

City of Baker School Board
Board Meeting Agenda
Tuesday, February 6, 2024, 6:00 P.M.
School Board Office

Joyce Burges, President – Presiding

Three Characteristics of a Buffalo facing a storm 1. Confidence in their Strength/Size 2. Facing the storm shortens the challenge 3. They can see the light on the other side.

A. Meeting Commencement

1. Call to Order
2. Roll Call
3. Silent Meditation
4. Pledge of Allegiance

B. Welcome of Visitors

C. Recognitions

1. City of Baker Chamber of Commerce Donation

D. Approval of Agenda (Action)

E. Action Items-The public may comment on Action Items. Public Comment is limited to 2 minutes per individual.

1. Consideration and Approval of Minutes from the School Board Meeting of January 18, 2023.
2. Consideration and Acceptance of Monthly Financial Reports including Budget to Actual Comparisons for the Period Ending December 31, 2023.
3. Consideration and Approval of CoBSS Financial Audit for the 2022-2023 school year.
4. Consideration and Approval of Contracts with ESS.
5. Consideration and Approval of the Following policies:
 - a. B-14 - ADMINISTRATIVE RECORDS
 - b. D-3.6- GIFTS AND DONATIONS
 - c. E-1.1f- USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND CARDIAC EMERGENCY PLAN
 - d. F-4.1- TITLE VII EMPLOYEE SEXUAL HARASSMENT
 - e. F-9.8- PROBATION
 - f. G-11.4- PARENT CONFERENCES
 - g. H-3.6- STUDENT HEALTH SERVICES
 - h. H-3.6g- SCHOOL WELLNESS
6. Consideration and Approval of Change Order number 7 for Baker High School Construction Project.

F. Information Items

1. Superintendent's Report on Personnel
2. Update from CSRS on High School Construction.

G. Announcements

1. Date of Next Meeting – March 5, 2024
2. April Meeting Date

H. Board Comments

1. Baker High School-District 5
2. Baker School District Policy and Procedures-District 5

I. Adjournment (Action)



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Debbie Dedeaux at 225.774.5795 to describe the assistance that is necessary.

City of Baker School System
School Board Meeting
Tuesday, February 6, 2024

Type of Item: Action

Agenda Item: Consideration and Approval of Minutes

Background Information:

The Board needs to approve the minutes from the January 16 Board Meeting.

Attached Items: January 16, 2024 Minutes

Possible Motion: Move to approve the minutes from the School Board Meeting of January
16 2024



**City of Baker School Board Meeting
January 18, 2024**

MINUTES

The City of Baker School Board held a public meeting beginning at 6:00 p.m. on Tuesday, January 18, 2024.

President Burges called the meeting to order and explained to visitors the process for speaking on action agenda items is to request a comment card from Mrs. Debbie Dedeaux. Write your name on the card as well as the number of the agenda item you wish to speak on and return the card to Mrs. Dedeaux. She will bring the card up to the Board President at the appropriate time. Visitors will be allowed two (2) minutes to speak.

Superintendent Stroder's family who were in attendance at the meeting was introduced to the Board, staff, and visitors.

Mrs. Burges welcomed all visitors to the meeting and took roll call:

Perkins: Present
Profit: Present
Joseph: Present
Butler: Present
Burges: Present

President Burges announced there was a quorum and the meeting would proceed.

Silent Meditation/Prayer was led by Minister Gloria Johnson followed by the Pledge of Allegiance led by Superintendent Stroder.

President Burges took a moment to recognize Ms. Vicki Longmire with Rosebud Healthcare and Training who is in partnership with the City of Baker School System. Rosebud currently has 18 Baker High School students in Certified Nursing Assistant (CAN) training, and recently partnered with Baton Rouge. That class will consist of 20 students. Ms. Longmire is the mother of one of the Baker students in the program, and the grandmother of another student in Rosebud Healthcare Training. As President Burges said, "We are changing lives by generations."

President Burges announced a correction to Agenda Item #4: Consideration and Acceptance of Monthly Financial Report including Budget to Actual Comparisons for the Period Ending December 5, 2023. The correct date should be **November 30, 2023**. On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to change the date on the monthly financial report from December 5, 2023, to November 30, 2023. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

Mrs. Joseph made a motion to add the following 2 items to the Board agenda:

1. An update/overview of all current pending lawsuits with docket numbers against Baker School Board, Baker School System, or the Superintendent relating to the schools.

2. Current policies regarding the following:
 - a. Parent involvement during school hours
 - b. School tours during school hours
 - c. Volunteering during school hours

Mrs. Joseph's motion was seconded by Mrs. Perkins. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None. These two items will be placed on the agenda as Items 9 and 10.

On motion of Mrs. Profit seconded by Mrs. Perkins, the Board voted to approve the meeting agenda. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

Action Items:

1. Election of School Board Officers

Mrs. Profit nominated Mrs. Burges for President. Ms. Butler seconded the motion.

Mrs. Joseph nominated Ms. Butler for President. Mrs. Perkins seconded the motion. Ms. Butler declined the nomination. A vote was taken for Mrs. Burges as President. Voting yes: Profit, Butler, Burges, and Joseph. Voting no: Perkins.

Mrs. Burges was elected President of the City of Baker School Board.

Mrs. Burges nominated Ms. Butler for Vice President. Mrs. Perkins seconded the motion. There were no other nominations. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

Ms. Butler was elected Vice President of the City of Baker School Board.

2. Approval of Minutes from the November 7, 2023 School Board Meeting

On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to approve the minutes from the meeting of November 7, 2023. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

3. Approval of Minutes from the December 5, 2023 School Board Meeting

On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to approve the minutes from the meeting of December 5, 2023. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

4. Consideration and Acceptance of Monthly Financial Report including Budget to Actual Comparisons for the Period Ending November 30, 2023

On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to accept the monthly financial report including budget to actual comparisons for the period ending November 30, 2023. Voting yes: Profit, Butler, and Burges. Voting no: Perkins, and Joseph.

5. Consideration and Approval of Resolution to issue Additional Bonds, Authorizing Execution of First Trust Indenture, Approval of all Documents and Certificates in Connection therewith, Authorizing the Execution of Term Sheet with Purchaser of the Bonds, and otherwise providing with respect thereto.

City of Baker School Board Minutes

January 18, 2024

Page 3

On motion of Mrs. Joseph seconded by Mrs. Profit, the Board voted to approve a resolution to issue additional bonds, authorizing the execution of First Trust Indenture, approval of all documents and certificates in connection therewith, authorizing the execution of term sheet with purchaser of the bonds, and otherwise providing with

respect thereto. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

6. Consideration and Approval of Resolution for Legal Services Contract with DeCuir, Clark & Adams, L.L.P.

On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to approve a resolution for legal services with DeCuir, Clark & Adams, L.L.P. Voting yes: Profit, Butler, and Burges. Voting no: Perkins, and Joseph.

7. Consideration and Approval of Contract with CSRS for Construction Program Management

On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to approve a contract with CSRS for Construction Program Management. Voting yes: Profit, Butler, Joseph, and Burges. Voting no: Perkins.

8. Consideration and Settlement in the amount of \$10,000 for Breach of Contract Suit Entitled *Fusion Architects APC v. City of Baker School District, City of Baker School Board, Docket No. 729, 995, Div. 24*

On motion of Mrs. Profit seconded by Mrs. Joseph, the Board voted to go into executive session to discuss the suit. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

On motion of Ms. Butler seconded by Mrs. Joseph, the Board voted to return to regular session. Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

On motion of Ms. Butler seconded by Mrs. Profit, the Board voted to settle the breach of contract suit with Fusion Architects APC in the amount of \$10,000. Voting yes: Profit, Butler, Joseph, and Burges. Voting no: Perkins.

9. An Update/Overview of all Current Pending Lawsuits with Docket Numbers against Baker School Board, Baker School System, or the Superintendent relating to the Schools

Attorney DeCuir responded that he would provide the requested information on pending lawsuits against the City of Baker School Board, the City of Baker School System, or the Superintendent later in the week. As far as an overview of the lawsuits, that would need to be done in executive session.

10. Current Policies regarding the following:

a. Parent Involvement during School Hours

b. School Tours during School Hours

c. Volunteering during School Hours

Mrs. Joseph said she had been made aware of these policies during executive session.

Information Items:

1. Superintendent's Report on Personnel
A report on all personnel actions was provided to the Board prior to the meeting.
2. The following policies were provided to the Board for review and will be on the agenda of the February meeting for approval:
 - a. B-14 ADMINISTRATIVE RECORDS
 - b. D-3.6 GIFTS AND DONATIONS
 - c. E-1.1f USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND CARDIAC EMERGENCY PLAN
 - d. F-4.1 TITLE VII EMPLOYEE SEXUAL HARASSMENT
 - e. F-9.8 PROBATION
 - f. G-11.4 PARENT CONFERENCES
 - g. H-3.6 STUDENT HEALTH SERVICES
 - h. H-3.6g SCHOOL WELLNESS

Announcements:

1. Date of Next Meeting -- March 5, 2024

Superintendent's Report:

1. The April school board meeting falls during the district's scheduled Spring Break. The Board may want to begin thinking about if they want to hold the April meeting before or after Spring Break.

Adjournment:

On motion of Mrs. Profit seconded by Ms. Butler, the Board voted to adjourn at 7:35 p.m.
Voting yes: Perkins, Profit, Butler, Joseph, and Burges. Voting no: None.

Submitted by J.T. Stroder, Secretary.

City of Baker School System
School Board Meeting
Tuesday, February 6, 2024

Type of Item: Action

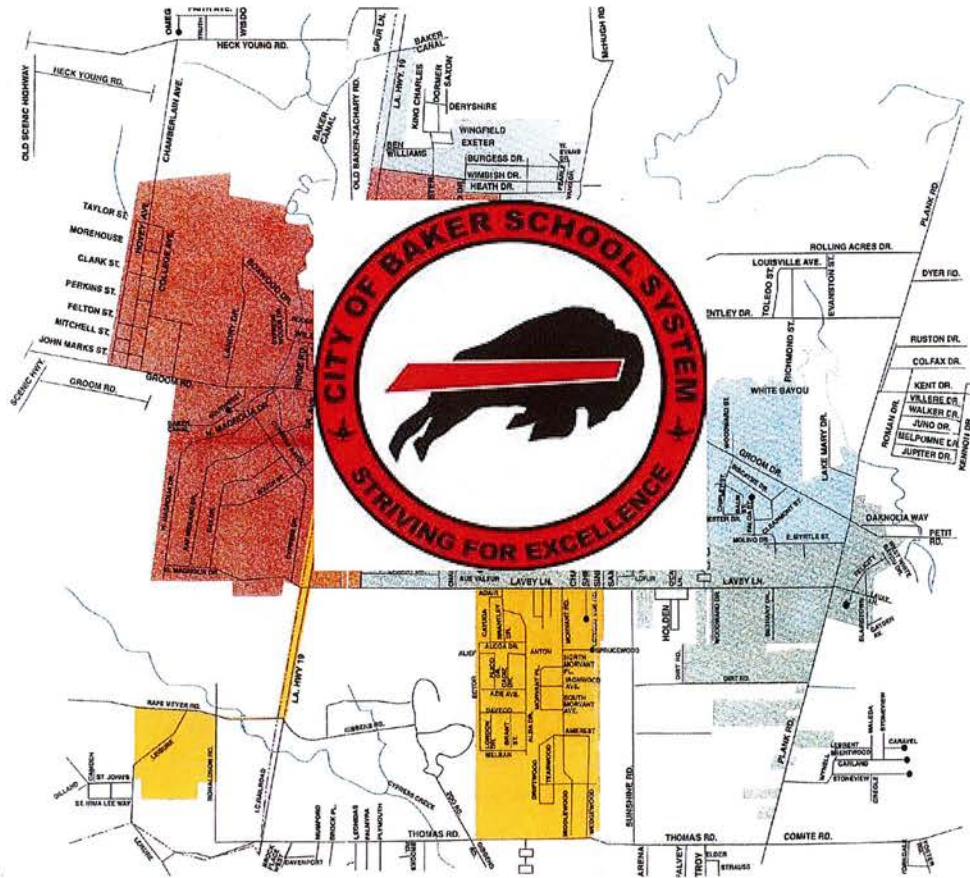
Agenda Item: Monthly Financial Report

Background Information:

Mrs. Stewart will present the Monthly Financial Report including Budget to Actual Comparisons for the Period Ending December 31 2023.

Attached Items: December 31, 2023 Monthly Financial Report

City of Baker School Board



Financial Report Summaries Including Budget to Actual Comparisons for Period Ending December 31, 2023

CITY OF BAKER SCHOOL BOARD

FINANCIAL REPORT SUMMARIES INCLUDING BUDGET TO ACTUAL COMPARISONS FOR PERIOD ENDING DECEMBER 31, 2023

GENERAL FUND			
	2023-2024 APPROVED	2023-2024 YTD	Percentage %
Description	Revenues/ Expenditures	Revenues/ Expenditures	Change
REVENUES			
Local Sources			
Ad Valorem	2,537,454	19,288.42	-99.2%
Sales and Use	4,535,205	1,659,844.94	-63.4%
1% Collections by Sherriff and Pension Fund	62,350	0.00	-100.0%
Interest Earnings	15,000	40,987.43	173.2%
Donations	5,000	800.00	-84.0%
Other Local	150,500	207,339.05	37.8%
State Sources			
Minimum Foundation Program	7,343,144	2,562,570.00	-65.1%
Professional Improvement Program	9,360	3,883.00	-58.5%
Revenue Sharing	44,500	0.00	-100.0%
Supplemental Choice Allocation Funds (SCA)	34,930	32,699.00	-6.4%
Career Development Funds (CDF)	25,000	25,000.00	0.0%
ERATE	12,000	0.00	-100.0%
Indirect Costs	145,000	252,446.00	74.1%
TOTAL REVENUES	14,919,443	4,804,857.84	-67.8%
EXPENDITURES			
Instruction:			
Regular Programs	3,939,626	1,246,128.74	-68.4%
Special Education Programs	826,868	307,814.67	-62.8%
Vocational Programs	181,413	86,848.38	-52.1%
Other Instructional Programs	520,005	176,190.64	-66.1%
Special Programs	101,167	12,167.74	-88.0%
Total Instruction	5,569,079	1,829,150.17	-67.2%
Support Services:			
Pupil Support Services	599,370	327,168.52	-45.4%
Instructional Staff Support	306,265	110,583.31	-63.9%
General Administration	983,219	373,419.27	-62.0%
School Administration	774,499	423,473.01	-45.3%
Business Services	337,205	143,028.57	-57.6%
Plant Services	1,977,779	997,564.31	-49.6%
Student Transportation Services	685,121	350,279.12	-48.9%
Central Services	251,781	87,496.54	-65.2%
Building Improvements (Plant Services)	132,651	29,907.09	-77.5%
Debt Services	603,055	132,328.73	-78.1%
Total Support Services	6,650,945	2,975,248.47	-55.3%
Total Expenditures	12,220,024	4,804,398.64	-60.7%
LOCAL REVENUE CHARTER SCHOOL TRANSFERS	2,699,309	0.00	
TOTAL TRANSFERS OUT	2,699,309	0.00	
EXCESS of REVENUES OVER EXPENDITURES	110	459.20	

CITY OF BAKER SCHOOL BOARD
CAPITAL PROJECTS FINANCIAL REPORT FOR PERIOD ENDING DECEMBER 31, 2023

CAPITAL PROJECTS			
Description	2021-2023 ORIGINAL Construction Budget	2023-2024 APPROVED REVENUES EXPENDITURES	2023-2024 YTD REVENUES EXPENDITURES
REVENUE SOURCES			
FEMA REVENUE	6,266,855.00	5,117,391.00	3,655,163.51
Community Development Block Grant 10% Match (CDBG)	696,317.00	696,317.00	0.00
ESSER FUNDS	1,245,000.00	1,245,000.00	571,034.00
BOND REVENUE - LOAN	8,200,000.00	2,352,542.00	1,000,000.00
General Fund Transfers In	1,725,841.71	82,227.00	0.00
Reserve Funds Transferred In From General Funds	3,901,176.00	3,901,176.00	753,937.82
GENERAL FUND RESERVE Transfer In For Change Order No. 4	0.00	256,377.00	256,377.00
TOTAL REVENUE FOR CONSTRUCTION	22,035,189.71	13,651,030.00	6,236,512.33
CONTENTS (FURNITURE AND FIXTURES)			
FEMA REVENUE - CONTENTS	1,190,584.00	1,190,584.00	0.00
Community Development Block Grant 10% Match (CDBG)	132,288.00	132,288.00	0.00
TOTAL REVENUE FOR CONTENTS	1,322,872.00	1,322,872.00	0.00
TOTAL REVENUES	23,358,061.71	14,973,902.00	6,236,512.33
EXPENDITURES			
Change Order No. 4	0.00	256,377.00	0.00
Total Construction and Restoration	20,217,498.00	13,048,426.00	6,111,484.75
Furniture and Fixtures	1,322,872.00	1,322,872.00	0.00
TOTAL EXPENDITURES	21,540,370.00	14,627,675.00	6,111,484.75
Professional and Project Management Services			
Architectural and Professional Services (Amended)	1,817,691.71	346,227.00	125,027.58
Total Professional and Project Management Services	1,817,691.71	346,227.00	125,027.58
TOTAL BAKER HIGH RESTORATION EXPENDITURES	23,358,061.71	14,973,902.00	6,236,512.33
Excess/Deficiency of Revenues Over Expenditures	0.00	0.00	0.00

CITY OF BAKER SCHOOL BOARD

SPECIAL REVENUE FUNDS FINANCIAL REPORT SUMMARIES INCLUDING BUDGET TO ACTUAL COMPARISONS FOR PERIOD ENDING DECEMBER 31, 2023

