

Dr. Karen L. List, Superintendent of Schools

50 South Main Street, West Hartford, CT 06107 Phone: (860) 561-6600



February 2, 2010

Dear Community,

It is with great pleasure, enthusiasm and pride that I communicate to you that at the February 2, 2010 Board of Education meeting we announced my appointment of Principal Tom Moore as the Assistant Superintendent for Administration. Mr. Moore will be replacing Mr. Tim Dunn, who is retiring in June, leaving behind a legacy of dedication and excellence after 40 years as an educator. Selected from an impressive pool of candidates, Mr. Moore will officially begin his duties on July 1st.

Tom is an exceptional leader who has served the Conard community as a teacher, Department Supervisor, and Conard High School Principal for over 14 years. His reputation as an honest, straightforward, and passionate communicator with a record of forging solid connections between colleagues, families, and the community has served the Conard community well. It is because of these qualities as well as his record of being a proactive and responsive leader that we wanted Tom to move into this critical leadership position. I am confident that our entire community will benefit greatly from Tom's leadership well into the future.

At the same time, we realize that a change in leadership at Conard will create some uncertainty as well as a period of excitement and anticipation. Finding a new Principal, who will provide the strong leadership required to continue the tradition of excellence in education, is critical to our children and community. We understand this and are committed to finding an experienced leader who will build on these traditions.

We will immediately commence our recruiting process to find the new principal who will lead Conard into the future. The application deadline will be March 1, 2010 and we would expect to make a recommendation to the Board of Education on April 6, 2010.

We will be working collaboratively with teachers, parents, and the community throughout this process. We will start by inviting the Conard community to participate in helping us establish a Leadership Profile. This profile will establish the characteristics, experiences, human qualities, and leadership style of the next Conard High School Principal. In addition, members of the faculty, staff and community will be asked to serve on the interview committees as well. More information on the leadership profile and interview committee steps will be forthcoming shortly.

We will communicate with you throughout the hiring process via email and district web-site updates. Please feel free to contact me if you have any questions or concerns as we move forward.

Thank you for your continued support of the West Hartford Public Schools.

Sincerely,

Karen L. List
Superintendent of Schools

IMAGINE the Possibilities