



# Trinity School

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[www.trinityschoolnyc.org](http://www.trinityschoolnyc.org)

January 15, 2008

Dear Fellow Parents,

We want to update you on the progress we are making in the search for the new head of Trinity School and to let you know how you can participate--which we would very much like for you to do! On January 10th, the Search Committee held its first formal meeting with Spencer Stuart, the consulting firm we have engaged to help us in this process. As a start, Spencer Stuart suggested that the Search Committee prepare a profile of the head of school position.

Spencer Stuart advised us that the profile should outline the opportunities and challenges that Trinity faces in the next five to ten years as well as the characteristics/background we think will make an individual successful as the new head of Trinity School. The profile will serve to help prospective candidates have a better idea of what the position entails and will also help us as a community to have a better understanding of who we want as our new head of school.

The members of the Search Committee gave their input on the profile at the January 10<sup>th</sup> meeting. However, to make this profile as comprehensive and accurate as possible, we are seeking input from all the major constituencies at Trinity, including the Board of Trustees, the faculty, the parents, the alumni, the administration, and of course the students.

You as parents can participate in three ways. First, we have scheduled three one-hour parent meetings with representatives of Spencer Stuart to which you are invited to attend in person and give your input. The meetings will be held as follows: Thursday, January 31<sup>st</sup> at 8:30am in the dining room; Thursday, January 31<sup>st</sup> at 6:30pm in the chapel; and Wednesday, February 6<sup>th</sup> at 6:30pm in the chapel. These meetings will be conducted as open forums so if you can, please come and voice your opinion.

Second, Spencer Stuart will be sending out a short survey to all parents via email in mid-February. The email survey will also be available on the Trinity public website, [www.trinityschoolnyc.org](http://www.trinityschoolnyc.org), described more fully below. We strongly urge you to respond to this survey whether or not you are able to attend the in person meetings.

Third, we have established a Search Page on Trinity's public website, [www.trinityschoolnyc.org](http://www.trinityschoolnyc.org). This page has a direct link for those wishing to send confidential emails directly to Spencer Stuart to express opinions, recommend candidates or elect to be considered for the position. We urge you to visit this webpage from time to time for updates on our search, including seeing the final version of the profile.

We thank you for your continued support of Trinity and of this important process.

Sincerely,

Roz Edelman, Parent, Member Search Committee  
Tory Kiam '78, Parent, Trustee, Co-Head Search Committee  
Judy Slotkin, Parent, Trustee, Co-Head Search Committee