

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4096

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May 13, 2010

Maria Geryk, Interim Superintendent
Pelham School District
170 Chestnut Street
Amherst, MA 01002

Re: Pelham Mid-cycle Report

Dear Superintendent Geryk:


Enclosed is the Department of Elementary and Secondary Education's Mid-cycle Report based on the Mid-cycle Review conducted in your district in April 2010. In this Mid-cycle Review the Department monitored selected special education criteria to determine your district's compliance with special education laws and regulations. The review consisted of information gathered from interview and review of documentation and student records.

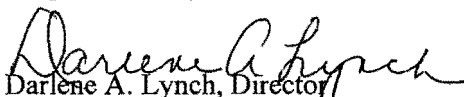
The Department found one or more of the criteria monitored in your district to be "Partially Implemented." In all instances where noncompliance has been found, the Department has prescribed corrective action for the district. This corrective action must be implemented as soon as possible, but in no case later than a year from the date of this report. You will find these requirements for corrective action included in the enclosed report, along with requirements for submitting progress reports using the enclosed form.

Please provide the Department with your written assurance that all of the required corrective action will be implemented by your district within the timelines specified in the report. You must submit your statement of assurance to Darlene Lynch, Director, Program Quality Assurance Services, by June 1, 2010.

Your staff's cooperation throughout this Mid-cycle Review is appreciated. If you have questions about this letter or the enclosed report, please do not hesitate to contact Sandra Hanig at (413) 858-4591.

Sincerely,


Sandra K. Hanig, Mid-cycle Review Chairperson
Program Quality Assurance Services


Darlene A. Lynch, Director
Program Quality Assurance Services

cc: Mitchell D. Chester, Ed.D., Commissioner of Elementary and Secondary Education
D. Beth Lopez, Supervisor, Program Quality Assurance Services
Tracy Farnham, Pelham School Committee Chairperson
Jo Ann Smith, Interim Director of Special Education

Encs: Mid-cycle Report
Mid-cycle Progress Report Form

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
MID-CYCLE REPORT**

Pelham Public School District

Dates of the Mid-cycle Review Onsite: April 1, 2010

Date of this Report: May 13, 2010

Required Special Education Criteria Monitored in this Mid-cycle Review

Current special education criteria available by scrolling down to the special education instrument at <http://www.doe.mass.edu/pqa/review/cpr/default.html>

Criterion	Criterion Implemented ✓	Criterion Partially Implemented or Not Implemented	Method(s) of Investigation	Basis of Determination about Criterion	<i>If Partially Implemented or Not Implemented:</i> (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
SE 3 Special Requirements for the Determination of Specific Learning Disability	Implemented		Student Record Review and Staff Interview	Pelham School District consists of one elementary school building and has fewer than 30 students with special needs. Currently no student is suspected of having a specific learning disability. Interview indicated the district has developed procedures that are fully understood by IEP Team members and will be implemented if a student is suspected of having a specific learning disability.		

Criterion	Criterion Implemented ✓	Criterion Partially Implemented or Not Implemented	Method(s) of Investigation	Basis of Determination about Criterion	<i>If Partially Implemented or Not Implemented:</i> (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
SE 52A Registration of Educational Interpreters	Implemented		Documentation Review and Staff Interview	The district does not currently have a deaf or hard of hearing student enrolled who requires the assistance of an interpreter. The district submitted its written plan to contact the Massachusetts Commission for the Deaf and Hard of Hearing when a registered educational interpreter must be hired. This plan meets requirements of this criterion.		

Additional Special Education Criteria Monitored in this Mid-cycle Review

Current special education criteria available by scrolling down to the special education instrument at <http://www.doe.mass.edu/pqa/review/cpr/default.html>

Criterion	Criterion Implemented ✓	Criterion Partially Implemented or Not Implemented	Method(s) of Investigation	Basis of Determination about Criterion	<i>If Partially Implemented or Not Implemented:</i> (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
SE 6 Determination of Transition Services	Not Applicable		Documentation Review and Staff Interview	Pelham School District serves students in grades Kindergarten to grade 6 exclusively. Documentation of transition services is required for students age 14 and above.		
SE 8 IEP Team Composition and Attendance	Implemented		Student Record Review and Staff Interview	The Department found a signed attendance sheet for the most recent IEP in each student record reviewed, which verifies all required persons attended the Team meeting. If the parent and district agreed that a Team member's attendance was not required, documentation of the parent's written consent to excuse the Team member and the missing member's written input was found. The district is meeting the regulatory requirements of this criterion.		

