



EVERGREEN

country day

Education with Intention

Head of School
Transition Plan

April 1, 2020

HOS Transition Plan

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- Calendar of Events
- Key Transition Areas:
 1. Relationships and Communication
 2. Program and Curriculum
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Introduction

As we welcome Kabe ErkenBrack as our incoming Head of School, we are steadfast in our commitment to Evergreen Country Day's vision, mission, and values. To help ensure a smooth transition, we have outlined a comprehensive HOS Transition Plan.

This transition plan will assist Kabe in learning and understanding our aspirations for the upcoming school year and beyond. It will help him to get to know our ECDS community, staff, students, and Board today, as well as guide him in shaping the possibilities for our future. Please look for opportunities to help us build relationships, enhance programs and curriculum, and foster development and collaboration with our new Head of School!

Calendar of Events

April/May/June

- Week of 4/20 Virtual Visits with Mr. ErkenBrack and Ms. Anderson
 - Nest: Monday 4/20 at 5:00
 - Elementary 4/22 at 5:00
 - MS 4/24 at 5:00

*we will send ZOOM invitations by division

- 6/12-13 – ACIS Heads meeting

July/August

- 7/6-12– Kabe attends NAIS Institute for New Heads in Atlanta
- 8/10-11– ECDS Admin Team Retreat
- 8/24 ECDS Back to School BBQ
- 8/26 – School begins

September -October

- Community Coffees and Cocktail parties with Kabe
- Continue focusing on key transition area objectives through first school year
- October 8-9:ACIS Leadership Conference
- October – Board Retreat
- Board and Community provide ongoing support for Kabe and his family

Relationships and Communication

Objective: Establish strong relationships and communication with students, faculty, administrative staff, parents, community members, alumni, and the Board of Trustees.

1. Meet with faculty and administrative staff to share information and establish a foundation of trust and understanding.
2. Connect with students and parents to learn about their experiences and ideas.
3. Learn about and participate in school traditions.
4. Build a connection to the ECDS Parent Association, PEAK.
5. Assess the effectiveness of ECDS's communications and identify improvements where possible.

Program and Curriculum

Objective: Identify the key components of the success of ECDS's approach and understand all aspects of the school's academic programs, curriculum, and Journeys program.

1. Observe teaching, learning, and the curriculum in action.
2. Promote the strategic objective and goals with relation to program.
3. Partner with administrative staff and faculty to propel Nest, Elementary, and Middle School divisions.
4. Learn about the Journeys program and ensure that is embedded at all levels at ECDS.
5. Ensure diversity, inclusion, and equity is included in the opportunities of the ECDS experience.

Administrative Operations

Objective: Lead the administrative team to ensure and promote the overall health of the school's operations.

1. Learn the school's finances and understand the budget and school priorities.
2. Review the current administrative structure and evaluate enhancements.
3. Continue to operationalize ECDS's Strategic Plan.
4. Gain a thorough understanding of the admissions process and actively participate in open houses, information sessions, and welcoming of new families to maximize enrollment.
5. Continue competitive recruitment and retention practices to attract and maintain an experienced faculty and staff.
6. Become familiar with the school's physical facilities and equipment.

Development and Advancement

Objective: Continue to develop a culture of giving at ECDS that grows resources and promotes lifelong community engagement.

1. Meet with administrative staff, particularly development to understand the history of fundraising, WISH, Gift 2 Give, and the Capital Campaign.
2. Explore efforts to keep and restore active engagement of alumni students, families, faculty, and staff.
3. Meet with past, current, and potential donors to understand their driving passions and interest in ECDS.
4. Meet with non-profit leaders and community organizations such as the Evergreen Chamber of Commerce and explore other local community organizations.

Board of Trustees Support

Objective: As stewards of ECDS, the Board of Trustees pledges its support to Kabe during this transition in a number of ways, including:

1. Collaborate to set clear, achievable school goals.
2. Allow time to learn about Evergreen Country Day and the school community.
3. Provide feedback and support, including an annual performance review.
4. Provide professional development opportunities including the NAIS Institute for New Heads and the NAIS annual conference.
5. Nurture and assist Kabe and his family as they establish themselves in our community.