



**FAIRFAX COUNTY  
PUBLIC SCHOOLS**

**Cluster I**

Gatehouse Administration Center  
8115 Gatehouse Road  
Falls Church, Virginia 22042

September 2, 2009

Dear Herndon High School Parents and Community Members,

As we begin the process for selecting the new principal at Herndon High School, please rest assured that I will be working closely with the Department of Human Resources to find an excellent principal for your great school! I take this responsibility very seriously and want to take time to ensure the best possible match for Herndon High School. To this end, I have decided to appoint an interim principal, beginning October 1, 2009. This person will remain in place until the new principal is announced. Please join me at Back-to-School Night on September 23, 2009, where I will announce the interim principal to the entire Herndon community.

A crucial step in this procedure is to inform staff and parents about the principal selection process. **Therefore, all Herndon parents and community members are invited to attend an important meeting on Wednesday, October 14, 2009, at 6:30 p.m. in the Cafeteria.** We certainly hope that you will be able to attend this meeting.

Another critical component to the process is your written input. We invite you to offer your individual, written input (preferably via email) regarding the skills, experience, and leadership characteristics needed for Herndon High School. You might also address any challenges or issues that a new principal will need to address. We welcome your input now, upon receipt of this letter, and are hopeful that many of you will share your thoughts. **By October 19, 2009**, please e-mail your ideas to [Peggy.Dammeyer@fcps.edu](mailto:Peggy.Dammeyer@fcps.edu), or mail your suggestions to Peggy Dammeyer at Human Resources, 8115 Gatehouse Road, Falls Church, VA 22042. Suggestions for input are located on the reverse side of this letter.

I look forward to working closely with Herndon High School staff, parents, and community members during the principal selection process.

Sincerely,

Marty K. Smith  
Cluster Assistant Superintendent  
Cluster I