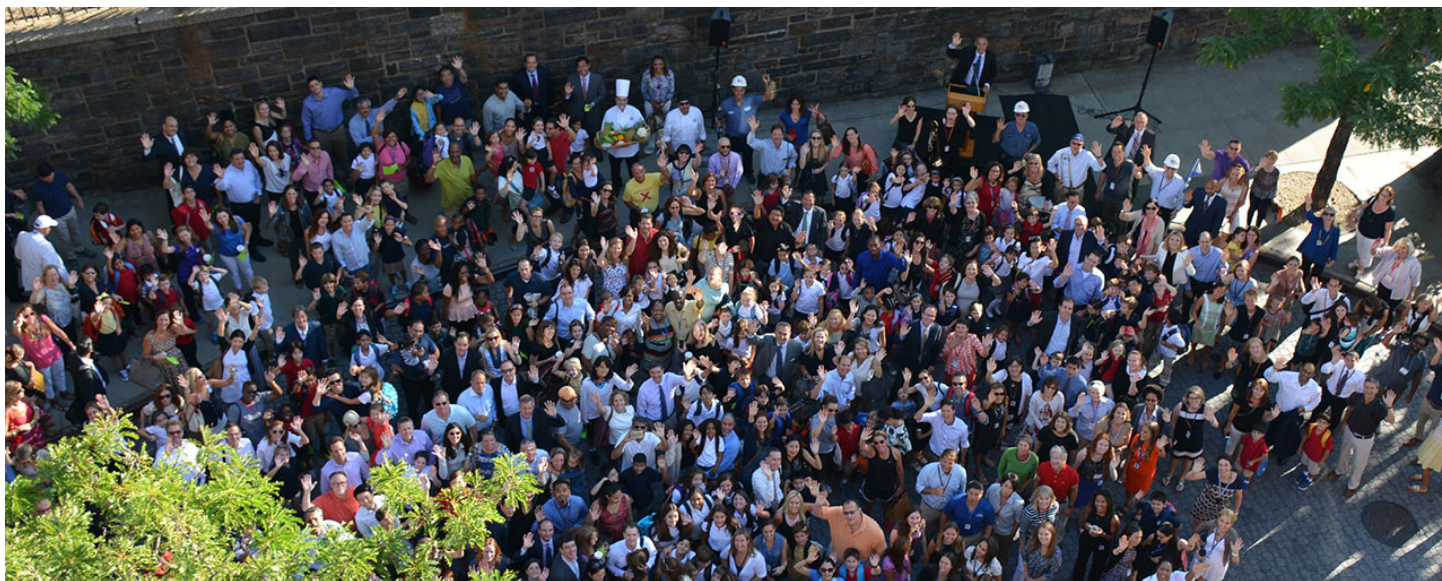


# Envisioning Town's Future.



## Identifying Town's Next Leader

At the end of the 2017–18 school year, Head of School Tony Featherston will conclude a successful tenure of six years at Town. As we spend this year working together on current school initiatives and celebrating the excellent work achieved under Tony's leadership, we will also take this opportunity to think boldly and strategically about Town's future.

As we begin our search for Town's next leader, we will keep our community members – current, past and future – updated on our search process here.

## Announcement Letters

[LETTER FROM TONY FEATHERSTON \(/APPLICATION/FILES/4915/0594/0573/TF\\_LETTER\\_ON\\_LETTERHEARD.PDF\)](#)

[LETTER FROM MARC STERN, BOARD CHAIR \(/APPLICATION/FILES/8615/0594/0573/MS\\_LETTER\\_ON\\_LETTERHEARD.PDF\)](#)

## Overview of Search Timeline

- September, 2017: Our search process begins with a two-day visit by search consulting firm Wickenden Associates (<http://www.wickenden.com/>) to get to know our program and community.
- October – December, 2017: Application period; the Head Search Committee will review applications and interview semi-finalists.
- January, 2018: Finalist interviews will include current parent and faculty forums and feedback opportunities.
- February, 2018: Our goal is to have an announcement about Town's next leader and begin to design a plan with Tony Featherston for a seamless transition.

