

October 26, 2011

Dear BES Families,

The purpose of this letter is to share some news about some changing faces at Berlin Elementary School. I am very pleased to share that my husband and I are in the process of adopting a baby who was born in September. The news and process of this adoption has happened much more quickly than usual because the baby is already born. I will begin a maternity leave on October 31, 2011 and return to BES on Tuesday, May 1, 2012.

During my absence, from January – May, Mrs. Katie Hooks will assume the role of Acting Principal at BES. Many families will remember that Mrs. Hooks completed her internship for her certification as a building administrator at BES last year. She knows the faculty, staff and students at BES very well through her internship and in her roles as Kindergarten teacher and Team Leader. I am confident that Mrs. Hooks, along with the exceptional faculty and staff at BES, will keep things moving in a positive direction in terms of programming for our students.

At this time, Superintendent Young is actively looking to hire an interim Principal to work at BES for the months of November and December while Mrs. Hooks completes her maternity leave. While this process is taking place, Dr. Young, Dr. Cathie Allain, High School Principal, and Mr. Jason Breh, Middle School Principal, will share the responsibilities of covering the needs at Berlin Elementary School.

While Mrs. Hooks works in the role of Principal, her maternity substitute, Ms. Valerie Cuggino, will continue to work in her place in the Kindergarten Program. Ms. Cuggino has been working as part of our Kindergarten Team since the first day of school, and has provided excellent continuity for our students in each of the rooms she has worked in.

Please know that every member of the faculty and staff at Berlin Elementary School works together to provide the very best educational experience for our students each and every day. I am proud to say that I am a part of this team, and we could not do our good work without your continued support and involvement. I will certainly miss being a part of the BES “family” over the next 6 months, but I am also thrilled to be taking these next steps in growing my family at home.

If you have any specific questions or concerns about the information in this letter, please feel free to contact Dr. Stephen Young, Superintendent of Schools. I look forward to seeing you in the Spring.

Sincerely,

Michelle S. Colvin  
Principal  
Berlin Elementary School