

December 10, 2015

Dear MCC Family and Friends –

The MCC Search Committee has been very active in the search for our next Head of School, and we’re excited to share our progress and plans!

As you may recall, we recently circulated an online survey to learn firsthand from all of you what you’d like to see at Muskegon Catholic Central, and from our next leader.

We truly appreciate your thoughtful responses. The feedback you provided will help us to select the most qualified candidates, ask the right questions, and provide the candidates with a clear idea of the type of leadership we are all looking for.

**Here’s what’s been done so far based on your feedback:**

* The Board of Trustees has recently approved changing the **Head of School** title to **President**.
  + *Many people don’t fully understand the* ***Head of School*** *title, while the title of* ***President*** *is a better fit for the job description and the role this leader will play at MCC.*
* We’ve written a detailed role definition, job posting and interview questions. To view a copy of the role definition for the **President** position, please visit www.muskegoncatholic.org.
  + *The survey added great insight for what type of person you’d like as our President, what you feel they should focus on, and what questions you would ask if you were in the interviews.*
* We are in the process of creating a report outlining the changes you’d like to see and the areas you’d like MCC as a whole to focus on during the coming years.
  + *This report will be shared with the Board of Trustees and our new President.*

**What else has been done besides the survey?**

* The Search Committee has been meeting several times a month since October to develop and execute a detailed plan of action.
* After reviewing proposals from three national search firms the Committee unanimously decided to move forward to fill the President position through our own efforts.
  + *The job posting has been listed for several weeks in multiple outlets throughout Michigan and the US.*
  + *We are actively searching to gather leads on qualified candidates and gather resume submissions.*
  + *The goal of the Committee is to have a new President hired by April 1st, with a start date of July 1st.*

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**What is next?**

* The Search Committee is meeting to review the list of candidates who have applied to date.
* Interviews with qualified candidates will begin in January.
  + *If enough qualified candidates do not apply by the end of December the Committee is ready to enlist the services of a national search firm beginning January 1st. The national firm that has been selected is Catholic School Management, a leading search firm for Catholic Schools in the US.*
* There will be a focus group meeting scheduled after the first of the year to further discuss topics conveyed in the survey.

On behalf of Search Committee, and the MCC Board of Trustees, thank you for everything you’ve done for MCC and for your interest in this wonderful opportunity to shape MCC’s future!

We wish you a joyous Christmas holiday season!

***Members of the MCC Search Committee***