***Massachusetts Department of***

***Elementary and Secondary Education***

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| Jeffrey C. Riley*Commissioner* |  |

November 1, 2019

Pamela Raymond

Vice President of Educational Services

May Institute, Inc.

41 Pacella Park Drive

Randolph, MA 02368

Re: Approved Special Education Schools Mid-cycle Review and Verification of previous Program Review Corrective Action Plan

|  |
| --- |
| A - The May Center School for Autism and Developmental Disabilities Day ProgramB - The May Center School for Autism and Developmental Disabilities Day ProgramC - The May Center School for Autism and Developmental Disabilities Residential ProgramD - The May Center School for Brain Injury and Related DisordersE - The May Center School for Brain Injury and Related DisordersF - The May Center School for Autism and Developmental Disabilities Day Program  |

Dear Ms. Raymond:

Enclosed is the Department of Elementary and Secondary Education (“Department”) Approved Special Education Schools Mid-cycle Review Final Report based upon the Mid-cycle Review conducted in your approved special education school programs in October 2019.

This report includes detailed findings describing the determinations of the Department about the implementation status of each requirement status of selected Mid-cycle Review criteria as well as implementation of new state or federal special education requirements enacted since your programs’ last Program Review. Please note that all requirements were found to be fully implemented; therefore, the Department does not need to order a corrective action plan.

At this time, the Department requests that you upload a separate statement signed by you and the Chairperson of your Board of Directors which describes the steps the programs are taking to make the findings of the Department available to staff, parent groups and the general public. Please go into the WBMS and upload your programs’ statement that has been signed by you and the chairperson of your Board of Directors into Additional Documents no later than

**November 15, 2019**. You can do this by accessing: > MCR > Self-Assessment > Additional Documents.

The approval certificates enclosed with this correspondence shall remain in effect until

August 31, 2023, and will be contingent upon continued compliance with all regulations contained within 603 CMR 28.00 “Special Education Regulations,” 603 CMR 18.00 “Program And Safety Standards For Approved Public Or Private Day And Residential Special Education School Programs,” and 603 CMR 46.00 “Prevention of Physical Restraint and Requirements If Used.” The Department may change this approval status at any point during this three-year period if circumstances arise that warrant such a change.

Please be advised that the attached Department Approval Certificates must be conspicuously posted in a public place within the programs as required by 603 CMR 28.09.

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 2022-2023 school year, unless the Department determines that there is some reason to schedule this visit earlier.

In closing, we would like to extend our thanks to the administration and staff who shared their time and thoughts so generously during the preparation and onsite phases of the visit. Should you require any additional information, please do not hesitate to contact the Onsite Team Chairperson.

Sincerely,

Christina Belbute, Mid-cycle Review Chairperson

Office of Approved Special Education Schools

Nina M. Marchese, M.Ed., Director

Office of Approved Special Education Schools

c: Dr. Lauren Solotar, President of the Board of Directors

 Erica Kearney, Executive Director, West Springfield

 Andrea Potoczny-Gray, Executive Director, Brockton

 Cheryl White, Executive Director, Randolph

 Jeffrey C. Riley, Commissioner of Elementary and Secondary Education

 Russell Johnston, Ph.D., Senior Associate Commissioner

 Joanne Morris, Supervisor, Office of Approved Special Education Schools

Encl.: Mid-cycle Review Report

Full Approval Certificate, Expiration Date: August 31, 2023

 The May Center School for Autism and Developmental Disabilities Day Program

 The May Center School for Autism and Developmental Disabilities Day Program

 The May Center School for Autism and Developmental Disabilities Residential Program

 The May Center School for Brain Injury and Related Disorders

 The May Center School for Brain Injury and Related Disorders

 The May Center School for Autism and Developmental Disabilities Day Program

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|  | Logo of the Massachusetts Department of Elementary and Secondary Education | **MID-CYCLE REVIEW REPORT****May Institute, Inc.****MCR Onsite Dates:** **10/07/2019 - 10/11/2019****Programs under review for the agency:****A - The May Center School for Autism and Developmental Disabilities Day Program****B - The May Center School for Autism and Developmental Disabilities Day Program****C - The May Center School for Autism and Developmental Disabilities Residential Program****D - The May Center School for Brain Injury and Related Disorders****E - The May Center School for Brain Injury and Related Disorders****F - The May Center School for Autism and Developmental Disabilities Day Program** Massachusetts State Seal |
|   |  | Jeffrey C. RileyCommissioner of Elementary and Secondary Education |

