

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
COORDINATED PROGRAM REVIEW**

**Charter School or District: Methuen Public Schools
Corrective Action Plan Forms**

**Program Area: English Learner Education
Prepared by: Jane Sigillo**

CAP Form will expand to as many lines as necessary. Before completing and emailing to pqacap@doe.mass.edu, please see separate *Instructions for Completing Corrective Action Plans*.

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 Coordinated Program Review Final Report to the school or district.

Mandatory One-Year Compliance Date: September 7, 2016

COORDINATED PROGRAM REVIEW CORRECTIVE ACTION PLAN (To be completed by school district/charter school)	
Criterion & Topic: ELE 10 Parent Notification	Rating: Partially Implemented
Department CPR Finding: <i>Document and record review indicated that while the district sends notification upon initial identification and annually thereafter for ELE students, this notification letter is missing the following components: 1) how the program will meet the educational strengths and needs of the student; 2) how the program will specifically help the child learn English; and 3) the parents' right to apply for a waiver, or to decline to enroll their child in the program.</i>	
Narrative Description of Corrective Action: As of July 1, 2015, the district began using the MA DESE's resource "Initial / Annual Parental Notification1 of English Language Education (ELE) and Title III Program Placement," which includes the components that had been missing from the letter we used formerly.	
Title/Role of Person(s) Responsible for Implementation: Language Acquisition Department (LAD) Director, and LAD Program Assistant	Expected Date of Completion for Each Corrective Action Activity: Implementation began July 1, 2015, and is ongoing
Evidence of Completion of the Corrective Action: An English copy, and copies in several other languages, of the new letter will be submitted with this Corrective Action Plan Form	
Description of Internal Monitoring Procedures: LAD Director to check in monthly with LAD Program Assistant, who is responsible for preparing parent letters, and also to sample student folders at random, three times per school year.	

CORRECTIVE ACTION PLAN APPROVAL SECTION (To be completed by the Department of Elementary and Secondary Education)	
Criterion: ELE 10	Status of Corrective Action: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> Disapproved
Basis for Partial Approval or Disapproval: The district submitted, along with its Corrective Action Plan, an updated Initial/Annual Parental Notification letter containing all required elements. The district reports that implementation of this notification, which is the Department's template, began July 1, 2015.	
Department Order of Corrective Action: Not Applicable	
Required Elements of Progress Report(s): Conduct an internal record review of 20 English Language Learner files, ensuring that the newly adopted Initial/Annual Notification letter is being utilized. Include the number of records found to be in compliance. For any records found to be noncompliant, identify the root cause for the noncompliance and any steps that the district has taken to remedy the file(s). This progress report is due by January 29, 2016 .	
*Please note when conducting internal monitoring the district must maintain the following documentation and make it available to the Department upon request a) List of student names and grade levels for the records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, their role(s) and signature(s).	
Progress Report Due Date(s): January 29, 2016	

COORDINATED PROGRAM REVIEW CORRECTIVE ACTION PLAN (To be completed by school district/charter school)	
Criterion & Topic: ELE 14 Licensure Requirements	Rating: Partially Implemented
Department CPR Finding: <i>District documentation and a review of ELAR indicated that not all district ESL teachers that provide students with ESL instruction hold an ESL license or a current waiver issued by the Massachusetts Department of Elementary and Secondary Education.</i>	
Narrative Description of Corrective Action: At the time of the CPR, there was 1 ESL teacher who was not licensed in ESL and was not on a waiver; she was not rehired for this school year, and a licensed ESL teacher was hired for that classroom.	
Title/Role of Person(s) Responsible for Implementation: LAD Director	Expected Date of Completion for Each Corrective Action Activity: Completed as of July 1, 2015
Evidence of Completion of the Corrective Action: Copy of the MA DESE teaching certificate of the teacher who was hired for the classroom in which a non-ESL licensed teacher had been working at the time of the CPR.	
Description of Internal Monitoring Procedures: When ESL positions become open, LAD Director to hire only ESL-licensed teachers to fill them.	
CORRECTIVE ACTION PLAN APPROVAL SECTION (To be completed by the Department of Elementary and Secondary Education)	

Criterion: ELE 14	Status of Corrective Action: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> Disapproved
Basis for Partial Approval or Disapproval: N/A	
Department Order of Corrective Action: N/A	
Required Elements of Progress Report(s): Provide evidence of the licensure of the current ESL teacher(s) by the progress report due date.	
Progress Report Due Date(s): January 29, 2016	

