



GENESEE INTERMEDIATE SCHOOL DISTRICT

LEADERSHIP ♦ SERVICE ♦ INNOVATION *Partnering for success!*

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MEMORANDUM

To: Mr. Kyle Guerrant, Deputy Superintendent, Finance & Operations
Michigan Department of Education

From: Dr. Lisa Hagel, Superintendent, Genesee Intermediate School District

Date: May 7, 2020

Re: Approved GSRP Continuity of Learning Plan

Attached please find the approved GSRP plan for Mott Community College GSRP Program. If you have any questions, please do not hesitate to reach out to me. Our office line is (810) 591-4400 and my email is lhagel@geneseeisd.org.

Thank you for your continued dedication to the students of Michigan.

Sincerely,

Dr. Lisa A. Hagel
Superintendent
Genesee Intermediate School District

lh:mb

Attachments





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

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

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

While many educators have been providing distance learning opportunities, the Governor’s Executive Order ([EO 2020-35](#)) requires all schools to begin providing learning opportunities for all students no later than April 28, 2020. Districts who are able to begin their plans earlier are encouraged to do so.

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

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

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

As Districts and Public School Academies complete the Assurances and Continuity of Learning Plans, they should consider utilizing the following principles to guide their work:

Keep Students at the Center

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

- **Plan for Student Learning:** Build on each student’s strengths, interests, and needs and use this knowledge to positively affect learning.
- **Develop a Weekly Plan and Schedule:** Offer routines and structures for consistency and for the balancing of think time, work time, and play time for health and well-being.
- **Contact Families:** Partner to support student learning through ongoing communication and collaboration. This will not look the same for every student and family—safety remains the priority. Provide translations as necessary.

Design Learning for Equity and Access

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

- **Teach Content:** Set goals using knowledge of each student, content area standards, and of Michigan Merit Curriculum.
- **Deliver Flexible Instruction:** Consider how to deliver content depending on tools and resources accessible to each student. Alternative modes of instruction may include use of online learning, telephone communications, email, virtual instruction, videos, slideshows, project-based learning, use of instructional packets, or a combination to meet diverse student needs.
- **Engage Families:** Communicate with families about engagement strategies to support students as they access the learning. Families are critical partners. Provide translations as necessary.

Assess Student Learning

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

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

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

Date Submitted: 5-7-2020

Name of District: Mott Community CollegeGSRP

Address of District: 1509 E Court St Flint, Michigan 48503

District Code Number: 25000

Email Address of the District: susan.lechota@mcc.edu

Name of Intermediate School District: Genesee Intermediate School District

Name of Authorizing Body (if applicable): Genesee Intermediate School District

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: May 7, 2020

Name of District: Mott GSRP

Address of District: 1509 E Court St

District Code Number: 25000

Email Address of the District Superintendent: Susan.lechota@mcc.edu

Name of Intermediate School District: Genesee Intermediate School District

Name of Authorizing Body (if applicable): GISD

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:

Mott GSRP continued engagement with families during the COVID19 shut-down by the use of:

- Virtual Newsletter- During the Covid-19 crisis the GSRP staff have created a virtual newsletter that is sent out to parents every Monday through various ways; email, Google Classroom, Remind App, and COR. These newsletters provide parents with a variety of resources including;
 - Educational information- weekly activities from a variety of developmental domains, message board (focus letter, focus number, nursery rhyme of the week, links to Youtube read aloud, links to

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:

During the COVID19 shut-down, Mott GSRP implemented a Continuity of Learning Plan which included creating a compilation of ECLC created educational videos, providing social emotional educational resources and activities, providing information about health and safety information and resources, providing information and links to community and college resources as well as academic activities and links to web-based experiences which support academic skill development and classroom goals. These Mott GSRP resources were provided to families via email, social media, on the MCC website and through the Child Development Record (COR) virtual communication tool used by the ECLC with currently enrolled families. The COR tool enables ECLC teaching staff to have a more robust engagement with parents by providing a tool for two way communication with parents to provide College and community COVID19 crisis resource support, parenting information, home to school academic and social emotional activity web links as well as ECLC created videos and activities which include a parent education component such as how to read a book to your child or how to create paint from items in your pantry.

