



Massachusetts Department of Elementary and Secondary Education

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July 12, 2012

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

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BELMONT PUBLIC SCHOOLS
OFFICE OF
SUPERINTENDENT

Dear Superintendent Kingston:

The Massachusetts Department of Elementary and Secondary Education (Department) is required by federal and state law to conduct scheduled reviews of public school implementation of regulated education programs. The Department will be reviewing 70 school districts and charter schools this year. This letter is to confirm that your school district is scheduled to participate in a Coordinated Program Review (CPR) during the 2012 - 2013 school year.

All districts and charter schools participate in reviews of federal and state special education requirements; targeted federal civil rights requirements under Title VI, Title IX, and Section 504; G.L.c.71A (the state law that governs the provision of education to limited English proficient students); and state learning time and physical education requirements. Districts that receive Title I funding participate in Title I program monitoring during the same year they are scheduled for a Coordinated Program Review. A Title I program review consists of desk review of submitted documents and, in some cases, a one day visit to the district. Regardless of the specific timing of the Coordinated Program Review, Title I documents will be due to DESE in late January or early February. Any visits will take place at a mutually convenient time after review of documentation has been completed. Details will be communicated to individual districts in the fall. Resources regarding the Title I program monitoring process are available at: <http://www.doe.mass.edu/apa/titlei/parta/review/>.

In addition, state and federal career/vocational technical education requirements and federal vocational civil rights are reviewed in selected districts. In some instances, other state and federal programs and fiscal procedures will be reviewed during the same time period as a CPR, but will have reports issued under separate cover.

This school year, your district or charter school is scheduled to have the following programs reviewed:

- Civil Rights and other General Requirements
- Special Education
- English Learner Education

All school districts and charter schools scheduled for review in the 2012-2013 school year are participating in the Department's web-based monitoring system (WBMS) for special education and civil rights. Districts and charter schools are currently in the process of completing and submitting to Program Quality Assurance (PQA) their civil rights and special education self-assessment, which include student record and document reviews. PQA staff will engage in a desk review of those assessments. In addition, all districts and charter schools are subject to a review of their English Learner Education programs, where important changes have recently occurred as a result of the Department's RETELL (Rethinking Equity and Teaching for English Language Learners) initiative. Please refer to <http://www.doe.mass.edu/retell/> for more information, including the jointly issued memo from PQA and OELAAA of May 2012. For those districts whose reviews include Career Vocational Technical Education, the Department highly recommends that you and your program leaders review the current Coordinated Program Review instrument at <http://www.doe.mass.edu/pqa/review/>. These instruments provide information on the preliminary 2012-2013 review procedures and standards that will be used by the Department. It is our experience that districts and charter schools that use these instruments to guide a local self-study are well prepared to demonstrate compliance with the federal and state requirements during the onsite visit.

The onsite portion of the CPR review is scheduled to begin during the week of January 14, 2013-January 18, 2013. A member of the Department's PQA staff will lead the onsite review team and will be in touch with you soon to schedule an orientation meeting for key district or charter school staff. Updated program review instruments will be sent to you later this summer. Submission of the Special Education Program Plan Statement is no longer organized based on date of the CPR or MCR but will be submitted on the State Performance Plan (SPP) cohort schedule. The Special Education Planning and Policy Development Office will be contacting you if your district is part of the cohort that will be required to submit a program plan in FY2013.

We hope you find the final report to be a useful document for ongoing program development and improvement. Should you have questions about the CPR review process, please contact Priscilla McPhee, Assistant Director, at 781- 338-3790 or pmcphee@doe.mass.edu.

Sincerely,



Darlene Lynch
Director, Program Quality Assurance Services



Priscilla McPhee
Assistant Director, Program Quality Assurance Services