***Massachusetts Department of***

***Elementary and Secondary Education***

75 Pleasant Street, Malden, Massachusetts 02148-4906 Telephone: (781) 338-3700

*TTY: N.E.T. Relay 1-800-439-2370*

January 7, 2019

Dr. Frank Gagliardi

Executive Director

League School of Greater Boston, Inc.

300 Boston Providence Turnpike

Walpole, MA 02032

Re: Mid-cycle Review and Verification of previous Program Review Corrective Action Plan

|  |
| --- |
| A - League School Day Program  B - League School Residential Program |

Dear Dr. Gagliardi:

Enclosed is the Department of Elementary and Secondary Education’s (“Department”) Mid-cycle Review Report based upon the Mid-cycle Review conducted in your approved special education school programs in October 2018. This Mid-cycle Review Report contains the Department's findings regarding the implementation status and effectiveness of corrective steps taken in response to your previous Program Review Report issued on June 13, 2016. This report also includes the implementation of new state or federal special education requirements enacted since the last Program Review.

While the Department found certain noncompliance issues to be resolved, others were partially corrected, or new issues were identified by the Department’s onsite team. Therefore, the Department is issuing a “Provisional Approval” status effective from the date of this letter as indicated on the attached approval certificates and will expire on July 3, 2019. The reasons for the “Provisional Approval” are indicated on the attached Mid-cycle Review Report.

As the Department previously informed you, in cases where programs fail to fully and effectively implement a Corrective Action Plan which was proposed by the program and approved by the Department, the Department must then prepare a Corrective Action Plan for the programs which must be implemented without further delay. You will find these requirements for corrective action and further progress reporting included in the attached report, together with any steps that must be taken by the programs to fully implement new special education requirements. Please provide the Department with your written assurance that the Department's requirements for corrective action will be implemented by your programs within the timelines specified. Your statement of assurance must be uploaded into the Web Based Monitoring System (WBMS) by **January 18, 2019**.

The Department will notify you of your programs’ next regularly scheduled Program Review several months before it is to occur. At this time we anticipate the next routine monitoring visit to occur during the 2021-2022 school year, unless the Department determines that there is some reason to schedule this visit earlier.

**Please be advised that the attached Department Approval Certificates must be conspicuously posted in a public place within the program as required by 603 CMR 28.09.**

Your staff's cooperation throughout these follow-up monitoring activities is appreciated. Should you require additional clarification of information included in our report, please do not hesitate to contact the Onsite Team Chairperson.

Sincerely,

Joanne Morris, Supervisor

Office of Approved Special Education Schools

Nina M. Marchese, M.Ed., Director

Office of Approved Special Education Schools

cc: Jeffrey Riley, Commissioner of Elementary and Secondary Education

David Foster, President, League School of Greater Boston Board of Directors

Karen Brann, Educational Specialist, Office of Approved Special Education Schools

Encl.: Mid-cycle Review Report

Provisional Approval Certificate, Expiration Date: July 3, 2019

League School Day Program

League School Residential Program

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| --- | --- | --- |
|  | ESE Logo | **MID-CYCLE REVIEW REPORT**  **League School of Greater Boston**  **MCR Onsite Dates:** **10/09/2018 - 10/11/2018**  **Programs under review for the agency:**  **A - League School Day Program**  **B - League School Residential Program** |
|  |  | Jeffrey Riley  Commissioner of Elementary and Secondary Education |
| **MID-CYCLE REVIEW REPORT** | | |

| **PS Criterion #2.2 - Approvals, Licenses, Certificates of Inspection** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation and observations indicated that there were current approvals, licenses and certificates of inspection from appropriate local authorities for all buildings used by the students. |

| **PS Criterion #2.3 - EEC Licensure (Residential Programs Only)** |
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| **Rating:** |
| Implemented |
| **Applies To:** |
| B - League School Residential Program |
| **Basis for Findings:** |
| A review of documentation and observations indicated that there was a current license from the Department of Early Education and Care for all residential facilities. |

| **PS Criterion #4.5 - Immediate Notification** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation and student records indicated that the policy on Immediate Notification Regarding Serious Incidents meets the current requirements and includes notification to appropriate parties of such incidents, as well as the person responsible for oversight. A review of student records showed that the program maintains copies of all incidents regarding students. |

| **PS Criterion #6.1 - Daily Instructional Hours/6.4 School Days Per Year** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated that all students were scheduled to receive the required number of instructional hours per year, and that the required number of school days per year was scheduled for all students. |

