

Office of the Superintendent
Tri-Town School Union
28 Middleton Road
Boxford, MA 01921

January 18, 2008

Dear Parents and Guardians:

I was recently informed by the Commissioner of Education of an upcoming Department of Education Coordinated Program Review. As part of this Coordinated Program Review, Department of Education staff will visit the district during the week of February 25-29, 2008. Such visits are routinely conducted by the Department of Education to satisfy federal and state requirements for the periodic review of specific education programs and services in schools throughout the Commonwealth. The Department is reviewing several programs during a single visit in order to use Department and school staff's time most efficiently and to encourage strong connections among the programs.

The Department's Coordinated Program Review will address the following programs: Civil Rights, Special Education and English Learner Education. After reviewing school district procedures for these programs, a Department of Education team will make its onsite visit, during which it will review individual student records, interview administrators, teachers and parents, and observe instructional sites. After the onsite visit, it will prepare a report for the Superintendent's Office and School Committee with detailed findings for each program.

Using a scale of ratings ranging from "Commendable" to "Not Implemented," the report will rate the implementation of each requirement reviewed by the Department of Education. Where requirements are found less than substantially implemented, the district must propose to the Department of Education corrective action to bring those areas into compliance with statutes and regulations. Districts and schools are encouraged to incorporate the corrective action into their district and school improvement plans and professional development plan. The school district may request technical assistance from the Department of Education in developing a corrective action plan. Both the Department's report and the corrective action plan are public information and will be available to the public upon request. Final reports are also available on the Department's internet website at <http://www.doe.mass.edu/pqa/review/cpr/reports/>.

Any member of the public may request to be interviewed by telephone by a member of the Department's visiting team. Those wishing to be interviewed should call the Superintendent's Office at 978-887-0771 no later than February 8, 2008 to leave their name and phone number, or they may call the Department of Education's Onsite Chairperson, Donna Beth Lopez, at (781) 338-3720 or via email at dlopez@mass.doe.edu. A member of the visiting team will contact each person desiring an interview within two weeks after the completion of the onsite visit. If an individual is not comfortable communicating in English or requires some other accommodation, the Department will make arrangements to communicate appropriately with the individual.

I am confident that the Program Review will be a useful and positive experience for staff members and that the report will be useful in planning for the continued improvement of educational services for all students.

Sincerely,

Bernard F. Creeden, Ed.D.
Superintendent of Schools