COORDINATED PROGRAM REVIEW CORRECTIVE ACTION PLAN (To be completed by school district/charter school)	
Criterion & Topic: ELE 17 Program Evaluation	Rating: Not Implemented
Department CPR Finding: <i>Documentation and staff interviews indicated that the district has ELEET (English learner Education Evaluation Team) meetings with parents to receive their feedback regarding the ELE program in the district and teacher surveys to determine how the district program can be improved; however, the district does not have a comprehensive process to evaluate the effectiveness of its ELE programming in developing students' English language skills and increasing their ability to participate meaningfully in the educational program. Please see http://www.doe.mass.edu/ell/ProgramEvaluation.pdf.</i>	
Narrative Description of Corrective Action: The district will undertake a comprehensive process to evaluate its ELE programming, using the DESE's <i>District ELE Program Evaluation</i> template as our guide throughout the process. Step 1: Establish a team; Step 2: Gather and organize data; Step 3 A: Analyze the data – identify the district's strengths; Step 3B: Analyze the data – identify the district's challenges; Step 4: Set the target; Step 5: Action plan; Step 6: Monitoring	
Title/Role of Person(s) Responsible for Implementation: LAD Director	Expected Date of Completion for Each Corrective Action Activity: Meetings will be held for each step of the process. Timeline for completion: Step 1: by end of October 2015; Step 2: by Dec. Dec. 21, 2015; Step 3A and B: by Feb. 12, 2016; Step 4: by end of March 2016; Step 5: by May 20, 2016; Step 6: Monitoring to be ongoing. A Monitoring form will be devised at the May 2016, meeting, and thereafter the team will meet 2X yearly in order to review progress towards established goals: estimated meeting dates: December 2016 and April 2017.
Evidence of Completion of the Corrective Action: Meeting agendas and minutes from each session, participant attendance sheets, and completed sections of the <i>District ELE Program Evaluation</i> template. Additionally, any tables completed (from the <i>District ELE Program Evaluation</i> at any juncture will be included.	
Description of Internal Monitoring Procedures: A Monitoring form will be devised by the team at the May 2016 meeting, and thereafter the team will meet 2X yearly in order to review progress towards	

established goals, and to determine any changes that may be needed. Monitoring form will be completed at these meetings. Estimated twice-yearly meeting dates: December 2016 and April 2017.

CORRECTIVE ACTION PLAN APPROVAL SECTION
(To be completed by the Department of Elementary and Secondary Education)

Criterion: ELE 17	Status of Corrective Action: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> Disapproved
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Basis for Partial Approval or Disapproval: N/A

Department Order of Corrective Action: N/A

Required Elements of Progress Report(s):

1. Please provide a copy of the most recent evaluation conducted by the district to identify the strengths and areas of improvement in developing ELLs' English language skills and increasing their ability to participate meaningfully in the district's educational program..
2. Please submit the description of program adjustments or changes that will be made in response to the ELE program evaluation.

Progress Report Due Date(s): June 24, 2016

COORDINATED PROGRAM REVIEW
CORRECTIVE ACTION PLAN
(To be completed by school district/charter school)

Criterion & Topic: ELE 18 Records of ELL Students	Rating: Partially Implemented
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Department CPR Finding: *Record review indicated that progress reports and parent notification letters are not always documented in the record.*

Narrative Description of Corrective Action: Persons responsible for filing of progress reports and parent notification letters shall be trained on proper procedure for filing of these records

Title/Role of Person(s) Responsible for Implementation: LAD Director; school secretarial staff; LAD teachers	Expected Date of Completion for Each Corrective Action Activity: Secretarial staff to be addressed at a meeting on November 3, 2015; LAD teachers to be addressed in December 2015, and January 2016
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Evidence of Completion of the Corrective Action: Sign-in sheets and agendas from meetings at which these groups of people have been met with

Description of Internal Monitoring Procedures: Periodic and random record reviews in each school, to be done at least twice per school year, by any member of the Language Acquisition Department, including: LAD Director; LAD Supervisor; ELL Instructional Coaches; ESL teachers.

CORRECTIVE ACTION PLAN APPROVAL SECTION
(To be completed by the Department of Elementary and Secondary Education)

Criterion: ELE 18	Status of Corrective Action: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Partially Approved <input type="checkbox"/> Disapproved
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Basis for Partial Approval or Disapproval: Not Applicable

Department Order of Corrective Action: Not Applicable

Required Elements of Progress Report(s):

Please note that the Department has developed a file maintenance checklist, available at <http://www.doe.mass.edu/ell/resources.html>.

Provide evidence of staff training, including signed attendance sheets (with name and role), agenda, and any training materials regarding ELL record maintenance. This progress report is due **January 29, 2016**.

Conduct an internal record review of 20 English Language Learner files, ensuring that ELL files contain all required elements including parent notices and progress reports. Include the number of records found to be in compliance. For any records found to be noncompliant, identify the root cause for the noncompliance and any steps that the district has taken to remedy the file(s). This progress report is due by **March 25, 2016**.

***Please note when conducting internal monitoring the district must maintain the following documentation and make it available to the Department upon request a) List of student names and grade levels for the records reviewed; b) Date of the review; c) Name of person(s) who conducted the review, their role(s) and signature(s).**

Progress Report Due Date(s): January 29, 2016; March 25, 2016