

AGENDA

Regular Meeting of the St. Mary Parish School Board
Thursday, October 10, 2024, 5:30 p.m.
Evans Medine Meeting Room
474 Hwy 317, Centerville, LA 70522

School Board

- | | |
|--|--------------------------------------|
| I: Ms. Guienzy M. Brent | VII: Vacant |
| II: Ms. Tammie L. Moore (Vice-President) | VIII: Mr. Chad M. Paradee |
| III: Mrs. Lindsey T. Anslem | IX: Mrs. Alaina L. Black (President) |
| IV: Ms. Debra R. Jones | X: Mr. Andrew V. Mancuso |
| V: Mrs. Ginger S. Griffin | XI: Mrs. Rhonda R. Dennis |
| VI: Ms. Marilyn P. LaSalle | |

Buffy S. Fegenbush, Ed. D., Secretary-Treasurer
Hammonds and Sills, Attorney to the Board
Elodie Stewart, Executive Assistant to the Superintendent/School Board

Administration

Buffy S. Fegenbush, Ed. D., Superintendent
Rachael Sanders, Ed. D., Assistant Superintendent of Operations
Alton Ray Perry, CPA, Chief Financial Officer

Opening

Meeting Called to Order.....Mrs. Black
Roll Call.....Dr. Fegenbush
Invocation.....Mr. Holmes
Pledge of Allegiance to The Flag of the United States of America.....Mrs. Black
Introduction of Students and Employees of the Month.....Mrs. Black

- 1. Bayou Vista Elementary School:**
Caysn Crappell, 5th Grade student
Daira Moffett, EL Paraprofessional
- 2. W. P. Foster Elementary School:**
Ryleigh Small, 5th grade student
Stanley Williams-Tate, Resource Teacher
- 3. Patterson Junior High School:**
Alyssa Mills, 5th grade student
Torin Bearb, 6th grade student
Belynda Vinning, Health and Physical Education Teacher

Appearances:

Recognition of newly appointed positions.....Ms. Estay

Provide information on school-based health clinics in St. Mary Parish Schools.....Dr. Gary Wiltz
Teche Action Clinic

Approval of Amended Agenda.....Mrs. Black

Approval of Official School Board Minutes.....Mrs. Black

Regular Meeting: September 12, 2024

Approval of Consent Agenda.....Mrs. Black

The items preceded with an asterisk will constitute the Consent Agenda with Board Members
being able to remove any items so desired from the Consent Agenda at the Board Meeting. All
remaining items will constitute the finalized Consent Agenda and be voted on all together.

Business Affairs

1. Approve Declaration of Vacancy in Position of School Board Member, District 7, St. Mary
Parish School Board and Proclamation calling Special Election to fill such vacancy.....Mrs. Black

2. Appoint a representative to temporarily fill the seat of District 7, School Board Member
until the Special Election.....Mrs. Black

3. *Approve property and casualty insurance consultant contract renewal.....Mr. Perry

4. Provide an update and recommendation on self-funded commercial group health
plan proposal.....Mr. James Perez

5. Accept change order #2 for Morgan City High School Stadium Renovations.....Mr. Carl Blum

6. Award substantial completion to Morgan City High School Stadium Renovations.....Mr. Carl Blum

7. Accept change order #3 for Reroofing at Berwick Junior High School,
Berwick High School and Patterson High School.....Mr. Carl Blum

8. Award substantial completion for Reroofing at Berwick Junior High School, Berwick
High School, and Patterson High School.....Mr. Carl Blum

9. Award substantial completion for Phase II roofing at Franklin Senior High School
using ESSER Funds.....Mr. Jim Firmin

10. *Proclamation(s):

A. * National Veteran's Day (November 2024).....Ms. Mitchell

B. *National Native American Heritage Month (November 2024).....Ms. Mitchell

Reports

Committee:

1. The Special Education Advisory Committee met on September 23, 2024 at
4:00 p.m. in the Evans Medine Meeting Room at the Central Office Complex
in Centerville, Louisiana.....Ms. McClarity

2. The Policy Committee met on September 23, 2024 at 5:30 p.m. in the Evans Medine Meeting Room at the Central Office Complex in Centerville, Louisiana to discuss the following policies from Forethought Consulting as revised by Hammonds and Sill.....Mr. Mancuso

- A. Approve recommendations regarding Qualifications for School Board Members (ABCB)
- B. Approve recommendations regarding School Board Member Continuing Education (BBBC)
- C. Approve recommendations regarding Notification of School Board Meeting (BCBB)
- D. Approve recommendations regarding Contracts and Compensation (GBA)
- E. Approve recommendations regarding Sick and Extended Leave (GBRIB)
- F. Approve recommendations regarding Employee Sick Leave Bank (GBRIBB)
- G. Approve recommendations regarding Corporal Punishment (JDA)
- H. Approve recommendations regarding Student Healthy Services (JGC)
- I. Approve recommendations regarding Immunizations (JGCB)
- J. Approve recommendations regarding Administration of Medication (JGCD)
- K. Approve recommendations regarding Behavior Health Services for Students (JGCFA)

1. Chief Financial Officer's Report.....Mr. Perry

- A. Sales Tax Update
- B. Financial Statements (Major Funds Only)
- C. Other Significant Items

Superintendent's Report.....Dr. Fegenbush

Closing

Resolutions of Respect.....Ms. Estay

Adjournment.....Mrs. Black

Notice:

In compliance with the Americans with Disabilities Act, the Evans Medine Meeting Room is wheelchair accessible and disabled parking is available at the Central Office Complex parking lot. If you are a person with a disability and you need disability-related modifications or accommodation to participate in this meeting, please contact the Superintendent's Office at (337) 836-9661 or fax (337) 836-5461. Notification 72 hours prior to the meeting will enable the School Board to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II}

