

This action request pertains to ☐ Elementary (only) ☐ High School/District Wide

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

Our district's activities could not operate as smoothly without Josephine's commitment and tireless efforts. She manages all student activity funds for grades K-12, processing every purchase order, and handling all travel arrangements and room reservations for athletics. She is also responsible for every home game money till, concession stand till, and cash register reconciliation, ensuring accuracy and accountability at every event.

In addition to these responsibilities, Josephine serves as the Athletic Director's Administrative Assistant, a role she fulfills with diligence, professionalism, and unwavering reliability. She consistently goes above and beyond, making personal sacrifices to ensure that our students have successful experiences both home and away.

Josephine spends more time in our schools than nearly anyone else, aside from the Athletic Director, and her commitment is evident in everything she does. She works tirelessly to represent Browning Schools at the highest level, and her contributions are invaluable to the success of our programs.

On a personal note, I could not have stepped into this position without Josephine's guidance and support. My gratitude and appreciation for her are immeasurable. She truly deserves recognition from the entire District, and I am proud to be the first to say thank you for everything she has done and continues to do for our students, staff, and community.