

Pursuant to LRS 42:19A (1)
any matter not on the published agenda
may be taken up by board only upon
unanimous approval of the members
present.
An individual wishing to place a matter on
the agenda shall submit a request to the
Superintendent at least eight (8) days
prior to the meeting date, stating the nature of
the matter and the time required to present it.
(CPSB Policy File: BCBI)

AGENDA
CALCASIEU PARISH SCHOOL BOARD
3310 BROAD STREET
LAKE CHARLES, LOUISIANA
Tuesday, August 11, 2020

- 1. Prayer and Pledge of Allegiance– Aaron Natali**
- 2. Roll Call**
- 3. Approval of Minutes**
 - A. July 14, 2020
 - B. July 16, 2020
 - C. July 30, 2020
- 4. Presentations**
 - A. Perfect Attendance/Keith LeLeux, Director, CWA
- 5. Superintendent's Report**
- 6. Executive Session**

(None)
- 7. Take Appropriate Action on Executive Session**

(None)
- 8. Take Appropriate Action**
 - A. Return to school plan changes
 - B. Approval of Non-Disturbance Agreement/Chennault Industrial Airport Authority/Louisiana National Guard
 - C. Approval of Cooperative Endeavor Agreement with CPSO/School Safety Assessment Coordinator
 - D. Approval of Cooperative Endeavor Agreement with CPSO/School Crossing Guards
 - E. Approval of Cooperative Endeavor Agreement with CPSO/Control of High Traffic School Zones
 - F. Approval of Cooperative Endeavor Agreement with CPSO/School

- Safety Officers (SRO)
G. Approval of Cooperative Endeavor Agreement with CPSO/K-9 Services

9. Bid Reports

- A. Bid 2021-32 – Plexiglass/CARES Act Funds
- B. Bid 2021-02PC - Phase 4 Improvements Football Stadium Lighting System
Washington Marion High School/District 31 Bond Funds
- C. Bid 2021-03PC - Phase 2 Improvements R.D. Molo Middle School /District 31
Bond Funds

10. Permission to Advertise

- A. Permission to advertise for E-Rate services and equipment, Year 24 (21-22)
- B. Permission to advertise for Iowa High School New Field House/\$50 million
allocation

11. Correspondence

- A. Change Order Number Five (5) for the Project, “Classroom Pods, Phase 11,”
Riverboat and \$50 million allocation funds; Champeaux, Evans, Hotard, APAC,
Architect; Keiland Construction, LLC., Contractor; *Increase* of \$28,449.40 and
Increase of eight (8) days.
- B. Change Order Number Four (4) for the Project, “Gillis Elementary
Improvements Phase II,” Riverboat Funds; Moss Architects, Inc., Designer; Pat
Williams Contruction, LLC., Contractor; *Increase* of \$67,602.00 and *Increase* of
ninety (90) days.
- C. Change Order Number One (1) for the Project, “Sam Houston High School
Football Field Improvements,” District 3 Sales Tax; Champeaux, Evans, Hotard,
APAC, Architect; GeoSurfaces, Inc., Contractor; *Increase* of \$6,917.01.
- D. Change Order Number Four (4) for the Project, “Combre-Fondel
Improvements, Phase 11,” District 31 Bond Funds; Moss Architects, Inc.,
Designer; John D. Myers & Associates, Contractor; *Increase* of \$29,528.00 and
Increase of twenty- two (22) days.
- E. Beneficial Occupancy/Phase I Upgrades/Washington-Marion High
School/Project #EA2020-08
- F. Beneficial Occupancy/Sam Houston High School New Gymnasium and Band
Building/Project #2018-19PC
- G. Beneficial Occupancy/Classroom Pods/Phase 11/Kaufman Elementary/Project
#2019-06PC
- H. Beneficial Occupancy/Classroom Pods/Phase 11/Fairview Elementary/Project
#2019-06PC

I. Recommendation of Acceptance/Upgrades to W.W. Lewis Middle School/Project #EA2019-06

J. Recommendation of Acceptance/Gillis Elementary Improvements/Phase 11/Project #MA1710A

K. Change Order Number One (1) for the Project, "Phase 1, Exterior Upgrades, Washington-Marion High School", District 31 Bond Funds; Ellender Architects & Associates, LLC., Designer; PERC Development, LLC., Contractor; *Increase* of \$37,711.06 and *Increase* of thirty- one (31) days.

L. Change Order Number Five (5) for the Project, "Renovations to Westlake High School Baseball Field," District 23 Bond Funds; Barry King, AIA, Architect; Charles Dawson, Geosurfaces, Inc., Contractor; *Decrease* of \$7,500.00 and *increase* of fifty-eight (58) days.

12. Schedule Committees

13. Adjourn Meeting

DATE, TIME, PLACE OF MEETING

Item 3.A.

Prior to the 5:00 meeting, a public hearing was held at 4:30 by CFO Wilfred Bourne:

Item 7.M. Adoption of Budgets for 2020-2021 school year.

The Calcasieu Parish School Board meeting was held on July 14, 2020, at 3310 Broad Street, Lake Charles, Louisiana, 70615.

The meeting was called to order by Dean Roberts, President. The prayer and pledge were led by Damon Hardesty.

ROLL CALL

The roll was called by Superintendent Bruchhaus and the following members were present:

Mack Dellafosse, Eric Tarver, Aaron Natali, John Duhon, Annette Ballard, Russell Castille, Bliss Bujard, Mark Young, Glenda Gay, Alvin Smith, Fred Hardy, Damon Hardesty, Desmond Wallace, and Dean Roberts.

Billy Breaux was absent.

Mr. Roberts stated that Item 5, Executive Session, would be moved to follow Item 9.

APPROVAL OF MINUTES

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the Minutes of the CPSB Meeting of June 9, 2020, were approved on a unanimous vote.

SUPERINTENDENT'S REPORT

Mr. Bruchhaus gave the following report:

1. All Board Members have received the June, 2020, Head Start Report.

Program Operations

Enrollment – Closed

Coordinated Enrollment is still in process. Head Start interviews are scheduled for July 2020.

2. All Board Members will receive the next school population report at the September 8th meeting, reflecting the numbers at the end of the year for 2019-2020 and the first month of the 2020-2021 school year.

3. I would like to report our June, 2020, sales tax numbers for our general fund which show collections at \$133,625 or 1.1% above budget for the 12th month of the 2019-2020 school year.

Collections are \$1,417,284 or 10.4% below collections for the same month last year.

Collections after twelve months of 2019-2020 are \$17,402,703 or 10.3% below budget and \$23,752,158 or 13.6% below the same period last year.

4. Just a reminder that the qualifying dates for the November 3 primary election for anyone wanting to run for school board, District 5, are Wednesday, July 22 through Friday, July 24.

5. As we are required to do every year, all board members will need to complete a disclosure form for the Board of Ethics regarding any immediate family member employed by the Calcasieu Parish School Board. Immediate is defined as:

Your children, the spouses of your children, your brothers and your sisters, and the spouses of your brothers and your sisters, your parents, your spouse, and the parents of your spouse.

I have the forms for you, just let us know how many you need, and we will be glad to submit them for you after you have completed them. If you choose to send in your own, please remember that they are due by September 13th, the 30th day after the first day of school.

6. Introduction of LaGrange new principal – Monica Guillory, coming over to us from Texas. She has purchased all the purple attire she can find and is excited to be with us.

7. COVID-19 Update:

A. Release of plans

B. Mr. Bruchhaus stated on the record that we would accept the low bid on plexi-glass and we will ratify the bid at the next meeting.

C. Virtual School/Sports/Extra-curricular activities

TAKE APPROPRIATE ACTION

Mr. Roberts read the following:

A. Consideration of Industrial Tax Exemption for Etheredge Co., LLC. (Available for viewing at the end of this document.)

Mr. Hardesty offered a motion to approve; Mr. Tarver seconded the motion.

Ms. Olivia Maness submitted a blue card to address the Board.

On a roll call vote, the motion failed on a 7-7 tie vote.

Yes: Mrs. Ballard, Mr. Castille, Mr. Hardesty, Mr. Natali, Mr. Roberts, Mr. Smith, Mr. Tarver

No: Mr. Bujard, Mr. Dellafosse, Mr. Duhon, Mrs. Gay, Mr. Hardy, Mr. Wallace, Mr. Young

B. Consideration of Industrial Tax Exemption for TDC, LLC. (Available for viewing at the end of this document.)

Mr. Hardesty offered a motion to approve; Mr. Tarver seconded the motion. On a roll call vote, the motion failed on a 7-7 tie vote.

Yes: Mr. Smith, Mr. Roberts, Mr. Natali, Mrs. Ballard, Mr. Castille, Mr. Hardesty, Mr. Tarver

No: Mr. Wallace, Mr. Hardy, Mr. Bujard, Mr. Dellafosse, Mr. Duhon, Mrs. Gay, Mr. Young

C. Resolution to retain Stutes & Lavergne Law Firm as Special Counsel in sales tax litigation with ATCO Structures & Logistics(USA), Inc.

WHEREAS, the Calcasieu Parish School Board administers and collects within the Parish of Calcasieu, sales and use tax both individually and as agent for various political subdivisions;

WHEREAS, a dispute and protest has arisen in connection with a claim for refund denial by ATCO Structures & Logistics (USA) Inc.;

WHEREAS, ATCO Structures & Logistics (USA) Inc. has filed a petition with the Board of Tax Appeals in lieu of filing suit;

WHEREAS, there exists a real necessity involving the public interest for the Calcasieu Parish School Board to be represented by special counsel in the appeals petition proceedings and any subsequent litigation; and

WHEREAS, the Calcasieu Parish School Board desires to retain Stutes & Lavergne Law Firm as special counsel for the Calcasieu Parish School Board in connection with the appeals petition proceedings and any subsequent litigation.

NOW, THEREFORE, BE IT RESOLVED, that Stutes & Lavergne Law Firm is hereby retained as special counsel for the Calcasieu Parish School Board in connection with the above appeals petition proceedings and any subsequent litigation, at hourly rates not to exceed the maximums set forth in the most recent Louisiana Attorney General's approved fee schedule.

On a motion to approve by Mr. Dellafosse and a second by Mr. Bujard, the motion carried on a unanimous vote.

D. Resolution to retain Stutes & Lavergne Law Firm as Special Counsel in sales tax litigation with Distribution International Southwest, Inc.

WHEREAS, the Calcasieu Parish School Board administers and collects within the Parish of Calcasieu, sales and use tax both individually and as agent for various political subdivisions;

WHEREAS, a dispute and protest has arisen in connection with an assessment of taxes due by Distribution International Southwest, Inc.;

WHEREAS, Distribution International Southwest, Inc. has filed a petition with the Board of Tax Appeals in lieu of filing suit;

WHEREAS, there exists a real necessity involving the public interest for the Calcasieu Parish School Board to be represented by special counsel in the appeals petition proceedings and any subsequent litigation; and

WHEREAS, the Calcasieu Parish School Board desires to retain Stutes & Lavergne Law Firm as special counsel for the Calcasieu Parish School Board in connection with the appeals petition proceedings and any subsequent litigation.

NOW, THEREFORE, BE IT RESOLVED, that Stutes & Lavergne Law Firm is hereby retained as special counsel for the Calcasieu Parish School Board in connection with the above appeals petition proceedings and any subsequent litigation, at hourly rates not to exceed the maximums set forth in the most recent Louisiana Attorney General's approved fee schedule.

On a motion to approve by Mr. Dellafosse and a second by Mr. Bujard, the motion carried on a unanimous vote.

E. Resolution to retain Stutes & Lavergne Law Firm as Special Counsel in sales tax litigation with Guichard Operating Company, LLC.

WHEREAS, the Calcasieu Parish School Board administers and collects within the Parish of Calcasieu, sales and use tax both individually and as agent for various political subdivisions;

WHEREAS, a dispute and protest has arisen in connection with an assessment of taxes due by LC Entertainment, LLC;

WHEREAS, LC Entertainment, LLC has filed a petition with the Board of Tax Appeals in lieu of filing suit;

WHEREAS, there exists a real necessity involving the public interest for the Calcasieu Parish School Board to be represented by special counsel in the appeals petition proceedings and any subsequent litigation; and

WHEREAS, the Calcasieu Parish School Board desires to retain Stutes & Lavergne Law Firm as special counsel for the Calcasieu Parish School Board in connection with the appeals petition proceedings and any subsequent litigation.

NOW, THEREFORE, BE IT RESOLVED, that Stutes & Lavergne Law Firm is hereby retained as special counsel for the Calcasieu Parish School Board in connection with the above appeals petition proceedings and any subsequent litigation, at hourly rates not to exceed the maximums set forth in the most recent Louisiana Attorney General's approved fee schedule.

On a motion to approve by Mr. Dellafosse and a second by Mr. Bujard, the motion carried on a unanimous vote.

F. Resolution to retain Stutes & Lavergne Law Firm as Special Counsel in sales tax litigation with Jeff Patterson, Contractor, LLC.

WHEREAS, the Calcasieu Parish School Board administers and collects within the Parish of Calcasieu, sales and use tax both individually and as agent for various political subdivisions;

WHEREAS, a dispute and protest has arisen in connection with assessment of taxes due by Jeff Patterson Contractor, LLC;

WHEREAS, Jeff Patterson Contractor, LLC has filed a petition with the Board of Tax Appeals in lieu of filing suit;

WHEREAS, there exists a real necessity involving the public interest for the Calcasieu Parish School Board to be represented by special counsel in the appeals petition proceedings and any subsequent litigation; and

WHEREAS, the Calcasieu Parish School Board desires to retain Stutes & Lavergne Law Firm as special counsel for the Calcasieu Parish School Board in connection with the appeals petition proceedings and any subsequent litigation.

NOW, THEREFORE, BE IT RESOLVED, that Stutes & Lavergne Law Firm is hereby retained as special counsel for the Calcasieu Parish School Board in connection with the above appeals petition proceedings and any subsequent litigation, at hourly rates not to exceed the maximums set forth in the most recent Louisiana Attorney General's approved fee schedule.

On a motion to approve by Mr. Dellafosse and a second by Mr. Bujard, the motion carried on a unanimous vote.

G. Resolution to retain Stutes & Lavergne Law Firm as Special Counsel in sales tax litigation with LC Entertainment, LLC.

WHEREAS, the Calcasieu Parish School Board administers and collects within the Parish of Calcasieu, sales and use tax both individually and as agent for various political subdivisions;

WHEREAS, a dispute and protest has arisen in connection with an assessment of taxes due by Jeff Patterson Contractor, LLC;

WHEREAS, Jeff Patterson Contractor, LLC has filed a petition with the Board of Tax Appeals in lieu of filing suit;

WHEREAS, there exists a real necessity involving the public interest for the Calcasieu Parish School Board to be represented by special counsel in the appeals petition proceedings and any subsequent litigation; and

WHEREAS, the Calcasieu Parish School Board desires to retain Stutes & Lavergne Law Firm as special counsel for the Calcasieu Parish School Board in connection with the appeals petition proceedings and any subsequent litigation.

NOW, THEREFORE, BE IT RESOLVED, that Stutes & Lavergne Law Firm is hereby retained as special counsel for the Calcasieu Parish School Board in connection with the above appeals petition proceedings and any subsequent litigation, subject to the Attorney General Fee Schedule.

On a motion to approve by Mr. Dellafosse and a second by Mr. Bujard, the motion carried on a unanimous vote.

H. Resolution authorizing refunding of certain District 24 General Obligation Bonds (This item is available for viewing at the end of this document and was posted in the Lake Charles American Press on July 22, 2020.)

On a motion to approve by Mr. Hardesty and a second by Mr. Tarver, the motion carried on a unanimous vote.

I. Resolution authorizing refunding of certain District 23 General Obligation Bonds (This item is available for viewing at the end of this document and was posted in the Lake Charles American Press on July 22, 2020.)

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

J. Approval of 2020-2021 Student Code of Conduct (This item is available for viewing at the end of this document and is on the www.cpsb.org website.)

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

K. Adoption of 2020-2021 Salary Schedules (This item is available for viewing at the end of this document and is on the www.cpsb.org website.)

On a motion to approve by Mr. Dellafosse and a second by Mrs. Ballard, the motion carried on a unanimous vote.

L. Approval of Louisiana Compliance Questionnaire

**LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Government Agencies)**

July 14, 2020

Postlethwaite & Netterville, APAC
8550 United Plaza Blvd., Suite 1001
Baton Rouge, Louisiana 70809

In connection with your audit of our financial statements as of June 30, 2020 and for the year then ended for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of June 30, 2020.

PART I. AGENCY PROFILE

1. Name and address of the organization.

Calcasieu Parish School Board

P.O. Box 800, Lake Charles, LA 70602

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

Student count: 31,592

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

A list of requested information is attached to this document.

4. Period of time covered by this questionnaire.
July 1, 2019 through June 30, 2020
5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.
F.S. 17:51
6. Briefly describe the public services provided.
The school board provides elementary and secondary education for all children attending public schools in the parish.
7. Expiration date of current elected/appointed officials' terms.
12/31/2022

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.
A) All public works purchases exceeding \$157,700 have been publicly bid.
B) All material and supply purchases exceeding \$30,000 have been publicly bid.
Yes [X] No []

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.
Yes [X] No []
10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.
Yes [X] No []

PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:
A. Local Budget Act
 1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).
 2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that specified the chief executive's authority to make budgetary

amendments without approval of the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).

3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).

4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).

5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.

6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).

8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).

9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds - from the requirement to amend revenues.)

Yes ☒ No ☐

B. State Budget Requirements

1. The state agency has complied with the budgetary requirements of R.S. 39:33.

Yes ☐ No ☐

C. Licensing Boards

1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.

Yes ☐ No ☐

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and

515, and/or 33:463.

Yes ☒ No ☐

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes ☒ No ☐

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes ☒ No ☐

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes ☒ No ☐

16. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes ☐ No ☒

17. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes ☒ No ☐

18. We have remitted all fees, fines, and court costs collected on behalf of other entities, in compliance with applicable Louisiana Revised Statutes or other laws.

Yes ☒ No ☐

PART VI. MEETINGS

19. We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28.

Yes ☒ No ☐

PART VII. ASSET MANAGEMENT LAWS

20. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

Yes ☒ No ☐

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

21. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

Yes ☒ No ☐

PART IX. DEBT RESTRICTION LAWS

22. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes ☒ No ☐

23. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes ☒ No ☐

24. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62).

Yes ☒ No ☐

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS

25. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes ☒ No ☐

26. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes ☒ No ☐

27. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes ☒ No ☐

PART XI. ISSUERS OF MUNICIPAL SECURITIES

28. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes ☒ No ☐

PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Parish Governments

29. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B. Development of a capital improvement program on a selective basis, R.S. 48:755.
- C. Centralized purchasing of equipment and supplies, R.S. 48:755.
- D. Centralized accounting, R.S. 48:755.
- E. A construction program based on engineering plans and inspections, R.S. 48:755.
- F. Selective maintenance program, R.S. 48:755.
- G. Annual certification of compliance to the auditor, R.S. 48:758.

Yes ☐ No ☐

School Boards

30. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-400.

Yes ☒ No ☐

31. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes ☒ No ☐

32. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Class Size Characteristics

We have also, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules, and recognize that although the schedules will not be included in the agreed-upon procedures report, the content of the schedules will be tested and reported upon by school board auditors in the school board performance measures agreed-upon procedures report:

- Education Levels of Public School Staff
- Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Public School Staff Data: Average Salaries

We understand that the content of the first two schedules will be tested and reported upon together.

Yes ☒ No ☐

Tax Collectors

33. We have complied with the general statutory requirements of R.S. 47.

Yes ☒ No ☐

Sheriffs

34. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.

Yes ☐ No ☐

35. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.

Yes ☐ No ☐

District Attorneys

36. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

Yes ☐ No ☐

Assessors

37. We have complied with the regulatory requirements found in R.S. Title 47.

Yes [] No []

38. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes [] No []

Clerks of Court

39. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

Yes [] No []

Libraries

40. We have complied with the regulations of the Louisiana State Library.

Yes [] No []

Municipalities

41. Minutes are taken at all meetings of the governing authority (R.S. 42:20).

Yes [] No []

42. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).

Yes [] No []

43. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28).

Yes [] No []

Airports

44. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.

Yes [] No []

45. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).

Yes [] No []

46. All project funds have been expended on the project and for no other purpose (R.S. 2:810).

Yes [] No []

47. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).

Yes [] No []

Ports

48. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.

Yes [] No []

49. We have adopted a system of administration that provides for approval by the department

for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).

Yes [] No []

50. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).

Yes [] No []

51. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).

Yes [] No []

52. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).

Yes [] No []

Sewerage Districts

53. We have complied with the statutory requirements of R.S. 33:3881-4159.10.

Yes [] No []

Waterworks Districts

54. We have complied with the statutory requirements of R.S. 33:3811-3837.

Yes [] No []

Utility Districts

55. We have complied with the statutory requirements of R.S. 33:4161-4546.21.

Yes [] No []

Drainage and Irrigation Districts

56. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts); R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or R.S. 38:2101-2123 (Irrigation Districts), as appropriate.

Yes [] No []

Fire Protection Districts

57. We have complied with the statutory requirements of R.S. 40:1491-1509.

Yes [] No []

Other Special Districts

58. We have complied with those specific statutory requirements of state law applicable to our district.

Yes [] No []

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any

contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you and the Legislative Auditor any known noncompliance that may occur subsequent to the issuance of your report.

On a motion to approve by Mr. Dellafosse and a second by Mr. Tarver, the motion carried on a unanimous vote.

M. Adoption of Budgets for 2020-2021 Fiscal Year (This item is available for viewing at the end of the document and on our website at www.cpsb.org.)

On a motion to approve by Mr. Dellafosse and a second by Mr. Tarver, the motion carried on a unanimous vote.

BID REPORTS

Mr. Roberts read the following:

A. Bid 2021-08 REBID/Whole Wheat Biscuits/Food Services Department

BID 2021-08REBID – WHOLE WHEAT BISCUITS was opened on June 23, 2020 @ 10:00 A.M.

BIDS WERE SENT TO THE FOLLOWING:

DIAMOND FOODS
LACASSAGNES
LAMM FOODS
PON FOODS
WILLIAM GEORGE

BID RESULTS AS FOLLOWS:

DIAMOND FOODS	\$0.1488
LACASSAGNES	\$0.1530
PON FOODS	\$0.1419 *
RICH'S	\$0.1593
WILLIAM GEORGE	\$0.1450

THE STAFF RECOMMENDS AWARDDING PON FOODS AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDER.

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

B. Bid 2021-16/Small Wares/Food Services Department

BID 2021-16 – SMALL WARES was opened on June 18, 2020 @ 10:00 A.M.

BIDS WERE SENT TO THE FOLLOWING:

ALACK REFRIGERATION
ASSOCIATED FOOD EQPT
CAYARDS
ECONOMICAL JANITORIAL
LAFAYETTE RESTAURANT
SW BAR NEEDS

BID RESULTS AS FOLLOWS:

ALACK REFRIGERATION	\$ 2,015.35
ASSOCIATED FOOD EQPT	\$ 17,117.22
CAYARDS	\$ 349.05
ECONOMICAL JANITORIAL	\$ 7,189.43
EQUIPMENT CONCEPTS	\$ 14,395.43
HOTEL & RESTAURANT	\$ 3,639.07
PUEBLO SUPPLY	\$ 17,681.13
SAM TELL	\$ 6,490.80
SW BAR NEEDS	<u>\$ 35,483.73</u>
TOTAL	\$104,361.21

THE STAFF RECOMMENDS AWARDDING AS INDICATED ABOVE AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDERS.

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

C. Bid 2021-23/Large Equipment/Food Services Department

BID 2021-23 – LARGE EQUIPMENT was opened on June 18, 2020 @ 10:30 A.M.

BIDS WERE SENT TO THE FOLLOWING:

ALACK REFRIGERATION
ASSOCIATED FOOD EQPT
DOUGLAS EQUIPMENT
LAFAYETTE RESTAURANT
NOLA RESTAURANT

BID RESULTS AS FOLLOWS:

ASSOCIATED FOOD EQPT	\$ 3,400.00
DOUGLAS EQUIPMENT	\$ 18,401.76
EQUIPMENT CONCEPTS	<u>\$ 8,795.00</u>
TOTALS	\$ 30,596.76

THE STAFF RECOMMENDS AWARDDING AS INDICATED ABOVE AS THE LOWEST RESPONSIBLE RESPONSIVE BIDDERS.

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

EXECUTIVE SESSION

On a motion by Mr. Dellafosse and a second by Mr. Duhon, the Board adjourned into Executive Session at 6:26 p.m. on a unanimous vote. The Board resumed Regular Session on the same motions at 6:49 p.m.

A. General Liability Claim # CLAS11049A1/Attorney Raymond Jackson

B. General Liability Claim #CLAS11649A1/Attorney Kyle Beasley

TAKE APPROPRIATE ACTION ON EXECUTIVE SESSION

A. General Liability Claim #CLAS11049A1

On a motion by Mr. Hardesty and a second by Mr. Tarver to approve settlement, the motion carried on a unanimous vote.

B. General Liability Claim #CLAS11649A1

On a motion by Mr. Hardy and a second by Mr. Tarver to approve settlement, the motion carried on a unanimous vote.

CORRESPONDENCE

Mr. Roberts read the following:

A. Change Order Number One (1) for the Project, "Iowa High Visitor Concession Stand," \$50 million allocation funds; Brossett Architect, LLC, Designer; John D. Myers & Associates, Contractor; *Increase* of \$7,150.00.

On a motion to approve by Mr. Natali and a second by Mr. Hardy, the motion carried on a unanimous vote.

B. Change Order Number Three (3) for the Project, "Pearl Watson Elementary Phase 3," District 31 Bond Funds; Griggs Mitchell & Associates, LLC, Designer; Pat Williams Construction, LLC, Contractor; *Increase* of \$3,554.00 and *Increase* of fifteen (15) days.

