



## Bullitt County Public Schools

1040 Highway 44 East  
Shepherdsville, Kentucky 40165

502-869-8000  
Fax 502-543-3608  
[www.bullittschools.org](http://www.bullittschools.org)

### MEMORANDUM

TO: Mr. Jesse Bacon, Superintendent *JB*  
Ms. Becky Sexton, Assistant Superintendent for Support Services

FROM: Jennifer Wooley, Director of Human Resources *JW*

DATE: July 9, 2018

RE: July Board Agenda Request ~ Special Education Request for Additional Staff

Please see the attached information regarding the request to add a special education teacher (MSD) for the 2018-2019 school year. This teacher will be a district-wide MSD teacher to be used mostly at North Bullitt High School but may be utilized at other schools as needed. Funding is available for the additional position in the IDEA budget.

If you need additional information, please let me know. If you are in agreement, I will notify Mr. Kolb to proceed with filling the position.

Attachment:  
Memo from Mr. Kolb



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*Bac'd  
7/9/18  
JW*

**TO:** Jesse Bacon, Superintendent  
Jennifer Wooley, Director of Human Resources  
Lisa Lewis, Director of Finance

**FROM:** Troy Kolb, Director of Special Education (TK)

**DATE:** July 9, 2018

**RE:** District Special Education Staffing

The Department of Special Education is in need of a district wide MSD teacher for the 2018-2019 school year. This position will primarily help accommodate the instructional needs of a student at North Bullitt High School. This student requires intense individualized instruction to meet his behavioral and academic needs. Attendance data from last school year shows this student being absent for extended periods due to medical reasons and residential placement. During these instances of prolonged and short-term absences, our department will utilize this teaching position to help support additional instructional needs in the county. Funding for this position will come from the IDEA Budget.

Please let me know if I can answer any questions about this addition.



Nutt, Betsy <betsy.nutt@bullitt.kyschools.us>

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## Fwd: Error - Corrected Memo

1 message

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**Wooley, Jennifer** <jennifer.wooley@bullitt.kyschools.us>

Tue, Jul 10, 2018 at 8:33 AM

To: "Nutt, Betsy" <betsy.nutt@bullitt.kyschools.us>

Betsy,

I am about to bring my memo to you for Board approval of an additional special education teacher. The email below is Becky's approval of the request. I've emailed my memo along with Troy's memo for her to read and approve.

**Jennifer Wooley**  
**Director of Human Resources**  
**President of KASHRM**

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----- Forwarded message -----

From: **Becky Sexton** <becky.sexton@bullitt.kyschools.us>

Date: Mon, Jul 9, 2018 at 4:37 PM

Subject: Re: Error - Corrected Memo

To: "Wooley, Jennifer" <jennifer.wooley@bullitt.kyschools.us>

Ok

Sent from my iPhone

On Jul 9, 2018, at 3:34 PM, Wooley, Jennifer <jennifer.wooley@bullitt.kyschools.us> wrote:

He is asking for the position to be hired as district-wide.

**Jennifer Wooley**  
**Director of Human Resources**  
**President of KASHRM**

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<Additional Staff Request -Special Education Teacher NBHS July 9, 2018.doc>