

August 25, 2025

Jack Twite Jr., CERA, CCEO

Deputy of Elections, Elections Division

Douglas County

125 Stephanie Place

Castle Rock, CO 80109

Re: IGA Regarding Contract and Administration of the General Election

Dear Mr. Twite,

Enclosed, please find the Intergovernmental Agreement (IGA) between the Douglas County School District (DCSD) and Douglas County that has been executed by Douglas County School District. Please provide the District with a copy of the fully executed agreement. Also, enclosed, as indicated in the attached IGA are the following:

Enclosures:

- Signed IGA between Douglas County School District RE-1 and Douglas County
- Appendix A: Signed Boundary Verification Map and Address Library Verification Form
- Appendix B: DEO Contact Information
- Signed Resolution Concerning A Coordinated Election to Be Conducted on November 4, 2025
- Signed Resolution Regarding Appointment of Designated Election Official
- Certification of Funds

The Candidate Ballot Layout will be submitted on August 29, 2025.

For your convenience, we have sent this communication via email (elections@elbertcounty-co.gov), and U.S. Mail.

Should you require any further information or have any questions regarding the IGA, please do not hesitate to reach out to me directly at 303 387-0123, or 303 946-9525, or via email at dquintana@dcsdk12.org. We look forward to your feedback and continued collaboration.

Thank you,

Debbey Quintana



INTERGOVERNMENTAL AGREEMENT

DOUGLAS COUNTY CLERK AND RECORDER &

Douglas County School District RE-1

REGARDING THE CONDUCT AND ADMINISTRATION OF:

NOVEMBER 4, 2025 COORDINATED ELECTION

SHERI DAVIS, DOUGLAS COUNTY CLERK AND RECORDER
DOUGLAS COUNTY ELECTIONS
CASTLE ROCK, CO 80109
303-660-7444



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*REQUIRES (OR MAY REQUIRE) A SIGNATURE

INTENT TO COORDINATE

JURISDICTION: Douglas County School District RE-1

Designated Election Official: Debbey Quintana

 Check here if your Jurisdiction WILL NOT participate in this election.

Please mail or email this page to Douglas County Elections, 125 Stephanie Place, Castle Rock, CO 80109, or Elections@douglas.co.us.

✓ **Check here if your Jurisdiction WILL participate in this election.**

Please complete the remainder of this packet and mail or email it to Douglas County Elections, 125 Stephanie Place, Castle Rock, CO 80109, or Elections@douglas.co.us.

Submitting a BALLOT ISSUE(s)?

YES

☒ NO

How many?

A ballot issue is a matter arising under Article X Section 20 of the Colorado Constitution as defined in sections 1-41-102 (4) and 1-41-103 (4). It is a **tax/TABOR issue**.

Submitting a BALLOT QUESTION(s)?

YES

☒ NO

How many?

A ballot question is a matter involving a citizen petition or referred measure other than a ballot issue. It is a **non-tax question**.

Submitting a CANDIDATE CONTEST(s)?

☒ YES

NO

How many? Four (4)

PARTICIPATION AGREEMENT

This INTERGOVERNMENTAL AGREEMENT ("Agreement") is between the Douglas County Board of County Commissioners on behalf of the Douglas County Clerk and Recorder (referred to as the "County") and the Jurisdiction (referred to as the "Jurisdiction"). The "County" and "Jurisdiction" are referred to collectively as the "Parties".

Under the Uniform Election Code of 1992 (Articles 1-13 of Title 1, C.R.S.), governmental entities are encouraged to cooperate and consolidate elections to reduce taxpayer expenses.

If more than one political subdivision holds an election on the same day in November, and the eligible electors for each election are the same or the boundaries overlap, the County Clerk and Recorder is the Coordinated Election Official (referred to as the "CEO") and conducts elections on behalf of political subdivisions utilizing the mail ballot procedures outlined in Article 7.5 of Title 1.

The Parties agree this election shall be conducted as a coordinated election following the Uniform Election Code of 1992 (Articles 1-13 of Title 1, C.R.S.), or any other Title of C.R.S. governing the participating Jurisdiction's election matters, as well as the Colorado Constitution, and the Colorado Secretary of State (SOS) Rules (referred to as the "Code").

The Parties agree that section 1-7-116, C.R.S. applies, and it is in the best interest of taxpayers and electors to enter into this Agreement to conduct the coordinated election as authorized under Article XIV, Section 18 of the Colorado Constitution, and sections 1-7-116 and 29-1-203, C.R.S.

SECTION I.
DEFINITIONS AND JOINT RESPONSIBILITIES
(Information Only)

1.01 DEFINITIONS

- A. **Coordinated Election Official** (CEO) is the Douglas County Clerk and Recorder, who acts as the Coordinated Election Official as defined within the Code.
- B. **Contact Officer** is the person identified by the County to act as the primary liaison with the Jurisdiction. Under the authority of the CEO, the Contact Officer is responsible for the coordination of the election with the Jurisdiction and the procedures to be completed by the County.
- C. **Canvass Board** is a group of representatives appointed by the major political parties before the election. The canvass is the audit function of the election and the process of reconciling the number of ballots counted to the number of voters who voted. The Canvass Board will meet no later than the 22nd day after the election to certify the abstract of votes cast.
- D. **Designated Election Official** (DEO) is the person identified by the Jurisdiction to act as the primary liaison with the Contact Officer. The DEO is responsible for the election procedures that must be handled by the Jurisdiction as specified within the Code and this Agreement.
- E. **Logic and Accuracy Test** (LAT): The county must conduct a Logic and Accuracy Test on its voting equipment at least 21 days before the election. Voting devices must be tested before they are used in an election. One registered elector from each major political party is required to serve on the Logic and Accuracy Testing Board.
- F. **Risk Limiting Audit** (RLA): This audit provides strong statistical evidence that the election outcome is correct. The number of ballots required to conduct an RLA will vary based on the smallest margin of the contest selected by the Secretary of State and the risk limit. The smaller the margin, the more ballots to audit. The smaller the risk limit, the more ballots to audit. The Audit Board is appointed by the major political parties and must complete its report no later than 5:00 p.m. one business day before the canvass deadline. At least one member of each major political party's Canvass Board will serve as an observer of the audit.
- G. **TABOR** (Taxpayer Bill of Rights) is a constitutional provision (Colo. Const. art. X, § 20) that requires voter approval for tax increases and the issuance of ballot issue notices before the election.

