



Where Eagles Soar

Dr. Jane Q. Ennis  
Principal

## Glen Haven Elementary School

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Mrs. Cassandra Heifetz  
Principal Intern

December 5, 2017

Dear Parents/Guardians, Students, and Staff:

I am writing to update you on the timeline for Mrs. Cassandra Heifetz's move from Principal Intern to Acting Principal. Mrs. Heifetz has done an outstanding job thus far, moving from shadowing me on my duties to slowly taking over full responsibility of the Principalship. This is all part of the process that is used to train future principals in Montgomery County Public Schools.

Beginning January 2, 2018, Mrs. Heifetz will begin the second part of the internship. She will assume the full responsibilities of the principal at Glen Haven Elementary School. From this date until February 16, 2018, I will leave the building so that Mrs. Heifetz can work with you to demonstrate the full range of her leadership abilities. Although I will not be on campus, Mrs. Heifetz and I will continue to communicate regularly to ensure the smooth operation of our school. During this period of time I will be assigned as a "visiting principal" at Harmony Hills Elementary. I am looking forward to this opportunity as I will be able to expand my learning about educational leadership by observing the practices of another school.

When I leave the school in January, a visiting principal will be assigned to Glen Haven to assist Mrs. Heifetz by taking on many of the administrative responsibilities necessary to ensure a smooth operation of the school. Mrs. Donna Michela, the principal of Wayside Elementary School, will be assigned to our school. Mrs. Michaela and I have met many times and she already has visited our school. She is looking forward to the time she will spend at Glen Haven. Please join me and Mrs. Heifetz in welcoming Mrs. Michela to our school.

I thank you in advance for your support of our school, staff, and Mrs. Heifetz during her internship practicum. I have every confidence that our students will be well cared for during my absence, but I certainly will miss the students, staff, and parents of Glen Haven while I am out of the building. I look forward to seeing everyone again upon my return in February 2018!

Have an enjoyable Holiday Season and please create great memories with your families and loved ones during Winter Break!

Sincerely,

Dr. Jane Q. Ennis, Principal

**Home of the Eagles**

**Soaring to a New Dimension...Making It Happen!**

Website: <http://www.montgomeryschoolsmd.org/schools/glenhaves/>

Twitter: @Principal\_Ennis