


## 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  
Ms. Becky Sexton, Assistant Superintendent for Support Services

FROM: Jennifer Wooley, Director of Human Resources 

DATE: September 13, 2018

RE: September Board Agenda Request ~ Special Education Request for Additional Minutes

Please see the attached information regarding the request to add .25 minutes to three special education instructional assistant positions which are currently hired at 6.25 hours per day. The additional time is needed to provide appropriate supervision and services needed for the MSD students throughout the day. 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.

Attachment:  
Memo from Mr. Kolb




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

**FROM:** Troy Kolb, Director of Special Education 

**DATE:** September 12, 2018

**RE:** Special Education Instructional Assistant Staff Hours

Each of the three Bullitt County Public Schools high schools are staffed with personnel to provide educational services to students with Moderate and Severe Disabilities (MSD). Each MSD classroom is staffed with a teacher and at least one instructional assistant. In total, there are 12 instructional assistants assigned to these classrooms in the district. Three of these instructional assistant positions are currently hired for 6.25 hours a day. In response to logistical concerns regarding supervision in the morning and in the afternoon, I am requesting an additional .25 hours be added to each of these 3 positions. This additional time will enable schools to provide the supervision and services needed for this population of students throughout the day. Funding for this request will come from the IDEA Budget.

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