



## **Mid-Michigan Leadership Academy COVID-19 Preparedness and Response Plan**

Address of School District: 730 W. Maple St., Lansing, MI 48906

District Code Number: 33904

Building Code Number(s): 08323

District Contact Person: Mr. Lacey James

District Contact Person Email Address: LJJames@mmlalions.org

Local Public Health Department:

Local Public Health Department Contact Person Email Address:

Name of Intermediate School District: Ingham Intermediate School District

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: August 10, 2020



August 14, 2020 [via email]

Ms. Lacey James  
Mid-Michigan Leadership Academy  
730 West Maple  
Lansing, MI 48906

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

Dear Ms. James:

I am pleased to inform you that the Plan for Mid-Michigan Leadership Academy (“Academy”) has been approved by The Governor John Engler Center for Charter Schools at Central Michigan University and has been transmitted by our office to the State Superintendent of Public Instruction and the State Treasurer. The Plan is effective as of the date indicated in the Plan.

To fulfill one of the required assurances, immediately add a copy of the approved Plan to the Academy’s Home Page of its website. An approved copy of the Plan is attached and can be found in Epicenter. The approved Plan constitutes a Charter Contract amendment and remains in effect as long as the Plan remains in effect.

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: Robert Macomber, Board President  
Lauri McCollum, Board Corresponding Agent

Attachment:  
Approved COVID-19 Preparedness and Response Plan

**RESOLUTION APPROVING THE COVID-19 PREPAREDNESS AND RESPONSE PLAN (“PREPAREDNESS PLAN”) AND APPROVAL OF CHARTER CONTRACT AMENDMENT**

Mid-Michigan Leadership Academy (the “Academy”)

A regular meeting of the Academy Board of Directors was held on the 10th day of August, 2020, at 6:00 p.m.

The meeting was called to order at 6:02 p.m. by Board Member Rob Macomber:

Present: N. Benavides, N. Curry, L. Faith, R. McComber, V. Williams

Absent: None

The following preamble and resolution were offered by Board Member V. Williams and supported by Board Member L. Faith:

**BACKGROUND**

On June 30, 2020, in response to the novel coronavirus (COVID-19) pandemic affecting our state, Governor Gretchen Whitmer issued Executive Order 2020-142 (the “Order”) that, provides a structure to support all schools in Michigan as they plan for a return of preK-12 education in the fall. Under the order, all schools must adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. Under the Order and the Michigan Safe Schools: Michigan’s 2020-2021 Return to School Roadmap developed by the COVID-19 Task Force on Education Return to School Advisory Council (“Return to School Roadmap”), Schools retain flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.

Acting under the Michigan Constitution of 1963 and Michigan law, the Order and the Return to School Roadmap state:

1. Coronavirus relief funds under the Coronavirus Aid, Relief, and Economic Security Act will be provided and may be used to aid in developing, adopting, and following a COVID-19 Preparedness Plan under section 2 of the Order.
2. Every school must develop and adopt a Preparedness Plan that is informed by the Return to School Roadmap.
3. By August 15, 2020 or seven days before the start of the school year for students, whichever comes first: the Academy Board must approve its Preparedness Plan.
4. By August 17, 2020, the Academy’s authorizing body must collect the Preparedness Plan and transmit such plan to the Superintendent and to the State Treasurer.
5. By August 17, 2020, the Academy must prominently post its approved Preparedness Plan on the Academy’s website home page.

On August 3, 2020 the Academy submitted its Preparedness Plan to Academy’s authorizing body for review and approval.

The Authorizer approved the Academy’s Preparedness Plan as reflected in the attached letter (“Authorizer Approval Letter”). As set forth in the Authorizer Approval Letter, the Academy Board of Directors (“Academy Board”) is required to approve the Academy’s Preparedness Plan and approve the Academy’s Preparedness Plan as a charter contract (“Contract”) amendment at its next scheduled board meeting.

**THE ACADEMY BOARD THEREFORE RESOLVES THAT:**

1. The actions taken by Academy representatives to prepare and submit the Academy’s Preparedness Plan to Authorizer are ratified.
2. The Academy’s Preparedness Plan approved by Authorizer is approved.
3. The Preparedness Plan is approved by the Academy Board as the COVID-19 Preparedness Plan Amendment to the Contract. This Contract amendment shall remain in effect as long as The Preparedness Plan remains in effect.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.
5. The Academy will deliver from time to time such information regarding the implementation of the Academy’s Preparedness Plan as the Authorizer or Michigan Department of Education may reasonably request.
6. Any Board policies or provision of Board policies that prohibit or impede the Academy’s compliance with The Preparedness Plan or Executive Order 2020-142 are temporarily waived, suspended or altered.
9. Any actions or actions taken by authorized Academy representatives in the development, submission and implementation of The Preparedness Plan are (to the extent such actions or actions are not inconsistent with the delegation of authority provided under this resolution) ratified and confirmed in all respects.
10. This Resolution shall take immediate effect and continue through the end of the state of emergency and disaster declared in Executive Order 2020-127 and any subsequent executive order declaring a state of emergency or disaster in response to COVID-19 or the end of the 2020-2021 school year, whichever is sooner.

Ayes:     5    

Nays:     0    

Resolution declared adopted.

\_\_\_\_\_  
Nicholas Benavides  
Print Name: Nick Benavides

Secretary, Academy Board

A handwritten signature in blue ink, appearing to read "Neil Baker", is written over a horizontal line.

8.13.20



### Assurances

- Mid-Michigan Leadership Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at the Academy.
- Mid-Michigan Leadership Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- Mid-Michigan Leadership Academy will be closed to in-person instruction when the region in which it is located is in Michigan Safe Start Plan Phases 1-3.
- Mid-Michigan Leadership Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located is in Michigan Safe Start Plan Phases 1-3.
- Mid-Michigan Leadership Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- Mid-Michigan Leadership Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- Mid-Michigan Leadership Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

Robert Macomber  
President, Board of Directors

Board approved: 08/10/2020



## **Introduction and Overview**

Mid-Michigan Leadership Academy (MMLA) is a public school academy in Lansing, MI serving students in Kindergarten through 8th grade. MMLA's goal is to provide an environment where all students can achieve success to their fullest potential.

MMLA affords families in the greater Lansing area a tuition free alternative education option to their local district. MMLA provides dynamic options to all grades and works to ensure the success of all students. A fully integrated PBIS program, MTSS program, Special Education Services, and a college-bound focus are just a few highlights of the school. In addition, continuous monitoring of student's achievement is done through NWEA MAP growth assessments, DRAs, and progress monitoring. These assessments allow teachers, parents and students to know exactly where to focus in order to achieve at high levels.

Highly Qualified and Certified Teachers and School Staff work together with the Board of Directors to fulfill Mid-Michigan Leadership Academy's goal to provide an environment where all students can achieve success at their fullest potential.

1. Positive Behavior Interventions and Supports (PBIS)
2. Multi-Tiered Systems of Support (MTSS)
3. Northwest Evaluation Association, Measures of Academic Progress (NWEA MAP)
4. Developmental Reading Assessments (DRA)

Our Mission, Vision, and Values continued to guide our work. Most importantly, our mission, vision, and values guided our work in providing students with an equitable education during the COVID-19 pandemic. It is the teachers, who are our essential workers who delivered the core curriculum to students daily using a variety of resources and tools. Our offerings have continued to allow students to grow academically through a school environment that fosters support and commitment.



## **Our Mission Statement: Mission Statement**

Mid-Michigan Leadership Academy (MMLA) maintains high standards of academic excellence and accountability. As a provider of top-quality education in a safe, nurturing environment, MMLA supports its diverse student body by recognizing each child as an individual while operating within the greater whole. Inclusion-mindset training and focusing on self-development prepare students for lifetime achievement. MMLA cultivates a desire for continued learning by welcoming caregiver support to assist in strengthening students' personal integrity and responsibility to uphold civic, ethical, and moral standards.

## **Vision Statement**

- MMLA's vision provides a learning environment where students can dream, thrive and realize their potential.
- MMLA staff appreciates differences and through meaningful collaboration, support students as they become proficient in academics and character. We celebrate the strength of our school culture; teachers are enthusiastic and believe in all students.
- MMLA staff utilizes various methodologies to undergird academics so students can navigate through challenges they might encounter.
- MMLA wants to be an effective school with major gains in student achievement and help transform our neighborhood to be a welcoming environment in which to live and work.
- MMLA aims to produce high levels of Kindergarten Junior – 8<sup>th</sup> grade student achievement and help train the next generation of world class citizens for post-secondary education, specialized training, and entrepreneurship.





