



April 14, 2020

Dr. Hosesep Torossian
A.G.B.U. Alex and Marie Manoogian School
22001 Northwestern Highway
Southfield, MI 48075

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

Dear Dr. Torossian:

I am pleased to inform you that the Plan for A.G.B.U. Alex and Marie Manoogian School (“Academy”) has been approved by The Governor John Engler Center for Charter Schools at Central Michigan University and will be transmitted by our office to the State Superintendent of Public Instruction and the State Treasurer. The Plan is effective as of the date indicated in the Plan. You may proceed with Plan implementation for the remainder of the 2019-2020 school year and, if applicable, other elements that affect the 2020-2021 school year.

Please also proceed with the following next steps:

- To fulfill one of the required assurances, immediately add a copy of the approved Plan, assurances document, and budget outline to the Academy’s website. An approved copy of the Plan is attached and can be found in Epicenter.
- Present the Plan to the Academy’s Board of Directors (“Academy Board”) at its next scheduled meeting. At that meeting the Academy Board should approve any necessary amendments to the Academy’s 2019-2020 budget or other relevant agreements needed to implement the Plan. In accordance with the Terms and Conditions of the Academy’s charter contract (“Contract”), the approved Plan shall constitute Contract amendment number eight (8) to the Contract upon approval by the Academy Board. This Contract amendment will remain in effect as long as the Plan remains in effect. Attached please find a draft resolution for the Academy Board to use in approving the Plan and Contract amendment.

If the Academy requires an amendment to the Plan, please contact Amy Densmore, Director of Charter Accountability, at (989) 506-0355 or via email at avanatten@thecenterforcharters.org to initiate that process.

Thank you for all your efforts to keep student learning moving forward in these trying times. If you have any further questions or need additional support, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Corey Northrop". The signature is written in a cursive style with a large, stylized "C" and "N".

Corey Northrop
Executive Director

cc: Dr. Richard Marburger, Board President
Sonia Kalfayan, Board Corresponding Agent

Attachments:

Approved Continuity of Learning and COVID-19 Response Plan
Academy Board Resolution

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

Date Submitted: April 13, 2020

Name of District: AGBU Alex & Marie Manoogian School

Address of District: 22001 Northwestern Hwy. Southfield, MI 48075

District Code Number: 63901

Email Address of the District: skalfayan@manoogian.org

Name of Intermediate School District: Oakland Schools

Name of Authorizing Body: Central Michigan University

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

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

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

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

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

Date Submitted: April 13, 2020

Name of District: AGBU Alex & Marie Manoogian School

Address of District: 22001 Northwestern Hwy. Southfield, MI 48075

District Code Number: 63901

Email Address of the District Superintendent: skalfayan@manoogian.org

Email Address of the District: skalfayan@manoogian.org

Name of Intermediate School District: Oakland Schools

Name of Authorizing Body: Central Michigan University

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

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

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

District/ PSA Response:

The high school, middle school and elementary school teachers use a hybrid approach to communicate with students and parents. We take this approach because we know that 100% of our school families have access to computer technology at home based on previous school assignments. If a student’s technology malfunctions, accommodations will be made. The modes of instruction are included, but not

limited to, Zoom classrooms, email, text messaging, YouTube, project-based learning, What's App, videos, slideshows, Khan Academy, Raz-Kids, Google docs, and smart phones. We have instituted a call to every student on a rotating basis by teachers and principals. A schedule has been created for teachers to hold Zoom sessions inviting students at specific times and providing alternate time to meet the needs of students who are unable to make the scheduled time slot. Instructors send links to websites for specific pages as supportive material. Without face-to-face meetings, teachers are emailing packets to students. Teachers are able to follow their syllabi, given the fact that all students have their textbooks with them at home.

2. Please describe the methods the district will use to keep pupils at the center of educational activities, including outreach to continue building relationships and maintain connections, and to help pupils feel safe and valued.

District/ PSA Response:

On Friday, March 13, 2020, students were asked to stay home so that teachers could prepare work for a possible two-week shutdown. On March 16, 2020, parents were asked to stop by the school to pick up packets of work for their child. This was considered enrichment work until the Governor made her decision regarding the closure of schools. Every teacher prepared work to fit the needs of the students. On April 4, 2020, a letter from the principals went to every family and school board member explaining the new reality of distant teaching and learning per the Governor's Executive Order 2020-35 (signed April 2) and the school emphasized the need to stay healthy as issued by the Governor and various health authorities.

Individually, teachers have called students if they did not submit work as requested. The counselor has sent home grade-specific letters: one for the elementary, one for middle school, and one for high school. The counselor has also responded to individual students who contacted her, and she has started an Instagram page that students can reach, which the counselor maintains with advice, upbeat humor, suggestions, etc.

