

January 24, 2008

Dear Faculty and Staff,

I am pleased to announce the plans for the duties associated with the position of Assistant Headmaster. There were a number of applicants for the position, including several in-house applicants as well as applicants from outside the school. After much discussion with members of the administration and faculty, I have decided to divide the duties of the Assistant Headmaster position. Mrs. Candy Nash will assume the position of Dean of the Faculty and Mrs. April Pittman will assume the position of Academic Dean. I have attached the job descriptions for these two new positions for your information.

The Upper School is fortunate to have two experienced and capable faculty members who are willing to assume the duties of these two new positions. Personally I am looking forward to the wise counsel and assistance I will receive from Mrs. Nash and Mrs. Pittman.

Please join me in expressing your support and encouragement to Candy and April as they assume these new responsibilities.

Sincerely,

Brenda Kincaid
Assistant Headmaster