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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: Westport

CPR Onsite Year: 2017-2018

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 08/25/2018.

**Mandatory One-Year Compliance Date:** **08/25/2019**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 39 | Procedures used to provide services to eligible students enrolled in private schools at private expense | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 16 | Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | Partially Implemented |
| CR 25 | Institutional self-evaluation | Not Implemented |
| ELE 14 | Licensure Requirements | Partially Implemented |
| ELE 17 | Program Evaluation | Not Implemented |

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

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| **Criterion & Topic:**  SE 39 Procedures used to provide services to eligible students enrolled in private schools at private expense | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documentation indicated that the district does not provide ongoing timely and meaningful consultation with private school representatives and representatives of parents of parentally-placed private school children with disabilities. Documentation also indicated that the district does not conduct child find activities for students who reside outside of the district but attend private school within district boundaries. Specifically, a review of the district's most recently submitted proportionate share worksheet indicated that the district conducted a consultation for private schools in March 2017, with no other dates listed. Furthermore, sample letters submitted by the district indicated that the district only conducted child find for private school students who reside in the district. | | |
| **Description of Corrective Action:**  The school district will make more frequent and continuous outreach by meeting bi-annually with the private school administration and representatives of parents of parentally placed private school students and follow the guidance as outlined in Administrative Advisory SPED 2018 - 1 - Guidance and Workbook for Calculating and Providing Proportionate Share Services for Students with Disabilities enrolled by their Parents in Private Schools.  The district has updated the Child Find Notification to include students who reside outside of the district but attend private schools within district boundaries. Child Find Notifications will be posted in the local newspaper as well as the district website. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Special Education and Pupil Personnel | | **Expected Date of Completion:**  06/30/2019 |
| **Evidence of Completion of the Corrective Action:**  \* Proportionate Share Worksheet  \* Updated Child Find Notification  \* Child Find Notifications will be posted in the local newspaper as well as the district website.  \* Documentation of Meetings with Administration of the Private School | | |
| **Description of Internal Monitoring Procedures:**  \* Proportionate Share Worksheet completed to submit with grant by October 31, 2018  \* Copies of updated Child Find Notifications kept on file  \* Child Find activities will be logged on an Excel Spreadsheet and maintained in the Special Education Office  \* Outreach meetings - documentation of the meeting will be kept on file in the Special Education Office. This will include agenda and written affirmation  \* Early Intervention Meetings will be attended by a school representative on a bi-monthly basis | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 39 Procedures used to provide services to eligible students enrolled in private schools at private expense | **Corrective Action Plan Status:** Approved  **Status Date:** 09/25/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By November 30, 2018, provide documentation indicating the district has conducted child find for private school students who either do or do not reside in the district but attend private school within the district's geographic area. By November 30, 2018, provide evidence, including signed written affirmation from participating private school representatives, of ongoing timely and meaningful consultation with private school representatives and representatives of parents of parentally-placed private school children with disabilities who attend private school within the geographic area of the district. By March 29, 2019, provide evidence demonstrating ongoing timely and meaningful consultation with private school representatives and representatives of parents that has occurred since the previous consultation. | | |
| **Progress Report Due Date(s):**  11/30/2018  01/04/2019  03/29/2019 | | |

