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

# INTEGRATED MONITORING REVIEWCORRECTIVE ACTION PLANLeominster Public SchoolsMonitoring 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 03/28/2025.

**Mandatory One-Year Compliance Date:** **03/28/2026**

## Summary of Required Corrective Action Plans in this Report

| **Criterion** | **Criterion Title** | **Rating** |
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| SE 51 | Appropriate special education teacher licensure | Partially Implemented |

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| INTEGRATED MONITORING REVIEW**CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:** SE 51 Appropriate special education teacher licensure | **Rating:** Partially Implemented |
| **Department Findings:** A review of documents and staff interviews indicated that an individual who designs and provides direct special education services described in IEPs is not appropriately licensed. |
| **Description of Root Cause Analysis:** The special educator was hired by the district on 4/22/2024 on a waiver from another district. Our district brought the licensure issue to the educator’s attention upon hire as well as on May 24, 2024, August 23, 2024, and December 11, 2024. To gain the appropriate licensure the special educator needed to pass the Foundations of Reading MTEL. The educator took the following actions: passed the MTEL exam, applied for and was awarded a license in Severe Disabilities on 3/27/2025. |
| **Title/Role of Responsible Persons:**Laura VanDorn/Administrator of Special Education Steven Mammone / Assistant Superintendent | **Expected Date of Completion:**06/30/2025 |
| **Evidence of Completion of the Corrective Action:**The special educator identified has been issued a Provisional license in Severe Disabilities.  |
| **Description of Internal Monitoring Procedures:** Licensure Oversight Process: For this school year, the Human Resources Department extensively reviewed the licensure of all educators in the district. Letters were emailed to every educator with an expiring license. In addition, action steps were given to all educators who did not have an active license or the appropriate license in the subject and grade level they were teaching. Going forward, the Human Resources Department will be following up monthly with any educators identified as needing to act to hold a valid license. Based on the actions taken by these educators, they will be notified in writing that their position will not be held for the upcoming school year if they do not hold the appropriate licensure, can be waived and/or have not made significant progress towards obtaining licensure.In addition, the Human Resources Department will: * Input every staff member's license information into the district information system (Aspen).
* Run a report regarding educator licensure semi-annually every school year.
* Notify staff of their licensure status and the expectations and timelines for obtaining the appropriate licensure or renewing their license for the upcoming school year.
* Monitor each identified employee's licensure status until the appropriate licensure is obtained.
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| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 51 Appropriate special education teacher licensure | **Corrective Action Plan Status:** Approved **Status Date:** 05/06/2025 **Correction Status:** Corrected |
| **Basis for Decision:** PSM staff confirmed the licensure status of the individual identified at the time of the onsite in the state's Educator Licensure and Renewal (ELAR) system affirming the individual is now licensed in Severe Disabilities. No further action is required at this time. |