



F.A.M.E., Inc.

## FAME Board Meeting

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### Date and Time

Saturday September 15, 2018 at 10:00 AM CDT

### Location

Cafeteria, 428 Broadway St., New Orleans, LA 70118

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### Agenda

#### I. Opening Items

Opening Items

**A.** Record Attendance and Guests

**B.** Call the Meeting to Order

**C.** Approve Minutes

Approve minutes for FAME Board Meeting on August 11, 2018

#### II. Resignation of Board Chair Dr. Erica Murray

**A.** Accept the resignation of Dr. Erica Murray

Motion to officially accept the resignation of Dr. Erica Murray effective August 11, 2018.

**B.** Ratification of Signatory Resolution of Javier Jalice as Acting-Chair

Vote to allow Javier Jalice, as Acting-Chair, to sign and execute documents on behalf of the Board relevant to carrying out previously approved organizational operations (change orders for Gentilly Terrace renovations, appointment of signatories for Whitney Hancock checking accounts [CEO and Principals], loan documents for Gentilly Terrace Renovations).

**C. Recognition of Dr. Erica Murray**

The Board sincerely thanks Dr. Erica Murray for all of her hard work and dedication on the FAME Board, and we wish her the best in all of her future endeavors.

**III. Board Officers Annual Election**

**A. Annual Board Officers Election**

The Board will entertain a motion for the purpose of electing Board Officers: Board Chair, Vice-Chair, Treasurer and Secretary.

**IV. CEO Evaluation Committee**

CEO Support And Eval

**A. 2017-2018 CEO Evaluation and Contract**

Approve the recommendation of the CEO Evaluation Committee to finalize the CEO's evaluation and approve an addendum to the CEO's current Employment Agreement, extending the CEO's current contract for an additional two (2) years with a recommended salary increase of 5%.

**V. Finance Committee**

Finance

**A. Canon (Copy Machines)**

Approve the recommendation of the Finance Committee to enter into a contract with Canon for the lease of an additional copier and its corresponding maintenance plan for a period of 36-months.

**B. Financial Statements (June-August 2018)**

**VI. Facilities Committee**

Facility

**A. Report**

**VII. CEO's Report**

- A.** 2018 Spring Testing Results & Action Plan
- B.** Operations Updates
- C.** Development Updates
- D.** Beloved Community (Community Engagement and Recruitment) Final Report
- E.** Friends of Audubon Updates

**VIII. Closing Items**

- A.** Announcements  
Next FAME Board Meeting: October 20, 2018
- B.** Adjourn Meeting

# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for FAME Board Meeting on August 11, 2018





## F.A.M.E., Inc.

### Minutes

#### FAME Board Meeting

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##### **Date and Time**

Saturday August 11, 2018 at 10:00 AM

##### **Location**

Cafeteria, 428 Broadway St., New Orleans, LA 70118

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##### **Directors Present**

B. Connick, B. Lilly, C. Tregre, D. Bardell, D. Murray-Boseman, D. Omojola, E. Alito, J. Jalice, R. Fernandez, R. Kirschman

##### **Directors Absent**

M. Russell

##### **Directors who arrived after the meeting opened**

D. Omojola, R. Fernandez

##### **Ex Officio Members Present**

L. Brown

##### **Non Voting Members Present**

L. Brown

##### **Guests Present**

A. Collopy, A. Dupre, Angela Morton, Ann Francois, J. Anderson, L. Spearman, M. Forcier, Monique Butler

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

D. Murray-Boseman called a meeting of the board of directors of F.A.M.E., Inc. to order on Saturday Aug 11, 2018 at 10:02 AM.

### C. Approve Minutes from FAME Board Meeting on June 16, 2018

C. Tregre made a motion to approve minutes from the FAME Board Meeting on 06-16-18 FAME Board Meeting on 06-16-18.

B. Connick seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### Roll Call

B. Lilly	Aye
J. Jalice	Aye
R. Kirschman	Aye
B. Connick	Aye
M. Russell	Absent
D. Murray-Boseman	Aye
C. Tregre	Aye
E. Alito	Aye
D. Bardell	Aye
D. Omojola	Absent

## II. Policy Approval

### A. Policy Approval (Adoption of Act 696)

R. Fernandez arrived.

D. Omojola arrived.

C. Tregre made a motion to Approve Audubon Schools' policy adoption of Act 696 (Behavioral Health Services) with the proposed modification (change "shall" to "must" on 2nd page of policy).

J. Jalice seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### Roll Call

M. Russell	Absent
J. Jalice	Aye
B. Lilly	Aye
D. Murray-Boseman	Aye
B. Connick	Aye
D. Bardell	Aye

#### **Roll Call**

C. Tregre	Aye
R. Kirschman	Aye
D. Omojola	Aye
E. Alito	Aye
R. Fernandez	Aye

### **III. CEO's Report**

#### **A. Updates**

The CEO, Ms. Latoye Brown, facilitated the delivery of updates from the following persons:

Ms. Adrienne Collopy (Academics)  
Ms. Angela Morton (Gentilly Renovation Update)  
Ms. Alisa Dupre (Admissions)  
Ms. Lynn Spearman (Development)  
Ms. Angele Vialou (Friends of Audubon)

Ms. Brown also shared that Audubon has been sited to the Banneker facility as a permanent home for the Upper Campus.

