

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: March 29, 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:**        March 21, 2023

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

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

**Subject: Request to Waive Penalty for Early Release from Contract 2022-2023**

**Description:** Benjamin Lawrence is requesting that the School Board waive the 5% liquidated damages for early release of his contract due to early resignation from his 2022-2023 contract.

**Financial Impact: \$660.55**

**Attachment(s):** Resignation Letter

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

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

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

February 1, 2023

Letter of Explanation

-I would like to request that the board waive the 5% penalty from leaving.

-I understand that by terminating my employment, I will be ending my month-to-month apartment lease at the Napi Elementary. February will be my last month in this apartment.

-Given my living circumstances, I would like to make a request: I would like my resignation to remain completely confidential until two weeks prior to March 1. If this means that my resignation is put on the March board agenda, then please make this possible.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Lawrence", written in a cursive style.

Benjamin Lawrence

CR Hall  
3/7/23