

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 14, 2025



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: December 27, 2024

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:

🚩 Melanie HeavyRunner, BHS Head Secretary, Effective 12-20-2024

Financial Impact: N/A

Attachment(s): Resignation Letter

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

Comments: _____

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

Melanie Heavy Runner

Re: Resignation Letter

Board of Trustees

Browning Public Schools

PO Box 610

Browning, MT 59417

Rebecca A. Tappin
12/9/24

December 9, 2024

Dear Board of Trustees,

Please accept this letter as my formal resignation as the Head Secretary at Browning High School. My last day will be December 20, 2024.

I would like to take the time to thank you for giving me the opportunity working for the district the last 3 years almost 4 years. I have enjoyed working with all of the students at Browning High School. It has been a great experience.

Before I leave, I will do my best to complete any outstanding tasks that need to be completed to the best of my ability. If you have any questions, please feel free to contact me.

Again, thank you for this opportunity to work at Browning Public Schools.

Sincerely,

Melanie Heavy Runner
Melanie Heavy Runner