

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 9/12/23



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<b>Recognition:</b>	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
<b>Information:</b>	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
<b>Action:</b>	<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

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**Date:** July 20, 2023

**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 William Kennedy due to receiving a letter of resignation in lieu of alternative options. His last day of work was September 1, 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: \$3,004.00**

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