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

C. Change Order Number 1 (1) for the Project, "Nelson Elementary Restroom Renovations," \$50 million allocation funding; Brossett Architect, LLC., Designer; Seth Priola Construction, Contractor; *Increase* of \$5,170.00 and *Increase* of ten (10) calendar days.

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

D. Recommendation of Acceptance for the Project, “Re-roofing at Western Heights Elementary School,” District 23 Bond Funds

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

E. Recommendation of Acceptance for the Project,” Re-roofing at Westwood Elementary School,” District 23 Bond Funds

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

F. Recommendation of Acceptance for the Project, “Re-roofing at Westlake High School,” District 23 Bond Funds

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

G. Recommendation of Acceptance for the Project, “Pearl Watson Phase 3, Interior Improvements,” District 31 Bond Funds.

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

H. Recommendation of Acceptance for the Project, “Ralph Wilson Phase 3 Interior Improvements,” District 31 Bond Funds.

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

I. Change Order Number Two (2) for the Project, “AC System Upgrades to North Two Story Building/W.W. Lewis Middle School,” \$50 million allocation funds; Ellender Architects, LLC., Designer; Seth Priola Construction, LLC, Contractor; *Increase* of \$28, 130.00 and *Increase* of fifteen (15) days.

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

J. Change Order Number Four (4) for the Project, “Classroom Pods, Phase 11,” Riverboat and \$50 million allocation funds; Champeaux, Evans, Hotard, APAC, Architect; Keiland Construction, LLC., Contractor; *Increase* of \$30,822.00 and *Increase* of three (3) days.

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

CONDOLENCES/RECOGNITIONS

Mr. Castille asked for a letter of condolence to the family of Mrs. Barbara Cormier and to the family of Ms. Christy Flores.

Mr. Hardy, Mr. Dellafosse, and Mr. Castille asked for a letter of condolence to the family of Mrs. Barbara Andrepont.

Mr. Wallace and Mr. Dellafosse asked for a letter of condolence to the family of Mrs. Mildred Guidry.

Mr. Hardy asked for a letter of condolence to the following:

The family of Mr. Lyle J. Sandford

The family of Mr. Vernon B. Geyen, Jr.

The family of Mrs. Shirley Gain

Mr. Hardy asked for a letter of congratulations to Mr. and Mrs. Jerry Wilburn on their 65th (Sapphire) anniversary.

ADJOURN MEETING

On a motion to adjourn by Mr. Hardesty and a second by Mr. Natali, the meeting was adjourned at 6:52 p.m. on a unanimous vote.

Dean Roberts, President

Karl Bruchhaus, Secretary

DATE, TIME, PLACE OF MEETING

Item 3.B.

The Special Called Meeting of the Calcasieu Parish School Board was held on July 16, 2020, at 3310 Broad Street, Lake Charles, Louisiana, 70615.

The meeting was called to order by Dean Roberts, President. The prayer and pledge were led by Alvin Smith.

ROLL CALL

The roll was called by Superintendent Bruchhaus and the following members were present:

Mack Dellafosse, Eric Tarver, Aaron Natali, John Duhon, Annette Ballard, Russell Castille, Bliss Bujard, Mark Young, Glenda Gay, Alvin Smith, Fred Hardy, Damon Hardesty, Desmond Wallace, and Dean Roberts.

Billy Breaux was absent.

Mr. Roberts asked if there was any public comment on blue cards; there was none.

TAKE APPROPRIATE ACTION

Mr. Roberts read the following:

A. Consideration of participation in extra-curricular activities for full time on-line students

Mr. Dellafosse offered the motion that full time online students be allowed to participate in extra-curricular activities, at the discretion of the Principal on whether the activity could be during the school hours or only before school and after school hours. With a second by Mr. Smith, the motion carried with one nay vote.

ADJOURN MEETING

On a motion to adjourn by Mr. Dellafosse and a second by Mr. Hardesty, the meeting was adjourned at 5:12 p.m. on a unanimous vote.

Dean Roberts, President

Karl Bruchhaus, Secretary

Item 3.C.

DATE, TIME, PLACE OF MEETING

The Special Called Meeting of the Calcasieu Parish School Board was held on July 30, 2020, at 3310 Broad Street, Lake Charles, Louisiana, 70615.

The meeting was called to order by Dean Roberts, President. The prayer and pledge were led by Annette Ballard.

ROLL CALL

The roll was called by Superintendent Bruchhaus and the following members were present:

Mack Dellafosse, Eric Tarver, Aaron Natali, John Duhon, Annette Ballard, Russell Castille, Bliss Bujard, Glenda Gay, Alvin Smith, Fred Hardy, Damon Hardesty, Desmond Wallace, and Dean Roberts.

Billy Breaux was absent. Mark Young arrived after the roll was called.

TAKE APPROPRIATE ACTION

Mr. Roberts read the following:

A. Consideration of Cooperative Endeavor Agreement with Gravity Drainage District 2, Ward 3/Drainage Servitude, Barbe High School (This item is available for viewing at the end of this document and on the CPSB website under Minutes).

On a motion to approve by Mrs. Ballard and a second by Mr. Dellafosse, the motion carried on a unanimous vote.

B. Consideration of amended 2020-2021 school calendar (This item is available for viewing at the end of the document and on the CPSB website under Calendar).

On a motion to approve by Mr. Dellafosse and a second by Mr. Hardesty, the motion carried on a unanimous vote.

C. Adopt Policy EBBI – Public Health Emergency

FILE: EBBI

Cf: EBD, GAMFC, JGCC

When a declared public health emergency exists, the Calcasieu Parish School Board shall grant the Superintendent broad authority to develop, implement, and maintain administrative regulations and procedures necessary to protect employees and students from the conditions giving rise to the declared emergency.

In the development and implementation of necessary administrative regulations and procedures for safely reopening of schools or maintaining the safety of employees and students when schools are open during a health emergency, the Superintendent and staff shall rely upon the practices, guidelines, and suggestions of the Louisiana Department of Education in coordination with the Department of Health and Hospitals. To the extent the Superintendent deems necessary for the School System to comply with governmental and safety mandates, the Superintendent is authorized to revise plans for schools adopted by the Board regarding reopening schools or maintaining safety of employees and students when schools are open during a health emergency, and to make required submissions to governmental authorities with regard thereto. No less frequently than quarterly, the Superintendent shall notify the School Board of his revisions to school public health emergency plans previously approved by the School Board.

The Calcasieu Parish School Board adopts and incorporates as if set forth fully herein, the required provisions of Chapter 4 of Bulletin 741, *Louisiana Handbook for School Administrators*, for the 2020-2021 school year, and shall abide by the required health and safety standards included therein or in any amendments thereto.

New policy: July, 2020

Ref: La. Rev. Stat. Ann. §17:81, 17:439.1, 17:3391; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

Mr. Tarver offered a motion to approve, with a second by Mr. Hardesty.

Mr. Tarver amended the motion, with a second by Mr. Hardesty, to state, “No less frequently than monthly, the Superintendent shall place on the School Board’s agenda for approval by the Board the revisions he has made to school public health emergency plans previously approved by the School Board”, removing the original “No less frequently than quarterly, the Superintendent shall notify the School Board of his revisions to school public health emergency plans previously approved by the School Board.”

On a vote for the amendment and the motion, as amended, the vote carried unanimously.

D. Consideration of adoption of Return to School Plan for 2020-2021 school year-EBBI-AP (This item is available for viewing at the end of this document and on our website at cpsb.org).

Blue Cards: Ashley Fletcher, Cara Murphy

Mr. Dellafosse offered a motion to approve and the motion was seconded by Mr. Hardesty.

Mr. Hardesty offered an amendment, with a second by Mr. Dellafosse, that the schedule be a hybrid schedule for 9 weeks, without a change. Both agreed to remove their motion to amend.

The original motion by Mr. Dellafosse and seconded by Mr. Hardesty, carried on a unanimous vote.

Mr. Tarver asked that it be on the record that he wants everyone back in school. Mr. Hardesty suggested outdoor classes, with social distancing, when possible.

ADJOURN MEETING

On a motion to adjourn by Mr. Hardy and a second by Mr. Natali, the meeting was adjourned at 6:14 p.m. on a unanimous vote.

Dean Roberts, President

Karl Bruchhaus, Secretary

PARISH OF CALCASIEU

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT
for
DRAINAGE SERVITUDE

This drainage servitude agreement ("**Drainage Servitude**", or "**Agreement**") is made and entered into as of the date subscribed below by and between:

CONSOLIDATED GRAVITY DRAINAGE DISTRICT NUMBER TWO, CALCASIEU PARISH {EAST CALCASIEU} (the "**District**") a political subdivision of the State of Louisiana, with offices located at 1204 Lakeshore Drive, Lake Charles, Louisiana 70601 represented herein by its Superintendent, Michael Polk, appearing pursuant to Resolution of Authority approved at the regularly scheduled meeting on the 13th day of July, 2020, and

CALCASIEU PARISH SCHOOL BOARD, (the "**School Board**") a political subdivision of the State of Louisiana, with offices at represented herein by its Superintendent, Karl Bruchhaus, appearing pursuant to [Resolution No. _____] approved at the regularly scheduled meeting on the ____ day of _____, 2020.

RECITALS

A. Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "For a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual.";

B. In furtherance of the public services it provides, the School Board wishes to improve the drainage of property it owns and where Barbe High School sports facilities and other improvements are located;

C. In furtherance of the public services it provides and in an effort to alleviate flooding or the threat of flooding of properties in the vicinity, including the School Board property as well as a number of residential and commercial properties, the District intends to undertake certain improvements to a drainage feature lying on School Board property;

D. The public purpose served by this cooperative endeavor agreement is to improve drainage and protect public and private properties from flooding and to enhance and beautify the downtown area;

E. The obligations undertaken by each party hereto are not disproportionate to the benefits derived there from; and,

F. The District and the School Board wish to partner and cooperate under the terms and conditions set forth herein to fulfill their shared goals; and accordingly

NOW, THEREFORE, for and in consideration of the premises, the benefit of improved drainage and flood abatement for both the School Board's property as well as other properties in the vicinity, the School Board and District agree as follows:

1. **Servitude for Drainage.**

1.1 The School Board grants and conveys to the District a perpetual, nonexclusive predial servitude, right of way, and/or easement for maintenance and storm water drainage purposes over, under, across and through the following described property:

A tract of land measuring 46.76 acres located in the West Half of the Southeast Quarter of Section 23, Township 10 South, Range 9 West and in the Southwest Quarter of the Northeast Quarter of Section 23, Township 9 South, Range 9 West, Calcasieu Parish, Louisiana, described as commencing at a point 30 feet East and 2,136.8 feet North of the Southwest corner of the Southeast Quarter of Section 23, Township 10 South, Range 9 West, thence East a distance of 1,347.95 feet to a corner, thence North a distance of 1,502.5 feet to a corner, thence West a distance of 1,347.00 feet to a corner which is 35 feet East of the North-South center line of Section 23, thence South for a distance of 1,521.10 feet to the Point of Commencement, all as is shown on the plat of survey prepared by Fred N. Shutts, Civil Engineer, dated December 2, 1965, attached to the deed filed January 27, 1966, bearing Clerk's File No. 1014592 and recorded in Conveyance Book 947, page 221, records of Calcasieu Parish, Louisiana.

1.2 The particular location of the servitude shall be twenty (20) feet wide and is generally located along the high bank of the existing ditch located along the southern boundary of the above described property (the "**Maintenance Servitude**") as generally depicted on the attached Exhibit "A".

1.3 This grant includes the right of the District, its contractors, agents, and employees to enter the above described property at all reasonable times for the purpose of locating, constructing, reconstructing, operating, maintaining, inspecting, altering and repairing storm drainage, storm water facilities and ground surface drainage ways (the "**Drainage Improvements**").

1.4 This grant also includes the right to cut, trim, or remove from the Maintenance Servitude trees, shrubs, or other vegetation as in the District's judgment unreasonably interfere with the Maintenance Servitude or the Drainage Improvements.

1.5 The District shall repair any damage to property of the School Board or pay any damages which may be caused to property of School Board solely by District's activity on, or use of, the land subject to this servitude, which excludes the effects of natural forces related to normal drainage including erosion.

1.6 The School Board reserves the right to use the land subject to this servitude provided such use shall not include any use that interferes with the exercise by the District of the rights granted by this agreement.

2. **Limitations.** It is understood and agreed that the grant herein made is intended to and does confer only the rights to use the designated servitudes for the purposes set out herein and for no other purposes whatsoever. No right of ownership of any nature is vested in District in and to the land over which said Maintenance Servitude exists. The ownership of said land being vested in and shall continue to be vested in School Board, its successors and assigns.

3. **Indemnification.** In further consideration for this easement the District specifically agrees to indemnify, defend and save harmless School Board, its directors, officers, employees, agents, successors and assigns from and against any and all claims, demands, costs, fines, expenses (including, but not limited to, reasonable attorneys' fees), actions or causes of action, including, but not limited to, contamination of or other adverse affects to the environment and including claims of personal injury, death or damage to property caused by, incident to, connected with, resulting or arising from the activities of the District, its employees, contractors or agents on the property when exercising rights under these servitudes, except such claims as are caused by the negligence of School Board or its employees, contractors or agents. Nothing in this paragraph is intended or shall be construed as a waiver of defenses and immunities available to the District under La. R.S. 9:2798.1 or other law.

4. **Warranty of Title.** The School Board warrants it is the owner of the property or lands made subject to these servitudes and has the right, title, authority, and capacity to convey to the District the servitudes established by this agreement.

5. **Environmental Matters.** The District shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorneys' fees, or losses resulting from any claims, actions, suits or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the servitude area, property or lands prior to the date of this agreement.

6. **Binding Effect.** The terms and conditions of this agreement shall run with the land and be binding on the School Board, its successors and assigns.

THUS DONE AND SIGNED in the presence of the undersigned witnesses and Notary
Public on this _____ day of July, 2020.

WITNESSES:

CALCASIEU PARISH SCHOOL BOARD:

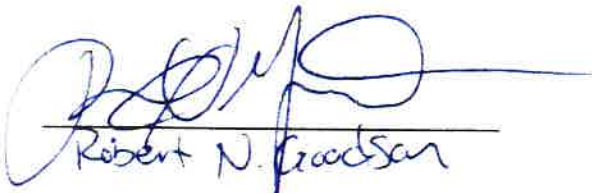
By: Karl Bruchhaus, Superintendent

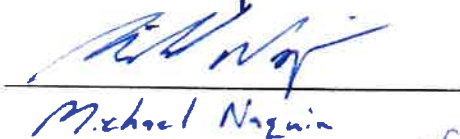
NOTARY PUBLIC


THUS DONE AND SIGNED in the presence of the undersigned witnesses and Notary
Public on this 11th day of July, 2020.

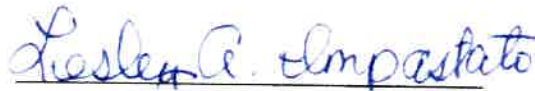
WITNESSES:

CONSOLIDATED GRAVITY DRAINAGE
DISTRICT NUMBER TWO, CALCASIEU
PARISH (EAST CALCASIEU):

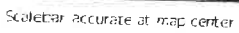

Robert N. Gradsan


Michael Nazim


Lesley A. Impastato


Lesley A. Impastato





Reporting Days

Students' First Day..... 8/24
Students' Last Day 5/27

Holidays/In-services

Students Do Not Report
on the Following Days
School System Offices Closed..... 7/3
System-wide In-service 8/10 & 8/11
Paras report to work 8-11
School Level In-Service 8/11-21
Labor Day 9/7
Election Day 11/3
Veterans Day 11/11
Thanksgiving 11/23-11/27
Christmas..... 12/21-1/1
Teacher Inservice Day..... 1/11
MLK Day 1/18
Mardi Gras 2/15-2/17
Easter Break..... 4/2-4/9
School Level In-Service 5/28








Nine Week Periods

1st 10/23
2nd 1/15
3rd 3/25
4th 5/27

State Testing**

LEAP ELA/Math/Sci. (3-8) TBA
EOC Fall CBT..... TBA
EOC Spring CBT TBA
ACT PBT TBA
LEAP Connect/LAA..... TBA

Calendar Code

	Students' First Day
	Students' & Teachers' Last Day/End of 9 wks.
	School Holiday
	System-wide In-service
	Teacher In-service home
	Nine Weeks Period Ends
	Time Change

182 Teacher Work Days

170 Instructional Days

2 Emergency Days

REVISED
2020-21
District Calendar
(Late Start Date)



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

2020-21 District Calendar

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

CALCASIEU PARISH SCHOOL BOARD

2020-2021 RETURN TO SCHOOL PLAN

IN RESPONSE TO COVID-19



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MESSAGE FROM SUPERINTENDENT KARL BRUCHHAUS

To our families, employees, and all other stakeholders,

When school closings were announced on March 13, 2020, I honestly thought we would be out for a couple of weeks and return to finish the year. Obviously, my prediction skills were not accurate. Here we are in July trying to plan as things change by the hour for a safe, practical, and productive 2020-2021 school year beginning in August. Our team has brainstormed traditional, hybrid, and virtual options from every aspect imaginable. We have examined CDC educational guidelines, how they have been interpreted by the Louisiana Department of Education, and how they might work in Calcasieu Parish.

The attached document is our accumulation of those best efforts to provide quality education in the COVID world for 2020-2021, while keeping our employees and our students safe. When school begins on the new date of August 24, two options are available for students:

- Primary Option: Students in Pre-Kindergarten through 6th grade return to school according to our revised calendar with established face-to-face guidelines on masks, social distancing, sanitation, and transportation, which are outlined. Students in 7th-12th grade will be placed on an alternating day (blue/gold) schedule and only report in a face-to-face setting two days a week. There are no more additional registration documents required for this option other than those required by policy in a regular school year.
- Secondary Option: 100% Virtual (online) Program with device provided by CPSB, specific teacher assigned, and grades/attendance monitored. A separate registration is required for this option and a link is in the document for Calcasieu Parish School Board Connected Classrooms.

While these plans are the result of thoughts, prayers, and many hours of work, we are positive that they aren't perfect. COVID-19 has been one of the most unique events that our entire society has dealt with. Our education environment must be flexible enough to change as situations evolve related to the virus from hour to hour. We appreciate your efforts to help us all make the opening of the 2020-2021 school year a positive experience for Calcasieu Parish.

Sincerely,



Karl Bruchhaus
Superintendent

INTRODUCTION

The staff members of the Calcasieu Parish School Board have worked together to create this phase dependent reopening plan to offer support and guidance to our families as we navigate this COVID-19 Pandemic together. As always, it is our goal to provide a safe and healthy school environment for our students and employees, especially during this time.

The guidelines reference in this plan are based on guidance from the Louisiana Department of Education, Center for Disease Control and Prevention, and World Health Organization. **This plan is developed based on current guidelines and recommendations and is subject to change based on additional information from these organizations and/or BESE.**

CALCASIEU PARISH SCHOOL BOARD OPERATIONS

Before implementation, information on the opening of school and appropriate phases will be sent to all employees, students, and parents. Additionally, the individual needs and circumstances of students with disabilities will be addressed. Please see below for a summary of each phase.

Phase	Operations
Phase 1	<ul style="list-style-type: none"> School operations are limited to virtual learning only Facilities are closed to the public All Calcasieu Parish School Board employees are classified as essential and may be required to report to their assigned locations
Phase 2	<ul style="list-style-type: none"> Schools will open for all Pre-K-6 students Monday through Friday, and 7-12 students on a staggered schedule implementing recommendations and using data from LDOE, CDC, the Governor's office, and applicable local and state agencies to the maximum extent possible School operations will resume with restrictions and/or guidelines A virtual option will be available to families who do not wish for their student(s) to attend school face-to-face
Phase 3	<ul style="list-style-type: none"> Schools will open for all Pre-K-6 students Monday through Friday, and 7-12 students on a staggered schedule implementing recommendations and using data from LDOE, CDC, the Governor's office, and applicable local and state agencies to the maximum extent possible School operations will continue with restrictions and/or guidelines A virtual option will continue to be available to families who do not wish for their student(s) to attend school face-to-face

PHASE 1

1

If the governor's office declares that we must enter Phase 1, the school system will provide virtual learning opportunities for all students, using Blackboard, Oddyseware, and/or virtual learning environments. Students would continue to have access to high quality instruction and would be required to login regularly, submit graded assignments, and complete tests.

For qualifying students, devices will be available. Outdoor WiFi access will be available at all CPSB schools by August 24. Students without internet access at home should contact their school to find out what other WiFi options are available. Internet may also be available via CPSB Smart Buses at announced locations, pending availability.

PHASE 2

2

Using the Phase 2 LDOE guidelines, schools will reopen for all students in Pre-K through 6th grade Monday - Friday. In this phase, class sizes will be limited to static groups. Students in 7th-12th grade will be placed on an alternating day (blue/gold) schedule and only report face-to-face setting two days a week. Students will receive schoolwork to complete on days they do not report to campus.

- Students with last names beginning with letters A-K will attend Mondays and Wednesdays (Blue Days).
- Students with last names beginning with letters L-Z will attend on Tuesdays and Thursdays (Gold Days).

Arrangements will be made to ensure students in the same household are placed on the same schedule, even if those students have different last names.

Depending on IEP accommodations, some of our Special Education students will report to campus for face-to-face instruction Monday through Friday. Based on LEP accommodations, some 7th-12th grade English learners may be required to attend face-to-face ESL instruction on additional days.

Each of our schools will be modifying our practices to include daily temperature checks, masks for all students in grades 3 and above, amended cafeteria operations, and additional enhanced safety protocol.

A virtual option is available to families who do not wish for their student(s) to attend face-to-face. For qualifying students, devices are available. Outdoor WiFi access will be available at all schools by August 24. Students without internet access at home can contact their school for other available WiFi options. Internet may also be available via CPSB Smart Buses at announced locations, pending availability.

PHASE 3

3

Phase 3 will be handled in the same manner as Phase 2.

CPSB CONNECTED CLASSROOMS – VIRTUAL PROGRAM OPTION



In Phases 1, 2, and 3, all families will have the option to learn exclusively from home via CPSB Connected Classrooms. Click the link below to view the entire plan.

[CPSB Connected Classrooms](#)

Registration for CPSB Connected Classrooms ends on **July 24**. [Withdraw requests must also be completed by this date.](#)

For qualifying students, devices will be available. Outdoor WiFi access will be available at all CPSB schools by **August 24**. Students without internet access at home should contact their school to find out what other WiFi options are available. Internet may also be available via CPSB Smart Buses at announced locations, pending availability.

PARENT/GUARDIAN SELECTION OF INSTRUCTIONAL OPTIONS

- Parents will select a virtual or in-person attendance option.
- Select the appropriate link below to register for CPSB Connected Classrooms.
 - [Returning Student](#)
 - [New Student](#)
- Families who do not register for the virtual option are confirming the in-person attendance option.
- Following the two-week grace period ending on **September 4**, students must be committed to the selected option for a full semester.

STUDENT ATTENDANCE

To receive credit and attendance for courses during this school year, students are expected to complete assignments provided by the teacher. The grading is being modified to include a minimum of seven grades per marking period for both face-to-face and virtual instruction.

Phase 1

- For credit purposes (not for truancy), teachers will maintain attendance records to determine satisfactory completion of course requirements
- Students are required to login to Blackboard, Oddyseyware, and/or virtual learning environments to complete daily course assignments

Phase 2

• FACE-TO-FACE ATTENDANCE

- Attendance regulations are enforced
- Teachers take attendance
- Teachers are required to document completion of the minimum number of instructional days and instructional minutes per year
- Students must be in attendance a minimum of 60,120 minutes
- Students not attending school regularly will be referred to the Office of Child Welfare and Attendance for further review and consideration for truancy court

• VIRTUAL ATTENDANCE

- For credit purposes, teachers will maintain attendance records to determine satisfactory completion of course requirements
- Students are required to login to Blackboard, Oddyseyware, and/or virtual learning environments to complete daily course assignments

Phase 3

Attendance regulations are the same as outlined in Phase 2.

TRANSPORTATION AND BUS PROTOCOLS



Phase 1

The Calcasieu Parish School Board will not provide school bus transportation for students to and from school. In Phase 1, the school system will provide virtual learning opportunities for all students.

Phase 2

The Calcasieu Parish School Board's school buses will operate at 50% capacity to maintain appropriate social distancing. Bus operators will be required to wear a face covering while on duty. Upon entering the school bus, every student utilizing school bus transportation will be required to sanitize their hands using hand sanitizer. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route. While on the bus, all students will be required to wear a face covering. Due to social distancing, please expect an increase in the amount of time that routes may take to complete. CPSB strongly encourages families to drop off their student(s) and pick them up from school to the maximum extent possible. Student seating charts should be established and maintained.

Phase 3

The Calcasieu Parish School Board's school buses will operate at 75% capacity to maintain appropriate social distancing. Bus operators will be required to wear a face mask/face shield while on duty. Upon entering the school bus, every student utilizing school bus transportation will be required to sanitize their hands using hand sanitizer. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route. While on the bus, all students will be required to wear a face covering. Due to social distancing, please expect an increase in the amount of time that routes may take to complete. CPSB strongly encourages families to drop off their student(s) and pick them up from school to the maximum extent possible. Student seating charts should be established and maintained.

CAFETERIA PROTOCOLS



Phase 1 – Virtual Plan *(Virtual learning from home for all PreK-12 students)*

The School Nutrition Program will offer students breakfast and lunch as “grab-n-go” meals, which are available for drive-by pick-up Monday through Friday at sites to be determined. Students are required to be in the vehicle to pick up meals. If a student is not in the vehicle, the parent must sign a waiver stating the meal is for the student.

Phase 2 – Face-to-Face Plan with Virtual Option

All students on campus will be offered breakfast upon entering school. Students will be allowed to eat in the cafeteria, classrooms, or in other areas of the school as determined by the principal. In all circumstances, students will maintain the recommended social distancing protocols.

