



Joel I. Klein  
Chancellor

Central Based Support Team  
Special Education Initiatives  
1780 Ocean Avenue - 4th Floor  
Brooklyn, NY 11230

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**Dear Independent Related Service Provider:**

The Central Based Support Team (CBST) is responsible for the maintenance of the New York City Department of Education's - Municipality List of Independent Providers of Related Services for Preschool Students with Disabilities. This list is shared with and used by Committees on Preschool Special Education (CPSEs.)

The information included in this set of materials is intended for individuals wishing to provide independent related services to New York City preschool students with disabilities.

Independent related service providers wishing to have their names included on the Municipality List must:

- Complete the appropriate application form (enclosed) for individuals.
- Complete the Fingerprint Referral and Personal History form. This form is available at the following site:

<http://schools.nyc.gov/NR/rdonlyres/5AC103A3-7D0A-48AE-B22B-A77386015E54/0/Form551FingerprintReferral.pdf>

- Submit the application form, copies of applicable licenses and/or certifications and proof of DOE fingerprinting to:

**The New York City Department of Education  
Central Based Support Team  
52 Chambers Street, Room 2-20  
New York, NY 10007  
Attention: Helen Kennedy  
Phone (212) 374-0829 Fax (212) 374-5758**

Once CBST has determined eligibility of a service provider(s) it will notify the individual provider. Independent providers must contact the CPSEs to ensure that CPSE administrators are aware of the provider's desire to serve students requiring related services in that geographic area. CPSEs will then contact providers regarding individual students on a rotation basis. Only providers approved to appear on the Municipality List will be eligible for selection by a CPSE. CPSE may not accept an Agreement from an individual who has not received prior approval from the CBST. The Municipality List is available at the following site.

<http://schools.nyc.gov/Academics/SpecialEducation/ParentResources/Related+Services+Information.htm>.

**After being contacted by the CPSE a 2009-2010 Agreement must be signed and returned to the appropriate CPSE for each student receiving services during the period of time from July 1, 2009 through June 30, 2010. The name of the related service provider that appears on the Agreement must be the same as the person who meets with the student.**

To receive payment for services providers must:

- Complete and submit the 2009-2010 two sided Billing Form

<http://schools.nyc.gov/NR/rdonlyres/1840EAB3-82DD-4630-A307-F98213F24032/24369/BillingInvoice2005.pdf> in accordance with the procedures specified in back of the form.

- Complete and submit (with the initial Billing Form) a **W-9 Form**

[http://schools.nyc.gov/NR/rdonlyres/4E80E068-C2D3-435F-9F14-C17BBC80F479/44359/SUBSTITUTEFORMW9\\_SEPT2007Rev1.pdf](http://schools.nyc.gov/NR/rdonlyres/4E80E068-C2D3-435F-9F14-C17BBC80F479/44359/SUBSTITUTEFORMW9_SEPT2007Rev1.pdf)

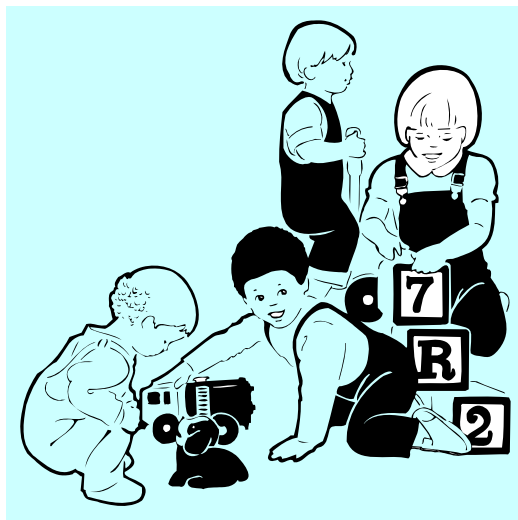
If you have any questions regarding the Municipality List, please contact Helen Kennedy at (212) 374-0829. If you have any questions regarding payments, please contact Pauline Bandolik at (718) 935-2161.

Sincerely,

*Bernice Farnham*

Bernice Farnham, Deputy Director  
Central Based Support Team

Application Form  
For  
Independent Related  
Service Providers  
(Individuals)  
2009-2010



TYPE OF RELATED SERVICE \_\_\_\_\_

# INDEPENDENT RELATED SERVICE PROVIDER APPLICATION FORM - INDIVIDUAL PROVIDER -

This form must be completed by an independent related service provider whose name is to appear on the 2009-2010 Municipality List of Independent Providers of Related Services for Preschool Students with Disabilities. IT IS NOT TO BE USED BY PROVIDERS WORKING FOR AN AGENCY.

