

Massachusetts Department of Elementary and Secondary Education

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June 4, 2019

Ms. Maureen Vibert
Executive Director
Nashoba Learning Group, Inc.
10 Oak Park Drive
Bedford, MA 01730

Re: Approved Special Education Schools Mid-cycle Review and Verification of previous Program
Review Corrective Action Plan
A - Nashoba Day Program

Dear Ms. Vibert:

Enclosed is the Department of Elementary and Secondary Education's ("Department") Approved Special Education Schools Mid-cycle Review Report based upon the Mid-cycle Review conducted in your approved special education school program in April 2019.

This report includes the Department's findings regarding the implementation status and effectiveness of corrective steps taken in response to your previous Program Review Report issued on August 8, 2016. This report also includes detailed findings describing the determination of the Department about the implementation status of selected Mid-cycle review criteria as well as the implementation of new state or federal special education requirements enacted since your program's last Program Review.

For requirements not found to be fully implemented, the Department has prepared a Corrective Action Plan for the program that must be implemented without further delay. You will find these requirements for corrective action and further progress reporting included in the attached report, together with any steps that must be taken by the program to fully implement special education requirements.

Please note that the program must demonstrate resolution of noncompliance identified by the Department as soon as possible but in no case later than one year from the issuance of the Department's Final Mid-cycle Review Report.

At this time, the Department requests that you upload a written assurance signed by you and the chairperson of your Board of Directors. This statement must contain:

- a. a description of the steps the program is taking to make the Department's findings available to staff, parent advisory groups and the general public; and
- b. an assurance that your program will implement the corrective action ordered by the Department within the required timelines.

Please go into the WBMS and upload your program's written assurance into Additional Documents no later than **June 18, 2019**. You can do this by accessing: > MCR > Self-Assessment > Additional Documents.

The Department will notify you of your program's next regularly scheduled Program Review several months before it is to occur. At this time, we anticipate the next routine monitoring visit to occur sometime during the 2021-2022 school year, unless the Department determines that there is some reason to schedule this visit earlier.

The approval certificate enclosed with this correspondence shall remain in effect until August 8, 2019, and will be contingent upon continued compliance with all regulations contained within 603 CMR 28.00 "Special Education Regulations," 603 CMR 18.00 "Program And Safety Standards For Approved Public Or Private Day And Residential Special Education School Programs," and 603 CMR 46.00 "Prevention of Physical Restraint and Requirements If Used." The Department may change this approval status at any point during this three-year period if circumstances arise that warrant such a change.

Please be advised that the attached Department Approval Certificate must be conspicuously posted in a public place within the program as required by 603 CMR 28.09.

In closing, we would like to extend our thanks to the administration and staff who shared their time and thoughts so generously during the preparation and onsite phases of the visit. Should you require any additional information, please do not hesitate to contact the Onsite Team Chairperson.

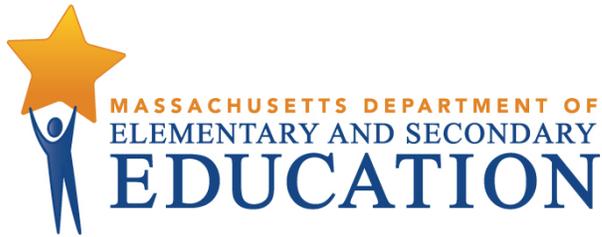
Sincerely,

Helen Murgida, Mid-cycle Review Chairperson
Office of Approved Special Education Schools

Nina M. Marchese, M.Ed., Director
Office of Approved Special Education Schools

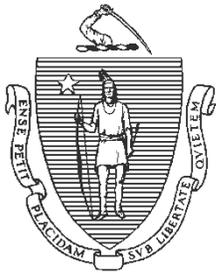
c: Elizabeth Martineu, President of the Board of Directors
Jeffrey C. Riley, Commissioner of Elementary and Secondary Education
Russell Johnston, Ph.D., Senior Associate Commissioner
Joanne K. Morris, Supervisor, Office of Approved Special Education Schools

Encl.: Mid-cycle Review Report
Provisional Approval Certificate, Expiration Date: September 16, 2019
Nashoba Day Program



MID-CYCLE REVIEW REPORT
Nashoba Learning Group, Inc.
MCR Onsite Dates: 04/09/2019 - 04/11/2019

Programs under review for the agency:
A - Nashoba Day Program



Jeffrey C. Riley
Commissioner of Elementary and Secondary Education

PS Criterion #2.2 - Approvals, Licenses, Certificates of Inspection

Rating:

Implemented

Basis for Findings:

A review of documentation and observation indicated that there were current approvals, licenses and certificates of inspection from appropriate local authorities for all buildings used by the students.

PS Criterion #4.5 - Immediate Notification

Rating:

Implemented

Basis for Findings:

A review of documentation and student records indicated that the policy on Immediate Notification Regarding Serious Incidents met the current requirements and included notification to appropriate parties of such incidents, as well as the person responsible for oversight. A review of student records showed that the program maintains copies of all incidents regarding students.

