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State Superintendent of Schools

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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: August 25, 2014

RE: Upcoming School Year Information

Welcome back to the 2014-2015 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 have offered a yearly training series based on compliance data, provided feedback regarding the trend data, and have welcomed 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 2011-2014 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 and data, MSDE will continue to:

- Conduct the onsite monitoring visits in the same manner outlined in the September 6, 2011 and September 9, 2013 memos. These memos are 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. These forms are available in two versions: fillable and PDF. 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. 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 Maryland College and Career Readiness Standards, 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. This year we have asked administrators from nonpublic schools that have achieved a perfect site visit to be available at key trainings for an informal Q&A at the end. 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>.
- Mail 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. Included with this letter is a one page sheet indicating who is identified in our database as the Chief Officer, Administrative Head, and Education Director. We are asking you to confirm the accuracy of the identified individuals by returning the form with any corrections to Karen.Gardner@Maryland.gov by September 15, 2014. If we do not hear from you by September 15th, we will continue to communicate with the individual identified in our database. We appreciate your understanding and cooperation with this matter.

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

- **Staff Roster Form:** Good news –this form will no longer be required of schools. Instead, schools will be required to submit staff information with the materials prior to the scheduled onsite monitoring visit. Please remember that, in the event a staff member leaves your employment, you are required to notify the Certification Branch of their termination date. This will allow the Educator Information System (EIS) to be updated accordingly.
- **Certification Follow Up:** In a continued effort to assure that staff are properly credentialed, the NSAB will be following up with schools when we have been notified by the Certification Branch that an individual is ineligible for a certificate to be issued or if the individual's application remains incomplete.
- **10-month, 11-month, and 12-month School Calendars:** The NSAB is responsible for assuring that each school meets the 180-day school year requirement. Individual schools determine the length of their school year (10-month, 11-month, or 12-months) based on their program needs as identified in students' IEP. As a reminder, a 10-month IEP indicates that a student attends for a standard 10-month school year. 11-month and 12-month IEP's indicate that a student needs 11 or 12 months to complete what is traditionally covered in 10-months. School days in an 11 or 12 month program must provide the same instructional model for all 11 or 12 months. This model is quite different than a calendar program that also includes Extended School Year (ESY). Students whose IEPs contain ESY need an additional summer program to prevent regression, to address emerging skills, etc.
- **Instructional Material and Equipment:** The NSAB will be monitoring a school's instructional materials and equipment slightly different. During the classroom observations, we will look to see that teachers and students have access to appropriate materials. After the school day, we are asking that teachers who were observed make themselves available to answer any questions regarding the availability of instructional materials and equipment.

- **Delivery of Related Services after School Hours:** If a school is approved as a special education day and residential program and the student has a residential IEP approved by the team to implement 24 hour educational services in a day program and residential program, the student may receive related services in both school and the residence. If a student is placed by the local school system in a day school program, related services must be implemented during the school day. If a student is placed by another state agency such as DHR into a facility that is licensed by another unit of state government and that facility also operates a nonpublic school that is approved to offer a special education day and residential program and the student has a day school IEP, then the related services must be provided during the school day.

The Nonpublic School Approval Branch monitors the implementation of student IEPs based on what is specifically written in the IEP document. In the event the IEP team has provided written directives in the student's IEP that indicates that any aspect of the IEP can be implemented differently from the practice stated above, our branch will honor what is indicated on the IEP.

- **PE/Adapted PE:** Nonpublic Schools are required to offer Physical Education to all students and adapted PE to those students who's IEP identifies the need. Please know that certified PE teachers can offer adapted PE. We have placed a variety of reference materials on our website which can be accessed at:
<http://marylandpublicschools.org/MSDE/nonpublicschools/npschools/mi.htm>
- **Maryland College and Career Readiness Standards (MCCRS):** The common core standards are now referred to as the Maryland College and Career Readiness Standards. The NSAB will monitor a school's ability to access these standards and assure that a local school system curriculum is available for each subject taught. The MSDE website has many resources available for teachers. The Maryland Career and College Readiness Standards may be found at:
<http://marylandpublicschools.org/MSDE/programs/ccss/>
- **PARCC:** The PARCC assessments will be fully implemented in the 2014-2015 school year and will replace the Maryland School Assessments. Please make sure you amend your transcripts to include an additional space for recording PARCC test scores. Information regarding PARCC may be found at:
<http://marylandpublicschools.org/MSDE/programs/parcc/index.html>
- **Maryland Learning Links:** Is a resource for educators and families about issues related to special education and early intervention. It can be accessed at:
<http://www.marylandlearninglinks.org/>
- **School Assignment:** I am pleased to announce that as of August 20, 2014 we will be a full team. Ms. Kelly Meadows will be joining our team as the fourth nonpublic school approval specialist. Ms. Meadows will be reaching out to each of her assigned schools to schedule a tour of your program. Please be patient as she gets settled in. If you are unclear who your assigned specialist is, please do not hesitate to contact our office.
- **MSDE Transition to Google Mail:** The MSDE transitioned to Google mail as of August 11, 2014. Each of us may be reached at the following emails: Kristine.Angelis@Maryland.gov; Alexandra.Cambra@Maryland.gov; Karen.Garnder@Maryland.gov; Kelly.Meadows@Maryland.gov; Denise.Scott@Maryland.gov; and Sarah.Spross@Maryland.gov.

