



Bullitt County Public Schools

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Shepherdsville, Kentucky 40165

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www.bullittschools.org

TO: Dr. Jesse Bacon, Superintendent *JB*
Mrs. Adrienne Usher, Assistant Superintendent

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

DATE: March 1, 2022

RE: Item for the **March Board Meeting** - Request for Summer Student Office Worker

Ms. Julie Wright, Principal at Crossroads Elementary School, requests to hire a student worker to answer phones and do light clerical work during summer open hours. We currently have an approved Student Clerical Worker Job Description which is compliant with Kentucky Child Labor Laws. Funding will be SBDM funds.

Attachment: Memo from Principal Wright

Crossroads Elementary



156 Erin Circle, Mt. Washington, KY 40047

Phone: 502.864.7400 Fax: 502.538.0444

<https://www.bullittschools.org/12/Home>

Date: February 21, 2022

To: Ms. Thea Hurt, HR Director

From: Julie Wright, Principal, Crossroads

Re: Summer Student Worker - Clerical

Each summer, we rely on student workers to answer phones and do light clerical work during open hours. I would like to request to create this position, utilizing SBDM funds that have been budgeted. The student worker would work the following dates: May 31 - June 2, June 6 - 9, 13 - 16, 20 - 23, July 11 - 14, 18 - 21, 25 - 28, August 1 - 4, 2022. The student would work from 8:00a - 12:00p.

The following will be included in the posting, once approved: This position is a short time position to respond to the needs of our school during summer hours. The position will be for Monday - Thursday 8 a.m. - 12 p.m. Student workers must be at least 14 years of age and an enrolled student of Bullitt County Public Schools.

The student will be compensated at minimum wage.

For more information or clarification, please contact me.

Julie Wright, Principal
Lauren Manion, Counselor

Stacey Wilson, Receptionist
Jennifer Renneisen, Bookkeeper

Della Swan, Attendance Clerk
Pam Daugherty, Volunteer Coordinator