



COOPERSTOWN CENTRAL SCHOOL

Office of Pupil Personnel Services

21 Walnut Street
Cooperstown, New York 13326-1496
607-547-4449

Kevin Kelly
Director of Pupil Personnel
CSE/CPSE Chairperson
504 Coordinator

3/19/2020

Dear Parents and Families,

You are receiving this letter because you are the parent of a child who receives Special Education Services (CSE) or a 504 Accommodation Plan at Cooperstown CSD. As you are aware the COVID-19 outbreak has caused the closure of schools for an extended time. As the CSE Chairperson I wanted to make you aware of the plan in relation to your child's annual review meeting.

Our intention is to conduct annual review meetings via telephone conference beginning on 3/31/2020. The packet you receive prior to the meeting will include a toll free phone number and meeting ID number to call in to the meeting. This office will also be contacting you by phone to insure you received the phone number and code.

On the day/time of the meeting you will call using the number provided, enter the meeting ID number plus the "#" sign and all members will contribute to the best of their ability with the information they have. The Psychologist, myself, and the teachers have remote access to our special education software, but may not have hard copies of reports, etc.

I know this is less than ideal, but we must move forward with our meetings despite these unique circumstances. The committee may decide to reconvene at the beginning of the 2020 school year if there are questions or concerns.

Thank You for Your Understanding,

A handwritten signature in blue ink that reads "Kevin Kelly". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kevin J Kelly

Director of Pupil Personnel

Cooperstown CSD