

April 3, 2024

Dear Hallett Academy Community,

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

As you know, Interim Principal Charmaine Keeton and Interim Principal Ana Mendoza kindly agreed to serve as our interim principals this school year and are committed to help us continue our strong course forward. We are grateful for their leadership, service, and care for the Hallett Academy community. We are writing to explain how we will proceed with finding the next long-term principal of Hallett Academy for the 2024-2025 school year and beyond.

This year, we were able to implement some new components in the principal selection process to make it 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 these 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 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 interviewing of 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 **Friday, April 12, 2024**, at 10 a.m. by these methods below:

- Use the Community Input Form (English/Spanish): [Google Survey](#)
- Call the Office of Family & Community Engagement via phone at 720-423-3054
- Email your completed form below by **Friday, April 12, 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 Hallett Academy starting in the 2024-2025 school year and beyond.

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

Sincerely,

Kayla Grayson-Yizar  
Director, Elementary Collaborative 1

Yolanda Ortega  
Operational Services Director

### **Hallett Academy Selection Process Tentative Timeline**

#### **Now through Friday, April 12, 2024**

- Community Feedback via School Principal Hiring Community Input Form closes on **Friday, April 12, 2024**

#### **Week of April 8, 2024**

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

#### **Week of May 6, 2024**

- Collaborative Panel Interviews and CSC Interviews with top candidates

#### **Week of May 13, 2024**

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

#### **Week of May 20, 2024**

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

#### **Week of May 27, 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					

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

**Comments**