



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

This is a sample site visit letter as sent in past years. Due to COVID-19, the we will work together to determine what can be done virtually and what will be done in person abiding by state guidelines.

September 15, 2020

Hero Educator, Director
ABC School
123 School Street
Somewhere, ME 04000

Dear Hero,

Thank you for setting aside time for the on-site portion of the Special Purpose Private School (SPPS) monitoring program review. This letter is to confirm that the site visit for **ABC School** is scheduled for a **Date, 2020**.

We would like to begin the day with the administration interview and then have a tour of the facility. We would also like to be able to observe in some classrooms during the day, with an opportunity to see students engaged in learning activities. If the date selected will not provide us with that opportunity, please let us know so that we may reschedule the visit.

A member of the public-school monitoring team will be joining us to review up to 10 student files. We would like to offer a professional development opportunity to your teachers. We encourage you to have at least one teacher sit with DOE staff to review an IEP that he/she wrote. During this time, the teacher(s) can ask questions, get clarification/guidance and feedback. Each of the interactive reviews is approximately an hour. We find that no more than 3 teachers in each session is most effective. In the interest of time, there will be 2 interactive sessions available. The remainder of the files will be reviewed outside of the interactive format.

We ask that you are present during the site visit to assist with the monitoring process. If you are unable to be available for the full day, please have your assistant or coordinator available during the times you are unavailable.

We will need one or two confidential work spaces for the Review Team. It is important that one of these spaces has access to a copier. One work space will be for interviews (3-4 people) and the other will be for file reviews. The room for file reviews will need a table, a power outlet, access to the copier and room for 1-3 teachers to join DOE staff for the interactive IEP review. The files that you choose to be reviewed should be in this room or easily accessible. Please do not include files that you have or plan to be part of your self-assessment, unless the size of your program prevents this crossover.

Our schedule is flexible around the needs of the program and students. The file reviews will begin upon arrival and occur throughout the day. This is a sample schedule for the day, which can be adapted as needed.

- 8:20-8:30 - Arrival time
- 8:30-9:30 - Administration Interview
- 9:30-10:30 - Tour of facility
- 10:30 – 12:00 and 12:30-2:30 - Classroom Observations and Interviews
 - We like to interview two teachers, two educational technicians, two students, and two service providers (see interview question sheets, inserted as attachments).
 - We have found that it is helpful, when schedules allow, to interview each group (teachers, Ed techs, and service providers) simultaneously rather than each person individually. We prefer to interview the students individually.
- 12:00-12:30 - Lunch
 - We would love to have you and your staff join us for an informal working lunch.
- 2:30 – 3:00 – The DOE Review Team will spend this time debriefing and compiling information for the exit interview.
- 3:00 - Exit Interview (to include basic questions we'll ask you, any questions you may have for us, and report our basic findings, if any).
 - This is open to whomever you would like to invite. We have conducted some exit interviews with SPPS administrators only and others that include additional program staff and/or administrators from the SAUs you work with.

We look forward to meeting with you and your staff on a Date, 2020 and collaborating with you in the SPPS monitoring process.

Sincerely,



Mary F. Adley, Ed. D.
Coordinator for State Agency Programs and Special Projects

Attachments:

- Interview Questions
 - Administrator
 - Teacher
 - Related Service Provider
 - Ed Tech.
 - Student
- Parental Consent for Student Interview