunities based on their academic needs in the summer and/or fall to help them stay on track for graduation. However, if credit is not regained by the start of the next school year, it may affect course placement.

**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.**

*PSA Response:*

Focusing on relationships is a tenant of the Kensington Woods Schools mission and will remain so during distance learning.





Kensington Woods Schools is continuing our weekly Grade Level Advisory program, where all students meet with their Grade Level Advisory online as well as engaging with them on Google Classroom. Teachers are also hosting regularly scheduled online class meetings to work with students academically but also connect with them socially-emotionally.

Teachers are logging their two-way communications with students and reporting weekly on their concerns with student engagement in a collaborative document, so all staff can see any concerns as well as results from administration follow up. Concerns are also discussed weekly during the weekly staff meeting. Administration is following up with listed students and families, trouble shooting to help support students and families and increase engagement. Teachers are also referring students to the school social worker when needed.

Kensington Woods Schools is also planning regular remote social activities for our students to keep them engaged with the school, their teachers and their peers like movie nights, Spirit Week and personal best challenges.

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

*PSA Response:*

Kensington Woods is focusing on differentiation of content and format to make sure all students can access and demonstrate learning.

When needed, teachers will prepare alternative materials for students who are not able to access technology or the internet, if our interventions of providing devices and internet access is not an appropriate solution.

Within Google Classroom and online meeting formats, teachers are providing a variety of ways for students to access information. For example, text, video and in-person online meetings. They are recording live meetings for students to access if they are not able to make it or for repeated viewings. Teachers have scheduled time for online office hours to focus on individual needs in addition to their regularly scheduled online class meetings.

Teachers are providing students multiple opportunities to demonstrate their learning and are working with students on an individual basis to assess their learning as needed. Teachers are targeting remedial skills when applicable to support students from the ground up and providing ample opportunity for students to revise work from prior to the building closure as well as during the current distance learning format.





For students with IEPs and 504s, teachers are continuing to provide and document accommodations and support granted to them under their IEP or 504 documents. In addition, the Kensington Woods Schools Special Education Teacher Consultant is reaching out to special education students individually and checking in on them as well as providing academic support remotely via telephone or web conferencing.

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

*PSA Response:*

Teachers are regularly assessing student growth through a variety of assessments within our distance learning structure. They are using this assessment data to adjust coursework and create individual plans for students when needed.

Teachers record student engagement (in two-way communication as well as student engagement and work completed) weekly. This information is shared with the entire staff and used by administration to reach out to families as needed.

Teachers are recording academic progress on the online grading system, MiStar and that progress will be factored into student’s final marks. This information is always accessible by students and parents. Google Classroom also monitors if assignments are turned in for teachers, students and parents

**5. Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.**

*PSA Response:*

Chromebooks and learning devices have already been distributed to students and there is no need for additional devices. Technology subscriptions and free services such as Zoom, IXL and Edgenuity appear sufficient at current level and will not create additional expenses. Additional expenditures include, but are not limited to, Internet hotspot service costs, books, printing and mailing costs. To hold students harmless, summer school will be offered free of charge during the summer, which will result in a loss of local revenue. Sources of revenue to purchase additional items and services include state revenues (general fund) and donations of materials and services from technology providers.





Expenses:

- Verizon Hotspots: 10 x \$34/month = \$340/month
- Postage: As needed, estimating at up to \$1000
- Extra licenses and services for Zoom, IXL and Edgenuity = donated by service provider
- Loss of local income for summer school = ~\$3,000/year

Revenue Source: General Fund

**6. Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.**

*PSA Response:*

The Plan for Continuity of Learning was a collaborative effort by all teachers, administration and staff at Kensington Woods Schools that begun after buildings were closed on March 12. It began with a first stage of thinking about enrichment learning and then moved into a second stage which focused on a plan for continued learning for the rest of the school year. Multiple remote meetings were held as a full staff to discuss the procedure to move to remote learning as well as how we would put students first in the process, honoring their individual home situations and challenges while still supporting the school's mission and student learning.

