



**BOARD OF EDUCATION  
REGULAR MEETING**  
October 12, 2020 — 7:00 p.m.  
Whitmore Lake High School Theater



# WHITMORE LAKE PUBLIC SCHOOLS BOARD OF EDUCATION

## Mission Statement

*Partnering with students, parents, and the community to  
provide exceptional, personalized education.*

## REGULAR MEETING

Monday, October 12, 2020 – 7:00 p.m.

Whitmore Lake High School Theater  
7430 Whitmore Lake Rd.  
Whitmore Lake, MI 48189

## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

## BOARD OF EDUCATION ROLL CALL

## APPROVAL OF AGENDA

## SPECIAL PRESENTATION

Jeff Straus from Maner Costerisan CPA firm will present the audit report.

## CALL TO THE PUBLIC

“The meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.”

## BOARD CLARIFICATION

## STUDENT COUNCIL

Samantha Ogden will present the student council report.

## CONSENT ITEMS

Approval of minutes from the September 14, 2020 Board of Education Regular Meeting and the September 14, 2020 closed session (to be handed out at the meeting). **(Attachment 1)**

Approve fund transfer of \$378,433 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$380,892 from Accounts Payable to cover the payrolls of September 15, 2020 and September 30, 2020. **(Attachment 2)**

## COMMITTEE REPORTS

## NEW BUSINESS

### *Personnel*

Motion to approve the hire of Julia Licata as a full time Speech and Language Pathologist for the 2020-2021 school year for the Early Childhood Center, Kindergarten, and Spiritus Sanctus Academy at step 3 on the WLEA MA salary scale with a hire date of October 6, 2020 and a start date of October 22, 2020.

*Secondary Academic Achievement*

MS/HS Principal and Director of Instruction, Jill Henry, will provide an overview of SAT, ACT and AP results.

*District Policies*

Motion to approve Miller Johnson School Policy Services as the District's policy and administrative regulation provider replacing NEOLA

*Financial Report*

**Attachment 3** contains the Budget Performance Report for September 30, 2020. Director of Finance & Operations, Denise Kerrigan will update the Board with information regarding the financial report.

**SUPERINTENDENT'S REPORT**

*Extended Continuity of Learning Plan*

Mr. DeKeyser will share an update with the board. (**Attachment 4**)

**OTHER INFORMATION**

*Personnel*

Lauren Hill recently submitted her resignation as the full time Speech and Language Pathologist at the Early Childhood Center and Elementary School. Her last day will be October 1, 2020

Edwin Barnett has accepted the position (Step 1) Over 18 Lifeguard at \$10.00 per hour for Community Recreation.

*Appreciation Letter*

Varsity Girls Basketball Coach Keith Brown for Lutheran High School Westland extends his thanks and appreciation along with his family to WLHS Athletic Trainer, Sarah Floyd and Athletic Director, Brad McCormack. (**Attachment 5**)

**ANNOUNCEMENTS**

**The next Regular Meeting of the Board of Education will be held on Monday, November 9, 2020 at 7:00 p.m. in the High School Theater, unless an Executive Order requires the meeting to be held virtually.**

**CALL TO THE PUBLIC**

**BOARD MEMBER REPORTS**

Mr. Cole, Mr. Dignan, Mr. Henry, Mrs. Kritzman, Mrs. McCully, Mr. Meadows, and Mrs. Schwennesen

**ADJOURNMENT**

Please fill out a "Public Participation Request" form if you wish to address the Board prior to the Public Comment section of the meeting. Please include your name, address and topic you wish to speak on. Those wishing to speak in Public Comment are limited to three (3) minutes.

#### 0000 – BYLAWS

#### 0160 - MEETINGS

##### 0167.3 – Public Participation at Board Meetings

Tape or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

M.C.L. 15.253(4)(5)(6), 380.1808

Revised 9/27/2010

#### Use of Recording Devices

Anyone attending a school event who wishes to record the activity on a visual recording device shall be asked to abide by the following rules:

- A. The recorder must operate the device within the area designated by the principal or director of the activity.
- B. The camera must not block the view of any other attendees or interfere with others who seek to record the activity.
- C. Those who record or assist a recorder must not block any passageways nor interfere with any other attendee's participation or observation of the activity.
- D. If sound is also being recorded, the recorder must not ask other attendees to be quiet or to change their behavior in order to improve the quality of the sound.
- E. If the District is recording the activity, the principal may arrange for a person to obtain a copy providing s/he agrees to provide a tape and pay whatever the principal may need to charge to cover the costs of transfer.

