

September 6, 2011

Dear Members of the Heathwood Hall Community,

I am writing you this second update regarding our Head of School search. We will provide updates throughout the search, but you can always ask questions or provide comments to me or any member of the Search Committee. That said, please respect that certain aspects of our work will be highly confidential.

Our search consultant, Jim Wickenden of Wickenden Associates spent three very full days with the Heathwood Community on August 29, 30 and 31, meeting with teachers, students, parents, administrators and alumni. Jim's goal was to learn from us what characteristics we need and desire in our next Head of School.

This process continues as Jim reviews the results of the online survey discussed in my August 22 letter. If you have not already done so, please complete and return the survey by September 9. It is available at www.wickenden.com. On that website you will see a Talk to Us section with a link Go to Survey.

The Search Committee is working with Wickenden Associates on our Head of School Opportunity Statement. This document will incorporate what Jim learned while meeting with our community, as well as from the mentioned survey, into a statement as to what we are looking for in our next Head of School.

Once the Opportunity Statement is posted, we will formally begin accepting applicants for the position. The Search Committee will first review applicants on paper, with the active assistance of Jim, and then will meet with a number of interested semifinalists before narrowing the field to two to four finalists. As noted, the identity of all applicants will be confidential at least through the semi-final stage of our search. Finalists will visit campus and meet with our Community. We will give more details as to the timing of these later stages in a future update.

Thank you again for your support. We will keep you posted.

Sincerely,

Leighton Lord
Chairman of the Search Committee