CORRECTIVE ACTION PLAN

SUBMITTED TO THE

MASSACHUSETTS DEPARTMENT OF EDUCATION

IN RESPONSE TO

COORDINATED PROGRAM REVIEW
MARCH 2004 REPORT OF FINDINGS

BY

BROCKTON PUBLIC SCHOOLS

Joseph A. Bage
Superintendent of Schools

AND

CHAMPION CHARTER SCHOOL

Ferdinand Fuentes
Executive Director

APRIL 29, 2004
April 29, 2004

Darlene Lynch, Assistant Administrator
Program Quality Assurance Services
Massachusetts Department of Education
350 Main Street
Malden, MA 02148-5023

Dear Ms Lynch,


The Brockton School District plan for corrective action and the findings of the Department of Education will be made available to the public through the district’s website. In addition, copies of the findings and corrective action plans will be on file at all schools and the Parent Information Center. Availability of the information will be publicized through media releases, staff and parent advisory group meetings, the next monthly staff newsletter and the district’s network of parent liaisons.

Sincerely,

Mayor John T. Yunitis, Chair
Brockton School Committee

Joseph A. Bage, Superintendent of Schools
Brockton Public Schools

Ferdinand Puentes, Executive Director
Champion Charter School

# Table of Contents

I. ASSESSMENT OF STUDENTS  
Special Education - SE1,2,6,9,12,13,14  
PAGE 1

II. STUDENT IDENTIFICATION AND PLACEMENT  
Special Education - SE15, 18B, 19, 21, 22  
Civil Rights Methods of Administration – MOA1,2  
English Learner Education – ELE 6  
PAGE 9

III. PARENTAL INVOLVEMENT  
Special Education – SE24,25  
Title 1 – TI21,22,23  
PAGE 18

IV. CURRICULUM AND INSTRUCTION  
Special Education - SE37,40,42  
Title 1 – TI26SWP,28SWP  
Career and Technical Education – CTE9,11,16  
English Learner Education – ELE8  
PAGE 23

V. STUDENT SUPPORT SERVICES  
Special Education - SE44,45,46,47,49  
Civil Rights Methods of Administration – MOA10A,11A,12A,16,17A  
Title 1 – TI29  
Career and Technical Education – CTE18  
English Learner Education – ELE11,13  
PAGE 33

VI. FACULTY, STAFF AND ADMINISTRATION  
Special Education – SE50,51,54  
Civil Rights Methods of Administration – MOA21  
Title 1 – TI30  
English Learner Education – ELE14,15  
PAGE 50

VII. SCHOOL FACILITIES  
Special Education – SE55  
Civil Rights Methods of Administration – MOA22,23  
Career and Technical Education – CTE20  
PAGE 59

VIII. PROGRAM PLAN AND EVALUATION  
Special Education – SE56  
Civil Rights Methods of Administration – MOA25  
Title 1 – TI32  
English Learner Education – ELE17  
PAGE 64

IX. RECORD KEEPING  
Special Education – SE57  
Title 1 – TD9SWP,10,11,15  
PAGE 69

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**Brockton School District**  
**April 29, 2004**
COMPONENT I: ASSESSMENT OF STUDENTS

The criteria in this component examine whether the District has implemented an assessment system that uses appropriate instruments, conducted according to the specified timelines and covering the appropriate content areas to determine instructional needs of students for the program areas.

Special Education – SE1,2,6,9,12,13,14  Pages 1-8
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes
Date April 23, 2004
Report Area Special Education
Criterion Number SE 1
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will compile full copies of student records, including all assessments with rationale statements. CCS, in collaboration with Brockton Public Schools (BPS), will provide ongoing interpretation of test results to parents and students. CCS will include a P/S diploma form.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2004</td>
<td>All SPED records with all required assessments included</td>
<td>Complete SPED files, including copies of required assessments</td>
<td>Judith Talley, SPED Facilitator, BPS; SPED teacher, CCS</td>
<td>Review of all academic records and files</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004
Report Area Special Education Criterion Number SE 2
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will compile a complete copy of all SPED records.

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2004</td>
<td>SPED folders containing required assessments</td>
<td>Full SPED records at Champion Charter School</td>
<td>Judith Talley, SPED Team Facilitator, Brockton Public Schools; SPED teacher, CCS</td>
<td>Review of records</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004
Report Area Special Education Criterion Number SE 6
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) vision statement will be part of all IEP records. CCS will collaborate with the Brockton Public Schools’ (BPS) SPED Office to include a postsecondary vision statements for all students with an IEP.

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
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<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>All IEPs will have a detailed vision statement for each student</td>
<td>Vision statements within each IEP</td>
<td>Judith Talley, Team Facilitator, BPS; SPED teacher, CCS</td>
<td>Review of records and IEPs</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinando Fuentes Date April 23, 2004
Report Area Special Education Criterion Number SE 9
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS), in collaboration with working with Brockton Public Schools (BPS), has initiated a review of referrals, and will develop standard timelines and processes to ensure compliance with required timelines.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
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<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2004</td>
<td>Compliance with all SPED eligibility determinations as part of the IEP process</td>
<td>All student IEPs contain eligibility documentation</td>
<td>Judith Talley, Team Facilitator, BPS; Ferdinand Fuentes, Director, CCS</td>
<td>Review of referrals and outcomes</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes
Date April 23, 2004
Report Area Special Education
Criterion Number SE 12
Check (x) District Entity: BPS, CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champion Charter School (CCS) is already reviewing and updating the 3-year re-evaluation of students with disabilities. CCS has established a quarterly schedule of team meetings for all students needing re-evaluation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2004</td>
<td>Regular team meetings schedules for students needing re-evaluations</td>
<td>Team meeting data and schedule</td>
<td>Judith Talley, Brockton Public Schools’ Team Facilitator; Ferdinand Fuentes, Director, CCS</td>
<td>Review of all IEP timelines and dates of re-evaluation meetings</td>
</tr>
</tbody>
</table>
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

- Progress reports and content will become an agenda item for SPED administration meeting and for SPED staff meetings
- Guidelines regarding progress reports will be developed and distributed to liaisons
- Department heads and team facilitators will add progress report item to checklist and review content of progress reports during team evaluation process

<table>
<thead>
<tr>
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<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Items in April, June, and September 2004</td>
<td>Full compliance</td>
<td>Agenda’s and sign-in sheets</td>
<td>Joanne Malonson, SPED Director; SPED dept. heads</td>
<td>Attendance at meetings</td>
</tr>
<tr>
<td>Notices in April, October 2004 and January, June 2005</td>
<td>Full compliance</td>
<td>Copy of dated notices; Distribution; Posting in Sped Offices</td>
<td>SPED Director; SPED dept. heads</td>
<td>Progress reports complete; dept. heads spotcheck for compliance</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Team facilitators and department heads meet individually with staff who have difficulty with compliance</td>
<td>Check list on front of student’s IEP folder indicating receipt and review of progress report during student’s evaluation period</td>
<td>Team facilitators; SPED dept. heads</td>
<td>Completion of checklist on IEP indicating review of progress report</td>
</tr>
</tbody>
</table>
**CORRECTIVE ACTION PLAN**
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes
Report Area Special Education
Criterion Number SE 13

Check (x) District Entity  
- [ ] BPS  
- [x] CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Progress reports of Champion Charter School (CCS) students will be issued together with other grade/reports. Copies will be compiled in the (IEP) student record folder.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2004</td>
<td>SPED progress reports will be included in all folders as required</td>
<td>Progress reports contained in SPED folders</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS; Judith Talley, Brockton Public Schools’ Team Facilitator</td>
<td>Review of records</td>
</tr>
</tbody>
</table>

[33]
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004
Report Area Special Education Criterion Number SE 14
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champion Charter School (CCS) will continue to update/review annually all TEAM meetings as required by student IEPs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
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<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2004</td>
<td>Complete reviews and updates on a yearly basis of all CCS students with IEPs</td>
<td>IEP compliance and SPED records</td>
<td>Judith Talley, Brockton Public Schools' Team Facilitator; SPED Team, CCS</td>
<td>Review of IEP on Brockton Public Schools’ SIMS—student information management system</td>
</tr>
</tbody>
</table>
COMPONENT II: STUDENT IDENTIFICATION AND PLACEMENT

The criteria in this component examine whether the district has followed procedures for student identification and placement into the program according to the criteria in regulations for the program areas.

Special Education – SE15, 18B, 19, 21, 22  Pages 9-13
Civil Rights Methods of Administration – MOA1,2  14-16
English Learner Education – ELE 6  17
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will implement child-find policy and operations, including an internal referral for special needs. It will also develop partnerships with other organizations to ensure that students needing special education have the option and services available to them.

<table>
<thead>
<tr>
<th>Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2004</td>
<td>Policy in place</td>
</tr>
<tr>
<td>August 2004</td>
<td>External supportive partnerships</td>
</tr>
<tr>
<td></td>
<td>Internal referral form</td>
</tr>
<tr>
<td></td>
<td>Ongoing meetings with external partners</td>
</tr>
<tr>
<td></td>
<td>SPED Team, CCS; Director, Student Services, CCS</td>
</tr>
<tr>
<td></td>
<td>Review of policy and referrals</td>
</tr>
<tr>
<td></td>
<td>Review of meeting outcomes</td>
</tr>
</tbody>
</table>
**School District:** Brockton Public Schools (BPS) and Champion Charter School (CCS)

**CORRECTIVE ACTION PLAN**

in response to

COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes  
Date April 23, 2004

Report Area Special Education  
Criterion Number SE 18B

Check (x) District Entity   □ BPS  □ CCS

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For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

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(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will work with the Brockton Public Schools’ (BPS) SPED office to ensure that parents and students receive a copy of the IEP on a timely basis.