SPECIAL REVENUE FUNDS							
FEDERAL AND STATE GRANTS	2023-2024 APPROVED BUDGET	2023-2024 YTD Revenues	2023-2024 YTD Expenditures	2023-2024 Excess/Deficiency	RECEIVABLES as of 1/31/2024	ADJ EXCESS/DEFICIENCY	
CARL PERKINS	15,062.00	0.00	6,529.60	(6,529.60)	6,530.00	0.40	
FOOD SERVICE	815,700.00	171,687.95	347,894.32	(176,206.37)	250,120.70	73,914.33	
SUMMER SCHOOL FOOD SERVICE	8,500.00	0.00	0.00	0.00	0.00	0.00	
FRESH FRUIT AND VEGETABLE GRANT	12,072.00	0.00	232.21	(232.21)	0.00	(232.21)	
SFS EQUIPMENT GRANT	78,557.74	0.00	0.00	0.00	0.00	0.00	
IDEA PART B	218,693.00	59,247.00	137,514.49	(78,267.49)	78,268.00	0.51	
HIGH COST SERVICES	0.00	0.00	14,064.43	(14,064.43)	0.00	(14,064.43)	
SPECIAL ED - PRE-SCHOOL	6,800.00	0.00	704.00	(704.00)	0.00	(704.00)	
8g STUDENT ENHANCEMENT/PRE K	51,440.00	0.00	23,535.50	(23,535.50)	23,536.00	0.50	
TITLE I	838,570.00	171,533.00	363,091.75	(191,558.75)	191,559.00	0.25	
TITLE II	64,850.00	15,788.00	40,206.38	(24,418.38)	24,418.00	(0.38)	
TITLE IV	70,772.00	5,500.00	5,500.00	0.00	0.00	0.00	
DIRECT STUDENT SERVICES	29,940.00	27,226.00	27,226.12	(0.12)	0.00	(0.12)	
SCHOOL REDESIGN	353,318.00	60,187.00	88,260.47	(28,073.47)	28,073.00	(0.47)	
LA - 4 Cecil Picard	253,580.00	30,580.00	38,688.11	(8,108.11)	0.00	(8,108.11)	
ED EXCELLENCE ENHANCEMENT	19,825.00	0.00	5,665.04	(5,665.04)	0.00	(5,665.04)	
ESSER II - FORMULA ACHIEVE	262,098.00	261,198.00	261,197.58	0.42	0.00	0.42	
ESSER II INCENTIVE	0.00	0.00	0.00	0.00	0.00	0.00	
ESSER III - FORMULA ACHIEVE	4,474,775.24	1,200,065.00	1,639,380.24	(439,315.24)	439,315.00	(0.24)	
ESSER III (EB) - ACHIEVE - INTERVENTIONS	1,028,018.33	0.00	157,493.42	(157,493.42)	157,493.42	0.00	
ESSER III INCENTIVE	140,009.00	0.00	0.00	0.00	0.00	0.00	
HOMELESS ARP	30,145.71	0.00	2,791.00	(2,791.00)	2,791.00	0.00	
IDEA 611 ARP ACHV	58,624.15	0.00	41,579.00	(41,579.00)	41,579.00	0.00	
IDEA 619 ARP ACHV	1,872.59	0.00	0.00	0.00	0.00	0.00	
STRONGER CONNECTIONS	518,355.00	0.00	9,490.00	(9,490.00)	0.00	(9,490.00)	
IDEA 611 Set Aside	21,505.00	0.00	0.00	0.00	0.00	0.00	
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD B-5	774.00	0.00	550.00	(550.00)	0.00	(550.00)	
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD K-5	40,920.00	0.00	9,570.94	(9,570.94)	0.00	(9,570.94)	
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD 6-8	42,160.00	0.00	9,145.56	(9,145.56)	0.00	(9,145.56)	
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD 9-12	70,000.00	0.00	12,025.68	(12,025.68)	0.00	(12,025.68)	
TOTAL - SPECIAL REVENUE FUNDS	9,526,936.76	2,003,011.95	3,242,335.84	(1,239,323.89)	1,243,683.12	4,359.23	

City of Baker School System
School Board Meeting
Tuesday, February 6, 2024

Type of Item: Action

Agenda Item: Audit

Background Information:

The board needs to approve the 2022-2023 Audit

Attached Items: CoBSS 2022-2023 Audit

**CITY OF BAKER
SCHOOL BOARD**

Financial Statement Audit Presentation

FYE
June 30, 2023

Summary of Financial Report

1. Independent Auditor's Report on the Financial Statements
2. Independent Auditor's Report on Internal Control, Compliance and Other Matters
3. Independent Auditor's Report on Federal Awards
4. Financial Information

Management's Responsibilities:

- Financial statements and underlying accounting records
- Designing and implementing internal controls
- Compliance with laws and regulations
- Preventing and Detecting Fraud

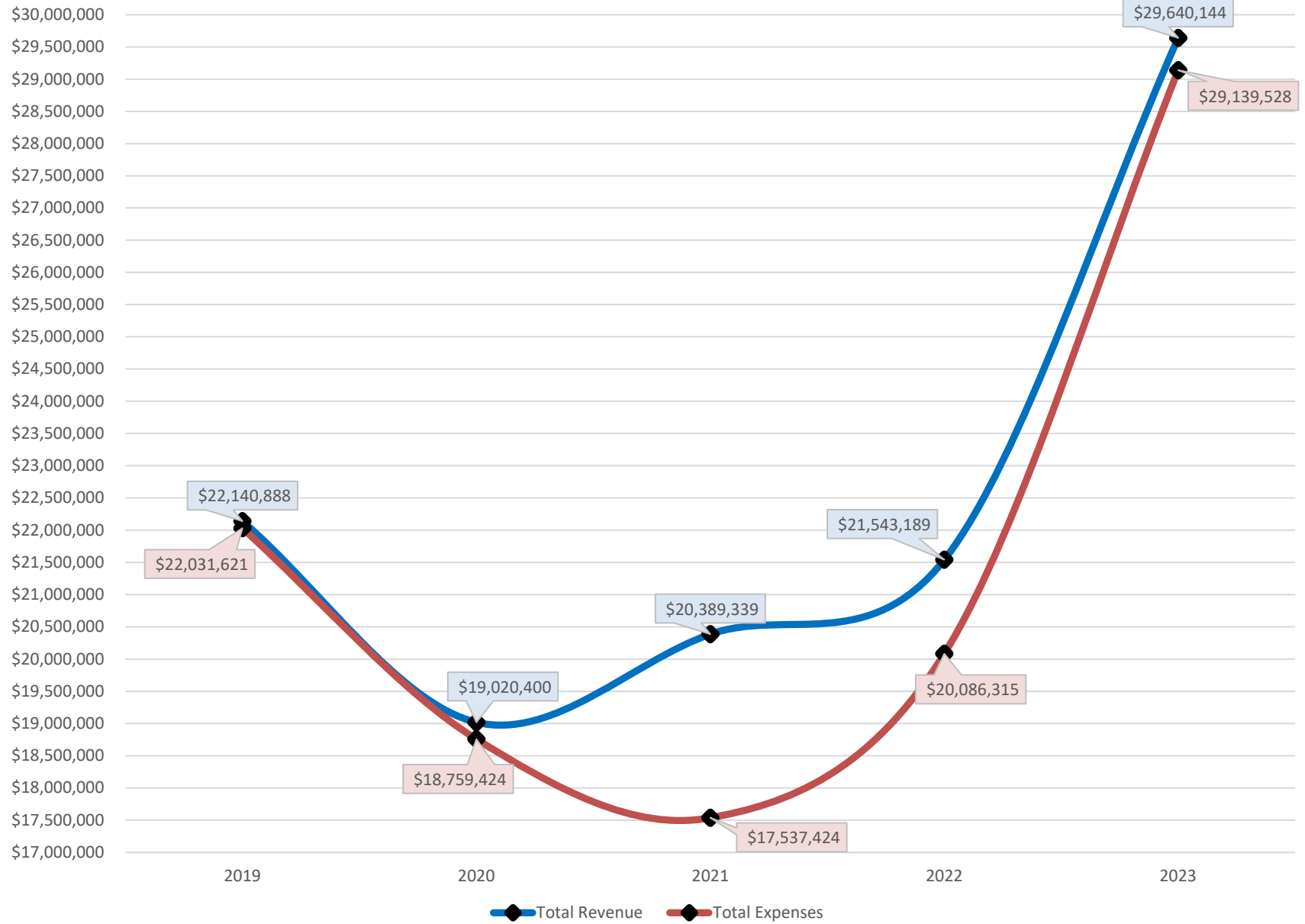
Auditor's Responsibilities:

- Obtaining an understanding of internal controls over financial reporting to determine our audit procedures
- Testing compliance with certain laws, regulations and grant agreements to determine our audit procedures
- Examining sufficient transactions on a test basis to enable us to express our opinion
- Expressing an opinion on whether the financial statements are fairly presented, in all material respects, in accordance with Generally Accepted Accounting Principles (GAAP)
- Reporting to the Board Members significant or material internal control or compliance matters that come to our attention

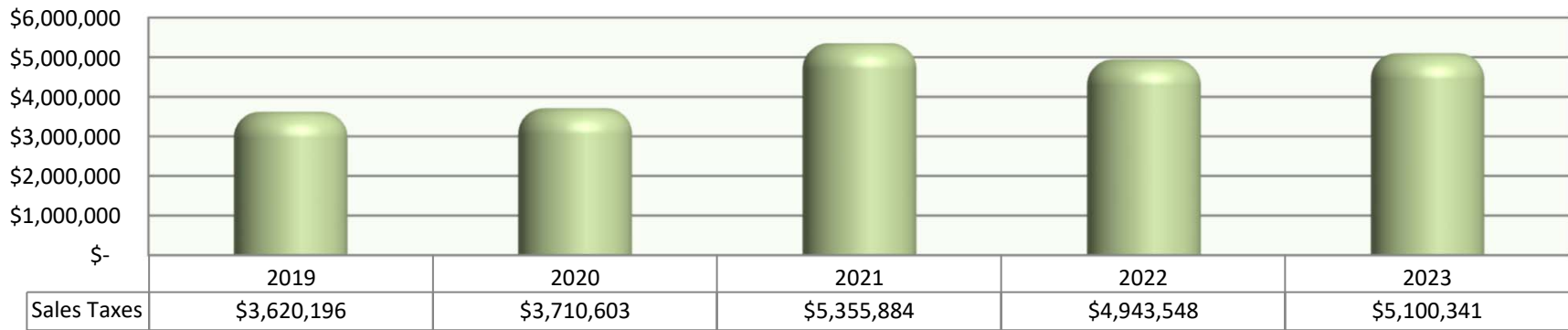
Audit Results:

- | | |
|--|---------------|
| • Type of auditor's opinion issued on the financial statements | Unmodified |
| • Type of auditor's opinion issued on compliance with federal awards | Unmodified |
| • Noncompliance with financial laws | None reported |
| • Internal control deficiencies reported | |
| • Material weakness(es) | None reported |
| • Significant deficiency(ies) | None reported |

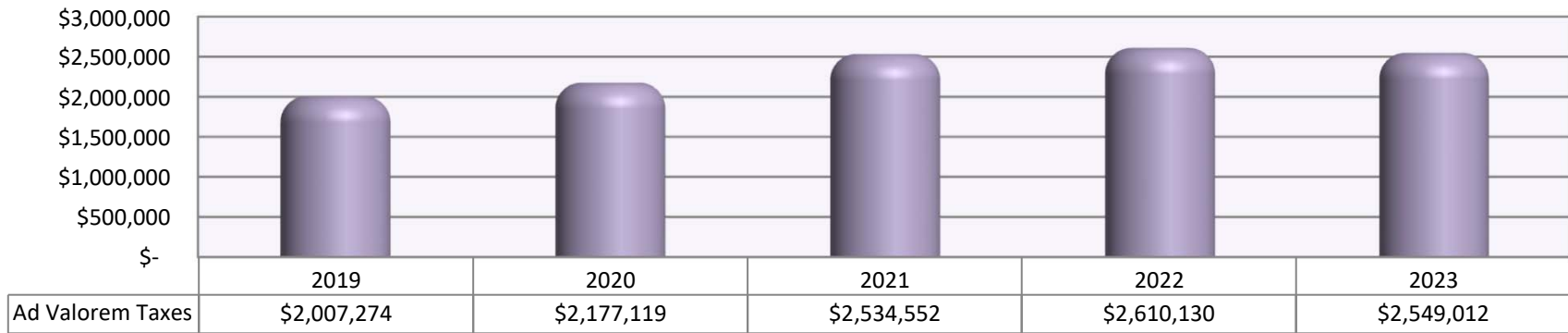
Total Revenue and Expenses



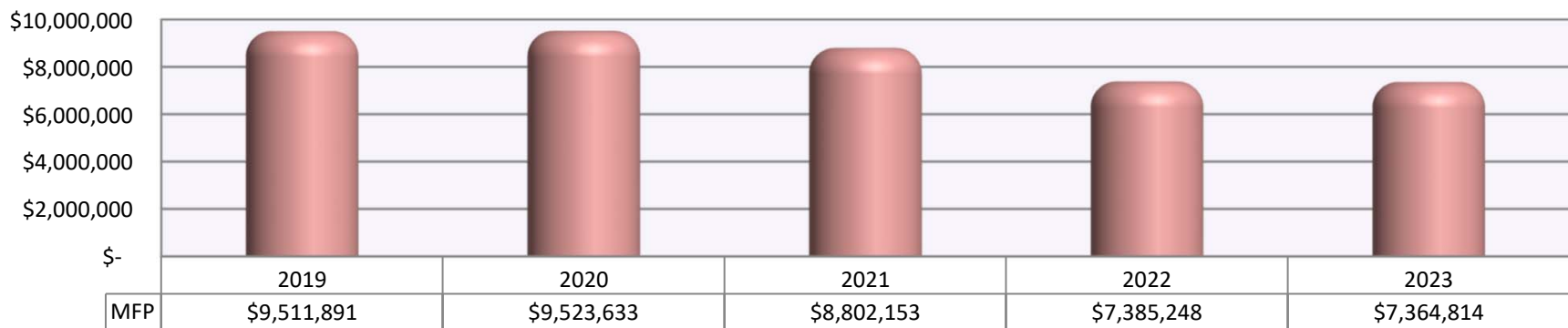
Sales Tax



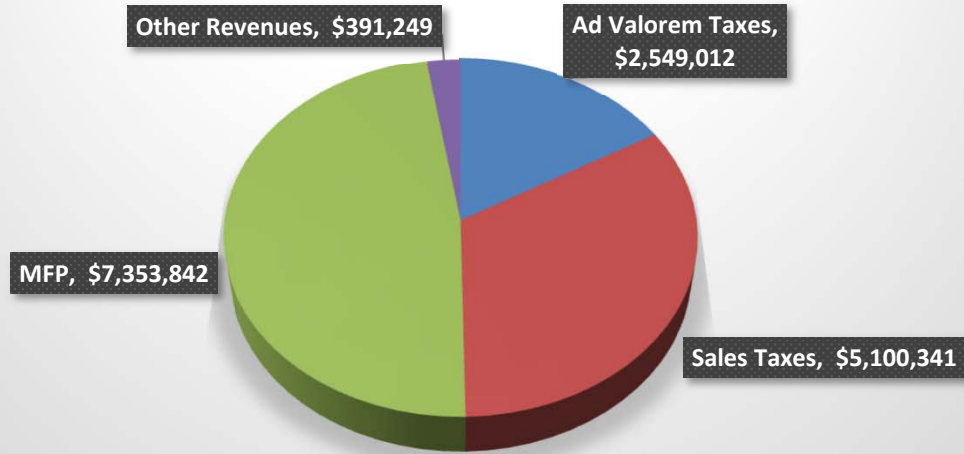
Property Tax



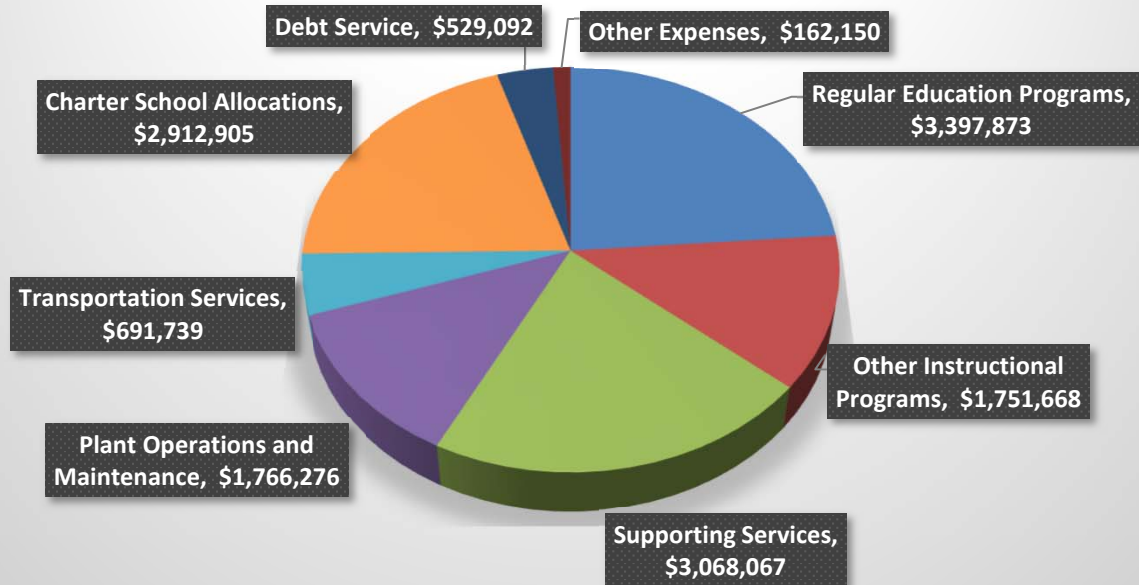
MFP



GENERAL FUND REVENUE



GENERAL FUND EXPENSES



City of Baker School System
School Board Meeting
Tuesday, February 6, 2024

Type of Item: Action

Agenda Item: ESS Contracts

Background Information:

We need to fill two vacant position in ESS

Attached Items: ESS Contracts

Possible Motion: Move to approve the ESS Contracts

STATE OF LOUISIANA, CITY OF BAKER SCHOOL SYSTEM, EAST BATON ROUGE PARISH

CONTRACT FOR PROFESSIONAL SERVICES

BE IT KNOWN THAT this agreement is entered into in the above-identified Parish by and between The City of Baker School System, located at 14750 Plank Road, Baker, Louisiana 70714, (hereinafter sometimes simply referred to as “COBSS”), and Rosalind Hudson, Ph.D. and whose mailing address, 8323 James Port Drive, Baton Rouge, LA 70818 (hereinafter sometimes simply referred to as "Contractor").

1.

Contractor hereby agrees to furnish the following:

Date and Time of Service(s)	Services to be Rendered (topic(s), activities, follow-up, assessment, impact on teachers and students) These activities should be directly linked to your School Improvement Plan (Public School) and Consultation Activity Chart (Nonpublic/Private School)	Location	Beneficiaries (audience – include number of administrators, teachers, students and/or parents that will benefit from PD)
June 1, 2024, through June 30, 2025	<p><u>SCOPE OF RESPONSIBILITIES:</u> Provides direct and teleservices to local schools such as consultation concerning intervention and prevention strategies, referrals and follow-up, assessments, and in-service. Collects and compiles data as needed for the department, district, state, and federal reports and assists school staff in the implementation of consistent and appropriate behavioral and academic modifications and crisis intervention.</p> <p><u>RESPONSIBILITIES/FUNCTIONS:</u></p> <ul style="list-style-type: none"> ● Functions as evaluation/re-evaluation coordinator for designated students ensuring compliance with Bulletin 1508 guidelines and local policies and procedures. ● Serves as a member of a multi-disciplinary team and provides appropriate psychological and psycho-educational assessments for the identification of children's/student needs and provides written reports within the required timelines. ● Participates in special education eligibility determinations and IEP staffing, when appropriate. ● Explains the assessment process staffing, when appropriate interprets results to parents, teachers, principals, and other school system personnel and assists with planning appropriate programs for individual children/students ● Works directly with the child/student and family, utilizing excepted diagnostic methods. ● Establishes and maintains contact with school personnel for the purpose of discussing and implementing techniques for working with children/students and their families. ● Maintains accurate case records on all children/student’s individual evaluations, and other services provided by the School Psychologist in accordance with the requirements of local, state, and federal laws, regulations, and/or policies ● Completes and submits required service 	District-wide for all services rendered	

	<p>logs which will reflect the provision of services to children/students and personal accountability</p> <ul style="list-style-type: none">● Serves as evaluation coordinator for district Early Steps program● Facilitates communication between the home and the school, seeking to involve families in the educational process of their children and providing feedback to the school on family situations and problems.● Organizes and conducts in-service training with school personnel and parents on such topics as pupil appraisal, exceptional children, classroom management, intervention techniques, bullying, crisis prevention and intervention, and other areas of competence, when deemed necessary by the members of the school system● Confers with parents, teachers, principals, pupil appraisal staff, and other system professional staff whenever necessary on matters relative to assessment, educational, and behavioral interventions, exceptional children, learning/teaching strategies, and other areas within the expertise of the Educational Diagnostician● Attends required staff meetings and other staff development if absolutely necessary		
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These services are to be provided under the immediate supervision of the Supervisor of Special Education

2.