Where the District does not possess the appropriate license or permission to allow the recording of a copyrighted work or performance, notice will be given, when possible, prior to the exhibit or performance. Announcements shall be made at the beginning of any such exhibit or performance.

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**Whitmore Lake Public Schools**  
**BOARD OF EDUCATION**  
*Regular Meeting Minutes*  
**September 14, 2020 – High School Theater – 7:00 p.m.**

**MEMBERS PRESENT**

Laura Schwennesen (*President*), John Meadows (*Vice President*), Michelle Kritzman (*Treasurer*), Lisa McCully (*Secretary*), Lee Cole (*Trustee*), and Bob Henry (*Trustee*)

**MEMBERS ABSENT**

Ken Dignan (*Trustee*)

**ADMINISTRATORS PRESENT**

Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan, MS/HS Principal, Jill Henry, Elementary Lead Teacher and Literacy Coach, Heidi Roy-Borland, and Athletic Director, Brad McCormack

**OTHERS PRESENT**

Staff, parents and members of the community

**CALL TO ORDER**

At 7:01 p.m. by President Laura Schwennesen.

**APPROVAL OF AGENDA**

*Motion to approve the amended agenda as presented made by Mr. Meadows; supported by Mrs. Schwennesen.*  
Ayes – 6; Nays – 0, motion carried

**CALL TO THE PUBLIC**

None

**STUDENT COUNCIL**

Student Council Representative, Samantha Ogden shared homecoming will be on October 9, 2020, however there will be no parade or dance this year due to COVID-19 distancing rules.

**CONSENT ITEMS**

*Motion to approve the minutes from the August 10, 2020 Board of Education Regular Meeting was made by Mrs. Schwennesen; supported by Mr. Henry.*  
Ayes – 6; Nays – 0, motion carried

*Motion to approve fund transfer of \$383,437 in payments from Accounts Payable; further, to approve the transfer of \$321,761 from Accounts Payable to cover the payrolls of August 14, 2020 and August 31, 2020 made by Mr. Schwennesen; supported by Mr. Henry.*  
Ayes – 6; Nays – 0, motion carried

**COMMITTEE REPORTS**

Mr. Cole and Mrs. Schwennesen shared the Executive Committee recently met. Topics of discussion included the reopening schools, enrollment fluctuation, and marketing.

**NEW BUSINESS**

*Personnel*

*Motion to approve the transfer of Melanie Clawson from a full time Title 1 Paraprofessional to a full time Kindergarten Teacher for WLES at Step 2 on the WLEA MA salary scale with a start date of August 31, 2020 was made by Mr. Meadows; supported by Mr. Cole.*  
Ayes – 6; Nays – 0, motion carried

*Administration Contract*

*Motion to approve the renewal contract of Director of Student Services, Melissa Heuker was made by Mrs. Schwennesen; supported by Mr. Meadows.*  
Ayes – 6; Nays – 0, motion carried

*2020 Refunding Resolution*

*Motion to approve the ratification of the resolution authorizing the refunding of Whitmore Lake Public School District's 2020 Refunding Bonds, as prepared by Thrun Law Firm made by Mr. Meadows; supported by Mr. Henry.*

Mr. DeKeyser shared with the low interest rates, this would save the tax payers money. Mrs. Kerrigan shared it has a potential savings of 2.6 million dollars by paying off earlier and shortening the time to pay. She also informed Board members there are two resolutions to approve, due to timing of purchase. One is for 2020 and the other is for 2021.