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<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
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<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Parents and students receive IEP; program agreements are received on a timely basis within the required guideline period</td>
<td>Copies of notes and team meeting agendas; documentation of IEPs having been received by parents and eligible students</td>
<td>Judith Talley, Team Facilitator, BPS; SPED Team, CCS</td>
<td>Review of records</td>
</tr>
</tbody>
</table>

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School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by: Joanne Malonson
Date: April 23, 2004
Report Area: Special Education
Criterion Number: SE 19

Check (x) District Entity

| BPS | CCS |

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

The use of extended evaluations and IEP amendments will be reviewed during Fall 2004 SPED staff meetings and specific distinction will also be made during IEP evaluation training sessions.

<table>
<thead>
<tr>
<th>DATES</th>
<th>RESULTS</th>
<th>COMPLETION</th>
<th>RESPONSIBLE</th>
<th>EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>September-November 2004</td>
<td>All staff will have a clearer understanding of extended evaluations and IEP amendments</td>
<td>SPED department heads' staff meeting agendas; distribution of dated notices with description of extended evaluations and IEP amendments</td>
<td>SPED department heads: Robert O'Meara, Stephen Stack, Agnes Peckham, Kay Seale, Dr. Constance Hill</td>
<td>Copy of agendas with attendance and description attached</td>
</tr>
<tr>
<td>September 2004-June 2005</td>
<td>Thorough districtwide common understanding of the IEP process, including the appropriateness of extended evaluations and IEP amendments</td>
<td>Schedule of training workshops</td>
<td>Team Facilitators: Karen Crowley, Marsha Eidlin, Louise Andrews, Michelle Lanner, Nancy Armstrong, Deborah Corvini, Judith Talley and Janis Keeling</td>
<td>Copy of attendance and evaluation of presentations</td>
</tr>
</tbody>
</table>

(B) COMPLETION (C) ANTICIPATED (D) EVIDENCE OF (E) INDIVIDUALS (F) EVALUATION Dates Results Completion Responsible Process
DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Joanne Malonson Date April 23, 2004
Report Area Special Education Criterion Number SE 21
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

- Director of Special Education will review this requirement with SPED department heads and team facilitators at SPED administrators’ meeting
- SPED department heads will review this requirement at staff meetings
- SPED Department will provide in-service to staff on guidelines for determining a change in school day or school year

<table>
<thead>
<tr>
<th>(B) COMPLETION</th>
<th>(C) ANTICIPATED</th>
<th>(D) EVIDENCE OF</th>
<th>(E) INDIVIDUALS</th>
<th>(F) EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES</td>
<td>RESULTS</td>
<td>COMPLETION</td>
<td>RESPONSIBLE</td>
<td>PROCESS</td>
</tr>
<tr>
<td>SPED Administrators Meetings – May 28, 2004</td>
<td>Discussion of requirement with compliance</td>
<td>Agenda</td>
<td>Joanne Malonson, SPED Director</td>
<td>Sign-in of attendance process</td>
</tr>
<tr>
<td>SPED department heads meetings – June &amp; September, 2004</td>
<td>Improved understanding of this standard</td>
<td>Question addressed at all team meetings – response noted on IEP</td>
<td>SPED department heads; team facilitators; teachers</td>
<td>Sign-in at staff meetings; spotcheck of responses on IEPs</td>
</tr>
<tr>
<td>SPED Department provides in-service training, Fall, 2004</td>
<td>Improved understanding of this standard</td>
<td>In-service schedule</td>
<td>SPED Director; SPED department heads; SPED Professional Development Committee</td>
<td>Contract with vendor to provide in-service training; attendance sheets</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23 2004
Report Area Special Education Criterion Number SE 22
Check (x) District Entity ☐ BPS ☑ CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon enrollment, students with IEPs will be assigned appropriate services and a team meeting will be scheduled without delay to ensure that students are receiving the appropriate service.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
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<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2003</td>
<td>SPED teacher was hired September 2003 and services are now provided immediately upon signature of IEP</td>
<td>SPED teacher’s schedule</td>
<td>Judith Talley, Brockton Public Schools’ Team Facilitator; SPED Team, CCS</td>
<td>Review of records; SPED teacher’s schedule</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes  Date April 23, 2004
Report Area Civil Rights Requirements  Criterion Number MOA 1

Check (x) District Entity  BPS  CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champion Charter School (CCS) is implementing an initial language survey to determine a student's language proficiency. In addition, CCS will routinely use the MELA-O, LAS-W/R and other language-based assessments to identify LEP students.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
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<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2004</td>
<td>Identification of students with learning deficits due to limited English proficiency</td>
<td>Documentation of language assessments in student records</td>
<td>Ferdinand Fuentes, Director, CCS</td>
<td>Review of student records</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

**CORRECTIVE ACTION PLAN**
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Dr. Kenneth Sennett

Date April 23, 2004

Report Area Civil Rights Requirements

Criterion Number MOA 2

Check (x) District Entity  

<table>
<thead>
<tr>
<th>BPS</th>
<th>CCS</th>
</tr>
</thead>
</table>

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Corrective action plans are being submitted in response to findings under criteria ELE 6, ELE 8, ELE 11, ELE 15 and ELE 17 that will fully meet the requirements of this criterion.

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
</table>
| Satisfactory progress on English Learner Education criteria —  
  - ELE 6  
  - ELE 8  
  - ELE 11  
  - ELE 15  
  - ELE 17 |
For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

### (A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will develop appropriate support programs for LEP students using Sheltered English Programs and individual tutoring/mentoring support as well as computer-assisted technologies such as Rosetta Stone and PLATO learning systems.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
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<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPECTIVE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2004</td>
<td>Identified LEP students will receive appropriate instruction via Plato learning system, sheltered English and literacy programs, and individualized language support</td>
<td>On-line services for students; schedules of sheltered English program and individualized support for students</td>
<td>CCS Assistant Director Dr. Lawrence DeSalvatore; CCS curriculum teams</td>
<td>Review of LEP student services</td>
</tr>
</tbody>
</table>
School District:  Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by  Jose Pinheiro
Date  April 23, 2004
Report Area  English Learner Education
Criterion Number  ELE 6
Check (x) District Entity  BPS  CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Principals will monitor adherence to the exit criteria in the district's STEP program manual. The STEP program manual details specific procedures for the classifying Limited English Proficient (LEP) students as Formerly Limited English Proficient (FLEP) students and the mainstreaming process. The STEP program manual is aligned with the guidelines established by the Massachusetts Department of Education and was reviewed by the Coordinated Program Review visiting team.

Completing the districtwide STEP program implementation, the process was phased in at Brockton High School (BHS) in March 2004. The Language Assessment Team (LAT) at BHS is composed of the Department Head of Bilingual Education for Grade 9-12, the student's guidance counselor and an ESL teacher who has had the student for a full year. The ESL member of the team will be provided with released time to meet with other members to perform the necessary assessments.

(b) COMPLETION
(c) ANTICIPATED
(d) EVIDENCE OF
(e) INDIVIDUALS
(f) EVALUATION
DATES RESULTS COMPLETION RESPONSIBLE PROCESS
Second week in June 2004 The complete and consistent utilization of the STEP process across the district Students exiting from SEI and TBE programs prepared to perform ordinary classwork in English as documented by the STEP process Principals; Jose Pinheiro, Director, Bilingual Education; Margaret Adams, Dept. Head, Bilingual Education K-8; Anna Carreiro-Lopes, Dept. Head, Bilingual Education 9-12 Language Assessment Teams in place; appropriate documentation of STEP process on file in student records
COMPONENT III: PARENTAL INVOLVEMENT

The criteria in this component examine whether the district has ensured that parents are notified in the appropriate language, and are involved in decisions regarding their children’s programs and services for the program areas.

Special Education – SE24,25  
Title 1 – TI21,22,23  
Pages 18-19  
20-22
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champion Charter School (CCS) will implement timely notification of all related FAPE placements and services to parents. CCS will maintain a log of the dates/notification sent to parents.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2004</td>
<td>Notification to parents and students over 18</td>
<td>Letters and a log of letters sent</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS</td>
<td>Review of the log and letters</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes
Date April 23, 2004
Report Area Special Education
Criterion Number SE 25
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>In collaboration with the Brockton Public Schools (BPS), Champion Charter School (CCS) will develop and implement the required advocacy for SPED services and proceed to file to the Bureau of Special Education Appeals for those students who are under 18 and whose parents do not respond to a request for consent.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
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<th>(E) INDIVIDUALS RESPONSIBLE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Filing of appeals when parental consent cannot be obtained</td>
<td>Log of appeals</td>
<td>Judith Talley, Team Facilitator, BPS; SPED Team, CCS</td>
<td>Review of records</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004
Report Area Title I Criterion Number TI 21
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will engage parents in the planning of Title 1 services through the Program Committee and the School Site Council. CCS will develop a written Parents Rights policy to provide parents with appropriate information and will disseminate this during the school year.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2004</td>
<td>A Parents Rights policy with parental participation; timely notification of parents’ rights and Title I process</td>
<td>Copies of notification and policy</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS; Dr. Corinne Merritt, Chair, Program Committee, Board of Directors, CCS; School Site Council, CCS</td>
<td>Review of policy and review of notifications</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

**CORRECTIVE ACTION PLAN**

in response to

COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004

Report Area Title I Criterion Number TI 22

Check (x) District Entity 

| BPS | CCS |

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

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<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champion Charter School (CCS) will develop strategies for parent involvement including a quarterly parent meeting/open house, annual training on measures of student progress and ways in which to support and assist their child at CCS.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
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<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Improved parental participation and awareness</td>
<td>Meeting agendas; newsletters to parents</td>
<td>Dr. Lawrence DeDalvatore, Assistant Director, CCS; Director, Student Services, CCS</td>
<td>Review of parent involvement and participation at CCS meetings regarding the Title 1 program</td>
</tr>
</tbody>
</table>
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

The Champion Charter School (CCS) will develop a School Parent Compact and parent involvement policy.

