



JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

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

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

DATE: April 25, 2023

RE: **Item for the MAY Board Meeting - Add Clerical Hour**

Principal Mark Webster at Bullitt Lick Middle School is requesting to add an additional clerical hour to the school's staffing. This hour will help to provide additional front office assistance. The time will be paid with SBDM funds.

Attachments:

Memo from Principal Mark Webster

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



MEMO

To: Althea Hurt, Director of Human Resources

From: Mark Webster, Principal

cc: Emily Parrott, Classified Personnel

Date: April 17, 2023

Re: Additional Clerical Hour to Bullitt Lick Middle School

This memo is to request approval for an additional clerical hour to the school's staffing plan. This hour will be utilized for a person to provide additional assistance in the front office during the school day. Funding will come from our SBDM Budget.