



Letcher County Central High School

435 Cougar Drive

Whitesburg, Kentucky 41858

Phone 606-633-2339 Fax 606-633-2447

SEP 4 2012

Stephen R. Boggs, Principal
Scottie Billiter, Assistant Principal
Cheryl Denise Yonts, Assistant Principal
Robert Hammonds, Assistant Principal

Arthur "Ozz" Jackson, Athletic Director
Kathy Adams, Guidance Counselor
Nyoka Hall, Guidance Counselor

August 30, 2012

Darren Bilberry
Assistant Commissioner
KHSAA
2280 Executive Drive
Lexington, KY 40505

Dear Mr. Bilberry:

As per requested I am sending a progress report on the Softball Field at Letcher County Central High School. (Now referred to as Phase III of the Letcher County Central High School, which includes Softball Field, Tennis Courts, Golf Practice Area and Paving).

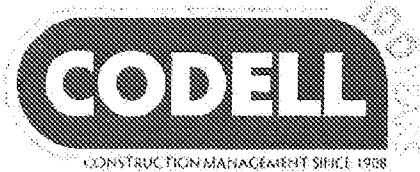
Included are: Pre-construction Meeting Agenda, List of task that must start on finish by the September 12, 2012 Monthly Management Meeting, Minutes of the July 23, 2012 Letcher County Board of Education Meeting, and three (3) pictures of the site. Construction started on Monday, August 20, 2012.

As per requested we will file another report on or before December, 1, 2012.

Respectfully,


Twyla Messer, Assistant Superintendent


Ozz Jackson, Athletic Director



4475 Rockwell Road
P.O. Box 17 Winchester, KY 40392
859.744.2222 Fax: 859.744.2225
www.codellconstruction.com

August 6, 2012

Attn: Contractors

SEP 4 2012

Re: Letcher County Central High School Softball, Tennis and Golf Range
Whitesburg, Kentucky

This letter is to inform you a mandatory pre-construction meeting is scheduled for Tuesday August 14, 2012 at 11:00 a.m. at the Letcher County Bus Garage. Plans and specifications will be distributed at this meeting. If you have any questions contact me directly.

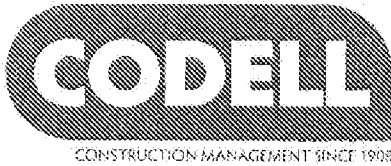
Codell Construction Company,

A handwritten signature in black ink that reads "Travis Curry". The signature is written in a cursive style.

Travis Curry
Project Manager

tcurry@codellconstruction.com

cc: Ms. Anna Craft, Superintendent
Mr. Terry Sturgill, LCBOE
Darrell Douglas, SCB
Jim Percy, SCB
Chris Russell, Codell Construction Company
Tim Hobby, Codell construction Company



RR (0) 22 14

4475 Rockwell Road
P.O. Box 17 Winchester, KY 40392
859.744.2222 Fax: 859.744.2225
www.codellconstruction.com

August 14, 2012

Letcher County High School Softball, Tennis and Golf Complex
Whitesburg, Kentucky

