



ELIZABETHTOWN
INDEPENDENT
SCHOOLS

Paul M. Mullins, Superintendent

Mr. Guy Wallace, Board Chair
Mrs. Kimbley Iman, Board Assistant Chair
Mrs. Heather Sharpsteen, Board Member
Mr. Paul Godfrey, Board Member
Mrs. Brandy Armstrong, Board Member

MEMORANDUM

To: Paul Mullins, Superintendent of Schools

From: Derisa Hindle, Director of Personnel

Re: Additional JROTC Instructor

Date: April 28, 2025

Based on earning approval and cost-sharing from the United States Army JROTC Command at Elizabethtown High School, I am recommending the addition of a second JROTC Instructor to be included in their allocation. Funding for this position is split evenly between the Board and United States Army Cadet Command and Fort Knox.



P: 270-765-6146
F: 270-765-2158



Paul.Mullins@etown.kyschools.us
website: etown.kyschools.us



219 Helm Street
Elizabethtown, KY 42701



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

April 10, 2025

Mr. Josh Henderson
Principal
Elizabethtown High School
620 North Mulberry Street
Elizabethtown, KY 42701

Dear Mr. Henderson:

Approval is granted to hire Lieutenant Colonel Annie H. Gordon, on an **11 month** contract as the Senior Army Instructor at Elizabethtown High School, Elizabethtown, KY on a **cost shared** basis as of **April 1, 2025**. The marked item(s) must be received within 30 days from date of hire. Your hiring action is complete if no items are marked. Items must be submitted via e-mail thru your brigade to this headquarters, ATTN: Instructor Management Division.

☐ **Photo** (Army Service Uniform, three quarter length, DA photo, no larger than 4 x 6).

☒ **Good Teacher Ethics Training Course Certificate**

All instructors must complete the Junior ROTC Certification Training IAW CCR 145-2, Chapter 6. In addition, they will serve in a probationary status for the first two academic years of employment.

For initial pay purposes, you may use the figure below as the instructors starting **MONTHLY** Minimum Instructor Pay (MIP). Please note the below MIP figure will increase/decrease when changes occur to entitlements that directly affect MIP. Please contact Ms. Mildred Craig at mildred.r.craig2.civ@army.mil if any additional information is needed.

Minimum Instructor Pay (MIP): **\$7,255.17**

Sincerely,

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Florentina Proctor
Chief, Instructor Management Division



**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123**

March 17, 2025

**Mr. Josh Henderson
Principal, Elizabethtown High School
620 N Mulberry St
Elizabethtown, KY 42701**


Dear Mr. Henderson:

Congratulations! I am pleased to inform you Elizabethtown High School has been approved to disestablish as a National Defense Cadet Corps (NDCC) program and to establish as an Army Junior Reserve Officers' Training Corps (JROTC) program. The effective date of approval is April 1, 2025.

We have asked the 7th Brigade staff to work with you and your faculty during the establishment process. If you have any questions or desire additional information, please contact the brigade representative at (502) 624-3275.

I am providing a copy of this letter to the Commander, 7th Brigade, U.S. Army Cadet Command, and the 7th Brigade JROTC Chief.

Sincerely,


**Kenneth R. Jones
Colonel, US Army
Director, Army JROTC**



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For Apr, May,

Jun or

only Apr & May

Management Division

Army JROTC will cost-share newly hired instructor on either a 10-month (300 day) or 11-Month (330 day) contract. Number of contracted months are determined by the school district. Minimum Instructor Pay (MIP) is calculated based on JROTC Standardized Instructor Pay Scale (JSIPS)

M. Smith

- Jun 22
Huddleberry
- automation equipment (computers) - provided by ^{US Army} ^{2 classrooms smartboards, TVs, computers for all & printers new every 2 yrs} ^{3-D printer}
 - participation in Nationals ^(- Phase II) provided by ^{US Army} ^{lodging/meals covered}
 - transportation
 - \$2500 toward ^{each} charter bus
 - School bus - reimburse fuel, etc
 - vehicle rental

Cost share ($\frac{1}{2}$ each party) 40 hours

- 11 mos (school year - Workshop + camp)
- 30 day regardless to cover week nights + weekends (no "overtime")

Obstacle Course -

New Instructor

- we post - now (for August)
- email list of candidates to M Smith
- need job description
- AI position

2 Fold Process

- will never have tenure to JROTC ^{but to the district}

Maurice Bennett

maurice.bennett.civ@Army.mil

(502) 624-3275