



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

CHRISTOPHER D. CERF  
Acting Commissioner

February 18, 2011

Dr. Carolyn M. Kossack, Superintendent  
Little Silver School District  
124 Willow Drive  
Little Silver, New Jersey 07739-1543

Dear Dr. Kossack:

Subject: Special Education Monitoring Report – Little Silver School District

This correspondence has been sent to inform you of the results of the New Jersey Department of Education, Office of Special Education Programs' onsite monitoring regarding the Little Silver School District's implementation of federal and state special education requirements. On September 15, 2010, the New Jersey Department of Education, Office of Special Education Programs (NJOSPEP), conducted onsite monitoring visits, verification visits and desk audits in the Little Silver School District, to determine compliance with federal and state special education requirements. The members of the monitoring team were Deborah Masarsky and Nicole Buten.

The special education monitoring system is data driven and aligned with the federally required State Performance Plan (SPP) indicators, including the federal monitoring priorities established by the Individuals with Disabilities Education Act of 2004 (IDEA 2004). Specifically, the NJOSPEP monitoring process is focused on improving educational results and functional outcomes for students with disabilities and ensuring compliance with those special education requirements related to positive student outcomes.

The special education self-assessment and monitoring process focused on requirements related to the following areas:

- **Transition to Adult Life**
- **State Assessment**
- **Placement in the Least Restrictive Environment**
- **Parent Involvement**
- **Disproportionate Representation of Specific Racial-Ethnic Groups in Special Education**
- **Evaluation and Reevaluation**
- **Individualized Education Program**
- **Programs and Services**

The Little Silver School District was selected for the self-assessment/monitoring process through random selection.

### Monitoring Results

The enclosed Table of Findings details the findings of noncompliance identified during monitoring that have not yet been corrected and the status of correction. All findings of noncompliance must be corrected within one year of the date of this report. Corrective action should include, as necessary: development and/or revision of policies and procedures, staff training, implementation of the identified IDEA and N.J.A.C. requirements and implementation of an oversight mechanism to ensure ongoing compliance. The monitoring team leader, Ms. Deborah Masarsky, will contact Mr. Michael Maschi to discuss procedures for verification of correction of the findings of noncompliance.

The results of the special education monitoring must be reviewed at the next meeting of the district's board of education. A copy of the minutes from the board of education meeting documenting the review by the board must be submitted to the following address:

Ms. Deborah Masarsky  
New Jersey Department of Education  
Office of Special Education Programs  
100 Riverview Plaza  
P.O. Box 500  
Trenton, New Jersey 08625-0500

Questions regarding the enclosed monitoring report should be directed to Dr. Peggy McDonald, manager of the Bureau of Program Accountability, at 609-292-7605.

The NJOSEP appreciates the cooperation of district staff members during the self-assessment/monitoring process.

Sincerely,



Barbara Gantwerk, Assistant Commissioner  
Division of Student Services

BG/PM/DM  
Enclosure

c: Gregg Edwards  
Andrew Smarick  
Peggy McDonald  
Deborah Masarsky  
Karen Frumen  
Michael Maschi

**TABLE OF FINDINGS**  
**Special Education Monitoring Results**  
**IDEA 2004 and New Jersey Administrative Code Requirements**  
**Little Silver School District**

Noncompliance was not identified in any of sections listed below during monitoring:

**Section II: STATEWIDE ASSESSMENT**

**Section III: LEAST RESTRICTIVE ENVIRONMENT**

**Section V: DISPROPORTIONATE REPRESENTATION**

**Section VII: IEP**

**Section VIII: PROGRAMS AND SERVICES**

**Section I: TRANSITION TO ADULT LIFE**

3) IEP requirements for students ages 14 and above, in accordance with N.J.A.C. 6A:14-3.7(e)11

Review of records indicated that IEPs students ages 14 and above did not include all required components due to lack of procedures.

**Section IV: PARENT INVOLVEMENT**

**Areas of Noncompliance**

Area	Status of Compliance
1) Parents shall be given written notice of a meeting containing all the required components, in accordance with N.J.A.C. 6A:14-2.3(k)3,5; 20 U.S.C. §1414(b)(1); and 34 CFR §300.304(a).	Review of records indicated that when providing written notice of a meeting, the district staff did not consistently include all the required components, specifically all purposes of the meeting.
2) Written notice, which includes required components, shall be provided to parents following meetings, in accordance with N.J.A.C. 6A:14-2.3(f) and 2.3(g)1-7; 20 U.S.C. §1414(b)(1)(c)(4)(A); 34 CFR §300.304(a)(4); and 34 CFR §300.305(a).	Review of records indicated that due to incomplete procedures, when providing written notice to parents following a meeting, the district staff did not include required components.

**Section VI: EVALUATIONS AND REEVALUATION**

**Areas of Noncompliance**

Area	Status of Compliance
8) Evaluations shall be conducted by a multi-disciplinary team, in accordance with N.J.A.C. 6A:14-2.5(b)6 and 3.6(b).	Review of records indicated that the district staff did not obtain the educational impact statement from the classroom teacher to enable initial evaluations for speech and language services to be conducted by a multi-disciplinary team due to lack of

**TABLE OF FINDINGS**  
**Special Education Monitoring Results**  
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procedures.

9) Each evaluation of a student shall include functional assessment, in accordance with N.J.A.C. 6A:14-3.4(f)4(i-vi); 20 U.S.C. §1414(b)(4) and (5); and 34 CFR §300.306(c)(i).

Review of records indicated that due to lack of procedures, the district staff did not conduct all required functional assessment components during initial evaluations for students referred for speech and language services.

**All documentation required to demonstrate completion of corrective action activities must be submitted to the following address:**

Ms. Deborah Masarsky  
New Jersey Department of Education  
Office of Special Education Programs  
100 Riverview Plaza  
P.O. Box 500  
Trenton, New Jersey 08625-0500