| **PS Criterion #8.5 - Current IEP & Student Roster** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation and review of student records indicated that there was a current Individualized Education Program (IEP) for each enrolled Massachusetts student that had been issued by the responsible public school district and consented to by the student's parent or the student, when applicable. In student records where an IEP was found not to be current, there was documentation of the program's efforts to obtain a current IEP from the responsible school district. |

| **PS Criterion #9.1 - Policies and Procedure for Behavior Support** | | | |
| --- | --- | --- | --- |
| **Rating:** | | | |
| Partially Implemented | | | |
| **Applies To:** | | | |
| All | | | |
| **Basis for Findings:** | | | |
| A review of documentation indicated that the Behavior Support Policy submitted was not written in the required format and did not include all of the required elements regarding Behavior Support Policy and Procedures that are to be followed. | | | |
| **Department Order of Corrective Action:** | | | |
| League School must update its Behavior Support Policy and Procedures and include all required elements for items in the required format eliminating any extraneous information. Once the Department has approved the Behavior Support Policy and Procedures, the program must provide training to all staff and maintain appropriate training documentation. | | | |
| **Required Elements of Progress Reports:** | | | |
| The program must submit its updated Behavior Support Policy and Procedures that includes all required elements of this criterion in the required format eliminating any extraneous information.  Once the Department has approved the Behavior Support Policy and Procedures, for the 06/28/2019 progress report, League School must provide evidence of training for all staff by submitting 1) the name and job title of the person conducting the training; 2) the dates and times when this training was held; 3) the length of time allotted for the training; 4) a list of all staff in alphabetical order by last name with their position title; and 5) for any staff who did not receive the training, the reason why and when their training is scheduled. | | | |
| **Progress Report Due Date(s):** | | | |
| 03/29/2019 | 06/28/2019 |  |  |

| **PS Criterion #9.1(a) - Student Separation Resulting from Behavior Support** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation and staff interviews indicated that the policies and procedures regarding Student Separation Resulting from Behavior Support included that a student must be continuously observed by a staff member at all times, that staff shall be with the student or immediately available to the student at all times, that procedures are in place for obtaining principal approval of the student separation for more than 30 minutes based upon the student's continuing agitation, and that student separation shall cease as soon as the student has calmed. |

| **PS Criterion #9.4 - Physical Restraint** | | | |
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| **Rating:** | | | |
| Partially Implemented | | | |
| **Applies To:** | | | |
| All | | | |
| **Basis for Findings:** | | | |
| A review of documentation and interviews indicated that the Physical Restraint Support Policy and Procedures did not include all of the required elements of this criterion. | | | |
| **Department Order of Corrective Action:** | | | |
| League School must update its Physical Restraint Policy and Procedures and include all required elements of this criterion removing old regulatory requirements and any other extraneous information. Once the Department has approved the Physical Restraint Policy and Procedures, the program must provide training to all staff and maintain appropriate training documentation. The training agenda must include the specific situations under which prone restraints may be used, including the required documentation that must be obtained and maintained from the parent/guardian for the use of such restraints. | | | |
| **Required Elements of Progress Reports:** | | | |
| The program must submit its updated Physical Restraint Policy and Procedures that includes all required elements in the required format.  Once the Department has approved the Physical Restraint Policy and Procedures, for the 6/28/2019 progress report the program must provide evidence of training for all staff by submitting 1) the name and job title of the person conducting the training; 2) the dates and times when this training was held; 3) the length of time allotted for the training; 4) a list of all staff in alphabetical order by last name with their position title; and 5) for any staff who did not receive the training, the reason why and when their training is scheduled. | | | |
| **Progress Report Due Date(s):** | | | |
| 03/29/2019 | 06/28/2019 |  |  |

| **PS Criterion #11.3 - Educational Administrator Qualifications** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated that the Educational Administrator possessed the required qualifications to serve in this position. |

| **PS Criterion #11.4 - Teachers (Special Education Teachers and General Education Teachers)** |
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| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated that the teaching staff were appropriately licensed or had been granted an appropriate waiver for the 2018-2019 school year. |

| **PS Criterion #11.5 - Related Services Staff** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated that the staff providing or supervising the provision of related services were appropriately certified, licensed or registered in their professional areas. |

| **PS Criterion #11.6 - Master Staff Roster** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated the Master Staff Roster contained the names, program job titles, corresponding Uniform Financial Report (UFR) title numbers and full-time equivalents (FTEs) for all staff. The Master Staff Roster also accurately corresponded to the most recently approved DESE staffing plan. |