



# 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:** May 4, 2022

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

Ms. Cynthia Bell, Principal Zonetone Middle School, requests to hire a Summer Clerical Worker. The position will be paid out of SBDM funds.

Attachments: Memo from Principal Bell



Assistant Principal

Zoneton Middle School  
797 Old Preston Highway N.  
Shepherdsville, KY 40165  
502.869.4400

Memo

Re: Summer clerical position for answering phones.

Date: 05/02/2022

To whom it may concern:

ZMS would like to hire a summer clerical worker for the purpose of answering phones and assisting with Online Registration. This would be from May 25 - July 29. The funding could come from the principal's office within Section 6 funds as well as Fund 22 (7347). The goal is to have information available to parents/families and have someone dedicated to serving the community by answering phones, performing light clerical duties, and assisting with online registration for families.

The posting will read the following:

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

This position will be paid for through ORG: 0071077 OBJ: 0131 Total of 18 day in May and June. In July, this position will be paid for through ORG:0072826 OBJ:0131 Project Code: 7347 for 12 days.

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

Cynthia Bell  
ZMS Principal

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Cynthia Bell  
Principal

Tyler Boston  
Assistant Principal

Karissa Lewis  
Counselor