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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: Hull

CPR Onsite Year: 2014-2015

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 05/06/2015.

**Mandatory One-Year Compliance Date:** **05/06/2016**

**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 | Partially 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:**  Partially Implemented |
| **Department CPR Findings:**  Documentation and interviews confirmed that while the district has an active special education parent advisory council (SEPAC) with by-laws and operational procedures, the Director of Student Services is the chairperson of the SEPAC. Since the SEPAC is charged with advising the district on matters that pertain to the education and safety of students with disabilities, as well as participating in the planning, development, and evaluation of the school district's special education programs, having a school administrator on the SEPAC board presents a conflict of interest and puts the district in a position of advising itself. | | |
| **Description of Corrective Action:**  Philippa Young, Director of Student Services, held a Special Education Parent Advisory Council (SEPAC) meeting on May 27, 2015. At this meeting a new official was elected, and a parent chairperson is now in place for the remainder of this year. In October of 2015, the SEPAC parents plan to elect a co-chairperson for the upcoming 2015-2016 school year. At the first SEPAC meeting for the 2014-2015 school year, held in October of 2015, the chairperson(s) will review SEPAC bi-laws and operational procedures. Philippa will be meeting with the SEPAC chairperson(s) to discuss their role as well as the councils role in advising the district on matters that pertain to the education and safety of students with disabilities, and their participation in the planning, development, and evaluation of the school district's special education programs. | | |
| **Title/Role(s) of Responsible Persons:**  Philippa Young/Director of Student Services | | **Expected Date of Completion:**  05/27/2015 |
| **Evidence of Completion of the Corrective Action:**  As of May 27, 2015, a parent chairperson for Hull's SEPAC has been in place. | | |
| **Description of Internal Monitoring Procedures:**  Hull Public Schools will continue to monitor the procedures for Hull's SEPAC to ensure compliance with state regulations. A district-wide parent advisory council on special education will meet regularly over the course of the year. Membership on the council will continue to be offered to all parents of students with disabilities and other interested parties, parents will advise Philippa and the district on matters that pertain to the education and safety of students with disabilities, by-laws regarding officers and operational procedures will be revisited and revised annually, and at least one workshop will be provided annually within the district on the rights of students and their parents and guardians under the state and federal special education laws. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 32 Parent advisory council for special education | **Corrective Action Plan Status:** Approved  **Status Date:** 06/01/2015  **Correction Status:** Corrected | |
| **Basis for Decision:**  The district documented that the Special Education Parent Advisory Council (SEPAC) held a meeting on May 27, 2015 at which point a chairperson was elected to serve for the remainder of the 2014-2015 school year. The district documented plans in place to elect a co-chairperson for the 2015-2016 school year, noting that it will continue to monitor the SEPAC to ensure compliance with state regulations. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |