



**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 Ann Hance at Maryville Elementary 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 Ann Hance

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



# MARYVILLE ELEMENTARY SCHOOL

**ANN LOUISE HANCE, PRINCIPAL**  
KAET BARRON, SCHOOL COUNSELOR

**MOTIVATE. EMPOWER. SUCCEED.**

## MEMO

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

**From:** Ann Louise Hance, Principal

**cc:** Emily Parrott, Classified Personnel

**Date:** April 17, 2023

**Re:** Additional Clerical Hour to Maryville Elementary School

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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.