

Dear Heathwood Hall Episcopal School Family:

On behalf of the Head of School Search Committee, we are writing to share an update on our progress. As you probably recall, several weeks ago our consultants, Trina Secor and Tom Redmon of Carney Sandoe & Associates, were on campus to meet with faculty, administrators, staff, students, parents, alumni and the Board of Trustees to develop a Position Description for candidates. The information obtained during their visit, along with the information obtained through the online survey, was used to profile the school and provide a sense of the opportunities and challenges facing the new Head of School.

We are pleased that this process has been completed and the Position Description has been posted on the Carney Sandoe and Heathwood Hall websites. You may review the Position Description by visiting www.heathwood.org and clicking on “Head of School Search.” The position opening has already been posted widely with appropriate services. Our consultants report that the initial response has been very positive. During the next several months, Trina and Tom will work to identify the top candidates and provide their credentials to the search committee for review. At the appropriate time, candidates will be invited to our campus for interviews. To ensure sufficient representation of the entire school community during the interview process, we will establish support committees that will include faculty, parents, alumni and other community members. These support committees will assist in the candidate interview process and provide valuable feedback to the committee.

The search committee is committed to conducting a thorough search so that we will be in a position to recommend to the Board an excellent candidate for the new Head at Heathwood Hall. If you have any questions or comments, please do not hesitate to let us know. In the meantime, please know that the search committee and the Board appreciate your support and we will keep you informed of our progress.

Sincerely,

Mrs. Katherine Frankstone
Co-chair

Mr. E. Wade Mullins III ‘86
Co-chair