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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: Benjamin Banneker Charter Public (District)

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 02/14/2018.

**Mandatory One-Year Compliance Date:** **02/14/2019**

**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 |
| CR 7 | Information to be translated into languages other than English | Partially Implemented |
| CR 10A | Student handbooks and codes of conduct | Partially Implemented |
| CR 10B | Bullying Intervention and Prevention | Partially Implemented |
| CR 20 | Staff training on confidentiality of student records | Partially Implemented |
| CR 25 | Institutional self-evaluation | Partially Implemented |
| ELE 14 | Licensure Requirements | Partially Implemented |
| ELE 17 | Program Evaluation | Not Implemented |

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| **Criterion & Topic:**  SE 32 Parent advisory council for special education | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that while the charter school has established by-laws and provides at least one workshop annually on the rights of students and their parents and guardians under the state and federal special education laws, the school has not established a school-wide parent advisory council (PAC) on special education or sought a waiver from the Department to meet this requirement in an alternative manner. | | |
| **Description of Corrective Action:**  1. The district will apply for a waiver as an acceptable alternative to creating a district level Special Education Parent Advisory Council. We will select Option C providing a series of District Level Parent Training and Participation Events. 2. A minimum of 3 Parent Trainings designed for parents of students with disabilities will be offered each school year. 3. We will collect feedback from parents at the end of each training 4. We will use the feedback to develop additional meetings that are pertinent to parent interest. 5. We will submit a statement of assurance that The Conditions for School Effectiveness Self-Assessment will be implemented as part of our internal monitoring system. | | |
| **Title/Role(s) of Responsible Persons:**  Kathleen Horrocks  Director of Support Services  Sherley Bretous, Executive Director | | **Expected Date of Completion:**  02/14/2019 |
| **Evidence of Completion of the Corrective Action:**  1. The district will submit an application for a waiver selecting Option C, which will be submitted on or before June 15, 2018  2. Agenda, training materials and meeting attendance will be used as evidence  3. Parent surveys from each training session will be used as evidence  4. Meeting notes that include a review of parent feedback and next steps will be documented  5. As part of the waiver process, a statement of assurance that The Conditions for School Effectiveness Self-Assessment will be implemented and will be submitted on or before June 15, 2018. | | |
| **Description of Internal Monitoring Procedures:**  1. Special Education Parent meetings will be scheduled for the 18-19 school year and posted on the school calendar  2. Meeting agendas, attendance and training materials will be collected and stored after each session  3. Feedback will be collected and stored after each session  4. Meeting notes from team meetings to review School Effectiveness Self-Assessment will be kept on file | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 32 Parent advisory council for special education | **Corrective Action Plan Status:** Approved  **Status Date:** 03/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 31, 2018 submit the waiver application developed by the school for DESE/PRS approval. Include any documents attached to the application.  By September 14, 2018, submit the PRS-approved Department waiver for an alternative manner of meeting the requirements of a SEPAC for the 2018-2019 school year. | | |
| **Progress Report Due Date(s):**  05/31/2018  09/14/2018 | | |

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| **Criterion & Topic:**  CR 7 Information to be translated into languages other than English | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that the charter school does not consistently translate important information and documents, such as the handbook and codes of conduct, into the major language spoken by parents or guardians with limited English skills, specifically Haitian Creole. | | |
| **Description of Corrective Action:**  1. Banneker will identify key documents such as: mission and vision, student handbook, Title I information, and special education documents to be translated into primary languages spoken at school: Haitian Creole and Spanish. | | |
| **Title/Role(s) of Responsible Persons:**  Sherley Bretous, Executive Director | | **Expected Date of Completion:**  06/30/2018 |
| **Evidence of Completion of the Corrective Action:**  1. We will contract with Citygate: Boston translation services to translate these documents  2. These documents will be posted on website and used internally | | |
| **Description of Internal Monitoring Procedures:**  1. We will conduct an annual review of essential documents for translation. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 7 Information to be translated into languages other than English | **Corrective Action Plan Status:** Approved  **Status Date:** 03/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 31, 2018 submit a list of documents to be translated into the charter school's major languages of Spanish and Haitian Creole, to include at a minimum the Student/Parent Handbook, the code of conduct if provided separately from the handbook, and the bullying prevention and intervention plan.  By September 14, 2018 submit the translated documents or links to the documents on the charter school website. | | |
| **Progress Report Due Date(s):**  05/31/2018  09/14/2018 | | |

