

**RESOLUTION OF THE BOARD OF EDUCATION**  
**OF**  
**DOUGLAS COUNTY SCHOOL DISTRICT RE-1**  
**(Regarding a Board Vacancy)**

**WHEREAS**, Elizabeth Hanson announced that she was resigning her position as a School Board Director of District C of the Douglas County School District RE-1 (the “District”) during a regular meeting of the District’s Board of Education held on May 23, 2023; and

**WHEREAS**, Elizabeth Hanson subsequently submitted a written notice of her resignation on May 24, 2023; and

**WHEREAS**, Colorado law provides that a School Board Director’s office shall be deemed vacant “[i]f the person who was duly elected or appointed submits a written resignation to the board of education and such resignation has been duly accepted by the board of education . . . .” C.R.S. § 22-31-129(1)(c); and

**WHEREAS**, Elizabeth Hanson’s resignation was accepted by the District’s Board of Education during a Special Meeting of the Board held on June 6, 2023; and

**WHEREAS**, pursuant to Colorado law, C.R.S. § 22-31-129(2), it is the responsibility of the Board of Education to declare a vacancy in the District C office and to appoint a successor to Ms. Hanson; and

**WHEREAS**, Board File Policy BBBE states that, “[n]o later than the next regularly scheduled Board meeting following the event causing a vacancy on the Board, the meeting agenda shall include a resolution officially declaring the vacancy and setting forth the process and timeline for filling the vacancy;” and

**WHEREAS**, this resolution was included on the agenda for a Special Meeting on June 6, 2023 and was drafted to declare the vacancy and set the process and timeline for filling the vacancy consistent with the requirements of Colorado law and Board File Policy BBBE.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of the Douglas County School District RE-1 as follows:

1. The Board declares a vacancy on the District’s Board of Education for the official position of Director District C, effective immediately.
2. The Board of Education’s Assistant Secretary and Communications Department shall publish a request for candidates wishing to apply for the open Board position created by the vacancy as Director of District C.

3. Candidates for appointment must:
  - a. be a registered elector of 18 years or older and resident of the School District for at least twelve prior consecutive months, as shown on the books of the Douglas County Clerk and Recorder; and
  - b. be a resident of Director District C; and
  - c. not have been convicted of, pled guilty or no contest to, or received a deferred judgment or sentence for sexual offense against a child.
4. Persons interested in being considered for appointment to fill the vacancy should submit an application to fill the vacancy and instructions for the public related to how to submit an application shall be made available on the District's website.
5. Applications to fill the vacancy will be accepted during the period beginning on June 7, 2023 at 8:00 a.m. and closing on June 19, 2023 at 12:00 p.m. (Noon).
6. The contents of any application to fill the vacancy shall include, at a minimum:
  - a. Information providing proof that the applicant resides within District C;
  - b. A letter of interest; and
  - c. A biography or resume which provides information related to any prior relevant experience.
7. Applications will be reviewed by the Board President and one other Board Director to be chosen by the remaining members of the Board, other than the President. The Board President and other Board Director will review the applications to select candidates for initial interviews.
8. The Board President and other Board Director shall review the applications no earlier than 12:00 p.m. (Noon) on June 19, 2023 and shall complete their review no later than 5:00 p.m. on June 19, 2023. The Board President and other Board Director may each select up to three candidates, plus any additional candidates that both agree upon, for initial interviews. Initial interviews with the Board will be held during the June 20, 2023 Board Meeting and applicants who have been selected for initial interviews will be notified no later than 6:00 p.m. on June 19, 2023.
9. Initial interviews with the District's Board on June 20, 2023 shall be conducted in three phases beginning with the applicant providing an opening statement, followed by questions from members of the District's Board (each Director shall be afforded one question for each applicant) and an opportunity for the applicant to provide a closing statement. Each initial interview session shall be approximately 15 - 20 minutes in duration.

10. During the June 20, 2023 Board Meeting, after all initial interviews of applicants are complete, the District's Board shall determine no more than three (3) finalists to be considered to fill the vacant Board position. The finalists shall be determined by the following process:
  - a. The presiding officer of the meeting shall call for nominations to fill the vacancy from the pool of those applicants who participated in initial interviews. Multiple nominations and seconds may be made. Nominations that receive a second shall then be open for discussion by the Board. Once discussion is concluded, nominees to be a finalist shall be voted on in order of their nomination by a roll call vote. Once a nominee receives a majority of the votes, that nominee shall be selected to be a finalist to be considered to fill the vacancy.
  - b. No more than three (3) finalists shall be selected for a final interview.
11. Applicants selected for a final interview shall be notified of their selection no later than 12:00 p.m. (Noon) on June 21, 2023 and shall be informed that there will be a final interview before the District's Board of Education during a Special Meeting of the Board to be held on June 27, 2023.
12. The District's Board shall interview applicants who are finalists to fill the vacancy during the June 27, 2023 Special Meeting. Final interviews with the District's Board on June 27, 2023 shall be conducted in three phases beginning with the applicant providing an opening statement, followed by questions from members of the District's Board (each Director shall be afforded one question for each applicant) and an opportunity for the applicant to provide a closing statement. Each final interview session shall approximate 15 - 20 minutes in duration.
13. After all final interviews of finalists are completed, the District's Board shall take action during the June 27, 2023 meeting to fill the vacant Board position by the following process:
  - a. The presiding officer of the meeting shall call for nominations from the finalists to fill the vacancy. Multiple nominations and seconds may be made. Nominations that receive a second shall then be open for discussion by the Board. Once discussion is concluded, nominees shall be voted on in order of their nomination by a roll call vote. Once a nominee receives a majority of the votes, that nominee shall be officially declared to fill the vacancy.
  - b. In the event of a tie between two remaining nominees, the presiding chair shall call for discussion and voting for up to two additional rounds. If no nominee receives a majority of votes after these two rounds, the matter shall be deemed tabled until the next meeting.


14. In the event that the Board does not select a person to fill the vacancy by August 5, 2023 (the end of the 60<sup>th</sup> day following the date the vacancy has occurred), the President of the Board shall appoint a person to fill the vacancy as required by law.

APPROVED this 6th day of June, 2023 by a vote of 6-0.

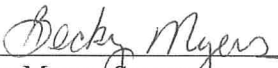
AYES: Meek, Myers, Peterson, Ray, Williams, Winegar

NAYS: N/A

**DOUGLAS COUNTY SCHOOL DISTRICT RE-1**

By:   
Mike Peterson, President  
Board of Education



By:   
Becky Myers, Secretary  
Board of Education