

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION
Public School Monitoring**

FOCUSED MONITORING REVIEW

CORRECTIVE ACTION PLAN

**Charter School or District: Dudley Street Neighborhood Charter
School (District)**

FMR Onsite Year: 2020-2021

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 08/25/2021.

Mandatory One-Year Compliance Date: 08/25/2022

Summary of Required Corrective Action Plans in this Report

Criterion	Criterion Title	FMR Rating
SE 3	Special requirements for determination of specific learning disability	Partially Implemented
SE 9	Timeline for determination of eligibility	Partially Implemented
SE 13	Progress Reports and content	Partially Implemented
SE 25	Parental consent	Partially Implemented
SE 42	Programs for young children three and four years of age	Partially Implemented
CR 18	Responsibilities of the school principal	Partially Implemented

**FOCUSED MONITORING REVIEW
CORRECTIVE ACTION PLAN**

Criterion & Topic: SE 3 Special requirements for determination of specific learning disability	FMR Rating: Partially Implemented
Department FMR Findings: A review of student records and administrative interviews indicated that when a student suspected of having a specific learning disability is evaluated and a written determination as to whether or not the student has a specific learning disability has been created (mandated form 28M/10), not all Team members consistently sign the form. Record review also indicated that if there is a disagreement as to the determination, Team members do not document their disagreement.	
Description of Corrective Action: The Coordinator of Special Education will create a form for signing for all originals and reevaluations. If meetings are in person this form will be produced physically. If meetings are virtual this form will be produced electronically and shared with all constituents and team members at the meeting. The Coordinator of Special Education will deliver a training at one of the weekly special populations team meetings to brief and update team members on the required process of signing and documentation when there is a determination of a specific learning disability.	
Title/Role(s) of Responsible Persons: Principal Coordinator of Special Education	Expected Date of Completion: 06/22/2022
Evidence of Completion of the Corrective Action: Training Materials for special populations team members will be created and shared in the google drive folder in school shared drive. Meeting agendas between the Coordinator of Special Education and Principal will serve as evidence of monitoring of form completion and monitoring Coordinator of Special Education will meet weekly with the special education clerk to update student files accordingly.	
Description of Internal Monitoring Procedures: Principal will check in with the Coordinator of Special Education weekly. Monthly we will review the compliance date calendar for the upcoming month to determine compliance relative to all upcoming meetings and documentation.	
CORRECTIVE ACTION PLAN APPROVAL SECTION	
Criterion: SE 3 Special requirements for determination of specific learning disability	Corrective Action Plan Status: Partially Approved Status Date: 09/30/2021 Correction Status: Not Corrected
Basis for Decision: The Dudley Street Charter School shared its plans to create a form for signing all initial and re-evaluations where a specific learning disability is being considered. However, mandated form 28M/10 should be used for the written determination. Furthermore, the charter indicated its intention to train the special populations' team and Team members, but all general and special education staff should receive training to ensure informed participation during IEP Team meetings. Lastly, the charter school documented its plans	

for weekly monitoring during Principal/Coordinator meetings and monthly calendar checks. However, internal monitoring and review must include student record review.

Department Order of Corrective Action:

The charter school will generate procedures to follow when a student suspected of having a specific learning disability is evaluated. The procedures will involve all Team members documenting their agreement or disagreement on the written determination in the mandated form 28M/10. The charter school will train all general and special education staff on these procedures. The charter school will establish internal procedures for both informal (weekly check-ins) and formal monitoring that involves record review.

Required Elements of Progress Report(s):

By December 20, 2021, Dudley Street Charter School will submit written procedures for the determination of a specific learning disability. The charter school will also create and submit an internal tracking and monitoring system to ensure compliance.

By February 7, 2022, Dudley Street Charter School will submit evidence of training (such as agenda, sign-in sheets, training materials) all relevant staff on the procedures for the determination of a specific learning disability.

By April 25, 2022, Dudley Street Charter School will submit the results of a review of applicable student records for students who had an initial or re-evaluation after training to determine if all Team members documented their agreement or disagreement. Additionally, the charter school will submit evidence of conducting a root cause analysis and determining appropriate corrective action for any identified non-compliance.