NAME OF RELATED SERVICE PROVIDER: \_\_\_\_\_

SOCIAL SECURITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ ZIP CODE \_\_\_\_\_

BIRTHDAY: MONTH \_\_\_\_\_ DATE \_\_\_\_\_ DO NOT PROVIDE YEAR

TELEPHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

My capacity to serve preschool students is as follows:

Days available: \_\_\_\_\_ Hours from: \_\_\_\_\_ to: \_\_\_\_\_ # of students \_\_\_\_\_

Possess a New York State Education Department bilingual extension?	(Circle one)	YES	NO
Evidence of passing Language Proficiency Assessment (LPA)?	(Circle one)	YES	NO

If yes, please specify the language(s) for which you have a bilingual extension and/or Language Proficiency Assessment (LPA).

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** A copy of applicable licenses/certifications including bilingual proficiency must be affixed to this form. Providers are required to promptly update this licensure and/or certification as it is renewed, changed, suspended or revoked for any reason, and/or where revised expiration dates are issued by New York State. The Department of Education (DOE) also requires evidence of fingerprinting. Please attach the receipt for proof of fingerprinting by the DOE or provide us with the date of fingerprinting if the receipt cannot be found. DOE employee's names may not be put on the list.

Speech therapists must possess both an SLP certificate and TSHH license. The DOE does not accept "temporary" TSHH licenses.

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For Office Use Only  
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Reviewed by: \_\_\_\_\_

District(s) in which you are able to provide related services (check as many as appropriate)

MANHATTAN 1  2  3  4  5  6

BRONX 7  8  9  10  11  12

BROOKLYN 13  14  15  16  17  18

19  20  21  22  23  32

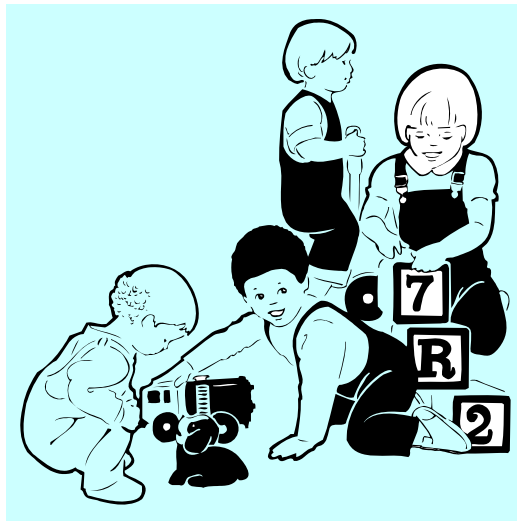
QUEENS 24  25  26  27  28  29  30

STATEN ISLAND 31



**≈2009-2010≈**

**INDEPENDENT INDIVIDUAL PROVIDER AGREEMENT  
FOR  
THE PROVISION OF RELATED SERVICES  
TO  
PRESCHOOL STUDENTS**





**2009-2010 Independent (Individual) Provider Agreement for the Provision of Related Service to Preschool Students**

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NYC ID#: \_ \_ \_ \_ \_

Related Service Recommended: \_\_\_\_\_ Language of Instruction: \_\_\_\_\_

No. of Sessions per Week: \_\_\_\_\_ Length of Session: \_\_\_\_\_

Individual       Group \_\_\_\_\_  Coordination of related services

Parent/Guardian's Name: \_\_\_\_\_ Work Telephone #: (\_\_\_\_) \_\_\_\_\_

Home Telephone #: (\_\_\_\_) \_\_\_\_\_

The related service will initially be provided at (please check one):

School     Provider's Place of Business     Home     Other (Specify): \_\_\_\_\_

Address where service will be provided: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_

Providers Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

Professional Title/Discipline of Provider: \_\_\_\_\_

Rate (see attached schedule): \_\_\_\_\_

By providing the related service to the above named student, the independent (individual) provider agrees to:

- Serve the student in accordance with the recommendation prescribed on the Individualized Education Program (i.e. language, frequency, duration and group size).
- Schedule and provide services Monday-Friday. In the event of a scheduling conflict or to make-up a missed session, service may be provided (with parental consent) on a weekend. In rare circumstances service may be provided (with parental consent) on a school holiday except for a State or Federal holiday.
- Schedule the services at times when no other special education services are provided.
- Maintain schedules indicating to whom, when and where services are provided and submit the schedules upon request by DOE.
- Complete "first attend" information on the Authorization to Receive Services letter and immediately forward it to the appropriate CPSE.
- Submit bills for services provided directly to the Department of Education's Bureau of Nonpublic School Payables using only the official two sided form.
- Comply with the Department's security clearance procedures (including that all related service providers are finger printed by the DOE).
- Make no requests to the parent/guardian for payments for services provided.
- Maintain weekly student specific progress notes. Related service student progress reports, including goals and short-term objectives, must be submitted to the appropriate CPSE thirty (30) days prior to the Annual or Requested review, or by February 1, 2010, if the student is in the last year of preschool eligibility.
- Participate in Individualized Education Program conferences and parent/guardian meetings when requested at no additional cost to the Department of Education of the City of New York.
- Participate in Department of Education (DOE) citywide conferences/workshops when requested, at no additional cost to the Department of Education of the City of New York.
- Coordinate services, if specified and written on the IEP, for students receiving more than one related service.

