



Administrative Letter: Number 15

DATE: February 4, 2009

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

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

RE: 2009-2010 Academic Calendar for Part B (Section 619) Services

The CDS State IEU has established a calendar ([http://www.maine.gov/education/speced/cds/sites/school2009\\_2010.pdf](http://www.maine.gov/education/speced/cds/sites/school2009_2010.pdf)) to be used by all sites for the 2009-2010 school year. The calendar consists of a total of 180 days and articulates those days which constitute the 177 school/ service days for children aged 3-5 who receive IEPs pursuant to Part B services and allows three staff development days.

The calendar shows 7 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 to email employees and providers by May 15, 2010 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 must be sent to Sue Kendall ([Sue.Kendall@maine.gov](mailto:Sue.Kendall@maine.gov)) and to Bettie Fuller ([Bettie.Fuller@maine.gov](mailto:Bettie.Fuller@maine.gov)) at the State IEU. Calendar employees will follow state administrative closures.

The calendar includes 3 staff development days. One of these days will occur for all sites on August 31, 2009. Regional Boards will determine when the 2 other days will be used either before August 31<sup>st</sup>, after the completion of the child school days in June or during vacations.

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 and approved snow days. Evaluations are allowable on non school/ non service days.

For more information please contact Debra Hannigan ([Debra.Hannigan@maine.gov](mailto:Debra.Hannigan@maine.gov)), and/ or Janna Gregory ([Janna.Gregory@maine.gov](mailto:Janna.Gregory@maine.gov)).



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