



# **Massachusetts Department of Elementary and Secondary Education**

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350 Main Street, Malden, Massachusetts 02148-5023

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February 21, 2008

Dr. Alan Harchik  
May Center for Child Development  
41 Pacella Park Drive  
Randolph, MA 02368

Re: Onsite Follow-up Monitoring Report: Program Review Corrective Action Plan  
Verification and Mid-cycle Review for The May Center for Child Development –  
Randolph/Woburn Day Program and Randolph/Chatham Residential Program

Dear Dr. Harchik:

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 18, 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.

We are pleased to indicate that the Department of Elementary and Secondary 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 Elementary and Secondary 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 FY 2011, 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 781-338-3794.

Sincerely,

Dee Wyatt, Program Review Follow-up Chairperson  
Program Quality Assurance Services

Darlene Lynch, Director  
Program Quality Assurance Services

c: Jeffrey Nellhaus, Acting Commissioner of Elementary and Secondary Education  
Walter Christian, Chairperson, Board of Directors  
Dana Parker, Local Program Review Coordinator

Encl.: Follow-up Monitoring Report  
Full Private School Approval Certificate, Expiration Date: August 31, 2011

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

**MAY CENTER FOR CHILD DEVELOPMENT  
DAY AND RESIDENTIAL PROGRAMS**

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

Action Plan Submitted on July 5, 2005  
Progress Reports Submitted on October 1, 2005 and December 15, 2005  
Onsite Visits Conducted on November 26-30, 2007  
Date of this Report February 21, 2008

| 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 Elementary and Secondary Education and Timelines for Implementation and Further Progress Reporting |
|---|---|---------------------------|--|---|---|---|
| <b>Selected Approved Private School Mid-cycle Review Criteria</b> |   |                           |  |   |   |   |
| 2.2 Approvals, Licenses, Certificates of Inspection               | √   | Documentation Review      | The May Center submitted current approvals, licenses and certificates of inspection for all buildings for both the Day and Residential Programs. |   |   |   |

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|---|---|----------------------------------|--|---|--|--|
| <b>18.04(1);<br/>28.09(2)(b)(5);<br/>28.09(5)(b);<br/>28.09(6)(b, c)</b>  | √   |                                  |  | √   |  |  |
| <b>2.3<br/>EEC Licensure<br/><br/>102 CMR 3.00<br/>(NA for Public Day Schools)</b>  | √   | Documentation Review             | The May Center submitted a current EEC License for all residential facilities.   |   |  |  |
| <b>7.4<br/>High School Diplomas and Certificates of Attendance<br/><br/>M.G.L. c. 69,<br/>§ 1D;<br/>Administrative Advisory<br/>SPED 2002-4-<br/>REVISED:<br/>Special</b> | √   | Documentation Review             | The May Center submitted a copy of the written policy that describes the awarding of diplomas and/or certificates for both the Day and Residential Programs. |   |  |  |

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| <b>Education Students in Out-of-District Placements-Participation in MCAS Testing and High School Graduation Standards</b>          | √  |                                  |   | √  |  |  |
| <b>8.4 Program Modifications and Support Services for Limited English Proficient Students</b><br><br><b>M.G.L. c. 71A; Title VI</b> | √  | Documentation Review             | The May Center submitted a draft form of its revised LEP Policy that Does contain all required elements. The May Center must submit the board approved LEP policy to the Department by <b>March 14, 2008.</b> |  |  |  |

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| <b>8.5<br/>Current IEP &amp; Student Roster<br/><br/>28.09(5)(a)</b>   | √  | Documentation Review                        | The May Center submitted current IEP and student rosters for both the Day and Residential Programs that contain all required information.  | √  |  |  |
| <b>8.8<br/>IEP – Progress Reports<br/>State: 28.07(3);<br/>Federal 20 U.S.C. Chapter 33, Section 1414(d)(1)(A)(viii)<br/>34 CFR 300.320(a)(3)(i, ii)</b> | √  | Documentation Review, Student Record Review | The May Center issues Progress Reports that includes written information on the student’s progress toward the annual goals in the IEP and documents all recipients of each report for both the Day and Residential Programs. |  |  |  |
| <b>9.1(a)<br/>Student Separation resulting from Behavior Management<br/>18.05(5)(i);</b>   | √  | Documentation Review                        | The May Center submitted a draft form of its revised Separation Policy that contains all required elements. The May Center must submit the board approved Separation Policy to the Department by                             |  |  |  |

