



ExplorerWest
Middle School
September 4, 2018

Dear Parents, Alumni, Students, and Friends of Explorer West:

Welcome to the 2018-2019 School Year. As part of the Board of Trustees' commitment to keep you informed about the Head of School Search, we want to give you an update on the process to select Mr. H's successor who will begin in July 2019.

Since we last wrote to you, the Search Committee has made significant progress in our search for the next Explorer West Head of School. Our search consultant, Joan Beauregard of Educators' Collaborative, created a comprehensive position profile for the next Head of School (the "Information for Candidates" which was previously shared with the community, is available on the Educators' Collaborative website, <http://educatorscollaborative.com>). Joan received input from the different Explorer West constituencies by meeting with the Search Committee, visiting with the faculty/staff and reviewing responses from the on-line survey she developed and many of you responded to. She then began to build a pool of candidates by listing the position with various associations and agencies, contacting educational leaders to solicit recommendations for the position and reaching out to potential candidates with whom she and her colleagues are familiar. Candidates were to submit their applications for consideration by September 1st. We are pleased to report we have received over a dozen applications from well qualified and experienced educators.

The applications will be carefully reviewed this month. The Search Committee will meet in early October to narrow the pool of candidates down to those to be included in the semifinalist round of interviews. Candidate portfolios include the candidate's resume, a letter of interest, their personal statement or leadership philosophy statement, a list of five references and a disclosure form. In mid-October the Search Committee (trustees, parents, and faculty) will spend a weekend meeting with the semifinalist candidates. From this group, the Search Committee will choose two or three finalists to return to Explorer West in late October and early November for two day visits. We will share the dates and details of the finalist visits with you in a later update.

We are on track to complete the search process and select the new Head of School by the end of November. However, if necessary, we will extend our deadline since we are committed to taking sufficient time to select the best Head of School for Explorer West.

We will continue to provide updates as the search process moves forward. We have set up an e-mail account at HeadSearch@explorer-west.org so that you can easily contact the Search Committee with any questions or suggestions. We encourage you to use that e-mail account. Please note that individual members of the committee will not be able to respond to questions or concerns as we need to respect the confidential nature of the information that applicants are providing to the committee. The Search Committee and Board of Trustees are grateful for your support and will continue to keep you informed of our progress.

Sincerely,

Jim Woepfel, President, Board of Trustees

Eric Eberhard, Chair, Search Committee