The Kensington Woods Schools Board of Education was regularly notified of the progress of the plan via email and was given opportunities to provide their input.

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

*PSA Response:*

Kensington Woods Schools families were first notified of the Continuity of Learning Plan on April 2, 2020 via email. In addition, notices were sent via mass phone calls using the school's phone call notification system, social media, the school's COVID-19 website, [www.kwoods.org/covid19](http://www.kwoods.org/covid19) and video. Additional information and reminders have been regularly sent out since using a variety of the above communication platforms. In addition, families who have not engaged with learning since the plan was enacted on April 6, 2020 have been contacted by telephone by administration. The Plan will also be available 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.**

*PSA Response:*

Kensington Woods Schools implemented the Continuity of Learning Plan on Monday, April 6, 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.**

*PSA Response:*

Kensington Woods is providing technology, academic and social-emotional support to those students enrolled in postsecondary dual enrollment courses as needed. Kensington Woods Schools does not have any students enrolled in a Career and Technical Preparation course.

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

*PSA Response:*

Kensington Woods does not participate in food distribution programs during the regular school year. However, we have been regularly sharing resources for local food access from the local public school districts and local community organizations with our entire school community. In addition, we have reached out to those families that we know may be food insecure and provided them additional support and resources.

**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.**

*PSA Response:*

Kensington Woods Schools continues to pay all school employees (salary and hourly) under the same terms and conditions established prior to the school closure order period and will redeploy staff, as needed, to complete other meaningful work within the context of the plan.







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

*PSA Response:*

Kensington Woods Schools will evaluate participation in the plan by pupils in a variety of ways. First, teachers will monitor and record student engagement, work completion and two-way communication weekly, sharing with the rest of the staff and administration.

Secondly, assessment of work will be entered into the online grading system, MiStar and students will be issued final marks at the end of the semester as described above.

The school will also distribute regular surveys to students and parents to monitor their perception of the plan as well as student engagement. That data will be used to revise the student learning process as needed.

**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.**

*PSA Response:*

Because Kensington Woods Schools focuses on the importance of student/teacher relationships, teachers are imperative to the mental health supports in this plan. Students will continue to meet online weekly with their Grade Level Advisory as well as participate in check-ins on Google Classroom. In addition, teachers will be monitoring student mental health as part of their online meetings and interactions with students in the student learning process. They will share any concerns with the rest of the staff, administration and the school social worker. Student concerns are a constant agenda item during the weekly staff meetings, giving teachers, staff and administration a regular opportunity to discuss any concerns they have about students, both academically and socially-emotionally.

Referrals of students will be made to the school social worker as needed and parents and students can make virtual appointments with the school social worker on their own. The school social worker is also regularly providing targeted support to students who were identified prior to the closure as in need of mental health support.

In addition, the school has communicated and will continue to communicate, through email, social media and their school website community resources for students and parents for social-emotional and mental health, food assistance and other community resources to help through this time.





**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.**

*PSA Response:*

Kensington Woods Schools does not provide or house any child care centers. However Kensington Woods will support the Livingston Educational Services Agency as needed in their effort to mobilize disaster relief child care centers.

**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?**

*PSA Response:*

Kensington Woods Schools does not plan on adopting a balanced calendar for the 2019-2020 or the 2020-2021 school years at this time.

Name of District Leader Submitting Application: Jessie MacGonigal Pratt

Date Approved:

Name of ISD Supt/ Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/ PSA website:





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

## 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 10:16 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") \***

Central Michigan University

**Name of ISD Superintendent/Authorizer Designee \***

Corey Northrop

## School District Information

**Name of School District \***

Kensington Woods Schools ▼

**School District Code Number \***

47901 ▼

**School District Contact Name \***

Markus Muennix

**School District Contact Email Address \***

[mmuennix@kwoods.org](mailto:mmuennix@kwoods.org)

**School District Contact Phone Number \***

517-545-0828

## 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? \***

\$5,000
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**Attach a PDF file of the Approved Plan. \***

Files submitted:

47901 KWS 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