Progress Report Due Date(s):

12/20/2021
02/07/2022
04/25/2022

**FOCUSED MONITORING REVIEW
CORRECTIVE ACTION PLAN**

Criterion & Topic: SE 9 Timeline for determination of eligibility		FMR Rating: Partially Implemented
Department FMR Findings: A review of student records and an administrative interview indicated that within forty-five school working days after receipt of the parent's consent to an initial evaluation or re-evaluation, the charter school does not consistently determine whether the student is eligible for special education and provide to the parent either a proposed IEP and proposed placement or a written explanation of the finding of no eligibility. Record review and an administrative interview indicated that evaluation staff shortages meant that eligibility timelines could not be met consistently.		
Description of Corrective Action: Coordinator of Special Education will create year-long compliance dates for the calendar and share with special populations teachers as well as the special education clerk and office manager. Coordinator of Special Education will update the evaluation testing calendar upon receiving consent from families and notify teachers via EdPlan (platform for student information systems for students with IEPs) The Principal and Coordinator of Special Education will add review of progress and calendar to weekly meetings.		
Title/Role(s) of Responsible Persons: Coordinator of Special Education Special Education Clerk School Office Manager		Expected Date of Completion: 06/22/2022
Evidence of Completion of the Corrective Action: A complete compliance calendar for the year will be created by 9/30/21 and updated throughout the year as needed. Weekly meeting agendas between the Principal and Coordinator of Special Education and with the Special Populations team will be shared to show progress monitoring.		
Description of Internal Monitoring Procedures: The Principal and Coordinator of Special Education will meet weekly and discuss upcoming deadlines. The Coordinator of Special Education will manage special populations teachers to complete all necessary paperwork.		
CORRECTIVE ACTION PLAN APPROVAL SECTION		
Criterion: SE 9 Timeline for determination of eligibility	Corrective Action Plan Status: Partially Approved Status Date: 10/01/2021 Correction Status: Not Corrected	
Basis for Decision: Dudley Street Charter School stated its plans to create a compliance calendar. The charter school also documented its commitment to revising procedures in order to manage special education evaluation timelines. Finally, the charter school indicated weekly meeting times to manage timelines. However, the charter school did not mention training relevant staff on the revised procedures and internal monitoring proposed by the charter did not include student record review.		

Department Order of Corrective Action:

The charter will train all relevant staff, including special education teachers, related service providers, and the administrative clerk on revised procedures. The charter school will establish internal procedures for monitoring that involves record review.

Required Elements of Progress Report(s):

By December 20, 2021, Dudley Street Charter School will submit revised procedures to ensure the charter school provides either a proposed IEP and proposed placement or a written explanation of the finding of no eligibility within forty-five school working days after receipt of the parent's consent to an initial evaluation or re-evaluation. The charter school will also create and submit an internal tracking and monitoring system to ensure compliance.

By February 7, 2022, Dudley Street Charter School will submit evidence of training (such as agenda, sign-in sheets, training materials) all relevant staff on revised procedures for proposing an IEP and proposed placement or a written explanation of the finding of no eligibility within forty-five school working days after receipt of the parent's consent to an initial evaluation or re-evaluation.

By April 25, 2022, Dudley Street Charter School will submit the results of its review of applicable student records for students who had an initial or re-evaluation after training to determine if the charter proposed an IEP and placement or a written explanation of the finding of no eligibility within forty-five school working days after receipt of the parent's consent. Additionally, the charter school will submit evidence of conducting a root cause analysis and determining appropriate corrective action for any identified non-compliance.

Progress Report Due Date(s):

12/20/2021

02/07/2022

04/25/2022

**FOCUSED MONITORING REVIEW
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Criterion & Topic: SE 13 Progress Reports and content		FMR Rating: Partially Implemented
Department FMR Findings: A review of student records and administrative interviews indicated that progress reports are not consistently sent to parents at least as often as parents are informed of the progress of non-disabled students.		
Description of Corrective Action: All report cards will be updated to include a section that links directly to student progress reports where applicable. This will be created by the district Data Manager. Coordinator of Special Education will work with special populations teachers to have progress reports updated and complete two days ahead of family conferences where report cards are distributed. The Special Education Clerk will send it to families upon completion. Coordinator of Special Education will manage process		
Title/Role(s) of Responsible Persons: Coordinator of Special Education Data Manager Special Education Clerk		Expected Date of Completion: 06/22/2022
Evidence of Completion of the Corrective Action: Dates of Progress Reports: December 15, 2021 March 30, 2022 June 22, 2022		
Description of Internal Monitoring Procedures: Data manager will complete the updated report card template by December 1, 2021 and add to school's shared drive. The Coordinator of Special Education will add this to the compliance calendar and manage the process. Principal will discuss this in a weekly check in with the Coordinator of Special Education.		
CORRECTIVE ACTION PLAN APPROVAL SECTION		
Criterion: SE 13 Progress Reports and content	Corrective Action Plan Status: Partially Approved Status Date: 10/01/2021 Correction Status: Not Corrected	
Basis for Decision: Dudley Street Charter School documented its plans to modify its procedures to ensure progress reports are sent to parents at least as often as parents are informed of the progress of non-disabled students. The charter school also indicated regular meeting times to review this data with the Principal. However, the charter school did not mention training relevant staff on the revised procedures and internal monitoring proposed by the charter did not include student record review.		
Department Order of Corrective Action: The charter will train all relevant staff, including special education teachers, related service providers, and the administrative clerk on revised procedures. The charter school will establish internal procedures for monitoring that involves record review.		
Required Elements of Progress Report(s):		

By December 20, 2021, Dudley Street Charter School will submit revised procedures to ensure progress reports are sent to parents at least as often as parents are informed of the progress of non-disabled students. The charter school will also create and submit an internal tracking and monitoring system to ensure compliance.