<table>
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<tr>
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<th>(F) EVALUATION PROCESS</th>
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</thead>
<tbody>
<tr>
<td>September 2004</td>
<td>A parental involvement policy that is implemented, and supported through, the Program Committee of the Board of Directors</td>
<td>Policy in student handbook</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS; Dr. Corinne Merritt, Chair, Program Committee, Board of Directors, CCS</td>
<td>Review of policy and implementation</td>
</tr>
</tbody>
</table>
COMPONENT IV: CURRICULUM AND INSTRUCTION

The criteria in this component examine whether the district holds all students to high expectations and standards and ensures that the program areas reviewed are designed to maximize student performance within regular education and are implemented according to specific regulatory requirements with respect to learning time, class size, staffing ratio, and age spans. The criteria also examine if the district has provided for coordination across the program areas.

Special Education – SE37,40,42  Pages 23-25
Title 1 – TI26SWP,28SWP  26-27
Career and Technical Education – CTE9,11,16  29-31
English Learner Education – ELE8  32
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

SPED Director will meet with Out-of-District Team Facilitator and support staff to review this requirement and have support staff re-file documents from one master file to individual student's IEP files.

<table>
<thead>
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<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2004</td>
<td>As result of clarification of office procedure documentation will be appropriately re-filed</td>
<td>Follow-up memo of meeting; documents will be in student folders</td>
<td>Joanne Malonson, SPED Director; Joseph Marchisio, Out-of-District (OOD)Team Facilitator; secretary assigned to OOD facilitator</td>
<td>Check out-of-district folders</td>
</tr>
</tbody>
</table>
DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Joanne Malonson Date April 23, 2004
Report Area Special Education Criterion Number SE 40
Check (x) District Entity X BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Issue of non-compliance has been resolved by re-allocating and hiring new staff. In the future, SPED Department will request copies of the teacher’s schedule to include student’s initials twice each school year – October 1st and February 1st. If there are non-compliance issues regarding group size, schedules will either be readjusted, staff will be re-allocated, or additional new staff will be requested and hired to address any issues of non-compliance.

<table>
<thead>
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<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1st and February 1st of each year</td>
<td>Review of all grouping sizes for compliance</td>
<td>Copies of staff/student schedules</td>
<td>Special Education Department Heads; SPED teaching staff</td>
<td>Readjusted schedules; reallocation of staff; requests for new staff</td>
</tr>
</tbody>
</table>
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
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<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>One substantially separate class will be redesigned and designated as an Integrated class for 3-year-olds to give more options for 3-year-old children.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
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</thead>
<tbody>
<tr>
<td>September 2004</td>
<td>An Integrated classroom option for 3-year-olds</td>
<td>A new pre-school class, with 6 to 8 non-handicapped students and 5 to 7 handicapped 3-year-olds, will open as eligible students become identified</td>
<td>Dr. Constance Hill, Special Education Department Head; Team facilitator for early childhood; Barbara Janelli, Principal, Howard School; Janice Marino, Assistant Principal, Howard School</td>
<td>Established program – on-site visit and observation</td>
</tr>
</tbody>
</table>
DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004
Report Area Title I Criterion Number TI 26-SWP
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>The Champion Charter School (CCS) will review the school-wide project through the Program Committee of the Board of Directors. The CCS Board of Directors is comprised of parents, community members, teachers and students. CCS will also review the current SWP to ensure compliance with all required components.</td>
</tr>
</tbody>
</table>

<table>
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<th>(F) EVALUATION PROCESS</th>
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</thead>
<tbody>
<tr>
<td>October 2004</td>
<td>Compliance with all required components</td>
<td>Revised program components and completion of SWP elements</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS; Director, Student Services, CCS; Dr. Corinne Merritt, Chair, Program Committee, Board of Directors, CCS</td>
<td>Review of CCS SWP</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by John Jerome Date April 23, 2004
Report Area Title I Criterion Number TI 28-SWP
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

1. All building administrators will require that their teaching staff become thoroughly familiar with the “Transitional Services” provision that is part of every elementary school’s improvement plan (SIP). Pre- and post surveys will be conducted as a measure of staff’s familiarity of this provision.

2. A schedule of professional development activities has been in place since October 2004 as the result of a signed agreement between the district and MTA to provide workshops for district paraprofessional staff. The activities involve 24 days of training in the four core areas of reading (4 days), writing (4 days), mathematics (8 days) and classroom management (8 days). The district is committed to continuing the professional development training on a yearly basis to meet the highly qualified paraprofessional staff requirement of NCLB.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
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<tbody>
<tr>
<td>(1) May 1, 2004</td>
<td>All teachers will have an understanding of and will access transitional services for students as appropriate</td>
<td>At the beginning of the 2004-2005 school year, elementary teachers will be surveyed regarding the access and participation of the transitional services provided to students</td>
<td>John Jerome, Title I Coordinator; Catherine Brine, Sr. Director, Instruction K-8; Dr. Kenneth Sennett, Sr. Director, Pupil Personnel Services</td>
<td>In May, at the end of the 2004-2005 school year, teachers will be surveyed regarding the effectiveness of transitional services being provided to students</td>
</tr>
<tr>
<td>(2) October 21, 2003 through April 4, 2004</td>
<td>A cohort of fifty paraprofessionals has already completed the four-course training program; the training program will be modified and expanded based on participants’ feedback and offered during the 2004-2005 school year</td>
<td>Certificates of completion are supplied by the provider and paraprofessionals’ PTPs are recorded by the administrator responsible for monitoring Professional Development Points</td>
<td>Jane Malatesta, Sr. Director, Curriculum; Kathleen Sirois, Sr. Director, Human Resources; Stacey Holland, Supervisor, Human Resources; John Jerome, Title I and Title II Coordinator</td>
<td>The district’s Human Resources Dept will monitor completion and attainment of the necessary PTPs for paraprofessional staff to meet NCLB’s Highly Qualified requirement</td>
</tr>
</tbody>
</table>
DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004
Report Area Title I Criterion Number TI 28-SWP
Check (x) District Entity □ BPS □ CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

The Champion Charter School (CCS) through its Program Committee will review the School-wide Plan to ensure that all ten components of the plan are addressed and updated reflecting the current implementation and the direction of services within CCS.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
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<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2004</td>
<td>Review and update of SWP components</td>
<td>Complete documentation of the ten SWP components</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS</td>
<td>Review of CCS SWP plan</td>
</tr>
</tbody>
</table>
DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Jeffrey Roderiques Date April 23, 2004
Report Area Career and Technical Education Criterion Number CTE 9
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Unlike most traditional vocational-technical schools, Brockton High School (BHS) is able to provide a much wider range of academic integration opportunities to its CTE students. Participation in academics at all levels of ability, from prep courses to AP-level classes, is an important advantage of CTE programs at BHS. The core subject courses enrolling CTE students provide the necessary academic rigor required to demonstrate competency in Math and ELA skills for a high school diploma. This advantage is evident in the increased number of the CTE program students with improving MCAS scores and is a powerful argument against a return to the traditional “related” CTE courses which did not provide most CTE students with the necessary academic skills.

As a comprehensive high school, BHS is committed to providing all graduates with the academic preparation and career awareness that is necessary for a well-rounded education in today’s society. Recognizing that its very size may be a barrier in its mission, through its Restructuring Committee, BHS is investing resources and energy to restructure itself into smaller learning communities to “personalize” the students’ learning experience. As part of the effort to “personalize” and make learning more relevant, the restructuring group at BHS is also developing broad-based themes or paths that relate academics to career clusters. The restructuring process is ongoing and will take note of the need to include the CTE integration finding in its longer-range planning. To provide a catalyst for a more immediate integration effort, the Occupational Education Department will apply for the use of Perkins grant funds to offer professional development graduate level courses focusing on integration activities in ELA and Mathematics that incorporate BHS literacy objectives. Follow-up instruction, activities and evaluation will be developed and conducted.

(b) COMPLETION DATES (c) ANTICIPATED RESULTS (d) EVIDENCE OF COMPLETION (e) INDIVIDUALS RESPONSIBLE (f) EVALUATION PROCESS

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity Description</th>
<th>Completion</th>
<th>Anticipated Results</th>
<th>Evidence of Completion</th>
<th>Individuals Responsible</th>
<th>Evaluation Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2005</td>
<td>The professional development courses planned by the OE Department will provide enrolled teachers with the opportunities to —</td>
<td>Staff completes professional development courses</td>
<td>Jeffrey Roderiques, Director, Occupational Education; Dr. Susan Szachowicz, BHS Principal; Maria LeFort, Acting BHS Associate Principal for Curriculum; BHS department heads</td>
<td>Pre- and post survey of teachers completing professional development shows increased use of integration activities</td>
<td>Sample student survey of career relevance by subject</td>
<td></td>
</tr>
<tr>
<td>On-going after June 2005</td>
<td>Widespread use of career cluster concept and appropriate integration topics by subject area departments</td>
<td>Career cluster units and activities by subject area</td>
<td>Principal; Associate Principal; BHS Department heads; Chair, Restructuring Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Jeffrey Roderiques Date April 23, 2004
Report Area Career and Technical Education Criterion Number CTE 11
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(a) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

A pre and post assessment instrument will be developed to assess computer literacy and competency skills of CTE students at Brockton High School. The departments of Business Education, Family and Consumer Science, and Occupational Education will collaborate to form a joint CTE computer literacy steering committee (JCLSC) with the goal of developing the assessment instrument with appropriate evaluation rubrics. The steering committee will develop a computer literacy chart for prominent display in instructional areas, catalog all available computer software, assess departmental needs and recommend the acquisition of additional computer programs with emphasis on cross-disciplinary applications and workplace/post-secondary education computer skill requirements. Perkins grant funds will provide the needed resources.

