



**child
development
services**

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Administrative Letter: Number 29

DATE: February 23, 2011

TO: Child Development Services Board Chairs, State Level Advisory Committee Members, Regional Site Directors, and Contracted Providers

FROM: David Noble Stockford, Team Leader and Policy Director
Debra Hannigan, State Director, Child Development Services

RE: 2011-2012 Academic/Program Calendar for Part B (Section 619) Services

The CDS Academic/Program Year 2011-2012 Calendar is now available. It is located at http://www.maine.gov/education/speced/cds/documents/2011_2012_cds_academic_year_calendar.pdf. This calendar will be used by all sites for the 2011-2012 academic/program year.

The calendar consists of a total of 180 days and articulates those days which constitute 175 program/service days for children aged 3-5 who receive IEPs pursuant to Part B services and allows five (5) staff development days.

The calendar shows six (6) allowable days for make up due to snow days. Academic staff will follow snow days as determined by individual programs they are aligned with. They will be expected to make up snow days per the program schedule and as approved by the site director at each site. It is critical that site directors follow the CDS State IEU time card approval timelines and process to ensure that staff time is accurately documented and approved for the snow days and for their make up time. It is the responsibility of the regional site director to email employees and providers by May 12, 2012 regarding the last day of services should that last day change from the original calendar due to utilization of snow days. A copy of the email/notice must be sent to Sue Kendall (Sue.Kendall@maine.gov) and to Bettie Fuller (Bettie.Fuller@maine.gov) at the CDS State IEU. Calendar employees will follow state administrative closures for snow days.

The calendar includes five (5) staff development days.

Quarterly progress reports will be due to the Regional CDS Site no later than 10 days after the quarter end date. Please note that the June quarter will end on the last day of school.

This calendar is required to be used by all sites and will be reviewed by the State Director on an annual basis. Revisions made to the academic calendar by individual sites will result in non payment of services on non approved calendar days. Revisions to this calendar will be accepted only for the Aroostook Site due to Harvest Break.

CDS will only pay for IEP services that occur on the days that are determined school/ service days. Evaluations are allowable on non school/ non service days per agreement with the Regional Site Director. For more information please contact Debra Hannigan (Debra.Hannigan@maine.gov), and/ or Janna Gregory (Janna.Gregory@maine.gov).