Criterion	Criterion Implemented ✓	Criterion Partially Implemented or Not Implemented	Method(s) of Investigation	Basis of Determination about Criterion	<i>If Partially Implemented or Not Implemented:</i> (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
<p align="center">SE 9 Timelines for Determination of Eligibility and Provision of Documentation to Parents</p>		<p align="center">Partially Implemented</p>	<p align="center">Student Record Review and Staff Interview</p>	<p>Student record review and staff interview indicated that the district did not consistently meet timelines for provision of the IEP to parents following receipt of signed consent to conduct evaluations. The district did not always provide parents with either a proposed IEP or finding of no eligibility within 45 school-working days.</p>	<p>The district must develop procedures and train key staff to ensure parents are provided with either two copies of a proposed IEP or a written finding of no eligibility for special education within 45 school-working days of the date the parent signs consent to conduct assessments for an initial or 3-year re-evaluation.</p> <p>The district must also conduct internal monitoring of the effectiveness of these procedures to meet IEP timelines and provide the Department with a report on its findings.</p> <p>The district will maintain the following documentation and make it available to the Department upon request: list of student names and grade levels for the student records reviewed, date of the</p>	<p>By September 20, 2010, the district must submit its written procedures to ensure parents are provided with either two copies of a proposed IEP or a written finding of no eligibility for special education within 45 school-working days of the date the parent signs consent for an initial or 3-year re-evaluation.</p> <p>In addition, provide evidence that staff members who have a role in these procedures have been trained, including:</p> <ul style="list-style-type: none"> • Agenda • Materials used • Signature and title of staff in attendance <p>By January 20, 2011 the district must submit the results of an administrative review of student records for evidence that timelines for provision of IEP or</p>

Criterion	Criterion Implemented ✓	Criterion Partially Implemented or Not Implemented	Method(s) of Investigation	Basis of Determination about Criterion	<i>If Partially Implemented or Not Implemented:</i> (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
					review, name(s) of person(s) who conducted the review with roles and signatures.	finding of no eligibility to the parent within 45 days of receipt of signed consent for all initial or three year re-evaluations are being met in the district subsequent to the training, including: <ul style="list-style-type: none"> • Means of review • Number of IEPs monitored. • Number found in compliance with requirements. • Root causes of any non-compliance. • Actions taken to remedy any non-compliance.
SE 18B Determination of Placement; Provision of IEP to Parent		Partially Implemented	Student Record Review and Staff Interview	Student record review and staff interview indicate that at the conclusion of the IEP meeting, the district did not consistently provide parents a written summary of the decisions and agreements reached during the Team meeting that includes a completed IEP service delivery grid describing the	The district must develop procedures and train key staff to ensure parents are provided with a written summary of the decisions and agreements reached during the Team meeting that includes a completed IEP service delivery grid describing the types and amounts of	By September 20, 2010 , submit written procedures to ensure parents receive a summary of the agreements at the conclusion of the IEP meeting that contains all required elements and 2 copies of the proposed IEP within two weeks of

Criterion	Criterion Implemented ✓	Criterion Partially Implemented or Not Implemented	Method(s) of Investigation	Basis of Determination about Criterion	<i>If Partially Implemented or Not Implemented:</i> (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
				types and amounts of special education and/or related services proposed by the district and a statement of the major goal areas associated with these services. The district must then follow-up with two copies of the proposed IEP sent to the parent within 2 weeks after the date the IEP meeting was held.	<p>special education and/or related services proposed by the district and a statement of the major goal areas associated with these services, which is followed-up with two copies of the proposed IEP sent to the parent within 2 weeks of the date the IEP meeting was held.</p> <p>The district must conduct internal monitoring for evidence of meeting the timelines and document requirements at the conclusion of IEP Team meetings.</p> <p>The district will maintain the following documentation and make it available to the Department upon request: list of student names and grade levels for the student records reviewed, date of the review, name(s) of person(s) who conducted the review with roles and signatures.</p>	<p>the IEP Team meeting. These procedures must include information on person(s) responsible for each procedural step, as well as a plan for on-going monitoring of the effectiveness of planned procedures.</p> <p>In addition, provide evidence that staff members who have a role in these procedures have been trained, including:</p> <ul style="list-style-type: none"> • Agenda • Materials used • Signature and title of staff in attendance <p>By January 20, 2011, the district must submit the results of an administrative review of student records for evidence of meeting the requirements for the immediate provision of the IEP to the parent for all IEP meetings held in the district subsequent to training, including:</p>

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						<ul style="list-style-type: none"> • Means of review • Number of IEPs monitored. • Number found in compliance with requirements. • Root causes of any non-compliance. • Actions taken to remedy any non-compliance.
SE 29 Communications in English and Primary Language of the Home	Implemented		Student Record Review and Staff Interview	The district has developed procedures to determine the primary language of the home and has procedures in place to provide interpreters and translated documents as needed.		

School District: **Pelham School District**

MID-CYCLE PROGRESS REPORT

Date Prepared: _____

Prepared by: _____
(name and title)

Criterion: _____

Topic: _____

For each criterion for which you prepare a progress report, please

- make a copy of this cover page,
- fill in the information requested above, and
- attach a complete description of the corrective action taken and any accompanying documentation.

(Description of corrective action for each criterion and any accompanying documentation should include all of the "Progress Report Required Elements" for that criterion in the Mid-cycle Report.)

**Send the whole set of completed progress reports to:
Darlene Lynch, Director
Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148-4906**