

PIEDMONT UNIFIED SCHOOL DISTRICT

M E M O R A N D U M

TO: Board of Education

FROM: Donald Evans, Ed.D., Interim Superintendent
Cheryl Wozniak, Ed.D., Assistant Superintendent

DATE: April 26, 2023

SUBJECT: **APPOINTMENT OF WILDWOOD PRINCIPAL**

BACKGROUND:

In January, 2023, Wildwood Principal, Carol Cramer, announced that she would be retiring. After 23 years as Wildwood Principal and a total of 35 years working for Piedmont Unified School District, we want to express our deepest gratitude and appreciation for her incredible service to Wildwood and the entire Piedmont community.

On February 1, 2022, the District posted the open position for Wildwood Principal on Edjoin which included this [job description](#). An interview panel consisting of 16 members representing classified staff, teachers, administrators, and community members was selected. In-person interviews took place on March 22, 2023. 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 four competency areas—DEIB Leadership/Cultural Competency, Instructional Leadership, Interpersonal/Collaboration, Communication—were shared with the members of the interview panel and the group determined which candidates would move to the second round of interviews.

On March 28, 2023, site and district administrators conducted the second round of interviews. The same rubric was used and two candidates were moved forward.

The Interim Superintendent, Assistant Superintendent, and one Board member conducted the third and final round of interviews on March 30, 2023. The position was offered to the top candidate who accepted the position.

The Piedmont Unified School District is excited to make a recommendation for the new principal of Wildwood Elementary School. A press release will be sent out immediately following the Board appointment.

RECOMMENDATION: Appointment of the new principal of Wildwood Elementary School.