

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 26, 2022



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|---------------------------------|--|--|---|
| 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: July 20, 2023

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John Salois
Title: Director of Human Resources

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

Description: Crystal Tailfeathers is requesting that the School Board waive the 5% liquidated damages for early release of her contract due to her resignation from her Director of Finance 2023-2024 Professional Technical Contract. Her last day of work is July 13, 2023. 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: \$3,677.13

Attachment(s): Waiver Letter & Employee Contract (Section 6: Resignation, is relevant section)

Superintendent Action: ☐ Approve ☐ Denied ☐ Deferred Initial & Date _____

Comments: _____

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

July 13, 2023

Board of Trustees:

This letter is regarding the penalty fee. I am requesting the board of trustees waive the penalty fee for early release of my contract. I am experiencing health issues from work related stress. I have medical documentation to support this.

I would like to thank the board of trustees for allowing me the opportunity to serve the Browning School District. If you need anything else from me, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Crystal Tailfeathers". The script is cursive and fluid, with the first name "Crystal" and last name "Tailfeathers" clearly legible.

Crystal Tailfeathers
