


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: May 17, 2023

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

Principal Chad Foster is requesting to hire a summer clerical worker. The worker will greet the public, answer phones, and do light clerical work. Funding will come from SBDM/Section 6 funds.

Attachments: Memo from Foster

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



HEBRON

MIDDLE SCHOOL

CHAD FOSTER, PRINCIPAL
JAMIE BALLARD, ASSISTANT PRINCIPAL

To: Althea Hurt

From: Chad Foster

Date: 5/17/23

Regarding: Board Memo - Summer Clerical Position

Hebron Middle School would like permission to hire a summer clerical 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 12th and ending July 20th. This position will not work during the scheduled KHSAA Dead Period.

This position will be funded by Paid by:

Principal's office codes ORG: 0251077 OBJ: 0131 Total of 16 days \$12.85/hour.

Please contact me with any questions or concerns.

Sincerely,

Chad Foster