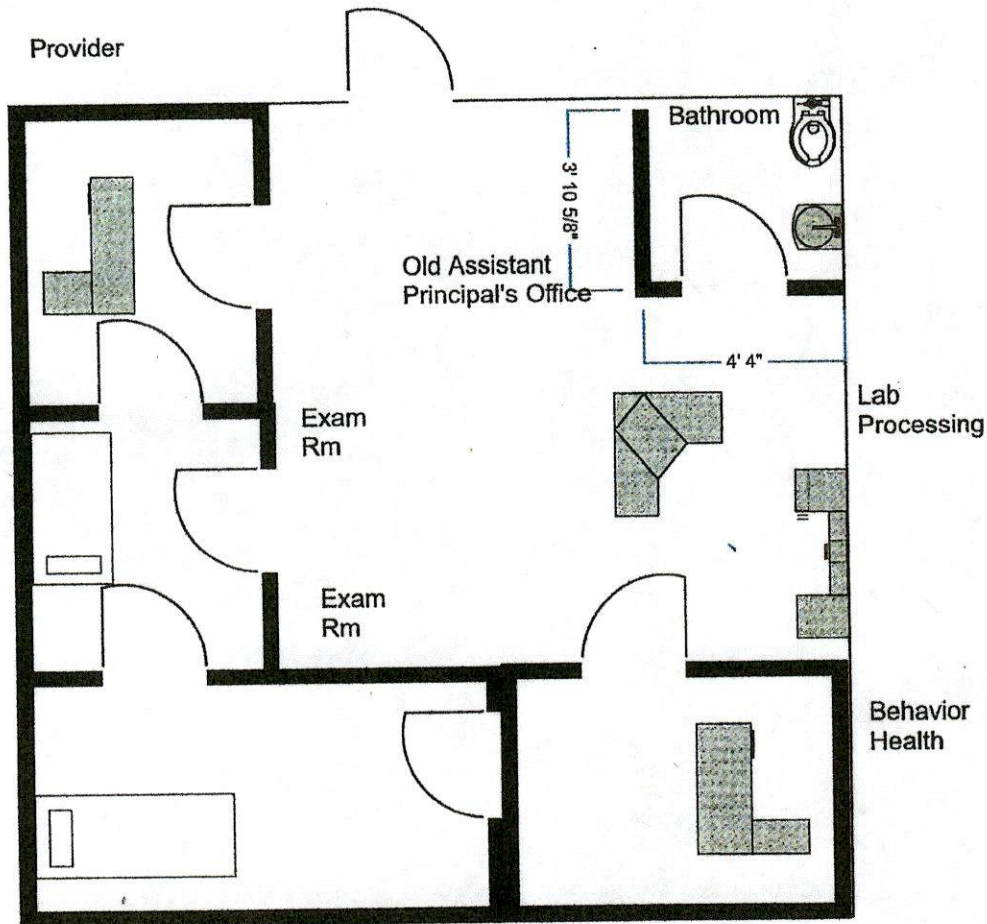
Public Participation

A public comment period shall be held before any vote is taken on an agenda item.

Public participation policy (BCBI) addresses specific procedures on public participation: <http://www.stmaryk12.net/SMPpublicparticipation>

APPEARANCE

Dr. Gary Wiltz



| | | | | | | | |
|--------|--|----------|-----------|----------|------------|--------|----------------|
| Site: | Franklin Sr High proposed School Based Health Clinic | Drawing: | 001 | Project: | | Drawn: | Patrick Parker |
| Title: | 1 st Floor Office Remodel | Scale: | 1/4":1'0" | Date: | 08/29/2024 | Rev: | A |

CONTRACT FOR PROFESSIONAL SERVICES – INSURANCE ADVISER

With Option to Renew for Second and Third Year

This contract is made November 30, 2024 between Norris Insurance Consultants, Inc. and the client listed next and in consideration of the charges shown:

ST. MARY PARISH SCHOOL BOARD

Professional Fee.....\$ 20,188

The work to be performed for the ST. MARY PARISH SCHOOL BOARD (referred to as BOARD) by Norris Insurance Consultants, Inc. (referred to as NORRIS) will be governed by the following terms:

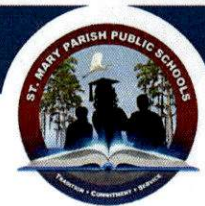
1. **CONTRACT TERM:** This contract is for a one-year term commencing on the date shown above. It will automatically renew for a second year on 11-30-25 and for a third year on 11-30-26 unless either party gives written notice to the other prior to either of those dates of its intent not to renew. Non-renewal carries no penalty nor is cause required. The fee for each renewal shall be the fee shown above.
2. **WORK:** NORRIS will provide the BOARD advice and assistance for certain types of insurance the BOARD purchases such as: (a) Review and manage renewal of these policy types: General Liability, Automobile, Workers Compensation, Umbrella, School Board Errors & Omissions, Crime, Building & Contents, Computers, Band Instruments, Flood, Boiler & Machinery and Student Accident; (b) review exposure to loss; (c) recommend changes in insurance protection, retention or deductible; (d) develop calendar of events for managing competitive quotes; (e) in conjunction with board or staff, develop list of agents who will participate; (f) develop insurance specification – write REQUEST FOR PROPOSALS (RFP); (g) conduct agent meetings to review RFP and assign carriers; (h) conduct opening of competitive quotes; (i) prepare spreadsheet of quotes and present to board; (j) once board vote decides award, issue award letter to agent(s); (k) review binders to verify conformity to quote; (l) review policies when received to verify conformity to quote; (m) provide stand-by or telephone support for insurance problems that might arise during contract year.
3. **TYPES OF INSURANCE NOT INCLUDED; SERVICE NOT PROVIDED:** NORRIS is not a consultant for and this contract does not include any type of Life, Accident (except Student Accident), Medical, Retirement or Pension insurance. NORRIS is not an accountant nor an expert in financial solvency of insurance carriers or self-insurance funds. NORRIS is not an attorney. NORRIS is not an expert in the valuation of buildings, equipment or vehicles. The BOARD agrees these areas are beyond the scope of this contract.
4. **FEE:** The fee for this service is payable in halves. One half is due at the time this contract is made. The remaining 50% is payable after the award letter referred to in Part (j) of Item (2) above has been issued or within six (6) months of contract inception. All cost and expense of providing this service shall be borne by NORRIS.
5. **ERRORS & OMISSIONS LIABILITY:** NORRIS agrees to carry Professional Liability Insurance through the term of this contract and, if requested, furnish a Certificate of it to the BOARD. NORRIS is not an employee of BOARD and undertakes this work as an independent contractor.
6. **BEST EFFORT:** NORRIS does not guarantee to reduce premiums, nor that every risk will be discovered or insured nor that every claim which occurs will be paid. NORRIS is not a guarantor of carrier solvency. NORRIS will apply experience and skill in a best effort to help the BOARD manage those risks of loss which are the subject of this contract.
7. **CONFLICT OF INTEREST:** NORRIS affirms it has no financial interest in or undeclared affiliation with any vendor or potential vendor. NORRIS commits on behalf of itself, its owners and employees that the fee paid by the BOARD shall be the sole revenue solicited or accepted in connection with this work.

ST. MARY PARISH SCHOOL BOARD

NORRIS INSURANCE CONSULTANTS, INC.

Alton Ray Perry, CPA, CFO
St. Mary Parish School Board
P. O. Box 170
Centerville, LA 70522

Carmel Breaux, President
Norris Insurance Consultants, Inc.
408 St. Anthony Street
Raceland, LA 70394



St. Mary Parish Schools

474 Highway 317 • P.O. Box 170 • Centerville, LA 70522

337-836-9661 • www.stmaryk12.net

ITEM 10 A*

SCHOOL BOARD MEMBERS

Alaina L. Black

PRESIDENT

District IX

Tammie L. Moore

VICE-PRESIDENT

District II

Gulienzy M. Brent

District I

Lindsey T. Anslem

District III

Debra R. Jones

District IV

Ginger S. Griffin

District V

Marilyn P. LaSalle

District VI

Vacant

District VII

Chad M. Paradee

District VIII

Andrew V. Mancuso

District X

Rhonda R. Dennis

District XI



WHEREAS November 11th serves as an official day of recognition, honoring the service and sacrifice of the men and women of our Nation's Armed Services; and,

WHEREAS our Nation's military has demonstrated unceasing courage and honor in securing the freedoms guaranteed to all Americans; and,

WHEREAS members of the Army, Navy, Air Force, Marines, and Coast Guard continue to stand ready to serve when called to duty. The Nation respectfully pays tribute to soldiers who made the ultimate sacrifice in remembrance of their bravery and selfless acts of service.