**Roll Call Vote.** Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – Yes, Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Cole – yes  
Ayes – 6; Nays – 0, motion carried 6 – 0

#### *2021 Refunding Resolution*

*Motion to approve the ratification of the resolution authorizing the issuance and delegating the sale of Whitmore Lake Public School District's 2021 Refunding Bonds, as prepared by Thrun Law Firm made by Mrs. Schwennesen; supported by Mr. Meadows.*

**Roll Call Vote.** Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – Yes, Mr. Meadows – yes, Mr. Cole – yes, Mrs. Schwennesen – yes  
Ayes – 6; Nays – 0, motion carried 6 – 0

#### *WLPS Course Catalog*

*Motion to approve the Whitmore Lake Public Schools student course catalog was made by Mrs. Schwennesen; supported by Mrs. Kritzman.*

Superintendent DeKeyser updated the board regarding the courses and answered all Board member questions.

Ayes – 6; Nays – 0, motion carried

#### *Financial Report*

Mrs. Kerrigan updated the Board with information regarding the August 31, 2020 financial report. She also shared due to COVID-19 and Community Recreation being shutdown there is no revenue at this time.

### **SUPERINTENDENT'S REPORT**

#### *Athletics/Extra Curricular*

Superintendent DeKeyser thanked Mr. McCormack for his efforts in keeping the sports going this fall. Mr. McCormack updated the Board with the additional requirements due to COVID-19. He also shared our goal is to keep our kids safe and we will have be expectations with visitors wearing facial coverings.

#### *Enrollment Update*

Mr. DeKeyser updated Board members regarding student enrollment, in-person learning, and virtual learning. He also shared Kindergarten enrollment is up and an additional teacher may be needed.

#### *Extended Continuity of Learning Plan*

Mr. DeKeyser shared the educational goals which includes expectations from Michigan Department of Education. He also shared our ISD will need to approve our plan, which is due October 1, 2020.

### **OTHER INFORMATION**

The Board acknowledged all other items of information.

### **ANNOUNCEMENTS**

**The next Regular Meeting of the Board of Education will be held on Monday, October 12, 2020 at 7:00 p.m. in the High School Media Center, unless an Executive Order still requires to be held virtual.**

### **CALL TO THE PUBLIC**

Lindsey Collins expressed her appreciation for all the communication received regarding school during 2020-21. She also shared it's been amazing for students with the in-person learning and is very pleased with the elementary school.

### **BOARD MEMBER REPORTS**

Mrs. Kritzman shared the Educational Foundation is having a Cornhole Tournament Fundraiser. It will be held outdoors at the Rod & Gun Club on October 3, 2020 at 3:00 p.m.

Mr. Meadows and Mrs. Schwennesen expressed their thanks to Mr. DeKeyser, Mrs. Henry and Mrs. Roy-Borland for communicating with the community during this COVID-19 pandemic.

**CLOSED SESSION**

*Motion to adjourn into closed session meeting at 8:40 p.m. (with a 5 minute break) to discuss contract negotiations was made by Mrs. Schwennesen; supported by Mr. Cole. Roll call vote: Mrs. Kritzman – yes, Mrs. McCully – Yes, Mr. Meadows – yes, Mrs. Schwennesen – yes, Mr. Cole – yes, Mr. Henry – yes,*  
Ayes – 6; Nays – 0, motion carried 6 – 0

**Call to Order**

Open session called to order at 9:04 p.m. by President Laura Schwennesen.

*WLEA Negotiations*

*Motion to waive, for the 2020-21 school year, fund balance “6% wage freeze” clause and compensate teachers based on Appendix A of WLEA contract was made by Mrs. Schwennesen; supported by Mr. Meadows*  
Ayes – 6; Nays – 0, motion carried 6 - 0

**ADJOURNMENT**

*Motion to adjourn the Regular Meeting at 9:06 p.m. made by Mr. Cole; supported by Mr. Henry*  
Ayes - 6; Nays - 0, motion carried 6 - 0.