In consideration of the services described hereinabove, COBSS hereby agrees to pay Contractor at a rate of Seventy-Five dollars (\$75.00) per hour (8% of the contractor wages will be deducted and submitted to Teachers Retirement System of Louisiana) for educational diagnostician services for twelve (12) months; plus the actual cost of materials/supplies as pre-approved by the City of Baker School System; plus, travel expenditures beyond the assigned office location at a rate of 62.5 cents per mile as approved by the City of Baker School System. If travel expenses are included, please estimate costs. Reimbursement will be based on actual costs under The City of Baker School System guidelines.)

3.

The contractor will provide an invoice to the Special Education Supervisor on the first business day of each month equal to the number of hours/days that were worked during the previous month. Timesheets verifying hours/days worked must be attached to each invoice along with service/accountability logs. Invoices should be received no later than the fifth day of the month following the period during which the hours were accrued. The City of Baker School System will issue a check to the contractor no later than 20 days after the invoice is received.

4.

This contract for professional educational diagnostician services is with Rosalind Hudson Ph.D. and it is expected that the work will be performed personally by Rosalind Hudson Ph.D.

5.

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this contract shall be said Contractor's obligation and identified under a Federal tax identification number.

6.

The Legislative Auditor of the State of Louisiana and/or Office of the Governor may audit all financial and suit records of the Contractor which relate to this contract.

7.

This contract is in effect for the period commencing on June 1, 2024, and terminating on June 30, 2025. The termination date of this contract may be extended only if an amendment to that effect is duly executed by the contracting parties and approved by the necessary authorities

prior to said termination date. Requests for extensions may be initiated by either party by the mailing of such request to the other party, via Certified Mail, return receipt requested, not less than thirty (30) days before the termination date provided for herein or any extension thereof. If either party informs the other that any extension of this contract is deemed necessary, an amendment may be prepared by the COBSS and forwarded to the Contractor for appropriate action by Contractor and said amendment is to be returned to the COBSS with appropriate information and signatures not less than fifteen (15) days prior to the termination date. The amendment when received will be forwarded to the necessary authorities for their approval.

8.

The commencement of this contract is subject to and conditioned upon the availability and appropriation of the necessary funds, **and the COBSS will have no liability or obligation to pay contractor until this contract has been approved.**

Furthermore, the continuation of this contract is contingent upon the appropriation of funds by the City of Baker School Board. If the City of Baker School Board fails to appropriate sufficient monies to provide for the continuation of this contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated, with the sole liability of the COBSS being the amounts due and owing on the date of cancellation due to the non-appropriation of funds.

9.

Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the COBSS provided however, the claims for money due or to become due to the Contractor from the COBSS under this contract may be assigned to a bank, trust company, or other financial institution without such prior written consent.

10.

Either party shall have the right to cancel this contract, with or without cause, prior to the termination date by giving the other party thirty (30) days written notice forwarded to their respective address by certified mail. The COBSS has the right to cancel this contract upon less than thirty (30) days due to budgetary reductions, a change in funding priorities by the COBSS or cause. In the event the COBSS terminates this contract for cause/breach, the COBSS will pursue all remedies available to it under law.

Notice shall be sent Certified Mail, return receipt requested, to the following addresses:

If to **COBSS**: City of Baker School System
James T. Stroder
Superintendent
14750 Plank Road
Baker, LA 70714

If to **Contractor**: Rosalind Hudson, Ph.D.
8323 Jamesport Drive
Baton Rouge, LA 70818

All records, reports, documents, and other material delivered or transmitted to the Contractor by the COBSS shall remain the property of the COBSS and shall be returned by the Contractor to the COBSS at the Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other materials related to this contract and/or obtained or prepared by the Contractor in connection with the performance of the services contracted for herein shall become the property of the COBSS, and shall, upon request, be returned to the COBSS at Contractor's expense, at termination or expiration of this contract.

11.

The COBSS and Contractor acknowledge and agree that the COBSS has the right to review all records, reports, worksheets, or any other materials related to this contract. The COBSS and Contractor further agrees to furnish the COBSS, upon request, copies of any and all records, reports, worksheets, bills, statements, or any other material of the Contractor or the COBSS related to this contract. Consequently, the Contractor agrees that all records regarding this contract shall be maintained for a period of not less than three (3) years.

12.

Any claim or controversy arising out of this contract shall be resolved according to Louisiana law.

13.

Contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices and will render services under this contract without regard to race, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for immediate termination of this contract without notice.

14.

The contractor shall maintain the confidentiality of any and all confidential student and/or employee information.

15.

For those contracts issued by the COBSS representing services to be provided using federal funding, signing this contract certifies that the contractor and the names of officers, directors, and any and all employees of the contractor's company do not appear on the EPLS. EPLS is the electronic version of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non-financial assistance and benefits. Contractors may view the current list at <http://epls.arnet.gov/>.

16.

Contractor receiving individual awards hereby certifies that the organization and its principals are not suspended or debarred from Federal or State program.

Contractor: Rosalind Hudson, Ph.D.

Mrs. Joyce Burgess, President
City of Baker School System

Tax ID# _____

Mr. John Arrasmith, Special Education Supervisor
City of Baker School System

Mr. James T. Stroder, Superintendent
City of Baker School System

STATE OF LOUISIANA

CITY OF BAKER SCHOOL SYSTEM

CONTRACT FOR PROFESSIONAL SERVICES

BE IT KNOWN THAT this agreement is entered into in the above identified Parish by and between The City of Baker School System, located at 14750 Plank Road, Baker, Louisiana 70714, (hereinafter sometimes simply referred to as “COBSS”), and Spindle Staffing whose mailing address P.O. Box 934411 Atlanta, GA 31193-4411 (hereinafter sometimes simply referred to as “Contractor”).

1.

Contractor hereby agrees to furnish the following:

Date and Time of Service(s)	Services to be Rendered (topic(s), activities, follow-up, assessment, impact on teachers and students) These activities should be directly linked to your School Improvement Plan (Public School) and Consultation Activity Chart (Nonpublic/Private School)	Location	Beneficiaries (audience – include number of administrators, teachers, students and/or parents that will benefit from PD)
August 7, 2023, through May 24, 2024	<p><u>SCOPE OF RESPONSIBILITIES:</u></p> <p>Provides face-to-face instructional services in content areas using ESL methodology to students of the City of Baker School System. Maintains professional licenses to provide instructional services in the State of Louisiana. Complete all screenings, assessments, and documentation necessary to serve the student referred or already on the caseload. Collect and compile data as needed for the appraisal department, district, state, and federal reports.</p> <p><u>RESPONSIBILITIES/FUNCTIONS:</u></p> <ul style="list-style-type: none">• Responsible for student academic growth within the classroom.• Serves as a member of a multi-disciplinary team and provides appropriate screenings, observational data, and evaluations for the identification of Limited English Proficient student needs in accordance with state and federal requirements and provides written reports within the required timelines.• Participates in special education eligibility determinations as needed.	Pupil Appraisal: District-Wide for all services rendered	

	<ul style="list-style-type: none">• Assesses Language Minority Students to identify LEP students by use of formal instruments.• Explains the assessment process, and interprets results to parents, teachers, principals, and other school system personnel• Provides for parental involvement and communicates with parents of LEP students in their native language.• Assist with the development and implementation of Individual Academic Plans (IAPs) and or Individual Education Plans (IEPs) for Limited English Proficient students according to state and federal requirements• Diagnoses instructional needs and provides an alternative program that meets LEP students' needs for English language instruction. identified speech and language delays/disorders• Provides LEP students opportunities for the development of positive self-concept and identification with their cultural heritages. Completes treatment notes and progress reports in a timely manner and according to district policy• Provides appropriate and comparable instructional materials.• Completes and maintains a required tracking system which will reflect the provision of services to students and personal accountability• Provides a daily detailed log of service (must document service in JCampus) provided and missed by students due to student or instructor absences, including a schedule of compensatory services• Works cooperatively with classroom teachers who have LEP students, interpreting the abilities and limitations of these students to the entire staff and assisting the students with regular class assignments concerning ESL services.• Monitors the progress of students at regular intervals throughout the school year and after exiting the program and provides support services as needed.		
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	<ul style="list-style-type: none"> • Monitors and maintains student records. Performs other such duties and assumes other such responsibilities as assigned by the Special Education Supervisor 		
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These services are to be provided under the immediate supervision of the Special Education Supervisor.

2.

In consideration of the services described hereinabove, COBSS hereby agrees to pay Contractor a contract amount not to exceed \$65,625 for the contract term of August 7, 2023 through May 24, 2024, same being an amount equal to twenty-five (25) hours per week at a rate of seventy five dollars (\$75) per hour for school English as a Second Language (ESL) teacher for thirty-five (35) weeks. plus, the actual cost of materials/supplies as pre-approved by the City of Baker School System. (Reimbursement will be based on actual costs under The City of Baker School System guidelines.)

3.

The contractor will provide an invoice to the Special Education Supervisor each month equal to the number of hours/days that were worked during the month (not to exceed 25 hours/week) at a daily/hourly rate of \$75/hour. Timesheets verifying hours/days worked must be attached to each invoice along with service/accountability logs. Invoices should be received no later than the last day of the month following the period during which the hours were accrued. The City of Baker School System will issue a check to the contractor no later than 20 days after the invoice is received. If time is missed due to extenuating circumstances, making up missed time on the following week (within the contracted period) must be approved by the Special Education Supervisor.

4.

This contract for English as a Second Language (ESL) teacher is with Spindle Staffing and it is expected that the work will be performed personally by Tesia Burton. Spindle Staffing ensures that Ms. Burton holds all required credentials to serve in the capacity of English as a Second Language (ESL) teacher and will provide copies of such credentials upon commencement of this contract.

5.

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this contract shall be said Contractor's obligation and identified under a Federal tax identification number.

6.

The Legislative Auditor of the State of Louisiana and/or Office of the Governor may audit all financial and suit records of the Contractor which relate to this contract.

7.

This contract is in effect for the period commencing on August 7, 2023, and terminating on May 24, 2024. The termination date of this contract may be extended only if an amendment to that effect is duly executed by the contracting parties and approved by the necessary authorities prior to said termination date. Requests for extensions may be initiated by either party by the mailing of such request to the other party, via Certified Mail, return receipt requested, not less than thirty (30) days before the termination date provided for herein or any extension thereof. If either party informs the other that any extension of this contract is deemed necessary, an amendment may be prepared by the COBSS and forwarded to Contractor for appropriate action by Contractor, and said amendment is to be returned to the COBSS with appropriate information and signatures not less

than fifteen (15) days prior to termination date. The amendment when received will be forwarded to the necessary authorities for their approval.

8.

The commencement of this contract is subject to and conditioned upon the availability and appropriation of the necessary funds, **and the COBSS will have no liability or obligation to pay contractor until this contract has been approved.**

Furthermore, the continuation of this contract is contingent upon the appropriation of funds by the City of Baker School Board. If the City of Baker School Board fails to appropriate sufficient monies to provide for the continuation of this contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated, with the sole liability of the COBSS being the amounts due and owing on the date of cancellation due to the non-appropriation of funds.

9.

Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the COBSS provided however, the claims for moneys due or to become due to Contractor from the COBSS under this contract may be assigned to a bank, trust company, or other financial institution without such prior written consent.

10.

Either party shall have the right to cancel this contract, with or without cause, prior to the termination date by giving the other party thirty (30) days written notice forwarded to their respective address by certified mail. The COBSS has the right to cancel this contract upon less than thirty (30) days due to budgetary reductions, a change in funding priorities by the COBSS, or cause.

In the event the COBSS terminates this contract for cause/breach, the COBSS will pursue all remedies available to it under law.

Notice shall be sent by Certified Mail, return receipt requested, to the following addresses:

If to **CoBSS**: City of Baker School System
James T. Stroder
Superintendent
14750 Plank Road
Baker, LA 70714

If to **Contractor**: Spindle Staffing
Charles Stafford
P.O. Box 934411
Atlanta, GA 31193-4411

All records, reports, documents, and other material delivered or transmitted to Contractor by the COBSS shall remain the property of the COBSS and shall be returned by Contractor to the COBSS at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other materials related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the COBSS, and shall, upon request, be returned to the COBSS at Contractor's expense, at termination or expiration of this contract.

11.

The COBSS and Contractor acknowledge and agree that the COBSS has the right to review all records, reports, worksheets, or any other materials related to this contract. The COBSS and Contractor further agrees to furnish the COBSS, upon request, copies of any and all records, reports, worksheets, bills, statements, or any other material of Contractor or the COBSS related to this contract. Consequently, Contractor agrees that all records regarding this contract shall be maintained for a period of not less than three (3) years.

12.

Any claim or controversy arising out of this contract shall be resolved according to Louisiana law.

13.

Contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices and will render services under this contract without regard to race, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for immediate termination of this contract without notice.

14.

The contractor shall maintain the confidentiality of any and all confidential student and/or employee information.

15.

For those contracts issued by the COBSS representing services to be provided using federal funding, signing this contract certifies that the contractor and the names of officers, directors, and any and all employees of the contractor's company do not appear on the EPLS. EPLS is the electronic version of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists),

which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non-financial assistance and benefits. Contractors may view the current list at <http://epls.arnet.gov/>.

16.

Contractor receiving individual awards hereby certifies that the organization and its principals are not suspended or debarred from any Federal or State program.

17.

Contractor agrees to provide the following documents at commencement of the contract:

- Completed and Official IRS Form W9
- Copy of all Licenses and State Credentials
- Copy of Confirmation of Active Status confirming that Contractor has not been Suspended or Disbarred (SAM.Gov credentials if available)
- Copy of Background Check Status of Contractor's Employee to be assigned to City of Baker Schools System
- Copy of Contractor's Employee to be assigned to City of Baker Schools Credentials to serve in the capacity of which he/she will be assigned
- Copy of Contractor's Liability Insurance Certificate

Signatures/Date

Contractor: Charles Stafford
Spindle Staffing
Tax ID # _____

Mr. John Arrasmith
Special Education Supervisor
City of Baker School Board

James T. Stroder, Superintendent
City of Baker School Board

Mrs. Joyce Burgess, President
City of Baker School System

City of Baker School System
School Board Meeting
Tuesday, February 6, 2024

Type of Item: Action

Agenda Item: Policies

Background Information:

We received an end-of-year update for policies from Forethought. Those Policies are attached.

- Attached Items:
- a. B-14 - ADMINISTRATIVE RECORDS
 - b. D-3.6- GIFTS AND DONATIONS
 - c. E-1.1f- USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
AND CARDIAC EMERGENCY PLAN
 - d. F-4.1- TITLE VII EMPLOYEE SEXUAL HARASSMENT
 - e. F-9.8- PROBATION
 - f. G-11.4- PARENT CONFERENCES
 - g. H-3.6- STUDENT HEALTH SERVICES
 - h. H-3.6g- SCHOOL WELLNESS

POLICYALERT



December, 2023

Forethought Consulting, Inc.

POLICY UPDATE: 2023

DECEMBER 2023: YEAR END WRAP-UP

This is the final installment of our annual Legislative Update series addressing statutory changes from the regular session of the 2023 Louisiana Legislature. It includes five revisions based on the most recent legislative session, and two additional updated policies that a recent review revealed were outdated.

ADMINISTRATIVE RECORDS

Act 247 of the 2023 Louisiana Legislative Session, effective August 1, 2023, revised La. Rev. Stat. Ann. §44:32 regarding fees for duplication of public records. It states, “Any custodian who elects to establish and collect such fees shall establish a reasonable fee schedule and post the schedule where it can be readily accessed by the public.” Most School Boards’ *Administrative Records* policies already include language setting a fee schedule. These policies have been revised to require that the schedule be posted where it can be readily accessed by the public. Many School Boards’ *Administrative Records* policies date back to 2004. Those policies have also been updated to include the information in a new section which expands on duplication of records. Another new section includes suggested information addressing disposal of records.

GIFTS AND DONATIONS

Act 346, effective August 1, 2023, amended La. Rev. Stat. Ann. §17:381 to require that School Boards enumerate the details of the contents of donations in a document made publicly available on its website. The *Donations and Gifts* policy now includes that stipulation. Many School Boards had outdated versions of this policy, so those now include additional statutory information regarding gifts.

Policies In This Issue:

- *Administrative Records*
- *Gifts And Donations*
- *School Wellness*
- *Use of Automated Defibrillator (AED) And Cardiac Emergency Plan*
- *Student Health Services*
- *Employee Probation*
- *Parent Conferences*

“Keeping Tabs on School Board Policy”

USE OF AUTOMATED DEFIBILLATOR (AED) AND CARDIAC EMERGENCY PLAN

Act 234 of the 2023 Louisiana Legislative session revised La. Rev. Stat. Ann. §40:1137.3 to require elementary and middle schools, in addition to high schools, to have AEDs on their premises. The revisions require each elementary, middle, and high school to have AEDs, and that any such school that sponsors an interscholastic event shall have an AED and a trained AED user who is trained in first aid CPR at the event. In addition, these schools shall have a “cardiac emergency response plan” to reduce death from cardiac arrest at an interscholastic athletic event. These revisions are reflected in the policy *Use of Automated Defibrillator (AED) and Cardiac Emergency Plan*.

The provisions of this Act were contingent on funding. Our understanding is that funding was provided in the general budget. The provisions are to be implemented the first school year that starts at least twelve months after the effective date of the Act, June 9, 2023.

SCHOOL WELLNESS

Act 219 enacts La. Rev. Stat. Ann. §17:17.7 and requires that each public school which includes any of the grades kindergarten through five to provide at least fifteen (15) minutes of recess, consisting of supervised, unstructured free play, each school day.

Although we do not believe this needs to be treated as a separate policy, we have incorporated this language as appropriate in *School Wellness* policies. This change was only necessary for Boards which specifically addressed recess or physical activity in the policy.