1.02 JOINT RESPONSIBILITIES

The Parties agree to the statutory and regulatory requirements for coordinated elections and ballot issue notices (TABOR) and will adhere to all applicable provisions of the Code that are necessary or appropriate to perform the duties required.

The Parties agree to their official responsibilities in the conduct of the election, including responsibilities under the Fair Campaign Practices Act and any local ordinances concerning fair campaign practices.

1.03 JURISDICTION

The Jurisdiction encompasses territory within Douglas County. This Agreement applies only to the portion of the Jurisdiction within Douglas County.

- If the Jurisdiction is entirely contained within Douglas County, the Contact Officer establishes the ballot number and order under 1-5-407(5), C.R.S.
- If the Jurisdiction is split among more than one county, the Contact Officer will coordinate with other counties to agree upon the ballot number and order per Colorado SOS Election Rule 4.2.

SECTION II.
COUNTY AND JURISDICTION RESPONSIBILITIES
(Information Only)

The County and the Jurisdiction will each perform their respective duties and/or functions as outlined in this Agreement:

2.01 COUNTY RESPONSIBILITIES:

- A. Assist the Jurisdiction on any matter related to the election to ensure smooth and efficient operations by designating a Contact Officer to act as the primary liaison between the County and the Jurisdiction. This does not include providing legal advice.
- B. Provide an Address Confirmation Form (Appendix A) accompanied by an Address Library Report and Jurisdiction Boundary Map that defines Jurisdictional boundaries using residential street ranges based on County Assessor records. The Address Library Report will include the address report from the Secretary of State voter registration system, which defines street addresses within the Jurisdiction.
- C. Verify any Address Library Report errors, omissions, and/or corrections identified by the Jurisdiction against County Assessor data, and where appropriate, modify street ranges to accurately define the eligible electors within the Jurisdiction.
- D. Contract for the mail ballot packets to be used in the election (ballot, voter instructions, and official return envelope) and remit payment directly to the vendor.
- E. Provide ballot layouts compliant with the Code for proofreading and signature approval by the Jurisdiction before final ballot printing.
- F. Mail the ballot packets as required by the Code.
- G. Provide a certified list of the Jurisdiction's registered voters, as requested.
- H. Conduct all associated tasks relating to election judges, including eligibility, placement, training, and oversight in the conduct of the election.
- I. Conduct all functions of the Canvass Board to certify election results and provide the Jurisdiction with a copy of all election statements required under the Code.

- J. Prepare and conduct the Logic and Accuracy Test.
- K. Publish and post the required legal notices under 1-5-205(1), C.R.S.
- L. Refer members of the public and press to the DEO regarding specific questions about the Jurisdiction's ballot measures or candidates.
- M. Provide all necessary equipment, system programming, and personnel for ballot tabulation.
- N. Conduct and oversee the process of counting ballots and reporting results.
- O. Conduct a recount of the ballots cast if required by law, requested by the Jurisdiction, or requested by an interested party as allowed by the Code.
- P. Prepare and conduct the Risk Limiting Audit before certifying election results.
- Q. Provide the Jurisdiction with an invoice for all expenses incurred under this Agreement.
- R. Archive and maintain all election records as required by the Code.

2.02 JURISDICTION RESPONSIBILITIES:

- A. Identify a DEO who is responsible for the Jurisdiction's statutory and regulatory requirements in the conduct of the election.
- B. Notify the Contact Officer if the Jurisdiction is shared by an additional county or counties.
- C. Provide a copy of the Ordinance or Resolution stating that the Jurisdiction has adopted the exclusive use of the Code for the conduct of the election and that the Jurisdiction will participate in the coordinated election following the terms and conditions of this Agreement.
- D. Confirm sufficient funds are available and appropriated in the Jurisdiction's approved budget to pay for election expenses. The Jurisdiction recognizes that the County cannot accurately predict the exact cost for the election, but agrees it will pay its calculated prorated share and has appropriated sufficient funds to do so.

- E. Return this Intergovernmental Agreement with all required information and signatures completed on or before the seventieth (70) day before the election per the Code.
- F. May appoint one representative to participate in the Canvass Board. If there is not a representative appointed, an employee of the Douglas County Clerk and Recorder will be appointed on the Jurisdiction's behalf by the Contact Officer.
- G. May appoint one representative to participate in the Logic and Accuracy Test. If there is not a representative appointed, an employee of the Douglas County Clerk and Recorder will be appointed on the Jurisdiction's behalf by the Contact Officer.
- H. May choose to appoint an observer for the Risk Limiting Audit. If there is not a representative appointed, an employee of the Douglas County Clerk and Recorder will be appointed on the Jurisdiction's behalf by the Contact Officer.
- I. Certify Jurisdictional boundaries by completing and returning the Address Confirmation Form or the Jurisdiction Boundary Map (Appendix A).
- J. Review all candidate petition information, if applicable, and verify the information against voter registration records, and where applicable, county assessor records per 1-4-908, C.R.S. After review, the DEO will notify the candidate of the number of valid signatures and whether the petition is sufficient or insufficient. Upon determining that the petition is sufficient, and after the time for protest has passed, the DEO will certify the candidate to the ballot and notify the Contact Officer.
- K. The DEO will refer correspondence and calls relating to the election outside of the DEO's expertise to the Contact Officer for response.
- L. Determine ballot measure titles and text. Certify candidates, the number of selections a voter should make (e.g., Vote for One), and whether there is a certified write-in candidate. Provide the list of ballot measures and candidate contests electronically to the Contact Officer in a plain text format, on or before the sixtieth (60) day before the election, no later than 5:00 p.m. (Appendix E and Appendix F).

The ballot content must be certified in the order in which it will appear on the ballot and must include specific instructions (e.g., Vote for One, etc.). The certified list of candidates and ballot measures will be final, and the Contact Officer is not responsible for making any changes after the certification, except those prescribed by statute. The use of all capital letters is reserved for tax (TABOR) issues only, per the Code.

Use APPENDIX E: BALLOT MEASURES FORM, APPENDIX F: CANDIDATE CONTESTS FORM, and APPENDIX H: BALLOT ISSUE NOTICE TEMPLATE to create and submit ballot content and ballot issue notices in the correct format.

- M. At the time ballot content is certified to the County, the DEO or candidates will provide the phonetic pronunciation of each candidate's name for use on the ADA-accessible audio ballot. Record a voice message at (303) 663-6279 and include the candidate's name, jurisdiction, and title of office no later than sixty (60) days before the election.
- N. Indicate whether ballot content is a referred measure or an initiative from a citizen petition. The Jurisdiction understands and agrees that any ballot content not submitted according to statutory deadlines may result in candidates, issues, or questions not being on the ballot for the coordinated election.
- O. Proofread the layout and text of the Jurisdiction's portion of the official ballot, and if applicable, of the Ballot Issue Notices booklet (TABOR Book), and provide written confirmation (in electronic format) of acceptance before printing.
 - a. **Approval or requested changes must be provided to the Contact Officer within four (4) hours of the Jurisdiction receiving ballot layout and text from the county and within two (2) hours of the Jurisdiction receiving the proof for any Ballot Issue Notices to be included in the TABOR Book.**
 - b. This may require availability outside of normal business hours. Such acceptance is final, and no changes will be made after written notice (in electronic format) is given to the Contact Officer. Failure to respond by the deadline will be considered acceptance "as is". A penalty for delay or rework of the ballot or TABOR Book will result in an additional fee to the Jurisdiction for all associated costs to fix or correct Jurisdictional errors.
- P. Perform the following tasks if Jurisdictional property owners are eligible to vote:
 - a. Notify Contact Officer of the Title under which the political subdivision is formed, and specifically which property owners are eligible to vote in the election.
 - b. Provide a certified list of eligible property owners, as determined by the Jurisdiction, who:
 - i. Own property within the Jurisdiction, appear on the State of Colorado list of registered voters, and reside at an address that is not within the boundaries of Douglas County ("Out of County" property owners); or,

- ii. Own property within the Jurisdiction, appear on the Douglas County list of registered voters, reside at an address that may not match the property address as shown on the County Assessor's list, but is within the boundaries of Douglas County ("In County" property owners).
 - c. Coordinate directly with the Douglas County Assessor's Office (303-660-7450) or visit their website to obtain the list of all recorded owners of taxable real and personal property at apps.douglas.co.us/assessor/advanced-search/.
 - d. Exclude non-person entities, property owners not living in the state of Colorado, property owners not registered to vote, and property owners who reside in the district and will already receive a mail ballot.
 - e. Submit the list as a clearly named Microsoft Excel electronic file. The spreadsheet must include only one (1) eligible elector's name per line. Each line must consist of the following separated fields: Last name, first name, middle name, mailing address, city, state, zip, parcel number, phone number (if available), and voter identification number.
- Q. Publish and post any required legal notices for the Jurisdiction's ballot content (other than the notice required by 1-5-205(1), C.R.S., which Douglas County will publish), and email a copy of the published legal notice to the Douglas County Recording Office at recording@douglas.co.us, to provide an official record.
- R. Provide phone support on Election Day from 7:00 am – 7:00 pm. A designated phone support contact person for the Jurisdiction must be provided upon execution of this Agreement. Emergency contact information must also be provided for this purpose.
- S. Notify the Contact Officer within 24 hours of the completion of the final ballot tabulation whether a recount is required or desired. The Jurisdiction will reimburse the County for the full cost of the recount. If other Jurisdictions are included in the recount, the cost will be prorated among the participating Jurisdictions per 1-10.5-101, C.R.S., and SOS Rule 10.9.5.
- T. Within thirty (30) days from the date of receipt of a recount invoice, the Jurisdiction must remit total payment to the County.
- U. Pay any additional or unique election costs resulting from Jurisdiction delays, mistakes, recounts, and/or special preparations or cancellations relating to the Jurisdiction's participation in the coordinated election. Charges are \$1.00 per registered voter (with a minimum charge of \$1,000) not including publication cost, excess ballot column inches

cost (\$2,000 for exceeding five (5) column inches), special text formatting cost for italics, underlining, bullet points, numbering, tables, strike-through text, or indentations (\$500 if applicable), the use of all capital letters for non-TABOR issues per the Code, or TABOR Notice costs with a (minimum charge of \$500).

Illustrative Pro-Rated Costs Table if costs of TABOR Notice were \$3,744.57 and other public notices were \$66.58.

Registered Voters	Eligible Property Owners	TABOR Households	Content Length Over 5 Inches	Basic Coordination Charge	TABOR Notice Charge (min. \$500)	Excess Content Length Charge	Public Notice Charge	Special Formatting Charge	Total Charges
302858	0	134985	10.75	\$302,858.00	\$14,351.52	\$21,500.00	\$4.88	\$ -	\$338,714.40
79	63	42	4.00	\$1,000.00	\$ 500.00	\$8,000.00	\$4.88	\$ -	\$9,504.88
46097	0	0	14.75	\$46,097.00	\$0	\$29,500.00	\$4.88	\$500.00	\$75,601.88
140	0	60	8.75	\$1,000.00	\$500.00	\$17,500.00	\$4.88	\$ -	\$19,004.88
253	106	120	0.50	\$1,000.00	\$500.00	\$1,000.00	\$4.88	\$ -	\$2,504.88

SECTION III.
CANCELLATION OF ELECTION
(Information Only)

3.01 CANCELLATION OF ELECTION BY THE JURISDICTION

In the event the Jurisdiction resolves to cancel the election, notice must be provided to the Contact Officer immediately. The Jurisdiction is responsible for the full cost of election activities incurred both before and after the Contact Officer receives notice of cancellation. The Jurisdiction must provide and publish the cancellation notice per the Code. If the Jurisdiction resolves to cancel the election after the deadline for the DEO to certify ballot order and content to the Contact Officer, the text provided by the Jurisdiction cannot be removed from the ballot and/or the TABOR Book.