WHEREAS The residents of St. Mary Parish have honorably served in the Armed Forces and remain actively deployed in defense of our Nation. It is especially significant for educators to demonstrate and instill respect and reverence for the men and woman who have dedicated their lives to the defense of freedom.

NOW THEREFORE BE IT RESOLVED the St. Mary Parish School Board does hereby proclaim the **Month of November 2024** as **VETERANS DAY**.

THURSDAY, OCTOBER 10, 2024

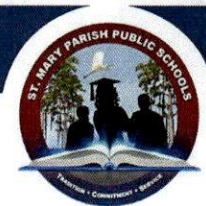
Dr. Buffy S. Fegenbush, Superintendent

St. Mary Parish Schools

Mrs. Alaina L. Black, President

St. Mary Parish School Board

Superintendent
Buffy S. Fegenbush, Ed. D.



St. Mary Parish Schools

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ITEM 10 B*

SCHOOL BOARD MEMBERS

Alaina L. Black

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Andrew V. Mancuso

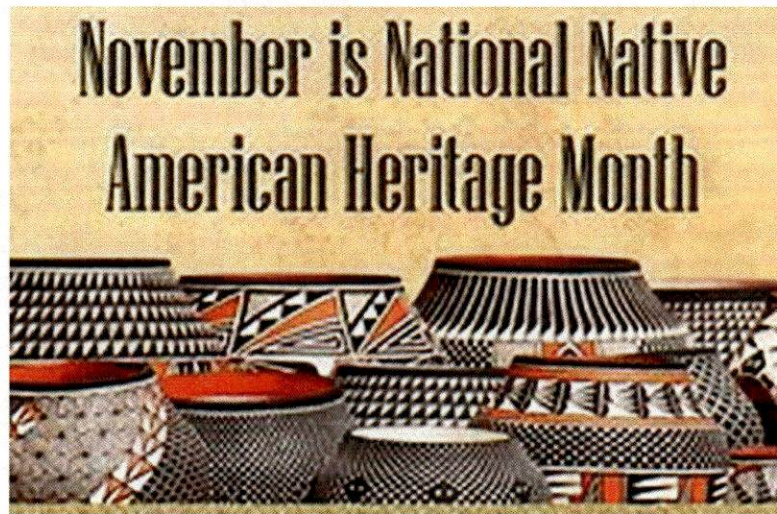
District X

Rhonda R. Dennis

District XI

Superintendent

Buffy S. Fegenbush, Ed. D.



WHEREAS During National Native American Heritage Month, we celebrate the countless contributions of Native peoples past and present and honor the influence they have on the advancement of our Nation.

WHEREAS Tribal Nations have been paragons of resilience, determination, and patriotism. Tribal Nations have commendably utilized the tools of Tribal self-governance to protect and lead their communities, setting a standard for all communities to shadow.

WHEREAS During National Native American Heritage Month, we also honor our Native American Veterans and Service Members who have courageously served and continue to serve in our Armed Forces – including the brave Native American Code Talkers in World War I and World War II.

WHEREAS Native American roots are deeply embedded in this land – a homeland loved, cultivated, strengthened, and fought for with honor and conviction. This month, we honor the precious, resilient, and enduring cultures and contributions of all Native Americans and posture ourselves to fulfilling the full promise of our Nation together.

NOW THEREFORE BE IT RESOLVED the St. Mary Parish School Board does hereby proclaim the **Month of November 2024** as **National Native American Heritage Month**.

THURSDAY, OCTOBER 10, 2024

Dr. Buffy S. Fegenbush, Superintendent

St. Mary Parish Schools

Mrs. Alaina L. Black, President

St. Mary Parish School Board

DECLARATION OF VACANCY IN POSITION OF SCHOOL BOARD MEMBER, DISTRICT 7, ST. MARY PARISH SCHOOL BOARD AND PROCLAMATION CALLING SPECIAL ELECTION TO FILL SUCH VACANCY

WHEREAS, due to the resignation of Honorable Murphy Pontiff, Jr. on September 30, 2024, a vacancy now exists in the office of School Board Member, District 7, St. Mary Parish School Board; and

WHEREAS, Louisiana Revised Statute 18:602 requires that the St. Mary Parish School Board formally declare the vacancy in its membership and appoint an individual to fill the vacancy until a special election can be conducted in accordance with the requirements of law.

NOW, THEREFORE, BE IT DULY RESOLVED that the St. Mary Parish School Board does hereby order and direct as follows:

SECTION 1: The School Board hereby declares that, due to the resignation of Honorable Murphy Pontiff, Jr., the office of School Board Member, District 7, St. Mary Parish School Board, is vacant.

SECTION 2: A special election shall be held for the purpose of electing a qualified individual to fill the vacancy in the office of School Board Member, District 7, St. Mary Parish School Board.

SECTION 3: Any qualified person desiring to become a candidate for the office shall file a notice of candidacy, accompanied by a qualifying fee or a nominating petition, as required or authorized by law, with the appropriate election official in the manner and form and under the procedures and conditions set forth in the Louisiana Election Code during the period commencing Wednesday, January 29, 2025 and ending at 4:30 p.m. on Friday, January 31, 2025.

SECTION 4: The special election shall be held and conducted under the applicable provisions of the Louisiana Election Code.

SECTION 5: The primary election shall be held March 29, 2025, and the general election, if necessary, shall be held May 3, 2025, at the times and places and in the manner prescribed by law.

ITEM 1

SECTION 6: The Secretary of State, Commissioner of Elections, Parish Board of Election Supervisors, Clerk of Court, Registrar of Voters, and all other persons charged with any power, function, right, duty or responsibility in conducting elections in the jurisdiction of the vacant position described herein are hereby authorized, requested, directed and empowered to exercise every lawful function and to do every act necessary to conduct the special election, to cause the returns to be made, to canvass and promulgate the results, and to perform all related and incidental functions.

SECTION 7: Superintendent Buffy S. Fegenbush (or her designee) will take all action necessary to immediately publish this proclamation in the School Board's official journal.

SECTION 8: Superintendent Buffy S. Fegenbush (or her designee) will send a copy of this proclamation to the Clerk of Court for the 16th Judicial District and to the Secretary of State by registered or certified mail no later than twenty-four (24) hours after this proclamation is issued.

RESOLVED by the St. Mary Parish School Board at its regular school board meeting on the 10th day of October, 2024.

