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

##### INTEGRATED MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Franklin Public Schools

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 02/20/2025.

**Mandatory One-Year Compliance Date:** **02/20/2026**

**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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| INTEGRATED 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 staff 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 alerted the special educator that the temporary license expired. To obtain licensure, the individual was instructed to take two MTEL exams and passed both exams on 2/21/25.  Licensure Oversight Process:  The Human Resources Department extensively reviewed every educator’s licensure in the district. Letters with action steps were sent to the educators who did not have an active license or the appropriate licenses in the subject and grade level they were teaching. The educator will have two weeks (starting March 1, 2025) to meet with the Human Resources Department to provide an update on their licensure status. Based on that meeting, the educator will receive a follow-up letter regarding expectations, and it will be stated that the position will not be held for them for the 2025-26 school year if they do not have the appropriate licensure by June 30, 2025. | | |
| **Title/Role of Responsible Person:**  Paula Marano, Assistant Superintendent of Student Services | | **Expected Date of Completion:**  03/21/2025 |
| **Evidence of Completion of the Corrective Action:**  The Special Educator identified by PSM has been issued a Provisional license. | | |
| **Description of Internal Monitoring Procedures:**    The district has incorporated changes to oversight by the Human Resources Department. Human Resources will:   * Input every staff member’s licensing information in Aspen (information system). * Run a report regarding educator licensure in June of every school year. * The Human Resources Department will notify staff of their licensure status and the expectations and timelines for obtaining the appropriate licensure or renewing their license for the upcoming school year. * Monitor each identified employee’s licensure status until the appropriate licensure is obtained. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  SE 51 Appropriate special education teacher licensure | **Corrective Action Plan Status:** Approved  **Status Date:** 03/06/2025  **Correction Status:** Corrected | |
| **Basis for Decision:**  The district provided evidence of licensure for the individual who designs and/or provides direct special education services described in IEPs identified at the time of the onsite through Additional Documents in WBMS. PSM staff confirmed through a review of Educator Licensure and Renewal (ELAR) that the individual is now appropriately licensed. | | |