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*Lisa C. McCully, Secretary, Board of Education  
Whitmore Lake Public Schools*

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*Date*

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**Whitmore Lake Public Schools**  
**Business Office Transactions**

For the Month Ending:  
**September 30, 2020**

<u>Payroll Transactions</u>	September 15, 2020	\$	176,261
	September 30, 2020	\$	204,631
		<u>\$</u>	<u>380,892</u>
<u>Accounts Payable Transactions</u>		<u>\$</u>	<u>378,433</u>

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**Whitmore Lake Public Schools  
Budget Performance Reports  
September 30, 2020**

<b>Revenue</b>	<b>Actual</b>	<b>Adopted Budget</b>	<b>Remaining Budget</b>	<b>% Used/Rec'd</b>
<b>Fund 11 - General Fund Revenue Totals</b>	<b>\$285,221</b>	<b>\$9,822,862</b>	<b>\$9,537,641</b>	<b>2.90%</b>
<b>State Aid Note (SAN)</b>	<b>\$1,709,119</b>			
	<b>\$1,994,340</b>			
<b>Fund 23 - Comm Rec Revenue Totals</b>	<b>\$0</b>	<b>\$455,697</b>	<b>\$455,697</b>	<b>0.00%</b>
<b>Fund 25 - Food Service Revenue Totals</b>	<b>\$15,663</b>	<b>\$335,645</b>	<b>\$319,982</b>	<b>4.67%</b>

<b>Expenditures</b>	<b>Actual</b>	<b>Adopted Budget</b>	<b>Remaining Budget</b>	<b>% Used/Rec'd</b>
<b>Fund 11 - General Fund Expenditure Totals</b>	<b>\$1,422,476</b>	<b>\$10,039,616</b>	<b>\$8,617,140</b>	<b>14.17%</b>
<b>Fund 23 - Comm Rec Expenditure Totals</b>	<b>\$23,243</b>	<b>\$394,250</b>	<b>\$371,007</b>	<b>5.90%</b>
<b>Fund 25 - Food Service Expenditure Totals</b>	<b>\$27,974</b>	<b>\$335,500</b>	<b>\$307,526</b>	<b>8.34%</b>

**Estimated Fund Balance 6-30-2020**

<b>Fund 11 - General Fund</b>	<b>\$536,546</b>
<b>Fund 23 - Community Recreation</b>	<b>\$104,500</b>
<b>Fund 25 - Food Service</b>	<b>\$466</b>

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**WHITMORE LAKE PUBLIC SCHOOLS**  
8845 Main St., Whitmore Lake, MI 48189  
Phone: 734.449.4464 | Fax: 734.449.5336 | www.wlps.net  
Exceptional, Personalized Education

Superintendent Tom DeKeyser

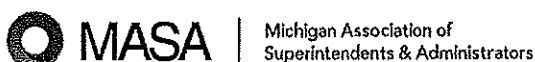
## **Whitmore Lake Public Schools Extended COVID-19 Learning Plan as Described in Public Act 149, Section 98a**

**August 27, 2020  
September 3, 2020 Clarifications**

On August 20, 2020 Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan ("Plan") that has been approved by an intermediate district or authorizing body. The Plan does not replace the District's/PSA's COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access. PA 149 does not apply to districts that operate as a cyber school.

District/PSA educational goals written for all students and all subgroups must be established no later than September 15, 2020 and submitted in their Plan to the ISD or Authorizing Body, as applicable, no later than October 9, 2020 for approval. ISDs and PSAs will transmit the approved plan to the state superintendent of public instruction and the state treasurer.

District/PSA Extended COVID-19 Learning Plans should be submitted to the ISD or Authorizing Body as a PDF file.



## **Whitmore Lake Public Schools Extended COVID-19 Learning Plan**

Address of School District/PSA: **Whitmore Lake Public Schools**

District/PSA Code Number: 81140

District/PSA Website Address: [www.wlps.net](http://www.wlps.net)

District/PSA Contact and Title: Tom DeKeyser, Superintendent

District/PSA Contact Email Address: [tom.dekeyser@wlps.net](mailto:tom.dekeyser@wlps.net)

Name of Intermediate School District/PSA: Washtenaw ISD

Name of PSA Authorizing Body (If applicable):

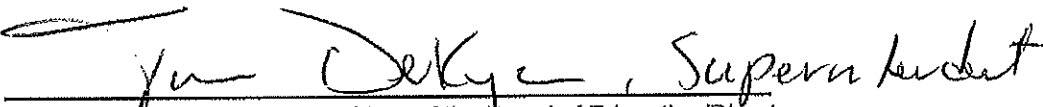
Date of Approval by ISD/Authorizing Body: October 9, 2020