### **IV. Closing Items**

#### **A. Announce next FAME Board Meeting**

The next FAME Board Meeting will be held on September 15, 2018, 10, Broadway Campus.

#### **B. Adjourn Meeting**

Prior to adjourning the meeting, Board Chairperson, Dr. Erica Murray-Boseman took a point of privilege to deliver a statement to the FAME Board announcing her resignation from her position and the board, effective immediately. She also extended her best wishes to the board in their future work.

E. Alito made a motion to adjourn the meeting.

R. Kirschman seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:31 AM.

Respectfully Submitted,  
E. Alito

## Coversheet

### Accept the resignation of Dr. Erica Murray

<b>Section:</b>	II. Resignation of Board Chair Dr. Erica Murray
<b>Item:</b>	A. Accept the resignation of Dr. Erica Murray
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Erica Murray resignation Letter.pdf

**Dr. Erica A. Murray-Boseman**

3719 Red Oak Court  
New Orleans, Louisiana 70131  
(713) 320-2622

August 11, 2018

French and Montessori Education, Inc. (FAME)  
428 Broadway  
New Orleans, Louisiana 70115

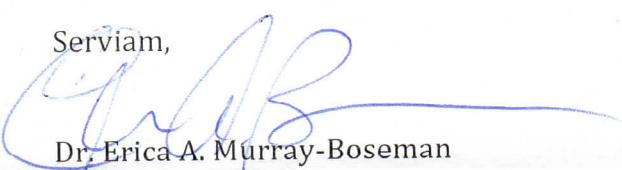
**RE: Board Resignation**

It is with a heavy heart that I craft this correspondence because I love Audubon Charter School with my whole heart. Effectively immediately I am resigning my position as Chairperson of the FAME Board, Inc.

I have thoroughly enjoyed my association with the Board of Directors over the past few years, as well as the good friends I will always cherish. Although I'm not physically present, I look forward to continuing to support the mission of Audubon Charter, as we transition the leadership.

Please do not hesitate to contact me, if I can be of assistance in any manner. I look forward to continuing my volunteer partnership with Audubon although it may be in a different capacity.

Serviam,



Dr. Erica A. Murray-Boseman  
(713) 320-2622

## Coversheet

### Ratification of Signatory Resolution of Javier Jalice as Acting-Chair

<b>Section:</b>	II. Resignation of Board Chair Dr. Erica Murray
<b>Item:</b>	B. Ratification of Signatory Resolution of Javier Jalice as Acting-Chair
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Signatory Resolution.pdf



## Charter Board Change Notification Form 2018-2019

Pursuant to **OPSB Policy HA, *School Board Chartering Authority***, the governing board of each Orleans Parish School Board-authorized charter school shall notify the OPSB within thirty (30) days of any change to its board of directors, its signing authority, its corporate legal status, or any change in its standing with the Louisiana Secretary of State's Office.

Thus, the Charter Board Chair shall complete and submit the form below within thirty (30) days of a change to its board of directors, its signing authority, its corporate legal status, or any standing with the Louisiana Secretary of State's Office to the Equity and Accountability Office.

I \_\_\_\_\_, am submitting this form on behalf of  
(First and Last Name of Board Chair)

\_\_\_\_\_ for the purpose of:  
(Name of School/CMO and Non-Profit Organization)

- ☐ Change of Board Member (The new member will need to submit a **Charter Board Verification** form separately)
- ☐ Change of Signing Authority
- ☐ Change of Corporate Legal Status
- ☐ Change of Standing with the Louisiana Secretary of State's Office
- ☐ Other (specify): \_\_\_\_\_

Please indicate the change that has taken place in the box below:

*I have completed this form to the best of my ability and assure that the information that has been provided is accurate. I understand that the completion and submission of this form to the OPSB acknowledges a change to our board of directors, signing authority, corporate legal status, or standing with the Louisiana Secretary of State's Office has occurred within the last thirty (30) days.*

\_\_\_\_\_  
(Print Name) (Signature)

Date: \_\_\_\_\_

This form shall be submitted directly to a Director of School Performance.

# Coversheet

## Canon (Copy Machines)

<b>Section:</b>	V. Finance Committee
<b>Item:</b>	A. Canon (Copy Machines)
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Finance Committee Recommendations to Board of Directors 9.11.18.pdf



## Finance Committee Recommendations to Board of Directors

Committee Meeting: Tuesday, September 11, 2018 at 5:30 PM

The Finance Committee received the staff's recommendation regarding a lease agreement for a copy machine with Canon Solution America. The proposed lease is for 36 months with monthly payments of \$688, and an end of lease term purchase option at fair market value.

After careful review of the documents presented to the Finance Committee **it is the recommendation of the Finance Committee that the Board of Directors vote to approve the proposed lease agreement for the copy machine.**

The Finance Committee also received verbal reports on three (3) change-orders on the renovation work at the Gentilly school campus. The change-orders were for several unforeseen issues. It was reported that the change-orders amounted to approximately \$218,685.

