

January 30, 2020

Dear Skinner Middle School Community,

This letter is to provide the Skinner Middle School community with an update on the principal selection process. As you know, Grant Varveris announced he will be departing from Skinner Middle School and the Denver Public Schools at the end of this 19-20 school year. We thank Grant for his valuable contributions, dedication and leadership at Skinner.

DPS considers selecting a new principal as one of the essential components when building highly effective schools. The Collaborative School Committee (CSC) met this evening to start the initial steps of the selection process by reviewing the timeline, next steps for creating a School Principal Selection Advisory Committee (SPSAC), and how we will gather information on what the Skinner community is looking for in their next leader.

With any principal selection committee, there are certain steps we must take to ensure that the committee members and the community-at-large are confident and clear with the process. We will begin steps this week to review the principal selection process with the CSC who will be responsible for recommending a School Principal Selection Advisory Committee (SPSAC). The SPSAC will be comprised of a combination of parents/guardians and staff members who represent the diversity of the Skinner community. The SPSAC will work with us to synthesize the community feedback about the essential characteristics of the next Skinner leader and interview the top 3-5 candidates, and recommend the top 2-3 candidates to participate in subsequent steps of the process to include a Learning Walk and Community Forum.

Skinner highly values the voices of all our stakeholders. To honor this, we would like your input in determining the characteristics you would like to see in the principal. You may provide your input at <http://bit.ly/2S56sqK>, pick up a hard copy of the survey in the Skinner main office, or call the Family & Community Helpline at 720-423-3054. Please submit the survey by **Friday, February 7, 2020 @ 5pm**.

We also are seeking staff, parents and community members to serve on the SPSAC and focus groups for the interview process. If you are interested in participating, please submit your application at <http://bit.ly/36As4jK>, pick up an application in the Skinner main office, or call the Family & Community Helpline at 720-423-3054. Please note that applications are due by **Friday, February 7, 2020 @ 5pm** so the CSC can review and select the SPSAC.

Lastly, please see the following timeline of the steps of the process. This is to help you better understand what to expect and what the commitments are should you decide to apply to be a part of this SPSAC.

Thank you for your support as we work together during this transitional period. In the meantime, please feel free to reach out to me with any questions you may have.

Sincerely,

Michelle Koyama
NW Regional Assistant Instructional Superintendent
Michelle_Koyama@dpsk12.org

Timeline for Skinner Middle School Principal Selection Process

Week of 1/27/20

- Posting for Principal Position opens (1/27)
- RAIS meets with CSC (1/30)
- Staff, Student and Community Survey to identify ideal qualities for Skinner principal opens (1/31)
- School Principal Search Advisory Committee (SPSAC) applications open (1/31)

Week of 2/3/20

- Community Feedback via "School Principal Input Survey" closes (2/7@5pm)
- SPSAC applications due (2/7@5pm)

Week of 2/10/20

- CSC meeting to determine SPSAC (2/10)
- SPSAC meeting to identify the ideal principal profile & review community feedback (2/13)

Week of 2/17/18

- SPSAC meeting for HR training and interview question development (TBD)

Week of 2/24/20

- Principal Candidate Interview Day (2/25)
- Learning Walk with Regional Instructional Superintendents (2/26)
- Community Forum (2/26)

Week of 3/2/20

- Interview with Superintendent (TBD)
- Principal Named (TBD)

**Dates may be subject to change*