

# The Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4096

Telephone: (781) 338-3700  
TTY: N.E.T. Relay 1-800-439-2370

May 13, 2010

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

Re: Amherst-Pelham Mid-cycle Report

Dear Superintendent Geryk:

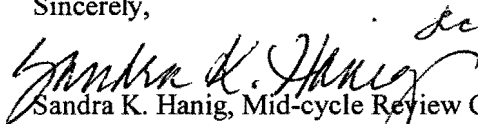
Enclosed is the Department of Elementary and Secondary Education's Mid-cycle Report based on the Mid-cycle Review conducted in your district in April 2010. In this Mid-cycle Review the Department monitored selected special education criteria to determine your district's compliance with special education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

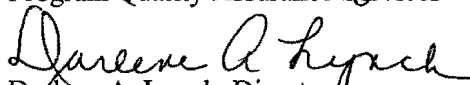
The Department found one or more of the criteria monitored in your district to be "Partially Implemented." In all instances where noncompliance has been found, the Department has prescribed corrective action for the district. This corrective action must be implemented as soon as possible, but in no case 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  
Farshid Hajir, Amherst-Pelham Regional 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**

**Amherst- Pelham Regional 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	The district is appropriately evaluating students suspected of having a specific learning disability (SLD.) Written documentation was found in the file of each student suspected of having a SLD, including all current recommended SLD forms and the mandated Team Determination of Eligibility Form with signatures of each IEP Team member.		
SE 52A Registration of	Implemented		Documentation Review and Staff Interview	The district does not currently have a deaf or hard of hearing student enrolled who requires the		

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
Educational Interpreters				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	If Partially Implemented or Not Implemented: (a) Required Corrective Action and Timelines for Implementation	(b) Progress Report Due Date(s) and Required Elements
SE 6 Determination of Transition Services	Implemented		Student Record Review and Staff Interview	The district ensures the IEP Team discusses a student's transition needs annually, beginning no later than when the student is 14 years old. The Department found a completed Transition Planning Form in each file reviewed of a student age 14 or older. The district is meeting the regulatory requirements of this criterion.		
SE 8 IEP Team Composition and Attendance	Implemented		Student Record Review and Staff Interview	Student record review and staff interview indicated that IEP Teams consistently include all required participants. 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
SE 9 Timelines for Determination of Eligibility and Provision of Documentation to Parents	Implemented		Student Record Review and Staff Interview	Student record review and interviews indicated that within 45 school-working days after receipt of the parent's written consent to conduct evaluations, the school district provided the parent with either a proposed IEP or written explanation of the finding of no eligibility.		
SE 18B Determination of Placement; Provision of IEP to Parent		Partially Implemented	Student Record Review and Staff Interview	Student record review and interview indicated that the district provides parents with a written summary of the decisions and agreements reached during the Team meeting including a completed IEP service delivery grid describing the 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, as required. However, student record review also indicated that the district did not, consistently, provide the parent with two copies (one to sign and return, one to keep) of the completed IEP within two weeks of the IEP Team meeting as is required if the summary is	The district must develop procedures to ensure that parents are provided with two copies of the complete proposed IEP within two weeks of the IEP Team meeting, if a written summary is provided at the conclusion of the meeting. Further, the district must train appropriate staff in these procedures.  The district must also conduct internal monitoring of IEP timelines and provide the Department with a report on its findings. Information that must be included in this report is	By <b>September 20, 2010</b> , the district must submit its written plan to ensure the IEP is provided to parents within two weeks of the IEP Team meeting. This plan 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.  In addition, provide evidence that staff members who have a role in these procedures have been trained, including: • Agenda

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
				provided at the meeting.	detailed in the column to the right.  <b>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.</b>	<ul style="list-style-type: none"> <li>• Materials used</li> <li>• Signature and title of staff in attendance</li> </ul> <p>By <b>January 20, 2011</b>, the district must submit the results of an administrative review of timelines for provision of IEP to the parent for all IEP meetings held in the district after September 20, 2010 including:</p> <ul style="list-style-type: none"> <li>• Means of review</li> <li>• Number of IEPs monitored.</li> <li>• Number found in compliance with requirements.</li> <li>• Root causes of any non-compliance.</li> <li>• Actions taken to remedy any non-compliance.</li> </ul>
SE 29 Communications in English and Primary Language of the Home		Partially Implemented	Student Record Review, Documentation Review and Staff	The district has developed procedures to determine what the primary language of the home is and is providing interpreters and translating some documents.	The district must submit a written plan to ensure that it is providing oral and written communication of all special education forms and notices in both English	By <b>September 20, 2010</b> , submit the district's written plan to ensure that it is providing oral and written communication of all

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
			Interview	Review of the attendance sheet at IEP Team meetings indicated interpreters are attending IEP Team meetings. Although some written translated documents and notation of the use of a foreign language interpreter to orally communicate the content of notices were found in student records, documentation of translation of all important special education forms and notices was not consistently found in student records.	<p>both English and the primary language of the home, if such primary language is not English.</p> <p>The district must also conduct internal monitoring of the effectiveness of its procedures and provide the Department with a report on its findings.</p> <p><b>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.</b></p>	<p>special education forms and notices to in both English and the primary language of the home, if such primary language is not English.</p> <p><b>By January 20, 2011,</b> submit the results of a review of the records. This report must include the following information:</p> <ul style="list-style-type: none"> <li>• Means of review</li> <li>• Number of IEPs monitored.</li> <li>• Number found in compliance with requirements. Indicate how method of translating each form or notice was documented in the student record.</li> <li>• Root causes of any non-compliance.</li> <li>• Actions taken to remedy any non-compliance.</li> </ul>

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

**School District: Amherst-Pelham Regional 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**