(b) COMPLETION DATES (c) ANTICIPATED RESULTS (d) EVIDENCE OF COMPLETION (e) INDIVIDUALS RESPONSIBLE (f) EVALUATION PROCESS

| September 2005 | CTE students will be evaluated as to the level of their computer literacy skills, including the use of application software and the competencies needed in the workplace or in post secondary education | Results of each student’s computer literacy and competency assessment will be filed together with results of the student’s safety test | Donna Burrill, Dept. Head, Business Education; Linda Lundin, Dept. Head, Family and Consumer Science; Jeffrey Roderiques, Director, Occupational Education | Comparison of pre and post assessment results |

| | | | | |

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Jeffrey Roderiques
Date April 23, 2004

Report Area Career and Technical Education
Criterion Number CTE 16

Check (x) District Entity  

<table>
<thead>
<tr>
<th>Check</th>
<th>District Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>BPS</td>
</tr>
<tr>
<td>☐</td>
<td>CCS</td>
</tr>
</tbody>
</table>

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

The Admission Policy is being revised to incorporate all required elements.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2004</td>
<td>The required district policy in place specifying admission criteria for a comprehensive high school with vocational components</td>
<td>The official Brockton Public Schools Policy Manual will contain the policy approved by the Brockton School Committee</td>
<td>Jeffrey Roderiques, Director, Occupational Education; Cynthia McNally, Administrative Assistant to the Superintendent</td>
<td>N/A</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Jose Pinheiro Date April 23, 2004
Report Area English Learner Education Criterion Number ELE 8
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

The training of general education teachers in Second Language Acquisition skills, Sheltered Instruction methodology and MELA-O assessments will begin during the summer of 2004 and continue year-round through August 2006. As a result of the training program, the district projects that it will have a sufficient number of well-trained general education teachers to provide appropriate language support for all English-language learners in all schools and at all grade levels.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2004- August 2006</td>
<td>Availability of appropriately trained general education teachers in all schools and at all grade levels</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(b) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEP students in the mainstream being instructed by trained general education teachers; also, lists of appropriately trained general education teachers</td>
<td>Dr. Kenneth Sennett, Sr. Director, Pupil Personnel; Jose Pinheiro, Director, Bilingual Education; Principals; Margaret Adams, Dept. Head, Bilingual Education K-8; Anna Carreiro-Lopes, Dept. Head, Bilingual Education 9-12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-going placement reviews of ELLs in general education classrooms</td>
</tr>
</tbody>
</table>
COMPONENT V: STUDENT SUPPORT SERVICES

The criteria in this component examine whether the district has ensured that all students have equal opportunity and access to programs or services in the program areas:

- Special Education – SE44,45,46,47,49
- Civil Rights Methods of Administration – MOA10A,11A,12A,16,17A
- Title 1 – TI29
- Career and Technical Education – CTE18
- English Learner Education – ELE11,13

Pages:
- Special Education: 33-37
- Civil Rights Methods of Administration: 38-45
- Title 1: 46
- Career and Technical Education: 47
- English Learner Education: 48-49
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) has permanently implemented a suspension log.

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Suspension log for SPED students now permanently implemented</td>
<td>Review of SPED suspension log</td>
<td>SPED Team, CCS</td>
<td>Review of SPED suspension log</td>
</tr>
</tbody>
</table>
### School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

**CORRECTIVE ACTION PLAN**

in response to

**COORDINATED PROGRAM REVIEW REPORT FINDINGS**

**Prepared by** Ferdinand Fuentes  
**Report Area** Special Education  
**Check (x) District Entity**  

<table>
<thead>
<tr>
<th>BPS</th>
<th>CCS</th>
</tr>
</thead>
</table>

**Date** April 23, 2004  
**Criterion Number** SE 45

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

### (A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) has implemented an appropriate policies’ and suspension process that follows required SPED guidelines.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Appropriate SPED</td>
<td>Suspension process</td>
<td>SPED Team, CCS;</td>
<td>Review of suspension</td>
</tr>
<tr>
<td></td>
<td>suspension policy</td>
<td>and policy in new</td>
<td>Judith Talley, Brockton</td>
<td>and manifestation</td>
</tr>
<tr>
<td></td>
<td>included in handbooks</td>
<td>handbook</td>
<td>Public Schools’ Team</td>
<td>hearings</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Facilitator</td>
<td></td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by: Ferdinand Fuentes Date: April 23, 2004
Report Area: Special Education Criterion Number: SE 46
Check (x) District Entity: BPS CCS

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) has implemented a suspension process that meets all requirements. The suspension process will be included in the 2004-05 student handbook.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing CCS ongoing implementation of a suspension policy that is explicitly stated in the student handbook</td>
<td>CCS ongoing implementation of a suspension policy that is explicitly stated in the student handbook</td>
<td>Revised student handbook; suspension log and student records</td>
<td>SPED Team, CCS</td>
<td>Review of records and log; student handbook</td>
</tr>
</tbody>
</table>
**DEPARTMENT OF EDUCATION**
**COORDINATED PROGRAM REVIEW**

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

**CORRECTIVE ACTION PLAN**

in response to

COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes  
Date April 23, 2004  
Report Area Special Education  
Criterion Number SE 47

Check (x) District Entity  
- BPS  
- CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champion Charter School (CCS) has implemented procedures or assessment/referral of students who may need special education services.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(a) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(b) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Compliance with state and federal mandates</td>
<td>Ongoing referral process</td>
<td>CCS SPED Team; Judith Talley, Brockton Public Schools’ Team Facilitator</td>
<td>Review of records</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 2, 2004
Report Area Special Education Criterion Number SE 49
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) is providing mental health advocacy, referrals and counseling to students through a variety of resources, including group sessions, agency mental health, availability of a student services case manager, health educator/counselor and active external referrals.

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Counseling as needed</td>
<td>Available counselor or referral systems</td>
<td>Director, Student Services, CCS; SPED Team, CCS</td>
<td>Review of records and student IEPs</td>
</tr>
</tbody>
</table>
### Corrective Action Plan

**School District:** Brockton Public Schools (BPS) and Champion Charter School (CCS)

**Corrective Action Plan**

in response to

COORDINATED PROGRAM REVIEW REPORT FINDINGS

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Dr. Kenneth Sennett</th>
<th>Date</th>
<th>April 23, 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Area</td>
<td>Civil Rights Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criterion Number</td>
<td>MOA10A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check (x) District Entity</td>
<td>BPS</td>
<td>CCS</td>
<td></td>
</tr>
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</table>

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

### (A) Description of Corrective Action Activities

The attached statement (Discipline of SPED/504 students) will be added to all 2004-2005 student and faculty handbooks. The attached statement (Non-discrimination policy) will be adopted for universal use throughout the system.

<table>
<thead>
<tr>
<th>(b) Completion Dates</th>
<th>(c) Anticipated Results</th>
<th>(d) Evidence of Completion</th>
<th>(e) Individuals Responsible</th>
<th>(f) Evaluation Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer, 2004</td>
<td>Reprinted Student Handbooks; universal use of non-discrimination statement</td>
<td>Handbooks; Forms, where appropriate</td>
<td>Dr. Kenneth Sennett, Sr. Director, Pupil Personnel Services; Kathleen Sirois, Sr. Director, Human Resources</td>
<td>Inspection of handbooks; sample letters, forms and advertisements</td>
</tr>
</tbody>
</table>

[106] Page 38 of 74
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS), in collaboration with the Brockton Public Schools (BPS), will revise its handbook to reflect appropriate and consistent policy and procedures for the discipline of students with disabilities (IEP) or Section 504 Accommodation Plans.

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, 2004</td>
<td>Revised policy and procedures in 2004-2005 student handbooks</td>
<td>Published and disseminated student handbooks containing required discipline policies</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS; SPED Office, BPS</td>
<td>Review of policy in Champion Charter School student handbooks</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004
Report Area Civil Rights Requirements Criterion Number MOA 11A
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champion Charter School (CCS) will develop a policy regarding discrimination and/or sexual Harassment at work-site, internships, and other locations. The policy will include specific procedures for the filing and resolution of complaints.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B) COMPLETION DATES</th>
<th>C) ANTICIPATED RESULTS</th>
<th>D) EVIDENCE OF COMPLETION</th>
<th>E) INDIVIDUALS RESPONSIBLE</th>
<th>F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1, 2004</td>
<td></td>
<td></td>
<td>School-to-Career Coordinator, CCS</td>
<td>Complaint and resolution log</td>
</tr>
<tr>
<td>Policy and procedures in place for the handling of complaints related to discrimination based on sex or disability at off-site work situations, including internships and job shadows</td>
<td>Adoption and dissemination of policy, procedures and referral forms</td>
<td>Complaint and resolution log</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[107]
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Revised non-discrimination policy will be transmitted throughout the district immediately for use on all letters, forms and advertisements. The revised statement will be included in all student and faculty handbooks when they are reprinted during the summer 2004.

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate adoption of revised non-discrimination policy</td>
<td>Universal use of revised non-discrimination policy throughout the district</td>
<td>Revised policy handbooks; memos to staff</td>
<td>Dr. Ken Sennett, Sr. Director, Pupil Personnel Services; Kathleen Sirois, Sr. Director, Human Resources; Anthony Luizzi, Deputy Superintendent of Schools</td>
<td>Inspection of handbooks, memos and forms</td>
</tr>
</tbody>
</table>
For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

### (A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will develop an annual staff training/in-service to review sexual harassment and non-discrimination policies and their implication for staff and students.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2004</td>
<td>Training regarding sexual harassment and nondiscrimination policies, procedures, rights and responsibilities of staff and students</td>
<td>Faculty training log with staff sign-in sheets</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS</td>
<td>Teacher training audit/log</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes
Date April 23, 2004
Report Area Civil Rights Requirements
Criterion Number MOA 16
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will implement notices to students 16 years of age and older who have ten consecutive absences or who have chosen to leave school.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
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<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1, 2004</td>
<td>Proper notice to 16-year old or older students who have incurred ten consecutive absences, or who have chosen to leave school</td>
<td>Log and copies of notices in student files</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS; Director, Student Support Services, CCS</td>
<td>Student records; log of notices</td>
</tr>
</tbody>
</table>

(Continued on next page)
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Dr. Kenneth Sennett Date April 23, 2004
Report Area Civil Rights Requirements Criterion Number MOA 17A
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The district will provide training concerning the Physical Restraint policy during orientation meetings for all building administrators during the summer, 2004. All building administrators will provide training for building staff during orientation meetings during August, 2004. Agendas or meetings and faculty sign-off sheets will be sent to Dr. Sennett by September 15, 2004 and maintained on file.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
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<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 15, 2004</td>
<td>All system staff will be trained in Physical Restraint policy; new staff will be trained within the first month of hire</td>
<td>Memos to administrators; agendas of training sessions; faculty sign-off lists</td>
<td>Building principals; Dr. Ken Sennett; Sr. Director, Pupil Personnel Services</td>
<td>Inspection of faculty sign-off lists</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes
Date April 23, 2004

