



JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

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

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

DATE: April 15, 2025

RE: Item for the **APRIL Board Meeting - Clerical Hours at SES**

Principal Jason Baragary of Shepherdsville Elementary School requests to utilize SBDM funds to pay for an additional 3.5 clerical hours per day. This will help staff the office before, during, and after the school day.

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Attachments:

Memo from Principal Baragary

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SHEPHERDSVILLE ELEMENTARY SCHOOL

JASON BARAGARY, PRINCIPAL
SAMANTHA CRUMBACKER, ASSISTANT PRINCIPAL
LISA OVERSTREET, COUNSELOR

Date: March 31, 2025

To: Dr. Thea Hurt, HR Director

From: Jason Baragary, Principal, Shepherdsville Elementary

Re: Shepherdsville Elementary - Clerical Hours

During the school year Shepherdsville Elementary School (SES) is budgeted clerical/office staff hours based upon enrollment. During the 2025-2026 school year SES utilized SBDM funds to ensure that office personnel could staff the office during all working hours (8:00 AM-4:30 PM). I'm writing to request that SBDM funds be budgeted and again used to ensure that the number of clerical hours remain the same for the 2025-2026 school year, **an additional 3.5 hours per day**. The projected enrollment for the 2025-2026 school year is similar to the current enrollment at SES and the extra time helps to ensure that our office is staffed to assist families before, during, and after school.

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

*Received
3/31/25*

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