



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

**TO:** Dr. Jesse Bacon  
Dr. Adrienne Usher

**FROM:** Dr. Althea Hurt, Director of Human Resources

**DATE:** May 15, 2026

**RE:** **Item for the JUNE Board Meeting - Summer Clerical Worker**

Lauren Burnett, principal of Hebron Middle School, requests to add a Summer Clerical Worker to the school's staffing. The person will have light clerical duties, greet the public, answer phones, and assist with new student enrollment. Funding will come from Fund 22.

**Attachments:**  
Memo from Principal Burnett

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

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



**HEBRON**  
MIDDLE SCHOOL

Lauren Burnett, Principal  
Jamie Ballard, Assistant Principal

**To:** Althea Hurt, Director of Human Resources  
**From:** Lauren Burnett, Principal  
**Date:** 05/13/2026  
**Re:** **Board Memo - Summer Clerical Hours**

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 22nd and ending July 30th. 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:  
FUND 22 and will be paid by the clerical assistant pay scale.

Please contact me with any questions or concerns.

Thanks

*Lauren Burnett*

Lauren Burnett