



August 14, 2017

Dear Search Committee,

I hope everyone has had a great summer. I am pleased to announce that much progress has been made on our search for the new head of school. To recap, the search committee was selected last spring and we selected Educational Directions Incorporated (EDI) as the search firm. Stephen DiCicco, President of EDI, visited EDS in the spring and developed a thorough understanding of our school, its culture and needs. He has been tailoring the search process to align with our school community. A survey was also sent by EDI to a group of constituents to gain a better understanding of their concerns. DiCicco used the results of the survey and information he gathered from his site visit to draft a position description, the Candidate Information Document (CID), for the search committee to review and approve. The CID is being used by EDI to convey the essence of excitement of this leadership opportunity to potential candidates.

EDI has reached out to over 300 key leaders and rising stars using its extensive networks and powerful database for outreach, as well as numerous other connections and resources. This extensive process has produced 15 "A" level candidates. DiCicco has referred to our pool of qualified candidates as "very exceptional."

After speaking with the candidates on multiple occasions, DiCicco has concluded that people are attracted to EDS based upon the following:

- Sense of community and relationship with church
- Episcopal School
- Student-centered philosophy
- The work Ed Costello has done and the strength of the Rector
- Location
- Potential for further growth and development

A few facts about the group:

- Several candidates are currently serving as Head of School
- Two candidates are Episcopal priests
- several candidates are deans or equivalent at their current school and ready for a head of school position
- Over half the candidates have Episcopal experience
- Several are rising stars within their professions
- Independent school history
- Previous leadership in prestigious positions
- Two-thirds male, one-third female
- Representatives from the Northeast, Midwest and South
- Highly credentialed pool of candidates

The next step in our search is to narrow down the pool of candidates. Around September 27th, EDI will electronically send me the files of the "A" level candidates and I will distribute to the search committee members. Each file will contain:

1. Cover note from DiCicco as to why he believes he/she is an "A" level candidate
2. Letter from the candidate expressing his/her interest in the position
3. Resume
4. Statement of educational/leadership philosophy
5. Three written letters of reference
6. List of five to six references

We will then have a search committee meeting on October 5th from 5:00-7:00 PM to narrow the group down to five or six who we want to interview. This group will be our "semifinalists." DiCicco will be in attendance at this meeting to help facilitate the discussion that leads to our decision. DiCicco will communicate with those candidates who are not chosen, as well as, engage those who are chosen to set up their visit schedule and make sure each candidate is fully informed and prepared for his/her semifinalist visits.

DiCicco will also contract with a professional background check company to carry out candidate credential checks (criminal, college degrees attained and credit) on the semifinalists.

Tentatively, the semifinalists interviews will be conducted on October 16-17, figure 90 minutes per interview. From these interviews will come the identification of three finalists. These three will return with their spouses for a two-day visit to meet the various members of the school community. The tentative agenda for the finalist visits are accordingly:

Finalist #1

October 29 (arrives late afternoon)
October 30: At school all day
October 31: At school, leaves afternoon

Finalist #2

November 5 (arrives late afternoon)
November 6: At school all day
November 7: At school, leaves afternoon

Finalist #3

November 12 (arrives late afternoon)
November 13: At school all day
November 14: At school, leaves afternoon

During this stage we will develop the optimum format for the finalists' multiple day visits. This includes making deep reference checks and ensuring the finalists' questions and concerns are addressed. EDI will work with the finalists on organizing their travel arrangements. Our final action, as a search committee, will be the discussion leading to the selection of the nominee to present to the Board of Trustees for approval.

Thanks again for your commitment to the search process and to our students of Episcopal Day School.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Collier Merrill". The signature is fluid and cursive, with a large initial "J" and "M".

J. Collier Merrill
Chairman, Search Committee