**SAFETY CORRECTIVE ACTION PLAN**

On February 29, 2024, the Commission notified Pullman Community Montessori (PCM) that it was required to take immediate correction of safety deficiencies pursuant to WAC 108-40-040(2). In addition, PCM was required to propose a safety plan to improve safety in certain areas and to prevent recurrence of the identified safety problems. PCM proved a proposed safety plan on March 7, but the plan required additional work. All corrective action must be fully implemented, and all noncompliance corrected as soon as possible.

**Charter Contract Section 15.1 Oversight and Enforcement**

The Commission manages, supervises, and enforces the Contract. It oversees the School’s performance under the Contract and holds the School accountable to performance of its obligations as required by federal and state laws and regulations, the Performance Framework, as well as the terms of the Contract. This may include, but is not limited to, taking corrective action, development of corrective action plans, imposing sanctions, renewal, revocation, or termination of the Contract.

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| **SAFETY CORRECTIVE ACTION PLAN** | | |
| **Reference, Authority and Issue, including but not limited to:** Charter contract provisions §§ 4.1, 5.1, 5.2, 5.4, 5.11 and Applicable Law (including but not limited to WAC 108-40-040(2), RCW 28A.710.040(2)(a)). | | |
| **Commission Findings Requiring Corrective Action:**   * **The Commission has received a pattern of complaints from current and/or former staff and parents of the school reporting:**   + **Student elopement on multiple different days.**   + **Unsafe student behavior that interrupts the educational and working environment, is harmful to themselves and others, and creates a physically and emotionally unsafe environment, including student(s) throwing chairs, students’ heads being pushed against the wall, and/or kicking others on multiple different days.**   + **Severe student bullying including at least one account of a student telling another student commit suicide multiple times, at least one account of a student threatening to kill another student’s entire family, and at least two students being punched, in school and/or on the school bus.**   + **Additional incidents of safety issues where students were either physically harmed or threatened with harm were also reported in the current/former staff and parent meetings and communications, along with concerns of a lack of responsiveness to the safety issues by the school.**   + **Students and staff feeling fearful for their safety at school, that there is inadequate supervision of students to keep them safe, and being afraid to go to school.**   **Safety Corrective Action Plan (CAP) should include elements that address the following:**   * **A safety plan that includes the following elements:**   + **A plan to prevent student elopement and a description of how the School will inform the**   **Commission of student elopement incidents.**   * + **A plan to ensure and enhance student safety at the school and on the school bus.**   + **A plan to provide staff professional development and direct support for challenging student behaviors.**   + **A plan to obtain an independent evaluation of multi-tiered system of support practices, policies, and procedures that includes: a focus on behaviors at the school; a discipline review; universal supports; and Tiers 1, 2, and 3 supports. The evaluation should include recommendations and an implementation plan.**   + **A plan for how the school will respond to harassment, intimidation and bullying without fear of retaliation.**   + **A plan for the Board to ensure compliance with the safety plan.** | | |
| **SCHOOL’S PROPOSED PLAN**  **(to be completed by the school)** | | |
| **Description of Corrective Action**   * Pullman Community Montessori has created a safety plan including the following steps which are required to be implemented:   + **Sharing with the Commission a** [**Safety Plan Tracker**](https://docs.google.com/spreadsheets/d/1fYpMTIIiCx0UzNXK_yFk06wEfUG7TG7_5oMg4zwk1VY/edit#gid=137890950) **to be updated daily by school staff for the remainder of the 2023-24 school year showing:**     - Every safety incident       * HIB, including cyberbullying, reported by staff, parents, or students       * Any Threat Assessment initiated       * Any incident requiring response from school security staff       * Any incidents on school bus as reported by drivers, parents, or students       * Any unplanned lockdowns/drills       * Any known instances of suicidal ideation     - Every elopement     - Every disciplinary action     - Daily % of students in attendance     - Daily % of staff in attendance     - Student withdrawals     - Any staff changes (resignations, changes to official duties)     - The data above will be shared with the full Board of Directors and discussed monthly as part of a public Board meeting.   + **Collaborating with Comprehensive School Safety Specialist at ESD 101 to obtain and implement school safety coaching and support, including:**     - A desk review of the school's Emergency Plan, Safety Plan, and safety related policies and procedures     - Review of the trainings staff have received with respect to safety     - Review of the school’s safety related data (PCM will provide data to ESD 101)     - A walkthrough of the school and classrooms     - Interviewing the school Safety Officer/Incident Commander and other staff     - An analysis of elopement data and recommendations on strategies to reduce elopements.     - Issuing a report from ESD 101 with findings and recommendations, including training or resources that can be offered to improve the school’s implementation to be shared with the Commission within 3 days of receipt from ESD 101, and no later than June 1st, 2024.     - If recommendations are made, a follow-up walkthrough will be conducted to observe implementation fidelity and effectiveness.   + **Implement an anonymous safety hotline to report safety incidents to an independent third party that must be shared with all families and staff**     - WA Family Advocacy Board has agreed to host an email address “[PCMsafety@wafab.org](mailto:PCMsafety@wafab.org)” for the school. This has been implemented and will be in place for the duration of this Safety Corrective Action Plan.     - Continue to advertise the anonymous safety hotline in parent communications weekly.   + **A plan to prevent student elopement and a description of how the School will inform the Commission of student elopement incidents.