For lunch, the principal will establish a schedule for each class to enter the cafeteria serving line. Students will enter the cafeteria in groups no larger than 25. Students will pick-up meals and be seated within their fixed classroom group, maintaining six feet of social distance and facing in one direction. Teachers may take student groups to eat in other designated areas of the campus as determined by the principal.

The cafeteria staff will properly clean and sanitize tables and seating surfaces between feeding groups in the dining hall. Only one meal option will be offered, and all lines will offer the same meal choice. Students will pass the point-of-service, where cafeteria workers will account for the meal. Cafeteria workers will wear proper PPE. Food waste will be discarded in various garbage receptacles located throughout the campus, and custodians will assist with bringing the trash to the dumpsters.

For students participating in virtual learning, breakfast and lunch will be offered as “grab-n-go” meals, which are available for drive-by pick-up. Students are required to be in the vehicle to pick up meals. If a student is not in the vehicle, the parent must sign a waiver, stating the meal is for the student.

Phase 3 – Traditional Plan

The School Nutrition Program will provide meals utilizing the same Phase 2 guidelines, increasing the size of student groups from 25 to 50.

Important Information pertaining to all meal phases:

- All regulations and guidelines (from the CDC, USDA, LDOE, CNP, and LDHH) will continue to be followed in all processes of meal service, including delivery, storage, preparation, serving, and cleaning.

- Students will wash their hands upon entering school, before meals, after meals, and before dismissal. Students should wash their hands and/or use hand sanitizer every two hours.
- In Phase 1, 2, or 3, all meals will be served in disposable containers.
- Self-service options will not be available. All meals will be packed and served by the cafeteria staff.
- Students/employees won't be allowed to share food, tables, or beverages.
- All parents are encouraged to utilize on-line payment options to minimize physical contact, understanding there is a fee to utilize the service. If this is not possible, parents can still send checks or cash in an envelope as pre-payment. Payments will not be accepted while students are in the serving line to reduce physical contact.

COMMUNICATION

Parents and employees are strongly encouraged to access the most current information about the re-opening of school and school operations through:

- CPSB [website](#)
- CPSB social media platforms – [Facebook](#), [Instagram](#) and [Twitter](#)
- Individual school websites
- Student email

OTHER SCHOOL CONSIDERATIONS



Locker Rooms

P.E. locker rooms will be closed until further notice. Athletic locker rooms (only during Phase 3): While in locker rooms, students are to stay socially distanced to the maximum extent possible from others as normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by other to the extent feasible. Avoid anyone coughing, sneezing, or appears to be sick.

P.E. Uniform

P.E. uniforms will not be required for middle and high school students for the 2020-2021 school year.

ENHANCED SAFETY MEASURES



SOCIAL DISTANCING



Social distancing is an effective way to prevent potential infection. CPSB will employ social distancing strategies to increase space between individuals, adjusted seating arrangements for school buses and classrooms and posted signs to remind staff and students of 6-foot social distancing to the maximum extent possible. Staff will maintain small groups by having students eat meals in classrooms or other approved areas whenever possible and limiting volunteers and visitors in the building. Specific practices will be customized for each school and may include designating building entrances by grade level, mapping traffic patterns through the school, and scheduling student and staff groupings to be as static as possible.

FACE COVERINGS

Face Coverings are an important part of our protection against the spread of COVID-19. As such, face coverings are mandated for all CPSB employees, when interacting with staff, students, or the public. Students will be required to wear a face covering during arrival, transitions, dismissal, and on buses. Students in grades 3-12 are also required to wear a face covering during instructional time as directed by state protocols. It is recommended they be worn as able and to the maximum extent possible. Middle and high school face coverings should be solid in color or and can feature the school or district logo. Elementary face coverings do not have to be designated colors but must be school appropriate and not a distraction as approved by school administration. CPSB will provide two washable face covering for every student and employee.



CLEANING AND DISINFECTION MEASURES

Intensified cleaning and disinfection measures will ensure the physical spaces, equipment, and materials staff and students come into contact with remain safe. High-touch surfaces such as doorknobs, handles, fixtures, etc. will be cleaned multiple times throughout the day. Restrooms will be monitored and cleaned more frequently throughout the day. While water fountains will be sanitized hourly, students will be encouraged to bring water to school with bottled water provided in emergency situations.

HANDWASHING

Handwashing or use of hand sanitizer that contains at least 60% alcohol will occur at arrival, at least every 2 hours, before and after eating, and at the exit. Good hygiene practices will be encouraged and discussed in the classroom.



PLEXIGLASS

Plexiglass barriers are being installed in various locations throughout the campuses, such as front office counters and designated teacher workspaces.

EMPLOYEE AND STUDENT SAFETY



STUDENT PROTOCOLS AND SCREENING OVERVIEW

Parents are encouraged to complete a health screening process at home before sending the student to school (see below for symptoms). The student should stay home if he/she is symptomatic, sick or has been in **direct** contact with someone who has tested positive for COVID-19.

All students will have their temperature taken upon arrival at school in their first classroom setting of the day. Each classroom will have a thermal digital thermometer. The student will be required to return home if the reading is 99.8 or above.

Symptoms that may require a student to stay home:

- Any one of the symptoms below:
 - Fever of listed temperature or greater:
 - Oral: 100.4 F
 - Forehead/Temporal (Infrared): 99.8 F
 - Cough
 - Shortness of breath or difficulty breathing
 - Active vomiting or diarrhea
- Emergency warning signs requiring medical attention immediately:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face
- At least two of these symptoms:
 - Fever (100.4 F orally or 99.8 F thermal in the past 24 hours)
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell

Symptomatic students will be isolated and supervised until the student is picked up. It will be the responsibility of the parent/guardian to promptly pick up the student from school.

Students may be required to present a doctor's release to return to school.

Parents are strongly encouraged to notify the school principal if a student or someone they have been in **direct** contact with tests positive for COVID-19. Principals will work closely with Risk Management to determine the next steps.

EMPLOYEE PROTOCOLS AND SCREENING OVERVIEW

Employees will be advised to stay home if they are sick or have been in direct contact with someone who has tested positive for COVID-19.

Employees will be required to complete a daily health screening process and a temperature check upon arrival to work. The employee will be required to return home if the reading is 99.8 or above on the thermal digital thermometer.

Symptoms that may require an employee to stay home:

- Any one of the symptoms below:
 - Fever of listed temperature or greater:
 - Oral: 100.4 F
 - Forehead/Temporal (Infrared): 99.8 F
 - Cough
 - Shortness of breath or difficulty breathing
 - Active vomiting or diarrhea
- Emergency warning signs requiring medical attention immediately:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face
- At least two of these symptoms:
 - Fever (100.4 F orally or 99.8 F thermal in the past 24 hours)
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell

Employees may be required to present a doctor's release to return to work.

Employees will need to contact their supervisor if they are experiencing symptoms of COVID-19, test positive for COVID-19 or are directly exposed to someone who tests positive for COVID-19. Supervisors will work closely with Risk Management to determine the next steps.

EMPLOYEE OR STUDENT EXPOSURE

CPSB will be in close contact with the Louisiana Department of Health. The regional director's office will give guidance for employee and student exposure to COVID-19. In the event a CPSB employee or student has been directly exposed to the virus, the first concern is for the health and safety of those who may be at risk for additional exposure. CPSB will notify parents if there is a positive case in their child's class and contact any potential direct contacts.

TRAVEL RESTRICTIONS



Students

During Phase 3, school related travel may be allowed with approval from the Superintendent.

Employees

CPSB will discontinue staff travel to conferences and workshops until further notice, unless preapproved by the Risk Management Department and the office of the Superintendent.

VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. Therefore, visitors are encouraged to make an appointment to visit CPSB schools and offices. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors may be subjected to simple screening questions and/or temperature checks before entering the building. Participation is important to help us take precautionary measures to protect our visitors, students, and staff in the building.

ADDITIONAL DETAILS

Additional information and specific details will be covered in our Q&A Session with Superintendent Karl Bruchhaus which can be viewed [here](#).

CPSB **CONNECTED** **CLASSROOMS**

A yellow electrical plug with two silver prongs is positioned at the top right. A yellow cord extends from the plug, looping under the word 'CLASSROOMS' and ending under the word 'CONNECTED'.

2020-2021

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Welcome

The Calcasieu Parish School Board Connected Classroom is part of the Calcasieu Parish School Board's program offerings and is available to all students in grades Pre-K through 12 for the upcoming school year. This program provides students with:

- Certified, CPSB Virtually/Online trained teachers/instructors
- High quality curriculum (mirroring the same standards as face-to-face instruction)
- Consistent, daily schedule for parents and students to follow
- Structured learning environment
- Appropriate pacing for digital learning
- Daily office hours for communicating with teachers
- Student Tech Help
- Tuition Free

What are the advantages of enrolling in CPSB online school versus a home study program or an online vendor?

- State-Approved credits that meet Louisiana graduation requirements.
- Your child will have a certified counselor creating his/her Individual Graduation Plan and yearly schedule of coursework to ensure all Louisiana graduation requirements are met.
- Your child will earn credits from a state-approved high school, and these credits are transferable.

- Home study credits and many online vendors are not state-approved, so these credits do not automatically transfer. Frequently, students must “start over” with all credits earned from any unapproved school or home study program.

What Makes a Successful Online Student?

- The student has had previous success in an on-line class or transitioned well to on-line learning at the end of the 2019-2020 school year.
- The student can communicate via writing.
- The student is self-motivated and self-disciplined.
- The student is willing to ask questions if problems arise.
- The student has good time-management skills.
- The student is persistent.
- The student has a good study environment.

Technology Requirements

Courses in this program are web-based and will be accessed via Blackboard for students in PreK to 8th grade while students in Grades 9-12 will have coursework in Odysseyware. Students will need access to the following to be successful:

- Internet Availability
- Pre-K-2: iPad, Laptop, Tablet or Desktop
- Grades 3–12: Laptop, Tablet or Desktop

Enrollment Guidelines/Policies

- The enrollment period for the 2020-2021 school year will be open July 08 – July 17, 2020. To register visit:
 - For students not enrolled in CPSB in 2019-2020: <https://bit.ly/3iycrR4>.
 - For students enrolled in CPSB in 2019-2020: <https://bit.ly/3e37psh>
- Your child will be contacted by his/her teacher by August 10, 2020 with details about their virtual classes.
- There will be a two-week grace period after the semester begins for those students who enroll in this program but would like to transfer back to the face-to-face instruction. The deadline for this decision is September 4, 2020 through notification at the student’s assigned 2020-2021 school. Commitment to the virtual program is for the entire semester starting September 4, 2020 and ending January 8, 2021. The last date to transfer back to face-to-face instruction for the second semester of the 2020-2021 school year is January 8, 2021. There will be no grace period for the second semester.

Student Account Agreement

- Students must read and understand these CPSB Connected Classroom Guidelines and Policies as well as the [CPSB Acceptable Use Policy](#) and discuss them with their parents/guardians. Student who are enrolled in this program must agree to the student guidelines in the section below. Any violation of the rules may result in the student account being terminated and student may face disciplinary action.
- CPSB and its personnel will not be held liable for any claims and damages of any nature arising from the student's use or misuse of the Internet while online in the Connected Classroom Program courses.

Student Guidelines

- **PreK-8 students will follow these guidelines:**
 - Students will meet daily with teacher/s online for 2 hours (120 minutes).
 - Students will complete all assignments and submit all work by timelines given by teacher.
 - Students will save all work in OneDrive.
 - Students will use CPSB email to communicate with assigned teacher.
 - Students will contact teacher via email when extra help is needed, or questions arise.
 - Students will check email at least once every 24 hours.
 - Students will follow online etiquette as well as copyright policy.
 - Students will be considered truant if they fail to login and engage in learning for more than 10 unapproved/non-medical days per semester. All truant students will be investigated by the Office of Child Welfare and Attendance.
 - If your child is sick or having technical issues, contact must be made with the CPSB instructor.
- **High school students will follow these guidelines:**
 - Students will be expected to login and engage in learning during all CPSB school days.
 - Students will be expected to check their CPSB email daily and use CPSB email to correspond with online teachers.
 - Students will be considered truant if they fail to login and engage in learning for more than 10 unapproved/non-medical days per semester. All

truant students will be investigated by the Office of Child Welfare and Attendance.

- If your child is sick or having technical issues, contact must be made with the CPSB instructor.

Student Sample Schedules

- The following is a sample schedule for students in PreK-8:

7:30	Get Ready – dress, eat breakfast, brush teeth
8:15	Turn on computer/device, log in to CPSB email
8:30	Review daily email announcements from teacher(s) and gather necessary materials (books, workbooks, etc.)
8:45	Engage in first virtual session/direct online session (30 minutes) or video tutorial or whatever the topic is for the day
9:15	Begin assignments
10:00	Take quick stretch and nutrition break
10:15	Engage in second virtual session/direct online session (30 minutes) or video tutorial or whatever the topic is for the day
10:45	Check CPSB email for any additional announcements
11:00	Lunch and movement (Take a walk. Dance. Do jumping jacks. Run. Follow an online workout routine/GoNoodle. Just move!)
11:30	Engage in third virtual session/direct online session (30 minutes) or video tutorial or whatever the topic is for the day
12:00	Return to assignments
12:45	Take quick stretch and nutrition break
1:00	Return to assignments
1:30	Engage in fourth virtual session/direct online session (30 minutes) or video tutorial or whatever the topic is for the day
2:00	Return to assignments
3:00	Summarize your learning in whatever way your teacher(s) have requested, and submit your evidence online
Self-Care Online with Teacher Independent Work	

- The following is a sample schedule for students in High School (9-12):

7:30	Check CPSB email for feedback from teachers and submit questions to teachers
8:00	Log into <i>Odysseyware</i> and Check Messages
8:15	Work on 1 st Course
9:00	Work on 2 nd Course
9:45	Work on 3 rd Course
10:30	Work on 4 th Course
11:15	Lunch Break
11:45	Work on 5 th Course
12:30	Work on 6 th Course
1:15	Work on 7 th Course
2:00	Check CPSB email for feedback from teachers and submit questions to teachers

FAQ'S

- **How does a student register for the CPSB Connected Classroom program?**

Use the following link to register your student/s:

- For students **not** enrolled in CPSB in 2019-2020: <https://bit.ly/3iycrR4>
- For students enrolled in CPSB in 2019-2020: <https://bit.ly/3e37psh>

- **Is there a registration deadline?**

Yes, due to the logistics of staffing, all prospective students **must be registered by 4:00pm on July 24, 2020** to participate in the *CPSB Connected Classroom* program.

- **Who will the instructors be in this program?**

Certified Calcasieu Parish teachers have been trained in online instruction delivery and best practices in digital learning.

- **What curriculum will be used in this program?**

Curriculum in *CPSB Connected Classroom* Program will mirror the face-to-face instruction for grades PreK-8. *Odysseyware* mirrors Carnegie Unit expectations for grades 9-12 courses.

- **Will there be a set schedule for the virtual setting?**

Yes, for PreK-8, there will be 2 hours of online, direct instruction per day, along with independent coursework to be completed offline. For grades 9-12, students are expected to work on each course daily. If more assistance is needed, teachers will be available during scheduled office hours.

- **Can students in the CPSB Connected Classroom switch to face-to-face instruction?**

Yes, there will be a two-week grace period after the semester begins for those students who enroll in this program but would like to transfer back to the face-to-face instruction. The deadline for this decision is September 4, 2020 through notification at the student's assigned 2020-2021 school. Commitment to the *CPSB Connected Classroom* program is for the entire semester starting in August and ending January 2021. The last date to transfer back to face-to-face instruction for the second semester of the 2020-2021 school year is January 8, 2021. There will be no grace period for the second semester.

- **How does grading work?**

Assignments will be turned in to the teacher. There will be a minimum of 7 grades per content area, per nine weeks.

- **What does a family need at home to participate in CPSB Connected Classroom program?**

Students will need the following to successfully complete online coursework:

- Grades PreK–2nd: iPad, Laptop, Tablet or Desktop Computer
- Grades 3-12: Laptop, Tablet or Desktop Computer
- Internet availability
- Quiet space to work

- **Are devices available to those students in need?**

Yes, devices are available. Contact your child's home school for more information if needed.

- **Will the same classes be offered virtually as they would be face-to-face?**

- Students in grades PreK-8 will be provided with courses from the four core content areas below:

- Math
- English Language Arts
- Science
- Social Studies/Social Living
- **Note: No special programs will be offered within this program (example: FK White TELC, T. S. Cooley Magnet or Immersion programs)**

- Students in grades 9–12 will earn Carnegie Unit credits in *Odysseyware*. *Odysseyware* offers courses for a student to earn a TOPS University diploma or a Jump Start diploma with limited pathway options. A student may work from any location that has an internet connection but **may** need to report to LCBA to take quarterly exams and/or required testing.

- **What if a family needs internet access?**

Parents should contact their child's home school for more information, if needed.

- **Can virtual program students participate in school events/activities?**

Students will not be allowed to participate in any extracurricular activities being held at their home school while in CPSB Connected Classrooms.

- **Is Tech Support available for families?**

A student tech help desk is available for students to submit tickets for support of CPSB devices as well as technology access and can be accessed via:

www.cpsb.org/studenttechhelp.

- **Will SPED/504 accommodations be met for virtual students?**

The Calcasieu Parish School Board will use researched strategies that align with a student's IEP/IAP to accommodate each virtual student. The same CPSB

personnel that serve our students face-to-face will be available to assist virtually with their education process in most instances.

- **If parents select CPSB Connected Classrooms, how will supports be provided for students with an IEP or 504 plan, as well as English Learners?**

Students with disabilities or limited English attending or participating in CPSB Connected Classrooms will have access to accommodations and services that naturally occur in the traditional setting. However, specific supports will be determined by the student's IEP or Section 504 plan or English Learner Accommodation Plan and take into consideration the unique nature of a virtual setting. Please note that some accommodations and services will have to be highly modified to adapt to the online educational setting. Some services may not be applicable to an online setting at all. Related services will be provided as indicated on each student's IEP.

Schools will establish a line of communication with students and their families to regularly review assignments, curriculum, and other updates to ensure that student needs are being met. Translation technology and interpretation services for families will be in place for CPSB Connected Classrooms where needed. The district will assess the accessibility needs of learning platforms and resources for parents and students (language, hardware, internet access, etc.), and provide necessary guidance, instructions, and support to students and their families in their home language, when possible. Students receiving supports through English Learners programming will be provided daily opportunities to speak and be formatively assessed throughout their virtual participation regardless of the platform. These opportunities may be provided over the phone with the educator, remote interactions with classmates, and other forms of communication. Models will be provided to demonstrate clear criteria for success.

- **Will my child be required to participate in state testing?**

Yes, your child will participate in all state testing for the 2020-2021 school year. Details on the testing location and procedures will be provided prior to each test administration.

- **Will my child be required to pay school registration fees?**

Yes, the online learning registration fee is \$25.00 for K-12. PreK students will have a \$10.00 fee.

- **Will my child be able to participate in graduation ceremonies?**

Yes, your child will be able to participate in his/her 2020-2021 enrolled school's

graduation ceremony.

- **How will attendance be handled?**

Your child will be expected to login and engage in learning during all CPSB school days. Students will be considered truant if they fail to login and engage in learning for more than 10 days per marking period. All truant students will be investigated by the Office of Child Welfare and Attendance.

- **How will my high school student get his/her schedule?**

Your child will attend his/her school's registration in August. During this time, the school counselor will assist with creating and/or finalizing your child's schedule.

For further questions, please email: info@cpsb.org

Item 4.A.

Mallory Pearl Bell

13 years of perfect attendance

Bell City High

Sponsors:

Billy Navarre Auto

Hoffoss Devall Law Firm

Phillips 66

Stockwell, Sievert Law Firm

Sweetlake Land and Oil

J.D. Bank

NON-DISTURBANCE AGREEMENT

This **NON-DISTURBANCE AGREEMENT** (this "Agreement") made this ___ day of _____, 2020, by and between the CALCASIEU PARISH SCHOOL BOARD, a political subdivision of the State of Louisiana, with its principal offices located at 3310 Broad Street, Lake Charles, Louisiana 70615 ("Prime Landlord"), and STATE OF LOUISIANA through the Military Department, whose address is _____ (ADDRESS) _____ ("Subtenant").

RECITALS

WHEREAS, Prime Landlord is the landlord and Chennault International Airport Authority (formerly known as Chenault Industrial Air Park Authority) is the tenant ("Sublessor") under a certain lease dated as of July 17, 1986 (the "Prime Lease") for certain land and the improvements thereon, which is the site commonly referred to as Chennault International Airport (the "Premises");

WHEREAS, Sublessor and Subtenant have entered into a lease dated June 7, 2012 (the "Sublease") for a portion of the Premises (the "Leased Premises"), as more particularly described in the Notice of Lease executed by Sublessor and Subtenant;

WHEREAS, as a condition to the Sublease, Sublessor is required to use its best efforts to obtain this Agreement from Prime Landlord; and

WHEREAS, following such request from Sublessor, Prime Landlord has agreed to enter into this Agreement with Subtenant.

NOW, THEREFORE, in consideration of the mutual promises herein contained, Prime Landlord and Subtenant agree as follows:

1. Recognition. Prime Landlord hereby agrees with Subtenant that, in the event of termination of the Prime Lease, Subtenant, if it is not then in default beyond applicable notice and grace periods with respect to any of the covenants or conditions of the Sublease to be performed or observed by Subtenant, shall peaceably hold and enjoy the Leased Premises for the remainder of the unexpired term of the Sublease, upon the same terms, covenants and conditions as in the Sublease, including any options to extend set forth therein. Subject to the provisions of the preceding sentence and Section 1 hereof, the Sublease shall continue in full force and effect, and Prime Landlord shall recognize the Sublease and Subtenant's rights thereunder and will thereby establish direct privity of estate and contract as between Prime Landlord and Subtenant, with the same force and effect and with the same relative priority in time and right as though the Sublease was originally made directly from Prime Landlord in favor of Subtenant.

2. Attornment. In consideration of the foregoing covenants by Prime Landlord, Subtenant does hereby covenant with Prime Landlord that in the event of a termination of the Prime Lease, Subtenant will recognize and attorn to Prime Landlord as if Prime Landlord was Sublessor under the Sublease for the remainder of the unexpired term of the Sublease, upon the

covenants and conditions thereof to be performed and observed by Subtenant. Said attornment shall be effective and self-operative without the execution of any further instruments on the part of any of the parties hereto immediately upon Prime Landlord succeeding to the interest of Sublessor in the Leased Premises. Subtenant further agrees that Prime Landlord will have the same remedies for the nonperformance of any agreement in the Sublease which Sublessor had or would have if the Prime Lease had not been terminated.

3. Exceptions to Prime Landlord's Obligations after Termination of the Prime Lease. In the event of termination of the Prime Lease, Prime Landlord shall not be liable for any act or omission of any prior party to the Sublease (including Sublessor) to the extent that liability or damages accrue during a period in which Prime Landlord has not succeeded to Sublessor, unless such prior act or omission is continuing in nature and Prime Landlord has received prior written notice thereof, except that the foregoing shall not derogate from the continuing obligations of the Prime Landlord to be performed under the Sublease from and after the date on which the Prime Lease is terminated, including the obligation to recognize any pre-payment of rent.

4. Notices. Copies of any notices from Prime Landlord to Sublessor under the Prime Lease shall be simultaneously provided to Subtenant. All notices required or permitted to be given hereunder shall be in writing and delivered by United States mail, postage prepaid, by registered or certified mail, return receipt requested, or by a reputable overnight delivery service, addressed to the respective parties at the addresses given on page 1 of this Agreement.

5. Amendments. This Agreement may not be waived, changed or discharged orally, but only by an agreement in writing and signed by the parties hereto and recorded with the Calcasieu Parish Clerk of Court and any oral waiver, change or discharge of any provisions of this Agreement shall be without authority and of no force and effect.

[Signature page follows]

IN WITNESS WHEREOF, the Prime Landlord has set forth its signature on the _____ day of _____, 2020, in the presence of the undersigned competent witnesses, and me, Notary, at _____, Louisiana:

WITNESSES:

**PRIME LANDLORD:
CALCASIEU PARISH SCHOOL BOARD**

Print Name: _____

By: _____

Print Name: _____

Title: _____

Print Name: _____

Notary Public

Print Name: _____

Bar Roll/Notary No.: _____

[Signatures continue on next page]

IN WITNESS WHEREOF, the Subtenant has set forth its signature on the _____ day of _____, 2020, in the presence of the undersigned competent witnesses, and me, Notary, at _____, _____;

WITNESSES:

SUBTENANT:
LA MILITARY DEPARTMENT

Print Name: _____

By: _____

Print Name: _____

Title: _____

Print Name: _____

Notary Public

Print Name: _____

Bar Roll/Notary No.: _____

STATE OF LOUISIANA
PARISH OF CALCASIEU

COOPERATIVE ENDEAVOR AGREEMENT

BE IT KNOWN, that before the undersigned Notaries Public, duly commissioned and qualified in and for their respective localities as hereinafter stated, on the dates hereinafter set forth, and in the presence of the competent witnesses hereinafter named and undersigned:

PERSONALLY CAME AND APPEARED:

CALCASIEU PARISH SCHOOL BOARD (hereinafter referred to as "School Board"), the governing authority of the Parish of Calcasieu for public school purposes and a political subdivision of the State of Louisiana within the meaning of Article 6, Section 44 of the 1974 Louisiana Constitution, herein represented by its Superintendent, Karl Bruchhaus, duly authorized; and

CALCASIEU PARISH SHERIFF'S OFFICE (hereinafter referred to as "Sheriff's Office"), the chief law enforcement agency for the Parish of Calcasieu and a political subdivision of the State of Louisiana within the meaning of Article 6, Section 44 of the 1974 Louisiana Constitution, herein represented by its duly elected Sheriff, Tony Mancuso, duly authorized.

