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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: Barnstable Community Horace Mann 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 02/08/2018.

**Mandatory One-Year Compliance Date:** **02/08/2019**

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

| **Criterion** | **Criterion Title** | **CPR Rating** |
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| SE 14 | Review and revision of IEPs | Partially Implemented |
| CR 12A | Annual and continuous notification concerning nondiscrimination and coordinators | Partially Implemented |
| CR 25 | Institutional self-evaluation | Not Implemented |
| CR 26A | Confidentiality and student records | Partially Implemented |
| ELE 7 | Parent Involvement | Partially Implemented |

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

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| **Criterion & Topic:**  SE 14 Review and revision of IEPs | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that at least annually, on or before the anniversary date of the IEP, a Team meeting is not consistently held to consider the student's progress and to review, revise, or develop a new IEP or refer the student for a re-evaluation, as appropriate. | | |
| **Description of Corrective Action:**  In September 2017 a Evaluation Tracker form was created on Google Docs and shared with all those responsible for any part of the Team process. This includes, report completion dates, report due dates and the timeline for meetings. All annual reviews and reevaluation meetings were scheduled in September 2017. Initial meetings are added as they come up. This allows meetings to be tracked and accountability for actions visible to all. | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Sheila Kukstis | | **Expected Date of Completion:**  02/28/2018 |
| **Evidence of Completion of the Corrective Action:**  Google Doc Tracker sheet with evidence of completion by the dates of meetings. | | |
| **Description of Internal Monitoring Procedures:**  I review and monitor these dates on at least a weekly basis. I meet with the special administrative and team chair to review meetings and compliance with meeting dates. If this tracker sheet correction is approved, I will submit tracker at first progress report. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 14 Review and revision of IEPs | **Corrective Action Plan Status:** Submitted  **Status Date:** 03/06/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The charter school has created an Evaluation Tracker form and has proposed to conduct a review of student records to ensure that annually, on or before the anniversary date of the IEP, a Team meeting is consistently held to consider the student's progress and to review, revise, or develop a new IEP or refer the student for a re-evaluation, as appropriate. However, the charter school has not proposed staff training on the requirement to hold an IEP Team meeting for the student annually. | | |
| **Department Order of Corrective Action:**  The charter school will provide staff training and submit the results of a review of a sample of student records, across grade levels, to ensure that annually, on or before the anniversary date of the IEP, a Team meeting is consistently held to consider the student's progress and to review, revise, or develop a new IEP or refer the student for a re-evaluation, as appropriate. | | |
| **Required Elements of Progress Report(s):**  By May 18, 2018, the charter school will provide evidence of staff training (agenda, sign-in sheet, training materials) to ensure that annually, on or before the anniversary date of the IEP, a Team meeting is consistently held to consider the student's progress and to review, revise, or develop a new IEP or refer the student for a re-evaluation, as appropriate.  By October 26, 2018, conduct a review of a sample of student records across grade levels to ensure that an IEP Team meeting is held annually and submit a report of the results of the internal review. Include the following: 1. Number of records reviewed; 2. Number of records where an IEP Team meeting was held annually, on or before the anniversary date of the IEP; 3. Results of the root cause analysis of any records not in compliance. \*Please note when conducting internal monitoring, the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the records reviewed; b) Date of the review; c) Name of person(s) who conducted the review with their role(s) and signature(s). | | |
| **Progress Report Due Date(s):**  05/18/2018  10/26/2018 | | |

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

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| **Criterion & Topic:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of documents indicated that the charter school's annual and continuous notification concerning nondiscrimination and designated coordinators does not include the name(s) of the current Title IX and Section 504 Coordinator(s). | | |
| **Description of Corrective Action:**  The Barnstable Community Horace Mann Charter Public School Handbook reflects the name of the school's Title IX and Section 504 Coordinator. This si on page 26. | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Sheila Kukstis | | **Expected Date of Completion:**  02/28/2018 |
| **Evidence of Completion of the Corrective Action:**  Handbook posted on line. | | |
| **Description of Internal Monitoring Procedures:**  This Handbook is updated annually and will continue to reflect the name of the Title IX and 504 Coordinator. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 12A Annual and continuous notification concerning nondiscrimination and coordinators | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 03/06/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The charter school has not proposed to provide a copy of or link to the Barnstable Community Horace Mann Charter Public School Handbook to ensure the handbook includes the name of the current charter school Title IX and Section 504 Coordinator(s). | | |
| **Department Order of Corrective Action:**  The charter school will provide a copy of or link to the Barnstable Community Horace Mann Charter Public School Handbook to ensure the handbook includes the name of the current charter school Title IX and Section 504 Coordinator(s). | | |
| **Required Elements of Progress Report(s):**  By May 18, 2018, the charter school will provide a copy of or link to the 2017-2018 Barnstable Community Horace Mann Charter Public School Handbook to ensure the handbook includes the name of the current Title IX and Section 504 Coordinator(s). | | |
| **Progress Report Due Date(s):**  05/18/2018 | | |

