

Appendix

During the on-site visit, the Bureau's intent was to review specific documents necessary to the daily operations of a special education program. Below is a list of the requested documents as well as an update whether the Bureau has received the requested documents.

- The Bureau requested documents sent to sending agencies both in and out of state, parents and other stakeholders.
 - The Bureau was given letter a letter dated October 3, 2014 addressed to Superintendents; a statement on Disability Rights Center Report and a letter dated October 1, 2014 addressed to Family Member/Guardian. The Bureau was informed that the letter dated October 3, 2014 addressed to Superintendents was emailed to all New Hampshire Superintendents.
 - Outstanding requests: The Bureau requested a list of all out-of-state placements with sending districts' name and state. The Bureau has not received this document.
- The Bureau requested a personnel roster of all staff that either teaches, provide support and consult and/or related services and evidence of criminal background checks.
 - The Bureau was provided a Private Special Education School Personnel Roster for elementary, middle and high school by the Director of Education on October 10th. Under the section labelled program/job title, only the program was identified. There was no evidence of a job title and therefore, there was no evidence of what classes/courses teachers were employed for. This roster also identified consultants whose certifications had expired. The personnel roster presented on October 10th, identified James Lewis as the school psychologist yet, there is no evidence that Mr. Lewis is certified as a school psychologist.
 - The Bureau received an email dated 10/14/14 at 4:36pm with a subject line "Criminal Background Checks Lakeview School."
 - There were criminal record checks for individual who were on the personnel roster given to the Bureau on 10/10/14 as well individuals who were not on the personnel roster list. The Bureau is not able to review this as evidence of compliance.
 - The Bureau received an email dated 10/14/14 at 4:38pm with a subject line "Staff Certification Lakeview School."
 - This email provided a statement of eligibility for an individual. The date of this statement of eligibility was July 23, 2004. The Bureau informed the Director of Education that this was no longer valid. This individual is not on any of the personnel rosters. The Bureau was informed that she was a substitute and asked for a job description.
 - The Bureau received an email dated 10/21/14 at 2:01pm with a subject line "Copies of Training Docs from Lakeview School." The email contained several Lakeview School staff members that were identified on the "Universal Training Document." The form had a section named "Focus of Training" with Clinical Protocol and Clinical Skills and Expectations checked. From this form, it appeared that these individuals worked directly with students at the Lakeview School; however, there was no evidence of criminal background checks.
 - The Bureau received an email dated 10/23/14 at 1:57pm with a subject line "Criminal Record Check from Lakeview School."
 - This was evidence of a criminal record check for two individuals with the attached documentation.
 - The Bureau received an email dated 10/31/14 at 1:24pm with a subject line "Elementary/Middle School Lakeview Background Checks."
 - There was evidence that the individuals provided on this Personnel Roster for elementary and middle school also have evidence of criminal background checks provided.
 - The Bureau received an email dated 10/31/14 at 1:26pm with a subject line "High School Lakeview Personnel Roster and Background Checks."
 - There was evidence that the individuals on the Personnel Roster for high school did have criminal background checks provided. However, there was one staff with a

stamped date of 9/21/12 that indicated that there were records attached however, no records were attached. Of note, this evidence was presented in the email dated 10/24/14 at 6:53am with a subject line "Criminal Record Check from Lakeview School." There was a letter dated January 21, 2014 from Lakeview School to the Department of Health and Human Services, Office of Operations Support Health Facilities Administration to operate Residential Treatment and Rehab for a "wavier for license" for one individual. There was also included in this "wavier for license" an annual license certificate issued 01/01/2014 by Department of Health and Human Services, Office of Operations Support Health Facilities Administration to operate Residential Treatment and Rehab. The Bureau of Special Education is uncertain the reason that this was presented as evidence.

