



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 8, 2024

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

Principal Katie Stephens of Bernheim Middle School requests to utilize SBDM funds to pay for an additional 2 daily clerical hours. This will provide continuity in communicating bus changes and transportation needs for parents.

Attachments:

Memo from Principal Stephens

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Bernheim Middle School



700 Audubon Drive, Shepherdsville, KY 40165 (502) 869 – 4000

Katie Stephens - Principal Jennifer Harrison – Assistant Principal Amy Bush - Counselor

DATE: April 8, 2024

TO: Ms. Thea Hurt, Director of Human Resources
 Dr. Jesse Bacon, Superintendent
 Ms. Adrienne Usher, Assistant Superintendent

FROM: Katie Stephens, BMS Principal

RE: Additional Clerical 2 Hours

BMS would like to utilize Section 6 Principal Office funds to add an additional clerical hour for the BMS office staff. The cost is approximately an additional \$3762.00. This will provide continuity in communicating bus changes, and transportation needs for parents. This will also provide parents a constant point of contact for communicating the needs of their students.

Katie Stephens
Bernheim Middle School Principal