

Folwell Principal Search Process and Timeline

Date	Event	Topic/Outcomes	Stakeholder Group(s)
May 1st	Assistant Principals met with Associate Davila	determined principal interview dates and times	Administration
May 8th, 3:30 pm in #5	Instructional Leadership Team Meeting (ILT)	Shared timeline and process for principal selection	Staff Associate Davila
May 10th, 3:30 pm in #103	Advisory Committee Meeting	Shared timeline and process for principal selection	Parents, Community Members, Staff, Associate Davila
May 11th, 7:30 am in Media Center	Staff Meeting	Shared May 14th information <i>(deadline for staff to express interest in interview team and meeting after school for questions- see below)</i>	Staff
May 14th, by end of day	Posting of Principal Interview Selection Process, Principal Profile	Website, social media sites	Staff, Parents, Community Members
May 14th	Newsletter sent home	Process/Timeline and Principal Profile sent home with students and posted to website	Staff, Parents, Community Members
May 14th, 3:30-4:30 pm in Media Center	Staff Questions session	Provide any needed clarification to staff members	Staff
May 14th, end of day	Deadline for staff to express interest in participating on principal interview team	Determine staff representatives for interview team	Staff
May 15th, 3:30-4:30 pm Media Center	Parents/Community Questions session	Provide any needed clarification to parents or community members and solicit potential interview questions from parents/community	Parents
May 17th, 7:30 am in #5	Instructional Leadership Team Meeting (ILT)	Determine staff interview team selection process and additional questions for interview	Staff
May 18th, end of day	Deadline for parents to submit interview questions to be considered for principal interview by principal interview team Deadline for parents to send responses to 3 application questions for participating on	Send email or give to: Ms. Enck kimberly.enck@mpls.k12.mn.us and Ms. Thaemert melissa.thaemert@mpls.k12.mn.us Parents express interest to participate on the interview team	Parents

	<p>interview team: *In what grade levels are your children? *How many years have you been at Folwell? *Why would you be a valuable part of the interview team?</p>	<p>Send email or give responses to: Ms. Enck kimberly.enck@mpls.k12.mn.us and Ms. Thaemert melissa.thaemert@mpls.k12.mn.us</p>	
May 19th, 1-4pm Minnehaha Falls	Folwell at the Falls Event	Staff available to answer questions	Staff Parents Community
May 21st	Interview Team Announced	Shared via email to staff, then posted to website and social media, and shared via robocall and letter sent home with students.	Staff Parents Community
May 22nd, 6pm in Media Center	PTO Meeting	Staff available to answer questions	Parents
May 24th, 3:30-5:00 pm in #103	Interview team reviews principal candidate resumes	Determine principal candidates to interview	Interview team Associate Davila
May 29th, 4pm	Human Resources training	Ensure everyone knows HR policies and confidentiality	Interview team Associate Davila
May 29th, 5-8pm	Interviews	Interview candidates	Interview team Candidates Associate Davila
May 30th, 4pm-?	Interviews and determining final candidate	Interview candidates, Determine principal recommendation to Superintendent	Interview team Candidates Associate Davila
May 30th, as soon as determined by interview team	Share name of chosen principal candidate with Superintendent Graff	Advance the name for final approval by superintendent	Associate Davila
As soon as possible after received	Superintendent Graff meets with chosen principal candidate	Final approval for selection process	Superintendent Graff Final candidate
Once approved by Superintendent Graff	Associate Davila meets with candidate to prepare communications to Folwell community	Communication to staff, families, and Folwell community/MPS	Associate Davila
After shared with all stakeholders	New principal to meet with Dr. Salazar	Transition process	New principal Dr. Salazar