


JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

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

FROM:  Dr. Althea Hurt, Director of Human Resources

DATE: April 15, 2025

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

Attached are requests to hire student workers and clerical office workers for the summer months. The clerical workers will be responsible for answering phones and performing light clerical duties. The custodial workers will assist trained custodians in cleaning the schools and will be supervised at all times. These requests have been approved by each School-Based Decision-Making Council (SBDM), and funding will be provided through Section 6.

Attached Memos:

CES - Clerical Student Worker & Custodial Student Worker

CGES - Clerical Student Worker

LJES - Clerical Student Worker

MES - Clerical Student Worker

MWES - Clerical Student Worker & Custodial Student Worker

OMES - Clerical Student Worker

OES - 2 Clerical Student Workers

PGES - Clerical Student Worker

SES - Clerical Student Worker & Custodial Student Worker

BMS - Clerical Student Worker

EMS - Clerical Office Worker *(did not request a student)*

HMS - Clerical Office Worker *(did not request a student)*

ZMS - Clerical Office Worker *(did not request a student)*

MWMS - Clerical Office Worker *(did not request a student)*

BEHS - Clerical Student Worker

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Crossroads
Elementary
Est 2010

BENJAMIN MONNETT, PRINCIPAL
LAUREN MANION, SCHOOL COUNSELOR

#EVERYCHILDEVERYCHANCEEVERYDAY

April 15, 2025

Re: Summer Student Worker - Clerical and Custodial

Dr. Hurt,

I would like to request to create the following positions, utilizing SBDM funds that have been budgeted:

- Student Worker: Clerical (1)
 - Job Duties to include: answer phones, accept package deliveries, and do light clerical work during open hours.
- Student Worker: Custodial (2)
 - Job Duties to include: Assisting full time custodian on inventory of materials, cleaning of building, and other duties as assigned.

The dates of work for these students include:

- June 3-7, 10-14, 17-21
- July 8-12, 15-19, 22-26 29-31
- August 1-2

Student work positions will be daily from 8:00 AM - 12:00 PM and will be compensated at minimum wage.

The following criteria will accompany the posting:

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.

For more information or clarification, please contact me.

Ben Monnett

Received
4/15/25

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Cedar Grove Elementary School

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



James Slaven, Principal
Casey Newberry, Counselor

Teresa Fightmaster, Instr. Coach
Missy Key, Bookkeeper

Date: February 26, 2025

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 9-12, 16-19, 23-24, July 14-17, 21-24, 28-31, 2025. The student would work from 8:00a - 12:00p.

The following will be included in the posting, once approved: This position is a short term 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.



LEBANON JUNCTION

ELEMENTARY SCHOOL

DANIEL MULLINS, PRINCIPAL

Date: March 6, 2025

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 9-12, 16-19, July 7-10, 14-17, 21-24 28-31. 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

*Received
3/6/25*



Principal
Jamie Wyman

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

Counselor
Kara Nicoulin

Date: March 27, 2025

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 3-5, 9-12, 16-19, 23-24, July 10, 14-17, 21-24, and July 28 - 31, August 4-6, 2025 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.

*Received
3/27/25*



**Mt.
Washington**
Elementary
School

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

EVERY CHILD, EVERY DAY

Date: April 1, 2025

To: Dr. 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 2-5, June 9-12, June 16-19 and July 7-10, July 14-17, July 21-24, 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 15 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
Leslie Weihe
Principal

*Received
3/20/25*

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Date: April 1, 2025

To: Dr. Thea Hurt, HR Director

From: Leslie Weihe, Principal, Mt. Washington Elementary

Re: Summer Student Worker- Custodial Help

Each summer, we rely on student workers to assist our custodian with moving furniture and cleaning. 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 2-5, June 9-12, June 16-19 and July 7-10, July 14-17, July 21-24, 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 15 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
Leslie Weihe
Principal

*Received
3/20/25*



Old Mill Elementary School

BRITTANY JOINER, PRINCIPAL
REBECCA MELCHER, SCHOOL COUNSELOR

Date: March 16, 2025

To: Dr. 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 create this position utilizing SBDM funds that have been budgeted. The student worker would work for the following dates: June 4-6, 9-13, 16-20, July 7-11, 14-18, 21-25, 2025. The student would work from 8:00am-12:00pm

The following will be included in the posting, once approved. This position is a short-term 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 old and enrolled in Bullitt County Schools. The student will be compensated at minimum wage.

