



Bullitt County Public Schools

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

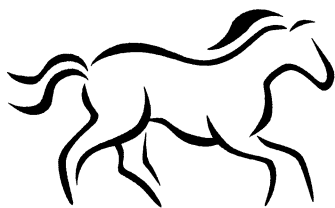
FROM: Althea Hurt, Director of Human Resources *Act*

DATE: April 14, 2022

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

Ms. Dana Brown, principal at Overdale Elementary School, requests to hire 2 Summer Student Workers: Clerical and Custodial (*to assist the school's day custodian*). The Overdale ES SBDM approved this request.

Attachments: Memo from Principal Dana Brown



Overdale Elementary School

651 Overdale Drive Louisville, KY 40229

502.869.2800

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*Respectful * Responsible * Safe*

Principal: Dana Brown

Counselor: Tina Anderson

Date: April 13, 2022

To: Ms. Thea Hurt, HR Director

From: Dana Brown, Principal, Overdale Elementary

Re: Summer Student Workers - Clerical help

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 1-June 2, June 6 - 9, 13 - 16, 20 - 23, The student would work from 8:00a - 12:00p.

We also hire a student worker to assist our custodian with moving furniture and cleaning . This position would also be created using SBDM funds. The student worker would work the following dates: May 31, June 1-June 2, June 6 - 9, 13 - 16, 20 - 23 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.

Sincerely,

Dana Brown
Principal