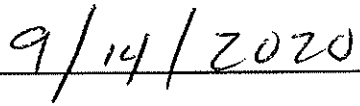
### **Assurances**

1. Whitmore Lake Public Schools will make their ISD/Authorizing Body approved Extended COVID-19 Learning Plan accessible through the transparency reporting link located on the District's/PSA's website no later than October 9, 2020.
2. Whitmore Lake Public Schools will create and make available on its transparency reporting link located on Whitmore Lake Public Schools website, a report concerning the progress made in meeting the educational goals contained in its Extended COVID-19 Learning Plan not later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals Whitmore Lake Public Schools expected would be achieved by the end of the school year.
3. Benchmark Assessments: Whitmore Lake Public Schools will

- select a benchmark assessment or benchmark assessments that is/are aligned to state standards.
  - administer the approved benchmark assessment, or local benchmark assessment, or any combination thereof, to all pupils in grades K to 8 to measure proficiency in reading and mathematics within the first nine weeks of the 2020-2021 school year and again not later than the last day of the of the 2020-2021 school year.
4. If delivering pupil instruction virtually, Whitmore Lake Public Schools will
- provide pupils with equitable access to technology and the internet necessary to participate in instruction, and
  - expose each pupil to the academic standards that apply for each pupil's grade level or courses in the same scope and sequence as Whitmore Lake Public Schools had planned for that exposure to occur for in-person instruction.
5. Whitmore Lake Public Schools, in consultation with a local health department will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that are based on local data that are based on key metrics.  
Note: A determination concerning the method for delivering pupil instruction shall remain at Whitmore Lake Public Schools Board's discretion. Key metrics that Whitmore Lake Public Schools will consider shall include at least all of the following:
- COVID-19 Cases or Positive COVID-19 tests
  - Hospitalizations due to COVID-19
  - Number of deaths resulting from COVID-19 over a 14-day period
  - COVID-19 cases for each day for each 1 million individuals
  - The percentage of positive COVID-19 tests over a 4-week period
  - Health capacity strength
  - Testing, tracing, and containment infrastructure with regard to COVID-19
6. If Whitmore Lake Public Schools determines that it is safe to provide in-person instruction to pupils, Whitmore Lake Public Schools will prioritize providing in-person instruction to pupils in grades K to 5 who are enrolled in Whitmore Lake Public Schools.
7. Whitmore Lake Public Schools assures that
- instruction will be delivered as described in this plan and re-confirmed by Whitmore Lake Public Schools Board,
  - the description of instructional delivery in this plan matches the delivery of instruction to be delivered during the 2020-2021 school year,
  - Whitmore Lake Public Schools will re-confirm how instruction will be delivered during the 2020-2021 school year thirty days after ISD approval of the plan, and every 30 days thereafter at a meeting of the Board, and
  - public comment will be solicited from the parents or legal guardians of the pupils enrolled in Whitmore Lake Public Schools during a public meeting described in PA-149.
8. Whitmore Lake Public Schools will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.

9. Whitmore Lake Public Schools will ensure that two (2), 2-way interactions occur between a pupil enrolled in Whitmore Lake Public Schools and the pupil's teacher or at least one (1) of the pupil's teachers during each week of the school year for at least 75% of the pupils enrolled in Whitmore Lake Public Schools. Whitmore Lake Public Schools will publicly announce its weekly interaction rates at each District/PSA Board meeting where it re-confirms how instruction is being delivered. Whitmore Lake Public Schools will make those rates available through the transparency reporting link located on Whitmore Lake Public Schools website each month for the 2020-2021 school year.

  
District Superintendent or President of the Board of Education/Directors

  
Date

## Learning Plan Narrative

### Opening Statement

- Please provide a statement indicating why an Extended COVID-19 Learning Plan is necessary to increase pupil engagement and achievement for the 2020-2021 school year.

