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

##### SPECIAL EDUCATION AND CIVIL RIGHTS

##### MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Chicopee Public Schools

Monitoring Onsite Year: 2023-2024

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 08/17/2024.

**Mandatory One-Year Compliance Date:** **August 17, 2025**

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

| **Criterion** | **Criterion Title** | **Rating** |
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| SE 51 | Appropriate special education teacher licensure | Partially Implemented |

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| SPECIAL EDUCATION AND CIVIL RIGHTS  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 an individual who designs and provides direct special education services described in IEPs is not appropriately licensed. | | |
| **Description of Corrective Action:**  The district missed filing one waiver for a middle school special education teacher. This teacher is currently finishing her practicum in December and the District has filed a waiver on her behalf for this school year. | | |
| **Title/Role(s) of Responsible Persons:**  Dr. Andrea Stolar Director of Special Education | | **Expected Date of Completion:**  09/01/2024 |
| **Evidence of Completion of the Corrective Action:**  While the district is committed to hiring qualified candidates that are appropriately licensed for the grade level and subject area teaching, there may be instances where the candidate would require a waiver. The district has developed a process/procedure where all new hires that require a waiver must be approved by the assistant superintendent for curriculum before hiring.   * Building principals must provide timely documentation to support the waiver. * Will follow the Massachusetts Department of Elementary and Secondary Education’s waiver process. * The principals must write a letter of justification that lists all candidates that were   interviewed, a discussion of any candidates who were certified and interviewed, and the reason that they were not selected as the chosen candidate.   * A completed waiver form must be signed by the employee and the principal and sent to the Human Resources office. * The names of individuals who design and provide direct special education services described in IEPs, including new hires will be placed on a spreadsheet and included as part of the district’s internal monitoring procedures. | | |
| **Description of Internal Monitoring Procedures:**  The names of all individuals who design and provide direct special education services described in IEPs will be appropriately licensed. The internal monitoring system will include a spreadsheet that is shared and updated by the administrative assistant for the Human Resources Office on a daily/weekly basis creating a system of checks and balances to ensure no one in the district going forward will be missed. This spreadsheet will be shared with the assistant superintendents, special education director, and principals. For any non-compliance identified, the district will develop appropriate corrective action. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 51 Appropriate special education teacher licensure | **Corrective Action Plan Status:** Approved  **Status Date:** 09/20/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report:**  During a technical assistance meeting on September 13, 2024, the district reported that the individual identified at the time of the onsite was granted a waiver by the Department. The approved waiver was verified by the chairperson through the Department's Educator Licensure and Renewal (ELAR).  By October 21, 2024, the district will submit the spreadsheet that includes the name, role, grade level, subject area teaching and license number for all individuals designing and providing direct special education services described in IEPs. For any staff not appropriately licensed or on an approved waiver, the district will submit a root cause analysis, and detailed corrective action steps to ensure special education teachers are appropriately licensed or on an approved waiver. | | |
| **Progress Report Due Date:**  10/21/2024 | | |