

Massachusetts Department of Elementary and Secondary Education

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Jeffrey C. Riley
Commissioner

January 2, 2020

David Manzo
Executive Director
Cotting School, Inc.
453 Concord Avenue
Lexington, MA 02421

Re: Approved Special Education Schools Mid-cycle Review and Verification of previous
Program Review Corrective Action Plan
A - Cotting Day Program
B - Cotting HOPEhouse Residential Program
C - Cotting Summer Day Program

Dear Mr. Manzo:

Enclosed is the Department of Elementary and Secondary Education (Department) Approved Special Education Schools Mid-cycle Review Final Report based upon the Mid-cycle Review conducted in your approved special education school programs in December 2019.

This report includes detailed findings describing the determinations of the Department about the implementation status of each requirement status of selected Mid-cycle Review criteria as well as implementation of new state or federal special education requirements enacted since your programs' last Program Review. Please note that all requirements were found to be fully implemented; therefore, the Department does not need to order a corrective action plan.

At this time, the Department requests that you upload a separate statement signed by you and the Chairperson of your Board of Directors which describes the steps the programs are taking to make the findings of the Department available to staff, parent groups and the general public. Please go into the WBMS and upload your programs' statement that has been signed by you and the chairperson of your Board of Directors into Additional Documents no later than **01/16/2019**. You can do this by accessing: > MCR > Self-Assessment > Additional Documents.

The approval certificates enclosed with this correspondence shall remain in effect until August 31, 2023, and will be contingent upon continued compliance with all regulations contained within 603 CMR 28.00 "Special Education Regulations," 603 CMR 18.00 "Program And Safety Standards For Approved Public Or Private Day And Residential Special Education School

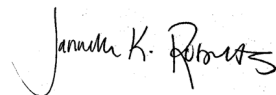
Programs,” and 603 CMR 46.00 “Prevention of Physical Restraint and Requirements If Used.” The Department may change this approval status at any point during this three-year period if circumstances arise that warrant such a change.

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

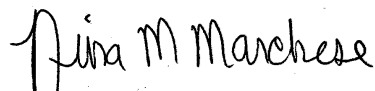
The Department will notify you of your programs’ next regularly scheduled Program Review several months before it is to occur. At this time we anticipate the next routine monitoring visit to occur sometime during the 2022-2023 school year, unless the Department determines that there is some reason to schedule this visit earlier.

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

Sincerely,



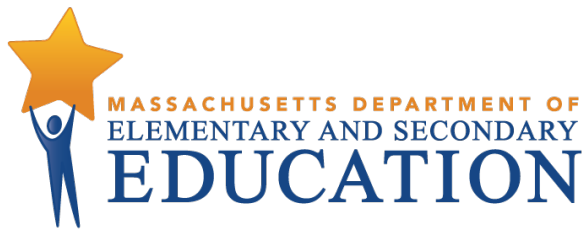
Jannelle Roberts, Mid-cycle Review Chairperson
Office of Approved Special Education Schools



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

c: David Cushing, President of the Board of Directors
Jeffrey C. Riley, Commissioner of Elementary and Secondary Education
Russell Johnston, Ph.D., Senior Associate Commissioner
NAME, Supervisor, Office of Approved Special Education Schools

Encl.: Mid-cycle Review Report
Full Approval Certificate, Expiration Date: August 31, 2023
Cotting Day Program
Cotting HOPEhouse Residential Program
Cotting Summer Day Program



MID-CYCLE REVIEW REPORT

Cotting School, Inc.

MCR Onsite Dates: 12/16/2019

Programs under review for the agency:

A - Cotting Day Program

B - Cotting HOPEhouse Residential Program

C - Cotting Summer Day Program



Jeffrey C. Riley
Commissioner of Elementary and Secondary Education

MID-CYCLE REVIEW REPORT

PS Criterion #1.2 - Program & Student Descriptions, Program Capacity

Rating:

Implemented

Applies To:

All

Basis for Findings:

A review of documentation, staff interviews and observations indicated that the program has developed a Program & Student Description that describes the population served.

