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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: North Brookfield

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 04/19/2014.

**Mandatory One-Year Compliance Date:** **04/19/2015**

**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, document review and parent surveys indicated that the district has not established a district-wide parent advisory council on special education. See guidance at www.doe.mass.edu/sped/pac/advisory. | | | |
| **Description of Corrective Action:**  \* The North Brookfield Public School District will hold a minimum of 4 SpedPac meetings per year.  \* At least 1 meeting will be held in conjunction with the PTO (typically in October when Parent/Student rights are reviewed and a pleas is made to request parent volunteers)  \* Brochures are developed for each scheduled meeting  \* all call and email blasts are sent out to notify families of scheduled meetings.  \* Brochures are posted on the district website and to the nbcares site | | | |
| **Title/Role(s) of Responsible Persons:**  Carla Chioda, Director of Pupil and Academic Services | | **Expected Date of Completion:**  04/15/2015 | |
| **Evidence of Completion of the Corrective Action:**  Copies of brochures and sign in sheets for PAC attendence | | | |
| **Description of Internal Monitoring Procedures:**  Schedule of quarterly meeting dates | | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | | |
| **Criterion:**  SE 32 Parent advisory council for special education | **Corrective Action Plan Status:** Partially Approved  **Status Date**: 06/03/2014 | | |
| **Basis for Status Decision:**  The district plan is to schedule special education PAC meetings, but since no PAC exists, the district first must take steps to establish such a group. | | | |
| **Department Order of Corrective Action:**  Survey parents of special needs children about establishing a PAC, including interest in establishing such a group; ideas about what parents would they like to see a PAC do, topics they would like to see addressed, how often should it meet, etc.  Publicize and schedule an organizational meeting, adopt by-laws, elect officers and schedule meetings for the 2014-15 school year. | | | |
| **Required Elements of Progress Report(s):**  Submit a copy of the parent survey instrument and the results of the survey, and the results of the organizational meeting (publicity, agenda, sign-in sheets, copy of by-laws, list of officers, and meeting schedule for the rest of the 2014-15 school year, by November 14, 2014.  Submit evidence of a follow up PAC meeting(s). If the district has been unsuccessful in starting a PAC, provide a copy for a request for a waiver to the PAC requirement, by February 13, 2015. Copies of the waiver form can by found at: http://www.doe.mass.edu/pqa/sa\_nr/ (cover letter and Form C) | | | |
| **Progress Report Due Date(s):**  11/14/2014  02/13/2015 | | | |