



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

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January 31, 2025

Dear Waterville Central School District Community,

As you may already be aware, Dr. Jennifer Spring announced in September 2024 her intention to retire in June 2025, and the Waterville 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 Waterville CSD 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

On November 14, 2024, The Waterville CSD Board of Education passed a resolution appointing me as the search consultant for the Superintendent of Schools position. As the Search Consultant, my duty is to assist the Board over the next several months in recruiting, screening and evaluating candidates for the Superintendent position. This includes helping to develop selection criteria; coordinating meetings with students, staff and teachers, parents/guardians and community members; developing materials describing the position; placing advertisements; screening applicants and assisting the Board throughout the interview process.

Although I serve as the search consultant, the Board of Education, consisting of members having been elected by the Waterville community, ultimately holds the sole authority to appoint a Superintendent of Schools and enter into an employment contract with the successful candidate. Input from students, staff and teachers, parents/guardians and community members is valued and will be relied upon by the Board of Education throughout the search process.

SEARCH OPTIONS

During my presentation to the Board on November 14, I reviewed the two most common types of searches — open and confidential. During an open search, candidate names are disclosed and staff and teachers, students, parents/guardians and community members 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. **After careful consideration, the Board has selected a confidential search.**

CONFIDENTIAL SEARCH

Confidential searches aim to attract experienced administrators who maintain positive collaborative relationships with their communities and Boards of Education. The nature of a confidential search allows candidates to participate in the process while mitigating the risk to their current circumstance, a consideration that may inhibit leaders from applying for other positions through open search processes. Unlike an open search where stakeholders would meet the finalist(s) before a Board appointment, a confidential search does not disclose the finalist(s) name(s) at any time, and the Board will appoint the candidate directly.

The Superintendent Search process is highly competitive and fewer applicants than in prior years apply for these positions across New York State. A confidential search places the Waterville CSD in the best position to attract highly qualified applicants for consideration.

STAKEHOLDER INPUT

Throughout this search, the Board will seek input with regard to the characteristics and qualifications sought for the next Superintendent, key strengths and attributes of the District, potential areas for growth and improvement and the experiences of parents/guardians, students, staff and teachers, and community members relating to these topics. For the Waterville CSD, this input will be gathered through a series of surveys, forums and meetings. Data and feedback will be used to guide the Board in developing marketing materials and in candidate selection, as well as the development of interview questions, scenarios, written work and assignments that candidates must complete.

Members of the Waterville Central School District community are being asked to share their feedback on the characteristics and attributes of the next Superintendent. Participation in the survey will be **open until 11:59 p.m. on 4:00 p.m. on Wednesday, February 12, 2025.**

The survey can be accessed by visiting <https://tejoin.com/scroll/258186051> or through a link on the Waterville District homepage.

The feedback gathered will be used throughout the superintendent search process

ADDITIONAL INFORMATION

Additional information on how to participate and share input, along with updates on the progress of the search will be shared and updated through:

- the Waterville Superintendent Search webpage;
- press releases distributed to local newspapers and media outlets; and
- the Waterville CSD mass notification system (ParentSquare).

SEARCH TIMELINE

A timeline including opportunities for stakeholder participation and the Board's interview process is outlined below.

- **January 31 through February 12** - A survey requesting input regarding the desired qualifications, characteristics and attributes of the new superintendent will be available.
- **February 26 through March 7** – Stakeholder forums/surveys to gather and understand the experiences of parents/guardians, students, staff and community members regarding the mission statement, strengths and areas of growth of the Waterville CSD, as well as development of interview questions will be held.
- **April-May 2025** - The Board of Education plans to conduct its confidential candidate selection and interview process.

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, Waterville Central School District