

**GARFIELD16**  
PO Box 68  
0460 Stone Quarry Road  
Parachute, CO 81635  
Telephone: 970.285.5701  
Fax: 970.285.5711

Certified: April 12, 2022  
TRUE AND CORRECTED COPY AS ADOPTED  
BY THE BOARD OF DIRECTORS ON  
April 12, 2022

Marilyn A. Mondragon, Secretary to the Board

Board of Directors  
Special Meeting, March 17, 2022  
Minutes

**CALL TO ORDER AND ROLL CALL**

District Administration Offices/Board meeting room; President Lynn J. Shore called the special meeting of the Board of Directors for Garfield County School District No. 16 to order at 6:00 p.m.

Christina J. Abbey	Present
Staci R. McGruder	Present
Lynn J. Shore	Present
Brittany A. Van Teylingen	Present
Kimberly S. Whelan	Present

**Staff Present:**

Marilyn A. Mondragon, Executive Assistant to the Superintendent & BOE

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was recited.

**APPROVAL OF AGENDA**

**M/S Van Teylingen/Abbey:**

Motion was made to approve the agenda as presented.

**Roll Call Vote:**

Abbey-aye, McGruder-aye, Shore-aye, Van Teylingen-aye, Whelan-aye.

**Motion Carried.**

## UNFINISHED BUSINESS

### Superintendent of Schools Selection Process

On March 1, 2022, the Board screened ten candidate applications with supporting materials and named four finalists for the Superintendent of Schools position being vacated by Brad Ray. The Board also conducted reference checks. The Superintendent of Schools formal candidate interviews were held on Monday, March 14, 2022, with the established interview committees for the following three finalist: Walter Coulter, Kirk Henwood, and Daniel Hoff. The fourth finalist withdrew their interest in the vacated position. The evening of March 14, 2022, the parents/community had the opportunity to meet the three finalists. The Board was provided with the interview committees' feedback, and they also received feedback from parents/community.

At the regular meeting of the Board held on Tuesday, March 15, 2022, interviews for the Superintendent of Schools vacated position were conducted with Walter Coulter, Kirk Henwood, and Daniel Hoff. A lengthy discussion was held regarding the candidates who interviewed during this Board meeting resulting in the Board being unable to reach a consensus on the selection of a candidate to fill this role. On Wednesday, March 16, 2022, one of the three finalist withdrew their interest in the vacated position.

The Board continued their discussion from the March 15, 2022, regular meeting regarding the following:

- The timing in hiring this type of position during this time of year
- A recap of each individual Board members' position in the hiring process
- Various options were provided on how to proceed, which included:
  - Hiring one of the two remaining candidates and offering a standard contract
  - Hiring one of the two remaining candidates and offering a probationary contract with periodic reviews
  - Hiring one of the two remaining candidates and offering an interim contract
- Start the Superintendent of Schools search over:
  - Conduct the search utilizing the same process and reconsidering the initial candidate applicants that were not selected as a finalist and solicit additional applicants to apply
  - Hire an outside firm to conduct the Superintendent search on the district's behalf

The Board was provided with a copy of a Superintendent search process provided by McPherson & Jacobson, L.L.C., which included a detailed description of the five phases of a Superintendent search. McPherson & Jacobson, L.L.C. is a recruitment and development firm in collaboration with the Colorado Association of School Boards (CASB). The firm would not only assist the district in the selection of a Superintendent, but they would assist in the selection of an Interim Superintendent. The costs for this type of service is \$8,500.00, but depending on advertising, the cost could increase to no more than \$12,500.00. The Board would have the final authority in selection process.

A lengthy discussion was held with questions/concerns being addressed regarding the various options presented.

**M/S McGruder/Abbey:**

Motion was made to start the process over and not offer a contract to either of the two remaining candidates as amended.

A brief discuss was held with questions being addressed.

**M/S Van Teylingen/Abbey:**

Motion was made to amend the initial motion to include hiring McPherson & Jacobson, L.L.C. as the outside firm to assist Garfield 16 with the selection of an Interim Superintendent to be employed until the Superintendent position is filled and to assist the district with the selection process to commence in October 2022 for the Superintendent position, and to authorize President Shore to contact the remaining two Superintendent candidates to inform them that a contract would not be offered as presented.

**Roll Call Vote:**

Abbey-aye, McGruder-aye, Shore-aye, Van Teylingen-aye, Whelan-no.

**Motion Carried.**

**Roll Call Vote:**

Abbey-aye, McGruder-aye, Shore-aye, Van Teylingen-aye, Whelan-no.

**Motion Carried.**

**M/S Van Teylingen/McGruder:**

Motion was made to authorize President Shore to contact McPherson & Jacobson, L.L.C. and finalize a contract for the Superintendent search process as presented.

**Roll Call Vote:**

Abbey-aye, McGruder-aye, Shore-aye, Van Teylingen-aye, Whelan-aye.

**Motion Carried.**

A brief discussion was held regarding the Assistant Superintendent position being vacated by Todd Ellis in relation to lack of having a Superintendent in place, as the Superintendent is the individual who would hire for the Assistant Superintendent position.

Director Whelan informed her fellow Board members that she would be absent at the April 19, 2022, regular meeting of the Board. It was determined that based on the importance of having all Board members in attendance for the selection process to appoint a new Board Director, it was the consensus of the Board to change the April regular meeting of the Board to April 12, 2022. This change will be properly noticed. This meeting will be held at the District Administration Office/Board of Education meeting room commencing at 4:30 p.m. with a work session for the purpose of interviewing potential Board Director candidates for the open Board seat vacated by Christina Abbey followed by the regular meeting at 6:00 p.m.

**M/S Van Teylingen/McGruder:**

Motion was made to approve the date change for the regular meeting of the Board from April 19, 2022, to April 12, 2022, at 6:00 p.m. as presented.

**Roll Call Vote:**

Abbey-aye, McGruder-aye, Shore-aye, Van Teylingen-aye, Whelan-aye.

**Motion Carried.**

**ADJOURNMENT**

**M/S Van Teylingen/McGruder:**

Motion was made to adjourn the special meeting of the Board of Directors.

**Roll Call Vote:**

Abbey-aye, McGruder-aye, Shore-aye, Van Teylingen-aye, Whelan-aye.

**Motion Carried.**

The special meeting of the Board of Directors for Garfield County School District No. 16 adjourned at 6:47 p.m.

**Submitted by:**

---

**Marilyn A. Mondragon**  
**Secretary to the Board of Directors**

---

**Lynn J. Shore, Board President**

---

**Brittany Van Teylingen, Board Secretary/Treasurer**

NOTE: All appendices, attachments, and/or documents supporting the items discussed can be reviewed at the District Administration Office, 0460 Stone Quarry Road, Parachute, Colorado.