



May 27, 2016

Dear Cabin John Middle School Parents and Guardians:

As you may already know, Dr. Paulette L. Smith, principal, is retiring from Montgomery County Public Schools (MCPS) effective July 1, 2016. Dr. Smith has been a great leader at Cabin John Middle School, and we thank her for her leadership to the school community. In keeping with the procedures outlined by MCPS, my office is putting the necessary process in effect to name a new principal at Cabin John Middle School.

The principal selection process in MCPS requires input from school staff and community members. As director of school support and improvement of middle schools, my office will be conducting meetings with stakeholders to collect leadership characteristics that are important for this principal vacancy.

The characteristics meeting for parents and guardians will be held on Wednesday, June 1, 2016, at 6:00 p.m. in the media center. During this meeting, my office will review the principal selection process, obtain feedback and information from participants, and answer questions about the process. For those community members who cannot attend this meeting, please provide your input at the following link: <https://www.surveymonkey.com/r/mcpsmparents>. I will ask for volunteers to serve on the interview panel. The interviews will be held on Thursday, June 9, 2016, beginning at 8:00 a.m.

I want to assure you that I will work closely with the Parent Teacher Association and the leadership of Cabin John Middle School to ensure that we select a principal who will continue to serve and support our students, staff members, parents, and guardians in an excellent manner.

Sincerely,

Michael J. Zarchin, Ed.D.  
Director of School Support and Improvement of  
Middle Schools

MJZ:lpc

Copy to:  
Dr. Statham  
Dr. Williams

**Office of School Support and Improvement**

850 Hungerford Drive, Room 100 ♦ Rockville, Maryland 20850 ♦ 301-315-7377