

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: December 05, 2023

NUMBER: 24-064

FR: Office of the Superintendent

SUBJECT: Acceptance of
Resignation from a
School Board Member;
Ellen Coffin, Noorvik

ABSTRACT:

Board approval is required for School Board resignations.

ISSUE:

At issue is to accept the letter of resignation from Ellen Coffin who serves a NWABSD Board Member serving in Seat C, representing Kiana, Kivalina, Noatak and Noorvik and declare the seat vacant.

BACKGROUND AND/OR PERTINENT INFORMATION:

A School Board member who wishes to resign may do so by submitting his/her written resignation to the School Board.

The Board shall declare the board member's seat vacant upon acceptance of the resignation.

The Board may accept the resignation with a deferred effective date.

The School Board may declare a regional school board seat vacant if the person elected resigns. *A letter of resignation dated, October 11, 2023 was received from Ellen Coffin of Noorvik resigning as a Board Member.* Ellen Coffin currently is in seat C, representing Kiana, Kivalina, Noatak and Noorvik, term ending 2025.

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment. When making an appointment to the Board, the Board desires to draw from the widest possible number of candidates.

The Board shall:

1. Provide candidates with appropriate information regarding Board member responsibilities.
2. Announce names of candidates and accept public input either in writing or at a public meeting.
3. Interview the candidates at a public meeting.
4. Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

ALTERNATIVES:

1. Accept the letter of resignation from Ellen Coffin who serves a NWABSD Board Member serving in Seat C, representing Kiana, Kivalina, Noatak and Noorvik and declare the seat vacant as presented;
2. Do not accept the letter of resignation from Ellen Coffin who serves a NWABSD Board Member serving in Seat C, representing Kiana, Kivalina, Noatak and Noorvik and declare the seat vacant as presented;

ADMINISTRATION'S RECOMMENDATIONS:

The administration recommends that the Board accept the letter of resignation from Ellen Coffin who serves a NWABSD Board Member serving in Seat C, representing Kiana, Kivalina, Noatak and Noorvik and declare the seat vacant as presented.