

Browning Public Schools
Board Agenda Request
 Meeting To Be Held: February 13, 2024



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignations	<input type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input checked="" type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other: _____
	This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide

Date: 2/8/24

To: Board of Trustees

From: Corrina Guardipee-Hall

Title: Superintendent of Schools

Subject: Waiver of 5% Penalty Fee for Early Resignation 2023-2024

Description: Corrina Guardipee-Hall, Superintendent, is requesting that the School Board waive the 5% liquidated damages for Ashlynn Marasco due to early resignation. Her last day of work was February 2, 2024. The Employment Contract 2023-2024, Section 6 (six) states that the employee shall provide a written request to the Superintendent at least thirty (30) days prior to the date by which the Employee seeks to be released from his/her obligations under the contract. The written request must include the following:

- a) An explanation of the reasons for the requested release;
- b) A separate, signed letter of resignation;
- c) Payment for the liquidated damage sum referenced above.

Financial Impact: \$1,179.14 (98 days x \$240.64 = \$23,582.89 x 5%)

Funding Source (Budget/grant, etc.): N/A

Attachment(s): Request letter

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

January 25th 2024

Dear Browning School Board of Trustees,

I am writing to inform you of my recent resignation from the Parent Community Outreach Program as Browning Public Schools McKinney Vento Liaison. I have been very fortunate to be able to work in this capacity at BPS and feel that I truly thrive in my position in the district. I appreciate the opportunity and board approval to have a great experience with BPS District. I am confident that the PCOP team will continue to serve students with minimal disruption upon my departure.

I am requesting that the school board waive the 5% payment upon severing my contract prior to the full term. Thank you for your consideration of this request. For further elaboration of my resignation please contact me if needed. (408) 450 - 5642

Best regards,

A handwritten signature in black ink that reads "Ashlynn Marasco". The signature is written in a cursive, flowing style.

Ashlynn Marasco
