

ORCHARD HILL CONSULTING, LLC

YORKTOWN CENTRAL SCHOOL DISTRICT PRINCIPAL SEARCH YORKTOWN HIGH SCHOOL

Timeline

DATE	ACTION	FOLLOW-UP
April 7, 2008	Superintendent meets with faculty to collect information regarding principal attributes and distributes handout	Handout due April 9, 2008
April 9, 2008	Return of faculty handout	Collate information
April 13, 2008	Ad to appear in the NY Times	Closing date April 30, 2008
April 14, 2008 (week of)	Seek out volunteers who are interested in participating in the interview process including all stakeholders: <i>professional staff, staff, students, parents, board trustees, central office</i>	Select participants for the various committees (method of selection to be determined)
April 30, 2008 10:00 a.m.-4:00 p.m.	Stakeholder Forum	High School conference room
April 30 – May 4, 2008	Collection of resumes	List of candidate résumés for the screening committee
May 5, 2008 9:00 a.m. to 3:00 p.m.	Screening Committee meets with consultants to screen résumés 9:00	Candidates selected will be notified by consultants who will set screening interview schedule
May 6, 2008 2:30 p.m. to 4:30 p.m.	Interview Committee Orientation	Training to conduct the interview process
May 12, 2008 9:00 a.m. to 3:00 p.m.	Screening Committee Interviews screened resumes	Screening Committee selects 10 finalists to be interviewed
May 16 & 19, 2008 9:00 a.m. to 3:00 p.m.	Finalists interviewed by Interview Committee	Determine top 3 finalists to be interviewed by Superintendent and BOE
May 21, 2008	Superintendent and BOE interview top 3 finalists	Superintendent and BOE select top 3 finalists.
May 28, 29, 30, 2008	Visit to finalists' present workplace	Report findings to Superintendent and the Board of Education
June 2, 2008	Recommendation by Superintendent of schools	Appointment by the Board of Education