

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 14, 2019



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: May 7, 2019

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Resignation

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

✚ Sandra Rivas, Site Supervisor, Food Services, Effective: 04/25/2019

Financial Impact: NA

Attachment(s): Resignation Letter

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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

Sandra C. Rivas
PO BOX 1935
Browning, MT 59417
406-338-3969

Received
APR 25 2019

Browning Schools-HR Dept.

To: Ms. Lynne Keenan
Food Services Director
and
Mrs. Corrina Guardipee-Hall
Superintendent of Schools
Browning Public Schools
PO BOX 610
Browning, MT 59417

April 25, 2019

Dear Ms. Keenan and Mrs. Guardipee-Hall,

Please accept this letter as notification that I wish to resign from my position as Site Supervisor within BPS Food Services, with effective from the date above.

It is with a heavy heart that I leave the position which I have assumed for the past nine months, but due to on-going health issues of continuous headaches/migraines (medical doctors are still attempting to accurately diagnose), I find it is no longer possible to continue my duties with the school district. I also want to prepare for family circumstances that will require my full attention (my eighty-eight-year-old mother-in-law will be moving in with our family) for full-time assisted living.

I am aware that I should have given you a two week notice of my intentions, but due to my inability to report to work for the previous six weeks, I feel it is in the best interest of the school district, supervisor, co-workers, staff, and students to have an immediate resignation so the process of hiring a new site supervisor can start immediately for the next school year.

Please let me know if I may be of assistance in training my replacement or to help the transition as smooth as possible; I would be available in a limited capacity.

Sincerely,



Sandra C. Rivas

CS Hall
4/25/19