



Principal Selection Process Update

Dear Blessed Sacrament Community,

As we enter into the beginning stages of the principal selection process, we would like to once again thank Dr. Capstick for her dedication to our community. We have been blessed to have such a strong, courageous, and faithful leader over the past six years. The fruits of her labor will certainly last for years to come.

Throughout the process of searching for our next principal, we are committed to keeping the Blessed Sacrament community as informed as possible. At the same time, please understand that a certain level of confidentiality is essential to maintaining the integrity of this process. When appropriate, official updates will be provided through the Blue & Gold and Flock Note.

Superintendent Elias Moo and the Office of Catholic Schools provide an in depth framework for the principal selection process, which will be utilized by the Principal Selection Committee (PSC). The process is as follows:

- The Pastor, as the primary administrator of the parish school in cooperation with the Superintendent, appoints a Principal Selection Committee of about 5-10 people that includes a broad representation of the school community. The PSC is appointed to listen to the community, interview candidates, deliberate on prospective candidates, and make recommendations to the pastor and the Superintendent to inform their selection of the next principal of Blessed Sacrament.
- Office of Catholic Schools (OCS) provides training for the pastor and Principal Search Committee and serves as a part of the committee throughout the search process.
- PSC and OCS advertise the principal position on the Archdiocesan careers page, as well as on national Catholic educational job-boards.
- PSC and OCS conduct a needs assessment survey of the community and also hold needs assessment workshops (focus groups) with various representatives from the school - teachers, staff, parents (especially from SAC, MAC, PTSA), select students, etc. to identify characteristics of an ideal principal and areas for the continued growth and improvement of the school.

- PSC meets with the Superintendent to review the needs assessment results and identify the critical characteristics, dispositions, and skill sets the committee needs to look for in candidates. This review then informs the interview questions to be used with all candidates.
- PSC receives completed applications that have been screened and approved by the OCS.
- First round of interviews take place with the PSC followed by discussion, discernment, and ranking of candidates.
- Second round of interviews are conducted with finalists. This will be a full day engagement where the finalists have an opportunity to tour the school, meet one-on-one with the pastor, visit with staff, parent groups, students, and participate in one final interview with the PSC.
- PSC presents the pastor with final recommendations.
- Pastor and Superintendent discuss final recommendations, and inform the PSC of the final decision. The Pastor offers the selected candidate a contract. Upon acceptance of the offer, the community is informed.

At this time, a Principal Selection Committee (PSC) has been prayerfully chosen with the guidance of the Office of Catholic Schools. The PSC includes the following individuals:

Neighboring Principal and Parishioner - Steve Vaughan

Assistant Principal - Brooke Urban

BSCS Teacher - Bridget Leavens

Non-school parishioner - Shelly Heckman (Deacon Kevin's Wife, Teacher at Shrine of St. Anne)

SAC - David Behringer

MAC - Elin Kondrad

PTSA - Lucy Diaz

School Parent - Leo Seibold

School Parent - Sean Smith

Members of the community are asked, out of respect for the committee members and the process, to refrain from seeking information directly from individual committee members.

Any questions or comments can be submitted to the PSC email account,

BSCSearch@bscs-denver.net, for consideration. Please note the following roles and norms of the PSC:

- PSC members are tasked with listening, praying, and discerning throughout the selection process.
- PSC members are asked to maintain confidentiality throughout the process. To protect the integrity of the process, members will not be able to disclose any information on specific candidates nor to comment or speak on the nature of the deliberations taking place within the committee.

- PSC members will provide opportunities for members of the larger community to provide feedback either via a survey or focus group.
- PSC members will provide updates to the community at appropriate times throughout the search process utilizing the Blue & Gold and Flock Note. Any information being shared or disseminated by others outside of the official communications of the PSC do not represent the official updates or views of the PSC, the Pastor, or the Office of Catholic Schools.
- PSC will consider questions and comments submitted to the PSC email account, BSCSSearch@bscs-denver.net.

It is the desire of the PSC to begin interviewing candidates in late February or early March. However, this timeline is dependent on the committee's ability to quickly organize the various search process components, as well as on the number of qualified candidates available to move forward. Again, the committee is dedicated to providing as much transparency as possible throughout this process. We ask that you keep the Blessed Sacrament community, the Principal Selection Committee, and all future candidates in your prayers during this time.

Sincerely,
The Principal Selection Committee