**     - The school will refresh all staff on the de-escalation protocol to minimize student elopement by the end of day on April 19th     - The school will provide professional development to staff on April15, 2024, to review the Safety Plan and the elopement protocol with current staff.     - The school is informing the Commission of student elopement instances via the above linked Safety Plan tracker.   + **A plan to ensure and enhance student safety at the school and on the school bus.**     - The school will have the interim head of school review and refine its [Threat Assessment Process](https://docs.google.com/document/d/1SEyDVP83sv0z-qcoIM_EAJSkqG920UeKyEwXuMXBD_k/edit) by April 12, 2024, and share the revised version with the Commission by April 19th, 2024.     - The school will review and enforce its HIB policy and procedure and school bus behavior policy outlined in the Transportation Handbook by April 12, 2024. These are found in the Family Handbook and shared with each enrolled family.   + **A plan to provide staff professional development and direct support for challenging student behaviors.**     - In addition to the Safety Plan review PD that occurred on April 5th, the TMC continues to provide coaching to each classroom team and the Director of Specialized Programs. Attached is the scope of TMC support the school is receiving.     - TMC is working closely with the Director of Special Education and Interim Head of the School to identify high leverage moves to support staff in de-escalation teaching strategies and also developing plans to support students in Tier 2 and 3 related to behaviors that is in alignment with school policies and special education law.     - The TMC engaged in a site visit on March 25, 2025, where feedback from the visit was used to develop and implement professional development about de-escalation strategies in the moment for Instructional Guides and Instructional Aides by the Interim Head of School.     - PCM’s Interim Head of School, Director of Special Education and School Counselor are working with staff to address concerns relating to effective de-escalation and addressing behaviors to reduce restraints and elopements. These methods include specific targeted professional development, classroom observations, coaching cycles, communicating with and partnering with families and following our discipline policy to apply ISS and OSS, if and when appropriate     - The Interim Head of the School has crafted a [professional development](https://mypcm21.box.com/s/gq2se9uy966ak6byi8uljrz3en0or091) regimen covering Classroom Management and Conflict Resolution specifically related to opportunities identified during observations and began implementing this training during designated professional development time which is scheduled every Friday at 1pm beginning April 5th, 2024.   + **A plan to obtain an independent evaluation of multi-tiered system of support practices, policies, and procedures that includes: a focus on behaviors at the school; a discipline review; universal supports; and Tiers 1, 2, and 3 supports. The evaluation should include recommendations and an implementation plan.**     - Board of Trustees is working with interim school leadership Jeneille Branen, who is a former charter public school principal, Title 1 Director, and Special Education Director. Ms. Branen has been reviewing the MTSS procedures, including Tiers 1-3 behavioral and academic interventions, as part of her interim leadership by April 26th. In addition, the Board will be contracting with Dr. Mike Dunn, Professor of Special Education and Literacy at WSU Vancouver, to conduct a desk review of the MTSS plan and remote classroom observations to evaluate the school’s academic intervention. After reviewing the current processes, a plan of action will be developed to support all students to be highly engaged in a safe learning environment. The school will share the results of this review with the Commission and the Board within 3 business days once it is shared with the school, no later than June 30th, 2024.   + **A plan for how the school will respond to harassment, intimidation and bullying without fear of retaliation.**     - The school will review and enforce its HIB policy and procedure.     - PCM board will contract with a third-party investigator to look into the harassment and retaliation claims that have been presented to the school. The results of this investigation will be shared with the Commission within one week of receiving the report, and no later than April 30, 2024.   + **A plan for the Board to ensure compliance with the safety plan**     - The board reviewed the Safety Plan and approved it on March 4, 2024. The school will add a data tracker of “safety incidents” to its [monthly dashboard](https://mypcm21.app.box.com/s/zvpbyeex8o8ort26xjmmqax8y8qt2hpc/file/1442621005807). This will include:       * Every safety incident       * Every elopement       * Every disciplinary Action       * Daily % of students in attendance       * Daily % of staff in attendance       * Withdrawals       * Any staff changes (resignations, changes to official duties)     - The board chair will meet with the Interim Head of School weekly to monitor safety concerns. These meetings will be used to discuss current opportunities and progress around student safety, utilizing the data from the previous week’s Daily Attendance and Safety Trackers. These meetings will be recorded utilizing the Interim Head [of School Weekly Review](https://mypcm21.box.com/s/yaejy0jmn9vjctb8g6dhy9x3hknf6pz6) and shared with the entire board for transparency and accountability. | | |
| **Title/Role(s) of Responsible Persons:**  Robin McDonald, Pullman Community Montessori Board Chair  Pullman Community Montessori Board | | **Expected Date of Completion:**  June 30, 2024 |
| **Evidence of Completion of the Safety Corrective Action:** | | |
| **Description of Internal Monitoring Procedures:** | | |
| **Safety CORRECTIVE ACTION PLAN APPROVAL SECTION**  **(To Be Completed By The Commission)** | | |
| **Reference, Authority and Issue:**  See page 1 of Corrective Action Plan above. | **Safety Corrective Action Plan Status:** | |
| **Status Date**: | |
| **Basis for Decision:** | | |
| **Required Elements of Progress Report(s):**  The Commission is requiring Pullman Community Montessori to submit evidence of the following to complete the Corrective Action.  **Corrective Action Plan Must:** | | |
| **Progress Report Due Date(s):** | | |