



November 7, 2017

Dear Grymes Memorial School Community,

It is my great honor to serve as Chair of the Grymes Board of Trustees. I am pleased to report that the Trustees have been hard at work in the stewardship of the school with a set of truly significant items designed to ensure Grymes' 70-year legacy.

I write to confirm that, after much consideration, Dr. Penny Work has determined that she is ready to begin her transition into retirement after thirteen years as Head of Grymes Memorial School. Penny has much to be proud of as she looks back on her thirteen years leading the school through progress, achievement and change. Her leadership and vision have led to extraordinary program developments, capital improvements, and financial maturity. Perhaps most important, Grymes has remained true to its mission along the way, continuing to flourish, grow and produce smart, grounded, thoughtful graduates who are accomplishing great things. We all look forward to honoring Penny and celebrating her service to this school in the next few months.

Penny and the Trustees have worked together for more than a year to prepare what we hope will be a thorough, open, and smooth period of succession and transition, and so I am pleased to share that the important work of beginning a search process is already underway. Central to this effort will be an active Search Committee. I am pleased to share that one of Grymes' greatest advocates, Tom Bond, will chair this committee, overseeing a diverse but small group of volunteers who, together, represent more than 100 years of combined Grymes experience across a broad cross-section of parents, alumni, faculty, grandparents, and community partners. This committee will direct the search process from beginning to end, and I look forward to sharing their progress with you in the coming months.

The Trustees are also deeply grateful that Penny has offered to remain in place as Head of School for as long as might be needed to ensure both a thorough search and a smooth transition. As such, Penny remains our Head of School for the 2017 - 18 school year – and potentially beyond – with the full confidence of the Board of Trustees.

As a school administrator myself, I know first-hand how important it is to consider the many faces and facets of a school family like ours in a time of transition. It is the Trustees' sincerest wish for this not only to be a careful process, but also a transparent one. In that spirit, I invite you to review the newest page on our website <http://www.grymesschool.org/head-of-school-search> often. Here you will find regular updates from the Search Committee as well as news from me and other Trustees as we move forward. As well, please stay tuned for information about our Community Listening Sessions, which Tom Bond, Board Vice-Chair Phoebe Warmack and I plan to host in the coming months to keep this conversation open and inclusive. We will share dates with you all soon.

Of course, I also welcome you to contact me directly at any time with your concerns. I would be glad to hear from you.

Thank you for your continued support of this wonderful school!

Sincerely,

A handwritten signature in black ink that reads "D. Franklin Daniels, Jr." The signature is fluid and cursive, with a prominent initial "D" and a long, sweeping underline.

D. Franklin Daniels, Jr.
Chairman of the Board of Trustees