**NOTE:** Billable for one half hour per month.

- Maintain related service attendance on the two sided Monthly Billing Form for Preschool Related Service Providers. Forms must be signed after services are provided.
- Prepare or participate in the preparation of reports, documents and/or in the collection of data or information requested by the Department of Education of the City of New York or other agencies, at no additional cost to the Department of Education of the City of New York, in order that the Department of Education of the City of New York receive Medicaid reimbursement for the costs associated with the provision of related services.
- Carry his/her own professional malpractice/liability insurance.

**Notification of Changes:**

- If the related service provider is notified or becomes aware of a change in the student's name, address, etc., or if the provider is made aware of the parent/guardian's intent to withdraw the student from the CPSE recommended service, it is **extremely important** to notify the CPSE immediately. The provider must complete the Student Information (T-2P) Notice and submit it to the student's current CPSE.

**2009-2010 Independent (Individual) Provider Agreement for the Provision of Related Service to Preschool Students**

- If an approved student (who has been referred to a related service provider and who has not yet established a first attend date) is unavailable to receive services within five (5) days from the student's first eligible date, the provider shall contact the parent to ascertain the reason for the delay. If the provider is unable to ascertain the reason for the absence the provider must promptly complete and forward the T-2P Notice to the CPSE.
- If, after receiving his/her related services, the student is absent five (5) consecutive sessions the provider must complete and submit a T-2P form to the CPSE.
- Notify the CPSE if the location where the related services will be provided changes from the initial location. A new IEP conference is not required, however, the provider may change the location only with the agreement of the parent/guardian. The provider must notify the CPSE of the new location within five (5) school days of the change.
- Immediately notify the parent and CPSE if you cannot provide the related services.

**Conflict of Interest Issues:**

- Any individual currently employed by the Department of Education of the City of New York may not provide related services as an independent provider under the independent provider Agreement.
- Any individual who leaves the employment of the Department of Education of the City of New York or any other New York City Agency may not provide service under this Agreement for a minimum of one year in accordance with the provisions of the New York City Charter, (i.e. Section 2604[h], and Chancellor's Regulation C-110) unless a waiver is obtained.

**Other Considerations:**

- The fiscal year means the period commencing on the 1<sup>st</sup> day of July and ending the 30<sup>th</sup> day of June the following year. The summer session is any six (6) consecutive weeks between July 1 and August 31. The ten (10) month school year is any forty (40) weeks between September 8 and June 30<sup>th</sup>. Providers may implement the Department of Education calendar or develop an alternative calendar. Providers must expressly indicate to parents when services will be provided if services will be offered when the Department's schools are closed.
- Make-up sessions during the summer session may be conducted during July and August. Make-up sessions during the ten-month school year may be conducted between September and June. No make-up sessions may be offered during a week which would cause the student to receive a greater number of sessions than recommended as appropriate, on the student's IEP.
- Unless a waiver has been obtained, the clinician who conducted the student's evaluation may not be selected from the Municipality List to provide the related service to the student.
- Upon request by the Chancellor or his/her designee, all records relating to the student's receipt of services in the related service provider's possession (including financial records, progress notes, etc.) must be provided to the Department of Education.

**Termination:** The Chancellor or his/her designee, in his sole discretion, reserves the right to terminate this Agreement upon fifteen (15) calendar days written notice to the provider except where the health, safety or welfare of a student(s) is believed to be endangered, in which case twenty-four (24) hours notice, oral or written, shall suffice. The Agreement will be terminated if it is determined that signatures of parents, principals, or designees have been requested prior to the provision of services.

**Indemnification:** The Contractor shall protect, indemnify and hold harmless the Department of Education from any and all claims, suits, actions, costs and damages to which the Department may be subjected by reason of injury to person or property, or wrongful death, as may result of any act, omission, carelessness, malpractice or incompetence of the Contractor, or anyone employed or engaged by the Contractor, in connection with the performance of this Agreement.

The Contractor affirms and declares that said Contractor is not in arrears to the City of New York upon any debt, contract or taxes and is not a defaulter as a surety or otherwise, upon any obligation to the City of New York, and has not been declared not responsible, or disqualified, by any agency of the City of New York, nor is there any proceeding pending relating to the responsibility or qualification of the Contractor to receive public contracts except as stated in the affirmation pertaining to the foregoing which has been furnished to the Department.

**Important:** You will not be eligible to receive payments as an individual independent related service provider without receiving approval from the NYC Department of Education. If approved and your annual billing exceeds \$100,000 you will be required to enter a comprehensive agreement with the Department of Education.

The signature below indicates approval and acceptance of this Agreement by the related service provider.

