


JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

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

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

DATE: April 23, 2025

RE: Item for the MAY Board Meeting - Additional Clerical Hour

Principal Jamie Wyman of Maryville Elementary School requests to continue to utilize SBDM (Section 6) funds to pay for one (1) additional clerical hour per day. This time is utilized to ensure the office is staffed just before, during, and right after the school day.

Attachments: Memo from Principal Wyman

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Principal
Jamie Wyman

4504 Summers Drive
Louisville, KY 40229
Phone 502-869-2400 Fax 502-955-5753

Counselor
Kara Nicoulin

Date: April 16, 2025

To: Ms. Thea Hurt, HR Director

From: Jamie Wyman, Principal, Maryville Elementary

Re: Maryville Elementary- Clerical Hours

During the school year Maryville Elementary is budgeted clerical/office staff hours based upon enrollment. During the 2024-2025 school year Maryville utilized SBDM funds to ensure that office personnel could staff the office during all working hours (8:00 am-4:30 pm). I am 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 one hour per day. This helps to ensure our office is staffed to assist families before, during and after school.

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

Received
4/16/25
@3:32pm