## Opportunity Statement

[CLICK HERE TO REVIEW THE OPPORTUNITY STATEMENT \(/APPLICATION/FILES/6615/0833/3111/TOWN-SCHOOL-OPPORTUNITY-STATEMENT\\_1.PDF\)](#)

# Updates from the Search Committee Co-Chairs

Updates will be posted here at key intervals as we progress in our search.

**+** **September 20, 2017 Letter with Search Overview**

**+** **October 17, 2017 Update With Opportunity Statement and Survey Themes**

**+** **November 16, 2017 Update on Progress and Next Steps**

**+** **December 21, 2017 Updates: Semi-Finalists Selection and Proposed Finalist Dates**

**—** **January 9, 2018 Updates: Semi-Finalist Interviews Complete, Confirmed Finalists Visits Schedule**

January 9, 2018

## **Dear Town Community,**

We are pleased to start the new year with some important updates about our Head of School Search. This weekend the Search Committee completed two intensive, productive days of semi-finalist interviews and we have selected three outstanding candidates to return as finalists, the first of whom will be at Town this Thursday and Friday.

Hopefully you already had the potential dates for finalist visits penciled into your calendars from our December letter, but please read below for the confirmed parent and faculty forum dates and times and additional details about the process, including how to share your feedback after meeting the candidates.

## **SEMI-FINALIST CANDIDATE INTERVIEWS RECAP**

The process of reviewing applicants has been rigorous, thoughtful, and inspiring. After a thorough review of a large candidate pool that was competitive, deep, and diverse, our search firm (Wickenden Associates

([https://www.mytowntoday.net/cf\\_enotify/linkforward.cfm?](https://www.mytowntoday.net/cf_enotify/linkforward.cfm?mailgun=1&n=8914&u=0&e=0&dest=http%3A%2F%2Fwww%2Ewickenden%2Ecom%2F&destkey=EA356F815BB8D3AE5941EFAA75)

[mailgun=1&n=8914&u=0&e=0&dest=http%3A%2F%2Fwww%2Ewickenden%2Ecom%2F&destkey=EA356F815BB8D3AE5941EFAA75](https://www.mytowntoday.net/cf_enotify/linkforward.cfm?mailgun=1&n=8914&u=0&e=0&dest=http%3A%2F%2Fwww%2Ewickenden%2Ecom%2F&destkey=EA356F815BB8D3AE5941EFAA75)) had in-depth conversations with and conducted initial reference checks for 54 of the most promising applicants. From the group of 54, our consultants presented the Search Committee with the credentials of 20 of the highest-priority candidates. The Search Committee carefully reviewed the resumes, education philosophies, and references of each of the 20 candidates and selected eight semi-finalists who represent the very best of a truly impressive group of education professionals.

On Saturday, January 6th and Sunday, January 7th, the Committee held in-person interviews with each of the semi-finalist candidates, including a tour of the school and a thorough, broad Q&A session with the full Committee. We were pleased to find that each candidate more than lived up to their excellent credentials; we had eight fantastic conversations with professionals who clearly have passion for and deep expertise in the field of education, and who were very excited to consider the opportunity of joining the Town community.

## **FINALISTS SELECTION AND INTERVIEW STRUCTURE**

At the end of our interviews on Sunday, January 7th, the Committee conferred at length as a group and unanimously agreed to ask three outstanding candidates to return as finalists. They have all enthusiastically accepted our invitation to get to know our school community more broadly and deeply, and the dates of their visits are included below.



Each finalist will have a full two-day schedule of observation, interviews, and conversations with the Town community. The candidates will have one-to-one meetings with the members of Town's administrative team and department heads as well as conversations with the Board of Trustees, Parents' Association leadership, office staff, and 8th grade student representatives. Each finalist will also have open forum discussions with faculty and parents.

**We will announce each finalist's name and provide a short bio by email the evening before their visit to Town.** We have been guided by the Wickenden team on the timing of this information to ensure we are sharing in a way that is both appropriate for a search at this level and supportive of good process for Town and the candidates.

