

# **Special Meeting Agenda**

## **Confluence Early Childhood Development Service District**

A meeting of the board of directors of the Confluence Early Childhood Development Service District will be held on Microsoft Teams on the following date: February 18, 2026, at 8:30 AM.

Virtual Participation via Microsoft Teams:

<https://teams.microsoft.com/meet/22096682570999?p=pN5VOY31oTzpDaenGh>

Meeting ID: 220 966 825 709 99

Passcode: Hv7iC34e

- 1. Call to order**
- 2. Roll call**
- 3. Public comment on matters that are not on the agenda (limited to 3 minutes each)**
- 4. New business**
  - a. Review and approval of scoring matrix for the interview and selection of Transitional Executive & Project Management Contractor candidates.
- 5. Future business**
- 6. Adjournment**

This Scoring Matrix is based on the Scope of Work approved by the BOD on January 26, 2026 for which an RFP was posted publicly for interested candidates to apply by the end of business day February 13, 2026.

Scoring Scale

- 5 **Exceptional**- exceeds requirement with clear, relevant experience
- 4 **Strong**- fully meets requirements
- 3 **Adequate**- Meets minimum requirements
- 2 **Limited**- partially meets requirements
- 1 **Poor**- does not meet requirements
- 0 No Evidence Provided

<b>Candidate 1</b>				
<b>Evaluation Category</b>	<b>Weight</b>	<b>Candidate Score (1-5)</b>	<b>Weighted Score</b>	<b>Related Questions</b>
Start-Up & Public Sector Leadership	20%		0%	5
Governance & Board Support	15%		0%	3/4
Organizational & Infrastructure Development	15%		0%	6,8
Preparatory Program Implementation Planning	15%		0%	1,8
Community Engagement	12%		0%	7
ECE Landscape Knowledge & Experience	10%		0%	7
Capacity & Staffing Plan	6%		0%	2
ED Recruitment & Transition	7%		0%	9
<b>Total</b>	<b>100%</b>		<b>0%</b>	
Note: Weighted Score = (Score / 5) x weight				
Note: Candidate Score= (score of application + interview score)/2				

What Matrix Categories Should Evaluate (based on the matrix linked above):

- **Start-up & Public Sector Leadership:**
  - Experience launching new entities
  - Experience in Special Districts or public-sector governance

- Ability to work effectively without independent policy-making authority
- Demonstrate entrepreneurial execution
- **Governance & Board Support:**
  - Agenda & Briefing prep
  - Basic understanding of CO Special District compliance
  - How to cultivate healthy board dynamics
  - Board-facing professionalism
  - Experience coordinating with legal counsel
- **Organizational & Infrastructure Development:**
  - Accounting & administrative system implementation
  - Branding and communications infrastructure
  - Staffing strategy - planning
  - Operational sequencing for start-up phase
- **Preparatory Program Implementation Planning:**
  - Tuition Subsidy Program Design
  - Capacity and Quality Grant program development
  - Data and evaluation systems readiness
  - Plan for Service navigation
- **Community Engagement:**
  - Relationships with Early Childhood Education providers & advocates
  - Experience facilitating listening sessions
  - Bilingual/culturally-sensitive engagement planning
  - Values alluded to in the Service Plan
- **Early Childhood Education Landscape Knowledge & Experience:**
  - Relationships with providers, advocates, and directors
  - Real-life experience of the realities of a classroom and/or Family Childcare Homes
- **Capacity & Staffing Design:**
  - 0.75-1.0 FTE availability
  - Ability to attend in-person board meetings
  - Realistic workload management plan
- **ED Recruitment & Transition:**
  - Recruitment process design
  - RFP development experience
  - Structured documentation and transition systems

Category-Specific Interview Questions:

- 1) Can you walk us through how you interpreted the Scope of Work and what you see as the most critical deliverables to ensure the successful rollout of the Special District?
- 2) Describe the specific steps you would take in the first 60-90 days to meet the most critical objectives outlined in question 1?
- 3) How would you support a governing board without overstepping into policy-making authority? Can you give an example from your past work?

- 4) How will you ensure transparency and regular communication with the board and with public interest-holders?
- 5) Please explain a leadership situation where you encountered pushback, either from staff or an interested partner. What was the issue? How did you move forward in the best interests of the interest-holders or involved parties? What was the outcome?
- 6) While this SD is the first of its kind, there are several models in existence with similar objectives. What are your thoughts on what we could draw inspiration from, and what do you see as ways it will be important for this SD to do things differently than existing models of Early Childhood funding?
- 7) What is your understanding and experience of the ECE landscape in the three-county region? How would you design a listening and engagement strategy for 2026?
- 8) Given the Service Plan framework, how would you approach refining the first-year operating budget and preparing tuition subsidy and grant programs for launch?
- 9) Describe how you would design a transition framework to ensure a seamless handoff to a permanent Executive Director.

General Questions:

- 10) Are there any other considerations not included in the SOW you see as vital to execute in the first 6 months to ensure the successful rollout of the SD?
- 11) What drew you to this position?

Potential Items for Discussion after interview:

Top 3 strengths & risk areas of candidate

Overall readiness for independent execution

Cultural fit, based on values eluded to in service plan

Is requested compensation in alignment with scope? (if applicable)