



The Commonwealth of Massachusetts Department of Education

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March 12, 2007

Gregory Canfield
Vice President
Justice Resource Institute
Walden Street School and Pelham Academy
380 Massachusetts Avenue
Acton, MA 01720

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

Dear Mr. Canfield:

Enclosed is the Department's Program Review Follow-up Monitoring Report together with findings regarding your private school's Mid-Cycle 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 December 20, 2004. 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. The Department, however, did find 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. The findings of the Department are included in the attached Follow-up Monitoring Report. As you know, in cases where a private school fails to fully and effectively implement a Corrective Action Plan which was proposed by your school and approved by the Department, the Department must then prepare a Corrective Action Plan for the school 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 school to fully implement new special education requirements.

The Department will notify you of your school's approval status once all JRI program review reports have been issued. We anticipate the Department's next routine monitoring visit of a Program Review to occur sometime during the FY 2010, 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 781-338-3701.

Sincerely,

Diane L. Chadwell, Program Review Follow-up Chairperson
Program Quality Assurance Services

Darlene A. Lynch, Director
Program Quality Assurance Services

c: David P. Driscoll, Commissioner of Education
Andrew Pond, President, Justice Resource Institute
Judith Tsipis, Chairperson, Board of Directors
Kari Beserra, Program Director, Walden Street School
Andre Solomita, Program Director, Pelham Academy

Encl.: Follow-up Monitoring Report

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

**Justice Resource Institute
Walden Street School and Pelham Academy
ONSITE VERIFICATION OF CORRECTIVE ACTION PLAN IMPLEMENTATION
AND/OR IDENTIFICATION OF ADDITIONAL FINDINGS REQUIRING CORRECTIVE ACTION**

**Onsite Visit Conducted on December 11 and 12, 2006
Date of this Report March 12, 2007**

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1.3 (NOW 7.1) Program's Curriculum 28.09(9)	✓		See criterion 7.1.	✓		
2.2 Approvals, Licenses, Certificates of Inspection	partial	Documentation	Walden Street School and Pelham Academy have current licenses, approvals, and certificates of inspection by state and local agencies.	partial	Pelham Academy does not have approval from the Lexington school committee to operate as a private school.	Submit a copy of the school committee's current approval for Pelham Academy by April 20, 2007.

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28.09 (2)(b)4-5 28.09(5) 28.09(6) 18.04(1) 102 CMR 3.06 (4)(b)	√			√		
2.3 DEEC Licensure	√	Documentation	Walden Street School and Pelham Academy have current licenses from the Department of Early Education and Care (EEC).			

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2.5 Financial Management 28.09(2)(b) (4)	√	Documentation		√	Neither Walden Street School nor Pelham Academy submitted a copy of the last DOE approved Program Budget that indicates all approved FTEs and programmatic expenditures as required.	Submit to the Department by April 20, 2007, the program’s budget approved by DOE and implemented by the Meadowridge schools. Indicate the FTEs assigned to the Walden and Pelham sites.
3.2 Health Care Manual 18.05 (9)(d)	√	Documentation	Walden Street School and Pelham Academy maintain written and current health care policies and procedures manuals containing all required health-related policies and procedures. The manuals have been reviewed and approved by the school’s licensed physicians.			

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4.4 Advanced Notice of Program/ Facility Change 28.09(5)(c)	√	Documentation	Walden Street School and Pelham Academy provide written notice to the Department to obtain approval prior to any substantial change to the program or physical plant.	√		
4.5 Immediate Notification 18.03(10) 18.05(7) 28.09(12)	√	Documentation	Walden Street School’s and Pelham Academy’s policies and procedures for the immediate notification to parents, the public school district, involved state agencies, and the Department include all incident types requiring reporting for serious incidents.			

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5.1 Student Admissions 28.09(11) 18.05(1) and (2)	√	Documentation	Walden Street School and Pelham Academy have developed admissions criteria, policies and procedures that include all required elements.	√		
5.2 Policies and Procedures for Coordination Collabora-tion 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	√	Documentation	Walden Street School and Pelham Academy have policies that describe their practices to ensure that they coordinate and collaborate with public school districts.			

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6.1 Daily Instructional Hours 603 C.M.R. 27.00	√	Documentation	Walden Street School and Pelham Academy provide the required number of hours of structured learning time.	√		
6.2 School-to-Work 603 CMR 27.02, 27.04	√	Documentation	Not applicable. Walden Street School and Pelham Academy currently do not have independent study or a school-to-work program. The program assured the Department that a policy will be developed if these programs are added in the future.			

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6.3 Kindergarten (Instructional hours) 603 CMR 27.03(5)	√	Documentation	Not applicable. Walden Street School and Pelham Academy do not offer services to students who are of kindergarten age.	√		
6.4 School Days per Year 28.09(9)	√	Documentation	Walden Street School and Pelham Academy provide the required number of days of instruction.			
6.5 Early Release of High School Seniors 603 CMR 27.05	√	Documentation	Not Applicable. Neither Walden Street School nor Pelham Academy schedule early release of seniors.			

