



March 4, 2024

Dear Saint Thomas' Community,

The first task of the Headmaster search committee was to hire a professional search firm to assist us throughout the process. After reviewing proposals and interviewing several firms, we selected ST Search and Consulting out of Charlottesville, VA, because of its stellar reputation for understanding the unique culture of schools and producing high-quality candidates. They are flexible in their approach and will collaborate with the search committee and our interim Headmaster, Dr. Bill Mott, to maximize interest in the position among qualified applicants.

The consultants from ST Search have hit the ground running. They will be on campus in March to meet with various representatives from the school community. The notes from these meetings along with other information provided by the school will help to create the position profile, which will be used to promote Saint Thomas' and the Headmaster position. This profile will be disseminated nationally through advertising media (such as independent school associations), the consultants' networks, and Dr. Mott's many contacts in the field. It will be posted on our website for all our community to see.

Following their visit, our consultants will be busy sourcing candidates. They will handle the receipt of resumes, conduct phone interviews, and perform initial reference checking. We expect a strong pool of candidates from which to select the semi-finalists. Though the timeline is flexible and could go faster or slower depending on the pool, we hope to conduct interviews with the semi-finalists this summer and further narrow the group down to about three finalists, who will be brought to campus and interviewed by the search committee and introduced to smaller groups representing our community in early fall.

Our goal is to identify the best candidate for the new Headmaster and to make a recommendation to the School Board in October. When the candidate accepts the offer, an announcement to the community will follow soon after. This will allow ample interaction between Dr. Mott and the new Headmaster before the July 2025 transition.

This is an exciting time in the life of our school, and we encourage you to follow our progress on the school's website or contact us with any questions. In the future, all updates regarding the status of the search will be available on the STE website via a link in the forthcoming *Highland Herald*.

Sincerely,

The Headmaster Search Committee