By February 7, 2022, Dudley Street Charter School will submit evidence of training (such as agenda, sign-in sheets, training materials) all relevant staff, including special education teachers, related service providers, and the administrative clerk on revised procedures for progress reporting.

By April 25, 2022, Dudley Street Charter School will submit the results of its review of student records to determine if the charter school sent progress reports to parents at least as often as parents are informed of the progress of non-disabled students. Additionally, the charter school will submit evidence of conducting a root cause analysis and determining appropriate corrective action for any identified non-compliance.

Progress Report Due Date(s):

12/20/2021

02/07/2022

04/25/2022

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Criterion & Topic: SE 25 Parental consent		FMR Rating: Partially Implemented
Department FMR Findings: A review of student records and an administrative interview indicated that the charter school does not consistently obtain written parental consent before conducting evaluations, specifically for academic achievement assessments and educational assessments.		
Description of Corrective Action: The Coordinator of Special Education will train special populations teachers and related service providers providing evaluation testing of policy for parental consent. The Coordinator of Special Education will follow up with any family who does not sign consent, if testing is requested.		
Title/Role(s) of Responsible Persons: Coordinator of Special Education Special Education Clerk		Expected Date of Completion: 06/22/2022
Evidence of Completion of the Corrective Action: All student files will be updated with a consent letter that is produced by the Special Education Clerk.		
Description of Internal Monitoring Procedures: The Coordinator of Special Education will meet with the special education clerk weekly to ensure all appropriate documentation is ready. The Coordinator of Special Education will email all evaluators once consent is received in order to signal testing may begin.		
CORRECTIVE ACTION PLAN APPROVAL SECTION		
Criterion: SE 25 Parental consent	Corrective Action Plan Status: Partially Approved Status Date: 10/01/2021 Correction Status: Not Corrected	
Basis for Decision: Dudley Street Charter School described its intentions to train special education teachers and related service providers on the procedures for obtaining written parental consent before conducting evaluations. The charter school also described its plans to manage the flow of evaluation consents. However, the charter school did not document establishing internal procedures for formal monitoring that involves record review.		
Department Order of Corrective Action: Establish internal procedures for ensuring written parental consent is obtained before conducting evaluations and a formal monitoring procedure that involves student record review.		
Required Elements of Progress Report(s): By December 20, 2021, Dudley Street Charter School will submit procedures for obtaining written parental consent before conducting a special education evaluation. The charter school will also create and submit an internal tracking and monitoring system to ensure compliance. By February 7, 2022, Dudley Street Charter School will submit evidence of training (such as agenda, sign-in sheets, training materials) all relevant staff, including special education teachers, related service providers, and the administrative clerk on procedures for gaining consent prior to special education evaluation.		

By April 25, 2022, Dudley Street Charter School will submit the results of its review of student records to determine if the charter gained parental consent prior to conducting a special education evaluation. Additionally, the charter school will submit evidence of conducting a root cause analysis and determining appropriate corrective action for any identified non-compliance.

Progress Report Due Date(s):

12/20/2021

02/07/2022

04/25/2022

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Criterion & Topic: SE 42 Programs for young children three and four years of age		FMR Rating: Partially Implemented
Department FMR Findings: A review of documents and administrative interviews indicated that the charter school's two inclusionary classes for young students with and without disabilities exceed the class ratio of 20 students with one teacher and one aide; specifically, the inclusionary classes have 22 students and 21 students with one teacher and one aide, respectively.		
Description of Corrective Action: The Family Engagement team (consisting of Family Liaison, Director of Operations, & Data Manager) will meet weekly starting in November each year and will monitor ongoing applications for incoming student applicants. Our data manager will manage the number of student applicants accepted so that class sections do not exceed 20 applicants The principal will budget for an emergency position in the case that the number of students on IEPs exceeds the ratio of 5:15 in our K1 classes in order to support opening another section as needed yearly.		
Title/Role(s) of Responsible Persons: Data Manager Family Liaison Director of Operations Principal		Expected Date of Completion: 06/22/2022
Evidence of Completion of the Corrective Action: Our Data Manager will update the applicant tracker to reflect the new target numbers for K1. Principal will have an updated work agreement for teachers regarding class size for K1 classrooms.		
Description of Internal Monitoring Procedures: We will use our family engagement and lottery tracker to monitor applicants and accepted students. The Principal will meet with the teacher union leaders regarding the work agreement to discuss the terms, including class, to adjust accordingly.		
CORRECTIVE ACTION PLAN APPROVAL SECTION		
Criterion: SE 42 Programs for young children three and four years of age	Corrective Action Plan Status: Partially Approved Status Date: 10/01/2021 Correction Status: Not Corrected	
Basis for Decision: Dudley Street Charter School shared its plans for procedures, internal monitoring, and staffing flexibility regarding PreK enrollment. However, the charter did not indicate its plan to train relevant staff.		
Department Order of Corrective Action: The charter school will train all relevant staff on procedures and systems for PreK enrollment for ensuring compliance with the requirements for inclusionary programs.		
Required Elements of Progress Report(s):		