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| **Criterion & Topic:**  CR 10A Student handbooks and codes of conduct | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that the charter school's disciplinary procedures, as set forth in the student code of conduct, do not address the discipline of students with disabilities or Section 504 Accommodation Plans. | | |
| **Description of Corrective Action:**  1. Disciplinary procedures for students with disabilities and Section 504 Accommodation Plans will be included in the Banneker Handbook. | | |
| **Title/Role(s) of Responsible Persons:**  Sherley Bretous, Executive Director | | **Expected Date of Completion:**  02/14/2019 |
| **Evidence of Completion of the Corrective Action:**  1. Handbook will be updated by the end of the 2018 school year.  2. It will be accessible on the website.  3. Revised handbook will be given to parents at the beginning of the 18-19 school year | | |
| **Description of Internal Monitoring Procedures:**  1. Annual review of the handbook to ensure compliance | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10A Student handbooks and codes of conduct | **Corrective Action Plan Status:** Approved  **Status Date:** 03/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 31, 2018 submit the charter school's procedures for the discipline of students with disabilities or Section 504 Accommodation Plans.  Also provide evidence, such as a notice on the school website or an email sent to staff, families, and students, that the school community has been notified that the procedures have been added to the code of conduct.  By September 14, 2018 submit the 2018-2019 Student/Parent Handbook, or a link to the handbook on the school website, demonstrating that the code of conduct in the handbook includes disciplinary procedures for students with disabilities or Section 504 Accommodation Plans. | | |
| **Progress Report Due Date(s):**  05/31/2018  09/14/2018 | | |

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| **Criterion & Topic:**  CR 10B Bullying Intervention and Prevention | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that the charter school's Bullying Prevention and Intervention Plan does not include staff as possible aggressors in its definition of bullying. | | |
| **Description of Corrective Action:**  1. The staff as possible aggressors will be included in Banneker's definition of bullying. | | |
| **Title/Role(s) of Responsible Persons:**  Sherley Bretous, Executive Director | | **Expected Date of Completion:**  02/14/2019 |
| **Evidence of Completion of the Corrective Action:**  1. The handbook will be updated with language to include staff as the possible aggressor in the revised copy of the handbook. The handbook will be posted on the website and will be distributed to parents at the beginning of the 18-19 school year. | | |
| **Description of Internal Monitoring Procedures:**  1. Annual review of the handbook to maintain compliance | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 10B Bullying Intervention and Prevention | **Corrective Action Plan Status:** Approved  **Status Date:** 03/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By May 31, 2018 submit a notice or a link to a notice on the charter school website informing staff, parents, and students that the definition of bullying has been revised to include staff as possible aggressors.  By September 14, 2018 submit a link to the revised bullying prevention and intervention plan on the charter school website demonstrating that the definition of bullying in the plan includes staff as possible aggressors. | | |
| **Progress Report Due Date(s):**  05/31/2018  09/14/2018 | | |

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| **Criterion & Topic:**  CR 20 Staff training on confidentiality of student records | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that annual staff training includes an online training on mandated reporting of suspected abuse and neglect and inservice training on provisions of the Family Educational Rights and Privacy Act (FERPA) related to students with disabilities. However, provisions of M.G.L. c. 71, s. 34H and 603 CMR 23.00 are not addressed. | | |
| **Description of Corrective Action:**  1. Staff training on confidentiality of student records will be updated and include provisions as set forth by M.G.L. c. 71, s. 34H and 603. CMR 23.00.  2. We will create an updated document regarding educational laws and regulations and custodial and noncustodial parental rights. | | |
| **Title/Role(s) of Responsible Persons:**  Sherely Bretous, Executive Director | | **Expected Date of Completion:**  02/14/2019 |
| **Evidence of Completion of the Corrective Action:**  1. Staff training agenda, attendance, and training materials. | | |
| **Description of Internal Monitoring Procedures:**  1. Training will take place the first week of 18-19 school year and then annually. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 20 Staff training on confidentiality of student records | **Corrective Action Plan Status:** Approved  **Status Date:** 03/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By September 14, 2018 submit evidence of staff training on custodial and noncustodial parent rights as per M.G.L. c. 71, s. 34H, and state regulations on student records per 603 CMR 23.00. Include the agenda, training materials, signed attendance sheets, and the name and role of presenter(s). | | |
| **Progress Report Due Date(s):**  09/14/2018 | | |

