

20301 NE 108th Street, Redmond, WA 98053-7499

P. 425.868.1000 | F. 425.868.6770

www.overlake.org

February 5, 2015

Dear Steve,

I wanted to write and thank you for the excellent and insightful Tech Audit you performed for The Overlake School. When we first discussed your doing our audit, I was impressed by not only by your technological knowledge but also your deep understanding of the challenges of and opportunities for technology in schools. Your keen insights about and years of experience in independent schools makes you highly aware of the larger worlds in which technology lives in our schools and how it isn't a means on to itself but rather a support system for enabling our programs to evolve and thrive and ultimately serve our students as well as possible. This admirable quality was in evidence when you described how the Tech Department must understand their work as service.

I greatly appreciated that you started your work by surveying all faculty and staff and worked to understand Overlake and where we are with technology and our history with it. As you know, the surveys were well received and gave you excellent data. Tom Frizelle, our Director of Technology, early on noted the manner in which you gathered information from him and how careful you were to build a complete understanding of our Tech Department, including getting people's job descriptions.

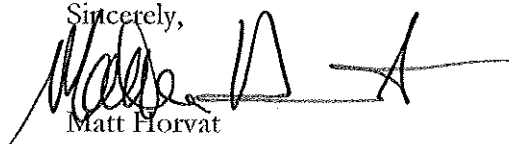
The two days you spent on our campus were highly productive, and you made excellent use of your time with a well-crafted schedule (created in advance) and the ability to meet with so many members of the school. You asked excellent questions that yielded essential information, and faculty and staff commented on how much they enjoyed speaking with you. What also stands out is the extraordinary energy level you brought to the two days. Every minute of your time on our campus was filled and your ability to listen, ask questions and observe was steadfast even at the end of a long day. Further, you brought wonderful humor and human warmth to your work, which are both essential in getting people to talk with you and be honest about what the challenges are for them with technology and education.

Finally, I want to thank you for the well-written and insightful report you provided soon after finishing your two days on campus. What stands out immediately is how well you came to know Overlake. Most importantly, though, you highlight clearly and specifically what we are doing well in the technology and where we need to focus our attention. You prioritize the areas for us and

your recommendations are specific. After reading the report several times, I gave a copy to our Board Chair who was equally impressed. This is important to note since he was a senior leader in a major technology company for many years. The report also arrived at a critical time at Overlake because Tom Frizelle has recently left Overlake for another position. In our current search for a new Director of Technology, we used your report to craft a job description, which reflects the short term and long term goals for technology at Overlake as well as the skill set, experience, and qualities our new technology leader must possess:

Thank you again for your commitment to the work you did for us and please know how valuable it is for Overlake.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Horvat", with a long horizontal line extending to the right.

Matt Horvat

Head of School