



## Bullitt County Public Schools

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[www.bullittschools.org](http://www.bullittschools.org)

MEMO

TO: Jesse Bacon

FROM: Mark Mitchell 

DATE: September 11, 2018

RE: Board Agenda Item – Building Modification – Bernheim Middle

Presented for Board approval is a request from Mrs. Katie Stephens to install a permanent sign in the cafeteria at Bernheim Middle.

Through funding from the PTSA, Bernheim Middle designed and created a wall-mounted sign (see attached memo) with the help of parents and staff members to hang in the cafeteria. Members of the maintenance department will install the sign after Board approval.

I recommend the Board approve the request from Mrs. Katie Stephens to install a permanent sign in the cafeteria at Bernheim Middle.

Attachment: Memo from Mrs. Katie Stephens





# ***Bernheim Middle School***



700 Audubon Drive, Shepherdsville, KY 40165 (502) 869 – 4000

***Katie Stephens - Principal***

***Jennifer Harrison – Assistant Principal***

***Karen Smith - Counselor***

Dear Mr. Mitchell,

With the help of our PTSA we are creating a sign for the Cafeteria. It will be a permanent fixture and needs to be secured to help create a safe environment for students. It has been built by BMS staff and families and we are grateful for the aesthetic enhancement to our school. The total cost of the project is \$125 for the letters, and approximately \$65 for materials to stain the pallet wood and secure the items to the base. See the picture below as an indication of what the sign for the cafe will look like. This is in the beginning stages of completion.



Thank you for your support of BMS.

Most Sincerely,

Katie Stephens, Principal  
Bernheim Middle School