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| <b>46.02(5)(b)</b>   | √  |                                  | <b>March 14, 2008.</b>  | √  |  |  |
| <b>11.3 Educational Administrator Qualifications</b><br><br><b>28.09(5)(a);</b><br><b>28.09(7)(a);</b><br><b>603 CMR 44.00</b>                               | √  | Documentation Review             | The May Center has a qualified and appropriately licensed Educational Administrator on site at each of the Randolph, Chatham, and Woburn campuses.  |  |  |  |
| <b>11.4 Teachers (Special Education Teachers and Regular Education Teachers)</b><br><br><b>18.05(11)(f);</b><br><b>28.09(5)(a);</b><br><b>28.09(7)(b, c)</b> | √  | Documentation Review             | The May Center submitted a teacher roster that contains all required elements for both the Day and Residential Programs. All teachers hold a current license or have been granted a current waiver. |  |  |  |

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|  | √  |                                  |   | √  |  |  |
| <b>11.5 Related Services Staff</b><br><br><b>28.09(7)(d)</b>     | √  | Documentation Review             | The May Center submitted a related services staff roster that contains all required elements for both the Day and Residential Programs. All related services staff are appropriately certified, licensed or registered in their professional areas. |  |  |  |
| <b>11.6 Master Staff Roster</b><br><br><b>28.09(7)</b>           | √  | Documentation Review             | The May Center submitted a complete Master Staff Roster that contains all required elements for both the Day and Residential Programs. The rosters account for all approved positions for both programs.  |  |  |  |
| <b>12.2(c) Details about Required Training-CPR Certification</b> | √  | Documentation Review             | The May Center has submitted a CPR Training Plan that includes all of the required elements and provided the name and qualifications of the certified instructor providing the training for both the Day  |  |  |  |

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| <b>18.05(9)(e)</b>   | √  |                                  | and Residential Programs.   | √  |  |  |
| <b>14.4 Visiting, Mail and Telephones (Residential Schools Only)</b><br><br><b>18.03(9)(a) and (b)</b> | √  | Documentation Review             | The May Center submitted an acceptable policy regarding visitation and the receiving of mail and telephone calls. In addition, the title of the person responsible for oversight was provided.                            |  |  |  |
| <b>16.3 Nursing</b><br><br><b>18.05(9)(b)</b>  | √  | Documentation Review             | The May Center submitted the names of the RNs, shift schedules and an explanation of how the availability of the nurses are sufficient for the needs of the student population for both the Day and Residential Programs. |  |  |  |
| <b>16.11 Student Allergies</b><br><br><b>18.05(9)(h)</b>   | √  | Documentation Review             | The May Center submitted a copy of the written student allergies policy and a copy of the Student Allergy List for each site for both the Day and Residential Programs.   |  |  |  |

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|  | √   |                           |  | √   |   |   |
| 16.12 No Smoking Policy<br>M.G.L. c. 71, § 37H   | √   | Documentation Review      | The May Center submitted a copy of the written policy that prohibits the use of tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel for both the Day and Residential Programs. |   |   |   |
| <b>Identified Areas of Non-Compliance During Previous Program Review or Other Areas of Concern</b>         |   |                           |  |   |   |   |
| 1.2 Program & Student Description, Program Capacity<br><br>28.09(2)(b)(2,3,7)<br><br>(Includes former 8.2) | √   | Documentation Review      | The May Center submitted a draft form of the narrative that details the program/ student description and the program capacity for the Residential Program. The May Center must submit the board approved narrative to the Department by <b>March 14, 2008.</b>                           |   |   |   |

