

# Piedmont Unified School District

## MEMORANDUM

**TO:** Board of Education

**FROM:** Randall Booker, Superintendent  
Cheryl Wozniak, Assistant Superintendent

**DATE:** May 11, 2022

**RE:** **Appointment of Piedmont Middle School Principal: Karyn Shipp**

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### **I. BACKGROUND INFORMATION**

March 2, 2022, Piedmont Middle School Principal, Ryan Fletcher, announced to the PMS staff that he and his family would be relocating to Denver, Colorado, and he would be resigning his position at the end of the 2021-22 school year. Principal Fletcher has served as the PMS principal for the past nine years.

March 7, 2022, the District posted the [open position for PMS Principal on Edjoin](#) which included this [job description](#). An interview panel consisting of 13 members representing classified staff, teachers, administrators, and community members interviewed the applicants. Two School Board members were present as well. The complete interview process consisted of four rounds which included a video and written response and three rounds of live interviews.

### **Round One Interviews - Video and Written Response**

After the screening process was completed, the top applicants were asked to submit a video and a written response to questions which were reviewed by the round one interview team. Interview panel members used a rubric to rate each applicant on each of the following four competencies: DEIB Leadership/Cultural Competency, Instructional Leadership, Interpersonal/Collaboration, Communication. The results of the ratings were collated and used as part of the criteria for which applicants would advance to the live interviews round.

### **Part 1: VIDEO**

Record a 3-5 minute video introducing yourself to the interview panel and addressing the following three prompts:

- **Why you?** Tell us why you are a good fit for the position of Piedmont Middle School Principal.

- **Why us?** Tell us why Piedmont Unified and, specifically, Piedmont Middle School, is where you want to serve as an instructional leader.
- **Why now?** Tell us why at this point in your career you wish to pursue the role of middle school principal.

## **Part 2: WRITTEN RESPONSE**

Choose **ONE** of the following prompts and submit a written response.

1. Review the Board Policy/Administrative Regulation 0415.1: Racial Equity and discuss your approach to prioritizing and leading this work.
2. Identify one of the goals and corresponding actions and services outlined in the PMS School Plan for Student Achievement and discuss your approach to leading this body of work.
3. After reviewing the data in the PMS School Plan for Student Achievement, identify a data set and discuss your approach to addressing any gaps for students.

### **Round Two Interviews - Virtual Interviews with Interview Panel**

Live interviews took place virtually on April 19, 2022. A series of questions was asked of each candidate and interview panelists completed a feedback form that was submitted electronically. Ratings of the candidates on five competency areas—DEIB Leadership/Cultural Competency, Instructional Leadership, Interpersonal/Collaboration, Communication, Organizational Management—were shared with the members of the interview panel and the group used a consensus process to determine which candidates would move to the second round of live interviews.

### **Round Three Interviews - Interviews with Members of District Administrative Team**

On April 26, 2022, five administrators interviewed the top candidates selected by the larger interview panel. Fewer questions were asked to give each of the candidates an opportunity to provide more detailed responses. The same rubric was used to measure the four competencies.

### **Round Four Interviews - Interview with Members of the Executive Cabinet**

On May 2, 2022, the Superintendent and Assistant Superintendent conducted the final round of interviews. The position was offered and the top candidate accepted the position.

## **II. SUPPORT INFORMATION**

The Piedmont Unified School District (PUSD) is excited to recommend Karyn Shipp as the new principal of Piedmont Middle School. Her experience, focus on instructional practices and strong track record for supporting student social/emotional health provide a superb

foundation with which to lead the Piedmont Middle School community.

**Karyn Shipp** has served as a teacher and administrator in Piedmont Unified for 25 years. She began her tenure in PUSD as a Physical Education teacher at Piedmont High School in 1997. She served as a department chairperson, Women's Athletic Director, Women's Varsity Soccer Coach, WASC Coordinator and Assistant Principal during her time at Piedmont High School.

In 2013, she transitioned to serve as the Assistant Principal at Piedmont Middle School, contributing greatly to the positive culture and success of a variety of middle school programs.

Ms. Shipp holds a Bachelors of Science and a Masters of Arts, as well as a California K-12 Single Subject Credential and an Administrative Services Credential.

In her various roles, she coordinated curriculum development, instructional practices, professional development, student activities, budget, facilities, state testing, 504, food service, counseling, master scheduling, and evaluation. Undoubtedly, she brings a wealth of leadership experience and expertise to Piedmont Middle School.

Ms. Shipp holds to the belief "that children learn best when adults make personal investment in their successes and, more importantly, provide support during their periods of difficulty."

### **III. REVIEW AND ACTION: RATIFY APPOINTMENT**

The Board is requested to ratify the appointment of Karyn Shipp as the new Piedmont Middle School Principal.