

January 5, 2024

Dear Kunsmiller Creative Arts Academy Community,

We deeply value our DPS community partnership and are committed to engaging our communities in meaningful and collaborative ways. The primary purpose of this letter is to provide an update on the principal selection process at Kunsmiller Creative Arts Academy.

As you know, Interim Principal Chuck Puga kindly agreed to serve as our Interim Principal for the start of the 2023-2024 school year and is committed to a smooth transition with the next principal.

This year, we were able to implement some new processes in the principal selection process to make the process overall more engaging, accessible, and increase opportunities for candidates to engage with the school community. These additional processes are grounded in the following guiding principles:

- Additional opportunities for a wide variety of stakeholder feedback and engage in the selection process
- Partnering with our district's Multilingual department to continue to offer translation and interpretation services for stakeholders from multiple language backgrounds
- Equitable access for school communities despite personal circumstances of time and transportation

We will be following the revised steps for the principal search process in alignment with the guiding principles. The process will include the following:

- Stakeholder surveys (including students, school staff, families, Collaborative School Committee (CSC), and community members) to build a candidate profile with ideal principal characteristics
- Collaborative Director meeting with the school's CSC to continue to build the principal candidate profile and select questions for the CSC interviews
- Schools Office and district leaders pre-screens of applicants using the principal profiles and interview the top candidates
- Virtual, live community forum for the top finalists to share their vision for the school and address questions generated by stakeholder groups
- Instructional Learning Walk (classroom observations) with the Collaborative Director, Executive Director of Schools, and other Schools Office leaders
- In-person event to meet the top finalists
- Stakeholder surveys and call-in opportunities to provide feedback on the top finalists
- Superintendent review of stakeholder feedback and final interview with candidates before a final decision by the superintendent is made.

As previously shared, we deeply value the voices of all stakeholders in the school community. To continue to honor this approach, we invite students, staff, families, CSC, and community members to complete the survey below to list characteristics they would like to see in the next long-term principal. Please complete this survey by **Tuesday, January 16, 2024**, at 10 a.m. by these methods below:

- Use the Community Input Form (English/Spanish): <https://bit.ly/KCAAFedback>
- Call the Office of Family & Community Engagement via phone at 720-423-3054
- Email your completed form below by **Tuesday, January 16, 2024** to Brittany Barela at [brittany\\_barela@dpsk12.net](mailto:brittany_barela@dpsk12.net)

Below this letter is the tentative timeline of the community involvement steps of the process. We will also engage in rigorous reference and data collection on the final candidates.

We know a leadership transition is difficult for students, staff, families, and the community. Our focus will be to ensure we identify the best leader to lead Kunsmiller Creative Arts Academy for the remainder of the 2023-2024 school year and beyond.

Thank you for your support as we work together during this transitional period.

Sincerely,

Melissa Boyd  
Collaborative Director, High Schools 2

Dr. Christina Sylvester  
Operational Services Director

## **Kunsmiller Creative Arts Academy Principal Selection Process Tentative Timeline**

### **Now through Tuesday, January 16, 2024**

- Community Feedback via School Principal Hiring Community Input Form closes on **Tuesday, January 16, 2024**

### **Week of January 15, 2024**

- Collaborative Director meets with CSC to build the principal candidate profile and schedule upcoming events

### **Week of January 22, 2024**

- Collaborative Panel Interviews and CSC Interviews with top candidates

### **Week of February 12, 2024**

- Instructional Learning Walk, Virtual Community Forum, and Meet & Greet Event with top finalists

### **Week of February 19, 2024**

- Interview with Superintendent Dr. Alex Marrero, Deputy Superintendent Dr. Tony Smith, Chief of Schools Cesar Cedillo, and Associate Chief of Schools Jen Troy

### **Week of February 26, 2024**

- Principal Announced

**\*Dates and events may be subject to change**

## Principal Hiring Community Input Survey

**How would you define yourself?** (Please check all that apply.)

- Denver Public Schools student
- Denver Public Schools parent or family member
- Denver Public Schools staff member
- Community member (not a parent)
- Denver Public Schools alumni

Other: \_\_\_\_\_

**What are the top characteristics you are looking for in the next principal?**

Characteristics	Not a Priority	Slight Priority	N/A	Priority	Top Priority
Bilingual/Multilingual Preferred					
Strong Collaborator					
Current or former DPS employee					
Experience or knowledge of DPS curriculum and other programming					
Experience working with students and communities from diverse backgrounds					
Previous leadership experience (including principal, assistant principal, team lead, etc.)					
Knowledge of operational systems (budget, scheduling, climate & safety, HR concerns, etc.)					
Knowledge of school and community					
Previous teaching experience (3+ years)					
Servant leadership					
Transparent in decision-making					
Other					



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**What additional characteristics are you looking for in the next principal?** List any other skills and characteristics here.

**Comments**