

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/27/23



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: Sept. 22, 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: Lynne Keenan is requesting that the School Board waive the 8% liquidated damages for early release of her contract due to her resignation from Consumer Science Teacher 2023-2024. Her last day of work is September 8, 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: \$3,899.86

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: _____

9/22/23

I Lynne Benson would like to ask to waive the 8% penalty of resigning the Consumer Science position at Middle School for the reason of medical reason. I did not know that if I didn't sign my contract I would have the 8% penalty.