# THIS IS A DECISION PAPER

**TO:** Members of Hardin County Board of Education

## FROM: Nannette Johnston, Superintendent

**Date:** April 2, 2015

**SUBJECT:** High school clerk allocations – HCAR 2.4331

**DISCUSSION**

The current school staffing procedures allocate five clerks for each high school. These procedures do not include Brown Street and EC3, which are staffed separately due to lower populations. The populations of North Hardin, John Hardin, and Central Hardin vary from 972 students at John Hardin to 1,814 students at Central Hardin. North Hardin currently has 1,528 students. Due to the large enrollment variation between North Hardin, John Hardin, and Central Hardin, it is recommended that the position of high school clerk be staffed based on student numbers.

**Recommendation:**

I recommend that the Hardin County Board of Education approve staffing procedures for the position of high school clerk based on student enrollment. The high school clerk staffing allocations should be staffed as follows:

|  |  |
| --- | --- |
| Number of Students | Clerks |
| Up to 1399 | 4 |
| 1400 to 1699 | 5 |
| 1700 + | 6 |

**Recommended Motion:**

I move that the Hardin County Board of Education approve staffing procedures for the position of high school clerk based on student enrollment. The high school clerk staffing allocations will be staffed as follows:

|  |  |
| --- | --- |
| Number of Students | Clerks |
| Up to 1399 | 4 |
| 1400 to 1699 | 5 |
| 1700 + | 6 |