



River Trails

SCHOOL DISTRICT 26

To: The Board of Education

From: Ryan Berry, CSBO and Jodi Megerle, Superintendent

Date: October 13, 2026

Subject: Information on the Hiring Process for the Director of Buildings and Grounds

Introduction

This memo provides an overview of the anticipated process and timeline for hiring the next Director of Buildings and Grounds. Given the importance of this position to the daily operations, safety, maintenance, and long-term stewardship of the district's facilities, we intend to take a thoughtful and stakeholder-informed approach to the recruitment and selection process.

Background

The Director of Buildings and Grounds is responsible for a broad range of responsibilities that directly impact students, staff, and the overall operation of the district. The position requires strong operational knowledge, effective leadership, communication and collaboration skills, and the ability to balance immediate needs with long-term planning.

As we begin the process of filling this position, Ryan and I believe it is important to first understand what the district needs from this role today and moving forward. Rather than relying solely on the existing job description or historical expectations of the position, we will gather input from those who work closely with Buildings and Grounds and those who are directly impacted by its work.

Timeline and Next Steps

October–November 2026: Stakeholder Feedback and Leadership Profile

We will meet with a variety of stakeholders to gather feedback regarding the current state of Buildings and Grounds operations. This will include meetings with custodial staff, principals, assistant principals, building leadership teams, RTEA, and other staff and stakeholders as appropriate. The feedback gathered through this process will be used to develop a leadership profile for the position and to inform revisions to the current job description.

November–December 2026: Job Description Refinement and Posting

We will review and refine the job description and leadership profile, based on gathered feedback. The goal will be to ensure that the position accurately reflects the responsibilities and expectations of the role as well as the skills and characteristics needed to lead Buildings and Grounds effectively.

January–February 2027: Screening, Interview and Selection Process

We expect to use multiple groups of individuals throughout the process to provide a variety of perspectives and ensure that candidates are evaluated from both an operational and building-level perspective. The process is expected to include application screening, initial candidate screenings, multiple rounds of interviews, and a performance-based task or exercise. The specific composition of interview teams and the performance task will be finalized as the process develops and after the stakeholder feedback has helped further define the leadership profile.

March 2027: Present a recommended candidate to the Board of Education for consideration.

April 2027–July 2027: Transition and shadow opportunities.