



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, ASSISTANT SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

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

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

DATE: September 20, 2023

RE: Item for the OCTOBER Board Meeting - Additional Clerical Hour to MWES

Principal Julie Shumaker of Mount Washington Elementary School requests to add one additional hour to the school's clerical staffing. The time will be used for a person to shelve library material, repair books, input books into the system, and other assigned duties during the normal school day. Funding will come from Section 6/SBDM funds.

Attachments: Memo from Principal Shumaker

JS
10.4.23

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



**Mt.
Washington**
Elementary
School

JULIE SHUMAKER, PRINCIPAL
JULIE ADAMS, ASSISTANT PRINCIPAL
ALICIA FRANKLIN, SCHOOL COUNSELOR
EVERY CHILD, EVERY DAY

DATE: Sept. 20, 2023
TO: Human Resources and the Board of Education
FROM: Julie Shumaker (MWES)
SUBJECT: Additional Staffing

Dear Althea Hurt,

Mt. Washington Elementary would like to add an additional staffing using their SBDM money. We are looking to add a 1 hour clerical for the media center (only days when students are present). This clerical will work closely with the library media specialist person. Their job responsibilities will include but not be limited to the following: shelving books, entering new books into the system, preparing books to be sent out for repair, and other duties as assigned.

This position was approved by SBDM on March 18, 2023 and will be taken from the 23-24 SBDM budget.

Thank you for your consideration and time,

Julie Shumaker