SEP 4 2012

~~Pre-Construction Meeting Agenda~~

- ✓ 1. Signed Contracts, Purchase Orders, Performance and Payment Bonds should be submitted to Codell Construction Company's main office within 14 days after the Notice of Award. Contract documents will be executed and returned upon receipt. If you have any questions concerning the aforementioned contact Frances Jones at 859-744-2222.
- ✓ 2. Each Contractor must provide a Certificate of Insurance prior to starting work. Certificate Holder should be Letcher County Board of Education with additional insured as follows: Codell Construction Company, Sherman Carter Barnhart Architects and CMTA, Inc.
- ✓ 3. Monthly Management Meetings will be on the second Wednesday of each month at 1:30 p.m. in the Construction Manager's job trailer. All Contractors must submit a draft copy of their Application for Payment to Mr. Russell two days prior to the monthly management meeting for review. An original copy must be submitted at the monthly management meeting signed and notarized and you must have a representative present at the monthly management meeting when submitting an application for payment. Any Supplier wishing to bill for materials should submit their invoices to the contractor (not the Owner or Codell) in time for the contractor to include them with their Application for Payment. Attached you will find instructions and AIA documents for billing.
- ✓ 4. All invoices for off-site materials (whether Breakout Materials or Contractor furnished materials) must have an insurance certificate before those materials can be paid for. See attached sample insurance certificates.
- ✓ 5. All Contractors must submit eight copies of shop drawings reviewed and stamped by the Contractor to Mr. Russell, at the job site. Each submittal must have a transmittal cover sheet with the specification section listed (refer to construction schedule for quick ship shop drawings). Upon receipt of shop drawings Mr. Russell will review and submit them to the Architect or Engineer for final review. All submittals need to be submitted ASAP. Failure to comply with these instructions will result in withholding of payments.
- ✓ 6. Each Contractor is responsible for the delivery and unloading of their own materials, including any Breakout Materials, as well as the proper storage and care of those materials.
- ✓ 7. Each Contractor is responsible for the layout and coordination of their work with other contractors.
- ✓ 8. Safety must be observed on the Project at all times. All employees must wear hardhats. All Contractors must submit a copy of your Company's Safety Policy to Codell Construction Company's main office.
- ✓ 9. Each Contractor must keep the job site clean on a daily basis and all vehicles, office and storage trailers are to be located in a designated area as determined by the Construction Manager.

- ✓ 10. All Contractors must keep As-Built Drawings updated on a weekly basis. As-Built Drawings will be kept in the Construction Manager's office and reviewed at the Monthly Progress Meeting by the Architect and Engineer.
- ✓ 11. Each contractor must provide the Construction Manager a phone number and contact person of the subcontractors as they are listed on the form of proposal.
- ✓ 12. All Architect's Supplemental Instructions, Proposal Requests, and minutes of each Monthly Management Meeting will be transmitted to each Contractor via e-mail.
- ✓ 13. All Contractors must give the Construction Manager as much notice as possible with regard to any changes that need to be made.
- ✓ 14. Each Contractor must have a representative present at the Monthly Management Meeting when requested or when submitting an application for payment. Failure to comply with this request will result in the withholding of payment.
- ✓ 15. Each Contractor will be expected to attend, on site, weekly superintendent meetings held by the Construction Manager.
- ✓ 16. Request for adverse weather, delays or claims must be submitted at Monthly Management Meetings as it pertains to the previous work period. Any adverse weather days, delays or claims submit after the mmm will not be considered.
- ✓ 17. The first monthly management meeting (MMM) is September 12, 2012 at 1:30 p.m. at the job site.
- ✓ 18. All correspondence must go through the Construction Manager (Chris Russell).

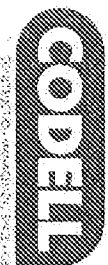
- Mailing Address: Codell Construction Company
Attn: Chris Russell
435 Cougar Dr.
Whitesburg, KY 41858
- Mobile: 859-771-0195
- E-mail Address: crussell@codellconstruction.com

Codell Construction Company,

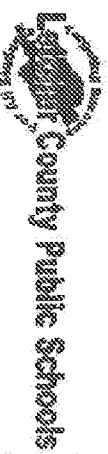


Travis Curry
Project Manager

tcurry@codellconstruction.com



Letcher County Central High School Softball, Tennis and Golf Range Whitesburg, Kentucky



Tasks that must Start and/or Finish by the September 12, 2012 MMM.

