



The Commonwealth of Massachusetts Department of Education

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July 21, 2005

Michael Zapantis, Superintendent
Ashburnham-Westminster Regional School District
Office of the Superintendent
11 Oakmont Drive
Ashburnham, MA 01430

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

Dear Superintendent Zapantis:

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 16, 2001.

While the Department of Education found certain noncompliance issues to be resolved, others were partially corrected, not addressed at all and/or new issues were identified by the Department's onsite team. In areas where the district has failed to implement fully its approved Corrective Action Plan, the Department views these findings to be serious.

As the Department previously informed you, in cases where a district fails to fully and effectively implement a Corrective Action Plan, which was proposed by your district and approved by the Department, the Department must then prepare a Corrective Action Plan for the district, 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 district 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 school district within the timelines specified. **Your statement of assurance must be submitted to the Department's Onsite Chairperson by August 5, 2005.** The district's continuing failure to implement the required Corrective Action Plan described in this report will result in recommendation to the Commissioner of Education the withholding of state or federal funds and/or other enforcement action by the Department.

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 781-338-3760.

Sincerely,

Robin Haunton, 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
David Christianson, School Committee Chairperson
Chuck Kirousis, District Program Review Follow-up Coordinator

Encl.: Follow-up Monitoring Report

**MASSACHUSETTS DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW**

**ASHBURNHAM-WESTMINSTER SCHOOL DISTRICT
ONSITE VERIFICATION OF CORRECTIVE ACTION PLAN IMPLEMENTATION
AND/OR IDENTIFICATION OF ADDITIONAL FINDINGS REQUIRING CORRECTIVE ACTION**

Action Plan Submitted on February 28, 2001

Progress Reports Submitted on November 15, 2001

Onsite Visit Conducted on June 8-9, 2005

Date of this Report July 21, 2005

Criterion Number And Topic (Refer to full text of requirements in 2004-2005 Special Education Information Package)	Implementation Status of Requirements Or 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
Special Education Requirements						

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SE 3 Determination of Specific Learning Disabilities	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
SE 6 Determination of Transition Services	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
SE 7 Age of Majority		Record review and interviews		√	Record review indicated that the district is not consistently documenting age of majority discussions in student IEP's. These discussions must be documented regardless of whether the student assumes educational decision-making authority or delegates this authority to the parent or guardian.	Submit 10 examples, by June 5, 2006 , as documented in student IEP's or completed notices signed by student's and parents, of age of majority discussions and/or the assuming of educational decision making, that have occurred during the 2005-2006 school year.
SE 8 Evaluation Team Composition	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
SE 11 Response to	√	Record review and	Review of documentation and interviews indicated			

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Requests for Independent Evaluations		interviews	that this criterion is implemented.			

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SE 13 Progress Reports and Content	√	Record review and interviews		√	Record review indicated that progress reports, at the middle and high school level, do not consistently address all of the goals documented on student IEP's. Additionally, parents are not informed of student progress as often as nondisabled students.	The district must provide training to all related staff on writing special education progress reports. Submit a copy of the training agenda and attendance list by January 9, 2006. Submit by June 5, 2006 , copies of all progress reports selected from 10 student records, from middle and high school grade levels that have been written since the training was held.
SE 15 Outreach by the School District (Child Find)	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
SE 17 Initiation of Services at Age Three and Early Intervention Transition Procedures	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			

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SE 18A IEP Development and Content	√	Record review and interviews.		√	Review of records indicated that student IEP goals at the high school level are not consistently measurable.	The district must provide training to all related high school staff on writing student IEP goals. Submit a copy of the training agenda and attendance list by January 9, 2006. Additionally, submit by June 5, 2006 , copies of 6 IEP's selected from student records in the high school, written since the training was held.
SE 18B Determination of Placement; Immediate Provision of IEP to Parent	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
SE 20 Least Restrictive Program Selected	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
SE 22 IEP Implementation	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is			

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n and Availability			implemented.			

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SE 26 Parent Participation in Meetings	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
SE 28 Parent Provided the IEP or Notice of No Eligibility Together with Notification of Procedural Safeguards	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
SE 29 Communications are in English and Primary Language of Home	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.		The district has documented translated materials for one student, but it is unclear that there is a system in place if the need arises for translated materials in other languages.	Submit to the Department, by January 9, 2006 , a written description of resources available to the district that are able to provide both written and verbal translation in multiple languages, as needed. This includes language translation as well as Braille and sign language interpretation.
SE 32 Parent Advisory	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is			

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Council for Special Education			implemented.			
SE 50 Responsibility of the School Principal and Administrator of Special Education	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
SE 54 Professional Development Regarding Special Education	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
SE 56 Special Education Programs and Services are Evaluated	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
Other Requirements						

