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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: Concord

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 08/23/2014.

**Mandatory One-Year Compliance Date:** **08/23/2015**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 32 | Parent advisory council for special education | Not Implemented |

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

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| **Criterion & Topic:** SE 32 Parent advisory council for special education | **CPR Rating:** Not Implemented |
| **Department CPR Findings:** Interviews indicated that the district does not have a special education parent advisory council with officers. The district does not currently offer its own annual workshop on the rights of students and parents/guardians under state and federal special education law. |
| **Description of Corrective Action:** A PAC has been reestablished and monthly meetings have been scheduled. In addition the district and the PAC will be holding a basic rights workshop with a trainer from FCSN in the winter of 2015 (projected January 2015) |
| **Title/Role(s) of Responsible Persons:**Jessica Murphy, Director of Special Education | **Expected Date of Completion:**08/23/2015 |
| **Evidence of Completion of the Corrective Action:**The district and PAC will have held a basic rights workshop. The PAC board and the Director of Special education will meet regularly, throughout the school year. |
| **Description of Internal Monitoring Procedures:** Agendas and minutes from the meetings will be collected and a copy of the presentation as well as attendee sign in. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 32 Parent advisory council for special education | **Corrective Action Plan Status:** Approved **Status Date**: 10/01/2014 |
| **Basis for Decision:**  |
| **Department Order of Corrective Action:** |
| **Required Elements of Progress Report(s):** By February 12, 2015, submit meeting agendas for PAC meetings held in the 2014-2015 school year, including meetings relative to the PAC advising the district on matters that pertain to the education and safety of students with disabilities, as well as the planning, development, and evaluation of the school district's special education programs. Submit a copy of the announcement, meeting agenda, and sign-in sheets for the Basic Rights Workshop. |
| **Progress Report Due Date(s):** 02/12/2015 |

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

Charter School or District: Concord Public Schools

Corrective Action Plan Forms

Program Area: English Learner Education

Prepared by: Concord Public Schools

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 9, 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:** *District documentation indicates that current hours of ESL instruction ELLs receive at the district’s elementary schools are insufficient at all levels of English proficiency and are, therefore, inconsistent with Department guidelines. Please see the “Transitional Guidance on Identification, Assessment, Placement, and Reclassification of English Language Learners August 2013” as found on* [*http://www.doe.mass.edu/ell/guidance\_laws.html*](http://www.doe.mass.edu/ell/guidance_laws.html).*District documentation demonstrated that the district uses National Geographic Reach for direct ESL instruction, but they don’t have an ESL curriculum or a plan to develop one that is aligned to the Massachusetts Curriculum Frameworks and integrates components of the WIDA ELD standards frameworks. (See the Department’s WIDA ELD Standards update from at* [*http://www.doe.mass.edu/ell/wida.html*](http://www.doe.mass.edu/ell/wida.html) *).* |
| **Narrative Description of Corrective Action:**      *Our schedule of services for our ELL students has been revised for 2014-2015. We are now in complete compliance with the Department guidelines.* *In order to do this, we have increased our staffing significantly in order to fill all students’ needs.**Using summer work funds, our ELL staff members will continue to create a complete curriculum that is aligned to the Massachusetts Curriculum Frameworks and integrates components of the WIDA ELD standards frameworks. This curriculum is and will continue to be entered into ATLAS, our curriculum mapping software for the district.* |
| **Title/Role of Person(s) Responsible for Implementation:**      Kristen Herbert, Director of Teaching and Learning | **Expected Date of Completion for Each Corrective Action Activity:**      Was Completed October 2014Will Be Worked on Summer 2015 |
| **Evidence of Completion of the Corrective Action:**      Staff members schedulesSpreadsheet of students’ levels and service deliveryCurriculum Units in Atlas Software  |
| **Description of Internal Monitoring Procedures:**      We have now created a district-wide spreadsheet system to track all of our ELL students, their scores on ELL assessments, their levels of proficiency, their service delivery plan, whether translation services are necessary for parental documents and meeting, etc. The Director of Teaching and Learning periodically reviews this list with the ELL staff at our monthly meetings.The ELL staff members will continue to work on curriculum development in the summer 2015. This will occur during our summer work grant process.  |
| 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