ID	Task Name	Baseline Duration	Baseline Start	Baseline Finish	Actual Start	Actual Finish	Start Variance	Finish Variance	12, 2012	1, 2013	2, 2013	3, 2013	4, 2013	5, 2013	6, 2013	7, 2013	8, 2013	9, 2013	10, 2013	11, 2013	12, 2013	
1	Pre-Construction Meeting	0 days	8/14/12	8/14/12	NA	8/14/12	0 days	0 days	May													
2	Issue Notice to Proceed	0 days	8/14/12	8/14/12	NA	8/14/12	0 days	0 days	Notice to Proceed													
3	Mobilize	2 days	8/16/12	8/16/12	NA	8/17/12	0 days	0 days														
4	Perform Earthwork (bring site to subgrade elevation)	8 days	8/20/12	8/20/12	NA	8/29/12	0 days	0 days														
5	Install Storm Drainage Pipe & Structures	12 days	8/30/12	8/30/12	NA	9/11/12	0 days	0 days														
6	Install Electrical Site Utilities (includes MUDP)	25 days	8/30/12	8/30/12	NA	10/4/12	0 days	0 days														
7	Install Plumbing Site Utilities	18 days	8/30/12	8/30/12	NA	9/25/12	0 days	0 days														
8	Install Segmental Block Wall at Tennis Court	12 days	8/30/12	8/30/12	NA	9/11/12	0 days	0 days														
9	Layout Softball Field	1 day	8/30/12	8/30/12	NA	8/30/12	0 days	0 days														
10	Layout Foundation for Backstop Wall	1 day	8/31/12	8/31/12	NA	8/31/12	0 days	0 days														
11	Place Topsoil at Softball Field	3 days	8/31/12	8/31/12	NA	9/3/12	0 days	0 days														
12	Install Footer for Backstop Wall	2 days	9/4/12	9/4/12	NA	9/5/12	0 days	0 days														
13	Layout Foundation for Dugouts & Pressbox	1 day	9/4/12	9/4/12	NA	9/4/12	0 days	0 days														
14	Construct Softball Field	20 days	9/6/12	9/6/12	NA	10/3/12	0 days	0 days														
15	Layout & Stock CMU at Backstop Wall	1 day	9/6/12	9/6/12	NA	9/6/12	0 days	0 days														
16	Install Footers for Dugouts & Pressbox	5 days	9/6/12	9/6/12	NA	9/13/12	0 days	0 days														
17	Install Concrete Curb at Turf Pathmeter & Golf Driving Pathmeter	5 days	9/7/12	9/7/12	NA	9/13/12	0 days	0 days														
18	Lay CMU at Backstop Wall	5 days	9/7/12	9/7/12	NA	9/13/12	0 days	0 days														

Baseline Construction Schedule
Thirty Day schedule issued at pre-construction meeting.

Critical Milestone

Items incidental to each task shown are to be incorporated into this schedule.
This schedule is based on working days and acknowledges the following days as holidays:
New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

RECORD OF BOARD PROCEEDINGS (MINUTES)

WHITESBURG, KENTUCKY July 23, 2012

The Letcher County Board of Education met in the Lendell Smith Memorial Conference Room of the Maintenance Building at 6:30 p.m. on the 23rd of July 2012 with the following members present: William Smith, Dr. Sam Quillen, Jr., John Spicer, Sr. and Mike Harris.

CALL TO ORDER

The Regular meeting of the Letcher County Board of Education was called to order by William Smith, Chairman of the Board, on Monday, June 25, 2012 at 6:30 p.m. The following were in attendance: William Smith, John Spicer Sr, Mike Harris, Terry Cornett and Dr. Sam Quillen Jr. Also present were Board Attorney Darrell Hall, Superintendent Anna C. Craft. And Student Representative Ali Hall.

An invocation was delivered by Dr. Sam Quillen Jr and Superintendent Craft led in the Pledge of Allegiance.

APPROVAL OF MINUTES JUNE 25, 2012 REGULAR MEETING

#001 Upon a motion by Dr. Sam Quillen Jr and seconded by John Spicer, it is hereby ordered to approve the minutes of June 25, 2012 regular meeting of the Letcher County Board of Education as presented.
All Voted Aye

STUDENT / SCHOOL RECOGNITION

Ms. Sandy Hogg and William Smith recognized April Morrell, Speech Pathologist, as Employee of the Month for June. Wayne Watt, JROTC instructor highlighted activities and accomplishments of the JROTC program.

PUBLIC PARTICIPATION / RECOGNITION OF GUESTS

Mr. Mike Caudill, Matt Holbrokk, Larissa Bailey and Dr. Van Breeding spoke to the Board and audience about staffing medical clinics for students, staff and parents in our schools.

