



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

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75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3700  
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November 29, 2010

Michael Bassichis, Executive Director  
The Gifford School  
177 Boston Post Road  
Weston, MA 02493

Re: Mid-cycle Review and Verification of previous Program Review Corrective Action Plan

Dear Mr. Bassichis:

Enclosed is the Department of Elementary and Secondary Education's ("Department") Mid-cycle Report based upon the Mid-cycle review conducted in your private school program in September 2010. This Mid-cycle Review Report contains the Department's findings regarding the implementation status and effectiveness of corrective steps taken in response to your previous Program Review Report issued on April 27, 2009. This report also includes a report on the status of implementation for new state or federal special education requirements enacted since your program's last Program Review.

We are pleased to indicate that the Department has found your program's approved Corrective Action Plan to be substantially implemented and effective in remedying previously identified noncompliance issues. Additionally, we have determined that your program is in substantial compliance with any new state or federal special education requirements enacted since your last Program Review. You and your entire staff are to be congratulated for your efforts in implementing all necessary improvements. Your program will now receive an updated status of "Full Approval." This approval shall remain in effect for three (3) years and 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 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 program's next regularly scheduled Program Review several months before it is to occur. At this time we anticipate the next routine monitoring visit to occur sometime during the 2013-2014 school year, unless the Department determines that there is some reason to schedule this visit earlier.

**Please be advised that the attached Department Approval Certificate must be conspicuously posted in a public place within the program as required by 603 CMR 28.09.**

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 781-338-3704.

Sincerely,

Kerri Zeldis, Mid-cycle Review Chairperson  
Program Quality Assurance Services

Darlene Lynch, Director  
Program Quality Assurance Services

c: Mitchell D. Chester, Ed.D., Commissioner of Elementary and Secondary Education  
Andy Klein, Chairperson, Board of Directors  
Jeff Dias, Local Program Review Coordinator

Encl.: Mid-cycle Review Report  
Full Private School Approval Certificate, Expiration Date: **August 31, 2014**

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

**The Gifford School**

**Academic Day Program  
Summer Program**

**MID-CYCLE REVIEW REPORT**

**Previous Program Review Corrective Action Plan Submitted on June 30, August 9, and July 21, 2009  
Progress Reports Submitted on January 6 and August 31, 2010  
Mid-cycle Onsite Visit Conducted on September 28, 2010  
Date of this Report November 29, 2010**

<b>Criterion Number and Topic</b>	<b>Implementation Status of Requirements or Corrective Action Plan Determined to be <u>Substantially Implemented</u></b>  √	<b>Method(s) of Verification</b>	<b>Comments Regarding Corrective Action Plan Implementation</b>	<b>Corrective Action Plan Determined to be <u>Not Fully Implemented</u> or <u>Additional Issues Identified</u></b>  √	<b>Findings Regarding Incomplete Implementation of Approved Corrective Action Plan or Identification of Additional Issues of Noncompliance</b>	<b>Further Corrective Action Ordered by the Department of Elementary and Secondary Education and Timelines for Implementation and Further Progress Reporting</b>
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**Selected Approved Private School Program Mid-cycle Review Criteria**

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<b>2.2 Approvals, Licenses, Certificates of Inspection</b>  <b>18.04(1); 28.09(2)(b)(5); 28.09(5)(b); 28.09(6)(b, c)</b>	√	Documentation Review	The Gifford School submitted current licenses, approvals, and certificates of inspection by state and local agencies.	√		
<b>2.3 EEC Licensure</b>  <b>102 CMR 3.00 (Residential Schools only)</b>	<b>Not Applicable</b>		The Gifford School is a day school.			

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<b>8.5 Current IEP &amp; Student Roster</b>  <b>28.09(5)(a)</b>	<b>Partial</b>	Documentation Review  Student Record Review	For most of its students, the Gifford School has on file a current IEP for each enrolled Massachusetts student that has been issued by the responsible public school district and consented to and dated by the student's parent(s) (or student, when applicable).	<b>Partial</b>	The Gifford School did not provide sufficient evidence or documentation of steps it has taken to work with the public school district to obtain signed IEPs.	The Gifford School must develop and submit a written policy that specifies the steps it will take to obtain a current IEP for each enrolled Massachusetts student that has been issued by the responsible public school district and consented to and dated by the student's parent(s) (or student, when applicable) to the Department by <b>February 1, 2011</b> .  In addition, the Gifford School must submit an updated student

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						<p>roster addressing the IEP status for the following ten (10) publicly funded students: RA/Waltham; HC/Cambridge; ZC/Lexington; AC/Bridgewater-Raynham; ED/Westborough; AH/Waltham; PM/Stoneham; CM/Weymouth and Quincy; WM/Medway; and DS/Acton.</p> <p>The roster must indicate a current, signed IEP for each of those students and for each unsigned IEP, evidence or documentation of steps taken to notify the public school district to obtain signed IEPs to the Department by <b>February</b></p>

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	√			√		1, 2011.
<b>11.3 Educational Administrator Qualifications</b> <b>28.09(5)(a);</b> <b>28.09(7)(a);</b> <b>603 CMR</b> <b>44.00</b>	√	Documentation Review	The Gifford School has a designated Educational Administrator who possesses the required qualifications to serve in this position.			

