

## Superintendent Interviews April 2026- discussion items 3-30-26

### Interviews - April 14, 2026

1. District Office, 325 7th Street, downstairs meeting room - 7:30 am - 6 pm
2. Once the number of teams are determined, we can assign rooms to teams. The Board will remain in the downstairs meeting room for their interviews and all public portions of the special meeting.
3. [Agenda for interviews](#) - April 14 BOE Agenda Draft
4. Breakfast will be granola bars, coffee, juice, water, fruit - Board members will help with buying and delivering
5. Lunch - will order sandwiches and salads from Yampa Sandwich Company- Will purchase chips and cookies and drinks and have on hand for lunch and breaks
6. Board needs to determine if they will make their final determination at the end of the interviews - **this will need to be part of the posted agenda or if they want to call a special meeting for ?? - which will need to be posted prior to the interviews**

### Public Forum and Meet and Greet Event

1. Sleeping Giant School - Monday, April 13, 5:00-7:00 pm
2. McPherson will facilitate this event
3. Need to have coffee, water and cookies - **Board Members will help with buying and delivering, set up and clean up**
4. Building is available from 4 pm to 8 pm to allow for set up and clean up

### Interview Committees Training

1. District Office (downstairs meeting room)- Tuesday, March 31, 5-7 pm - Interview committee members will attend a 2 hour training session prior to the interviews
2. Committee members will need to commit to the training as well as the all day interview event
3. No food or beverage required for this event

### Board preparation for interviews and other related events

1. Two Board members volunteered to be a sub-committee of the board to work with McPherson through these details - **Board members to volunteer?**

### Board dinner with applicants, spouses and McPherson reps

1. April 13, 7:30-8:45 pm (following Meet & Greet) - **TBD**
2. **???** will contact \_\_\_\_\_ to make reservations for approximately 16 people
3. Board member will need to pay the bill and request reimbursement from the District
4. No alcoholic beverages can be on the receipt for District reimbursement

### Accommodations for Applicants

1. McPherson will notify them that they were chosen as a finalist and provide information about expectations of the interview process
2. **Candidates will make their own accommodations - need to discuss**
3. **District will reimburse for 2 nights accommodations - need to discuss**
4. **District has an agreement for pricing at Holiday Inn - \$109/night**

### Costs for Interviews

- Board does not need to take action to move funds to cover these costs- they will be reflected in the FY26 Board Purchased Services account
- Additional costs that were not budgeted include but are not limited to: accommodations for applicants, food and beverages for events, and dinner with applicants and spouses

### Food and beverage for April 13 & 14

- Estimate food for April 14 to be 40 people- breakfast and lunch
- Kira Ripley - SCE Secretary will be working at the District front desk and will arrange for food delivery and set up for lunch from Yampa Sandwich for sandwiches and salads

- SSSD staff will be available to help with the set up at the building for breakfast and lunch
- Deb will work on items that will need to be purchased for both events (looking for Board volunteer to help with purchase and delivery of items)

Tour of Facilities for Applicants- Katie Jacobs will create a schedule with the building staff and the applicants for Monday, April 13. - need to discuss