



Poudre School District Board of Education

2407 Laporte Avenue, Fort Collins, CO 80521 • 970-490-3607

Meeting Minutes

Minutes from Board of Education Retreat
January 22, 2026

SPECIAL MEETING – 5:00 PM Johannsen Support Services Center, Superintendent Conference Room and Boardroom

PRESENT: President Jessica Zamora; Vice President Kevin Havelda; Directors Karla Baise, Conor Duffy, Scott Schoenbauer, Dr. Andrew Spain, Dr. Coronda Ziegler; Superintendent Brian Kingsley; Lead Assistant Superintendent Dr. Traci Gile; Assistant Superintendents Julie Chaplain and Insoon Olson; Chief Officers Dr. Lauren Hooten, Bud Hunt, Dave Montoya; and General Counsel Autumn Aspen

ABSENT: None

LATE: None

1.0 CALL TO ORDER

President Zamora called the special meeting to order at 5:12 p.m.

2.0 INFORMATIONAL REPORTS / DISCUSSION ITEMS

2.1 CASB – Policy Governance Training

CASB Representative Kristina Gutierrez led the training.

Board discussion included:

- Explanation was provided on the difference between the Policy Governance Manual and the Administrative Manual.
- Responsibility for updating each manual and policies was discussed.
- Various scenarios were presented and discussed.

2.2 Prioritization / Board Forecasting

Board President Jessica Zamora led the exercise.

Board discussion included:

- Prioritizing 90+ items of interest is necessary.
- Board members were asked to provide their top five topics of interest prior to the meeting.
- Each Board member spoke about their topics of interest and provided reasons.
- Intent of the group exercise was clarified.

- This is the first time the board is meeting to prioritize topics; will refine the format and method further with each meeting.
- Important to provide Superintendent with clear direction on priorities so he can task Cabinet members with direction to ensure success.
- Board members separated into groups for discussion, then reunited to shared outcomes.

3.0 ADJOURNMENT

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Jill Brunner
Secretary to the Board of Education