PS Criterion #6.1 - Daily Instructional Hours/6.4 School Days Per Year

Rating:

Implemented

Basis for Findings:

A review of documentation indicated that all students were scheduled to receive the required number of instructional hours per year, and that the required number of school days per year was scheduled for all students.

PS Criterion #8.5 - Current IEP & Student Roster

Rating:

Implemented

Basis for Findings:

A review of documentation and student records indicated that there was a current IEP for each enrolled Massachusetts student that had been issued by the responsible public school district and consented to by the student's parent, or the student, when applicable. In student records where an IEP was found to not be current, there was documentation of the program's efforts to obtain a current IEP from the responsible school district.

PS Criterion #9.1 - Policies and Procedure for Behavior Support

Rating:

Implementation In Progress

Basis for Findings:

A review of documentation indicated that while the Behavior Support Policy and Procedures were submitted it did not include all of the required elements.

Department Order of Corrective Action:

Nashoba Learning Group must update its Behavior Support Policy and Procedures and include all required elements in the required format. Once the Department has approved the Behavior Support Policy and Procedures the program must provide training to all staff and maintain appropriate training documentation.

Required Elements of Progress Reports:

For the June 28, 2019 progress report, Nashoba Learning Group must submit an updated Behavior Support Policy and Procedures that includes all required elements of this criterion.

Once the Department approves the Behavior Support Policy and Procedures, the program must provide training to all staff by submitting: 1) the name and job title of the person conducting the training; 2) the dates and times when this training was held; 3) the length of time allotted for the training; 4) a list of all staff in alphabetical order by the last name with their position and title; and 5) for any staff who did not receive the training, the reason why and when their training is scheduled.

Progress Report Due Date(s):

06/28/2019

08/28/2019

PS Criterion #9.1(a) - Student Separation Resulting from Behavior Support

Rating: Implementation In Progress			
Basis for Findings: A review of documentation indicated that while the Student Separation Resulting from Behavior Support Policy was provided in the correct format, it did not contain all required elements of this criterion.			
Department Order of Corrective Action: Nashoba Learning Group must update its Student Separation Resulting from Behavior Support Policy and Procedures to include all required elements. Once the Department has approved the policy, the program must provide training to all staff and maintain appropriate training documentation.			
Required Elements of Progress Reports: For the June 28, 2019 progress report, Nashoba Learning Group must submit an updated Policy and Procedures for Student Separation Resulting from Behavior Support with all required elements including the introductory paragraph, outlined in the required format, and remove of all extraneous information. Once the Department has approved the policy, the program must provide evidence of training for all staff by submitting: 1) the name and job title of the person conducting the training; 2) the dates and times when the training was held; 3) the length of time allotted for the training; 4) a list of all staff in alphabetical order by last name with their position title; 5) for any staff who did not receive the training, the reason why and when their training is scheduled.			
Progress Report Due Date(s):			
06/28/2019	08/28/2019		

PS Criterion #9.4 - Physical Restraint

Rating: Implementation In Progress			
Basis for Findings: A review of documentation indicated that while the Physical Restraint Policy was provided using the required format, it did not contain all of the required elements of this criterion.			
Department Order of Corrective Action: Nashoba Learning Group must update its Physical Restraint Policy and Procedures and include all required elements in the required format. Once the Department has approved the Physical Restraint Policy, the program must provide training to all staff and maintain appropriate training documentation.			
Required Elements of Progress Reports: For the June 28, 2019 progress report, Nashoba Learning Group must submit an updated Physical Restraint Policy and Procedures that includes all required elements of this criterion. Once the Department has approved the Physical Restraint Policy and Procedures, the program must provide training to all staff by submitting: 1) the name and job title of the person conducting the training; 2) the dates and times when the training was held; 3) the length of time allotted for the training; 4) a list of all staff in alphabetical order by last name with their positions and title; and 5) for any staff who did not receive the training, the reason why and when their training is scheduled. Completed			
Progress Report Due Date(s):			
06/28/2019	08/28/2019		

PS Criterion #11.3 - Educational Administrator Qualifications

Rating: Implemented			
Basis for Findings: A review of documentation indicated that the Educational Administrator possessed the required qualifications to serve in this position.			

PS Criterion #11.4 - Teachers (Special Education Teachers and General Education Teachers)

Rating: Implemented			
Basis for Findings: A review of documentation indicated that the teaching staff were appropriately licensed or had been granted an appropriate waiver for the 2018-2019 school year.			

PS Criterion #11.5 - Related Services Staff

Rating:

Implemented

Basis for Findings:

A review of documentation indicated that the staff providing or supervising the provision of related services were appropriately certified, licensed or registered in their professional areas.

PS Criterion #11.6 - Master Staff Roster

Rating:

Implemented

Basis for Findings:

A review of documentation indicated that at the time of the Mid-cycle Review, the Master Staff Roster contained the name, program job title, corresponding Uniform Financial Report (UFR) title number and full-time equivalent (FTE) for all staff. The Master Staff Roster also accurately corresponded to the most recently approved DESE staffing plan.