

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: April 30, 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:**   April 10, 2025

**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:

 Joslynn Snow, Teacher Assistant-BMS, Effective 4-7-2025

**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: \_\_\_\_\_



Linda Baker &lt;lindab@bps.k12.mt.us&gt;

**TA Position At BMS**

6 messages

**Bev Sinclair** <bevs@bps.k12.mt.us>

Fri, Mar 7, 2025 at 10:55 AM

To: "JoshlynnJoy@gmail.com" &lt;JoshlynnJoy@gmail.com&gt;

Cc: Linda Baker &lt;LindaB@bps.k12.mt.us&gt;, Angela Murray-Heavy Runner &lt;AngelaM@bps.k12.mt.us&gt;

Joshlynn,

We have been trying to reach you via telephone regarding the position you applied for at Browning Public Schools. You were recently approved for hire as a TA at Browning Middle School, and we were wondering whether or not you intend to accept the position.

Please respond to this email ASAP and let us know your intent -- do you plan to accept the position or not? If you do not intend to accept the position, we need you to send a resignation letter to us immediately -- you can reply to this email and attach a resignation letter. On the other hand, if you do intend to accept the position, we need you to come to the HR Department (located in the Administration Building) and sign your new-hire paperwork as soon as possible. We would also need a copy of your high school diploma and an official copy of your college transcripts.

Please respond to this email and/or call Linda Baker at 406.338.2715; x4215 and let her know your plans regarding the above-referenced position.

Regards,

**Bev Sinclair; MBA, SHRM-SCP**  
**Director of HR**  
**BPS #9**  
**406-338-2715; X4281**  
**bevs@bps.k12.mt.us**

Received

APR 8 2025

Browning Schools-HR Dept.

**Joshlynn Snow** <joshlynnjoy@gmail.com>

Fri, Mar 7, 2025 at 1:51 PM

To: Bev Sinclair &lt;bevs@bps.k12.mt.us&gt;

Cc: Linda Baker &lt;LindaB@bps.k12.mt.us&gt;, Angela Murray-Heavy Runner &lt;AngelaM@bps.k12.mt.us&gt;

Hello Beverly,

Unfortunately I won't be accepting the position, as I had recently accepted a position elsewhere. I will send a resignation letter as soon as I get some time.

Thank you.

[Quoted text hidden]

**Bev Sinclair** <bevs@bps.k12.mt.us>

Mon, Mar 10, 2025 at 8:49 AM

To: Joshlynn Snow &lt;joshlynnjoy@gmail.com&gt;

Cc: Linda Baker &lt;LindaB@bps.k12.mt.us&gt;, Angela Murray-Heavy Runner &lt;AngelaM@bps.k12.mt.us&gt;

Thank you for letting me know. Please send a resignation letter to me ASAP. It can be simple, and you can email it to me. Just date it for today and say you are resigning effective immediately. We need a resignation letter to be able to hire someone else.

Thank you,

**Bev Sinclair; MBA, SHRM-SCP**  
**Director of HR**