

Special Meeting

Monday, March 30, 2026 4:00 PM

District Office, 325 7th Street, Steamboat Springs, CO 80487

1. **Special Meeting Call to Order** 4:00 pm
2. **Agenda Review - Approval of Agenda** 4:00 pm
3. **Potential Executive Session** 4:00 pm
4. **Reconvene Special Meeting** 6:00 pm - approximate time
5. **Action Item**
Pursuant to Policies: GP-1: Governance Commitment; GP-3: Board Job Description
 - 5.1. Determination of Finalists for the Position of Superintendent and Invite Finalists to Interviews
Purpose: To determine the finalists for the position of superintendent to be interviewed for the superintendent vacancy
6. **Board Training for the Interviews with Superintendent Finalists - led by McPherson & Jacobson, LLC Representatives Dr. Randy Zila and Dr. Christy Sinner** 6:00 pm
7. **Discussion of Interviews and Events Related to Filling the Superintendent Vacancy - 6:30 pm**
8. **Adjourn Special Meeting**

**STEAMBOAT SPRINGS SCHOOL DISTRICT RE-2
BOARD OF EDUCATION
AGENDA ITEM
SUMMARY**

Meeting Date:	March 30, 2026
Agenda Item:	Determination of Finalists for the Position of Superintendent and Invite Finalists to Interviews
Presented by:	Board President Kevin Callahan
Core Issues:	McPherson & Jacobson, LLC was hired to help with the superintendent succession plan and to facilitate posting the vacancy and reviewing applications. Dr. Randy Zila and Dr. Christy Sinner attended the executive session with the Board to review the applications received to fill the superintendent vacancy and to receive instructions from the Board regarding contract negotiations with candidates as part of the process of prioritizing one or more finalists, after public forums have been completed.
Background Info:	The Board met in executive session to review applications for the position of superintendent and to instruct McPherson & Jacobson, LLC representatives Dr. Randy Zila and Dr. Christy Sinner to begin contract negotiations with one or more candidates for the purposes of prioritizing one or more finalists after public forums have been completed. The Board will need to take formal action in a public meeting to cast their votes on their finalists and invite them to participate in a formal public interview on April 14, 2026.
Policy Implications:	GP-3: Board Job Description; GP-1: Governance Commitment
Fiscal Implications:	To be determined - subject to negotiation of contract
Options:	1. Name the following individuals as finalists for the position of superintendent: _____; _____; _____ and invite the named finalists to interview for the superintendent position
Backup Memoranda Provided?	None
Recommended Action:	Resolved, that the Board of Education hereby determines and names the following individuals as finalists _____, _____ and _____ for the position of superintendent of schools and invites these finalists to public interviews on April 14, 2026.

**STEAMBOAT SPRINGS SCHOOL DISTRICT RE-2
BOARD OF EDUCATION
March 30, 2026**

**AGENDA ITEM
BOARD TRAINING FOR THE INTERVIEWS WITH SUPERINTENDENT
FINALISTS**

Background Information:

Dr. Randy Zila and Dr. Christy Sinner, representatives for McPherson & Jacobson, LLC will lead the Board through training for the interview process with the superintendent finalists. The interviews are scheduled for April 14, 2026 at the Steamboat Springs School District Office. The Board will also discuss the agenda and process for the day of the interviews and any subsequent meetings that may need to be scheduled in order for the Board to make a decision and offer the position to a candidate, if applicable.

**STEAMBOAT SPRINGS SCHOOL DISTRICT RE-2
BOARD OF EDUCATION
March 30, 2026**

**AGENDA ITEM
DISCUSSION OF INTERVIEWS AND EVENTS RELATED TO FILLING THE
SUPERINTENDENT VACANCY**

Background Information:

The Board will review the events that will take place the week of April 13 related to filling the superintendent vacancy. A document is included in the packet for review.

The Board needs to decide if they will interview and name their finalist on April 14 or if they will call a special meeting to meet in executive session and announce the finalist on another day. A special meeting will need to be posted 24 hours prior to the meeting.

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

**STEAMBOAT SPRINGS SCHOOL DISTRICT RE-2
BOARD OF EDUCATION SPECIAL MEETING**
Purpose: To conduct public interviews with the superintendent finalists
District Office
325 7th Street
AGENDA
Tuesday, April 14, 2026

7:30 am	Continental Breakfast/Orientation for Interview Teams	
7:55 am	Special Meeting - Call to Order Roll Call Pledge of Allegiance	
8:00 am	BOE - Interview Superintendent Candidate - Name Team A - Interview Superintendent Candidate - Name Team B - Interview Superintendent Candidate - Name Team C - Interview Superintendent Candidate - Name	Pursuant to Policies: GP-1: Governance Commitment; GP-3: Board Job Description
9:30 am	Break	
9:35 am	BOE - Interview Superintendent Candidate - Name Team A - Interview Superintendent Candidate - Name Team B - Interview Superintendent Candidate - Name Team C - Interview Superintendent Candidate - Name	Pursuant to Policies: GP-1; GP-3
11:05 am	Break	
11:10 am	BOE - Interview Superintendent Candidate - Name Team A - Interview Superintendent Candidate - Name Team B - Interview Superintendent Candidate - Name Team C - Interview Superintendent Candidate - Name	Pursuant to Policies: GP-1; GP-3
12:45 pm	Lunch Break	
1:15 pm	Special Meeting Reconvene	
1:20 pm	BOE - Interview Superintendent Candidate - Name Team A - Interview Superintendent Candidate - Name Team B - Interview Superintendent Candidate - Name Team C - Interview Superintendent Candidate - Name	Pursuant to Policies: GP-1; GP-3
3:00 pm	Team A report to the Board	
3:15 pm	Team B report to the Board	
3:30 pm	Team C report to the Board	
3:45 pm	Potential Executive Session	Pursuant to Policies: GP-1; GP-3
5:00 pm	Special Meeting Reconvene	
5:00 pm	Action Item <ul style="list-style-type: none"> • Naming of a Finalist to Fill the Steamboat Springs School District RE-2 Superintendent Vacancy and Appointment of a Board Negotiations Team Purpose: To name a finalist to fill the superintendent vacancy and appoint two Board members to negotiate a contract with said finalist 	Pursuant to Policies: GP-1; GP-3
	Adjourn Special Meeting	