



# The Commonwealth of Massachusetts Department of Education

---

350 Main Street, Malden, Massachusetts 02148-5023

Telephone: (781) 338-3700  
TTY: N.E.T. Relay 1-800-439-2370

July 14, 2005

Deborah Carter  
Superintendent of Schools  
Easthampton Public Schools  
50 Payson Avenue  
Easthampton, MA 01027

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

Dear Superintendent Carter:

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 June 21, 2002.

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/Methods of Administration. 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 2007-2008 school year, 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 413-584-4839.

Sincerely,

Linda J. Estes, 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 Brown, School Committee Chairperson  
Diane Zink, District Program Review Follow-up Coordinator

Encl.: Follow-up Monitoring Report

**MASSACHUSETTS DEPARTMENT OF EDUCATION  
COORDINATED PROGRAM REVIEW**

**EASTHAMPTON PUBLIC SHOOOLS**

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

**Action Plan Submitted on August 16, 2002**

**Onsite Visit Conducted on March 30, 2005**

**Date of this Report July 14, 2005**

<b>Criterion Number and Topic</b>  (Refer to full text of requirements in 2004-2005 Special Education Information Package)	<b>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></b>  √	<b>Method(s) of Verification</b>	<b>Comments Regarding Corrective Action Plan Implementation</b>	<b>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></b>  √	<b>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</b>	<b>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</b>
<b>Special Education Requirements</b>						
<b>SE 3</b> Special requirements for determination of specific learning disabilities	√	Documenta-tion/Record Review	LEA's practice regarding identification of SLD meets requirements under this criterion.			

<b>Criterion Number and Topic</b>  <b>(Refer to full text of requirements in 2004-2005 Special Education Information Package)</b>	<b>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></b>  √	<b>Method(s) of Verification</b>	<b>Comments Regarding Corrective Action Plan Implementation</b>	<b>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></b>  √	<b>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</b>	<b>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</b>
<b>SE 6</b> Determination of transition services <i>(Emphasis on practices in determining needed transition planning and services and consideration of courses of study related to needed transition)</i>	√	Documentation/Record Review	LEA’s process for determination of transition services meets requirements under this criterion.			
<b>SE 13</b> Progress Reports and content	√	Documentation/Record Review	LEA’s Progress Report form and procedures to monitor content and frequency meet requirements under this criterion.			
<b>SE 15</b>						

<b>Criterion Number and Topic</b>  <b>(Refer to full text of requirements in 2004-2005 Special Education Information Package)</b>	<b>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></b>  √	<b>Method(s) of Verification</b>	<b>Comments Regarding Corrective Action Plan Implementation</b>	<b>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></b>  √	<b>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</b>	<b>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</b>
Outreach by the School District (Child Find)	√	Documentation Review/ Interviews	LEA's Child Find procedures meet requirements under this criterion.			

<b>Criterion Number and Topic</b> (Refer to full text of requirements in 2004-2005 Special Education Information Package)	<b>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></b>  √	<b>Method(s) of Verification</b>	<b>Comments Regarding Corrective Action Plan Implementation</b>	<b>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></b>  √	<b>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</b>	<b>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</b>
<b>SE 17</b> Initiation of services at age three and Early Intervention transition procedures	√	Documentation/Record Review	EI transition procedures meet requirements under this criterion and ensure services begin at age three.			
<b>SE 18A</b> IEP development and content	√	Documentation/Record Review	The LEA's IEP development procedures meet requirements under this criterion.			
<b>SE 18B</b> Determination of placement; immediate provision of IEP to parent	√	Record Review	Placement decisions and provision of IEP to parent meet requirements under this criterion.			
<b>SE 20</b> Least restrictive program selected	√	Documentation/Record Review/ Interviews	The LEA meets LRE requirements under this criterion.			
<b>SE 22</b>						

<p><b>Criterion Number and Topic</b>  (Refer to full text of requirements in 2004-2005 Special Education Information Package)</p>	<p><b>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></b></p>	<p><b>Method(s) of Verification</b></p>	<p><b>Comments Regarding Corrective Action Plan Implementation</b></p>	<p><b>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></b></p>	<p><b>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</b></p>	<p><b>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</b></p>
<p>IEP implementation and availability (<i>Emphasis on provision of IEP services without delay; provision of the IEP at the beginning of the school year; and, alternative methods of service delivery where there is a lack of space and/or personnel</i>))</p>	<p>√</p>	<p>Record Review</p>	<p>The LEA meets IEP implementation and availability requirements under this criterion.</p>	<p>√</p>		

<b>Criterion Number and Topic</b>  <b>(Refer to full text of requirements in 2004-2005 Special Education Information Package)</b>	<b>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></b>  √	<b>Method(s) of Verification</b>	<b>Comments Regarding Corrective Action Plan Implementation</b>	<b>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></b>  √	<b>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</b>	<b>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</b>
<b>SE 26</b> Parent participation in meetings <i>(Emphasis on district's attempts to ensure parent participation at IEP Team meetings)</i>	√	Record Review	The LEA's efforts to ensure parent participation at Team meetings meet requirements under this criterion.			
<b>SE 28</b> Parent provided the IEP or notice of no eligibility together with notification of procedural safeguards and parents' rights	√	Record Review	The LEA provides IEPs and notices of procedural safeguards to parents without undue delay.			
<b>SE 29</b> Communica-	√	Record	The LEA ensures			



<b>Criterion Number and Topic</b> (Refer to full text of requirements in 2004-2005 Special Education Information Package)	<b>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></b>  √	<b>Method(s) of Verification</b>	<b>Comments Regarding Corrective Action Plan Implementation</b>	<b>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></b>  √	<b>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</b>	<b>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</b>
tions are in English and primary language of home		Review	communication with parents in primary language of the home.			

<b>Criterion Number and Topic</b> <b>(Refer to full text of requirements in 2004-2005 Special Education Information Package)</b>	<b>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></b>  √	<b>Method(s) of Verification</b>	<b>Comments Regarding Corrective Action Plan Implementation</b>	<b>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></b>  √	<b>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</b>	<b>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</b>
<b>SE 32</b> Parent advisory council for special education	√	Documentation Review/ Interviews	The LEA meets requirements under this criterion regarding PACs.			
<b>SE 50</b> Responsibilities of the School Principal and Administrator of Special Education	√	Documentation Review/ Interviews	The LEA meets requirements under this criterion.			
<b>SE 54</b> Professional development regarding special education	√	Documentation Review/ Interviews	The LEA's professional development plan meets staff training requirements under this criterion.			
<b>SE 56</b> Special education programs and services are	√	Documentation Review/ Interviews	The LEA's evaluation of special education programs/services meets requirements under this criterion.			

<b>Criterion Number and Topic</b>  (Refer to full text of requirements in 2004-2005 Special Education Information Package)	<b>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></b>  √	<b>Method(s) of Verification</b>	<b>Comments Regarding Corrective Action Plan Implementation</b>	<b>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></b>  √	<b>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</b>	<b>Further Corrective Action Ordered by the Department of Education and Timelines for Implementation and Further Progress Reporting</b>
evaluated						
<b>Other Requirements</b>						
<b>SE 44</b> Suspension	√	Documentation Review/ Interviews	The LEA maintains suspension logs that meet requirements under this criterion.			
<b>SE 51,52</b> Certification	√	Documentation Review	All staff are currently certified or on approved waivers.			
<b>MOA 21</b> Civil Rights Training	√	Documentation Review	The LEA's Professional Development Committee ensures the provision of required annual in-service training regarding civil rights responsibilities.			