## **Plan for Operating during Phases 1, 2 or 3 of the Michigan Safe Start Plan**

### **Phase 1, 2, or 3 Safety Protocols**

- During this phase at Mid-Michigan Leadership Academy school is closed for in-person instruction.
- School administrators schedule times for parents to social distance and retrieve student materials and technology.
- Teaching staff are given the opportunity to schedule a few hours to collect teaching materials in a safe social distancing manner. All staff are required to successfully complete the health screening, wear a mask or face covering and gloves before entering the building.
- Custodians work at Mid-Michigan Leadership Academy on a rotation schedule to do an overall check of the buildings, check and run all water outlets, remove trash from food service, receive inventory orders, check smoke detectors, and meet contractors for task completion. Our food vendor, Okemos Public Schools Food Service, prepares weekly meals for families. Okemos Public Schools Food Service Department prepares meals aligned with state guidelines. The meals are received cold and are kept cold for distribution.
- Mid-Michigan Leadership Academy will consult with Okemos Public Schools Food Service Department and the Local Health Department for food service procedures.
- All food service staff social distance at 6 feet or more, wash their hands before and after meal service, complete a daily screening, complete temperature checks, and wear a mask and gloves during the entire meal distribution.
- During this level, school employees work remote. Only weekly custodial checks and twice weekly food distributions will occur at this level. There is minimal entrance into the buildings at this level. Before entering any building all staff is required to complete the screening questions, complete a temperature check and contact the principal or assistant principal for entry. This allows us to create a trail in case of a positive or suspected case.
- Athletics are suspended at this time.
- Transportation is suspended at this time.



### **Phase 1, 2, or 3 Mental & Social-Emotional Health**

- During Phases 1, 2 and 3 Mid-Michigan Leadership Academy teachers, School Leaders, and Social Workers will remain vigilant about supporting our students in need. The Special Education Department will contact parents by phone; connect on-line by email; and utilize on-line tools, such as Google Classroom, the school website, and Classtag to engage with parents and students.
- Students needing additional support will be referred to the School Social Worker for intervention and support. The School Social Worker will provide social/emotional support through virtual small groups and virtual individual sessions based on need. Additionally, we have partnered with Crossroads Church to provide grief and loss supports to students that may have experienced a loss due to COVID-19.
- If extra supports are needed, the Assistant Principal and support staff will connect weekly with students and parents to provide virtual strategies to help with mental health concerns.
- The Special Education Department will hold all annual IEPs via Google Hangouts and/or Zoom.
- A school newsletter will be provided to families containing resources and information from the Principal, Assistant Principal, Social Worker and other staff twice a month.
- Mid-Michigan Leadership Academy will train staff on identifying students struggling with trauma.
- Mid-Michigan Leadership Academy's school social worker will be available for staff, students, and their families. The Academy will provide staff, students, and families with information on community resources upon request.
- The Director of Student Support Services and School Social Worker will be the designated Mental Health Liaisons who will work across the District, and with public health agencies, and community partners.
- The Director of Student Support Services and School Social Worker will remain up-to-date with MDE Resources to ensure all mental health and wellness support information that is available from this entity will be provided to staff as the information becomes available.



## **Phase 1, 2, or 3 Instruction**

### **Governance**

- Mid-Michigan Leadership Academy will create a district Return to Instruction and Learning working group, led by the School Leader, Assistant Principal, and composed of a broad group of stakeholders on the district and school level.
- We will gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
- We will revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness and share the district's remote learning plan with all involved stakeholders.

### **Instruction**

- Mid-Michigan Leadership Academy will facilitate alternative means of instruction for its students through the use of digital and non-digital materials, activities, and resources to support continued education during this period of at-home learning. Staff will use the Academy's Houghton Mifflin Harcourt (HMH) curriculum. Additional resources will include G-Suite applications.
- The Special Education Department may require students to use additional resources.
- Teachers will have a remote learning schedule and will communicate with parents and students by phone, email, Classtag, or Google Classroom throughout the week.
- In the event digital learning during the closure is not feasible, a paper packet can be prepared and distributed by parent pickup in order to actively engage students in their learning.
- Mid-Michigan Leadership Academy will continue to manage and monitor student learning. All students within the Academy District will receive access to the HMH online learning platform. This program is a source for online learning, assessment, and practice. The learning paths are tailored specifically to each student's academic goals.
- Each teacher will provide a weekly report to the leadership team that includes a detailed explanation of how many students have been participating in the online learning program.
- All teachers will complete a weekly Google communication log that will be an ongoing tracking system. This log will contain student names and what form communication was completed. There will be a tab for each classroom which



may be accessed by all school leaders within the district as a method of teacher accountability. Teachers will provide feedback on work completed at home.

- Mid-Michigan Leadership Academy will use a host of communication tools to reach our stakeholders in an attempt to create equitable access to the plan.
- Teachers will continue to provide learning opportunities for students by posting assignments and expectations in Google Classroom. All assignments will allow students to improve their skills. Teachers will assign points and will provide students with opportunities to earn credit for both online assignments and paper packets.
- The district will evaluate the participation of pupils in the Plan by:
  - Weekly monitoring student engagement in G-Suite.
  - Teachers will use their G-Suite communication log to maintain anecdotal support, academic progress notes and evidence of student participation.
  - Teachers will provide weekly feedback on all submitted assignments.
- The alternate modes of instruction that will be used while in person instruction is suspended will be:
  - Teacher-Led Instruction via Internet
  - Resources housed in Google Classroom
  - Live sessions through digital platforms.
  - Student communication through phone or other digital platforms
  - Use of teacher-provided paper packets
- The challenges of implementing the Continuity of Learning and COVID-19 Response Plan, that came as feedback from the school community were:
  - Students not having adequate technology to complete assignments.
  - Parents not being able to log on to Google Classroom or other online platforms.
  - Students not being consistent in completing their assignments on the online platforms.
  - Parents not having the skill set to assist students in completing assignments.
- Mid-Michigan Leadership Academy will ensure that Continuous Learning takes place by:
  - Ongoing communication will be provided to support families in the learning process including additional instructional resources to help make remote learning successful for students at home.
  - Technology tips and troubleshooting guides will be available to help students and parents navigate online instructional tools, such as Google



Classroom and Chromebook.

- Each Teacher will use a Google Tracking Sheet to monitor each child to ensure that they are learning and participating online.
- Provide families with expectations of a schedule and structure for online learning.
- The Multi-Tiered Systems of Support (MTSS) Team will push into the virtual classroom lessons to assist students in reading and math. The MTSS Specialists will hold Google Hangout sessions which include one on one support and small group sessions to continue academic support. Support services will be logged by the specialist indicating the date and time and the focus of the administered support. Behavior Intervention and support will be noted. Students who begin to experience behavior problems will be referred to Behavior Management.
- The Special Education Department will continue to support students with disabilities and monitor their progress. Our technology department will be available by phone and email to assist families with computer support during Phases 1-3.
- Chromebooks will be available for any students who have a need.
- Materials for students and parents or guardians to access online instructional resources:
  - Laptop/computer
  - All the learning apps and websites
  - All usernames and passwords
  - Daily Learning Schedule
- Junior Kindergarten-8 families who need a device or internet connectivity may request access by contacting Mid-Michigan Leadership Academy and complete the Technology Release Form. You may contact your child's school if assistance is needed with completing the form. The Academy will assign technology devices to those families who have indicated they need a device for use at home.
- Families will have access to school personnel by phone and email to address unique needs.
- Distribution centers will be identified and posted on our Facebook page, newsletters and the marquee.
- Mid-Michigan Leadership Academy will be a Food Grab and Go Distribution Center for our students and families.
- Professional learning opportunities will provide time and resources for Mid-Michigan Leadership Academy educators to build relationships, plan, and teach in a remote learning environment.



## **Phase 1, 2, or 3 Operations**

### **Facilities**

- **Cleaning and Disinfection Supplies and Vendor Supplies**
  - In preparation for the return of our students to school, a detailed audit and inventory of necessary cleaning and disinfection supplies were drafted before the end of the school year.  
Meetings were held with Mid-Michigan Leadership Academy's current vendors and new local vendors were secured as a secondary source of PPE suppliers to ensure that the academy has the necessary cleaning supplies to meet the CDC guidelines and maintain high sanitation levels in preparation for the return of students to school.  
Mid-Michigan Leadership Academy has purchased PPE masks, gloves that must be worn in tandem when executing cleaning duties
- **Building Usage and Food Distribution**
  - Currently, Mid-Michigan Leadership Academy is not designated as an active voting site and our buildings will not be used for elections.  
Mid-Michigan Leadership Academy will work with Okemos Food Service for the distribution of food (breakfast and lunch).  
Families will receive a Robocall as a reminder for food distribution pick up. Communication regarding pickups will also be posted on Mid-Michigan Leadership Academy's main Facebook page, and through Classtag as needed.
- **Mid-Michigan Leadership Academy is a school-wide Title I, all students eat for free, therefore, parents can receive breakfast meals and lunch meals for each one of their children at no cost.**  
Because parents will not be allowed in the physical building, Mid-Michigan Leadership Academy will use a drive-through line to facilitate the distribution of meals to parents. The food service staff will note the number of meals requested by parents for their registered child/children and bring the requested number of meals and milk to the car.

### **Technology**

- During phases 1-3, (no In-Person Instruction) technology will serve as a vital lifeline for the delivery of instruction and student learning. To ensure equitable learning for all students, the district's technology equipment must be fully functional, a full maintenance assessment must be completed over the summer



to prevent any potential disruptions to learning and additional equipment will be ordered over the summer.