\_\_\_\_\_  
Signature of Independent (Individual) Related Service Provider

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE - FOR NYC PUBLIC SCHOOLS USE ONLY**

\_\_\_\_\_  
Date Agreement Received  
by Department of Education  
Preschool Administrator

\_\_\_\_\_  
Department of Education Preschool  
Administrator's Signature

\_\_\_\_\_  
Date Issued to  
Independent Provider

**CERTIFICATION  
OF  
UNDER THE DIRECTION AND ACCESSIBILITY**

I, \_\_\_\_\_, CCC-SLP, Licensed Speech-Language

Pathologist with current license number \_\_\_\_\_  
certify that I am providing "Under the Direction" (attached) services to the  
following Certified Teachers of the Speech and Hearing Handicapped (Therapist):

<b>Name of Therapist</b>	

I am providing accessibility to the Teachers of the Speech and Hearing Handicapped in the following manner:

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\_\_\_\_\_  
Signature of licensed Speech/Language Pathologist

\_\_\_\_\_  
Date

## 2009-2010 Rate Schedule for Independent Providers of

### **Related Services for New York City Preschool Students**

The rate schedule below represents the allowable rate for independent providers of Related Services. For students who are Medicaid-eligible, institutional providers should bill Medicaid directly. The rates charged by independent providers must be no higher than the lowest rate normally charged by you. Rates should be prorated as necessary. Services provided must comply with the frequency, duration and group size specified on the student's Individualized Education Program.

Related Service	Maximum Rate	Session
<b>Counseling (by a Psychologist)</b>	<b>\$ 45.00</b>	<b>30 minutes</b>
<b>Counseling (by a Social Worker)</b>	<b>\$ 40.00</b>	<b>30 minutes</b>
<b>Health (by a Registered Nurse)</b>	<b>\$ 45.00</b>	<b>30 minutes</b>
<b>(by a Health Aide)</b>	<b>\$ 20.00</b>	<b>60 minutes</b>
<b>Hearing Education Services</b>	<b>\$ 45.00</b>	<b>30 minutes</b>
<b>Sign Language Interpreter</b>	<b>\$ 30.00</b>	<b>30 minutes</b>
<b>Occupational Therapy</b>	<b>\$ 45.00</b>	<b>30 minutes</b>
<b>Physical Therapy</b>	<b>\$ 45.00</b>	<b>30 minutes</b>
<b>Speech Therapy</b>	<b>\$ 45.00</b>	<b>30 minutes</b>
<b>Vision Education Services</b>	<b>\$ 45.00</b>	<b>30 minutes</b>
<b>Orientation/Mobility Specialist</b>	<b>\$ 45.00</b>	<b>30 minutes</b>

**NOTE:** Coordination of services is reimbursed for one half-hour session per month, as per the above rate schedule.

Related services that are provided in group sessions will be paid at prorated amounts, e.g. group of 2 students = \$22.50 per half-hour session per student.

### **Independent Speech Invoicing**

The rate for independent speech providers will increase as the group size increases. In addition, the base rate for independent speech services provided in a language other than English has been increased by 20%. Accordingly, these services will be paid according to the following schedule:

Group Size	(1)	(2)	(3)	(4)	(5)
<b>Premium</b>	1.00 X	1.25 X	1.50 X	1.75 X	2.00 X
<b>Speech (English)</b>	\$ 45.00	\$56.25	\$67.50	\$78.75	\$90.00
<b>Speech (Other)*</b>	\$ 54.00	\$67.50	\$81.00	\$94.50	\$108.00

\* Rates are per half-hour

Please note that these are session rates, not student rates. Therefore, one English half-hour session with a group of 2 two children will result in each child being invoiced for \$28.13, one English half-hour session with a group of 3 children will result in each child being invoiced for \$22.50, etc.

## Related Service Student Progress Report

Student's Name \_\_\_\_\_ NYC ID # \_\_\_\_\_

Related Service \_\_\_\_\_ Frequency \_\_\_\_\_ Duration \_\_\_\_\_ Group Size \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Home District \_\_\_\_\_ Language \_\_\_\_\_

Provider's Name \_\_\_\_\_

Name of Agency \_\_\_\_\_ Date Service Commenced \_\_\_\_/\_\_\_\_/\_\_\_\_  
(if applicable)

**1. Present Level of Functioning:**

**2. Annual Goals:**

**3. Short-Term Objectives:**

**4. Progress in Meeting Short-Term Goals Evaluation Methods and Criteria:**

Signature of Provider: \_\_\_\_\_

Date: \_\_\_\_\_



Joel I. Klein  
Chancellor

Central Based Support Team  
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1780 Ocean Avenue - 4th Floor  
Brooklyn, N Y 11230

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## 2009-2010 SCHOOL YEAR CALENDAR March 11, 2009

The School Year Calendar mandates that school sessions begin for all students on Tuesday, September 8, 2009 and includes a Midwinter Recess (Monday, February 15 through Friday, February 19, 2010). It reflects that on Tuesday, November 3, 2009, and Thursday, June 10, 2010, students in all five boroughs will NOT be in attendance, but schools in all five boroughs will be scheduled for a Chancellor's Conference Day for staff development. The calendar must be adhered to without exception, unless notifications of subsequent changes are received pursuant to collective bargaining agreements or for other reasons, provided these other reasons are not inconsistent with collective bargaining or legal obligations.