STUDENT HEALTH SERVICES

Act 266 enacts La. Rev. Stat. Ann. §17:392.11 and requires that the Department of Education (DOE) select a dyslexia screener and provide it at no cost to each public school. The dyslexia screener shall be administered to each student by a classroom teacher in the second half of kindergarten, or upon request of a teacher or parent or legal guardian. The provisions were subject to the appropriation of funds by the Legislature. In an email response based on an inquiry

by Forethought Consulting about aspects of the Act, the DOE acknowledged that funding was provided; however, the DOE has to enter into an RFP to select a statewide dyslexia screener, and advises systems to continue their current screening practices until a screener is selected. They also advised that Boards be proactive in adopting a revision to policy to include this new requirement.

ADDITIONAL POLICIES NOT BASED ON 2023 LOUISIANA LEGISLATION:

EMPLOYEE PROBATION

The *Probation* policy has been updated to recognize the Superintendent’s authority to dismiss school employees (those employees who are not teachers or bus operators) without going to the School Board. School employees are not entitled to a hearing before the Board. This brings the policy in line with 2012 legislation giving the Superintendent responsibility for personnel decisions.

PARENT CONFERENCES

When the discipline policies were revised in 2021 necessary changes to the disciplinary conferences information in the *Parent Conferences* policy were overlooked, and have now been updated. Also, although the term “legal guardian” had already replaced “guardian” in §17:416, the statutes regarding academic conferences still contain “guardian.” As those statutes have not been updated in years, we have taken the liberty of adding “legal” in that section as well. Additional changes remove the term “tutor” and replaces the term “pupil” with “student.”

HAPPY HOLIDAYS

ADMINISTRATIVE RECORDS

City of Baker School District records are public records and are available for inspection by any person at reasonable times during ~~working~~ normal business hours. However, certain school documents, such as but not limited to pupil school health records, pupil report cards, supervisory reports on teachers, budget worksheets, and personnel folders are ~~in the category of privileged~~ considered confidential information and ~~are not therefore, exempt from~~ public records statutes. Access to or release of privileged information such as pupil or personnel records, shall be governed by appropriate regulations and procedures.

~~Official records of the school district shall not leave the school or district premises except for official school business. Copies of school district records may be requested at any time. The City of Baker School Board shall require any person making the request to reimburse the School Board for the actual fees and costs incurred prior to providing any document, record, or item, unless the person is exempted from providing reimbursement. Duplication of records classified as privileged information shall not be permitted.~~

The Superintendent or his/her designee shall be designated as the official custodian of records for the City of Baker School Board. Maintenance of all records shall include proper procedures to protect the safety, security, and confidentiality of records. Official records of the school district shall not leave the school or district premises except for official school business.

Any person may request in writing, a time to see such public records at a mutual, agreeable time with the office of the Superintendent and such time and place will be mutually stipulated during normal working hours. Any request to view records shall clearly state the specific records desired.

Notwithstanding any other provisions of law or rules or regulations to the contrary, ~~the School Board, upon majority vote of the total School Board membership, shall have the right to examine any or all records of the school system.~~ , a School Board member and any other person authorized pursuant to written policy of the School Board shall have the right to examine any or all records of the school system except school employee records relative to evaluations, observations, formal complaints, and grievances. However, the School Board, upon majority vote of the total School Board membership, shall have the right to examine any or all records of the school system.

EMPLOYEES' SOCIAL SECURITY NUMBERS

Except as required by applicable law, regulation, or policy of the Louisiana Board of Elementary and Secondary Education (BESE), the School Board shall not use the social security number of a teacher or school employee as a means of identification for such teacher or employee. The teacher or employee shall not be required to include or provide

his/her social security number on any form or other written document unless:

1. A social security number is required by any applicable law, regulation or policy of BESE; or
2. The form or written document is required for employment, retirement, application for leave or an individualized education plan.

The School Board or any school official or employee shall not provide access to any form or document on which the social security number of a teacher or school employee appears to any person other than the following:

1. Any official or employee of the school at which the teacher or school employee works, the School Board, or the Louisiana Department of Education, when such access is necessary for the performance of the duties and responsibilities of the official or employee.
2. Any person authorized to have such access by the teacher or school employee.

PRESERVATION OF RECORDS

All persons and public bodies having custody or control of any public record, other than permanent records required by existing law to be kept for all time, shall exercise diligence and care in preserving the public record for the period or periods of time specified for such public records in formal records retention schedules developed and approved by the state archivist and director of the division of archives, records management, and history of the ~~Department~~ [Louisiana Secretary](#) of State. In all instances in which a formal retention schedule has not been executed, such public records shall be preserved and maintained for a period of at least three (3) years from the date on which the public record was made. However, when copies of an original record exist, the original alone shall be kept; when only duplicate copies of a record exist, only one copy of the duplicate copies shall be required to be kept. When an appropriate form of the microphotographic process has been utilized to record, file, and otherwise preserve such public records, with microforms produced in compliance with statutory provisions, the microforms shall be deemed originals in themselves, and disposition of original documents which have been microphotographically preserved and of duplicates and other copies thereof shall proceed in accordance with state law.

All existing records or records hereafter accumulated by the School Board, which participates in federal programs or receive federal grants, may be destroyed after three (3) years from the date on which the records were made in those cases where this provision is not superseded by guidelines for the operative federal program or grant requiring longer retention periods for the records in question, provided that these records shall not be destroyed in any case where litigation with reference thereto is pending, or until the appropriate state or federal audits have been conducted.

DUPLICATION OF RECORDS

Copies of school district records may be requested at any time. The School Board shall require any person making the request to reimburse the School Board for the actual fees and costs incurred prior to providing any document, record, or item, unless the person is exempted from providing reimbursement. Duplication of records classified as *confidential information* shall not be permitted.

Persons making requests for duplication of records shall be encouraged to submit such requests in writing to expedite accurate processing of their requests. Requests should be sufficiently detailed to identify the documents sought to be copied. Questions regarding the appropriateness of having certain pieces of information duplicated shall be referred to the Superintendent and/or his/her designees for determination, and if necessary, to the School Board's attorney.

Costs associated with duplication of records shall include not only charges for copying, but also staff time involved in locating, retrieving, and duplicating, as well as any other costs or special service charge that may be incurred in the process of duplication. Costs for duplicating records shall be paid in advance, whenever possible. A schedule of fees used to calculate costs associated with duplication of records shall be set by the School Board, and posted where it can be readily accessed by the public.

DISPOSAL OF RECORDS

Records that have met their retention periods may be disposed of. Before disposal, the Superintendent or his/her designee shall ascertain if any of the records scheduled for disposal requires further retention or are required for pending or on-going litigation. The Superintendent or designee shall consult with the School Board's attorney to determine if there are any legal holds on records that are involved in state or federal investigations and/or litigation and that would require the records to be retained for a longer duration.

Once disposal has been determined, the School Board shall dispose of records in a manner acceptable to the level of confidentiality the record requires.

The Superintendent or his/her designee shall develop and maintain regulations and procedures for the management of electronic records, such as e-mail, software, and microfilm, to include the retention, access, and disposition requirements.

Revised: October, 2001
Revised: September, 2004
Revised: October, 2023

Ref: La. Rev. Stat. Ann. "13:5112.1, 17:81, 17:93, 17:196, 17:230, 17:232, 17:415, 17:440, 44:1, 44:4, 44:31, 44:32, 44:36.

GIFTS AND ~~BEQUESTS~~ DONATIONS

No public servant shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public servant knows or reasonably should know that such person:

1. Has or is seeking to obtain contractual or other business or financial relationships with the public servant's agency, or
2. Is seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency.

No public employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public employee knows or reasonably should know that such person:

1. Conducts operations or activities which are regulated by the public employee's agency.
2. Has substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duty.

DONATIONS

The City of Baker School Board shall encourage community groups, organizations, and individuals to assist the Board in providing materials and financial resources to the Board which otherwise might not be available.

The School Board may accept and administer any donation that may be made to it for educational or literary purposes and shall enumerate details of the contents of such donations in a document made publicly available on its website. If accepted, the School Board as donee shall administer the property entrusted to them in conformity with the directives contained in the act of donation and for that purpose the School Board is vested with all the necessary powers of administration. The School Board reserves the right, however, to examine the provisions of any and all prospective donations to a school, the School Board, or a School Board-related entity to ascertain the propriety of the donation.

Unrestricted donations may be accepted by the School Board, or any school, subject to approval guidelines of the School Board. Items donated to schools may be retained by the receiving school under the ownership of the City of Baker School Board. The School Board shall retain the discretion to remove, repair, or modify any item which it considers obsolete, worn-out, or unsafe. Principals shall be required to keep a permanent record of donations received by the school from community groups, organizations, or individuals,

exclusive of funds raised by the school or funds provided by students for special activities, such as field trips.

Donations and contributions from citizens and businesses shall be formally submitted to the City of Baker School Board for their acknowledgement and acceptance. The School Board must recognize in the official minutes the donee or contributor, the amount and the purpose for which the money was donated. It is not permissible for a contribution or donation to be receipted by a local school. The Central Office shall receipt the donation once it has been acknowledged and accepted by the School Board.

All property donated to the District shall become part of the District property.

GIFTS AND AWARDS ~~SCHOOL FUND EXPENDITURES~~

School funds shall not be used to provide any form of gift to an employee, and no employee shall accept such gift, except that which is dedicated for that specific purpose. No cash gifts shall be given to School Board employees, whether in appreciation, as a "bonus," or for any other reason. For purposes of this policy, gift certificates for merchandise shall be considered cash and shall not be given as a gift. This includes payment from athletic booster clubs or other organizations to coaches, sponsors, or employees.

Revised: March, 2009

Approved: September 1, 2009

Revised: October, 2023

Ref: La. Rev. Stat. Ann. "17:381, 17:382, 17:383, 42:1115, 42:1123; Board minutes, 1-6-09, 9-1-09.

USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND CARDIAC EMERGENCY PLAN

The City of Baker School Board directs that each elementary, middle and high school shall have an Automated External Defibrillator (AED) on its premises in an easily accessible location. Each ~~high~~ school shall have the authority to accept donations of AEDs or funds to acquire AEDs.

~~In schools which have an AED on site,~~ Any expected AED user (those designated by the Superintendent or principal to render emergency care at that school) shall receive appropriate training in the use of AEDs from any nationally recognized course in cardiopulmonary resuscitation (CPR) and AED use. All training of personnel in the use of AEDs shall be fully documented.

The School Board shall notify a local provider of emergency medical services (such as a 911 service, local ambulance service, or fire department) of the acquisition, location, and type of any AED device.

This policy shall not create an obligation to use an AED, nor is it intended to create any expectation that an AED will be present or that a trained employee will be present and/or able to use an AED, if a condition arises making the use of an AED beneficial.

In addition to the civil immunity provided to persons rendering emergency assistance as provided by law, any person or entity which provides training in CPR and in the use of an AED and any expected AED user shall not be liable for any civil damages arising from any act or omission of acts related to the operation of or failure to operate an AED that do not amount to willful or wanton misconduct or gross negligence.

INTERSCHOLASTIC ATHLETIC EVENTS

Any elementary, middle, or high school that sponsors an interscholastic athletic event shall have an AED and a trained AED user who is also trained in first-aid CPR at the event.

Each elementary, middle, and high school shall have a "cardiac emergency response plan". For purposes of this Subparagraph, a "cardiac emergency response plan" means a written document that establishes the specific steps to reduce death from cardiac arrest at an interscholastic athletic event.

A school cardiac emergency response plan shall be prepared by each principal jointly with local emergency responders. The plan, which shall focus on preventing the loss of life, shall integrate at a minimum the following guidelines:

1. Establishing a cardiac emergency response team.

2. Activating the team in response to a sudden cardiac arrest.
3. Implementing AED placement and routine maintenance within the school.
4. Maintaining ongoing staff training in CPR and AED use.
5. Practicing using drills.
6. Integrating local EMS with the plan.
7. Annually reviewing and evaluating the plan.

COMPLIANCE

Schools shall be in compliance with all regulations for training, use and maintenance of AEDs as established by the Louisiana Department of Health.

New policy: May 3, 2016
Revised: July 25, 2018
Revised: August, 2023

Ref: La. Rev. Stat. Ann. §§9:2793, 17:81, 40:1236.12, 40:1236.13; Board minutes, 5-3-16, 7-25-18.

TITLE VII EMPLOYEE SEXUAL HARASSMENT

It is the policy of the City of Baker School Board to provide an employment environment that is free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment under federal and state laws, regulations, and guidelines. The City of Baker Parish School Board shall not tolerate sexual harassment by any student, employee, non-employee volunteer, or School Board member toward any individual.

All managerial and supervisory personnel shall be responsible for enforcing City of Baker School Board's sexual harassment policy. Failure to enforce this policy in a prompt and strict manner may subject such personnel to disciplinary action.

DEFINITION

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964, which prohibits discrimination in employment on the basis of sex, race, color, national origin, and religion.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Incidents of sexual harassment may include verbal harassment such as derogatory comments, jokes, or slurs, or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures. Individuals who experience sexual harassment from co-workers or others should make it clear that such behavior is offensive to them. Harassment may depend not only upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Individuals who believe they have been the victim of sexual harassment from co-workers or others should make it clear that such behavior is offensive to them by saying so to the offender.

REPORTING PROCEDURE

Any person who believes he or she has been the victim of sexual harassment by an employee or non-employee volunteer of the City of Baker School Board, or any person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to the employee's immediate supervisor who, in turn, shall submit it to the Superintendent or his/her designee. If the alleged acts were committed by the employee's immediate supervisor, the complaint should be directed to the human resources manager. If criminal activity is involved, the victim should also report the incident to local law enforcement. The person to whom the complaint is given shall promptly prepare a written report and forward it to the Superintendent or his/her designee.

INVESTIGATION AND RECOMMENDATION

The School Board shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School Board's legal obligations and the necessity to investigate allegations of harassment, and take corrective or disciplinary action when the conduct has occurred.

Upon receipt of a report or complaint alleging sexual harassment by an employee or non-employee volunteer, such a complaint shall be immediately investigated by personnel designated by the Superintendent to conduct such investigation utilizing the procedures outlined in policy *F-12.3, Investigations*. In addition, the investigation shall include personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint, as well as a review of related charges, if any, personnel files, work records and other pertinent information.

In determining whether alleged conduct constitutes sexual harassment, the Superintendent or designee should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

A report shall be made to the Superintendent upon completion of the investigation involving an employee or non-employee volunteer. The report may include a finding that the complaint was unfounded, informally resolved, or recommended to the Superintendent for disciplinary action. No record of an unfounded or unsubstantiated complaint shall be filed in an employee's personnel file.

RESULTS OF INVESTIGATION

Upon receipt of a recommendation that a complaint is valid, the Superintendent shall take such action as appropriate based on the results of the investigation, which may include but not be limited to, suspension with or without pay, demotion, or termination.

If, based on the results of the investigation, the claim of sexual harassment is found to be intentionally false, the Superintendent shall take such action as appropriate, which may include but not be limited to, suspension with or without pay, demotion, or termination.

Any employee shall have the right to pursue a claim of sexual harassment under state or federal law, regardless of the outcome of the School Board's investigation.

RETALIATION PROHIBITED

It is strictly forbidden for any employee having authority over another to use any form of retaliation against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint. Retaliation shall include, but not be limited to, intimidation, reprisal, unjust assignments or ridiculing at any time.

NON-HARASSMENT

The School Board recognizes that not every advance or conduct of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. Deliberate false accusations of sexual harassment can have a serious detrimental effect on innocent parties and subject the accuser to disciplinary actions.

SEXUAL HARASSMENT AS SEXUAL ABUSE OR CRIMINAL ACTIVITY

Under certain circumstances, sexual harassment of a student may constitute sexual abuse under the Louisiana Children's Code. In such situations, School Board personnel become *mandatory reporters* and shall comply with *Article 609(A)* of the Louisiana Children's Code and directly report the sexual abuse to the Child Protection Unit of the Louisiana Department of Social Services. Also, activity of a criminal nature should be reported by the victim to local law enforcement.

NOTIFICATION/TRAINING

Copies of this policy shall be circulated to all schools and departments of the City of Baker School Board and placed on the School Board's website. ~~Training sessions on the provisions of this policy and the prevention of sexual harassment will be held in all schools on an annual basis. Training sessions for new non-teaching employees must be conducted annually.~~ Each employee and School Board member shall receive a minimum of one hour of education and training on preventing sexual harassment and the provisions of this policy during each full calendar year of his/her public employment or term of office.

Supervisors and other persons designated to accept or investigate complaints of sexual harassment in the workplace will receive additional education and training.

Employees shall be apprised of applicable federal and state law on sexual harassment, including the right of the complainant to pursue a claim under state or federal law, regardless of the outcome of the investigation.

MANDATORY REPORTS

The Superintendent shall compile an annual report by February first of each year containing information from the previous calendar year regarding School Board compliance with statutory requirements including the number and percentage of employees who have completed the training requirements, the number of sexual harassment complaints received by the School Board, the number of complaints which resulted in a finding that sexual harassment occurred, the number of complaints in which the finding of sexual harassment resulted in discipline or corrective action, and the amount of time it took to resolve each complaint. These reports shall be public record and available to the public in the manner provided by the Public Records Law.

Revised: December, 2018
Revised: March 3, 2020
Revised: August 4, 2020
Revised: January, 2024

Ref: 42 USC 2000e et seq. (*Civil Rights Act of 1964*); 29 CFR 1604.11 (*Guidelines on Discrimination Because of Sex*); La. Rev. Stat. Ann. §§23:301, 23:302, 23:303, 23:332, 23:967, 42:341, 42:342, 42:343, 42:344, 42:345; La. Civil Code, Art. 2315; Board minutes, 3-3-20, 8-4-20.

PROBATION

TEACHERS

Upon initial employment [with the City of Baker School Board](#), teachers shall remain on an *at-will employment status* until they have successfully met the statutory criteria to be granted tenure with the school system. During this period, the teacher may be terminated by the Superintendent after providing the teacher with written reasons therefor and an opportunity to respond within seven (7) days.

CONTRACT APPOINTEES

Employees hired under a promotional or performance contract shall not be entitled to any probationary period.

BUS OPERATORS

Each school bus operator shall serve a probationary term of three (3) years from the date of first employment in the district. During the probationary term, the City of Baker School Board may dismiss or discharge any operator upon the written recommendation of the Superintendent, accompanied by valid reasons therefor.

Any school bus operator found unsatisfactory by the School Board at the expiration of the probationary term shall be notified in writing by the School Board that he/she has been discharged or dismissed; in the absence of such notification, such probationary school bus operator shall automatically become a regular and permanent operator in the employ of the City of Baker School Board. A school bus operator hired on or after July 1, 2012 shall not be eligible to become a regular and permanent operator.

SCHOOL EMPLOYEES

All newly employed school employees (those employees who are not teachers or bus operators) employed on a probationary basis of six (6) months or as required by law or as may be stipulated by the School Board for the particular position.

