



## Frequently Asked Questions

### **What are the goals of the Head of School search?**

The Executive Committee of the Board of Trustees identified three goals for the search:

- 1) Create a search framework and process that maximizes finding the best candidates for our next Head of School, while actively engaging with the UPrep community
- 2) Maximize our efforts with respect to both quality (including of the search firm itself) and to the school's positive momentum
- 3) Given the first two goals, minimize the school's risk as Matt Levinson's departure impacts our Strategic Plan 2020

### **What is the role of the Search Committee?**

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.

### **Who is on the Search Committee?**

There is a seven-member Search Committee, co-chaired by trustees Tori Ragen and Laura Domoto. They are 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; Board Chair Cheryl Scott is an ex officio member. More information about this talented group can be found [here](#).

### **What was the criteria for selecting the members of the Search Committee?**

The Committee members were selected based on their skills, knowledge, perspective, and mindset. The specific criteria included a 100% commitment to UPrep's mission, vision and values; a diversity of perspectives and opinions; prioritizing the best interests of the school ahead of any personal agenda; a willingness and ability to commit a significant amount of time to the process; and faculty and staff whose schedule allowed their participation during Intensives.

### **What role did diversity play in the formation and selection of the Search Committee?**

Diversity, equity, and inclusion are a priority at UPrep. Our Diversity Strategic Plan, which guides our all of our hiring and staffing decisions, states “At University Prep, we believe that embracing diversity and intentionally creating an inclusive school community is important to the academic and social experience of our students, faculty, and staff. Embracing diversity, while being an inclusive community, is the responsibility of every member of our community.” This commitment to an inclusive community guided the selection of the members of the Head of School Search Committee who collectively represent a diverse set of demographic criteria (gender, race, age, ethnicity, sexual orientation, and professional experience).

### **What is the role of the Board of Trustees?**

It is the responsibility of the Board of Trustees to select and hire a new Head of School. Members of the Board will share their thoughts with the Spencer Stuart consultants prior to the development of the position description. The Board of Trustees will meet with the final candidate(s), and acting on the recommendation of the Search Committee, will vote to approve the appointment of the next Head of School.

### **What is the role of Spencer Stuart, the search firm?**

Spencer Stuart is the highly regarded national search firm selected by UPrep’s Search Committee. They will gather input from outreach and engagement opportunities and the online survey, and working closely with the Search Committee, will develop the position description. Spencer Stuart will conduct extensive outreach into the desired candidate pools, seeking to identify leaders whose experience, backgrounds, attributes, and characteristics align with UPrep’s aspirations for the next Head of School. The consultants support the Search Committee through the interview and recruitment process, ensuring that the candidates’ and committee’s need for information, diligence, and confidentiality are met.

### **What is the timeline of the search process?**

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.

### **What is the role of Matt Levinson, the current UPrep Head of School?**

Matt will continue to lead UPrep and the faculty and staff, and to implement the Strategic Plan 2020 until June 30, 2019.

### **Will the new Head of School develop a new strategic plan?**

We are currently half-way through UPrep’s Strategic Plan 2020. The current thinking of the Board of Trustees is to continue to move forward with the implementation of the plan and identify a new Head who will lead UPrep through the important changes already underway.

**How can members of the UPrep Community participate in the search process?**

The Search Committee is eager to hear from all members of the UPrep community and will provide several opportunities for engagement including an online survey, as well as a parent meeting on January 9, from 7:00-8:30 p.m. in the Library. In addition, the Search Committee welcomes your questions, advice, and nominations. Please send your comments to [HeadSearch@universityprep.org](mailto:HeadSearch@universityprep.org).