### 2009

August	31, Monday	The following staff report: Assistant Principals and school-based intermediate supervisors not designated to work an increased work year.
September	3, Thursday	Chancellor's Conference Day for staff development related to the Regents High Learning Standards and Assessments. Classroom Teachers, Bilingual Teachers in School and Community Relations, Guidance Counselors, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians, Educational Paraprofessionals (except for School Secretaries, Psychologists and Social Workers) report for a Professional Day - General staff orientation. School Secretaries, Psychologists and Social Workers report for a regular work day. Employees in titles not listed should consult the applicable collective bargaining agreement. Students will not be in attendance.
September	4, Friday	Chancellor's Conference Day for staff development related to the Regents High Learning Standards and Assessments (regular work day for School Secretaries, psychologists, and Social Workers). Students will not be in attendance.
September	7, Monday	Labor Day
September	8, Tuesday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS.* EARLY DISMISSAL FOR NON-DISTRICT 75 KINDERGARTEN STUDENTS ONLY.
September	9, Wednesday	Early Dismissal for non-District 75 Kindergarten Students Only
September	28, Monday	Yom Kippur
October	12, Monday	Columbus Day
November	3, Tuesday	Election Day Chancellor's Conference Day for staff development. Students will not be in attendance.
November	11, Wednesday	Veterans Day
November	26, Thursday	Thanksgiving Recess
November	27, and Friday	

December	24,	Thursday	Winter Recess (including Christmas and New Year's Day), students return to school on Monday, January 4, 2010.
January	1,	through	
		and including Friday	

**\*A calendar for Prekindergarten students will be issued separately**

## 2010

January	18,	Monday	Dr. Martin Luther King, Jr. Day
February	1,	Monday	Fall Term ends for high school students. <b>NO HIGH</b> school students will be in attendance. Chancellor's Conference Day for staff development in <b>ALL HIGH</b> Schools. All other students will be in attendance. (See section 7 below for details on high school student attendance on February 1.)
February	2,	Tuesday	Spring Term begins for <b>HIGH</b> school students.
February	15,	Monday through	Midwinter Recess (including Washington's Birthday) Spring Recess (including Good Friday, Easter and Passover); students return to school on Wednesday, April 7.
February	19,	Friday	
March	29,	Monday through Tuesday	
April	6,		
May	31,	Monday	Memorial Day Observed
June	10,	Thursday	Chancellor's Conference Day for staff development. School staff report to work if required by their collective bargaining agreement. Students IN ALL FIVE BOROUGHES will NOT be in attendance.
June	24,	Thursday	In non-District 75 high schools having to administer Regents Exams from June 15 through June 23, students will not be in attendance on Regents Rating Day, Thursday, June 24. <b>LAST DAY FOR ALL STUDENTS</b> An early dismissal of students is to be scheduled on Friday, June 25 under the guidelines outlined in Section 13 below.
June	25,	Friday	
June	28,	Monday	Last day for all Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians, and last day for Paraprofessionals. Students will not be in attendance.
June	29,	Tuesday	All other staff report <b>except</b> Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians, and Paraprofessionals.
June	30, and	Wednesday	

The school year calendar incorporates the following understandings:

1. That two Chancellor's Conference Days are to be used for staff development related to the Regents High Learning Standards and Assessments (September 3 and 4 in elementary, middle schools and high schools);
2. That this calendar does not preclude subsequent changes that may be made pursuant to collective bargaining agreements or for other reasons, but in no case can this calendar or subsequent changes result in a loss of state aid;
3. That all requests for shortened sessions resulting in early dismissals of students and any other changes in this calendar must be submitted to <http://schools.nyc.gov/Calendar/changerequests.htm>. Subsequent to receiving approval, 4 weeks prior notification to parents must be provided;
4. That the Chancellor shall use the power vested in him by law when, in violation of this citywide school year calendar, a school is closed or shortened sessions (defined in section 9 below) are scheduled without prior authorization.

The following should also be noted:

5. The School Year Calendar for 2009-2010 meets the State Education Department requirement of a minimum of 180 state aidable days in all schools in the City School District.
6. All schools will be open citywide on Election Day, Tuesday, November 3, 2009, and on Thursday, June 10, 2010 for a Chancellor's Conference Day for staff development and on both days students IN ALL FIVE BOROUGHES will not be in attendance.
7. Monday, February 1 will be scheduled by all high schools for professional development related to the Regents High Learning Standards and Assessments. No high school students will be in attendance, with the exception of High school level students in District 75 (these students will be in attendance on February 1). The high school spring term begins on Tuesday, February 2 with a full day of instruction.
8. All schools will be open on Friday, February 12, 2010 and students will be in attendance.
9. As a result of professional / Chancellor Conference Days, shortened sessions for various purposes, and Regents Days, the total number of instructional days (days when students report to school) may be different from the number of state aidable days. A shortened session is any day when school is in session for kindergarten through grade 6 students for less than 5 hours of instruction, exclusive of lunch and of the extra session of 37.5 minutes for targeted students, or any day when school is in session for grade 7 and above students for less than 5.5 hours of instruction, exclusive of lunch and of the extra session of 37.5 minutes for targeted students.
10. Calculations of aidable days incorporate Chancellor Conference/Regents Examination Days. Under Commissioner's Regulations, Chancellor Conference Days may include general staff orientation, curriculum development, in-service education, or Parent-Teacher Conferences. They may not include routine administrative matters such as grading examinations or pupil assignments, recordkeeping, or lesson planning.
11. In part, the school calendar takes into account the following citywide centrally-scheduled shortened sessions: two Parent-Teacher Conference shortened sessions (one in the Fall Term and one in the Spring Term), and other citywide shortened sessions. Separate notifications will be forthcoming regarding all of these citywide centrally-scheduled shortened sessions. An early dismissal of students is to be scheduled on the last day of school, subject to the guidelines outlined in section 13 below.
12. In non-District 75 high schools having administered the Regents examinations from June 15 through June 23, high school students will not be in attendance on Regents Rating Day, Thursday, June 24.
13. As concerns the early dismissal of students on the last day of school (Friday, June 25, 2010), the day should be recorded as a regular day of instruction for purposes of the Period Attendance Report, and schools must adhere to the following guidelines: students are required to attend school, pupil attendance must be taken, recorded and reported as part of the average daily attendance, and students are to receive instruction and/or guidance and assistance as needed. Schools should provide at least 4

weeks prior notice to parents and to the Office of Pupil Transportation regarding the specific time they have set for the early dismissal at their site.

14. To avoid the risk of a reduction in State Aid, and to limit impacts on bus scheduling for students, schools will not be closed or shortened sessions (defined in section 9 above) will not be scheduled without prior authorization. Prior to requesting, on a timely basis, shortened session requests, the following should be considered: in weeks when a single scheduled shortened session for kindergarten through grade 6 is requested, the school must still be in session for 25 hours of instruction, exclusive of lunch and of the extra session of 37.5 minutes for targeted students. When a shortened session is scheduled during a 4 day week (for instance, when the week includes a holiday), the school must still be in session for 20 hours of instruction over that week, exclusive of lunch and of the extra session of 37.5 minutes for targeted students. Further clarification and information on exceptions are available upon request.
15. In a week when, exclusive of lunch and of the extra session of 37.5 minutes for targeted students, 25 hours of instruction are scheduled for kindergarten through grade 6 students, or 20 hours in a 4 day week, and an approved shortened session is scheduled, schools may designate that shortened session as a regular day of instruction for purposes of the Period Attendance Report. For students in grades 7 and above, see section 16 below.
16. As concerns Grades 7 and above, generally a shortened session results in the school being in session for less than the required minimum of 27.5 hours of instructional time scheduled in a week, exclusive of lunch and of the extra session of 37.5 minutes for targeted students. Therefore, in almost all instances, an approved shortened session for grades 7 and above should be designated as a non-instructional day for purposes of the Period Attendance Report. Exceptions pertain to the last day of school Friday, June 25, 2010, with the requirements of section 13 above being met this day should be recorded as instructional for purposes of the Period Attendance Report.
17. **For Non-District 75 Kindergarten**, there are 182 aidable days (182 instructional days).
18. **For District 75 Kindergarten through Grade 6 Level and All Grades 1 through 6**, there are 184 aidable days (182 instructional days).
19. **For Grades 7 and 8 Citywide and Grade 9 in Middle Schools (including District 75)**, there are 183 aidable days (182 instructional days).
20. **For High School Level Grades 9 through 12**, there are 184 aidable days in all boroughs (and including 182 in District 75), 180 of which are instructional (in District 75, there are 182 instructional days).
21. Staff development activities must meet needs that are mandated or of high priority, including implementation of the new comprehensive, system-wide instructional approach to literacy and mathematics under the Children First initiative, school violence prevention and intervention, the implementation of the Continuum for Students with Disabilities, performance standards, science education, assessments, etc., as they relate to general, special and bilingual education. There must be an appropriate focus on the Regents High Learning Standards and Assessments as indicated in section 1.
22. Schools will not be in session on Labor Day, Yom Kippur, Columbus Day Observed, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Winter Recess (Thursday, December 24 through and including Friday, January 1, including Christmas and New Year's Day), Dr. Martin Luther King, Jr. Day, Mid-Winter Recess (February 15 through February 19, including Washington's Birthday), Spring Recess (March 29 through and including April 6, including Good Friday, Easter and Passover), and Memorial Day. On Tuesday, November 3, 2009 (Election Day), and on Thursday, June 10, 2010 (Anniversary Day), a Chancellor's Conference Day for staff development is scheduled in all five boroughs. Students IN ALL FIVE BOROUGHES will NOT be in attendance on either day. (Under Section 2586 of the Education Law, Anniversary Day is the first Thursday in June, or the second Thursday in June when the first Thursday falls within the same week as Memorial Day.)
23. Consultation on the school year calendar has taken place with superintendents, parent representatives, the Nonpublic Schools Committee, and appropriate collective bargaining representatives.

