



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

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October 6, 2011

Rita Gardner, Executive Director
Melmark New England
461 River Road
Andover, MA 01810

Re: Mid-cycle Review

Dear Ms. Gardner:

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 2011. Because the Department determined all requirements were found to be either fully implemented or commendable during the 2009 Program Review, this Mid-cycle Review Report includes a report on the status of selected Mid-cycle Review criteria as well as the implementation of 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 that your program is in substantial compliance with the selected Mid-cycle Review criteria as well as 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 programs' 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 2014-2015 school year, unless the Department determines that there is some reason to schedule this visit earlier.

Please be advised that the attached Department Approval Certificates 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 781-338-3794.

Sincerely,

Dee Wyatt, 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

Encl.: Mid-cycle Review Report
Full Private School Approval Certificate, Expiration Date: August 31, 2015

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

**MELMARK NEW ENGLAND
DAY AND RESIDENTIAL PROGRAMS**

MID-CYCLE REVIEW REPORT

**Mid-cycle Onsite Visit Conducted on September 29, 2011
Date of this Report October 6, 2011**

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
Selected Approved Private School Program 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 Review	Melmark New England submitted current approvals, licenses and certificates of inspection for all buildings and residences used by the students.			
2.3 EEC Licensure 102 CMR 3.00 (Residential programs only)	√	Documentation Review	Melmark New England submitted a current license from the Department of Early Education and Care for all residential facilities.			

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8.5 Current IEP & Student Roster 28.09(5)(a)	√ √	Documentation Review	Melmark New England submitted a current IEP and Student Roster for all district-funded Massachusetts students enrolled in both programs that contains all required elements of this criterion.	√		
11.3 Educational Administrator Qualifications 28.09(5)(a); 28.09(7)(a); 603 CMR 44.00	√	Documentation Review	The persons designated as the Educational Administrators for Melmark New England possess the required qualifications.			

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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); 34 CFR 300.321	√ √	Documentation Review	All teachers at Melmark New England are appropriately licensed or have applied for or been granted a waiver for the 2011-2012 school year.	√		
11.5 Related Services Staff 28.09(7)(d)	√	Documentation Review	All staff providing or supervising the provision of related services for Melmark New England are appropriately certified, licensed or registered in their	√		

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	√		professional areas.	√		
11.6 Master Staff Roster 28.09(7)	√	Documentation Review	Melmark New England submitted a Master Staff Roster for both programs that contains the name, program job title, corresponding UFR title number, licensure and/or certification if appropriate, full-time equivalent (FTE), and qualifications for current staff. A narrative was provided and accepted that describes any discrepancies from the last approved program budgets.			
19 Anti-Hazing M.G.L. c. 269, §§ 17 through 19	√	Documentation Review	Melmark New England submitted an Anti-Hazing Policy that contains all required elements of this criterion.			

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	√			√		
20 Bullying Prevention and Intervention M.G.L. c. 71, s. 37H, as amended by Chapter 92 of the Acts of 2010. M.G.L. c. 71, s. 37O(e)(1) & (2). M.G.L. c. 71, s. 370(d)	√	Documentation Review	Melmark has amended its handbook/admission material to include an age-appropriate summary of their new Bullying Prevention Plan and included a description of how it is distributed. The programs also submitted a description of the professional development plan developed by the programs of all staff for the 2010-2011 School Year and provided evidence of its implementation including dates, format used, and a sign-in sheet indicating staff attendance.			

Commonwealth of Massachusetts Department of Elementary and Secondary Education

MELMARK NEW ENGLAND

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

461 River Road
Andover, MA 01810

Program Rate Based on: 46 Students
Approved Enrollment: 70 Students

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

APPROVED STUDENT:LICENSED EDUCATOR RATIO: 6:1

APPROVED STUDENT:LICENSED EDUCATOR:AIDE RATIO: 6:1:2

APPROVAL STATUS
FULL APPROVAL
Expires on: August 31, 2015

The current approval is a result of a Mid-cycle Review conducted in the 2011-2012 school year and the next review is scheduled for the 2014-2015 school year.

DEE WYATT, EDUCATIONAL SPECIALIST, PROGRAM QUALITY ASSURANCE SERVICES

NINA MARCHESE, SUPERVISOR, PROGRAM QUALITY ASSURANCE SERVICES

DARLENE A. LYNCH, DIRECTOR, PROGRAM QUALITY ASSURANCE SERVICES

DATE
ISSUED:
10/6/11

Commonwealth of Massachusetts Department of Elementary and Secondary Education

MELMARK NEW ENGLAND

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

461 River Road
Andover, MA 01810

Program Rate Based on: 34 Students
Approved Enrollment: 34 Students

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

APPROVED STUDENT:LICENSED EDUCATOR RATIO: 6:1

APPROVED STUDENT:LICENSED EDUCATOR:AIDE RATIO: 6:1:2

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