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

# INTEGRATED MONITORING REVIEW CORRECTIVE ACTION PLAN Pioneer Valley Performing Arts Charter Public School 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 05/24/2025.

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

## Summary of Required Corrective Action Plans in this Report

| **Criterion** | **Criterion Title** | **Rating** |
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| SE 9 | Timeline for determination of eligibility | Partially Implemented |
| 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 9 Timeline for determination of eligibility | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of student records and interviews indicated that within 45 school working days after receipt of the parent's written consent to an initial evaluation or re-evaluation, the school does not always determine whether the student is eligible for special education and provide the parent with a proposed IEP. | | |
| **Description of Corrective Action:**  Root causes include: Inadequate documentation of timelines being extended to provide a draft IEP for review prior to a final proposed IEP, miscommunication about completion expectations, or the time required to gather additional pertinent information led to determining eligibility for special education beyond 45 days.  To address the root cause of the identified non-compliance, the district will complete the following corrective actions:   * By August 30th, 2025, the district will submit evidence of training on timelines and documentation for teachers and services providers that write IEPs. * By December 30th, 2025, the district will submit evidence of compliance to determine eligibility within 45 days. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services | | **Expected Date of Completion:**  05/24/2026 |
| **Evidence of Completion of the Corrective Action:**  Tracking spreadsheet from Student Services office will indicate that timelines have been met.  Evidence of training for Student Services staff about timelines and documentation. | | |
| **Description of Internal Monitoring Procedures:**  Maintain tracking spreadsheet from Student Services office | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 9 Timeline for determination of eligibility | **Corrective Action Plan Status:** Approved  **Status Date:** 06/24/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By July 31, 2025, the district will submit revised procedures to ensure determination of eligibility and provision of the proposed IEP to the parent within 45 school-working days of receipt of written parental consent to an initial evaluation or re-evaluation.  By September 30, 2025, the district will submit evidence of training provided to relevant staff on the revised procedures. Evidence will include training materials, agenda, and verification of attendance.  By January 31, 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):**  07/31/2025  09/30/2025  01/31/2026 | | |

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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 interviews indicated that not all individuals who design and provide direct special education services described in IEPs meet the special education teacher qualifications for Commonwealth charter schools. | | |
| **Description of Corrective Action:**  Root causes include: A misunderstanding of the regulation to complete certain requirements within specific timeframe.  To address the root cause of the identified non-compliance, the district will complete the following corrective actions:   * Requirements for licensure will be addressed in employment contract with specific dates. * New hires without licensure will be required to create a SMARTIE goal for evaluation pertaining to licensure which will be reviewed by employee and Director of Student Services each quarter. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Services | | **Expected Date of Completion:**  05/24/2026 |
| **Evidence of Completion of the Corrective Action:**  Identified staff will obtain licensure or will no longer be working in the district | | |
| **Description of Internal Monitoring Procedures:**  All new teacher hires in Student Services will have a SMARTIE goal for evaluation pertaining to licensure status (unless licensed at the time of hire) which will be reviewed with the Director of Student Services each quarter to monitor progress and ensure licensure. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 51 Appropriate special education teacher licensure | **Corrective Action Plan Status:** Approved  **Status Date:** 06/24/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By September 30, 2025, staff from the Office of Public School Monitoring will verify appropriate licensure for the identified staff. Subsequent progress reports may be required.  Additionally, by September 30, 2025, the district will submit procedures to verify and monitor educator licensure, as well as evidence that appropriate staff have been trained on the procedures. Evidence of training will include agendas and verification of attendance. | | |
| **Progress Report Due Date(s):**  09/30/2025 | | |