



The Commonwealth of Massachusetts Department of Education

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July 18, 2005

Paul M Quinlan, PhD.
Curtis Blake Day School
979 Dickinson Street
Springfield, MA 01108

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

Dear Dr. Quinlan:

Enclosed is the Department's Program Review Follow-up Monitoring Report together with findings regarding your private school's Mid-Cycle Program Review. This report contains the Department's findings based on the onsite activities conducted in your school to verify the implementation status and effectiveness of corrective steps taken in response to your Program Review Report issued on February 22, 2002. This report also includes a report on the status of implementation for new state or federal special education requirements enacted since your school's last Program Review.

We are pleased to indicate that the Department of Education has found your school's approved Corrective Action Plan to be substantially implemented and effective in remedying previously identified noncompliance issues. Additionally, we have determined that your school is in substantial compliance with any new state or federal special education requirements enacted since your last 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. Your private school will now receive an updated status of "Full Approval." This approval shall remain in effect for three (3) years from the date of this letter and attached approval certificate. This approval will be contingent upon continued compliance with all regulations contained within 603 CMR 28.00 "Special Education Regulations" and 603 CMR 18.00 "Program And Safety Standards For Approved Public Or Private Day And Residential Special Education School Programs." The Department of Education may change this approval status at any point during this three-year period if circumstances arise that warrant such a change.

The Department will notify you of your school's next regularly scheduled 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 School Year 07/08, 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 413 284 0387.

Sincerely,

Peter Wintheiser, Program Review Follow-up Chairperson
Program Quality Assurance Services

John D. Stager, Administrator
Program Quality Assurance Services

c: David P. Driscoll, Commissioner of Education

Encl.: Follow-up Monitoring Report

**MASSACHUSETTS DEPARTMENT OF EDUCATION
MID-CYCLE PROGRAM REVIEW**

Curtis Blake Day School

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

**Onsite Visit Conducted on March 8-9, 2005
Date of this Report July 18, 2005**

Criterion Number and Topic	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
1.3 Program's Curriculum 28.09(9)	√	Documentati on Interviews	The school utilizes a curriculum appropriate to the population served, meeting the services included in the student's IEP's and providing the learning necessary for the student to meet the graduation requirements of the school and/or school district.	√		

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2.2 Approvals, Licenses, Certificates of Inspection 28.09 (2)(b)4-5 28.09(5) 28.09(6) 18.04(1) 102 CMR 3.06 (4)(b)	√	Documentation Observation	The school maintains all appropriate current licenses, approvals and certificates of inspection by state and local agencies in a place available for public and employee review.	√		
2.3 OCCS Licensure (Not Applicable to Day Schools)	√		Not applicable.			
4.2 Public Information and Posting 28.09(6)(a,b,c,d,e) 28.09(2)(b)(4)	√	Observation	In the previous Program Review the Curtis Blake School had not posted evacuation routes and procedures in each room. The school has now posted evacuation routes in each room.			

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4.4 Advanced Notice of Program/ Facility Change 28.09(5)(c)	✓	Documentati on Interviews Observations	The school has implemented this criterion and has not made any changes to the program without having made prior notification to the Department.	✓		
4.5 Immediate Notification 18.03(10) 18.05(7) 28.09(12)	✓	Documentati on Interviews Observations	The school has made immediate notification to parents, public school districts, appropriate state agencies and the Department whenever any of the mandated reporting incidents occur.			
5.2 Policies and Procedures for Coordination/ Collaboration with Public School Districts & Content requirements policies/proce-	✓	Documentati on Interviews	The Curtis Blake School has policies and procedures to ensure that the private school coordinates and collaborates fully with the responsible public school district in providing opportunities for students to be educated and socialized with non-disabled students, to have access to the general education curriculum and to return to a less restrictive educational			

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dures for Coordination/ Collaboration with Public School Districts 28.06(2-3) 28.09(9)(c)&(d) 28.09(2)(b)7 Federal Regulations: 300.349 and 300.400-.401	√		program.	√		
5.4 Training 18.05(11)(g)(h)	√	Documentati on Interviews	The previous Program Review Report indicated that the Curtis Blake School staff who had school district contact responsibilities were not aware of these responsibilities. Through approval of program reconstruction, the school has increased the Educational			

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	√		Administrator to a 1.0 FTE position. This position includes the role of school district contact and the individual in this position has received complete training in these responsibilities.	√		
5.5 Staff Coordinator 28.09(7)	√	Documentation Interviews	<p>The previous Program Review Report indicated that the school had no senior staff member designated to communicate with responsible school districts.</p> <p>Through approval of program reconstruction, the school has increased the Educational Administrator to a 1.0 FTE position. This position now includes the role of school district contact.</p>			
6.1 Daily Instructional Hours	√	Documentation	The school provides a daily average of 5 ½ hours of instruction.			