Please contact me if you have any questions or concerns.



TONYA HOLT, PRINCIPAL
RYAN SEGO, SCHOOL COUNSELOR

Date: March 28, 2025

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

Re: Summer Student Workers - Clerical (2 positions)

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 creating two positions, utilizing SBDM funds that have been budgeted and approved by SBDM. The student workers would work the following dates: May 30 - June 20, 2025. If we are only able to secure one student worker, the individual will have the opportunity to work sixteen days in July 2025 (after the dead period, when the principal and/or bookkeeper returns to the office). The student workday will be from 8:00 am - 12:00 pm, Monday - Thursday.

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

This position is a part-time position to support 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 enrolled as a 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

*Received
3/28/25*

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

Date: March 31, 2025

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, accept package deliveries and complete 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, June 09-12, June 16-19, and July 07-10, July 14-17, July 21-24, July 28-31st 2025. 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 is typically Monday- Thursday from 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

Dionna Bickley
Principal

*Received
3/31/25*



SHEPHERDSVILLE ELEMENTARY SCHOOL

JASON BARAGARY, PRINCIPAL
SAMANTHA CRUMBACKER, ASSISTANT PRINCIPAL
LISA OVERSTREET, COUNSELOR

Date: March 31, 2025

To: Dr. 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 Section 6 funds that have been budgeted. The student workers would work the following dates: June 3 - 6, June 9 - 12, June 16 - 19, July 7 - 10, July 14 - 17, July 21 - 24, July 28 - 31. The students 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.

*Received
3/31/25*



To: Dr. Althea Hurt

From: Katie Stephens

Date: 3/11/25

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 2025 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 3 and ending Aug 7. Must be a student enrolled in Bullitt County Public Schools. Must be at least 16 years of age. Students will not work 6/25/25 - 7/9/25 (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



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

March 20th, 2025

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 2nd 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.

*Received
3/20/2025*



HEBRON

MIDDLE SCHOOL

CHAD FOSTER, PRINCIPAL
JAMIE BALLARD, ASSISTANT PRINCIPAL

To: Althea Hurt

From: Chad Foster

Date: 3/12/25

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 June 9th 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 20 days \$18.45/hour.

Please contact me with any questions or concerns.

Sincerely,

Chad Foster

*Received
3/12/25*



TIM RIDLEY, PRINCIPAL
KIM LESHER, ASSISTANT PRINCIPAL

TO: Dr. Althea Hurt

FROM: Tim Ridley

RE: Summer Worker

DATE: 3/24/25

Dr. 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.

Respectfully,

Tim Ridley

Tim Ridley
Principal

Mt. Washington Middle School

*Received
3/24/25*

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



ZONETON

MIDDLE SCHOOL

LESLEY CHADWELL, PRINCIPAL
MITZI PHELAN, ASSISTANT PRINCIPAL

DATE: April 10, 2025

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

FROM: Lesley Chadwell, ZMS Principal

RE: 40 hours summer clerical, Zoneton Middle School

Zoneton Middle School would like to hire a summer clerical worker for 40 hours in July, 2025. This additional worker would provide consistency in our front office for students, parents, and teachers this summer. This additional position would be funded through our Section 6 allocations.

Lesley Chadwell
Zoneton Middle School Principal

*Received
4/10/25*

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 8th, 2025

To: Dr. Jesse Bacon, Superintendent: Dr. Althea Hurt, Director of Human Resources

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. We would like to create these positions, utilizing SBDM funds that have been budgeted. Hours: 8:00 am to 12:00 pm Monday - Thursday beginning June 9th, 2025 and ending June 19, 2025 and resume on July 7, 2025 and end on July 31st, 2025.

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 9th, 2025 and ending June 19, 2025 and resume on July 7, 2025 and end on July 31st, 2025.

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

*Received
4/8/25*