

THE HOWARD COUNTY DEPARTMENT OF EDUCATION
10910 Route 108, Ellicott City, Maryland 21042
(410) 313 6600

IMPROVEMENTS TO SCHOOL SITES OR SCHOOL FACILITIES

PROPOSAL

December 1, 2016

To: Director of School Facilities

From: Molly Ketterer
Bushy Park ES Principal

Eileen Dietz
Bushy Park PTA President

Tamara Westhoff
Bushy Park Past PTA President

*Bushy Park Elementary
14601 Carrs Mill Road
Glenwood, MD 21738*

We submit for your consideration and advancement if appropriate a proposal affecting the

Outdoor Classroom Tables

This proposal may be described as follows:

1. What is the intent of the proposal?
 - *To create an outdoor classroom space with multiple options for seating and classroom presentation.*
 - *This is connected to our Green School Initiative*

2. What form will it take (attach sketch/drawings or detailed plan) ?
 - *Some will be placed on an existing concrete pad just outside rear doors. This spot is protected from wind and also has a wall to mount an outdoor chalkboard. The spot has optional electrical in an nearby custodial closet which allows teachers to use technology as well.*
 - *Some of the tables will be placed on an existing mulch pad where older picnic tables now exist.*
 - *Sketch included*

2. What precautions will ensure health and safety?

- *HCPSS Maintenance will be involved in installation.*
- *BPES Custodial Team members will be trained on upkeep.*
- *Staff, students and community members will be trained on use of the outdoor tables.*
- *An explanation of its features will be shared at community events.*
- *Details for safe use will be posted near both areas where the outdoor tables exist.*
- *Adult supervision will be required for their use.*

3. What security is provided against vandalism and unauthorized use or occupancy?

- *Each outdoor classroom table will be secured with a chain that will be bolted to the ground.*
- *Security cameras have a view of both areas.*

5. How will the improvement relate practically and aesthetically to existing structures and landscaping?

- *Outdoor tables enable teachers to teach classes outside and also have access to visuals and technology to supplement instruction.*
- *Science teachers are in need of an outdoor space for selected science lessons.*
- *The space can also be used for community functions and for HCPSS Professional Development and events.*
- *We want to feature this as a Health and Wellness feature of our Green School Initiative.*

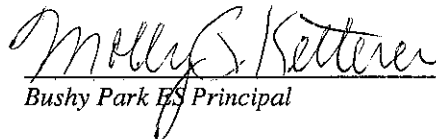
6. Estimate probable costs both initial and operating, together with source(s) of funding.
 - o *See Donation Sheet from PTA*

7. How much labor will be required and who will provide it?
 - *We will seek HCPSS Maintenance for installation and securing the outdoor tables to each space.*

8. What amount of time will be needed to do the job?
 - *In discussion with Folly Quarter Middle School, this was done within one or two school visits.*

In submitting this proposal, I/we know and understand the policy of the Howard County Board of Education entitled "Improvements to school Sites or School Facilities" and will support its implementation relative to this project should my/our request be approved.

Submitted:



Bushy Park ES Principal

On behalf of PTA Leadership

ACTION RECORD

1. Proposal received on _____ by _____
(Date) (Name)

2. Evaluation of proposal completed _____, by (check as appropriate):

Director, School Facilities _____ (date)

Manager, Safety, Environment
and Risk Management _____ (date)

Chief Operating Officer _____ (date)

Project approved _____ not approved _____

Conditions (if any):

3. Project schedule:

Begun: _____

Completed: _____

Notes (if any): _____

**The Howard County Public School System
Acceptance of Donations**

Step 1 Donor Information		Completed by the School/Department	
Name: <u>Bushy Park Elem. PTA</u>	Phone: <u>410.313.5500</u>		
Street Address: <u>14601 Cans Mill Rd.</u>	City: <u>Glenwood</u>		
Donation/Est. Value: <u>\$1526.30</u>	State/Zip: <u>MD 21738</u>	<input type="checkbox"/> Cash/Check	<input checked="" type="checkbox"/> Non Cash
Purpose of Donation: <u>Outdoor classroom bench/tables - Green School Initiative</u>			
Recipient: <u>Bushy Park Elementary</u>	Program/Dept: <u>Outdoor Classroom</u>		
School Name	(same as FOMS)		

Step 2 Donation Acceptance
Completed by the Principal/Department Manager

All donations must be accepted by the principal or program department in accordance with the criteria for acceptance outlined in Policy 4010 - Donations.

Donation meets Board of Education criteria for acceptance.
 Yes No

Signature: Molly Q. Ketterer
 Title: Principal Date: 7/15/2016

DONATIONS OF \$500 OR LESS REQUIRE NO FURTHER ACTION FOR ACCEPTANCE

Step 3 Central Office Approval Required for Donations over \$500
Submitted by Principal/Department Manager to Appropriate Office as Defined Below

A donation consisting of an improvement to real property or having an estimated value greater than \$500 must be reviewed, inspected/tested by Central Office staff and recommended to the Board of Education for acceptance.

