TO: Legal Authorities and Education Directors of Nonpublic Schools Approved Under COMAR 13A.09.10 Educational Programs in Nonpublic Schools and Child Care and Treatment Facilities

FROM: Sarah Spross, Chief, Nonpublic School Approval Branch

DATE: September 9, 2013

RE: Upcoming School Year Information

Welcome back to the 2013-2014 school year. Over the past year the Nonpublic School Approval Branch (NSAB) has continued to support our nonpublic schools in the area of compliance. We offered a data-driven training series, provided feedback regarding the regulatory compliance data trends, and have continued to receive input from the nonpublic school community regarding ways to improve our services to you.

Most recently, we met with a small group of nonpublic school representatives to discuss the changes that were implemented in the 2011-2013 school years and to identify ways to continue to improve regulatory compliance in the upcoming year. That meeting was extremely productive and the group collectively identified strategies for both NSAB and the nonpublic schools to consider as we work together to improve regulatory compliance of nonpublic schools.

Based on these discussions, MSDE will continue to:

- Conduct the onsite monitoring visits in the same manner outlined in the September 6, 2011 memo with the exception of the two areas identified in the 7th bullet of the new items section. The memo is available on the nonpublic school website at: http://www.marylandpublicschools.org/NR/rdonlyres/B58EAA7C-22A4-4B09-9048-1128D3E0D7C9/29834/September62011Memo.pdf.

- Work collaboratively with the Certification Branch to provide up-to-date certification information at the time of your school's onsite monitoring visit.

- Post all of the current monitoring tools used during onsite monitoring visits on the NSAB website under "Current Forms." This section continues to be divided into four groups: Type I General Education Programs, Type I Special Education Programs, Type II Special Education Programs, and Type III General Education Programs. This information may be accessed at http://www.marylandpublicschools.org/MSDE/nonpublicschools/npschools/comar13A.09.10_cf.htm.

- Make additional materials of interest that may be pertinent to your educational programs available on our website. Materials may include MSDE announcements, resources for the Common Core, and regulatory and statutory changes. Please check the "Materials of Interest" section regularly as we will continue to upload new information as it becomes available. This section may be accessed at http://www.marylandpublicschools.org/MSDE/nonpublicschools/npschools/mi.htm.

- Provide an extensive training series focused on regulatory compliance, which is reflective of the feedback we received from each of you regarding topics of interest. Please see the attached training flyer and registration forms. All training dates and registration forms may be accessed in the "Training Series" section at http://www.marylandpublicschools.org/MSDE/nonpublicschools/npschools/ts.htm.

- Allow electronic signatures in the same manner outlined in the September 4, 2012 memo. The memo is available at http://www.marylandpublicschools.org/NR/rdonlyres/B58EAA7C-22A4-4B09-9048-1128D3E0D7C9/33532/September42012UpcomingSchoolYearMemo.pdf.

Finally, we would like to bring to your attention the following new items:

- **Division Name:** Effective July 1, 2013 the Division's name changed from the Division of Certification and Accreditation to the Division of Educator Effectiveness. You will find the NSAB section under the Division of Educator Effectiveness on the MSDE website.

- **Monitoring Tools:** Great news - applicable forms are now available in two versions; fillable and PDF. We believe we have worked out the glitches and the fillable forms can now be saved. These forms are accessible by using Google Chrome or Mozilla Firefox. We recognize that many of you have developed systems for some of these forms and we welcome you to continue to use your version as long as they match the information on our forms. However, as we make modifications to our forms, we hope that you will transition to the new fillable versions. It will cut down on a great deal of paper.

- **Staff Roster Form:** More great news – Since we have made great progress in updating Educator Information System (EIS), this form will now only be due once a year; October 1st. In the event a staff member leaves your employment, you are required to indicate their termination date on the form. This will allow EIS to be updated accordingly. Please pay careful attention to the instructions that are found on the form.

- **Mailings from the NSAB:** Two years ago, the NSAB allowed the Chief Officer of the Legal Authority of the school to identify one individual to receive all official communication from the NSAB. At that time, it was our expectation that this person would be responsible for disseminating relevant this information to all relevant parties within their organization reducing the amount of paper generated. Unfortunately, this has not been an effective process, as such, effective immediately, the NSAB will be mailing all official communication to the Chief Officer of the Legal Authority. This practice will ensure that the entity that is responsible for the governance and operation of the program is notified of all issues affecting the operation of the program. We appreciate your understanding and cooperation with this matter.

