



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK
ALBANY, NY 12234

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Dear New Hartford Central School District Community,

As you are likely already aware, the New Hartford Central School District has initiated the process of hiring a new Superintendent of Schools. As the search consultant, I will be facilitating this process on behalf of the New Hartford CSD Board of Education. On behalf of the Board, I wanted to take this opportunity to introduce myself, explain my role in the search process and share next steps with you.

As District Superintendent of the Sole Supervisory District of Oneida-Herkimer-Madison Counties, I serve as the field representative of the New York State Commissioner of Education and as the Executive Officer of the OHM BOCES. As the Commissioner's representative, I act as a consultant for individual districts and as a liaison between districts and the State Education Department. Upon request, I can also be called upon by a Board of Education of a component school district to act as a consultant in the Board's selection of a Superintendent of Schools.

SEARCH CONSULTANT

At their March 2, 2021 meeting, the New Hartford CSD Board of Education passed a resolution appointing me as the search consultant for the Superintendent of Schools position. As the search consultant, I will be assisting the Board over the next few months in recruiting, screening and evaluating candidates for the Superintendent position. This includes helping to develop selection criteria, coordinating and facilitating meetings with stakeholder groups, developing materials describing the position, placing advertisements, screening applicants and assisting the Board throughout the interview process. As the search consultant, I also serve as the single point of contact for the search. **All communications or inquiries from stakeholders or applicants regarding the search should be addressed to my attention.**

Although I serve as the search consultant, the final decision of selecting and appointing a new Superintendent of Schools, rests solely with the New Hartford CSD Board of Education. While community and stakeholder input is valued and will be relied upon throughout the search process, the Board of Education, consisting of members having been elected by the New Hartford community, ultimately holds the authority to appoint a Superintendent of Schools and enter into an employment contract with the successful candidate.

SEARCH OPTIONS

During my presentations to the Board on March 2 and 16, I reviewed the two most common types of searches -- open and confidential. During an open search, candidate names are disclosed and stakeholders often have the opportunity to meet candidates prior to a Board appointment, usually once the Board has selected finalists. During a confidential search, all candidate names remain confidential for the entire process, up to and through a Board appointment.

CONFIDENTIAL SEARCH

Following my presentations and the Board's thoughtful discussion and careful deliberation, I strongly recommended to the Board that they conduct a **confidential search** for the next Superintendent of Schools. With the Board's support, I am initiating such a search.

Confidential searches are used in an effort to attract experienced Superintendents who maintain positive collaborative relationships with their communities and Boards of Education. The nature of a confidential search allows candidates to participate in the process while mitigating the risk to their current circumstance, a consideration that often inhibits experienced Superintendents from applying for other positions through open search processes.

STAKEHOLDER INPUT

At the beginning of a confidential search, the Board will seek stakeholder input with regard to the characteristics and qualifications sought for the next Superintendent, key strengths and attributes of the District, and potential areas for growth and improvement. For the New Hartford CSD, this input will be gathered through surveys and stakeholder focus groups. The feedback gained from stakeholders will be used to develop interview questions and to continuously gauge each applicant's fit with the District throughout the search process.

Unlike an open search, where stakeholders would meet the finalist(s) before a Board appointment, a **confidential search** does not disclose the finalist(s) name(s) at any time, and the Board will appoint the candidate directly.

THOUGHTEXCHANGE

On behalf of the Board, I would like to thank all of you who participated in the District's first Superintendent Search ThoughtExchange. Your thoughtful responses provided the Board and me with excellent insights that we will be able to use throughout this search process. Your feedback will also provide direction to the Interim Superintendent and the successful candidate in determining the needs and values of the District.

COMMUNICATION SURVEY

Based on the responses shared in the ThoughtExchange, communication was identified as an area for growth in the District. The Board wants to know more about how families and the community receive information from the District, how often they use the various tools available, and what other means should be investigated to improve communications from the schools. Please complete the New Hartford CSD Communication Survey at <https://www.newhartfordschools.org/commsurvey> by **Monday, April 12**. Your answers will support the District's efforts to effectively share information with the school community.

STAKEHOLDER FOCUS GROUPS

On behalf of the Board, I will also continue to seek input from students, caregivers, district staff and the community regarding the desired qualifications, skills and experiences of the next superintendent. Stakeholder focus groups will be held for these individual groups to share input specific to their needs. Additional information on how to participate in the stakeholder focus groups will be shared in the near future, along with updates on the progress of the search and additional opportunities to share your valued input.

I look forward to assisting the Board of Education in any way that I can throughout this time of transition!

Sincerely,



Patricia N. Kilburn, Ed.D.
District Superintendent
Search Consultant, New Hartford Central School District