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MOA 1 Identification of Limited-English-Proficient Students		Document review		✓	Currently, the district has one Limited-English-Proficient student. The district did not provide any examples of home language surveys nor did they document the instruments to be used to identify students.	Submit to the Department, by January 9, 2006 , examples of home language surveys in multiple languages. Additionally, document how staff will determine a student's level of English proficiency and identify appropriately trained staff who may conduct assessments.
MOA 2 Program Modifications and Support for Limited-English-Proficient Students		Document review		✓	Currently, the district has one limited-English-Proficient student. It is unclear if the district is able to provide the necessary program modifications and supports for this student ,as well as others who may enter the district.	Submit to the Department, by January 9, 2006 , a written description of how the district would modify programming and provide support for Limited-English-Proficient students who may enter the district. This description should include how the district will provide: <ol style="list-style-type: none"> 1. Assessment-using MELA-O, MEPA 2. Provision of Content-Sheltered English Immersion Instruction 3. Provision of English Language Instruction-ESL 4. Instructional Supports- Title 1, Tutoring, Special

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						Education, as needed.
MOA 7 Translated Materials	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.		Refer to Se 29	Refer to Se 29
MOA 2A Identification	√	Interview, Document review	This criterion is implemented.			
MOA 2B Equal Ed. Opportunity	√	Interview	This criterion is implemented.			
MOA 2C Access to Services	√	Interview	This criterion is implemented.			
MOA 4 Placement: Over/under Representation	√	Interview	This criterion is implemented.			
MOA 5 School Selection	√	Interview	This criterion is implemented.			
MOA 5B Immediate Enrollment	√	Interview	This criterion is implemented.			

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MOA 5C Transportation	√	Interview	This criterion is implemented.			
MOA 5D Disputes	√	Interview	This criterion is implemented.			
MOA 6A Parent Information	√	Interview	This criterion is implemented.			
MOA 6B Public Notice	√	Interview & Records	This criterion is implemented.			
MOA 6C Information re Transportation	√	Interview	This criterion is implemented.			
MOA 6D Coordination Collaboration	√	Interview	This criterion is implemented.			
MOA 8 Accessibility to Extracurricular Activities	√	Interview & Policy	This criterion is implemented.			

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MOA 10A Codes of Conduct	√	Record review and interviews	This criterion is implemented.			
MOA 11A Designation of Grievance Coordinator	√	Record review and interviews	This criterion is implemented.			
MOA 12 A Non-discrimination Notification	√	Record review and interviews	This criterion is implemented.			
MOA 13 Availability Information Counseling	√	Interview & Policy	This criterion is implemented.			
MOA 14 Counseling/ Materials	√	Interview & Policy	This criterion is implemented.			
MOA 14B Comparability	√	Interview & Policy	This criterion is implemented.			

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MOA 18 A Employment Practices	√	Record review and interviews	Review of documentation and interviews indicated that this criterion is implemented.			
MOA 21 Civil Rights Training		Document review	This criterion is implemented.	√	The district provided documentation in regards to civil rights, but it is unclear whether personnel are provided with the yearly mandated training.	Submit, by January 9, 2005 , agendas and attendance sheets for civil rights training for district personnel.
MOA 23A/14A Policy/ Practices	√	Interview & Policy	This criterion is implemented.			
MOA 25 Self-Evaluation	√	Interview & Policy	This criterion is implemented.			
MOA 26 Records	√	Interview & Policy	This criterion is implemented.			

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MOA 23 Facilities		Interviews		√	<p>Interviews indicated that the facilities available for students in the Briggs school are unacceptable. In one very small room with several desks, students receive speech and language services, testing, evaluations, and remedial support. There could be as many as 9 students in this very small space receiving a variety of services at the same time.</p> <p>Additionally, this room is unavailable during MCAS testing and students needing these supports must access these services in the hallways. The constant overcrowding has forced district personnel to provide services (PT, Speech, and others as necessary) in any spaces that they can find, which includes hallways, the stage, and other non-private spaces.</p>	Submit, by January 9, 2005 , a plan for remediation of this overcrowding situation. A permanent space (or spaces) must be made available that ensures that quality services can be provided and that student privacy is guaranteed.
MOA 24 Curriculum Review		Document review		√	The district did not submit evidence that curriculum review was occurring.	Submit, by January 9, 2005 , the method to be used to evaluate district curriculum for stereotypic generalizations and

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						<p>other possible civil rights issues.</p> <p>Additionally, submit by June 5, 2006, the results of the districts curriculum evaluation.</p>
MOA 25 Institutional Self-Evaluation		Document review		√	The district did not submit evidence that an institutional self-evaluation occurred.	Submit, by January 9, 2005 , the method to be used to perform an institutional evaluation to ensure that all students have equal access to all district programming and services. <p>Additionally, submit by June 5, 2006, the results of the districts self-evaluation.</p>