



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

PAUL R. LEPAGE
GOVERNOR

THOMAS A. DESJARDIN
ACTING COMMISSIONER

July 8, 2015

«First_Name»
«Company_Name»
«Address_Line_1»
«City», ME «ZIP_Code»

Dear «First_Name»:

The purpose of this letter is to inform you that your school administrative unit (SAU) will be reviewed as part of the General Supervision System for the 2015 -16 school year (FY16). As part of the process, you are requested to participate in two AdobeConnect webinars (see schedule below), one for program review and one for fiscal monitoring.

Program Review	Fiscal Monitoring
Tuesday	Thursday
September 15, 2015	September 17, 2015
9:00 A.M. to 10:00 A.M.	9:00 A.M. to 10:00 A.M.

The AdobeConnect webinars will include information pertaining to the evidence required for the desk audit as well as information regarding site visits which will be conducted by Maine DOE staff. If you are unable to participate, please designate a back-up person and contact us with that person’s contact information as soon as possible (in order for them to receive the webinar link). **Please expect an email with the links to the webinar to be sent to you around September 8, 2015 from Tricia Grona (tricia.grona@maine.gov).**

In the meantime, if you have any questions regarding program review, please contact Roberta at 207-624-6621 or roberta.lucas@maine.gov. Questions about fiscal monitoring should go to Ted Fournier at 207-624-6670 or edward.fournier@maine.gov.

Sincerely,

Roberta Lucas
Federal Program Coordinator

Ted Fournier
Coordinator of Data and Finance

C: «Supt»