



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

MEMORANDUM

TO: Dr. Keith Davis, Superintendent
Ms. Becky Sexton, Assistant Superintendent for Support Services

FROM: Jennifer Wooley, Director of Human Resources

DATE: May 8, 2018

RE: Preschool Request for Additional Staff –May Agenda

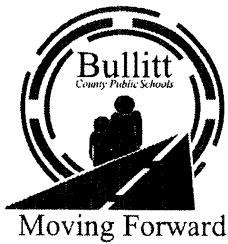
Please see the attached information regarding the request to staff Brooks, Roby, and Shepherdsville Elementary schools with a full-day second preschool assistant to begin the 2018-2019 school year. Ms. Landry details the needs in the memo. Also, please be mindful that we non-renew all second preschool assistants at the end of the year in an effort to avoid overstaffing knowing that needs may require we request adding some positions to meet student needs.

Funding is available for the additional position in the preschool budget.

If you need additional information, please let me know. If you are in agreement, I will notify Ms. Boyle, Ms. Hill, and Mr. Durham to proceed with filling the positions.

Attachment:
Memo from Ms. Landry

OK for May
B. Sexton



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MEMORANDUM

To: Jennifer Wooley

From: Anne Marie Landry, Preschool Coordinator *AmL*

Date: May 7, 2018

RE: Additional Assistants BES, RES and SES

Based on the number of students who present with challenging behaviors (some with IEPs and others without) and self-care/adaptive needs I am concerned that three preschool sites will not be able to safely begin the school year in August, without the addition of an extra assistant. We also have numerous students who we are evaluating through First Steps, who will turn three in the summer months, and we know they WILL qualify, and the parents are already completing registration packets for August. Observations have been conducted at all three sites throughout the 2017-18 school year, and the lead preschool consultant has been involved in the behavior observations required for all incoming First Steps. In order for the staff to successfully meet the needs of ALL enrolled students, we should consider the addition of a second assistant, who could be present beginning on the first day of preschool for the full day at all three sites.