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| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documentation and policies posted on the district website indicated that the district's Bullying Prevention and Intervention Plan does not have updated definitions of "bullying" and "aggressor" that include staff as potential bullying aggressors. | | |
| **Description of Corrective Action:**  As identified through the CPR, the district's plan did not have updated definitions of "bullying" and "aggressor" to include staff as potential bullying aggressors. During the draft review period, the district updated our plan to reflect current regulations and definitions. This information was submitted for consideration as part of the draft comment period, but the finding was not changed, as it was based on the status of the criterion at the time of the review. The new plan is available online and also in each of the buildings, along with copies of the forms for completion. | | |
| **Title/Role(s) of Responsible Persons:**  Superintendent | | **Expected Date of Completion:**  09/30/2018 |
| **Evidence of Completion of the Corrective Action:**  Copy of Plan, available at:  https://www.westportschools.org/apps/pages/index.jsp?uREC\_ID=290717&type=d&pREC\_ID=669526  Copy of this documents can be provided to DESE upon request or as part of CAP update submission | | |
| **Description of Internal Monitoring Procedures:**  The plan will be reviewed annually to ensure compliance with regulations and to reflect any updates or changes to the regulations. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 09/18/2018  **Correction Status:** Corrected | |
| **Basis for Decision:**  The district has updated the Bullying Prevention and Intervention Plan to include definitions of "bullying" and "aggressor" that include staff as potential bullying aggressors. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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| **Criterion & Topic:**  CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documentation indicated that the district's notice for students over 16 who have ten or more consecutive absences is not sent within five days from the tenth consecutive absence. Furthermore, the notice does not indicate that the parties shall agree to a date and time for the exit interview between the superintendent (or designee) and the student and parent/guardian, that the interview shall occur within ten days of the notice or that the date and time for the exit interview may be extended at the request of the parent/guardian but for no longer than 14 days. Finally, the notice only addresses the parent/guardian; there is no indication that a notice is also sent to the student. | | |
| **Description of Corrective Action:**  The district's notification to students over 16 who have ten or more consecutive absences has been updated, sent to staff for review, training and sign off, and will be used for any student with ten or more consecutive absences (over the age of 16) in the future. | | |
| **Title/Role(s) of Responsible Persons:**  Superintendent | | **Expected Date of Completion:**  09/30/2018 |
| **Evidence of Completion of the Corrective Action:**  \* Copy of updated letter reflecting updates to the regulation (provided to administration and guidance staff - 9/2018)  \* Copy of memo to appropriate staff describing the use of the letter and procedural requirements (provided 9/2018 to staff)  \* Sign-off sheets by all appropriate staff indicating that they understand the procedures and will comply with the regulations (completed by appropriate admin, guidance and clerical staff - 9/2018)  Copies of these documents can be provided to DESE upon request or as part of CAP update submission | | |
| **Description of Internal Monitoring Procedures:**  \* Monthly review of attendance records to determine if any student has met (or is close to meeting the criteria for receiving the letters)  \* Review of copies of letters and meeting schedule (if appropriate) for any student that has met the criteria to receive the letter - these documents will be sent to the central administration office for review | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | **Corrective Action Plan Status:** Approved  **Status Date:** 09/21/2018  **Correction Status:** Corrected | |
| **Basis for Decision:**  The district has provided a new Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion, which satisfies requirements. | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):** | | |
| **Progress Report Due Date(s):** | | |

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  A review of documentation indicated that the district does not conduct an annual self-evaluation to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities. | | |
| **Description of Corrective Action:**  The district has developed an assessment form that addresses all of the protected classes identified in this criterion that will evaluate and ensure equal access to all programs, including athletics and other extracurricular activities. This form will be used by an evaluation team (from within the district, including school staff, parents, students) and the data from the form will be used to develop a corrective action plan, if needed, for any areas identified as concerns through the self-assessment process. In the future, this form will be completed annually at the end of the school year to continue to monitor and evaluate compliance with these regulations. | | |
| **Title/Role(s) of Responsible Persons:**  Superintendent  Director of Curriculum  Athletics Director  Director of Student Services | | **Expected Date of Completion:**  10/31/2018 |
| **Evidence of Completion of the Corrective Action:**  \* Copy of Institutional Self-evaluation form (developed in September 2018)  \* Copy of completed forms (to be completed in October 2018)  \* Copy of attendance sheet from meeting to complete the form (October 2018) | | |
| **Description of Internal Monitoring Procedures:**  \* Institutional self-evaluation will be completed annually, at the end of each school year  \* Completed evaluations will be maintained on file in the superintendent's office  \* Completed corrective plans (if necessary) will be maintained on file in the superintendent's office | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 09/25/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  The district will give the new Institutional self-evaluation to school staff, parents and students, and provide DESE with: a copy of the self-evaluation issued, including how many given out and received back, an analysis of the results of the evaluation and a brief description of how the district is going to use the information gathered to ensure equal access to all programs, including athletics and other extracurricular activities, by November 30, 2018. | | |
| **Progress Report Due Date(s):**  11/30/2018 | | |

