



December 3, 2024

Dear Holy Trinity Community,

I hope this message finds you well. I want to take this opportunity to thank you for your continued support and commitment to Holy Trinity Catholic Middle School. It has been an honor to serve this school community as a teacher, team leader, coach, athletic director, Dean of Students, Assistant Principal, and Principal, and I am deeply grateful for the opportunity to continue serving our community in a new role as President beginning at the end of this school year.

The President-Principal model is a form of governance designed to meet the needs of thriving Catholic schools like ours. This model divides leadership responsibilities, enabling the President to focus on institutional advancement, strategic planning, and community partnerships while the Principal leads the day-to-day academic and student life operations of the school.

We are initiating a national search for the next Principal of Holy Trinity as part of this process. To guide this effort, we are working with Mission Driven Catholic, a Catholic leadership search firm, to develop a detailed search prospectus. To ensure this prospectus reflects the needs and aspirations of our community, we will also be hosting an input session for parents and faculty/staff to coincide with the release of the search prospectus. These sessions will allow us to identify the qualities our next Principal will need.

What does the timeline look like?

- Community Survey: electronically delivered to all parents, staff, and faculty in December.
- School Leadership Council (SLC)/PTO Board Input Session: December 10
- Parent Input Session: December 11, 6:00 PM - RSVP [here](#)
- Faculty/Staff Input Session: December 11
- Post search link: December
- Develop a search committee to include parents, teachers, staff, and Catholic Schools Office (CSO) representatives: December
- Build Candidate Pool: December /January
- Continue candidate sourcing until a decision is made
- Search Committee Meetings: Late December – Early January
- Select semi-finalists for interviews
 - Schedule virtual interviews/conduct reference Checks: January
 - Select 2–3 Finalists: January
- Bring finalist(s) to campus for search committee and stakeholder interviews: February





- Superintendent (in collaboration with the search committee and President) appoints the next Principal: March
- New Principal Start Date: July 1, 2025

Our goal is to have a new Principal named by March of 2025, with the position beginning on July 1, 2025, for the 2025-2026 school year. While we will expand our current administrative team with new members and roles that academic year, the full implementation of single-sex core courses and programs will not occur until the 2026-27 school year.

I remain fully committed to leading Holy Trinity as Principal for the remainder of this school year, ensuring that our students and families continue to experience the high level of care and excellence you have come to expect in our community. Thank you for your trust and partnership in forwarding the mission of Catholic education.

Together, we will continue to build a school that forms students in faith, virtue, and intellect. Please keep Holy Trinity in your prayers as we move into this exciting new chapter.

In Christ,

Kevin Parks
Principal