Mr. Joe Nance with Ross, Sinclair and Associates spoke to the Board about a Resolution authorizing the Letcher County School District Finance Corporation to accept assistance from the Kentucky School Facilities Construction Commission.

CONSTRUCTION REPORT

Chris Russell, of Codell Construction gave a monthly construction report of the Status of Letcher County Area Technology Center and Phase III of the Letcher County Central High School Construction Project to include a Softball Field, two Tennis Courts, a Golf Putting Green, and asphalt surfacing of the area.

SCHOOL BASED DECISION MAKING COUNCIL MEETING MINUTES

Board members were given a copy of the current minutes from school council meetings.

MAINTENANCE AND TRANSPORTATION MONTHLY REPORT

Assistant Superintendent Twyla Messer said that maintenance crews continue to work on all schools in preparation of the opening of school on 8/6/12. She is getting ready to do final walk thru's. New Transportation routes will be in next week's Mountain Eagle.

CURRICULUM AND INSTRUCTION REPORT

Assistant Superintendent Twyla Messer presented a curriculum & instruction report.

APPROVAL OF KEEIS CONSORTIUM PARTNERSHIP WITH PSST

#006-G Upon recommendation of Superintendent Anna C. Craft, it is hereby ordered to approve a KEEIS Consortium Partnership with PSST for the 2012-2013 school year at a cost of \$3,795.00.

APPROVAL OF A-LA-CARTE PRICES FOR FOOD SERVICE

#006-H Upon recommendation of Superintendent Anna C. Craft, it is hereby ordered to approve the A-La-Carte prices for the Food Service Program as presented for the 2012-2013 school year.

APPROVAL OF BIDS AND REVISED BG-1 FOR LOCHS SOFTBALL FIELD, TENNIS COURTS, GOLF GREEN AND ASPHALT SURFACING

#006-I Upon recommendation of Superintendent Anna C. Craft, it is hereby ordered to approve bids and Revised BG-1 for Phase III of the Letcher County Central High School Construction Project to include a Softball Field, two Tennis Courts, a Golf Putting Green, and asphalt surfacing of the area.

APPROVAL OF TRANSFER / SALE OF BECKHAM BATES PROPERTY

#006-J Upon recommendation of Superintendent Anna C. Craft, it is hereby ordered to approve the Transfer / Sale of tract of land and building known as Beckham Bates Elementary to LKLP Head Start Program for a total \$35,000.00. This Transfer / Sale is contingent upon approval from KDE. Deed Book 160 Page 43A

APPROVAL OF PERSONNEL EVALUATION COMMITTEE

#006-K Upon recommendation of Superintendent Anna C. Craft, it is hereby ordered to approve the following persons to serve as a committee to annually up-date and review the evaluation procedures of certified personnel for the period beginning July 1, 2012 through June 30, 2013

