

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: 04/28/25

To: Rebecca Rappold
 Superintendent of Schools

From: Beverly Sinclair
Title: Director of Human Resources

Subject: Waiver of 5% Penalty Fee for Early Resignation 2024-2025

Description: Carlene Adamson is requesting that the School Board waive the 5% liquidated damages for early release of her contract due to her resignation (effective 05/30/25) from her position of Superintendent/School Board Secretary/Administrative Assistant. Section six (6) states that the employee shall provide a written request to the Superintendent at least thirty (30) days prior to the date by which the Employee seeks to be released from his/her obligations under the contract. The written request must include:

- a) An explanation of the reasons for the requested release;
- b) A separate, signed letter of resignation;
- c) Payment for the liquidated damage sum referenced above.

Financial Impact: \$244.86

Attachment(s): Waiver Request and Resignation Letter

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

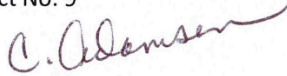
Comments: _____

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

April 3, 2025

To: Board of Trustees, District No. 9

From: Carlene Adamson



Re: Waiver Request for Early Resignation

I am kindly requesting that the school board waive the 5% penalty fee in the amount of \$244.86 for early resignation of my 2024-2025 contract.

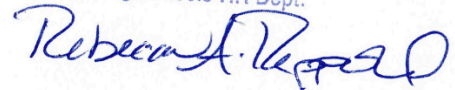
Thank you for your consideration of this request.

Thank you.

Received

APR 24 2025

Browning Schools-HR Dept.



April 16, 2025

Board of Trustees
Superintendent Rappold
Browning Public Schools
Browning, MT 59417

Dear Trustees and Superintendent Rappold,

Please consider this a formal letter of resignation from my position, as Superintendent/School Board Secretary/Administrative Assistant effective Friday, May 30, 2025. I have worked 32+ years for Browning Public Schools.

I have struggled through the last several months with health issues, and recently from all of the tragedies in my immediate family. Resigning from my job will give me time to grieve, to heal, take care of myself and my mental well-being, and allow me to be available to support my family.

Thank you all for the many opportunities that have been provided to me. I have enjoyed many years working with wonderful Board members, great staff, community, students, and family at BPS.

Sincerely,



Carlene Adamson

Received

APR 24 2025

Browning Schools-HR Dept.

