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

# INTEGRATED MONITORING REVIEW CORRECTIVE ACTION PLAN Ayer Shirley Regional School District 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 Integrated Monitoring Report dated 04/11/2025.

**Mandatory One-Year Compliance Date:** **04/11/2026**

## Summary of Required Corrective Action Plans in this Report

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

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

|  |  |  |
| --- | --- | --- |
| **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 Root Cause Analysis:**  Internal review of district practices identified that the lack of consistent IEP Team Chairs/Educational Team Leaders for Lura A. White (LAW) and Ayer Shirley Middle School impacted the district’s ability to consistently issue proposed the proposed IEP and proposed placement to parents immediately following the development of the IEP.    Ayer-Shirley has hired an Educational Team Leader (ETL) for Lura A. White (LAW) and Ayer Shirley Middle School (hire date: February 18, 2025). The ETL and the administrative assistant will utilize a software data tracker to organize and maintain the deadlines of meetings, including re-evaluations, annuals, and progress meetings. The tracker will be updated daily with the following dates and information: consent sent; consent received; thirty/ forty-five-day timeline; meeting held or rescheduled; meeting notes sent; Individualized Education Program (IEP) received by the liaison; reviewed by the ETL; IEP provided to parent; when it was resent; and signed. This will be completed by 6/1/2025.    In addition, the ETL and the special education administrative assistant will be responsible for updating/reviewing the data tracker daily as well as meet weekly to review deadlines. The Administrator of Special Education will receive bi-monthly (twice a month) reports from the ETL that address progress and/or resolution of any issues identified in buildings with the work-product process. The ETL will coordinate and manage the building-based liaisons to receive the IEPs by day three. The ETL will then review the IEPs and return the IEPs to the liaison for editing or printing by day five. The building principals have identified a location where received and signed IEPs will be placed and reviewed daily. The special education administrative assistant will stop in each of the Ayer-Shirley school buildings daily to pick up all IEPs or other documents. The administrative assistant will process the IEP and document the date it was sent in the data tracker system.    The special education administrative assistant and ETL will participate in a one-day distinct base professional development in special education compliance and organizational process including Google Documents/ spreadsheet/ calendar. | | |
| **Title/Role of Responsible Person:**  Tara Bozek, Director of Special Education | | **Expected Date of Completion:**  06/15/2025 |
| **Evidence of Completion of the Corrective Action:**   * Internal data tracking system * Training materials (agenda, attendance sheets) | | |
| **Description of Internal Monitoring Procedures:**  The Administrator of Special Education will review the efficacy of the completion of the new monitoring system through a bi-monthly (alternating weeks) review of the Data Tracker system as well as review of randomly selected IEPs created since March 1, 2025. The Administrator of Special Education will meet with the ETLs bi-monthly to ensure the new process has been implemented and any emerging issues identified and resolved. The Data Tracker will be reviewed by 6/10/2025 to ensure both accuracy and access across buildings. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 18B Determination of placement; provision of IEP to parent | **Corrective Action Plan Status:** Approved  **Status Date:** 06/04/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Reports:**  By September 15, 2025, the district will provide a description of how compensatory services are considered by the Team whenever there is a noncompliant delay in IEP implementation.  By September 15, 2025, the district will submit training materials, agenda(s), attendance sheet(s) to demonstrate that relevant staff have been trained on the district's internal monitoring procedures.  By November 17, 2025, 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:**  09/15/2025  11/17/2025 | | |