



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: April 9, 2024

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

The following principals are requesting to post and hire summer workers:

- Chad Foster (**Hebron MS**) - 1 Summer Clerical Worker - SBDM Funded
- Julie Wright (**Crossroads ES**) - 1 Summer Student Worker - SBDM Funded
- Tim Ridley (**Mt. Washington MS**) - 1 Summer Clerical Worker - SBDM & Fund 22 Funded
- James Slaven (**Cedar Grove ES**) - 1 Summer Student Worker - SBDM Funded
- Tonya Holt (**Overdale ES**) - 1 Summer Student Worker - SBDM Funded
- Brittany Joiner (**Old Mill ES**) - 1 Summer Student Worker - SBDM Funded
- Jason Baragary (**Shepherdsville ES**) - 1 Summer Student Worker & 1 Summer Student Custodial Worker - Fund 22 Funded
- Antone Towns (**Eastside MS**) - 1 Summer Clerical Worker - SBDM Funded
- Daniel Mullins (**Lebanon Junction ES**) - 1 Summer Student Worker - SBDM Funded
- Ann Landry (**Nichols ES**) - 1 Substitute Summer Clerical Worker - SBDM Funded
- Nate Fulghum (**Bullitt East HS**) - 1 Summer Student Custodial Worker - SBDM Funded
- Jamie Wyman (**Maryville ES**) - 1 Summer Student Clerical Worker
- Leslie Weihe (**MWES**) - 1 Summer Student Clerical Worker - SBDM Funded
- Dionna Bickley (**PGES**) - 1 Summer Student Clerical Worker - SBDM Funded
- Lesley Chadwell (**ZMS**) - 1 Clerical Worker - SBDM Funded

Attachments:

Principals' Memo Requests

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



**Mt.
Washington**
Elementary
School

LESLIE WEIHE, PRINCIPAL
JULIE ADAMS, ASSISTANT PRINCIPAL
ALICIA FRANKLIN, SCHOOL COUNSELOR

EVERY CHILD, EVERY DAY

Date: April 1, 2024

To: Ms. Thea Hurt, HR Director

From: Leslie Weihe, Principal, Mt. Washington 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 3-6, June 10-13, June 17-20 and July 08-11, July 15-18, July 22-25, 2024. 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 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,

Leslie Weihe
Principal

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PLEASANT GROVE

Elementary School

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

Date: April 01, 2024

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 3-6, June 10-13, June 17-20 and July 08-11, July 15-18, July 22-25, 2024. 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



HEBRON

MIDDLE SCHOOL

CHAD FOSTER, PRINCIPAL
JAMIE BALLARD, ASSISTANT PRINCIPAL

To: Althea Hurt

From: Chad Foster

Date: 3/14/24

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 and helping with OLR and new student enrollment. Hours: 8:00 am to 12:00 pm Monday - Thursday beginning May 21st and ending July 25th. This position will not work during the scheduled KHSAA Dead Period, and the range of days allows for other days off as necessary.

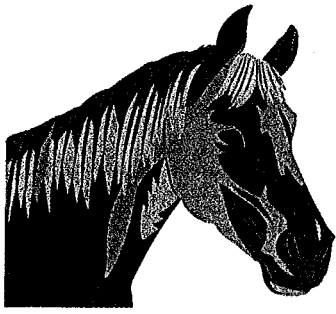
This position will be funded by:

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



Crossroads Elementary

Est 2010

JULIE WRIGHT, PRINCIPAL
LAUREN MANION, SCHOOL COUNSELOR
#EVERYCHILDEVERYCHANCEEVERYDAY

Date: March 13, 2024

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 3 - 6, 10- 13, 17 - 21, July 8 - 11, 15 - 18, 22 - 26, and July 29 - August 1, 2024. 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.



**Mt.
Washington**
Middle
School

TIM RIDLEY, PRINCIPAL
CARL CURTSINGER, ASSISTANT PRINCIPAL

Mrs. Hurt,

Mt. Washington Middle School would like to request to add a classified position for summer hours. The purpose of this position is to help answer the phone and doors during summer hours. The position will be funded by SBDM/Fund 22 funds. Please let me know if you have any questions.

Thanks

Tim Ridley

Tim Ridley



Cedar Grove Elementary School



James Slaven, Principal
Casey Newberry, Counselor

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

Teresa Fightmaster, Instr. Coach
Missy Key, Bookkeeper

Date: March 5, 2024

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: May 21-23, 27-30, June 3-6, 10-13, 17-20, 24, July 10-11, 15-18, 22-25, 29-31 2024. 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.



