



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

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

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

DATE: May 2, 2023

RE: **Item for the MAY Board Meeting - Summer Clerical Worker at EMS**

Principal Antoine Towns of Eastside Middle School requests to hire a summer clerical worker. The person will answer the door and phones. Funding for the position will come from Section 6 funds.

Attachments: Memo Principal Towns

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Eastside Middle School

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MEMO for Bullitt County Board of Education

April 17, 2023

Eastside Middle School is requesting to add summer office clerical worker. The responsibilities for this position include greeting the public and answering phones. This is a part time position from 8:00am to 12:00pm starting on June 5th.

Funding for this position will be taken from designated Section 6. The position will consist of working up to 12 total days. See attachment for Wage Calc Sheet.

2023-2024 School Year

Salary & Fringe Calculation

Summer Student Worker



Funding Source		SBDM
School Name		EASTSIDE MIDDLE SCHOOL
Description		SUMMER WORKER
Pay Rate		\$ 15.58
Hours per Day		4
Total Days		12
Gross Pay	0896	\$ 747.84
FICA (Social Security) 6.20%	0221	\$ 46.37
Medicare 1.45%	0222	\$ 10.84
Worker's Compensation Insurance 0.41%	0260	\$ 3.07
Total Amount to include in Budget		\$ 808.12

Comments: