

# Bullitt County Public Schools

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

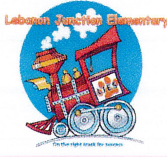
**FROM:** Althea Hurt, Director of Human Resources *AH*

**DATE:** March 31, 2022

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

Mr. Daniel Mullins, principal at Lebanon Junction Elementary School, requests to hire a Summer Student Worker (Clerical). The LJES SBDM approved this request.

Attachments: Memo from Principal Mullins



# Lebanon Junction Elementary

**Daniel Mullins, Principal**

Phone: 502-833-4618 or 864-2200 Fax: 502-833-3727

**Jami Willis, Counselor**

10420 S. Preston HWY Lebanon Junction, KY 40150

Date: March 30, 2022

To: Ms. Thea Hurt, HR Director

From: Daniel Mullins, Principal, Lebanon Junction Elementary

Re: Summer Student Worker - Clerical

Each summer, we rely on student workers to answer phones, accept package deliveries, 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.