- Asset Tracking Tools
  - Asset tracking tools have been developed by the district to keep track of existing inventory, new inventory, damaged equipment going out for repair, damaged equipment returned to the district, devices loaned out to parents, and the number of loaned devices returned to the district. All tracking information will be kept electronically and paper records will be maintained in a binder in Mid-Michigan Leadership Academy's main office.
- Identified Technology Vendor
  - Charter Technologies, Inc. located in Livonia, Michigan, and has served public charter schools for fifteen years or more. Charter Technologies, Inc. has well-established ties to the industry and has served as the schools approved Technology vendor for fifteen years. Charter Technologies, Inc. will assist and support with processing, returning, and maintenance of the district technology equipment and devices. Each week Charter Technologies will report to each school campus on-site triage area and repair teacher and student devices to minimize the time that staff and students have to be without a computer.
- Surveying the Needs
  - Mid-Michigan Leadership Academy will survey all parents before the start of the school. The data results from the survey will aid the Academy in determining the number of computers per household available for student learning, types of technology devices available to our students for learning, and whether or not our families require internet access to support remote learning. Moreover, the survey will help the district determine the number of Chromebooks required for study disbursement.
- Maintenance Process and Safeguards
  - Before the district (Mid-Michigan Leadership Academy) distributes Chromebooks to families that request a Chromebook at the beginning of the school year, Charter Technologies, Inc. will come to each school campus and conduct a maintenance assessment of all district-owned Chromebooks and desktop computers. These maintenance procedures will take place over the summer to ensure all Chromebooks and desktop computers are fully functional and repairs and replacements have been taken care of, before the start of school. Further, Charter Technologies,



Inc. will use microfiber towels, sixty percent alcohol-based solution to sanitize all computer equipment and cords before and after the computer maintenance procedures. Charter Technologies will wear face masks and gloves during the assessment process to prevent any contamination of the computer equipment and cords.

- ALL Chromebooks and computer serial numbers that require additional work or replacement will be noted on a separate inventory list by the building Technology Leader Teams. Charter Technologies, Inc. will make sure that all Chromebooks have the internet icon loaded on to all Chromebooks as well as any other necessary icon for learning, thereby giving students easy access to various approved learning platforms. Additionally, Charter Technologies, Inc. will block any inappropriate websites that our students might venture onto at the request of the Technology Team Leader. Charter Technology, Inc. will continue to block inappropriate websites as concerns come to our attention. Charter Technology, Inc. will routinely conduct remote maintenance on all district Chromebooks, but not without, a prior parent announcement from the District Technology Coordinator. Charter Technology, Inc. will remove any malware during off-school hours to prevent any disruption to the school day and student's study hours.
- Technology Plan and Technology Parent Loans
  - The school's Technology Plan will be posted on the school website before the start of school. Each parent and student must sign off on the acknowledgment page of the district's Technology Plan before the start of school; agreeing to adhere to our technology policies. Verification of an executed parent and student signature acknowledgment page must be on record before Chromebooks are released from the school. Parents/guardians requesting to borrow a Chromebook from the district on behalf of their child(ren) will complete a **Chromebook Loan Request Form** (see attached documents). Once the loan request paperwork is completed and the parent and student have signed off on the acknowledgment page of our District Technology Plan, the parent/guardian can check out a Chromebook from the district. Set dates to pick up and drop off Chromebooks will be listed on the district's school website, main Facebook page, and a Robocall. Parents and students transferring out of the district before the end of the school year **MUST** turn in their Chromebook before exiting the district. Classtag,





Robocalls, and social media will also be used to communicate pick and drop off dates for. Parents in need of a Chromebook for their child (ren) will pick up a Chromebook at Mid-Michigan Leadership (see the attached Chromebook Loan Request Form).

- Chromebook Distribution, Collection Process, and Safety Protocols
  - Assigned Chromebooks with detailed instructions of how to sign on, access the internet, procedures for launching all relevant learning icons.
  - Homeroom teachers will prepare all known login information and attach to the Chromebook before distribution.
  - Before the end of the school year, school-wide communications will be disseminated noting the return date for all Chromebooks signed out by parents.
  - Upon return, all Chromebooks will be disinfected, adhering to the health and safety precautions of the CDC.
- Technology Support for Teachers, Parents, and Students
  - Mid-Michigan Leadership’s Technology Team Lead will serve as an internal ‘help desk’ for parents/ guardians and students using district Chromebooks. The building Technology Team Leads will work closely with Charter Technologies, Inc. throughout the school year to monitor device usage and compliance with online learning programs and platforms.
  - The Technology Team Leads will ensure that students can submit their assignments through Google Classroom and/or HMH so that assignments can be evaluated promptly by their teachers. If a technical problem cannot be resolved at the school level, Charter Technologies, Inc. will reach out to the parents/guardian directly to troubleshoot any mechanical and technological problems related to Chromebooks on loan to parents/guardians.
  - Training over the summer will allow all stakeholders to adapt to remote learning platforms, tools, and practices.
- Redeployment & Furlough of Staff
  - Mid-Michigan Leadership will work with the School Board, CS Partners human resources department and finance department, the Principal, the Assistant Principal, and the Director of School Leadership (DSL) to redeploy or furlough staff. When the district is operating at levels 1, 2, or 3 “no in-person instruction,” staff will be redeployed in areas of need



according to; (1) experience and expertise; (2) certification; (3) training and willingness to execute the assignment with fidelity.

## **Budget, Enrollment, and Staffing**

- **Budget**

- The CS Partners finance team will continue to meet with the School Leaders, Assistant Principal, and the Director of School Leadership weekly or bi-weekly to discuss, monitor, and update the budget school expenditures. The above-mentioned financial practices will allow the stakeholders to be involved in the finances of the budget. The budget will continue to be posted on the school website for public transparency. During Levels 1, 2, or 3, Mid-Michigan Leadership will operate within a “conservative budget”. Mid-Michigan Leadership Academy has received additional funding through the Cares Act funding source. The Cares Act Funding will be used to purchase the necessary PPE equipment and additional technology devices. Mid-Michigan Leadership Academy will work with the Intermediate School District (Ingham ISD) to secure fair market pricing for bulk cleaning supplies and protective equipment. Additionally, the district has continued to follow the financial practices of securing multiple vendor quotes that provide the district with a quality PPE approved product at fair market value. The aforementioned budget practices will allow the district to continue to be fiscally responsible in managing a conservative budget. The School leader will continue to work closely with the Assistant Principal, the assigned Director of School Leadership (DSL), and the finance team of (CS Partners) to evaluate staff cost.
- Staff cost is typically the highest expense in any school budget. Each building staffing cost will be carefully evaluated based on *essential needs only* and some staff may be deployed as a result to ensure a conservative budget can be maintained during levels 1, 2, or 3. Potential changes to enrollment shifts and budget scenarios have been forecasted allowing the district to quickly shift its budget analysis and projections. Further reductions to the budget during levels 1, 2, or 3 include but are not limited to maintenance staffing costs, transportation staffing costs, staffing cost for foodservice, staffing cost for Cub Club, and any additional operational expenses, i.e. re-occurring utility costs. The district will continue to use its staffing roster to monitor staffing numbers in each department; all open



positions, positions that remain unfilled as well as those essential positions linked to teaching and learning.

- Mid-Michigan Leadership Academy’s staffing roster includes the District Administrators, Administrative Assistants, Teachers, Special Education Staff, MTSS, Behavior Management, Cub Club, Custodial staff as well as a roster of staff not returning in the fall. The staff roster will account for all staff built into the 2020-2021 school budget. The staff roster tool will be used to monitor the human resource needs and simultaneously prioritize human resources essential to teaching and learning.

- **Enrollment**

- The challenges related to face to face enrollment have been impacted; however, Mid-Michigan Leadership Academy will maintain the enrollment department’s mission to safeguard the initial relationship-building component.
- Mid-Michigan Leadership Academy will change from a paper-based enrollment processing to an online process interface. This online solution is on Mid-Michigan Leadership Academy's website as an electronic, fillable PDF file that can be submitted virtually. Parents/Guardians will submit the required documents—birth certificate, immunization records, report cards, parent identification for application completion— by faxing, scanning, or mailing to Mid-Michigan Leadership Academy.

- **Staffing**

- During levels 1, 2, or 3 the district will only replace open positions for front line essential staff that support teaching and learning. It is careful to note, that expenses related to teaching and learning for our students is “a priority” and will continue to remain at the forefront of our budget decisions. All other non-essential open positions continue to be evaluated on an as needed basis.



## **Plan for Operating during Phase 4 of the Michigan Safe Start Plan**

The Academy administration and Board of Directors will retain the authority to move between phases of the Safe Start Plan as dictated by school and family needs.

### **Phase 4 Safety Protocols**

The district will employ guidelines to ensure the health and safety of all stakeholders. All buildings, after school activities, transportation, etc. will follow the same guidelines. Unless otherwise identified, it is the Academy's intent to implement all "strongly recommended" and "recommended" protocols in the Safe Start Plan. The Academy will implement all required protocols.

### **Access, PPE, Hygiene**

- Mid-Michigan Leadership has an agreement with Cintas. Cintas will provide reusable masks to the academy each week. Cintas will be responsible for washing and returning the masks to the academy. Mid-Michigan Leadership Academy has purchased 1000 disposable masks available.
- Staff will complete the MMLA - COVID-19 Daily Health Self-Certification Form. If staff answers "Yes" to any question in the MMLA - COVID-19 Daily Health Self-Certification Form or refuses to answer, staff will NOT be allowed to enter the building and are required to contact their supervisor.
  - MMLA - COVID-19 Daily Health Self-Certification Form questions:
    - In the past 24 hours, have you experienced and NEW INCIDENCE or WORSENING SEVERITY of the following symptoms\*(this list contains current CDC-acknowledged symptoms of COVID-19)  
Answer yes or no
      - Coughing, shortness of breath or difficulty breathing
      - Congestion, runny nose, sore throat, or loss of taste or smell
      - Fever ( $> 100.4^{\circ} F$ ), chills or inexplicable fatigue or muscle pain
      - Nausea, vomiting, severe headache or diarrhea
    - Have you lived with, or had close contact with, someone that is presumed or confirmed positive for COVID - 19 in the past 14 days?



