



**Yolo-Teacher Intern Program - Project Timeline**

<b><u>Date</u></b>	<b><u>Item</u></b>	<b><u>Person(s) Responsible</u></b>	<b><u>Notes</u></b>
8/31/16	Intern Planning Committee Meeting	YCOE- Ronda	
9/12/16	Superintendent Council Meeting	YCOE - Carolynne	Presentation of fact finding and proposals
9/27/16	Superintendent Council reconvene	DJUSD - Matt	Presentation of additional information requested and development of cost proposals
10/7/16	Decision to move forward with program		YCOE and 4 of 5 Districts: Davis, YCOE, West Sacramento, Winters, Esparto
10/11/16	Draft MOUs & Director Job Description	DJUSD - Matt	
10/12/16	Intern Planning Committee Meeting	YCOE - Ronda	
10/17/16	Begin writing to program standards	Yolo-Solano - Connie	Partner with colleague to begin writing program & submission documents
10/31/2016	Intern Planning Committee Meeting	YCOE - Ronda	
11/10/16	Intent to submit document	Yolo-Solano - Connie	Due 60 days prior to submission
	Writing document	Yolo-Solano - Connie	12 weeks to write document
11/17/2016	DJUSD BOE Approval of Program	DJUSD - Matt	MOU, Job Descriptions, VSA
11/18/16	Advertise Intern Director Position	DJUSD - Jonathon	
Mid-December/mid-January	Possible start date of New Director	Yolo-Solano/DJUSD	
1/10/17	Submit to CTC w/\$2000 fee	Yolo-Solano – Connie/Director	30 days prior to review
2/10/17	Document review by CTC	Yolo-Solano – Connie/Director	Back and forth discussion about needed revisions
February 2017	Finalize marketing plan – distribute to districts	All Districts	May consider hiring a marketing firm to develop materials

3/15/17	Added to the COA agenda	Yolo-Solano – Connie/Director	Write & submit brief program bio
3/24/2017	CTC - COA Meeting - Approve/Deny	Yolo-Solano – Connie/Director	Next meeting date 6/29-30/17
3/25/2017	Advertise program	All	
June '17	Pre-Service (120-160 hours) program begins	YTIP	
August '17	Intern program operational	YTIP	First Cohort enters Intern Classes