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

District/ PSA Response:

We are using email as the primary contact for outlining expectations and sending work back and forth. Content is also delivered via YouTube, videos, slideshows, Khan Academy, Raz-Kids and Google docs. All classes have been divided into subsections allowing the teacher to hold multiple Zoom sessions for each class to have more individualized learning. Zoom meetings are held to discuss questions and concerns the students have. Teachers also hold Zoom tutorials with certain students to further aid those who are having difficulty.

Students get an email from each of their teachers listing assignments and due dates. The assignments are based on texts, resources, or online resources we know the students have with them or are available on the Web. Teachers are using materials, such as short stories, graphs, articles, charts and other written materials, that are available to all students via the Web.

Other assignments may include instructions on how to access a particular YouTube presentation. In some cases, teachers are teaching 15-20 minute lessons using Zoom. Another teacher is posting lessons on YouTube. Many teachers are using educational resources already on YouTube, such as the series of lessons on preparing for the upcoming AP English and AP Biology exams. Some teachers already used platforms such as Edmodo, and those are being utilized.

Administration and teachers stress to students to send an email should they have problems or questions. Students are encouraged to collaborate among themselves. The counselor stresses the need to work together in all her communications. Among our 400 students, there was only one case of lacking connectivity. This issue was addressed by the principal and resolved.

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

District/ PSA Response:

Students turn in their completed assignment by email. If the assignment is such that it cannot be sent as an attachment, students take pictures of their assignment, and text message it to the teacher. Teachers are actually very impressed at the students' ingenuity in displaying their work.

The work done during the first three weeks are considered as enrichment. All subsequent work will be recorded in Skyward ranging from A to D- for middle school and high school students. Elementary students will be assessed by their classroom teachers and on-line assessments.

If a particular student does not turn in work or has not made any kind of contact over a one-week period, teachers will email or call the student. Faculty will consult with each other to see if all students are making an attempt to contact a teacher. If a student fails to reach out to any teacher, an immediate contact will be made to the parent. We are confident that we can monitor the work of all students through the method mentioned above.

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

District/ PSA Response:

We are extremely fortunate that 100% of our families/students have access to computer technology at home. Each household has available desktops, notebooks, iPhone, and Wi-Fi.

As such, the Manoogian School does not anticipate any new expenditures created for on-line/distant teaching and learning. It is also important to note that all teachers, paraprofessionals, and staff have complete access to technology at home.

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

District/ PSA Response:

The administrators have communicated with board members by phone. They are aware of the requirements for this alternative learning, and they have been diligent in seeing that the school intends to meet those requirements. Administration and faculty meet in Zoom faculty meetings and discuss various methods that can be used. The administration has stressed that any instructor can contact an administrator at any time. Elementary, Middle School and High School faculty members conduct separate weekly meetings through Zoom to share ideas of best practices and provide the opportunity for school principals to communicate and monitor the weekly progress of students.

A teacher committee developed a Zoom schedule in order to allow teachers an equitable amount of class time. As a K-12 school, we have students from one family in Elementary, Middle School and/or High School. It was necessary to ensure that all students could attend their class online in case of high demand on the home computer from multiple users.

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

District/ PSA Response:

We have already contacted all families about our intentions to teach online and implemented this teaching methodology on March 16, 2020. When the plan is approved, we intend to send out a mass email to all families. We will also post the notification on the school's website.

8. Please provide an estimate of the date on which the district will begin implementation of the Plan, which must be by April 28, 2020.

District/ PSA Response:

The school has already implemented the Plan in the expectation that an approval will be forthcoming. Whatever changes, if any are necessary, will be put into effect immediately. Please note that teachers began implementing this Plan on March 16, 2020.

9. Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act 160 of 1996, as amended, MCL 388.511 to 388.524, and the Career and Technical Preparation Act, 258 PA 2000, as amended, MCL 388.1901 to 388.1913, in completing the courses during the 2019-2020 school year.

District/ PSA Response:

Our school counselor has been in touch with all dually-enrolled students at Oakland Community College and Lawrence Technological University. All students are continuing their classes on-line. We are also in the process of contacting all eligible students for early application to dual enrollment for the 2020-2021 school year. The high school principal and counselor are assisting our senior class students who need guidance for college applications. We are extremely fortunate that the graduating class of June 2020 has already received 87 acceptances from local colleges and universities.

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

District/ PSA Response:

The Manoogian School does not participate in a federally funded food program and does not provide food service prior to the shutdown. To assist students/families, we will provide information regarding available meal distribution sites.

11. Please confirm that the district will continue to pay school employees while redeploying staff to provide meaningful work in the context of the Plan, subject to any applicable requirements of a collective bargaining agreement.

