



Bullitt County Public Schools

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TO: Dr. Jesse Bacon, Superintendent *JB*
Adrienne Usher, Assistant Superintendent

FROM: Althea Hurt, Director of Human Resources *AH*

DATE: April 27, 2022

RE: Item for the MAY Board Meeting - Request for Additional Clerical Hours

In order to ensure that all schools have up to an eight (8) hour front office receptionist available and accessible to all stakeholders during the school day, we are requesting to add an additional clerical hour/s to the schools below, outside of the allocations in the 2022-2023 approved Staffing Plan.

The justification for this request is that all of our schools are required to be open for eight hours, so there is a need to have a person dedicated to servicing our stakeholders in a consistent, professional manner, that creates an inviting school atmosphere.

We also plan to research in-person training opportunities to provide targeted support to those school employees on customer service in order to continue to promote a positive school culture and climate.

Lebanon Junction Elementary School - 1 hour
Maryville Elementary School - 1 hour
Nichols Elementary School - 2 hours
Overdale Elementary School - 1 hour
Zoneton Middle School - 1 hour