



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 *AH*

DATE: April 12, 2023

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

Principal Betty Joe Davis of Brooks Elementary School, is requesting to add 1 clerical hour per day to the front office staffing and 2.25 hours per day of Kindergarten instructional assistant time. The requests will help to ensure there is adequate coverage in the front office and to give the school a full-time Kindergarten assistant. Funding will come from Section 6 funds. This is outside of what was allocated in the approved staffing plan and will be for the 2023-2024 school year.

Attachment: Memo from Principal Davis

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



BETTY JO DAVIS, PRINCIPAL
FIN.BURTON, ASSISTANT PRINCIPAL
TAYLOR HENRY, SCHOOL COUNSELOR

April 10, 2023

I am requesting permission to utilize the following positions which are outside of our district allocation.

- 1 hpd of clerical time
 - Paid for out of Section 6 funds
 - To help support our attendance clerk and front office staff
- 2.25 hpd of Kindergarten IA time
 - Paid for out of Section 6 funds
 - This will allow all of our Kindergarten classrooms to have a full time Kindergarten Assistant

Thank you for your continued support,

Betty Jo Davis