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| **MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  **Program Quality Assurance Services** |

##### COORDINATED PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Charter School or District: Boston Day and Evening Academy Charter (District)

CPR Onsite Year: 2013-2014

Program Area: Special Education

All corrective action must be fully implemented and all noncompliance corrected as soon as possible and no later than one year from the issuance of the Coordinated Program Review Final Report dated 08/22/2014.

**Mandatory One-Year Compliance Date:** **08/22/2015**

**Summary of Required Corrective Action Plans in this Report**

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 6 | Determination of transition services | Partially Implemented |
| SE 9 | Timeline for determination of eligibility and provision of documentation to parent | Partially Implemented |

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| COORDINATED PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  SE 6 Determination of transition services | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records and interviews confirmed that transitional needs for students, as documented on the Transition Planning Form (TPF), are not always fully addressed as measurable postsecondary goals that are based upon age appropriate transition assessments, training, education or employment experiences. In addition, the Disability Related Needs portion of the TPF does not consistently document the disability-related skills that require IEP goals and/or related services. | | |
| **Description of Corrective Action:**  Please see submitted Letter of Assurance uploaded under "CPR-Self-Assessment- additional documents" | | |
| **Title/Role(s) of Responsible Persons:**  Special Education and Student Services Coordinator (SESS) at Boston Day and Evening Academy | | **Expected Date of Completion:**  06/20/2015 |
| **Evidence of Completion of the Corrective Action:**  The Director of the School and the SESS Coordinator will randomly pull 15 student Transition Planning Forms as well as the students' Individualized Education Program to ensure that each student:  1) has an annually updated TPF  2) A TPF/IEP vision statement that includes appropriate measurable post-secondary goals  3) IEP with transition services, including courses of study, that will reasonably enable the student to meet those postsecondary goals  4) IEP with measurable annual skill-based IEP goals related to the student's transition services needs. | | |
| **Description of Internal Monitoring Procedures:**  A random review of TPFs and IEPs generated between November 25, 2014 and February 25, 2015 and again between February 26, 2015 and June 1, 2015 will be completed to ensure implementation of said criteria. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 6 Determination of transition services | **Corrective Action Plan Status:** Approved  **Status Date**: 09/11/2014 | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  The charter school submitted signed acknowledgement, ensuring the Department that the Special Ed. Director, who is solely responsible for IEP development, is aware of the compliance requirements regarding this criterion and Transition Planning Forms.  Conduct an internal review of approximately 10 student records in which Transition Planning Forms were completed. Please provide an analysis of this review to include the number of records reviewed and the number of records found to be non-compliant. For any records found to be non-compliant, please provide an analysis of the root cause(s) and any steps that the district has taken to remedy the non-compliance. This progress report is due November 21, 2014. \*Please note that when monitoring, the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the record review; b) Date of the review; c) Name of the person(s) who conducted the review, their role(s), and their signatures. | | |
| **Progress Report Due Date(s):**  11/21/2014 | | |

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| COORDINATED PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  SE 9 Timeline for determination of eligibility and provision of documentation to parent | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records confirmed that within forty-five school working days after receipt of the parent's written consent to a re-evaluation, the charter school does not consistently determine whether the student is eligible for special education and does not always provide to the parent either a proposed IEP and placement or a written explanation of the finding of no eligibility. | | |
| **Description of Corrective Action:**  Please see submitted Letter of Assurance uploaded under "CPR-Self-Assessment- additional documents" | | |
| **Title/Role(s) of Responsible Persons:**  Special Education and Student Services Coordinator (SESS) at Boston Day and Evening Academy | | **Expected Date of Completion:**  06/20/2015 |
| **Evidence of Completion of the Corrective Action:**  The Director of the School and the SESS Coordinator will randomly select 10 original evaluations or re-evaluations between September 2014 and May 2015 to confirm that within forty-five working days after receipt of the parent's/student's if reached age of majority will consistently determine whether the student is eligible for special education services and will provide the parent either a proposed IEP and placement or a written explanation of the finding of no eligibility. | | |
| **Description of Internal Monitoring Procedures:**  A random review of original and re-evaluations generated between Sept 5, 2014 and February, 2015 and again between February 26, 2015 and June 1, 2015 will be completed to ensure implementation of said criteria. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 9 Timeline for determination of eligibility and provision of documentation to parent | **Corrective Action Plan Status:** Approved  **Status Date**: 09/11/2014 | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  The charter school submitted signed acknowledgement, ensuring the Department that the Special Ed. Director, who is solely responsible for IEP development, is aware of the compliance requirements regarding timelines for determination of eligibility.  Conduct an internal review of approximately 10 student records in which assessments for initial and/or reevaluations were conducted and the team convened to determine eligibility. Please provide an analysis of this review to include the number of records reviewed and the number of records found to be non-compliant. For any records found to be non-compliant, please provide an analysis of the root cause(s) and any steps that the district has taken to remedy the non-compliance. This progress report is due November 21, 2014. \*Please note that when monitoring, the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the record review; b) Date of the review; c) Name of the person(s) who conducted the review, their role(s), and their signatures. | | |
| **Progress Report Due Date(s):**  11/21/2014 | | |

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| **MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  **COORDINATED PROGRAM REVIEW** |

Charter School: Boston Day and Evening Academy Charter School

Corrective Action Plan Forms

Program Area: English Learner Education

Prepared by: Boston Day and Evening Academy

CAP Form will expand to as many lines as necessary. Before completing and emailing to pqacap@doe.mass.edu, please see separate *Instructions for Completing Corrective Action Plans.*

All corrective action must be fully implemented and all noncompliance corrected as soon as possible and no later than one year from the issuance of the Coordinated Program Review Final Report to the school or district.

