



April 17, 2020

Mr. Dan McMinn
NexTech High School
801 Broadway Ave. NW, Ste. 225
Grand Rapids, MI 49504

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

Dear Mr. McMinn:

I am pleased to inform you that the Plan for NexTech High 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 a Contract amendment to the Contract upon approval by the Academy Board. This Contract amendment will remain in effect as long as the Plan remains in effect. Attached please find a draft resolution for the Academy Board to use in approving the Plan and Contract amendment.

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

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

Sincerely,

A handwritten signature in black ink that reads "Corey Northrop". The signature is written in a cursive, flowing style.

Corey Northrop
Executive Director

cc: Andrew Emmitt, Board President
Holly Kilburn, 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 11, 2020

Name of District: NexTech High School

Address of District: 801 Broadway Ave NW Suite 225, Grand Rapids, MI 49504

District Code Number: 41929

Email Address of the District: dmcminn@gr.nexttechhigh.org

Name of Intermediate School District: Kent ISD

Name of Authorizing Body (if applicable): Central Michigan University

This Assurance document needs to be returned to your Intermediate School District or, for Public School Academies, 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 a single district plan that relates to all of their schools.

The applicant hereby provides assurance it will follow the requirements for a 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 enrolled in the district.
2. Applicant assures that it will continue to pay school 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 the Plan was developed in collaboration with district administrators, school board members, teachers, and local bargaining units.
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 and COVID-19 Response Plan, Assurance Document, and Budget Outline will be posted immediately following approval to the District’s/PSA’s website.

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 or Public School Academy is providing, to the best of its ability, each student with alternative modes of 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.

For the purposes of the Plan, “district” refers to school districts and public school academies.

Date Submitted: April 11, 2020

Name of District: NexTech High School

Address of District: 801 Broadway Ave NW Suite 225, Grand Rapids, MI 49504

District Code Number: 41929

Email Address of the District: dmcminn@gr.nexttechhigh.org

Name of Intermediate School District: Kent ISD

Name of Authorizing Body (if applicable): 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 access meaningfully 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 to mitigate the spread of COVID-19.

District/ PSA Response:

NexTech High School (NexTech) is a school that bases its academic model on a blended learning approach. In order to accomplish this flexible learning model, NexTech is technically an online program. Our students are (5-O-D) online learners with a program requirement of face-to-face time. Therefore, NexTech will continue to use our online and technology-based platforms for remote learning during the COVID-19 continuity of learning period of Spring 2020. Every student at NexTech is provided with a laptop and a charger on enrollment. Parents and/or guardians also sign a 5-O-D consent form in order to allow their student to take more than 2 online courses. Our students are expected to have internet access at home as a foundation of our program. Upon the onset of the school closures mentor teachers reached out to each student to ensure students were aware school was still in session, and that they were able to connect. The school made hotspots available to families that had internet issues or other concerns. Courses already used a virtual curriculum, and teachers transitioned to virtual classes that fit into a modified schedule. If a student is unable to engage with the school during this campus closure, or would be deemed to be failing a course through this trimester, the school will issue an "I" for an incomplete grade and the student would have the option to complete that course in either the summer or fall session. This ensures there is no penalty for a student as the grade will not affect their GPA, and fully allows for course completion at a later time.

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:

Every NexTech Student has a mentor teacher. For 5-O-D compliance, it is this teacher who is required to have a two-way communication with each student on their roster every week. By two-way communication we mean a back-and-forth conversation between a student and a teacher that is focused on academics, assignments, and/or course and academic progress. To be considered a two-way communication, the student must respond back to the teacher. This expectation has continued through the COVID-19 school shutdown. Teachers make their contacts in a variety of ways including, but not limited to, Remind, Google Hangouts, Google Meet, Google Voice, Email, etc. In addition, the teachers are planning multiple activities to help students feel safe and valued, including virtual spirit weeks and school-wide discussions. Students also still have weekly Seminar time with their class and Seminar teacher. These are designed for developing and maintaining connections with students. As these times are group sessions, it also helps peers to stay socially connected with each other. The district is also increasing its social media outreach to include stories of remote classrooms and life within the remote learning environment. The school counselor will be working to create more social connected opportunities for students and will take the lead in this area through the rest of this campus closure.

