



# EDUCATORS COLLABORATIVE

EXPERTS IN SEARCH, TRANSITION & STRATEGY

## Lauralton Hall Head of School Search (Approximate) Timetable

<p><b>Phase I:</b> <b>Launching the Search</b> <i>November 2022-January 2023</i></p>	<ul style="list-style-type: none"> <li>● Joan and Sally (EC) launch advertising asap for Head of School opening.</li> <li>● EC administers an on-line survey for the school community.</li> <li>● EC partners meet with community members to learn about the school and desired attributes and skills of the new Head of School.</li> <li>● EC shares with the Search Committee results of surveys/interviews, i.e. the consensus re: strengths and challenges/opportunities facing the School, and qualities/skill set for new Head.</li> <li>● EC drafts a leadership profile for Search Committee approval. This profile becomes a constant reference point in all search activity and is included in the <i>Information for Candidates</i> recruiting document.</li> </ul>
<p><b>Phase II:</b> <b>Recruiting Candidates</b> <i>December 2022-January 2023</i></p>	<ul style="list-style-type: none"> <li>● Joan and Sally develop the pool of candidates and vet through interviews, reference calls, and social media checks.</li> <li>● EC partners have regularly scheduled update calls with the Search Chair and advise on communication to the community.</li> </ul>
<p><b>Phase III:</b> <b>Search Committee's Evaluation of Candidates</b> <i>Late January / Early February 2023</i></p> <p><i>Mid-Late February 2023</i></p> <p><i>March 2023</i></p>	<ul style="list-style-type: none"> <li>● Search Committee, with participation of consultants, engages in selection of Semifinalists from dossiers presented in advance.</li> </ul> <p><i>N.B. If the Search Committee is not satisfied with the candidate pool presented at this point, we will flip to an Interim search followed by a 'traditional' Head search to begin at a determined time in the spring. Otherwise we will continue on this approximate schedule:</i></p> <ul style="list-style-type: none"> <li>● Search Committee conducts confidential interviews of Semifinalists and selects candidates to advance in the process. Consultants are present for interviews and selection.</li> <li>● Search Committee and consultants further evaluate Finalists through additional reference checking (still on a confidential basis) and confirm Finalist selection.</li> <li>● Finalists and spouses/partners (as appropriate) visit LH for two days. Consultants are not present during these visits.</li> </ul>
<p><b>Phase IV:</b> <b>Head of School Appointment</b> <i>Late March/Early April 2023</i></p> <p><i>July 2023</i></p>	<ul style="list-style-type: none"> <li>● Search Committee determines its choice for the new Head of School. Consultants are present for selection.</li> <li>● Nomination is made to the full Board of Trustees for approval, and to Mercy Education for ratification.</li> <li>● Timing of the announcement of appointment is determined by mutual agreement between Head-Elect and LH Board.</li> <li>● Transition services begin at the announcement of a new Head.</li> <li>● New Head of School assumes responsibilities; transition services continue through June 2024.</li> </ul>