- **Email Request for Chief Officer of the Legal Authority:** In an effort to expedite communication from this office and other division's throughout the Maryland State Department of Education (MSDE), we are asking that the Chief Officer of the Legal Authority submit their email address to me at sspross@msde.state.md.us by September 30, 2013. Please include the following information when responding:

    1. Name of School;
    2. Name of Chief Officer; and
    3. Email address of Chief Officer of the Legal Authority.

- **School Assignment:** As you are all aware, Alexandra Cambra joined the Nonpublic School Approval Branch in January and has been given her new caseload. She has contacted, visited, and or scheduled visits for each of her assigned schools this summer. If you are unclear who your assigned specialist is, please do not hesitate to contact our office.

- **Onsite Monitoring Visit Changes:**

  o ***Entrance Conference:***
  Previously Submitted Documents: As has been occurring, a summary of which preliminarily submitted documents are compliant and which are noncompliant will be provided during the entrance conference. School personnel will be given the opportunity to review, correct, and resubmit the noncompliant items by 1:00 p.m. on the first day of the site visit. All corrections made by the school on these documents must be highlighted.

  While every effort will be made to review these corrections prior to the exit conference, there may not be sufficient time to do so. In these cases, the revised documents will be reviewed in the NSAB office. Any corrected documents that are submitted by 1:00 p.m. on the first day of the site visit that are found to be complaint upon review will be noted as compliant on the onsite monitoring report.

  Documents required at the time of site visit: Assure that the items identified in the notification letter are available. Documents that are not available must be provided to the onsite monitoring team at the conclusion of the entrance conference as follows:

  - Announced Visit: Within 30 minutes
  - Unannounced Visit: Within 1 hour

  o ***Monitoring Reports:***
  We will begin the implementation phase of identifying repeat areas of noncompliance. As was outlined in the September 4, 2011 letter, and beginning with the 2011-2012 school year, onsite monitoring reports will indicate dates that a specific regulation has been found noncompliant. For example:

  - **COMAR 13A.09.10.09.C (1)   Teacher Implements Educational Program.**
    (*This was an area of noncompliance identified in the December 6, 2011, July 21, 2012, and April 4, 2013 onsite monitoring visit reports.*)

  - Special note pertaining to Criminal History Record Checks: Findings of noncompliance beginning with July 1, 2008 will be recorded as demonstrated above.

- **Change to four-year Monitoring Cycle:** In 2008, our office moved to a five-year monitoring cycle. As reported in 2008, we continue to be concerned about the length of time between routine monitoring visits; therefore, we will be initiating a four-year monitoring cycle in the 2014-2015 school year. As we make this change, we will be balancing the number of schools to be visited each school year that may result in your program being scheduled for a visit prior to a four-year period. All schools will be notified of their new monitoring schedule in August 2014.

- **Common Core Standards:** The question has been asked, "What does a school record as the official curriculum?" The Common Core Standards is the foundation for the new Maryland State curriculum for English/Language Arts and Mathematics. The Common Core literacy standards along with the content curriculum standards should guide instruction in social studies/history, science, and technical subjects. In the content areas, students are expected to be able to read and write about that content and use authentic sources when appropriate. Finally, the Common Core Standards have been adopted by the Maryland State Board of Education and their full implementation is effective for the 2013-2014 school year.

    The Common Core Resource Guide may be accessed at
    http://msde.state.md.us/cc/CommonCoreResourcesGuide.pdf

    The Maryland Public Television Common Core video interstitials
    http://www.warnerhanson.com/mpt/index.html.

- **PARCC Assessments:** The PARCC assessments will be operational in the 2014-2015 school year.

- **Maryland State Department of Education Website:** On August 27, 2013, the MSDE transitioned its website to a new platform. While the migration has occurred, we continue to experience periodic glitches. At this time all links on the NSAB's page are operational; however, in the event that you experience technical difficulty please do not hesitate to contact Chezia Calloway at ccalloway@msde.state.md.us. Chezia has volunteered to be our website resource person.

As you may recall, in August of 2008, the NSAB revised its monitoring review schedule. At that time, it was determined that in addition to regularly scheduled onsite monitoring visits, the NSAB will conduct unannounced onsite monitoring visits between review cycles due to the increase in the number of years between review cycles. These unannounced visits are currently underway and will continue in the 2013-2014 school year.

Finally, as we begin the 2013-2014 school year, I would be remiss if I did not remind everyone that as administrators of nonpublic schools, you are required to assure that your school operates consistent with the regulations under which it is approved and it is our responsibility to monitor the school's compliance with the applicable regulations.

