




## Bullitt County Public Schools

1040 Highway 44 East  
Shepherdsville, Kentucky 40165

502-869-8000  
Fax 502-543-3608  
www.bullittschools.org

### MEMO

TO: Keith Davis

FROM: Mark Mitchell 

DATE: March 13, 2018

RE: Board Agenda Item – Building Modification – Bernheim Middle School

Presented for Board approval is a request from Bernheim Middle School to create an individualized, practice room for band students.

The request involves modifying (2) two existing doors that serve the band instrument storage room by adding 10"x38" viewing glass to each door. This will allow students to use the space for independent instruction while providing visible observation for the band instructor. Currently, there are limited opportunities for students to sharpen their playing skills outside of a group setting. This will give individual students this much-needed opportunity.

The district's maintenance team has met with Ms. Katie Stephens and has determined that the doors are not fire-rated and can be modified. The district maintenance team will install the viewing glass. Funding to purchase the view glass will come from Bernheim's Fund 22 account. WillisKlein will provide the viewing glass at a cost of \$359.00.

I recommend the Board approve the request from Bernheim Middle School to create an individualized, practice room for band students.

Attachment: Memo from Ms. Katie Stephens

Equal Education and Employment Institution

*OK to March*  
*W*

*B. Syton*



# *Bernheim Middle School*



700 Audubon Drive, Shepherdsville, KY 40165 (502) 869 – 4000  
*Katie Stephens - Principal    Jennifer Harrison – Assistant Principal    Karen Smith - Counselor*

Board Members,

Bernheim Middle School would like to modify the doors on the band instrument storage room. Our intent is to convert the room into a student practice room. The way the band area is currently set up, students have limited time and space for individualized instruction. Creating a practice room will provide the opportunity for students to sharpen their skills on their particular instrument and, collectively, strengthen the band as a whole.

After working with the maintenance department, it has been determined that the doors are not fire-rated and can be modified. We are requesting to install 10" x 38" windows in (2) two doors which will allow for visual observation and independent instruction. The windows will be purchased through WillisKlein at a cost of \$359.00. Funding is found in Bernheim's Fund 22 account.

Thank you for your time,

Katie Stephens, Principal  
Bernheim Middle School

OK  
mm



# WILLISKLEIN

11530 Shelbyville Road \* Middletown, KY 40243  
(502)244-7077 Fax(502)244-7076

246 Walton Ave. \* Lexington, KY 40502  
(859)254-1123 Fax(859)231-9495

Main Location and Remit to:  
4041 Westport Rd  
Louisville, KY 40207  
(502)893-0441 F(502)895-7358  
www.willisklein.com

## Acknowledgement

ORDER DATE	ORDER NUMBER
03/06/18	S1524410
ORDER TO:	PAGE NO.
WILLIS KLEIN 4041 WESTPORT ROAD LOUISVILLE KY 40207 502-893-0441 Fax 502-895-7358	1

SOLD TO:  
BULLITT COUNTY BOARD OF EDUCATION  
1040 HWY 44 EAST  
SHEPHERDSVILLE, KY 40165  
502-869-8022 Fax 502-543-2106

SHIP TO:  
BULLITT CO BD OF ED  
BERNHEIM MIDDLE SCHOOL  
700 AUDUBON DR  
SHEPHERDSVILLE, KY 40165  
502-869-8022 Fax 502-543-2106

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON	
59730	QUOTE-BMS-BAND RM			
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
ANDREW HARRIS	UPS GROUND	Net Due 30 Days	04/03/18	No
ORDER QTY	PART NO	DESCRIPTION	Net Pric / UM	Ext Pric
2ea	770921	. . POC: KEVIN REECE @ 644-0984 . BAND ROOM STORAGE DOORS NGP L-TG-1/4"-FRA-GT118 10" X 38" - STC RATED LITE KIT W/ PUTTY POWDER COAT	152.000/ea	304.00
1ea	335819	^ Above Item Cannot Be Returned ^ COMMERCIAL FREIGHT STANDARD GROUND FREIGHT	55.000/ea	55.00
			Subtotal	359.00
			S&H CHGS	0.00
			Sales Tax	0.00
			Amount Due	359.00