Report Area Civil Rights Requirements
Criterion Number MOA 17A

Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(a) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the beginning of each school year, Champion Charter School (CCS) will implement restraint training for all staff in collaboration with the Brockton Public Schools (BPS) in accordance with regulatory requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
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<tbody>
<tr>
<td>September 2004</td>
<td>Staff training on the policy and procedures regarding the use of physical restraints</td>
<td>Staff training log</td>
<td>Office of Human Resources, BPS; Ferdinand Fuentes, Director, CCS</td>
<td>Calendar and schedule of training workshops</td>
</tr>
</tbody>
</table>
**DEPARTMENT OF EDUCATION**
**COORDINATED PROGRAM REVIEW**

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

**CORRECTIVE ACTION PLAN**
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by John Jerome  
Date: April 23, 2004  
Report Area: Title I  
Criterion Number: TI 29

Check (x) District Entity  

| BPS | CCS |

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

The Title I Department will develop a written policy for inclusion in the annual Title I Application and distribution to the administrators of the N&D Homes operating in the City of Brockton. The policy will include a schedule of "timely and meaningful consultations" between the Title I Coordinator and N&D Home administrators for the purpose of coordinating and evaluating the effectiveness of the services funded through Title I.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5, 2004 - April 16, 2004</td>
<td>Development of a draft of the Brockton Title I policy for Consulting with Neglected and Delinquent Homes operating in Brockton and served by Title I</td>
<td>The draft policy document will be shared with the administrators from the Greentree Homes</td>
<td>John Jerome, Brockton Title I Coordinator; Michael Thomas, Director of the Greentree Homes</td>
<td>Finalization of the written policy on consultation and coordination between the Brockton Title I program and the N&amp;D Homes</td>
</tr>
<tr>
<td>Week of May 10, 2004</td>
<td>Meeting between the Brockton Title I Coordinator and the administrator(s) of the N&amp;D Homes operating in Brockton to discuss the 2004-2005 Title I services</td>
<td>Completion of goals and objectives worksheet by the administrators of the N&amp;D Homes</td>
<td>John Jerome, Brockton Title I Coordinator; Michael Thomas, Director of the Greentree Home for Girls; Dolores Clarke, Director for the Greentree Home for Boys</td>
<td>Services provided by Title I funds for the 2004-2005 school year will support the identified requests made by the directors of the N&amp;D Homes</td>
</tr>
<tr>
<td>Week of October 18, 2004</td>
<td>Meeting between the Brockton Title I Coordinator and the administrator(s) of the N&amp;D Homes operating in Brockton to review the effectiveness of Title I services</td>
<td>Evaluation of services will be conducted using the goals and objectives developed by the N&amp;D Home administrators</td>
<td>John Jerome, Brockton Title I Coordinator; Michael Thomas, Director of the Greentree Home for Girls; Dolores Clarke, Director for the Greentree Home for Boys</td>
<td>As required, policy and service revisions will be made by mutual agreement</td>
</tr>
</tbody>
</table>
DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Dr. Kenneth Sennett
Date April 23, 2004

Report Area Career and Technical Education
Criterion Number CTE 18

Check (x) District Entity  X BPS  CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Students at the Alternative High School (Phoenix) will be provided with the vocational training opportunities.

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
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<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
</table>
| September, 2004      | Alternative High School students will be offered a menu of vocational offerings at —  
• Massasoit Community College or  
• MassJobs, Inc. | Revised curriculum descriptions in Student Handbook; menu of vocational offerings; classlists of students taking advantage of vocational offerings | Dr. Linda Bryant, Dept. Head, Alternative Education; Dr. Kenneth Sennett, Sr. Director, Pupil Personnel Services | Inspection of class lists, grades and certificates earned by students attending offered programs |
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

The district’s SEI English language arts curriculum for Grades K-4 is aligned with the Massachusetts English Learner Benchmarks and Outcomes; SEI English language arts curriculum for Grades 5-6, 7-8 and 9-12 is undergoing re-alignment. Content area training is widely available to all teachers, including ELE staff; availability of such training will be reinforced through direct notifications to ELE program staff. Because of their recent adoption not all ancillary materials useful in sheltered English instruction had been acquired for the new science, social science and mathematics programs. Materials essential for this purpose are being selected and will be purchased. The specific situation where ELE teachers’ schedules prevented their participation in common planning has been rectified. ELE students’ access to computer education is considered equal to those of their English-speaking peers. Computer classes with ESL support for ELE students were instituted during the second semester February-June 2004 at Brockton High School. English language learners typically meet the Brockton High School single-semester health education requirement in junior and senior year mainstream health courses after successfully demonstrating the MCAS competency requirement in English language arts. It is not uncommon for a student who fails to pass MCAS—English language learner or one whose native language is English—to eventually request waivers from the health education requirement so that MCAS remediation courses can fit into the student’s schedule.

The existing literacy program at East Junior High School, emphasizing basic skills in the areas of mathematics and English language arts, has been found to work well for English language learners with no or little prior formal schooling. Brockton High School has begun implementing a similar program in the area of English language arts and will assess the need to expand the program.

Assessment practices for identifying LEP students requiring SPED services will be reviewed and guidelines developed. SPED and bilingual administrators will jointly interview candidates for Bilingual SPED positions and develop appropriate in-service training for staff on (a) the IEP process, (b) disability awareness, (c) English learner education, (d) assessment practices and (e) best instructional practices for EL learners.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
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<th>(d) EVIDENCE OF COMPLETION</th>
<th>(t) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June-September 2004</td>
<td>SEI ELA Grade 5-12</td>
<td>Current curriculum guides;</td>
<td>Jose Pinheiro, Director,</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>curriculum re-aligned;</td>
<td>lists of content</td>
<td>Bilingual Education;</td>
<td>Review of staff</td>
</tr>
<tr>
<td></td>
<td>staff being trained;</td>
<td>workshop participants;</td>
<td>curriculum area coordinators</td>
<td>schedule</td>
</tr>
<tr>
<td></td>
<td>materials in schools</td>
<td>materials inventory</td>
<td></td>
<td>Pre/post questionnaire</td>
</tr>
<tr>
<td></td>
<td>ELE staff participating in common planning activities</td>
<td>Principal’s staff schedule</td>
<td>Loraine McLaughlin,</td>
<td>distributed to bilingual and SPED staff;</td>
</tr>
<tr>
<td></td>
<td>Improved bilingual SPED assessment practices; improved understanding of the IEP process and best instructional practices for ELE students</td>
<td>Guidelines for assessment practices; the hiring of a bilingual diagnostician – certified in SPED; schedule of in-service training of IEP Process, disability awareness, and best instruction practices for ELE students</td>
<td>Joanne Malonson, SPED Director; Director, Bilingual Education; Committee members—Margaret Adams, Dept. Head Bilingual Education K-8; Kay Seale, SPED Dept. Head; SPED team facilitator; Robert Thometz, bilingual SPED teacher; additional SPED and bilingual teacher; consultant</td>
<td>Interview sheets for the hiring process; evaluation sheets and attendance at meetings, workshop and trainings; the hiring of a consultant — bilingual SPED</td>
</tr>
</tbody>
</table>
For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

- Starting in September of 2004, at least two ESL/SEI teachers will be available to provide support to students who have exited the program in grades 1-6 and to provide professional assistance to the teachers receiving such students.
- A comprehensive plan for the training of general education teachers is being developed. Training under this plan will begin during summer of 2004 and to continue year-round through August 2006.
- Direct continuing support for students who have exited ELE programs is available through the Adult Learning Center (ALC), a component of the Brockton Public Schools’ Community School Program. The ALC offers morning and evening classes for English-language learners who are not enrolled in K-12. Funded by a combination of grants and local funding, the classes are offered at no cost to students. Informing eligible students of the availability of these post-secondary support services will be made part of the guidance services protocol. Unfortunately, the ALC is unable to fully meet the entire current demand for such services and a waiting list has been established.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Anticipated Results</th>
<th>Evidence of Completion</th>
<th>Individuals Responsible</th>
<th>Evaluation Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2004</td>
<td><strong>FLEP students receiving appropriate support services</strong></td>
<td>At least two ESL/SEI teachers providing support to FLEP students and their general education teachers</td>
<td>At least two ESL/SEI teachers providing support to FLEP students and their general education teachers</td>
<td>Dr. Kenneth Sennett, Sr. Director, Pupil Personnel; Jose Pinheiro, Director, Bilingual Education; Margaret Adams, Dept. Head, Bilingual Education K-8; Anna Carreiro-Lopes, Dept. Head, Bilingual Education 9-12; Dr. Linda Braun, Coordinator, Adult Learning Center; Catherine Leger, Director, Guidance, Brockton High School</td>
<td>Monitoring of ESL/SEI teachers supporting general education teachers</td>
</tr>
<tr>
<td>June 2004</td>
<td>A comprehensive plan to train general education teachers that dovetails with the training plan that will be in effect to meet the needs described under criterion ELE-15</td>
<td>A documented number of trained classroom teachers increasing through August 2006</td>
<td>A documented number of trained classroom teachers increasing through August 2006</td>
<td>Monitoring of FLEP students for access to support services</td>
<td>Monitoring of FLEP students for access to support services</td>
</tr>
<tr>
<td>June-September 2004</td>
<td>Former students who failed to learn English aware of availability of classes offered by the Adult Learning Center</td>
<td>Registrations of eligible former Brockton High School students at ALC</td>
<td>Registrations of eligible former Brockton High School students at ALC</td>
<td>Guidance checklist; ALC client survey identifying former BHS students</td>
<td>Guidance checklist; ALC client survey identifying former BHS students</td>
</tr>
</tbody>
</table>
COMPONENT VI: FACULTY, STAFF AND ADMINISTRATION

The criteria in this component examine whether the district has licensed staff, provides supervision of aides and tutors, and provides ongoing professional development in the program areas listed below. Additionally, the component examines whether the district implements an effective system of program leadership and oversight which fosters high standards and performance expectations for all students and staff consistent with the goals of applicable federal and state requirements and Education Reform Act of 1993. Finally, this component examines whether the district’s personnel procedures are nondiscriminatory and aimed at recruiting employees from all groups.