Successful completion of the probationary period shall in no way convey any expectation of continued employment. School employees are hired on an *at-will employment basis* and subject to dismissal by the ~~School Board upon the written recommendation of the Superintendent~~, [and shall not be entitled to a hearing before the School Board](#).

Combined with F-10.7: September, 2006
Revised: May 3, 2016

Revised: October, 2023

Ref: La. Rev. Stat. Ann. §§[17:81.5](#), 17:441, 17:442, 17:492; Board minutes, 5-3-16.

PARENT CONFERENCES

The City of Baker School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication.

ACADEMIC CONFERENCES

At least two (2) parent-teacher conferences shall be scheduled by teachers during the first semester of each school year. At least one (1) parent or [legal](#) guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or [legal](#) guardian to attend a conference if the conference would be unnecessary due to the student's academic record. Other conferences may be scheduled as the need arises.

If a middle school or high school student has more than one teacher, the parent or [legal](#) guardian may participate in the conference by conference call.

The School Board shall direct the Superintendent to establish regulations regarding the failure of the parent or [legal](#) guardian to attend at least one (1) of the scheduled parent-teacher conferences. Said regulations shall not include any negative action against the student as a result of the parents/[legal](#) guardians not attending the required parent-teacher conference.

The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

If a student's academic performance is such that it could threaten the student's ability to be promoted to the next grade level, the student's parent/[legal](#) guardian shall be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the student's academic improvement.

DISCIPLINARY CONFERENCES

Parents may be required to attend a conference with their student's teacher/principal/school counselor under the following circumstances:

1. When a ~~pupil~~ [student](#) is removed from a classroom by the teacher, the teacher or the principal or his/her designee may require that the parent, ~~tutor~~, or legal guardian of the ~~pupil~~ [student](#) have a conference with the teacher ~~in the presence~~

~~of or~~ the principal or his/her designee ~~before the pupil is readmitted to the classroom.~~ Such conference may be in person or by telephone or other virtual means.

2. Upon the *third* removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the ~~pupil's~~ student's parent, ~~tutor,~~ or legal guardian ~~shall~~ may be required prior to the ~~pupil~~ student being readmitted to the classroom. Such conference may be in person or by telephone or other virtual means. If such conferences is required by the school, the school shall give written notice to the parent.
3. In any case where a teacher, principal, or other school employee requires the parent, ~~tutor,~~ or legal guardian of a ~~pupil~~ student under eighteen (18) to attend a conference or meeting regarding the ~~pupil's~~ student's behavior, and, after notice, the parent, ~~tutor,~~ or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction.
34. ~~Subsequent to the~~ In each case of out-of-school suspension, assignment to alternative placement, or ~~recommendation for~~ expulsion of a student, a conference shall be scheduled with the student's parent, ~~tutor,~~ or legal guardian and the principal or his/her designee, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, electronic communication, or in certain cases, including the case of expulsion, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. If the parent or legal guardian fails to attend the required conference within five (5) school days of mailing the certified letter or other contact with the parent, the truancy laws shall become effective.

On not more than one occasion each school year when the parent, ~~tutor,~~ or legal guardian refuses to respond, the principal may determine whether readmitting the ~~pupil~~ student is in the best interest of the student. On any subsequent occasions in the same school year, the ~~pupil~~ student shall not be readmitted unless the parent, ~~tutor,~~ legal guardian, court, or other appointed representative responds.

45. When a ~~pupil~~ student is suspended a second time within one school year, the principal may require that a counseling session be held with the parent, ~~pupil~~ student, and the school counselor if a counselor is assigned or available to that school. If no school counselor is ~~available~~ assigned at that school, the principal may require a conference between the parent, ~~pupil~~ student and all the ~~pupil's~~ student's teachers and the principal or other administrator.
56. ~~Upon~~ On or before a student's *third* unexcused absence or unexcused occurrence of being tardy, the principal or his/her designee shall notify the parent or legal guardian in writing and shall hold a conference with the parent or legal guardian. This notification shall include information relative to the parent or legal guardian's

legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The parent or legal guardian shall sign a receipt acknowledging notification. *Tardy*, for the purposes of this enumerated item, shall be as defined in La. Rev. Stat. Ann. §17:233.

Revised: September, 2008
Revised: May 3, 2016
Revised: March 3, 2020

Revised: February 1, 2022
Revised: October, 2023

Ref: La. Rev. Stat. Ann. §§17:233, 17.406.7, 17:406.9, 17:416; La. Children's Code, Art. 730, Art. 731; Board minutes, 1-20-09, 5-3-16, 3-3-20, 2-1-22.

STUDENT HEALTH SERVICES

HEALTH CARE CENTERS

In order to provide adequate health care and services to students, the City of Baker School Board may authorize the establishment of student health care centers in the schools of the parish. Any health clinic established shall be supervised by a school nurse, who shall be licensed in accordance with state law. Health care centers shall provide services which include, but are not limited to the following: treatment of minor illness and injury, routine physical examinations, immunizations, referrals to alcohol and drug abuse prevention program counselors, and mental health services. No student shall receive any type of service unless the required standardized school health forms as outlined in *Health and Safety*, Bulletin 135, Louisiana Department of Education, have been signed, returned to school, and have been filed in the clinic.

HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.

A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify in writing the parent or tutor of every student found to have any defect of sight or hearing.

EDUCATIONAL SCREENING AND EVALUATION

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

1. dyslexia and related disorders;
2. attention deficit disorder; and
3. social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them. The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

Testing for Dyslexia

A dyslexia screener selected by the Louisiana Department of Education shall be administered to each student in the second half of kindergarten, or upon the request of a teacher or parent or legal guardian ~~student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be tested for dyslexia and related disorders, that student shall be referred to the school building level committee for additional testing.~~ The School Board shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, *dyslexia* shall be defined as an unexpected difficulty in reading for an individual who has the intelligence to be a much better reader, most commonly caused by a difficulty in phonological processing, which affects the ability of an individual to speak, read, and spell. *Phonological processing* means the appreciation of the individual sounds of spoken and written language.

OTHER HEALTH CONSIDERATIONS

The School Board acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.

2. A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.
3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.
4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

Definitions

Psychotropic drug shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

Teacher, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

SEIZURE TREATMENT AND TRAINING

The parent or guardian of a student with a seizure disorder may submit to the administration of the student's school a seizure management and treatment plan developed by the student's parent and treating physician for review and use by school employees with whom the student has regular interaction. The plan shall include the following:

1. The health care services the student may receive at school or while participating in a school activity.
2. Evaluation of the student's ability to manage and understand his/her seizure disorder.
3. Signatures from the student's parent or guardian and from the treating physician.

School nurses and such school employees and school bus operators who have regular interactions with a student for whom there is a seizure management and treatment plan shall be required to biennially successfully complete instruction provided by the Department of Education.

ADMINISTERING CATHETERS

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions have been met:

1. A registered nurse or licensed medical physician, employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.
2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
3. Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.
2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete,

under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.
6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, *employee* means any appropriate member of the education staff, and *appropriate licensed health professional* shall include a licensed practical nurse.

Revised: August, 2003
 Revised: November 7, 2006
 Revised: September 1, 2009
 Revised: May, 2013
 Revised: May 3, 2016

Revised: July 25, 2018
 Revised: November 18, 2020
 Revised: December 6, 2022
 Revised: October, 2023

Ref: La. Rev. Stat. Ann. §§14:403, 17:170, 17:392.1, 17:435, 17:436, 17:436.2, 17:436.4, 17:2112, 40:31.3; Irving Independent School District v. Tatro, 104 S. Ct. 33371 (1984); Health and Safety, Bulletin 135, Louisiana Department of Education; Board minutes, 11-7-06, 9-2-09, 5-3-16, 7-25-18, 11-18-20, 12-6-22.

SCHOOL WELLNESS

The City of Baker School Board is committed to the optimal development of every student. The School Board believes that for students to have the opportunity to achieve personal, academic, developmental and social success, the School Board shall strive to ensure positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

It is the School Board's desire to ensure environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, the School Board shall establish goals and procedures to ensure that:

- Students in the City of Baker public schools have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School Board in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The School Board establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

The School Board shall establish a *School Health Advisory Council* (SHAC) to advise the School Board on physical activity for students, physical and health education, nutrition, and overall student health. The council members shall be appointed by the School Board and shall include parents of students and individuals representing the community, as well as school health and food service professionals. The *School Health Advisory Council* shall assist in implementation, periodic review, and updating of the *School Wellness* policy.

The Superintendent or his/her designee shall be responsible for assuring compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee shall oversee compliance with those policies in his/her school and shall report on the school's compliance to the Superintendent or his/her designee.

School food service staff, at the school or district level, shall assess compliance with nutrition policies within school food service areas and report on this matter to the Superintendent (or if done at the school level, to the school principal).

IMPLEMENTATION

The School Board shall develop and maintain a plan for implementation to manage and coordinate the execution of the *School Wellness* policy. The plan shall delineate roles, responsibilities, actions and timelines specific to each school; and include information about persons responsible for making changes; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

This *School Wellness* policy and any progress reports shall be maintained on the School Board's website.

TRIENNIAL PROGRESS ASSESSMENTS

At least once every three (3) years, the School Board shall evaluate compliance with the *School Wellness* policy to assess the implementation of the policy and document the assessment for each school under its jurisdiction. The *School Wellness* policy shall be assessed and updated as indicated at least every three (3) years, following the triennial assessment.

RECORDKEEPING

The School Board shall retain records to document compliance with the requirements of the *School Wellness* policy at the City of Baker School Board central office. Documentation maintained in this location shall include, but not be limited to:

- The written *School Wellness* policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the *School Wellness* policy; including an indication of who is involved in the update and methods the School Board uses to make stakeholders aware of their ability to participate on the *School Health Advisory Council*;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the *School Wellness* policy;
- Documentation demonstrating the most recent assessment on the implementation of the *School Wellness* policy has been made available to the public.

COMMUNITY INVOLVEMENT, OUTREACH AND COMMUNICATIONS

The School Board is committed to being responsive to community input, which begins with awareness of the *School Wellness* policy. The School Board shall inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and application procedures, and a description of and compliance with nutrition standards. The School Board shall use electronic mechanisms, such as e-mail or displaying notices on the School Board's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the *School Wellness* policy, as well as how to get involved and support the *School Wellness* policy and activities/initiatives. The School Board shall ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the School Board and individual schools are communicating important school information with parents.

Annual Notification of Policy

The School Board shall actively inform families and the public each year of basic information about the *School Wellness* policy, including its content, any updates to the policy and implementation status. The School Board shall make this information available via the School Board's website and/or district-wide communications.

NUTRITION

School Meals

The City of Baker School Board is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements.

All public schools within City of Baker participate in the *United States Department of Agriculture* (USDA) child nutrition programs, including the *National School Lunch Program* (NSLP), the *School Breakfast Program* (SBP). All public schools within City of Baker shall be committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.

Water

To promote hydration, free, safe, unflavored drinking water shall be available to all students throughout the school day and throughout every school campus. The School Board shall make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The School Board is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) shall meet the nutrition standards as outlined in 7 CFR 210.11. These standards aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day shall meet or exceed the USDA nutrition standards. These standards shall apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Food and Beverage Marketing in Schools

It is the intent of the School Board to protect and promote student health by restricting advertising and marketing in the schools to only those foods and beverages that are permitted to be sold on campus, consistent with this *School Wellness* policy and its implementation plan.

Other Food and Beverages Provided, but not Sold, on School Campuses

The School Board has developed the following guidelines for foods and beverages which are provided, but not sold, during the school day:

1. Celebrations and parties. The School Board will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The School Board will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The School Board will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and

beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff shall receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion shall also include marketing and advertising nutritious foods and beverages to students as well as encouraging participation in school meal programs.

Nutrition Education

The School Board shall teach, model, encourage and support healthy eating by all students. Schools shall provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, and other school foods and nutrition-related community services;

PHYSICAL ACTIVITIES

Physical Education

The School Board shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum shall promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits.

All School Board elementary (K-8) students shall receive physical education for at least 30 minutes per day throughout the school year. High school students are required to

have a minimum of 1.5 Carnegie units in physical education to graduate.

The School Board physical education program shall promote student physical fitness through individualized fitness and activity assessments and shall use criterion-based reporting for each student.

Physical Activity

Students in grades K-8 are required by state law to receive at least thirty (30) minutes of physical activity per day. High school students shall be encouraged to incorporate physical activity into their day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program. Such programs reflect strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement. Schools shall ensure that varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

To the extent practicable, the School Board shall ensure that its grounds and facilities are safe and that equipment is available to students to be active.

Classroom Physical Activity Breaks (Elementary and Secondary)

The School Board recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students shall be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. Teachers shall be encouraged to provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three (3) days per week. Such physical activity breaks shall complement, not substitute, for physical education class, recess, and class transition periods.

[Each school that includes any of the grades kindergarten through five shall provide at least fifteen \(15\) minutes of recess, consisting of supervised, unstructured free play, each school day.](#)

The School Board shall provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are also available through USDA and other organizations which promote health and wellness.

Active Academics

Teachers shall be encouraged to incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The School Board shall support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement. Teachers shall serve as role models by being physically active alongside the students whenever feasible.

OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

The School Board shall integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The School Board shall coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Public schools in City of Baker shall be encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the School Board's curriculum experts.

All efforts related to obtaining federal, state or other organizational recognition for efforts, or grants/funding opportunities for healthy school environments shall be coordinated with and complementary of the *School Wellness* policy, including but not limited to ensuring the involvement of the *School Health Advisory Council*.

All school-sponsored events shall adhere to the *School Wellness* policy guidelines. All school-sponsored wellness events shall include physical activity and healthy eating opportunities when appropriate.

DEFINITIONS

In accordance with 7 CFR 210.11, for purposes of this policy:

School day shall be defined as beginning at midnight until thirty (30) minutes after the official school day ends.

School campus shall be defined as all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

New Policy: April, 2006
Revised: March 2, 2010
Revised: May 3, 2016
Revised: July 25, 2018
Revised: October, 2023

Ref: PL 108-265 (*Section 204, Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004*); 42 USC 1751 et seq. (*Richard B. Russell National School Lunch Act*); 42 USC 1771 et seq. (*Child Nutrition Act of 1966*); 7 CFR 210 (*National School Lunch Program*); 7 CFR 220 (*School Breakfast Program*); La. Rev. Stat. Ann. §§17:17.1, [17:17.7](#), 17:197.1; Board minutes, 5-16-06, 3-2-10, 5-3-16, 7-25-18.

City of Baker School System
School Board Meeting
Tuesday, February 6, 2024

Type of Item: Action

Agenda Item: Construction Change Orders

Background Information:

The Construction team will present Change Orders to the board for approval. We are recommending approving the work but holding off on approving the amount until further research can be completed.

Attached Items: BHS Change Order 007

Possible Motion: Move to Approve the work for Change Order Number 007.



Quotation

To: Manning Architects DATE: 2/2/2024
 FROM: Jason Catlin QUOTE #: 061
 PROJECT: **Baker High School Renovations and Additions**
 DESCRIPTION OF CHANGES: **Building D Exterior**

Quotation: \$35,251.00

Attached is a copy of our estimate and breakdown.

We will require **5** calendar days extension of contract time for this change if we receive your formal authorization to proceed within the next five calendar days.

The cumulative effect of this and other changes may result in extended general conditions costs. Therefore, we reserve the right to claim extended general conditions costs at a later date.

The proposal is firm for five calendar days from the above quotation date. If Stuart receives this executed Proposal back after five calendar days from the above quotation date, then Stuart reserves the right to perform the work as provided for above, reject the approval of the expired proposal and, at Stuart's discretion, submit a revised proposal.

We have included all supporting documentation for your review. If this Proposal is acceptable, please execute the proposal at the bottom, return it to Stuart and prepare and forward to Stuart an AIA change order for the amount stated, including the time extension as provided above. This proposal and all its attachments shall be part of any change order to our contract. Only work specifically described in this proposal and its attachments is included.

By executing below, I agree to the terms of this Proposal and direct Stuart to commence the work described herein.

Accepted By: _____
 Printed Name: _____ Jason Catlin
 Date: _____

Bid Summary

Johnson Drywall Solutions Inc.

