

Massachusetts Department of Elementary and Secondary Education

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RECEIVED

October 14, 2014

Dr. Marinel McGrath, Superintendent
Andover Public Schools
36R Bartlet Street
Andover, MA 01810

OCT 16 2014

Office of the Superintendent
Andover Public Schools
Andover, MA 01810

Re: Final Report: Coordinated Program Review

Dear Superintendent McGrath:

Enclosed is the Department of Elementary and Secondary Education's Final Report of findings based on the Coordinated Program Review (CPR) conducted in your school or district.

This report includes the Department's determinations about the implementation status of each requirement in the following program areas reviewed: Special Education and Civil Rights. It includes detailed findings for requirements whose implementation the CPR Team found to be commendable, as well as for requirements found to be less than fully implemented. It is the Department's expectation that you will carefully review the findings in this report and use them to inform upcoming training and planning in the district. Where requirements were found to be less than fully implemented, you must propose to the Department corrective action to bring those areas into compliance with statutes and regulations. The Final Report for all program areas except English Learner Education is also available to the district in the Web-based Monitoring System (WBMS). **Please note that the report concerning the program area of English Language Education will be issued under separate cover at a later date by the Office of English Language Acquisition and Academic Achievement (OELAAA).**

For the program areas of Special Education and Civil Rights you should access the Corrective Action Plan (CAP) format directly by going into the Department's *Security Portal* and clicking on *PQA Web Monitoring*. Then continue by clicking on *Home > CPR Program Review > CAP/Progress Reports*. Detailed instructions for the completion of the completed Corrective Action Plan are available in the *Document Library* in WBMS. Please note that the completed Corrective Action Plan in WBMS should be submitted to the Department within 20 business days as well.

The Coordinated Program Review chairperson will email the district an electronic Corrective Action Plan (CAP) form to respond to the Department for English Learner Education. The electronic correspondence will include detailed instructions for the completion of the Corrective Action Plan to help guide your district in the preparation of its responses. Please note that the electronic Corrective Action Plan should be emailed back to the Department at pqacap@doe.mass.edu within 20 business days of your receipt of the Final Report.

Once the Department receives your Corrective Action Plan, we will review and respond to each part of it. Where we disapprove any part of your proposed corrective action, we will provide an explanation and substitute our own order of corrective action, with required timelines. Progress reports may be requested, at dates to be determined by the Department, for any corrective action, and any CAP may be verified onsite. At all these key junctures the Department will provide the district with its written review, the status of any outstanding items, requests for additional information and the necessary forms, electronically via e-mail and through WBMS as appropriate.

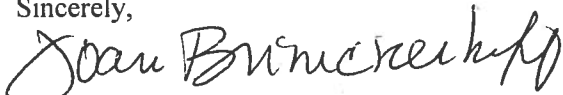
In addition to the WBMS on-line assurance submitted with the CAP, a written statement of assurance signed by the superintendent or executive director indicating the district's/school's commitment to implementing the corrective action must be uploaded in the *Additional Documents* section in WBMS (*Home > CPR/Program Review > Self-Assessment*) or mailed to the Department (*Attn: Darlene Lynch, Director, PQA*) by U.S. mail at the same time. This statement should contain:

- a. a description of the steps the district is taking to make the Department's findings available to staff, parent advisory groups and the general public; and
- b. an assurance that once the CAP has been reviewed by the Department the corrective action approved or ordered by the Department will be implemented by the district by the approved or ordered dates of completion.

Please note that school districts and charter schools 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 Program Review Report.

In closing, we would again like to thank the administration and staff who shared their time and thoughts so generously during the preparation and onsite phases of the review. Special thanks are given to Joyce Laundre for coordinating this visit for the school district. Should you need any additional information, please do not hesitate to contact Joan Brinckerhoff at (781) 338-3715.

Sincerely,



Joan Brinckerhoff, Ph.D.
Coordinated Program Review Chairperson
Program Quality Assurance Services



Darlene A. Lynch, Director
Program Quality Assurance Services

- c: Mitchell D. Chester, Ed.D., Commissioner of Elementary and Secondary Education
Joseph Reilly, School Committee Chairperson
Amy Reese, Special Education Administrator

Encl.: Final Report