

## TIMELINE FOR RENOVATIONS

- March-April Discussion on how to acquire needed additional office space.
- April Construction of additional office space. Get quotes for furniture for 2 offices
- May Purchase orders processed with Hurst Group (savings of 53% over Munson)  
PO 00949370, 00949371
- June Received approval to proceed with phase II of office renovation to include reception/secretarial areas. Discussion about work space for assistant supt. secretaries and receptionist. Furniture for receptionist ordered. (panels put on hold due to budget constraints) PO 00951605, PO00951597, PO00951604  
Construction beginning.

Still need any documents from John Lee-on vacation until June 23, 2009.

*Phase 2 work orders will not be completed  
until the job is completed*

TO: Sheldon H. Berman, Ed.D.  
FROM: Helen M. Fanning  
SUBJECT: Rationale for Renovation of Clerical Area in Superintendent's Suite  
DATE: June 5, 2009

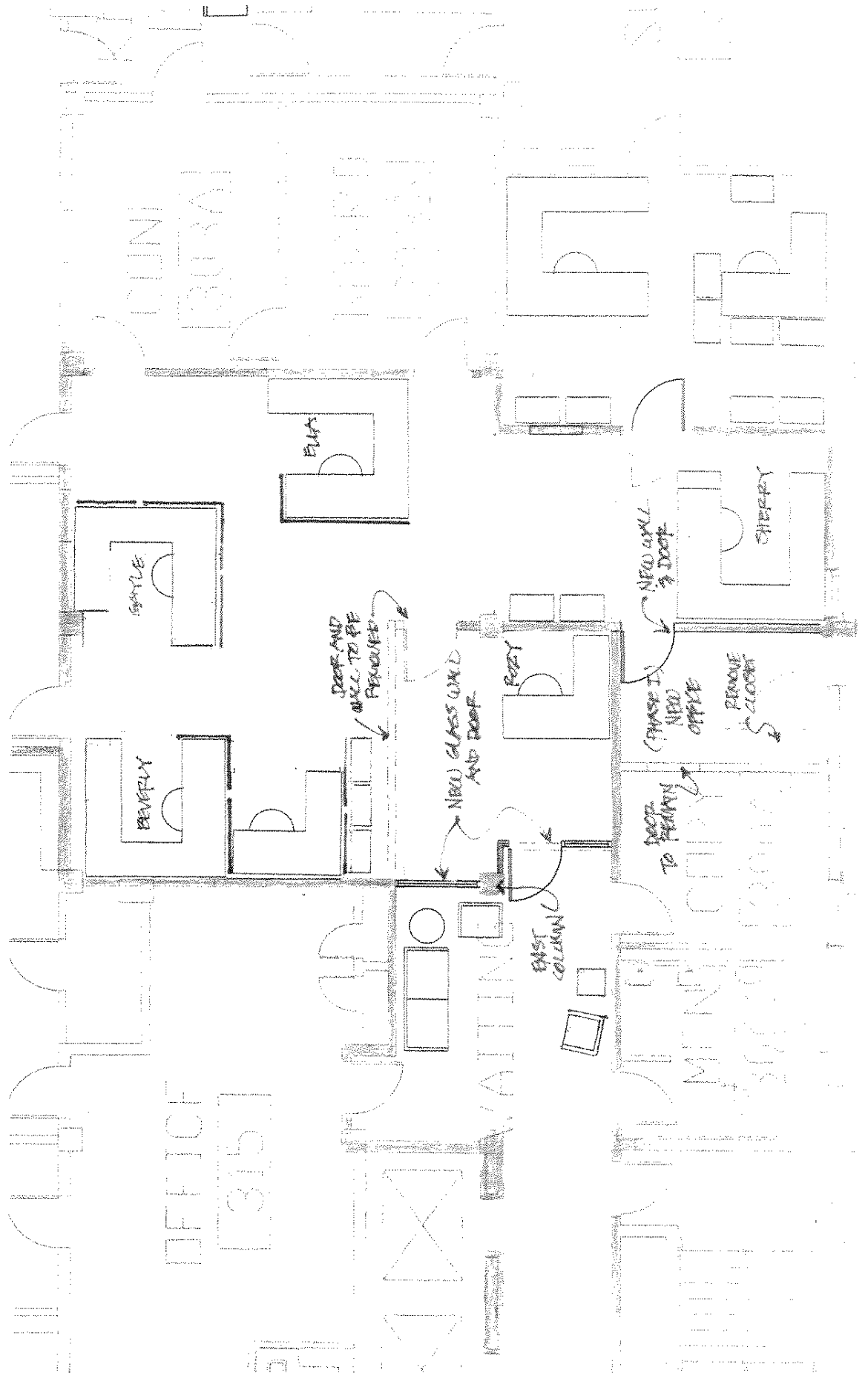
Prior to beginning renovation for the office of the special assistant to the superintendent, John Lee, Carolyn Merideth and I met to discuss how best to design the office to meet the needs of the district and the needs of personnel within the confines of the superintendent's suite. With space constraints and budget constraints in mind, we developed a two-phase renovation plan. The first phase involved removing the coat closet and expanding the space into a new office. This created a smaller workspace for Sherry Fields and the need for a smaller desk unit. After checking with surplus furniture, it was determined that DeVone Holt would also need to order furniture for his office. Carolyn handled ordering furniture from the appropriate budget.

