



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 *AA*

DATE: April 24, 2024

RE: Item for the MAY Board Meeting - Clerical Time at FES

Terry Price and Terri Lewis, Interim Principals at Freedom Elementary School, request 30 minutes of clerical time for the school's 2024-2025 staffing. This supplement is due to decreased time per the current staffing plan. To keep the clerical hours the same as the 2023-2024 school year, the additional 30 minutes will be funded from Section 6 SBDM funds.

Attachments: Interim Principals' Memo



FREEDOM

Elementary School

Terry Price, Interim Principal
Terri Lewis, Interim Principal
Jessica Emerson, Assistant Principal
Brittney Reid, Guidance Counselor

MEMORANDUM

Freedom Elementary is requesting to add an extra 30 minutes of clerical time every day. This time would be dedicated to organizing substitute coverage for both our classified and certified staff, allowing us to address the current shortage of substitutes effectively. Our current 24-25 staffing plan decreased our existing clerical hours by 30 minutes causing this gap in service and requiring us to supplement our clerical hours.

The importance of this additional time cannot be overstated, as it will play a crucial role in ensuring that classroom instruction and student support remain seamless and uninterrupted. The funding for this initiative will be sourced from Section 6 SBDM funds for a total of \$2,888.00

Thank you for taking the time to review this request. Your support and consideration are greatly appreciated.

Terri Lewis

Terry Price Interim Principals, Freedom Elementary

*Received
4/22/2024
@ 9:30 AM*