- Have you traveled internationally in the past 14 days?
- Please write your full name below if you attest that the above answers are true and correct to the best of your knowledge.
  - If you answered “Yes” to any question above or refuse to answer, you are NOT allowed to enter the building. Please contact your supervisor.
- All staff and students will have a daily temperature check before entering the building.
- Students located in the school building with any COVID-19 symptoms will be isolated into a separate area for parent pick up.
- All students 6th grade through 8th grade are required to wear masks on buses/transportation, in classrooms, hallways and in common areas, with scheduled mask breaks.
- All students Junior Kindergarten through 5th grade are required to wear masks when in common areas at school. It is strongly recommended that all students Junior Kindergarten through 5th grade wear masks during school hours for the health and safety of all.
- Staff and students who are medically unable to wear a mask or facial covering will present the administration of Mid-Michigan Leadership Academy with a medical note from a physician.
- Parents will be encouraged to communicate electronically. Building access will only involve essential visitors. ALL visitors are required to wear a mask or facial covering before entry and will have to complete the screening process. In person visits will require a mask and social distancing of 6 feet in a large room.
- Staff and students will be trained on proper safety and health procedures.
- Staff and students will be trained on how to effectively use a face mask or facial covering.
- Staff will train on CDC handwashing procedures and will introduce proper handwashing CDC videos to all students
- Proper handwashing procedures will be posted at all sink areas.

### **Spacing**

- For in person instruction, we plan to maximize our classroom space and teachers will observe social distance guidelines. We will utilize the existing space to create as much distance as space allows.
- Mid-Michigan Leadership Academy will maximize the use of personal desks in classrooms. Desks will be spaced as far apart as classroom spaces allows but may not reach 6 feet in all cases. Desks will be arranged to face the same



direction. Where possible, desks will be used over table groupings.

- Social distancing signage will be posted throughout all buildings. Signage will be posted at all entries, in hallways, on doors and floors.
- Lunch will be confined to classrooms or consumed in smaller groups in the lunchrooms following social distancing protocols.

### **Facilities, Cleaning, and Supplies**

- Cintas checks in weekly with Mid-Michigan Leadership Academy to be sure adequate supplies are in stock.
- Mid-Michigan Leadership Academy uses EPA approved disinfectant for sterilizing. Paper towel dispensers, hand sanitizers and soap dispensers will be checked daily in common areas. Classrooms will be checked and/or refilled at the end of each day. Items will also be restocked during the day in classrooms when requested by staff members.
- Staff will clean and sanitize office areas, restrooms, and classrooms each night. Throughout the day high touch areas will be cleaned and sanitized. This is not a new process.
- Custodians will consistently walk through each building to monitor and clean as needed.
- When areas are cleaned and sanitized the custodial staff will complete the daily checklist.
- Classrooms will be disinfected nightly. Mid-Michigan Leadership Academy has purchased electrostatic sprayers for weekly building disinfecting. All staff members will also have disinfectant wipes, spray and supplies.
- Custodians and food service staff will frequently clean and disinfect based on CDC requirements and food service requirements.
- Custodial staff will complete training to prepare for re-opening, cleaning and safety procedures.

### **Confirmed or Suspected Cases**

- Mid-Michigan Leadership Academy will report and consult with the local health department on proper procedures for screening, testing, or when a case is confirmed positive.
- Students showing symptoms will not be allowed to ride the bus home. Parents will be required to transport the student home to minimize exposure.
- Before returning to Mid-Michigan Leadership Academy, symptomatic students and staff must remain home until they test negative from COVID 19 or have been released from isolation according to CDC guidelines.
- Before returning to Mid-Michigan Leadership Academy those testing positive



for COVID 19 must be symptom free and re-test with negative results or have recovered according to CDC guidelines, before physically returning to Mid-Michigan Leadership Academy.

- In the event there are positive cases of COVID 19 at Mid-Michigan Leadership Academy, the Academy will follow guidelines outlined by the CDC. This may result in school closure. Families will be contacted by phone if their student comes in contact with any confirmed cases.
- If it is necessary to close Mid-Michigan Leadership Academy due to COVID 19, all instruction will continue in virtual format as outlined in Phase 3.
- Staff, students, and parents who do not comply with the safety procedures will experience the consequence of other non-compliant behaviors based on staff and student handbooks.

#### **Food Service**

- Mid-Michigan Leadership Academy will consult with Okemos Public Schools Food Service for food service procedures.

#### **Extra-Curricular Activities and Athletics**

- Suspended at this time pending the reopening of the YMCA and local parks
- If the cases in Michigan are decreasing, small groups of 10 or less may be allowable.
- Coaches and students will be required to wear a mask or facial covering.
- Social distancing practices will be used when possible.
- Sharing of equipment will be avoided when possible.
- Items used will be sanitized before and after use.
- All coaches and students will have daily temperature checks.
- Confirmed cases with players, coaches or activity leaders and participants will be reported immediately to the local health department and all parents. COVID 19 testing should be completed. The activity or sport will be cancelled as a result of the positive case.
- All practices and events will be closed to spectators.

#### **Transportation**

- We will be using Dean Transportation for our bussing needs and they will be following their outlined protocols.
- Transportation will be provided for students attending in person learning. Any family that is able to self-transport their students to and from Mid-Michigan Leadership Academy will be encouraged to do so.
- The 6 feet guideline will not be feasible for busing.
- Mask or face coverings and hand sanitizer will be required for all transportation staff and students. Masks and hand sanitizer will be provided as needed.
- Masks or face coverings will be required to be on for the entire bus ride.



- Doctor notes for medical conditions will be considered with proper paperwork on file with the school to not wear masks or face coverings.
- All buses will be sanitized daily before and after every transit route. All buses will be deep cleaned weekly after the last transit route of the week is complete.

### **Cleaning**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with an EPA-approved disinfectant.
- Computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with an EPA-approved disinfectant.
- Student desks will be wiped down with an EPA-approved disinfectant after every class period.
- Playground structures will undergo cleaning after each recess period.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

### **Phase 4 Mental & Social-Emotional Health (Strongly Recommended)**

Mid-Michigan Leadership Academy staff will be vigilant for signs of trauma among students as the result of extended absence from school and impacts from COVID 19, such as bereavement and food or housing insecurity.

- Mid-Michigan Leadership Academy will train staff on identifying students struggling with trauma.
- Mid-Michigan Leadership Academy's school social worker will be available for staff, students, and their families. The Academy will provide staff, students, and families with information on community resources upon request.
- The Director of Student Support Services and School Social Worker will be the designated Mental Health Liaisons who will work across the District, with public health agencies, and community partners.
- The Director of Student Support Services and School Social Worker will remain up-to-date with MDE Resources to ensure all mental health and wellness support information that is available from this entity will be provided to staff as the information becomes available.
- The Special Education Department will hold IEPs virtually or in person as





needed.

- The Social Worker will implement a mental health screening for all students.
  - Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- A school newsletter will be provided to families containing mental and social-emotional health resources and information from the Principal, Assistant Principal, Social Worker and other staff members twice a month.
- We have partnered with Crossroads Church to provide grief and loss supports to students that may have experienced a loss due to COVID-19.
- Staff will report their physical and mental health status to the School Leadership Team.
- Communication with parents and guardians, via a variety of channels, return to school transition information including:
  - Destigmatization of COVID-19;
  - Understanding normal behavioral response to crises;
  - General best practices of talking through trauma with children; and
  - Positive self-care strategies

## **Phase 4 Instruction**

### **Governance**

- Mid-Michigan Leadership Academy will create a district Return to Instruction and Learning working group, led by the School Leader, Assistant Principal, and composed of a broad group of stakeholders on the district and school level.
- We will gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
- We will revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness and share the district's remote learning plan with all involved stakeholders.

### **Instruction**

In order to provide flexibility to families during the 2020-2021 School year, Mid-Michigan Leadership Academy is offering students the option of participating in the school's Remote Learning Model or attending school in person full time. Teachers



will support students in working through weekly assignments with a mix of interactive and independent activities. The content and the pace will be similar to the Academy's traditional school curriculum expectations. Mid-Michigan Leadership Academy will have a schedule for teachers to be in their classrooms for some instructional time.

