

**CASB SAMPLE  
Declaring finalists – board**

**RESOLUTION DECLARING FINALISTS FOR SUPERINTENDENT OF THE  
\_\_\_\_\_ SCHOOL DISTRICT**

WHEREAS, the Board of Education has lawfully conducted a superintendent search pursuant to Colo. Rev. Stat. § 24-6-402(3.5); and

WHEREAS, the Board has decided upon [ ## ] finalist(s) for the position of Superintendent;

NOW, THEREFORE, BE IT RESOLVED AND DECLARED BY THE BOARD OF EDUCATION OF \_\_\_\_\_ SCHOOL DISTRICT:

The following persons are finalists for the position of Superintendent for \_\_\_\_\_ School District:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

Approved this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by a vote of \_\_\_\_\_.

\_\_\_\_\_  
President, Board of Education

Attest: \_\_\_\_\_  
Secretary, Board of Education

**CASB SAMPLE**  
**Declaring finalists – superintendent search committee**

**RESOLUTION DECLARING FINALISTS FOR SUPERINTENDENT OF THE  
\_\_\_\_\_ SCHOOL DISTRICT**

WHEREAS, the Board of Education has lawfully appointed a search committee to conduct a superintendent search pursuant to Colo. Rev. Stat. § 24-6-402(3.5); and

WHEREAS, the Superintendent Search Committee has screened the applicants and conducted preliminary interviews, where appropriate, and recommended [ ## ] finalist(s) for consideration to the Board of Education; and

WHEREAS, the Board of Education has reviewed and accepted the Superintendent Search Committee’s recommendations;

NOW, THEREFORE, BE IT RESOLVED AND DECLARED BY THE BOARD OF EDUCATION OF \_\_\_\_\_ SCHOOL DISTRICT:

The following persons are finalists for the position of Superintendent for \_\_\_\_\_ School District:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

Approved this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by a vote of \_\_\_\_\_.

\_\_\_\_\_  
President, Board of Education

Attest: \_\_\_\_\_  
Secretary, Board of Education

**CASB SAMPLE  
Appointment of superintendent**

**RESOLUTION APPOINTING A FINALIST AS SUPERINTENDENT OF  
\_\_\_\_\_ SCHOOL DISTRICT**

WHEREAS, the Board of Education has considered the candidates included in District's list of finalists for the position of Superintendent; and

WHEREAS, the Board of Education has selected a finalist to appoint as Superintendent; and

WHEREAS, the Board declared its finalists at least 14 days before the Board of Education makes this appointment pursuant to Colo. Rev. Stat. § 24-6-402(3.5);

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF  
\_\_\_\_\_ SCHOOL DISTRICT:

The following person is appointed to the position of Superintendent for \_\_\_\_\_ School District: \_\_\_\_\_

Approved this \_\_\_ day of \_\_\_\_\_, 20\_\_, by a vote of \_\_\_\_\_.

\_\_\_\_\_  
President, Board of Education

Attest: \_\_\_\_\_  
Secretary, Board of Education