



# Bullitt County Public Schools

1040 Highway 44 East  
Shepherdsville, Kentucky 40165

Phone: 502-869-8000  
Fax: 502-869-8019  
[www.bullittschools.org](http://www.bullittschools.org)

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

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

**DATE:** May 12, 2022

**RE:** Item for the MAY Board Meeting - Request to add Assistant Athletic Director to BMS Staffing

Principal Katie Stephens of Bernheim Middle School requests to add the extra duty position of Assistant Athletic Director to her school's current Staffing Plan. This position would allow the Assistant Principal to be able to focus on the students' instructional needs. Payment of \$2500 for this position would come from Section 6 funds.

Attachments: Memo from Principal Katie Stephens



# ***Bernheim Middle School***



700 Audubon Drive, Shepherdsville, KY 40165 (502) 869 – 4000

*Katie Stephens - Principal    Jennifer Harrison – Assistant Principal    Amy Bush - Counselor*

DATE:      May 10, 2022

TO:          Ms. Thea Hurt, Director of Human Resources  
              Dr. Jesse Bacon, Superintendent  
              Ms. Adrienne Usher, Assistant Superintendent

FROM:      Katie Stephens, BMS Principal

RE: Assistant Athletic Director Extra Duty Position

BMS would like to utilize Section 6 Principal Office funds to hire an assistant Athletic Director for BMS. This would be an extra duty position paid in the amount of \$2500.00. This would allow the Assistant Principal to focus attention on instructional needs including the high need area of students with disabilities of which they are building ARC Chair.

Assistant principals are a huge part of the Instructional Leadership Team, and are key members of all key functions of the daily operations of running a middle school.

Katie Stephens  
Bernheim Middle School Principal