

December 10, 2007

**MEMORANDUM**

To: Cabin John Middle School Community  
From: Dennis F. Cross, AIA, Project Manager  
Subject: Cabin John Middle School – Modernization

Montgomery County Public Schools (MCPS) is planning a modernization of Cabin John Middle School located at 10701 Gainsborough Road, Potomac, MD 20854. The feasibility study meetings have been completed. This letter is to inform you of the schematic design meetings that will be conducted for the modernization of Cabin John Middle School. I would like to extend my invitation to you to participate in this process. While all are invited, the community is encouraged to send representatives from their respective streets, areas, and associations. All meetings will take place at Cabin John Middle School. We have scheduled the following dates and times for the Facility Advisory Committee (FAC) work sessions and a final PTA/Community presentation:

FAC Work Session Meeting	December 19, 2007	3:00 PM	Cabin John MS Media Center
FAC Work Session Meeting	January 9, 2008	7:00 PM	Cabin John MS Media Center
FAC Work Session Meeting	January 23, 2008	3:00 PM	Cabin John MS Media Center
FAC Work Session Meeting	February 6, 2008	7:00 PM	Cabin John MS Media Center
FAC Work Session Meeting	February 20, 2008	3:00 PM	Cabin John MS Media Center
<b>PTA/Community Presentation</b>	March 11, 2008	7:15 PM	Cabin John MS Cafeteria

Since the meeting dates and times may be revised, please confirm the meeting prior to your attendance. Everyone present will have the opportunity to hear about the design process, the project timetable, and plans for keeping the community informed. For the betterment of the community and school, please plan to attend.

Should you wish to participate, or have any questions, please contact me at 240.876.4586 or send an e.mail to [dennis\\_cross@mcpsmd.org](mailto:dennis_cross@mcpsmd.org)

Respectfully,



Dennis F. Cross, AIA  
Project Manager  
MCPS, Division of Construction

DFC:dfc

Copy to: Mr. Song      Mr. Shpur      Ms. Szyfer      Ms. Mikolajczyk      Mr. Murray  
                 Dr. Smith      Mr. Everly      Ms. Wallert      Samaha Architects