



Dear Evergreen Country Day Community,

The Board of Trustees has been working to thoughtfully plan our Head of School (HOS) search, and we appreciate your patience since our last communication. I would like to thank the parents and staff who attended our HOS focus group meetings this year. The feedback and insights from so many of our community members helped shape our search criteria, and I want to update you on where we are in the search process.

The Board has decided to hire a search consultant to guide us in our search process. The consultant will provide us with knowledge, insight, and support throughout the search process. We have narrowed it down to three consultants and plan to announce our selection by the end of April. In the meantime, we would like to invite any parents, faculty, or staff interested in serving on the search committee to send a brief statement of application via email to searchcommittee@evergreencountryday.org. Please title the email "Application Statement Search Committee" and explain why you are interested in serving on the committee and what makes you a strong candidate. Please email your application by **Monday, April 15, 2019**. The Board of Trustees will select and announce the committee by **April 30, 2019**. We will hold our first committee **Friday, May 3, 2019**. Once the committee and consultant have been selected, we will work on developing and posting the opportunity statement.

Summary of Upcoming Dates:

April 15, 2019 – Application Statement to serve on Search Committee Due

April 30, 2019 – Search Committee and Search Consultant Announced

May 3, 2019 – First Search Committee Meeting (9:00AM)

Communication with our community will be a priority throughout the process. We will strive to be as transparent as possible, while respecting candidate confidentiality. A Head of School Search page on the ECD website will go live this afternoon. As noted above, we have created an email, searchcommittee@evergreencountryday.org, to provide our community with a communication channel to the Search Committee where any questions or concerns can be sent. The HOS Search page will also contain a section where Frequently Asked Questions (FAQs) and answers will be posted. We will continue to build out the FAQs as the process evolves and new questions arise.

Working together as a community, the Board is very confident that we will select a new Head who will take our amazing school forward into its next chapters!

With gratitude,

A handwritten signature in blue ink that reads "Barb Scripps".

Barb Scripps, Board of Trustees Chair