May 11, 2022

Dear Clinton School District Community,

As you may already be aware, Dr. Steve Grimm has announced his intention to retire, and the Clinton Central School District has initiated the process of hiring a new Superintendent of Schools. As the search consultant, I will be facilitating this process on behalf of the CCSD Board of Education. On behalf of the Board, I wanted to take this opportunity to introduce myself, explain my role in the search process and share next steps with you.

As District Superintendent of the Sole Supervisory District of Oneida-Herkimer-Madison Counties and BOCES, I serve as the field representative of the New York State Commissioner of Education and as the Executive Officer of the OHM BOCES. In my role as the Commissioner's representative, I act as a consultant for individual districts and as a liaison between districts and the State Education Department. Upon request, I can also be appointed by a Board of Education to act as a consultant in the Board’s selection of a Superintendent of Schools.

SEARCH CONSULTANT

After careful consideration, the CCSD Board of Education passed a resolution appointing me as the search consultant for the Superintendent of Schools position at their April 7, 2022 meeting. As the search consultant, my duty is to assist the Board over the next few months in recruiting, screening and evaluating candidates for the Superintendent position. This includes helping to develop selection criteria, coordinating and facilitating meetings with stakeholder groups, developing materials describing the position, placing advertisements, screening applicants and assisting the Board throughout the interview process. In addition to this, I also serve as the single point of contact for the superintendent search. All communications or inquiries from stakeholders or applicants regarding the search should be addressed to my attention.

Although I serve as the search consultant, the final decision of selecting and appointing a new Superintendent of Schools rests solely with the CCSD Board of Education. While community and stakeholder input is valued and will be relied upon throughout the search process, the Board of Education, consisting of members having been elected by the Clinton community ultimately holds the sole authority to appoint a Superintendent of Schools and enter into an employment contract with the successful candidate.

SEARCH OPTIONS

During my presentations to the Board on April 7 and May 4, I reviewed the two most common types of searches -- open and confidential. During an open search, candidate names are disclosed and stakeholders often have the opportunity to meet candidates prior to a Board appointment, usually once the Board has selected finalists. During a confidential search, all candidate names remain confidential for the entire process, up to and through a Board appointment.

OPEN SEARCH

Following my presentations and the Board’s thoughtful discussion and careful deliberation, the Board expressed their desire for an open search, as transparency regarding this important decision is paramount. With the Board’s support, I am initiating such a search.

While resume evaluations and initial candidate interviews will be conducted confidentially, traditional open searches solicit the participation of representative groups to meet with the superintendent candidate finalists. Working with school district personnel, I will coordinate and facilitate stakeholder sessions with groups such as students,
instructional staff, administrators, labor unions and parents/caregivers, as examples, who will have an opportunity to meet the finalists and engage in discussion with them. District stakeholders play a vital role in vetting finalists and the feedback these groups provide is incredibly valuable for choosing the right candidate. Such feedback is considered by the Board as they make their determination.

**STAKEHOLDER INPUT**

In addition to engaging with finalists as described above, at the beginning of this search, the Board is seeking stakeholder input with regard to the characteristics and qualifications sought for the next Superintendent, key strengths and attributes of the District, and potential areas for growth and improvement. For the CCSD, this input will be gathered through surveys. The feedback gained from stakeholders will be used to develop interview questions and to continuously gauge each applicant's fit with the District throughout the search process.

**THOUGHTEXCHANGE**

As we begin the search for the next superintendent of schools, the CCSD Board of Education is seeking your feedback on the District's strengths and assets, as well as opportunities for growth. To gather your feedback, we are using a survey tool called ThoughtExchange. The ThoughtExchange results will be used to help develop questions for the candidate interviews and to determine the fit of candidates with the CCSD community. This data will also be made available to the new superintendent, in order to best support their transition into the Clinton community.

The voices of the District and community matter, so your participation is crucial and valued. To participate, please visit: [www.ccs.edu/thoughtexchange](http://www.ccs.edu/thoughtexchange) by 8:00 a.m. on Tuesday, May 24, 2022.

**INTERIM SUPERINTENDENT**

From appointing a search consultant, to appointing a new CCSD Superintendent of Schools, the search for a new superintendent takes approximately six months. In an effort to maintain consistency during this time period, the CCSD has enlisted me to assist them in securing the services of an Interim Superintendent of Schools to begin upon the retirement of Dr. Grimm until the appointment of new Clinton CSD Superintendent. An announcement regarding an Interim Superintendent of Schools will be made once the selection process and appointment has been completed.

I look forward to assisting the Board of Education in any way that I can throughout this time of transition!

Sincerely,

Patricia N. Kilburn, Ed.D.
District Superintendent
Search Consultant, Clinton Central School District