



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 23, 2024

RE: Item for the MAY Board Meeting - Clerical Hours

Jamie Wyman, principal of Maryville Elementary School, requests to continue the additional one clerical hour per day for the 2024-2025 school year that the school would otherwise lose due to enrollment. The hour will be paid with SBDM funds.

Attachments: Memo from Principal Wyman



Principal
Jamie Wyman

4504 Summers Drive
Louisville, KY 40229
Phone 502-869-2400 Fax 502-955-5753

Counselor
Kara Nicoulin

Date: April 24, 2024

To: Ms. Thea Hurt, HR Director

From: Jamie Wyman, Principal, Maryville Elementary

Re: Maryville Elementary- Clerical Hours

During the school year Maryville Elementary is budgeted clerical/office staff hours based upon enrollment. During the 2023-2024 school year Maryville utilized SBDM funds to ensure that office personnel could staff the office during all working hours (8:00 am-4:30 pm). I am writing to request that SBDM funds be budgeted and again used to ensure that the number of clerical hours remain the same for the 2024-2025 school year, an additional one hour per day. This helps to ensure our office is staffed to assist families before, during and after school.

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