



May 23, 2017

Dear Cashell Elementary School Staff and Families,

It is an honor to be appointed by the Board of Education to be your next principal. Over the last few weeks, as part of the interview process, I had the chance to visit Cashell and to meet with staff and community. I have been impressed with Cashell's clear commitment to student learning, relationships, and the long tradition of excellence. My goal is to work with you to celebrate what makes Cashell outstanding and collaborate on setting the path for our future.

My initial entry work will focus on building relationships and learning about each member of our school community. I would begin by sharing with you more about my background. I was born and raised in Montgomery County and grew up in Germantown. My husband and I live in Howard County, Maryland and we have three daughters. This is my fourteenth year in education and I have enjoyed every stage of my career. I started in education as a classroom teacher after attending the University of Maryland. I also worked as a staff development teacher supporting the professional development of staff and working to enhance the overall vision and mission of the school. I have been an administrator for the past six years having served as assistant principal at Wayside Elementary in Potomac and my principal internship at Cedar Grove Elementary in Clarksburg. I look forward to putting down roots at Cashell as I begin my work as principal.

While my official start date is July 3rd, I will spend significant time over the next six weeks on my transition to Cashell. I will meet the staff today after school and hope to set up times to meet with students and the community before school breaks for the summer. I will work closely with Mr. Scott and Dr. Sirgo, Director of School Support and Improvement, to ensure a smooth transition as I focus on listening, learning, and building relationships. Before July 3rd and during the summer, we will set-up several opportunities to meet for students, staff, and families. Of course, you are also welcome to stop in anytime to say hello. My door is always open and I look forward to meeting you. You can also reach me at Courtney_M_Jones@mcpsmd.org at any time.

I strongly believe that communication, consistency, collaboration, and building positive relationships based on respect must be the foundation of the work of a principal. Together we will ensure that Cashell Elementary School continues to be an amazing place to work and learn.

Sincerely,

Mrs. Courtney Jones
Incoming Principal



MONTGOMERY COUNTY PUBLIC SCHOOLS
MARYLAND

www.montgomeryschoolsmd.org



May 23, 2017

Dear Cashell Staff, Students, and Community,

It is my pleasure to announce that on Monday, May 22, 2017, the Board of Education appointed Mrs. Courtney Jones as the new principal of Cashell Elementary School effective July 1, 2017.

Over the past two years, I have had the opportunity to learn more about the values, vision, and interests of Cashell Elementary. The process to select the next principal of Cashell began in April with staff members and families identifying the characteristics they desired in their next principal. It was clear through my community and staff characteristics collection that you desire a principal who maintains a good school climate, has effective interpersonal skills, and communicates well. In addition, you seek a principal who will promote high student expectations, is accessible, and establishes a culture where students and relationships drive the work. On May 3, 2017, a panel, which included Cashell Elementary School staff and community members interviewed candidates.

Mrs. Jones is a strong instructional leader who believes in relationships, family, and a warm and gentle approach with all students. As a teacher, team leader, staff development teacher, and administrator, Mrs. Jones has a reputation for her work to ensure the instructional program is designed to challenge, support, and benefit each child. In addition, her style of leadership is characterized as supportive, collaborative, and enthusiastic. I will work with the Cashell Elementary PTA to set up a formal time to introduce Mrs. Jones to the community, students, and staff in the coming month and communicate that information to you. Mrs. Jones has included a brief introduction on the back side of this letter.

I am confident that Mrs. Jones will serve and support the educational needs of the Cashell Elementary School community with excellence. I wish Mrs. Jones much success as she prepares to lead your school. I know that, as principal, she will accomplish great things for your students.

Sincerely,

Sarah Sirgo, Ph.D.

Director of School Support and Improvement

Office of School Support and Improvement

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