**Mandatory One-Year Compliance Date: October 16, 2015**

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 10 Parent Notification | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *Document review indicated that although the charter school has initial and annual parental notices that contain all required elements, the notices require parental signature of acknowledgment to be returned to the school within one week. In addition, a review of student files revealed that that reports containing, but not limited to, progress in becoming proficient in using the English language are not being completed and sent in the same manner and frequency as report cards and progress reports to other students enrolled in the district.* | | | |
| **Narrative Description of Corrective Action: S**ince the date of the on-site visit, Boston Day and Evening Academy has adopted the Department of Elementary and Secondary Education’s Initial and Annual parental notices that contain all required elements. Additionally we have issued a memo to all staff regarding the regulations surrounding progress reports for English Language Learners. As the Language Acquisition Team Facilitator, I also plan to conduct two internal record reviews of a random sample of folders for ELLs in order to ensure that Progress Reports are contained in the folders and that they are sent with the same manner and frequency as report cards. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Lisa Ewick (Language Acquisition Team Facilitator), Beatriz Zapater (Headmaster) | | **Expected Date of Completion for Each Corrective Action Activity:** November 15, 2014 for issuance of memo. Results of record reviews will be available on 2/1/15 and 6/15/15. | |
| **Evidence of Completion of the Corrective Action:** Please see sample of annual parental notices attached and Memo sent to all staff on this topic. Records Reviews will be conducted by 1/15/15 and 6/1/15 and reports documenting compliance will be available on 2/1/15 and 6/15/15. | | | |
| **Description of Internal Monitoring Procedures:** Lisa Ewick, the Language Acquisition Team Facilitator along with Beatriz Zapater, the Headmaster at Boston Day and Evening Academy will pull 10 ELL folders by January 15, 2015 to review and ensure that all annual letters are filled in and mailed home. Records Reviews to ensure compliance with Progress Reports requirements will be conducted by 2/1/15 and 6/15/15. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 10 Parent Notification | **Status of Corrective Action:**  Approved  Partially Approved  Disapproved | | |
| **Basis for Partial Approval or Disapproval:** Not Applicable | | | |
| **Department Order of Corrective Action:** Not Applicable | | | |
| **Required Elements of Progress Report(s):** Please conduct an internal record review of approximately 10 files, ensuring that the charter school’s newly adopted Initial/Annual parental notification letter is being utilized and that progress reports, specifically addressing ELLs, are being completed and sent in the same frequency as other students in the district. Include the number of records reviewed and the number found to be in compliance. For any records found to be noncompliant, identify the root cause for the noncompliance and any steps that the district has taken to remedy the file(s). This progress report is due by **February 13, 2015.** | | | |
| **Progress Report Due Date(s): February 13, 2015** | | | |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** | | | |
| **Criterion & Topic:** ELE 18 Records of ELL Students | | | **Rating:** Partially Implemented |
| **Department CPR Finding:** *Document review indicated that records of ELL students did not consistently contain progress reports* | | | |
| **Narrative Description of Corrective Action: B**oston Day and Evening Academy will ensure that 100% of students identified as English Language Learners will have progress reports in their file. | | | |
| **Title/Role of Person(s) Responsible for Implementation:** Lisa Ewick (Language Acquisition Facilitator), Beatriz Zapater (Headmaster) | | **Expected Date of Completion for Each Corrective Action Activity:** 2/1/15 and 6/15/15 | |
| **Evidence of Completion of the Corrective Action:** The charter school will send a report by 2/1/15 and by 6/15/15 documenting the results of the randomly selected record review by the LAT Coordinator. | | | |
| **Description of Internal Monitoring Procedures:** Lisa Ewick, the Language Acquisition Team Facilitator along with Beatriz Zapater, the Headmaster at Boston Day and Evening Academy will pull 10 ELL folders by January 15 and June 1, 2015 to review and ensure that all annual letters are filled in and mailed home and that Progress Reports are sent home in the same manner and frequency as Report Cards and are contained in the Student Folders. | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION  **(To be completed by the Department of Elementary and Secondary Education)** | | | |
| **Criterion:** ELE 18 Records of ELL Students | **Status of Corrective Action:**  Approved  Partially Approved  Disapproved | | |
| **Basis for Partial Approval or Disapproval:** Not Applicable | | | |
| **Department Order of Corrective Action:** Not Applicable | | | |
| **Required Elements of Progress Report(s):** Please conduct an internal record review of approximately 10 files, ensuring that completed ELE progress reports are filed in the student record. Include the number of records reviewed and the number found to be in compliance. For any records found to be noncompliant, identify the root cause for the noncompliance and any steps that the district has taken to remedy the file(s). This progress report is due by **February 13, 2015.** | | | |
| **Progress Report Due Date(s): February 13, 2015** | | | |