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|  | √  |                                  |  | √  |  |  |
| <b>4.4 Advance Notice of Proposed Program/ Facility Change</b><br><br><b>28.09(5)(c)</b> | √  | Documentation Review             | The May Center submitted a copy of the program's written procedures for notifying the Department of substantial changes within the program, including the contact person responsible for providing such notification. Form 1s and letters to purchasers associated with the changes to both the Day and Residential programs that were made within the past year were submitted. |  |  |  |
| <b>9.5 3-5 Day Suspensions</b><br><br><b>18.05(6)</b>                                    | √  | Documentation Review             | The May Center has a 3-5 Day Suspension Policy that contains all of the required elements for both the Day and Residential Programs.   |  |  |  |
| <b>9.6 10+ Day Suspensions</b><br><br><b>34 CFR</b>                                      | √  | Documentation Review             | The May Center has a 10+ Day Suspension Policy that contains all of the required elements for both the Day and Residential Programs.   |  |  |  |

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| 300.530 – 537  | √   |                           |   | √   |   |   |
| 9.7 Terminations<br><br>18.05(7);<br>28.09(12)(b)  | √   | Documentation Review      | The May Center has a Termination Policy that contains all of the required elements for both the Day and Residential Programs.   |   |   |   |
| 10.1 Student:Teacher Ratios<br><br>26.06(6)(d);<br>28.09(7)(e)                                       | √   | Documentation Review      | The May Center submitted block schedules that verified the approved student: teacher ratios for all sites for both the Day and Residential Programs.                      |   |   |   |
| 10.4 Student:Child Care Ratios<br><i>(Approved Private Residential Schools Only)</i><br><br>18.03(2) | √   | Documentation Review      | The May Center submitted a staffing schedule for each residence that verified the approved student: childcare ratio.  |   |   |   |
| 13.4 Physical Facility/ Architectural Barriers<br><br>18.04(8)                                       | √   | Observation               | The May Center's current plan to provide a barrier-free residence involves the use of an approved residence in Sharon, MA. The May Center is in the process of renovating |   |   |   |

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| <b>Section 504: 29 U.S.C. 794; 34 CFR 104.21,104.22; Title II: 42 U.S.C. 12132; 28 CFR 35.149, 35.150; Mass. Const. amend. art. 114</b> | √  |                                  | <p>a residence in Randolph to make it barrier free.</p> <p>The May Center must submit a plan that identifies which residence is being modified to eliminate all architectural barriers, includes a description of modifications being made, and provides an estimated timeline for the completion of the modifications. The plan must be submitted to the Department for approval by <b>March 14, 2008.</b></p> | √  |  |  |
| <b>15.5 Parent Consent</b><br><br><b>18.05(5)(c); 18.05(8); 18.05(9)(f)(1)</b>  | √  | Documentation Review             | The May Center submitted a draft form of an annual parent consent that covers research, experimentation, fundraising, publicity and observation for both the Day and Residential Programs. The May Center must submit the board approved annual parental consent to the Department by   |  |  |  |

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|  | √   |                           | <b>March 14, 2008.</b>   | √   |   |   |
| <b>15.8 Registering Complaints and Grievances – Parents, Students and Employees</b><br><b>18.05(1)(b)(16)</b><br><b>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</b> | √   | Documentation Review      | The May Center submitted a copy of the written procedures for registering complaints and grievances for parents, students and employees. Also submitted was the name of the person responsible for investigating and resolving complaints regarding students' education and care and for investigating and resolving discrimination complaints made on behalf of employees and students. |   |   |   |
| <b>17.1 Transportation Safety</b><br><b>28.09(11)(b)</b>   | √   | Documentation Review      | The May Center submitted a copy of the written transportation policy that ensures the vehicles are safe, insured, and operated by  |   |   |   |

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|-----------------------------------|---|----------------------------------|---|---|--|--|
|                                   |   |                                  | qualified and trained individuals and that students are transported in a safe manner that is responsive to individual students' needs and provisions of their IEPs. |   |  |  |