



Sonya Skan  
831 Peterson St.  
Ketchikan, AK 99901  
4/26/2021

Kim Hodne  
President  
Ketchikan Gateway Borough School District, Board of Education

Dear fellow Board members:

It is with regret that I tender my resignation from the KGBSD school board, effective immediately.

I am grateful for having had the opportunity to serve on the board for the past 2 years and 6 months, and I offer my best wishes as the school year moves forward. My health has been suffering for over a year and I cannot continue anymore at this time.

I do hope that some point in the future that I may be able to run again but for now this is unfortunately something I cannot continue. Thank you all for this opportunity to serve you during this immensely trying time and I only hope to see things get better and continue to get better in the district. Wishing you all the best.

Sincerely,

Sonya Skan  
Vice President

**RESIGNATION**

A School Board member who wishes to resign must submit 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.

*(cf. 9223 - Board Vacancies)*

*Legal Reference:*

*ALASKA STATUTES  
14.08.045 Vacancies*

**BOARD VACANCIES**

The School Board may declare a School Board seat vacant if the person elected:

1. fails to qualify for Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office while serving as a School Board member,
5. no longer resides within the boundaries which he/she was elected to represent and a two-thirds vote of the Board declares the seat vacant.

*(cf. 9220 - School Board Election)*

The School Board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

Three consecutive unexcused absences from regular Board meetings shall be sufficient cause for the Board to declare a Board vacancy.

*(cf. 9121 - President)*  
*cf. 9320 - Meetings)*

**Appointment to the Board**

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.

**BOARD VACANCIES** (continued)

The Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the Board.
3. Provide candidates with appropriate information regarding Board member responsibilities.
4. Announce names of candidates and accept public input either in writing or at a public meeting.
5. Interview the candidates at a public meeting.
6. 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.

*Legal Reference:*

ALASKA STATUTES  
*14.08.041 Regional School Boards*  
*14.08.045 Vacancies*  
*14.08.081 Recall*  
*14.12.070 Vacancies*  
*14.14.080 Declaring a School Board vacancy*  
*29.26.240 - 29.26.360 Recall*



Ketchikan Gateway Borough School District

Kerry Watson, Board Clerk

Phone: 907-247-2142; E-Mail: Kerry.Watson@k21schools.org

## Memo

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To: School Board  
From: Kerry Watson, Clerk to the Board  
Date: April 30, 2021 for May 4, 2021 special meeting  
RE: Proposed timeline for filling vacant seat

Upon declaring a seat on the Board vacant, the following timeline might be used to meet the 30-day requirement to fill the vacancy:

May 4, 2021 - Accept resignation and declare seat vacant.

May 5, 2021 - Begin advertising the vacant seat, solicit applications or letters of interest.

May 19, 2021 - Deadline for submitting applications/ letters of interest. (This allows for the names of candidates to be included on the agenda for the May 26, 2021 meeting.)

May 26, 2021 - Candidates interviewed\* and appointee selected during regularly scheduled meeting.

*\* Previous practice has been to develop a slate of questions that each candidate answers with opportunity for follow up on specific responses.*