

**BERKELEY HEIGHTS PUBLIC SCHOOLS
DEPARTMENT OF SPECIAL SERVICES**

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Michele F. Gardner, M.Ed.
Director

Kevin S. Morra, M.A.
Supervisor

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Dear Parent(s)/Guardian(s),

We hope that this latest communication finds you well. We are working on a way to communicate with families via School Messenger - until we have that sorted out, we continue to rely on parents regularly checking our website for information, or signing up for e-alerts to changes/additions to our website with information.

The Special Services Department will be sending out our annual “case manager letters” in the next two weeks. This is the letter that identifies your child’s case manager for the 20-21 school year and provides contact information to you. Included in our case manager letter will be 1) detailed information regarding the reopening of schools, remote instruction and the Special Services Department’s planning, and 2) information regarding a Zoom meeting that will address parent questions later in August.

We ask that you please grace us with patience and allow us to continue our comprehensive planning. As noted in our communication on 7/23/20, it is critical we engage in planning in a way that is responsible and thoughtful to ensure the best possible outcome for each individual child. We are working through all things related to students with disabilities and their educational needs.

Sincerely,

Michele Gardner
Director of Special Services

Kevin Morra
Supervisor of Special Education