



The Commonwealth of Massachusetts Department of Education

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December 21, 2007

Richard Stefanik
Executive Director
Valley Educational Services, Inc.
269 Moore St.
Chicopee, MA 01013

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

Dear Mr. Stefanik:

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 May 17, 2005. 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.

While the Department of Education found certain noncompliance issues to be resolved, others were partially corrected and/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 and indicated on your approval certificate. Your "Provisional Approval" will expire on June 21, 2008. The reasons for the "Provisional Approval" are clearly indicated on the attached Corrective Action Plan Implementation Checklist.

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 413-858-4591.

Sincerely,

Sandra K. Hanig, Program Review Follow-up Chairperson
Program Quality Assurance Services

Darlene Lynch, Director
Program Quality Assurance Services

c: Jeffrey Nellhaus, Acting Commissioner of Education

Encl.: Follow-up Monitoring Report
Provisional Private School Approval Certificate, Expiration Date: June 21, 2008

Mid-cycle Cover Letter 2007 - 2008.doc

Rev. 9/15/07

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

**VALLEY EDUCATIONAL SERVICES, INC.
Valley West Day School Program
Valley West Summer School Program**

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

**Action Plan Submitted on June 27, 2005
Progress Report Submitted on January 17, 2006
Onsite Visit Conducted on December 4, 2007
Date of this Report December 21, 2007**

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Selected Approved Private School Mid-cycle Review Criteria						
2.2 Approvals, Licenses, Certificates of Inspection	✓	Documentation review and interview	Valley Educational Services, Inc. submitted a current copy of all required approvals, licenses and certificates of inspection for its approved	✓		

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18.04(1); 28.09(2)(b)(5); 28.09(5)(b); 28.09(6)(b, c)			10-month academic year and summer day programs.			
2.3 EEC Licensure 102 CMR 3.00 (NA for Public Day Schools)	Not Applicable	-----	Valley Educational Services, Inc. has approval from the Department of Education for two programs. One is a 10-month academic year program. The other is a 30-day summer program. Both are day programs.			
7.4 High School Diplomas and Certificates of Attendance M.G.L. c. 69, § 1D; Administrative Advisory SPED 2002-4-	✓	Documentation review	Valley Educational Services, Inc. submitted a copy of the private schools' policy on awarding of diplomas and/or certificates that meets Department of Education requirements. Valley Educational Services, Inc. awards a Certificate of Attainment to students who successfully complete high			

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REVISED: Special Education Students in Out-of-District Placements-Participation in MCAS Testing and High School Graduation Standards			school course and credit requirements established by the sending school district. It does not issue a diploma from Valley West School. Students who pass MCAS and meet the requirements of their sending school district receive a diploma from the public school.			
8.4 Program Modifications and Support Services for Limited English Proficient Students M.G.L. c. 71A; Title VI	✓	Documentation review	Valley Educational Services, Inc. has developed a written plan to address how to effectively serve limited English proficient students that meets Department of Education requirements.			

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8.5 Current IEP & Student Roster 28.09(5)(a)	✓	Documentation and student record review	The private school submitted an IEP and Student Roster for each of its two approved programs. Valley Educational Services, Inc. submitted evidence of its repeated efforts to obtain a copy of the current signed IEP for students who have an expired IEP or an IEP that has not been signed by a parent or legal guardian.			
8.8 IEP – Progress Reports State: 28.07(3); Federal 20 U.S.C. Chapter 33, Section 1414(d)(1)(A)(viii) 34 CFR	✓	Documentation and student record review	Progress reports were found in student records. The private school has documented the date and persons or agencies that were sent progress reports.			

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300.320(a)(3)(i, ii)						
9.1(a) Student Separation resulting from Behavior Management 18.05(5)(i); 46.02(5)(b)	✓	Observation, documentation and student record review	Valley Educational Services, Inc. has developed written policies and procedures regarding student separation that meet Department of Education requirements. Documentation of use of Time out rooms was found in student records. Observations indicate that Time out rooms are physically safe.			
11.3 Educational Administrator Qualifications 28.09(5)(a); 28.09(7)(a); 603 CMR 44.00	✓	Interview, documentation and personnel record review	The Educational Administrator holds required qualifications, has a current CORI check on file and has a Professional Development Plan that is approved by his supervisor.			

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11.4 Teachers (Special Education Teachers and Regular Education Teachers) 18.05(11)(f); 28.09(5)(a); 28.09(7)(b, c)		Interview, documentation and personnel record review		✓	<p>Teaching Rosters submitted for the 10-month academic year program and the summer program do not contain all requested information. They do not include each educator's teaching license level or the name and license of the special educator who provides supervision of each general education teacher who provide special education services.</p> <p>The Teacher Roster for the 10-month academic school program does not indicate the grade level taught by 6 of 28 teachers. For those 6 teachers, it cannot be determined if they have a license to teach the grade level and subject matter</p>	<p>Submit a revised Teacher Roster for the 10-month academic year program that includes all required information and indicates that teachers are leading classes in the subject area and grade level for which they are licensed.</p> <p>Submit a copy of the current waiver or license for each educator to teach the subject area and grade level for which he or she is licensed.</p> <p>Submit a plan to ensure that at least 50% of teachers will have a license or approved waiver to teach special education. This plan must be in effect beginning with the 2008 summer program.</p> <p>These documents must be received at the Department of Education by February 15,</p>

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					<p>of the classes to which they are assigned. An additional two teachers are licensed to teach Pre K-grade 2 or elementary grades 1-6, but are teaching middle school classes up to grade 8. One teacher is licensed to teach middle school history but is teaching grades K-12 physical education.</p> <p>The Teacher Roster for the 2007 summer program indicates that 4 of 18 teachers did not have a current teaching license or waiver. An additional 5 teachers were teaching a subject matter or grade level for which they did not have a license.</p> <p>Please note that current</p>	<p>2008.</p> <p>By June 16, 2008, submit a Teacher Roster for the summer program. Attach a copy of each teacher's current license or approved waiver.</p>

