



**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:** April 25, 2023

**RE:** Item for the **MAY Board Meeting - Summer Student Workers**

Principal Nate Fulghum would like to hire two student clerical workers for the summer. The students will answer phones, accept deliveries, and do light clerical work. The positions will be funded with SBDM funds.

**Attachments:**  
Memo from Principal Nate Fulghum

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



**NATE FULGHUM, PRINCIPAL**  
ANGELA BINKLEY, ASSISTANT PRINCIPAL  
MIKE SETTLES, ASSISTANT PRINCIPAL  
ONDREA SMALLWOOD, ASSISTANT PRINCIPAL

Date: April 18, 2023

To: Ms. Thea Hurt, HR Director

From: Nate Fulghum, Principal, Bullitt East High School

Re: Summer Student Worker - Clerical

This summer we would like to hire two student workers to answer phones, accept package deliveries, and do light clerical work during open hours. I would like to request to create these positions, utilizing SBDM funds that have been budgeted. Hours: 8:00 am to 12:00 pm Monday - Thursday beginning June 5th, 2023 and ending June 22, 2023.

The following will be included in the posting, once approved:

Student Clerical Worker: 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 5th, 2023 and ending June 22, 2023.

Must be a student enrolled in Bullitt County Public Schools. Must be at least 16 years of age.