**CALENDAR FOR RELATED SERVICES**  
**(2009-2010)**

<u>Month/Date</u>	<u>Remaining Weeks</u>	<u>Month/Date</u>	<u>Remaining Weeks</u>
<b>September</b> 08	40	<b>February</b> 01	20
14	39	08	19
21	38	15	<b>Midwinter Recess</b>
28	37	22	18
<hr/>			
<b>October</b> 05	36	<b>March</b> 01	17
12	35	08	16
19	34	15	15
26	33	22	14
		29	<b>Spring Recess</b>
<hr/>			
<b>November</b> 02	32	<b>April</b> 05	13
09	31	12	12
16	30	19	11
23	29	26	10
30	28		
<hr/>			
<b>December</b> 07	27	<b>May</b> 03	09
14	26	10	08
21	25	17	07
28	<b>Christmas Recess</b>	24	06
		31	05
<hr/>			
<b>January</b> 04	24	<b>June</b> 07	04
11	23	14	03
18	22	21	02
25	21	28	01

**CALENDAR NOTES**

Services may not be provided July 4, 2009 or other legal holidays.

Summer services must be offered between July 1<sup>st</sup> and August 31<sup>st</sup>.

School year services must be offered between September 8, 2009 and June 30, 2010.





**DOE PRESCHOOL ADMINISTRATORS**

05/13/09

<b>(CSE)</b>	<b>NAME/ADDRESS</b>	<b>PHONE</b>	<b>FAX</b>
<b>1</b>	<b><u>CPSE #7</u></b> Irene De Soysa 1 Fordham Plaza Bronx, NY 10458	(718) 329-8106	(718) 741-7929
<b>ROSETTA BROWN-LEE</b> <b>Chairperson, Acting</b> (718) 329-8074 1 Fordham Plaza Bronx, NY 10458	<b><u>CPSE #9</u></b> Marlene Berger Jose Gonzalez Elise Klonsky Luz A. Quiñones 1 Fordham Plaza Bronx, NY 10458	(718) 329-8000 (718) 329-8069 (718) 329-8066 (718) 329-8067 (718) 329-8102	(718) 741-7927
	<b><u>CPSE #10</u></b> Elsie Alvarado Nicki Baker Maxine Mitchell Helen Berman 1 Fordham Plaza Bronx, NY 10458	(718) 329-8000 (718) 329-8092 (718) 329-8103 (718) 329-8068 (718) 329-8104	(718) 741-7927 (718) 741-7929

<b>(CSE)</b>	<b>NAME/ADDRESS</b>	<b>PHONE</b>	<b>FAX</b>
<b>2</b>	<b><u>CPSE #8, Room #57</u></b> Jody Wanchel-Leonard Renee Covington Sherri Gold 3450 E. Tremont Ave. 2 <sup>nd</sup> FL Bronx, NY 10465	(718) 794-7459 (718) 794-7459 (718) 794-7459	(718) 794-7445
<b>MICHELE BEATTY</b> <b>Chairperson</b> (718) 794-7460 Fax (718) 794-7445 3450 E. Tremont Ave. 2 <sup>nd</sup> FL. Bronx, NY 10465	<b><u>CPSE #11, Room #57</u></b> Paula Rosenberg Maria Mendoza-Rivera William Carr 3450 E. Tremont Ave. 2 <sup>nd</sup> FL Bronx, NY 10465	(718) 794-7420 X 2581, 2082 (718) 794-7420 X 2581, 2082 (718) 794-7420 X 2581, 2082	(718) 794-7445
	<b><u>CPSE #12, Room #57</u></b> Theresa Sullivan Orlando Rodriguez 3450 E. Tremont Ave. 2 <sup>nd</sup> FL Bronx, NY 10465	(718) 794-7458 (718) 794-7458	(718) 794-7445

<b>(CSE)</b>	<b>NAME/ADDRESS</b>	<b>PHONE</b>	<b>FAX</b>
<b>3</b>	<b><u>CPSE #25</u></b> Karen Spector Vicki Eskenazi 30-48 Linden Place Flushing, NY 11354	(718) 281-7554 (718) 281-3446	(718) 281-3478
<b>SUZAN ARCE</b> <b>Chairperson</b> (718) 281-3460 30-48 Linden Place Flushing, NY 11354	<b><u>CPSE #26</u></b> Thomasina Vignogna 30-48 Linden Place Flushing, NY 11354	(718) 281-3478 (718) 281-7556	(718) 281-3478
	<b><u>CPSE #28</u></b> Joan Mestecky Nanci Schindler Steven Alberts 90-27 Sutphin Boulevard Jamaica, NY 11435	(718) 557-2500 (718) 557-2679 (718) 557-2671 (718) 557-2672	(718) 557-2670
	<b><u>CPSE #29</u></b> Lorraine M. Tucker Vivan Zeif (CPSE 29 and 28) Lisa Dekie-Cohen 90-27 Sutphin Boulevard Jamaica, NY 11435	(718) 557-2500 (718) 557-2828 (718) 557-2556 (718) 557-2724	(718) 557-2670