Janet Caudill
Tracie Howard
Denise Yonts

Jackie Collins Kenneth Cornett
Tamara Meade
Superintendent, ex officio

Regina Donour
Wendy Mullins

APPROVAL OF CONTRACT TO PROVIDE DRUG SCREENING SERVICES AND PRE EMPLOYMENT FOR NEW EMPLOYEES

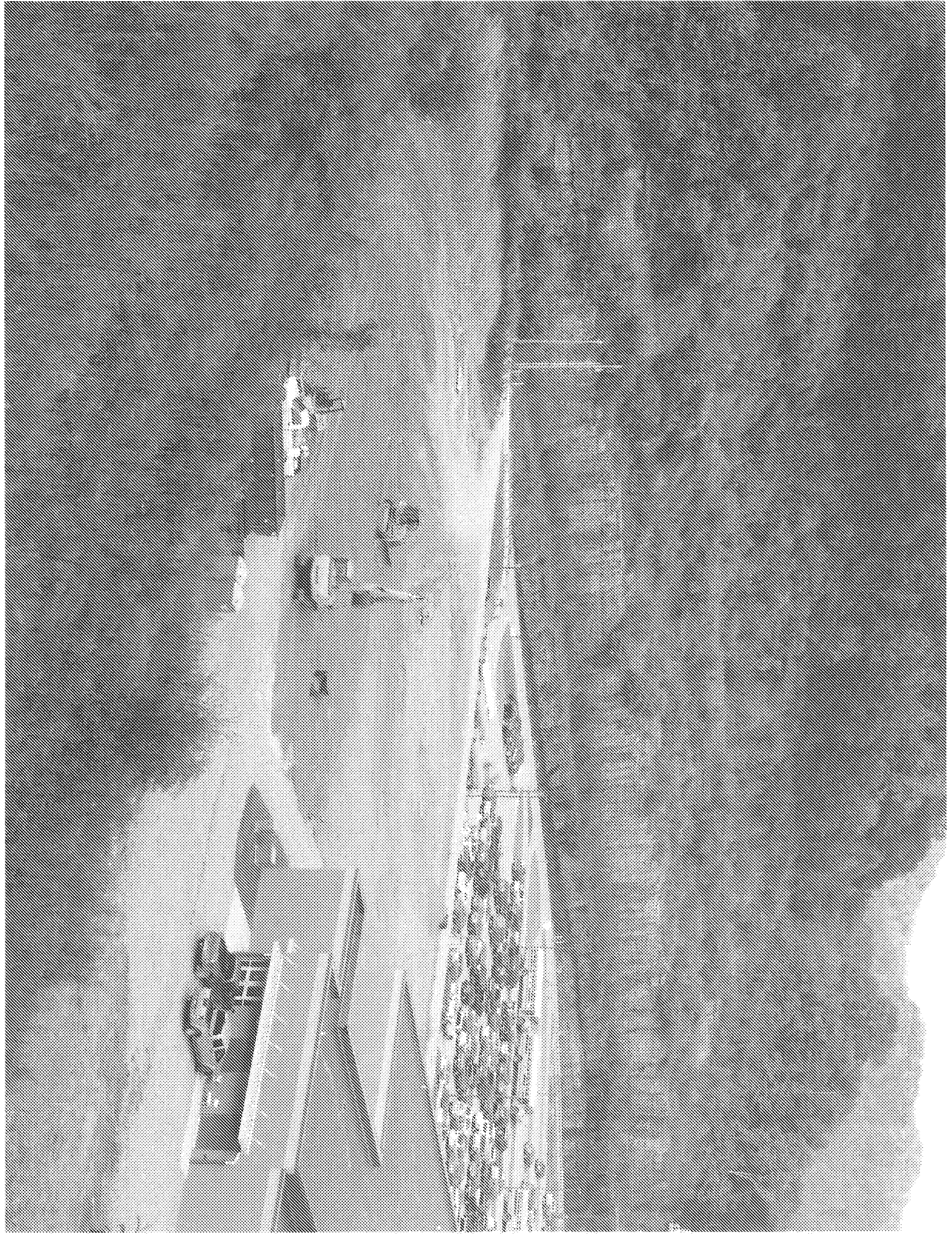
#006-L Upon recommendation of Superintendent Anna C. Craft, it is hereby ordered to enter into a contract with Mountain Comprehensive Health Corporation to provide drug screening services and pre-employment physicals for new employees of the Letcher County School System at a cost of \$ 100.00 per screen.

APPROVAL OF LETCHER COUNTY ELEMENTARY ATHLETIC ASSOCIATION BY-LAWS AND GUIDELINES

#006-M Upon recommendation of Superintendent Anna C. Craft, it is hereby ordered to approve changes to the Letcher County Elementary Athletic Association By-laws and Guidelines.

APPROVAL OF MEMORANDUM OF AGREEMENT WITH MIDWAY COLLEGE TO ACCEPT STUDENT TEACHING PLACEMENTS AND FIELD PLACEMENTS FOR THE 2012-2013 SCHOOL YEAR

#006-N Upon recommendation of Superintendent Anna C. Craft, it is hereby ordered to approve entering into a Memorandum of Agreement with Midway College to Accept Student Teaching Placements and Field Placements during the 2012-2013 school year. Copy of the Contract is attached.







CAUTION
CAUTION