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

# INTEGRAGED MONITORING REVIEW CORRECTIVE ACTION PLAN Berkshire Arts and Technology Charter Public School 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 05/06/2025.

**Mandatory One-Year Compliance Date:** **05/06/2026**

## 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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| INTEGRATED 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 and staff interviews indicated that the school does not always provide the parent with a proposed IEP and proposed placement immediately following the development of the IEP. | | |
| **Description of Corrective Action:**  The root cause of noncompliance was due to a misunderstanding about the regulations in regard to immediately sending IEPs. The school found itself to be out of compliance with immediately sending the IEP following annual meetings and did not complete summary sheets to give to parents outlining discussions and decisions agreed upon. The school did not provide a summary sheet for annual meetings, and the IEP was sent out within 10 days, versus sending the IEP to parents within 3 to 5 days without a summary sheet. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Special Education  Executive Director | | **Expected Date of Completion:**  03/31/2026 |
| **Evidence of Completion of the Corrective Action:**  BART will revise its policies and procedures to include training on the regulations. Relevant school personnel will be trained on the regulations at the beginning of the school year. All staff will complete a summary sheet for all IEP meetings moving forward.  By September 30, 2025, the school will revise the policies and procedural manual and train staff. A sign-in sheet will be submitted to DESE outlining when the training took place. By December 31, 2025, and March 31, 2026, BART will do a self-assessment to determine compliance. | | |
| **Description of Internal Monitoring Procedures:**  BART will use its own internal tracking system, through the Rewrite File, to ensure that the school is in compliance with providing the summary sheet to allow up to 10 days of sending parents the IEP, or if it is missing, to ensure that the IEP is sent to families within 3 to 5 days.  Each quarter, the Director of Special Education will review the compliance tracker for compliance. If there are any instances of noncompliance identified through the tracker, there will be another Root Cause analysis completed, and additional training and steps will be required. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 18B Determination of placement; provision of IEP to parent | **Corrective Action Plan Status:** Approved  **Status Date:** 06/10/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By August 1, 2025, the school will submit evidence of revised procedures to ensure parents are provided with a proposed IEP and proposed placement immediately following the development of the IEP.  By September 15, 2025, the school will submit evidence that identified staff have received training on revised procedures. Evidence will include the training agenda, materials, and verification of attendance.  By January 30, 2026, The Office of Public School Monitoring will conduct a review of student records to ensure the school issued the proposed IEP and proposed placement to the parent immediately following the development of the IEP. For any identified non-compliance, the school will submit a root cause analysis and a description of appropriate corrective actions. | | |
| **Progress Report Due Date(s):**  08/01/2025  09/15/2025  01/30/2026 | | |