

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: August 28, 2026

NUMBER: 27-022

FR: Office of the Superintendent

SUBJECT: Acceptance of
Resignation from a
School Board Member;

ABSTRACT:

Board approval is required for School Board resignations.

ISSUE:

At issue is to accept the letter of resignation from Shannon Melton, who serves as an NWABSD Board Member in Seat F, Representing District 6 (Buckland, Deering, Selawik), 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 with the effective date of July 29, 2026, was received from Shannon Melton of Buckland, resigning as a Board Member. Shannon Melton is currently in seat F, Representing District 6 (Buckland, Deering, Selawik), with a term ending in 2027.

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 Shannon Melton, who serves as a NWABSD Board Member serving in Seat F, Representing District 6 (Buckland, Deering, Selawik), and declare the seat vacant as presented;
2. Do not accept the letter of resignation from Shannon Melton, who serves as a NWABSD Board Member serving in Seat F, Representing District 6 (Buckland, Deering, Selawik), and declare the seat vacant as presented;

ADMINISTRATION'S RECOMMENDATIONS:

The administration recommends that the Board accept the letter of resignation from Shannon Melton, who serves as a NWABSD Board Member serving in Seat F, Representing District 6 (Buckland, Deering, Selawik), and declare the seat vacant as presented.

Subject: Fwd: Resignation
Date: Wednesday, July 29, 2026 at 12:28:17 PM Alaska Daylight Time
From: S Melton
To: Kristen Walker

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----- Forwarded message -----
From: **S Melton** <sticket99727@gmail.com>
Date: Tue, Jun 23, 2026 at 1:16 PM
Subject: Resignation
To: <Mhanson@nwarctic.org>

Good afternoon Margaret.

I would like to resign my seat on the board. I find myself too busy now that the fishing season is starting, Also with my job. I don't have any way to access my email so I wasn't aware of the meeting.

So I will just resign my seat for Buckland.

Thank you for the opportunity to be there for our kids and region.

Shannon Melton