

June 14, 2019

Dear High School Staff, Students, and Parents/Guardians:

The Horseheads Central School District announces the retirement of High School Principal, Mrs. Karen Donahue, effective June 30, 2020. The Board of Education accepted Mrs. Donahue's retirement at its May 16 meeting, and President Strollo thanked her for her 30 plus years of service to the district, with the last 11 years as the high school principal.

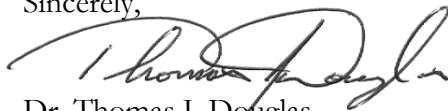
In anticipation of her retirement at the end of the 2019-20 school year, Mrs. Donahue will be taking on a new administrative role in the district supporting PreK-12 teachers, staff, and administrators effective June 26 of this year.

In her new role, Mrs. Donahue will be working on variety of administrative tasks. More specifically, she will be shifting from her role of building principal in order to assist the district with transitioning our 504 program back to the Student Services Office, as well as completing teacher evaluations. Additionally, Mrs. Donahue will assist in reviewing current policy, regulations, and procedures regarding New York State's personal identifiable information law, which is a new state mandate for all districts to have in place during the next school year.

These tasks and initiatives will certainly be an endeavor needing experience to help smooth the transitions. Mrs. Donahue's years as both a secondary principal and elementary teacher will be an asset in achieving our district objectives as we move forward.

I join with our Board of Education in thanking Mrs. Donahue for her service to the district. We would like to wish her a wonderful final year in her role as principal/administrator on special assignment. The district will be formulating a path forward for the High School Administration in the coming weeks to ensure a smooth transition of leadership.

Sincerely,



Dr. Thomas J. Douglas  
Superintendent of Schools