Bid #: CO-01312		Band Building Window Infills	
Total Material	\$2,702.52	Overhead	\$686.51
Total Labor	\$4,162.57	Profit	\$377.57
Sub Total:		\$6,865.09	
Final Total:			7,929.17

Main / Alternates Summary	Material Cost	Labor Cost	Subtrade Cost	Equip Cost	Disposal Cost	Misc. Cost	OH. Cost	Profit Cost	Total
Building D	2,703	4,163	0	0	0	0	687	378	7,929
Main	0	0	0	0	0	0	0	0	0
Building A	0	0	0	0	0	0	0	0	0
Building B	0	0	0	0	0	0	0	0	0
	2,703	4,163	0	0	0	0	687	378	7,929

Markup Summary		Total
Building D		
Material	Base	2,702.52
		2,702.52
Labor	Base	2,952.18
	Burden	738.05
	Supervision	383.78
	Clean up	88.56
		4,162.57
Overhead	Overhead	686.51
		686.51
Profit	Profit	377.57
		377.57
Final Total		7,929.17

Bid Inclusive									
Bid Inclusive		Material & Other		Labor		Cost			
Takeoff Summary		Rate	Total	Rate	Total	Rate	Total		
Exterior Wall (LF)	Length	Stud Ht.							
Window Infill 5'	36.06 LF	5.00 LF	0.00	30.76	1,109.36	44.91	1,619.40	75.67	2,728.76
Window Infill 8'	36.06 LF	8.00 LF	0.00	44.18	1,593.16	57.43	2,070.83	101.61	3,663.99
Markups									
Labor									
	Burden (Main)			0.00	0.00	0.00	738.05	0.00	738.05
	Burden (Building D)			0.00	0.00	0.00	0.00	0.00	0.00
	Burden (Building A)			0.00	0.00	0.00	0.00	0.00	0.00
	Burden (Building B)			0.00	0.00	0.00	0.00	0.00	0.00
Other Costs									
				0.00		0.00	0.00	0.00	
Total for Bid Inclusive					2,702.52		4,428.28		6,392.75

Bid Inclusive Break-out Summary				
	Total Hrs	Total Non-Hourly (\$)	Qty	Final Amount
MATERIAL				
CHANNEL (LF)			79.34 LF	69.02
Clips (EA)			77.13 EA	50.13
Gypsum Wallboard (SQFT)			1,031.32 SQFT	783.80
Insulation (SQFT)			468.78 SQFT	168.76
Labor Only (LF)			144.24 LF	.00
Screws (PCS)			2,621.96 PCS	101.71
Shots & Pins (PCS)			95.00 PCS	33.26
Steel Stud (LF)			382.82 LF	1,064.24
Track (LF)			158.68 LF	431.60

Bid Summary

Bid Inclusive	Total Hrs	Total Non-Hourly (\$)	Qty	Sub Total	Final Amount
Break-out Summary					

MATERIAL

Bid Markups

Material Tax

Total for Bid Markups

Total for Material

2,702.52

LABOR

1A Framing Exterior Walls- Labor	49.15	.00		1,572.52	1,965.66
2A Exterior Sheathing - Labor	21.97	.00		703.17	878.96
3A Gypsum Board Wall - Labor	14.65	.00		468.78	585.98
3B Gypsum Board Top Out - Labor	.00	.00		.00	.00
4 Insulation - Labor	4.68	.00		150.01	187.51
9B LAYOUT	1.80	.00		57.70	72.12

Bid Markups

Burden (Burden)

Clean up

Supervision

738.05

88.56

383.78

Total for Bid Markups

1,210.39

Total for Labor

4,162.57

Bid Inclusive

Material Break-out	Rate	Size	Pieces	Qty	Sub Total	% Inc.	Final Amount
CHANNEL-150U50-54	.8699 /LF	12'	6.6	79.34 LF	69.02		69.02
CLIP-CRC CLIP	.6499 /EA	EA	77.1	77.13 EA	50.13		50.13
GWB-5/8" DENSGLASS GOLD	.9100 /SQFT	4'X8'	16.1	515.66 SQFT	469.25		469.25
GWB-5/8" NATIONAL XP	.6100 /SQFT	4'X8'	16.1	515.66 SQFT	314.55		314.55
FIBERGLASS R-11 UNFACED	.3600 /SQFT	16"X96" BA	2.7	468.78 SQFT	168.76		168.76
SCR- 9/16" #8 PAN HEAD S/T	.04 /PCS	PCS	290	290.00 PCS	11.60		11.60
SCR-1-1/4" ZINC PLATED DRYWALL	.0200 /PCS	PCS	586.0	585.98 PCS	11.72		11.72
SCR-1-1/8" DW SCREW FINE	.0150 /PCS	PCS	586.0	585.98 PCS	8.79		8.79
SCR-3/4" #10CONNECTOR SCREWS SIMPSON	.06 /PCS	PCS	1,160	1,160.00 PCS	69.60		69.60
SHTS/PIN-1 1/4" PIN	.3501 /PCS	PCS	95	95.00 PCS	33.26		33.26
STUD-362S162-54	2.7800 /LF	8'	29.4	235.58 LF	654.91		654.91
STUD-362S162-54	2.7800 /LF	10'	14.7	147.24 LF	409.33		409.33
TRK-362T125-54	2.3000 /LF	10'	7.9	79.34 LF	182.48		182.48
TRK-362T200-54	3.1399 /LF	10'	7.9	79.34 LF	249.12		249.12
Bid Markups							
Material Tax	.00						
							Total for Bid Markups
							2,702.52

Total for Material

2,702.52

Bid Inclusive

Labor Break-out	Blended Hourly Rate	Hours	Non-Hourly Amount	Rate	Qty	Sub Total	% Inc.	Final Amount
2A Exterior Sheathing - Labor (SQFT)	40.01	21.97	.00	1.50 /SQFT	468.78 SQFT	703.17	25.0	878.96
3A Gypsum Board Wall - Labor (SQFT)	40.00	14.65	.00	1.00 /SQFT	468.78 SQFT	468.78	25.0	585.98
3B Gypsum Board Top Out - Labor (SQFT)	.00	.00	.00	.00 /SQFT	.00 SQFT	.00	.0	.00
4 Insulation - Labor (SQFT)	40.07	4.68	.00	.3200 /SQFT	468.78 SQFT	150.01	25.0	187.51
1A Framing Exterior Walls- Labor (EA)	39.98	6.43	.00	2.6667 /EA	77.13 EA	205.68	25.0	257.10
1A Framing Exterior Walls- Labor (LF)	39.99	42.72	.00	9.4762 /LF	144.24 LF	1,366.84	25.0	1,708.56
9B LAYOUT (LF)	40.07	1.80	.00	.8001 /LF	72.12 LF	57.70	25.0	72.12
Bid Markups								
Burden (Burden)			.00					738.05
Clean up			.00					88.56
Supervision			.00					383.78
							Total for Bid Markups	1,210.39
Total for Labor		92.25	.00					4,162.57

KEITH BROUSSARD PAINTING

40146 AUTUMN MEADOW

PRAIRIEVILLE, LA. 70769

ESTIMATE

DATE: 1/31/2024

TO: Stuart and Company

JOB NAME: Baker High School

SCOPE: Tape and float new drywall at exterior walls

ESTIMATE: \$3,200.00

Proposal / Estimate for Contract Modification
Roofing Solutions, LLC

Project Name Baker High School PCO NO. 6
 Location 01-10-11274 Date 1/26/2024
 Description Extra Canopy Job Number 01-10-11274

Prime Contractor's Work

1. Direct Materials		\$	3,136.25	
2. Sales Tax on Materials	10%	\$	314.00	
3. Direct Labor		\$	4,731.00	
4. Insurance, Taxes and Fringe Benefits	47%	\$	2,224.00	
5. Rental Equipment		\$	175.00	
6. Sales Tax on Rental Equipment	10%	\$	18.00	
7. Insurance on Equipment - 2% of equipment	2%	\$	3.86	
8. Small Tools - 2% of labor	2%	\$	139.10	
9. Safety - 2% of labor	2%	\$	139.10	
10. Clean Up - 2% of labor	2%	\$	139.10	
11. Drayage - 5% of materials	5%	\$	172.51	
11. Subtotal (Lines 1 to 8)		\$		11,191.93
12. PCO Preparation and Administration	2%	\$	223.84	
13. Subtotal (Lines 9 to 10)		\$		11,415.77

Prime Remarks

Roofings Solutions, LLC hereby submits this proposal change order to accomplish the work described below. Applicable time extensions and extended overhead cost that can be determined at this time, if any, are noted. It is understood at this time that Roofing Solutions, LLC and our Subcontractors may have no choice but to reserve our rights to claim at a later date, for the impact costs on the singular or cumulative effect of changes, delays or suspensions in the scope of performance of the work which are not readily foreseeable at this re-sequencing of work, re-scheduling, delays, extended overhead, overtime, acceleration cost, etc. via an additional request for change and item. We will make you aware, at the earliest possible date, the total minimum impact caused by any of this change request for submit it for your approval. It is also to be understood and agreed herein that an Official Change Order shall be signed by the Owner, General Contractor and/or Roofing Solutions, LLC and the other parties required by the contract. This request is not an authorization to begin working or expending money in any change (s) or additional work to this contract. Total prices quoted herein shall include all applicable taxes, freight, etc. as required for this project or as a further clarified below.

Sub-Contractor's Work

Subcontractors List:	Amount	Comments
13	\$	
14	\$	
15	\$	
16	\$ -	
17	\$ -	
18	\$ -	
19	\$ -	
20	\$ -	
21	\$ -	
22. Subtotal (add lines 12 - 21)	\$ -	

Sub's Remarks:

Summary

23. Prime Contractor's Work (line 13)		\$	11,415.77	
24. Sub Contractor's Work (line 22)		\$	-	
25. Subtotal		\$		11,415.77
26. Prime's GL Insurance	1.1%	\$	125.57	
27. Primes Profit on Subcontractors	5%	\$	-	
28. Primes Profit on Self-performed work	10%	\$	1,141.58	
29. Home office Overhead	5%	\$	570.79	
30. Subtotal		\$		13,253.70
31. Contractor's Bond Premium incl subs.	0%	\$	-	
32. Total Cost		\$		13,253.70
Estimated time extension and justification	Days			5

Signature & Title of preparer



Date

1/26/24



Quotation

To: Manning Architects DATE: 12/18/2023
 FROM: Jason Catlin QUOTE #: 062
 PROJECT: **Baker High School Renovations and Additions**
 DESCRIPTION OF CHANGES: **Demo & Reinstall Plaster Ceilings at Both Bldg. A Main Entrances**

Quotation: \$76,485.00

Attached is a copy of our estimate and breakdown.

We will require **5** calendar days extension of contract time for this change if we receive your formal authorization to proceed within the next five calendar days.

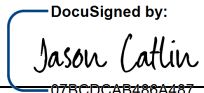
The cumulative effect of this and other changes may result in extended general conditions costs. Therefore, we reserve the right to claim extended general conditions costs at a later date.

The proposal is firm for five calendar days from the above quotation date. If Stuart receives this executed Proposal back after five calendar days from the above quotation date, then Stuart reserves the right to perform the work as provided for above, reject the approval of the expired proposal and, at Stuart's discretion, submit a revised proposal.

We have included all supporting documentation for your review. If this Proposal is acceptable, please execute the proposal at the bottom, return it to Stuart and prepare and forward to Stuart an AIA change order for the amount stated, including the time extension as provided above. This proposal and all its attachments shall be part of any change order to our contract. Only work specifically described in this proposal and its attachments is included.

By executing below, I agree to the terms of this Proposal and direct Stuart to commence the work described herein.

Accepted By: _____
 Printed Name: _____
 Date: _____

DocuSigned by:

07BCDCAB486A487...
 Jason Catlin
 12/18/2023 | 4:24 PM CST

Contract Change Order SUMMARY

State of Louisiana
Facility Planning & Control
 State Project No. _____
 WBS No. _____
 Project Name: Baker HS

Item No. _____
 RFI No. (or COR, CPR, etc.) RFC 48
 Date: 12/11/2023

THIS QUOTE IS VALID FOR 30 DAYS FROM DATE SUBMITTED

Contractor Name: A E C, LLC

Description of Work: **Baker HS Plaster Ceiling**
 1. The original wiring of these areas wasn't installed to code.
 There are J-boxes that aren't accessible.
 2. Use as much of the existing conduit as possible.
 3. Install new boxes for light fixtures.
 4. Replace old wiring and use light fixture boxes as J-boxes.

General Contractor Direct Costs - Breakdown No. _____
 (See attached breakdown)

Total General Contractor Cost _____ %
 (General Contract Direct Cost plus OH&P) (Max: 8%)

Subcontractor Cost Breakdowns
 (See attached.)

Subcontractor Name	Breakdown No.	A Total Direct Cost	B OH&P (Max 8%)	C Total A+(A X B)
AEC, LLC		\$ 6,709	8 %	\$7,246
			8 %	
			8 %	

Subcontractor Direct Costs Total \$ 6,709.00
 (Sum column A)

Subcontractor Direct Costs + Subcontractor OH&P \$7,246.00
 (Sum column C)

General Contractor OH&P on Subcontractor Direct Cost at _____ %
 (Sum column A times General Contractor OH&P rate.) (Max: 8%)

Total Subcontractor Costs \$7,246.00
 (Subcontractor Direct Costs + OH&P + General Contractor OH&P)

Change Order Subtotal \$7,246.00
 (Sum of Total General Contractor Costs and Total Subcontractor Costs)

Performance and Payment Bond at _____ %
 (Change Order Subtotal times Performance and Payment Bond rate)

Amount will be increased decreased unchanged by \$7,246.00
 (Sum of Change Order Subtotal and Performance and Payment Bond)

Days will be increased decreased unchanged by 6
 (Attach supporting data such as meteorological reports)

Construction Contract Change Order BREAKDOWN

State of Louisiana
Facility Planning & Control

Breakdown No. _____

Item No. _____

State Project No. _____

RFI No. (or COR, CPR, etc.) RFC 48 _____

WBS No. _____

Date: _____

12/11/2023

Project Name: Baker HS

THIS QUOTE IS VALID FOR 30 DAYS FROM DATE SUBMITTED

Contractor/Subcontractor Name: _____

Direct Cost of Work :

A. Labor

Check here if explained on the Comment Sheet

Hourly Wage Rate

Hours

Total Cost

1	MECHANIC	<input type="checkbox"/>	38.94	48	\$1,869.00
2	MECHANIC	<input type="checkbox"/>	38.94	48	\$1,869.00
3	FOREMAN	<input type="checkbox"/>	38.94		

Add Labor Burden @ 46.03 %

\$1,721.00

LABOR TOTAL

\$5,459.00

B. Material

Unit Price

Unit

Units

Total Cost

1	1/2" FLEX	<input type="checkbox"/>	0.96	ft	300	\$288.00
2	1/2" ST FLEX CONN	<input type="checkbox"/>	0.81	ea	50	\$41.00
3	4/0 BOX	<input type="checkbox"/>	4.54	ea	24	\$109.00
4	GRND SCREW W/PIGTAIL	<input type="checkbox"/>	0.54	ea	24	\$13.00
5	TAPPING SCREWS	<input type="checkbox"/>	0.05	ea	48	\$2.00
6	#12 THHN	<input type="checkbox"/>	0.16	ft	3,000	\$480.00
7	RED WIRE NUTS	<input type="checkbox"/>	0.14	ea	72	\$10.00
8	1/2" FLEX TO EMT CHANGE OVER	<input type="checkbox"/>	1.25	ea	48	\$60.00
9	512 HD CADDY	<input type="checkbox"/>	10.29	ea	24	\$247.00
10		<input type="checkbox"/>		ea		
11		<input type="checkbox"/>		ea		
12		<input type="checkbox"/>		ea		
13		<input type="checkbox"/>		ea		
14		<input type="checkbox"/>		ea		

MATERIAL TOTAL

\$1,250

C. EQUIPMENT

Unit Rate

Unit

Units

Total Cost

1	_____	<input type="checkbox"/>		ea		
2	_____	<input type="checkbox"/>				

(Copies of invoices may be required.)

Add Tax @ _____ %

EQUIPMENT TOTAL

TOTAL DIRECT COST FOR THIS BREAKDOWN:

(Sum A, B & C)

\$6,709

Construction Contract Change Order BREAKDOWN COMMENT SHEET

State of Louisiana
Facility Planning & Control
State Project No. 0
WBS No. 0
Project Name: Baker HS

Breakdown No. _____
Item No. _____
RFI No. (or COR, CPR, etc.) RF 48
Date: 12/11/2023

THIS QUOTE IS VALID FOR 30 DAYS FROM DATE SUBMITTED

Contractor/Subcontractor Name: A E C, LLC

A. Labor

No. (From BREAKDOWN Sheet)

- 1 MECHANIC
- 2 MECHANIC
- 3 FOREMAN

B. Material

- 1 1/2" FLEX
- 2 1/2" ST FLEX CONN
- 3 4/0 BOX
- 4 GRND SCREW W/PIGTAIL
- 5 TAPPING SCREWS
- 6 #12 THHN
- 7 RED WIRE NUTS
- 8 1/2" FLEX TO EMT CHANGE OVER
- 9 512 HD CADDY
- 10 0
- 11 0
- 12 0
- 13 0
- 14 0
- 15 0
- 16 0
- 17 0
- 18 0
- 19 0
- 20 0
- 21 0
- 22 0
- 23 0
- 24 0
- 25 0
- 26 0
- 27 0
- 28 0
- 29 0
- 30 0



CHANGE ORDER REQUEST

Date: November 12, 2023

Project: Baker High School Renovations & Additions

ATTN: Jason Catlin (Stuart & Company)

RE: Pricing for Stucco Repairs at Bldg "A"

LABOR: Repair/Patch Existing Stucco/Stucco Ceiling at Area A (Locations Confirmed via Site Visit w/ Stuart & Co Supt & Langlois PM Errick Stephens/Langlois Stucco Subcontractor)			
<u>Labor Unit/Description</u>	<u>Unit Price</u>	<u>Quantity (pcs)</u>	<u>Total Cost/Unit</u>
Stucco Labor			\$23,400.00
Owner/Project Manager (Coordination/QC)	\$75.00	20	\$1,500.00
TOTAL UNIT LABOR COSTS			\$24,900.00
LABOR BURDEN / INSURANCE	10.00%		\$2,490.00
TOTAL LABOR w/ LABOR BURDEN			\$27,390.00
MATERIALS: (Excludes Rigid Insulation Board/Damp-Proofing of Existing CMU Wall If Required)			
<u>Material Unit/Description</u>	<u>Unit Price</u>	<u>Qty (w/ Waste)</u>	<u>Total Cost/Unit</u>
Stucco Materials Required for Repair			\$15,600.00
TOTAL UNIT MATERIAL COSTS			\$15,600.00
SALES TAX (Tax Exempt)			\$0.00
TOTAL MATERIAL			\$15,600.00
EQUIPMENT:			
<u>Equipment Description/Rate</u>	<u>Unit Price</u>	<u>Qty (w/ Waste)</u>	<u>Total Cost/Unit</u>
Stucco Mortar Mixer (Daily)	\$55.00	14.00	\$770.00
8k Reach Forklift (Monthly)	\$3,400.00	0.50	\$1,700.00
Scaffold/Scaffold Accessories (Daily)	\$75.00	14.00	\$1,050.00
TOTAL EQUIPMENT (Sales Tax Excluded from Rates Above)			\$3,520.00
TOTAL LABOR, MATERIALS, EQUIPMENT			\$46,510.00
OVERHEAD/M-U		15.00%	\$6,976.50
TOTAL COR AMOUNT			\$53,486.50

Josh Langlois

Owner, Langlois Construction LLC

Cell (225) 281-9235

jlangois@langloismasonry.com



Quotation

To: Manning Architects DATE: 12/20/2023
 FROM: Jason Catlin QUOTE #: 063
 PROJECT: **Baker High School Renovations and Additions**
 DESCRIPTION OF CHANGES: **RFI 142 Lighting Control**

Quotation: \$3,506.00

Attached is a copy of our estimate and breakdown.

We will require **0** calendar days extension of contract time for this change if we receive your formal authorization to proceed within the next five calendar days.

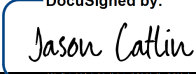
The cumulative effect of this and other changes may result in extended general conditions costs. Therefore, we reserve the right to claim extended general conditions costs at a later date.

The proposal is firm for five calendar days from the above quotation date. If Stuart receives this executed Proposal back after five calendar days from the above quotation date, then Stuart reserves the right to perform the work as provided for above, reject the approval of the expired proposal and, at Stuart's discretion, submit a revised proposal.

We have included all supporting documentation for your review. If this Proposal is acceptable, please execute the proposal at the bottom, return it to Stuart and prepare and forward to Stuart an AIA change order for the amount stated, including the time extension as provided above. This proposal and all its attachments shall be part of any change order to our contract. Only work specifically described in this proposal and its attachments is included.

By executing below, I agree to the terms of this Proposal and direct Stuart to commence the work described herein.

Accepted By: _____
 Printed Name: _____
 Date: _____

DocuSigned by:

07BCDCAB486A487/...
 Jason Catlin
 12/20/2023 | 2:50 PM CST

**Construction Contract Change Order
SUMMARY**

State of Louisiana
Facility Planning & Control
 State Project No. _____
 WBS No. _____
 Project Name: Baker HS

Item No. _____
 RFI No. (or COR, CPR, etc.) RFC 49
 Date: 12/19/2023

THIS QUOTE IS VALID FOR 30 DAYS FROM DATE SUBMITTED

Contractor Name: A E C, LLC
 Description of Work: **Baker HS Shunt Trip Breakers**
 1. Remove (10) breakers from LK panel.
 2. Install (5) new shunt trip breakes in panel.
 3. Install MC cable for shunt trip control.

