

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

Water Fountains of Bushy Park ES

This proposal may be described as follows:

1. What is the intent of the proposal?
 - *To install inserts for six water fountains that enable water bottles to be filled.*
2. What form will it take (attach sketch/drawings or detailed plan) ?
 - *The insert fits with our existing water fountains.*
 - *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 water fountain.*
 - *An explanation of its features will be shared at community events.*
 - *Details for safe use will be posted near every water fountain.*

3. What security is provided against vandalism and unauthorized use or occupancy?
- *Water fountain insert is bolted to water fountain.*
 - *Security cameras have a view of each water fountain.*
5. How will the improvement relate practically and aesthetically to existing structures and landscaping?
- *Use of the water fountain inserts will make it easier for staff and students to be hydrated during the school day.*
 - *Many of our students bring water bottles to school and spill water when attempting to refill them using classroom or hallway water fountains.*
 - *We are intending to purchase water bottles for every student so that there is equal access to this feature.*
 - *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.*

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

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: Bushy Park Elem. PTA Phone: 410.313.5500
 Street Address: 14601 Carrs Mill Rd. City: Glenwood
 State/Zip: MD 21738
 Donation/Est. Value: \$2,808.00 Cash/Check Non Cash
 Purpose of Donation: Water stations to attach to existing fountains to fill water bottles
 Recipient: Bushy Park Elementary Program/Dept: Six water fountains
School Name (Same as in Forms)

Green School Initiative

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 R. Ketchum
 Title: Principal

Date: 7/15/2016

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

Step 3: Central Office Approval - required on Donation 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/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

ponied 7/20/16

ProDryers.com
 39201 Schoolcraft Rd.
 Suite B7
 Livonia, MI 48150

Phone # 888-50-DRYER
 Fax # 734-943-5906

CustomerService@ProDryers.com <http://www.ProDryers.com>

Invoice

Date	Invoice #
6/23/2016	49427

PAID
06/23/2016

Bill To

TAMARA WESTHOFF
 3923 CLARKS MEADOW DR
 GLENWOOD MD 21738

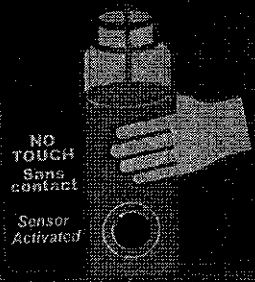
Ship To

BUSHY PARK ELEMENTARY SCHOOL
 ATTN: PTA
 14601 CARRS MILL RD
 GLENWOOD, MD 21738
 410-313-5500

P.O. Number	Terms	Rep	Ship	Via
SMS/PO21377	Visa	Drink		UPS

Quantity	Item Code	Description	Price Each	Amount
6	O-PWEBF	RETROFIT KIT, OASIS PWEBF, HANDS FREE VERSAFILLER FOR P8AC	468.00	2,808.00
		Out of state sale, exempt from sales tax	0.00%	0.00

Total			\$2,808.00
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NO TOUCH
Sans contact
Sensor Activated

AMPLIE COUVERTURE
pour l'ensemble de la France

ONLY USE OF PLASTIC BOTTLE
DEJ RECICLADO
Exclusivement de la bouteille
en plastique, pour le recyclage
De cette eau, nous avons fait
une eau de qualité, que vous
pourrez apprécier au quotidien
à votre santé.

Faire confiance. Faire de l'eau.



or the
aites votre de
environnement

with refreshing, or
tasting water.
qualitez-vous avec de l'eau
potable de qualité.

