

**JESSE BACON, SUPERINTENDENT**  
ADRIENNE USHER, DEPUTY SUPERINTENDENT  
BRANDY HOWARD, CHIEF ACADEMIC OFFICER  
TROY WOOD, CHIEF OPERATIONS OFFICER

**TO:** Dr. Jesse Bacon  
Dr. Adrienne Usher

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

**DATE:** April 24, 2026

**RE:** 2026-2027 Request for Clerical Hours

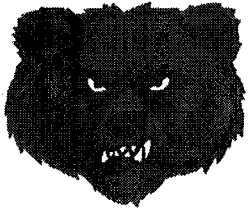
Please find requests from the following schools for Clerical Hours

- BMS- 2 clerical hours
- FES- 3 clerical hours
- MES- 1 clerical hour
- SES- 3.5 clerical hours

**Attachment:**  
Memo from each principal attached.

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

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



**BERNHEIM**  
MIDDLE  
SCHOOL

**CHASE GOFF, PRINCIPAL**  
JENNIFER HARRISON, ASSISTANT PRINCIPAL

**Memo for Bullitt County Board of Education**

**April 28, 2026**

Bernheim Middle School is requesting to add two (2) clerical hours per contracted day, paid through Section 6 funds. I would also like to continue paying out of Section 6 funds for an assistant athletic director. Both of these are important steps to maintain our established systems around arrival, guest teachers, dismissal, and supporting our student athletes.

Funding for this position will be taken from the following code:

Clerical Hours	0051077 0130 SEC6
Assistant Athletic Director	0051118 0112 SEC6



# **FREEDOM**

Elementary School

**CARLA WILSON, PR**  
**JESSICA EMERSON, ASSISTANT P**  
**ALEXANDRIA LEGRAND, SCHOOL CO**

April 16, 2026

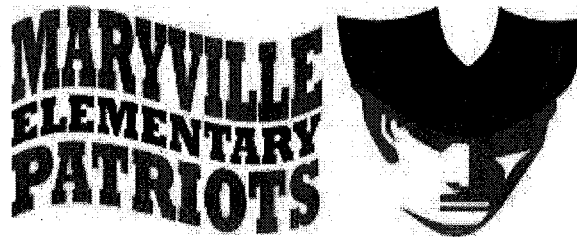
To Whom It May Concern,

Due to a cut in clerical hours for the 2026-2027 school year, I would like to request to pay for 3 hours. Five hours were cut from clerical hours due to reduction in students because of redistricting. Cutting five hours across three office workers would greatly impact the work that is required of our clerical staff. Our receptionist/secretary is busy with office visits, phone calls, and distributing medicine. Our bookkeeper maintains accuracy in finances, budgets, and daily intake of money. Finally, our attendance makes and receives daily calls, inputs data and handles all registrations. Our office is a very busy place and each worker often has to help with multiple calls and/or visits. While each of our clerical staff will have a decrease in hours, a five hour decrease is simply not sustainable for our front office.

My hope is to pay for 3 hours out of the SBDM budget. The SBDM approved to pay for the hours at the February 23, 2026 meeting.

Sincerely,

Carla Wilson



Principal  
Jamie Wyman

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

Counselor  
Kara Nicoulin

Date: April 30, 2026

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 2025-2026 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 2026-2027 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.



# SHEPHERDSVILLE ELEMENTARY SCHOOL

**JASON BARAGARY, PRINCIPAL**  
SAMANTHA CRUMBACKER, ASSISTANT PRINCIPAL  
SARAH EATON, COUNSELOR

Date: April 29, 2026

To: Dr. Thea Hurt, HR Director

From: Jason Baragary, Principal, Shepherdsville Elementary

Re: Shepherdsville Elementary - Clerical Hours

During the school year Shepherdsville Elementary School (SES) is budgeted clerical/office staff hours based upon enrollment. During the 2026-2027 school year SES utilized SBDM funds to ensure that office personnel could staff the office during all working hours (8:00 AM-4:30 PM). I'm writing to request that SBDM funds be budgeted and and again used to ensure that the number of clerical hours remain the same for the 2026-2027 school year, **an additional 3.5 hours per day**. The projected enrollment for the 2026-2027 school year is similar to the current enrollment at SES and the extra time helps to ensure that our office is staffed to assist families before, during, and after school.

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