



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

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Patricia N. Kilburn, Ed.D., District Superintendent of Schools  
Sole Supervisory District of Oneida, Herkimer, Madison Counties and BOCES  
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July 13, 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 several focus groups for **Holland Patent CSD parents/caregivers, alumni and community members** on **Monday, July 26, 2021 from 5-9 p.m. via Zoom**. Participation in the focus groups will be by registration only and will require about 1 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](http://www.hpschools.org/focusgroup) or call Valerie Marris, Board Clerk, at 315-865-7221 by **no later than 4:00 p.m. on Wednesday, July 21, 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](mailto:suptforums@oneida-boces.org) by close of business on Friday, July 23, 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, August 9, 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