

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: * October 1, 2025

RE: Item for the OCTOBER Board Meeting - Extra-Duty EL Instructional Tutor

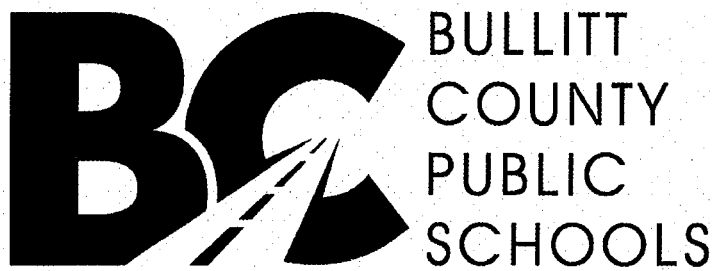
Megan Hatter, Director of Grant Management and Community/Family Programs, requests approval to hire an extra-duty Bilingual English Learner (EL) Tutor for the remainder of the 2025-2026 school year.

This position is specifically needed to support EL families within the Brooks, Freedom, and other north-end school communities. The selected bilingual applicant will serve in an extra-duty capacity for two (2) hours per week after school hours.

This classified position will be compensated according to the Instructional Tutor salary schedule, and the position will be fully funded using BES/FES Family Resource funds.

Attachments: Memo from Director Hatter

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BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

Date: October 1, 2025

To: Dr. Althea Hurt, Director of Human Resources

From: Megan Hatter, Director of Grant Management and Community/Family Programs- on behalf of Sherri Bishop, Coordinator of BES/FES' FRC

Subject: Request Extra-Duty Instructional Tutor Position to support EL Family Engagement

To significantly improve home-to-school communication and support for our families with English Learners (EL), I seek approval to establish an extra-duty EL Instructional Tutor position to serve families of Brooks, Freedom and other north-end school communities.

This Classified position will require fluency in Spanish and the capacity to work two (2) hours after school, per week for the remainder of the 2025–2026 school year. The position will be paid according to the Instructional Tutor salary schedule and funded entirely by BES/FES' Family Resource Center.

Megan Hatter, FRYSC District Contact

Director of Grant Management and Community/Family Programs

Sherri Bishop, FRC Coordinator

Brooks/Freedom's Family Resource Center

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

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