



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

(718) 758-7645 tel
(718) 758-7640 fax

Joel I. Klein
Chancellor

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 agencies 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 agencies.
- Complete the Fingerprint Referral and Personal History form. This form is available at the following site:

<http://schools.nyc.gov/NR/ronlyres/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 agency. 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/ronlyres/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/ronlyres/4E80E068-C2D3-435F-9F14-C17BBC80F479/44359/SUBSTITUTEFORMW9_SEPT2007Rev1.pdf

If you have any questions regarding the Municipality List, please contact Helen Kennedy (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

(Agency)

2009-2010



TYPE OF RELATED SERVICE _____ of _____

(Prepare separate documents for each related service)

INDEPENDENT RELATED SERVICE PROVIDER APPLICATION FORM -AGENCY-

This form must to be completed for all independent related service providers whose names are to appear under your agency's name on the 2009-2010 Municipality List of Independent Providers of Related Services for Preschool Students with Disabilities. (Please type or print all information)

NAME OF AGENCY: _____

District(s) in which this agency is able to provide related services (check as many as appropriate)

NAME OF CONTACT: _____

TAX IDENTIFICATION NUMBER: : _____

MANHATTAN 1 2 3 4 5 6

ADDRESS: _____

BRONX 7 8 9 10 11 12

_____ ZIP CODE _____

BROOKLYN 13 14 15 16 17 18

TELEPHONE NUMBER: (_____) _____

19 20 21 22 23 32

E-Mail Address: _____

QUEENS 24 25 26 27 28 29 30

The agency's capacity to serve preschool students is as follows:

STATEN ISLAND 31

Days available: _____ Hours from: _____ to: _____ # of students _____

Therapist/Clinician Name(s) (complete additional pages as necessary)	Social Security Number	Zip Code	Birthday <u>Do not Provide Year</u> Month Date		Does the Therapist/clinician have a N.Y. State Education Department issued bilingual extension and/or Language Proficiency Assessment (LPA)? YES/NO	If yes, please specify the language(s) for which you have a bilingual extension and/or Language Proficiency Assessment (LPA).	For Speech Service Providers Please check Appropriate Box(es)	
			TSHH	SLP				
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

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.

For Office Use Only

Reviewed by: _____



≈2009-2010≈

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





**2009-2010 Independent (Agency) 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 provided: _____

Zip Code: _____

Agency's Name: _____ E-mail: _____

Address: _____

Zip Code: _____

Agency Tax ID No.: _____ Telephone No: (____) _____

Name and Title/Discipline of Provider: _____

Provider's Social Security Number: _____ E-mail: _____

Rate (see attached schedule): _____

By providing the related service to the above named student, the independent (Agency) 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 for all staff providing related services which indicate 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.
- 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.
- Submit bills for services provided directly to the Department of Education's Bureau of Nonpublic School Payables, using only the official two sided.
- 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 at 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.
- Complete and submit to CBST the "Certification of Under the Direction and Accessibility" form, as appropriate.
- Carry his/her own professional malpractice/liability insurance.

Notification of Changes:

- If the agency needs to change related service providers it must submit a new Agreement form which includes the signature of the new provider.
- 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 (Agency) 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 is not required, however, the agency may change the location only with the agreement of the parent/guardian. The agency must notify the CPSE of the new location within five (5) school days of the change.
- Immediately notify the parent and CPSE if the service provider changes. A new IEP conference will not be required, however, the new service provider must sign the Agreement. The new provider's name must appear on the Municipality list. The Agreement must be forwarded to CPSE within five (5) school days of the change.
- Immediately notify the parent and CPSE if the agency 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 a 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.
- Any agency currently under contract to the Department of Education of the City of New York may not provide related services as an independent provider in the Region for which they have been awarded a contract.

Other Considerations:

- The fiscal year means the period commencing on the 1st day of July and ending the 30th 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 forty (40) weeks between September 8 and June 30th. 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 Board'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 SED approved evaluation site that conducted the student's evaluation may not be selected from the Municipality List to provide the related service to that 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 agency except: 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.

- 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; or
- Where a member of the agency's staff takes an extended leave of absence, in which case forty-eight (48) hours notice, oral or written, shall suffice.

Indemnification: The Contractor shall protect, indemnify and hold harmless the Department 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 of Education.

Important: If your annual billing exceeds \$100,000 your agency will be required to enter into 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 Service Provider

Date

Signature of Agency Representative

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 Agency
Provider

(A new Agreement is required
if the service provider changes.)

**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):

Name of Therapist	

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

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

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)
Premium	1.00 X	1.25 X	1.50 X	1.75 X	2.00 X
Speech (English)	\$ 45.00	\$56.25	\$67.50	\$78.75	\$90.00
Speech (Other)*	\$ 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
Special Education Initiatives
1780 Ocean Avenue - 4th Floor
Brooklyn, N Y 11230

(718) 758-7645 tel
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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. NO HIGH school students will be in attendance. Chancellor's Conference Day for staff development in ALL HIGH 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 HIGH 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.
June	25,	Friday	LAST DAY FOR ALL STUDENTS An early dismissal of students is to be scheduled on Friday, June 25 under the guidelines outlined in Section 13 below.
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 except Classroom
June	30,	and Wednesday	Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians, and Paraprofessionals.

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 BOROUGHS 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>
September 08	40	February 01	20
14	39	08	19
21	38	15	Midwinter Recess
28	37	22	18
<hr/>			
October 05	36	March 01	17
12	35	08	16
19	34	15	15
26	33	22	14
		29	Spring Recess
<hr/>			
November 02	32	April 05	13
09	31	12	12
16	30	19	11
23	29	26	10
30	28		
<hr/>			
December 07	27	May 03	09
14	26	10	08
21	25	17	07
28	Christmas Recess	24	06
		31	05
<hr/>			
January 04	24	June 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 1st and August 31st.

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

DOE PRESCHOOL ADMINISTRATORS

05/13/09

(CSE)**1****NAME/ADDRESS****PHONE****FAX****CPSE #7**Irene De Soysa
1 Fordham Plaza
Bronx, NY 10458

(718) 329-8106

(718) 741-7929

ROSETTA BROWN-LEE
Chairperson, Acting
(718) 329-8074
1 Fordham Plaza
Bronx, NY 10458**CPSE #9**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

CPSE #10Elsie Alvarado
Nicki Baker
Maxine Mitchell
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