**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**

**Public School Monitoring**

**Integrated Monitoring Review**

# Corrective Action Plan

Local Education Agency: Clinton Public Schools

Monitoring Onsite Year: 2024-2025

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 Integrated Monitoring Review Report dated 05/24/2025.

**Mandatory One-Year Compliance Date:** **05/24/2026**

## Summary of Required Corrective Action Plans

**Criterion:** SE 9

**Criterion Title:** Timeline for determination of eligibility

**Rating:** Partially Implemented

**Criterion:** SE 18B

**Criterion Title**: Determination of placement; provision of IEP to parent

**Rating:** Partially Implemented

**Integrated Monitoring Review**

**Special Education Corrective Action Plan**

## SE 9 Local Education Agency Response

**Criterion & Topic:** SE 9Timeline for determination of eligibility

**Rating:** Partially Implemented

**Department Findings:** A review of student records and staff interviews indicated that the district does not consistently provide the proposed IEP and proposed placement to the parent within 45 days after receipt of written parental consent to an evaluation

**Description of Corrective Action:**

Individualized Education Programs (IEPs)and placement were not provided to parents by the 45th day after consent was received due to changes in IEP management programs, specifically the transition from Esped to Infinite Campus and back to Esped during the first half of the 2024-2025 school year.

Contributing Root Cause Factors:

* System Transition Issues
* Training Gaps: Staff may not have received adequate training on Infinite Campus or the reversion back to Esped, leading to confusion about processes.
* Technical Difficulties: Technical issues during the transitions may have hindered the ability to create and send IEPs on time.
* Process Changes
* Workflow Disruptions: The change in systems likely altered established workflows, causing delays in IEP preparation and distribution.
* Communication Breakdowns: Insufficient communication regarding the changes in the IEP process and expectations may have led to misunderstandings among staff.

Retraining/initial training for all special education staff specific to IEP timelines as they related to determining eligibility will occur on August 26th, 2025. Areas of focus will include:

* Guidance on immediate provision of the IEP

<https://www.doe.mass.edu/specialeducation/policy/dese/advisories/memo-sy2024-2025-6.html>

Use of internal monitoring spreadsheet to track timelines

**Title/Role of Responsible Person:**

Jessica Murphy, Director of Special Education

**Expected Date of Completion:**

04/15/2026

**Evidence of Completion of the Corrective Action:**

* Memo with procedures and practices for provision of the IEP within 45 days from consent
* Agenda, training materials (including copy of the internal monitoring spreadsheet), attendance sheet
* **Description of Internal Monitoring Procedures:**
* Review of adherence of evaluation for timelines related to the 45 days from consent requirement
* Random selection of 6 records, 2 times per year
* Review of internal monitoring spreadsheet
* For any noncompliance identified, coaching or additional training, as required.
* For the 2025-2026 school year, reviews to occur by Dec 1, 2025, and March 15, 2026

## Department Approval Section

**Criterion:** SE 9 Timeline for determination of eligibility

**Corrective Action Plan Status:** Approved

**Status Date:** 07/29/2025

**Correction Status:** Not Corrected

**Required Elements of Progress Reports:**

By September 22, 2025, the district will submit updated special education procedures and protocols on the requirements of the timeline for determination of eligibility. The updated procedures will include a description of how compensatory services are considered by the Team whenever there is a noncompliant delay in IEP implementation.

By September 22, 2025, the district will submit the agenda, training materials, and attendance sheets as evidence of training provided to special education and other relevant staff on the updated procedures and protocols.

By January 12, 2026, staff from the Office of Public School Monitoring (PSM) will conduct a review of records for evidence that the district provided the proposed IEP and proposed placement to the parent within 45 days after receipt of written parental consent to an evaluation.

For any identified non-compliance, the district will submit a root cause analysis and a description of appropriate corrective actions. Upon completion of any such corrective actions, PSM staff will conduct an additional review of student records.

**Progress Report Due Dates:**

09/22/2025

01/12/2026

**Integrated Monitoring Review**

**Special Education Corrective Action Plan**

## SE 18B Local Education Agency Response

**Criterion & Topic:** SE 18B Determination of placement; provision of IEP to parent

**Rating:** Partially Implemented

**Department Findings:**

A review of student records and staff interviews indicated that the district does not consistently issue the proposed IEP and proposed placement to the parent immediately following the development of the IEP.

**Description of Corrective Action:**

The district does not consistently issue the proposed Individualized Education Program (IEP) and proposed placement to parents immediately following the development of the IEP, particularly during the transition from Esped to Infinite Campus and back to Esped in the first half of the 2024-2025 school year.

Contributing Root Cause Factors

* System Transition Issues
* Training Gaps: Staff may not have received adequate training on the new systems, leading to confusion about the process for issuing proposed IEPs.
* Technical Difficulties: The transition between systems may have introduced technical issues that hindered the timely issuance of documents.
* Process Changes
* Workflow Disruptions: Changes in IEP programs have likely disrupted established workflows, causing delays in the issuance of proposed IEPs and placements.
* Communication Breakdowns: Lack of clear communication regarding the new processes and expectations may have led to misunderstandings among staff.

The district plan for correction includes the following action steps:

* Training for all special education staff will occur on August 26th, 2025.
* Ongoing Compliance Checks
* Communication Protocol

**Title/Roles of Responsible Person:**

Jessica Murphy, Director of Special Education

**Expected Date of Completion:**

04/15/2026

**Evidence of Completion of the Corrective Action:**

The following materials will be provided following district wide special education training on 8/26/25

* Guidance on immediate provision of the IEP

<https://www.doe.mass.edu/specialeducation/policy/dese/advisories/memo-sy2024-2025-6.html>

* Memo with procedures and practices for provision of the IEP immediately following the IEP team meeting
* Agenda, attendance sheet

**Description of Internal Monitoring Procedures:**

* Review of adherence of evaluation for immediate provision of the IEP (immediately following the development of the IEP and no more than 5 days following the team meeting) requirement
* Random selection of 6 records, 2 times per year
* For any noncompliance identified, coaching or additional training, as required
* For the 2025-2026 school year, reviews to occur by Dec 1, 2025, and March 15, 2026

## Department Approval Section

**Criterion:** SE 18B Determination of placement; provision of IEP to parent

**Corrective Action Plan Status:** Approved

**Status Date:** 07/29/2025

**Correction Status:** Not Corrected

**Required Elements of Progress Reports:**

By September 22, 2025, the district will submit updated procedures and protocols on the requirements of immediate provision of the IEP to the parent.

By September 22, 2025, the district will submit the agenda, training materials, and attendance sheets as evidence of training provided to special education and other relevant staff on the updated procedures and protocols.

By January 12, 2026, staff from the Office of Public School Monitoring (PSM) will conduct a review of student records for evidence that the district issues the proposed IEP and proposed placement to the parent immediately following the development of the IEP.

For any identified non-compliance, the district will submit a root cause analysis and a description of appropriate corrective actions. Upon completion of any such corrective actions, PSM staff will conduct an additional review of student records.

**Progress Report Due Dates:**

09/22/2025

01/12/2026