The COVID-19 global pandemic is impacting our school community in a number of ways: we are experiencing a traumatic event, many students may have significant gaps in their learning, and equity issues are more pronounced. As we return to school in the fall, our first priority will be to ensure the well-being of all members of our school community. Because of the wide range of experiences students had during the remote learning portion of the 19-20 school year, we anticipate that students will come to school in the fall of 2020 with a wider than usual range of competencies. We expect that many students will be behind and will need opportunities to catch up. Teachers will need opportunities to collaborate with each other as they examine student work and determine what comes next in the learning for each student.

As Whitmore Lake Public Schools plans to begin the school year in both an in-person and virtual learning environment, we will need to ensure that there are structures in place to ensure student engagement and achievement for all. This plan will focus on teaching and learning with an emphasis on equity for all learners and the well-being of students and staff.

## Educational Goals

- **Please outline and describe** the educational goals expected to be achieved for the 2020-2021 school year. Whitmore Lake Public Schools must establish all of its goals no later than September 15, 2020. Authorizing bodies expect PSA educational goals will be aligned to the educational goal within your charter contract.
- **Specify** which goals are expected to be achieved by the middle of the school year and which goals are expected to be achieved by the end of the school year.
- **Ensure** that all of the following apply to the educational goals described in this section: (a) The goals include increased pupil achievement or, if growth can be validly and reliably measured using a benchmark assessment or benchmark assessments, growth on a benchmark assessment in the aggregate and for all subgroups of pupils; (b) Whitmore Lake Public Schools benchmark assessment(s) are aligned to state standards and will be administered to all pupils K-8 at least once within the first 9 weeks of the 2020-2021 school year and not later than the last day of the 2020-2021 school year to determine whether pupils are making meaningful progress toward mastery of these standards; and (c) the District's/PSA's educational goals are measurable through a benchmark assessment or benchmark assessments.
- To the extent practicable, Whitmore Lake Public Schools will administer the same benchmark assessment or benchmark assessments that it administered to pupils in previous years.

### Quality Evidence-Based Assessment Practices

Whitmore Lake Public Schools (WLPS) believes that benchmark assessment evidence can be used to monitor and evaluate patterns and trends in school/district academic performance and to identify effective instructional programs. We believe it can provide guidance for standardizing or adjusting curriculum and instruction across grade levels, schools, and districts.

However, we will not use benchmark assessment data to make high-stakes instructional decisions about individual student learning. Rather, WLPS will continue the use of (and professional learning around the use of) the formative assessment process as a powerful practice embedded in the teaching and learning process to continuously observe where our students are in order to modify instruction.

We believe the use of the formative assessment process, which is supported by an extensive body of research, provides in-time data for both our teachers and students to accelerate their learning and progress and gives us a more complete picture of what our students know and are able to do.

### Educational Goals

The NWEA assessments in reading and mathematics will be administered to all students (K - 8) twice: once in the first nine weeks of the school year, and again prior to the last day of school. Formative assessments will provide information to inform our progress toward our goals over the course of the year. Progress reports will be available on our website in February and June.

As a means of continuous improvement in teaching & learning, all teachers will receive professional development in, and commit to the use of, the formative assessment process.

Additionally, we will continue to engage stakeholders in the district's balanced assessment system, including publicly sharing aggregate and student subgroup performance reports on NWEA results.

**Goal 1** - All students (K-8) will improve performance in Reading/ELA from Fall to Spring as measured by NWEA.

- All teachers will use the formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Reading/ELA academic standards.
- Results from Reading/ELA benchmark assessments, local Reading/ELA summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

**Goal 2** - All students (K-8) will improve performance in Mathematics from Fall to Spring as measured by NWEA.

- All teachers will use the formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Math academic standards.
- Results from Math benchmark assessments, local Math summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

## Instructional Delivery & Exposure to Core Content

- **Please describe** how and where instruction will be delivered during the 2020-2021 school year. (e.g. instruction may be delivered at school or a different location, in-person, online, digitally, by other remote means, in a synchronous or asynchronous format, or any combination thereof).

Note: Whitmore Lake Public Schools full instructional plan can be found in districts Preparedness Plan located on the district's web page.

