



**WASHINGTON  
TOWNSHIP**  
SCHOOL DISTRICT

**BRASS CASTLE SCHOOL**  
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Washington, NJ 07882  
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Jessica L. Garcia, PRINCIPAL

**DISTRICT CENTRAL OFFICE  
OLD SCHOOLHOUSE**  
One East Front Street  
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Keith T. Neuhs, SUPERINTENDENT

**PORT COLDEN SCHOOL**  
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Jessica K. McDonagh, PRINCIPAL

October 7, 2025

Dear Parents / Guardians:

The Washington Township School District will be sponsoring district-wide parent-teacher conferences between November 3<sup>rd</sup> and November 5<sup>th</sup>. Parents/guardians will have a choice to have an in-person or a virtual conference. In-person conferences will be held in your student's classroom and virtual conferences will be scheduled via Microsoft TEAMS.

To simplify the scheduling process for a conference, parents will be sent a digital signup (Calendly) no later than Wednesday, October 15<sup>th</sup> (from your student's teacher). Parents will be required to select a conference period from the times provided in the Calendly signup sheet. Please note, you will choose whether you would like an in-person or virtual TEAMS conference during the signup process. Please do not forget to choose an option.

A few additional reminders:

- November 3<sup>rd</sup> – November 5<sup>th</sup> are early dismissal days for students
  - Brass Castle Parent/Guardian Pickup – 12:40pm – 12:50pm
  - Port Colden Parent/Guardian Pickup – 12:55pm – 1:05pm
- November 6<sup>th</sup> – November 7<sup>th</sup> schools are closed for New Jersey Education Association (NJEA) Convention

Students do better in school when parents/guardians engage in their academic experiences. Participating in parent-teacher conferences is an especially important way for you to be involved and help your student succeed. You can prepare for a parent-teacher conference by making a list of the questions you want to ask. A prepared parent, with a positive attitude and an open mind, helps to create a successful, year-long partnership with the teacher.

Sincerely,

Keith T. Neuhs  
Superintendent