



JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

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

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

DATE: March 25, 2024

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

Principal Jason Baragary of Shepherdsville Elementary School requests to utilize SBDM funds to pay for an additional 2.5 daily clerical hours. This was approved for the 2023-2024 school year, and due to projected enrollment, he would like to continue with the extra time.

Attachments:

Memo from Principal Baragary

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Shepherdsville Elementary School

*527 West Blue Lick Road
Shepherdsville, KY 40165
502-869-7000*

Samantha Crumbacker, Assistant Principal Jason Baragary, Principal

Lisa Overstreet, Counselor

Date: March 4, 2024

To: Ms. Thea Hurt, HR Director

From: Jason Baragary, Principal, Shepherdsville Elementary

Re: Shepherdsville Elementary - Clerical Hours

During the school year Shepherdsville Elementary School (SES) is budgeted clerical/office staff hours based upon enrollment. During the 2024-2025 school year SES utilized SBDM funds to ensure that office personnel could staff the office during all working hours (8:00 AM-4:30 PM). I'm writing to request that SBDM funds be budgeted and and again used to ensure that the number of clerical hours remain the same for the 2024-2025 school year, **an additional 2.5 hours per day**. The projected enrollment for the 2024-2025 school year is nearly identical to the current enrollment at SES and the extra time helps to ensure that our office is staffed to assist families before, during, and after school.

For more information or clarification, please feel free to contact me.