General Contractor Direct Costs - Breakdown No. _____
 (See attached breakdown)

Total General Contractor Cost _____ %
 (General Contract Direct Cost plus OH&P) (Max: 8%)

Subcontractor Cost Breakdowns
 (See attached.)

Subcontractor Name	Breakdown No.	A Total Direct Cost	B OH&P (Max 8%)	C Total A+(A X B)
AEC, LLC		\$ 2,680	8 %	\$2,894
_____	_____	_____	8 %	_____
_____	_____	_____	8 %	_____

Subcontractor Direct Costs Total \$ 2,680.00
 (Sum column A)

Subcontractor Direct Costs + Subcontractor OH&P \$2,894.00
 (Sum column C)

General Contractor OH&P on Subcontractor Direct Cost at _____ %
 (Sum column A times General Contractor OH&P rate.) (Max: 8%)

Total Subcontractor Costs \$2,894.00
 (Subcontractor Direct Costs + OH&P + General Contractor OH&P)

Change Order Subtotal \$2,894.00
 (Sum of Total General Contractor Costs and Total Subcontractor Costs)

Performance and Payment Bond at _____ %
 (Change Order Subtotal times Performance and Payment Bond rate)

Amount will be increased decreased unchanged by \$2,894.00
 (Sum of Change Order Subtotal and Performance and Payment Bond)

Days will be increased decreased unchanged by 1
 (Attach supporting data such as meteorological reports)

Construction Contract Change Order BREAKDOWN

State of Louisiana
 Facility Planning & Control
 State Project No. _____
 WBS No. _____
 Project Name: Baker HS

Breakdown No. _____
 Item No. _____
 RFI No. (or COR, CPR, etc.) RFC 49
 Date: 12/19/2023

THIS QUOTE IS VALID FOR 30 DAYS FROM DATE SUBMITTED

Contractor/Subcontractor Name: _____

Direct Cost of Work :

A. Labor	Check here if explained on the Comment Sheet	↓ Hourly Wage Rate	Hours	Total Cost
1 MECHANIC	<input type="checkbox"/>	38.94	8	\$312.00
2 MECHANIC	<input type="checkbox"/>	38.94	8	\$312.00
3 FOREMAN	<input type="checkbox"/>	38.94	2	\$78.00
Add Labor Burden @ 46.03 %				\$323.00

LABOR TOTAL

\$1,025.00

B. Material	Unit Price	Unit	Units	Total Cost
1 20A 1P SHUNT TRIP BREAKERS	240.00	ea	5	\$1,200.00
2 12/2 MC	0.80	ft	500	\$400.00
3 3/8" STRAPS	0.21	ea	125	\$26.00
4 3/8" MC CONNECTORS	1.05	ea	10	\$11.00
5 SCREWS	0.12	ea	125	\$15.00
6 WIRE NUTS	0.25	ft	10	\$3.00

MATERIAL TOTAL

\$1,655

C. EQUIPMENT	Unit Rate	Unit	Units	Total Cost
1 _____	<input type="checkbox"/>	ea	_____	_____
2 _____	<input type="checkbox"/>	_____	_____	_____
(Copies of invoices may be required.)				_____
Add Tax @ _____ %				_____

EQUIPMENT TOTAL

TOTAL DIRECT COST FOR THIS BREAKDOWN:

(Sum A, B & C)

\$2,680

Construction Contract Change Order BREAKDOWN COMMENT SHEET

State of Louisiana
Facility Planning & Control
State Project No. 0
WBS No. 0
Project Name: Baker HS

Breakdown No. _____
Item No. _____
RFI No. (or COR, CPR, etc.) RF 49
Date: 12/19/2023

THIS QUOTE IS VALID FOR 30 DAYS FROM DATE SUBMITTED

Contractor/Subcontractor Name: A E C, LLC

A. Labor

No. (From BREAKDOWN Sheet)

- 1 MECHANIC
- 2 MECHANIC
- 3 FOREMAN

B. Material

- 1 20A 1P SHUNT TRIP BREAKERS
- 2 12/2 MC
- 3 3/8" STRAPS
- 4 3/8" MC CONNECTORS
- 5 SCREWS
- 6 WIRE NUTS
- 7 0
- 8 0
- 9 0
- 10 0
- 11 0
- 12 0
- 13 0
- 14 0
- 15 0
- 16 0
- 17 0
- 18 0
- 19 0
- 20 0



Quotation

CRAWFORD ELECTRIC SUPPLY RBAT
8536 S CHOCTAW DR
BATON ROUGE, LA 70815-8023
225-663-7480 Fax 225-926-4920

jpiglia@crawfordelectricsupply.com

QUOTE TO:
 AEC LLC
 2412 AUBIN LN
 BATON ROUGE, LA 70816-8211
 225-272-1415

SHIP TO:
 BAKER HIGH SCHOOL
 3200 GROOM RD
 BAKER, LA 70714
 225-272-1415

QUOTE DATE	QUOTE NUMBER
12/19/23	S012422150
PAGE NO.	
1 of 1	

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB NAME	QUOTED TO		
215013					
SALESPERSON	SHIP VIA	FREIGHT ALLOWED	EXPIRATION DATE		
JARED PIGLIA	OT OUR-TRUCK	No	11:59pm CT 12/18/23		
ORDER QTY	UPC	DESCRIPTION	UNIT PRICE	U	EXT PRICE
5ea	78364326905	ITE B120HH00S01 1P 20A BREAKER Item is subject to NS return policy	240.000	e	1200.00

TERMS & CONDITIONS

OUR PRODUCTS AND SERVICES ARE SUBJECT TO, AND GOVERNED EXCLUSIVELY BY, OUR TERMS AND CONDITIONS OF SALE, WHICH ARE INCORPORATED HEREIN AND AVAILABLE AT www.crawfordelectricsupply.com/terms. ADDITIONAL OR CONFLICTING TERMS ARE REJECTED, VOID, AND OF NO FORCE OR EFFECT. WIRE & PIPE PRICES ARE ONLY GOOD FOR CURRENT DAY.

Subtotal	1200.00
S&H CHGS	0.00
Sales Tax	0.00
Amount Due	1200.00



Stuart & Company General Contractors, LLC
6126 Crestmount Drive
Baton Rouge, Louisiana 70809
Phone: (225) 293-8650

Project: 2230 (BHSR) - Baker High School Renovations & Additions
3200 Groom Road
Baker, Louisiana 70714
Phone: 225-293-8650
Fax: 225-293-8651

Kitchen Lighting

TO:	Stephen Nesbit (Marrero, Couvillon & Associates, LLC) (<i>Response Required</i>)	FROM:	Jason Catlin (Stuart & Company General Contractor)
DATE INITIATED:	11/17/2023		6126 Crestmount Drive Baton Rouge, Louisiana 70809
LOCATION:		STATUS:	Closed on 11/30/23
PROJECT STAGE:		DUE DATE:	11/20/2023
SUB JOB:		COST CODE:	
COST IMPACT:		SCHEDULE IMPACT:	
DRAWING NUMBER:	E3.01	SPEC SECTION:	
LINKED DRAWINGS:		REFERENCE:	

RECEIVED FROM:

COPIES TO:

Ryan Bertucci (**Manning Architecture Interiors Planning**), Max McCray (**Stuart & Company General Contractors, L**), Toni Ortego (**Stuart & Company General Contractors, L**)

Question from Jason Catlin (Stuart & Company General Contractors,) at 12:38 PM on 11/17/2023

Student Dining, Dry Storage, Corridors, Washing, Kitchen, & Serving Line do not have lighting controls. Please advise how to the lighting will be controlled.

Drawing E-3.01
Shows LK 43, 45, 46, 47, 49, and 60 through 7 pole contactor
Note 13 also calls for LK-5 in contactor making it 8 poles.

Please advise.

Official Response: Stephen Nesbit (Marrero, Couvillon & Associates, LLC) responded on Wednesday, November 29th, 2023 at 4:47PM CST

1. CIRCUITS HB1:9 AND HB1:11 TO BE RUN THROUGH SPARE RELAYS IN LCP-B AND SET FOR TIME-OF-DAY ON; TIME-OF-DAY OFF CONTROL.
2. PLEASE PROVIDE A PRICE TO REPLACE CIRCUIT BREAKERS FOR LK:43, LK:45, LK:46, LK:48, AND LK:48 WITH FIVE SHUNT-TRIP BREAKERS AND RUN A CONTROL CIRCUIT THROUGH THE FIRE SUPPRESSION SYSTEM TO CUT POWER TO THE SHUNT-TRIP BREAKERS UPON ACTIVATION OF THE FIRE SUPPRESSION SYSTEM. FOR CLARIFICATION, LK:49 DOES NOT REQUIRE BEING SHUNTED AS IT IS NOT BENEATH THE HOOD.

Attachments:

All Replies:

Response from Stephen Nesbit (Marrero, Couvillon & Associates, LLC) at 04:47 PM on 11/29/2023

1. CIRCUITS HB1:9 AND HB1:11 TO BE RUN THROUGH SPARE RELAYS IN LCP-B AND SET FOR TIME-OF-DAY ON; TIME-OF-DAY OFF CONTROL.
2. PLEASE PROVIDE A PRICE TO REPLACE CIRCUIT BREAKERS FOR LK:43, LK:45, LK:46, LK:48, AND LK:48 WITH FIVE SHUNT-TRIP BREAKERS AND RUN A CONTROL CIRCUIT THROUGH THE FIRE SUPPRESSION SYSTEM TO CUT POWER TO THE SHUNT-TRIP BREAKERS UPON ACTIVATION OF THE FIRE SUPPRESSION SYSTEM. FOR CLARIFICATION, LK:49 DOES NOT REQUIRE BEING SHUNTED AS IT IS NOT BENEATH THE HOOD.

Attachments:

Contractor reserves any and all claims, including cumulative impact claims, for additional time or money relating to costs (including extended overhead costs) or damages arising from or related to changes, delays, impacts, inefficiencies,



disruptions, suspensions, and/or acceleration to the Work. Contractor does not waive any defense, right, or remedy that the Contractor may have under the Contract, by statute, at law, or otherwise.

BY

DATE

COPIES TO



Quotation

To: Manning Architects DATE: 12/20/2023
 FROM: Jason Catlin QUOTE #: 064
 PROJECT: **Baker High School Renovations and Additions**
 DESCRIPTION
 OF CHANGES: **RFI 97 Power Needed to Electric Hand Dryers**

Quotation: \$12,727.00

Attached is a copy of our estimate and breakdown.

We will require **2** calendar days extension of contract time for this change if we receive your formal authorization to proceed within the next five calendar days.

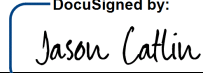
The cumulative effect of this and other changes may result in extended general conditions costs. Therefore, we reserve the right to claim extended general conditions costs at a later date.

The proposal is firm for five calendar days from the above quotation date. If Stuart receives this executed Proposal back after five calendar days from the above quotation date, then Stuart reserves the right to perform the work as provided for above, reject the approval of the expired proposal and, at Stuart's discretion, submit a revised proposal.

We have included all supporting documentation for your review. If this Proposal is acceptable, please execute the proposal at the bottom, return it to Stuart and prepare and forward to Stuart an AIA change order for the amount stated, including the time extension as provided above. This proposal and all its attachments shall be part of any change order to our contract. Only work specifically described in this proposal and its attachments is included.

By executing below, I agree to the terms of this Proposal and direct Stuart to commence the work described herein.

Accepted By: _____
 Printed Name: _____
 Date: _____

DocuSigned by:


 Jason Catlin
07BCDCAB486A487...
 12/20/2023 | 2:51 PM CST

SUMMARY

State of Louisiana
 Facility Planning & Control
 State Project No. _____
 WBS No. _____
 Project Name: Baker HS

Item No. _____
 RFI No. (or COR, CPR, etc.) RFC 50
 Date: 12/20/2023

THIS QUOTE IS VALID FOR 30 DAYS FROM DATE SUBMITTED

Contractor Name: A E C, LLC

Description of Work: **Baker Hand Dryers**

1. Install MC cable from panel LA to the following restrooms for hand dryers. 1104 & 1105
Install 3/4" nipple thru block wall.
2. Install MC cable from panel LA to the following restrooms for hand dryers 1118 & 1121
3. Install MC cable from panel LA to the following restrooms for hand dryers 1135 & 1136
4. Install MC cable from panel LA to the following restrooms for hand dryers 1166 & 1167
5. Install MC cable from panel LA to the following restrooms for hand dryers 1143 & 1144
6. Install MC cable from panel LA to room 1147 for hand dryer.
7. Install MC cable from panel LA to room 1152 for hand dryer
8. Install MC cable from panel LA to room 1113 for hand dryer
9. Install MC cable from panel LB to room 1213 & 1214 for hand dryers
10. Install MC cable from panel LK to room 1238 for hand dryers.
11. Install MC cable from panel HB rooms 1125 & 1126 for hand dryers
12. Install MC cable from panel LA to room 1163 for hand dryer
13. Using spare breakers in panels. Believe at this time there are spares.
14. Not responsible for any repair, painting, and patching.

General Contractor Direct Costs - Breakdown No. _____
 (See attached breakdown)

Total General Contractor Cost _____ %
 (General Contract Direct Cost plus OH&P) (Max: 8%)

Subcontractor Cost Breakdowns
 (See attached.)

Subcontractor Name	Breakdown No.	A Total Direct Cost	B OH&P (Max 8%)	C Total A+(A X B)
AEC, LLC		\$ 9,727	8 %	\$10,505
			8 %	
			8 %	

Subcontractor Direct Costs Total \$ 9,727.00
 (Sum column A)

Subcontractor Direct Costs + Subcontractor OH&P \$10,505.00
 (Sum column C)

General Contractor OH&P on Subcontractor Direct Cost at _____ %
 (Sum column A times General Contractor OH&P rate.) (Max: 8%)

Total Subcontractor Costs \$10,505.00
 (Subcontractor Direct Costs + OH&P + General Contractor OH&P)

Change Order Subtotal \$10,505.00
 (Sum of Total General Contractor Costs and Total Subcontractor Costs)

Performance and Payment Bond at _____ %
 (Change Order Subtotal times Performance and Payment Bond rate)

Amount will be increased decreased unchanged by \$10,505.00
 (Sum of Change Order Subtotal and Performance and Payment Bond)

Days will be increased decreased unchanged by 6.25
 (Attach supporting data such as meteorological reports)

Construction Contract Change Order BREAKDOWN

State of Louisiana
Facility Planning & Control

Breakdown No. _____

Item No. _____

State Project No. _____

RFI No. (or COR, CPR, etc.) RFC **50**

WBS No. _____

Date: _____

12/20/2023

Project Name: Baker HS

THIS QUOTE IS VALID FOR 30 DAYS FROM DATE SUBMITTED

Contractor/Subcontractor Name: _____

Direct Cost of Work :

A. Labor

Check here if explained on the Comment Sheet

	↓	Hourly Wage Rate	Hours		Total Cost
1 MECHANIC	<input type="checkbox"/>	38.94	50		\$1,947.00
2 MECHANIC	<input type="checkbox"/>	38.94	50		\$1,947.00
3 FOREMAN	<input type="checkbox"/>	38.94	11		\$428.00
				Add Labor Burden @	46.03 %
					\$1,989.00

LABOR TOTAL

\$6,311.00

B. Material

		Unit Price	Unit	Units		Total Cost
1 3/4" EMT	<input type="checkbox"/>	1.26	ft	100		\$126.00
2 3/4" STEEL COMP CONN	<input type="checkbox"/>	0.98	ea	20		\$20.00
3 3/4" PLASTIC BUSHINGS	<input type="checkbox"/>	0.15	ea	34		\$5.00
4 3/4" X 12" NIPPLES	<input type="checkbox"/>	13.47	ea	20		\$269.00
5 3/8" STRAPS	<input type="checkbox"/>	0.21	ea	760		\$160.00
6 3/4" STRAPS	<input type="checkbox"/>	0.28	ea	20		\$6.00
7 4 SQ BOXES	<input type="checkbox"/>	2.24	ea	30		\$67.00
8 12 THHN	<input type="checkbox"/>	0.18	ft	900		\$162.00
9 12/2 MC	<input type="checkbox"/>	0.80	ft	3,100		\$2,480.00
10 MC CONNECTORS	<input type="checkbox"/>	1.05	ea	60		\$63.00
11 WIRE NUTS	<input type="checkbox"/>	0.25	ea	100		\$25.00
12 4 SQ BLANKS	<input type="checkbox"/>	1.10	ea	30		\$33.00

MATERIAL TOTAL

\$3,416

C. EQUIPMENT

		Unit Rate	Unit	Units		Total Cost
1 _____	<input type="checkbox"/>		ea			
2 _____	<input type="checkbox"/>					
(Copies of invoices may be required.)				Add Tax @	%	

EQUIPMENT TOTAL

TOTAL DIRECT COST FOR THIS BREAKDOWN:

(Sum A, B & C)

\$9,727

Construction Contract Change Order BREAKDOWN COMMENT SHEET

State of Louisiana
Facility Planning & Control
State Project No. 0
WBS No. 0
Project Name: Baker HS

Breakdown No. _____
Item No. _____
RFI No. (or COR, CPR, etc.) RF 50
Date: 12/20/2023

THIS QUOTE IS VALID FOR 30 DAYS FROM DATE SUBMITTED

Contractor/Subcontractor Name: A E C, LLC

A. Labor

No. (From BREAKDOWN Sheet)

- 1 MECHANIC
- 2 MECHANIC
- 3 FOREMAN

B. Material

- 1 3/4" EMT
- 2 3/4" STEEL COMP CONN
- 3 3/4" PLASTIC BUSHINGS
- 4 3/4" X 12" NIPPLES
- 5 3/8" STRAPS
- 6 3/4" STRAPS
- 7 4 SQ BOXES
- 8 12 THHN
- 9 12/2 MC
- 10 MC CONNECTORS
- 11 WIRE NUTS
- 12 4 SQ BLANKS
- 13 0
- 14 0
- 15 0
- 16 0
- 17 0
- 18 0
- 19 0
- 20 0
- 21 0
- 22 0
- 23 0
- 24 0
- 25 0
- 26 0
- 27 0
- 28 0
- 29 0
- 30 0



Stuart & Company General Contractors, LLC
6126 Crestmount Drive
Baton Rouge, Louisiana 70809
Phone: (225) 293-8650

Project: 2230 (BHSR) - Baker High School Renovations & Additions
3200 Groom Road
Baker, Louisiana 70714
Phone: 225-293-8650
Fax: 225-293-8651

Power for Electric Hand Dryers

TO:	Stephen Nesbit (Marrero, Couvillon & Associates, LLC) (<i>Response Required</i>) Ryan Bertucci (Manning Architecture Interiors Planning) (<i>Response Required</i>)	FROM:	Jason Catlin (Stuart & Company General Contractor) 6126 Crestmount Drive Baton Rouge, Louisiana 70809
DATE INITIATED:	07/11/2023	STATUS:	Closed on 07/13/23
LOCATION:		DUE DATE:	07/14/2023
PROJECT STAGE:		COST CODE:	
SUB JOB:		SCHEDULE IMPACT:	
COST IMPACT:		SPEC SECTION:	
DRAWING NUMBER:		REFERENCE:	
LINKED DRAWINGS:			
RECEIVED FROM:			
COPIES TO:	Max McCray (Stuart & Company General Contractors, L), Toni Ortego (Stuart & Company General Contractors, L)		

Question from Jason Catlin (Stuart & Company General Contractors,) at 10:16 AM on 07/11/2023

Please provide voltage and where to supply power from for the electric hand dryers in restrooms. They are required in the following restrooms: 1104, 1105, 1135, 1136, 1143, 1144, 1147, 1163, 1213, 1214, 1225, 1226, 1238, 1252, & 1253. The data sheet is attached.

