



September 12, 2003

Dear Attic Community,

We hope everyone has enjoyed a wonderful summer with family and friends. We're looking forward to seeing our learners and families on campus soon. On behalf of the Executive Director Search Committee, I'd like to provide an update on our efforts.

Last week the Search Committee convened for implicit bias and interview training in preparation for the next steps in our search process. Later this month we will review dossiers from a strong pool of candidates from throughout the region, many of whom our consultants will speak with in the next few weeks. Applicant materials include a cover letter, a CV, a statement of educational leadership philosophy, and references. Following our initial assessment of candidate files, the committee will select semi-finalists for virtual one-hour interviews, which are scheduled for early October.

We have a number of important opportunities and dates to share with you:

### **Listening Sessions on September 21**

Our search consultants, Tracy Bennett and Evan Hundley, will be on campus on Thursday, September 21 to host listening sessions with faculty and parents/caregivers. They would like to learn more about our aspirations for the future and hopes for our next Executive Director, as well as provide an overview of the process and answer any questions. Following the All Parent Meeting, **please plan to attend the Parent Listening Session from 7- 8pm in the Attic Commons.**

### **Community Feedback Online Survey**

We want to provide an opportunity for everyone (parents, faculty, staff, high school learners, board members, and alums) to share input as we begin to evaluate prospective candidates for the Executive Director position. We hope you will take a moment to complete the [Community Survey](#)—your input is important and valued. Responses are anonymous and will go directly to Evan and Tracy. The information gathered will help guide the Search Committee in its work. **The survey will be open until Friday, September 22nd at 5 p.m.**

### **Nominations for Search Advisory Committee**

As we shared earlier, we are forming an Advisory Committee representing a range of stakeholders including parents, faculty, staff, high school learners, alumni, and alum families. This group will provide additional perspective and input during finalist visits in the fall, as we make every effort to ensure an inclusive and broad-based approach. The

Advisory Committee will begin with a training prior to finalists' visits to campus, and committee members must commit to being available for up to five 1-hour meetings during the candidate visits, October 16-17, 18-19, and 23-24.

To apply and/or nominate, please use the [Advisory Committee Application/Nomination Form](#) by Friday, September 22nd.

**Mark Your Calendars: Finalist Visit Dates**

We plan to have finalists for the Executive Director position visit The Attic and meet with our community on the following dates (subject to their availability and the number of candidates):

- October 16-17
- October 18-19
- October 23-24

Each visit will include forums with parents/caregivers, faculty, staff, Board members, and other community stakeholders. Candidates will also visit classrooms and meet with learners during their time on campus.

We have an exciting month ahead and are grateful for your engagement in this important undertaking. If you have any questions, please don't hesitate to reach out to us.

Warm regards,

Karen Lefohn, Board President

**Executive Director Search Committee**

Karen Lefohn, Chair

Raj Velji

Laura Latta

Sarah Selkowitz

Dylan Reuf

Lyn Dillman