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that the charter school does not annually evaluate all aspects of its K-6 program 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:**  1. We will create a survey to review academic and non-academic activities to monitor participation and accessibility.  2. We will review the survey and and make necessary changes as indicated. | | |
| **Title/Role(s) of Responsible Persons:**  Sherley Bretous, Executive Director | | **Expected Date of Completion:**  02/14/2019 |
| **Evidence of Completion of the Corrective Action:**  1. A copy of survey and results will be submitted. | | |
| **Description of Internal Monitoring Procedures:**  1. This process will be completed annually. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 03/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The plan does not indicate who will participate in the survey, and while a survey can be one useful component of an evaluation of equitable access to all charter school programs, the school should consider analyzing additional data sources to measure actual participation and accessibility. | | |
| **Department Order of Corrective Action:**  Please see the Tiered Focused Monitoring Technical Assistance Toolkit for CR 24 & 25 document, located in the WBMS Document Library under Public School Programmatic Guidance, for suggested tools and resources for implementation.  Develop a plan, including a timeline, evaluation tools, and key individuals responsible, for conducting an institutional self-evaluation of all charter school programs, both academic and extracurricular.  Develop a report of the institutional self-evaluation and a plan for implementation of changes that may be needed to address any identified barriers to equal access. | | |
| **Required Elements of Progress Report(s):**  By May 31, 2018 submit the district's plan for implementation, including timeline and key staff responsible, for an institutional self-evaluation to ensure the district provides equal access to all programming across all grades K-6.  By September 14, 2018 submit the evaluation tools and preliminary results of the self-evaluation with evidence documenting the implementation of the plan to evaluate policies and programming access.  By November 2, 2018 submit a brief narrative summary on the outcomes of the institutional self-evaluation and changes the district is implementing to address any barriers to equal access. | | |
| **Progress Report Due Date(s):**  05/31/2018  09/14/2018  11/02/2018 | | |

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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 not all core academic teachers assigned to provide sheltered English instruction to English learners hold the SEI Teacher Endorsement. | | |
| **Description of Corrective Action:**  1. All teachers will enroll in SEI endorsement courses. | | |
| **Title/Role(s) of Responsible Persons:**  Kathleen Horrocks, Director of Support Services (ESL Coordinator) | | **Expected Date of Completion:**  02/14/2019 |
| **Evidence of Completion of the Corrective Action:**  1. SEI endorsement data will indicate 100% of Banneker teachers will be SEI endorsed or pending endorsement. | | |
| **Description of Internal Monitoring Procedures:**  1. Director of Support Services will check-in with staff before the end of the school year to discuss the status of enrollment in SEI course and status. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 14 Licensure Requirements | **Corrective Action Plan Status:** Approved  **Status Date:** 03/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  1- 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- Please submit the district's plan to ensure that ELs are assigned only to core academic teachers who hold the SEI endorsement.  3- Please 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. | | |
| **Progress Report Due Date(s):**  05/31/2018 | | |

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| **Criterion & Topic:**  ELE 17 Program Evaluation | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  A review of documents and staff interviews indicated that the charter school does not have a comprehensive process to evaluate the effectiveness of its ELE programming in developing students' English language skills and increasing their ability to participate meaningfully in the charter school's educational program. | | |
| **Description of Corrective Action:**  1. Banneker will use the District ELE Evaluation Tool as guidance to evaluate the ESL program.  2. Qualitative and quantitative data will be gathered, organized and analyzed  3. Strengths and areas of need will be identified  3. Action Steps will be created | | |
| **Title/Role(s) of Responsible Persons:**  Kathleen Horrocks, Director of Support Services | | **Expected Date of Completion:**  02/14/2019 |
| **Evidence of Completion of the Corrective Action:**  1. All of the above will be included in the program evaluation document | | |
| **Description of Internal Monitoring Procedures:**  1. Each month, tasks completed for the evaluation will be documented | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 17 Program Evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 03/26/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  1. Please submit the district's program evaluation.  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. | | |
| **Progress Report Due Date(s):**  09/14/2018 | | |