


**JESSE BACON, SUPERINTENDENT**

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

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

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

**DATE:** March 28, 2023

**RE:** **Item for the APRIL Board Meeting - Additional Clerical Hours**

Principal Hannh Scott at Roby Elementary School requests to add an additional **.5 hour** to the bookkeeper position and **2 clerical hours** to the volunteer coordinator position for the 2023-2024 school year. The rationale for the request is for the people in those positions to assist with answering the front office phone, maintaining health records, and registrations, greeting visitors, assisting with transportation changes, and other daily office tasks. Since the request is outside of the staffing allocation, funding will come from Section 6 funds.

Attachments: Memo from Principal Hannah Sott

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



# Roby Elementary School

HANNAH SCOTT, PRINCIPAL

Date: March 22, 2023

To: Ms. Thea Hurt, HR Director

From: Hannah Scott, Principal Roby

Re: Clerical Hours

We are currently paying an additional .5 clerical hours to our bookkeeper and 2 clerical hours to our volunteer coordinator after staffing allocations to ensure we have the number of clerical hours needed to maintain the functions and duties of our front office. The duties of our front office include but are not limited to registration, attendance, greeting visitors, answering calls, maintaining health records in IC, daily announcements, changes to transportation, car rider tags, etc. We are requesting to continue using section 6 funds to pay these additional 2.5 clerical hours. These hours have been allocated on our FY24 SBDM budget after a wage and calc was completed and were approved at our March 22nd SBDM meeting. Each year, we may reassess the need for these hours based on student enrollment, our staffing allocation, and our section 6 budgetary needs.

[FY24 Section 6 Budget](#)  
[RES SEC6 ADDL CLERICAL FY24](#)

Respectfully,

Hannah Scott, Principal