SECTION IV.
MISCELLANEOUS

4.01 NOTICES

Notices required under this Agreement are deemed received and effective: (1) three days after they have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; 3) or upon email receipt, to the address of the Parties as indicated here:

To County:

Sheri Davis
Douglas County Clerk and Recorder
Elections Division
125 Stephanie Place
Castle Rock, Colorado 80109

Email: Elections@Douglas.co.us

To Jurisdiction:

(Enter Contact and address information)

Douglas County School District RE-

Debbey Quintana

620 Wilcox Street, Castle Rock, CO 80104

dquintana@dcsdk12.org

4.02 TERM OF AGREEMENT

The term of this Agreement shall continue until all statutory requirements concerning the conduct of the coordinated election are fulfilled.

4.03 AMENDMENT

This Agreement may be amended only in writing and following the same formality as the execution of the initial Agreement.

4.04 INTEGRATION

The Parties acknowledge that this Agreement constitutes the sole Agreement between them relating to the coordinated election and does not include any oral statements made by the Parties' employees, agents, or officers.

4.05 CONFLICT OF AGREEMENT WITH LAW, IMPAIRMENT

If any provision in this Agreement conflicts with the Code or other statute, this Agreement will be modified to conform to such law. No resolution of either party to this Agreement can impair the rights of the CEO or the Jurisdiction without the consent of the other party.

4.06 TIME OF ESSENCE

Time is of the essence for this Agreement. The time requirements for the completion of the tasks in this Agreement are determined by the Code. Failure to comply with the terms and deadlines outlined in this Agreement or the Code may result in consequences up to and including termination of this Agreement.

4.07 GOOD FAITH

The Parties implement this Agreement in good faith and will act in good faith in all matters that require joint or general action.

4.08 NO WAIVER OF GOVERNMENTAL IMMUNITY ACT

The Parties understand and agree that they, their commissioners, officials, officers, directors, agents, and employees, are relying on and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act (CGIA) Sections 24-10-101 - 120, C.R.S., or otherwise available to the County or the Jurisdiction. To the extent the CGIA imposes varying obligations or contains different waivers for cities and counties, both the Jurisdiction and the County agree that they will remain liable for their independent obligations under the CGIA, and neither party shall be the agent of the other or liable for the obligations of the other.

4.09 NO THIRD-PARTY BENEFICIARIES

The enforcement of the terms and conditions of this Agreement and all rights of action relating to its enforcement are strictly reserved for the County and the Jurisdiction. Nothing contained in this Agreement allows a claim or right of action by anyone other than the Parties.

SIGNATURE PAGE

The execution of this Agreement between the Parties is effective on the latest date noted below. **Sign and date here:**

COORDINATED ELECTION OFFICIAL:

Douglas County Clerk and Recorder

Date

THE BOARD OF COMMISSIONERS OF THE COUNTY OF DOUGLAS, COLORADO:

(Board signature required if coordination cost will exceed \$25,000)

Douglas County Board of County Commissioners Chairperson

Date

Attest – Clerk to the Board

APPROVED AS TO FISCAL CONTENT:

Douglas County Director of Finance

APPROVED AS TO LEGAL FORM:

Douglas County Attorney

JURISDICTION SIGNATURES:

By: Christy Williams

Date: Aug 24 2025

Title: President, Board of Education

By: Becky Myers

Date: Aug 24 2025

Title: Secretary, Board of Education

Attest (Name/Title): Debbey Quintana/DEO Debbey Quintana August 25, 2025 _____

APPENDIX A: ADDRESS CONFIRMATION FORM

JURISDICTION NAME: Douglas County School District RE-1

The address ranges identified in the **Address Library Report** provided with this Agreement represent all current addresses within the Jurisdiction according to the Douglas County Elections Voter Registration System address report. Douglas County Elections only maintains residential addresses, not business or commercial addresses.

Review the **Address Library Report** to confirm the address ranges are accurate and include all residential addresses within your Jurisdiction. These addresses will be used to identify eligible electors within the Jurisdiction. It is the Jurisdiction's responsibility to know all current addresses within its boundaries.

If there is an error in the **Address Library Report**, please note it in the table below and sign this form. If there are no errors, omissions, and/or corrections, it is still essential to sign, date, and return this form to Douglas County Elections.

Section 1

Enter information in the table, if applicable. If more space is needed, please create a separate document.

Street Name	Dir.	Street Type	Low/High Range	Odd/Even	Zip Code	Notes
Example: Main	E	St.	101/603	Even	80104	

Section 2

Enter all counties the Jurisdiction includes:

County Name(s):

Douglas

Elbert

If the Jurisdiction does not include more than one county, write N/A here: _____

FOR PROPOSED DISTRICTS: Provide a certified legal description, map, and street listing (including street ranges).

Please indicate if any of the above information is being submitted to Douglas County Elections electronically. ELECTRONIC FILE(S) SENT ON: August 25, 2025
(Enter Date Here)

PROVIDE SIGNATURE

I have reviewed the Jurisdiction's **Address Library Report** provided by Douglas County Elections and certify it to be a true and accurate description of the address ranges defining boundaries of the Jurisdiction, except for any discrepancies that are noted on this form.

Sharon Caldwell

Signature

Aug 25 2025

Date

ANNEXATIONS, INCLUSIONS, EXCLUSIONS

This form may be used in conjunction with the provided **Jurisdiction Boundary Map** in place of reviewing and verifying the provided Address Library Report.

