



FRANKLIN ELEMENTARY SCHOOL

1895 Barnum Avenue • Stratford, CT 06461

Sherrod McNeill

Principal

mcneills@stratk12.org

Phone: (203) 385-4190

FAX: (203)385-4116

April 2019

Dear Staff and Parents/Guardians of Franklin Elementary School,

We are writing to inform you that our current Assistant Principal, Mr. Horan has accepted another position that will take effect at the end of this school year. We are thankful for the wonderful work that he did with our students, staff, and families during his tenure at Franklin, and excited for his new endeavor. We would like to share the process that will entail identifying and selecting the best candidate for our new Assistant Principal.

The position will be posted internally within the next 2 business days, and will remain open until May 22, 2019. If there are no internal candidates from within the district selected, the position will be posted externally for candidates outside of the district to apply.

A team of administrators will conduct two screenings for all applications - a paper screen and a round of short interviews with qualified candidates. From that screening, a group of candidates will be moved forward to a round of stakeholder interviews with the following groups: staff, parents/ guardians, district, and building based administrators. The stakeholder groups will work collaboratively with me to identify the most highly qualified candidate. All applicants' references and appropriate background checks will be properly conducted.

We anticipate the process described above to start in late April and carry forward to mid May with hopes to announce our new Assistant Principal in late May. The start date for our new Assistant Principal will occur in July of 2019, allowing for transition opportunities to occur beforehand.

Please feel free to contact me with any questions/concerns regarding this process.

Sincerely,

Sherrod McNeill, Principal