



**JESSE BACON, SUPERINTENDENT**

ADRIENNE USHER, ASSISTANT SUPERINTENDENT


BRANDY HOWARD, CHIEF ACADEMIC OFFICER


TROY WOOD, CHIEF OPERATIONS OFFICER

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

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

**DATE:** May 29, 2024

**RE:** **Item for the JUNE Board Meeting -  Clerical Hr for Roby ES**

Hannah Scott, principal at Roby Elementary School, requests adding  clerical hours to the staffing for the 2024-2025 school year. This will allow the same number of clerical hours utilized for the 2023-2024 school year to cover the front office. Funding will come from SBDM funds.

Attachment: Memo from Principal Scott

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



# Roby Elementary School

HANNAH SCOTT, PRINCIPAL

Date: May 20, 2024

To: Thea Hurt, HR Director

From: Hannah Scott, Principal Roby

Re: Clerical Hours

We are currently paying an additional .5 clerical hours to our bookkeeper and 2 clerical hours to our volunteer coordinator after staffing allocations to ensure we have the number of clerical hours needed to maintain the functions and duties of our front office. The duties of our front office include but are not limited to registration, attendance, greeting visitors, answering calls, maintaining health records in IC, daily announcements, changes to transportation, car rider tags, etc. We are requesting to continue using section 6 funds to pay 1 additional clerical hours. These hours have been allocated on our FY25 SBDM budget after a wage and calc was completed and were approved at our April 16th SBDM meeting. Each year, we may reassess the need for these hours based on student enrollment, our staffing allocation, and our section 6 budgetary needs.

[FY25 Section 6 Budget](#)  
[RES SEC6 ADDL CLERICAL FY24](#)

Respectfully,

Hannah Scott, Principal