- Options available to Mid-Michigan Leadership Academy students and families:
  - Teacher-led Full Digital Online Learning: Teachers provide instruction and communicate through Google Classroom or other digital platforms.
  - Teacher-led In-Person Instruction: Teachers provide direct in person instruction to all students.
- By offering in-person and remote learning for our students, Mid-Michigan Leadership Academy will continue to focus on building strong relationships and provide high level instruction for students. The Academy has made a concerted effort to ensure that tools and systems are in place to support teachers and staff to meet the needs of all students.
- Mid-Michigan Leadership Academy will facilitate alternative means of instruction for its students through the use of digital and non-digital materials, activities, and resources to support continued education during teacher-led full digital or teacher-led in-person instruction. Staff will use the Academy's Houghton Mifflin Harcourt (HMH) curriculum. Additional resources will include G-Suite applications.
- Mid-Michigan Leadership Academy will ensure that students with disabilities receive equitable services and in compliance with their individualized education programs, including the provision of additional services.
- During Phase 4 of the Michigan Safe Start Plan, Mid-Michigan Leadership Academy will ensure that students with disabilities receive their regular services and are in compliance with their individualized learning plan or IEP. During remote learning the Academy will provide supplemental instruction and services virtually. This may include additional online resources for students but may also include videos, work packets or phone conferences with teachers and service providers to guide instruction and answer questions. Required evaluations, reevaluations, IEP meetings, etc. will also be held virtually. The Special Education department will monitor each student's progress and determine what, if any, remediation may be needed.
- The Multi-Tiered Systems of Support (MTSS) Team will push into the virtual classroom lessons to assist students in reading, math, and behavior. The MTSS Team will also provide push in/pull out services to students who are in-person. The MTSS Specialists will hold Google Hangout sessions for remote learners



which include one on one support and small group sessions to continue academic support. Support services will be logged indicating the date and time and the focus of the administered support. Behavior Intervention and support will be noted. Students who experience continued behavior problems will be referred to Behavior Management.

- Mid-Michigan Leadership Academy teachers will provide learning resources and tasks through G-Suite, during a specific time for students participating in remote learning. Remote learning and in-person learning opportunities may look and be different. When students come to school, they will receive instruction that is most effectively delivered in an in-person environment while still accessing online resources through Google Classroom and other digital platforms. In-person instruction with students will include direct instruction that is based on student needs.

### **Communication**

- Mid-Michigan Leadership Academy is making a concerted effort to streamline communication between teachers, students, and parents. Teachers will communicate as a grade level team to help reduce the number of messages being sent out.
- Classtag, phone calls, school newsletter, and Mid-Michigan Leadership Academy's main Facebook page will be used to communicate the continuity-learning plan to all stakeholders.

### **Family Support**

- Ongoing communication will be provided to support families in the learning process including additional instructional resources to help make remote learning successful for students at home.
- Technology tips and troubleshooting guides will be available to help students and parents navigate online instructional tools, such as Google Classroom and chromebooks.
- Mid-Michigan Leadership Academy will continue to provide students and parents with the help needed to support their social and emotional wellbeing as well as providing academic advisement through remote services.



## Professional Learning

- Professional learning opportunities will provide time and resources for Mid-Michigan Leadership Academy educators to build relationships, plan, and teach in a remote learning environment.

## Phase 4 Operations

### Facilities

- Cleaning and Disinfection Supplies and Vendor Suppliers
  - The custodial team will be required to apply continuous and rapid cleaning and disinfecting processes throughout the day as the safety and health of our students are a priority.
  - In preparation for the return of our students to school during phase 4, a detailed audit and inventory of necessary cleaning, disinfection supplies, and PPE equipment were crafted to meet the cleaning and sanitation recommendation under the guidelines of CDC. Meetings were held with the academy's current vendors and new local vendors were secured as a secondary source of PPE suppliers to ensure the academy has the necessary cleaning supplies to meet the CDC guidelines and maintain the necessary high sanitation levels.
  - The district has purchased PPE masks, face shields, gloves that must be worn in tandem when executing cleaning duties. Other protection resources such as paper gowns and foot covers serve as a part of our health and safety supplies as this is a requirement for staff escorting a sick student to the isolation area for parent pick up.

### Building Usage, Movement, and Spacing

- Building Usage
  - Building access to our school buildings will be *limited* to protect our students and staff. The district will limit non-essential visitors and volunteers during phase 4. There will be no community use of our school buildings. All essential visitors will wear a mask when in the buildings. Signs promoting health, safety regulations, and procedures will be promoted throughout our school buildings. The six feet rule will be encouraged during outdoor physical education and recess activities.
- Movement
  - While in phase 4, the adults in the school buildings will do most of the moving as opposed to students in Junior Kindergarten -5 with the possibility of 6-8 moving throughout limited parts of the building.



- The reduction in student movement will serve as a precautionary health measure.
- In addition, some students will eat their breakfast and lunch in the class to restrict student movement.
- In phase 4, students will not be allowed to leave the classroom to use the school water fountains to decrease the exposure of health transmissions. All water fountains in the school buildings will be firmly covered up and signs will be posted on all building water fountains stating “not in service” to prevent the temptation of usage.
- The school will provide students with bottled water.
- Spacing (Once we return to the building)
  - In phase 4—clear partitions have been installed throughout the school buildings to maintain the six feet spacing protocol in the school offices.
  - Students in grades Junior Kindergarten-5 will remain three to six feet apart in the classroom when possible.
  - All teachers will be required to have seating charts and assign students to their seats.
  - Social distancing signage will be posted in all common areas.

## Technology

During phase 4, technology will continue to be an integral part of instruction and learning. A full maintenance assessment will be completed. To ensure equitable access to learning for all students, the district's technology equipment must be fully functional to support instruction and learning.

- Asset Tracking Tools
  - Asset tracking tools have been developed by the district to keep track of existing inventory, new inventory, damaged equipment going out for repair, damaged equipment returned to the district, devices loaned out to parents, and the number of loaned devices returned to the district. All tracking information will be kept electronically and paper records will be maintained in a binder in Mid-Michigan Leadership Academy's main office.
- Identified Technology Vendor
  - Charter Technologies, Inc. located in Livonia, Michigan, and has served public charter schools for fifteen years or more. Charter Technologies, Inc. has well-established ties to the industry and has served as the schools



approved Technology vendor for fifteen years. Charter Technologies, Inc. will assist and support with processing, returning, and maintenance of the district technology equipment and devices. Each week Charter Technologies will report to each school campus on-site triage area and repair teacher and student devices to minimize the time that staff and students have to be without a computer.

- Surveying the Needs
  - Mid-Michigan Leadership Academy will survey all parents before the start of the school. The data results from the survey will aid the Academy in determining the number of computers per household available for student learning, types of technology devices available to our students for learning, and whether or not our families require internet access to support remote learning. Moreover, the survey will help the district determine the number of Chromebooks required for study disbursement.
- Maintenance Process and Safeguards
  - Before the district (Mid-Michigan Leadership Academy) distributes Chromebooks to families that request a Chromebook at the beginning of the school year, Charter Technologies, Inc. will come to each school campus and conduct a maintenance assessment of all district-owned Chromebooks and desktop computers. These maintenance procedures will take place over the summer to ensure all Chromebooks and desktop computers are fully functional and repairs and replacements have been taken care of, before the start of school. Further, Charter Technologies, Inc. will use microfiber towels, sixty percent alcohol-based solution to sanitize all computer equipment and cords before and after the computer maintenance procedures. Charter Technologies will wear face masks and gloves during the assessment process to prevent any contamination of the computer equipment and cords.
  - ALL Chromebooks and computer serial numbers that require additional work or replacement will be noted on a separate inventory list by the building Technology Team. Charter Technologies, Inc. will make sure that all Chromebooks have the internet icon loaded on to all Chromebooks as well as any other necessary icon for learning, thereby giving students easy access to various approved learning platforms. Additionally, Charter Technologies, Inc. will block any inappropriate websites that our students might venture onto at the request of the Technology Leader. Charter Technology, Inc. will continue to block



inappropriate websites as concerns come to our attention. Charter Technology, Inc. will routinely conduct remote maintenance on all district Chromebooks, but not without, a prior parent announcement from the District Technology Coordinator. Charter Technology, Inc. will remove any malware during off-school hours to prevent any disruption to the school day and student's study hours.

- Technology Plan and Technology Parent Loans
  - The school's Technology Plan will be posted on the school website before the start of school. Each parent and student must sign off on the acknowledgment page of the district's Technology Plan before the start of school; agreeing to adhere to our technology policies. Verification of an executed parent and student signature acknowledgment page must be on record before Chromebooks are released from the school. Parents/guardians requesting to borrow a Chromebook from the district on behalf of their child(ren) will complete a **Chromebook Loan Request Form** (see attached documents). Once the loan request paperwork is completed and the parent and student have signed off on the acknowledgment page of our District Technology Plan, the parent/guardian can check out a Chromebook from the district. Set dates to pick up and drop off Chromebooks will be listed on the district's school website, main Facebook page, and a Robocall. Parents and students transferring out of the district before the end of the school year **MUST** turn in their Chromebook before exiting the district. Classtag, Robocalls, and social media will also be used to communicate pick and drop off dates for each campus. Parents in need of a Chromebook for their child (ren) will pick up a Chromebook at Mid-Michigan Leadership (see the attached Technology Plan).
- Chromebook Distribution, Collection Process, and Safety Protocols
  - Assigned Chromebooks with detailed instructions of how to sign on, access the internet, procedures for launching all relevant learning icons.
  - Homeroom teachers will prepare all known login information and attach to the Chromebook before distribution.
  - Before the end of the school year, school-wide communications will be disseminated noting the return date for all Chromebooks signed out by parents.
  - Upon return, all Chromebooks will be disinfected, adhering to the health



and safety precautions of the CDC.