Phase two of the plan involves creating a reception area in the present foyer. Creating an outer office will allow visitors to identify the superintendent's suite. Currently, a visitor enters the office and waits for someone to direct them. Secretaries involved in their work may appear to ignore the visitor. With a receptionist in the hallway, the visitor will be addressed properly and promptly.

The inner office will become a quieter work area for the secretaries who serve the assistant superintendents. Taking the receptionist out of the inner office will cut down on traffic in the work area. Installing divider panels at the secretary's desks will alleviate much of the noise factor and provide privacy for secretaries working with confidential information.

The workspace for each secretary to the assistant superintendent will be expanded, giving them a better sense of organization and privacy and contribute to a healthier work environment.

PHASE I: NEW OFFICE  
 PHASE II: RECEPTION AREA AND  
 SECRETARIAL AREA



• VANHOUSE RENOVATION.

Demolition	0
Driveway / Driveway Repair	300
Columns and Lights	1500 - on hold *
Paint	200
Electric	950
Plumbing	0
Plasterwork & Ceilings	800
Glass & Glazing	400
Carpet	3000

\$ 7150 Subtotal for Construction Materials  
 -1500

Reception Area Furniture

Two Seat Lounge	1031.29
2 - Wood Slatted 22.5cm Chairs	640.00
Photo prints	300.00
Accessories	200.00

\$ 2171.00 Subtotal for furnishings

Furniture Currently Ordered

Small Administrative Office	3108
Secretarial Work Station	3188

\$ 6296

Estimated Total \$ 15,617  
 -1500

ph 1



**Jefferson County Public Schools**

Work Order Module (WOM)

Ver: 4.0h

User: Knoy, Tommy (Admin)

JCPS-Home Login Main-Menu WO-List Print Logout Help

**Complete WO** View complete work order with parts, labor and totals

WOM WO Number	988359	Track Number	
Date Entered	3/27/2009 3:03:40 PM		
Status	Closed	Shop	RNS - RENOVATIONS
School / Location	VAN HOOSE	Unlisted Site	
Requestor Name	Moutardier, Judy	Optional Name	MIKE RUEFF
Contact Phone	485-3565	Optional Phone	
Problem Location	SUPERINTENDENT OFFICE		
Problem Description	MAKE RENOVATIONS FOR DEVON HOLT'S OFFICE		
Activity	RN000 - RENOVATION		
Urgency	Standard	Cause	REIMBURSEMENT
Completed Date	04/17/09 15:11:00	Marked by	Ray, Patricia
Closed Date	05/15/09 13:14:00	Marked by	Moutardier, Judy
Update Comment	AFIF FUNDS PER MIKE RUEFF		
Last Updated	5/15/2009 1:13:40 PM	Updated by	Moutardier, Judy