Continued engagement with families was facilitated by the use of:

- Virtual Newsletter- During the Covid-19 crisis the GSRP staff have created a virtual newsletter that is sent out to parents every Monday through various ways; email, Google Classroom, Remind App, and COR. These newsletters provide parents with a variety of resources including;

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

District/ PSA Response:

Mott GSRP had already individualized communication methods according to parents preferences during the current school year. This already established protocol helped to smoothly transition to delivering content such as classroom activities and parent engagement experiences in a way appropriate for the families. Staff utilized email, Google Classroom, Remind App communication tool, Zoom meetings and the Child Observation Record (COR) parent communication tool. As an end of the school year support for families, the Mott GSRP staff will gather children left behind materials, hard copies of previously emailed educational packets and create Kindergarten Readiness Backpacks that families can pick up after the COVID19 shut-down or staff will deliver them to those who cannot pick them up.

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

District/ PSA Response:

Managing, evaluation and recording child data will be completed by:

- Google classroom/Zoom: using this resource allows parents to share their child's work with the teachers. This allows the GSRP teachers to assess the child's work and monitor their progress.
- Remind App- this app allows GSRP teachers to connect with families and receive pictures of children's work.
- COR- through the resources being used to provide open communication with the families we are able to input observations or documentation into the COR assessment tool.
- Zoom – teaching staff observe children's participation and record observations for COR reporting
- Email- parents have been responding to our weekly emails with positive feedback. They have provided pictures of their children's work and anecdotes from suggested activities.
- Parent-Teacher End of the Year Conferences – Teaching staff and parents exchange information about child development and learning

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

District/ PSA Response:

The Mott GSRP grant will cover all costs for implementing the plan. The budget will consist of previously budgeted staffing and materials for the Kindergarten Backpacks so there are no additional expenditures.

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:

Mott GSRP MCC Dean, Mott GSRP Director, Mott GSRP Assistant Director, MCC Early Childhood Learning Center Program Coach, GSRP Lead teachers, GSRP Associate Teachers and GSRP Assistants including a former GSRP parent met initially to develop a Continuity of Learning Plan for GSRP families during the COVID-19 shutdown which would include:

- Continued communication and engagement with current GSRP families
- Provide information about available community and college support services
- Create and implement virtual learning strategies that would support classroom goals
- Gather information from families about their family's well-being, their child's continuing development and learning as well as involve them in developing and refining the Continuity of Learning Plan as time went on
- Providing an end of the year Parent-Teacher Conference via communication tool preferred by family
- Providing an end of the year Kindergarten Backpack which will include school supplies, hard copies of COVID19 educational materials previously distributed electronically, child materials left behind during closure and the MDE Kindergarten Readiness packet.

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

District/ PSA Response:

Mott GSRP teaching staff emailed, held Google Classroom meetings and utilized the Remind App to send text messages to parents about the implementation of the Continuity of Learning Plan.

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:

Mott GSRP began implementation of the Plan on March 30, 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 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:

N/A

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

District/ PSA Response:

Mott GSRP referred families to a variety of food distribution sites:

- GISD
- Local school district sites
- Mott Community College Food Pantry which offers food delivered to family's homes.

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 Mott GSRP staff will be paid until the program's normal ending date which is May 22nd since we begin in Sept. This is already budgeted in the grant.

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

District/ PSA Response:

Mott GSRP is using communication documentation such as participation in classroom meetings, Remind App responses, email responses and two-way communication through the COR to collect participation data. Teaching staff is also collecting documentation sent in from parents about their child's continued school work such as pictures of their child doing activities and participating in classroom meetings or watching a Mott ECLC educational video.

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:

During the Continuity Plan, Mott GSRP staff provided families with a variety of mental health information about community resources, national resources and college resources. If a family communicated a need for additional support, we would work with the GSRP ECS to assist them.

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:

Mott GSRP will alert the GISD when center staff is made aware of any children who need care and who are the children of essential workers. 591-KIDS or the Mott GSRP ECS from the GISD.

