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

##### SPECIAL EDUCATION AND CIVIL RIGHTS

##### MONITORING REVIEW

## CORRECTIVE ACTION PLAN

The Public Schools of Northborough and Southborough

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 07/11/2024.

**Mandatory One-Year Compliance Date:** **07/11/2025**

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

| **Criterion** | **Criterion Title** | **Rating** |
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| SE 19 | Extended evaluation | Partially Implemented |

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| SPECIAL EDUCATION AND CIVIL RIGHTS  MONITORING REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  SE 19 Extended evaluation | | **Rating:**  Partially Implemented |
| **Department Findings:**  Student record review and interviews indicated that the district does not consistently complete extended evaluations in eight weeks or less. | | |
| **Description of Corrective Action:**  The non-compliance occurred due to a calculation error in counting school days, for at least 1 student who was participating in a parent-consented extended evaluation (EE). District staff responsible for completing the forms and oversaw the implementation of the extended evaluation counted 45 school days from the start of the extended evaluation and had the meeting and conclusion at the end of the 45 school days.  District next steps to remedy the practice:   * Create up-to-date school day calendars at the beginning of each school year that will be reviewed and distributed to administrative assistants, team chairs, the out-of-district coordinator and student support administrators. * Conduct training with the above stated personnel and all special education teachers, to review the compliance standard that an extended evaluation should not exceed 8 weeks. * Adopt the procedure that every time an EE is to occur, a partner colleague will peer review the dates on the form to ensure the count of days is accurate and initial it on the EE cover sheet. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Support Services; Assistant Directors of Student Support Services | | **Expected Date of Completion:**  07/11/2025 |
| **Evidence of Completion of the Corrective Action:**   * Updated procedures * Staff training: staff meeting agenda and attendance sheets * Sample extended evaluation timeline cover sheet * Up-to-date school day calendar | | |
| **Description of Internal Monitoring Procedures:**  Student Support Services Administrators will conduct an internal quarterly record review to ensure an extended evaluation may extend longer than one week but does not exceed eight school weeks. In addition, there will be a quarterly peer review. For any noncompliance identified, the district will train and/or coach relevant staff, as necessary. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 19 Extended evaluation | **Corrective Action Plan Status:** Approved  **Status Date:** 07/29/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Reports:**  By October 11, 2024, the district will submit updated procedures and attendance sheets to demonstrate relevant staff were trained on the updates.  By January 17, 2025, the Department will conduct a review of student records, including those students identified during the initial onsite record review, for evidence that extended evaluations are consistently completed in eight weeks or less. | | |
| **Progress Report Due Dates:**  10/11/2024  01/17/2025 | | |