OVERDALE

ELEMENTARY SCHOOL

TONYA HOLT, PRINCIPAL
RYAN SEGO, SCHOOL COUNSELOR

Date: March 5, 2024

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: May 20 - 23, May 28-31, June 3 - 6; June 17 - 20; June 24 - 27; July 8-11; July 15-18; July 22-25, 2024. 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



Old Mill Elementary School

BRITTANY JOINER, PRINCIPAL
REBECCA MELCHER, SCHOOL COUNSELOR

Date: February 26, 2024
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 3-7, 10-14, 17-21, July 8-12, 15-19, 22-26, 2024. 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.

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Shepherdsville Elementary School

*527 West Blue Lick Road
Shepherdsville, KY 40165
502-869-7000*

Samantha Crumbacker, Assistant Principal

Jason Baragary, Principal

Lisa Overstreet, Counselor

Date: March 5, 2024

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 Fund 22 funds that have been budgeted. The student workers would work the following dates: May 20 - 23, 28 - 30, June 3 - 6, 10 - 13, 17 - 20, July 15 - 18, 22 - 25, July 29 - August 1, 2024. 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. Hours: 8:00 am to 12:00 pm. Must be a student enrolled in Bullitt County Public Schools.

The student will be compensated at minimum wage.

For more information or clarification, please contact me.



Eastside Middle School

6925 Highway 44 East

Mt. Washington, KY 40047

Phone: (502) 869-5000

Fax: (502) 538-0659

MEMO for Bullitt County Board of Education

February 21st, 2024

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 May 23rd or when summer hours began.

Funding for this position will be taken from designated Section 6. The position will consist of working up to 20 total days.



LEBANON JUNCTION
ELEMENTARY SCHOOL

DANIEL MULLINS, PRINCIPAL

Date: February 16, 2024

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 3-7, 10-14, 17-21, July 8-12, 15-19, 22-26, July 29 -31- August 1- 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



NICHOLS

ELEMENTARY
SCHOOL

ANNE MARIE LANDRY, PRINCIPAL
LAUREN CLARK, SCHOOL COUNSELOR

To: Althea Hurt
From: Anne Marie Landry
Date: February 16, 2024
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 17 - July 25, 2024.

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

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**Bullitt
East**
High School

NATE FULGHUM, PRINCIPAL
ANGELA BINKLEY, ASSISTANT PRINCIPAL
MIKE BRANGERS, ASSISTANT PRINCIPAL
ONDREA SMALLWOOD, ASSISTANT PRINCIPAL

Date: February 5th, 2024

To: Dr. Jesse Bacon, Superintendent

From: Nate Fulghum, Principal, Bullitt East High School

Re: Summer Student Worker - ~~Clerical~~ Custodial

This summer we would like to hire one student custodial worker to assist our head custodian with the general cleaning needs of Bullitt East High School. We would like to create this position, utilizing SBDM funds that have been budgeted. Hours will be 6-8 hours per day determined by the head custodian, Monday - Thursday beginning March 20th, 2024 and ending June 24, 2024 and resume on July 10, 2024 and end on July 30th, 2024.

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

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 position will be for Monday - Thursday

Student workers must be at least 14 years of age and a student of Bullitt County Public Schools.

For the Summer of 2024 only!

Position is \$7.25 per hour.

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**MARYVILLE
ELEMENTARY
PATRIOTS**



Principal
Jamie Wyman

4504 Summers Drive
Louisville, KY 40229
Phone 502-869-2400 Fax 502-955-5753

Counselor
Kara Nicoulin

Date: March 25, 2024

To: Ms. Thea Hurt, HR Director

From: Jamie Wyman, Principal Maryville

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 3-6, 10-13, 17-21 July 8-11, 15 - 18, 22 - 26, and July 29 - August 1, 2024. 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.



Zoneton Middle School
797 Old Preston Highway North
Shepherdsville, KY 40165
(502) 955-7027 FAXL (502) 869-4400
Lesley Chadwell, Principal
Mitzi Phelan, Assistant Principal
Karissa Lewis, Counselor



DATE: April 9, 2024

TO: Ms. Thea Hurt, Director of Human Resources
Dr. Jesse Bacon, Superintendent *AP*
Ms. Adrienne Usher, Assistant Superintendent

FROM: Lesley Chadwell, ZMS Principal

RE: Additional Clerical Hours, Zoneton Middle School

Zoneton Middle School would like to utilize Section 6 funds for additional summer clerical hours for the 2024-2025 school year. These additional 32 hours would be used to process OLR. The additional hours would ensure all students were up to date with enrollment documents and provide a smooth transition at the start of the 2024-2025 school year.

Lesley Chadwell
Zoneton Middle School Principal