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:

N/A

Name of District Leader Submitting Application: Susan Lechota Director, Mott GSRP

Date Approved: May 7, 2020

Name of ISD Superintendent/Authorizer Designee: Dr. Lisa A. Hagel

Date Submitted to Superintendent and State Treasurer: May 15, 2020

Confirmation approved Plan is posted on District/PSA website: Yes

Great Start Readiness Program (GSRP) Program Expectations
2019-2020 School, COVID19 Pandemic

It is the expectation of the GISD that all GSRP sub recipients complete the following:

- Learning Expectations:
 - Acknowledgement that all learning for preschool students is dependent on engagement with the teaching team and adults in the child's home to support learning
 - Learning is individualized, based on child strengths, interests and needs
 - It is expected that the basic needs of families are to be addressed in addition to the academic needs.
- Teaching Team Expectations:
 - All members of the teaching team participate in remote learning
 - Make every effort to connect with the family. If a family should turn down the option to participate in remote learning, document the parent preferences
 - Document efforts of learning and connection with all families throughout the closure
 - Must be a year-end conference with families (parent-teacher conference or home visit – virtually). If unable to meet this requirement for all families, document multiple attempts to connect with family.
 - Ongoing assessment will be completed through March 12th, only anecdotal notes will be expected beyond that date.
 - Support transition to Kindergarten
- Fiscal and Program Expectations:
 - GSRP funds are available for staffing, purchasing needed supplies, equipment, and resources to allow a staff member or family to connect remotely. This includes providing families with materials needed to learn at home (i.e. books, supplies, to support children's learning)
 - 120 day program requirement is waived, it is expected that remote learning will continue until the last scheduled day of preschool programming

As a GSRP sub recipient I understand and agree to the conditions above.

Mary Cusack Dean, Fine Arts & Social Sciences
Name

05/07/2020
Date

As the GSRP fiduciary, we understand and agree to the conditions above.

Lisa Adelger
Name

5/7/2020
Date

GSRP Continuity of Learning and COVID-19 Response Plan ISD Review and Approval of Subrecipient Plans

Instructions: ISD GSRP Early Childhood Contact (ECC) or designee must complete one review and approval form for each subrecipient Continuity of Learning and COVID-19 Response Plan submitted. Maintain a copy of the plan with the completed approval form on file for each subrecipient. The plan covering GSRP may either be submitted as a part of a local district plan or be submitted directly to the ISD.

Review and approval of each subrecipient plan must assure, to the fullest extent possible:

- learning at a distance plan fosters active, participatory learning that is dependent on engagement among the teaching team, adult(s) in the home, and the child;
- learning experiences offered are personalized for the strengths, interests and needs of each child, in consideration of their family, community, and culture;
- all members of the teaching team participate in the plan and are engaged in supporting learning and communicating with families;
- every effort is made to reach every child and family for the duration of the plan, respecting and allowing for family choice regarding the level of participation. If a family should turn down the option to participate in the plan, the date of the parent optout should be documented;
- programs document learning from a distance including outreach efforts and family contacts (such as frequency, type, duration, and family response);
- each plan includes a year-end, "conference" with each family;
- if teaching team members have been assigned to work in disaster relief child care centers, consideration is given to allow for provision of learning at a distance; and
- GSRP funds are available to be used for staffing, purchasing needed supplies, equipment, and resources, to allow a staff member or a family to connect remotely, to provide families with home learning kits, books, supplies, or other resources needed to support their children's learning.

Subrecipient Name: Mott College GSRP

Has the ISD reviewed the plan in its entirety and confirms plan assurances, including those specified above for GSRP for home learning, are met?	YES:	<input checked="" type="checkbox"/>	NO:	<input type="checkbox"/>	
Comments:					
Does the plan satisfactorily address how outreach/connections with children and families will be accomplished?	YES:	<input checked="" type="checkbox"/>	NO:	<input type="checkbox"/>	
Comments:					
Does the plan ensure that families and staff have/will have the needed supplies and resources to participate in/implement the plan?	YES:	<input checked="" type="checkbox"/>	NO:	<input type="checkbox"/>	
Comments:					
Has the ISD reviewed the plan for feasibility (e.g., approaches to required outreach and family connections are both sufficient and reasonable in scope – number, frequency, format, duration)?	YES:	<input checked="" type="checkbox"/>	NO:	<input type="checkbox"/>	
Comments:					
Does the ISD approve the plan?	YES:	<input checked="" type="checkbox"/>	NO:	<input type="checkbox"/>	
Date Approved:	Click or tap to enter a date. May 7, 2020				
Name of ISD ECC/ECC designee:	Catrina Wiskur <i>Catrina Wiskur</i>				