- The Bureau received an email dated 10/31/14 at 2:45pm with a subject line "Updated Consultant Roster Lakeview School."
 - The Bureau requested evidence that consultants were being utilized. This evidence could be either signed contracts and/or summary notes of the consultants meeting with the teachers. Lakeview School provided a Private Special Education School Contracted Services Roster. Yet, this roster identified both school personal and consultants. The teachers are identified by job title such as guidance counselor, physical education and teacher. The consultants are not identified by the content area that they are contacted to provide services. There was no evidence provided that Lakeview School had contracts with the consultants. Of note, the contracted services roster states there is an individual who is endorsed as a world language teacher with eight language endorsements. Upon confirmation, this individual is only endorsed in one language. There is an individual who is identified as a visual arts education which the Bureau confirmed this individual is certified in this area but no criminal background check was provided; there is an individual who is identified as a guidance counselor which the Bureau confirmed this individual is certified in this area but no criminal background check was provided. There is an individual who is identified as a teacher which the Bureau confirmed is an individual certified in two areas but no criminal background check was provided.
- The Bureau requested health and safe inspections for the Lakeview School.
 - The Bureau received an email dated 10/31/14 at 10:18am with a subject line "Health Inspection Lakeview School." The email provided evidence of a health inspection completed on 10/28/14.
- The Bureau requested evidence of an elementary and high school curriculum. The special education approval is for an elementary program for grades 1-8 and a high school program for grades 9-12.
 - The Bureau received an email dated 10/14/14 at 4:39pm with a subject line "Evidence of Common Core from Lakeview School." This email contained a summary of what Compass Learning is and a list of Lakeview staff that had participated in a 2 ½ training on 1/23/14. There was no evidence provided that this software based curriculum is being implemented.
 - The Bureau received an email dated 10/30/14 at 2:49pm with a subject line "Contract with." This evidence provided evidence that there will be professional development training in the future.
- The Bureau requested evidence of professional development workshops/trainings/conferences provided for the Lakeview School for the last twelve months.
 - The Bureau received an email dated 10/14/14 at 4:39pm with a subject line "Evidence of Common Core from Lakeview School." This email contained a summary of what Compass Learning is and a list of Lakeview staff that had participated in a 2 ½ training on 1/23/14.
 - The Bureau received an email dated 10/21/14 at 2:01pm with a subject line "Copies of Training Docs from Lakeview School." The email contained a form labelled "Universal Training Document." The form had a section named "Focus of Training" Clinical Protocol and Clinical Skills and Expectations were checked. Although the email discussed the content of the training, there was no evidence of the content of the training provided.

- The Bureau received an email dated 10/24/14 at 11:32pm with a subject line "Request for Services Lakeview School." The Director of Education provided this email to show evidence that she had inquired to a vendor about the vendor providing Professional Development training to Lakeview School staff.
- The Bureau requested evidence of a policies and procedures manual for both the Elementary and High School programs.
 - The Director of Education provided the Lakeview Neurorehabilitation Center Policy: Overview and Goals; Policy: 9.01. The Director of Education informed the Bureau that this was the current policy document that the school was operating with. This policy had various areas of noncompliance such as reference to the 1997 Amendments to IDEA and stating Lakeview was only serving students ages 8-14. This policy had a date revised of 6/02. This policy document also stated under Physical Intervention that prone restraints were an approved physical intervention procedure. At the close of the visit, the Bureau informed the Education Director, Director of Youth Services and the Executive Director that the policy of prone restraints was in direct conflict with RSA 126:U and this practice should be discontinued immediately. The Bureau was given another document labelled Education Policies and Procedures; there was no date on this document. This document also had various areas of noncompliance such as references 1997 Amendments to the IDEA, reference to a website that no longer exists; references to administrative rules that have been repealed and citations to administrative rules from 6/3/08. A third document was presented to the Bureau labelled Policy: Physical Intervention Policy for All Individuals Served; Policy No.:4.09.2.1 Date Revised 05/02, 02/04, 02/07, 01/11, 02/13. This policy does not comply with RSA 126:U.