

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: Dr. Althea Hurt, Director of Human Resources

DATE: June 8, 2026

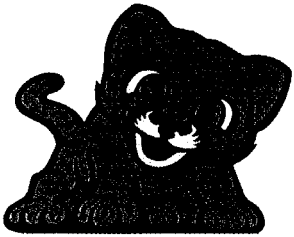
RE: Item for the JULY Board Meeting - Roby ES Request for 2 Additional Clerical hours

Roby Elementary School Principal Hannah Ross requests 2 additional Clerical hours for the 2026-2027 school year. This person will assist with registration, attendance, greeting visitors, and answering calls. Funding for the additional hours will come from Section 6 funds.

Attachment: Memo from Principal Ross

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

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Roby Elementary School

HANNAH SCOTT, PRINCIPAL

Date: Jun 4, 2026

To: Thea Hurt, HR Director

From: Dr. 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 FY27 SBDM budget after a wage and calc was completed and were approved at our May 4th 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.

FY27 Section 6 Budget & Wage/Calc

Respectfully,

Hannah Ross, Principal