

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 31, 2018



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: January 23, 2018

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Resignations

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

🚩 Brenda Hoyt, Secretary, High School, Effective 2/2/2018

Attachment(s): Letter of Resignation

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

January 11, 2018

Ms. Corrina Guardipee Hall
Superintendent
Browning Public Schools

Please accept this letter as my official notification to take early retirement from Browning Public Schools. My retirement will be effective February 2, 2018.

I have given this decision a great deal of consideration and reflection. Although this decision has not been an easy one to make I have decided that it is in my best interest. I have enjoyed my time at Browning High School and appreciate the opportunities that I have had as an employee. I will miss the daily interaction with our students but hope to continue the relationships that I have built while working here. My work with the students and relationships that were built were an enriching and rewarding experience, one that I will miss immensely.

I have shared as much information as possible with my co-workers to make the transition of my departure as smooth as possible. My efforts until my end date will be wrapping up projects and providing supports until my departure. Please rest assured that I will provide my full dedication and commitment, as always, until then.

Once again, I am thankful for the opportunities I have been provided with while working for Browning Public Schools and I wish the best success for them in the years to come.

Sincerely,



Brenda Hoyt

Corrina B. Hall
1/19/18