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<b>11.4 Teachers (Special Education Teachers and Regular Education Teachers)</b>  <b>18.05(11)(f); 28.09(5)(a); 28.09(7)(b, c); 34 CFR 300.321</b>	<b>Partial</b>	Documentation Review	The Gifford School submitted a teaching staff roster indicating that most special education and regular education teachers are appropriately licensed in the areas for which they are designated to teach.	<b>Partial</b>	The Gifford School has two teachers, JM and MR, who are not appropriately licensed for the grade levels and subject areas for which they are designated to teach.	The Gifford School must submit an updated teaching staff roster, including copies of appropriate licensure for: JM and MR to the Department by <b>February 1, 2011</b> .
<b>11.5 Related Services Staff</b>	√	Documentation Review	The Gifford School submitted a current related services staff			

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<b>28.09(7)(d)</b>	√		roster indicating that all related services staff are appropriately certified, licensed or registered in their professional areas.			
<b>11.6 Master Staff Roster</b>  <b>28.09(7)</b>	√	Documentation Review	The Gifford School submitted a master staff roster for both of its approved programs including all staff for every position within the programs. The master staff roster for both programs corresponds to the last ESE approved program budgets.			
<b>19 Anti-Hazing</b>  <b>M.G.L. c. 269,</b>	√	Documentation Review	The Gifford School submitted a copy of its Anti-Hazing policy, which contains the Anti-Hazing statute in its			

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§§ 17 through 19	√		entirety, as well as the Anti-Hazing Report with its assurance that the policy has been distributed to all of its students.	√		
<b>Identified Areas of Non-Compliance During the Program Review or Other Areas of Concern</b>						
1.2 Program & Student Description, Program Capacity	√	Documentation Review	The Gifford School submitted a written narrative addressing all of the requirements for both of its approved programs.			
8.8 IEP – Progress	<b>Partial</b>	Documentation Review	Student record review indicates that the Gifford School	<b>Partial</b>	The progress report information for the	The Gifford School must submit written assurance that it

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<b>Reports</b>	√	Student Record Review	provides progress reports to parents on student's progress toward meeting the annual goals on a quarterly basis.		summer program does not include written information on the student's progress toward meeting the annual goals in the IEP.	will include written information on the student's progress toward meeting the annual goals in the IEP for the summer program to the Department by <b>February 1, 2011.</b>
<b>10.1 Staffing for Instructional Groupings</b>	√	Documentation Review	The Gifford School submitted block schedules for the summer program that clearly display the numbers and initials of students, and the numbers and initials of certified educators and aides in all classrooms for all periods throughout the school day.			
		Documentation				

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<b>10.2 Age Range</b>	✓ ✓	Review	The Gifford School submitted block schedules for the summer program for every classroom and every period indicating the initials of students with corresponding dates of birth.	✓		

Commonwealth of Massachusetts  
Department of Elementary and Secondary  
Education  
**The Gifford School**  
**Academic Day Program**

A PRIVATE SPECIAL EDUCATION PROGRAM OPERATED PURSUANT TO  
**603 CMR 18.00 and 28.09**

**177 Boston Post Road, Weston, MA 02493**

Program Rate Based on: 100 Students

Approved Enrollment: 100 Students

Summer Program       Day Program       Residential Program  
 10 month program       11 month program       12 month program

**APPROVED STUDENT:LICENSED EDUCATOR RATIO: 8:1**

**APPROVED STUDENT:LICENSED EDUCATOR:AIDE RATIO: 12:1:1**

**APPROVAL STATUS**  
**FULL APPROVAL**

**Expires on: August 31, 2014**

The current approval is a result of a **Mid-Cycle Review** conducted in the **2010-2011** school year and the next review is scheduled for the **2013-2014** school year.

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KERRI ZELDIS, EDUCATIONAL SPECIALIST, PROGRAM QUALITY ASSURANCE SERVICES

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CARYN GOLDBERG, SUPERVISOR, PROGRAM QUALITY ASSURANCE SERVICES

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DARLENE A. LYNCH, DIRECTOR, PROGRAM QUALITY ASSURANCE SERVICES

DATE

ISSUED:

NOVEMBER 29, 2010

Commonwealth of Massachusetts  
Department of Elementary and Secondary  
Education  
**The Gifford School  
Summer Program**

A PRIVATE SPECIAL EDUCATION PROGRAM OPERATED PURSUANT TO  
**603 CMR 18.00 and 28.09**

**177 Boston Post Road, Weston, MA 02493**

Program Rate Based on: 82 Students

Approved Enrollment: 82 Students

Summer Program       10 month program       Day Program       Residential Program  
 11 month program       12 month program

**APPROVED STUDENT:LICENSED EDUCATOR RATIO: 8:1**

**APPROVED STUDENT:LICENSED EDUCATOR:AIDE RATIO: 12:1:1**

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DATE ISSUED,  
NOVEMBER 29, 2010