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603 C.M.R. 27.00						
6.2 School-to-work (Instructional hours) 603 CMR 27.02, 27.04	√	Documentati on Interviews	Curtis Blake School provides no School-to Work services.			
6.3 Kindergarten (Instructional hours) 603 CMR 27.03(5)	√	Documentati on	Curtis Blake does not enroll kindergarten age students.			
6.4 School Days per Year 28.09(9)	√	Documentati on	The Curtis Blake School is a 10-month program and provides 180 days of educational programming.			
6.5 Early Release of High School Seniors 603 CMR 27.05	√	Documentati on	The Curtis Blake School does not enroll high school seniors.			

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7.1 Curriculum Frameworks 28.09(9)(b)	√	Documentati on Interviews	. Curtis Blake School has taken steps to provide all students with essential learning opportunities that prepare them to reach the state graduation standards.	√		
7.3 State/District Wide Assessments 28.09(9)(d)	√	Documentati on Interviews	The school provides for all mandated state and district wide assessments.			
8.4 Current IEP & Student Roster 28.09	√	Documentati on Interviews	The school has on file a current IEP for each student that has been issued by the responsible school district and consented to by the parent or guardian.			
8.5 Education Case Manager 28.09	√	Documentati on Interviews	The previous Program Review Report indicated that the school had not assigned an educational case manager to each student. The school has assigned the student’s homeroom teacher as the educational case manager and these individuals have been			

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			trained in the responsibilities of the educational case manager.			
8.7 IEP-Progress Reports 28.07(3) 20 U.S.C. Chapter 33, Section 1414(d)(1)(A)(viii) 34 CFR 300.347	√	Documentation	<p>The previous Program Review Report indicated that the school was not consistently documenting who was receiving written progress reports.</p> <p>The school is now indicating who is receiving the reports through notification on the letterhead sent with the progress report.</p>			
8.8 IEP Revisions and Changes 34 CFR 300	√	Documentation Interviews	<p>The previous Program Review Report indicated that the school had amended IEP's without involvement of the responsible school district or of parents.</p> <p>Interviews and review of documents indicate that the</p>			

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	√		school is now involving parents and responsible school districts in any IEP decision.	√		
8.9 IEP- Less Restrictive Placement 28.09(9)(c)	√	Documentati on Interviews	<p>The previous Program Review Report indicated that IEP teams were not consistently discussing or planning for the return of students to a less restrictive educational program.</p> <p>Interviews and review of documents now indicate that the return of students to a less restrictive educational program is discussed at each team meeting and this discussion is documented on the IEP.</p>			
10.1 Student:Teache r Ratios 28.06(6)(d)&(g) 28.09(7)(e)	√	Documentati on Interviews	The school ensures that instructional groupings do not exceed approved ratios.			
10.4			Not applicable.			

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Student: Child Care Ratios 28.09(7) 18.01(2)	√ √			√		
11.1 Personnel Policies 28.09(7) 28.09(11)(a) 18.05(11)	√	Documentati on Interviews	<p>The previous Program Review Report indicated that the school was not providing annual written evaluations to all staff.</p> <p>Interviews and review of documents indicate that the school is now providing annual written evaluations to all staff.</p>			
11.3 Educational Administrator Qualifications 28.09(7)(a) 603 CMR 44.00 and 44.04	√	Documentati on Interviews	<p>The previous Program Review Report indicated that the school was only providing a 0.25 FTE Educational Administrator.</p> <p>Through approval of program reconstruction, the school has increased the Educational Administrator to a 1.0 FTE position. This position has been filled by an individual who</p>			

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	√		is now fulfilling all required duties.	√		
11.4 Teachers Special Education Teachers and Regular Education Teachers 28.09(7)(b)(c) 18.05(11)(f)	√	Documentation Interviews	All Curtis Blake School teaching staff have the appropriate teaching license or current approved waiver to meet the needs of the student population.			
11.5 Related Services Staff 28.09(7)(d)	√	Documentation Interviews	All Curtis Blake School related services staff have the appropriate license for their position.			
11.6 Master Staff Roster 28.09(7)	√	Documentation	The school has provided a master staff list indicating every position, job title, FTE and corresponding UFR title number.			

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	√			√		
11.7 Job Descriptions 18.05(11)(d)	√	Documentation	The school has provided a job description for each position.			
11.8 Salary Ranges 18.05(11)(e)	√	Documentation	The school has provided a listing of salary ranges for all positions.			
11.9 Organizational Structure 28.09(7) 28.07(c)	√	Documentation interviews	<p>The previous Program Review Report indicated that the organizational structure of the Curtis Blake School was not providing for the effective operation of the school and supervision of school staff.</p> <p>Through approval of program reconstruction, the school has altered its organizational structure to include a 1.0 FTE Educational Administrator position.</p> <p>The increase in this position</p>			

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	√		from 0.25 FTE to a 1.0 FTE full-time position Now allows the educational administrator the time to meet the supervision needs of all the school staff.	√		
11.11 Supervision of Students 28.09(7)	√	Documentation on Observation	All students are properly supervised during all school hours and school events.			
11.12 Accessibility of Extracurricular Activities Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a), (b); Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.41; Section 504: 29 U.S.C. 794; 34 CFR	√	Documentation on Interviews	The school provides the opportunity in a non-discriminatory manner for students to participate in extracurricular activities at the school and sending school district.			