- Technology Support for Teachers, Parents, and Students
  - Mid-Michigan Leadership’s Technology Team Leads will serve as an internal ‘help desk’ for parents/ guardians and students using district Chromebooks. The building Technology Team Lead will work closely with Charter Technologies, Inc. throughout the school year to monitor device usage and compliance with online learning programs and platforms.
  - The Technology Team Lead will ensure that students can submit their assignments through Google Classroom and/or HMH so that assignments can be evaluated promptly by their teachers. If a technical problem cannot be resolved at the school level, Charter Technologies, Inc. will reach out to the parents/guardian directly to troubleshoot any mechanical and technological problems related to Chromebooks on loan to parents/guardians.
  - Training over the summer will allow all stakeholders to adapt to remote learning platforms, tools, and practices.
- Redeployment & Furlough of Staff
  - Mid-Michigan Leadership will work with the School Board, CS Partners human resources department and finance department, the Principal, the Assistant Principal, and the Director of School Leadership (DSL) to redeploy or furlough staff. When the district is operating at level 4 staff will be redeployed in areas of need according to; (1) experience and expertise; (2) certification; (3) training and willingness to execute the assignment with fidelity.

## **Budget**

- During and in preparation of phase 4, the CS Partners finance team will continue to meet with the School Leader, Assistant Principal, and the Director of School Leadership regularly to discuss, monitor, and update the budget and school expenditures. The above-mentioned financial practices will allow the stakeholders to be involved in the transparencies' of the budget. The budget will continue to be posted on the school website for public transparency during phase 4. Mid-Michigan Leadership will begin to move towards operating to the full capacity of the budget unlike in phases 1, 2, or 3. within a “conservative budget”.
- In phase 4, Mid-Michigan Leadership will use its other portion of the Cares Act monies to purchase additional PPE equipment, additional technology devices, and add essential staff to support instruction and learning in essential domains—MTSS and Special Education.





- Mid-Michigan Leadership Academy will work with CS Partners in phase 4 to secure fair market pricing for bulk cleaning supplies and protective equipment. Additionally, the district will be relentless in continuing to follow the financial practices of securing multiple vendors quotes that provide the district with quality PPE approved products at fair market value. The aforementioned budget practices will allow the district to continue to be fiscally responsible in managing and expenditures. The School leaders will continue to work closely with the School
- Board, the assigned Director of School Leadership (DSL), and the finance team of (CS Partners) to evaluate staff cost.
- Each building staffing cost will continue to be evaluated and be carefully monitored during phase 4 and expenditure will be driven by essential needs and demand. Potential changes to enrollment shifts and budget scenarios will continue to be monitored and forecasted. Shifts in enrollment projections will continue to be evaluated and monitored to adjust staff as needed in phase 4. Further reductions or increases to the budget include but are not limited to maintenance staffing costs, staffing cost for Cub Club, and any additional operational expenses, i.e. re-occurring utility costs. The district will continue to use its staffing roster to monitor staffing numbers in each department—all open positions, positions that remain unfilled as well as those essential positions linked to teaching and learning.
- Mid-Michigan Leadership Academy’s staffing roster includes the District Administrators, Administrative Assistants, Teachers, Special Education Staff, MTSS specialists, Behavior Management, Cub Club staff, Custodians, as well as a roster of staff not returning in the fall. The staff roster will account for all staff built into the 2020-2021 school budget. The staff roster tool will be used to monitor the human resource needs and simultaneously prioritize human resources essential to teaching and learning throughout the district.

### **Food Service**

- All students at Mid-Michigan Leadership Academy grades Junior Kindergarten-8 eat breakfast and lunch free (Schoolwide Title I). Mid-Michigan Leadership Academy currently contracts with Okemos Public Schools Food Service Department for breakfast and lunch meals. Okemos Public Schools Food Service Department continues to provide state approved meals for students during shutdowns to meet nutritional needs. All meal pickups take place at MMLA. All parents receive a text or robo call as a reminder to pick up meals twice weekly.



The meals are distributed through a drive up social distancing process. In the event parents are unable to pick up food from the school, other arrangements can be made by request.

## **Enrollment**

- The challenges related to face to face enrollment have been impacted; however, Mid-Michigan Leadership Academy will maintain the enrollment department's mission to safeguard the initial relationship-building component.
- Mid-Michigan Leadership Academy will change from a paper-based enrollment processing to an online process interface. This online solution is on Mid-Michigan Leadership Academy's website as an electronic, fillable PDF file that can be submitted virtually. Parents/Guardians will submit the required documents—birth certificate, immunization records, report cards, parent identification for application completion— by faxing, scanning, in person, or mailing to Mid-Michigan Leadership Academy.

## **Staff**

- If it is determined that more teachers are needed in one area of learning, more staff will be deployed to that particular teaching and learning modality to support teaching and learning efforts. Two factors will drive staffing needs: (1) The physical capacity of the classroom and social distancing regulations under the CDC guidelines; (2) the amount of support a student/parent needs will ultimately drive the number of staff needed in one or the other area of learning modality.

## **Learning Options**

- In-Person Face to Face Instruction- is defined as an instructional method where course content and learning materials are taught in person to a group of students. This allows for live interaction between a learner and a teacher.
- Remote Learning- is defined as any method of instruction that takes place through the use of the internet and not in a traditional classroom. Instruction is internet-based and remote teaching and instruction takes place all online.

## **Medically Susceptible Staff and Students**

- **Staff**
  - Mid-Michigan Leadership Academy staff and School Leaders will work in tandem with CS Partners Human Resource Department and the districts assigned Director of School Leader to minimize face to face contact, thus; allowing staff to either remain six feet from others at all time or deploy susceptible staff to limited exposure a “no contact” position to reduce



further potential health risks. Deployment due to medical reasons may require documentation from a licensed physician to be on file.

- **Students**

- Medically susceptible students requiring no contact learning environment will be invited to participate in the district's virtual learning modality. The medically susceptible student along the parent/guardian, teacher, and school leader will create effective virtual learning to meet the needs of the students. The ongoing continuous dialogue will be built into the plan to provide the student with all the necessary support to be successful during their participation in the customized plan.



## **Plan for Operating during Phase 5 of the Michigan Safe Start Plan**

### **Phase 5 Safety Protocols**

#### **Access-PPE-Hygiene**

- The district will continue to purchase 3 ply adult and child masks, gloves, and disposable gowns. We will maintain a generous supply of supplies and equipment in case of a resurgence of COVID 19.
- All staff and students will have a daily temperature check before entering the building.
- As in phase 4, students located in the school building with a temperature of 100.4 or above will be isolated into a separate area for parent pick up.
- Staff and students will have the option to wear a mask, but they will not be required.
- In person visits will require a temperature screening before entering the building.

#### **Spacing**

- Mid-Michigan Leadership Academy in most cases will not feasibly be able to follow the 6 feet social distancing recommendation, when all students return for in person learning. We will social distance desks as far away as feasibly possible.
- As in phase 4, social distancing signage will remain posted throughout all Mid-Michigan Leadership Academy. Signage will be posted at all entries, in hallways, and floors.
- As in phase 4, students will eat lunch in classrooms or in smaller groups in the lunchrooms.

#### **Facilities, Cleaning, and Supplies**

- Mid-Michigan Leadership Academy will continue to maintain a 3 month supply of cleaning materials, soap, hand sanitizer, disinfectant and paper towels for unexpected circumstances.
- As in Phase 4, Paper towel dispensers, hand sanitizers and soap dispensers will be checked hourly in common areas and classrooms will be checked and refilled at the start/end of each day. Items will also be restocked during the day in classrooms when requested by staff members.
- Custodians will clean office areas, restrooms, and classrooms each night. Throughout the day they will continue to clean and sanitize high touch areas. Custodians will continue to monitor the buildings frequently, clean, sanitize throughout the day and sanitize with the electrostatic sprayers each night. They will follow CDC requirements.
- Mid-Michigan Leadership Academy custodians will train as new procedures are revealed.



### **Confirmed or Suspected Cases**

- Mid-Michigan Leadership Academy will report and consult with the local health department on proper procedures when a case is confirmed positive.
- Students showing symptoms will not be allowed to ride the bus home. Parents will be required to transport the student home to minimize exposure.
- Before returning to Mid-Michigan Leadership Academy symptomatic students and staff must remain home until they test negative from COVID 19 or have been released from isolation according to CDC guidelines.
- Before returning to Mid-Michigan Leadership Academy those testing positive for COVID 19 must be symptom free and re-test with negative results or have recovered according to CDC guidelines, before physically returning to Mid-Michigan Leadership Academy.
- In the event there are positive cases of COVID 19 at Mid-Michigan Leadership Academy, the Academy will follow guidelines outlined by the CDC. This may result in school closure. Families will be contacted by phone if their student comes in contact with any confirmed cases.
- If it is necessary to close Mid-Michigan Leadership Academy due to COVID 19, all instruction will continue in virtual format as outlined in Phase 3.
- Staff, students, and parents who do not comply with the safety procedures will experience the consequence of other non-compliant behaviors based on staff and student handbooks.

### **Food Services**

- As in level 4, students will consume lunch in their classrooms or in small groups in the lunchroom.
- Food service staff will continue to train on best food and safety practices and will follow all guidelines outlined for food service.

### **Extra-Curricular Activities and Athletics**

- Suspended at this time pending the reopening of the YMCA and local parks
- If the cases in Michigan are decreasing, small groups of 50 or less may be allowed indoors and 250 or less may be allowed in outdoor venues.
- Social distancing practices will be used when possible.
- Sharing of equipment will be avoided when possible.
- Items used will be sanitized before and after use.
- All coaches and students will have daily temperature checks.
- Confirmed cases with players, coaches or activity leaders and participants will be reported immediately to the local health department and all parents. COVID 19 testing should be completed. The activity or sport will be cancelled as a result of the positive case.



