

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

FROM: Althea Hurt, Director of Human Resources *Act 4/14/2023*

DATE: April 10, 2023

RE: **Item for the APRIL Board Meeting - Summer Clerical Workers**

Attached are requests to hire student workers for the summer months. The purpose of the clerical student worker is to answer phones and complete light clerical assignments. Students will be supervised at all times. Each School Based Decision Making Council (SBDM) has approved and the funds will come from Section 6.

Attachments:

Memo from Principal Julie Wright - Clerical Request
Crossroads Elementary School

Memo from Principal Daniel Mullins - Clerical Request
Lebanon Junction Elementary School

Memo from Principal Tonya Holt - Clerical Request
Overdale Elementary School

Memo from Principal Jason Baragary - Clerical & Custodial Request
Shepherdsville Elementary School

Memo from Principal Ann Hance - Clerical Request
Maryville, Elementary School

Memo from Principal Brittany Joiner - Clerical Request
Old Mill Elementary School

Memo from Principal Dionna Bickley - Clerical Request
Pleasant Grove Elementary School

Memo from Principal Katie Stephens - clerical
Bernheim Middle School

Memo from Principal Julie Shumaker - Clerical
Mt Washington Elementary School



BERNHEIM MIDDLE SCHOOL

KATIE STEPHENS, PRINCIPAL
JENNIFER HARRISON, ASSISTANT PRINCIPAL

To: Althea Hurt

From: Katie Stephens

Date: 4/11/23

Regarding: Board Memo: Student Summer Worker Position

Bernhiem Middle School would like permission to hire a summer student worker to cover our front desk during summer operating 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 June 5 and ending Aug 2. Must be a student enrolled in Bullitt County Public Schools. Must be at least 16 years of age. Student will not work during the KHSAA Dead Period - (School Buildings Closed).

This position will be funded by Paid by:

Principal's office codes ORG: 0091077 OBJ: 0896 Total of 35 days \$7.25/hour.

Please contact me with any questions or concerns.

Sincerely,

Katie Stephens



JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

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

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

DATE: March 28, 2023

RE: **Item for the APRIL Board Meeting - Summer Clerical Worker at CES**

Principal James Slaven of Cedar Grove Elementary School requests to hire a summer student worker for June 5-8, 12-15, 19-22, July 10-13, 17-20, 24-27, 2023 from 8:00 am to 12:00 pm each day. The person will be a BCPH student, at least 14 years of age and would be supervised at all times. The student will be paid minimum wage. Funding will come from Section 6.

Attachments: Memo from Principal Slaven

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Cedar Grove Elementary School



James Slaven, Principal
Casey Newberry, Counselor

1900 Cedar Grove Road
Shepherdsville, KY 40165
(502) 869-3800
FAX (502) 543-3691

Leslie Weihe, Instr. Coach
Missy Key, Bookkeeper

Date: March 27, 2023

To: Ms. Thea Hurt, HR Director

From: James Slaven, CGES Principal

Re: Summer Student Worker - Clerical

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: June 5-8, 12-15, 19-22, July 10 - 13, 17 - 20, 24 - 27, 2023. 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.



Crossroads
Elementary

Est 2010

JULIE WRIGHT, PRINCIPAL
LAUREN MANION, SCHOOL COUNSELOR
#EVERYCHILDEVERYCHANCEEVERYDAY

Date: April 3, 2023

To: Ms. Thea Hurt, HR Director

From: Julie Wright, Principal, Crossroads

Re: Summer Student Worker - Clerical

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: June 5 - 8, 12 - 15, 20 - 22, July 10 - 13, 17 - 20, 24 - 27, and July 31 - August 3, 2023. 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.

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



LEBANON JUNCTION
ELEMENTARY SCHOOL

DANIEL MULLINS, PRINCIPAL

Date: March 30, 2023

To: Ms. Thea Hurt, HR Director

From: Daniel Mullins, Principal, Lebanon Junction Elementary

Re: Summer Student Worker - Clerical

Each summer, we rely on student workers to answer phones, accept package deliveries, 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: June 5-8, 12-15, 19-22, July 10-13, 17-20, 24-27, July 31- August 2, 2022. 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.

Daniel Mullins, Principal



4504 Summers Drive

Louisville, KY 40229

Phone 502-869-2400 Fax 502-955-5753

Principal, Ann Louise Hance

Counselor, Kaet Barron

MEMO

To: Althea Hurt, Director of Human Resources

From: Ann Louise Hance, Principal

cc: Patrick Durham, Director of Elementary Education

Date: April 11, 2023

Re: Position Approval

This memo is to request approval for the addition of a Student Summer Worker position at Maryville Elementary.

Rationale

This is a short term position used to respond to the needs of Maryville Elementary during summer hours.

Dates: June 5-8, 12-15, 19-22, July 10-13, 17-20, 24-27, and July 31-August 3, Hours 8-12, Monday-Thursday beginning June 5th, Total of 24 days.