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					Department of Education regulation 603 CMR 28.09(7)(b) requires that in approved special education programs, “At least half of the teaching staff shall be licensed in special education areas.”	
11.5 Related Services Staff 28.09(7)(d)	✓	Documentation and personnel record review	Valley Educational Services, Inc. submitted a Related Services Staff Roster that includes all requested information and a copy of the current professional license of each related services provider.			
11.6 Master Staff Roster 28.09(7)		Interview, documentation and personnel record review		✓	In 2000, Valley Educational Services received approval from the Department to enroll 92 students in a 10-month academic year school program. The Department required the academic year program	Submit a Master Staff Roster for the 2008 summer program that indicates at least 50% of teachers are special education teachers. This must be received at the Department of Education by June 16, 2008.

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					<p>to employ 20 general education teachers and 10 special education teachers. Currently the academic year program employs 20 general education teachers and 8 special education teachers. All special education teachers have a license to lead instruction for the classes to which they are assigned; many general education teachers do not. See comment under 11.4.</p> <p>In 2001, the Department gave approval to Valley Educational Services to enroll 25 students in a 30-day summer program. In 2002 Valley West School requested to increase enrollment to 50 students. With this number of students, the</p>	

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					<p>Department required the summer school program to employ 6 general education teachers and 8 special education teachers. In the 2007 summer program, Valley Educational Services, Inc. employed 4 special education teachers and 13 general education teachers.</p> <p>Please note that current Department of Education regulation 603 CMR 28.09(7)(b) requires that in approved special education programs, “At least half of the teaching staff shall be licensed in special education areas.”</p>	
12.2(c) Details about Required Training-	✓	Interview, documentation and personnel record review	The Registered Nurse employed at Valley Educational Services, Inc. holds current certification as a			

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CPR Certification 18.05(9)(e)			CPR trainer. Valley West School has decided to require that all direct care workers are trained in CPR. This is reflected in the school's training plan. A current CPR certificate was found in the personnel records reviewed for direct care workers.			
14.4 Visiting, Mail and Telephones (Residential Schools Only) 18.03(9)(a)(b)	Not Applicable	----	Valley Educational Services, Inc. has approval from the Department of Education to run day programs, a 10-month academic year program and a 30-day summer program.			
16.3 Nursing 18.05(9)(b)	✓	Documentation and personnel record review	Valley Educational Services, Inc. hires a full-time Registered Nurse who holds current licensure. The private school submitted a written explanation of how the			

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	✓		nurse's availability is sufficient to meet the needs of the students in both its approved 10-month academic year and summer programs.	✓		
16.11 Student Allergies 18.05(9)(h)	✓	Observation, documentation and student record review	Valley Educational Services, Inc. has developed a written policy that meets requirements, posted student allergies and made notation of allergies in individual student records.			
16.12 No Smoking Policy M.G.L. c. 71, § 37H	✓	Documentation review	Valley Educational Service, Inc. has developed a written policy that prohibits the use of tobacco products that meets requirements.			
Identified Areas of Non-Compliance During 2005 Program Review or Other Areas of Concern						
4.4 Advance Notice of	✓	Documentation review	The private school submitted a copy of its policy to notify the Department of Education			

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Proposed Program/ Facility Change 28.09 (5)(c)			of significant changes to its building or educational program. It also submitted a Form 1 notification prior to conducting renovations and addition to the school building in 2007.			
6.1 Daily Instructional Hours 603 CMR 27.00; 28.09(9)(a)		Interview, documentation and student record review		✓	In 2001 Valley Educational Services, Inc. received approval from the Department to enroll students in a 30-day summer school program consisting of 3 hours of academics and 1 hour of recreational activities to increase social skills each day. The IEP of students who participated in the 2007 summer school program does not indicate the need for a school day in the summer that is shorter than the length of school day required by	Submit either a Form 1 notification of the increase in hours of the summer school day to meet Department of Education regulation OR a letter that was sent to all sending public school districts to notify them that the service delivery grid of each student attending the summer school program must indicate the need for a shorter day in the summer program. The Form 1 or copy of form letter with the name and addresses of school districts where it was sent must be

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					Department of Education regulation.	received at the Department of Education by February 15, 2008.
10.1 Student: Teacher Ratios 28.06(6)(d); 28.09(7)(e)	✓	Observation, interview and documentation review	The student: teacher ratio in classrooms varies from 2-5 students per teacher. The average student: teacher ratio is 4:1.			
12.2 In-Service Training Plan and Calendar 28.09(7)(f); 28.09(9)(b); 28.09(10); 18.03(3); 18.05(9)(e)(1); 18.05(10); 18.05(11)(h) Title VI: 42 U.S.C. 2000d; 34 CFR 100.3;	✓	Documentation and personnel record review	Valley Educational Services, Inc. submitted a training schedule for the 10-month academic year program and a plan to ensure that the Educational Administrator will provide teachers hired to work in the approved summer with all required trainings before working directly with students. Documentation of attendance at all mandated trainings was found when personnel records were reviewed.			

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EEOA: 20 U.S.C. 1703(f); Title IX: 20 U.S.C. 1681; 34 CFR 106.31-106.42; M.G.L. c. 76, § 5; 603 CMR 26.00, esp. 26.07(2, 3)						
13.7 Library Resource Room 18.04(6)(b)	✓	Documentation review and observation	The private school now has a separate room designated as a library room that contains a variety of materials appropriate to the age and abilities of students enrolled. In addition, the school also has two media/computer rooms for student instruction.			