



## Bullitt County Public Schools

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### MEMORANDUM

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

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

DATE: May 30, 2019

RE: Item for June Board Agenda ~ Clarification for Budget

At the May Board meeting, all central office secretarial and clerical staff members were moved to a Secretary I – Central Office Based position and pay scale. Included in the approved budget were two positions to be revised, however, specific data was not included in the memo. We would like to request formal approval of the following:

1. Tammy Tomes' position of Secretary I to increase from 225 days per year to 260/261 days per year.
2. Melissa Lambert's position of Clerical Assistant move to Secretary I – Central Office Based and to increase the position from six hours per day to eight hours per day. The two additional hours per day are necessary for FRAM responsibilities with the additional CEP schools.

If you need additional information, please let me know.