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

##### SPECIAL EDUCATION AND CIVIL RIGHTS

##### MONITORING REVIEW

## CORRECTIVE ACTION PLAN

School Union 28

Monitoring Onsite Year: 2023-2024

Program Area: Special Education

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 June 28, 2024.

**Mandatory One-Year Compliance Date:** **June 27, 2025**

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

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

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| SPECIAL EDUCATION AND CIVIL RIGHTS  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 one student record and interviews indicate that the district does not always issue a proposed IEP and proposed placement to the parent immediately following the development of the IEP. | | |
| **Description of Corrective Action:**  The root cause for the delay in providing a proposed IEP and placement to the parent is that the district was experiencing a period of many staff transitions, with multiple key leadership staff roles left unfilled. In addition to responsibilities to monitor special education services, the Director of Student Support Services was also functioning as the Acting Superintendent. These leadership positions have now been filled.  By October 1, 2024, the district will submit evidence that the Director of Student Support Services, the Student Support Services Coordinator, and special education liaisons have participated in professional development to review procedures for ensuring that the district provides parents with a meeting summary at the conclusion of each Team meeting and with a copy of the proposed IEP and placement or notification that the student is not eligible for special education within ten school-working days of each Team meeting. Training will include a review of regulations regarding timelines, the district’s expectation to provide parents with a meeting summary, and procedures to ensure parents are provided with proposed IEP and placement within ten days of the Team meeting. The training will also address the responsibility of each staff member in this process and the district’s internal monitoring procedures. The training will be conducted at special education staff meetings led by the Director of Student Support Services. Participants will sign an attendance sheet acknowledging their participation in the training and understanding of regulations, district procedures, and their responsibilities.  By December 15, 2024, the Department will conduct a review of student records across all grade levels to ensure compliance with the requirement to provide parents a proposed IEP within three to five days or ten school-working days after the IEP meeting when parents receive an IEP summary. For any identified non-compliance, the district will submit a root cause analysis and a description of appropriate corrective action taken. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Student Support Services | | **Expected Date of Completion:**  12/30/2024 |
| **Evidence of Completion of the Corrective Action:**   * Procedures from Erving School Union #28 Special Education Procedure Manual and training materials used to inform staff of procedures. * Evidence of training sessions, including agenda and employee sign-in sheets to confirm participation and understanding of concepts. * Results of the Department’s review of student records and, if applicable, root cause of any noncompliance and steps taken to address | | |
| **Description of Internal Monitoring Procedures:**  The Director of Student Support Services will provide training to all relevant special education staff at least annually on procedures to ensure parents are provided a proposed IEP and placement within 10 school-working days following the development of an IEP when parents are given a summary at the IEP meeting. This annual training will include a review of legal requirements, the role and responsibilities of the Director of Student Support Services, the Student Support Services Coordinator, and special education liaisons in this process, as well as district internal monitoring procedures.  The Director of Student Services will review an internal log of dates IEP meetings were held and were sent to parents. For any noncompliance identified with required timelines regarding provision of a proposed IEP and placement to the parent, the district will submit a root cause analysis and implement appropriate corrective actions. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 18B Determination of placement; provision of IEP to parent | **Corrective Action Plan Status:** Approved  **Status Date:** 07/18/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By October 1, 2024, the district will submit procedures for ensuring that the proposed IEP and proposed placement are issued to the parent immediately following the development of the IEP.  By October 1, 2024, the district will submit evidence of staff training on the district's procedures and protocol(s). Evidence will include training materials, agenda, and signed attendance sheets.  By January 31, 2025, the Department will conduct an onsite review of student records, across all schools, for evidence the district issues a 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. Subsequent progress reports may be required. | | |
| **Progress Report Due Date(s):**  10/01/2024  01/31/2025 | | |