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| **MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  **COORDINATED PROGRAM REVIEW** |

Collaborative: Northshore Education Consortium

Corrective Action Plan Forms

Program Area: Special Education and/ or Civil Rights

Prepared by: Francine H. Rosenberg, Executive Director

CAP Form will expand to as many lines as necessary. Before completing and emailing to pqacap@doe.mass.edu, please see separate *Instructions for Completing Corrective Action Plans.*

All corrective action must be fully implemented and all noncompliance corrected as soon as possible and no later than one year from the issuance of the Coordinated Program Review Final Report to the school or district.

**Mandatory One-Year Compliance Date: May 28, 2015**

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by collaborative)** | | | |
| **Criterion & Topic: APD 3.1 Policies & Procedures Manual** | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *Review of documents and interviews indicate that while the approved public day programs that are a part of the Northshore Education Consortium have the required policies and procedures in place, the policies and procedures have not been compiled into one manual that is kept onsite at each approved public day program location.* | | | |
| **Narrative Description of Corrective Action:**  NEC has compiled a Policy Manual, but at the time of the CPR had not yet distributed this manual to all staff or made copies publicly available in all program locations.  During the month of July, 2014, the policy manual will be reviewed and updated by a committee consisting of the Executive Director and the Director of each approved program.  Physical copies of the manual will be placed in the front office of each school/program site.  An electronic copy of the manual will be posted on the agency website.  When program handbooks are sent to parents in August 2014, parents will be informed that the updated manual is available on the website and that a paper copy can be provided upon request. The manual will be made available in languages other than English if necessary.  The full manual will be distributed electronically to all staff during orientation on 8/25/2014. Staff will be informed that the full manual is available in paper copy upon request. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Francine H. Rosenberg, Executive Director | | **Expected Date of Completion for Each Corrective Action Activity:**  Policy Manual reviewed by 8/20/2014  Policy Manual distributed to staff on 8/25/2014  Policy Manual posted on website and physical copies placed in all program location offices by 8/25/2014. | |
| **Evidence of Completion of the Corrective Action:** See Above | | | |
| **Description of Internal Monitoring Procedures:**  The Executive Director has discussed with the Board of Directors the need for the Board to regularly review policy revisions. During the school year 2014-2015, the Board will review existing policies and implement a procedure for ongoing updates and revisions. Each summer, the Executive Director or designee will update the publicly posted manuals and inform staff and parents of any changes. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion: APD 3.1 Policies & Procedures Manual** | **Status of Corrective Action:**  Approved  Partially Approved  Disapproved | | |
| **Basis for Partial Approval or Disapproval:** | | | |
| **Department Order of Corrective Action:** | | | |
| **Required Elements of Progress Report(s):** Submit evidence of the new Policy Manual that will be made available at all school sites and on the website. | | | |
| **Progress Report Due Date(s): September 15, 2014** | | | |