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

# INTEGRATED MONITORING REVIEW CORRECTIVE ACTION PLAN Longmeadow 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 Special Education and Civil Rights Monitoring Report dated 05/16/2025.

**Mandatory One-Year Compliance Date:** **05/16/2026**

## Summary of Required Corrective Action Plans in this Report

| **Criterion** | **Criterion Title** | **Rating** |
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| SE 18B | Determination of placement; provision of IEP to parent | Partially Implemented |

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| SPECIAL EDUCATION AND CIVIL RIGHTS  MONITORING REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  SE 18B Determination of placement; provision of IEP to parent | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of student records indicated the district does not always provide the proposed IEP and proposed placement along with the required notice to the parent immediately following the development of the IEP. | | |
| **Description of Corrective Action:**  The root cause:The district has had a standing protocol of providing families with an IEP summary, including the service delivery grid, at the IEP meeting. However, a recent analysis of district practices revealed a misinterpretation of the regulations regarding the timeline for sending the proposed IEP and placement. Specifically, there was confusion about the number of days allowed after the summary is provided to families before the proposed IEP and placement must be issued.  Outcomes and Corrective Actions Plan: The district will develop and implement tracking systems to ensure compliance with Individualized Education Program (IEP) requirements. Existing procedures and timelines will be reviewed and revised as necessary to support compliance. These updated procedures will be incorporated into training for both new and returning staff.  Timeline: By September 30, 2025, the district will provide documentation demonstrating completion of staff training on revised procedures. By January 30, 2026, the district will submit evidence of internal monitoring, including data collected from a random sample of IEP records. The district will collaborate with the Department to collect and review a second data set for further analysis. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Special Education | | **Expected Date of Completion:**  05/16/2026 |
| **Evidence of Completion of the Corrective Action:**  To demonstrate progress toward compliance, the district will submit the following documentation:   * A copy of the IEP Team Meeting Checklist along with detailed procedures used to guide compliant IEP meetings; * Evidence of staff training, including training materials (e.g., agendas, presentation slides, handouts), signed attendance sheets or verification forms indicating staff participation, and acknowledgment of content understanding; and * A compliance tracking report for each school site, outlining the status of IEP implementation and adherence to timelines. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Special Education will conduct a random sampling of student files to verify that Individualized Education Plans (IEPs) are provided to parents and guardians within required timelines. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 18B Determination of placement; provision of IEP to parent | **Corrective Action Plan Status:** Approved  **Status Date:** 06/23/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By August 11, 2025, the district will submit the revised procedures to ensure parents are provided with a proposed IEP and proposed placement immediately following the development of the IEP. Additionally, the district will submit the IEP Team Meeting Checklist.  By September 30, 2025, the district will submit evidence that identified staff have received training on the revised procedures. Evidence will include the training agenda, materials, and verification of attendance.  By January 16, 2026, The Office of Public School Monitoring will conduct a review of student records to ensure the district issued 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. | | |
| **Progress Report Due Date(s):**  08/11/2025  09/30/2025  01/16/2026 | | |