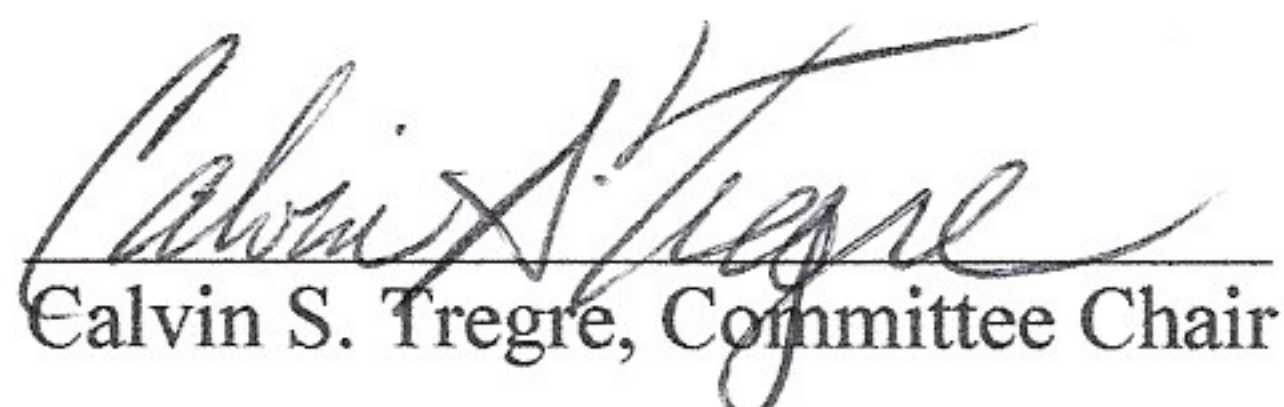
It was deemed necessary to proceed with the change-orders to ensure the opening of school as planned. The work has been done, and invoices have been submitted for payment. **It is the recommendation of the Finance Committee that the Board of Directors vote to ratify approval of the change-orders and its related costs.**

The Finance Committee received and discussed the financial statements for the month of July; received and discussed the progress on the annual financial audit; and received and discussed the status of the Whitney Bank Financing arrangement. No vote was required by the Finance Committee on those matters.

The following Board Members were present for part or the entire Finance Committee meeting: Calvin Tregre, Dorcas Omojola, and Eva Alito.

The following Administrative Team Members were present for part or the entire Finance Committee meeting: Justin Anderson, Jalita Chandar, and Alisa Dupre.

Duly Sworn By My Signature

  
Calvin S. Tregre, Committee Chair



# Coversheet

## Financial Statements (June-August 2018)

<b>Section:</b>	V. Finance Committee
<b>Item:</b>	B. Financial Statements (June-August 2018)
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	1807 ACS Financial Statement TB JCA1[13085].pdf

**FRENCH AND MONTESSORI EDUCATION INCORPORATED**

**Financial Statements**

**For the Month Ended July 31, 2018**

These financial statements have not been subject to an audit, review, or compilation engagement, and no assurance is provided on them. Substantially all of the disclosures, and the statement of cash flows, required by accounting principles generally accepted in the United States of America have been omitted.

## Contents

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Statement of Activities and Change in Net Assets and Budget Comparison for the Month Ended July 31, 2018	3
Management's Discussion and Analysis	4-5

These financial statements have not been subject to an audit, review, or compilation engagement, and no assurance is provided on them. Substantially all of the disclosures, and the statement of cash flows, required by accounting principles generally accepted in the United States of America have been omitted.

**FRENCH AND MONTESSORI EDUCATION INCORPORATED**  
**D/B/A AUDUBON CHARTER SCHOOL**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE MONTH ENDED JULY 31, 2018**

**ASSETS**

## CURRENT ASSETS

Cash and cash equivalents	\$ 2,493,253
Accounts receivable	347,686
Investments	1,425,440
Prepaid expenses and other current assets	<u>235,775</u>
Total current assets	4,502,154

PROPERTY AND EQUIPMENT, net	<u>2,210,863</u>
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<b>TOTAL ASSETS</b>	<b><u>\$ 6,713,017</u></b>
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**LIABILITIES AND NET ASSETS**

## CURRENT LIABILITIES

Accounts payable and accrued expenses	\$ 493,101
Accrued salaries and benefits payable	(38,559)
Deferred revenues	<u>142,791</u>
Total current liabilities	597,333

## NET ASSETS

Unrestricted net assets	<u>6,115,683</u>
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 6,713,017</u></b>
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**FRENCH AND MONTESSORI EDUCATION INCORPORATED  
D/B/A AUDUBON CHARTER SCHOOL  
STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS AND BUDGET COMPARISON  
FOR THE ONE MONTHS ENDED JULY 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>Annual Budget</u>	<u>% Achieved</u>
<b>REVENUES AND SUPPORT</b>				
MFP revenues	\$ 741,245	\$ 705,250	\$ 8,463,000	9%
Fee revenues	-	-	244,800	0%
Public grants and program funding	1,949	-	1,851,826	0%
Private grants and donations	965	-	1,513,367	0%
Income from investments	3,664	4,583	55,000	7%
Other income	3,268	-	550,000	1%
Total revenues and support	<u>751,091</u>	<u>709,833</u>	<u>12,677,993</u>	6%
<b>EXPENSES</b>				
Salaries	176,131	151,005	7,213,057	2%
Benefits	43,651	53,051	2,391,769	2%
Custodial	-	-	-	0%
Disposal	1,283	1,700	20,400	6%
Dues	200	4,250	51,000	0%
Food service	5,244	-	410,091	1%
Insurance	8,704	17,025	223,600	4%
Materials	30,687	32,044	384,530	8%
Purchased services	39,415	37,441	999,841	4%
Rentals	-	919	14,311	0%
Repairs and maintenance	19,829	22,198	266,380	7%
Travel	362	4,583	55,000	1%
Utilities	19,207	26,205	314,460	6%
Depreciation	6,212	9,032	108,380	6%
Other expenses	3,270	11,115	133,375	2%
Debt Service	-	-	91,800	0%
Total expenses	<u>354,195</u>	<u>370,568</u>	<u>12,677,993</u>	3%
<b>CHANGE IN NET ASSETS</b>	<b>\$ 396,896</b>	<b>\$ <u>339,265</u></b>	<b>\$ <u>(0)</u></b>	
NET ASSETS - Beginning of period	<u>5,718,787</u>			
<b>NET ASSETS - End of period</b>	<b><u>\$ 6,115,683</u></b>			

