

Browning Public Schools
Board Agenda Request
Meeting To Be Held: March 29, 2017



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: March 21, 2017

To: John Rouse
 Superintendent of Schools

From: Jason Andreas
Title: Director of Human Resources

Subject: Resignations

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

✚ Sandra Rivas, Accounting Clerk (Personnel Benefits), Administration, Effective 03/31/2017

Attachment(s): Letter of Resignations

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
rivas@3rivers.net

To: John Rouse, Superintendent
Browning Public Schools #9

Dear Mr. Rouse,

I regret to inform you that I am resigning from my position as personnel benefits clerk for Browning Public Schools.

My last day of employment will be March 31, 2017.

Thank you for the opportunity I was allowed in providing assistance with the business office and administering and supervising the health insurance program for the school district. I have truly enjoyed being able to provide superior customer service to various staff members throughout my tenure with the school district.


Please let me know if I can be of any assistance during this transition. I would be glad to help however I can.

Sincerely,



Sandra C. Rivas
Personnel Benefits Clerk

cc: Jason Andreas, HR Director
Stacy Edwards, Finance Director

Accepted

3/20/17