Buffy S. Fegenbush
Board Secretary

Alaina L. Black
Board President

ITEM 2

Candidates for District VII School Board Member Seat

- 1. Mrs. Carla Broussard-Pellerin**
- 2. Mrs. Almetra Franklin**
- 3. Mr. Lawrence Guillory**
- 4. Mr. David Hanagriff**
- 5. Mr. Craig Pellerin**
- 6. Mr. Glenn Pellerin**
- 7. Mr. F. Peter Soprano**

ITEM 2

Carla Broussard-Pellerin, MHA, CIT
1012 Verdunville Road
Franklin, LA 70538
Cell: 337-578-0832
Email: cpellerin2010@gmail.com

September 12, 2024

St. Mary Parish School Board
Post Office Box 170
Centerville, LA 70522

Re: Letter of Interest in Service to the Board

Dear Members of the Board, Dr. Fegenbush, and Staff Respectively:

It is my distinct pleasure to introduce myself to this body. For those of you who may not know me, I am Carla B. Pellerin or simply Carla. I am native to St. Mary Parish, born in Franklin, raised by two dedicated citizens of the parish, the late Harold and Edwina Broussard. I am married to Brian Pellerin, and we have one son, Tyreek, who is a 2022 graduate of Centerville High School.

Briefly regarding my family upbringing, my dad was a dedicated school bus driver for years, his last route was the one to USL in the mid-to late 80's, transporting local students to facilitate access to higher education. My mom was a HeadStart pioneer, she was in the first wave of teachers and retired as a center coordinator. I was a first generation HeadStart student. I graduated from Franklin Senior High School in 1985. I went onto USL (now ULL) graduated in Mass Communications in the Spring of 1991. My mass communications experience went all the way back to high school when I worked as a radio disc jockey at KFRA in Franklin. During undergrad, I interned and was subsequently hired as a morning show producer and field reporter at KATC TV-3, one of my last field assignments was Hurricane Andrew aftermath coverage. Shortly after that event, I found myself shifting my focus and energy toward a local non-profit where my role evolved and blossomed into a new career in public and community health centers which began at the Teche Action Clinic (1994). It was during this season that I enrolled in an executive program at Tulane University and received my master's in health administration. The invaluable experience at Teche Action prepared me to spread my wings as far out as eastern North Carolina for a few years to head up a community health center in a town called Kinston (2007). It was during these years that I learned about Board service, in two roles one as chief executive to the health center board, and as a board member of the statewide primary care association. After my parents began to decline in age and health, I returned home, and soon thereafter took on a new role as administrator of the Fairview Treatment Center (2013), which was part of parish government, Fairview is now part of a private, non-profit behavioral health delivery system. While at Fairview, I was nominated to participate in the St. Mary Parish Chamber of Commerce's Leadership Class. We were the only class that began in 2020 but did not conclude until the following year due to the pandemic. After my time at Fairview ended, I moved onto a program that is operated by the Catholic Charities division of the Houma-Thibodeaux Diocese. I currently serve as the administrator of the Assisi Bridge

ITEM 2

House which serves men in recovery. I am also a counselor in training (CIT) which means I have a provisional license in addictions counseling. I've spent the last 11 years of my career in this field.

Now that I've introduced myself, I am writing this letter of interest because I have been approached about the district seven school board seat more than once. As of this day, I am officially declaring my interest in serving on the Board. I believe that I have a broad knowledge base, I am open to learning and expanding that base. I believe all of you, the board and the staff, play a critical role in the overall health and wellbeing of our community. I have always been mission-driven, and I believe in the importance of service above self. I have fueled this belief in my work and career. Serving on the St. Mary Parish School Board would be an honor and a duty that I would fully embrace should I be initially nominated to serve by the board and later by the constituents in my district.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Carla B. Pellerin', written over the typed name.

Carla B. Pellerin, MHA, CIT
Citizen, District 7

ITEM 2

Stewart, Elodie

From: Fegenbush, Buffy
Sent: Friday, September 13, 2024 8:00 AM
To: Stewart, Elodie
Subject: FW: Letter of Interest in Service to the Board
Attachments: School Board Letter of Interest_CPellerin.pdf

Importance: High

For the October 1st Board Packet

From: cpellerin2010@gmail.com <cpellerin2010@gmail.com>
Sent: Monday, September 9, 2024 7:55 PM
To: Brent, Guienzy <gbrent@stmaryk12.net>; Tammie Moore <tlw1811@aol.com>; Lindsey Anslem <patriotparent777@yahoo.com>; Debra Jones <debra.jones3817@gmail.com>; Ginger Griffin <ginger@pilant.com>; LaSalle,, Marilyn <mplas13@gmail.com>; Murphy Pontiff Jr <murphy064@bellsouth.net>; scparadee@yahoo.com; alaina_black@yahoo.com; andrew.mancuso@newindustries.com; Rhonda Dennis <author@rhondadennis.net>; Fegenbush, Buffy <bfegebush@stmaryk12.net>
Subject: Letter of Interest in Service to the Board
Importance: High

Some people who received this message don't often get email from cpellerin2010@gmail.com. [Learn why this is important](#)

Dear Members of the St. Mary Parish School Board and School Superintendent Respectively:

Please see the attached letter of interest in serving the constituents in District 7 of the St. Mary Parish School Board. The letter provides my background, including family and career history. I dated the letter effective 9/12, which is the next regularly scheduled Board meeting, assuming the meeting is not interrupted with the threat of Hurricane Francine. In the interim, I can be reached at (337) 578-0832 should you have any questions or an interest in speaking with me further.

Thank you for your attention.

Respectfully,

Carla B. Pellerin, MHA, CIT
Citizen, District 7

The content of this email is confidential and intended for the recipient specified in the message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, forwarding, or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this EMAIL transmission in error, PLEASE NOTIFY US by telephone (337-836-9661) or return email.

[EXTERNAL]

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ITEM 2

September 17, 2024

Mrs. Alaina E. Black, President
St. Mary Parish School Board
474 Highway 317
Centerville, La. 70522

Re: appointment to School Board

Dear Mrs. Black:

My name is Almetra J. Franklin, of Verdunville, La.

I currently serve as the CEO/Head Start Administrator for the St. Mary
Community Action Committee Association, Inc.

I've been employed with the Agency for over 50 plus years.

I am a Mother, Grandmother, Great grandmother and a product of Public
education in St. Mary Parish.

I was informed that there is a possibility the Board seat for
Centerville/Verdunville may be vacant soon and open to someone being appointed
to that seat.

I, as a resident of Verdunville, am extremely interested in that position.

Down through the years, I have committed my life to working for the
Betterment of my community including serving children and families.

As the CEO of St. Mary Community Action Committee Association, Inc.

ITEM 2

I believe I have learned the correct strategies to work with families/children

To make their lives better and to promote education as the great equalizer.

I also bring experience working with people and working with public officials as well.

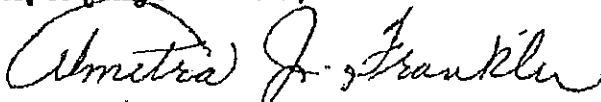
I would ask to be considered for that appointment, if I am in order.

I don't believe there is anyone else that can serve the community with as

Much passion and determination as I.

I appreciate the opportunity to submit this request and look forward to hearing from you.

Respectfully submitted,

A handwritten signature in cursive script that reads "Almetra J. Franklin". The signature is written in dark ink and is positioned above the printed name.

Almetra J. Franklin, NCRI/Notary

543 Verdun Lane

Franklin, Pa. 70538

ITEM 2

Stewart, Elodie

From: Black, Alaina
Sent: Friday, September 20, 2024 9:53 AM
To: Stewart, Elodie
Cc: Fegenbush, Buffy
Subject: Fwd:
Attachments: 20240920095118938.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

See attached. This is a request for Mr. Pontiffs seat.

