



PORT WASHINGTON Union Free School District

MICHAEL J. HYNES, Ed.D. 516-767-5005

Superintendent

MARY M. CALLAHAN 516-767-5010
Assistant Superintendent for Business, District Clerk

Administration Building
100 Campus Drive, Port Washington, NY 11050
FAX 516-767-5007

CHRISTOPHER B. SHIELDS, Ed.D. 516-767-5050
Assistant Superintendent for General Administration

ELAINE FENICK 516-767-5050
Human Resources Administrator

WAFI WESTERVELT, Ed.D. 516-767-5040
Assistant Superintendent for Curriculum,
Instruction and Assessment

May 9, 2020

Re: Revised Contact Time and Memorial Day Holiday

Dear Port Washington Families,

Our team of teachers, staff and administrators have been working hard to adapt instruction and assessment practices in an effort to continuously enhance our remote instruction plans. With school closures extended for the remainder of the school year, and with the objective of increasing the connection between students and teachers, we have decided that beginning Monday, May 11, 2020, contact time with teachers and students will be increased. See below:

Elementary School:

- For grades K-2, there is currently a minimum of 2 sessions weekly for 15-20 minutes each. We are adding 1 additional live session each week where students can log on and connect with their teachers.
- For grades 3-5, there is a minimum of 2 sessions weekly for 20-25 minutes each. We are adding 1 additional live session each week where students can log on and connect with their teachers.

Middle School:

- For grades 6-8, there is currently a minimum of 25-30 minutes per class per week. We are adding a 30-minute live meeting each week where students can log on and connect with their teachers

High School:

- For grades 9-12, there is currently a minimum of 25-30 minutes per class per week. We are adding a 30-minute live meeting each week where students can log on and connect with their teachers.

The instructional plans for Weber and Schreiber found in the Continuity of Learning—Phases I & II document on the district's website will be revised to reflect the new schedule and posted next week. If you have specific questions, please contact your child's classroom teacher and/or building principal.

In recognition of the Memorial Day Holiday, there will not be remote instruction on Friday, May 22, 2020, and Monday, 25, 2020. Remote instruction will resume on Tuesday, May 26, 2020.

Have a wonderful week.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Hynes".

Michael J. Hynes, Ed.D.
Superintendent of Schools

MJH/ze/da