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104.4,104.37(a), (c); Title II: 42 U.S.C. 12132; 28 CFR 35.130; NCLB: Title X, Part C, Sec. 721; Mass. Const. amend. art 114; M.G.L. c. 76, s. 5; 603 CMR 26.06	√					
12.1 Staff Orientation Training 18.05(11)(g)	√	Documentation Interviews	<p>The previous Program Review Report indicated that the Curtis Blake School did not provide complete staff orientation to all new school staff.</p> <p>Documentation review and staff interviews indicate that the school now provides a complete orientation training program to all new staff at the time of hire and before assuming duties.</p>			
12.2		Documentati	The school is providing all			

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Annual In-Service Training Plan and Calendar 28.09(7)(f) 18.05(11)(h)	√	on Interviews	mandated trainings to all staff annually.	√		
12.2(i) Staff Evaluations 18.05(11)(c)(1)	√	Documentation on Interviews	<p>The previous Program Review Report indicated that the Curtis Blake School had not evaluated all staff annually.</p> <p>Interviews and review of documents indicate that the school is now providing written evaluations to all staff annually.</p>			
13.3 Physical Facility/ Architectural Barriers 18.04(8)	√	Documentation on Interviews	<p>The previous Program Review Report indicated that all parts of the Curtis Blake School were not accessible to individuals with mobility impairments.</p> <p>Through approval of program reconstruction, the school built an addition to the building that</p>			

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	√		<p>includes two classrooms, offices and a library/cafeteria/multi use area. All parts of the school are now programmatically accessible.</p>	√		
13.6 Library/ Resource Room 18.04(6)(b)	√	Documentati on Interviews	<p>The previous Program Review Report indicated that the Curtis Blake School did not have an appropriate library/resource room.</p> <p>Through approval of program reconstruction, the school built an addition to the building that includes an appropriate library/multi use area.</p>			
15.1 Parental Involvement and Parents' Advisory Group 18.05(4)(a)	√	Documentati on Interviews	<p>The previous Program Review Report indicated that the Curtis Blake School did not have a Parent Advisory Group.</p> <p>Interviews and documentation indicate that the school now has</p>			

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	√		an active PAG that meets regularly and to whom issues are brought for discussion of any changes in the school’s policies or procedures or the education and/or health and safety of the students attending the school.	√		
15.3 Information to be translated into Languages other than English Title VI; EEOA: 20 U.S.C. 1703(f); M.G.L. c. 76, s. 5; 603 CMR 26.02(2)	√	Documentati on Interviews	The school has a procedure for the rapid translation of information into other languages.			
15.4 Change of	√	Documentati on Interviews	The previous Program Review Report (formerly criterion 15.3) indicated that the Curtis Blake			

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Student's Legal Status 18.05(4)(b)			<p>School did not have a procedure to assure notification of changes in a student's legal status.</p> <p>Documentation indicates that the school is now requesting notification quarterly along with the Progress Reports.</p>			
15.8 Registering Complaints 18.05(1)(b)16 Title IX: 20 U.S.C. 1681; 34 CFR 106.8; Section 504: 29 U.S.C. 794; 34 CFR 104.7; Title II: 42 U.S.C. 12132; 28 CFR 35.107; NCLB: Title X, Part C, Sec. 722(g)(1)(J)(ii)	√	Documentation on Interviews	The school distributes a written set of procedures to all staff, students and parents for the registering of complaints and grievances.			

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16.3 Nursing 18.5(9)(b)	√	Documentation Interviews	<p>The previous Program Review Report indicated that the Curtis Blake School did not have appropriate access to nursing services.</p> <p>Interviews and documentation indicate that through the approval of program reconstruction, the school has hired a 0.5 FTE nurse to ensure compliance with all regulations, laws, and student health care requirements.</p>	√		
16.5 Administration of Medication 18.05(9)(f)(h)	√	Documentation Interviews	<p>The previous Program Review Report indicated that the Curtis Blake School did not have appropriate access to nursing services.</p> <p>Staff interviews and review of documentation indicate that through the approval of program reconstruction, the school has</p>			

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	√		<p>hired a 0.5 FTE nurse to ensure compliance with all regulations, laws, and student health care requirements, including a review of medications incorporated into progress reports.</p>	√		
16.7 Preventive Health Care 18.05(9)(f)(h)	√	Documentati on Interviews	<p>The previous Program Review Report indicated that the Curtis Blake School did not have appropriate access to nursing services.</p> <p>Staff interviews and review of documentation indicate through approval of program reconstruction the school has hired a 0.5 FTE nurse to ensure compliance with all regulations, laws, and student health care requirements including comprehensive medical and dental examinations and vision, hearing and postural screenings.</p>			

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18.2 Student Records 28.09(10) MGL c. 71, s. 34H 603 CMR 23.00 Family Educational Rights and Privacy Act (FERPA)	√	Documentation	<p>The previous Program Review Report indicated that the student face sheet used by the Curtis Blake School did not include several mandated areas.</p> <p>Review of face sheets in student records shows that the student face sheet in current use meets all mandated requirements.</p>			