

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

**WHEREAS**, Mike Peterson announced that he was resigning his position as a School Board Director of District B of the Douglas County School District RE-1 (the “District”) during a special meeting of the District’s Board of Education held on November 30, 2023; and

**WHEREAS**, Mike Peterson subsequently submitted a written notice of his resignation on November 30, 2023 to be effective on December 1, 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**, Mike Peterson’s resignation was accepted by the District’s Board of Education during a special meeting of the Board held on December 12, 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 B office and to appoint a successor to Mr. Peterson; 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 regular meeting of the Board on December 12, 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 B, 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 B.

3. Candidates for appointment must:
  - a. be an eligible elector and resident of the School District for at least twelve prior consecutive months, as shown on the books of the Douglas County or Elbert County Clerks and Records; and
  - b. be a resident of Director District B; 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 December 13, 2023 at 8:00 a.m. and closing on January 5, 2024 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 B;
  - 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 January 5, 2024 and shall complete their review no later than 5:00 p.m. on January 9, 2024. 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 a Special Meeting of the Board to be held on January 11, 2024 at 2:00 p.m. Board Meeting and applicants who have been selected for initial interviews will be notified no later than 6:00 p.m. on January 9, 2024.
9. Initial interviews with the District's Board on January 11, 2024 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 January 11, 2024 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 January 12, 2024 and be informed that there will be a final interview before the District's Board of Education during a regular meeting of the Board to be held on January 23, 2024.
12. The District's Board shall interview applicants who are finalists to fill the vacancy during the January 23, 2024 Board Meeting. Final interviews with the District's Board on January 23, 2024 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 January 23, 2024 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 February 10, 2024 (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 12th day of December 2023 by a vote of \_\_\_\_\_.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

**DOUGLAS COUNTY SCHOOL DISTRICT RE-1**

By: \_\_\_\_\_  
Christy Williams, President  
Board of Education

ATTEST:

By: \_\_\_\_\_  
Becky Myers, Secretary  
Board of Education