JURISDICTION NAME: Douglas County School District RE-1

To ensure Douglas County Elections has the most current information, please complete either Section 1 or Section 2 below regarding any Annexations, Inclusions, and Exclusions for your Jurisdiction.

Section 1

Since January 1 of the current year, the Jurisdiction has approved (check all that apply):

☐ Annexations

☐ Inclusions

☐ Exclusions

All supporting documents on the applicable Annexation(s), Inclusion(s), or Exclusion(s) are attached to this form and should be used by Douglas County Elections to update address information for the Jurisdiction.

By signing below, I acknowledge and certify that the information is true and accurate.

Sharon Caldwell

Aug 25 2025

Signature

Date

Section 2

I acknowledge and certify the Jurisdiction has not approved any Annexation(s), Inclusion(s), or Exclusion(s) since January 1 of the current year.

By signing below, I acknowledge and certify that the information is true and accurate.

Sharon Caldwell

Aug 25 2025

Signature

Date

APPENDIX B: CONTACT INFORMATION FORM

Please enter your Jurisdiction's information.

Jurisdiction: Douglas County School District RE-1

Designated Election Official: Debbey Quintana
Name
620 Wilcox Street
Mailing Address
Castle Rock, CO 80104
City, State, Zip
dquintana@dcsdk12.org
Email
303-946-9525
Phone

Represented by: __ Mary Klimesh, General Counsel
Attorney / Law Firm
__ 620 Wilcox Street
Mailing Address
_ Castle Rock, CO, 80129
City, State, Zip
_ mklimesh@dcsdk12.org
Email
__ 303-387-0138
Phone

Per this Agreement, please indicate the Jurisdiction representative(s) who will participate in the following activities:

REQUIRED PARTICIPATION

Election Day phone support for citizen inquiries

November 4, 2025, 7:00 a.m. – 7:00 p.m.

Name: Debbey Quintana

Phone: 303-946-9525

dquintana@dcsdk12.org Email:

OPTIONAL PARTICIPATION

If a representative is not designated for these optional activities, the Douglas County Elections office will designate a staff member to serve on behalf of the Jurisdiction.

Logic and Accuracy Test (LAT)

(Enter date, time, location, info)

Name: Debbey Quintana

Phone: 303 946-9525

Email: dquintana@dcsdk12.org

Risk Limiting Audit (RLA)

(Enter date, time, location, info) Additional days may be needed.

Name: Debbey Quintana

Phone: 303 946-9525

Email: dquintana@dcsdk12.org

Canvass Board and Final Certification of Election

(Enter date, time, location, info)

Name: Debbey Quintana

Phone: 303 946-9525

Email: dquintana@dcsdk12.org

Douglas County Contact Information
(Information Only)

- Douglas County Coordinated Election Official:
Sheri Davis, Clerk and Recorder
301 Wilcox Street, Castle Rock, CO 80104
clerk@douglas.co.us
303-663-7364
- Douglas County Contact Officer
Jack Twite Jr.
125 Stephanie Place, Castle Rock, CO 80109
jtweite@douglas.co.us
303-814-7618
- Douglas County Deputy Director of Elections
Jack Twite Jr.
125 Stephanie Place, Castle Rock, CO 80109
jtweite@douglas.co.us
303-814-7618
- Douglas County Senior Assistant Attorney
Chris Pratt
100 Third Street, Castle Rock, CO 80104
cpratt@douglas.co.us
303-660-7321

APPENDIX C: IMPORTANT DATES
(Information Only)

EVENT	DATE
Last day to provide in writing to the County Clerk & Recorder Notice of Intent to coordinate for the 2025 Coordinated Election (-100 days)	July 25
Last day to return signed IGA to the Contact Officer (-70 days)	August 26
Last day to return completed Address Confirmation Form (Appendix A) or Boundary Map to ensure accurate voter information (-70 days)	August 26
Last day to submit certified ballot order and content to the Contact Officer (-60 days)	September 5
Last day for Secretary of State to certify state ballot order and content to county clerk (-57 days)	September 8
Last day to mail ballots to Uniformed and Overseas electors (UOCAVA) (-45 days)	September 20
Last day to submit Ballot Issue Notice (TABOR) Language and summarized Pro/Con & Fiscal Impact Statements to Contact Officer (-43 days)	September 22
Logic and Accuracy Test (LAT)	September 26
Logic and Accuracy Test (LAT) – Alternate Date	September 29
Ballots mailed to voters (-22 days)	October 10
Ballot Drop Boxes open (-15 days minimum)	October 10
Last day voter can request our office mail a ballot (-8 days)	October 27
Voter Service and Polling Centers (VSPCs) open (-15 days)	October 27
ELECTION DAY	November 4, 7 AM – 7 PM
Risk Limiting Audit (RLA)	November 18 (Additional days may be needed)
Canvass Board and Final Certification of Election	November 21
Canvass Board and Final Certification of Election – Alternate date	November 24
Final Certification of Election deadline	November 26

APPENDIX D: IGA CHECKLIST

Use this checklist to track and complete all items as outlined in this Agreement. Dates reflect the Douglas County Elections timeline based on statutory requirements and deadlines.