District/ PSA Response:

The school will continue to pay the salary of all school employees as per the Governor's Order while redeploying some staff to provide meaningful work to support the Plan. The school is committed to the well-being of all its employees.

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

District/ PSA Response:

Teachers will be grading students as they normally would. In addition, they would be making personal phone calls to each student, allowing more time to submit assignments, as well as providing web sites for additional learning resources. Teachers are trying to give detailed rubrics, and again, teachers are encouraging students to contact them with any questions. In grading, teachers in the middle and high schools will use the A to D- range for evaluations. Elementary students will be evaluated based on their participation and their written work. All IEP students will be given accommodations and, besides emails, personal phone calls will be made more frequently to them for one-on-one instruction. All teachers will use their professional judgment to meet the particular needs of IEP students.

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

District/ PSA Response:

The counselor has sent home grade-specific letters: one for the elementary, one for middle school, and one for high school. The counselor has also responded to individual students who contacted her, and she has started an Instagram page where students can express their concerns and the counselor can respond with advice, suggestions, and provide upbeat humor. The school administration is also in contact with parents who need further assistance during these difficult times.

14. Please describe how the district will support the efforts of the intermediate district in which the district is located to mobilize disaster relief child care centers as described in Executive Order 2020-16 or any executive order that follow it.

District/ PSA Response:

The school administration will comply with our local ISD. The school administration is monitoring website updates from Central Michigan University, MDE, local ISD, MPSA, and Wayne RESA. We will continue complying with any directive issued by the Oakland ISD.

15. Does the District's plan provide for the adoption of a balanced calendar instructional program for the remainder of the 2019-2020 school year and planning for the adoption of a balanced calendar instructional program for the 2020-2021 school year?

District/ PSA Response:

Our 2019/2020 school year originally met all of the day and hour requirements for the school year. Before the closure of March 13, we had to cancel school for 3 snow day times (November 12, February 26 and 27). Based on these closures, we were on track to meet the hour and number of day requirements for the 2019/2020 school year (based on the forgiven days allotted by the Michigan Department of Education). We are not planning to adopt a balanced calendar for the 2019/2020 school year. We will be evaluating our school calendar for the 2020/2021 school year in May. We will be considering starting the school year in late August 2020. We plan to get feedback from our school community and our Board of Directors before we make a final decision.

Name of District Leader Submitting Application: Sonia Kalfayan

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|--|------------------------------------|
| Date Approved: | 04/14/2020 |
| Name of ISD Supt/ Authorizer Designee: | Corey Northrop, Executive Director |
| Date Submitted to Superintendent and State Treasurer: | 04/14/2020 |
| Confirmation approved Plan is posted on District/ PSA website: | |



Amy Densmore <amyvanatten@gmail.com>

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

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

Tue, Apr 14, 2020 at 3:24 PM

Thanks for filling out [Continuity of Learning and COVID-19 Response Plan \("Plan"\)](#)

Here's what we got from you:

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

In accordance with the Governors Executive Order No. 2020-35, there has been a suspension of in person K-12 instruction for the remainder of the 2019-2020 school year. School districts are required to submit a "Continuity of Learning and COVID-19 Response Plan" (Plan) to their Intermediate School District (ISD) or authorizing body (if applicable) for review and approval no later than April 28, 2020. Intermediate districts and authorizing bodies shall submit one copy of the approved Plan by District to the State Treasurer and State Superintendent by completion of the following form and uploading a complete copy of the approved Plan. All questions regarding submission can be directed to OSRFA@michigan.gov

Email address *

Intermediate School District/ Authorizing Body Information

Name of Intermediate School District (If you are an Authorizing Body select "Other") *

Name of Authorizing Body (if an ISD please answer "NA") ***Name of ISD Superintendent/Authorizer Designee *****School District Information****Name of School District *****School District Code Number *****School District Contact Name *****School District Contact Email Address *****School District Contact Phone Number *****Plan Specifics**

Confirmation "Continuity of Learning and COVID-19 Response Plan" has been approved by your ISD/Authorizing Body? *

- Yes
 No

Date of ISD/Authorizer Body Approval? *

| | | |
|---------|------|--------|
| April ▼ | 14 ▼ | 2020 ▼ |
|---------|------|--------|

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

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|-----|
| \$0 |
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Attach a PDF file of the Approved Plan. *

Files submitted:

| |
|--|
| 63901 AGBU CLP Approved - Amy Densmore.pdf |
|--|

By clicking submit on this form, you are certifying that the District's Plan has been approved by the ISD/Authorizing Body, contains a PDF file of the approved Plan, and the information provided is true, accurate, and in accordance with Executive Order No. 2020-35. *

- Yes
 No

Create your own Google Form