

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: May 31, 2023



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignations                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other: \_\_\_\_\_  
This action request pertains to  Elementary (only)                       High School/District Wide

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**Date:**      May 23, 2023

**To:**      Corrina Guardipee-Hall  
                    Superintendent of Schools

**From:**      John Salois  
**Title:**      Director of Human Resources

**Subject: Request for Waiver of 5% Penalty for Early Release from Contract 2022-2023**

**Description:** Charmaine Arcand is requesting that the School Board waive the 5% liquidated damages for the remaining amount of her salary due to early resignation from her 2022-2023 contract.

**Financial Impact: \$710.00**

**Attachment(s):** Waiver Letter

**Superintendent Action:**    Approved    Denied    Deferred      Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)    Approved    Denied    Tabled to: \_\_\_\_\_

Charmaine Arcand  
RE: Waiver

Board of Trustees  
Browning Public Schools  
P.O. Box 610  
Browning, MT 59417

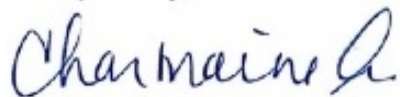
May 19, 2023

Dear Members of the Board,

I understand I am leaving my position earlier than expected, but I have stayed true to my words and did my best to complete any outstanding tasks and projects before my departure. I am kindly asking you to accept this letter as my request to waive the 5% penalty fee for ending my contract early.

Thank you for your time.

Respectfully,

A handwritten signature in blue ink that reads "Charmaine Arcand". The signature is written in a cursive, flowing style.

Charmaine Arcand