



Bullitt County Public Schools

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

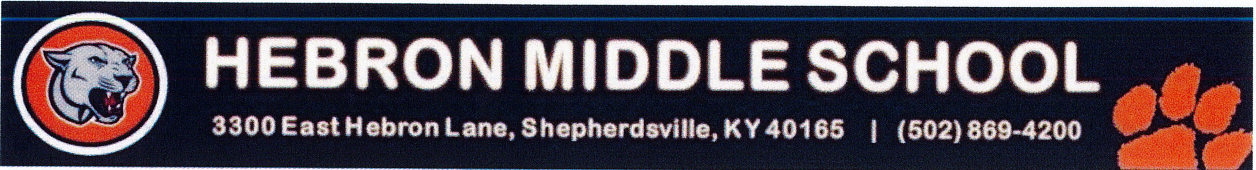
FROM: Althea Hurt, Director of Human Resources *AH*

DATE: April 20, 2022

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

Mr. Kelland Garland, Principal at Hebron Middle School, requests to hire a Summer Clerical Worker. The position will be paid out of SBDM funds.

Attachments: Memo from Principal Kelland Garland



To: Althea Hurt
From: Kelland L. Garland
Date: April 19, 2022
Re: Summer Clerical position for Hebron Middle School

HMS would like to hire a summer clerical assistant/worker for the purpose of answering phones. This would be from June 6 - July 28. 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 by answering phones and light clerical duties during summer hours.

The posting will read the following:

The responsibilities of this position include: light clerical duties, greeting the public and answering the phone. Hours: 8:00 am to 12:00 pm Monday - Thursday beginning May 23, 2022 and ending July 29. Person will not work 6/25/22 - 7/9/22 (KHSAA Dead Period - School Buildings Closed).

This position will be funded by Paid by:

Principal's office codes ORG: 0091077 OBJ: 0131 Total of 24 days

Please contact me with any questions or concerns. Thank you for your time and consideration.

Kelland L. Garland
HMS