

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
REGULAR MEETING AGENDA STATEMENT**

**NO: 9a**

**SPECIAL MEETING OF:** April 2, 2025

**ITEM TITLE:**

Acceptance of the resignation of Tom Heutte from the Board of Education effective immediately and declare his seat vacant.

**SUBMITTED BY:** Chloe Hall, School Board Clerk

**CONTACT PERSON/TELEPHONE:**

Chloe Hall, 907-247-2109  
School Board Clerk    Phone

**APPROVED FOR SUBMITTAL:**

Michael Robbins, 907-247-2109  
Superintendent                      Phone

SUMMARY STATEMENT: The Board is being asked to accept the resignation of Tom Heutte from the Board of Education, declare his seat vacated and initiate a process to fill the seat.

BACKGROUND: Member Tom Heutte submitted a letter of resignation on May 16, 2025.

ISSUE: Per Board Bylaw 9222: "The Board shall declare the board member's seat vacant upon acceptance of the resignation." Board Bylaw 9223 also describes the process for soliciting candidates and appointing a candidate to the Board.

**ATTACHMENTS:**

Tom Heutte's resignation letter  
Board Bylaw 9222  
Board Bylaw 9223  
Suggested timeline for filling the vacant seat

RECOMMENDED ACTION: It is recommended that the Board accept the resignation immediately, declare the seat vacant; and agree to a timeline and process for appointing a new member at a Special meeting in June, 2025.

RECOMMENDED MOTION: "I move that the Board of Education accept the resignation of Tom Heutte from the Board of Education, effective immediately and declare the seat vacant."

From: **Tom Heutte** <[tom.heutte@k21schools.org](mailto:tom.heutte@k21schools.org)>

Date: Fri, May 16, 2025 at 9:31 AM

Subject: Resignation

To: Katherine Tatsuda <[katherine.tatsuda@k21schools.org](mailto:katherine.tatsuda@k21schools.org)>

I am resigning from the school board effective immediately.

Tom Heutte

Board of Education

Ketchikan Gateway School District

**Resignation**  
**BP 9222.00**  
**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

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
Revision Date: 12/10/08

## **Board Vacancies**

**BP 9223.00**

# **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.

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  
Adoption Date: 10/13/99



## Memo

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To: School Board  
From: Chloe Hall, Board Clerk  
Date: May 23, 2025 for Regular meeting of May 28, 2025

Regarding the Proposed timeline for filling a vacant seat on the Board of Education.

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 28, 2025** - Accept resignation and declare seat vacant

**May 29, 2025**- Board Clerk begins advertising the vacant seat and soliciting applications.

**June 20, 2025** - Deadline for submitting applications (This allows for the names of candidates to be included on the agenda for a special meeting in the last week of June 2025.)

**June 23-27, 2025** - Candidates interviewed\* and an appointee selected during a special meeting, by majority vote.

\*There is a slate of questions that each candidate answers, with opportunity for follow up on specific responses.