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7.1 Curriculum Frameworks 28.09(9)(b)	√	Documentation		√	Walden Street School and Pelham Academy have not developed a curriculum that clearly outlines the programs' plans to provide all students with essential learning opportunities that prepare the students to reach the state graduation standards. The curriculum submitted by the programs does not include clear connections to the Massachusetts Curriculum Frameworks as required.	Submit to the Department by April 20, 2007, the program's plan, including timeline to develop curriculum that clearly indicates connections to the Massachusetts Curriculum Frameworks.

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7.2 Staff Training 28.09 (9)(b)	√	Documentation	Walden Street School and Pelham Academy ensure that all staff receive training regarding general curriculum expectations and learning standards of the Massachusetts Curriculum Frameworks.	√		
7.3 State/District Wide Assessments 28.09(9)(d)	√	Documentation	Walden Street School and Pelham Academy have a written procedure outlining how the school will ensure that all enrolled students participate in state and district-wide assessments in accordance with the assessment participation information provided on the student's IEP.			

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8.4 Program Modifications and Support Services for Limited English Proficient Students	√	Documentation	Walden Street School and Pelham Academy have policies that indicate that they will work with the public school districts to implement necessary program modifications and support services to effectively serve limited English proficient students enrolled in the programs.	√		
8.7 (previously 8.6) IEP Implementation 28.09	√	Documentation and interview	Walden Street School and Pelham Academy have provided a description of how they ensure that all staff are aware of the students' IEP goals and ensure that all services are implemented.			

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8.8 ((previously 8.7) IEP – Progress Reports 28.07(3) 20 U.S.C. Chapter 33, Section 1414(d)(1)(A)(viii) IDEA Regulations: 300.347	√	Documentation and student record review	Walden Street School and Pelham Academy provide progress reports quarterly to parents and public school districts. Both programs have developed a process to track the distribution of the progress reports. Progress reports include information on the student’s progress toward the annual goal.	√		
8.9 IEP- Revisions & Changes 34 CFR 300	√	Documentation	Walden Street School and Pelham Academy have policies stating that they will notify the responsible public school district and parents whenever the IEP needs to be revised to reflect a change in goals, placement, or a return to a less restrictive setting.			

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8.10 (previously 8.9) IEP – Less Restrictive Placement 28.09(9)(c)	√	Documentation and interviews	Walden Street School and Pelham Academy have acceptable policies regarding providing opportunities for students to participate in less restrictive environments and the programs discuss available options for individual students when appropriate, however, currently, there is very limited implementation of a less restrictive educational environment for students.	√		

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8.11 (previously 8.10) IEP-Transition Planning 34 CFR 300.347(b)(1) 34 CFR 300.347(b)(2)	√	Documentation and student record reviews	Walden Street School and Pelham Academy ensure the discussion of a student’s transition needs at IEP Team meetings. Student records included evidence that transition needs had been discussed and documented on the DOE transition chart. Both programs have developed transition classes to help students with their transition needs.	√		
10.1 Student: Teacher Ratios 28.06(6)(d)&(g) 28.09(7)(e)	√	Documentation	Walden Street School and Pelham Academy ensure that instructional groupings do not exceed the required student teacher ratio of 8 students to 1 certified teacher or 12 students to 1 certified teacher with an aide.			

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10.4 Student: Child Care Ratios 28.09(7) 18.01(2)	√	Documentation	Walden Street School and Pelham Academy have student to childcare ratios that are not greater or lower than required by this criterion.	√		
11.1 Personnel Policies 28.09(7) 28.09(11)(a) 18.05(11)	√	Documentation	Walden Street School and Pelham Academy have written personnel policies and procedures that describe all required items of this criterion.			

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11.3 Educational Administrator Qualifications 28.09(7)(a) 603 CMR 44.00 and 44.04	√	Documentation	Walden Street School and Pelham Academy have designated staff as educational administrators to supervise the provision of special education services in the school. The education administrators are appropriately credentialed.	√		
11.4 Teachers Special Education Teachers and Regular Education Teachers 28.09(7)(b) (c) 18.05(11)(f)	√	Documentation	Walden Street School and Pelham Academy ensure that all teaching staff are appropriately licensed or on approved waivers issued by the Department to meet the educational needs of the population served.			

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11.4(a) Professional Development Plans 28.09(7)(b) (c) 18.05(11)(f)	✓	Documentation	<p>Pelham Academy obtains supervisor approval of Professional Development Plans for all staff holding professional licensure.</p> <p>The Walden Street School currently does not have any teachers with professional teacher licensure status.</p>	✓		
11.5 Related Services Staff 28.09(7)(d)	✓	Documentation	<p>The rosters of related services providers submitted by Walden Street School and Pelham Academy indicate that related services providers are appropriately licensed and credentialed.</p>			

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11.6 Master Staff Roster 28.09(7)	√	Documentation		√	Walden Street School and Pelham Academy submitted copies of their master staff roster including all required information. Both programs have listed clinical staff UFR 123 who are actually credentialed as Social Workers and other types of clinicians who should be categorized as another UFR such as 124-127. Based on these discrepancies, and the lack of a program budget required under 2.5, the DOE is not able to verify that the program is operating with the staffing level approved by the Department.	In conjunction with criterion 2.5, submit information to the Department by April 20, 2007 relative to the number and types of clinical positions approved for Walden and Pelham by the Department. Include a staff roster that lists each UFR number, position title, FTE and name of person in the position as well as vacancies.

