



# The Commonwealth of Massachusetts Department of Education

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350 Main Street, Malden, Massachusetts 02148-5023

Telephone: (781) 338-3000

May 15, 2003

Alfred Skrocki  
Superintendent of Schools  
Adams-Cheshire Regional School District  
125 Savoy Road  
Adams, MA 01220

Re: Onsite Follow-up Monitoring Report:  
Coordinated Program Review Corrective Action Plan  
Verification and Special Education Mid-cycle Review

Dear Superintendent Skrocki:

Enclosed is the Department's Coordinated Program Review Follow-up Monitoring Report together with findings regarding your district's Coordinated Program Review Mid-cycle Review. This report contains the Department's findings based on the onsite activities conducted in your school district to verify the implementation status and effectiveness of corrective steps taken in response to your Coordinated Program Review Report issued on January 12, 2000. This report also includes a report on the status of implementation for new state or federal special education requirements enacted since your district's last Coordinated Program Review.

We are pleased to indicate that the Department of Education has found your district's approved Corrective Action Plan to be substantially implemented and effective in remedying previously identified noncompliance issues in the areas of Special Education and Civil Rights. Additionally, we have determined that your district is in substantial compliance with any new state or federal special education requirements enacted since your last Coordinated Program Review. The findings of the Department are included in the attached Follow-up Monitoring Report. You and your entire staff are to be congratulated for your efforts in implementing all necessary improvements.

The Department will notify you of your district's next regularly scheduled Coordinated Program Review several months before it is to occur. At this time we anticipate the Department's next routine monitoring visit to occur sometime during the FY '05, unless the Department determines that there is some reason to schedule this visit earlier.

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 at 781-338-3748.

Sincerely,

Daniel Mosco, Coordinated Program Review Follow-up Chairperson  
Program Quality Assurance Services

John D. Stager, Administrator  
Program Quality Assurance Services

C: David P. Driscoll, Commissioner of Education  
Thomas G. McDonald, School Committee Chairperson  
Stanley Spencer, District Program Review Follow-up Coordinator

Encl.: Follow-up Monitoring Report

**MASSACHUSETTS DEPARTMENT OF EDUCATION  
COORDINATED PROGRAM REVIEW**

**Adams Cheshire RSD**

**ONSITE VERIFICATION OF CORRECTIVE ACTION PLAN IMPLEMENTATION  
AND/OR IDENTIFICATION OF ADDITIONAL FINDINGS REQUIRING CORRECTIVE ACTION**

**Action Plan Submitted on 02/28/00**

**Progress Reports Submitted on 1/24/01, 6/29/01, 1/30/02 (onsite)**

**Onsite Visit Conducted on 04/29/03 & 4/30/03**

**Date of this Report May 13, 2003**

Criterion Number and Topic from CPR Final Report	Corrective Action Plan Determined to be <u>Substantially Implemented</u>	Method(s) of Verification	Comments Regarding Corrective Action Plan Implementation	Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u>	Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance	Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting
SE 2 Required Assessments	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record reviews.	The district is currently reviewing and determining appropriate assessments necessary for the 3-year review.	0		
SE 3 Transition	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district has developed and is continuing to refine all of the required elements for transition.			
SE 4 Team Composition	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district is meeting the requirements of Team composition			

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SE 5 Eligibility Determination	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district is meeting the 30 and 45-day timeline requirements. Additionally, the district is presenting the parents with either a draft of summary notes or the results of the Team meeting.			
SE 7 Independent Evaluations	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district is now appropriately documenting referrals for independent evaluations			
SE 8 Re-evaluation	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district now has a mechanism for tracking the anniversary dates of the 3-year evaluations.			
SE 9 Progress Reports	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district has made progress in the development of progress report narratives, which describe progress towards goal attainment.			

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SE 11 Annual Review	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	Student files currently contain all of the required documentation to support Team meeting milestones.			
SE 15 16 – 21 program options	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district has developed a letter, which is sent to students who are about to leave school advising them of their program options.			
SE 17 Transition	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	See comments for SE 3.			
SE 24 Consent	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district has developed a better system to organize all of the required procedural forms, including consent.			
SE 25 Meeting notice	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district has developed a better system to organize all of the required procedural forms, including Team meeting notices.			

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SE 27  IEP to parents timeline	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district has implemented procedures such that parents leave the team meeting with either a draft or a summary of key points and they are strongly working towards mailing the IEPs to parents within the 3-5 day requirement.			
SE 32 Consent for re-evaluation & placements	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district meets the requirements for obtaining parental consent before conducting assessments and/or making placements.			
SE 36 Pre-referral	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	The district has and is working towards the development of a district-wide system for instructional support as required in the District Curriculum Accommodation Plan (DCAP).			

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SE 37 Pre-referral components	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	See comments SE 36.			
SE 38 Pre-referral efforts documented	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and student record review.	See comments SE 36.			
SE 42 Age span .8 program	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews and document review.	The district currently reviews whether children turning 5 while in preschool are to remain or be moved up to kindergarten.			
SE 54 Training topics	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews and document review.	The district has and is completing the special education training requirements for all staff.			
SE 55 Comparability of facilities	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and observations.	The facility situation at the middle school has been corrected.			
SE 56 Facilities maximize integration	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and observations.	The classroom at the middle school has been relocated to better maximize integration.			

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SE 57 Equal access	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and observations.	All of the buildings in the district allow access to programmatic options.			
SE 58 Program evaluation	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews and document review.	The district currently evaluates the effectiveness of its programs and services.			
MOA 7 Accessibility	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and observations.	The district has corrected the access issues at the middle school.			
MOA 8 Available voc./Occ. Information to students	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews and document review.	The district has been working to provide more information to prospective occupational/vocational students in grades 7-9.			

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MOA 12 Placement in voc./Occ. programs	✓	Onsite activities conducted 01/30/02 and 04/30/03 which included interviews, document review and student record review	The district has improved its understanding and implementation of Section 504. Additionally, there is better access to occupational and vocational programs for disabled students.			
MOA 14 Comparability of programs and facilities	✓	Onsite activities conducted 01/30/02 and 04/30/03, which included interviews, document review and observation.	The district has relocated the basement classroom to a more appropriate location.			
MOA 21 Civil rights training	✓	Onsite activities conducted 01/30/02 and 04/30/03 which included interviews, document review and student record review	The district currently holds training for all staff on civil rights responsibilities.			