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

##### INTEGRATED MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Shrewsbury 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 01/28/2025.

**Mandatory One-Year Compliance Date:** **01/28/2026**

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

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

|  |
| --- |
| INTEGRATED MONITORING REVIEW**CORRECTIVE ACTION PLAN** |

|  |  |
| --- | --- |
| **Criterion & Topic:** SE 51 Appropriate special education teacher licensure | **Rating:** Partially Implemented |
| **Department Findings:** A review of documents and staff interviews indicated that two individuals who design and provide direct special education services described in IEPs are not appropriately licensed. |
| **Description of Corrective Action:** Root causes:* Increased pressures since 2020 led to less frequent and less complete licensure audits
* Leaves of absence of key personnel who support the licensure process
* Staffing considerations and availability of licensed staff since 2020 have led to needing to hire individuals who need more support in obtaining licensure
* Lack of special education college and university graduates to be considered as candidates
 |
| **Title/Role of Responsible Person:**Barbara A. MaloneExecutive Director of Human Resources | **Expected Date of Completion:**05/15/2025 |
| **Evidence of Completion of the Corrective Action:*** Procedures to ensure all individuals who design and provide direct special education services described in IEPs are appropriately licensed or hold an approved waiver
* Evidence demonstrating that the two identified individuals are appropriately licensed or have obtained a waiver or are dismissed from role
 |
| **Description of Internal Monitoring Procedures:** * Any person hired to provide direct special education services must be appropriately licensed at the time of hire, or there must be a written plan to obtain a waiver and a path to licensure.
* The written plan and path to licensure will be supported by the district in the following ways: Educators will receive 1) a trained mentor to help with their competency development and 2) HR and evaluator support in the steps needed from them for a hardship waiver and to obtain their license.
* Both the paraeducator and educator contracts provide funding for tuition reimbursement for college and university coursework.
* The district will provide annual guidance to staff so that they have the information needed to apply for the next license.
* Supervisors/evaluators will discuss licensure during formative and summative conversations with all licensed employees and all those on a waiver.
* All employees in their first three years of employment will have their license status monitored annually as part of the supervision and evaluation process. Employees who are on a waiver will especially be monitored for progress toward a license.
* The district will undertake an annual audit of all licensed employees to ensure their license is still valid and to take action steps if any discrepancies are found.
 |
| CORRECTIVE ACTION PLAN APPROVAL SECTION |
| **Criterion:** SE 51 Appropriate special education teacher licensure | **Corrective Action Plan Status:** Approved **Status Date:** 03/03/2025 **Correction Status:** Not Corrected |
| **Required Elements of Progress Report:** By May 15, 2025, the district will submit evidence demonstrating that the two identified individuals are appropriately licensed or have obtained a waiver. For any special education teacher not appropriately licensed or who has not obtained a waiver, the district will provide an action plan for each teacher who remains unlicensed. Based on the licensure status, subsequent progress reports may be required. |
| **Progress Report Due Date:** 05/15/2025 |