## **Transportation**

- We will be using Dean Transportation for our bussing needs and they will be following their outlined protocols.
- Transportation will be provided for students attending in person learning. Any family that is able to self-transport their students to and from Mid-Michigan Leadership Academy will be encouraged to do so.
- The 6 feet guideline will not be feasible for busing.
- All buses will be sanitized daily before and after every transit route. All buses will be deep cleaned weekly after the last transit route of the week is complete.

## **Cleaning**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with an EPA-approved disinfectant.
- Computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with an EPA-approved disinfectant.
- Student desks will be wiped down with an EPA-approved disinfectant after every class period.
- Playground structures will undergo cleaning after each recess period.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.



### **Phase 5 Mental & Social-Emotional Health**

Mid-Michigan Leadership Academy staff will be vigilant for signs of trauma among students as the result of extended absence from school and impacts from COVID 19, such as bereavement and food or housing insecurity.

- Mid-Michigan Leadership Academy will train staff on identifying students struggling with trauma.
- Mid-Michigan Leadership Academy’s school social worker will be available for staff, students, and their families. The Academy will provide staff, students, and families with information on community resources upon request.
- The Director of Student Support Services and School Social Worker will be the designated Mental Health Liaisons who will work across the District, with public health agencies, and community partners.
- The Director of Student Support Services and School Social Worker will remain up-to-date with MDE Resources to ensure all mental health and wellness support information that is available from this entity will be provided to staff as the information becomes available.
- The Special Education Department will hold IEPs virtually or in person as needed.
- The Social Worker will implement a mental health screening for all students.
  - Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- A school newsletter will be provided to families containing mental and social-emotional health resources and information from the Principal, Assistant Principal, Social Worker and other staff members twice a month.
- We have partnered with Crossroads Church to provide grief and loss supports to students that may have experienced a loss due to COVID-19.
- Staff will report their physical and mental health status to the School Leadership Team.
- Communication with parents and guardians, via a variety of channels, return to school transition information including:
  - Destigmatization of COVID-19;
  - Understanding normal behavioral response to crises;
  - General best practices of talking through trauma with children; and
  - Positive self-care strategies



### **Phase 5 Instruction**

Mid-Michigan Leadership Academy will deliver in person instruction during Phase 5 of the Michigan Safe Start Plan. The differences between Phase 4 and 5 are by offering in-person learning for our students and remote learning on a family by family medical need basis. Mid-Michigan Academy will continue to focus on strong relationships and instruction for our students—our primary roles in the community. Tools and systems will be in place to support teachers and staff across the district to meet the needs of all students in any setting. Whether in-person or remote, teachers will also have tools to diagnose student learning needs and address any academic slide that may have happened since mid-March. The Common Core Academic Standards have been organized to help teachers support students to identify the skills students will need to get there. Mid-Michigan Leadership Academy teachers will use classroom and district assessment results to support remediation and extension.

### **Governance:**

- Mid-Michigan Leadership Academy will create a district Return to Instruction and Learning working group, led by the School Leader, Assistant Principal, and composed of a broad group of stakeholders on the district and school level.
- We will gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
- We will revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness and share the district's remote learning plan with all involved stakeholders.

### **Instruction:**

- In-Person Instruction, per the current CDC guidance. In this model, students will attend class five times a week or as often as feasible based on health and safety guidelines.
- Mid-Michigan Leadership Academy will continue to focus on building strong relationships and provide high level instruction for students. The Academy has made a concerted effort to ensure that tools and systems are in place to support teachers and staff to meet the needs of all students.
- Mid-Michigan Leadership Academy will facilitate alternative means of instruction for its students through the use of digital and non-digital materials, activities, and resources to support continued education during teacher-led full digital or teacher-led in-person instruction. Staff will use the Academy's Houghton Mifflin Harcourt (HMH) curriculum. Additional resources will include G-Suite applications.





- Mid-Michigan Leadership Academy will ensure that students with disabilities receive equitable services and in compliance with their individualized education programs, including the provision of additional services.
- During Phase 5 of the Michigan Safe Start Plan, Mid-Michigan Leadership Academy will ensure that students with disabilities receive their regular services and are in compliance with their individualized learning plan or IEP. During remote learning the Academy will provide supplemental instruction and services virtually. This may include additional online resources for students but may also include videos, work packets or phone conferences with teachers and service providers to guide instruction and answer questions. Required evaluations, reevaluations, IEP meetings, etc. will also be held in person or virtually. The Special Education department will monitor each student's progress and determine what, if any, remediation may be needed.
- The Multi-Tiered Systems of Support (MTSS) Team will push in/pull out students for the classroom lessons to assist in reading, math, and behavior. The MTSS Specialists will hold Google Hangout sessions for remote learners which include one on one support and small group sessions to continue academic support. Support services will be logged indicating the date and time and the focus of the administered support. Behavior Intervention and support will be noted. Students who experience continued behavior problems will be referred to Behavior Management.
- Mid-Michigan Leadership Academy teachers will provide learning resources and tasks through G-Suite, during a specific time for students participating in remote learning. Remote learning and in-person learning opportunities may look and be different. When students come to school, they will receive instruction that is most effectively delivered in an in-person environment while still accessing online resources through Google Classroom and other digital platforms. In-person instruction with students will include direct instruction that is based on student needs.

### **Communications:**

- The difference between Phase 4 and 5 is to ensure that all families have the resources to feel safe and comfortable as their children return to school. Multi-faceted communication strategies will allow the division to attain its goal to include stakeholders' input in reopening decisions and to reinforce trust and confidence in Mid-Michigan Leadership Academy. Direct communication via mailings, email, and video messages; Mid-Michigan Leadership Academy website and social media postings; Town hall bulletins; Ongoing support for



school-based outreach and communication tools; and collaboration with stakeholder groups, community organization and businesses to help get the message to families and staff.

### **Family Supports:**

- The difference between Phase 4 and 5 is that Parent Training sessions may take place online **or** in person. Mid-Michigan Leadership Academy's COVID-19 Preparedness and Response Plan has been written to ensure that all families have the tools, resources, and support to feel safe and comfortable as their children return to school. Food Services will continue to provide meal services to families and students. Mid-Michigan Leadership Academy will provide resources and training to help caregivers understand their roles in supporting students' academic success. Additionally technology support will be made available to provide an online help desk to support students and caregivers with computer troubleshooting.

### **Professional Learning:**

- The difference between Phase 4 and 5 is that some of the professional learning may take place online **or** in person. The main goal of the Mid-Michigan Leadership Academy's COVID-19 Preparedness and Response Plan is to ensure that all staff—instructional, clinical, operational, and administrative—have the resources to feel safe and comfortable returning to the workplace. Provide staff with support and health and wellness resources to address any personal health and wellness needs. Professional Development will provide staff with the information, guidance, and professional learning necessary to support virtual instructional practices, health, and safety.



## Phase 5 Operations

### Facilities

- Cleaning and Disinfection Supplies and Vendor Suppliers
  - The custodial team will be required to apply continuous and rapid cleaning and disinfecting processes throughout the day as the safety and health of our students are a priority.
  - In preparation for the return of our students to school during phase 5, a detailed audit and inventory of necessary cleaning, disinfection supplies, and PPE equipment were crafted to meet the cleaning and sanitation recommendation under the guidelines of CDC. Meetings were held with the academy's current vendors and new local vendors were secured as a secondary source of PPE suppliers to ensure the academy has the necessary cleaning supplies to meet the CDC guidelines and maintain the necessary high sanitation levels.
  - The district has purchased PPE masks, face shields, gloves that must be worn in tandem when executing cleaning duties. Other protection resources such as paper gowns and foot covers serve as a part of our health and safety supplies as this is a requirement for staff escorting a sick student to the isolation area for parent pick up.

### Building Usage, Movement, and Spacing

- Building Usage
  - Building access to our school buildings will be *limited* with proper screenings to protect our students and staff. The district will limit non-essential visitors and volunteers during phase 5. There will be no community use of our school buildings. All visitors will continue to wear a mask when in the buildings. We may revisit this procedure in the future corresponding with government and CDC guidelines. Signs promoting health, safety regulations, and procedures will be promoted throughout our school buildings. The six feet rule will be encouraged during outdoor physical education and recess activities.
- Movement
  - While in phase 5, the adults in the school buildings will do most of the moving as opposed to students in Junior Kindergarten -5 with the possibility of 6-8 moving throughout limited parts of the building.
  - The reduction in student movement will serve as a precautionary health measure.



- In addition, some students will eat their breakfast and lunch in the class to restrict student movement.
- In phase 5, students will not be allowed to leave the classroom to use the school water fountains to decrease the exposure of health transmissions. All water fountains in the school buildings will be firmly covered up and signs will be posted on all building water fountains “stating not in service” to prevent the temptation of usage.
- The school will provide students with bottled water.
- **Spacing**
  - In phase 5—clear partitions have been installed throughout the school buildings to maintain the six feet spacing protocol in the school offices.
  - Students in grades Junior Kindergarten-5 will remain three to six feet apart in the classroom when possible.
  - All teachers will be required to have seating charts and assign students to their seats.
  - Social distancing signage will be posted in all common areas.