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

District/ PSA Response:

Learning activities are designed for each and every student, as is the NexTech educational model. The technologies are enabling teachers to reach out and design learning for students during this period of emergency remote instruction. Content will continue to be delivered through Buzz with live teaching through Google Meet. Course assignments may be modified for essential learning standards through the remainder of the COVID-19 continuous learning period. Feedback for student work will be provided by the teachers. Students will also have opportunities to engage in synchronous activities provided through Google Meet as set by our modified schedule. If students are not able to make these times, instructors will individually work with the student to engage them in the required learning activities. Teachers have the freedom and expectation to work with students on the schedules that work best for them so they can be successful outside our normal daily schedule. The school also has offered a limited time frame for families to be able to connect with dedicated staff in order to support any electronic issues such as broken computers or to help replace items that become faulty during the overall closure.

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

District/ PSA Response:

Student progress will be monitored in multiple ways, both at a school-wide and individual level. NexTech is maintaining regular and weekly progress monitoring of student success within our MTSS and academic interventions process. School-wide student academic progress data is available through our staff homepage, while staff has been keeping an engaged student list as well. Staff meetings are focused on at-risk students and methods of supporting each learner. The school counselor and the academic team will be evaluating individual completion plans based on the COVID-19 EO and the recommendations from Kent ISD. These individual completion plans will include a consideration of grades from the March 11 date, along with the effort and engagement through the end of the school year. Seminar teachers will continue to make two-way communication with all students on their caseload, as will the special education teacher. As mentioned above, these communications are academically focused for each individual student.

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:

NexTech does not have a large revised budget for the COVID-19 emergency remote instruction or distance learning plan. As we are a 5-O-D online learning program, our infrastructure includes devices for all students, online learning platforms, and supports for reaching students in a remote environment. However, the only current addition may be additional hotspots and home internet options for families, which we had just started to develop prior to this EO. We believe we may be able to utilize the transition of Title funding to support these causes. The projected budget plan would be no more than \$1000 dollars through the end of the school year depending on the number of families enrolled in this program. Should the reallocation of funds become necessary the Academy Board will continue to receive, review and approve any necessary budget amendments. The Academy will remain in compliance with the Uniform Budgeting and Accounting Act.

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:

NexTech is a small school, by design, and involved stakeholders in the development of the plan in multiple ways. NexTech administration met with school leaders at other charter schools, including NexTech High School of Lansing, along with other schools in the CS Partners network. Initial input for remote emergency instruction was collected from the entire NexTech team at the onset of the COVID-19 school closure. The entire staff has discussed multiple concerns, challenges, and success for meeting student needs. Before finalizing, the plan was brought before the school leadership team and the management company support team, along with the school board president.

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

District/ PSA Response:

NexTech communicates with staff, parents/guardians, and students on a regular basis. Throughout the COVID-19 school closure, administration has sent multiple communications in our traditional methods, including instant alerts through Power School, emails, the school-wide newsletter, and Facebook and Instagram. The plan will be delivered to all stakeholders in these established methods, in addition to being posted to the district website. Seminar teachers will discuss the plan with each student during their weekly two-way communication with the students on their caseload. The school counselor will be scheduling 1:1 senior meetings to discuss and establish individual student completion plans for the class of 2020. In addition, NexTech administration is hosting two all-school meetings for students, staff, and parents/guardians to answer questions and present information on Wednesday April 15th, 2020 at 9am and at 6pm.

8. Please provide an estimate of the date on which the district will begin implementation of the Plan, which must be no later than April 28, 2008.

District/ PSA Response:

The district has continued to provide academic support and resources during the period of COVID-19 shutdown, as we are a 5-O-D online learning program. Student academic resources are provided in the asynchronous online platform, as well as in synchronous remote learning sessions. It is the plan for NexTech to continue this plan as we have been since March 16th, 2020. We have altered our plans through the first three weeks, defining approaches to reach all students. We were closed during the week of Spring break but have maintained our calendar as initially implemented.