These financial statements have not been subject to an audit, review, or compilation engagement, and no assurance is provided on them. Substantially all of the disclosures, and the statement of cash flows, required by accounting principles generally accepted in the United States of America have been omitted.

**FRENCH AND MONTESSORI EDUCATION INCORPORATED**  
**D/B/A AUDUBON CHARTER SCHOOL**  
**STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS AND BUDGET COMPARISON**  
**FOR THE MONTH ENDED JULY 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>REVENUES AND SUPPORT</b>			
MFP revenues	\$ 741,245	\$ 705,250	\$ 35,995
Fee revenues	-	-	-
Public grants and program funding	1,949	-	1,949
Private grants and donations	965	-	965
Income from investments	3,664	4,583	(919)
Other income	3,268	-	3,268
Total revenues and support	<u>751,091</u>	<u>709,833</u>	<u>41,258</u>
<b>EXPENSES</b>			
Salaries	\$ 176,131	\$ 151,005	25,126
Benefits	43,651	53,051	(9,400)
Custodial	-	-	-
Disposal	1,283	1,700	(417)
Dues	200	4,250	(4,050)
Food service	5,244	-	5,244
Insurance	8,704	17,025	(8,321)
Materials	30,687	32,044	(1,357)
Purchased services	39,415	37,441	1,974
Rentals	-	919	(919)
Repairs and maintenance	19,829	22,198	(2,369)
Travel	362	4,583	(4,221)
Utilities	19,207	26,205	(6,998)
Depreciation	6,212	9,032	(2,820)
Other expenses	3,270	11,115	(7,845)
Debt Service	-	7,650	-
Total expenses	<u>354,195</u>	<u>378,218</u>	<u>(16,373)</u>
<b>CHANGE IN NET ASSETS</b>	<b>\$ 396,896</b>	<b><u>\$ 331,615</u></b>	<b><u>\$ 57,631</u></b>
NET ASSETS - Beginning of month	<u>5,718,787</u>		
<b>NET ASSETS - End of month</b>	<b><u>\$ 6,115,683</u></b>		

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**FRENCH AND MONTESSORI EDUCATION INCORPORATED  
D/B/A AUDUBON CHARTER SCHOOL  
MANAGEMENT DISCUSSION AND ANALYSIS  
JANUARY 31, 2018**

**1. MFP REVENUES**

The total 2% administrative fee, charged by the OPSB for its supervisory role in being the school's granting authority, retained by OPSB for fiscal year 2018-19, is \$15047 through July 31, 2018 and is recorded within Purchased Services on the Statement of Activities and Change in Fund Balance.

<b>2. PUBLIC GRANTS &amp; PROGRAM FUNDING</b>	<b>Month</b>	<b>Year to Date</b>	<b>Annual Budget</b>	<b>% ACHIEVED</b>
NCLB - Title I				
Title II - Improving Teacher Quality		-		
IDEA-B		-		
LA 4 Preschool		-		
CODOFIL Stipends		-		
2016-17 F.A.T. Salary		-		
EEF		-		
Federal Lunch Program	1,949	1,949		
Literacy Grant				
Total Public Grants and Program Funding	<u>\$ 1,949</u>	<u>\$ 1,949</u>	<u>\$ 1,851,826</u>	<u>0%</u>

<b>3. PRIVATE GRANTS AND DONATIONS</b>	<b>Month</b>	<b>Year to Date</b>	<b>Annual Budget</b>	<b>% ACHIEVED</b>
Chinese - Donation In-Kind (Salaries)				
LASIP Program				
Jazz and Heritage				
Sunship				
Schwab Grant				
Keller Family				
Annual Giving and Other Donations	965			
Cool Zoo				
Kellogg Grant				
Walton Grant				
ECMO				
Society for French Schools				
GNOF				
Misc Donations				
Total Private Grants and Donations	<u>\$ 965</u>	<u>\$ -</u>	<u>\$ 1,513,367</u>	<u>0%</u>

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**FRENCH AND MONTESSORI EDUCATION INCORPORATED**  
**D/B/A AUDUBON CHARTER SCHOOL**  
**MANAGEMENT DISCUSSION AND ANALYSIS**  
**JULY 31, 2018**

