

Gallatin County Schools

Wallace Central Office Building

75 Boardwalk

Warsaw, KY 41095

Dorothy B. Perkins
SUPERINTENDENT

Raymond A. Spahn
ASSISTANT SUPERINTENDENT

Leonard T. Whalen
DEPUTY SUPERINTENDENT
DIRECTOR OF PUPIL PERSONNEL

Debra Foltz
DIRECTOR OF DISTRICT WIDE
SERVICES I

Renee Cameron
DIRECTOR OF SPECIAL EDUCATION

Mark Hale
DIRECTOR OF TRANSPORTATION

Connie Wainscott
DIRECTOR OF FINANCE

"Maximizing Student Learning & Achievement"

June 30, 2013

Dear Members of the Board and Dr. Perkins,

This is a request for an additional instructional assistant for the preschool program. This position will be completely funded by the state preschool program funds and will not impact general funds. This has become necessary in order to stay in compliance with regulations in regards to supervision of students. There must be one adult per every 10 students at all times during the day. Our classrooms have a capacity of 20 students per session; therefore, we must have 2 adults per session at all times. This third instructional assistant will work in both classrooms to provide breaks for the preschool staff as well as provide extra supervision of students. This will allow our program to stay in compliance at all times.

Thank you for your support and cooperation in this matter.

Sincerely,



Renee Cameron, Director of Special Education

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