

**DEPARTMENT OF PUPIL PERSONNEL**

To: Troy Wood  
Chief Operations Officer

From: Steve Smallwood  
Director of Pupil Personnel

Date: May 21, 2024

Re: Request for Extended Days for District Social Worker, Jennifer Ballard

This is a request to add up to ten (10) additional extended days to Mrs. Ballard's contract to allow her to attend court meetings on the cases she has filed and to cover for me on the days I can not be in court during the summer. She also has several community meetings that require her attendance as she represents BCPS at these meetings and is on the Board with 7 Counties. She currently has five (5) extended days, and this will give her fifteen (15) which will allow her to be compensated for all the meetings and court days we will need for her to attend throughout the summer months.

Here are the dates and responsibilities I will need for her to cover this summer and since school is out earlier, it will require her to do more extended days to meet her responsibilities in court and with the community meetings that are held in the summer. With the passage of HB 611, requiring us to report students that have 15 or more unexcused absences for the year to the County Attorney, it will be important for Mrs. Ballard to attend all the Fair Team Meetings and the Multidisciplinary Meeting with the County Attorney and Commonwealth Attorney Offices this summer to help me build a plan on how we plan to address this requirement.

May 22, 23, 29, and 30: ½ day for court on these days = 2 Full Days

June 6, 12, and 13: ½ day for court on these days = 1.5 Days

June 19, 20, 26, and 27: Cover educational neglect cases for DPP and cover her truancy cases in court = 4 Full Days

June 3 and 17: ½ day for Fair Team Mtgs. = 1 Full Day

June 20 and 27: ½ day for 7 Counties Board Mtgs. = 1 Full Day

July 1 and 15: ½ day for Fair Team Mtgs. = 1 Full Day

July 17 and 18: Attend Prepare Training and Court = 2 Days

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**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



July 19: Attend Multi-Disciplinary Team Mtg. with Commonwealth Attorney's Office = ½ Day

July 23: Attendance Clerk Training = 1 Full Day

July 25: Court and 7 Counties Board Meeting = 1 Full Day

Total Days needed to cover obligations in the summer = 15 Extended Days

I appreciate your consideration of this request as it will allow Mrs. Ballard to meet all her obligations and to cover days for me as the DPP throughout the summer for Bullitt County Public Schools.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Steve Smallwood". The signature is written in a cursive style with a prominent initial "S".

Steve Smallwood