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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: Martin Luther King Jr. Charter School of Excellence (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 10/01/2014.

**Mandatory One-Year Compliance Date:** **10/01/2015**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
| --- | --- | --- |
| SE 52 | Appropriate certifications/licenses or other credentials -- related service providers | Partially Implemented |
| CR 7 | Information to be translated into languages other than English | Partially Implemented |
| CR 11A | Designation of coordinator(s); grievance procedures | Not Implemented |
| CR 12A | Annual and continuous notification concerning nondiscrimination and coordinators | Partially Implemented |

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

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| **Criterion & Topic:** SE 52 Appropriate certifications/licenses or other credentials -- related service providers | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Documents and interviews indicated that the district did not provide evidence that all personnel who provide related services have the appropriate certifications/licenses or other credentials. The district indicated that the certifications/licenses or other credentials were currently not available for the school psychologist/counselor, occupational therapist and occupational therapist assistant. |
| **Description of Corrective Action:** The certification information requested for the school psychologist/counselor, occupational therapist and occupational therapist assistant will be provided. |
| **Title/Role(s) of Responsible Persons:**Executive Director | **Expected Date of Completion:**11/07/2014 |
| **Evidence of Completion of the Corrective Action:**A listing with the certification numbers for the school psychologist/counselor, occupational therapist and occupational therapist assistant will be provided. |
| **Description of Internal Monitoring Procedures:** Annually on or before the start of each school year, the Executive Director or his designee will request information on the current certification of the school psychologist/counselor, occupational therapist and occupational therapist assistant. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 52 Appropriate certifications/licenses or other credentials -- related service providers | **Corrective Action Plan Status:** Approved **Status Date:** 11/12/2014 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Submit the names and appropriate certifications/licenses or other credentials for the school psychologist/counselor, occupational therapist and occupational therapist assistant, by January 16, 2015. |
| **Progress Report Due Date(s):** 01/16/201505/15/2015 |

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

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| **Criterion & Topic:** CR 7 Information to be translated into languages other than English | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Documents and interviews indicated that important information and documents, e.g. handbooks and codes of conduct, being distributed to parents are translated into the major languages spoken by parents or guardians with limited English skills; however, the district does not have a system of oral interpretation to assist parents/guardians with limited English skills, including those who speak low-incidence languages. |
| **Description of Corrective Action:** Currently, the district has staff qualified to provide interpreting services to parents/guardians who speak the major language spoken by parents with limited English skills. The district will contract with an agency or agencies to provide interpreting services to parents/guardians who speak limited English and who are speak low incidence languages. The district will put in place a system to provide oral interpretation to assist parent/guardians with limited English skills, including those who speak low incidence languages. The system will include process for requesting an interpreter and will include access to on demand interpreting services for low incidence languages. |
| **Title/Role(s) of Responsible Persons:**ELL Coordinator | **Expected Date of Completion:**12/31/2014 |
| **Evidence of Completion of the Corrective Action:**A copy of the procedure and a list of the interpreters to be used.A copy of the communication to staff to inform them about the interpreting services and how to request them. |
| **Description of Internal Monitoring Procedures:** The ELL Coordinator will keep track of all interpreting services requested for low incidence languages. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 7 Information to be translated into languages other than English | **Corrective Action Plan Status:** Approved **Status Date:** 11/12/2014 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Submit a copy of the procedures for oral interpretation the district uses to assist parents/guardians with limited English skills, including those who speak low-incidence languages and evidence that staff has been informed of the new procedures, by January 15, 2015.Submit a list of interpreting services that have been requested (if any) since the system was developed and include the languages needed, by May 15, 2015. |
| **Progress Report Due Date(s):** 01/16/201505/15/2015 |