3- Submit information about the process of reviewing or developing ESL curriculum that integrates WIDA ELD standards including information such as WIDA training opportunities for the district staff, responsible district staff, meeting dates, minutes and signing sheets and timelines for implementation. |
| **Progress Report Due Date(s):** March 20, 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:** *Review of student records indicates that the parent notification letter is not consistently maintained in the student record. Additionally, in cases where translated documents were requested, some records did not contain evidence that parent notification letters, report cards and progress reports were provided in a language understandable to the parents.* |
| **Narrative Description of Corrective Action:**      *We are adding the parent notification letter regarding identification of a student as an ELL to the students’ records. (The records had only existed in the ESL office, but are now being transferred to the student record folder that is located in the main office at each school.) All pertinent staffs have been informed of this procedure.* |
| **Title/Role of Person(s) Responsible for Implementation:**      Sharon Young, principal Alcott SchoolPat Fernandes, principal Willard SchoolChris Mahoney, principal Thoreau SchoolLynne Beattie, principal Concord Middle School | **Expected Date of Completion for Each Corrective Action Activity:**      Was Completed October 2014Will be monitored each August |
| **Evidence of Completion of the Corrective Action:**      Notification letters are in students’ file  |
| **Description of Internal Monitoring Procedures:**      The Director of Teaching and Learning will support the principals in maintaining the appropriate records at each school site by providing the materials (blue folders) and checklists to the principals in the summer Administrative retreats. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion:** ELE 10 | **Status of Corrective Action:** [ ]  Approved [x]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval:** The district described the procedures to ensure the inclusion of parent notification letters in students’ records; however, the district did not address monitoring for evidence of the provision of translated documents when parents have requested documents in a language other than English.  |
| **Department Order of Corrective Action:** Define procedures and provide training to administrators and staff to ensure that staff are aware of parental requests, per the Home Language Survey, for translated documents, including report cards, progress reports, and parent notification letters. Include procedures for translating required information. |
| **Required Elements of Progress Report(s):** By March 20, 2015, submit the procedures to monitor requests for translation of documents to be provided to parents per requests on the Home Language Survey, as well as procedures for providing translated documents. Provide evidence of training of administrators and staff, including meeting agenda and attendance sheet.By May 26, 2015, submit the results of an internal review of the district’s English language learner student records to determine that the student records contain a copy of the parent notification letter. In cases where documentation has been requested in a home language other than English, determine that parent notification letters, report cards, and progress reports have been provided in the home language with evidence maintained in the student record. Indicate the number of records that were reviewed from each building, the number of records that were in full compliance, an explanation of the root cause for any records found to be not in compliance, and a description of the specific corrective action taken by the district to address any identified non-compliance.  |
| **Progress Report Due Date(s):** March 20, 2015; May 26, 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 indicated that not all district ESL teachers/tutors that provide students with ESL instruction hold an appropriate license or current waiver issued by the Massachusetts Department of Elementary and Secondary Education.* |
| **Narrative Description of Corrective Action:**       |
| **Title/Role of Person(s) Responsible for Implementation:**      Kristen Herbert | **Expected Date of Completion for Each Corrective Action Activity:**      October 2014Fall 2015 |
| **Evidence of Completion of the Corrective Action:**      *For the 2014-2015 school year, we have changed our staffing pattern at each school so that certified teachers (Emily Ferraro and Mollie Hurley) are providing curriculum and program leadership and oversight to our two tutors (Cynthia Simpson and Soyoung Kim).**For the 2015-2016 school year, our staffing plan is to have a certified teacher at each of our four school buildings.*  |
| **Description of Internal Monitoring Procedures:**      The Director of Teaching and Learning will ensure that there is curriculum oversight during the 2014 – 2015 school year. For the fall 2015, an additional teacher, who is appropriately licensed, will be hired by the district. The Human Resources Department will ensure that this person is appropriately licensed. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion:** ELE 14 | **Status of Corrective Action:** [ ]  Approved [x]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval:** The district should note that ESL instruction consistent with Chapter 71A can only be delivered by an ESL licensed teacher. Even if ESL licensed teachers provide program leadership and oversight to the two tutors (Cynthia Simpson and Soyoung Kim), tutors cannot provide ESL instruction unless they are licensed. |
| **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. |
| **Progress Report Due Date(s):** March 20, 2015 |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** |
| **Criterion & Topic: ELE 17 Program Evaluation** | **Rating:** Not Implemented |
| **Department CPR Finding:** *Review of documentation indicates that the district has not conducted evaluations of the effectiveness of its ELE program.* |
| **Narrative Description of Corrective Action:**       *Periodic evaluations of the effectiveness of the ELE program are important. We have chosen to implement an evaluation each fall moving forward. We will work collaboratively with the 9-12 Concord-Carlisle High School. We will also examine what changes need to occur to the program based on instructors having taken RETELL and the coming of SEI.* |
| **Title/Role of Person(s) Responsible for Implementation:**      Kristen Herbert, Director of Teaching and Learning | **Expected Date of Completion for Each Corrective Action Activity:**      September 2015 |
| **Evidence of Completion of the Corrective Action:**       |
| **Description of Internal Monitoring Procedures:**      The Director of Teaching and Learning will call annual meetings to review our ELE program K – 12. The participants of this group will include all ELE teachers and tutors. The findings of this group will be reported to the Concord Public Schools and Concord-Carlisle High School Administrative team for action. This group consists of the Superintendent, Deputy Superintendent, Directors, and all Building-based Principals. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion & Topic: ELE 17 Program Evaluation** | **Status of Corrective Action:** [x]  Approved [ ]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval:**       |
| **Department Order of Corrective Action:**       |
| **Required Elements of Progress Report(s):** By October 1, 2015,submit a summary report/evaluation from the annual meeting conducted to review the effectiveness of the ELE program for Concord Public Schools.  |
| **Progress Report Due Date(s):** October 1, 2015 |

