



1/16/18

Dear **KCAA Elementary** Families:

We are beginning the process to select the next principal for **KCAA** Elementary School, and your voice will be an important part of this process.

Applications to be considered for the Principal Advisory Committee are attached. The Principal Advisory Committee is the group that will interview principal candidates. **If you are interested in participating in the Principal Selection Advisory Committee, please fill out the application and return it to the school by January 24. You must be able to attend the training and question development meeting and interviews on the following dates/times:**

- Training and question development meeting:
 - 1/31 4:30 – 6:45 p.m.
- Interviews:
 - 2/1 – 10:30 a.m. – 3:30 p.m.

If you are not interested in being considered for the Principal Advisory Committee, please use the School Leader Hiring Community Input form to give input on the characteristics that you think are important for the next principal at the school and return by January 24.

KCAA's Collaborative School Committee (CSC) will review all the applications for the Principal Advisory Committee at its January 30 meeting, and the CSC will then select an advisory committee that is representative of the school's population.

Once the committee has been chosen, we will take the following steps:

- February 1: We will interview candidates for the principal role. The committee will identify each candidate's strengths and growth areas.
- February 6: Candidates will participate in a Learning Walk to demonstrate their **instructional knowledge**. Also on the 6th, we will also host a **community forum** where families will have a chance to meet the finalist(s) and ask questions. A separate invitation will be sent for this event.
- By February 28: We will announce the new principal.

Please do not hesitate to contact me with questions at lisa_masias@dpsk12.org

Sincerely,

Lisa Masias
Instructional Superintendent/Network 2



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