<b>4. OTHER INCOME</b>	<b>Month</b>	<b>Year to Date</b>	<b>Annual Budget</b>	<b>% ACHIEVED</b>
Charter Care and Arts Reach		\$ -		
Other Student Activity	2,620	2,620		
Consumable Fees		-		
EarthKeepers		-		
Summer Camp	648	648		
Food Service Revenues		-		
Other Miscellaneous		-		
Total Other Income	<u>\$ 3,268</u>	<u>\$ 3,268</u>	<u>\$ 550,000</u>	<u>1%</u>

<b>5. INVESTMENTS</b>	<b>Balance at 7/31/2018</b>
FNBC CDARS Account:	
Principal	\$ 531,668
Accrued Interest	4,901
Subtotal	<u>536,569</u>
Merrill Lynch Account:	
Cash/Money account	17,852
Government and Agency Securities	436,382
Corporate Bonds	254,750
Blackrock Mutual Fund	175,408
Accrued Interest	4,478
Subtotal	<u>888,870</u>
Total Investments	<u>\$ 1,425,439</u>

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# Coversheet

## Report

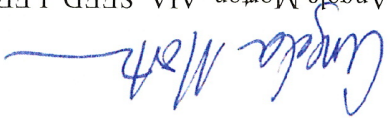
<b>Section:</b>	VI. Facilities Committee
<b>Item:</b>	A. Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Colmex - Change Order 2.pdf Colmex - Change Order 3.pdf Colmex - Change Order 1.pdf

201 St. Charles Avenue, Suite 4100 • New Orleans, LA 70170-4100 • 504.586.9303 phone • 504.582.1305 fax • www.mathesbrierre.com  
A Professional Architectural Corporation in Continuous Practice Since 1890

AMM/jcr

Enclosures

Principal  
Angela Morton, AIA, SEED, LEED AP



MATHES BRIERRE ARCHITECTS  
Sincerely,

Should you have any questions with regard to the above, please do not hesitate to contact me.

If you are in agreement, please have the five originals signed on behalf of Audubon Charter School at Gentilly Terrace, retain one (1) original for your records, and return the remaining four (4) originals to the Architect for further distribution.

Please note that the five (5) originals of Change Order No. 002 have been executed by the Architect and Contractor, Colmex Construction, LLC, and acceptance is recommended by the Architects.

Enclosed please find the five (5) originals of Change Order No. 002, dated August 20, 2018, to the Contract for the above-captioned project.

Dear Ms. Dupré,

Ms. Alisa Davillier Dupré  
Director of Admissions and Operations  
Audubon Charter School  
4720 Painters Street  
New Orleans, Louisiana 70122

August 23, 2018

Subject: Bids Bonds and Contracts:  
Change Order No. 002

Project: Renovations to  
Audubon Charter School at  
Gentilly Terrace School  
4720 Painters Street  
New Orleans, Louisiana 70122  
Project No 11749

**Mathes Brierre**  
ARCHITECTS

**Change Order**

**PROJECT** (Name and address):  
Renovations to Audubon Schools at  
Gentilly Terrace  
4720 Painters Street  
New Orleans, Louisiana 70122

**TO CONTRACTOR** (Name and address):  
Colmex Construction L.L.C.  
4334 Earhart Boulevard  
New Orleans, Louisiana 70125

**ARCHITECT'S PROJECT NUMBER:** 11749  
**CONTRACT DATE:** April 21, 2018  
**CONTRACT FOR:** Renovations to Audubon School at  
Gentilly Terrace

**CHANGE ORDER NUMBER:** 002  
**DATE:** August 20, 2018

☒ **OWNER:**  
☒ **ARCHITECT:**  
☒ **CONTRACTOR:**  
☐ **FIELD:**  
☐ **OTHER:**

**THE CONTRACT IS CHANGED AS FOLLOWS:**  
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

**Item 1** Scarify existing finish floor due to previous cut back adhesive and lack of vapor barrier. Place three step Schonox system to alleviate moisture within the existing concrete. This is required in order to receive a warranty as per the specifications

**ADD \$ 153,380.00**

**Item 2** Credit for cleaning the existing floor.

**DEDUCT \$ -727.60**

**TOTAL CHANGE ORDER NO. 002**

**ADD \$ 152,652.40**

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

The Contract Time will be unchanged by ( ) days.

The date of Substantial Completion as of the date of this Change Order therefore is July 27, 2018.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which 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.**

**ARCHITECT** (Firm name) Mathes Brierre Architects  
201 St. Charles Avenue, Suite 4100  
New Orleans, Louisiana 70170-4100

**BY** (Signature)

(Typed name)

August 20, 2018

**DATE**

**CONTRACTOR** (Firm name) Colmex Construction, L.L.C.

4334 Earhart Boulevard  
New Orleans, Louisiana 70125

**BY** (Signature)

(Typed name)

08/22/18

**DATE**

**OWNER** (Firm name) French and Montessorie Education,  
Inc./d/b/a Audubon Schools  
428 Broadway Street  
New Orleans, Louisiana 70118

**ADDRESS**

**BY** (Signature)

(Typed name)

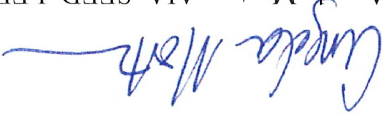
8/25/18

**DATE**

201 St. Charles Avenue, Suite 4100 • New Orleans, LA 70170-4100 • 504.586.9303 phone • 504.582.1305 fax • www.mathesbrierre.com  
A Professional Architectural Corporation in Continuous Practice Since 1890

AMM/jcr

Enclosures

Principal  
Angela Morton, AIA, SEED, LEED AP  
  
MATHES BRIERRE ARCHITECTS

Sincerely,

Should you have any questions with regard to the above, please do not hesitate to contact me.