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11.7 Job Descriptions 18.05(11)(d)	✓	Documentation	Walden Street School and Pelham Academy have written job descriptions for all staff positions. The job descriptions include the Uniform Financial Report number for each title.	✓		
11.8 Salary Ranges 18.05(11)(e)	✓	Documentation	Walden Street School and Pelham Academy have established salary ranges including benefits covering all positions.			

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11.9 Organizational Structure 28.09(7) 28.07(c)	√	Documentation		√	Walden Street School and Pelham Academy have demonstrated that its organizational structure provides for the effective operation of the school, supervision of school staff, and supervision of students. The programs, however, are currently sites of a larger organization know as the Meadowridge School.	JRI has determined that Walden and Pelham will be separate sites of its approved Meadowridge School. A new organizational chart including the Walden and Pelham sites within the organization of Meadowridge School chart must be submitted to the Department by April 20, 2007.
11.11 Supervision of Students 28.09(7)	√	Documentation	Walden Street School and Pelham Academy have detailed plans that describe how appropriate supervision is provided to students while they are engaged in school-related activity on and off school grounds.			

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<p>11.12 Accessibility of Extracurricular Activities</p> <p>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 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, 5; 603 CMR 26.06</p>	<p>√</p>	<p>Documentation</p>	<p>Documentation submitted by Walden Street School and Pelham Academy states that extracurricular activities sponsored by the programs are provided without regard to race, sex, color, religion, national origin, sexual orientation, disability, or homelessness.</p>	<p>√</p>		

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12.2 Annual In-Service Training Plan and Calendar 28.09(7)(f) 18.05(11)(h)	✓	Documentation and personnel records	Walden Street School and Pelham Academy develop and implement plans for staff orientation and training that is consistent with the needs of the student population, appropriate to the role of each staff member and provides an average of at least two hours per month of relevant training for all staff.	✓		
12.2(d) Details Medication Training 18.05(9)(f) (3)(c)	✓	Documentation, personnel record review and interview	Walden Street School and Pelham Academy provide training by a registered nurse regarding medication side effects and any special precautions or requirements for all staff who provide care and instruction to students receiving medication.			

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<p>13.3 Comparability of Facilities</p> <p>Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(b)(2); Title IX: 20 U.S.C. 1681; 34 CFR 106.33, 106.40(b)(3); Section 504: 29 U.S.C. 794; 34 CFR 104.34(c); Mass. Const. Amend. Art. 114: 603 CMR 28.03(1)(b)</p>	<p>√</p>	<p>Documentation and interview</p>	<p>Walden Street School and Pelham Academy do not provide separate facilities for members of any specific groups. All students use all facilities.</p>	<p>√</p>		

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15.1 Parental Involvement and Parents' Advisory Group 18.05(4)(a)	√	Documentation and interview	Walden Street School and Pelham Academy have plans for involving parents and have begun to develop Parent's Advisory Groups to advise the programs on matters that pertain to the education, health and safety of the students in the program.	√		
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)	√	Documentation and interview	Walden Street School and Pelham Academy have plans to ensure that general announcements and notices or extracurricular activities and other opportunities are distributed to parents or guardians with limited English language skills in the primary language of the home.			

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<p>15.8 (Formerly 15.7) Registering Complaints</p> <p>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)</p>	<p>√</p>	<p>Documentation</p>	<p>Walden Street School and Pelham Academy have procedures for parents and students to file complaints and to file grievances based on sexual harassment and disability.</p> <p>Please note that student/parent handbooks and personnel manuals must include both the complaint procedures and the grievance procedures for discrimination related to disability and sex.</p>	<p>√</p>		

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16.7 Preventive Health care 18.05 (9)(f)(9)(h)	✓	Documentation	Walden Street School and Pelham Academy have written plans for the preventive health care of students that includes all required elements of this criterion including protecting students from exposure to foods, chemicals and other material, which they may be allergic.	✓		
16.10 Meningococcal Disease and Vaccination MGL, Chapter 76, s.15D 105 CMR 220.700	✓	Documentation	Walden Street School and Pelham Academy have procedures that describe how they will meet regulatory requirements pertaining to Meningococcal Disease and Vaccination.			

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<p>18.2 Student Records 28.09(10)</p> <p>MGL c. 71, s. 34H 603 CMR 23.00 Family Educational Rights and Privacy Act (FERPA)</p>	<p>√</p>	<p>Student record reviews</p>	<p>Walden Street School and Pelham Academy student records contain all information required by this criterion. The student face sheets were fully completed and most IEPs were current. Student records that included outdated IEPs contained information regarding contacts that were made to obtain current IEPs from sending school districts.</p>	<p>√</p>		