Get [Outlook for iOS](#)

From: Shakur Randle <shakurrandle47@gmail.com>
Sent: Friday, September 20, 2024 9:37:58 AM
To: Black, Alaina <ablack@stmaryk12.net>
Cc: Almetra Franklin <afrank6333@aol.com>
Subject:

You don't often get email from shakurrandle47@gmail.com. [Learn why this is important](#)
please see attached per Mrs. Franklin

The content of this email is confidential and intended for the recipient specified in the message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, forwarding, or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this EMAIL transmission in error, PLEASE NOTIFY US by telephone (337-836-9661) or return email.

[EXTERNAL]

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ITEM 2

From: lawrence.guillory@shell.com <lawrence.guillory@shell.com>
Sent: Thursday, September 12, 2024 1:03 PM
To: Black, Alaina <ablack@stmaryk12.net>
Subject: St. Mary Parish School Board

Ms. Black,

My name is Lawrence Guillory and this note is to serve as my official offering to volunteer for the recently vacated St. Mary Parish School Board seat by Mr. Murphy Pontiff.

I am a native and current resident of Centerville and have been active in our community for many years. Numerous citizens and concerned parents have been asking me to run for School Board for several years.

I am not a politician, nor do I plan to run for the seat if selected to serve out the remainder of the term left vacant, which will allow for a fair election in the next term race.

My history of Military service and community service is to help where I can and lend my expertise as a business and personnel manager.

As mentioned earlier, I have lived in Centerville all my life, with the exception of my Military service years. My wife attended and graduated from CHS along with several other family members.

My daughters attended CHS in their primary education years K-6. We moved the girls to Hanson (my Alma Mater) to complete their secondary and Catholic education.

I also served as the Hanson Girls track team volunteer coach for 7 years. I served on the Hanson High School board for six years working with tight budgets and personnel issues, just like all other school boards would.

I enjoyed the experience, and we were very successful in working through the challenges of today's world. My current role as a Telecommunications operations manager for a major oil company for the last 25 years has allowed me to experience the many trials and tribulations of the business world and employee relations challenges and nuances. I would like help in continuing the vision of providing a safe and productive learning environment for our St. Mary Parish youth and for our staff and faculty. Naturally, there are many topics to discuss in education, such as safety, security, staffing, budgeting and continuous improvement initiatives.

I would be happy to sit with you or tele-visit with you, or any members of your team to discuss this offering further.

Feel free to reach out to me:

Call or Text: 337-258-9560

Email: lawrence.guillory@shell.com

Regards,

Lawrence A. Guillory

GOM-Telecom. Operations

IGU-PT SOM

IT Operations of the Future, Together We Make IT.

e-mail @ lawrence.guillory@shell.com

phone @ OSS 504-425-4460

cellphone @ 337-258-9560

ITEM 2

Stewart, Elodie

From: Black, Alaina
Sent: Monday, September 30, 2024 9:54 AM
To: Stewart, Elodie
Subject: Fwd: St. Mary Parish School Board

Get [Outlook for iOS](#)

From: lawrence.guillory@shell.com <lawrence.guillory@shell.com>
Sent: Thursday, September 12, 2024 1:03 PM
To: Black, Alaina <ablack@stmaryk12.net>
Subject: St. Mary Parish School Board

You don't often get email from lawrence.guillory@shell.com. [Learn why this is important](#)

Ms. Black,

My name is Lawrence Guillory and this note is to serve as my official offering to volunteer for the recently vacated St. Mary Parish School Board seat by Mr. Murphy Pontiff.

I am a native and current resident of Centerville and have been active in our community for many years.

Numerous citizens and concerned parents have been asking me to run for School Board for several years.

I am not a politician, nor do I plan to run for the seat if selected to serve out the remainder of the term left vacant, which will allow for a fair election in the next term race.

My history of Military service and community service is to help where I can, and lend my expertise as a business and personnel manager.

As mentioned earlier, I have lived in Centerville all my life, with the exception of my Military service years.

My wife attended and graduated from CHS along with several other family members.

My daughters attended CHS in their primary education years K-6. We moved the girls to Hanson (my Alma Mater) to complete their secondary and Catholic education.

I also served as the Hanson Girls track team volunteer coach for 7 years.

I served on the Hanson High School board for six years working with tight budgets and personnel issues, just like all other school boards would.

I enjoyed the experience, and we were very successful in working through the challenges of today's world.

My current role as a Telecommunications operations manager for a major oil company for the last 25 years has allowed me to experience the many trials and tribulations of the business world and employee relations challenges and nuances.

I would like help in continuing the vision of providing a safe and productive learning environment for our St. Mary Parish youth and for our staff and faculty.

Naturally, there are many topics to discuss in education, such as safety, security, staffing, budgeting and continuous improvement initiatives.

I would be happy to sit with you or tele-visit with you, or any members of your team to discuss this offering further.

Feel free to reach out to me:

Call or Text: 337-258-9560

Email: lawrence.guillory@shell.com

ITEM 2

Regards,

Lawrence A. Guillory

GOM-Telecom. Operations

IGU-PT SOM

IT Operations of the Future, Together We Make IT.

e-mail @ lawrence.guillory@shell.com

phone @ OSS 504-425-4460

cellphone @ 337-258-9560

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[EXTERNAL]

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ITEM 2



HEAVY EQUIPMENT REPAIRS

8728 HIGHWAY 182 ° P. O. BOX 9 ° CENTERVILLE, LA 70522

PHONE 337-836-9954 ° FAX 337-836-9453

HANAGRIFFSMST@COX-INTERNET.COM

Dear St. Mary Parish School Board Members,

I am David Hanagriff, I currently reside at 9107 Hwy. 182, Centerville, LA. I would like to fill the temporary vacancy of Mr. Murphy Pontiff. I want to make it clear, I only want to serve out the remaining term of Mr. Pontiff and I will not run for this position. If chosen I will publicly make it known I will not run for this position at the next election.

Having served as Parish Councilman and Parish President I know I can help the School Board going forward in this temporary position. I have unique experience having a spouse who is a teacher in the St. Mary Parish school system and a child currently enrolled at Berwick High School.

I appreciate your time and consideration for this position. Following, are a list of my qualifications:

1. President – Hanagriff's Machine Shop, LLC – Centerville, LA
2. Graduate of Centerville High School
3. Graduate of University of Southwestern Louisiana
4. Planning and Zoning Commissioner
5. St. Mary Parish Councilman – Dist.3
6. St. Mary Parish President – two terms
7. Current Board Member – Center of Hope
8. Current West St. Mary Port Commission Member
9. Angie Hanagriff, spouse, current third grade teacher at Berwick Elementary. Son, Porter – Junior at Berwick High School

Thank you and I humbly ask for your consideration,

David J. Hanagriff

ITEM 2

Stewart, Elodie

From: Black, Alaina
Sent: Monday, September 30, 2024 3:35 PM
To: Stewart, Elodie
Subject: Fwd: Message from "RNP002673E45577"
Attachments: 20240930142643207.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Get [Outlook for iOS](#)

From: davidh@cox-internet.com <davidh@cox-internet.com>
Sent: Monday, September 30, 2024 2:47:42 PM
To: Black, Alaina <ablack@stmaryk12.net>
Subject: FW: Message from "RNP002673E45577"

[You don't often get email from davidh@cox-internet.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Alaina

I have attached my application for the vacant seat on the School Board.