If you are in agreement, please have the five originals signed on behalf of Audubon Charter School at Gentilly Terrace, retain one (1) original for your records, and return the remaining four (4) originals to the Architect for further distribution.  
Please note that the five (5) originals of Change Order No. 003 have been executed by the Architect and Contractor, Colmex Construction, LLC, and acceptance is recommended by the Architects.

Enclosed please find the five (5) originals of Change Order No. 003, dated August 23, 2018, to the Contract for the above-captioned project.  
Dear Ms. Dupré,

Ms. Alisa Davillier Dupré  
Director of Admissions and Operations  
Audubon Charter School  
4720 Painters Street  
New Orleans, Louisiana 70122

August 23, 2018

Project: Renovations to  
Audubon Charter School at  
Gentilly Terrace School  
4720 Painters Street  
New Orleans, Louisiana 70122  
Project No 11749  
Subject: Bids Bonds and Contracts:  
Change Order No. 003

Mathes Brierre  
ARCHITECTS



1

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which 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.

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  
The Contract Time will be unchanged by ( ) days.  
The date of Substantial Completion as of the date of this Change Order therefore is July 27, 2018.

TOTAL CHANGE ORDER NO. 003		
Item 6	Additional curb at fence and ramp on Painters Street (PCO 015).	ADD \$ 1,250.00
Item 5	Clean gutters install Owner furnished gutter screen. Modify 3 cabinets due to existing wall heater valves (PCO 014).	ADD \$ 4,250.00
Item 4	Add 4 additional power locations at doors (Sontro), relamp existing fixtures remove and refinish hall wall at unused disconnect. (ENTERGY disconnected the meter at no cost to Owner) (PCO 013).	ADD \$ 3,444.23
Item 3	CCD 2 - Correct obvious dielectric connections, replace 3 broken hose bibbs, replace dishwasher valve, add Hot Water to new hand wash sinks at kitchen hall. Add additional plumbing, vent, electrical for washer/dryer (PCO 009).	ADD \$16,044.38
Item 2	CCD 1 - Terminate damage repair in Rooms 109 and 110, Hall at existing water cooler, Door Frame to Room 119, Door Trim to Exterior Door on Painters. Windows at 3 existing A/C units (PCR 008).	ADD \$ 7,406.25
Item 1	Elevation changes on Arts and Painters Streets (PCO 007R1).	ADD \$ 8,187.50
<i>(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)</i>		

THE CONTRACT IS CHANGED AS FOLLOWS:

PROJECT (Name and address):	Renovations to Audubon Schools at Gentilly Terrace 4720 Painters Street New Orleans, Louisiana 70122
TO CONTRACTOR (Name and address):	Colmex Construction L.L.C. 4334 Earhart Boulevard New Orleans, Louisiana 70125
ARCHITECT'S PROJECT NUMBER:	11749
CONTRACT DATE:	April 21, 2018
CONTRACT FOR:	Renovations to Audubon School at Gentilly Terrace

CHANGE ORDER NUMBER: 003      DATE: August 23, 2018

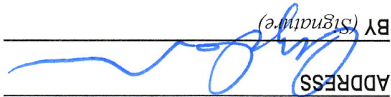
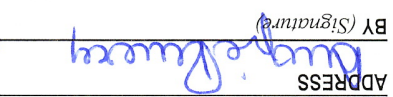
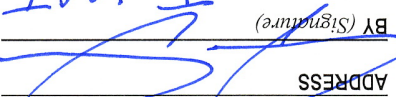
☒ OWNER:    ☒ ARCHITECT:    ☒ CONTRACTOR:    ☐ FIELD:    ☐ OTHER:

Change Order

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2

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

Mathes Briere Architects	Colmex Construction L.L.C.	French and Montessori Education, Inc.
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
201 St. Charles Avenue, Suite 4100 New Orleans, Louisiana 70170-4100	4334 Earhart Boulevard New Orleans, Louisiana 70125	428 Broadway Street New Orleans, Louisiana 70118
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Angela Morton	Angelica Rivera	Dr. Erica Murray
(Typed name)	(Typed name)	(Typed name)
August 23, 2018		8/23/18
DATE	DATE	DATE

Project: Renovations to  
Audubon Charter School at  
Gentilly Terrace School  
4720 Painters Street  
New Orleans, Louisiana 70122  
Project No 11749

Subject: Bids Bonds and Contracts:  
Change Order No. 001

August 15, 2018

Ms. Alisha Davillier Dupre  
Director of Admissions and Operations  
Audubon Charter School  
4720 Painters Street  
New Orleans, Louisiana 70122

Dear Ms. Dupre,

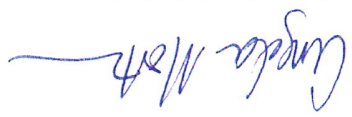
Enclosed please find the five (5) originals of Change Order No. 001, dated August 14, 2018, to the Contract for the above-captioned project.

