# Head of School Search Timeline

#### **JANUARY 2018**

- Lisa Lyle announces end of tenure.
- Board of Trustees appoints Julie Lilly '86 Head of School Search Committee Chair.

#### **MARCH 2018**

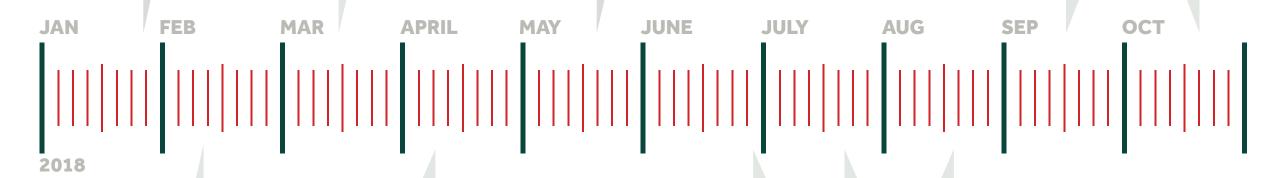
Board of Trustees engages
 Carney Sandoe. Carney
 Sandoe Associates is
 selected as the Head of
 School search firm partner
 after a thorough review
 process by the Search
 Committee including
 in-person search firm
 interviews at MICDS.

### **MAY 2018**

- Position description is posted. With input from
  the listening sessions and community survey,
  Carney Sandoe and the Search Committee
  develop a Position Description / Head of
  School job description that is posted on the
  MICDS website and is widely circulated. The
  Position Description provides a comprehensive
  description of MICDS and outlines the desired
  qualities and qualifications for the next Head
  of School. It also serves as a guidepost for
  screening candidates.
- Carney Sandoe actively recruits candidates.

#### **SEPTEMBER/OCTOBER 2018**

- Finalists visit campus. The Search Committee invites three finalists to MICDS for campus meetings with parents, alumni, faculty, administrators, students, the Board of Trustees, the Advisory Committee and the Search Committee.
- Finalists undergo vetting process. The Search Committee conducts candidate reference checks and other due diligence.
- Community survey feedback is reviewed. Search
   Committee reviews finalist candidate survey feedback from
   the MICDS community.
- Head of School candidate is selected and presented to Board. Search Committee presents its recommended candidate to the Board of Trustees for approval. Board votes to approve selection.
- Head of School is announced. The next MICDS Head of School is announced to the MICDS community.



## **FEBRUARY 2018**

Board appoints Search
 Committee. The Search
 Committee is charged with
 the responsibility to identify
 a successor Head of School
 - with significant input from
 all constituencies within the
 MICDS community – to be
 presented to the Board for
 approval.

#### **APRIL 2018**

- Listening sessions occur. Parents, students, faculty, staff, alumni and board members share perspectives on MICDS and the ideal qualities of the next Head of School. The listening sessions inform Carney Sandoe and the Search Committee as they prepare a comprehensive MICDS profile and Position Description / Head of School job description.
- Community survey is administered. The Search
   Committee solicits further feedback from the full MICDS
   community on the priorities for MICDS and the next Head
   of School through a confidential, anonymous, online survey
   administered and aggregated by Carney Sandoe.

# JUNE - AUGUST 2018

- Carney Sandoe continues candidate recruitment.
- Search Committee enters confidential phase of the search. Search
  Committee meets with Carney Sandoe consultants, reviews candidate
  dossiers and conducts semi-finalist interviews. A diverse group of
  candidates from national and international independent schools and
  from traditional and non-traditional (not from independent schools)
  backgrounds is considered.
- Search Committee appoints Advisory Committee. Comprised of parents, alumni and faculty, the Advisory Committee is charged with interviewing the Head of School finalist candidates and providing insights to the Search Committee.