Thank you,
David Hanagriff

-----Original Message-----

From: hanagriffmachinescanner@gmail.com <hanagriffmachinescanner@gmail.com>
Sent: Monday, September 30, 2024 2:27 PM
To: David <davidh@cox-internet.com>
Subject: Message from "RNP002673E45577"

This E-mail was sent from "RNP002673E45577" (MP C4504ex).

Scan Date: 09.30.2024 14:26:43 (-0500)
Queries to: hanagriffmachinescanner@gmail.com

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[EXTERNAL]

ITEM 2

September 19, 2024

President Alina Black
St. Mary Parish School Board

Dear President Black:

My name is Craig Pellerin and I reside at 311 Willowood Drive, Franklin, Louisiana 70538. Recently I met with Mr. Murphy Pontiff, the current School Board member from District 7. Mr. Pontiff advised me that he would be resigning his seat on the Board on September 29, 2024. I would like to be considered to fill his unexpired term until an election is called to fill his seat. I do plan to run for the seat when the election is called.

I would like to give you a little history about me and my background. I was born and raised in Verdunville, Louisiana. I attended Verdunville Elementary for two years and then transferred to St. John Elementary. I attended Hanson Memorial High School and graduated in 1977. I was very active in my school serving on the Student Council for all four high school years and as President of the Council for my Senior year.

I attended Louisiana State University in 1978 and completed continuing education classes in Leadership and Training at UAB in Alabama. When I left college, I went to work for Cargil Salt Mine until the mine explosion in 1978. I then went to work at All State Finance until 1980. In April of 1980, I married my high school sweetheart, Rebecca Olivier Pellerin. Rebecca is the Office Manager at the Port of West St. Mary where she has been employed for 43 years. Rebecca and I have a son, Brandon Pellerin (married to Nicole Landry Pellerin who is currently a teacher at Centerville High School) and our daughter, Jenna Pellerin Tabor (Jenna is currently a Secretary at Raintree Elementary in Baldwin) is married to Justin Tabor.

I worked at Cameron Iron Works from 1980 until 1984. In 1984 I went to work for Southern Natural Gas and worked there until 1999. In 2000, I went to work for Degussa Carbon Black and worked there until 2015 as a Supervisor in the shipping department. In 2015, I went to work at Cameron Iron Works (now called SLB in Berwick) where I am currently employed. I am a Test Operator. My job is to monitor and issue all of the test equipment used at the facility.

Through the years, I have served as a Public Servant in many different areas. In the 1980's, I served on the Parish Council for the Immaculate Conception Catholic church in Verdunville and on the St. John/Hanson School Board. In 1994, I was elected to the Franklin City Council and served until 1998. In 2002, I was elected again to the Franklin City Council and served until 2006. I also served on the Board of

ITEM 2

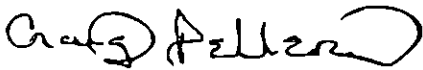
Consolidated Gravity and Drainage District #1 from 1986 until 1994. I was reappointed in April of 2023 and currently serve on that Board.

In addition to my role as a Public Servant, I enjoyed 20 plus years of my adult life as a high school basketball and baseball official. As a basketball official, I have worked across the entire State of Louisiana through the Louisiana High School Athletic Association and spent a considerable amount of time in St. Mary Parish. At one time, I knew all of the Principals and Coaches in St. Mary Parish. Baseball was somewhat different, as most of my time was spent locally officiating through the Landry Banks Association. I also spent many hours coaching the youth of our community in football, basketball and baseball.

In closing, I would like to once again request that I be considered to fill Mr. Pontiff's unexpired term, upon his resignation, as the District 7 board member. I have followed the St. Mary Parish School Board for many years and feel that I have much to offer. I feel that Dr. Fegenbush is doing an excellent job and I would love to be a part of the current administration and board to keep things moving in the right direction.

Please do not hesitate to contact me if you are in need of additional information.

I am, sincerely

A handwritten signature in black ink, appearing to read "Craig Pellerin". The signature is fluid and cursive, with a large loop at the end.

Craig Pellerin

/rp

ITEM 2

Stewart, Elodie

From: Fegenbush, Buffy
Sent: Monday, September 23, 2024 1:46 PM
To: Black, Alaina
Cc: Stewart, Elodie
Subject: C. Pellerin Letter of Interest
Attachments: 20240923 Craig Pellerin Letter of Interest.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Please see the attached letter of interest that was received by my office on 9.23.24.

Thank you,

Buffy S. Fegenbush, Ed. D.

Superintendent, St. Mary Parish Schools

Office: 337-836-9661

Every Student. Every Day. Together – We are SMP Strong!

The content of this email is confidential and intended for the recipient specified in the message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, forwarding, or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this EMAIL transmission in error, PLEASE NOTIFY US by telephone (337-836-9661) or return email.

ITEM 2

Glynn Pellerin

10126 Hwy 182

Franklin, La. 70538

To : St. Mary Parish School Board

My name is Glynn Pellerin. I reside in Centerville. I have been a member of St. Mary Parish for 52 years. I would like to be considered as a candidate for the unexpired term of Mr. Murphy Pontiff, as a Board member of the St. Mary School Board. I was a candidate in the last election for School Board Member against Mr. Pontiff.

I am a retiree of the of 30 years of St Mary Parish School Board. I would like the opportunity to offer my working knowledge of the system and my financial knowledge of owning and operating several businesses in St. Mary Parish to the School Board Community .

A little of my past; I am from New Iberia, La. Graduated from New Iberia senior High School. I went off to medical school in Tennessee in 1969. I did my medical internship at Washington County Hospital in Alabama. Graduated. My first job was in Morgan City at Lakeside Labs working for Dr. Cornelius Whitley, Dr. Robert Blereau, and Dr. Melvin Bourgeois as a Medical Technologist.

When Fairview Hospital opened , I applied for the opening job as a Supervisor of the Lab as a Chief Technologist. I was awarded the job in 1972. In 1976 Texaco offered me a job to work in their lab or to work in onshore production. I chose Onshore Production. The Pay was better. I worked my way up not one of the highest paid men in the field. Then in 1995 when Texaco merged with Getty. I was offered a retirement with full pension. I took it. Bought a Subway Franchise put it in Franklin and have owned and operated it for the past 29 years till present.

In 1989 I was offered a job as a part time school bus driver in the transportation division , I later bought a school bus and became an owner operator with the school board. I retired after 30 years of service in 2019.

After retiring from the school board, Dr. Melvin Bourgeois call me up and asked if I kept up my medical credentials , which I had, Then he asked if I would work for him and his son at Bourgeois medical center. Which I did for 2 years until I found out I had Prostate Cancer. I then left employment with the medical center. Sought Radiation treatment for Prostate cancer. Now cured.