Section 1. AUTHORITY

This Agreement is entered into by the parties under the authority of the Constitution and laws of the State of Louisiana, including specifically Article 7, Section 14 of the 1974 Louisiana Constitution and *LSA-R.S. 33:1321, et seq*, which grants political subdivisions the right to enter into cooperative endeavor agreements with other political subdivisions with respect to the discharge of their respective responsibilities.

The Sheriff's Office and the School Board hereby find and declare that they are each authorized by general and special laws to perform the activities herein contemplated and to exercise all powers that may be necessary for completion of the undertaking herein described.

Section 2. PURPOSE

This agreement is entered into for the specific purpose of providing to the School Board a Sheriff's Office deputy to assist with school safety issues and risk management related issues and to work with the School Board as a School Safety Assessment Coordinator.

Section 3. AGREEMENT

In a cooperative effort between the School Board and the Sheriff's Office, the parties agree to work together to utilize Deputy Leslie Blanchard to assist Skylar Giardina, Risk Manager for the Calcasieu Parish School Board. The following is the outline of the agreement:

A. Sheriff's Office agrees to:

- (1) Provide a Sheriff's Office deputy to assist with school safety issues and risk management related issues and to work with the School Board's Risk Management office. Said deputy's duties shall include, but not be limited to the following services:
 - (a) Visit each public school campus in Calcasieu Parish for the purpose of safety inspections as determined necessary; and
 - (b) Coordinate with the School Board's Risk Manager to implement programs and/or initiatives to better protect the schools and students in Calcasieu Parish.
- (2) Provide said deputy with a Sheriff's Office unit.

B. School Board agrees to:

- (1) Reimburse the Sheriff's Office for one-half (½) of the salary described below commencing August 1, 2020. Furthermore, the salary described below will be billed by the Sheriff's Office to the School Board on a monthly basis to be distributed over a twelve (12) month time period. The School Board agrees to pay all invoices received within thirty (30) days of receipt of same.

Leslie Blanchard - One-Half (½) of \$6,900.34 = \$3,450.17
(\$3,450.17 x 12 months = \$41,402.04 Per Year)

- (2) Provide office space and equipment at the School Board's office located at 3310 Broad Street in Lake Charles, Louisiana.

Section 4. TERM

The term of this agreement shall be from August 1, 2020 through July 31, 2021. The Agreement may be modified or amended at any time by mutual consent of the parties, provided that, before any modification or amendment shall be operative and valid, it shall be reduced to writing and signed by both parties. Either party desiring to terminate the Agreement shall notify the other party in writing at least thirty (30) days in advance.

Section 5. LIMITATIONS

It is expressly understood and agreed that the deputy assigned through this agreement will at all times be under the direct supervision and control of the Sheriff's Office and the supervisors designated by the Sheriff's Office. It is further understood and agreed that the deputy assigned through this agreement shall cooperate and work with the designated representative of the School Board. Although this representative is not in the chain of command at the Sheriff's Office, he or she is to be treated with respect and their requests given priority. The designated representative for the School Board shall be Skylar Giardina, Risk Manager. It is

the intent of this agreement to achieve the goals as outlined in this agreement. The Sheriff's Office has the final authority over the deputy designated under this agreement.

Section 6. INSURANCE

The parties shall provide to each other such insurance coverage and verification as may be agreed upon. The School Board shall be named as an "additional insured" by the Sheriff's Office insurance carrier, American Alternative Insurance Corp., and the Sheriff's Office shall be named as an "additional insured" by the School Board's insurance carrier, American Alternative Insurance Corp.

Section 7. INDEMNIFICATION

The Sheriff's Office agrees to indemnify, hold harmless, and defend the School Board, its members, officers, agents, and employees from any alleged liability for damages to either person or property, including death of a person, arising from this Agreement or caused by the negligence or fault of a Sheriff's Office employee, agent, or assign. The School Board agrees to indemnify, hold harmless, and defend the Sheriff's Office, its officers, agents, and employees from any alleged liability for damages either to person or property, including death, arising from this Agreement or caused by negligence or fault of a School Board employee, agent, or assign.

Section 8. MEDIATION

For all disputes arising under this Agreement and which the parties are unable to resolve, it is agreed that before any legal action can be taken the parties must submit to mediation. The mediator shall be selected by mutual agreement of the parties. If an agreement cannot be reached on selection of the mediator, each party shall submit the name of two (2) mediators for placement in a hat. A random drawing will then decide who will be the mediator for the dispute. All costs associated with the mediation are to be paid one-half (½) by the School Board and one-half (½) by the Sheriff's Office.

Section 9. NOTICE

The parties hereto agree to immediately notify one another of all incidents and/or emergencies arising under this Agreement. The mechanism for providing this notice shall be developed by the parties so as to provide effective notice in addition to recognition of the need to not compromise ongoing or planned investigations.

THUS DONE AND SIGNED in duplicate originals on the ____ day of _____,
2020, in Lake Charles, Parish of Calcasieu, Louisiana, and in the presence of the undersigned
witnesses and Notary Public, after a due reading of the whole.

WITNESSES: **CALCASIEU PARISH SCHOOL BOARD**

Print Name: _____ BY: _____
KARL BRUCHHAUS, Superintendent

Print Name: _____

NOTARY PUBLIC
Printed Name: _____
Notary ID Number: _____
My Commission Expires at Death

THUS DONE AND SIGNED in duplicate originals on the ____ day of _____,
2020, in Lake Charles, Parish of Calcasieu, Louisiana, and in the presence of the undersigned
witnesses and Notary Public, after a due reading of the whole.

WITNESSES: **CALCASIEU PARISH SHERIFF'S OFFICE**

Print Name: _____ BY: _____
TONY MANCUSO, Sheriff

Print Name: _____

NOTARY PUBLIC
Printed Name: _____
Notary ID Number: _____
My Commission Expires at Death

STATE OF LOUISIANA
: COOPERATIVE ENDEAVOR AGREEMENT
PARISH OF CALCASIEU

BE IT KNOWN, that before the undersigned Notaries Public, duly commissioned and qualified in and for their respective localities as hereinafter stated, on the dates hereinafter set forth, and in the presence of the competent witnesses hereinafter named and undersigned:

PERSONALLY CAME AND APPEARED:

CALCASIEU PARISH SCHOOL BOARD (the "School Board"), the governing authority of the Parish of Calcasieu for public school purposes and a political subdivision of the State of Louisiana within the meaning of Article 6, Section 44 of the 1974 Louisiana Constitution, herein represented by its Superintendent, Karl Bruchhaus, duly authorized; and

CALCASIEU PARISH SHERIFF'S OFFICE (the "Sheriff's Office"), the chief law enforcement agency for the Parish of Calcasieu and a political subdivision of the State of Louisiana within the meaning of Article 6, Section 44 of the 1974 Louisiana Constitution, herein represented by Sheriff Tony Mancuso, duly authorized.

Section 1. AUTHORITY

This Agreement is entered into by the parties under the authority of the Constitution and laws of the State of Louisiana, including specifically Article 7, Section 14 of the 1974 Louisiana Constitution.

The Sheriff's Office and the School Board hereby find and declare that they are each authorized by general and special laws to perform the activities herein contemplated and to exercise all powers that may be necessary for completion of the undertaking herein described.

Section 2. PURPOSE

The parties herein agree there is a need for school crossing guards. The guard's primary duty would be to ensure children are able to get across the street safely.

Section 3. AMENDMENTS

Each party has the right to request that the conditions of this agreement be altered. However, for any change to be effective, it must be agreed to in writing and signed by the appropriate representatives of each entity. Either party may cancel this agreement by giving the other party thirty (30) days written notice.

Section 4. JOINT EFFORT

The Sheriff's Office and the School Board agree to cooperate in the implementation and administration of this endeavor. It is a cooperative effort intended

to provide a safe and secure environment for children in Calcasieu Parish arriving to and leaving school.

Section 5. SCHOOL BOARD'S CONTRIBUTION

The School Board agrees to reimburse the Sheriff's Office for one-half (½) of the total number of school crossing guards provided as follows:

School Crossing Guards

½ of total number of guards multiplied by below for nine and one-half (9 ½) months:

Monthly Salary - \$566.00

Annual Salary - \$5,377.00

The School Board further agrees to reimburse the Sheriff's Office as follows for the placement of one (1) school crossing guard at the following locations:

Hunter Head Start

The school crossing guard at Hunter Head Start is billed for a twelve (12) month period as set forth below:

Monthly Salary \$566.00

Annual Salary - \$6,792.00

Moss Bluff Middle School

The school crossing guard at Moss Bluff Middle School is billed for nine and one-half (9 ½) months as set forth below:

Monthly Salary \$566.00

Annual Salary - \$5,377.00

Section 6. SHERIFF'S CONTRIBUTION

The Sheriff's Office agrees to provide school crossing guards employed by the Sheriff's Office at designated locations in Calcasieu Parish. These school crossing guards will be assigned to the designated crossings for approximately two (2) hours per school day. Due to the fact that different schools start and dismiss at different times, and traffic demands vary by school, the exact times that crossing guards are present will vary. This is subject to the obligations of the School Board to reimburse the Sheriff's Office as described in Section 5.

Section 7. INSURANCE

The parties shall provide to each other such insurance coverage and verification as may be agreed upon. The School Board shall be named as an "additional insured" by the Sheriff's Office insurance carrier, American Alternative Insurance Corp. and the Sheriff's Office shall be named as an "additional insured" by the School Board's insurance carrier American Alternative Insurance Corp.

Section 8. INDEMNIFICATION

The Sheriff's Office agrees to indemnify, hold harmless and defend the School Board, its members, officers, agents, and employees from an alleged liability for damages to either person or property, including death of a person, arising from this agreement or caused by the negligence or fault of a Sheriff's Office employee, agent or assign. The School Board agrees to indemnify, hold harmless and defend the Sheriff's Office, its officers, agents and employees, from any liability for damages either to person or property, including death, arising from this agreement or caused by the negligence or fault of a School Board employee, agent or assign.

Section 9. MEDIATION

For all disputes arising under this Agreement and which the parties are unable to resolve, it is agreed that before any legal action can be taken the parties must submit to mediation. The mediator shall be selected by mutual agreement of the parties. If an agreement cannot be reached on selection of the mediator, each party shall submit the name of two (2) mediators for placement in a hat. A random drawing will then decide who will be the mediator for the dispute. All costs associated with the mediation are to be paid one-half (½) by the School Board and one-half (½) by the Sheriff's Office.

Section 10. FORCE MAJEURE

Neither party to this agreement shall be liable to the other to the extent a failure or delay in performance of that party's obligations hereunder is due to causes beyond its reasonable control, such as acts of God, accident, riots, civil or military disturbances, insurrections, war, acts of terrorism, epidemics, pandemics, quarantines, natural disasters, storms, hurricanes, earthquakes, fire, floods, or other natural disasters, proclamations or orders of government or government officers, strikes, explosion, power failures, interruptions of electrical and other utility services, or other similar fortuitous events which make performance impossible or impracticable. Any suspension of performance shall be of no greater scope and of no longer duration than is reasonably required, and each party shall use its best efforts to remedy its inability to perform. The closure of a school or schools because of a *force majeure* event suspends both the required performance by the Calcasieu Parish Sheriff's Office and payment by the Calcasieu Parish School Board to the extent of the impossibility or impracticability of performance because of said event or events.

Closure of a school or schools for reasons related to contagious disease shall be considered an event which suspends performance by both parties.

Section 11. NOTICE

The parties hereto agree to immediately notify one another of all incidents and/or emergencies arising under this Agreement. The mechanism for providing this notice shall be developed by the parties so as to provide effective notice in addition to recognition of the need to not compromise ongoing or planned investigations.

Section 12. TERM

The term of this Agreement shall be for the 2020-2021 school year and shall commence on July 1, 2020 and continue through June 30, 2021.

THUS DONE AND SIGNED in duplicate originals at Lake Charles, Calcasieu Parish, Louisiana, in the presence of the undersigned competent witnesses, and me, Notary Public, on the _____ day of _____, 2020.

WITNESSES:

CALCASIEU PARISH SHERIFF'S OFFICE

Print Name: _____

BY: _____
TONY MANCUSO, SHERIFF

Print Name: _____

NOTARY PUBLIC

Print Name: _____

Notary Identification No. _____

My Commission Expires at Death _____

THUS DONE AND SIGNED in duplicate originals at Lake Charles, Calcasieu Parish, Louisiana, in the presence of the under signed competent witnesses, and me, Notary Public, on the _____ day of _____, 2020.

WITNESSES:

CALCASIEU PARISH SCHOOL BOARD

Print Name: _____

BY: _____
KARL BRUCHHAUS, SUPERINTENDENT

Print Name: _____

NOTARY PUBLIC

Print Name: _____

Notary Identification No. _____

My Commission Expires at Death

STATE OF LOUISIANA
PARISH OF CALCASIEU : **COOPERATIVE ENDEAVOR AGREEMENT**

BE IT KNOWN, that before the undersigned Notaries Public, duly commissioned and qualified in and for their respective localities as hereinafter stated, on the dates hereafter set forth, and in the presence of the competent witnesses hereinafter named, did personally appear:

CALCASIEU PARISH SHERIFF'S OFFICE, (hereinafter referred to as "CPSO") the chief law enforcement agency for Calcasieu Parish and a political subdivision of the State of Louisiana, appearing herein through its duly elected Sheriff, Tony Mancuso; and

CALCASIEU PARISH SCHOOL BOARD, (hereinafter referred to as "CPSB") the governing authority of Calcasieu Parish for public school purposes and a political subdivision of the State of Louisiana, appearing herein through its duly appointed Superintendent, Karl Bruchhaus.

I. AUTHORITY

This Cooperative Endeavor Agreement is entered into by the parties under the authority of the Constitution and laws of the State of Louisiana, specifically Article 7, Section 14 of the 1974 Louisiana Constitution.

The CPSO and the CPSB hereby find and declare that they are each authorized by general and special laws to perform the activities herein contemplated and to exercise all powers that may be necessary for completion of the undertaking herein described.

II. PURPOSE

In an attempt to control the potentially hazardous traffic conditions which could present themselves in high traffic points surrounding certain public schools in Calcasieu Parish in the hours just before school starts and shortly after school lets out, the parties herein agree there is a need for Peace Officer Standards and Training (P.O.S.T.) certified deputies to be assigned for traffic control purposes. It is the express intent of this Agreement that the assigned P.O.S.T. certified deputies shall at all times be under the direct supervision and control of the CPSO. The CPSO shall designate which deputies are to be assigned under this Agreement. The primary duties of the deputies assigned under this Agreement, in addition to their normal law enforcement obligations, will be to help ensure the safe and even flow of traffic as vehicles maneuver around certain public-school campuses in Calcasieu Parish. The deputies will be assigned to the designated locations as set forth in Section IV hereinbelow from 7:00 a.m. until 8:00 a.m. and from 2:30 p.m. until 3:30 p.m. on any day school is in session.

III. JOINT EFFORT

The CPSO and CPSB agree to cooperate in the implementation and administration of this endeavor. It is a cooperative effort intended to provide a safe and secure environment for the citizens of Calcasieu Parish in high traffic points across Calcasieu Parish.

IV. CALCASIEU PARISH SCHOOL BOARD'S CONTRIBUTION

The CPSB agrees to reimburse the CPSO Eighty-Two and No/100 (\$82.00) Dollars per deputy, per shift for the deputies to be assigned at the following locations:

St. John Elementary

One (1) deputy a.m. shift; One (1) deputy p.m. shift

AA Nelson Elementary

One (1) deputy a.m. shift; One (1) deputy p.m. shift

S.J. Welsh Middle School

One (1) deputy for a.m. & p.m. shift for car entrance/exit

One (1) deputy for a.m. & p.m. shift for bus entrance/exit

Prien Lake Elementary

One (1) deputy for a.m. & p.m. shift for car entrance/exit

One (1) deputy for a.m. & p.m. shift for bus entrance/exit

Moss Bluff Elementary

Two (2) deputies for a.m. shift; Two (2) deputies for p.m. shift

Sam Houston High School

One (1) deputy a.m. shift; 1 deputy p.m. shift

V. CALCASIEU PARISH SHERIFF'S OFFICE CONTRIBUTION

The CPSO agrees to provide P.O.S.T. certified, fully commissioned deputies. The CPSO further agrees to pay the salary and benefits of the deputies assigned under this Agreement. The CPSO further agrees to provide each deputy assigned under this Agreement with a fully marked CPSO unit with lights. These contributions are subject to the obligations of the CPSB to reimburse the CPSO as set forth in Section IV above.

VI. TERMINATION

This Agreement may be terminated by either party by providing thirty (30) days written notice to the other party. Said notice of termination shall be provided to each party as follows:

Calcasieu Parish Sheriff's Office
Attention: Sheriff Tony Mancuso
5400 East Broad Street
Lake Charles, Louisiana 70615

Calcasieu Parish School Board
Attention: _____
3310 Broad Street
Lake Charles, Louisiana 70615

In the event that the mailing address of the parties to this Agreement changes during the terms of this Agreement, or that there is a change in the designated points of contact, the party with the address change or change of contact shall immediately notify the other party of the change.

VII. AMENDMENTS AND ASSIGNMENTS

If there is a need to review and/or revise this Agreement, the requesting party shall submit a written amendment to the other party, with the understanding that no amendment to this Agreement shall be valid unless it is agreed and signed by both parties. This Agreement shall not be assignable by either party without written consent of the other.

VIII. INSURANCE

The parties shall provide to each other such insurance coverage and verification as may be agreed upon. The CPSB shall be named as an "additional insured" by the CPSO's insurance carrier, American Alternative Insurance Company and the CPSO shall be named as an "additional insured" by the CPSB's insurance carrier, American Alternative Insurance Company.

IX. INDEMNIFICATION

The CPSO agrees to indemnify, hold harmless and defend the CPSB, its members, officers, agents and employees from any alleged liability for damages to either person or property, including death of a person, arising from this Agreement or caused by the negligence or fault of a CPSO employee, agent or assign. The CPSB agrees to indemnify, hold harmless and defend the CPSO, its officers, agents and employees, from any liability for damages either to person or property, including death, arising from this Agreement or caused by the negligence or fault of a CPSB employee, agent or assign.

X. MEDIATION

For any disputes arising under this Agreement and which the parties are unable to resolve, it is agreed that before any legal action can be taken the parties must submit to mediation. The mediator shall be selected by mutual agreement of the parties. If an agreement cannot be reached on selection of the mediator, each party shall submit the name of two (2) mediators for placement in a hat. A random drawing will then decide who will be the mediator for the dispute. All costs associated with the mediation are to be paid one-half (½) by the CPSO and one-half (½) by the CPSB.

XI. TERM

The term of this Agreement shall be for the 2020-2021 school year and shall commence on July 1, 2020 and continue until June 30, 2021.

THUS DONE AND SIGNED in duplicate originals at Lake Charles, Calcasieu Parish, Louisiana, in the presence of the undersigned competent witnesses and me, Notary Public, this _____ day of _____, 2020.

WITNESSES:

CALCASIEU PARISH SHERIFF'S OFFICE

Print Name: _____

BY: _____
TONY MANCUSO, Sheriff

Print Name: _____

NOTARY PUBLIC

Print Name: _____
Notary Identification No. _____
My Commission Expires at Death

THUS DONE AND SIGNED in duplicate originals at Lake Charles, Calcasieu Parish, Louisiana, in the presence of the undersigned competent witnesses and me, Notary Public, this _____ day of _____, 2020.

WITNESSES:

CALCASIEU PARISH SCHOOL BOARD

Print Name: _____

BY: _____
KARL BRUCHHAUS, Superintendent

Print Name: _____

NOTARY PUBLIC

Print Name: _____
Notary Identification No. _____
My Commission Expires at Death

STATE OF LOUISIANA
PARISH OF CALCASIEU : COOPERATIVE ENDEAVOR AGREEMENT

BE IT KNOWN, that before the undersigned Notaries Public, duly commissioned and qualified in and for their respective localities as hereinafter stated, on the dates hereinafter set forth, and in the presence of the competent witnesses hereinafter named and undersigned:

PERSONALLY CAME AND APPEARED:

CALCASIEU PARISH SCHOOL BOARD (the "School Board"), the governing authority of the Parish of Calcasieu for public school purposes and a political subdivision of the State of Louisiana within the meaning of Article 6, Section 44 of the 1974 Louisiana Constitution, herein represented by its Superintendent, Karl Bruchhaus, duly authorized; and

CALCASIEU PARISH SHERIFF'S OFFICE (the "Sheriff's Office"), the chief law enforcement agency for the Parish of Calcasieu and a political subdivision of the State of Louisiana within the meaning of Article 6, Section 44 of the 1974 Louisiana Constitution, herein represented by Sheriff Tony Mancuso, duly authorized.

Section 1. AUTHORITY

This Agreement is entered into by the parties under the authority of the Constitution and laws of the State of Louisiana, including specifically Article 7, Section 14 of the 1974 Louisiana Constitution.

The Sheriff's Office and the School Board hereby find and declare that they are each authorized by general and special laws to perform the activities herein contemplated and to exercise all powers that may be necessary for completion of the undertaking herein described.

Section 2. PUBLIC PURPOSE

In order to provide a safe and secure learning environment the Sheriff's Office and the School Board do hereby contract for the placement of a fully commissioned deputy sheriff (School Resource Officer) at certain public schools in Calcasieu Parish. It is the express intent of this Agreement that the assigned School Resource Officer shall at all times be under the direct supervision and control of the Calcasieu Parish Sheriff's Office. Additionally, it is the express intent of the parties that the School Resource Officer is to be present on the grounds of the school for the purpose, in addition to his normal law enforcement obligations, of assisting the administration of the school(s) with law enforcement and security related problems. The School Resource Officer's primary duty shall be to enforce the law and to attempt to prevent criminal violations.

Section 3. JOINT EFFORT

The Sheriff's Office and the School Board agree to cooperate in the implementation and administration of the Safe School Program. It is a cooperative effort intended to provide a safe and secure learning environment that is compliant with school board policies and to ensure that school grounds are a safe haven for students. The School Resource Officer's primary duty shall be to enforce the law and to attempt to prevent criminal violations.

Section 4. SCHOOL BOARD'S CONTRIBUTION

A. The School Board agrees to reimburse the Sheriff's Office One Million One Hundred Sixty-Eight Thousand Four Hundred Sixty and 10/100 (\$1,168,460.10) Dollars for the implementation of the SRO (School Resource Officer) Program. This amount reflects monthly costs for the implementation of the above described program at Ninety-Seven Thousand Three Hundred Seventy-One and 68/100 (\$97,371.68) Dollars and is for the placement of one (1) P.O.S.T. certified, fully commissioned deputy at the following specified public middle and high schools in Calcasieu Parish.

- Sam Houston High School
- Molo Middle School
- F.K. White Middle School
- Oak Park Middle School
- S.J. Welsh Middle School
- Maplewood Campus
- LeBlanc Middle School
- Barbe High School
- Bell City High School
- Sulphur High School
- Washington Marion High School
- LaGrange High School
- Calcasieu Parish Alternative School (CPAS) East
- Calcasieu Parish Alternative School (C P AS) West
- Moss Bluff Middle School
- Iowa High School

The following locations will utilize one (1) deputy who will alternate between each school location:

- Vinton High School & Vinton Middle School
- Starks High School & Starks Middle School
- DeQuincy High School & DeQuincy Middle School
- Sulphur High School 9th Grade Campus & W.W. Lewis Middle School
- Westlake High School & S.P. Arnett Middle School

The above stated amount also provides for the placement of one (1) additional P.O.S.T. certified, fully commissioned deputy at the following locations:

- Calcasieu Parish Alternative School (CPAS) East
- Washington Marion High School
- LaGrange High School
- Barbe High School

The above stated amount also provides for the placement of two (2) additional P.O.S.T. certified, fully commissioned deputies at LaGrange High School.

The above stated amount will be billed by the Calcasieu Parish Sheriff's Office to the Calcasieu Parish School Board on a monthly basis to be distributed over a twelve (12) month time period.

B. The School Board further agrees to provide sufficient office space which shall include a computer with internet access for each School Resource Officer at the locations listed hereinabove in Section 4(A).

Section 5. SHERIFF'S OFFICE CONTRIBUTION

The Sheriff's Office agrees to provide P.O.S.T. certified, fully commissioned deputies. The Sheriff's Office further agrees to pay the salary and benefits of the deputy, as agreed upon with the School Board. This is subject to the obligation of the School Board to reimburse the Sheriff's Office as described in Section 4. The Sheriff's Office further agrees to provide each deputy assigned under this Agreement with a fully marked Calcasieu Parish Sheriff's Office vehicle and one (1) portable radio.

Section 6. ACCESS BY SCHOOL RESOURCE OFFICER

It is hereby agreed between the parties hereto that the School Resource Officers assigned herein shall have access to the video monitoring system at each of the schools assigned under this Agreement.

Section 7. LIMITATIONS

It is expressly understood and agreed that the School Resource Officer will at all times be employed by and be under the direct supervision and control of the Sheriff's Office and the supervisors designated by the Sheriff's Office. It is further understood and agreed that the School Resource Officer shall cooperate and work with the principal at the school to which they are assigned. Although the principal is not in the chain of command at the Sheriff's Office, he or she is to be treated with respect and their requests given priority. The principal is the School Board's representative at the school. It is the intent of this Agreement that the principal and the School Resource Officer shall work together in a harmonious manner to achieve the goals outlined in this Agreement. The Sheriff's Office shall designate which

deputies are to be assigned to each of the agreed locations. It is further understood and agreed that should the need arise the deputies assigned under this Agreement shall assist at any of the locations designated in this Agreement as determined by the Lieutenant and/or Sergeant assigned by the Sheriff's Office.

Section 8. INSURANCE

The parties shall provide to each other such insurance coverage and verification as may be agreed upon. The School Board shall be named as an "additional insured" by the Sheriff's Office insurance carrier, American Alternative Insurance Corp., and the Sheriff's Office shall be named as an "additional insured" by the School Board's insurance carrier, American Alternative Insurance Corp.