## Technology

During phase 5, technology will continue to be an integral part of instruction and learning. A full maintenance assessment will be completed. To ensure equitable access to learning for all students, the district's technology equipment must be fully functional to support instruction and learning.

- **Asset Tracking Tools**
  - Asset tracking tools have been developed by the district to keep track of existing inventory, new inventory, damaged equipment going out for repair, damaged equipment returned to the district, devices loaned out to parents, and the number of loaned devices returned to the district. All tracking information will be kept electronically and paper records will be maintained in a binder in Mid-Michigan Leadership Academy’s main office.
- **Identified Technology Vendor**
  - Charter Technologies, Inc. located in Livonia, Michigan, and has served public charter schools for fifteen years or more. Charter Technologies, Inc. has well-established ties to the industry and has served as the schools approved Technology vendor for fifteen years. Charter Technologies, Inc.



will assist and support with processing, returning, and maintenance of the district technology equipment and devices. Each week Charter Technologies will report to each school campus on-site triage area and repair teacher and student devices to minimize the time that staff and students have to be without a computer.

- Surveying the Needs
  - Mid-Michigan Leadership Academy will survey all parents before the start of the school. The data results from the survey will aid the Academy in determining the number of computers per household available for student learning, types of technology devices available to our students for learning, and whether or not our families require internet access to support remote learning. Moreover, the survey will help the district determine the number of Chromebooks required for study disbursement.
- Maintenance Process and Safeguards
  - Before the district (Mid-Michigan Leadership Academy) distributes Chromebooks to families that request a Chromebook at the beginning of the school year, Charter Technologies, Inc. will come to each school campus and conduct a maintenance assessment of all district-owned Chromebooks and desktop computers. These maintenance procedures will take place over the summer to ensure all Chromebooks and desktop computers are fully functional and repairs and replacements have been taken care of, before the start of school. Further, Charter Technologies, Inc. will use microfiber towels, sixty percent alcohol-based solution to sanitize all computer equipment and cords before and after the computer maintenance procedures. Charter Technologies will wear face masks and gloves during the assessment process to prevent any contamination of the computer equipment and cords.
  - ALL Chromebooks and computer serial numbers that require additional work or replacement will be noted on a separate inventory list by the building Technology Team. Charter Technologies, Inc. will make sure that all Chromebooks have the internet icon loaded on to all Chromebooks as well as any other necessary icon for learning, thereby giving students easy access to various approved learning platforms. Additionally, Charter Technologies, Inc. will block any inappropriate websites that our students might venture onto at the request of the Technology Leader. Charter Technology, Inc. will continue to block inappropriate websites as concerns come to our attention. Charter



Technology, Inc. will routinely conduct remote maintenance on all district Chromebooks, but not without, a prior parent announcement from the District Technology Coordinator. Charter Technology, Inc. will remove any malware during off-school hours to prevent any disruption to the school day and student's study hours.

- Technology Plan and Technology Parent Loans
  - The school's Technology Plan will be posted on the school website before the start of school. Each parent and student must sign off on the acknowledgment page of the district's Technology Plan before the start of school; agreeing to adhere to our technology policies. Verification of an executed parent and student signature acknowledgment page must be on record before Chromebooks are released from the school. Parents/guardians requesting to borrow a Chromebook from the district on behalf of their child(ren) will complete a **Chromebook Loan Request Form** (see attached documents). Once the loan request paperwork is completed and the parent and student have signed off on the acknowledgment page of our District Technology Plan, the parent/guardian can check out a Chromebook from the district. Set dates to pick up and drop off Chromebooks will be listed on the district's school website, main Facebook page, and a Robocall. Parents and students transferring out of the district before the end of the school year **MUST** turn in their Chromebook before exiting the district. Class tag, Robocalls, and social media will also be used to communicate pick and drop off dates for each campus. Parents in need of a Chromebook for their child (ren) will pick up a Chromebook at Mid-Michigan Leadership (see the attached Technology Plan).
- Chromebook Distribution, Collection Process, and Safety Protocols
  - Assigned Chromebooks with detailed instructions of how to sign on, access the internet, procedures for launching all relevant learning icons.
  - Homeroom teachers will prepare all known login information and attach to the Chromebook before distribution.
  - Before the end of the school year, school-wide communications will be disseminated noting the return date for all Chromebooks signed out by parents.
  - Upon return, all Chromebooks will be disinfected, adhering to the health and safety precautions of the CDC.



- Technology Support for Teachers, Parents, and Students
  - Mid-Michigan Leadership’s Technology Team Leads will serve as an internal ‘help desk” for parents/ guardians and students using district Chromebooks. The building Technology Team Lead will work closely with Charter Technologies, Inc. throughout the school year to monitor device usage and compliance with online learning programs and platforms.
  - The Technology Team Lead will ensure that students can submit their assignments through Google Classroom and/or HMH so that assignments can be evaluated promptly by their teachers. If a technical problem cannot be resolved at the school level, Charter Technologies, Inc. will reach out to the parents/guardian directly to troubleshoot any mechanical and technological problems related to Chromebooks on loan to parents/guardians.
  - Training over the summer will allow all stakeholders to adapt to remote learning platforms, tools, and practices.
- Redeployment & Furlough of Staff
  - Mid-Michigan Leadership will work with the School Board, CS Partners human resources department and finance department, the Principal, the Assistant Principal, and the Director of School Leadership (DSL) to redeploy or furlough staff. When the district is operating at level 5 staff will be redeployed in areas of need according to; (1) experience and expertise; (2) certification; (3) training and willingness to execute the assignment with fidelity.

### **Budget**

- During and in preparation of phase 5, the CS Partners finance team will continue to meet with the School Leader, Assistant Principal, and the Director of School Leadership regularly to discuss, monitor, and update the budget and school expenditures. The above-mentioned financial practices will allow the stakeholders to be involved in the transparencies' of the budget. The budget will continue to be posted on the school website for public transparency during phase 4. Mid-Michigan Leadership will begin to move towards operating to the full capacity of the budget.
- In phase 5, Mid-Michigan Leadership will use its other portion of the Cares Act monies to purchase additional PPE equipment, additional technology devices,



and add essential staff to support instruction and learning in essential domains—MTSS and Special Education.

- Mid-Michigan Leadership Academy will work with CS Partners in phase 5 to secure fair market pricing for bulk cleaning supplies and protective equipment. Additionally, the district will be relentless in continuing to follow the financial practices of securing multiple vendors quotes that provide the district with quality PPE approved products at fair market value. The aforementioned budget practices will allow the district to continue to be fiscally responsible in managing and expenditures. The School leaders will continue to work closely with the School
- Board, the assigned Director of School Leadership (DSL), and the finance team of (CS Partners) to evaluate staff cost.
- Each building staffing cost will continue to be evaluated and be carefully monitored during phase 5 and expenditure will be driven by essential needs and demand. Potential changes to enrollment shifts and budget scenarios will continue to be monitored and forecasted. Shifts in enrollment projections will continue to be evaluated and monitored to adjust staff as needed in phase 5. Further reductions or increases to the budget include but are not limited to maintenance staffing costs, staffing cost for Cub Club, and any additional operational expenses, i.e. re-occurring utility costs. The district will continue to use its staffing roster to monitor staffing numbers in each department—all open positions, positions that remain unfilled as well as those essential positions linked to teaching and learning.
- Mid-Michigan Leadership Academy’s staffing roster includes the District Administrators, Administrative Assistants, Teachers, Special Education Staff, MTSS specialists, Behavior Management, Cub Club staff, Custodians, as well as a roster of staff not returning in the fall. The staff roster will account for all staff built into the 2020-2021 school budget. The staff roster tool will be used to monitor the human resource needs and simultaneously prioritize human resources essential to teaching and learning throughout the district.

### **Food Service**

- All students at Mid-Michigan Leadership Academy grades Junior Kindergarten-8 eat breakfast and lunch free (Schoolwide Title I). Mid-Michigan Leadership Academy currently contracts with Okemos Public Schools Food Service Department for breakfast and lunch meals. Okemos Public Schools Food Service





Department continues to provide state approved meals for students during shutdowns to meet nutritional needs.

### **Enrollment**

- The challenges related to face to face enrollment have been impacted; however, Mid-Michigan Leadership Academy will maintain the enrollment department's mission to safeguard the initial relationship-building component.
- Mid-Michigan Leadership Academy will change from a paper-based enrollment processing to an online process interface. This online solution is on Mid-Michigan Leadership Academy's website as an electronic, fillable PDF file that can be submitted virtually. Parents/Guardians will submit the required documents—birth certificate, immunization records, report cards, parent identification for application completion— by faxing, scanning, in person, or mailing to Mid-Michigan Leadership Academy.

### **Staff**

- If it is determined that more teachers are needed in one area of learning, more staff will be deployed to that particular teaching and learning modality to support teaching and learning efforts. Two factors will drive staffing needs: (1) The physical capacity of the classroom and social distancing regulations under the CDC guidelines; (2) the amount of support a student/parent needs will ultimately drive the number of staff needed in one or the other area of learning modality.

## Van Atten-Densmore, Amy Sue

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**From:** COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>  
**Sent:** Friday, August 14, 2020 6:45 PM  
**To:** Van Atten-Densmore, Amy Sue  
**Subject:** [External] COVID-19 Preparedness and Response Plan Submission Complete



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808 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • 833-633-5788