



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
4747 Middle Settlement Road, PO Box 70
Holland Patent, New York 13413-0070
(315) 793-8560

September 2, 2021

Dear Holland Patent Central School District Community,

The search for a new superintendent of the Holland Patent 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 series of one-hour focus groups for **Holland Patent CSD parents/caregivers, alumni and community members via Zoom on Wednesday, September 15, 2021 between 5-9 p.m.** Participation in the focus groups on September 15 will be by registration only and will require about one hour of your time. In order to best accommodate participants' schedules, the focus groups will be held virtually, and because focus groups are intended to be representative of a larger population, participation will be limited to 55 total participants.

If you are interested in participating in a parent/caregiver, alumni and community member focus group, please complete the registration form at www.hpschools.org/focusgroup or call Valerie Marris, Board Clerk, at 315-865-7221 by **no later than 4:00 p.m. on Thursday, September 9, 2021**. During registration, you will be asked to identify as a parent/caregiver, alumnus or community member. Participants will be randomly selected for focus group timeslots via lottery according to these three categories. All registrants will receive an email from suptforums@oneida-boces.org by close of business on Friday, September 10, 2021, confirming the time of the focus group they have been selected to participate in. Anyone unable to participate is encouraged to participate in the public, online survey described below.

Additional focus groups for middle/secondary students and District staff members have been arranged directly through the HP school district.

A public, online survey, including the same topics from the focus groups, will be made available on the District website (<http://www.hpschools.org>) and Facebook page beginning on Monday, September 20, 2021 for anyone who is unable to participate in the virtual focus groups. This information will also be used to guide the candidate interview and selection process.

The Holland Patent 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, Holland Patent Central School District