

Dear Members of the St. Matthew's Family,

It has been a busy summer! Your Head of School Search Committee has been working with our search firm to recruit and evaluate an incredible number of qualified Head of School candidates. Over the last several months, we narrowed the field and interviewed more than fifty (50) candidates before narrowing a very talented pool to the fifteen (15) most compelling educators. Our search consultants (Bob Fricker and Peter Philip of the Carney Sandoe firm) conducted in-depth reference checks on each of these individuals, while the Search Committee reviewed each candidate's applications and supporting materials. The Search Committee then met to discuss the group and select the strongest eight (8) to interview as Semi-Finalists.

In August, the Committee met personally with each Semi-Finalist, spending several hours with them in both formal and informal settings. These Semi-Finalists were not only incredibly strong educators, but they were also diverse, with a wide variety of backgrounds and professional experiences. After these meetings and interviews, the Committee met for a robust discussion of which 3 candidates should be Finalists, guided as always by the needs and interests articulated by the St. Matthews community as we created our [Position Description](#).

We are pleased to report that the Search Committee reached a firm consensus around the top 3 Finalists, who will be visiting the St. Matthews community later this month. We found each of these individuals to be outstanding educators and inspiring leaders who are capable of taking our school to new heights. We're very excited for you to meet them!

The next stage of the search process will be particularly busy, in an already busy time of the year for everyone. Our goal is to have each Finalist visit as soon as possible this month so that we can make a decision and extend an offer as early as possible in the recruiting season.

Each candidate will visit the campus on two consecutive school days in September while meeting separately with faculty, administration, the Vestry, the School Board, and the entire parent body in series of Town Hall meetings. Please note that our Finalists will be visiting on **different dates** than those originally placed on the calendar. The following are the days and times for the Town Hall meetings that each Finalist will have with the community:

Finalist #1: September 14 @ 6:00pm and September 15 @ 8:30am

Finalist #2: September 18 @ 6:00pm and September 19 @ 8:30am

Finalist #3: September 21 @ 6:00pm and September 22 @ 8:30am¹

As you have an opportunity to meet these Finalists, please keep in mind that we are recruiting them as well. These visits are as much for the Finalists to determine whether St. Matthews is a fit for them as they are for us to assess their suitability to become our next Head of School. Please be as welcoming and warm with these candidates as possible during this time.

Once you have had an opportunity to meet each Finalist, we will want to hear your feedback. After each Town Hall, please watch for an email with a link to an online survey. If there is anything you would like to communicate that is not addressed in the survey, you are of course welcome to reach out directly to anyone on the Head Search Committee. We value your input as we go through this rigorous process of checking references and evaluating each Finalist.

We are putting together brief biographies for each candidate to circulate shortly before each Finalist visit. Once this is done, we know that it may be tempting to reach out to connections who are part of these Finalists' school communities. Please resist the urge, as the Head Search Committee and our search firm are already conducting comprehensive reference checks on these candidates, across a number of people. We need this process to be handled discreetly and with as little disruption as possible to the Finalists and their current school communities. If there is someone whom you believe the Search Committee should contact regarding any Finalist, please pass his or her name along to one of the Committee's Co-Chairs below, and we will follow up.

Thank you in advance for your participation in the weeks ahead. We look forward to seeing you all soon and to moving toward an exciting conclusion to this important process.

Warmly,

Callie Momtazee - Search Committee Co-Chair
Ted Russell - Search Committee Co-Chair
Bruce Freeman - Rector
Hunter Doble - School Board Chair
John Choi - Vestry Representative
Rick Commons - School Board Representative
Tom Diggs - Faculty Representative
Maida Hastings - Parish Representative

¹ You will see that, unfortunately, the last set of dates falls on Rosh Hashanah. Please understand that the Committee made every effort to avoid this conflict, but these dates turned out to be the only ones possible given the Finalists' need to travel and their existing school obligations. We sincerely apologize for any inconvenience that this may cause.

Jennifer Lee - Member-At-Large
Roz Nieman - Member-At-Large
Christine Purcell - Chaplain
Kristin Waters - Member-At-Large