### **FINALISTS VISIT DATES AND OPEN FORUMS**

Please confirm the following interview dates for finalist visits in your calendars. We will have one candidate visit our school each week in January, giving the community time to reflect and offer feedback via a survey in between each visit. To help ensure as many parents, faculty and staff as possible have a chance to meet the candidates, we are including two parent and two faculty forum opportunities in each finalist's schedule. The content of the two parent forums and the two faculty forums for each candidate will be the same, so no need to attend both; just choose the timing that best fits your schedule.

The forums serve three important roles in our search process: to allow parents and faculty to meet and ask questions of the candidates, to allow the Search Committee to see how the candidates interact with parents, and to provide an opportunity for the Search Committee to hear parent and faculty feedback about each candidate.

#### **First Finalist Visit: January 11 - 12**

- Faculty forum I: January 11, 3:45 - 4:30pm
- Parent forum I: January 11, 6:00 - 7:00pm
- Faculty forum II: January 12, 7:30 - 8:15am
- Parent forum II: January 12, 8:30 - 9:30am

#### **Second Finalist Visit: January 17 - 18**

- Faculty forum I: January 17, 3:45 - 4:30pm
- Parent forum I: January 17, 6:00 - 7:00pm
- Faculty forum II: January 18, 7:30 - 8:15am
- Parent forum II: January 18, 8:30 - 9:30am

#### **Third Finalist Visit: January 22 - 23**

- Faculty forum I: January 22, 3:45 - 4:30pm
- Parent forum I: January 22, 6:00 - 7:00pm
- Faculty forum II: January 23, 7:30 - 8:15am
- Parent forum II: January 23, 8:30 - 9:30am

### **HOW TO SHARE YOUR FEEDBACK**

We will provide a survey link in the announcement email before each candidate's visit so that you will be able to share your thoughts and impressions immediately after meeting each finalist. Your feedback will be shared with the Search Committee to help inform our decision making.

### **NEXT STEPS**

**Early February:**



- After our finalists have visited and we have gathered and processed feedback from the Town community, the Search Committee will make a recommendation to the Board of Trustees, who will then vote as a group on the person who will be Town's next leader.
- We will announce the appointment to the Town community and the public, and then begin working with Tony Featherston to design a smooth and thoughtful transition process.

**NEXT UPDATE JANUARY 10TH; ACCESS RESOURCES ON TOWNTODAY**

We will write again tomorrow, January 10th, to share a brief bio for our first finalist visiting on January 11th and 12th. In the meantime, please don't hesitate to contact us with questions. You can also always review details about the search process, including the Search Committee members and copies of previous communication, on the Head Search page.

Thank you for your continued support during this important process for Town. The search process thus far has been an important and rewarding opportunity to reflect on the mission, culture and values that we all want to ensure remain hallmarks of Town. We are proud to be working with this passionate, dedicated and deeply thoughtful Committee of trustees, parents, teachers, and administrative staff who are conscientiously representing and considering the best interests of our school for the present and future.

Best regards,

Valerie Russo (<mailto:valerielrusso@gmail.com>) and Karyn Kornfeld (<mailto:karynkornfeld@gmail.com>)  
Head Search Committee Co-Chairs

**Mission and Philosophy** (<https://thetownschool.org/who-we-are/mission-and-philosophy>)

**Leadership** (<https://thetownschool.org/who-we-are/leadership>)

**Head of School Search** (<https://thetownschool.org/who-we-are/leadership/headsearch>)

**Governance** (<https://thetownschool.org/who-we-are/governance>)

**Faculty and Staff** (<https://thetownschool.org/who-we-are/faculty-and-staff>)

**Town at a Glance** (<https://thetownschool.org/who-we-are/town-glance>)

**History** (<https://thetownschool.org/who-we-are/history>)

**Diversity** (<https://thetownschool.org/who-we-are/diversity>)

**Sustainability & Community Action** (<https://thetownschool.org/who-we-are/sustainability>)

**Contact Us** (<https://thetownschool.org/who-we-are/contact-us>)

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