Parts	Part Number	MUNIS	Pick date	Description	QTY	UOM	Unit Price	Extension
	1055978	X	03/31/09	CONNECTOR, 3/4" INSULATED THROAT SET SCREW EMT STE	2.00	-EA	0.26	0.5200
	1056146	X	03/31/09	CONNECTOR, 1/2" INSULATED THROAT SET SCREW EMT, ST	6.00	-EACH	0.16	0.9600
	1058484	X	03/31/09	CONDUIT, EMT 1/2" X 10' LENGTHS LTV 1/2	2.00	-EACH	3.25	6.5000
	1058493	X	03/31/09	CONDUIT, EMT 3/4" X 10' LENGTHS LTV 3/4	1.00	-EACH	3.76	3.7600
	1059063	X	03/31/09	COVER, PLATE 4" SQUARE BLANK GALVANIZED STEEL EGS	2.00	-EA	0.19	0.3800
	1059769	X	03/31/09	HANGER, SIZE 0 FOR 3/8" - 1/2" EMT CONDUIT W/BOLT	3.00	-EACH	0.24	0.7200
	1130770	X	03/31/09	BOLT, TOGGLE 1/8" X 4" ROUND HEAD ZINC PLATED (50/	6.00	-EA	0.08	0.4800
	1132894	X	03/31/09	BOX, 4" SQUARE 1 1/2" DEEP W/1/2" & 3/4" K O RACO	7.00	-EACH	0.64	4.4800
	1594065	X	03/31/09	TRACK, METAL FOR 3 5/8" X 10' STUD 20 GAUGE	5.00	-10FT	3.75	18.7500
	1594074	X	03/31/09	STUD, METAL 3 5/8" X 10' 20 GAUGE	12.00	-EACH	4.75	57.0000
	1713956		03/31/09	DOOR, 3X20/1 3/4 FLUSH	1.00	-EACH	267.00	267.0000
	1713956		03/31/09	FRAME FOR 5/8" DRYWALL	1.00	-EACH	107.00	107.0000
	1721815		03/31/09	TOE KICKS #07092	2.00	-EACH	9.95	19.9000
	1721815		03/31/09	DRY WALL PAN	1.00	-EACH	19.99	19.9900
	1725999	X	03/31/09	RING, PLASTIC SW 4" SQ 1 GANG 1/2 DEPTH 772	3.00	-EA	0.39	1.1700
				RING, PLASTIC 4" SQ 2 GANG 1/2				

1726000	X	03/31/09	DEPTH 778	2.00	-EA	0.53	1.0600
1005987	X	04/01/09	SWITCH, TOGGLE SINGLE POLE 20 AMP 120/277 VOLT BRO	1.00	-EACH	1.40	1.4000
1062433	X	04/01/09	RECEPTACLE, DUPLEX 2 POLE 20 AMP 120 VOLT 3 WIRE B	4.00	-EACH	0.86	3.4400
1080306	X	04/01/09	GLOVE, WORK WITH LEATHER PALM 05522000000	24.00	-PAIR	0.87	20.8800
1162272	X	04/01/09	BLADE, UTILITY KNIFE POINTED RAZOR TYPE HD 5/CARD	2.00	-PKG	1.18	2.3600
1168472	X	04/01/09	TAPE, JOINT FOR DRYWALL 2" X 250' ROLL	1.00	-EA	1.75	1.7500
1175740	X	04/01/09	TAPE, DUCT 2" X 60 YD ROLL 11.5 MILS 24 LB PER INC	1.00	-ROLL	5.92	5.9200
1330303	X	04/01/09	HINGE, BUTT TEMPLATE 4 1/2" X 4 1/2" STANLEY FBB 1	1.00	-EA	8.00	8.0000
1661200	X	04/01/09	WIRE, GREEN #12 COPPER THHN STRANDED (500 FT ROLL)	1.00	-5CFT	62.53	62.5300
1670037	X	04/01/09	KIT, MOLDING METAL 3" X 33" (FOR 1 3/4" METAL OR W)	1.00	-EACH	39.00	39.0000
1674415	X	04/01/09	COMPOUND, ALL PURPOSE DRYWALL 5 GAL CAN	1.00	-05GC	12.75	12.7500
1718422	X	04/01/09	COVER, PLATE BLANK SINGLE GANG STAINLESS STEEL BRY	1.00	-EA	0.75	0.7500
1720763	X	04/01/09	COVER, PLATE 2 GANG RECEPTACLE STAINLESS STEEL BRY	2.00	-EACH	1.20	2.4000
1726907	X	04/01/09	COVER, PLATE 1 GANG STAINLESS STEEL BRYANT S671	1.00	-EA	0.69	0.6900
1733724	X	04/01/09	DRYWALL, 5/8 " X 4' X 10' FIRE RATED	6.00	-EACH	8.35	50.1000
2009270	X	04/01/09	BIT, SCREWDRIVER #3 PHILLIPS NAPA 775-5902	2.00	-PKG	0.59	1.1800
1075410	X	04/06/09	PAN, METAL HEAVY DUTY 13"W X 19"L X 4"D FOR 9" ROL	1.00	-EACH	4.89	4.8900
1079381	X	04/06/09	FRAME, ROLLER 9" HEAVY DUTY 5-RIB CAGE TYPE W/18"	1.00	-EACH	5.60	5.6000
1125517	X	04/06/09	ENAMEL, HIGH GLOSS PORCH & DECK MEDIUM GRAY (1 GAL	1.00	-01GC	23.50	23.5000
1127604	X	04/06/09	BASE, COVE 1/8" X 4" BLACK RUBBER (120 FT/CTN) JOH	1.00	-30BX	69.00	69.0000
1147824	X	04/06/09	GLOVE, JERSEY BROWN SAFETY SOLUTIONS 040000752	12.00	-PAIR	0.33	3.9600
1184105	X	04/06/09	TILE, CEILING 5/8" X 2' X 4' (CTN) FISSURED USG 23	2.00	-64SF	23.42	46.8400
1374445	X	04/06/09	CEMENT, COVE BASE 30 OZ TUBE (ONLY) HENRY 440	1.00	-EA	4.95	4.9500
1490122	X	04/06/09	PAINT, RUST-OLEUM BLACK FLAT (1 GAL CAN) RUST-OLEU	1.00	-01GC	29.50	29.5000
1655353	X	04/06/09	ENAMEL, HIGH GLOSS ENAMEL DARK GRAY NO 9 (1 GAL CA	1.00	-01GC	23.50	23.5000
1680995	X	04/06/09	FRAME, PAINT ROLLER 6 1/2" WIDE W/2" HANDLE SLIM J	1.00	-EACH	1.90	1.9000
1686089	X	04/06/09	BRUSH, PAINT 2" X 9/16" X 2 3/4" TRIM FLAT SASH NY	2.00	-EACH	6.90	13.8000
1687225	X	04/06/09	CAULKING, LATEX ACRYLIC WHITE SILICONE (10.1 OZ CA	1.00	-EACH	0.90	0.9000

