



Massachusetts Department of Elementary and Secondary Education

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October 11, 2011

Thomas Kingston, Superintendent
Belmont Public Schools
644 Pleasant Street
Belmont, MA 02478

2011 OCT 13 A 11:04
BELMONT PUBLIC SCHOOLS
OFFICE OF
SUPERINTENDENT

Re: Announcement of district selection for participation in the 2012-2013 Coordinated Program Review
including Web-Based Monitoring for Special Education and Civil Rights

Dear Superintendent Kingston:

Every six years the Massachusetts Department of Elementary and Secondary Education through its Program Quality Assurance Services Unit (PQA) conducts a multi-program review of compliance in regulated program areas. This oversight system is called a Coordinated Program Review (CPR). In any given year, the Department conducts between fifty to seventy Coordinated Program Reviews. Your school district or charter school is scheduled for a CPR visit during the 2012-2013 school year.

All districts scheduled for a CPR during the 2012-2013 SY will be participating in the Web-Based Monitoring System (WBMS) for the Special Education and Civil Rights portions of their CPR. PQA will be conducting regional orientation sessions for all districts/schools during the month of November 2011. I would like to invite you, your district's Director of Special Education, district-wide Civil Rights Coordinator, and IT Administrator to participate in one of the sessions that is most convenient geographically for you and your staff. A list of times, dates, locations and registration information is included for your convenience.

The Web-Based Monitoring System creates a process in which local districts, charter schools, and approved private special education schools assume the primary responsibility to evaluate their own compliance with both federal and state special education and civil rights requirements by conducting a self-assessment through a web-based format. This self-assessment is comprised of student record review and documentation review and occurs during the year prior to our scheduled onsite visit. This new process of internal self-assessment will afford the district/school the ability to identify and correct areas of non-compliance before the Department's onsite visit. The self-assessment will provide PQA with critical information, which we will then use along with other data maintained by the Department, such as Problem Resolution System data reports, to determine the duration and scope of onsite monitoring activities. The district submission of Corrective Action Plans (CAP) and Progress Reports, as well as PQA's review of those activities, will also be documented in this same web-based system. As a result, after PQA's findings have been issued, the progress of districts and schools can be easily and efficiently measured and monitored with increased consistency.

PQA will be conducting seven (7) regional orientation meetings for districts and charter schools who will participate in the WBMS for the 2012 - 2013 Coordinated Program Reviews.

November 2, 2011	10:00 a.m. – 11:30 p.m.	Northshore Education Consortium 112 Sohler Road Beverly, MA 01915
November 3, 2011	10:00 a.m. – 11:30 a.m.	Worcester Technical High School 1 Skyline Drive Worcester, MA 01605
November 10, 2011	10:30 a.m. – 12:00 a.m.	Upper Cape Regional Vocational Technical School 220 Sandwich Road Bourne, MA 02346
November 15, 2011	10:00 a.m. – 11:30 a.m.	Merrimac Special Education Collaborative 40 Linnell Circle Billerica, MA 01821
November 16, 2011	10:00 a.m. – 11:30 a.m.	Program Quality Assurance Services Springfield State Office Building, Room B40 436 Dwight Street Springfield, MA 01103
November 17, 2011	10:00 a.m. – 11:30 a.m.	McCann Technical School 70 Hodges Cross Road North Adams, MA 01247
November 22, 2011	10:00 a.m. – 11:30 a.m.	The Education Cooperative (TEC) 1112 High Street Dedham, MA 02026

Please register for the orientation session of your choice at <http://www.doe.mass.edu/forms/> .

Minimally, the Special Education Director, Civil Rights Coordinator, and IT Coordinator should attend this orientation. Please feel free to include others who will be involved in the CPR to attend. We are confident that you and your staff will find this process rewarding and beneficial. If you have any questions, please contact Jean Jonker at 781-338-3947 or jjonker@doe.mass.edu .

Sincerely,


Darlene Lynch, Director
Program Quality Assurance Services

c: Director of Special Education