Section 9. INDEMNIFICATION

The Sheriff's Office agrees to indemnify, hold harmless and defend the School Board, its members, officers, agents and employees from any alleged liability for damages to either person or property, including death of a person, arising from this Agreement or caused by the negligence or fault of a Calcasieu Parish Sheriff's Office employee, agent or assign. The School Board agrees to indemnify, hold harmless and defend the Sheriff's Office, its officers, agents and employees from any liability for damages either to person or property, including death of a person, arising from this Agreement or caused by the negligence or fault of a School Board employee, agent or assign.

Section 10. MEDIATION

For all disputes arising under this Agreement and which the parties are unable to resolve, it is agreed that before any legal action can be taken the parties must submit to mediation. The mediator shall be selected by mutual agreement of the parties. If an agreement cannot be reached on selection of the mediator, each party shall submit the name of two (2) mediators for placement in a hat. A random drawing will then decide who will be the mediator for the dispute.

All costs associated with the mediation are to be paid one-half (½) by the School Board and one-half (½) by the Sheriff's Office.

Section 11. FORCE MAJEURE

Neither party to this agreement shall be liable to the other to the extent a failure or delay in performance of that party's obligations hereunder is due to causes beyond its reasonable control,

such as acts of God, accident, riots, civil or military disturbances, insurrections, war, acts of terrorism, epidemics, pandemics, quarantines, natural disasters, storms, hurricanes, earthquakes, fire, floods, or other natural disasters, proclamations or orders of government or government officers, strikes, explosion, power failures, interruptions of electrical and other utility services, or other similar fortuitous events which make performance impossible or impracticable. Any suspension of performance shall be of no greater scope and of no longer duration than is reasonably required, and each party shall use its best efforts to remedy its inability to perform. The closure of a school or schools because of a *force majeure* event suspends both the required performance by the Calcasieu Parish Sheriff's Office and payment by the Calcasieu Parish School Board to the extent of the impossibility or impracticability of performance because of said event or events. Closure of a school or schools for reasons related to contagious disease shall be considered an event which suspends performance by both parties.

Section 12. NOTICE

The parties hereto agree to immediately notify one another of all incidents and/or emergencies arising under this Agreement or the Safe School Program. The mechanism for providing this notice shall be developed by the parties so as to provide the effective notice in addition to recognition of the need to not compromise ongoing or planned investigations.

Section 13. TERM

The term of this Agreement shall be for the 2020-2021 school year and shall commence on August 1, 2020 and continue through July 31, 2021.

THUS DONE AND SIGNED in duplicate originals at Lake Charles, Calcasieu Parish, Louisiana, in the presence of the undersigned competent witnesses, and me, Notary Public, on the ____ day of _____, 2020.

WITNESSES:

CALCASIEU PARISH SHERIFF'S OFFICE

Print Name: _____

BY: _____
TONY MANCUSO, SHERIFF

Print Name: _____

NOTARY PUBLIC

Print Name: _____

Notary Identification No. _____

My Commission Expires at Death

THUS DONE AND SIGNED in duplicate originals at Lake Charles, Calcasieu Parish, Louisiana, in the presence of the under signed competent witnesses, and me, Notary Public, on the _____ day of _____, 2020.

WITNESSES:

CALCASIEU PARISH SCHOOL BOARD

Print Name: _____

BY: _____
KARL BRUCHHAUS, SUPERINTENDENT

Print Name: _____

NOTARY PUBLIC

Print Name: _____

Notary Identification No. _____

My Commission Expires at Death

Calcasieu Parish Sheriff's Office

AGREEMENT FOR PROFESSIONAL INVESTIGATIVE K-9 SERVICES

Calcasieu Parish School Board (CPSB) does hereby agree to retain the services of Calcasieu Parish Sheriff's Office (CPSO), duly licensed under the laws of the State of Louisiana, solely for the purposes of providing K-9 contraband searches for the Calcasieu Parish School Board for the period of **June 1, 2020 through May 31, 2021.**

I, We, understand that the CPSB has established and communicated a policy defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered adverse to the welfare of students and contrary to the CPSB's desire to foster an atmosphere conducive to safety and education.

I, We, hereby agree that said investigative agency, Calcasieu Parish Sheriff's Office, shall provide contraband inspection services utilizing contraband detection canines. Such inspection may be conducted on an unannounced basis under the auspices and direction of the CPSB administration with Calcasieu Parish Sheriff's Office acting as an independent contractor of the CPSB while conducting such inspections via lawful means it deems appropriate. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by the CPSB officials, shall be subject to inspection. Contraband detected on the CPSB property is the responsibility of the CPSB. Suspected drugs of abuse may be field tested to provide preliminary or presumptive identification of the drug.

I, We, agree that the Calcasieu Parish School Board will be solely responsible for the compensation to Calcasieu Parish Sheriff's Office at the rate of \$300.00 per large campus and \$150.00 per small campus (**Attachment A**), which will cover middle and high school visits made during the regular school day/year. Elementary schools will be done only by request of the CPSB. CPSO will invoice for services provided on a weekly basis. The CPSB agrees to pay for services mailed to the address below **within thirty (30) days of receipt of such invoice.**

Calcasieu Parish Sheriff's Office will schedule the CPSB visits in conjunction with days designated by the CPSB as appropriate for visits. The CPSB will determine the maximum number of school visits and will provide a school calendar with inappropriate dates for visits noted. This calendar will serve as an addendum to the Agreement. All other dates will be considered acceptable for visits. The CPSB will be responsible for payment for any visit made on any day other than those days noted as inappropriate on the attached school calendar.

CPSB agrees to indemnify and hold harmless said investigative agency and/or its agents and employees from any and all liability, actions, causes of action, claims and demands of whatever type wherever situated arising directly from the acts and/or omissions of CPSB, its agents, officers and employees, which constitute intentional act, fault, gross negligence, strict liability, and negligence in the implementation of this agreement. Calcasieu Parish Sheriff's Office shall remain responsible for its liability and that of its agents and employees arising from its/their acts and/or omissions which constitute intentional act, fault, gross negligence, strict liability, and negligence in the implementation of this agreement.

If at any time any additional services are requested in addition to the normal K-9 services of the search of Calcasieu Parish schools then an additional contract will be drafted.

Calcasieu Parish Sheriff's Office

Client: Calcasieu Parish School Board

Address: 3310 Broad Street, Lake Charles, Louisiana 70615

Contact Telephone: 337-217-4050 ext. 2101

Contact Email Address: wilfred.bourne@cpsb.org jeanice.biondini@cpsb.org

Calcasieu Parish Sheriff's Office

Calcasieu Parish School Board

Tony Mancuso, Sheriff Date

Karl Brucinhaus, Superintendent Date

Please sign and return **one (1) copy of this Agreement.**

ATTACHMENT "A"

Large Schools: A.M. Barbe High, Iowa High (6-12), LaGrange High, Sam Houston High, Sulphur Main Campus, Washington-Marion, W.W. Lewis Middle, Moss Bluff Middle, S.J. Welsh Middle, F.K. White Middle

Small Schools: Bell City High, DeQuincy High, Starks High, Sulphur 9th Campus, Vinton High, Westlake High, CPAS East, CPAS West, College Street T&I, LCB Academy, S.P. Arnett Middle, DeQuincy Middle, LeBlanc Middle, Maplewood Middle, R.D. Molo Middle, Oak Park Middle, Vinton Middle, Positive Connections

Item 9.A.

TO: WILFRED BOURNE
PEGGY CARLILE
ROBERT BARRENTINE
DENNIS BENT

FROM: JENNIFER HAGAN, PURCHASING SUPERVISOR

RE: BIDS FOR AUGUST 2020

PERMISSION TO ADVERTISE:
NONE

BID REPORTS:

BID 2021-32 - PLEXIGLASS was opened on July 28, 2020 @ 10:00 A.M.

BIDS WERE SENT TO THE FOLLOWING:

ALLIED GLASS
COLONIAL GLASS
SERVICE GLASS
SULPHUR GLASS

BID RESULTS AS FOLLOWS:

ALLIED	\$ 26.50
BLINK SIGNS	\$ 24.20
COLONIAL GLASS	\$ 27.00
HOUSE OF PLASTICS	\$ 38.44
MNK	\$158.17
POLYMER SHAPES	\$ 26.00
RACE CITY	\$ 69.96
SERVICE GLASS	\$ 38.00
SULPHUR GLASS	\$ 52.32

THE STAFF RECOMMENDS AWARDED BLINK SIGNS AS THE LOWEST RESPONSIBLE
RESPONSIVE BIDDER.

BID REPORT

The Committee to receive bids met on the date herein indicated and reviewed bids on the following project.

DATE: August 4, 2020

DESCRIPTION:

Phase 4 Improvements Football Stadium Lighting System Washingt n Marion

FUNDS: School District # 31 Bond Funds

BID NUMBER: 2021-02PC

DESIGNER: Ellender Architects & Associates LLC

CONTRACTOR	BASE BID
Gunter Construction , Inc.	No Bid
K & J Development of SWLA, LLC	No Bid
Kraus Construction , Inc.	Bid Form Wrong
John D. Myers & Associates , Inc.	No Bid
Perc Development LLC	\$599,000.00
Seth Priola Construction , LLC	\$577,000.00
Pat Williams Construction , LLC	\$598,000.00
GeoSport Lighting Systems, LLC	\$474,000.00
Keiland Construction , LLC	\$622,000.00
E. P. Breaux Central Auction House	\$634,500.00

The Committee recommends award of the contract to:

GeoSport Lighting Systems, LLC

(Base Bid) in the amount of: \$474,000.00

Four Hundred Seventy - Four Thousand Dollars and no/100

as the lowest qualified bidder meeting specifications.

BID REPORT

The Committee to receive bids met on the date herein indicated and reviewed bids on the following project.

DATE: August 4, 2020

DESCRIPTION:

Phase 2 Improvements R.D.Molo Middle School

FUNDS: School District # 31 Bond Funds

BID NUMBER: 2021-03PC

DESIGNER: Ellender Architects & Associates LLC

CONTRACTOR	BASE BID
Gunter Construction , Inc.	\$1,259,000.00
K & J Development of SWLA, LLC	\$1,260,000.00
Kraus Construction , Inc.	\$1,226,000.00
John D. Myers & Associates , Inc.	\$1,180,500.00
Alfred Palma, LLC	\$1,263,000.00
Perc Development LLC	\$1,208,500.00
Seth Priola Construction , LLC	\$1,177,000.00
Pat Williams Construction , LLC	\$1,234,800.00
Shannon Smith Construction , Inc.	\$1,219,000.00
Central Auction House	No Bid

The Committee recommends award of the contract to: \$1,177,000.00

Seth Priola Construction , LLC

(Base Bid) in the amount of:

One Million Seven Hundred Seventy -Seven Thousand Dollars and No/100

as the lowest qualified bidder meeting specifications.



Memorandum

Date: August 11, 2020
To: CPSB
From: Kim Leblanc
Re: Request Bids for E-Rate Yr. 24 (21-22)

Technology Department is requesting permission to bid E-rate services and equipment for the 2021-' 22 fiscal year.

REQUEST FOR PERMISSION TO ADVERTISE

Permission to advertise is requested for the following:

Description: Iowa High School New Field House

Funds: 2017 All Districts Capital Projects Fund (50 Million)

Designer: Kaough & Associates LLC

Advertise: To be determined

Karl Bruchhaus, Secretary
Calcasieu Parish School Board

Cc: Bourne, Heath

CHANGE ORDER

Change Order No.: 05
Date: **August 3, 2020**
Contract Date: **July 1, 2019**

Project: **Classroom Pods – Phase 11
Riverboat & 50 Million Capital Fund Project Allocation
For Calcasieu Parish School Board**

Project No.: **CPSB Project No. 2019-06PC
Champeaux Evans Hotard - Project No. 1805**

To: **Keiland Construction, L.L.C.
600 Bayou Pines East, Suite G
Lake Charles, LA 70601**

You are directed to make the following change in this Contract:
(Attach Itemized Breakdown)

The Original Contract Sum	\$8,155,000.00
Net Change by Previous Change Order	<u>\$223,608.22</u>
Contract Sum Prior to this Change Order	\$8,378,608.22
Contract Sum will be <u>increased</u> by this Change Order	<u>\$28,449.40</u>
New Contract Sum Including this Change Order	\$8,407,057.62

Contract Time will be **increased** by: **8 days**
Revised Contract Completion Date: **February 15, 2021**

RECOMMENDED

**Champeaux Evans
Hotard, APAC
(ARCHITECT)**

**702 Dr. Michael DeBakey Dr.
Lake Charles, LA 70601**

By: _____

Dated: _____

ACCEPTED

**Keiland Construction, L.L.C.
(CONTRACTOR)**

**600 Bayou Pines East, Suite G
Lake Charles, LA 70601**

By: _____

Dated: _____

APPROVED

**Calcasieu Parish
School Board
(OWNER)**

**P. O. Box 800
Lake Charles, LA 70602**

By: _____

Dated: _____



CHAMPEAUX
EVANS
HOTARD
INC.
MEMPHIS, TN

2020

10/18

www.champeaux.biz

Date: **August 3, 2020**

To: **Calcasieu Parish School Board
Planning & Construction Department**

Attn.: **Harold Heath, Construction Manager**

From: **Champeaux Evans Hotard, APAC
Brad Evans**

Re: **CEH Project # 1805
Classroom Pods - Phase 11
Riverboat & 50 Million Capital Find Project Allocation
For Calcasieu Parish School Board**

Change Order No. 5 - Recap

Change Order Request No.22

All (5) Schools - Add additional CCTV cameras, at each school, as requested and directed by CPSB I.T. and Risk Management Departments (Refer to supporting documentation, attached hereto.)

Prien Lake Elementary School	ADD	\$8,217.90	
Moss Bluff Elementary School	ADD	\$5,563.20	
Moss Bluff Middle School	ADD	\$5,198.70	
Kaufman Elementary School	ADD	\$2,616.80	
Fairview Elementary School	ADD	\$2,616.80	
Amount Requested:	ADD	\$24,213.40	
Days Requested:		5 days	

Change Order Request No. 23

Moss Bluff Elementary School - As requested by MBES School Administration, and as directed by the CPSB I.T. Department, provide additional wired and wireless data drops at the STEM Classroom and Music Classroom, at locations provided. Patch and repair concrete block walls as required for concealed installation in walls previously constructed. (Refer to supporting documentation, attached hereto.)

Amount Requested:	ADD	\$4,236.00
Days Requested:		3 days

Total Contract Amount modification recommended	ADD	\$28,449.40
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for Change Order No. 5

Total Contract Time modification recommended	ADD	8 days
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for Change Order No. 5

CHANGE ORDER

Change Order No: Four

Date: July 20, 2020

Project: Gillis Elementary
Improvements - Phase II

Project No: MA1708 Bid No.: 2019-02PC

To: Calcasieu Parish School Board

You are directed to make the following change in this contract:
 (Attach itemized breakdown)

The Original Contract Sum \$2,752,000.00

Net Change by Previous Change Orders \$40,696.37

Contract Sum Prior to this Change Order \$2,792,696.37

Contract Sum will be increased by this Change Order: \$67,602.00

New Contract Sum including this Change Order \$2,860,298.37

Contract Time will be increased by this Change Order: 90 Days

Revised Contract Completion Date July 19, 2020

RECOMMENDED

Moss Architects, Inc.
 (Designer)

3221 Ryan Street, Ste B
Lake Charles, LA 70601

By: 

Date:

ACCEPTED

Pat Williams Construction, LLC
 (Contractor)

1601 S 5th Street.
Leesville, LA 71446

By: 

Date: 7-23-2020

APPROVED

Calcasieu Parish School Board
 (Owner)

3310 Broad Street
Lake Charles, LA 70615

By:

Date:

PROPOSED CHANGE ORDER ITEMS

Date: July 20, 2020

Project: Gillis Elementary
Improvements Phase II

Project #: MA1708

Change Order #: Four

- 1) Provide custom casework in 16 classrooms as requested by School Board.

Add: \$88,348.20

- 2) Credit for labor and materials to delete west sidewalk and canopy from new building to Administration Building.

Subtract: \$20,746.20

Total Amount Added This Change Order: \$67,602.00

Total Days Added This Change Order: 90

CHANGE ORDER

Change Order No.: 01
 Date: **July 27, 2019**
 Contract Date: **April 22, 2020**

Project: **Sam Houston High School
 Football Field Improvements
 for the Calcasieu Parish School Board
 880 Sam Houston Jones Pkwy.
 Moss Bluff, LA 70611**

Project No.: **Calcasieu Parish School Board - Project No. 2020-09PC
 Champeaux Evans Hotard - Project No. 2004**

To: **GeoSurfaces, Inc.
 7080 St. Gabriel Avenue, Suite A
 St. Gabriel, LA 70776**

You are hereby directed to make the following change(s) in this Contract:
Refer to the attached itemized breakdown for changes.

The Original Contract Sum	\$1,290,000.00
Net Change by Previous Change Order	<u>\$0.00</u>
Contract Sum Prior to this Change Order	\$1,290,000.00
Contract Sum will be increased by this Change Order	<u>\$6,917.01</u>
New Contract Sum Including this Change Order	\$1,296,917.01

Contract Time will be **increased** by: **0 days**
 Revised Contract Completion Date: **Saturday, October 17, 2020**

RECOMMENDED

**Champeaux Evans
 Hotard, APAC
 (ARCHITECT)
 702 Dr. Michael DeBakey Dr.
 Lake Charles, LA 70601**

By: 

Dated: **7.27.2020**

ACCEPTED

**GeoSurfaces, Inc.
 (CONTRACTOR)
 7080 St. Gabriel Ave., Suite A
 St. Gabriel, LA 70776**

By: _____

Dated: _____

APPROVED

**Calcasieu Parish
 School Board
 (OWNER)
 P. O. Box 800
 Lake Charles, LA 70602**

By: _____

Dated: _____



Date: **July 25, 2020**

To: **Calcasieu Parish School Board
Planning & Construction Department**

Attn.: **Harold Heath, Construction Manager**

From: **Champeaux Evans Hotard, APAC
Brad Evans**

Re: **Sam Houston High School
Football Field Improvements
for the Calcasieu Parish School Board
CPSB Project # 2020-09PC
CEH Project #2004**

www.champeaux.biz

Change Order No. 1 – Recap

Item No.1

Per the Owner's request, extend the existing Pole Vault Runway by 26', to comply with LHSAA and NFHS standards, and install new synthetic track surfacing system to match new surfacing at other locations.

Amount Requested:	ADD	\$1,545.08
Days Requested:	ADD	0 days

Item No.2

Per the Owner's request, provide and install black vinyl-coated chain link fencing (in lieu of standard galvanized) where located directly in front of the existing Field House.

Amount Requested:	ADD	\$2,200.00
Days Requested:	ADD	0 days

Item No.3

Per the Owner's request, add (2) concrete sidewalks connecting the existing North perimeter sidewalk to the track at the locations of the two existing gates.

Amount Requested:	ADD	\$3,171.93
Days Requested:	ADD	0 days

Total Contract Amount modification recommended for Change Order No. 1	ADD	\$6,917.01
Total Contract Time modification recommended for Change Order No. 1	ADD	* 0 days *

**** Note: This modification of Contract Time does not supersede the requirement stipulated in the Contract Documents that the Football Field shall be ready, and Beneficial Occupancy for the Football Field shall be issued, prior to September 3, 2020.***



GeoSurfaces, Inc.

May 20, 2020

Brad Evans
Champeaux Evans Hotard Architects
702 Dr. Michael DeBakey Drive
Lake Charles, LA 70601

Project: Sam Houston High School Football Improvements

Reference: **Change Request #1**

Mr. Evans – Below is our cost to extend the pole vault runway.

Sam Houston High School - Change Order Request #1 - Extend Pole Vault Runway					
Description	Cost	Qty	Units	Subtotal	
Additional Concrete - 122 SF					
Labor	\$ 3.50	122	SF	\$	427.00
Reinforcing Material	\$ 234.55	1	LS	\$	234.55
Concrete	\$ 106.00	3	CY	\$	318.00
Surfacing (Red)	\$ 28.00	13	SY	\$	364.00
Subtotal				\$	1,343.55
Overhead and Profit - 15%				\$	201.53
Total				\$	1,545.08

Sincerely,
Ben Moran



July 13, 2020

Brad Evans
Champeaux Evans Hotard Architects
702 Dr. Michael DeBakey Drive
Lake Charles, LA 70601

Project: Sam Houston High School
Football Improvements
Reference: **Change Request #5**

Mr. Evans – Below is our cost to change the fencing from galvanized to black on the south side of the track.

Sam Houston High School - Change Order Request #5 - Black Chainlink Fencing					
Description	Cost	Qty	Units	Subtotal	
<u>Install Black Vinyl Coated</u> Upgrade fencing material to black vinyl coated in area shown on attachment	\$ 2,000.00	1	EA	\$	2,000.00
Subtotal				\$	2,000.00
Overhead and Profit - 10%				\$	200.00
Total				\$	2,200.00

Sincerely,
Ben Moran

3004 Kirkman St
Lake Charles, LA 70601

Voice: 337-478-7415
Fax: 337-478-7416

Quote Number: sam Houston
Quote Date: Jul 13, 2020
Page: 1

Quoted To:
GeoSurfaces

Customer ID	Good Thru	Payment Terms	Sales Rep
geosurface	8/12/20	C.O.D.	robbie

[illegible]

Subtotal	2,000.00
Sales Tax	
Freight	
TOTAL	2,000.00

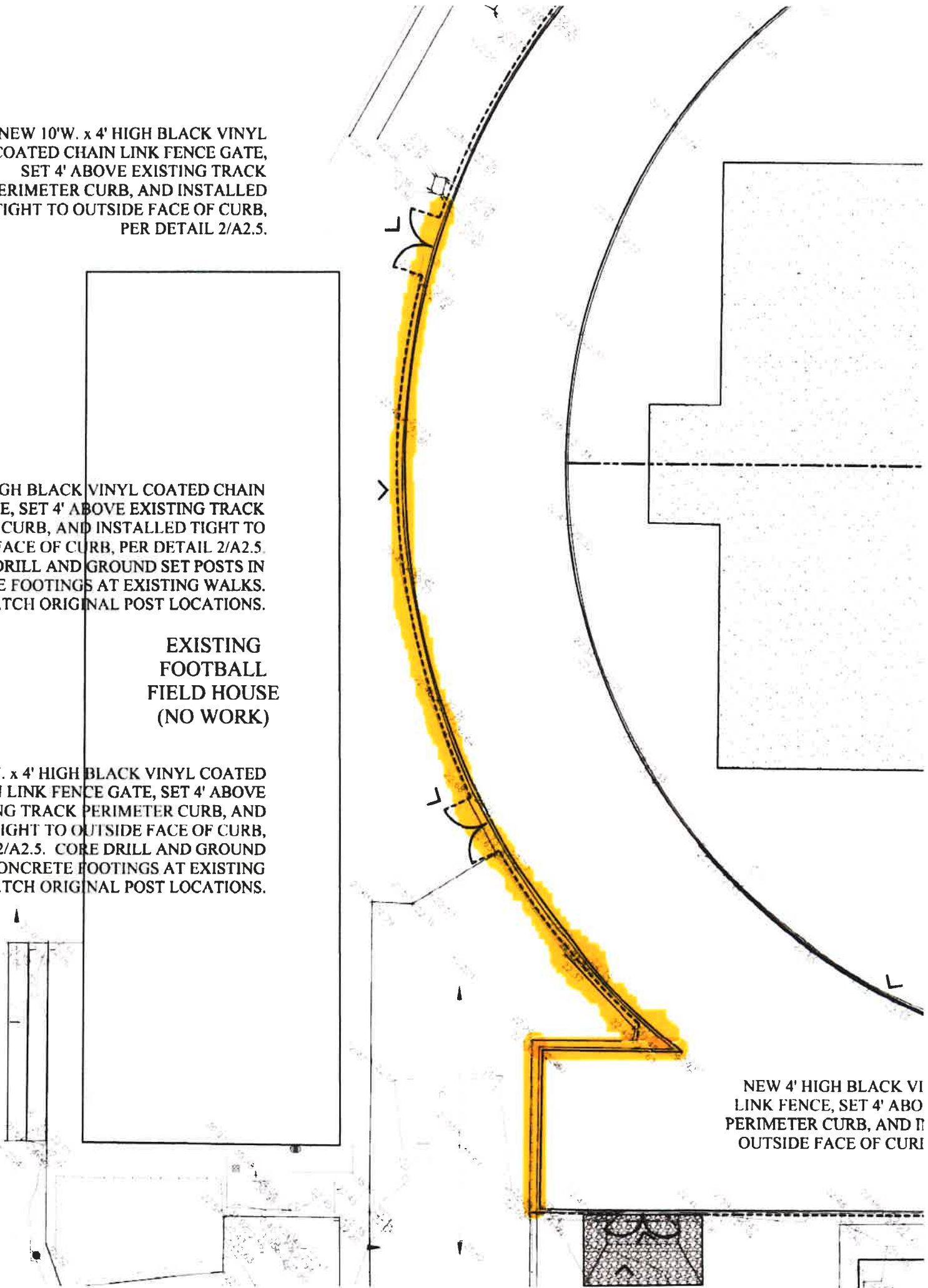
NEW 10'W. x 4' HIGH BLACK VINYL COATED CHAIN LINK FENCE GATE, SET 4' ABOVE EXISTING TRACK PERIMETER CURB, AND INSTALLED TIGHT TO OUTSIDE FACE OF CURB, PER DETAIL 2/A2.5.

NEW 4' HIGH BLACK VINYL COATED CHAIN LINK FENCE, SET 4' ABOVE EXISTING TRACK PERIMETER CURB, AND INSTALLED TIGHT TO OUTSIDE FACE OF CURB, PER DETAIL 2/A2.5. CORE DRILL AND GROUND SET POSTS IN CONCRETE FOOTINGS AT EXISTING WALKS. MATCH ORIGINAL POST LOCATIONS.