✓	DATE	EVENT
	July 25	Provide in writing to the County Clerk and Recorder notice of intent to coordinate.
	Month of August	Receive and review the Agreement and accompanying documents from the Contact Officer, including important District addressing verification.
	August 26	<ul style="list-style-type: none"> • Complete and return all required documents of the Agreement via mail or email to the Contact Officer, jtweite@douglas.co.us. • Provide a copy of the Ordinance or Resolution outlining intent to participate in the coordinated election. • Provide a statement to confirm sufficient funds to pay for election expenses are available and appropriated in the Jurisdiction's approved budget. • For PROPOSED DISTRICTS: Provide a certified legal description, map, and street listing (including street ranges).
	September 5	<ul style="list-style-type: none"> • Provide certified ballot content and order to the Contact Officer. C.R.S 1-5-203(3). Refer to Section 2.02 (L) of the IGA for specific requirements. USE TEMPLATES PROVIDED IN APPENDIX H AND I. • As applicable, provide phonetic pronunciation of each candidate's name via voicemail. Refer to Section 2.02 (M) of the IGA for instructions. • Proofread ballot layout and text for Jurisdiction's portion of the official ballot and provide written acceptance of content or written notice of necessary changes. Refer to Section 2.02 (O) of the IGA for instructions.
	September 22	Provide Contact Officer with full text of any required ballot issue notices (TABOR) and all summarized pro/con statements. USE TEMPLATE PROVIDED IN APPENDIX G.

	October 1	For elections where property owners are eligible electors: Provide all applicable eligible property owner list(s). Refer to Section 2.02 (P) of the agreement and APPENDIX A for instructions and requirements.
	October 10	For elections where property owners are eligible electors: Provide a supplemental list of applicable eligible property owner(s) for eligible voters not submitted in the original list from October 1. Refer to Section 2.02 (P) of the agreement and APPENDIX A for instructions and requirements.
	November 4, 2025	ELECTION DAY Jurisdiction phone support is required during voting hours from 7:00 a.m.-7:00 p.m. to provide information as needed to the Douglas County Elections office, public, or media.
	Post-Election Day	<ul style="list-style-type: none"> • Notify Contact Officer within 24 hours of completion of final ballot tabulation if a recount is required. • Remit payment within 30 days of receipt of billing invoice.

DOUGLAS COUNTY SCHOOL DISTRICT RE-1
RESOLUTION CONCERNING A COORDINATED ELECTION TO BE CONDUCTED ON
NOVEMBER 4, 2025

WHEREAS, on November 4, 2025, an election will be held within the Douglas County School District RE-1 (“District”) concerning the selection of school directors for Director Districts B, D, E, and G; and

WHEREAS, because the election will be held as part of the coordinated election, the Board of Education (“Board”) of the District desires for the Clerk and Recorder of Douglas County (“Douglas County Clerk”) and the Clerk and Recorder of Elbert County (“Elbert County Clerk”) to conduct the election on behalf of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE DOUGLAS COUNTY SCHOOL DISTRICT RE-1 IN THE COUNTIES OF DOUGLAS AND ELBERT AND STATE OF COLORADO:

1. The District shall follow the election provisions of articles 1 to 13 of title 1, Colorado Revised Statutes (the “Uniform Election Code”).
2. On or before September 5, 2025, the Board hereby authorizes and directs the officers of the District to certify the list of candidates to the Douglas County Clerk and Elbert County Clerk.
3. The election shall be conducted as a coordinated election in Douglas and Elbert Counties pursuant to the provisions of the Uniform Election Code and the terms, conditions, and timelines of any intergovernmental agreements with the Douglas County Clerk and Elbert County Clerk. The Superintendent is hereby authorized to execute and deliver, for and on behalf of the District, one or more intergovernmental agreements with the Douglas County Clerk and Elbert County Clerk pursuant to C.R.S. § 1-7-116.
4. All acts required or permitted by the Uniform Election Code relevant to voting by mail-in/absentee ballots, early voters’ ballots, emergency mail-in/absentee ballots, and other matters that are to be performed by the designated election official, shall be performed in Douglas County by the Douglas County Clerk and in Elbert County by the Elbert County Clerk.
5. Ronnae Brockman is hereby appointed the authorized election official of the District for purposes of performing acts required or permitted by law in connection with the election, including without limitation, as necessary, the publication of a Notice of Election to be published in accordance with the Uniform Election Code.
6. The directors, officers, and employees of the District are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution in accordance with Colorado law.
7. All actions not inconsistent with the provisions of this Resolution, heretofore taken by the directors, officers, and employees of the District, directed toward holding the election for the purposes stated herein are hereby ratified, approved, and confirmed.

8. All prior acts, orders, or resolutions, or parts thereof by the District that may be in conflict with this Resolution, if any, are hereby repealed, except that this repealer shall not be construed to revive any act, order, or resolution, or part thereof, heretofore repealed.

9. This Resolution shall take effect immediately upon its passage.

ADOPTED AND APPROVED this 10th day of June, 2025, by a vote of 7-0.

AYES: Geiger, Meek, Moore, Myers, Thompson, Williams, Winegar

NAYS: N/A

DOUGLAS COUNTY SCHOOL DISTRICT RE-1



By: Christy Williams
Christy Williams, President
Board of Education

By: Becky Myers
Becky Myers, Secretary
Board of Education

(6) There are no bylaws, rules or regulations of the Board which prevent the immediate adoption of the Resolution set forth in the foregoing proceedings.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said District, this June 10, 2025.



Becky Myers

Becky Myers, Secretary Board of Education
Douglas County School District, Number Re-1

EXHIBIT A

(Attach Notice of Meeting)



AGENDA

TYPE: Board Meeting

DATE: 6/10/2025 **TIME:** 5:00 PM

LOCATION: DCSD Admin Building - Board Room 3rd Floor, 620 Wilcox St., Castle Rock 80104

DETAILS: Jun 2025 - 1

Available seating is contingent on room capacity restrictions and provided on a first-come basis or lottery system, if necessary. Community members can also view this meeting via livestream at the following YouTube link: <https://youtube.com/live/tED0DCX8ipQ?feature=share>