Donation	Office Responsible for Review
Books/Media Equipment	Media and Educational Technology
Educational Supplies	Curriculum, Instruction, and Administration
Computers/Technology Equipment	Technology Office
Other Equipment	Safety, Environment and Risk Management
Improvement to Real Property	School Facilities
Cash or cash paid for services	Finance Office
Physical Education Equipment	Physical/Health Education and Dance

Donation has been reviewed and is recommended to the Board of Education for acceptance.
 Yes No

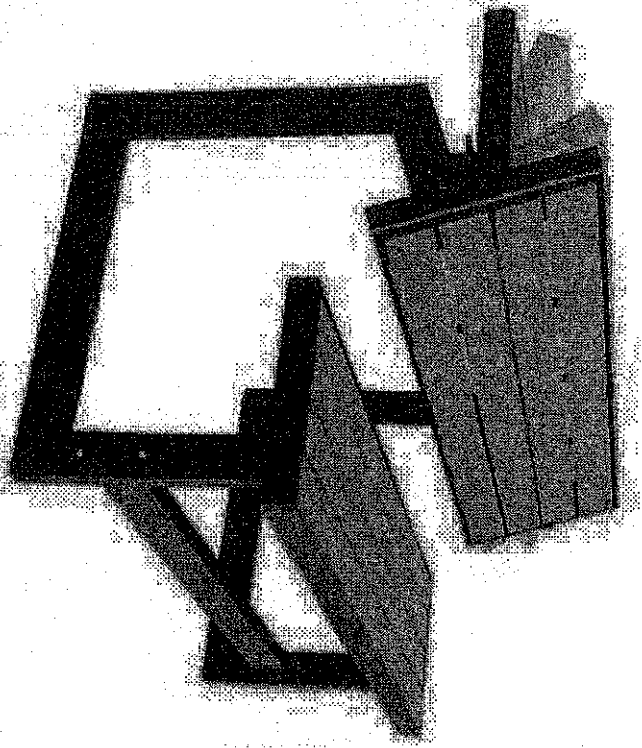
Signature: _____
 Title: _____ Date: _____

Step 4 Administrative Director/Program or Department Head Approval
Forwarded by Central Office for Final Approval and Preparation of Board Report

Donation has been reviewed and is recommended to the Board of Education for acceptance.
 Yes No

Signature: _____
 Title: _____ Date: _____

Administrative Directors/Program/Department Heads - Submit Monthly Board Donation Reports to the Administrative Specialist to the Board of Education



[Click to open expanded view](#)

Lifetime 60054 Convertible Bench / Table, Faux Wood Construction

by Lifetime

★★★★★ 222 customer reviews | 41 answered questions

Price: \$199.02 & FREE Shipping. [Details](#)

In Stock.

Want it Wednesday, July 20? Order within 70 hrs 52 mins and choose Standard Shipping at checkout. [Details](#)

Ships from and sold by Amazon.com.

Size: 57L in.

Color: Brown

- Easy, one-person conversion from bench to table in seconds
- Durable, weather-resistant simulated wood. Designed for indoor and outdoor use
- Ultra stable in both positions; can be used with a second bench to create a full sized picnic table
- The beauty of wood without the maintenance; Will not fade, warp, crack, chip, or peel.
- Slats allow for quick water drainage; Backed by a 2-year limited manufacturer warranty
- Frame Color: Brown, Bench Color: Simulated Wood

12 new from \$179.99

This item's packaging will indicate what is inside and cannot be hidden.

Fwd: Your Amazon.com order of 10 x "Lifetime 60054 Convertible..."

Tamara Westhoff [btwesthoff@me.com]

Sent: Friday, July 15, 2016 9:59 AM

To: Nicole F. Smith

Begin forwarded message:

From: "auto-confirm@amazon.com" <auto-confirm@amazon.com>
Subject: Your Amazon.com order of 10 x "Lifetime 60054 Convertible..."
Date: June 21, 2016 at 9:18:17 AM EDT
To: btwesthoff@me.com
Reply-To: auto-confirm@amazon.com



Order Confirmation

Hello Brian and Tamara Westhoff,

Thank you for shopping with us. You ordered 10 of "Lifetime 60054 Convertible...". We'll send a confirmation when your items ship.

Details

Order #110-9059786-7785838

Arriving:
Thursday, June 23

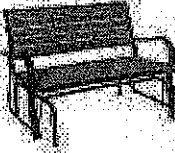
Ship to:
**Bushy Park Elementary
School
14601 CARRS MILL RD...**

[View or manage order](#)

Total Before Tax: \$1,439.90
Estimated Tax: \$86.40
Order Total: \$1,526.30

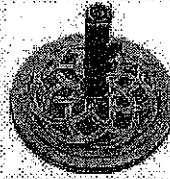
We hope to see you again soon.
Amazon.com

Frequently Bought With Lifetime 60054 Co...



Bench, 4...

\$135.99 *Prime*



BR 18-Inch Cast...

\$31.03 *Prime*

By placing your order, you agree to Amazon.com's [Privacy Notice](#) and [Conditions of Use](#). Unless otherwise noted, items sold by Amazon.com LLC are subject to sales tax in select states in accordance with the applicable laws of that state. If your order contains one or more items from a seller other than Amazon.com LLC, it may be subject to state and local sales tax, depending upon the seller's business policies and the location of their operations. [Learn more about tax and seller information.](#)

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