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 Career and Technical Preparation Act, 258 PA 2000, as amended, MCL 388.1901 to 388.1913, in completing the courses during the 2019-2020 school year.

District/ PSA Response:

The NexTech students engaged in Dual Enrollment are, by majority, working with Grand Rapids Community College. The school counselor will work with this provider to determine next steps for each student. NexTech will ensure that the students have the appropriate materials and support to complete those courses. The students may be given the option to convert their grade to credit / no credit, based on guidance from Kent ISD and the COVID-19 EO. For CTE courses, NexTech will work directly with the CTE director at Kent ISD, to ensure that students will have the ability to complete their courses. NexTech will ensure the students have necessary resources, when needed.

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

District/ PSA Response:

As NexTech is a blended learning program where students attend for half-day sessions and is categorized as a 5-O-D online learning school, the program does not receive funding to provide food to students. As an outreach to families, NexTech has worked with local LEA's to ensure families were aware of community options for food and meals.

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:

NexTech is a charter school and works with Partner Solutions for HR and payroll. All staff members will continue to be paid, as normal, throughout the COVID-19 school shutdown period. This includes all of our hourly employees that we have utilized in their current roles to the best of our abilities during this campus closure.

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

District/ PSA Response:

Monitoring of student participation will be done in multiple ways. Officially, the two-way communication log serves as the primary method of pupil accounting for all 5-O-D schools, which includes NexTech. This process will continue through the remainder of the year, with the Seminar teachers checking in with their caseload students weekly. Students will be monitored for completion of assignments, academic progress, and general well-being. On a school-wide level, students are monitored weekly for their progress and engagement with an engaged student list. Additional support may be offered based on student needs, including school counselor support and special education services, when applicable.

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:

Through the two-way communication process outlined in previous sections, the district will continue to check on the wellness of all students. Families are encouraged weekly to let the principal or counselor know if they are in need of food or basic hygiene supplies. The school counselor will reach out to individual students and families who are at-risk or are identified as in-need of additional supports. Every week, the staff will meet to provide any student updates, concerns, or information necessary for the entire team. All team members and students are able to meet on the phone, on Google Meets, or via texting. It is, also, important to note that any language, policy or practice from NexTech during the COVID-19 school shutdown will be trauma-informed.

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:

NexTech is a public school academy for students in grades 9 - 12 and, therefore, does not provide any child care center services. If the facility is needed for assistance to the public, we will work with all agencies to provide the support that we can.

Optional question:

15. Does the District to adopt a balanced calendar instructional program for the remainder of the 2019-2020 school year? Does the District plan to adopt a balanced calendar instructional program for the 2020-2021 school year?

District/ PSA Response:

NexTech plans to continue the 2019-2020 school calendar as scheduled. For the 2020-2021 school year, NexTech plans to start learning prior to Labor Day on August 24, 2020. The draft calendar is established and will provide for the traditional 1080 hours and 180 required learning days throughout the year.

Name of District Leader Submitting Application: Dan McMinn, School Leader

Date Approved:

04/17/2020

Name of ISD Superintendent/Authorizer Designee:

Corey Northrop, Exec Director

Date Submitted to Superintendent and State Treasurer:

04/17/2020

Confirmation approved Plan is posted on District/PSA website:



Amy Densmore <amyvanatten@gmail.com>

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

1 message

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

Fri, Apr 17, 2020 at 10:37 AM

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

Here's what we got from you:

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

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

Email address *

Intermediate School District/ Authorizing Body Information

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

Name of Authorizing Body (if an ISD please answer "NA") *

Central Michigan University

Name of ISD Superintendent/Authorizer Designee *

Corey Northrop

School District Information

Name of School District *

NexTech High School ▼

School District Code Number *

41929 ▼

School District Contact Name *

Dan McMinn

School District Contact Email Address *

dmcminn@gr.nexttechhigh.org

School District Contact Phone Number *

616-458-4992

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 ▼	17 ▼	2020 ▼
---------	------	--------

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

\$1,000

Attach a PDF file of the Approved Plan. *

Files submitted:

41929 NexTech High School 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