

Nicole Hughes
 233 Industrial Highway
 Pottstown, PA 19464

January 8, 2018

Pine Forge Academy - Chairman, Superintendent and Trustees
 361 Pine Forge Road
 Pine Forge, Pa 19548

Dear Elder Fordham, Mr. Alberty and Pine Forge Academy Trustees:

It is with sincere sadness that I share my resignation as full-time Headmistress/Principal/CEO of Pine Forge Academy effective Thursday, May 31, 2018. During my tenure at Pine Forge Academy, God has provided clear strategic vision and effective implementation to transition Pine Forge Academy into a new era. I am very pleased with the work we have accomplished thus far and still saddened that I may not be a member of the team to complete the work ahead. While it is not my desire to leave before our strategic endeavors reach fruition, my husband - Casey Hughes - has been promoted to a Regional Vice-Presidency with Olympus Medical Devices and is now the executive leader of a six state region. His territory is centered in Ohio and requires the family to relocate.

It is my earnest desire that Pine Forge Academy benefit from a thoughtful and comprehensive succession plan and transition. As such, I humbly propose the following options for your consideration:

Option 1 - Immediate Transition and Succession Planning	Option 2 - Gradual Transition and Succession Planning	Option 3 - Extensive Transition and Succession Planning
<p align="center">6 Months ending June 2018</p>	<p align="center">12 Months ending December 2018</p>	<p align="center">18 months ending June 2019</p>
<ul style="list-style-type: none"> • January 2018 -Announce my departure • January 2018 -Launch a nationwide search (preferably utilizing a search company or dedicated staff person) • February/March 2018- Conduct interviews including the current headmistress and trustees. • April/May 2018 - Hire and begin a 30-90 day transition. <p><i>(Nicole will spend the full semester fully training the three onsite leaders - Vice Principal and Dean of Instruction).</i></p>	<ul style="list-style-type: none"> • Same as Option 1 • Nicole maintains the title of Headmistress until December 2018. (Of course, she would receive a stipend and not a salary.) • The new leader would participate in a full 6-8 month transition program - lead by Nicole - that includes: <ul style="list-style-type: none"> ○ Coaching ○ Support ○ Feedback ○ Accountability ○ Strategic Planning ○ Modeling ○ Monthly On site visits ○ Support completing key initiatives 	<ul style="list-style-type: none"> • Same as Option 2 • The new leader would be entitled Transition or Interim Headmaster/Headmistress. • The new leader would participate in a full school year transition program - lead by Nicole - that includes: <ul style="list-style-type: none"> ○ Coaching ○ Support ○ Feedback ○ Accountability ○ Strategic Planning ○ Modeling ○ Monthly On site visits ○ Support completing key initiatives • Nicole would serve as

	<ul style="list-style-type: none"> Nicole would serve as either the supervisor or mandatory mentor for this leader. <i>(Nicole will spend the full semester fully training the three onsite leaders - Vice Principal and Dean of Instruction.)</i> 	<p>either the supervisor or mandatory mentor for this leader.</p> <ul style="list-style-type: none"> <i>(Nicole will spend the full semester fully training the three onsite leaders - Vice Principal and Dean of Instruction.)</i>
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As noted in the grid above, I will immediately begin to coach, mentor and train Mr. Kris Fielder, Mr. Jaymie Pottinger and Mrs. Addriene Rhodes in the strategic plan, implementation and vision of the Academy. I will continue to actively fulfill my duties as you see fit, especially as the Academy prepares to re-structure and continue to grant-write/fundraise. If any of the above-stated internal candidates choose to apply, they will be prepared well in advance by me. If none of them choose to apply, they will still be positioned to provide extensive support and knowledge regarding 'the Pine Forge Academy way' to the new leader.

Finally, thank you so much for financing my education thus far. I will continue to focus my doctoral studies on historically black private schools. If you would like to engage me in any capacity, including or beyond that proposed above, I am happy to discuss options with you.

Thank you for allowing me to be part of such a beautiful ministry.

Thank you also for your resounding support and commitment to my leadership, my personhood and my family while serving in your community.

You have been a blessing to us and I will deeply miss ministering alongside you.

Sincerely,



Nicole Hughes

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