**MID-CYCLE REVIEW REPORT**

| **PS Criterion #1.2 - Program & Student Descriptions, Program Capacity** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated that the Face Sheet, Statement of Assurances, and the narrative describing the program capacity and student characteristics showed accurate and current information. |

| **PS Criterion #2.2 - Approvals, Licenses, Certificates of Inspection** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation and observations indicated that there were current approvals, licenses and certificates of inspection from appropriate local authorities for all buildings used by the students. |

| **PS Criterion #2.3 - EEC Licensure (Residential Programs Only)** |
| --- |
| **Rating:** |
| Not Applicable |
| **Applies To:** |
| A - The May Center School for Autism and Developmental Disabilities - West Springfield, B - The May Center School for Autism and Developmental Disabilities - Randolph Day, D - The May Center School for Brain Injury and Related Disorders - Brockton Day, F - The May Center School for Autism and Developmental Disabilities - Wilmington |
| **Basis for Findings:** |
| This standard is not applicable to day programs. |

| **PS Criterion #2.3 - EEC Licensure (Residential Programs Only)** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| C - The May Center School for Autism and Developmental Disabilities - Randolph Residential, E - The May Center School for Brain Injury and Related Disorders - Brockton Residential |
| **Basis for Findings:** |
| A review of documentation and observations indicated that there was a current license from the Department of Early Education and Care for all residential facilities. |

| **PS Criterion #4.5 - Immediate Notification** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation and student records indicated that the policy on Immediate Notification Regarding Serious Incidents met the current requirements and included notification to appropriate parties of such incidents, as well as the person responsible for oversight. A review of student records showed that the program maintains copies of all incidents regarding students. |

| **PS Criterion #6.1 - Daily Instructional Hours/6.4 School Days Per Year** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated that all students were scheduled to receive the required number of instructional hours per year, and that the required number of school days per year was scheduled for all students. |

| **PS Criterion #8.5 - Current IEP & Student Roster** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated that all students were scheduled to receive the required number of instructional hours per year, and that the required number of school days per year was scheduled for all students. |

| **PS Criterion #9.1 - Policies and Procedure for Behavior Support** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation and staff interviews indicated that the program has developed and is implementing written Policies and Procedures for Behavior Support consistent with the regulations under 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention. Behavior Support Policies and Procedures are reviewed annually, and are provided to staff annually and made available to parents of enrolled students. |

| **PS Criterion #9.1(a) - Student Separation Resulting from Behavior Support** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation and staff interviews indicated that the policies and procedures regarding Student Separation Resulting from Behavior Support include that a student must be continuously observed by a staff member at all times, that staff shall be with the student or immediately available to the student at all times, that procedures are in place for obtaining principal approval of the student separation for more than 30 minutes based upon the student’s continuing agitation, and that student separation shall cease as soon as the student has calmed. |

| **PS Criterion #9.4 - Physical Restraint** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation and staff interviews indicated that the program administers physical restraints only in emergency situations of last resort when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm and with extreme caution in order to prevent or minimize any harm to the student as a result of the use of physical restraint. A review of student records, documentation, and staff interviews indicated that Physical Restraint Policies and Procedures were consistent with requirements under 603 CMR 46.00. |

| **PS Criterion #11.3 - Educational Administrator Qualifications** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated that the Educational Administrator possessed the required qualifications to serve in this position. |

| **PS Criterion #11.4 - Teachers (Special Education Teachers and General Education Teachers)** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated that the teaching staff were appropriately licensed or had been granted an appropriate waiver for the 2018-2019 school year. |

| **PS Criterion #11.5 - Related Services Staff** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated that at the time of the Mid-cycle Review the staff providing or supervising the provision of related services were appropriately certified, licensed or registered in their professional areas. |

| **PS Criterion #11.6 - Master Staff Roster** |
| --- |
| **Rating:** |
| Implemented |
| **Applies To:** |
| All |
| **Basis for Findings:** |
| A review of documentation indicated that at the time of the Mid-Cycle Review, the Master Staff Roster contained the names, program job titles, corresponding Uniform Financial Report (UFR) title numbers and full-time equivalents (FTE) for all staff. The Master Staff Roster also accurately corresponded to the most recently approved DESE staffing plan. |