

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 23, 2026

NUMBER: 26-167

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP
4117.2/4217.2/4317.2 All
Personnel - Resignation;
Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4117.2/4217.2/4317.2 All Personnel - Resignation.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the second reading of the proposed revisions to BP 4117.2/4217.2/4317.2 All Personnel - Resignation within the Personnel series.

This update merges the classified and certified resignation policies BP 4117.2 and BP 4217.2. This update simplifies the process for an employee to resign.

The Board Policy Committee reviewed the proposed changes and recommends approval.

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4117.2/4217.2/4317.2 All Personnel - Resignation as presented;
2. Do not approve the second reading of the proposed revisions to BP 4117.2/4217.2/4317.2 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4117.2/4217.2/4317.2 All Personnel - Resignation as presented.

BP 4117.2/4217.2/4317.2 CERTIFICATED ALL PERSONNEL - RESIGNATION

The Superintendent or designee is authorized to accept the written resignation of any employee on behalf of the School Board, and the resignation shall become effective immediately upon acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

Note: *The Alaska Professional Teaching Practices Commission recommends that districts adopt a policy which addresses the situation of a teacher's request to resign during the teacher's contract term, or abandoning the position without notice. The PTPC further recommends a policy that addresses what procedures the school district will follow when recruiting a teacher currently under contract with another district, including a teacher who has not obtained a written release from that district. The PTPC will implement possible sanctions against a teacher who unilaterally breaches his or her employment contract. The following language can be revised to reflect your district's needs.*

A certificated staff member should provide notice as early as possible to the eDistrict when the staff member knows that he or she does not plan to return for the following school year. The eDistrict will agree to release a certificated staff member who ~~terminates has signed~~ a contract provided notice is given to the eDistrict, in writing, post-marked on or before June 30th. ~~thirty calendar days prior to the staff member's first contract day of the school year.~~

If a request to release a certificated staff member from his or her contract is made after June 30th ~~when fewer than thirty calendar days remain before the staff member's first contract day, or anytime thereafter~~, the eDistrict will consider filing a Professional Teaching Practices Commission (PTPC) complaint. When considering if the filing of a PTPC complaint is warranted, the eDistrict will weigh any mitigating circumstances including, but not limited to, factors impacting the staff member's family or health, factors related to the staff member's expectations regarding employment or working conditions, or unforeseen changes in the circumstances impacting the staff member's ability to continue employment with the eDistrict.

If a certificated staff member is currently under contract with the eDistrict and the eDistrict learns the staff member has contracted with another eDistrict without obtaining a written release, the eDistrict will file a PTPC complaint against the staff member.

The eDistrict will not contract with a certificated staff member under contract with another district unless the staff member provides a written release from the current employer. If the eDistrict contracts with a certificated staff member who has not disclosed that he/she is under contract with another school district, the eDistrict

reserves the right to terminate the contract for material misrepresentation and to file a PTPC complaint.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

[4 AAC 18.010](#) *Teachers' and administrators' contracts*

[20 AAC 10.020](#) *Code of ethics and teaching standards*

~~*Revised: June 05, 2012*~~

Adopted: June 09, 2004

Revised: June 05, 2012

Revised:

Northwest Arctic Borough School District