

## Todd County School District Policy: CFP

### **RESIGNATION OF ADMINISTRATIVE STAFF**

If an administrative staff member resigns from his/her position during the current contract term effective prior to the end of the current contract term, or resigns a contract for the following year if a contract for the following year has already been entered into between the District and administrator, written notice must be given to the board. A liquidated charge of four percent (4%) of the contract for which the resignation is being submitted will be assessed. The Board will not accept the resignation unless a certified check for the amount of liquidated damages accompanies the letter of resignation. Should a resignation not be effectuated as set forth above and the administrator not be present to fulfill the administrator's contractual obligations, the Board will initiate proceedings pursuant to SDCL 13-42-10 to suspend the administrator's certificate.

LEGAL REFS.: SDCL 13-4210; 13-42-12

ADOPTED: April 18, 1983  
REVISED: March 14, 1994  
REVISED: November 9, 1992  
REVISED: March 14, 1994  
REVIEWED: August 24, 2015  
REVISED: November 26, 2018