



Dear UPrep Community,

It has been two weeks since Matt Levinson shared his news with us that he will be leaving UPrep at the end of this school year. I am writing to share an update with you from the Board of Trustees regarding the next step in our school's leadership transition. It is the overarching responsibility of the Board of Trustees to select and hire a new head of school. Last night, the Board voted to appoint a seven-member Search Committee, co-chaired by trustees Tori Ragen and Laura Domoto. They will be joined by trustees Charisse Cowan-Pitre, Kobi Yamada, and Tim Richey, as well as Middle School math teacher Meg Shortell and Director of College Counseling and Student Services Kelly Herrington, and myself an ex officio member. More information about this talented group can be found on a [new page](#) of the UPrep website devoted to the Head Search.

It is the Board's belief that as we move forward, we do not need to create a new direction for the school. Instead, our job will be to identify a leader to build on the skills and talents of our community, and to create even more momentum for the board-approved strategic plan.

Based on the unanimous recommendation of the Executive Committee, the Board voted to immediately commence a search for the next Head. The goal of the search will be to identify a robust pool of high-quality candidates by the fourth week of January. Following the Search Committee's review, and subject to finalizing the Head of School position description, the Committee's job will be to screen, interview, and recommend final candidate(s) to the Board by April 2019. If at any point the Search Committee feels that the candidate pool is not up to our community's expectations, then the search will be re-cast to identify further candidates.

To support the search for the next Head, the Board voted to hire the highly regarded national search firm [Spencer Stuart](#). They have the team, research capacity, network, and key relationships to conduct such a time-intensive effort. Leaders from Spencer Stuart will be at UPrep next week to meet with faculty, staff, students, parents, and the Board to hear from our community your thoughts about the leadership attributes that you hope to see in our next Head of School.

Below, Laura and Tori describe the next steps in the thoughtful and inclusive process that the Search Committee will lead, as well as future search engagement opportunities for the UPrep community to provide input and feedback. As our community moves forward during this time of leadership transition, please feel free to reach out with any questions or concerns to me at BoardChair@universityprep.org.

In partnership,

Cheryl Scott
President, Board of Trustees

Dear UPrep Community,

As Co-Chairs of the UPrep Head Search Committee, we want to share with you the plans for the search process for a new Head of School. As Cheryl mentioned above, the Search Committee is comprised of a talented group of diverse leaders who were chosen based on their skills, knowledge, perspective, and mindset. The committee's charge is to lead a thoughtful and thorough process to develop and assess prospective candidates; engage broadly with the school community and listen to a wide variety of views about UPrep and the qualities needed in the next Head so that the school is best positioned for its future; draft a position description to present to the Board; and recommend final candidate(s) to the Board for consideration as UPrep's next Head of School.

Next week, on December 17-18, leaders from Spencer Stuart, the search firm assisting with our head search, will be at UPrep to meet with leaders from our community. These conversations will help the Search Committee and Spencer Stuart create and refine a position description, which we will use to promote the opportunity to prospective candidates, and to guide our work going forward. Spencer Stuart will lead these conversations, and members of the Search Committee plan to join as often as possible. Each conversation will include the following four questions:

1. What is distinctive about UPrep
2. What are the opportunities and challenges facing the next Head of School?
3. What experiences, background, characteristics, and attributes would you encourage the Search Committee to seek in the next Head of School?
4. What advice do you have for the Search Committee?

The Search Committee is also in the process of planning additional outreach and engagement opportunities in January, including an online survey, for the UPrep community to provide input into the search process. **The first of these opportunities will be a parent meeting on January 9 at 7:00 p.m. in the Library.** All are welcome; Parent Council leadership will be following up with more information. A similar meeting for faculty and staff will also be held in January; stay tuned for more details.

As we move forward with the leadership transition plans, we will continue to share the work and progress of the Search Committee with you through regular updates and the weekly all school email. Please do reach out with any questions or concerns; you can reach us at HeadSearch@universityprep.org. You may also want to check out the [new page](#) of the UPrep website devoted entirely to the Head Search, where you will find more information about the search including FAQs. Lastly, Spencer Stuart has set up an email where you can send them confidential suggestions of possible candidates at UPrepHead@spencerstuart.com.

Sincerely,

Laura Domoto and Tori Ragen
Search Committee Co-Chairs