

DEPARTMENT OF FACILITIES

THOMAS STOKES, DIRECTOR
TRACY PARSLEY, MAINTENANCE SUPERVISOR
BOBBIE CASTLEMAN, CUSTODIAL SUPERVISOR
GEORGE BROCK, ENERGY MANAGER

MEMORANDUM

TO: Dr. Jesse Bacon, Superintendent

FROM: Thomas Stokes, Director of Facilities *TAS*

DATE: April 27, 2026

SUBJECT: Request for Office Space Construction - Main Office Area - Brooks Elementary

Brooks Elementary would like to construct an interior wall within the main office area to create additional office space. This would allow two staff members who are currently utilizing a classroom for office purposes to relocate to the office area. This would help maximize instructional space and ensure classrooms are fully available for student use.

Funding for this project would be covered through their building accounts and Section 6 funds.

I recommend approval of this request.

Attached paperwork is listed below:

Email from BES Principal, Mrs. Davis detailing the request

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

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Stokes, Thomas <thomas.stokes@bullitt.kyschools.us>

Request for Office Space Construction in Main Office Area

1 message

Davis, Betty Jo <bettyjo.davis@bullitt.kyschools.us>
To: "Stokes, Thomas" <thomas.stokes@bullitt.kyschools.us>

Tue, Apr 14, 2026 at 12:45 PM

Hi Thomas,

Thank you for talking about my idea today!

I am requesting approval and support to construct an interior wall within the main office area at Brooks Elementary to create an additional office space.


This project would allow us to establish a dedicated workspace for two staff members who are currently utilizing a classroom for office purposes. By relocating these positions into the main office area, we can maximize instructional space and ensure classrooms are fully available for student use.

Funding for this will be covered through our building accounts and Section 6 funds. We would like to prioritize completion during the summer months.


Please let me know the next steps for initiating this request, including any required approvals, assessments, or timelines.

Thank you for your consideration and support.

Betty Jo Davis
Principal, Brooks Elementary School



Betty Jo Davis
Principal



BROOKS
ELEMENTARY SCHOOL

1430 BROOKS HILL ROAD, BROOKS, KY 40109 502-869-2000