



The Commonwealth of Massachusetts Department of Education

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October 9, 2007

David Manzo, Executive Director
Cotting School
453 Concord Avenue
Lexington, MA 02421

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

Dear Mr. Manzo:

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 June 6, 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 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 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 781-338-3717.

Sincerely,

Betsy Holcombe, Program Review Follow-up Chairperson
Program Quality Assurance Services

Darlene Lynch, Director
Program Quality Assurance Services

c: Jeffrey Nellhaus, Acting Commissioner of Education
Leah Thibodeau, Local Program Review Coordinator

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

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

Cotting School

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

Action Plan Submitted on July 6, 2005
Onsite Visit Conducted on October 3, 2007
Date of this Report: October 9, 2007

| 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 |
|--|---|---------------------------|--|---|---|--|
| Selected Approved Private School Mid-cycle Review Criteria | | | | | | |
| 2.2 Approvals, Licenses, Certificates of Inspection 18.04(1); 28.09(2)(b)(5); 28.09(5)(b); 28.09(6)(b, c) | √ | Documentation Interviews | Most Approvals, Licenses, and Certificates of Inspection have been submitted and approved. | √ | There is no current inspection for PCB. | A current inspection for PCB must be submitted, by January 31, 2008. |
| 2.3 | | | | | | |

| 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 |
|---|---|----------------------------------|---|---|--|---|
| EEC Licensure 102 CMR 3.00 <i>(NA for Public Day Schools)</i> | Not Applicable | | Cotting School is a day program. | | | |
| 7.4 High School Diplomas and Certificates of Attendance M.G.L. c. 69, § 1D; Administrative Advisory SPED 2002-4-REVISED: Special Education Students in Out-of-District Placements-Participation in MCAS Testing and High School Graduation | √ | Documentation | The updated High School Diplomas and Certificates of Attendance policy has been submitted and approved. | | | |

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| Standards | | | | | | |
| 8.4 Program Modifications and Support Services for Limited English Proficient Students M.G.L. c. 71A; Title VI | √ | Documentation Interviews | The updated Program Modifications and Support Services for Limited English Proficient Students policy has been submitted and approved. | | | |
| 8.5 Current IEP & Student Roster 28.09(5)(a) | √ | Documentation | The current student IEP roster containing all required elements has been submitted and approved. | | | |
| 8.8 IEP – Progress Reports State: 28.07(3); Federal 20 U.S.C. Chapter 33, Section | √ | Documentation Interviews | The guidelines for IEP Progress Reports have been submitted and approved. Review of student records show that all progress reports are included and indicate to whom they are sent. | | | |

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|--|---|----------------------------------|---|---|--|---|
| 1414(d)(1)(A)/viii) 34 CFR 300.320(a)(3)(i, ii) | | | | | | |
| 9.1(a) Student Separation resulting from Behavior Management 18.05(5)(i); 46.02(5)(b) | √ | Documentation Observation | The guidelines for Student Separation /Time Out have been submitted and approved. | | | |
| 11.3 Educational Administrator Qualifications 28.09(5)(a); 28.09(7)(a); 603 CMR 44.00 | √ | Documentation | The Educational Administrator meets all requirements. | | | |

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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) | √ | Documentatio n | The Teacher roster containing all required elements has been submitted and approved. | √ | | |
| 11.5 Related Services Staff 28.09(7)(d) | √ | Documentatio n | The Related Services staff roster containing all required elements has been submitted and approved. | | | |
| 11.6 Master Staff Roster 28.09(7) | √ | Documentatio n | The Master Staff roster containing all required elements has been submitted and approved. | | | |
| 12.2(c) Details about Required Training-CPR | √ | Documentatio n | The staff training plan for CPR certification has been submitted and approved. | | | |

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|--|---|----------------------------------|--|---|--|---|
| Certification 18.05(9)(e) | | | | | | |
| 14.4 Visiting, Mail and Telephones (Residential Schools Only) 18.03(9)(a) and (b) | Not Applicable | | Cotting School is a day program. | | | |
| 16.3 Nursing 18.05(9)(b) | √ | Documentation Observation | The School has registered School Nurses available for student health care. | | | |
| 16.11 Student Allergies 18.05(9)(h) | √ | Documentation | The updated Student Allergies policy has been submitted and approved. | | | |
| 16.12 No Smoking Policy M.G.L. c. 71, § 37H | √ | Documentation Observation | The updated No Smoking policy has been submitted and approved. | | | |

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|--|---|-----------------------------------|---|--|--|---|
| Identified Areas of Non-Compliance During Previous Program Review or Other Areas of Concern | | | | | | |
| See 8.8 Above | | | | | | |