Funding

Maryville Elementary is funding this expense through SBDM/Section 6 funds.



**Mt.
Washington**
Elementary
School

JULIE SHUMAKER, PRINCIPAL
JULIE ADAMS, ASSISTANT PRINCIPAL
ALICIA FRANKLIN, SCHOOL COUNSELOR
EVERY CHILD, EVERY DAY

Date: April 10, 2023

To: Ms. Thea Hurt, HR Director

From: Julie Shumaker, Principal, Mt. Washington

Re: Summer Student Workers - Clerical and Custodian help

Dear Mrs. Hurt,

Each summer, we rely on student workers. 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: June 5-8, 12-15, 20 - 22, July 10-13, 17 - 20, 24 - 27, 31- Aug 3, 2023. The student would work from 8:00a - 12:00p. A total of 11 days in June, 13 days in July and 3 days in August..

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,


Julie Shumaker
Principal

Budget: 055 1077 0896 sec6



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, ASSISTANT SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

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

FROM: Althea Hurt, Director of Human Resources 

DATE: March 28, 2023

RE: **Item for the APRIL Board Meeting - Summer Clerical Assistant**

Principal Ann Landry is requesting to hire a substitute summer clerical assistant. The person hired would answer the door and phone when the principal and secretary are unavailable. The time frame would be from June 19 - July 27, 2023 for five 4-hour days. Funds would come from Section 6.

Attachments: Memo from Principal Landry



NICHOLS

ELEMENTARY
SCHOOL

ANNE MARIE LANDRY, PRINCIPAL
LAUREN CLARK, SCHOOL COUNSELOR

To: Althea Hurt

From: Anne Marie Landry *aml*

Date: April 10, 2023

Re: Substitute Summer Clerical position for Nichols Elementary

NES would like to hire a substitute summer clerical assistant for the purpose of answering the door and phone when neither the principal nor the secretary is available. Funding will come from the principal's office within Section 6 funds and can cover five 4-hour days during the timeframe from June 19 - July 27, 2023.

The posting will read as follows:

The responsibilities of this position include: light clerical duties, greeting the public and answering the phone. Hours will be 8:00 am - 12:00 pm Monday through Thursday. This is a 5-day position, 4 hours each day.

This position will be funded through the Principal's office codes -

ORG: 0701077, OBJ: 0131

Total - 20 hours (5 days, 4 hours each)

Thank you for your time and consideration.

Anne Marie Landry, Principal
Nichols Elementary



Old Mill Elementary School

BRITTANY JOINER, PRINCIPAL
REBECCA MELCHER, SCHOOL COUNSELOR

Date: April 10, 2023
To: Ms. Althea Hurt, HR Director
From: Brittany Joiner, OMES Principal
Re: Summer Student Worker- Clerical

During the 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 budget. The student worker would work for the following dates: June 5-8, 12-15, 19-22, July 10-13, 17-20, 24-27, 2023. The student would work from 8:00am-12:00pm

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. This position will be for Monday-Thursday 8:00 am-12:00 pm. Student workers must be at least 14 years of age and an enrolled student of Bullitt County Schools. The student will be compensated at minimum wage.

Please contact me if you have any questions or concerns.



Date: April 4, 2023

To: Ms. Thea Hurt, HR Director
From: Tonya Holt, Principal

Re: Summer Student Worker - Clerical

Each summer, we rely on student workers to assist with answering phones and completing light clerical duties during the hours of operation. I would like to request to create this position, utilizing SBDM funds that have been budgeted. The student worker would work the following dates: June 5 - 8; 12 - 15; 20 - 22; July 10 - 13; and July 17 - 20, 2023. The student workday will be from 8:00 am - 12:00 pm.

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 be an enrolled student of Bullitt County Public Schools.

The student will be compensated at minimum wage.

If you have any questions, concerns, or need additional information, please do not hesitate to contact me.

Sincerely,

Tonya Holt



DIONNA BICKLEY, PRINCIPAL
ERICA HARBIN, ASSISTANT PRINCIPAL
ELIZABETH BARNETT, SCHOOL COUNSELOR

Date: April 11, 2023

To: Ms.Thea Hurt, HR Director

From: Dionna Bickley, Principal, Pleasant Grove Elementary

Re: Summer Student Worker - Clerical Assistant

Each summer, we rely on student workers to answer phones and complete light administrative assistant duties 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: June 5-8, June 12-16, June 19-22 and July 10-13, July 17-20, July 24-27, 2023. The student would work from 8:00a - 12:00p.

The following will be included in the posting, once approved: This position is a summer position utilized to meet 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 16 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,

Dionna Bickley
Principal



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 5, 2023

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: June 5 - 8, 12 - 15, 19 - 22, July 10 - 13, 17 - 29, 24 - 27, July 31- August 3, 2023. 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.