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

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| **Criterion & Topic:** CR 11A Designation of coordinator(s); grievance procedures | **CPR Rating:** Not Implemented |
| **Department CPR Findings:** Documents and interviews indicated that the district has not designated one or more staff persons to serve as coordinator(s) for compliance with its responsibilities under Title IX, Section 504 and Title II. |
| **Description of Corrective Action:** The district will appoint a staff person to serve as the coordinator for compliance with its responsibilities under Title IX, Section 504 and Title II. The district will include this information in the next update of the employee handbook. In the interim, the district will notify all staff of the coordinator through an e-mail and/or memo. |
| **Title/Role(s) of Responsible Persons:**Executive Director | **Expected Date of Completion:**11/07/2014 |
| **Evidence of Completion of the Corrective Action:**The district will provide a copy of the e-mail and memo to DESE. |
| **Description of Internal Monitoring Procedures:** The district reviews its employee handbook annually and will ensure the name of the coordinator is included in the handbook. If the coordinator leaves the district or is no longer in this role for any reason, the Executive Director will appoint a new coordinator and inform all district staff of the name of the new coordinator within 30 days of the appointment of a new coordinator. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 11A Designation of coordinator(s); grievance procedures | **Corrective Action Plan Status:** Partially Approved **Status Date:** 11/12/2014 **Correction Status:** Not Corrected |
| **Basis for Decision:** The district must document that students and parents are aware of the staff person serving as the coordinator for compliance with its responsibilities under Title IX, Section 504 and Title II. |
| **Department Order of Corrective Action:**Submit the name(s), office address(es), and phone number(s) of the person(s) designated under CR 11A to coordinate compliance under Title IX, Section 504 and Title II, and evidence that staff, students and parents have been informed of who the coordinator is, by January 16, 2015. |
| **Required Elements of Progress Report(s):** Submit the name(s), office address(es), and phone number(s) of the person(s) designated under CR 11A to coordinate compliance under Title IX, Section 504 and Title II, and evidence that all parties have been informed of who the coordinator is, by January 16, 2015. |
| **Progress Report Due Date(s):** 01/16/2015 |

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

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| **Criterion & Topic:** CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **CPR Rating:** Partially Implemented |
| **Department CPR Findings:** Documents and interviews indicated that the district takes continuing steps to notify applicants, students, parents, and employees (including those with impaired vision or hearing), as well as unions or professional organizations holding collective bargaining or professional agreements with the district, that it does not discriminate on the basis of race, color, national origin, sex, or disability; however, the notice does not includes the name(s), office address(es), and phone number(s) of the person(s) designated under CR 11A to coordinate compliance under Title IX and Section 504. |
| **Description of Corrective Action:** The district will appoint a coordinator and notify all parties of the name, office address and phone number of the person designated under CR 11 A to coordinate compliance under Title IX and Section 504. |
| **Title/Role(s) of Responsible Persons:**Executive Director | **Expected Date of Completion:**12/31/2014 |
| **Evidence of Completion of the Corrective Action:**The district will include the name, address and phone number of the coordinator in the Family/Student handbook and in the Employee handbook when it is revised for the 2015-2016 school year. In the interim, the district will send a separate communication including this information to all parties. The district will provide DESE with a copy of the communications sent to all parties and date of distribution. |
| **Description of Internal Monitoring Procedures:** The district reviews its Family/Student and Employee handbooks annually and will ensure the name of the coordinator is included in the handbook. If the coordinator leaves the district or is no longer in this role for any reason, the Executive Director will appoint a new coordinator and inform all district staff of the name of the new coordinator within 30 days of the appointment of a new coordinator. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Approved **Status Date:** 11/12/2014 **Correction Status:** Not Corrected |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** Submit the name(s), office address(es), and phone number(s) of the person(s) designated under CR 11A to coordinate compliance under Title IX and Section 504, and evidence that all parties have been informed of who the coordinator is, by January 16, 2015. |
| **Progress Report Due Date(s):** 01/16/2015 |

