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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: Mystic Valley Regional 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 04/01/2014.

**Mandatory One-Year Compliance Date:** **04/01/2015**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 18B | Determination of placement; provision of IEP to parent | Partially Implemented |
| SE 29 | Communications are in English and primary language of home | Partially Implemented |

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

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| **Criterion & Topic:**  SE 18B Determination of placement; provision of IEP to parent | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of student records and staff interviews indicated that the charter school is not providing the parent with two copies of the proposed IEP and proposed placement following the IEP Team meeting. The charter school currently sends one copy of the proposed IEP and placement to the parent after the Team meeting. | | |
| **Description of Corrective Action:**  The MVRCS will correct the areas found in noncompliance. Procedures will be developed with regard to the provision that (2) copies of the IEP be presented to the parent(s)/guardian(s). The MVRCS special education staff will receive training on the procedures with regard to providing (2) copies of the IEP to the parent(s)/guardian(s). Internal monitoring of student records will occur with the information results provided with regard to compliance for each progress report period (September/October and December/January). | | |
| **Title/Role(s) of Responsible Persons:**  Kathy E. Kinnon  Special Education Director & Team Member responsible for CAP | | **Expected Date of Completion:**  01/31/2015 |
| **Evidence of Completion of the Corrective Action:**  The areas of noncompliance will be addressed by MVRCS providing a copy of the procedures developed along with the internal monitoring tool used by the special education staff to ensure that (2) copies of the IEP are given. A copy of the agenda and sign in sheet(s) for staff training will also be provided. Internal monitoring of student record results will be provided by the special education director. | | |
| **Description of Internal Monitoring Procedures:**  MVRCS will have an internal review of (12) student records by the special education director with meeting dates beginning in August 2014 through October 2014 for the CAP progress report date to ensure that (2) copies of the IEP are being provided to the parent(s)/guardian(s). The MVRCS will have an internal review of (12) records by the special education director beginning in November 2014 through January 2015 for the CAP progress report date to ensure that (2) copies of the IEP are being provided to the parent(s)/guardian(s). A report of the findings will be submitted for each progress report period. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 18B Determination of placement; provision of IEP to parent | **Corrective Action Plan Status:** Approved  **Status Date**: 04/22/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 29, 2014, submit a copy of the procedures related to providing parents with two copies of the proposed IEP and placement following the Team meeting. Additionally, provide evidence of staff training on these procedures and submit the training agenda, signed attendance sheets and copies of the materials presented.  By January 26, 2015, submit the results of an internal review of student records for the provision of two copies of the proposed IEP and placement, following implementation of the corrective actions. Indicate the number of records reviewed, the number found to be compliant, an explanation of the root cause for any continued noncompliance and a description of additional corrective actions taken by the school to address any identified noncompliance.  \*Please note when conducting internal monitoring the school must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, with their role(s) and signature(s). | | |
| **Progress Report Due Date(s):**  09/29/2014  01/26/2015 | | |

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

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| **Criterion & Topic:**  SE 29 Communications are in English and primary language of home | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Review of student records and staff interviews indicated that the charter school is not consistently translating the Notice of Proposed School District Action (N1), IEPs and progress reports for parents whose primary language is other than English. | | |
| **Description of Corrective Action:**  The MVRCS will correct the areas found in noncompliance. Procedures will be developed with regard to the translation of documents. The MVRCS special education staff will receive training on the procedures for translation of documents. Internal monitoring of student records will occur with the information results provided with regard to compliance for each progress report period (September/October & December/January). | | |
| **Title/Role(s) of Responsible Persons:**  Kathy E. Kinnon  Special Education Director and Team Member responsible for CAP | | **Expected Date of Completion:**  01/31/2015 |
| **Evidence of Completion of the Corrective Action:**  The areas of noncompliance will be addressed by providing a copy of the IEP and PR translated for the student identified in the CPR. MVRCS will provide a copy of the procedures developed along with the internal monitoring tool used by the special education staff to ensure the translation of documents. A copy of the agenda and sign in sheet(s) for staff training on translation procedures will also be provided. Internal monitoring of student record results will be provided by the special education director. | | |
| **Description of Internal Monitoring Procedures:**  MVRCS will have an internal review of (2) student records by the special education director with meeting dates beginning in August 2014 through October 2014 for the CAP progress report date to ensure that translated documents are being provided to the parent(s)/guardian(s). The MVRCS will have an internal review of (2) records by the special education director beginning in November 2014 through January 2015 for the CAP progress report date to ensure that translated documents are being provided to the parent(s)/ guardian(s). A report of the findings will be submitted for each progress report period (September/October and December/January). | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 29 Communications are in English and primary language of home | **Corrective Action Plan Status:** Approved  **Status Date**: 04/24/2014 | |
| **Basis for Status Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 29, 2014, submit the translated copy of the most current IEP, N1 form, and progress report for the students identified by the Department. Please note that two students have been identified, but the Director of Special Education has reported that one student is no longer attending the charter school. Also provide a copy of the procedures related to translating all important documents into the family's home language and evidence of staff training on these procedures, including the training agenda, signed attendance sheets and copies of the materials presented.  By January 26, 2015, submit the results of an internal review of student records for translation of important documents. Please note that while the director indicated that two records will be reviewed, the charter school should review any additional records that may be applicable to this criterion at that time. For the internal review, indicate the number of records reviewed, the number found to be compliant, an explanation of the root cause for any continued noncompliance and a description of additional corrective actions taken by the district to address any identified noncompliance.  \*Please note when conducting internal monitoring the charter school must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, with their role(s) and signature(s). | | |
| **Progress Report Due Date(s):**  09/29/2014  01/26/2015 | | |