Please note that the five (5) originals of Change Order No. 001 have been executed by the Contractor, Colmex Construction, LLC, and acceptance is recommended by the Architects.

If you are in agreement, please have the five originals signed on behalf of Audubon Charter School at Gentilly Terrace, retain one (1) original for your records, and return the remaining four (4) originals to the Architect for further distribution.

Should you have any questions with regard to the above, please do not hesitate to contact me.

Sincerely,  
Mathes Brierre Architects



Angela Morton, AIA  
Principal

Enclosures  
AMM/jcr



Change Order

<b>PROJECT (Name and address):</b> Renovations to Audubon Schools at Gentilly Terrace 4720 Painters Street New Orleans, Louisiana 70122	
<b>TO CONTRACTOR (Name and address):</b> Colmex Construction L.L.C. 4334 Earhart Boulevard New Orleans, Louisiana 70125	
<b>CHANGE ORDER NUMBER:</b> 001	<b>DATE:</b> August 14, 2018
<input checked="" type="checkbox"/> OWNER:	<input checked="" type="checkbox"/> ARCHITECT:
<input checked="" type="checkbox"/> CONTRACTOR:	<input type="checkbox"/> FIELD:
<input type="checkbox"/> OTHER:	
<b>ARCHITECT'S PROJECT NUMBER:</b> 11749	
<b>CONTRACT DATE:</b> April 21, 2018	
<b>CONTRACT FOR:</b> Renovations to Audubon School at Gentilly Terrace	

THE CONTRACT IS CHANGED AS FOLLOWS:

Item 1 Change 4" rubber base to 6" (Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Item 2 Patch, prime and place two finish coats of SW Armorseal at kitchen base. Prep spot prime and spot coat at kitchen floor

Item 3 Add furring at room 119, at walls adjacent to the halls, including one layer of 5/8" sheetrock, prep, prime and paint. Includes deduct for prep and paint. Includes electrical device relocation as needed.

Item 4 Patch, prep, prime and paint walls and ceiling of room 132 including patching existing window with painted plywood.

Item 5 Add for finish hardware changes to provide intruder cylinder locks at classroom doors in lieu of classroom function cylinder locks.

TOTAL CHANGE ORDER NO. 001

The original Contract Sum was	\$	1,910,600.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,910,600.00
The Contract Sum will be increased by this Change Order in the amount of	\$	25,451.38
The new Contract Sum including this Change Order will be	\$	1,936,051.38

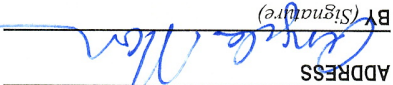

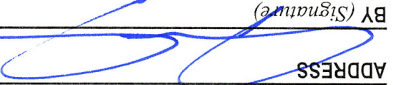
The Contract Time will be unchanged by ( ) days.  
The date of Substantial Completion as of the date of this Change Order therefore is July 27, 2018.


**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which 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.

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2

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

Mathes Briere Architects	Colmex Construction L.L.C...	French and Montessorie Education, Inc.d/b/a Audubon Schools.
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
201 St. Charles Avenue, Suite 4100 New Orleans, Louisiana 70170-4100	21041 Highway 36, Suite D New Orleans, Louisiana 70125	428 Broadway St New Orleans, Louisiana 70118
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Angela Morton	Angelica Rivera	Dr. Erica A. Murray
(Typed name)	(Typed name)	(Typed name)
August 15, 2018	08-15-18	8/25/18
DATE	DATE	DATE

Proposed Change Order 001A									
180521									
									
Audobon School Renovation									
Monday, May 21, 2018									
Gentilly Terrace									
4720 Painters St.									
New Orleans, LA 70122									
RE: Architect request to provide pricing for 6" in lieu of 4" specified									
New Orleans, LA									
ITEMS									
DESCRIPTION									
Labor									
QTY									
PRICE									
Productive									
Additive									
Comments									
Christian Pazos									
COLMEX CONSTRUCTION, L.L.C.									
4334 Earhart Blvd									
New Orleans, LA 70125									
P 504.383.8092									
F 504.383.8087									
www.colmexconstruction.com									
1									
Flexco Wallflowers 4" Rubber Base, Color to match									
Johnsontite #280									
2									
6" Roppe 6" Pinnacle Standard Toe Base - Rolls									
RCC									
1									
\$									
7,800.00									
3									
Superintendent									
Colmex									
2									
\$									
95.00									
115.00									
4									
Project Manager									
Colmex									
1									
\$									
115.00									
Net Total									
\$									
3,631.25									
TOTAL									
\$3,631.25									
If ordered by 5/24/18, any standard color ETA is 6/12/18									
Colors currently in stock									
100 - Black									
123 - Charcoal									
140 - Fawn									
150 - Dark Gray									
178 - Pewter									
Acceptance:									
Owner Name									
Signature									
Date									

