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

##### PROGRAM REVIEW

## CORRECTIVE ACTION PLAN

Special Education Agency: The Learning Center for the Deaf, Inc.

Program Review Onsite Year: 2015-2016

**Programs under review for the agency:**

A - Day Program

B - Intensive Day Program

C - Residential Program

D - Walden School Program

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 Program Review Final Report dated 08/08/2016.

**Mandatory One-Year Compliance Date:** **08/08/2017**

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

| **Criterion** | **Criterion Title** | **Applies To** | **PR Rating** |
| --- | --- | --- | --- |
| PS 11.4 | Teachers (Special Education Teachers and Regular Education Teachers) | A,B,C,D | Partially Implemented |
| PS 11.5 | Related Services Staff | A,B,C,D | Partially Implemented |

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| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  PS 11.4 Teachers (Special Education Teachers and Regular Education Teachers) | | **PR Rating:**  Partially Implemented |
| **Applies To:**  All | | |
| **Department Program Review Findings:**  Based on documentation and interviews, not all teachers are appropriately licensed or on an approved waiver for the current school year. | | |
| **Description of Corrective Action:**  Based on documentation and interviews, not all teachers are appropriately licensed or on an approved waiver for the current school year. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Education, Director of Marie Philip School, Director of Walden School Program | | **Expected Date of Completion:**  08/08/2017 |
| **Evidence of Completion of the Corrective Action:**  1- Requiring all unlicensed teacher to provide an individual plan, in September 2016, for completing the requirements of his/her licensure.  2- Meetings at least every three months with unlicensed teachers to document progress toward licensure.  3- Continued advertising of teaching positions in an effort to hire licensed teachers who are fluent in American Sign Language. | | |
| **Description of Internal Monitoring Procedures:**  To address the issue that not all teachers are appropriately licensed or on an approved waiver for the current school year, The Learning Center for the Deaf (TLCD) will implement a more aggressive monitoring system to ensure the more timely processing of licensure and waiver applications. This system will include: The continued implementation of a Teacher Mentoring Program with an increased emphasis on MA licensure; MTEL coaching (TLCD has a year long contract with a professional development coach) for those teachers, including those who are not native users of English, who are struggling to pass their MTEL exams; Financial support to teachers who require additional course work towards licensure. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 11.4 Teachers (Special Education Teachers and Regular Education Teachers) | **Corrective Action Plan Status:** Approved  **Status Date:** 09/06/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  The Learning Center for the Deaf must submit: 1) A current Teacher Roster using the updated Teacher Roster found in the Document Library; and 2) An ELAR Activity sheet for each staff listed under UFR #115 and UFR #116 that indicates each teacher is appropriately licensed or has been granted an appropriate waiver for the 2016-17 school year. | | |
| **Progress Report Due Date(s):**  10/20/2016 | | |

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| PROGRAM REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  PS 11.5 Related Services Staff | | **PR Rating:**  Partially Implemented |
| **Applies To:**  All | | |
| **Department Program Review Findings:**  Based on documentation and interviews, not all related services staff are appropriately certified, licensed or registered in their professional areas. | | |
| **Description of Corrective Action:**  Based on documentation and interviews, not all related service staff are appropriately certified, licensed or registered in their professional areas. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Education, Director of Marie Philip School, Director of Walden School Program | | **Expected Date of Completion:**  08/08/2017 |
| **Evidence of Completion of the Corrective Action:**  1- Requiring all unlicensed related staff to provide an individual plan, in September 2016, for completing the requirements of his/her certification or licensure.  2- Meeting at least every three months with unlicensed/non-certified related service staff to document progress towards licensure.  3- Continued advertising of related service staff positions in an effort to hire licensed/certified related staff members who are fluent in American Sign Language. | | |
| **Description of Internal Monitoring Procedures:**  To address the issue that not all related service staff are appropriately certified, licensed or registered in their professional areas, The Learning Center for the Deaf (TLCD) will implement a more aggressive monitoring system to ensure more timely certification or licensure.  This system will include: Coaching (TLCD has signed a year long contract with a professional development coach) for those related service staff, including those who are not native users of English, who are struggling to pass their MTEL exams; Financial support to those individuals who require additional course work towards certification or licensure. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  PS 11.5 Related Services Staff | **Corrective Action Plan Status:** Approved  **Status Date:** 09/06/2016  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  The Learning Center for the Deaf must submit the following: 1) A current Related Services Roster that can be found in the Document Library; and 2) An ELAR Activity Sheet that indicates each Related Services Staff is appropriately licensed or certified in their respective area. | | |
| **Progress Report Due Date(s):**  10/20/2016 | | |