



**JESSE BACON, SUPERINTENDENT**  
ADRIENNE USHER, ASSISTANT SUPERINTENDENT  
BRANDY HOWARD, CHIEF ACADEMIC OFFICER  
TROY WOOD, CHIEF OPERATIONS OFFICER

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

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

**DATE:** June 4, 2024

**RE:** **Item for the JUNE Board Meeting - Instructional Assistant for MWES**

Leslie Weihe, principal of Mount Washington Elementary School, requests to add a 3-hour per day Instructional Assistant position to the school's staffing for the 2024-2025 school year. This assistant will collaborate with the Instructional Tutors and the Interventist for math and reading support. Funding will come from SBDM funds.

Attachment: Memo from Principal Weihe

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



**Mt.  
Washington**  
Elementary  
School

**LESLIE WEIHE, PRINCIPAL**  
JULIE ADAMS, ASSISTANT PRINCIPAL  
ALICIA FRANKLIN, SCHOOL COUNSELOR

**EVERY CHILD, EVERY DAY**

Date: June 3, 2024

To: Ms. Thea Hurt, HR Director

From: Leslie Weihe, Principal, Mt. Washington Elementary

Re: Instructional Assistant- 3 hours

Mt Washington Elementary would like to add an additional staffing using their SBDM funds. We are looking to add a 3 hour instructional assistant. (183 days) This instructional assistant will collaborate closely with our two instructional tutors and our reading and math interventionist. They will primarily work in a co-teaching setting with classroom teachers, focusing on 3rd, 4th, and 5th grades, and will support Tier 2 students in reading and math.

This position was approved by the SBDM on April 16, 2024, and will be funded through the 2024-2025 SBDM budget.

Sincerely, .

Leslie Weihe

Principal

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