

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: June 11, 2024



---

**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

---

**Date:**   June 4, 2024

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

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

**Subject: Resignation**

**Description:** The following resignation have been approved by the Superintendent:

✚ Shanna LittleDog-Leon, Attendance Clerk-BES, Effective 5-31-2024

**Financial Impact:** N/A

**Attachment(s):** Resignation Letter

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

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

---

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

6/3/24, 9:14 AM

Browning Public Schools Mail - Fwd: Shanna LittleDog-Leon Resignation



Linda Baker <lindab@bps.k12.mt.us>

---

**Fwd: Shanna LittleDog-Leon Resignation**

2 messages

---

**Beverly Sinclair** <beverlys@bps.k12.mt.us>  
To: Linda Baker <LindaB@bps.k12.mt.us>

Fri, May 31, 2024 at 10:51 AM

Linda,

Please have Carlene add this resignation to the June 11, 2024 Board Agenda.

Thanks,

**Bev Sinclair; MBA, SHRM-SCP**  
**Director of HR**  
**BPS #9**  
**406-338-2715; X4281**  
**beverlys@bps.k12.mt.us**

Received

JUN 03 2024

Browning Schools-HR Dept.

A handwritten signature in black ink, appearing to read 'Cheryl Hall', is written over the typed name of the HR department.

----- Forwarded message -----

From: **Sheila Hall** <sheilah@bps.k12.mt.us>  
Date: Fri, May 31, 2024 at 9:22 AM  
Subject: Re: Shanna LittleDog-Leon Resignation  
To: Shanna LittleDog-Leon <shannal@bps.k12.mt.us>  
Cc: Beverly Sinclair <beverlys@bps.k12.mt.us>, Dennis Juneau <DennisJ@bps.k12.mt.us>, Rebecca Rappold <rebeccar@bps.k12.mt.us>

Shanna,

Your resignation has been received, this will be put on the next board meeting. I wish you the best in your new employment.

On Fri, May 31, 2024 at 8:38 AM Shanna LittleDog-Leon <shannal@bps.k12.mt.us> wrote:

**Shanna LittleDog-Leon**  
**Browning Elementary Attendance Clerk**  
**(406)338-2740**  
**ext 4800**  
**Browning Public Schools**  
**112 1st Ave SW**  
**Browning MT 59417**

--  
Sheila Hall  
Browning Elementary  
Principal

---

**Beverly Sinclair** <beverlys@bps.k12.mt.us>  
To: Linda Baker <LindaB@bps.k12.mt.us>

Mon, Jun 3, 2024 at 8:40 AM

Shanna's resignation letter.