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| **Criterion & Topic:**  CR 25 Institutional self-evaluation | | **CPR Rating:**  Not Implemented |
| **Department CPR Findings:**  A review of documents indicated the charter school does not evaluate all aspects of its programming annually to ensure that all students have equal access to all programs, including athletics and other extracurricular activities, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status. | | |
| **Description of Corrective Action:**  We will review the District Toolkit for Identifying and Addressing Equal Program Access for implementation of Institutional Self-Evaluation. | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Sheila Kukstis | | **Expected Date of Completion:**  06/30/2019 |
| **Evidence of Completion of the Corrective Action:**  By the end of the 2018-2019 school year, a thorough self-evaluation will be submitted. This submission will include: data collection tools used, the results, data analysis, identified areas of need, root causes and action plan for continuous improvement. | | |
| **Description of Internal Monitoring Procedures:**  A timeline for completion will be developed and adhered to for the 2018-2019 school year. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 25 Institutional self-evaluation | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 03/07/2017  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The charter school has not proposed to complete the following before their mandatory one-year compliance date: describe how they will conduct their self-evaluation, submit a copy of the self-evaluation tool, conduct a self-evaluation and provide the results, including the recommendations for addressing any areas that need improvement in order to provide equal access for all students to school programs, including athletics and other extra-curricular activities. | | |
| **Department Order of Corrective Action:**  The charter school must describe how they will conduct their self-evaluation, submit a copy of the self-evaluation tool, conduct a self-evaluation and provide the results, including the recommendations for addressing any areas that need improvement in order to provide equal access for all students to school programs, including athletics and other extra-curricular activities. | | |
| **Required Elements of Progress Report(s):**  By June 8, 2018, the charter school will provide to the Department a timeline or narrative describing how they will complete the institutional self-evaluation and a copy of the self-evaluation tool. By December 14, 2018, the charter school will complete conducting the self-evaluation, and provide to the Department the results of the self-evaluation and the recommendations for addressing any areas that need improvement in order to provide equal access for all students to school programs, including athletics and other extra-curricular activities. | | |
| **Progress Report Due Date(s):**  06/08/2018  12/14/2018 | | |

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| **Criterion & Topic:**  CR 26A Confidentiality and student records | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that Barnstable Community Horace Mann Charter Public School's records do not include a log of access in accordance with federal and state requirements. | | |
| **Description of Corrective Action:**  All student record files have a log of access. This has been checked by the school administrative assistant. | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Sheila Kukstis | | **Expected Date of Completion:**  02/28/2018 |
| **Evidence of Completion of the Corrective Action:**  A statement from the administrative assistant attesting to all files having been checked and all files having the log of student access can be provided. In addition, I will review 10 random files twice a year to ensure that the logs are in place. | | |
| **Description of Internal Monitoring Procedures:**  All new files will be ensured to have the log student file access. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 26A Confidentiality and student records | **Corrective Action Plan Status:** Partially Approved  **Status Date:** 03/06/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:**  The charter school has not proposed to provide the Department with the results of an internal review of records to ensure all files have a log of access form; the charter school previously submitted to the Department a copy of their log of access. | | |
| **Department Order of Corrective Action:**  The charter school will conduct a review of a random selection of student records to ensure each one includes a log of access. The charter school will provide the results of the record review to the Department. | | |
| **Required Elements of Progress Report(s):**  By October 26, 2018, conduct an internal review of a sample of student records across grade levels to ensure that each one includes a log of access, and submit the results to the Department. Include the following: 1. Number of records reviewed; 2. Number of records that have a log of access; 3. Results of the root cause analysis of any records not in compliance. \*Please note when conducting internal monitoring, the district must maintain the following documentation and make it available to the Department upon request: a) List of student names and grade levels for the records reviewed; b) Date of the review; c) Name of person(s) who conducted the review with their role(s) and signature(s). | | |
| **Progress Report Due Date(s):**  10/26/2018 | | |

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| **Criterion & Topic:**  ELE 7 Parent Involvement | | **CPR Rating:**  Partially Implemented |
| **Department CPR Findings:**  A review of student records indicated that the charter school does not always provide language assistance to parents whose preferred language is not English. | | |
| **Description of Corrective Action:**  More translators are needed to provide language assistance to all families. | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Sheila Kukstis | | **Expected Date of Completion:**  08/01/2018 |
| **Evidence of Completion of the Corrective Action:**  At a January 2018 budget meeting for FY19 with the Assistant Director of Finance and the Superintendent of Barnstable Public Schools , I have petitioned for increased district funding for the school to allow for an additional .2 translator to provide language assistance to parents and guardians. | | |
| **Description of Internal Monitoring Procedures:**  This request for funding will be monitored as it goes through the budgetary process. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  ELE 7 Parent Involvement | **Corrective Action Plan Status:** Approved  **Status Date:** 03/07/2018  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  Please submit the following by June 8, 2018:  1-The district's written key procedures and processes to follow in securing a translator or  an interpreter  2- Processes the school district uses to identify limited English proficient parents  3- A description of steps the school district takes to provide effective language assistance to parents whose preferred language is not English  4- Evidence of translated documents for SY 2017-18. | | |
| **Progress Report Due Date(s):**  06/08/2018 | | |