


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:  Dr. Althea Hurt, Director of Human Resources

DATE: June 17, 2025

RE: Item for the JULY Board Meeting - Request for 2 Clerical Hours

Dr. Hannah Ross, principal of Roby Elementary School, requests to add 2 additional clerical hours to the school's staffing. The addition will allow the office staff to assist with announcements, registrations, greeting visitors, answering calls, and maintaining health records. Funding will come from SBDM (Section 6) funds.

Attachments: Memo from Principal Ross



Roby Elementary School

HANNAH SCOTT, PRINCIPAL

Date: June 17, 2025

To: Thea Hurt, HR Director

From: Hannah Ross, Principal Roby

Re: Clerical Hours

We are currently paying for additional clerical hours 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 to use section 6 funds to pay **2 additional clerical hours**. These hours have been allocated on our FY26 SBDM budget after a wage and calc was completed and were approved at our May 1st 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.

[FY26 Section 6 Budget](#) & [Wage/Calc](#)

Respectfully,

Hannah Ross, Principal