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| **Criterion & Topic:**  ELE 14 Licensure Requirements | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  Staff interviews and the relevant SEI endorsement data indicated that most core academic teachers assigned to provide sheltered English instruction to English learners hold the SEI Teacher Endorsement, but some do not. | | |
| **Description of Corrective Action:**  The Director of Curriculum and Director of Human Resources will develop a list of individuals who must meet the requirement to complete the SEI endorsement (core academic teachers that have been or are assigned to provide sheltered English instruction to English learners). The Director of Curriculum will contract with DESE-approved SEI providers to offer at least one course to up to 35 staff members during the 2018-2019 school year at no-cost to staff. Staff will be notified of their licensure obligations and will be provided with an opportunity to complete the course on site or take an approved SEI course at an alternate location. The Director of Human Resources will maintain a record of all individuals that have completed the training, as well as any individuals that still need to complete the training. This information will be used for both evaluation, personnel determinations and student placement decisions (ensuring students are being placed with teachers that currently hold the endorsement). | | |
| **Title/Role(s) of Responsible Persons:**  Director of Curriculum  Director of Human Resources | | **Expected Date of Completion:**  06/30/2019 |
| **Evidence of Completion of the Corrective Action:**  \* Signed Contract and Purchase Order for a DESE-approved vendor to provide SEI course in Westport  \* Copy of the course offering(s), including dates of offering and information about materials used as part of the course  \* Copies of attendance sheets from the course offering(s)  \* list of staff members who previously held endorsement, as well as those core academic teachers that completed the coursework during this school year (both in Westport or as part of an off-site approved class)  \* Copies of student schedules from FY19 and FY 20 to demonstrate that students are being taught be a core acaedmic teacher who holds the SEI endorsement  Copies of these documents can be provided to DESE upon request or as part of CAP update submission | | |
| **Description of Internal Monitoring Procedures:**  \* Annual review of staff lists to determine which teachers have taken and still need to take the SEI course  \* Annual review of student schedules to ensure compliance with being provided with sheltered English instruction by a core academic teacher who holds the SEI endorsement | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 14 Licensure Requirements | **Corrective Action Plan Status:** Approved  **Status Date:** 09/20/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  1- By November 30, 2018 provide information on the support the district will provide to help the unendorsed educator(s) earn their endorsement and a timeline that shows the educators' efforts towards earning their SEI endorsement.  2- By November 30, 2018 submit the district's plan to ensure that ELs are assigned only to core academic teachers who hold the SEI endorsement.  3- By November 30, 2018 provide training to district administrators to ensure compliance with procedure and placement of students. Submit the training materials, sign-in sheets and agendas by the progress report due date.  4- By June 1, 2019, please submit the completed SEI endorsement form available in the Document Library to provide information regarding the SEI endorsement status of the core academic teachers of ELs in the district. | | |
| **Progress Report Due Date(s):**  11/30/2018  06/01/2019 | | |

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| **Criterion & Topic:**  ELE 17 Program Evaluation | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  The program evaluation document submitted by the district was "ESE Form 4: Program Evaluation Rubric," which the Department uses to review districts' ELE program evaluations. The Department concludes that the district does not have a comprehensive system in place to evaluate the effectiveness of its ELE program in developing students' English language skills and increasing their ability to participate meaningfully in the educational program. | | |
| **Description of Corrective Action:**  The district has contacted neighboring communities and MATSOL to better understand the requirements for program evaluation. On September 17, 2018, Ann Feldman, Director of Professional Learning from MATSOL, provided the district with a program evaluation template that was developed by and approved for use by DESE (District ELE Program Evaluation). A team is being organized that includes the 'required' participants, as well as some of the 'optional' participants to complete this program evaluation. This team will meet by November 15, 2018 to complete the program evaluation. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Curriculum  Superintendent  ELE Teachers | | **Expected Date of Completion:**  11/30/2018 |
| **Evidence of Completion of the Corrective Action:**  \* Listing of team members and roles  \* Copy of blank program evaluation form  \* copy of meeting dates and times  \* Completed program evaluation document  \* Completed corrective plan (if necessary)  Copies of these documents can be provided to DESE upon request or as part of CAP update submission | | |
| **Description of Internal Monitoring Procedures:**  This program evaluation will be completed annually (at the end of each school year) and the information included in the report will be used to develop a corrective plan and action steps for the district as it prepares for the next school year.  These evaluations will be maintained on file in the superintendent's office.  The Corrective plans (if necessary) will be maintained on file in the superintendent's office. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 17 Program Evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 09/20/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By June 1, 2019:  1. Please use the template provided by MATSOL to review the district's ELE program.  2. Please provide information regarding the strengths and areas of improvement the district identified as a result of its ELE program evaluation.  3. Please provide a plan of action to make appropriate program adjustments or changes that are responsive to the outcomes of the program evaluation to improve the effectiveness of the program at promoting and supporting the rapid acquisition of English language proficiency by ELs as is required in G.L. c. 71A. | | |
| **Progress Report Due Date(s):**  06/01/2019 | | |