

DATE:

July 18, 2025

AGENDA ITEM (ACTION ITEM):

Consider/Approve hiring one additional 0.5 secretary for the 25-26 school year at Beechgrove Elementary.

APPLICABLE BOARD POLICY:

03.11 - Personnel Hiring (Certified) and 02.4331 - School Staffing

HISTORY/BACKGROUND:

On July 17, 2025, the Beechgrove Elementary SBDM Council approved the addition of a 0.5 secretary position for the 2025–2026 school year. This role will be utilized to support the school's implementation of Kentucky's Read to Succeed Act, which requires Reading Improvement Plans (RIPs) for students in K–4 needing accelerated reading interventions. KCSD has extended this support to qualifying 5th graders as well. Currently, 78 students in grades 1–5 at Beechgrove are receiving reading interventions. Based on projected 2025 Kentucky Summative Assessment data, an additional 90 students in grades 4 and 5 are expected to require RIPs, with more qualifying students anticipated in kindergarten. This could bring the total to over 138 students needing RIPs next year. To maintain the effectiveness of Beechgrove's Multi-Tiered System of Supports (MTSS) while meeting administrative demands, the 0.5 secretary will enable certified staff to focus on instruction while managing essential tasks related to the Read to Succeed Act, including:

- Scheduling quarterly parent reading improvement conferences
- Updating reading improvement plans in Infinite Campus
- Assisting with data entry in Performance Matters
- Preparing materials for parent conferences and MTSS meetings

The goal is to strengthen Tier I instruction, thereby reducing the number of students requiring interventions over time and ultimately eliminating the need for this additional position.

FISCAL/BUDGETARY IMPACT:

Approximately \$20,000/Title I - 310L

RECOMMENDATION:

Approval to hire one additional 0.5 secretary for the 25-26 school year at Beechgrove Elementary.

CONTACT PERSON:

Kristie Cahill

Principal/Administrator

District Administrator

Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.