Special Education – SE50,51,54  Pages 50-53
Civil Rights Methods of Administration – MOA21  54-55
Title 1 – TI30  56
English Learner Education – ELE14,15  57-58
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Joanne Malonson
Date April 23, 2004
Report Area Special Education
Criterion Number SE 50
Check (x) District Entity BPS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>District will develop and follow a structured process to ensure the consistent and districtwide implementation of its District Curriculum Accommodation Plan (DCAP) by requiring all schools to devote distinct staff meeting and in-service time to—</td>
</tr>
<tr>
<td>• develop a deeper understanding of all aspects of the District Curriculum Accommodation Plan; and</td>
</tr>
<tr>
<td>• provide appropriate additional training in differentiated instruction to regular education staff.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>(B) COMPLETION DATES</th>
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<th>(D) EVIDENCE OF COMPLETION</th>
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<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>August-September 2004</td>
<td>Principals share common understanding of DCAP and district’s expectations of providing initial DCAP in-service to their building staffs</td>
<td>Agenda item on districtwide principals’ meeting; distribution of most recent revision of the DCAP</td>
<td>Jane Malatesta, Senior Director for Curriculum; Catherine Brine, Senior Director for Elementary; Education; Anthony Luizzi, Deputy Superintendent of Schools</td>
<td>Principals’ schedule follow-up staff meetings with DCAP agenda item for discussion</td>
</tr>
<tr>
<td>Beginning of school year 2004-2005</td>
<td>All building staff receive overviews of DCAP, newest updates and district’s expectations of complying with DCAP identified processes</td>
<td>Agendas for staff meetings; signature of staff in attendance</td>
<td>Principals; assistant principals</td>
<td>Sign-in sheets attached to agenda</td>
</tr>
<tr>
<td>Early during school year 2004-2005</td>
<td>Focused in-service training on accommodating diverse learners; follow-up at monthly staff meetings featuring vignettes of staff practices led by the building educational planning team (EPT)</td>
<td>Schedule of and description of staff trainings</td>
<td>Senior Director for Curriculum; principals; Joanne Malonson, Director of Special Education; Professional Development Committee</td>
<td>Review of teachers’ lessons plans; classroom observations and teacher evaluations</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004
Report Area Special Education Criterion Number SE 50
Check (x) District Entity [ ] BPS [x] CCS

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

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<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
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<tbody>
<tr>
<td>Champion Charter School (CCS) will revise the District Curriculum Accommodation Plan (DCAP) and will provide in-service to alert staff to the plan and the implementation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES (c) Anticipated Results (d) Evidence of Completion (e) Individuals Responsible (f) Evaluation Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2004 Staff training in DCAP Agenda and log of In-service training Dr. Lawrence DeSalvatore, Assistant Director, CCS Review of agenda and log</td>
</tr>
</tbody>
</table>

[118]
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Joanne Malonson Date April 23, 2004
Report Area Special Education Criterion Number SE 51
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(a) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The district will ensure that all special education teachers or related service providers (a) will have proper and valid certificate/license from the Department of Education, or (b) hold a current waiver in the absence of a certificate/license.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2004</td>
<td>All SPED staff will be properly credentialed</td>
<td>A valid certificate, license or waiver on file in the personnel office</td>
<td>Joanne Malonson, SPED Director; Kathleen Sirois, Sr. Director, Human Resources</td>
<td>A verified list of SPED teaching personnel or service providers on file in SPED office</td>
</tr>
</tbody>
</table>
**School District:** Brockton Public Schools (BPS) and Champion Charter School (CCS)

**CORRECTIVE ACTION PLAN**

in response to

COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by  Ferdinand Fuentes  
Date  April 23, 2004

Report Area  Special Education  
Criterion Number  SE 54

Check (x) District Entity  BPS  CCS

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*For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.*

## (A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will provide in-service to staff in areas of pre-referral, teaching support, inclusion and other aspects of the District Curriculum Accommodation Plan (DCAP) to personalize the learning environment of students.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>September 2004</td>
<td>Staff training on DCAP areas with positive impact on teaching and learning</td>
<td>Log and agenda of training</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS</td>
<td>Review of log and training; faculty interviews</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Dr. Kenneth Sennett Date April 23, 2004
Report Area Civil Rights Requirements Criterion Number MOA 21
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

The district’s policies on Civil Rights and harassment appear in all handbooks. These handbooks are being revised and will be re-printed during the summer of 2004 and distributed to all staff and students during the opening of school meetings in September, 2004.

The district will provide training concerning Civil Rights procedures during the orientation meetings for building administrators during the summer, 2004. All building administrators will review the district’s non-discrimination policy and procedures during the first building based faculty of the year with dealing with harassment on the basis of a student’s race, color, sex, religion, national origin and sexual orientation and the appropriate methods for responding to it in the school setting. Participants will sign a sign-off log which will be sent to Dr. Sennett’s office. Department Heads will be requested to utilize the same procedure with itinerant staff.

(b) COMPLETION DATES (c) ANTICIPATED RESULTS (d) EVIDENCE OF COMPLETION (e) INDIVIDUALS RESPONSIBLE (f) EVALUATION PROCESS

August and September 2004

All faculty and staff will be retrained in Civil Rights and prevention of harassment procedures.

Sign-off logs

Dr. Ken Sennett, Sr. Director, Pupil Personnel Services; Kathleen Sirois, Sr. Director, Human Resources; Anthony Luizzi, Deputy Superintendent of Schools

Examination of sign-off logs
For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(a) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will provide appropriate civil rights training through its in-service program.

<table>
<thead>
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<th>(b) COMPLETION DATES</th>
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<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2004</td>
<td>Civil rights training for all staff and orientation for all students</td>
<td>Schedule and minutes from training activities; sign-in logs</td>
<td>Director, Student Support Services, CCS; Dr. Lawrence DeSalvatore, Assistant Director, CCS</td>
<td>Review of documentation</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes
Date April 23, 2004

Report Area Title I
Criterion Number TI 30

Check (x) District Entity  BPS  CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

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<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champion Charter School (CCS) teachers hired after 2002 are either on official waivers seeking certification or have a professional development plans for certification within subject matter. In addition, all CCS teachers have taken and passed the MTEL. Since CCS has charter school status, the HQ requirement may be implemented differently.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2004</td>
<td>Appropriate documentation of the HQ status of the school's staff</td>
<td>Professional development plan; teacher portfolios</td>
<td>Ferdinand Fuentes, Director, CCS; Human Resources staff of the Brockton Public Schools</td>
<td>Review of HQ status of CCS teachers</td>
</tr>
</tbody>
</table>
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

All staff instructing in the district’s Sheltered-English Immersion (SEI), Transitional Bilingual Education (TBE) or Two-Way programs (a) have received in-district training, or (b) taken appropriate coursework, or (c) are currently receiving in-district training, or (d) are currently enrolled in college courses in the areas of second language acquisition, sheltered instruction methodologies and literacy instruction. To augment the in-school training, the district is also collaborating with Bridgewater State College to provide additional training.

As the CPR finding indicates, implementation for this criterion is in progress. For the training of regular education staff, please see Corrective Action Plans submitted in response to findings under ELE 8 and 13.

(b) COMPLETION DATES  (c) ANTICIPATED RESULTS  (d) EVIDENCE OF COMPLETION  (e) INDIVIDUALS RESPONSIBLE  (f) EVALUATION PROCESS

Please refer to Corrective Action Plans submitted for ELE 8 and ELE 13.
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Jose Pinheiro Date April 23, 2004
Report Area English Learner Education Criterion Number ELE 15
Check (x) District Entity [ ] BPS [ ] CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

As the finding indicates, implementation of this criterion is in progress. The participation of classroom teachers in training for second language acquisition and sheltered instruction methodologies will be mandatory starting September 2004.

<table>
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<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2006</td>
<td>English-language learners will have access across the district to general classroom instruction provided by teachers appropriately trained in second language acquisition and sheltered instruction</td>
<td>There will be a documented cadre of appropriately trained teachers in general education classrooms in all schools and at all grade levels</td>
<td>Dr. Kenneth Sennett, Sr. Director, Pupil Personnel; Jose Pinheiro, Director, Bilingual Education; Principals; Margaret Adams, Dept. Head, Bilingual Education K-8; Anna Carreiro-Lopes, Dept. Head, Bilingual Education 9-12</td>
<td>ELL placements will be monitored to ensure matching with teachers trained in second language acquisition skills</td>
</tr>
</tbody>
</table>
COMPONENT VII: SCHOOL FACILITIES

The criteria in this component examine whether the district maintains facilities that are conducive to learning, facilitate integration, and provide equal access and opportunity for students to achieve in the program areas.