By December 20, 2021, Dudley Street Charter School will submit procedures for enrolling PreK students and a plan on how an additional PreK classroom would be formed and staffed, if student enrollment determined it was needed. The procedures should include meetings between the Family Liaison, Director of Operations, & Data Manager and communication with the school Principal. Furthermore, the charter should establish a tracking and monitoring system to examine incoming PreK student applications and current enrollment to ensure the necessary ratios for an integrated classroom.

By December 20, 2021, Dudley Street Charter School will submit evidence of its current PreK enrollment.

By December 20, 2021, Dudley Street Charter School will submit evidence of budgeting for additional staffing (2021-22) if the number of special education students enrolled demonstrates another PreK classroom is necessary (if there are more than 5 students with disabilities where the overall classroom enrollment is 20 students).

By February 7, 2022, Dudley Street Charter School will submit evidence of training (such as agenda, sign-in sheets, training materials) all relevant staff, including PreK teachers, the Family Liaison, Director of Operations, & Data Manager on procedures for PreK enrollment.

By April 25, 2022, Dudley Street Charter School will submit evidence of ongoing tracking and monitoring pertaining to PreK enrollment. This includes evidence of meetings between the Family Liaison, Director of Operations, & Data Manager and communication with the school Principal.

Progress Report Due Date(s):

12/20/2021

02/07/2022

04/25/2022

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Criterion & Topic: CR 18 Responsibilities of the school principal		FMR Rating: Partially Implemented
Department FMR Findings: A review of documents and administrative interviews indicated that although the charter school is planning to develop a tiered system of support for its students, along with a curriculum accommodation plan to ensure that all efforts have been made to meet the needs of diverse learners in the general education program, the charter school does not currently have a curriculum accommodation plan.		
Description of Corrective Action: The Principal will work with the Coordinator of Special Education to complete a curriculum accommodation plan by October 30, 2021. The Coordinator of Special Education will work with the School Counselor to develop and complete a training and clear flow chart of how students are referred for academic support throughout the Student Support Team. The principal will ensure that staff are trained by adding training date to the School Wide PD calendar		
Title/Role(s) of Responsible Persons: Principal School Counselor Coordinator of Special Education		Expected Date of Completion: 06/22/2022
Evidence of Completion of the Corrective Action: Agenda and PPT slide deck of training will be completed and uploaded to school shared drive for future use. A curriculum accommodation plan will be finalized and shared with all individuals within the team.		
Description of Internal Monitoring Procedures: The students support team will meet weekly on Thursday afternoons. The principal will meet weekly with the School Counselor who will coordinate and lead those meetings. The School Counselor and Special Education Coordinator will be tasked with working with the Student Support team to finalize the DCAP and training for staff for effective implementation of a tiered support system for students.		
CORRECTIVE ACTION PLAN APPROVAL SECTION		
Criterion: CR 18 Responsibilities of the school principal	Corrective Action Plan Status: Approved Status Date: 10/01/2021 Correction Status: Not Corrected	
Basis for Decision:		
Department Order of Corrective Action:		
Required Elements of Progress Report(s): By December 20, 2021, Dudley Street Charter School will submit its finalized 2021-22 curriculum accommodation plan.		

By February 7, 2022, Dudley Street Charter School will submit evidence of training (such as agenda, sign-in sheets, training materials) all staff on the curriculum accommodation plan and the tiered system of supports.

By April 25, 2022, Dudley Street Charter School will submit evidence of conducting meetings with general and special education teachers and staff to assess the implementation of the curriculum accommodation during the 2021-22 school year and how the charter school can better meet the needs of diverse learners in the general education program.

Progress Report Due Date(s):

12/20/2021

02/07/2022

04/25/2022