



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

TO: Jesse Bacon
Adrienne Usher

FROM: Althea Hurt, Director of Human Resources

DATE: April 24, 2026

RE: 2026 Requests for Summer Workers

Please find requests from the following schools for Clerical Hours for the 2026-2027 School Year

- BEHS- 2 summer workers (clerical)
- BMS- 1 Summer worker (clerical)
- CES- 2 summer workers (1 student clerical and 1 student custodial)
- EMS- 1 summer worker (clerical)
- ZMS- 1 summer worker (clerical)

Attachment:
Memo from each principal attached.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



**Bullitt
East**
High School

JOSHUA LIGHTLE, PRINCIPAL
MICHAEL BRANGERS, ASSISTANT PRINCIPAL
STEPHEN CREPPS, ASSISTANT PRINCIPAL
ONDREA SMALLWOOD, ASSISTANT PRINCIPAL
ERIN WALDRIDGE, ASSISTANT PRINCIPAL

5/5/26

Dr. Hurt,

I am requesting approval for 2 student Summer worker positions to be created for this summer. Students will be answering phones and greeting parents and visitors. Students will be paid \$7.25 per hour. Funding will come from both fiscal year 26 (6/1/26-6/5/26, 6/8/26-6/11/26,6/15/26-6/18/26,6/22/26-6/24/26) and fiscal year 27 (7/13/26-7/16/26, 7/20/26-7/23/26, 7/27/26-7/30/26) SEC6 budgets. Each student will be allowed to work for up to 4 hours per day for a total of 31 days.

Thank you,

Joshua Lightle

Principal

Bullitt East High School



BERNHEIM
MIDDLE
SCHOOL

CHASE GOFF, PRINCIPAL
JENNIFER HARRISON, ASSISTANT PRINCIPAL

Memo for Bullitt County Board of Education

April 28, 2026

Bernheim Middle School is requesting to add a 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 1st or when summer hours begin.

Funding for this position will be taken from the following code:

0051077 0131 SEC6



BENJAMIN MONNETT, PRINCIPAL
LAUREN MANION, SCHOOL COUNSELOR

#EVERYCHILDEVERYCHANCEEVERYDAY

April 14, 2026

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 (1)
 - 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 1-4, 8-11, 15-18, 22-24
- July 13-16, 20-23, 27-30
- August 3-6

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

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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

April 15th, 2026

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 1st or when summer hours began.

Funding for this position will be taken from designated Fund 22. The position will consist of working up to 20 total days.



ZONETON MIDDLE SCHOOL

LESLEY CHADWELL, PRINCIPAL
MITZI PHELAN, ASSISTANT PRINCIPAL

DATE: April 13, 2026

TO: Dr. Thea Hurt, Director of Human Resources
Dr. Jesse Bacon, Superintendent
Dr. 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 June and July, 2026. 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

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