

# Attachment 7



**Nancy S. Grasmick**  
**State Superintendent of Schools**

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD

February 15, 2006

Dr. Kenneth Horsmon  
Superintendent  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Dear Dr. Horsmon,

The Individuals with Disabilities Education Act (IDEA) requires the Maryland State Department of Education (MSDE) as the State Education Agency (SEA) to be responsible for assuring that the requirements of the IDEA are carried out (20 U.S.C. §1412 (a)(11)). Maryland law requires MSDE to be responsible for the development and implementation of policies and procedures for compliance review of public agencies to ensure implementation of the requirements of IDEA (Maryland Education Article, §§8-401-8-415, Annotated Code of Maryland, COMAR 13A.05.01). The federal Office of Special Education Programs (OSEP) oversees MSDE in this process and requires that MSDE monitor the local education agencies (LEAs) for compliance with these regulations.

Consistent with these requirements, on December 22, 2004, as a result of the monitoring process, Calvert County Public Schools (CCPS) was identified as not being in compliance with their supervisory and administrative responsibility for ensuring that all students with disabilities, 3 through 21 years old, residing in the CCPS district, are located, identified, evaluated, and provided with services consistent with the Individuals with Disabilities Education Act (IDEA) and Code of Maryland Regulations COMAR 13A.05.01. CCPS did not have written policies and procedures that ensured the provision of a Free Appropriate Public Education (FAPE) for students with disabilities and their families. As a result of these findings, a Corrective Action Plan (CAP) was required to address the noncompliance through the development of an instrument which meets the standards set in the revised Public Access Standards Submissions (PASS), clearly defines CCPS implementation procedures, and allows for reference by staff. CCPS was directed to complete and implement the CAP within one year, by December 22, 2005.

The letter dated December 22, 2004 stated that the CAP was due to MSDE by February 1, 2005. The CAP was received by MSDE on January 31, 2005. No revisions were required, and MSDE approved the CAP on March 1, 2005. CCPS submitted data required for the CAP in a timely manner on March 30, 2005, November 30, 2005, and Dec. 22, 2005. Final data was submitted by CCPS on December 22, 2005.

The CCPS met its CAP requirements by completing the activities outlined in the CAP and submitting information according to timelines. Mr. David Patterson, Monitoring Specialist, Office of Quality Assurance and Monitoring, verified that all necessary information was

included on January 19, 2006. Simultaneously, CCPS provided evidence that staff has access to and is receiving ongoing training on the handbook and its use as a working document. CCPS has completed all activities and submitted all evidence sufficient to close the CAP. MSDE would like to acknowledge the positive efforts of CCPS in improving compliance in accordance with IDEA and COMAR. We appreciate your commitment to these efforts on behalf of children.

MSDE requires that CCPS, as appropriate, will revise all written procedures and policies as required under the Individuals with Disabilities Act (IDEA) and Code of Maryland Regulations COMAR 13A.05.01. If you have any questions related to this matter, please contact Bonwyn Preis, Monitoring Specialist, Office of Quality Assurance and Monitoring, at 410-767-0775, or by email [bpreis@msde.state.md.us](mailto:bpreis@msde.state.md.us).

Sincerely,



Carol Ann Baglin, Ed.D  
Assistant State Superintendent  
Division of Special Education/  
Early Intervention Services

CAB/bmp

c: Andrew Hubner, CCPS, Director of Special Education  
Linda F. Bluth, MSDE, Director, Office of Quality Assurance and Monitoring  
Sandra Marx, MSDE, Office of Quality Assurance and Monitoring  
Bonwyn Preis, MSDE, Office of Quality Assurance and Monitoring  
Branch Chiefs