



February 11, 2021

Dear Waverly community,

We are writing on behalf of the Search Committee to provide you with an update on the Head of School search process.

Over the past several weeks, our principal consultants from Carney Sandoe & Associates, Bob Fricker and Jennifer Christensen, have been working with the Search Committee to prepare the Head of School position profile. This document serves as a tool in the recruitment process, offering potential candidates a glimpse into our school community and culture.

Incorporating the feedback received from the virtual visits, surveys, and other communications, our consultants have developed a position profile that they will be sharing with prospective candidates. You can find the Interim position profile [here](#) on the Waverly's Head of School search webpage.

So far, we are pleased that our work closely parallels our timeline and we look forward to reviewing candidate materials in the coming weeks. Over the next few weeks we will likely not have substantive news to announce as our consultants work to recruit, interview, and vet the strongest candidates for the interim and permanent Head of School positions. Bob and Jennifer have already begun the process of reaching out to their network and to the individuals recommended by our community and are thrilled to report that interest in this position is strong.

We expect that our consultants will present the Search Committee with candidates for the interim position in late February from which we will select a group for semi-finalist interviews. We expect that they will present the Search Committee with candidates for the permanent position in late July from which we will select a group of semi-finalist interviews sometime in August. Please note that the Search Committee's work, interviews, and interactions with potential candidates is done on a confidential basis to protect the candidates until the finalist stages for both the interim and permanent positions.

The Search Committee, in consultation with our Bob and Jennifer, will then select the interim finalists who will meet with our community in March and permanent finalists who will meet with our community in September. After vetting all the feedback, the Search Committee will make recommendations to the Board of Trustees for the next interim and permanent Heads of School. We would hope to be in a position to announce the interim Head of School by April and the next permanent Head of School by October. The timeline outlined above is also summarized [here](#) on the school's Head of School search webpage.

This is a new process for most of us, and while it may feel a bit unsettling, we assure you the Search Committee is listening to your feedback, taking our responsibility to our community very seriously, and is grounded in Waverly's values.

As always, if you have any questions or comments for the Search Committee, we invite you to reach out via email at headofschoolsearch@thewaverlyschool.org. Thank you all for the input and participation to date.

Warmly,

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