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

**Martin Luther King Jr. Charter School of Excellence**

Corrective Action Plan Review

Program Area: English Learner Education

Prepared by: Laura M. Gaston

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: NOVEMBER 25, 2015**

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** |
| Criterion & Topic: ELE 5 Program Placement and Structure | **Rating:** Partially Implemented |
| **Department CPR Finding:** *A review of the documentation revealed that ELL students at Martin Luther King Jr. Charter School of Excellence are enrolled in the English Learner Education Program where students with limited English proficiency receive sheltered content instruction in addition to direct English as a Second Language (ESL) instruction. However, the amount of ESL instruction indicated as being provided to students with limited English proficiency at English proficiency levels 1, 2 and 3 is not consistent with the hours of English as a Second Language (ESL) instruction outlined in the “Transitional Guidance on Identification, Assessment, Placement, and Reclassification of English Language Learners August 2013” as found on* [*http://www.doe.mass.edu/ell/TransitionalGuidance.pdf*](http://www.doe.mass.edu/ell/TransitionalGuidance.pdf) |
| **Narrative Description of Corrective Action:** The district has assigned another licensed ESL teacher to provide ESL instruction to ELL students. The other ESL teachers are providing additional hours of ESL instruction. All recommended hours are provided to students by the three ESL teachers. All ELL students are receiving the recommended hours of instruction in accordance with the *“Transitional Guidance on Identification, Assessment, Placement, and Reclassification of English Language Learners August 2013.”* Schedules of instruction are attached indicating the hours provided by each ESL teacher and the language proficiency level of the students receiving the instruction. |
| **Title/Role of Person(s) Responsible for Implementation:** Principal | **Expected Date of Completion for Each Corrective Action Activity: 11/25/2015** |
| **Evidence of Completion of the Corrective Action:** ESL teachers will provide copies of their instruction schedules. |
| **Description of Internal Monitoring Procedures:** The principal will monitor periodically ESL instruction delivery throughout the year to ensure that the hours of instruction indicated on the schedules are being provided to ELL students.  |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion:** ELE 5 | **Status of Corrective Action:** [x]  Approved [ ]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval: N/A** |
| **Department Order of Corrective Action: N/A** |
| **Required Elements of Progress Report(s):** 1- Please complete district information in the attached spreadsheet labeled ELL List by school for each ELL student in the district. 2- Provide a copy of the 2014-15 ESL teacher schedules for all grade levels district wide.All schedules should include the following for each block of time: * + Names of the ELL students
	+ Grade level for each student;
	+ English proficiency level for each student
 |
| **Progress Report Due Date(s): March 27, 2015** |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** |
| **Criterion & Topic:** ELE 14 Licensure Requirements | **Rating:** Partially Implemented |
| **Department CPR Finding:** *District documentation and a review of ELAR indicated that not all district ESL teachers that provide students with ESL instruction hold appropriate Massachusetts licensure or a current waiver issued by the Massachusetts Department of Elementary and Secondary Education or evidence of the teacher being “highly qualified” as described by NCLB.* |
| **Narrative Description of Corrective Action:** The ESL teacher who is currently pursuing his ESL license will obtain a MA ESL license (PreK-6) as required. |
| **Title/Role of Person(s) Responsible for Implementation:** Principal | **Expected Date of Completion for Each Corrective Action Activity: 11/25/2015** |
| **Evidence of Completion of the Corrective Action:** The ESL teacher will provide a copy of his notification that he has passed the ESL MTEL exam and applied for his MA ESL preliminary license. |
| **Description of Internal Monitoring Procedures:** The principal will meet with the ESL teacher discuss and monitor progress toward completion of MTEL and application for MA ESL license. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion:** ELE 14 | **Status of Corrective Action:** [x]  Approved [ ]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval: N/A** |
| **Department Order of Corrective Action: N/A** |
| **Required Elements of Progress Report(s):** Provide evidence of the licensure of the current ESL teacher(s) by the progress report due date. To the extent the teacher(s) who delivers ESL instruction is not yet licensed, provide a report of the program director’s monitoring of the teacher’s progress toward certification throughout the 2014-2015 school year until the licensure is secured, and a copy of any job posting and application information that may remain on file in the event the currently uncertified teacher fails to acquire proper certification by Fall 2015. |
| **Progress Report Due Date(s): March 27, 2015** |