

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 9, 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: December 29, 2023

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Beverly Sinclair
Title: Director of Human Resources

Subject: Resignation

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

🚩 Melanie Magee, GEAR-UP Coordinator, Effective 6-14-2024

Financial Impact: N/A

Attachment(s): Letter of Resignation

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

Comments: _____

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

December 5, 2023

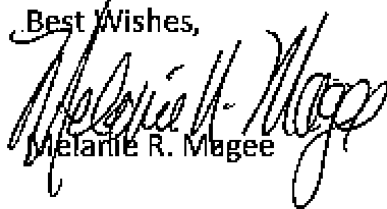
To Whom It May Concern:

It is with bittersweet feelings that I submit this letter of resignation from my position as GEAR UP Coordinator for Browning Public Schools. It has been immensely rewarding to have been a part of middle and high school student's lives in helping them prepare for their futures. I am not retiring but just ready for a new adventure.

I have already shared this news with my building administrators but wanted to make it official so that we have enough time to advertise, recruit and get a new person hired and ready to go for next school year.

My last day will be the last day of my contract this year i.e., June 14, 2024. I truly have appreciated the opportunity to work for the District for the last 24 years!

Best Wishes,


Melanie R. Magee