



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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November 26, 2024

Dear New Hartford Central School District Community,

The Board of Education's search for a new superintendent of the New Hartford Central School District is well underway. An important part of the process is gathering input about the topics that should be covered with each candidate during the search process. Focus groups are one way to solicit this information, as well as, to identify priorities that the new Superintendent should focus on during their first year in the District.

On behalf of the Board of Education, I will host 90-minute focus groups for New Hartford CSD parents/caregivers, alumni and community members on **Monday, December 9, 2024 beginning at 5:00 p.m.** At the Board's request, sessions will be held in-person at the **Oneida-Herkimer-Madison BOCES Howard D. Mettelman Learning Center**, with the **option to attend via Zoom, if needed**. An additional focus group will begin at **6:45 p.m.** on the same evening, if the number of registrations warrant the creation of an additional session.

Participation in the focus groups on December 9 will be by registration only and will require about 90 minutes of your time. Because focus groups are intended to be representative of a larger population, participation will be limited to 50 participants per session.

If you are interested in participating in a focus group, please complete the registration form at <https://forms.gle/fbP6WsA7z2QM2Kst5> or call Kim Schweitzer, Board Clerk, at 315.624.1218 **by no later than 1:00 p.m. on Wednesday, December 4, 2024**. During registration, you will be asked to identify as a parent/caregiver, alumnus or community member. Focus group slots will be filled on a "first come, first served" basis. All registrants will receive an email from suptforums@oneida-boces.org by close of business on Friday, December 6, 2024, confirming the time of the focus group they have been selected to participate in. Those participating virtually will also receive the Zoom meeting link.

Focus groups for current students, faculty and staff members will be arranged through the month of December at the New Hartford CSD.

The New Hartford CSD Board of Education values 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 for the Board of Education, New Hartford Central School District