



Bullitt County Public Schools

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

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

DATE: April 4, 2022

RE: Item for the APRIL Board Meeting - Request for Summer Student Worker - Clerical

Mr. James Slaven, principal at Cedar Grove Elementary School, requests to hire a Summer Student Worker (Clerical). The CGES SBDM approved this request.

Attachments: Memo from Principal Slaven



Cedar Grove Elementary School

1900 Cedar Grove Road
Shepherdsville, KY 40165
(502) 869-3800
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James Slaven, Principal
Casey Newberry, Counselor

Leslie Weihe, Instr. Coach
Missy Key, Bookkeeper

Date: March 29, 2022

To: Ms. Thea Hurt, HR Director

From: James Slaven, CGES Principal

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.