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

# INTEGRATED MONITORING REVIEW CORRECTIVE ACTION PLAN Wachusett 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 the Integrated Monitoring Review Report dated 06/03/2025.

**Mandatory One-Year Compliance Date:** **06/03/2026**

**Summary of Required Corrective Action Plans in this Report**

| **Criterion** | **Criterion Title** | **Rating** |
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| SE 7 | Transfer of parental rights at age of majority and student participation and consent at the age of majority | Partially Implemented |
| 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 7 Transfer of parental rights at age of majority and student participation and consent at the age of majority | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of student records and staff interviews indicated that, at least one year prior to the student reaching age 18, the district does not consistently inform the student and the parent/guardian of the rights that will transfer from the parent/guardian to the student upon the student's 18th birthday. | | |
| **Description of Corrective Action:**  The Wachusett Regional School District recognizes that it needs to streamline its process for informing students and their parents/guardians of the rights that will transfer from the parent/guardian to the student upon the student's 18th birthday. Further training is required in this area for all relevant staff.  The district intends to create a spreadsheet for all students turning 17 for the 2025-2026 school year to allow the district to monitor that we consistently inform the student and parent/guardian of the rights that will transfer from the parent/guardian to the student upon the student's 18th birthday. Chairs will maintain and monitor the internal tracking/spreadsheet on a quarterly basis. The district will send a monthly form based on the student's birth date to ensure that when the student turns 17, notice is provided to the student and the parent/guardian.  To address the root cause, the district plans to take the following actions:   * Revise procedures for provisions of delivering Age of Majority notices * Train staff on the revised procedures, which will include staff training materials, meeting agendas, and signed attendance sheets * Develop internal monitoring and tracking systems to ensure sustaining compliance | | |
| **Title/Role of Responsible Person:**  Joan M DeAngelis | | **Expected Date of Completion:**  06/03/2026 |
| **Evidence of Completion of the Corrective Action:**   * Revised procedures for the provisions of Age of Majority notices * Evidence of staff training on the procedures which will include training materials, meeting agendas, and signed attendance sheets * Results of internal monitoring and tracking | | |
| **Description of Internal Monitoring Procedures:**  The director will review the internal monitoring spreadsheet monthly to ensure that, at least one year prior to the student reaching age 18, the district consistently informs the student and the parent/guardian of the rights that will transfer from the parent/guardian to the student upon the student's 18th birthday. For any noncompliance identified, the director will provide coaching or additional training, as required. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 7 Transfer of parental rights at age of majority and student participation and consent at the age of majority | **Corrective Action Plan Status:** Approved  **Status Date:** 07/17/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Reports:**  By August 29, 2025, the district will submit updated procedures on the requirements of transfer of parental rights at age of majority.  By October 27,2025, the district will submit evidence (agenda, training materials, and attendance sheet) of training provided to relevant staff on the updated procedures.  By December 22, 2025, staff from the Office of Public School Monitoring (PSM) will conduct a review of student records for evidence that at least one year prior to the student reaching age 18, the district informed the student and parent/guardian of the rights that will transfer from the parent/guardian to the student upon the student's 18th birthday. 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:**  08/29/2025  10/27/2025  12/22/2025 | | |

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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 district does not consistently issue the proposed IEP and proposed placement to the parent immediately following the development of the IEP. | | |
| **Description of Corrective Action:**  The Wachusett Regional School District performed a root cause analysis, which determined that the district made an error in calculating the timelines. In addition, the district has faced challenges in obtaining the final revised copy of the IEP for students who attend out-of-district school placements. This has resulted in the late delivery of Individualized Education Plans (IEPs) to parents.  To address the root cause, the district plans to develop procedures to ensure the immediate provision of the proposed IEP and placement to parents. These procedures include:   * + The implementation of internal monitoring systems to include tracking systems, and protocols for administrative oversight of IEP processes.   + Explicit timelines and workflow expectations for all Team members. * The development and use of Team Summary Sheets. | | |
| **Title/Role of Responsible Persons:**  Joan M DeAngelis | | **Expected Date of Completion:**  06/03/2026 |
| **Evidence of Completion of the Corrective Action:**   * Revised procedures to ensure immediate provision of the IEP. * Evidence of staff training on the procedures, such as training materials, meeting agenda, and signed attendance sheets * Results of internal monitoring and tracking | | |
| **Description of Internal Monitoring Procedures:**  The district will review expectations of delivering IEPs within the expected timeframe with the TEAM Chairpersons at each of the district schools. The Director will collect checklist(s)/team summary sheets from each team chairperson monthly to ensure that the district consistently issues the proposed IEP and proposed placement to the parent immediately following the development of the IEP. For any noncompliance identified, the director will provide coaching or additional training, as required. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 18B Determination of placement; provision of IEP to parent | **Corrective Action Plan Status:** Approved  **Status Date:** 07/09/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Reports:**  By August 29, 2025, the district will submit updated procedures on the requirements of immediate provision of the IEP to the parent.  By October 27, 2025, the district will submit evidence (agenda, training materials, and attendance sheets) of training provided to Team Chairs and other relevant staff on the updated procedures.  By December 22, 2025, staff from the Office of Public School Monitoring (PSM) will conduct a review of student records for evidence that 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. Upon completion of any such corrective actions, PSM staff will conduct an additional review of student records. | | |
| **Progress Report Due Dates:**  08/29/2025  10/27/2025  12/22/2025 | | |