



DEPARTMENT OF FACILITIES

**TONY ROTH, DIRECTOR**  
GEORGE BROCK, MAINTENANCE SUPERVISOR  
THOMAS STOKES, CUSTODIAL SUPERVISOR  
ANDREA ROCK, ENERGY MANAGER

MEMO

TO: Dr. Jesse Bacon, Superintendent *JB*  
FROM: Tony Roth, Director of Buildings and Grounds *T. Roth*

Date: July 24, 2023

RE: Request to Install Storage Building at Crossroads Elementary

Julie Wright, Principal at Crossroads Elementary School, requests permission to allow the Crossroads Bengals Youth Football Team to install a storage building on school property. The location will be approved by the Maintenance Department before installation. Attached is the necessary paperwork.

I recommend approval of this request.

*TWR*

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

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

**Alteration/Modification Request and Agreement**

PROJECT NAME: CROSSROADS BENGALS FIELD HOUSE

This Agreement, made and entered into, by and between the Bullitt County Board of Education, Shepherdsville, Kentucky, hereinafter referred to as Board, and OVBC Head Start, a Kentucky Corporation, hereinafter referred to as Boosters.

**WITNESSETH:**

WHEREAS, the Board owns the property at Crossroads Elementary, 156 Erin Circle, Mt. Washington, KY 40047 in Bullitt County, Kentucky, and

WHEREAS, the Crossroads Bengals program is provided at the Crossroads Elementary School by the Board, and

WHEREAS, the program is in need of certain structural facilities for use in the program, and

WHEREAS, the Board at the present time is unable to supply the funds for said structural facilities, and

WHEREAS, the Boosters are willing to provide labor, materials and funds for the construction of such facilities, and donate same to the Board.

NOW THEREFORE, for and in consideration of the foregoing, the parties covenant and agree as follows:

1. Upon receipt of a letter of request from the Principal of the school, and approval by the Board, the Board will prepare necessary documents and submit same for the approval of a B-C-1 construction application and other necessary approval from various state agencies as may be required for the construction contemplated by the parties.
2. The Booster Club will provide, at its expense, architectural services using the Board approved provider for the purpose of obtaining an approvable set of completed plans and specifications for such structures as the parties may agree to construct, and shall submit such plans and specifications for approval from the Kentucky Department of Education and the Department of Housing, Buildings, and Construction.
3. The Booster Club will further provide at its expense architectural services using the Board approved provider to oversee the construction project. Architectural services will further be provided by the Booster Club for the purpose of certifying to the Board that the contemplated project will be constructed in compliance with the plans and specifications as approved.
4. The Boosters will begin no work until the plans and specifications have been approved by the aforementioned state agencies and the Board has authorized the project to begin after the Boosters have shown the Board adequate resources (both monetary and donated materials) to accomplish said construction without financial liability to the Board.
5. The Boosters, while utilizing Board-owned property, shall operate within Board approved policies for securing resources.
6. The Boosters will complete the structure in accordance with and conformance with the plans and specifications as approved.
7. The structure will be completed and certified for occupancy no later than August 30, 2023.
8. The Boosters will provide to the Board, as the Board may deem appropriate, general liability insurance and property damage insurance in amounts not less than Five Hundred Thousand Dollars (\$500,000).
9. Upon completion of the structure as contemplated herein, the Boosters will release all claims of ownership, and title to the structure will vest in the Board. The Board shall have complete control of the structure.

WITNESS the hands of the parties this the \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST

Secretary

ATTEST

Secretary

BY:

Chairperson, Board of Education

BY:

President, Boosters Club

**Request for Consideration of Proposed Project**

**Note:** Board Procedure Form 05.11 AP.2 must be completed and submitted along with this "Request for Consideration of Proposed Project" form. Any booster club or outside organization wishing to pursue fundraising efforts for future consideration of a proposed project must submit a letter of request for prior approval.

Once funding has been secured, any booster club or outside organization wishing to pursue construction or renovations on school property needs to comply with the following:

- Provide a draft 'Booster Club' or 'Donor' agreement for review and approval. (05.11 AP.2)
- For construction and renovations as specified in Board Policy 05.11 (including any portable structures to be placed on school premises), a school Administrator will serve as a liaison between BCPS's Construction Department and the booster club or outside organization, and will submit a scope of work and preliminary schematic to the Construction Department. The designee will submit these documents to the School Board, requesting permission to proceed with obtaining detailed plans and cost figures.
- Upon preliminary approval, the Construction Department will submit an initial BG-1 to the Board for approval. Once approved, the Construction Department will submit the initial BG-1 and any preliminary drawings to KDE.
- The BG-1 financial page must recognize the real value or cost estimate of the building, and then show funding to equal that amount, including the source of funding, such as donations, general fund, etc.
- The booster club or outside organization will be required to hire an architect/engineer (A/E) meeting the requirements of the Kentucky Building Code - KBC. They will send the Construction Department a copy of the KDE required owner/architect agreement (which may consist of a letter agreement with insurance certificates if the A/E fee is less than \$50,000.00), certificates of insurance, and KDE Non-collusion affidavit.
- Plumbing and electrical services must be provided by installers licensed in Kentucky as per the KBC, and approved by the project A/E. It is not uncommon on small projects for the Plumber and Electrician to prepare their own drawings - check with the architect or engineer to see if this is permissible. If successfully negotiated, this may result in a reduced design fee.
- Submit detailed construction plans, elevations and sections that specify all major building components. Include with the plans, a current site plan demonstrating the proposed location of the building/improvement and its relationship to property lines, utility easements, floodplain, etc.
- The Boosters will provide to the Board, as the Board may deem appropriate, general liability insurance and property damage insurance in amounts no less than Five Hundred thousand dollars (\$500,000).
- The booster club or outside organization will hire a General Contractor, even if the services are donated, so that there is evidence of general project coordination, trades certification, background checks for all workers and insurance coverage. The District may consider requesting a waiver from KDE for the performance and payment bonds, depending on the value of each package or trade.
- Where necessary, comply with all requirements for competitive bids under the Ky. Model Procurement Code, to be handled by the Construction Department.

Submitted By:

*[Signature]*  
School Administrator/Liaison

Date

*7-27-2023*

Received By:

**Crossroads Elementary**

Change to facilities would be an installation of an outside storage building for the Crossroads Bengals to utilize. The building is a 10x20 metal efficiency shed. It has one double door to open. The building is on beams that have been treated.







