



December 21, 2020

Dear Waverly families and friends,

Serita and I are extremely honored to serve as Co-Chairs of Waverly's Head of School Search Committee. We are also mindful that we are sending this email to you as you begin your winter break. However, we felt it was important to give you a sense of the search process as we prepare for our work in 2021.

As you are aware, Heidi has been Waverly's long-serving Head of School these past 25 years. Under her leadership Waverly has grown to be a dynamic progressive school with a vibrant and engaged community. Heidi's impending retirement means we must now turn to the critical task of finding a new Head of School.

Consistent with [NAIS best practices](#), our search for a Head of School will follow the standard process for independent progressive schools. The Board of Trustees has assembled a Head of School Search Committee and retained [Carney, Sandoe & Associates](#) (CSA), a highly regarded international search firm, to assist us. We are thrilled that our CSA team of [Bob Fricker](#) and [Jennifer Wong Christensen](#), specialists in Head of School searches for progressive schools, will help guide us through this process.

Our goal as a committee is to find an outstanding interim Head of School, if necessary, and an outstanding permanent Head of School, while being as inclusive and transparent as possible. Candidates, most of whom will have excellent relationships with their current schools, will only participate in our search if their involvement remains confidential in the early phases of the search. It is therefore crucial to find a balance while maintaining strict confidentiality until the final candidates are identified.

In January, our consultants Bob and Jennifer will host multiple virtual campus visits in order to identify the qualities our community most values in our next Head of School. Current parents, faculty, staff, and HS students will receive invitations to these events. We will strive to ensure that all divisions and constituencies in our school have opportunities to contribute to this important stage. Based on these discussions a Position Profile and Search Document will be crafted and distributed.

Over several weeks and months, our consultants will provide crucial assistance in helping the Search Committee identify and evaluate potential candidates. The Search Committee's goal is to select two to three finalists for each position. The finalists will then visit our school and hold multiple events to meet and engage with our community. These visits will either be in-person or virtual depending on the circumstances concerning the COVID-19 pandemic. We will publish the dates and schedules for these visits well in advance. This is an opportunity for our community to meet the finalists and provide feedback to our committee. Our hope is to announce our interim Head of School for the 2021-2022 school year in early April, and our permanent Head of School in early October 2021. Although this plan seems orderly, we all will need to remain flexible throughout this process as unforeseen events could affect our timeline.

You will receive updates from the Search Committee throughout this process. Once we return from the break we will also be updating the [Head of School Search](#) web page regularly. With your participation we are confident we will find a Head of School who will further our mission of cultivating curious, resourceful, and confident learners.

For all inquiries regarding the Head of School search process, please contact the Search Committee at headofschoolsearch@thewaverlyschool.org.

We wish you and your families a wonderful winter break.

Sincerely,

Nadine Tanio and Serita Young, Co-Chairs
Head of School Search Committee