

December 30, 2011

Members of the Heathwood Hall community,

I am writing to update you on the status of the search for our new Head of School. The Search Committee takes its responsibility very seriously and has been hard at work moving through the process with the assistance of Wickenden Associates, a respected search firm that has conducted over 330 Head of School searches. Wickenden Associates visited the school in the fall and conducted two days of interviews to gather input from the school community. The firm also used an online survey to gather additional input from all the constituencies in order to create an Opportunity Statement, which describes the school and the qualities desired in the new Head.

Wickenden Associates personally contacted over 100 potential candidates and sources of candidates. In addition, they sent a targeted mailing to 250 educators who are either Episcopalian or are currently working in Episcopal Schools. The Opportunity Statement was sent to all interested parties. Nearly 40 candidates applied for the Head of School position. While the Committee had access to all 40 applicants, Wickenden recommended 19 of those original 40 to consider. In late November, the Search Committee met with Wickenden Associates to review the credentials of the top 19 candidates and selected seven semi-finalists.

These semifinalists were invited to the campus for interviews with the Search Committee. Michael Eanes graciously conducted campus tours with each candidate and was able to provide information to the candidates and insight to the Search Committee. The Search Committee spent an entire weekend interviewing candidates and at the close of that weekend, the Search Committee selected four finalists, who will return to the campus with their spouses in January.

Starting January 8<sup>th</sup> and ending on January 27<sup>th</sup>, each finalist will next spend two days on campus and have a rigorous schedule of individual and group meetings with members of the different Heathwood Hall constituencies. Wickenden Associates has established an

online survey form for each member of the community to provide his/her evaluation of each candidate. The link to the evaluation form is: <https://www.surveymonkey.com/s/HeathwoodHallEvaluationForm>. We ask that all evaluation comments be posted by January 30<sup>th</sup>. After receiving community-wide input, the Search Committee will recommend one candidate to the Board of Trustees. Our hope is that the Board will announce our new Head of School in early February.

We are very excited about the pool of finalist candidates for our new Head of School. Each one has the experience, integrity and intelligence to be our next Head of School. Due to the importance of confidentiality at this stage of the process, we are not able to release the names of the candidates. We will make resumes available to members of the Heathwood Hall Community the day before each candidate's visit, [in a manner to be communicated at a later date](#). We appreciate the insights that have already been provided by members of the Heathwood Hall community, and we look forward to your continued involvement. Please take a moment to thank Michael Amiridis, Linda Bell, Johnnie McFadden, Page Morris, Sally McKay, Mary Belser, Butch Bowers, Julie Hicks, Stan Wood and Bishop Waldo for their tireless work on the Search Committee and Michael Eanes and Elizabeth Clark for helping the Committee at every turn. We will keep you updated as we continue to move forward in this very important journey.

Sincerely,

Leighton Lord  
Search Committee Chairman