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

Rating:

Implemented

Applies To:

All

Basis for Findings:

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

PS Criterion #2.3 - EEC Licensure (Residential Programs Only)

Rating:

Implemented

Applies To:

B - Cotting HOPEhouse Residential Program

Basis for Findings:

A review of documentation and observations indicated that there was a current license from the Department of Early Education and Care for the residential facility.

PS Criterion #4.5 - Immediate Notification

Rating:

Implemented

Applies To:

All

Basis for Findings:

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

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

Rating:

Implemented

Applies To:

All

Basis for Findings:

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

PS Criterion #8.5 - Current IEP & Student Roster

Rating:

Implemented

Applies To:

All

Basis for Findings:

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

PS Criterion #8.8 - IEP - Progress Reports

Rating:

Implemented

Applies To:

A - Cotting Day Program, C - Cotting Summer Day Program

Basis for Findings:

A review of student records indicated that parents receive reports on students' progress towards reaching the goals set in their IEPs, that progress report information sent to parents includes written information on progress toward annual IEP goals; and that the program sent copies of progress reports to parents/guardians, public school districts and state agencies as applicable.

PS Criterion #9.1 - Policies and Procedure for Behavior Support**Rating:**

Implemented

Applies To:

All

Basis for Findings:

A review of documentation and staff interviews indicated that the program has developed and is implementing written Policies and Procedures for Behavior Support consistent with the regulations under 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention. Behavior Support Policies and Procedures are reviewed annually, and are provided to staff annually and made available to parents of enrolled students.

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

Implemented

Applies To:

All

Basis for Findings:

A review of documentation and staff interviews indicated that the policies and procedures regarding Student Separation Resulting from Behavior Support include that a student must be continuously observed by a staff member at all times, that staff shall be with the student or immediately available to the student at all times, that procedures are in place for obtaining principal approval of the student separation for more than 30 minutes based upon the student's continuing agitation, and that student separation shall cease as soon as the student has calmed.

PS Criterion #9.4 - Physical Restraint**Rating:**

Implemented

Applies To:

All

Basis for Findings:

A review of documentation and staff interviews indicated that the program administers physical restraints only in emergency situations of last resort when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm and with extreme caution in order to prevent or minimize any harm to the student as a result of the use of physical restraint. A review of student records and staff interviews indicated that Physical Restraint Policies and Procedures were consistent with requirements under 603 CMR 46.00.

PS Criterion #11.1 - Staff Policies and Procedures Manual

Rating:

Implemented

Applies To:

B - Cotting HOPEhouse Residential Program

Basis for Findings:

A review of documentation indicated that the program implements personnel policies and procedures that include the following: criteria and procedures for hiring, Criminal Offender Record Information, Criminal History Record Information fingerprint requirements, staff evaluation, discipline of staff, the handling of staff complaints, a plan for using volunteer and/or intern services and a statement of equal access for employment and/or educational opportunities.

PS Criterion #11.3 - Educational Administrator Qualifications

Rating:

Implemented

Applies To:

All

Basis for Findings:

A review of documentation indicated that the Educational Administrator possessed the required qualifications to serve in this position.

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

Rating:

Implemented

Applies To:

All

Basis for Findings:

A review of documentation indicated that the teaching staff were appropriately licensed or had been granted an appropriate waiver for the 2019 -2020 school year.

PS Criterion #11.5 - Related Services Staff

Rating:

Implemented

Applies To:

All

Basis for Findings:

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

PS Criterion #11.6 - Master Staff Roster

Rating:

Implemented

Applies To:

All

Basis for Findings:

A review of documentation indicated the Master Staff Roster contained the names, program job titles, corresponding Uniform Financial Report (UFR) title numbers and full-time equivalents (FTEs) for all staff. The Master Staff Roster also accurately corresponded to the last approved DESE staffing plan.