1688805	X	04/06/09	COVER, PAINT ROLLER 9" 1/2" NAP 50% LAMBSWOOL/50%	2.00	-EACH	1.93	3.8600
1692902	X	04/06/09	BRUSH, PAINT 2" CHINA BRISTLE LONG HANDLE 2" X 3"	1.00	-EACH	4.58	4.5800
1699354	X	04/06/09	COVER, PAINT ROLLER 6 1/2" W/1/4" NAP FOR ENAMEL Z	12.00	-EACH	0.95	11.4000
1715284	X	04/06/09	HANDLE, PAINT ROLLER FIBERGLASS 1 1/4" DIAMETER TE	1.00	-EACH	14.50	14.5000
1722297	X	04/06/09	ENAMEL, HIGH GLOSS WATERBORNE ACRYLIC LATEX BEWITC	2.00	-GAL	21.59	43.1800
1722297	X	04/06/09	ENAMEL, HIGH GLOSS WATERBORNE ACRYLIC LATEX BEWITC	2.00	-GAL	21.59	43.1800
1726120	X	04/06/09	LOCK, CYLINDRICAL CLASSROOM HEAVY DUTY W/CAST ZINC	1.00	-EACH	157.61	157.6100
1075410	X	04/07/09	PAN, METAL HEAVY DUTY 13"W X 19"L X 4"D FOR 9" ROL	1.00	-EACH	4.89	4.8900
1079621	X	04/07/09	POT, PAINT METAL 5 QT W/BAIL LEAKTITE 5 L	1.00	-EACH	1.99	1.9900
1182161	X	04/07/09	PAINT, RUST-OLEUM BLACK GLOSS (1 GAL CAN) CORONADO	1.00	-01GC	29.50	29.5000
1688806	X	04/07/09	COVER, PAINT ROLLER 9" 3/4" NAP 50% LAMBSWOOL/50%	1.00	-EACH	1.93	1.9300
1692902	X	04/07/09	BRUSH, PAINT 2" CHINA BRISTLE LONG HANDLE 2" X 3"	1.00	-EACH	4.58	4.5800
1722297	X	04/07/09	ENAMEL, HIGH GLOSS WATERBORNE ACRYLIC LATEX BEWITC	1.00	-GAL	21.59	21.5900