EXISTING
FOOTBALL
FIELD HOUSE
(NO WORK)

NEW 10'W. x 4' HIGH BLACK VINYL COATED CHAIN LINK FENCE GATE, SET 4' ABOVE EXISTING TRACK PERIMETER CURB, AND INSTALLED TIGHT TO OUTSIDE FACE OF CURB, PER DETAIL 2/A2.5. CORE DRILL AND GROUND SET POSTS IN CONCRETE FOOTINGS AT EXISTING WALKS. MATCH ORIGINAL POST LOCATIONS.

NEW 4' HIGH BLACK VINYL COATED CHAIN LINK FENCE, SET 4' ABOVE EXISTING TRACK PERIMETER CURB, AND INSTALLED TIGHT TO OUTSIDE FACE OF CURB, PER DETAIL 2/A2.5. CORE DRILL AND GROUND SET POSTS IN CONCRETE FOOTINGS AT EXISTING WALKS. MATCH ORIGINAL POST LOCATIONS.





GeoSurfaces, Inc.

July 08, 2020

Brad Evans
Champeaux Evans Hotard Architects
702 Dr. Michael DeBakey Drive
Lake Charles, LA 70601

Project: Sam Houston High School Football Improvements
Reference: **Change Request #4**

Mr. Evans – Below is our cost to add the additional paving at the north side of the track.

Sam Houston High School - Change Order Request #4 - Additional Paving				
Description	Cost	Qty	Units	Subtotal
<u>Additional Concrete - 372 SF, 6" Depth</u>				
Labor	\$ 3.50	372	SF	\$ 1,302.00
Reinforcing Material	\$ 714.20	1	LS	\$ 714.20
Concrete	\$ 106.00	7	CY	\$ 742.00
Subtotal				\$ 2,758.20
Overhead and Profit - 15%				\$ 413.73
Total				\$ 3,171.93

Sincerely,
Ben Moran

Item 11.D.

CHANGE ORDER

Change Order No: Four

Date: July 8, 2020

Project: Combre-Fondel Elementary
Improvements - Phase II

Project No: MA1709A Bid No.: 2019-01PC

To: Calcasieu Parish School Board

You are directed to make the following change in this contract:
(Attach itemized breakdown)

The Original Contract Sum \$2,351,300.00

Net Change by Previous Change Orders \$139,746.84

Contract Sum Prior to this Change Order \$2,491,046.84

Contract Sum will be increased by this Change Order: \$29,528.00

New Contract Sum including this Change Order \$2,520,574.84

Contract Time will be increased by this Change Order: 22 Days

Revised Contract Completion Date August 5, 2020

RECOMMENDED

Moss Architects, Inc.
(Designer)

3221 Ryan Street, Ste B
Lake Charles, LA 70601

By: 

Date: 7/13/20

ACCEPTED

John D. Myers & Associates
(Contractor)

3613 Ryan Street
Lake Charles, LA 70605

By: 

Date: 7-17-20

APPROVED

Calcasieu Parish School Board
(Owner)

3310 Broad Street
Lake Charles, LA 70615

By: _____

Date: _____

PROPOSED CHANGE ORDER ITEMS

Date: July 8, 2020

Project: Combre-Fondel Elementary
Improvements - Phase II

Project #: MA1709A

Change Order #: Four

- 1) Additional time extension due to inclement weather for April, May, and June 2020

Add: 22 days

- 2) Adding 4 rows to (2) banks of existing Manuel telescopic bleachers.

Add: \$30,664.00

- 3) Deduct remaining contingency funds.

Subtract: \$1,136.00

Total Days Added This Change Order: 22

Total Amount Added This Change Order: \$29,528.00

July 8, 2020

Moss Architects, Inc.
3221 Ryan Street Suite B
Lake Charles, LA. 70601

Attn: David Moss

RE: JDM 1903
Combre-Fondel Phase 2

Dear David,

As per your request, we propose to add 4 rows to (2) banks of existing Manual telescopic bleachers as follows:

Hahn Enterprises	\$24,850.00
Hahn Enterprises	<u>2,750.00</u>
(Second trip to disassemble installed bleachers & reconfigure with expanded bleachers once they are delivered)	
Subtotal	27,600.00
10% OH & Profit	<u>2,760.00</u>
	39,360.00
1% Bond	<u>304.00</u>
Total Proposal Change Order	\$30,664.00

The delivery of these added bleachers from the factory will be 10 to 12 weeks. We request a contract time extension of 91 days for this change order.

Please review the above and advise of the owner's decision as soon as possible.

Sincerely,



John D. Myers
John D. Myers & Associates, Inc.

P.O. Box 19495
 New Orleans, LA 70179
www.hahn-enterprises.com
 Phone: 504-488-3536
 Fax: 504-488-3506



Hahn Enterprises, Inc.
Gymnasium, Playground and Recreation Equipment -Sales & Service

PROPOSAL #20475

John D. Myers & Associates
 Attn: John Myers
 E-Mail: johndmyers@bellsouth.net

Date: 6/16/2020
 RE: Combre Fondel
 Page 1 of 1

ESTIMATED SHIP DATE 10 - 12 Weeks ARO		SHIPPED VIA Best Way	F.O.B. POINT Site	TERMS Net 10 after receipt	
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
1	Labor and materials to add 3 rows to (2) banks of existing Manual telescopic Bleachers.				\$20,110.00
	OR				
1	Labor and materials to add 4 rows to (2) banks of existing Manual telescopic bleachers.				\$24,850.00

Price quoted includes a discount based on cash/check method of payment. Unless installation is quoted: Equipment is quoted F.O.B, knocked down and will require unloading, assembly and installation. HEI carries GL, Worker's Comp., Auto, and Umbrella Insurance. If Waiver's of Subrogation, OCP, Builder's Risk or other insurances are required, an additional fee will be charged.

We are pleased to submit the above quotation for your consideration. Should you place an order, be assured it will receive our prompt attention. This quote is valid for 30 days and is subject to change without notice past this time. Playground equipment requires installation over approved safety surfacing.

Subtotal	See Above
Freight	Included
Install	Included
% Tax	N/A
Misc.	N/A
Total	See Above

BY: Tavey Reimmuth Tavey Reimmuth, Sales DATE: 6/16/2020

ACCEPTED BY: _____ DATE: _____

Thank You for your business!

JOHN D. MYERS & ASSOCIATES, INC.

GENERAL CONTRACTOR

3613 RYAN STREET
LAKE CHARLES, LOUISIANA 70605
(337) 478-8381
FAX (337) 478-8393

May 1, 2020

Moss Architects, Inc.
3221 Ryan Street Suite B
Lake Charles, LA. 70601

Attn: David Moss
RE: JDM 1903
Combre- Fondel Phase 2

Dear David,

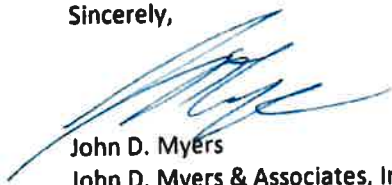
As per contract requirements, we request a contract time extension due to inclement weather for the following days in April 2020.

April 4,6,7,9,10,18,19,22,23,25,28&29.

Inclement Weather Days	12 Days
Less Anticipated Days	<u>(7)</u>
Total Contract Extension	5 Days

If you have any questions, please feel free to contact me.

Sincerely,



John D. Myers
John D. Myers & Associates, Inc.

JOHN D. MYERS & ASSOCIATES, INC.

GENERAL CONTRACTOR

3613 RYAN STREET
LAKE CHARLES, LOUISIANA 70605
(337) 478-8381
FAX (337) 478-8393

June 2, 2020

Moss Architects, Inc.
3221 Ryan Street Suite B
Lake Charles, LA. 70601

Attn: David Moss
RE: JDM 1903
Combre- Fondel Phase 2

Dear David,

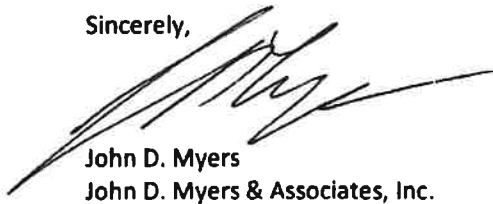
As per contract requirements, we request a contract time extension due to inclement weather for the following days in May 2020.

May 5,6,8,14,15,16,17,24,25,26,27&28.

Inclement Weather Days	(12) Days
Less Anticipated Days	<u>(5)</u>
Total Contract Extension	7 Days

If you have any questions, please feel free to contact me.

Sincerely,



John D. Myers
John D. Myers & Associates, Inc.

JOHN D. MYERS & ASSOCIATES, INC.

GENERAL CONTRACTOR

3613 RYAN STREET
LAKE CHARLES, LOUISIANA 70605
(337) 478-8381
FAX (337) 478-8393

July 2, 2020

Moss Architects, Inc.
3221 Ryan Street Suite B
Lake Charles, LA. 70601

Attn: David Moss
RE: JDM 1903
Combre- Fondel Phase 2

Dear David,

As per contract requirements, we request a contract time extension due to inclement weather for the following days in June 2020.

June 3,4,7,8,10,16,17,21,22,23,24,25,26,27,28&29..

Inclement Weather Days	16 Days
Less Anticipated Days	<u>(6)</u>
Total Contract Extension	10 Days

If you have any questions, please feel free to contact me.

Sincerely,



John D. Myers
John D. Myers & Associates, Inc.

BENEFICIAL OCCUPANCY

NOT FOR RECORDATION PURPOSES

DATE: Tuesday, July 14, 2020

PROJECT NAME: PHASE 1 – EXTERIOR UPGRADES
2017 BOND ISSUE IMPROVEMENTS
WASHINGTON-MARION HIGH SCHOOL
2802 Pineview Street, Lake Charles, Louisiana 70615
Calcasieu Parish School Board

PROJECT NO.: EA 2020-08

ARCHITECT: Ellender Architects & Associates, LLC

CONTRACTOR: PERC Development, LLC

OWNER: Calcasieu Parish School Board

The below described portion of subject project is, to the best of my knowledge and belief, complete to a point where the User desires to use in according with the Contract Documents.

PORTION OCCUPIED: Front Classroom Wing (2-Story) - Flooring

DATE OCCUPIED: Monday, July 20, 2020

WARRANTY items covered by Occupancy. (See Attached List)

 July 15, 2020
 ARCHITECT Date

 7-15-2020
 CONTRACTOR Date

 OWNER Date

Punch List

See Attached List Dated: July 14, 2020

NOT FOR RECORDATION PURPOSES

ELLENDER Architects & Associates, LLC



FLOORING PUNCH LIST – July 14, 2020

PHASE 1 – EXTERIOR UPGRADES
WASHINGTON-MARION HIGH SCHOOL

2017 BOND ISSUE IMPROVEMENTS
Calcasieu Parish School Board
CPSB Bid No. 2020-12PC



FLOORING PUNCH LIST TOTAL VALUE \$2000.00

ARCHITECTURAL

- 1) All work shall be completed in accordance with plans, specifications, addenda, change orders.
- 2) Wall base not fully adhered in several areas. Rooms 104, 204, 206, 207, 210. \$500
- 3) Provide and install pre-formed wall base corners where door frame creates a return or is set back from the wall surface. \$300
- 4) Provide and install drinking fountain as specified..... \$1200

Note: Room numbers listed above are from the Contract Documents and not room numbers posted at the room.

The above is our understanding of items to be completed. If you have any questions, please contact our office.

BENEFICIAL OCCUPANCY

Not For Recordation

DATE: August 7, 2020

NAME OF PROJECT: Sam Houston High School
New Gymnasium & Band Building
for the Calcasieu Parish School Board
CPSB Project No.: 2018-19PC
CEH Project No.: 1724

ARCHITECT: Champeaux Evans Hotard, APAC

CONTRACTOR: Pat Williams Construction, L.L.C.

OWNER: Calcasieu Parish School Board

The below described portion of the subject project is, to the best of my knowledge and belief, complete to a point that the Owner may occupy for the use intended, in accordance with the provisions of the Contract Documents.

PORTION OCCUPIED: **Band Department, Corridor 144, Associated Areas & Entrances**
(Gymnasium and associated areas are not included in this Beneficial Occupancy)

DATE OCCUPIED: **Monday, August 10, 2020**

Warranty items covered by Occupancy: None

 8/7/2020
ARCHITECT Date
Champeaux Evans Hotard, APAC

CONTRACTOR Date
Pat Williams Construction, L.L.C.

OWNER Date
Calcasieu Parish School Board

PUNCH LIST: See Attached List X
None _____

NOT FOR RECORDATION PURPOSES

Beneficial Occupancy - 1

**Sam Houston High School
New Gymnasium & Band Building**

**Beneficial Occupancy Punch List
for Interior Band & Associated Areas Only**

Friday, July 31, 2020

In Attendance 8/31/2020:

Brad Evans, CEH

Larry Langley, Pat Willians Construction

In Attendance 7/29/2020:

Claire Jumonville, ADG

In Attendance 7/28/2020:

Trey Alexander, ADG

GENERAL ITEMS

- | | |
|-----|---|
| \$0 | • Provide accurate As-Built drawings for the Building and Site for Arch/M/E/P review. |
| \$0 | • Provide O&M Manuals for all items included in the Contract. |
| \$0 | • Transfer all keys to School Principal via signed Transmittal letter listing each type & quantity (including keys for Interior & Exterior Doors, Fire Alarm Panels, HVAC control Cabinets, Data Cabinets, CCTV Cabinets, Electrical Panels, Toilet Accessories, etc.). |
| \$0 | • Verify proper operation of Intercom System, and correct identification of each room at Main Office console. |
| \$0 | • Verify proper operation of CCTV System. |
| \$0 | • Verify aiming of CCTV cameras is acceptable to SHHS Admin. & CPSB I.T. & Risk Mgmt. Depts. |
| \$0 | • Verify proper operation of Data/Comm Systems. |
| \$0 | • Issue Standing Seam Metal Roofing Weathertightness Warranty. |
| \$0 | • Issue Standing Seam Metal Roofing Weathertightness Warranty. |

CORRIDOR 144

- | | |
|-------|--|
| \$100 | • East Aluminum Storefront Doors & Frame - clean & remove pencil layout marks from ext. side. |
| \$100 | • East Aluminum Storefront Doors & Frame - remove tape, clean doors & glass. |
| \$100 | • East Aluminum Storefront Doors & Frame - touch-up paint at perimeter of aluminum storefront / wall jamb & head returns and at perimeter caulk joint. |
| \$200 | • East Aluminum Storefront Doors & Frame - prep and paint removeable door mullion and exposed brackets to match aluminum storefront. |
| \$100 | • East Aluminum Storefront Doors & Frame - install kickplates at doors. |
| \$100 | • West Aluminum Storefront Doors & Frame - clean & remove pencil layout marks from ext. side. |
| \$100 | • West Aluminum Storefront Doors & Frame - remove tape, clean doors & glass. |
| \$100 | • West Aluminum Storefront Doors & Frame - touch-up paint at perimeter of aluminum storefront / wall jamb & head returns and at perimeter caulk joint. |

CORRIDOR 144 (Continued)

- \$200 • West Aluminum Storefront Doors & Frame - prep and paint removeable door mullion and exposed brackets to match aluminum storefront.
- \$100 • West Aluminum Storefront Doors & Frame - install kickplates at doors.
- \$100 • Remove paint overspray from Fire Alarm Pull Station adjacent to East doors.
- \$100 • Remove paint overspray from Fire Alarm Pull Station adjacent to West doors.
- \$100 • Remove paint from light switches at East and West ends of corridor.
- \$100 • Clean Fire Extinguisher cabinets at East and West Corridor, remove protective film at glazing.
- \$100 • Install secure covers at Thermostat, reference mechanical drawings & specifications.
- \$200 • Remove paint from VWB, typical throughout corridor.
- \$200 • Remove paint from all (3) water fountains - fronts, left & right sides.
- \$50 • Gymnasium East Doors - remove tape from door hinges.
- \$100 • Gymnasium East Doors - touch up paint at door frames.
- \$100 • Gymnasium East Doors - touch up paint at door view lites.
- \$100 • Gymnasium East Doors - remove protective film from door kick plates.
- \$100 • Gymnasium East Doors - install overlapping astragal at meeting stile.
- \$100 • Gymnasium East Doors - adjust LHR door to latch.
- \$100 • Gymnasium East Doors - clean glass lites.
- \$50 • Gymnasium West Doors - remove tape from door hinges.
- \$100 • Gymnasium West Doors - touch up paint at door frames.
- \$100 • Gymnasium West Doors - touch up paint at door view lites.
- \$50 • Gymnasium West Doors - remove protective film from door kick plates.
- \$100 • Gymnasium West Doors - clean glass lites
- \$100 • East Band Room Doors - Remove paint from hinges
- \$100 • East Band Room Doors - Touch up paint at frame and door.
- \$100 • East Band Room Doors - Clean glass lites.
- \$200 • West Band Room Doors - Bondo, patch, and repaint screw holes at LHR door.
- \$100 • West Band Room Doors - Remove paint from hinges
- \$100 • West Band Room Doors - Touch up paint at frame and door.
- \$100 • West Band Room Doors - Clean glass lites.
- \$100 • Ensemble Room Doors - Touch up paint at frame and door.
- \$100 • Ensemble Room Doors - Clean glass lites.
- \$100 • Faculty Restroom Doors - Touch up paint at frame.

GIRLS RESTROOM 127

- \$300 • Clean and seal porcelain tile floors and base.
- \$150 • Bondo, patch, paint hole in frame at closer arm mounting.
- \$100 • Remove paint from wall stop.
- \$100 • Clean floor drain strainer. Reset level with adjacent flooring.
- \$150 • Verify proper operation of trap primer. No water flow observed at floor drain from sink.
- \$100 • Caulk perimeter of handwash sink to wall. Paint to match wall.
- \$100 • 1st stall, install sexbolt at headrail/pilaster.
- \$100 • Remove paint from toilet partition, 1st stall, inside door.
- \$100 • Caulk toilets to floor, w/dark gray tub & toilet caulk.
- \$100 • Adjust door holder.
- \$50 • Remove protective film from kickplates and push/pull plates.

JANITOR 128

- \$1,000 • Install missing paint grade shelving, per detail 1/A7.4. Paint semi-gloss, color to match walls.
- \$100 • Install ext. ring(s) on light switch to allow switch to be mounted in to interior side of shelf unit.
- \$200 • Install porcelain tile cove base at shelving toe-kick.
- \$100 • Clean and seal porcelain tile floors and base.
- \$100 • Clean mop sink.
- \$200 • Patch, touch-up, and repaint CMU walls.
- \$50 • Remove protective film from kickplate and mop plate.
- \$100 • Adjust door closer / holder arm.

ELECT./DATA 129

- \$100 • Remove all excess materials, clean room.
- \$100 • Reset loose/shifted VCT floor tiles.
- \$300 • Grind, patch, touch-up, and repaint CMU walls.
- \$0 • Complete installation of ductless split system air conditioning system and thermostat.
- \$150 • Install ceiling tiles.
- \$50 • Remove protective film from kickplate and mop plate.
- \$100 • Adjust door closer / holder arm.

BOYS RESTROOM 130

- \$300 • Clean and seal porcelain tile floors and base.
- \$100 • Remove paint from wall stop.
- \$100 • Clean floor drain strainer. Reset level with adjacent flooring.
- \$150 • Verify proper operation of trap primer. No water flow observed at floor drain from sink.
- \$100 • Caulk perimeter of handwash sink to wall. Paint to match wall.
- \$100 • Install sexbolt at headrail/pilaster at ??? stall.
- \$100 • 1st stall, remove paint from toilet partition, inside door.
- \$100 • 1st stall, touch up paint at water line (lect and below).
- \$100 • 2nd stall, remove paint from toilet partition, door and wall bracket.
- \$100 • Caulk toilets to floor, w/dark gray tub & toilet caulk.
- \$100 • Caulk urinals to wall, paint to match wall color.
- \$100 • Adjust door holder.
- \$50 • Remove protective film from kickplates and push/pull plates.

FACULTY RESTROOM 131

- \$100 • Clean and seal porcelain tile floors and base.
- \$100 • Adjust door strike to allow lockset to latch upon closing door.
- \$100 • Adjust door strike to allow deadbolt to latch.
- \$100 • Adjust indicator at inside trim. Does not rotate to "Secure/Red".
- \$100 • Clean floor drain strainer. Reset level with adjacent flooring.
- \$100 • Caulk perimeter of sink to wall. Paint to match wall.
- \$100 • Caulk and paint voids at NE corner column, Rt. Side of sink, mid & high.
- \$100 • Caulk & paint voids at N. wall, high.
- \$100 • Caulk toilets to floor, w/dark gray tub & toilet caulk.
- \$100 • Install Paper Towel Dispenser & Soap Dispenser (OFCl items)
- \$50 • Remove protective film from kickplates and push/pull plates.

BAND ROOM 140

- \$100 • East Corridor Doors - Remove tape, clean doors, frame, and glass.
- \$100 • East Corridor Doors - Caulk and paint joints at sound seals to frame and inside mitered corners.
- \$100 • East Corridor Doors - Touch up paint at doors & frame.
- \$100 • East Corridor Doors - Clean threshold.
- \$300 • East Corridor Doors - Add (2) keyed cores at interior side of exit devices for Intruder Function.
- \$100 • East Corridor Doors - Verify proper operation of intruder function at (2) inside keyed cylinders.
- \$100 • West Corridor Doors - Remove tape, clean doors, frame, and glass.
- \$100 • West Corridor Doors - Caulk and paint joints at sound seals to frame and inside mitered corners.
- \$150 • West Corridor Doors - Bondo, patch, repaint excess holes in doors & frame.
- \$100 • West Corridor Doors - Touch up paint at doors & frame.
- \$100 • West Corridor Doors - Clean threshold.
- \$300 • West Corridor Doors - Add (2) keyed cores at interior side of exit devices for Intruder Function.
- \$100 • West Corridor Doors - Verify proper operation of intruder function at (2) inside keyed cylinders.
- \$100 • West Corridor Doors - Adjust closers to latch doors corridor smoke doors.
- \$100 • Ensemble Door Mark 135A - Remove tape, clean doors, frame, and glass.
- \$100 • Ensemble Door Mark 135A - Install missing screw at LHR door view lite.
- \$100 • Ensemble Door Mark 135A - Touch up paint at doors & frame.
- \$300 • Exterior Door Mark E12 - Complete painting of frame, door, and mullion.
- \$100 • Exterior Door Mark E12 - Install missing closer covers.
- \$200 • Exterior Door Mark E12 - Properly install door bottom sweeps (missing seals).
- \$100 • Exterior Door Mark E12 - Adjust meeting stiles to seal door weathertight.
- \$100 • Exterior Door Mark E12 - Install Exit Device strikes at mullion.
- \$100 • Exterior Door Mark E12 - Verify door closers properly latch doors, adjust accordingly.
- \$100 • Exterior Door Mark E12 - Caulk & paint voids at bottom of hollow metal frame to VCT flooring.
- \$100 • Exterior Door Mark E12 - Remove paint from exit devices.
- \$100 • Exterior Door Mark E12 - Install RWB return tight to wall. Remove mortar behind.
- \$100 • Remove pencil marks at wall Rt. of markerboard.
- \$400 • Touch-up/repaint all walls. Marks, voids in paint, uneven paint finish noted at North wall and throughout room.
- \$100 • Patch and paint void at Data outlet West wall, North end.
- \$100 • Paint (2) caulk joints at casework to wall, SW corner of room.
- \$100 • Paint (2) caulk joints at casework to wall, SE corner of room.
- \$100 • Touch up white spots at sound shelf.
- \$100 • Install call button on empty wall box.
- \$100 • Verify that call buttons are identified correctly on Intercom console in main office.
- \$100 • Properly install thermostat in wall (hanging). Install cover, per mechanical requirements.
- \$50 • Remove protective film from marker board.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Clean (2) Fire Ext. Cabinets, and glazing.
- \$100 • Reset shifted/uneven VCT tiles at NE corner of room.
- \$100 • East high wall at Tectum, blank cover plate does not cover cutout in Tectum. Install oversize plate, paint to match Tectum wall color.
- \$200 • Paint sheet metal trim at high windows to match Tectum wall color.

UNIFORM STORAGE 141

- \$100 • Adjust bottom automatic flush bolt to properly engage floor strike, and to release when active door is opened.
- \$100 • Remove all excess materials, tools, etc. Clean all cabinets.
- \$100 • Remove tape from coat rods.
- \$100 • Clean paint off of RWB.
- \$150 • Remove, floor patch, and reinstall VCT tiles at SW corner of room.
- \$100 • Install RWB tight to wall.

INSTRUMENT STORAGE 142

- \$300 • Exterior Door Mark E11 - Complete painting of frame & doors, remove tape.
- \$300 • Exterior Door Mark E11 - Install (2) missing Dogging Cores.
- \$100 • Exterior Door Mark E11 - Adjust overlapping astragals to properly seal doors. Consider changing to vinyl weatheseal if provided brush seals do not properly seal.
- \$100 • Install RWB tight to wall at exterior door return.
- \$100 • Install RWB at casework island.
- \$200 • Adjust all instrument cabinet storage doors plumb & level.
- \$100 • Install cover on thermostat. Refer to mechanical requirements.

OFFICE 124

- \$100 • Door Mark 124 - Adjust strike to allow door to latch properly upon closing.
- \$100 • Door Mark 124 - Adjust automatic door bottom to properly seal to floor upon closing.
- \$100 • Caulk and paint cracks and screw heads at hollow metal window frame glazing stops.
- \$100 • Remove paint from wall stop.
- \$100 • Adjust all cabinet doors and drawers plumb and level, with even reveals.
- \$150 • Install counter top grommets (2) per kneespace.
- \$100 • Caulk all joints b/t countertops, cabs., backsplash, endsplash & wall with color-matched caulking.
- \$300 • North Wall & West Wall - grind & patch rough spots in CMU wall, repaint walls.