Special Education – SE55                           Pages 59-60
Civil Rights Methods of Administration – MOA22,23   61-62
Career and Technical Education – CTE20            63
For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district's internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

- Review space availability and options for reorganizing/reassigning SPED classrooms at Downey Elementary School, East Junior High School (EJH), West Junior High School (WJH) and Brockton High School (BHS)
- Develop plans to make appropriate changes for compliance
- Relocate/redesign classes/rooms where required
- Refer to MOA-22 for separate response for ADA-related findings at Brockton High School

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>March-July 2004</td>
<td>School visits to Downey, East, West, BHS</td>
<td>Schedule and notes from visit</td>
<td>Joanne Malonson, SPED Director; SPED Dept. heads Agnes Peckham (Downey), Kay Seale (East), Robert O’Meara (West), Stephen Stack (BHS); Principals: Patrick Hart, Downey; Donald Burrell, East; Michael Smith, West; Dr. Susan Szachowicz, Brockton High School</td>
<td>Follow-up memo with summary of possible changes; follow-up inspection visits to all sites</td>
</tr>
<tr>
<td>July-October 2004</td>
<td>Compliance</td>
<td>Anticipated changes—</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Anticipated changes—

DOWNEY: Speech and language services will relocate to a dedicated section in the library, an easily accessible central location; an intermediate mainstream regular education class will be relocated in a classroom adjoining the cited classes

EAST: Change is unnecessary; rather than being clustered, to avoid overcrowding and to accommodate the wide range of adaptive activities, the life-skills students have the use of three centrally-located instructional areas in a corridor among mainstream classes

WEST: The cited SPED class will be scheduled in a regular-sized classroom (117)

BHS: The current life-skills classroom (B138) will be reconfigured and sound-proofing added if needed; student schedules will be adjusted to house no more than 12 students; additional instructional areas will be provided as needed
For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) and Brockton Public Schools (BPS) are jointly investigating the feasibility of relocating CCS for 2004-2005 to a facility more conducive to its mission and eventual expansion. CCS Facilities Committee has been meeting regularly with Brockton School Committee’s Facilities Subcommittee to explore various options. An RFP with CCS educational space specifications was issued on April 21, 2004. Responses are expected within 30 days, at which time received RFPs will be evaluated for suitability and cost parameters within the Brockton School Committee’s FY2005 budget.

In the event that relocation is not feasible, use of existing space will be reviewed with the priority objective of providing space for SPED services comparable to that used for other instructional services and activities.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2004</td>
<td>Adequate space for CCS programs, including SPED</td>
<td>Relocation to facility with adequate space</td>
<td>Ferdinand Fuentes, Director, CCS; David Kimball, Sr. Director, Administrative Services, BPS; Maurice Hancock, Chair, Facilities Subcommittee, Brockton School Committee; Paul Protentis, Chair, Facilities Subcommittee, Board of Directors, CCS</td>
<td>Facility inspection</td>
</tr>
</tbody>
</table>
**DEPARTMENT OF EDUCATION**  
**COORDINATED PROGRAM REVIEW**

**School District:** Brockton Public Schools (BPS) and Champion Charter School (CCS)  
**CORRECTIVE ACTION PLAN**  
in response to  
**COORDINATED PROGRAM REVIEW REPORT FINDINGS**

**Prepared by:** David H. Kimball  
**Date:** April 23, 2004

**Report Area:** Civil Rights Requirements  
**Criterion Number:** MOA 22

Check (x) District Entity  
[X] BPS  
[ ] CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Since the last Coordinated Program Review in 1998, the district has made steady progress in ADA compliance in all school buildings, taking every opportunity to use planned major refurbishment and re-construction projects to advance ADA compliance. This has included the retrofitting of new elevators at the Belmont Street, Paine and Kennedy schools. Most recently, work was completed at South Junior High School with the addition a retrofitted new elevator. More than half of its 26 school buildings are now elevator-equipped, double the number since the last review. Its three newest schools—Plouffe (1998), Angelo (1999) and Arnone (2001)—meet ADA requirements. For its remaining 23 school buildings, the district has compiled an ADA checklist-based summary to address the need for additional elevators ($2,825,000), ramp modifications ($56,000), restroom accessibility ($140,000), drinking fountain compliance ($210,000), parking accommodations ($43,500), signage improvements ($26,000), emergency egress systems ($3,844,000) and interior door hardware ($158,500) at a projected cost of $7.3 million. Since the FY2005 budget has not yet been finalized, it is difficult to be specific about the more immediate ADA-related projects. However, based on its excellent record, the district has shown commitment to ADA compliance and will continue to address compliance issues on a priority basis in its long-term facility planning. Translated into individual building needs total projected cost estimates are as follows:

<table>
<thead>
<tr>
<th>Building</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashfield School</td>
<td>$500,000</td>
</tr>
<tr>
<td>Brockton High School</td>
<td>$2,325,000</td>
</tr>
<tr>
<td>Brookfield School</td>
<td>$230,000</td>
</tr>
<tr>
<td>Davis School</td>
<td>$26,500</td>
</tr>
<tr>
<td>Downey School</td>
<td>$387,500</td>
</tr>
<tr>
<td>East Junior High School</td>
<td>$689,000</td>
</tr>
<tr>
<td>Franklin School</td>
<td>$12,000</td>
</tr>
<tr>
<td>Gilmore School</td>
<td>$282,000</td>
</tr>
<tr>
<td>Goddard School</td>
<td>$313,500</td>
</tr>
<tr>
<td>Hancock School</td>
<td>$216,500</td>
</tr>
<tr>
<td>Howard School</td>
<td>$32,000</td>
</tr>
<tr>
<td>Huntington School</td>
<td>$12,500</td>
</tr>
<tr>
<td>Keith School</td>
<td>$283,500</td>
</tr>
<tr>
<td>Kennedy School</td>
<td>$156,000</td>
</tr>
<tr>
<td>Lincoln School</td>
<td>$391,500</td>
</tr>
<tr>
<td>North Junior High School</td>
<td>$690,000</td>
</tr>
<tr>
<td>Paine School</td>
<td>$9,000</td>
</tr>
<tr>
<td>Raymond School</td>
<td>$26,500</td>
</tr>
<tr>
<td>Russell School</td>
<td>$6,000</td>
</tr>
<tr>
<td>South Junior High School</td>
<td>$15,000</td>
</tr>
<tr>
<td>West Junior High School</td>
<td>$387,000</td>
</tr>
<tr>
<td>Whitman School</td>
<td>$311,500</td>
</tr>
<tr>
<td>Total</td>
<td>$7,302,500</td>
</tr>
</tbody>
</table>

In response to the accessibility and safety issues specifically identified under criterion SE-55, the district is taking immediate steps to perform the following modifications at Brockton High School (BHS):

- Elevator locks—the existing elevator key system will be replaced to make sure that access is limited to authorized personnel; and
- SPED restroom accessibility—the girls’ restroom most proximate to classroom B-138, location of the life-skills class, will be reconfigured to meet ADA requirements

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, 2004</td>
<td>BHS elevator access will be limited to authorized personnel</td>
<td>Inspection and periodic monitoring after installation</td>
<td>David Kimball, Sr. Director, Administrative Services; Lewis Symynkywicz, Facilities Manager</td>
<td>N/A</td>
</tr>
<tr>
<td>September 1, 2004</td>
<td>BHS girls’ restroom will be fully accessible</td>
<td>Availability usage by students</td>
<td>Same</td>
<td>N/A</td>
</tr>
</tbody>
</table>
DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Dr. Kenneth Sennett

Date April 23, 2004

Report Area Civil Rights Requirements

Criterion Number MOA 23

Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Please note that the Corrective Action Plan for SE-55 addresses this finding.

(b) COMPLETION DATES (c) ANTICIPATED RESULTS (d) EVIDENCE OF COMPLETION (e) INDIVIDUALS RESPONSIBLE (f) EVALUATION PROCESS

See response to SE-55 for details
DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Jeffrey Roderiques Date April 23, 2004
Report Area Career and Technical Education Criterion Number CTE 20
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

- The safety issues relating to clutter, panic button access and safety signage are in the process of being corrected. The areas indicated in the finding will be reconfigured and programs relocated. For example, the CTE printing program will be re-assigned to Room E-146 to immediately provide additional space. A member of the Occupational Education advisory committee is volunteering to develop floor plans with a more efficient workflow. At the same time, unnecessary materials and equipment will be discarded, the areas will be refurbished and electrical outlets installed to accommodate the change. Room E-126 is under consideration as a classroom for both the CTE and tech ed printing courses.

- All obstructions to safety switch (panic button) access have been removed and well-placed signs will be displayed to attract immediate attention to the locations of safety switches.

- Brockton High School’s Bilingual Department will assist Occupational Education Department in creating visuals/graphic representations of multi-language exit signs to incorporate into all ESL Beginner and Intermediate classes as part of the curriculum on school orientation vocabulary and safety drill instruction.

- Exit signs at Brockton High School are lit during the school day, are easily visible under all lighting conditions and have emergency battery backup in the event of power failure.

(B) COMPLETION DATES
(C) ANTICIPATED RESULTS
(D) EVIDENCE OF COMPLETION
(E) INDIVIDUALS RESPONSIBLE
(F) EVALUATION PROCESS

<table>
<thead>
<tr>
<th>Date</th>
<th>Anticipated Results</th>
<th>Evidence of Completion</th>
<th>Individuals Responsible</th>
<th>Evaluation Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2004</td>
<td>Improved workflow and safety for occupants of work areas</td>
<td>Clean, orderly environment</td>
<td>Jeffrey Roderiques, Director, Occupational Education; Anna Carreiro-Lopes, Dept. Head, Bilingual Education 9-12</td>
<td>Visual inspection</td>
</tr>
<tr>
<td></td>
<td>Orientations with multi-lingual signage</td>
<td>Examination of ESL class materials</td>
<td></td>
<td>Orderly evacuations</td>
</tr>
</tbody>
</table>
COMPONENT VIII: PROGRAM PLAN AND EVALUATION

The criteria in this component examine whether the district has written program plans that are evaluated according to specific regulatory requirements and whether parents have opportunities for input on needs, program implementation, evaluation, and improvement in the program areas.

Special Education – SE56
Civil Rights Methods of Administration – MOA25
Title 1 – TI32
English Learner Education – ELE17

Pages 64-65
66
67
68
### School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

#### CORRECTIVE ACTION PLAN

in response to

COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Joanne Malonson

Date April 23, 2004

Report Area Special Education

Criterion Number SE 56

Check (x) District Entity  

| BPS | CCS |

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

The Brockton Public Schools Special Education Department will contract with an outside vendor to evaluate the Early Childhood Special Education Programs at the Howard School (formerly known as the Howard Pre-School Diagnostic Center).

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2004 – June 2005</td>
<td>Program evaluation</td>
<td>Develop a summer committee on SPED Early Childhood Education to investigate possible vendors and draft letter</td>
<td>Joanne Malonson, SPED Director; Committee on SPED Early Childhood Education</td>
<td>Written report and recommendations</td>
</tr>
</tbody>
</table>
DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004
Report Area Special Education Criterion Number SE 56
Check (x) District Entity □ BPS X CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will conduct an annual evaluation of the SPED program through the Program Committee of the Board of Directors and through the Brockton Public Schools (BPS).