Labor	Date	Tech ID	Tech	Hours	Type	Rate	Extension
	03/30/09	73140	SHANE, ROGER	8.00	RR	27.46	219.68
	03/30/09	72098	GATEWOOD, COREY	8.00	RR	22.79	182.32
	03/31/09	73140	SHANE, ROGER	8.00	RR	27.46	219.68
	03/31/09	72098	GATEWOOD, COREY	8.00	RR	22.79	182.32
	03/31/09	70023	REED, RICHARD	8.00	RR	22.79	182.32
	03/31/09	70072	ISAAC, JIM	4.00	RR	17.84	71.36
	03/31/09	70100	HILL, CHRIS	4.00	RR	21.06	84.24
	04/01/09	73140	SHANE, ROGER	8.00	RR	27.46	219.68
	04/01/09	72098	GATEWOOD, COREY	8.00	RR	22.79	182.32
	04/01/09	70023	REED, RICHARD	8.00	RR	22.79	182.32
	04/02/09	73140	SHANE, ROGER	8.00	RR	27.46	219.68
	04/02/09	72098	GATEWOOD, COREY	8.00	RR	22.79	182.32
	04/02/09	70023	REED, RICHARD	8.00	RR	22.79	182.32
	04/02/09	70100	HILL, CHRIS	4.00	RR	21.06	84.24
	04/03/09	70046	PARKER, MIKE	4.00	RR	21.82	87.28
	04/03/09	70023	REED, RICHARD	8.00	RR	22.79	182.32
	04/03/09	70100	HILL, CHRIS	8.00	RR	21.06	168.48

Contractor	Contractor	Date	Description	Cost			
Total parts	\$1,293.95	Reg Labor	\$2,832.88	OT Labor	\$0.00	Labor Total	\$2,832.88
				Contractor	\$0.00	WO Total	\$4,126.83

Action

For help or more information please contact our Help Desk at (502) 485-3552  
Tuesday June 23, 2009 03:10 PM



**Jefferson County Public Schools**

C.B. Young, Jr., Service Center  
 3001 Crittenden Drive  
 Louisville, Kentucky 40209-1120  
 502-485-3543

**Purchase Order**

Fiscal Year 2009

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES.  
 PACKAGES AND SHIPPING PAPERS.  
 Purchase Order # **00951805**

Fed. Excise Tax Exemption No. A 114236  
 KY. State Sales Tax Exemption No. C00160

**S**  
**H**  
**I**  
**P**  
**T**  
**O**

FACILITIES/TRANSPORTATION  
 3001 CRITTENDEN DRIVE  
 LOUISVILLE, KY 40209

**V**  
**A**  
**N**  
**D**  
**E**  
**R**

ARROW ELECTRIC CO INC  
 317 WABASSO AVE  
 P O BOX 36215  
 LOUISVILLE, KY 40233

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
502-367-0141		502-361-8613		00072668		SUPERINTENDENTS OFFICE	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms			Department/Location	
06/19/09	052970	06/19/09				FACILITIES/TRANSPORTATION	
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price		
001	SERVICE, INSTALLATION OF VOICE AND DATA CABLES OPT 2 ** (AS SPECIFIED BY BID 5885) 1 DATA DROP IN RACEWAY SUPERINTENDENT'S OFFICE THIS DATA DROP IS IN ADDITION TO THE DATA DROP ON PURCHASE ORDER 951754 Commodity 4600650-2001679		1.0 EA	210.00000	210.00		
Bid/Catalog Number: 5885							
				PO Total	210.00		

99979

Invoice to:  
 Accounts Payable  
 Jefferson County Public School  
 P.O. Box 36340  
 Louisville, KY 40232 6340  
 502-485-3253

Delivery Instructions All items are purchased F.O.B. delivered. If freight is to be charged to purchaser, the vendor must prepay and add freight cost to invoice

Requisitioner's Copy

*Ken L. Popplewell*  
 Ken L. Popplewell  
 Director of Purchasing



**Jefferson County Public Schools**

C.B. Young, Jr., Service Center  
 3001 Crittenden Drive  
 Louisville, Kentucky 40209-1120  
 502-485-3543

**Purchase Order**

Fiscal Year 2009

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **00951754**

Fed. Excise Tax Exemption No. A 114236  
 KY. State Sales Tax Exemption No. C00160