### Mode of Instruction

To start the school year, all K-6 students will attend school every day for in-person instruction. Student and staff health and safety will be addressed through a cohort model that keeps students together for the entire school day. The use of remote instruction, both synchronous and asynchronous, will be employed periodically throughout the school year.

7-12 students will also begin the year with an in-person model that allows for more personalized schedules. Periodically throughout the school year, all students will attend classes in the morning with 3 hour class periods. They will use an ABAB pattern by attending 3 hour classes in the afternoon. This schedule attends to health and safety by minimizing the number of passing times needed and eliminating the lunch period, for example. The use of remote instruction, both synchronous and asynchronous, will be employed periodically throughout the school year.

Any student choosing an all virtual model of instruction will not attend any in-person classes.

- **Please describe** how instruction for core academic areas will expose each pupil to the academic standards that apply for each pupil's grade level or course in the same scope and sequence as Whitmore Lake Public Schools had planned for that exposure to occur for in-person instruction.

Note: Whitmore Lake Public Schools full instructional plan can be found in districts Preparedness Plan located on the district's web page.

### **Curriculum and Instruction: Academic Standards**

Whitmore Lake Public Schools curriculum for core academic areas is aligned to state standards. As teachers navigate the wider than usual range of competencies expected this fall, they will use these Curriculum, Instruction, and Assessment Toolkits to provide guidance to help them design new (or best utilize existing) pre-assessments to plan for differentiation of content, use results from pre-assessments to inform instruction and prioritize K-12 instructional standards for the 2020-2021 School Year. The CIA Toolkits will guide teachers to implement instructional approaches to meet the range of student needs as they return to school in the fall, identify assessment ideas that allow students to demonstrate understanding in a variety of ways, assess and provide instruction in the content areas in face-to-face, virtual, and blended classroom environments, and incorporate well-being and SEL/trauma-informed practices into instruction.

As our high school elective teachers work to engage students remotely, they will use Best Practices for Remote Learning:

- Remember Maslow
- Nurture a positive home climate for learning and parental involvement
- Establish and maintain remote classroom norms and learning routines
- Implement culturally responsive teaching practices
- Encourage student collaboration and discourse
- Create opportunities for and attend carefully to feedback
- Engage students in meaningful learning opportunities

- **Please describe** how pupil progress toward mastery of the standards described within this section will be graded or otherwise reported to the pupil and the pupil's parent or legal guardian.

### **Assessment and Grading**

Whitmore Lake Public Schools bases its assessment system on the Michigan Standards. We regularly assess students at the district and classroom level to determine if they are making progress toward meeting those standards. We place a heavy emphasis on formative assessment. This is critical in the instructional process so that students receive timely feedback that helps them know what they need to do to improve. It also gives the teacher important information to know how to adjust the teaching and learning process to meet each student's needs.

We also have a system for delivering summative assessments at the district and classroom levels. These are given at the end of a period of learning as an evaluation of what has been learned and are part of our district grading process. For example, our teachers deliver summative assessments at the end of each unit of study in our curriculum. These assessments are based on a coherent set of standards in the subject area that focus on a related group of skills and disciplinary knowledge.

We make available to our parents and legal guardians a web-based system that allows them to see their children's grades at any time. Our teachers keep up-to-date information on student grades in this system. We also send progress reports to our parents and guardians during each marking period. This is in addition to the expectation we have for all teachers that they keep parents and guardians abreast of any concerns regarding a student's grade through emails and phone calls. Finally, we send out to parents report cards at the end of each semester or as necessary.

### **Equitable Access**

- If delivering pupil instruction virtually, please **describe** how Whitmore Lake Public Schools will provide pupils with equitable access to technology and the internet necessary to participate in instruction.

### **Technology**

Whitmore Lake Public Schools ensures all students will be provided equitable access to technology and the internet as described in our Continuity of Learning Plan that was previously submitted to the state. The WLPS system for maintaining student access to technology devices and the internet is described in the Continuity of Learning Plan, and again in the Preparedness Plan.

- **Please describe** how Whitmore Lake Public Schools will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.

