

## **Booster/Outside Organization ~ Construction**

Sexton, Becky

**sent:** Friday, July 29, 2011 10:45 AM

**to:** Coulter, Christy; Atherton, Debby - Bullitt East High Principal; Marshall, Jeffrey E; Marshall, David - Director of Secondary Schools; Franklin, Bonita; Miracle, Steve; Fulk, Robert; Muratalla, Rita; Foster, Willie; Allen, Denise - Principal; Rogers, Mark; Blackburn, Robert; Barger, Lee

**cc:** Kessinger, Steve; Hasting, Tracy; Hornback, Steve; Troutman, Angie; Davis, Keith - Superintendent

**attachments:** BoosterConstruction2011072~1.pdf (573 KB)

**Principals,**

**Please share the attached information with your athletic directors and any booster organizations affiliated with your school. The procedure will need to be followed for any construction/renovation projects. Send completed information to Steve Kessinger and we will work through the process with you. Thanks for all you do!**

**Becky Sexton**

### **Attachments:**

**Informational packet that was given to all Principals at the first LTM on July 25, 2011 regarding construction/renovation projects by Boosters and other outside organizations.**



## Bullitt County Public Schools

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www.bullittschools.org

TO: Administrators  
Athletic Directors  
Booster Club Representatives

FROM: Becky Sexton *B. Sexton*

DATE: July 21, 2011

RE: Requests for Construction Related Projects

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As booster clubs and other outside organizations request to begin a construction related project, the following needs to be completed and submitted to the Construction Department for consideration and board approval:

- Memo of request on school letterhead from the principal requesting board consideration and item to be placed on the agenda with the required attachments.
- Board procedure 05.11 AP.2 (Page 1 & 2) must be completed and submitted to BCPS's construction department.
- 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 05.11 AP. 2.

Attachments:

- Policy 05.11 - Alterations of Building and Grounds
- Procedure 05.11 AP.1  
Alterations to Building and Grounds
- Procedure 05.11 AP.2  
Page 1 – Alteration/Modification Request and Agreement  
Page 2 – Request for Consideration of Proposed Project

**Alterations of Buildings and Grounds**

**APPROVAL NEEDED**

Any change or modification to be made in the landscape of school grounds, construction of driveways or roads across such grounds; renovation of the school buildings or the alteration of any part thereof; or the construction of buildings, playing fields, tennis courts, or the erection of lighting systems for such fields or courts shall be done only after the approval of the project by the Board and appropriate state agencies.

**REFERENCES:**

KRS 160.290

KRS 162.060

302 KAR 029:050

702 KAR 001:001

Adopted/Amended: 05/20/1993

Order #: 301

**Alterations to Buildings and Grounds****AMENDMENTS TO THE LOCAL FACILITIES PLAN**

When there is a major change in enrollment or curriculum or a major disaster or other unforeseen occurrence that takes place during the District's planning cycle, the District may request an amendment to the District Facilities Plan. In making the request, the District shall follow the amendment process set out in the Kentucky School Facilities Planning Manual.

**ALTERATIONS IN GENERAL**

Any structural alteration of a building shall require the approval of the Board and appropriate state agencies.

Any alteration to a building or its grounds that significantly changes the appearance of the building or grounds shall require Board approval.

A consulting engineer, architect, or other qualified person shall review and/or approve playground equipment and/or other construction projects for safety in design and construction techniques.

**EQUIPMENT OWNED BY OUTSIDE GROUPS**

Equipment owned by a school-related organization such as, but not limited to, PTA/PTO shall meet all applicable safety standards as verified by the Superintendent/designee.

**SIGNS**

The Superintendent/designee shall grant prior approval for the erection of new signs or repainting of existing signs on school property.

**BOOSTER CLUB PROJECTS**

When booster clubs wish to provide financial support required to construct or modify structures or facilities, the following guidelines shall be adhered to enable the Board to assist in completion of such projects:

1. The project shall be a permanent structure and shall be a new construction or an addition to an existing Board facility including athletic fields. The Board may consider other projects, but operational costs of programs such as travel, uniforms, fees and normal budget items are not eligible for funding.
2. School groups requesting funds shall submit the request to the Superintendent no later than January 30 for inclusion in the next fiscal year budget. The Board, at its discretion, may allocate surplus funds at other intervals for projects if such funds are available.
3. The Board shall approve the project before funds are requested.
4. The Board will submit a BG-1 to the Division of Facilities Management if required by the Kentucky Department of Education.
5. The project shall meet all state and local codes.
6. All projects are at the discretion of the Board.

Review/Revised:7/19/11

**Alteration/Modification Request and Agreement**

PROJECT NAME: \_\_\_\_\_

This Agreement, made and entered into, by and between the \_\_\_\_\_ Board of Education, \_\_\_\_\_, Kentucky, hereinafter referred to as Board, and \_\_\_\_\_, a Kentucky Corporation, hereinafter referred to as Boosters.

**WITNESSETH;**

WHEREAS, the Board owns the property at \_\_\_\_\_ in \_\_\_\_\_ County, Kentucky, and

WHEREAS, the \_\_\_\_\_ program is provided at the \_\_\_\_\_ 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 BG-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 \_\_\_\_\_, 2\_\_\_\_\_.
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

BY: \_\_\_\_\_  
Chairperson, Board of Education

ATTEST:  
\_\_\_\_\_  
Secretary

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 Maintenance Department and the booster club or outside organization, and will submit a scope of work and preliminary schematic to the Maintenance 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 Maintenance Department will submit an initial BG-1 to the Board for approval. Once approved, the Maintenance 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.
- As directed by the Maintenance Department, the booster organization will be required to hire an architect/engineer (A/E) meeting the requirements of the Kentucky Building Code – KBC. They will send the Maintenance 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 Maintenance Department.

Submitted By:

\_\_\_\_\_  
School Administrator/Liaison

\_\_\_\_\_  
Date

Received By:

\_\_\_\_\_  
Construction Manager

\_\_\_\_\_  
Date

School: _____
Description of Project: _____ _____ _____

Review/Revised:6/21/11