



PROPOSAL FOR ALTERATIONS AND ADDITIONS TO DISTRICT PROPERTY

In an effort to guarantee any alterations or additions to all structures and grounds in the District, appropriate approval must be made prior to any modifications. This form must be filled out by individuals who desire to make such changes and submit to the building principal for consideration.

If the building principal agrees to approve the proposal, he or she must sign the completed form and submit it to the Chief Operations Officer for review by the Superintendent, who will then coordinate with appropriate departments for consideration.

The plan for alterations and additions will include all structures, athletic fields, courts, and accompanying structures. Also included are alterations or installation of bookcases, cabinets, permanent equipment, anything to be attached to the building (inside and outside), and any other equipment that has not had prior approval for installation in the school building.

*Appropriate policies must be reviewed prior to submitting a proposal. Examples: Policies CLB, FFA, CL, and CDC.

Once the building principal signs off and submits the proposal to the Chief Operations Officer, the Principal will schedule a meeting for all stakeholders required pending scope of the project.

Name of individual submitting proposal: _____

Title: _____ Date: _____

Description of Proposal:

Specifically how does this proposal support teaching and learning/curriculum and objectives:

Boerne ISD

Operations Division

Describe alterations, additions, and the like. Will this take place in a classroom? *If future projected enrollment requires use of this classroom, it will be returned to a classroom as needed.

Cost, how will proposal be funded? Campus must follow policy CDC.

What maintenance and additional costs will be required to support the proposal? How will this be funded?

Grade Level/Group to utilize proposal:

Additional required signatures as appropriate from departmental designees:

FOR ADMINISTRATOR REQUESTING ADDITIONS OR ALTERATIONS TO DISTRICT
PROPERTY

The requesting administrator should submit the completed form to the Chief Operations Officer.

_____ Date: _____
Individual submitting proposal

_____ Date: _____
Administrator making request

_____ Date: _____
Director of Maintenance/Facilities

_____ Date: _____
Chief Administrative Officer

_____ Date: _____
Chief Operations Officer

_____ Date: _____
Superintendent of Schools

OTHER SIGNATURES REQUIRED IF APPLICABLE:

_____ Date: _____
Purchasing (if cost or project exceeds \$10,000)

_____ Date: _____
Chief of Curriculum and Instruction

_____ Date: _____
Chief Technology Officer

_____ Date: _____
Athletics Director