**(CSE)****4****NAME/ADDRESS****PHONE****FAX****CPSE #24 - 3<sup>rd</sup> FLOOR**

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Elena I. Viglianco  
 Edgardo Santiago  
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 28-11 Queens Plaza North  
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**ESTHER MORELL****Chairperson**

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**CPSE #27**

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 (718) 642-5719  
 (718) 642-5714  
 (718) 642-5718  
 (718) 642-5721

(718) 642-5788

Jessica Rodriguez  
 Laverne Ferguson  
 Felix Batista  
 82-01 Rockaway Blvd.  
 Ozone Park, NY 11416

**CPSE #30 - 3<sup>rd</sup> FLOOR**(718) 391-8553  
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Gypsy Olmann-Waithe  
 Fatmeh Farokhi  
 Jennifer Lozano-Luna  
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**(CSE)****5****NAME/ADDRESS****PHONE****FAX****CPSE #19**

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**(CSE)****6****NAME/ADDRESS****PHONE****FAX****CPSE #17 2<sup>nd</sup> FLOOR**

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 Chantal Forger  
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Marlene Morris  
 Michelene Culliton  
 Margaret Moscariello 1<sup>st</sup> Fl.  
 Lillie Epner 1<sup>st</sup> Fl.  
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**(CSE)****7****NAME/ADDRESS****PHONE****FAX****CPSE #20**

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**CLAIRE DONNELLAN****Chairperson**

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7	<b>CPSE #21</b>	(718) 759-3900	(718) 759-4880
	Faye Neil Flor de Maria Rubinos Barry Raskin 415 89 <sup>th</sup> Street Brooklyn, NY 11209	(718) 759-4831 (718) 759-4898 (718) 759-4802	
	<b>CPSE #31 2<sup>nd</sup> FLOOR</b>	(718) 420-5700	(718) 420-5787
	Joe Colon Youree Garcia Albert Juliano Hanah Rezmovits Ron Gill 715 Ocean Terrace, Bldg. A Staten Island, NY 10301	(718) 420-5794 (718) 420-5793 (718) 420-5791 (718) 420-5795 (718) 420-5796	

(CSE)	NAME/ADDRESS	PHONE	FAX
8	<b>CPSE #13</b>	(718) 935-3973	(718) 935-3226
	Veronica Ross 131 Livingston Street, Room 411 Brooklyn, NY 11201		
<b>DEBORAH CUFFEY-JACKSON</b> <b>Chairperson</b> (718) 935-4900 131 Livingston Street Brooklyn, NY 11201	<b>CPSE #14</b>	(718) 935-3947	
	Paul Beharry Maureen Carney 131 Livingston Street, Room 411 Brooklyn, NY 11201	(718) 935-3946	
	<b>CPSE #15</b>	(718) 935-3226	
	Vacant Mary Ann Governale 131 Livingston Street, Room 411 Brooklyn, NY 11201	(718) 935-3949 (718) 935-3948	
	<b>CPSE #16</b>	(718) 935-3975	
	Betty Miller 131 Livingston Street, Room 411 Brooklyn, NY 11201		

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9	<b>CPSE #1</b>	(917) 339-1642	(646) 339-1468
	Lisa Saracuse 333 7 <sup>th</sup> Avenue New York, NY 10001		
<b>GERRY DONEGAN</b> <b>Chairperson</b> (917) 339-1600 333 7 <sup>th</sup> Avenue New York, NY 10001	<b>CPSE #2 4<sup>th</sup> FLOOR</b>	(917) 339-1645	(646) 339-1468
	Frances Zawacky Peggy Winkelman Alice Sigel 333 7 <sup>th</sup> Avenue New York, NY 10001	(917) 339-1641 (917) 339-1647	
	<b>CPSE #4</b>	(646) 339-1468	
	Maria Carrion 333 7 <sup>th</sup> Avenue New York, NY 10001	(917) 339-1646	

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10	<b>CPSE #3</b>	(212) 342-8300	(212) 342-8407
	Jose Lopez Sybil Ewing 388 West 125 <sup>th</sup> Street New York, NY 10027	(212) 342-8337 (212) 342-8336	
<b>MARILYN SPRECHER</b> <b>Chairperson</b> (212) 342-8338 388 West 125 <sup>th</sup> Street New York, NY 10027	<b>CPSE #5</b>	(212) 342-8300	(212) 342-8407
	Marie Jose Fisher 388 West 125 <sup>th</sup> Street New York, NY 10027	(212) 342-8334	
	<b>CPSE #6</b>	(212) 342-8300	(212) 342-8407
	Jeannetta Walsh Milta Zeno 388 West 125 <sup>th</sup> Street New York, NY 10001	(212) 342-8335 (212) 342-8333	