SHIP TO

FACILITIES/TRANSPORTATION  
 3001 CRITTENDEN DRIVE  
 LOUISVILLE, KY 40209

VENDOR

ARROW ELECTRIC CO INC  
 317 WABASSO AVE  
 P O BOX 36215  
 LOUISVILLE, KY 40233

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
502-367-0141		502-361-8613		00072489		SUPERINTENDENT'S OFFICE	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
06/19/09	052970	06/18/09			FACILITIES/TRANSPORTATION		
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price		
001	SERVICE, INSTALLATION OF VOICE AND DATA CABLES OPT 1 ** (AS SPECIFIED BY BID 5885) OPTION #1 1 DATA DROP IN RACEWAY Commodity 4600650-2001678		1.0 EA	320.00000	320.00		
Bid/Catalog Number: 5885							
				PO Total	320.00		

999x9

Invoice to:  
 Accounts Payable  
 Jefferson County Public School  
 P.O. Box 35340  
 Louisville, KY 40232-5340  
 502-485-3253

**Delivery Instructions** All items are purchased F.O.B. delivered. If freight is to be charged to purchaser, the vendor must prepay and add freight cost to invoice

Requisitioner's Copy

*Ken L. Popplewell*  
 Ken L. Popplewell  
 Director of Purchasing



**Jefferson County Public Schools**

C.B. Young, Jr., Service Center  
 3001 Crittenden Drive  
 Louisville, Kentucky 40209-1120  
 502-485-3543

**Purchase Order**

Fiscal Year 2009

Page *JH*

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKAGES AND SHIPPING PAPERS.  
 Purchase Order # **00951838**

Fed. Excise Tax Exemption No. A 114236  
 KY. State Sales Tax Exemption No. C00160

**SHIP TO**

GENERAL MAINT/RENOV/GROUNDS  
 3001 CRITTENDEN DRIVE BLDG 10  
 LOUISVILLE, KY 40209

**VENDOR**

BOLAND MALONEY LUMBER COMPANY  
 4010 COLLINS LANE  
 LOUISVILLE, KY 40245

Vendor Phone Number 502-584-6121		Vendor Fax Number		Requisition Number 00072754		Delivery Reference MIKE LUEKE/VAN HOOSE	
Date Ordered 06/19/09		Vendor Number 055550		Date Required		Freight Method/Terms WILL CALL	
						Department/Location FACILITIES/TRANSPORTATION	
Item#	Description/Part No.	Qty/Unit	Cost Each	Extended Price			
	THIS IS A CONFIRMATION DO NOT DUPLICATE/CONFIRMED AS PO #951838						
001	LUMBER ** 1 X 6 X 8, POPLAR Commodity 4600075-1713946	30.0 EA	12.84000	385.20			
			PO Total	385.20			

Invoice to:  
 Accounts Payable  
 Jefferson County Public School  
 P.O. Box 35340  
 Louisville, KY 40232-5340  
 502-485-3253

**Delivery Instructions** All items are purchased F.O.B. delivered. If freight is to be charged to purchaser, the vendor must prepay and add freight cost to invoice

Requisitioner's Copy

*Ken L. Popplewell*  
 Ken L. Popplewell  
 Director of Purchasing

## Fanning, Helen

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**From:** Lee, John R  
**Sent:** Wednesday, June 17, 2009 1:22 PM  
**To:** Fanning, Helen  
**Subject:** RE: Removal of Furniture in Foyer

Helen:

I just verified that this will be taken care of either tomorrow or Friday.

John

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**From:** Fanning, Helen  
**Sent:** Wednesday, June 17, 2009 10:52 AM  
**To:** Lee, John R  
**Cc:** Davis, Renda J; Fields, Sherry C  
**Subject:** Removal of Furniture in Foyer

John,

I thought it might make it easier for the construction workers to put up the doors if the couches and chairs that are sitting in the foyer were moved. As I told you, Mike Mulheirn has claimed everything for CB Young, excluding the ceramic urns. Can you arrange for someone to move the furniture before Monday afternoon? (or let me know who to contact) Mike Lueke indicated that he thought they may begin installation on Monday. For now we will leave the four chairs in the outer area of the foyer for guest seating.

Thanks,  
Helen

Helen M. Fanning  
Executive Assistant to the Superintendent  
Jefferson County Public Schools  
VanHoose Education Center  
P.O. Box 34020  
Louisville, KY 40232-4020  
(502) 485-3251  
(502) 425-3991 Fax  
[Helen.Fanning@jefferson.kyschools.us](mailto:Helen.Fanning@jefferson.kyschools.us)