

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: January 29, 2025



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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:**     January 23, 2025

**To:**        Rebecca Rappold  
                  Superintendent of Schools

**From:**     Beverly Sinclair  
**Title:**     Director of Human Resources

**Subject: Resignation**

**Description:** The following resignation has been accepted by the Superintendent:

✚ Serenity Sinclair, Personal Care Attendant-BHS Effective 2-5-2025

**Financial Impact:** N/A

**Attachment(s):** Resignation Letter

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

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

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

January 22, 2025

Dear Superintendent Rappold,

I am writing you my two-week notice as I will be leaving my position as a PCA here at BHS. My last day will be Wednesday, February 5, 2025.

While my experience here at BHS has been great, I will be moving and starting a new job. Thank you for giving me the opportunity to work for BPS for the last 3 years. I have enjoyed working with my team and working with and guiding all our students here in the self-contained classroom.

I will be committed to my job like I have been up until my last day, I will miss you all; again, it's been a pleasure working for BPS.

Sincerely,  
Serenity Sinclair

Received

JAN 23 2025

Browning Schools-HR Dept.

*Rebecca A. Rappold*