



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

To: Superintendents
Business Managers
Special Education Administrators

From: Lynne Carpenter, Special Education Audit Coordinator
Erica Foley-Swinson, Special Education Auditor

Date: September 6, 2011

Subject: Registration for Fall Special Education Financial Training

The training session on the FY-2013 Service Plans and the FY-2012 Special Education Expenditure Reports are scheduled for the following dates:

September 23 – Hampton Inn – 42 Lower Mountain View Drive, Colchester, VT
September 28 – Holiday Inn – 476 US Route 7 South, Rutland, VT

We are offering sessions at two locations to reduce the travel time for those who wish to attend. The sessions will run from 9:00 a.m. to 3:00 p.m. each day.

If you plan to attend either session, please complete the enclosed registration form and mail it, email it or fax it (802-828-1631) by September 15, 2011 to Erica Foley-Swinson. Please note that the lunch charge is \$10.00. This charge will include coffee and pastries in the morning, lunch, and then a beverage in the afternoon. If you have any questions, please feel free to call Erica at 828-0569 or email her at erica.foley-swinson@state.vt.us.

EFS:efs

Enclosures

REGISTRATION FORM

Fall Special Education Financial Trainings

Date

Location

September 23
September 28

Hampton Inn - 42 Lower Mountain View Drive, Colchester, VT
Holiday Inn - 476 US Route 7 South, Rutland, VT

Supervisory Union Name: _____

Attendee's Name	Date/Location (Check One)	Lunch* (Check One)
	[] 9/23-Colchester or [] 9/28-Rutland	[] Yes* [] No
	[] 9/23-Colchester or [] 9/28-Rutland	[] Yes* [] No
	[] 9/23-Colchester or [] 9/28-Rutland	[] Yes* [] No
	[] 9/23-Colchester or [] 9/28-Rutland	[] Yes* [] No
	[] 9/23-Colchester or [] 9/28-Rutland	[] Yes* [] No
	[] 9/23-Colchester or [] 9/28-Rutland	[] Yes* [] No
	[] 9/23-Colchester or [] 9/28-Rutland	[] Yes* [] No
	[] 9/23-Colchester or [] 9/28-Rutland	[] Yes* [] No
	[] 9/23-Colchester or [] 9/28-Rutland	[] Yes* [] No
	[] 9/23-Colchester or [] 9/28-Rutland	[] Yes* [] No

* Please include a \$10.00 payment for each attendee staying for lunch. Checks must be made payable to **Treasurer, State of Vermont** and sent **with** the registration form. Return the registration form and check by September 15, 2011 to:

Erica Foley-Swinson
Special Education Auditor
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501
Fax: (802) 828-1631

FALL SPECIAL EDUCATION FINANCIAL TRAINING

AGENDA

September 23 – Hampton Inn – 42 Lower Mountain View Drive, Colchester, VT
September 28 – Holiday Inn – 476 US Route 7 South, Rutland, VT

9:00am	Welcome	Bill Talbott
9:15am	IEP Development	Alice Farrell
9:50am	State Special Education Funding	Margaret Schelley
10:20am	Break	
10:35am	FY-2013 Service Plans	Margaret Schelley
11:15am	FY-2012 Special Education Eligible Cost & Expenditure Reports	Margaret Schelley
12:00pm	Lunch	
12:45pm	Medicaid Update	Nicole Tousignant
1:00pm	Special Education Staff Documentation and Audits	Lynne Carpenter
1:45pm	State-Placed Student Funding	Mike Mulcahy
2:15pm	IDEA-B Funding Basics	Margaret Schelley
3:00pm	Adjourn	