MUSIC LIBRARY 125

- \$100 • Adjust all cabinet doors and drawers plumb and level, with even reveals.
Install missing door bumper at upper Rt. cabinet.
- \$250 • Replace (2) damaged doors at right wall cabinet (LHR + RHR)
- \$100 • Caulk all joints b/t countertops, cabs., backsplash, endsplash & wall with color-matched caulking.
- \$100 • Clean/remove marks at front panels of high-density music storage cabinets.
- \$100 • Clean tackboard to remove dirt, smudges, and other marks.
- \$100 • Remove tape from outlet at West wall.
- \$100 • Paint caulk joint at light switch.

EQUIPMENT 126

- \$100 • Clean counter top and cabinets.
- \$100 • Caulk all joints b/t countertops, cabs., backsplash, endsplash & wall with color-matched caulking.
- \$100 • Install counter top grommets (2) per kneespace (1@ right rear + 1@ left rear)
- \$100 • Remove paint from RWB.
- \$150 • Install missing coverplate at Speaker connections. Label terminals by location.

ENSEMBLE 135

- \$100 • Corridor Doors Mark 135B - Remove tape, clean doors, frame, and glass.
- \$100 • Corridor Doors Mark 135B - Caulk and paint joints at sound seals to frame and inside mitered corners.
- \$100 • Corridor Doors Mark 135B - Touch up paint at doors & frame.
- \$100 • Corridor Doors Mark 135B - Clean threshold.
- \$300 • Corridor Doors Mark 135B - Install (2) keyed cores at int. side of E.D.'s for Intruder Function.
- \$100 • Corridor Doors Mark 135B - Verify proper operation of intruder function at (2) inside keyed cyl.
- \$100 • Corridor Doors Mark 135B - Adjust closers to latch doors corridor smoke doors.
- \$100 • Band Doors Mark 135A - Remove tape, clean doors, frame, and glass.
- \$100 •
Band Doors Mark 135A - Caulk and paint joints at sound seals to frame and inside mitered corners.
- \$100 • Band Doors Mark 135A - Touch up paint at doors & frame.
- \$100 • Band Doors Mark 135A - Clean threshold.
- \$300 • Band Doors Mark 135A - Install (2) cores at int. side of E.D.'s for Dogging Function.
- \$100 • Band Doors Mark 135A - Adjust closers to properly latch doors.
- \$200 • Adjust all instrument cabinet storage doors plumb & level.
- \$100 • Install top corner filler at at NW corner cabinet.
- \$50 • Remove protective film from markerboards.
- \$100 • Touch up paint at sound shelf.
- \$150 • Grind & patch as required, caulk & paint voids at all receptacles and data outlets.
- \$100 • Install missing item at open box at North wall, left side of Door Mark 135B.
- \$100 • Remove all painting items, tools, etc. Clean all cabinets.

PRACTICE 1 - 136

- \$100 • Adjust magnetic seal to fit tightly to and properly seal door. Coordinate with Door & Hardware supplier if seals cannot be made to work properly.
- \$100 • Repaint exterior & interior sides of door.
- \$100 • Paint door bottom seal to match door.
- \$100 • Reset light switch straight in coverplate.

PRACTICE 2 - 137

- \$0 • Install missing magnetic seal. Adjust seal to fit tightly to and properly seal door. Coordinate with Door & Hardware supplier for replacement, if seals cannot be made to work properly.
- \$100 • Repaint exterior & interior sides of door.
- \$100 • Paint door bottom seal to match door.
- \$100 • Reset shifted VCT tiles.

PRACTICE 3 - 138

- \$100 • Install missing magnetic seal. Adjust seal to fit tightly to and properly seal door. Coordinate with Door & Hardware supplier for replacement, if seals cannot be made to work properly.
- \$100 • Repaint exterior & interior sides of door.
- \$100 • Paint door bottom seal to match door.
- \$100 • Reset speaker in ceiling grid.
- \$150 • Reset/adjust return air grille to sit flat in ceiling grid.

PRACTICE 4 - 139

- | | |
|-------|--|
| \$100 | • Install missing magnetic seal. Adjust seal to fit tightly to and properly seal door. Coordinate with Door & Hardware supplier for replacement, if seals cannot be made to work properly. |
| \$100 | • Install (2) missing door pulls. |
| \$100 | • Repaint exterior & interior sides of door. |
| \$100 | • Paint door bottom seal to match door. |
| \$100 | • Install RWB tight to wall at inside and outside corners. |
| \$100 | • Remove paint from supply air grille. |

\$24,650	Total Of Architectural Punch List Items
-----------------	--

\$11,850	Mechanical (HVAC & Plumbing) Systems Punch List
-----------------	--

\$1,400	Electrical & Special Systems Punch List
----------------	--

\$37,900	TOTAL OF ALL PUNCH LIST ITEMS
-----------------	--------------------------------------

BENEFICIAL OCCUPANCY

Not For Recordation

DATE: July 20, 2020

NAME OF PROJECT: Classroom Pods – Phase 11
Riverboat & 50 Million Capital Fund Project Allocation
For Calcasieu Parish School Board
CPSB Project No.: 2019-06PC
CEH Project No.: 1805

ARCHITECT: Champeaux Evans Hotard, APAC

CONTRACTOR: Keiland Construction, L.L.C.


OWNER: Calcasieu Parish School Board

The below described portion of the subject project is, to the best of my knowledge and belief, complete to a point that the Owner may occupy for the use intended, in accordance with the provisions of the Contract Documents.

PORTION OCCUPIED: **Kaufman Elementary School - 1 Story / 8 Classroom Pod
(Interior of Building Only)**

DATE OCCUPIED: **Tuesday, July 21, 2020**

Warranty items covered by Occupancy: None

 7/20/2020
ARCHITECT Date
Champeaux Evans Hotard, APAC

CONTRACTOR Date
Keiland Construction, L.L.C.

OWNER Date
Calcasieu Parish School Board

PUNCH LIST: See Attached List X

None

NOT FOR RECORDATION PURPOSES

Beneficial Occupancy - 1

**CPSB - Classroom Pods Phase 11
Kaufman Elementary School
Beneficial Occupancy Punch List
(New Pod Building Interior Only)**

Monday, July 20, 2020

In Attendance: 7/20/2020

Brad Evans, CEH

Jared Muller, Keiland Construction, LLC

Taylor Chatagnier, Keiland Construction, LLC

In Attendance: 7/21/2020

Jase McGough, Associated Design Group

Claire Jumonville, Associated Design Group

GENERAL ITEMS

- | | |
|---------|---|
| \$1,500 | • Provide accurate As-Built drawings for the Building and Site for Arch/M/E/P review. |
| \$500 | • Provide O&M Manuals for all items included in the Contract. |
| \$100 | • Transfer all keys to School Principal via signed Transmittal letter listing each type & quantity (including keys for Interior & Exterior Doors, Fire Alarm Panels, HVAC control Cabinets, Data Cabinets, CCTV Cabinets, Electrical Panels, Toilet Accessories, etc.). |
| \$0 | • Verify proper operation of Intercom System, and correct identification of each classroom at office console. |
| \$0 | • Verify proper operation of CCTV System. |
| \$0 | • Verify aiming of CCTV cameras is acceptable to GLES School Administration & School Board Rep. |
| \$0 | • Verify proper operation of Data/Comm Systems. |
| \$2,500 | • Issue Standing Seam Metal Roofing Weathertightness Warranty. |

CORRIDOR 200

- | | |
|-------|--|
| \$100 | • West Aluminum Storefront Doors & Frame - clean & remove marks. |
| \$100 | • West Aluminum Storefront Doors & Frame - touch-up paint at perimeter of aluminum storefront / wall jamb & head returns. |
| \$200 | • West Aluminum Storefront Doors & Frame - prep and paint removeable door mullion and exposed brackets to match aluminum storefront. |
| \$200 | • West Aluminum Storefront Doors & Frame - reattach RWB at return to door. |
| \$100 | • Door Mark 108 - touch up paint at caulk over door head, and above left, near ceiling. |
| \$100 | • Door Mark107 - fill, prep, & paint horiz. CMU joint above door head. |
| \$100 | • Door Mark105 - fill, prep, & paint horiz. CMU joint above door head. |
| \$200 | • Caulk large joints between VCT and door frame jamb bottoms with color-match caulk, to match door frame color / threshold to match VCT floor color. |
| \$100 | • East Aluminum Storefront Doors & Frame - clean & remove marks. |
| \$100 | • East Aluminum Storefront Doors & Frame - touch-up paint at perimeter of aluminum storefront / wall jamb & head returns. |
| \$200 | • East Aluminum Storefront Doors & Frame - prep and paint removeable door mullion and exposed brackets to match aluminum storefront. |
| \$200 | • East Aluminum Storefront Doors & Frame - remove paint at R. Jamb, L. jamb, head. |
| \$100 | • East Aluminum Storefront Doors - adjust door closers (heavy). |

CLASSROOM 201 [101]

- \$100 • Install missing fire & smoke seal at classroom door.
- \$0 • Verify door latches upon closing, after installation of view lite glazing.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter tops & offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Install finish coat of paint at door view lite, sheen shall be semi-gloss, as specified.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Paint caulk joint at teacher's wardrobe to wall
- \$100 • Remove excess boxes, materials, papers, plans, etc.
- \$100 • Clean casework, countertops, etc. after materials are removed.

ELECT./I.T./DATA 213 [101B]

- \$100 • Install missing Fire & Smoke Seal at door.
- \$100 • Adjust rated door to latch upon closing.
- \$100 • Properly label panels (including fed-from information), complete panel schedules, etc.
- \$100 • Install panel skirts to conceal exposed conduits below all electrical panels.

CLASSROOM 202 [102]

- \$100 • Install missing fire & smoke seal at classroom door.
- \$0 • Verify door latches upon closing, after installation of view lite glazing.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$0 • Complete all work associated with Change Order No.4, COR No.19(Revised) - Computer Lab
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Install finish coat of paint at door view lite, sheen shall be semi-gloss, as specified.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Fill voids and repaint precast sill at left window.
- \$100 • Paint caulk joint at teacher's wardrobe to wall

RESOURCE 214 [102B]

- \$100 • Install missing fire & smoke seal at rated door.
- \$250 • Fill, Bondo, sand, prep, and repaint door frame head at hinge side jamb
- \$100 • Repaint door frame where scratched.
- \$100 • Remove mortar from ceiling/grid at Southeast corner of room.
- \$100 • Fill voids in CMU wall and repaint at South (exterior) wall.

CLASSROOM 203 [103]

- \$100 • Install missing fire & smoke seal at classroom door.
- \$0 • Verify door latches upon closing, after installation of view lite glazing.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Install finish coat of paint at door view lite, sheen shall be semi-gloss, as specified.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Paint caulk joint at teacher's wardrobe to wall
- \$300 • Left (West) egress window is difficult to open, and will not remain in the up position (falls). Adjust window to operate properly.

CLASSROOM 204 [104]

- \$100 • Install missing fire & smoke seal at classroom door.
- \$0 • Verify door latches upon closing, after installation of view lite glazing.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Install finish coat of paint at door view lite, sheen shall be semi-gloss, as specified.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Paint caulk joint at teacher's wardrobe to wall

CLASSROOM 205 [105]

- \$100 • Install missing fire & smoke seal at classroom door.
- \$0 • Verify door latches upon closing, after installation of view lite glazing.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$100 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Install finish coat of paint at door view lite, sheen shall be semi-gloss, as specified.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Paint caulk joint at teacher's wardrobe to wall
- \$100 • Install missing rubber bumpers at casework doors
- \$100 • Sand and repaint door frame head.
- \$100 • Repaint wall above door frame head.

CLASSROOM 206 [106]

- \$100 • Install missing fire & smoke seal at classroom door.
- \$0 • Verify door latches upon closing, after installation of view lite glazing.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Install finish coat of paint at door view lite, sheen shall be semi-gloss, as specified.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Paint caulk joint at teacher's wardrobe to wall
- \$100 • Remove paint from inside face of door.

CLASSROOM 207 [107]

- \$100 • Install missing fire & smoke seal at classroom door.
- \$0 • Verify door latches upon closing, after installation of view lite glazing.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Install finish coat of paint at door view lite, sheen shall be semi-gloss, as specified.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Paint caulk joint at teacher's wardrobe to wall
- \$100 • Remove paint drip at L. side of door.
- \$100 • Remove paint at R. side of Bard Unit.
- \$100 • Remove paint at Left (West) window.

CLASSROOM 208 [108]

- \$100 • Install missing fire & smoke seal at classroom door.
- \$0 • Verify door latches upon closing, after installation of view lite glazing.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Install finish coat of paint at door view lite, sheen shall be semi-gloss, as specified.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Paint caulk joint at teacher's wardrobe to wall
- \$100 • Sand and repint at door frame
- \$100 • Remove paint from MB tray at West wall.
- \$100 • Install missing bumpers at casewrok cabinet doors.

GIRLS RESTROOM 109

- \$300 • Clean and seal porcelain tile base.
- \$100 • Missing perimeter seal or mutes at door frame (check Door Hardware Schedule).
- \$100 • Install mop plate at interior side of door, as scheduled.
- \$100 • Touch up scuffs at exterior side of door, above push plate.
- \$200 • Sand and repaint CMU wall at L & R. sides of door.
- \$100 • Complete caulking of joint between handwash units and wall. Paint to match wall.
- \$100 • Remove paint overspray from paper towel dispensers (2)
- \$100 • Remove paint at outside corner of toilet partition.
- \$100 • Toilet stalls 1, 2, 3 missing door pull handles
- \$100 • Adjust HC stall latch, bent, does not slide to latch.
- \$100 • Adjust height of coat hook at H.C. & Ambulatory Stalls 48" A.F.F. max.
- \$100 • Fasten H.C. stall fixed panel to headrail
- \$250 • Recaulk toilets to wall to eliminate recessed joint, and repaint to match wall color.

BOYS RESTROOM 110

- \$300 • Clean and seal porcelain tile base.
- \$100 • Missing perimeter seal or mutes at door frame (check Door Hardware Schedule).
- \$100 • Install mop plate at interior side of door, as scheduled.
- \$100 • Bondo, sand, repaint dings at door head.
- \$100 • No water flow observed at floor drain from sink. Verify proper operation of trap primer.
- \$100 • Complete caulking of joint between handwash units and wall. Paint to match wall.
- \$250 • Recaulk toilet & urinals to wall to eliminate recessed joint, and repaint to match wall color.
- \$100 • Remove paint from 1st and 2nd Urinals
- \$100 • Fill and paint void at wall, 1st stall
- \$100 • Remove paint from 2nd stall door and sidewall, 2nd stall fixed panel & inside (2 locations).
- \$100 • Grout low spot in floor joint between floor tile and PT base, 1st stall. Resel after patching.
- \$100 • Fasten H.C. stall fixed panel to headrails (vibrates badly).
- \$100 • 1st Toilet stall missing door pull handle

FACULTY RESTROOM 211

- \$100 • Clean and seal porcelain tile base.
- \$100 • Install missing perimeter seal at door frame.
- \$100 • Install mop plate at interior side of door, as scheduled.
- \$100 • Adjust door to latch upon closing.
- \$100 • Install scheduled door stop at wall.
- \$100 • Install robe hooks at back of door, as indicated. 48" A.F.F. to top of hook.
- \$100 • No water flow observed at floor drain from sink. Verify proper operation of trap primer.
- \$100 • Relocate soap dispenser to West wall as indicated on plan. Patch & repaint wall where removed.
- \$100 • Recaulk toilet to wall to eliminate recessed joint, and repaint to match wall color.
- \$100 • Touch up paint at wall at West wall, above mirror (dull sheen).
- \$100 • Clean walls, West wall, North end.

JANITOR

- \$100 • Install missing fire & smoke seal at rated door.
- \$100 • Install mop plate at interior side of door, as scheduled.
- \$200 • Complete firecaulking of ceiling perimeter and all penetrations. Paint to match wall.
- \$200 • Complete firecaulking of walls, joints, and all penetrations. Paint to match wall.
- \$100 • Complete painting of all exposed conduit to match ceiling.
- \$100 • Complete painting of attic access ladder.
- \$100 • Paint attic access hatch to match ceiling.
- \$350 • Install ladder safety post.
- \$500 • Complete installation of shelving, hardwood face frame, and shelf edges. Sand smooth, and paint to match wall (semi-gloss).
- \$100 • Caulk perimeter of floor sink to VCT floor.
- \$100 • Clean and seal VCT floor.

ATTIC

- \$100 • Adjust attic smoke door to allow door to open past 90* and remain open, so that door does not close/fall unexpectedly.
- \$0 • Install ladder safety post.
- \$250 • Complete caulking of Attic Smoke Partitions, continuous full length, from fascia to fascia.
- \$500 • Seal and caulk all penetrations through Attic smoke partitions.
- \$250 • Extend gypsum board at attic smoke partition down to gypsum ceiling where attic landing occurs, and seal perimeter and all penetrations.
- \$250 • Install 12" blown-in fiberglass insulation below attic landing.
- \$250 • Properly seal Data, Fire Alarm, and Intercom conduits through exterior wall (daylight visible).
- \$300 • Remove all temporary lighting and wiring at attic, and terminate service. Properly firestop all penetrations through rated ceiling. Properly seal all penetrations through attic smoke partitions.
- \$400 • At several Attic Smoke Doors, knurled knobs were loose, or missing. Install knobs with Red Lock-Tite, and over-tighten to ensure that knobs do not come loose. Typical of 4 attic smoke doors.
- \$100 • At Attic Smoke Doors, label knurled knobs at top and bottom latches to indicated rotation direction required to open (rotational arrow + the word "OPEN"). Typical of 4 attic smoke doors.
- \$5,000 • Multiple nuts at both endwalls were found to be loose enough to be removed by hand. Specified 2" dia. extra heavy-duty washers are not installed. Verify and properly tighten EVERY nut at both endwalls, and every nut and at both low eaves. Provide a letter, signed by K.D., certifying that all anchor bolts have been properly tightened.
- \$0 • Provide pricing to install (2) 48" long grab bars and blocking at roof hatch location, as directed by Architect. *Not part of original contract*.
- \$0 • Provide pricing to install (2) Simpson H8 (L+R) ties at each gable outlooker to endwall top plate. *Not part of original contract*.

BUILDING EXTERIOR, SOUTH SIDE

- \$0 • Not ready for Punch List at this time.

BUILDING EXTERIOR, EAST SIDE

- \$0 • Not ready for Punch List at this time.

BUILDING EXTERIOR, WEST SIDE

\$0 • Not ready for Punch List at this time.

BUILDING EXTERIOR, NORTH SIDE

\$0 • Not ready for Punch List at this time.

BUILDING EXTERIOR, SIDEWALK & CANOPY

\$0 • Not ready for Punch List at this time.

SITE, GENERAL & SITE DRAINAGE

\$0 • Not ready for Punch List at this time.

ADDED DRAINAGE, PIPING, CB'S, HEADWALLS, DETENTION SWALE, AND DITCH

\$0 • Not ready for Punch List at this time.

NEW LIFT STATION / MECHANICAL YARD

\$0 • Not ready for Punch List at this time.

EXISTING MECHANICAL YARD

\$0 • Not ready for Punch List at this time.

EXISTING BUILDING - NEW CORRIDOR E299

\$0 • Not ready for Punch List at this time.

EXISTING BUILDING - EXISTING CORRIDOR, RESTROOM ALCOVE E297

\$0 • Not ready for Punch List at this time.

EXISTING BUILDING MECHANICAL/IANITOR E296

\$0 • Not ready for Punch List at this time.

EXISTING BUILDING - FACULTY RESTROOM E295

\$0 • Not ready for Punch List at this time.

\$31,600

Total Of Architectural Punch List Items

\$13,100

Mechanical (HVAC & Plumbing) Systems Punch List

\$3,925

Electrical Systems Punch List

\$48,625

TOTAL OF ALL PUNCH LIST ITEMS

BENEFICIAL OCCUPANCY

Not For Recordation

DATE: July 20, 2020

NAME OF PROJECT: Classroom Pods – Phase 11
Riverboat & 50 Million Capital Fund Project Allocation
For Calcasieu Parish School Board
CPSB Project No.: 2019-06PC
CEH Project No.: 1805

ARCHITECT: Champeaux Evans Hotard, APAC

CONTRACTOR: Keiland Construction, L.L.C.

OWNER: Calcasieu Parish School Board

The below described portion of the subject project is, to the best of my knowledge and belief, complete to a point that the Owner may occupy for the use intended, in accordance with the provisions of the Contract Documents.

PORITION OCCUPIED: **Fairview Elementary School - 1 Story / 8 Classroom Pod
(Interior of Building Only)**

DATE OCCUPIED: **Tuesday, July 21, 2020**

Warranty items covered by Occupancy: None

 7/20/2020
ARCHITECT Date
Champeaux Evans Hotard, APAC

CONTRACTOR Date
Keiland Construction, L.L.C.

OWNER Date
Calcasieu Parish School Board

PUNCH LIST: See Attached List X

None _____

**CPSB - Classroom Pods Phase 11
Fairview Elementary School
Beneficial Occupancy Punch List
(Building Interior Only)**

Monday, July 20, 2020

In Attendance: 7/20/2020

Brad Evans, CEH

Jase McGough, Associated Design Group

Claire Jumonville, Associated Design Group

Jared Muller, Keiland Construction, LLC

Taylor Chatagnier, Keiland Construction, LLC

GENERAL ITEMS

- | | |
|---------|---|
| \$1,500 | • Provide accurate As-Built drawings for the Building and Site for Arch/M/E/P review. |
| \$500 | • Provide O&M Manuals for all items included in the Contract. |
| \$100 | • Transfer all keys to School Principal via signed Transmittal letter listing each type & quantity (including keys for Interior & Exterior Doors, Fire Alarm Panels, HVAC control Cabinets, Data Cabinets, CCTV Cabinets, Electrical Panels, Toilet Accessories, etc.). |
| \$0 | • Verify proper operation of Intercom System, and correct identification of each classroom at office console. |
| \$0 | • Verify proper operation of CCTV System. |
| \$0 | • Verify aiming of CCTV cameras is acceptable to GLES School Administration & School Board Rep. |
| \$0 | • Verify proper operation of Data/Comm Systems. |
| \$2,500 | • Issue Standing Seam Metal Roofing Weathertightness Warranty. |

CORRIDOR 100

- | | |
|-------|--|
| \$100 | • South Aluminum Storefront Doors & Frame - clean & remove marks. |
| \$100 | • South Aluminum Storefront Doors & Frame - touch-up paint at perimeter of aluminum storefront / wall jamb & head returns. |
| \$200 | • South Aluminum Storefront Doors & Frame - prep and paint removeable door mullion and exposed brackets to match aluminum storefront. |
| \$100 | • Door Mark 405 - repair scratch and repaint at door frame. |
| \$100 | • Door Mark 404 - sand and repaint door frame head. |
| \$200 | • Caulk large joints between VCT and door frame jamb bottoms with color-match caulk, to match door frame color / threshold to match VCT floor color. |
| \$100 | • North Aluminum Storefront Doors & Frame - clean & remove marks. |
| \$100 | • North Aluminum Storefront Doors & Frame - touch-up paint at perimeter of aluminum storefront / wall jamb & head returns. |
| \$200 | • North Aluminum Storefront Doors & Frame - prep and paint removeable door mullion and exposed brackets to match aluminum storefront. |
| \$200 | • North Aluminum Storefront Doors & Frame - sand, prep, and paint CMU wall at the left side of doors to eliminate heavy paint drips. |
| \$100 | • North Aluminum Storefront Doors - adjust door closers (heavy). |

CLASSROOM 102 [400]

- \$100 • Properly install fire & smoke seal at classroom door.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install rubber wall base at casework toe-kick.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter tops & offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Touch up paint at Rt. (North) window, left jamb.
- \$250 • Left (South) egress window is difficult to open. Seal between top and bottom sash is loose, damaged, and trapped between sashes. Adjust window to operate and seal properly.
- \$100 • Clean interior of Teacher's Wardrobe unit.
- \$100 • Replace pull chain latch on inactive door of Teacher's Wardrobe Unit.
- \$100 • Move attic stock flooring to Janitor's closet or attic.

RESOURCE 114 [400B]

- \$100 • Properly install fire & smoke seal at rated door.

CLASSROOM 101 [401]

- \$100 • Properly install fire & smoke seal at classroom door.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install rubber wall base at casework toe-kick.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Touch up paint at South wall, middle, near ceiling.
- \$100 • Fill voids in CMU wall below kneespace, paint to match wall.

ELECT./I.T./DATA 401B

- \$100 • Install missing Fire & Smoke Seal at door.
- \$100 • Open J-Box at South wall. Verify missing item, and install.
- \$100 • Properly label panels (including fed-from information), complete panel schedules, etc.
- \$100 • Install missing screws in electrical panel cover.
- \$100 • Install missing lock at Fire Alarm panel cover.
- \$100 • Install panel skirts to conceal exposed conduits below all electrical panels.

CLASSROOM 104 [402]

- \$100 • Properly install fire & smoke seal at classroom door.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install rubber wall base at casework toe-kick.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Sand and repaint door frame head.
- \$100 • Touch up paint East wall above MB/TB's at caulk locations.
- \$100 • Wipe down wall behind door.

CLASSROOM 103 [403]

- \$100 • Properly install fire & smoke seal at classroom door.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install rubber wall base at casework toe-kick.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Touch up paint West wall above MB/TB's
- \$100 • Adjust door to latch upon closing.

CLASSROOM 106 [404]

- \$100 • Properly install fire & smoke seal at classroom door.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install rubber wall base at casework toe-kick.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$100 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Clean windows interior & exterior sides.
- \$250 • Left (South) egress window is difficult to open. Adjust window to operate properly.
- \$100 • Remove paint from window.

CLASSROOM 105 [405]

- \$100 • Properly install fire & smoke seal at classroom door.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install rubber wall base at casework toe-kick.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Adjust door to latch upon closing.