In 2021 I felt I wanted to give back to the Community what it gave to me and my Family. I then sought work for the Community. I was appointed to the Advisory Board of The Kemper Williams park & recreation dept. of which still serve on today. In the latter part of 2022 I was appointed to serve on The St. Mary Parish Planning and Zoning Committee, of which I still serve today. In late 2022 I was appointed to serve as a Board Member on the Water & Sewer Board of Centerville of which I still serve today.

I would Cherish the opportunity to be considered as a candidate to serve on the St. Mary Parish School Board.

Respectfully ,

Glynn Pellerin

Glynn Pellerin
Phone 337.241.4335

ITEM 2

From: Glynn Pellerin <mrgpel@yahoo.com>

Sent: Friday, September 20, 2024 6:11 PM

To: Black, Alaina <ablack@stmaryk12.net>

Cc: Glynn Pellerin <mrgpel@yahoo.com>

Subject: Dist. 7 School board

Mrs. Black:

My name is Glynn Pellerin, I was a candidate in our last school board election against Mr. Murphy Pontiff. I understand he is or will retire or resign from that position. I would like make it known that I would like to be considered as a candidate for the remaining time of Mr. Pontiff .

I am a retired member of 30 years with St. Mary Parish School board. I have owned and continued to own businesses in St. Mary parish for over 40 years. My wife and I both graduated with medical degrees. We have and currently still own the Subway franchise in Franklin for over 29 years.

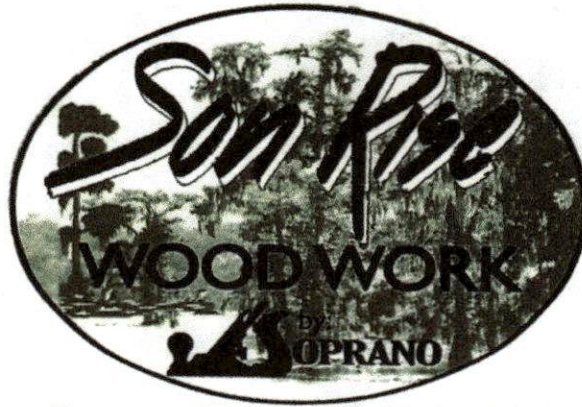
It would be my Honor to be placed as a candidate for Dist. 7 School board.

Glynn Pellerin
10126 Hwy 182
Franklin, La. 70538

Phone# 337-241-4335

Thanks for your time
Respectively
Glynn Pellerin

ITEM 2



Showroom: 621 Main St., Franklin, LA 70538

F. Peter Soprano
9029 Hwy 182
Franklin, LA 70538

9/20/2024

Madam Alaina Black, Board President
St. Mary Parish School Board
St. Mary Parish School Board Members
Hwy 317
Centerville, LA 70522

Dear Madam Alaina Black and School Board Members:

I am writing to introduce myself for consideration of appointment to the St. Mary Parish School Board interim open position created by the resignation of Murphy Pontiff. I had the privilege of serving on the St. Mary Parish Council with Mr. Pontiff. After visiting with Mr. Pontiff in my store and discussing his resignation at length, I agreed to request consideration to serve as interim school board member to replace him. It indeed would be an honor.

I am a lifelong resident of St. Mary Parish. I am a graduate of Franklin Senior High School, 1972. My three grown children have attended and graduated from St. Mary Parish Schools. My grandchild currently attends St. Mary Parish public school. I am a property owner in St. Mary. I am interested in serving my community and would be honored to serve along with you as a St. Mary Parish School Board Member.

I have also included my resume' for your review.

I thank you and appreciate your consideration of me for this appointment. I appreciate your time in considering my request.

Sincerely,

F. Peter Soprano

Peter Soprano, Owner/Operator P O Box 195, Centerville, LA 70522 Phone: 337-828-6582
Woodworking Shop: 901 Prairie Rd. N., Franklin, LA 70538

ITEM 2

FRANK PETER SOPRANO

P 337-828-6582

E Email

A 9029 Hwy 182,
Franklin, LA 70538

OBJECTIVE

To utilize and impart the multitude of skills and experience I have to offer, gained from long life and 50+ years of work experience, and entrepreneurship.

EXPERIENCE

2022 - present

Proprietor – Son Rise Woodwork by Soprano
located at 621 Main St., Franklin, LA .

2008- 2020

Full time position Maintenance Director
Franklin Health Care Center, Franklin, LA

1979 - 2008

Full time & p/time career Soprano Carpentry & Woodwork
Owner, Proprietor Verdunville, LA

1979 – present

Owner of multiple rental properties, residential & commercial

COMMUNICATION

Direct and straight forward communicator, working well with multiple Dept. heads at the Health Care Center. Communicating well with the public and fellow Council members. Good rapport with the public in business dealings and in my showroom store on Main St. in Franklin.

LEADERSHIP

Elected to St. Mary Parish Council, served At-Large District 10 for two terms 2000 -2008, served as Chairman for 3 yrs.

REFERENCES

Brett Allain, former State Representative

Robert Allain, State Representative, 337-276-5503

Al Kuhlman, owner, Forest Motel & Rest. Franklin La.337-828-1810

Steven Swiber, Advisor to Gov. Landry, 985-312-1002

EDUCATION

Franklin Senior High School

Franklin

LA

Graduate

KEY SKILLS

- CONSTRUCTION
- CUSTOM CABINETS/FURNITURE
- BASIC PLUMBING/ELECTRICAL
- EQUIP OPERATION
- WORKING WITH OTHERS

ITEM 2

Stewart, Elodie

From: Richard, Dinah
Sent: Monday, September 23, 2024 1:51 PM
To: Black, Alaina
Cc: Stewart, Elodie
Subject: Letter Received 9/23/24
Attachments: F. Soprano Letter.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon:

Per Dr. Fegenbush, attached is a letter received at the office for your attention.

Thank you!



Dinah D. Richard

*Executive Assistant to the
Superintendent/School Board*

337-836-6003

drichard@stmaryk12.net

www.stmaryk12.net

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| | | |
|---|---|--|
| PROJECT: <i>(Name and address)</i> St. Mary Parish School Board Morgan City High School Stadium Renovation. 911 Marguerite St. Morgan City, LA | CONTRACT INFORMATION: Contract For: General Construction Date: April 12, 2024 | CHANGE ORDER INFORMATION: Change Order Number: 002 Date: October 2, 2024 |
| OWNER: <i>(Name and address)</i> St. Mary Parish School Board P. O. Box 170 Centerville, LA 70522 | ARCHITECT: <i>(Name and address)</i> Carl P. Blum AIA Architect P.O. Box 2386 Morgan City, LA 70381 | CONTRACTOR: <i>(Name and address)</i> GeoSurfaces, Inc. 7080 St. Gabriel Ave. Suite A St. Gabriel, LA 70776 |

DRAFT AIA® Document G704® - 2017

Certificate of Substantial Completion

| | | |
|---|---|--|
| PROJECT: <i>(name and address)</i> St. Mary Parish School Board Morgan City High School Stadium Renovation. 911 Marguerite St. Morgan City, LA | CONTRACT INFORMATION: Contract For: General Construction Date: April 12, 2024 | CERTIFICATE INFORMATION: Certificate Number: 001 Date: |
| OWNER: <i>(name and address)</i> St. Mary Parish School Board P. O. Box 170 Centerville, LA 70522 | ARCHITECT: <i>(name and address)</i> Carl P. Blum AIA Architect P.O. Box 2386 Morgan City, LA 70381 | CONTRACTOR: <i>(name and address)</i> GeoSurfaces, Inc. 7080 St. Gabriel Ave. Suite A St. Gabriel, LA 70776 |

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

The entire project.