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Evidence of Completion</th>
<th>Individuals Responsible</th>
<th>Evaluation Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2004</td>
<td>Evaluation of services by Board of Directors; BPS evaluation of services</td>
<td>Audit or report with recommendations</td>
<td>Dr. Corinne Merritt, Chair, Program Committee, Board of Directors, CCS; Joanne Malonson, SPED Director, BPS</td>
<td>Review of report</td>
</tr>
</tbody>
</table>

[135]
### School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

### CORRECTIVE ACTION PLAN

in response to

COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004

Report Area Civil Rights Requirements Criterion Number MOA 25

Check (x) District Entity BPS CCS

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For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champion Charter School (CCS) will conduct an annual self-assessment of program through both the Diploma Plus curriculum component and the Program Committee of the Board of Directors. Consultant support will be utilized as required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2004</td>
<td>Required program evaluation</td>
<td>Program evaluation reports; report of review by Program Committee of the Board of Directors, CCS</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS; Dr. Corinne Merritt, Chair, Program Committee, Board of Directors, CCS; other external sources, as required</td>
<td>Completion of self-evaluation reports</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004

Report Area Title I Criterion Number TI 32

Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

On an annual basis, The Champion Charter School (CCS) will evaluate its program through the data analysis of the grades, test results and other data sources. The Program Committee of the Board will also assess the program performance on a yearly basis. In addition, CCS will collaborate with CYDE partnership to provide a yearly assessment/evaluation of the overall program outcomes of the school.

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2004</td>
<td>Program assessment and preliminary evaluation</td>
<td>Evaluation/assessment reports</td>
<td>Dr. Lawrence DeSalvatore, Assistant Director, CCS; Dr. Corinne Merritt, Chair, Program Committee, Board of Directors, CCS</td>
<td>Review of reports and findings</td>
</tr>
</tbody>
</table>
School District: **Brockton Public Schools (BPS) and Champion Charter School (CCS)**

**CORRECTIVE ACTION PLAN**

in response to

**COORDINATED PROGRAM REVIEW REPORT FINDINGS**

Prepared by Jose Pinheiro

Date April 23, 2004

Report Area English Learner Education

Criterion Number ELE 17

Check (x) District Entity [ ] BPS [ ] CCS

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For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

### (A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

The school district requires an evaluation component in all improvement plans, including those of the district, individual school and departments. Consequently, the annual Bilingual Department Improvement Plan does contain an evaluation of its ELE programs. Additionally, a narrative describing the evaluation of LEP students’ English language acquisition was included in the district’s 2003-04 Title III grant proposal.

In view of this finding, the Bilingual Department recognizes the need to review the design of its program assessment and, if warranted, employ professional assistance to evaluate its programs more effectively. An evaluation plan will be developed and utilized to assess ELE instructional and professional development programs in place during the 2004-2005 academic year.

### (b) COMPLETION DATES

February 2005

### (c) ANTICIPATED RESULTS

The development of improved periodic evaluation system of the district’s ELE programs with outside consultants, if warranted

### (d) EVIDENCE OF COMPLETION

Implementation of a re-designed plan with specific indicators for the evaluation of ELE programs

### (e) INDIVIDUALS RESPONSIBLE

Jose Pinheiro, Director, Bilingual Education; Margaret Adams, Dept. Head, Bilingual Education K-8; Anna Carreiro-Lopes, Dept. Head, Bilingual Education 9-12

### (f) EVALUATION PROCESS

The availability of objective data regarding program outcomes for possible program modification
COMPONENT IX: RECORD KEEPING

The criteria in this component examine whether the district maintains required records and documentation for each program area, whether entitlement grants are appropriately designed, amended, and locally monitored, whether the use federal grant funds is in accordance with statutory fund-use rules, including supplement not supplant provisions and maintenance of effort requirements where applicable for the program areas.

Special Education – SE57
Title 1 – TI9SWP,10,11,15

Page 69
70-74
For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will develop an accurate roster of SPED students, reconciling rosters with Brockton Public Schools (BPS) quarterly.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Current SPED student roster maintained on StarBase, Brockton Public Schools’ SIMS—Student Information Management System</td>
<td>Student rosters</td>
<td>SPED Team CCS; Director, Support Services, CCS; Judith Talley, Team Facilitator, BPS</td>
<td>Review of logs and rosters</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004
Report Area Title I Criterion Number TI 9-SWP
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

<table>
<thead>
<tr>
<th>(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Champion Charter School (CCS) will provide a copy of the Title 1 budget/fund utilization to substantiate the use of Title I funds in accordance with the grant (in a supplementary manner). The Finance Committee of CCS will also oversee the fund utilization and provide a yearly review of existing fiscal use.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) COMPLETION DATES</th>
<th>(C) ANTICIPATED RESULTS</th>
<th>(D) EVIDENCE OF COMPLETION</th>
<th>(E) INDIVIDUALS RESPONSIBLE</th>
<th>(F) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2004</td>
<td>Regular fiscal review of Title 1 expenditures compared to adopted budget</td>
<td>Finance letter/memo regarding Title 1</td>
<td>Ferdinand Fuentes, Director, CCS; Fiscal Committee, CCS; Fiscal Manager, CCS; Brenda Wornum-Moore, Treasurer, Board Of Directors, CCS</td>
<td>Review of documents and budgets</td>
</tr>
</tbody>
</table>


School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes
Report Area Title I
Check (x) District Entity [ ] BPS [x] CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS) will provide a copy of the Title budget funds utilization to substantiate the use of Title I funds in accordance with the grant (in a supplementary manner). The Finance committee of CCS will also oversee the fund utilization and provide a yearly fiscal review.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
<th>(c) ANTICIPATED RESULTS</th>
<th>(d) EVIDENCE OF COMPLETION</th>
<th>(e) INDIVIDUALS RESPONSIBLE</th>
<th>(f) EVALUATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2004</td>
<td>Documentation of the proper use of Title 1 funds</td>
<td>Review of budget and Fiscal committee letter</td>
<td>Ferdinand Fuentes, Director, CCS; Brenda Wornum-Moore, Treasurer, Board of Directors, CCS; Fiscal Manager, CCS</td>
<td>Review of documentation and budget</td>
</tr>
</tbody>
</table>
School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by John Jerome
Cynthia McNally

Date April 23, 2004

Report Area Title I
Criterion Number TI 11

Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district's internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

The district has developed and will submit for inclusion in the Brockton Public Schools Policy Manual a written policy on "Supplement not Supplant Requirements". The required policy has been approved by the School Committee.

<table>
<thead>
<tr>
<th>(b) COMPLETION DATES</th>
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<tbody>
<tr>
<td>March 1, 2004 through April 1, 2004</td>
<td>Development of a written policy governing supplement, not supplant requirement for Title I funding and services</td>
<td>A written draft of policy submitted for review by the Assistant to the Superintendent</td>
<td>John Jerome, Title I Coordinator, Brockton; Barbara Solomon, State Title I Director</td>
<td>Returned policy draft with revisions from the superintendent's office</td>
</tr>
<tr>
<td>April 13, 2004</td>
<td>Approval of the Title I Supplement, Not Supplant Requirement Policy by the Policy Subcommittee of the Brockton School Committee</td>
<td>Following approval by the subcommittee, policy accepted by the Brockton School Committee at its regular meeting in April (April 13, 2004)</td>
<td>Cynthia McNally, Assistant to the Superintendent; John Jerome, Title I Coordinator</td>
<td>Inclusion in section DECA of the adopted policy in the Brockton Public School Policy Manual</td>
</tr>
</tbody>
</table>
DEPARTMENT OF EDUCATION
COORDINATED PROGRAM REVIEW

School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes Date April 23, 2004
Report Area Title I Criterion Number TI 11
Check (x) District Entity BPS CCS

For each finding of the Department of Education, please provide (a) complete description of the corrective action activities the district will implement, including (b) dates of completion, (c) anticipated results, (d) evidence of completion, (e) individuals responsible for implementation and (f) district’s internal evaluation process for action plan activities to assure continued compliance.

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<thead>
<tr>
<th>(a) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES</th>
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<tr>
<td>Champion Charter School (CCS) will develop a supplemental policy that will be incorporated into the fiscal focus of the school.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
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<tbody>
<tr>
<td>July 2004</td>
<td>New fiscal policy regarding Title 1 funds</td>
<td>CCS Policy Manual</td>
<td>Ferdinand Fuentes, Director, CCS; Brenda Wornum-Moore, Treasurer, Board of Directors, CCS; Fiscal Manager, CCS</td>
<td>Review of policy</td>
</tr>
</tbody>
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School District: Brockton Public Schools (BPS) and Champion Charter School (CCS)

CORRECTIVE ACTION PLAN
in response to
COORDINATED PROGRAM REVIEW REPORT FINDINGS

Prepared by Ferdinand Fuentes
Date April 23, 2004
Report Area Title I
Criterion Number TI 15
Check (x) District Entity ☐ BPS ☒ CCS

For each finding of the Department of Education, please provide (A) complete description of the corrective action activities the district will implement, including (B) dates of completion, (C) anticipated results, (D) evidence of completion, (E) individuals responsible for implementation and (F) district’s internal evaluation process for action plan activities to assure continued compliance.

(A) DESCRIPTION OF CORRECTIVE ACTION ACTIVITIES

Champion Charter School (CCS), through its Program Committee and the School Site Council, will seek and ensure parental input for the direction and operation of its Title 1 programs.

<table>
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<tbody>
<tr>
<td>September 2004</td>
<td>Parental involvement and input into school programs</td>
<td>Meeting agendas and notes</td>
<td>Ferdinand Fuentes, Director, CCS; Dr. Corinne Merritt, Chair, Program Committee, Board of Directors, CCS</td>
<td>Review of notes and meeting agendas</td>
</tr>
</tbody>
</table>