



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

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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 Workers

Mr. Jason Baragary, principal at Shepherdsville Elementary School, requests to hire 2 Summer Student Workers: Clerical and Custodial (*to assist the school's day custodian*). The positions will be paid through SBDM funds.

Attachments: Memo from Principal Jason Baragary



Shepherdsville Elementary School

527 West Blue Lick Road

Shepherdsville, KY 40165

502-869-7000

Tina Southwood, Assistant Principal

Jason Baragary, Principal

Lisa Overstreet, Counselor

Date: April 13, 2022

To: Ms. Thea Hurt, HR Director

From: Jason Baragary, Principal, Shepherdsville Elementary

Re: Summer Student Worker - Clerical and Custodial

Each summer, we rely on student workers to answer phones, accept package deliveries, and do light clerical work during open hours. We also utilize a summer worker to support larger custodial projects, contribute to cleaning classrooms and hallways, and move furniture throughout the building as our night sweepers do not work during the summer. I would like to request to create these positions, utilizing SBDM funds that have been budgeted. The student workers 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:

Student Clerical Worker: The responsibilities of this position includes: light clerical duties and answering phones. Hours: 8:00 am to 12:00 pm. Must be a student enrolled in Bullitt County Public Schools.

Student Custodial Worker: This position is a summer position to help with summer cleaning and school-based projects. The person for this position would need to be able to work outdoors, move furniture, assist the head custodian with cleaning projects, and general custodial tasks.

The student will be compensated at minimum wage.

For more information or clarification, please contact me.