**MEMORANDUM**

**To:** Dr. Maria Brown, Chairperson

Karen Byrd

Jesse Parks

Julia Pile

Dr. Tiffany Schussler

**From:**  Matthew Rigg, Director of Human Resources

**Date:** February 2, 2021

**RE:** Steeplechase Elementary Principal and Elementary School Secretary

KRS 160.380 permits the Superintendent to appoint supervisors, principal, teachers, and other employees at any time after February 1 preceding the beginning of the school year.

With the opening of the new Steeplechase Elementary school scheduled for August 2021, the District requests Board approval to create and fill the positions of principal and school secretary at Steeplechase Elementary. Once both positions are filled, the District will move forward with staffing all other positions associated with the new school in accordance with District policies and the BCEA contract.

I recommend the Board approve the creation of the Steeplechase Elementary Principal and Elementary School Secretary positions and allow the Superintendent to fill both positions per KRS 160.380.