



## Poudre School District Board of Education

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

### Meeting Minutes

Minutes from Board of Education Special Meeting  
December 2, 2025

#### **SPECIAL MEETING – 6:00 PM Johannsen Support Services Center, Boardroom**

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

ABSENT: None

LATE: None

#### **1.0 CALL TO ORDER**

Incumbent President Draper called the special meeting to order at 6:12 p.m. and stated although new board members had been sworn in to office, Colorado law requires the incumbent President to preside over the meeting until a successor has been elected and qualified.

#### **2.0 APPROVAL OF AGENDA**

There were no changes to the agenda.

#### **3.0 ACTION ITEMS**

Board members determined an election process and chose between secret ballot or oral roll-call vote. Voting in favor of secret ballot was as follows:

Those voting AYE: None

Those voting NO: Directors Karla Baise, Conor Duffy, Kevin Havelda, Scott Schoenbauer, Andrew Spain, Jessica Zamora, and Coronda Ziegler

Motion failed: 0-7

#### **3.1 Election of Board President**

Director Duffy nominated Jessica Zamora for Board President.

Director Havelda seconded the nomination.

Vice President Zamora accepted the nomination.

The voting was as follows:

Those voting AYE: Directors Karla Baise, Conor Duffy, Kevin Havelda, Scott Schoenbauer, Andrew Spain, Jessica Zamora, and Coronda Ziegler

Those voting NO: None

Motion passed: 7-0

### **3.2 Election of Board Vice President**

Director Duffy nominated Kevin Havelda for Board Vice President.

Director Schoenbauer seconded the nomination.

Director Havelda accepted the nomination.

The voting was as follows:

Those voting AYE: Directors Karla Baise, Conor Duffy, Kevin Havelda, Scott Schoenbauer, Andrew Spain, Jessica Zamora, and Coronda Ziegler

Those voting NO: None

Motion passed: 7-0

### **3.3 Resolution of Appointment of Board Treasurer**

Director Duffy moved the Board reappoint Dave Montoya to the position of Treasurer to the Board of Education.

Director Spain seconded the motion

The voting was as follows:

Those voting AYE: Directors Karla Baise, Conor Duffy, Kevin Havelda, Scott Schoenbauer, Andrew Spain, Jessica Zamora, and Coronda Ziegler

Those voting NO: None

Motion passed: 7-0

### **3.4 Resolution of Appointment of Board Secretary**

Director Schoenbauer moved the Board reappoint Jill Brunner to the position of Secretary to the Board of Education.

Vice President Havelda seconded the motion

The voting was as follows:

Those voting AYE: Directors Karla Baise, Conor Duffy, Kevin Havelda, Scott Schoenbauer, Andrew Spain, Jessica Zamora, and Coronda Ziegler

Those voting NO: None

Motion passed: 7-0

### **3.5 Resolution of Appointment of Assistant Board Secretary**

Director Duffy moved the Board reappoint Allison Brinkhoff to the position of Assistant Secretary to the Board of Education.

Director Spain seconded the motion

The voting was as follows:

Those voting AYE: Directors Karla Baise, Conor Duffy, Kevin Havelda, Scott Schoenbauer, Andrew Spain, Jessica Zamora, and Coronda Ziegler

Those voting NO: None

Motion passed: 7-0

### **3.6 Resolution for Acceptance of Votes Cast**

Vice President Havelda moved the Board approve the resolution for acceptance of Canvass Board of Larimer County's Official Abstract of Votes Cast.

Director Duffy seconded the motion

The voting was as follows:

Those voting AYE: Directors Karla Baise, Conor Duffy, Kevin Havelda, Scott Schoenbauer, Andrew Spain, Jessica Zamora, and Coronda Ziegler

Those voting NO: None

Motion passed: 7-0

### **4.0 ADJOURNMENT**

The meeting adjourned at 6:20 p.m.

President Zamora invited attendees to participate in a dessert reception in honor of outgoing board members Kristen Draper and Jim Brokish.

Respectfully submitted,

Jill Brunner  
Secretary to the Board of Education