

# *Mercer County Elementary School*

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*LeeAnn Divine, Principal*

*Jennifer Meadows, Assistant Principal*

*Stacy Charles, Guidance Counselor*

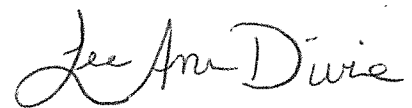
April 19, 2019

To: Superintendent Davis, Amber Minor, and Mercer County Board of Education

The MCES SBDM council respectfully asks that the Board consider a minor change in the way office staff are allocated to our school. At MCES, we receive office staff based on our K-2 enrollment only. However, our office staff serve 100-170 preschool students and families each year as well. (We begin the year with approximately 100 preschool students identified and we have been ending the year with 5 classrooms, approximately 170. As of 4-08-19 our classes were very full and we had 172 preschoolers enrolled.) MCES office staff assist daily in the record keeping and attendance, purchasing, transportation logistics, phone calls, and visits related to preschool. The school office does not do their copying or laminating, otherwise services are the same for all. Office staff assists with transportation calls (via phone and bus radio) and late check in/ early check out for both the AM and PM groups, which causes a very busy mid-day period in addition to the busy morning and afternoon times. Please consider changing the sbdm staffing allocation for the MCES office to reflect the Preschool through grade 2 enrollment rather than just K-2.

Thank you so much for your support.

Sincerely,



Lee Ann Divine &

MCES SBDM Council

