



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

Patricia N. Kilburn, Ed.D., District Superintendent of Schools
Sole Supervisory District of Oneida, Herkimer, Madison Counties and BOCES
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April 19, 2021

Dear New Hartford Central School District Community,

The search for a new superintendent of the New Hartford Central School District is well underway. An important part of the process is gathering community input about the attributes, experiences and desired skills for a new superintendent. Focus groups are one way to solicit this information as well as identify priorities that the new Superintendent should focus on in their first year in the District.

I will be holding a focus group for **New Hartford CSD parents/caregivers, alumni and community members** on **Monday, May 3, 2021 at 6:00 p.m. via Zoom. An additional focus group, to begin at 7:30 p.m. on the same evening, will be made available should the registrations warrant an additional session.** Participation in the focus groups will be by registration only and will require about 1 hour of your time. In order to prioritize safety during the COVID-19 pandemic, the focus group will be held virtually, and because focus groups are intended to be representative of a larger population, participation will be limited to 30 participants per session.

If you are interested in participating in a parent/caregiver, alumni and community member focus group, please complete the registration form at <https://www.newhartfordschools.org/focusgroup> or call Elizabeth Heil, Board Clerk, at 315-624-1218 by **no later than 4:00 p.m. on Wednesday, April 28, 2021.** During registration, you will be asked to identify as a parent/caregiver, alumnus or community member. Participants will be randomly selected via lottery according to these three categories. All registrants will receive an email through SchoolMessenger by close of business on Friday, April 30, 2021, confirming whether or not they have been selected to participate. Anyone not selected to participate is encouraged to participate in the public, online survey described below.

Information on additional focus groups for students and District staff members will be distributed to those groups soon.

A public, online survey, including the same questions from the focus groups, will be made available on the District website (www.newhartfordschools.org), Facebook page and Twitter feed beginning on Monday, May 17, 2021 for anyone who is unable to participate in the virtual focus group.

The New Hartford CSD Board of Education and I value your opinions and contributions to this very important process. We hope you will take advantage of this opportunity to participate.

Sincerely,

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