

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 4, 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 checked="" 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 checked="" type="checkbox"/> Elementary (only)	<input type="checkbox"/> High School/District Wide	

Date: 1/4/24

To: Corrina Guardipee-Hall
Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Request for Waiver of 8% Penalty Fee for Early Resignation 2023-2024

Description: Verna Smith-Yallup resigned on 12/13/23 and is requesting that the School Board waive the 8% liquidated damages for early release of her contract due to resignation of her position, of 3rd Grade Teacher at BES, for medical reasons. Section six (6) of the Certified Agreement 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:

- 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: \$3,056.40

Attachment(s): Resignation and Waiver Request

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

Comments: _____

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

December, 15, 2023

Dear BPS Administration,

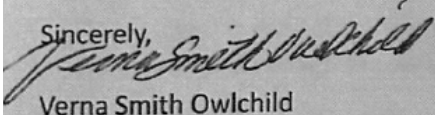
Please accept this letter as a formal notification that I (Verna Smith Owlchild) will be *resigning* from my newly teaching position at Browning Elementary School.

Thank you so much for having confidence and giving me the opportunity to work in this position as a 3RD grade teacher. Due to my recent medical updates, I feel it is best to step down and focus on my own health concerns. I believe the students deserve a teacher, whom will be present on a daily basis, and can undertake the duties assigned to him/her.

I humbly ask that the district please **waive** the early out **contract fee**, due to the medical condition situation, for which I have no control over.

I wish Browning Public Schools continued success, and I hope to stay in touch in the future.

Sincerely,



Verna Smith Owlchild

RECEIVED

DEC 15 2023