

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: May 31, 2023



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**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

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**Date:**    May 18, 2023

**To:**        Corrina Guardipee-Hall  
                  Superintendent of Schools

**From:**    John Salois  
**Title:**     Director of Human Resources

**Subject: Resignation**

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

➡ Charmaine Arcand, Administrative Assistant/Confidential Secretary, Human Resources,  
Effective 5-19-2023

**Financial Impact:** N/A

**Attachment(s):** Resignation Letter

**Superintendent Action:**    Approved    Denied    Deferred    Initial & date: \_\_\_\_\_

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

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**Board Action:**    N/A (Info)    Approved    Denied    Tabled to: \_\_\_\_\_

Charmaine Arcand  
RE: Resignation Letter

Board of Trustees  
Browning Public Schools  
P.O. Box 610  
Browning, MT 59417

May 5, 2023

Dear Members of the Board,

Please accept this letter as my formal resignation from the role of Human Resources Administrative Assistant/Confidential Secretary. My last day with BPS will be May 19, 2023.

I would like to take this time to thank you for the opportunity to have worked in the School District this past year and a half. I have wholeheartedly enjoyed my time working with some of my past teachers, old and new friends. This experience has broadened my knowledge and skills, and I appreciate the time I have spent in this position.

Before I leave, I will do my best to complete any outstanding tasks and projects as far as I am able. I am happy to offer my help to ensure a smooth transition as much as possible.

Lastly, I would like to thank my colleagues here at the Administration Building for all the knowledge, assistance, and laughter from the moment I started here. They have definitely made my time working here worthwhile. They are the backbone to this district and do an amazing job at keeping it going.

Again, thank you for the opportunity to work at Browning Public Schools.

Sincerely,



Charmaine Arcand

**RECEIVED**

MAY 6 2023

BY: 