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

##### FOCUSED MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Charter School or District: Athol-Royalston

FMR Onsite Year: 2022-2023

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 06/08/2023.

**Mandatory One-Year Compliance Date:** **06/08/2024**

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

| **Criterion** | **Criterion Title** | **FMR Rating** |
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| SE 14 | Review and revision of IEPs | Partially Implemented |
| SE 42 | Programs for young children three and four years of age | Partially Implemented |

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| FOCUSED MONITORING REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  SE 14 Review and revision of IEPs | | **FMR Rating:**  Partially Implemented |
| **Department FMR Findings:**  A review of student records and interviews indicated that the district does not consistently convene a Team meeting at least annually, on or before the anniversary date of the IEP, 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:**  The district has developed an action plan to reinforce and assure that IEP meetings are scheduled before the end date of the IEP. The district employs two Special Education Coordinators who are in the process of developing a worksheet that will list end dates of all active IEPs in the district along with a section that will identify a drop-dead date of when a meeting invitation needs to go out.  In the past, special education liaisons were given reminders each month and the month before by both the Pupil Services office and the Special Education Coordinators as to what meetings were coming up in the month ahead. The change will be that if meeting invitations have not been sent out by the meeting invitation drop dead date, the Special Education Coordinator at each level will send out a meeting invite that abides with compliance guidelines for annual and re-evaluation meetings. | | |
| **Title/Role(s) of Responsible Persons:**  John Salovardos. Christi Fontaine | | **Expected Date of Completion:**  08/23/2023 |
| **Evidence of Completion of the Corrective Action:**  Special Education Coordinators are keeping workbooks at each level to track the when they need to send out meeting invitations to parents. These logs will be documented on throughout the year and analyzed for any errors which will also go through a root cause analysis to lead to corrected practices. | | |
| **Description of Internal Monitoring Procedures:**  August 23rd indicates that first day of staff returning to ARRSD and is part of the new orientation process. Special Education Coordinators will instruct special education liaisons as to the correct practice for sending out meeting invites that reflect meetings occurring before the active IEP ends or within the 45-day timeline for re-evaluations. Special Education Coordinators will send out meeting invites by a drop-dead date if the special education liaison has failed to do so by that date. The data collection tool will have the names of students, the end dates foe the active IEP, and the drop-dead date as to allow for a meeting to take place before the active IEP reaches it's end date. The data log will confirm that the meeting invitations are being sent out by US mail and may also be sent home through other means that do not take place of the mailed document, but reinforce that it has been sent out at least once within the expected timeframe. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 14 Review and revision of IEPs | **Corrective Action Plan Status:** Approved  **Status Date:** 07/28/2023  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By August 25, 2023, Athol Royalston Regional School District (ARRSD) will submit the newly developed procedures and internal monitoring system for tracking annual review timelines. Updates to the procedures will be based on the root causes identified by the district.  By October 13, 2023, ARRSD will submit evidence of training for Special Education Coordinators, Special Education Liaisons, and building leaders on the procedures, requirements, and best practices relating to annual review meetings. Evidence will include the name and role of the trainer(s), training materials, signed attendance sheets, and date(s) of training.  By December 15, 2023, ARRSD will submit the results of an internal review of 15 special education student records across all schools for evidence that review meetings occur at least annually, on or before the anniversary date of the IEP, 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. The summary will include the number of records found compliant and those found non-compliant. For any records identified with noncompliance, ARRSD will conduct a root cause analysis and identify appropriate corrective action. | | |
| **Progress Report Due Date(s):**  08/25/2023  10/13/2023  12/15/2023 | | |

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| FOCUSED MONITORING REVIEW  **CORRECTIVE ACTION PLAN** |

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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 staff interviews indicated that one preschool grouping in the district does not meet the requirements for appropriate student ratios and class size. | | |
| **Description of Corrective Action:**  The district has had one of its morning PreK classrooms that contained a higher number of students on IEPs than it did typical peers. There was some relocation of a PreK classroom and redistribution of staff that contributed to this issue over the last year. | | |
| **Title/Role(s) of Responsible Persons:**  Jenn Ames, Christi Fontaine | | **Expected Date of Completion:**  08/23/2023 |
| **Evidence of Completion of the Corrective Action:**  The district is in the process of reinstating a morning PreK classroom that will add another AM session to the schedule one day a week. It is felt that the addition of this classroom will more accurately distribute students on IEPs so as to decrease their high numbers in one class. | | |
| **Description of Internal Monitoring Procedures:**  The Early Childhood Coordinator will work with the Pupil Services Director to address any high-volume numbers of students on IEPs coming into Prek and to address scheduling to assure an acceptable distribution of students on IEPs and peer model classrooms. The district has had discussions about what may be needed above this effort if numbers over the summer or through EI referrals proves to be higher than expected. Those discussions have looked at expanding PreK classrooms further if the need arises. The Early Childhood Coordinator will keep a roster of students coming into the program and review these numbers directly with the Pupil Services Director to assure compliance and address numbers that are out of compliance if they arise. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 42 Programs for young children three and four years of age | **Corrective Action Plan Status:** Approved  **Status Date:** 07/13/2023  **Correction Status:** Not Corrected | |
| **Basis for Decision:** | | |
| **Department Order of Corrective Action:** | | |
| **Required Elements of Progress Report(s):**  By August 25, 2023, the district will develop and submit procedures designed to ensure that all instructional groupings in programs servicing eligible preschool students are reviewed on an ongoing basis. The Pupil Services Director and/or Early Childhood Coordinator will meet with appropriate staff to review the procedures.  By September 29, 2023, the district will submit a Preschool Grouping Worksheet for the preschool grouping(s) identified by the Department. | | |
| **Progress Report Due Date(s):**  08/25/2023  09/29/2023 | | |