



FLORHAM PARK PUBLIC SCHOOLS
BROOKLAKE ELEMENTARY SCHOOL
 - PRINCIPAL SEARCH ACTION PLAN 2023 -



Action	Who	When	Done	Evidence/Notes/Comments
1. Post ad in the newspapers/website/NJPSA	Superintendent	Dec.20-Jan.18	✓	Document - Advertisement
2. Develop input survey for stakeholders	Superintendent	Dec. 22	✓	Web-Based Survey
3. Distribute Survey	Superintendent	Dec. 22 <i>(closes 1/9/23)</i>	✓	District Website School Messenger Staff email
4. Share action plan with all stakeholders	Superintendent	Dec.22	✓	Community via website
5. Develop interview questions based on stakeholder survey	Superintendent	Jan.13		Finalized set of interview questions
6. Identify members for the Stakeholder interview committee	Superintendent	Jan.20		Superintendent Business Administrator Board Member FPAA PTA FPEF FPEA
7. Paper Screening	Superintendent	Jan.19-22		Complete Electronic File of Applicants
8. Review input survey with Board Personnel Committee	Superintendent	Jan.23		Personnel Committee Meeting
9. Phone Interview (if necessary)	Superintendent	Jan.24-25		Excel spreadsheet with candidate ranking
10. Round 1: Administrators & Performance Task	Superintendent Business Administrator FPAA	Jan.25-27		Schedule of interviews
11. Round 2: Stakeholders	Superintendent Business Administrator FPAA PTA FPEF BOE Member FPEA	Feb.2-3		Schedule of interviews
12. Round 3: Superintendent	Superintendent	Feb.6-8		Schedule of interviews
13. Reference checks	Superintendent	Feb.6-8		Reference Check documentation
14. Negotiations	Superintendent	Feb.9-10		Final HR Document
15. BOE Recommendation	Superintendent	Feb. BOE mtg		Board of Education Meeting
16. Press Release/Community Notification/Website	Superintendent	Following BOE mtg		Email/press release

*dates are subject to change