- **SB 502 Public Schools – Cardiopulmonary Resuscitation (CPR) and Automated Defibrillator Instruction (AED) (Breanna’s Law):** was passed during the 2014 session. It requires public school students to complete, as part of the health or PE curriculum, training in CPR and AED. A link to this bill can be found at:
<http://mgaleg.maryland.gov/webmga/frmMain.aspx?pid=billpage&stab=01&id=sb0503&tab=subject3&ys=2014RS>
- **Maryland State Department of Education Website:** Last year 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 difficulties please do not hesitate to contact Alex.Cambra@mayrland.gov. Alex has volunteered to be our website resource person.
- **Change to Four-Year Monitoring Cycle:** In 2008 our branch moved to a five-year monitoring cycle. Last year I indicated that we would be initiating a four-year monitoring cycle in the 2014-2015 school year. Due to the increase in complaint investigations during the 2013-2014 school year (5 to 37) and increased number of regularly scheduled onsite monitoring visits (28 to 43) this goal has been postponed. The NSAB will reevaluate its feasibility for the 2015-2016 school year.

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 2014-2015 school year.

Finally, as we begin the 2014-2015 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.

Enclosures: Confirmation Form
2014-2015 Training Schedule
2014-2015 Training Registration Forms

C: Cynthia Amirault, Section Chief, Nonpublic Schools, Division of Special Education/Early Intervention Services
Kristine Angelis, 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
Kelly Meadows, Nonpublic School Approval Specialist, Nonpublic School Approval Branch
Jean E. Satterfield, Assistant State Superintendent, Division of Educator Effectiveness
Denise Scott, Nonpublic School Approval Specialist, Nonpublic School Approval Branch
Penelope Thornton Talley, Esq., Chief performance Officer, Office of the Superintendent

2014-2015 Training Series

Teacher Certification Workshop

Date: September 17, 2014

Time: 4:00 – 6:00 pm

Location: Sheppard Pratt Conference Center

Targeted Schools: Type I, Type II, and Type III

Targeted Participants: Teachers/School Administrators

Presentation provided by:

Dr. Joann Ericson, Chief, Certification Branch

New Education Director Training

Date: September 23, 2014

Time: 9:30 – 12:30

Location: Maryland State Department of Education Conference Room 8

Targeted Schools: Type I, Type II, and Type III

Targeted Participants: Only new Education Directors hired after October 25, 2013 will be able to sign up for this training.

Perfect Site Visit Administrators Available for Questions:

Starla Alexander, Education Director, High Road Academy at Hillsmere and Linthicum Elementary Schools

Admissions/IEP's

Date: October 3, 2014

Time: 9:30 – 12:30

Location: Kennedy Krieger School: Fairmount Campus

Targeted Schools: Type I, Type II, and Type III

Targeted Participants: Education Directors/Admission Staff/ IEP Coordinators

Perfect Site Visit Administrators Available for Questions:

Angela Chambers, Vice President of Education, Board of Child Care – Strawbridge School

Jodi Johnson, Education Director, Kennedy Krieger at Southern High School

PARCC: What Teachers Need to Know

Date: October 7, 2014

Time: 9:30 – 12:30

Location: Board of Child Care – Strawbridge School

Targeted Schools: Type I, Type II, and Type III

Targeted Participants: Education Directors/Test Coordinators/Curriculum Coordinators/ Instructional Leaders

Presentation Provided By:

Jean Satterfield, Assistant State Superintendent, Division of Educator Effectiveness

Judy Jenkins, Director, Curriculum, Division of Instruction

Behavior Management Documentation

Date: November 12, 2014

Time: 9:30 – 12:00

Location: Chelsea School

Targeted Schools: Type I, Type II, and Type III

Targeted Participants: Education Directors/Behavior Coordinators/Behavior Staff

Perfect Site Visit Administrators Available for Questions:

Clare Young, Education Director, High Road School of Anne Arundel County

William Frank, Education Director, Villa Maria School of Harford County

Teacher Certification Workshop

Date: November 18, 2014

Time: 4:00 – 6:00 pm

Location: Lourie Center School/Kennedy Krieger School: Montgomery County Campus

Targeted Schools: Type I, Type II, and Type III

Targeted Participants: Teachers/School Administrators

Presentation provided by:

Dr. Joann Ericson, Chief, Certification Branch

Student Records, Transcripts, and PEP's

Date: December 17, 2014

Time: 9:30 – 12:00

Location: Linwood School

Targeted Schools: Type I, Type II, and Type III

Targeted Participants: Education Directors/Instructional Leaders/Records Officers

Perfect Site Visit Administrators Available for Questions:

Terry Scott, Education Director, Kennedy Krieger School: Montgomery County Campus

Catherine Gammage, Education Director, Silver Oak Academy

Deborah Randall, Education Director, Woodbourne School at Tivoli

Carol Gilbert, Type III Administrator, Villa Maria School at Pot Spring

Dana Norris McGregor, Education Director, Salem School

Mille Steinke, Education Director, San Mar Educational Program

Related Services Documentation

Date: January 27, 2015

Time: 9:30 – 12:00

Location: The Forbush School at Glyndon

Targeted Schools: Type I, Type II, and Type III

Targeted Participants: Education Directors/Clinical Directors/Clinicians

Perfect Site Visit Administrators Available for Questions:

Trudy Portewig, Clinical Coordinator, Pathways Schools

Karen Nelson, Principal, Laurel Hall School