5:00 PM	Call to Order and Roll Call	
	1. Call to Order	Info
	2. Roll Call	Info
5:03 PM	Pledge of Allegiance	
	3. Pledge of Allegiance	Info
5:05 PM	DCSD Spotlight	
	4. Recognition of Colorado Middle School Athletic Director of the Year - Mark Sikora, Mountain Ridge Middle School	Info
	5. Recognition of Outgoing Board Committee Members	Info
5:15 PM	Acceptance of Agenda	
	6. Acceptance of Agenda	Action
5:20 PM	Superintendent Reports	
	7. Superintendent Updates (10 Minutes)	Info
5:30 PM	Public Comment	
	8. Public Comment	Info
6:30 PM	Adoption of Consent Agenda	Action
	9. Adoption of Consent Agenda: Staff Recommendations, Detailed in Agenda Items #10-#19 Organized for Board of Education Block Approval	Action
	10. SY 2025-2026 State Treasurer's Interest Free Loan Program	Action
	11. Approval of the SY 2024-2025 Final Revised Budget Resolutions and Executive Summary	Action
	12. Approval of Resolution Concerning a Coordinated Election to be Conducted on November 4, 2025	Action
	13. Approval of Change Order for Chaparral High School Track Resurfacing	Action
	14. 5-year (SY 2025-2030) Contract and Budget – Data Center Colocation.	Action
	15. 2025-2026 Supplier Spend Estimated to Surpass Board of Education Threshold Specified in Policy DJ	Action
	16. Approval of Course Proposal	Action
	17. Approval of Personnel Changes	Action
	18. Approval of SY 2025-2026 Adopted Budget Resolutions and Financial Plan and Budget	Action

	19. Consideration of Waiver to Superintendent's Contract	Action
6:40 PM	Adoption of Joint Motion Agenda	Action
	20. Approval of Minutes	Action
6:45 PM	Study/Action Items	
	21. Adoption of 2025-2026 Master Capital Plan (20-Minute Presentation 10-Minute Q&A)	Info/Action
7:15 PM	Recess	
	22. Recess	Info
7:30 PM	Convene in Executive Session	
	23. Convene in Executive Session for the Board to hold conference with its attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b), regarding legal obligations and legal ramifications related to approving Renaissance's charter application with conditions and/or related to denying Renaissance's charter application with conditions."	Action
8:00 PM	Study/Action Items II	
	24. Board Decision Concerning the Charter School Application Submitted by Renaissance Charter School (5-Minute Presentation 20-Minute Q&A)	Info/Action
	25. Superintendent Monitoring Report on Executive Limitation 2, Treatment of Students, Parents/Guardians and Community Members (10-Minute Discussion)	Info
8:35 PM	Policy Governance	
	26. Review of School Year 2025-2026 Board of Education Proposed Budget and School Year 2024-2025 Third Quarter Board Budget (10-Minute Discussion)	Info
	27. Board of Education Self-Evaluation of Governance Process 1.8, Board Members' Code of Conduct (10-Minute Discussion)	Info
	28. Board of Education Self-Evaluation of Governance Process 1.0, Board's Purpose (10-Minute Discussion)	Info
	29. Board of Education Self-Evaluation of Governance Process 1.5, Agenda Planning (10-Minute Discussion)	Info
	30. Board Policy KI, Visitors to the Schools (10-Minute Discussion)	Info
	31. Selection of Voting Delegate for the Colorado Association of School Boards' (CASB) 2025 Delegate Assembly (10-Minute Discussion)	Action
	32. Consideration of Resolution Concerning School District Expertise on Home Rule Commission (10-Minute Discussion)	Info/Action
	33. Board Agenda Calendar for the 2025-2026 School Year (10-Minute Discussion)	Info
9:55 PM	Board of Education Reports	
	34. President Report	Info
	35. Vice President Items	Info
	36. Director Items, Board Committee and Liaison Reports	Info
10:05 PM	Adjournment	
	37. Adjournment	Action

A Board of Education Retreat is scheduled for July 26, 2025. The next regular meeting of the Board of Education is scheduled for August 19, 2025.

**RESOLUTION OF THE BOARD OF EDUCATION
OF
DOUGLAS COUNTY SCHOOL DISTRICT RE-1**

REGARDING APPOINTMENT OF DESIGNATED ELECTION OFFICIAL

WHEREAS, the Douglas County School District, Number RE-1 (the “District”), in the Counties of Douglas and Elbert and the State of Colorado, is a public corporation duly organized and existing under the Constitution and the laws of the State of Colorado; and

WHEREAS, the members of the Board of Education of the District (the “Board”) have been duly elected, chosen and qualified; and

WHEREAS, the Board expects to participate in the biennial school election on November 4, 2025, for the election of Director Districts, B, D, E, and G, which shall be coordinated with the County Clerk and Recorder of each of Douglas and Elbert Counties (the “Clerks”); and

WHEREAS, in order to coordinate the election with the Clerks, the Board is required to designate a person who is responsible for running the election for the District; and

WHEREAS, the Board previously appointed a designated election official at its June 10, 2025, Board Meeting but is now in need of appointing a new person who is responsible for running the election for the District; and

WHEREAS, pursuant to Section 1-7-116(2), C.R.S., political subdivisions for which the county clerk and recorder will conduct the coordinated election shall enter into an agreement with the county clerk and recorder for the conduct of the coordinated election; and

WHEREAS, subject to approval of such agreements by the Board at a public meeting, the Board desires to enter into such agreements no later than August 26, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF DOUGLAS COUNTY SCHOOL DISTRICT, NUMBER RE-1, IN THE COUNTIES OF DOUGLAS AND ELBERT AND THE STATE OF COLORADO:

Section 1. Ratification and Approval of Prior Actions. All action heretofore taken (not inconsistent with the provisions of this resolution) by the Board, or the officers or agents of the Board or the District, relating to the election is hereby ratified, approved and confirmed.

Section 2. Appointment of Designated Election Official. Debbey Quintana is hereby appointed as the designated election official of the District for purposes of performing acts required or permitted by law in connection with the election.

Section 3. Repealer. All bylaws, orders and resolutions of the District, or parts thereof, inconsistent with this resolution or with any of the documents hereby approved, are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed as reviving any bylaw, order or resolution of the District, or part thereof, heretofore repealed.

Section 4. Effective Date. This resolution shall be in full force and effect upon its passage and adoption.