Carl P. Blum AIA
Architect

ARCHITECT *(Firm Name)*

SIGNATURE

Carl P. Blum, Owner

PRINTED NAME AND TITLE

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

None

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

See Substantial Completion Report dated

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Forty-Five (45) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

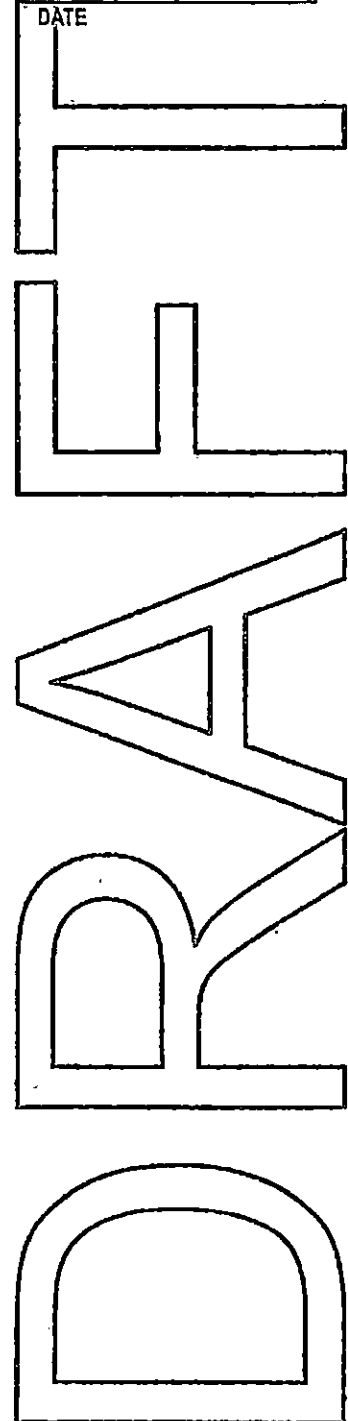
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner accepts responsibility on the effective date.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

ITEM 6

| | | | |
|---------------------------------|-----------|-----------------------------------|-------|
| <u>GeoSurfaces, Inc.</u> | _____ | Angie LeBlanc, Vice- President | _____ |
| CONTRACTOR (<i>Firm Name</i>) | SIGNATURE | PRINTED NAME AND TITLE | DATE |
| St. Mary Parish School Board | _____ | Alaina Black, President | _____ |
| OWNER (<i>Firm Name</i>) | SIGNATURE | PRINTED NAME AND TITLE | DATE |



ITEM 7

AIA® Document G701® – 2017

Change Order

| | | |
|--|---|---|
| PROJECT: <i>(Name and address)</i> St. Mary Parish School Board Dist. 2 Reroofing Phase 1: Rebid Berwick High School, Berwick Junior High School, Patterson High School | CONTRACT INFORMATION: Contract For: General Construction Date: September 18, 2023 | CHANGE ORDER INFORMATION: Change Order Number: 002 Date: |
| OWNER: <i>(Name and address)</i> St. Mary Parish School Board P. O. Box 170 Centerville, LA 70522 | ARCHITECT: <i>(Name and address)</i> Carl P. Blum AIA Architect P.O. Box 2386 Morgan City, LA 70381 | CONTRACTOR: <i>(Name and address)</i> Coleman Roofing & Construction Gonzales, LLC 2718 S. Ruby. St. Gonzales, LA 7737 |

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.)

Item No. 11. 8.5 squares of additional base ply to eliminate ponding on Roof E. \$6,864.43

Item No. 12. Furnish and install roof drain on Roof D \$7,500.00

Item No. 13. Additional days (18)

Item No 14 Replace rotten decking under metal along. Roof E \$410.00

Replace rotten decking Roof E \$410.00

Additional insulation at low spot on Roof E \$750.00

Total Item No. 14 \$1,570.00

Total Change Order \$15,934.43

| | |
|--|-----------------|
| The original Contract Sum was | \$ 3,440,000.00 |
| The net change by previously authorized Change Orders | \$ 53,792.84 |
| The Contract Sum prior to this Change Order was | \$ 3,493,792.84 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ 15,934.43 |
| The new Contract Sum including this Change Order will be | \$ 3,509,727.27 |

The Contract Time will be increased by Eighteen Days (18) days.

The new date of Substantial Completion will be October 12, 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.

| | | |
|-------------------------------------|---|---------------------------------|
| Carl P. Blum AIA Architect | Coleman Roofing & Construction Gonzales, LLC | St. Mary Parish School Board |
| ARCHITECT <i>(Firm name)</i> | CONTRACTOR <i>(Firm name)</i> | OWNER <i>(Firm name)</i> |
| SIGNATURE | SIGNATURE | SIGNATURE |
| Carl P. Blum, Owner | Jordan Staples, Chief Executive Officer | Alaina Black, President |
| PRINTED NAME AND TITLE | PRINTED NAME AND TITLE | PRINTED NAME AND TITLE |

ITEM 7

DATE

DATE

DATE

DRAFT AIA® Document G704® - 2017

Certificate of Substantial Completion

| | | |
|--|---|--|
| PROJECT: <i>(name and address)</i> St. Mary Parish School Board Dist. 2 Reroofing Phase 1: Rebid Berwick High School, Berwick Junior High School, Patterson High School | CONTRACT INFORMATION: Contract For: General Construction Date: September 18, 2023 | CERTIFICATE INFORMATION: Certificate Number: 001 Date: |
| OWNER: <i>(name and address)</i> St. Mary Parish School Board P. O. Box 170 Centerville, LA 70522 | ARCHITECT: <i>(name and address)</i> Carl P. Blum AIA Architect P.O. Box 2386 Morgan City, LA 70381 | CONTRACTOR: <i>(name and address)</i> Coleman Roofing & Construction Gonzales, LLC 2718 S. Ruby St. Gonzales, LA 7737 |

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

The entire project.

Carl P. Blum AIA
Architect

ARCHITECT *(Firm Name)*

SIGNATURE

Carl P. Blum, Owner

PRINTED NAME AND TITLE

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

None

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

See Substantial Completion Report dated

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Cost estimate of Work to be completed or corrected: \$

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner accepts responsibility on the effective date.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

ITEM 8

Coleman Roofing &
Construction Gonzales,
LLC

CONTRACTOR (*Firm
Name*)

St. Mary Parish School
Board

OWNER (*Firm Name*)

SIGNATURE

SIGNATURE

Jordan Staples, Chief
Executive Officer

PRINTED NAME AND TITLE

DATE

Alaina Black, President

PRINTED NAME AND TITLE

DATE

