



January 28, 2020

Dear Brookwood Parents and Guardians,

The Head of School Search Committee has been busy working with our consultants, Peter Philip and Burke Zalosh from Carney Sandoe & Associates, to establish a thoughtful and inclusive process as we plan the recruiting, hiring and welcoming of our next Head of School.

We have created an online survey tool to collect feedback from our entire Brookwood community and encourage you to share your perspective. The survey, which can be accessed online at <https://www.surveymonkey.com/r/BrookwoodHOS>, is **open now through Friday, February 14**. Although respondents will be asked to indicate their affiliation with the school, the survey will be anonymous and the results will be kept confidential.

In addition to the online survey, members of our community are encouraged to participate in forums conducted by Peter and Burke. Current parents are invited to the following sessions:

- **Tuesday, February 11** from 2:00 - 3:00 p.m. in the Shlopak Library
- **Wednesday, February 12** from 8:30 - 9:30 a.m. in the Liston Commons

Brookwood faculty, staff, former trustees and alumni families will also be invited to participate in separate sessions over those two days. Additionally, the consultants will meet with administrators and other key stakeholders during their visit and have lunch with students to collect their feedback and insights.

Peter and Burke will use the information from the responses to both the online survey and their time with the community to draft a comprehensive position profile, which is used with prospective candidates to educate them further about our school, its strengths and areas of opportunity, and the specific traits, characteristics, experience, and credentials we are seeking in our next Head of School.

Your response is vitally important to our search process, and we thank you in advance for your participation and for providing your honest and thoughtful answers. If you have any questions about the survey or forums, or would like to share any additional feedback, please contact us at search@brookwood.edu.

Sincerely,

Jenny & Gavin
Search Committee Co-Chairs

(continued below)

January 28, 2020

Dear Brookwood Alumni and Families,

The Head of School Search Committee has been busy working with our consultants from Carney Sandoe & Associates to establish a thoughtful and inclusive process as we plan the recruiting, hiring and welcoming of our next Head of School.

Your feedback and perspective is vital to our search process. We have created a survey tool which can be accessed online at <https://www.surveymonkey.com/r/BrookwoodHOS>. **The survey is open to all members of the Brookwood community now through Friday, February 14.** Although respondents will be asked to indicate their affiliation with the school, the survey will be anonymous and the results will be kept confidential.

In addition to the survey, members of our community are encouraged to participate in forums to be held on Brookwood's campus. **Alumni and parents of alumni are invited to participate on Tuesday, February 11 from 6:30 - 8:00 p.m. in the Liston Commons** (dinner will be served, kindly RSVP to Cathy Marrero at cmarrero@brookwood.edu).

Brookwood parents, faculty, staff and former trustees will also be invited to participate in separate sessions. Additionally, the consultants will meet with administrators and other key stakeholders and have lunch with students to collect their feedback and insights.

We will use the information from the responses to both the online survey and community forums to draft a comprehensive position profile, which is used with prospective candidates to educate them further about our school, its strengths and areas of opportunity, and the specific traits, characteristics, experience, and credentials we are seeking in our next Head of School. Your response is vitally important to our search process, and we thank you in advance for providing your honest and thoughtful answers.

If you have any questions about the survey or forums, or would like to share any additional feedback, please contact us at search@brookwood.edu.

Sincerely,

Jenny & Gavin
Search Committee Co-Chairs