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| COORDINATED PROGRAM REVIEWCORRECTIVE ACTION PLAN **(To be completed by school district/charter school)** |
| Criterion & Topic: ELE 18 Records of LEP Students | **Rating:** Partially Implemented |
| **Department CPR Finding:** *See ELE 10.* |
| **Narrative Description of Corrective Action:**      *We are adding the parent notification letter regarding identification of a student as an ELL to the students’ records. (The records had only existed in the ESL office, but are now being transferred to the student record folder that is located in the main office at each school.) All pertinent staffs have been informed of this procedure.* |
| **Title/Role of Person(s) Responsible for Implementation:**      Sharon Young, principal Alcott SchoolPat Fernandes, principal Willard SchoolChris Mahoney, principal Thoreau SchoolLynne Beattie, principal Concord Middle School | **Expected Date of Completion for Each Corrective Action Activity:**      Was Completed October 2014Will be monitored each August |
| **Evidence of Completion of the Corrective Action:**      Notification letters are in students’ file  |
| **Description of Internal Monitoring Procedures:**      The Director of Teaching and Learning will support the principals in maintaining the appropriate records at each school site by providing the materials (blue folders) and checklists to the principals in the summer Administrative retreats. |
| CORRECTIVE ACTION PLAN APPROVAL SECTION**(To be completed by the Department of Elementary and Secondary Education)** |
| **Criterion:** ELE 18Records of LEP Students | **Status of Corrective Action:** [ ]  Approved [x]  Partially Approved [ ]  Disapproved  |
| **Basis for Partial Approval or Disapproval:** See ELE 10 |
| **Department Order of Corrective Action:** See ELE 10 |
| **Required Elements of Progress Report(s):** See ELE 10 |
| **Progress Report Due Date(s):** March 20, 2015; May 26, 2015 |