ADOPTED AND APPROVED this 19th day of August, 2025, by a vote of 7-0.

AYES: Geiger, Meek, Moore, Myers, Thompson, Williams, Winegar

NAYS: N/A

DOUGLAS COUNTY SCHOOL DISTRICT RE-1



Christy Williams

By:

Christy Williams, President, Board of Education

Becky Myers

By:

Becky Myers, Secretary, Board of Education

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said District, this August 19, 2025.



Becky Myers

Becky Myers, Secretary Board of Education
Douglas County School District, Number RE-1

EXHIBIT A

(Attach Notice of Meeting)



Agenda

TYPE: Board Meeting

DATE: Tuesday, August 19, 2025

TIME: 5:00 PM

LOCATION: DCSD Admin Building - Board Room 3rd Floor, 620 Wilcox St., Castle Rock 80104

DETAILS:

Available seating is contingent on room capacity restrictions and provided on a first-come basis or lottery system, if necessary. Community members can also view this meeting via livestream at the following YouTube link: https://youtube.com/live/-sYerI9_cp8?feature=share

1. **[5:00 PM] Call to Order**
2. **Roll Call**
3. **[5:03 PM] Pledge of Allegiance**
4. **[5:05 PM] DCSD Spotlight**
 - 4.1 Recognition of Commander Rob Rotherham from the Douglas County Sheriff's Office for his years of service to the Douglas County School District.
 - 4.2 Donation of Save Stations to the Douglas County School District
5. **[5:15 PM] Acceptance of Agenda**

That the Board of Education approves the Agenda as presented.
6. **[5:20 PM] Superintendent Reports**

Superintendent Updates (10-Minutes)
7. **[5:30 PM] Public Comment**
8. **[6:30 PM] Adoption of Consent Agenda**

representative vacancy.

8.9 Approval of New Membership | Mill Bond Oversight Committee (MBOC)

[MBOC Chair Letter to the BOE August 2025.pdf](#) 

The Mill Bond Oversight Committee (MBOC) approved a motion to recommend new members to the committee and respectfully forwards its recommendation to the Board of Education for approval. The MBOC Chair provided a summary of the nominees.

8.10 Approval of United Health Care (UHC) Supplier Spend

[UHC Supplier Spend Purchasing Thresholds 25-26 SY.pdf](#) 

8.11 Approval of Project Wayfinder Supplier Spend

[Project Wayfinder Purchasing Thresholds 24-25 SY.pdf](#) 

An end-of-year contingency request submitted after the Board's last meeting for SY 24-25 resulted in a savings of \$64,000 to the District but caused the SY 24-25 obligations for payment to Project Wayfinder to exceed the \$500,000 threshold requiring Board approval. Supplier Project Wayfinder is a supplier of information technology products and licenses to the District and total payment during SY 24-25 was \$594,793. Ratification of this payment during SY 24-25 is being sought from the Board of Education.

8.12 Approval of Reinstatement, Ratification, and Amendment of Pinery Park-n-Ride Lease Agreement

[08.19.2025 ESB - Pinery Park-n-Ride Lease Agreement.pdf](#) 

This Lease Reinstatement is for the Pinery Park-n-Ride located on a portion of the Northeast Elementary School Site. The Park-n-Ride is approximately 10,800 square feet, serves one bus route, and offers 79 parking spaces. The Regional Transportation District has leased this space from DCSD since 2002 when the original Lease Agreement was executed. The lease expired in June 2024.





RTD pays the District rent in the amount of \$1,000 per month. This amount has been adjusted from the \$600 per month rental price in the original 2002 Lease Agreement. The new lease term is through 2029.

8.13 Approval of Addendum No.1 - MOA Architecture - Elementary School 51

[Addendum 01 to Architect Agreement - MOA Architecture - ES51- Partially Executed.pdf](#) 

The Douglas County School District (DCSD) hired MOA Architecture to



10. [6:45 PM] Study Items

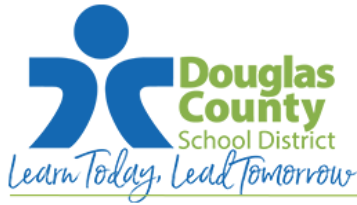
- 10.1 Mill Bond Oversight Committee (MBOC) Presentation and Bond Update (30-Minute Presentation | 10-Minute Discussion)
[MBOC-Bond Update.pdf](#) 
[MBOC Chair Letter to the BOE August 2025.pdf](#) 
Responsibilities of the Mill Bond Oversight Committee (MBOC) Bylaws state that the MBOC shall report at least annually to the Board of Education regarding the status of the MLO/Bond expenditures.
- 10.2 Family, Staff, and Student Survey Data (15-Minute Presentation|10-Minute Discussion)
Monitoring Report: EL 2, Treatment of Students, Parents/Guardians, and Community Members
[DCSD BOE 2025 Survey Update.pdf](#) 
[BOE Monitoring Report EL 2 - UPDATED 8-25.pdf](#) 

[7:50 PM] RECESS

- 10.3 [8:05 PM] Strategic Plan Update (30-Minute Presentation | 20-Minute Discussion)
[8-19-2025 DCSD Strategic Plan.pdf](#) 

11. [8:55 PM] Policy Governance

- 11.1 Presentation of Colorado School Finance Project (CSFP) (10-Minute Discussion)
[Douglas County Re 1 School Finance Fact Sheet 8May25.pdf](#) 
Colorado School Finance Project (CSFP) References - [Google Drive Link](#)
- 11.2 Approval of Board Budget Revision (10-Minute Discussion)
[Board Budget - August Board Meeting.pdf](#) 
- 11.3 Approval of Board Committee Priorities (10-Minute Discussion)



August 25, 2025

I, Jana Schleusner am the Chief Financial Officer for the Douglas County School District RE-1 confirm sufficient funds are available in the School District's budget to pay election expenses.

Jana Schleusner

Jana Schleusner

Chief Financial Officer,

Douglas County School District