



Bullitt County Public Schools

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

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

DATE: April 13, 2022

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

Ms. Katie Stephens, principal at Bernheim Middle School, requests to hire a Clerical Summer Student Worker. The position will be paid out of Section 6 funds.

Attachments: Memo from Principal Katie Stephens



Bernheim Middle School



700 Audubon Drive, Shepherdsville, KY 40165 (502) 869 – 4000

Katie Stephens - Principal

Jennifer Harrison – Assistant Principal

Amy Bush - Counselor

Memo

Re: Summer Student clerical position for answering phones.

Date: 4/13/22

To whom it may concern:

BMS would like to hire a student as a summer clerical assistant/worker for the purpose of answering phones. This would be from June 1-Aug 4. The funding could come from the principal's office within Section 6 funds. The goal is to have information available to parents/families and have someone dedicated to serving the community.

Thank you for your time and consideration.

Katie Stephens

BMS