#### **Students with identified special needs**

When school starts, students' IEPs, IFSPs, and 504 plans will be reviewed in coordination with general and special education teachers and/or providers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

For students from birth to five, those with identified special needs, and those attending CTE programming, intervention and support services will be integrated into the student's program immediately upon the start of school.

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IFSP or IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

- **Optional Considerations for District/PSA Extended COVID-19 Learning**

**Plans:**

- 1. In addition to the students with disabilities noted above, please describe how Whitmore Lake Public Schools will ensure that the needs of other vulnerable student populations, such as but not limited to, early English Learners and Fledgling/struggling students, are met.
- 2. Please describe how Whitmore Lake Public Schools will ensure that students will, during pandemic learning, have continued access to programs such as, but not limited to, Early Childhood, CTE, Early-Middle College, Dual Enrollment and Advanced Placement as applicable within Whitmore Lake Public Schools.

Whitmore Lake Public Schools full instructional plan addresses ways all learners are supported and can be found in the Preparedness Plan on the district's web page.

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Mr. Tom DeKeyser  
Principal/Superintendent  
Whitmore Lake Schools  
8845 Main Street  
Whitmore Lake, MI 48189

February 18, 2020

Hello Superintendent DeKeyser,

I hope this letter finds you well. Please allow me to introduce myself; My name is: Keith Brown and I serve as the Varsity Girls Basketball Coach for Lutheran High School Westland. I am writing today as a follow up to a serious Head, Neck and Spine injury that occurred to one of my girls, at Whitmore Lake High School during the Varsity Girls Basketball Game on January 28, 2020. While I apologize for the delay in writing, I wanted to say THANK YOU and commend you on the amazing people you have working in and around Whitmore Lake High School.

An injury of this magnitude is something no coach, player or spectator ever wants to see. However, the very fact you had an amazing trainer: Sarah Floyd on stand by, in my opinion, very well prevented further damage to our player. Sarah was amazingly calm, knowledgeable, deliberate in her care, professional and compassionate. She tried many things and was so kind to our injured player-Hannah Brown. When things got to a point that Hannah needed additional care she handled contacting the local emergency first responders. I cannot say enough good things about the Whitmore Lake Police and Fire as well as the NorthField Fire Department and finally the HVA Paramedics. They impressed me so very much with their calm, expertise, patience, care and most of all their consideration and kindness. Once again the teamwork and exceptional response from all of the above, I feel strongly, saved Hannah from further serious and potentially life changing damage.

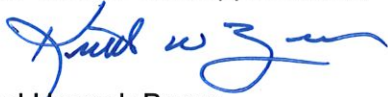
I find it extremely important that you also know my deep appreciation for Coach Brad McCormack. He was by my side the entire incident. When it first happened on the floor-he was there with Sarah and myself. They resumed play shortly before the paramedics arrived yet he kept checking on us behind his bench. The game really did not matter once that injury occurred. When the paramedics arrived Brad stopped the game and stood by me the entire time (roughly 30 minutes) out of concern and to be sure we had what we needed. As I type this letter, it gives me chills and goosebumps, when I think of how bad things could have been. But, we were so very fortunate to be in such amazing hands that night. We were in a visiting gym but certainly were surrounded by people that cared, professionals that knew how to respond, what to do and where to take us (UofM). We were not at the hospital long before I was receiving texts from Sarah and Brad to check on Hannah. That communication continued for the next several days as well.

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I could certainly write pages and still not be able to convey my thanks enough to everyone that assisted, checked on us or sent thoughts or prayers for Hannah's recovery. Hannah also happens to be my daughter-so My wife and I along with Hannah offer our most sincere thanks and appreciation to all involved. Hannah returned to school Monday 2-10-2020 and tried to practice last night for the first time. It was a little rough but we give tremendous thanks that her injuries were not worse than they are-and that's a credit to Brad, Sarah and all the first responders! You have an amazing community of people in Whitmore Lake that the Brown family will be forever grateful too!

Continued Best wishes and success in all endeavors!

With Immense Thanks and Appreciation,

A handwritten signature in blue ink, appearing to read "Keith, Kim and Hannah Brown", written in a cursive style.

Keith, Kim and Hannah Brown