CLASSROOM 108 [406]

- \$100 • Properly install fire & smoke seal at classroom door.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install rubber wall base at casework toe-kick.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Adjust door to latch upon closing.
- \$300 • Install missing wall cabinet.

CLASSROOM 107 [407]

- \$100 • Properly install fire & smoke seal at classroom door.
- \$0 • Verify proper operation of intruder lock at inside keyed cylinder.
- \$100 • Clean markerboards and tackboards to remove dirt, smudges, and other marks.
- \$100 • Install rubber wall base at casework toe-kick.
- \$100 • Install missing door pulls at wall cabinets.
- \$100 • Install casework doors and drawers plumb & level, with even reveals between all.
- \$200 • Install backsplash at low/high counter top with offset.
- \$100 • Caulk all joints between countertops, cabinets, backsplash, endsplash & wall with color-matched caulking.
- \$100 • Replace white coverplate with S.S. (as specified) at HDMI jack, below Smart Panel.
- \$100 • Clean windows interior & exterior sides.
- \$100 • Touch up paint at West wall.
- \$100 • Properly install data / HDMI plate into box, hanging out of wall.
- \$100 • Remove paint from coverplate at kneespace.
- \$100 • Adjust door to latch upon closing.

GIRLS RESTROOM 109

- \$100 • Adjust door/hinges to close fully. Hinges appear to be in a bind.
- \$100 • Missing perimeter seal or gaskets at door frame (check Door Hardware Schedule).
- \$100 • Install mop plate at interior side of door, as scheduled.
- \$300 • Clean and seal porcelain tile floors and base.
- \$100 • No water flow observed at floor drain from sink. Verify proper operation of trap primer.
- \$150 • Toilet stalls 1, 2, 3 missing door pull handle
- \$100 • Complete caulking of joint between handwash units and wall. Paint to match wall.
- \$250 • Recaulk toilets to wall to eliminate recessed joint, and repaint to match wall color.

BOYS RESTROOM 110

- \$100 • Missing perimeter seal or gaskets at door frame (check Door Hardware Schedule).
- \$100 • Install mop plate at interior side of door, as scheduled.
- \$300 • Clean and seal porcelain tile floors and base.
- \$100 • No water flow observed at floor drain from sink. Verify proper operation of trap primer.
- \$100 • Toilet stalls 1 missing door pull handle
- \$100 • Complete caulking of joint between handwash units and wall. Paint to match wall.
- \$250 • Recaulk toilet & urinals to wall to eliminate recessed joint, and repaint to match wall color.

FACULTY RESTROOM 111

- \$100 • Missing perimeter seal or gaskets at door frame (check Door Hardware Schedule).
- \$100 • Install mop plate at interior side of door, as scheduled.
- \$100 • Adjust door to latch upon closing.
- \$100 • Adjust door and/or deadbolt strike. When door is closed, deadbolt will not engage the strike.
- \$100 • Install robe hooks at back of door, as indicated. 48" A.F.F. to top of hook.
- \$100 • Clean and seal porcelain tile floors and base.
- \$100 • No water flow observed at floor drain from sink. Verify proper operation of trap primer.
- \$100 • Relocate soap dispenser to West wall as indicated on plan. Patch & repaint wall where removed.
- \$100 • Recaulk toilet to wall to eliminate recessed joint, and repaint to match wall color.
- \$100 • Touch up paint at wall at corner near toilet, flush valve, and grab bar.

IANITOR

- \$100 • Install missing fire & smoke seal at rated door.
- \$100 • Install mop plate at interior side of door, as scheduled.
- \$200 • Complete firecaulking of ceiling perimeter and all penetrations. Paint to match wall.
- \$200 • Complete firecaulking of walls, joints, and all penetrations. Paint to match wall.
- \$100 • Complete painting of all exposed conduit to match ceiling.
- \$100 • Complete painting of attic access ladder.
- \$100 • Paint attic access hatch to match ceiling.
- \$350 • Install ladder safety post.
- \$500 • Complete installation of shelving, hardwood face frame, and shelf edges. Sand smooth, and paint to match wall (semi-gloss).
- \$100 • Caulk perimeter of floor sink to VCT floor.
- \$100 • Clean and seal VCT floor.

ATTIC

- \$100 • Adjust attic smoke door to allow door to open past 90* and remain open, so that door does not close/fall unexpectedly.
- \$0 • Install ladder safety post.
- \$250 • Complete caulking of Attic Smoke Partitions, continuous full length, from fascia to fascia.
- \$500 • Seal and caulk all penetrations through Attic smoke partitions.
- \$250 • Extend gypsum board at attic smoke partition down to gypsum ceiling where attic landing occurs, and seal perimeter and all penetrations.
- \$250 • Install 12" blown-in fiberglass insulation below attic landing.
- \$250 • Properly seal Data, Fire Alarm, and Intercom conduits through exterior wall (daylight visible).
- \$300 • Remove all temporary lighting and wiring at attic, and terminate service. Properly firestop all penetrations through rated ceiling. Properly seal all penetrations through attic smoke partitions.
- \$400 • At several Attic Smoke Doors, knurled knobs were loose, or missing. Install knobs with Red Lock-Tite, and over-tighten to ensure that knobs do not come loose. Typical of 4 attic smoke doors.
- \$100 • At Attic Smoke Doors, label knurled knobs at top and bottom latches to indicated rotation direction required to open (rotational arrow + the word "OPEN"). Typical of 4 attic smoke doors.
- \$5,000 • Multiple nuts at both endwalls were found to be loose enough to be removed by hand. Specified 2" dia. extra heavy-duty washers are not installed. Verify and properly tighten EVERY nut at both endwalls, and every nut and at both low eaves. Provide a letter, signed by K.D., certifying that all anchor bolts have been properly tightened.
- \$0 • Provide pricing to install (2) 48" long grab bars and blocking at roof hatch location, as directed by Architect. *Not part of original contract*.
- \$0 • Provide pricing to install (2) Simpson H8 (L+R) ties at each gable outlooker to endwall top plate. *Not part of original contract*.

BUILDING EXTERIOR, SOUTH SIDE

- \$0 • Not ready for Punch List at this time.

BUILDING EXTERIOR, EAST SIDE

- \$0 • Not ready for Punch List at this time.

BUILDING EXTERIOR, WEST SIDE

- \$0 • Not ready for Punch List at this time.

BUILDING EXTERIOR, NORTH SIDE

- \$0 • Not ready for Punch List at this time.

BUILDING EXTERIOR, SIDEWALK & CANOPY

- \$0 • Not ready for Punch List at this time.

SITE, GENERAL & SITE DRAINAGE

- \$0 • Not ready for Punch List at this time.

ADDED DRAINAGE, PIPING, CB'S, HEADWALLS, DETENTION SWALE, AND RE-GRADING OF DITCH

\$0 • Not ready for Punch List at this time.

LIFT STATION / MECHANICAL YARD

\$0 • Not ready for Punch List at this time.

\$29,900 Total Of Architectural Punch List Items

\$10,500 Mechanical (HVAC & Plumbing) Systems Punch List

\$6,075 Electrical & Special Systems Punch List

\$46,475 TOTAL OF ALL PUNCH LIST ITEMS

RECOMMENDATION OF ACCEPTANCETO: Calcasieu Parish School BoardDATE: July 15, 2020PROJECT NO: EA 2019-06

PROJECT NAME: A/C Systems Upgrades to North Two-Story Building
W. W. Lewis Middle School
2017 All Districts Capital Projects Fund
1752 Cypress Street, Sulphur, Louisiana 70663
Calcasieu Parish School Board

DESIGNER: Ellender Architects & Associates, LLCCONTRACTOR: Seth Priola Construction, LLCOWNER: Calcasieu Parish School Board

I certify that, to the best of my knowledge and belief, this project is complete or substantially complete in accordance with the Plans and specifications to the point where it can be used for the purpose which was intended. It is recommended that it be accepted.

DATE OF ACCEPTANCE: Wednesday, July 15, 2020CONTRACT DATE OF COMPLETION: Saturday, August 15, 2020NUMBER OF DAYS (Underrun) As of Acceptance Date: Thirty (30)VALUE OF PUNCH LIST (Attach Itemized List) \$ 12,125.00Was part of project occupied prior to Acceptance: Yes

PORTION OCCUPIED: Attach Beneficial Occupancy Forms

Recommended:



ARCHITECT

For Use of Owner

I concur in the Acceptance of this project:

Signed:


 OWNER

ELLENDER Architects & Associates, LLC



A/C Systems Upgrades to North Two-Story Building W. W. LEWIS MIDDLE SCHOOL 2017 All Districts Capital Projects Fund

Final Punch List – July 15, 2020

GENERAL

1. Complete all work in accordance with project plans, specifications, addenda, change orders, LA State Fire Marshal Review Letter, etc.
2. Provide O&Ms, including warranty original warranty documents for metal wall panels. \$1000
3. Deliver spare VCT floor tile and wall base to Owner. \$250
4. Clean all surfaces. Remove smudges, smears, and marks from walls. Remove construction materials, equipment, and debris from all spaces. \$400
5. Clean HVAC equipment. Remove marks, smudges, and any shipping labels. \$400
6. Secure condensate drain cover at sidewalk. Missing masonry anchor pin. \$100
7. In rooms where new VCT floor tile was installed, apply bead of sealant to close gap between VCT flooring and door frame. Color should harmonize with floor tile. \$900
8. Apply bead of sealant between modified cabinets and wall. Match cabinet color. \$250

ARCHITECTURAL

Room 111

1. Trim bottom of corner guard for flush fit. Bottom edge is not snapped in correctly. \$50

Room 112

1. Repair gash in drywall above corner guard and touch up paint. \$50
2. Paint register screws to match grille color. \$75

Room 113

1. Secure top retainer trim of corner guard and reattach guard. \$75

Room 114

1. Apply bead of sealant to fill open joints between window stool, wall, and window frame.\$100
2. Touch up wall in several areas. Remove staple and repair drywall surface. Remove Ardex from wall surface. Touch up paint.\$150
3. Repair wall surface around receptacle wall plates. Touch up wall paint.\$300
4. Paint branch duct and wall flange.\$150
5. Several locations where wall base was not fully adhered. Apply more adhesive and reapply wall base.\$200

Room 114A

1. Install VCT flooring beneath waterheater and install wall base at north wall. \$400
2. Wall base not adhered at west wall near door. Apply more adhesive and reapply wall base. \$75

Room 115

1. Apply bead of sealant to fill open joints between window stool, wall, and window frame.\$100
2. Touch up wall paint above corner guard.\$75
3. Remove Ardex from wall and touch up paint.\$75

Room 116

1. Apply bead of sealant to fill open joints between window stool, wall, and window frame.\$100
2. Touch up wall paint.\$150
3. Adjust VCT floor tile to remove gap between "grey" and "blue" tiles. \$200

Mechanical & Electrical attached herewith.

RECOMMENDATION OF ACCEPTANCE

Date: July 20, 2020
Project No.: MA1710A **Bid No.:** 2019-02PC
Project Name: Gillis Elementary – Improvements Phase II
Designer: Moss Architects, Inc.
Contractor: Pat Williams Construction, LLC
Owner: Calcasieu Parish School Board

I certify that, to the best of my knowledge and belief, this project is complete or substantially complete in accordance with the Plans and specifications to the point where it can be used for the purpose which was intended. It is recommended that it be accepted.

Date of Acceptance: July 20, 2020
Contract Date of Completion: July 19, 2020
Number of Days (As of Acceptance Date) (Overrun) (Underrun) N/A
Liquidated Damages Per Day Stipulated in Contract: \$ N/A
Value of Punch List (attach itemized list): \$ 102,948.20
Was part of project occupied prior to Acceptance: _____
Portion Occupied: _____

Signed:

Architect



For Use of Owner

I concur in the Acceptance of this project:

Signed:

Owner

GILLIS ELEMENTARY

IMPROVEMENTS - PHASE II

PUNCH LIST

July 20, 2020

Architectural Items	Value:
1) Fill CMU and paint for final finished appearance	\$1,000.00
2) Provide all As Built Driveways	\$500.00
3) Submit all warranties	\$1,500.00
4) Submit all Operator and Maintenance Manuals	\$500.00
5) Provide maintenance materials submittals for all tile, ceilings, paint, base, etc. as specified (Extra Materials)	\$500.00
6) Provide millwork in 16 classrooms as requested by School Board (Ref: CO#4)	\$88,348.20
Electrical Items:	
1) Electrical Service Entrance signage as required is not completed	\$1,000.00
2) Verify Panel 'P' includes accurate I.D. and typewritten circuit directory	\$500.00
3) In-ground pullbox near MSB is not visible. It should NOT be covered	\$100.00
4) All panelboards require accurate typewritten circuit directories, room names and numbers to match verblage in the field-not per construction drawings	\$750.00
5) Receptacles-West end and End of 2nd floor corridor cannot be located in stair wall. Install in ext. wall below windows as shown on drawings.	\$750.00
6) Fire Alarm pull stations are required-each stair-at exit to exterior.	\$1,500.00
7) Furnish Start-Up Commissioning Report for S.P.D. at MSB, DP18	\$500.00
Mechanical Items:	
1) Provide 3 sets of O&M manuals in plastic binders for all mechanical and plumbing equipment. Include TAB report, manufacturer warranties, as-built record drawings, etc.	\$500.00
2) Provide "as-built" redline record drawings showing any deviations from the plans and specifications for all HVAC and plumbing systems. Include copy in O&M manuals.	\$500.00
3) Complete test and balance of all mechanical systems (HVAC, fans. Etc.) by an independent test and balance contractor. Test and balance contractor shall verify that sequences of control are working as specified. Provide Test & Balance Report for all systems to engineer for review. Include copy in O&M Manuals. Balancing contractor shall provide checkout of each individual Bard unit sequence of controls as required on sheet M-13 and provide documentation. CRV shall be factory balanced to net positive pressure. (slightly more outside air than exhaust) Coordinate CO2 sensor setpoint with Johnson Controls and field adjust	\$3,000.00
4) Complete installation of AHU-1, including complete installation of motorized damper. Supply and return grilles/diffusers serving 1st & 2nd floor corridor, mechanical room, and electrical room.	\$1,500.00
Total:	\$102,948.20

CHANGE ORDER

Change Order No.: One (1)
 Date: July 31, 2020
 Contract Date: May 2020
 Project: PHASE 1 – Exterior Upgrades
2017 BOND ISSUE IMPROVEMENTS
WASHINGTON-MARION HIGH SCHOOL
2802 Pineview Street – Lake Charles, Louisiana 70615
Calcasieu Parish School Board
 Project No.: 2020-08
 To: PERC Development, LLC

You are directed to make the following change in this contract:
 (Attach Itemized Breakdown)

The Original Contract Sum	\$ 497,900.00
Net Change by Previous Change Order	\$ N/A
Contract Sum Prior to This Change Order	\$ 497,900.00
Contract Sum will be <u>increased</u> by this Change Order	\$ 37,711.06
New Contract Sum Including This Change Order	\$ 535,611.06
Contract Time Will Be <u>increased</u> by <u>Thirty-One (31)</u> Calendar Days	
Revised Contract Completion Date: <u>Monday, August 31, 2020</u>	

RECOMMENDED

Ellender Architects &
 Associates, LLC
 (Designer)

1521 Cypress Street
Sulphur, LA 70663

By: Scott Mamino

Date: 8.3.2020

ACCEPTED

PERC Development, LLC
 (Contractor)

1712 Ryan Street
Lake Charles, LA 70601

By: William Carl

Date: 8-3-2020

APPROVED

Calcasieu Parish
 School Board
 (Owner)

3310 Broad Street
Lake Charles,
Louisiana 70615

By: _____

Date: _____

ELLENDER Architects & Associates, LLC



E. J. Ellender, AIA, NCARB

Chas L. Moore, AIA

Scott Manino, EI

Mary M. Ellender, IDI

PHASE 1 – EXTERIOR UPGRADES

FRONT PARKING ADDITION

STADIUM EMERGENCY LIGHTING SYSTEM

STADIUM SOUND SYSTEM IMPROVEMENTS

2017 BOND ISSUE IMPROVEMENTS

WASHINGTON-MARION HIGH SCHOOL

Change Order #1 - Itemization

July 31, 2020

Item #1 – New Marquee Sign at Combre-Fondel Elementary School

To provide and install a new electronic marquee sign including associated foundation, power and data for sign operation, and landscaping.

ADD\$38,615.62

Item #2 – J.D. Clifton Marquee

Credit cutting and patching of concrete driveway slab for raceway installation.

DEDUCT (\$904.56)

TOTAL this CHANGE ORDER #1: ADD\$37,711.06

Contract Time Extension – Increase Calendar Days

Add a total of 31 calendar days due to the following circumstance(s):

- New marquee sign at Combre-Fondel Elementary School.

CHANGE ORDER**05**

PROJECT NAME: RENOVATIONS TO WESTLAKE HIGH SCHOOL BASEBALL FIELD
1000 GARDEN DRIVE
WESTLAKE, LOUISIANA 70669

CONTRACT INFORMATION:

Contract For: General Construction
 Contract Date: October 29, 2019

CHANGE ORDER INFORMATION:

Change Order Date: July 27, 2020
 Change Order Number: 05
 CO Request Number: 05

OWNER:

Calcasieu Parish School Board
 PO Box 800
 Lake Charles, Louisiana 70602

ARCHITECT:

King Architects, Inc
 1312 Sampson Street
 Westlake, Louisiana 70669

CONTRACTOR:

GeoSurfaces, Inc
 7080 St. Gabriel Avenue
 St. Gabriel, Louisiana 70776

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change(s) and attach the itemized breakdown.)

ORIGINAL CONTRACT SUM	\$	<u>1,705,000.00</u>
NET CHANGES BY PREVIOUS CHANGE ORDERS	\$	<u>154,047.84</u>
CONTRACT SUM PRIOR TO THIS CHANGE ORDER	\$	<u>1,859,047.84</u>
CONTRACT SUM WILL BE <u>DECREASED</u> BY THIS CHANGE ORDER - DETAILS ATTACHED	\$	<u>-7,500.00</u>
NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER	\$	<u>1,851,547.84</u>
CONTRACT TIME WILL BE <u>INCREASED</u> BY <u>58</u> DAYS.		
REVISED CONTRACT COMPLETION DATE:		<u>July 18, 2020</u>

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

RECOMMENDED:**ACCEPTED:****APPROVED:****ARCHITECT**

Barry D. King, AIA
 King Architects, Inc.

CONTRACTOR

Charles Dawson, CEO
 GeoSurfaces, Inc

OWNER

Calcasieu Parish School Board

By: 
 Dated: 7/27/2020

By: 
 Dated: 7/30/20

By: _____
 Dated: _____

CHANGE ORDER REQUEST

PROJECT NAME: RENOVATIONS TO WESTLAKE HIGH SCHOOL BASEBALL FIELD
1000 GARDEN DRIVE
WESTLAKE, LOUISIANA 70669

CONTRACT INFORMATION:
Contract For: General Construction
Contract Date: October 29, 2019
Architect's Project Number: 1619A2
CO Request Date: July 16, 2020
Change Order Request No: 05

OWNER: Calcasieu Parish School Board PO Box 800 Lake Charles, Louisiana 70602	ARCHITECT: King Architects, Inc 1312 Sampson Street Westlake, LA 70669	CONTRACTOR: GeoSurfaces, Inc 7080 St. Gabriel Avenue St. Gabriel, Louisiana 70776
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The Owner requests an itemized request for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. (Insert a detailed description of the proposed modifications to the Contract Documents and attach all corresponding documents.)

ITEM(S):

Credit for grooming equipment	\$ -7,500.00
Weather delays, 29 Days (see attachment)	0.00
Waiting for direction on door of dugout, 29 Days	0.00
Requested direction on June 15, Directed to close the wall on June 30 (15 Days)	0.00
Time for work to be complete: cut out doorway, install new blocks (14 Days)	0.00
SUBTOTAL	-7,500.00
PROFIT & OVERHEAD _____ %	0.00
TOTAL AMOUNT OF CHANGE ORDER REQUEST	\$ -7,500.00

AMOUNT OF CALENDAR DAYS REQUESTED TO BE ADDED TO CONTRACT TIME FOR THIS CHANGE 58

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

REQUESTED BY:

SIGNED _____
Ben Moran, Project Manager
PRINTED NAME AND TITLE
GeoSurfaces, Inc
COMPANY

NAME	POSITION	LOCATION	DATES	ADDITIONAL INFO
RESIGNATION				
Blackwell, Jessica	Teacher	Maplewood Middle	7/23/2020	Relocation
Booth, Jane	Teacher	Combre	7/8/2020	Accepted other employment
Bruney, Jennifer	Teacher	Sulphur High	7/24/2020	Personal
Coffey, David	Para-professional	Fairview	7/31/2020	Accepted other employment
Coody, Rene	Teacher	Beauregard Head Start	7/1/2020	Relocation
Duhon, Michael	Custodian	LaGrange	7/17/2020	Accepted other employment
Gay, Sunshine	Teacher	Pearl Watson	5/22/2020	Relocation
Goodwin, Toni	Teacher	SJ Welsh	7/3/2020	Personal
Hayden, Holly	Teacher	Henry Heights	7/29/2020	Accepted other employment
Honea, Jessica	Teacher	Beauregard Head Start	7/1/2020	Relocation
Housman, Sydney	Teacher	Beauregard Head Start	7/1/2020	Relocation
Hypolite, Alex	Utility Technician	Maintenance Dept	8/5/2020	Relocation
Jacob, Lydia	Clerk	Early Childhood	7/24/2020	Personal
Jensen, Natalie	Para-professional	EK Key	7/29/2020	Personal
Johnson, Brittany	Teacher	Beauregard Head Start	7/1/2020	Relocation
Lafanette, Chelsea	Bus Driver	Prien Lake Elementary	7/31/2020	Personal
LeJeune, Monica	Custodian	Barbe High	7/10/2020	Personal
Lejune, Chasity	Bus Driver	Starks High	7/31/2020	Accepted other employment
Leonard, Pervis	Custodian	Bell City High	7/31/2020	Personal
Maldonado, Mariely	Para-professional	Fairview	5/22/2020	Personal
Martin, Veronica	School Lunch	College Oaks	7/31/2020	Relocation
Matt, Jessica	Teacher	Dolby	7/31/2020	Relocation
Monceaux, Magnes	School Lunch	Henry Heights	8/1/2020	Accepted other employment
Monceaux, Richard	Custodian	Sulphur High	7/27/2020	Personal

Orduno, Samantha	Para-professional	Beauregard Head Start	7/1/2020	Relocation
Ringo, Barbara	Bookkeeper	Oak Park Elementary	8/10/2020	Personal
Robinson, Melissa	Teacher	S P Arnett	7/16/2020	Relocation
Robison, Cason	Teacher	Vinton High	7/24/2020	Accepted other employment
Smith, Sherri	Clerk	Early Childhood	7/31/2020	Relocation
Snowden, Laronia	Teacher	LaGrange	7/27/2020	Relocation
Steward, Mark	Principal	Combre	7/31/2020	Accepted other employment
Stracener, Kristen	Teacher	Combre	7/1/2020	Relocation
Telles, Megan	Behavior Facilitator	Elementary Special Services Dept	7/10/2020	Relocation
Vera, Jazmin Meneses	Teacher	Fairview	5/22/2020	Relocation
Warren, Alisha	Teacher	Molo Middle	7/9/2020	Personal
Weeks, Rhonda	Family Engagement Specialist	Beauregard Head Start	7/1/2020	Relocation
Whelchel, Aaron	Teacher	LaGrange	7/31/2020	Personal
RETIREMENT				
Dupre, Pamela	Teacher	S J Welsh	07/07/20	
Fontenot, Kristi	Librarian	Cypress Cove	05/22/20	
Fontenot, Marilyn	Para-professional	Oak Park Elementary	07/31/20	
Foreman, Mary	Assistant Principal	Moss Bluff Middle	07/16/20	
Harris, Mariece	Teacher	LaGrange	07/20/20	
Hayes, Mark	Teacher	Dolby	08/28/20	
Johnson, Valla	Coordinator of Mental Health	Alternative Programs	09/30/20	
Lavergne, Debra	Teacher	LCBA	07/31/20	
Robbins, James	Bus Driver	Moss Bluff Elementary	07/31/20	
MATERNITY LEAVE				Due Date:
Bruce, Ciara	Teacher	Vinton High	08/31/2020 - 11/16/2020 [B]	9/5/2020
Doiron, Tiffany	Teacher	St. John	08/7/2020 - 09/14/2020 [B]	6/1/2020

Gradney, Tawan	Teacher	Prien Lake Elementary	08/11/2020 - 09/01/2020 [B]	8/11/2020
Ricks, Kaycie	Teacher	Vinton Middle	08/07/2020 - 01/04/2020 [B]	8/6/2020
MEDICAL SABBATICAL				
Ange, Denise	Counselor	Prien Lake Elementary	Fall Semester Aug-Jan 2021	
Baldwin, Marla	Teacher	Gillis	2020-2021 School Year	
Fontenot, Amber	Teacher	St. John Elementary	2020-2021 School Year	
Grindol, Jodi	Teacher	LaGrange	Fall Semester Aug-Jan 2021	
Hagerich, Michelle	Teacher	Oak Park Middle	2020-2021 School Year	
Hooper, Linda	Teacher	JD Clifton	2020-2021 School Year	
Rigmaiden, Rebecca	Teacher	Kenndy Headstart	2020-2021 School Year	
Stulb, Allyson	Teacher	Nelson	Fall Semester Aug-Jan 2021	
Professional Development				
Cuba, Milena	Counselor	College Oaks	2020-2021 School Year	
LEAVE WITHOUT PAY				
James, Mikeisha	Teacher	Pearl Watson	8/2020-5/2021	Personal
Judice, Stephanie	Speech Pathologist	Special Services	08/2020-10/2020	Personal
Pitre, Lauren	Teacher	Henning	8/2020-5/2021	Personal
APPROVED 8/04/2020				