It is our hope that providing this information will assist you in assuring compliance with the regulations under which your school is approved. We look forward to our ongoing work with each of you on behalf of our students. If you have any questions or need help locating the information online please contact me or your Nonpublic School Approval Specialist at (410) 767-0407. Please accept my best wishes, on behalf of all of us in the NSAB, for successful school year.

C: Cynthia Amirault, Section Chief, Division of Special Education/Early Intervention Services
      Kristine Angelis, Nonpublic School Approval Specialist, Nonpublic School Approval Branch
      Chezia Calloway, Nonpublic School Approval Specialist, Nonpublic School Approval Branch
      Alexandra Cambra, Nonpublic School Approval Specialist, Nonpublic School Approval Branch
      Joann Ericson, Chief, Certification Branch, Division of Educator Effectiveness
      Dorie Flynn, Executive Director, MANSEF
      Marcella E. Franczkowski, Assistant State Superintendent, Division of Special Education/Early
            Intervention Services
      Jean E. Satterfield, Assistant State Superintendent, Division of Educator Effectiveness
      Denise Scott, Nonpublic School Approval Specialist, Nonpublic School Approval Branch

2013-2014 Training Series

Clinical Director Training
Date: October 16, 2013
Time: 9:30 – 12:30
Location: Board of Child Care - Strawbridge School Conference Center
Targeted Schools: Type I, Type II, and Type III
Targeted Participants: Clinical Directors/Coordinators:
Special Note: Only one Clinical Director/Coordinator for each school will be able to sign up for this training. After this year, this training will be offered annually and will be adapted to target new clinical directors; therefore it will only be available to those clinical supervisors hired after the preceding years' training date.

New Education Director Training
Date: October 25, 2013
Time: 9:30 – 12:30
Location: Maryland State Department of Education
Targeted Schools: Type I, Type II, and Type III
Targeted Participants: Only new Education Directors hired after October 24, 2012 will be able to sign up for this training.

Behavioral Coordinator Training
Date: October 30, 2013
Time: 9:30 – 12:30
Location: Good Sheppard School
Targeted Schools: Type I, Type II, and Type III
Targeted Participants:
Special Note: Only one behavior coordinator per school will be able to sign up for this training. After this year, this training will be offered annually and will be adapted to target new behavior coordinators; therefore, it will only be available to those behavioral supervisors hired after the preceding years' training date.

Upcoming PARRC Assessments Aligned with the Common Core
Date: December 4, 2013
Time: 9:30 – 12:00
Location: Board of Child Care - Strawbridge School Conference Center
Targeted Schools: Type I, Type II, and Type III
Targeted Participants: Education Directors and Instructional Leaders
Special Notes: Only two participants (Education Director and the instructional leader) from each school may sign up for this training. This training will focus on the instructional implications and accommodations for special needs students.

Presentation provided by Judy Jenkins, Director, Curriculum, Division of Instruction; Trinell Bowman, Assessment Specialist, Planning and Assessment Branch, Division of Accountability, Assessment, and Data Systems; and Karen Andrews, Section Chief, Assessment, Division of Special Education/Early Intervention Services.

Student Records, Transcripts, and General Documentation

Date: January 17, 2014
Time: 9:30 – 1:00
Location: The Gateway School
Targeted Schools: Type I, Type II, and Type III
Targeted Participants: Education Directors
Special Note: Round Table topic discussions featuring the Education Directors of the Nonpublic Schools that Achieved a Perfect Site Visit during the 2011-2013 school years. MSDE representative's will be available to answer specific questions. School personnel will be able to rotate through various topic tables chosen on the registration forms.

Criminal History Record Check Documentation

Date: February 7, 2014
Time: 9:30 – 12:00
Location: Forbush School at Glyndon
Targeted Schools: Type I, Type II, and Type III
Targeted Participants: Education Directors and Human Resource Directors

Regulatory Compliance Data Report

Date: May 20, 2014
Time: 9:30 – 12:00
Location: Board of Child Care - Strawbridge School Conference Center
Targeted Schools: Type I, Type II and Type II
Targeted Participants: Education Directors, Administrative Heads, and Compliance Staff

Certification 101

Date: July 24, 2014
Time: 9:30 – 12:00
Location: Sheppard Pratt Conference Center
Targeted Schools: Type I, Type II and Type II
Targeted Participants: Education Directors, Human Resource Staff, and Certification Staff