Attachments:

[102813-001 - Toilet Room Accessories - Toilet Accessories Product Data\(AAN\) Hand Dryer.pdf](#)

Official Response: Stephen Nesbit (Marrero, Couvillon & Associates, LLC) responded on Thursday, July 13th, 2023 at 12:28PM CDT

Hand dryers shall be rated for 120V with no heat. At 4.5A each, a 20A/1P circuit breaker can power a maximum of 3 units per circuit. Power should come from new (or spare, if available) 20A/1P branch circuit breakers in the nearest 120/208V panel having spare capacity and breaker space. The following branch circuit sizes shall be utilized:

1. Total run less than 75': 1/2" C, 2#12 AWG & 1#12 GND
2. Between 75' and 199': 1/2" C, 2#10 AWG & 1#10 GND
3. Between 199' and 349': 1/2" C, 2#8 AWG & 1#10 GND
4. Greater than 349': 3/4" C, 2#6 AWG & 1#10 GND

Attachments:

All Replies:

Response from Stephen Nesbit (Marrero, Couvillon & Associates, LLC) at 12:28 PM on 07/13/2023

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3. Between 199' and 349': 1/2" C, 2#8 AWG & 1#10 GND
4. Greater than 349': 3/4" C, 2#6 AWG & 1#10 GND

Attachments:

Contractor reserves any and all claims, including cumulative impact claims, for additional time or money relating to costs (including extended overhead costs) or damages arising from or related to changes, delays, impacts, inefficiencies,



disruptions, suspensions, and/or acceleration to the Work. Contractor does not waive any defense, right, or remedy that the Contractor may have under the Contract, by statute, at law, or otherwise.

BY

DATE

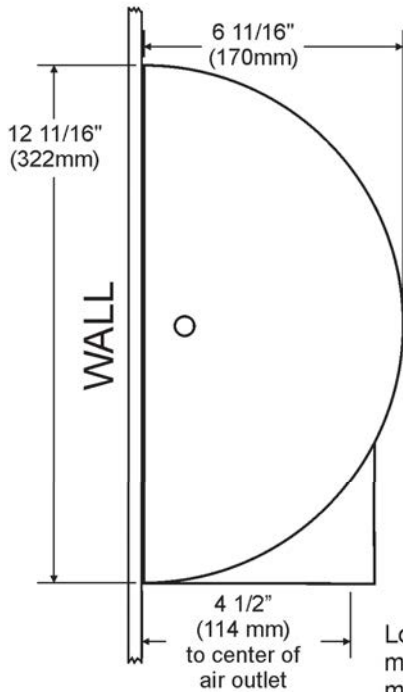
COPIES TO

XLERATOR® HAND DRYER

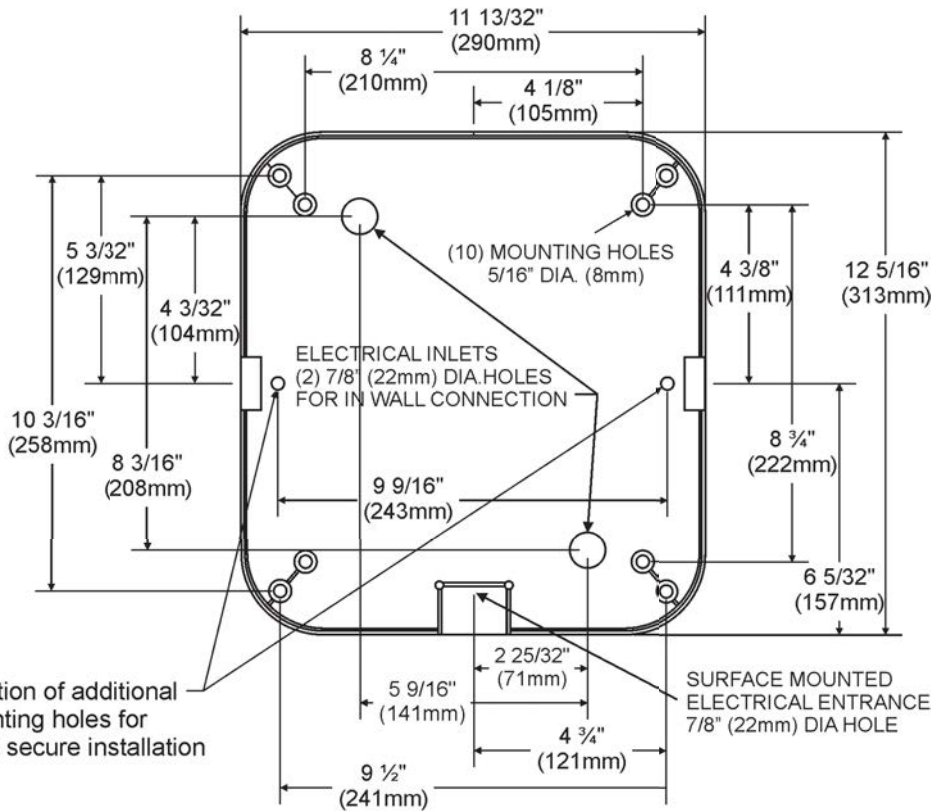


MODELS: **XL - BW** **W** **GR** **C** **SB** **SI** **SP** OPTIONS: **-H** (HEPA Filter) **-1.1N** (Noise Reduction Nozzle) **-VOLTAGE** (See Chart)

SIDE VIEW



FRONT VIEW FACING WALL



DIMENSIONS

Width 11 3/4" (298 mm) Height 12 11/16" (322 mm) Depth 6 11/16" (170 mm)

WEIGHT

XL-BW: 15 lbs. (6.8 kgs.) XL-SB: 16 lbs. (7.26 kgs.) XL-W, GR, C, SI, SP: 17 lbs. (7.71 kgs.)

ELECTRICAL

***Please Advise Voltage**

VOLTS	AMPS	WATTS	AMPS (NO HEAT)	WATTS (NO HEAT)	HERTZ	LISTING
110-120V	11.3-12.2A	1,213-1,450W	4.3-4.5A	442-513W	50/60 Hz	cULus
208-240V	5.6-6.2A	1,135-1,450W	2.0-2.2A	416-495W	50/60 Hz	cULus
208-277V	5.6-6.2A	1,135-1,450W	2.0-2.2A	416-495W	50/60 Hz	UL
230V	6.1A	1,400W	2.1A	500W	50-60 Hz	CE

SUGGESTED MOUNTING HEIGHTS

from floor to bottom of dryer:

Men	45" (114 cm)
Women	43" (109 cm)
Teenagers	41" (104 cm)
Small Children	35" (89 cm)
Accessible	37" (94 cm)

CERTIFICATIONS



ACTIVATION

Automatic Sensor Operated

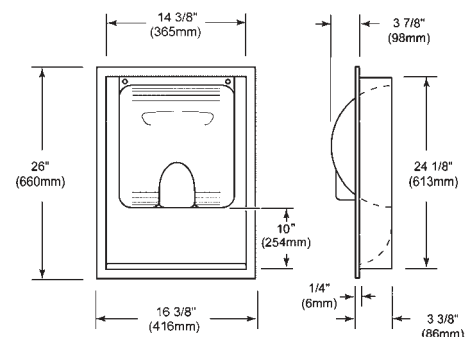
MOUNTING

Surface-Mounted

OPTIONAL ADA-COMPLIANT RECESS KIT



Part # 40502



DIMENSIONS

Width 16 3/8" (416 mm) Height 26" (660 mm) Depth 3 3/8" (86 mm)

Bottom of recessed wall box should be 10" (254 mm) below suggested mounting height for dryer.

*Dry time and energy use testing performed by SGS International on standard XLERATOR Hand Dryer with 0.8" nozzle to 0.25g or less of residual moisture, pursuant to the UL Environment Global Product Category Rules (PCR) for Hand Dryers. ²Based on testing performed by LMS Technologies, 2020. ³LMS Technologies, 2014. *Special Paint powder-coated covers are available in many colors and textures. *Exclusive digital image technology allows for the addition of company, school or team logos with any color, design or a "green message".



Quotation

To: Manning Architects DATE: 1/24/2024
 FROM: Jason Catlin QUOTE #: 065
 PROJECT: **Baker High School Renovations and Additions**
 DESCRIPTION
 OF CHANGES: **Extension of Time due to Weather Delays in January**

Quotation: \$0.00

Attached is a copy of our estimate and breakdown.

We will require **10** calendar days extension of contract time for this change if we receive your formal authorization to proceed within the next five calendar days.

The cumulative effect of this and other changes may result in extended general conditions costs. Therefore, we reserve the right to claim extended general conditions costs at a later date.

The proposal is firm for five calendar days from the above quotation date. If Stuart receives this executed Proposal back after five calendar days from the above quotation date, then Stuart reserves the right to perform the work as provided for above, reject the approval of the expired proposal and, at Stuart's discretion, submit a revised proposal.

We have included all supporting documentation for your review. If this Proposal is acceptable, please execute the proposal at the bottom, return it to Stuart and prepare and forward to Stuart an AIA change order for the amount stated, including the time extension as provided above. This proposal and all its attachments shall be part of any change order to our contract. Only work specifically described in this proposal and its attachments is included.

By executing below, I agree to the terms of this Proposal and direct Stuart to commence the work described herein.

Accepted By: _____ Jason Catlin
 Printed Name: _____ Jason Catlin
 Date: _____ 1/31/2024



6126 Crestmount Dr. | Baton Rouge, Louisiana 70809
Phone: 225.293.8650 | Fax: 225.293.8651

EXTENSION OF TIME

To: Manning Architecture
Attn.: Ryan Bertucci
From: Jason Catlin - Stuart & Company
Re: 2230 Baker HS

Date: January 31, 2024

Ext Request # 1

Due to adverse weather and site conditions on January 3rd, 4th, 5th, 6th, 7th, 8th, 10th, 11th, 12th, 15th, 16th, 17th, 19th, 20th, 21st, 23rd, 24th, 25th, 26th, 27th, and 29th. This work included exterior & underground utilities. Per contract documents there are 11 anticipated weather delays allowed and we are requesting an additional 10 days should be added to the project. Please advise us if you have any questions, comments, or concerns; or if you need additional information.

SUMMARY:

Number of days claimed to date due to weather:	0
Number of days this claim:	21
Less: Number of Anticipated Days	11
Total Number of Days this Claim	10
<hr/>	
Total Number of days claimed to date due to weather:	10

cc: File: 01.15 - (job)
:intendent Name



Stuart & Company General Contractors, LLC
 6126 Crestmount Drive
 Baton Rouge, Louisiana 70809
 United States

Job #: 2230 (BHSR) Baker High School Renovations & Additions
 3200 Groom Road
 Baker Louisiana. 70714
 2252938650

Daily Log Weather Delays For Baker High School Renovations & Additions

Date	Ground Conditions	Wind Conditions	Sky Conditions	Calamity	Temperature	Average	Precipitation	Comments	Attachments
01/03/24	Wet/Muddy	Light Wind	Rain		Mild			Raining to wet to work on the exterior. Rained 1/2"	<ul style="list-style-type: none"> 61FE3703-B06A-440B-9A30-C718B751270C.jpg 1704278603258.942139_templImage.jpeg
01/04/24	Wet/Muddy	Light Wind	Clear		Mild			Rained 1/2" yesterday	
01/05/24	Wet/Muddy	Light Wind	Rain		Mild			To wet to work on the exterior	<ul style="list-style-type: none"> 1704477660581.130859_templImage.jpeg
01/06/24	Wet/Muddy	Light Wind	Cloudy		Mild			Rained 1 1/4" yesterday. To wet to work on the exterior	<ul style="list-style-type: none"> 369EA148-1315-4673-AF9F-5042D47D90E5.jpg 7460CCEF-DF7F-4942-80DD-1D1004674E05.jpg
01/07/24	Wet/Muddy	Light Wind	Cloudy		Mild			To wet to work on the exterior	
01/08/24	Wet/Muddy	Light Wind	Rain		Mild			Raining to wet to work on the outside	<ul style="list-style-type: none"> 1704799945139.593018_templImage.jpeg 1704799866513.976074_templImage.jpeg
01/10/24	Wet/Muddy	Light Wind	Clear		Mild			To wet to work on the exterior	
01/11/24	Wet/Muddy	Light Wind	Clear		Mild			To wet to dig underground utility	
01/12/24	Wet/Muddy	Light Wind	Rain		Mild			To wet to work on the exterior	<ul style="list-style-type: none"> 1705069273813.478027_templImage.jpeg
01/15/24	Dry	Light Wind	Clear		Cold			To cold to lay bricks and pre cast stone	<ul style="list-style-type: none"> 1705317418539.314941_templImage.jpeg
01/16/24	Frozen	Light Wind	Clear		Very Cold			To cold to work on the exterior	<ul style="list-style-type: none"> 1705415340129.460938_templImage.jpeg 1705415340071.925049_templImage.jpeg 1705409492394.531006_templImage.jpeg
01/17/24	Dry	Light Wind	Clear		Very Cold			To cold to work on the exterior	<ul style="list-style-type: none"> 1705491341919.240967_templImage.jpeg
01/19/24	Wet/Muddy	Light Wind	Clear		Cold			Rained last night	
01/20/24	Frozen	Light Wind			Very Cold			To cold to work on the exterior	<ul style="list-style-type: none"> 1705747795952.781006_templImage.jpeg
01/21/24	Wet/Muddy	Light Wind	Clear		Very Cold			To cold to work on exterior	
01/23/24	Wet/Muddy	Light Wind	Cloudy		Mild			Rained 5/8" last night to wet to work on the exterior	<ul style="list-style-type: none"> 1706010714887.392090_templImage.jpeg



Job #: 2230 (BHSR) Baker High School Renovations & Additions
 3200 Groom Road
 Baker Louisiana. 70714
 2252938650

Stuart & Company General Contractors, LLC
 6126 Crestmount Drive
 Baton Rouge, Louisiana 70809
 United States

Date	Ground Conditions	Wind Conditions	Sky Conditions	Calamity	Temperature	Average	Precipitation	Comments	Attachments
01/24/24	Wet/Muddy	Light Wind	Rain		Mild			Rained all day to wet to work outside	<ul style="list-style-type: none"> 1706138719337.694092_templImage.jpeg 1706138682192.607910_templImage.jpeg 1706096502236.825928_templImage.jpeg 1706096396024.808838_templImage.jpeg
01/25/24	Wet/Muddy	Light Wind	Rain		Mild			Rained 3" yesterday and last night. Raining today To wet to work on the exterior	<ul style="list-style-type: none"> 1706191978661.288086_templImage.jpeg 1706191911614.287842_templImage.jpeg
01/26/24	Wet/Muddy	Light Wind	Cloudy		Mild			Rained 1 " yesterday to wet to work on the exterior	<ul style="list-style-type: none"> 1706270271186.491943_templImage.jpeg 6D15E476-8386-442D-96D5-41A27B5CE081.jpg
01/27/24	Wet/Muddy	Light Wind	Cloudy					Raining to wet to work. Rained 1" yesterday and rained earlier this morning 2"	<ul style="list-style-type: none"> 1706357604849.916992_templImage.jpeg 1706357405492.859863_templImage.jpeg 1706350614713.405029_templImage.jpeg 1706350614605.970947_templImage.jpeg
01/29/24	Wet/Muddy	Light Wind	Clear		Mild			To wet to lay bricks on the exterior	

DRAFT AIA® Document G701® - 2017

Change Order

PROJECT: *(Name and address)*
 17045 Baker High School
 3200 Groom Road
 Baker, Louisiana 70714

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: 8/18/2022;NTP - 8/29/22

CHANGE ORDER INFORMATION:
 Change Order Number: 007
 Date: 2/5/2024

OWNER: *(Name and address)*
 City of Baker School System
 14740 Plank Road
 Baker, LA 70714

ARCHITECT: *(Name and address)*
 Manning, APC
 650 Poydras St., Suite 1250
 New Orleans, LA 70130

CONTRACTOR: *(Name and address)*
 Stuart & Co. General Contractors, LLC
 6126 Crestmount Dr.
 Baton Rouge, LA 70809

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

- RFC 061: Building D Exterior - \$35,251.00 & 0 Days
- RFC 063: RFI 142 Ligthing Control - \$3,506.00 & 0 Days
- RFC 064: RFI 97 Power Needed to Electric Hand Dryers - \$12,727.00 & 2 Days
- RFC 066: Remove and Replace Ceilings at A Entries - \$71,096.00 & 3 Days

The original Contract Sum was
 The net change by previously authorized Change Orders
 The Contract Sum prior to this Change Order was
 The Contract Sum will be increased by this Change Order in the amount of
 The new Contract Sum including this Change Order will be

\$	21,270,000.00
\$	287,686.00
\$	21,557,686.00
\$	122,580.00
\$	21,680,266.00

The Contract Time will be increased by Five (5) days.
 The new date of Substantial Completion will be 9/9/2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Manning, APC

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*

SIGNATURE
 Dominic Willard, Principal

PRINTED NAME AND TITLE

SIGNATURE
 Tyler Tramonte, COO

PRINTED NAME AND TITLE

SIGNATURE
 J.T. Stroder, Superintendent

PRINTED NAME AND TITLE

DATE

DATE

DATE

Administrative, Instructional and Support Staff Positions

February 6, 2024

I. Report of Non-Continuance of Employment

1. Mr. Chris Ezbunwa- Full-Time Teacher, Baker Middle/PRAMS, Effective 02/05/2024
2. Ms. Heather Leday- Full-Time Paraprofessional, Baker Heights, Effective 02/01/2024

II. Report of Retirements

III. Report of Appointments

1. Ms. D.Robinson- Part-Time Substitute, District-Wide, Effective 02/01/2024
2. Mrs. Broussard- Part-Time Volunteer, District-wide, Effective
3. Dr. M. Porter- Full-Time Teacher, Baker Middle, Effective 01/22/24
4. Rooney Scott- Part-Time Custodian, Baker High, Effective

IV. Report of Reassignments/Transfers

Mark C. Hughes- Full-Time Maintenance, Baker High, Effective 01/19/2024

V. Report of Sick Leave Request