Comments

Time will be adjusted at the end if work affects the critical path

Date \_\_\_\_\_

Signature



## Proposed Change Order 004R1

180611

Audobon School Renovation

Monday, June 11, 2018

<p><b>Gentilly Terrace</b> 4720 Painters St. New Orleans, LA 70122</p>	<p>Install drywall and finish level #4 at Auditorium except for walls behind AC un</p> <p>New Orleans, LA</p>
<p><b>Christian Pazos</b> <b>COLMEX CONSTRUCTION, L.L.C.</b> 4334 Earhart Blvd New Orleans, LA 70125 P 504.383.8092 F 504.383.8087 www.colmexconstruction.com</p>	

[illegible]

1	required at existing walls and 5/8" gypsum board & metal corner trim	Base	1	\$	6,931.00	\$	6,931.00		4,931.00	
2	Auditorium 119-Finish Drywall	LPI	1	\$	4,050.00	\$	4,050.00	-		
3	Delete prep existing walls at Auditorium 119	LPI	1	\$	(810.00)	\$	(810.00)			
4	Electrical adjustments	OHM	1	\$	600.00	\$	600.00			600.00
4	Superintendent	Colmex	1	\$	95.00	\$	95.00	-		95.00
5	Project Manager	Colmex	2	\$	115.00	\$	115.00	-		230.00

PCO scope includes all walls in the auditorium except wall behind existing AC units

Acceptance:

Owner Name

Signature

Date \_\_\_\_\_

Signature

Owner Name

Acceptance:

Date

TOTAL										\$1,975.00
Subtotal										\$1,580.00
Subtotal Deductions minus additions										\$1,580.00
General Conditions										\$110.60
Profit										\$158.00
Overhead										\$126.40
Net Total										\$1,975.00
1	Dishwasher 132- Patch, prep, prime & paint walls and ceiling	LPI	1	\$	1,150.00				\$	1,150.00
2	Add plywood to cover interior or window	Colmex	1	\$	220.00				\$	220.00
3	Superintendent	Colmex	1	\$	95.00				\$	95.00
4	Project Manager	Colmex	1	\$	115.00				\$	115.00

Christian Pazos  
COLMEX CONSTRUCTION, L.L.C.  
4334 Earhart Blvd  
New Orleans, LA 70125  
P 504.383.8092  
F 504.383.8087  
www.colmexconstruction.com

Comments

Monday, June 11, 2018

Audobon School Renovation



180601

Proposed Change Order 005

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Date

Acceptance:

Lead time to make this changes is 4-5 weeks. Please be advise that the response to this PCO affects the developemnt of keying schedule and the keying. Lead time for keying is 4 weeks.  
This PCO does not include installation. Installation will be submitted in a separate PCO.

TOTAL					\$2,710.13
Subtotal	N/A	\$	2,168.10		
Subtotal Deductions minus additions		\$	2,168.10		
General Conditions		\$	151.77		
Profit		\$	216.81		
Overhead		\$	173.45		
Net Total		\$	2,710.13		
TOTAL					\$2,710.13

ITEMS	DESCRIPTION	Labor	QTY	PRICE	Deductive	Additive	Comments
1	Hardware additions/revisions per Owner's request	Colmex	1	\$ 2,168.10		\$ 2,168.10	

Christian Pazos  
COLMEX CONSTRUCTION, L.L.C.  
4334 Earhart Blvd  
New Orleans, LA 70125  
P 504.383.8092  
F 504.383.8087  
www.colmexconstruction.com



180723

Proposed Change Order 012R1

Audobon School Renovation

Wednesday, July 11, 2018

Gentilly Terrace  
4720 Painters St.  
New Orleans, LA 70122  
RE: Hardware additions per Owner's request  
New Orleans, LA



Date:

Accepted by:

Plus Tax  
\$1,971.00

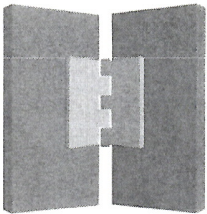
21	Locksets entry, classroom or storeroom function - change to intruder function - prep 17 dts for 2nd cylinder - (4 dts 111A, 115, 130 & 130A are existing doors) - locks are not ordered, chg without penalty 106A, 111A, 115, 130, 130A, N02, N03, N04, N16, N18, N30, N31, N32, N33, N34, N35, N36, N37, N38, N39, N40 Note - door 120 was specified with intruder function, there is no add for it	Owner would like to add intruder locks at doors: 106A, 111A, 115, 130, 130A, N02, N03, N04, N16, N18, N30, N31, N32, N33, N34, N35, N36, N37, N38, N39, N40 - 17 are new doors that need to be prep to receive 2nd cylinder - We are assuming that doors 111A, 115, 130&130A can be prep to add 2nd cylinder, if this is not the case additional charges will be submitted
QTY	AMOUNT	ADD
		\$1,971.00

*****PLEASE NOTE ALL ITEMS AND QUANTITIES AS LISTED, ALL OTHERS ARE EXCLUDED*****	HIMMEL'S	SHIPPED VIA	TERMS	CHG. NET 30
---	----------	-------------	-------	-------------

TO:	Colmex Construction
ATTN.	Frank LaSassier
JOB	Audubon Schools at Gentilly Trace
QUOTATION DATE	7.22.18
SALESPERSON	Ronda Parker

PLEASE INDICATE ABOVE NUMBER WHEN ORDERING

ARCHITECTURAL DOORS & HARDWARE  
OFFICE 225-673-8777 FAX 225-673-6109  
P.O. BOX 960 PRAIRIEVILLE, LA 70769-0960



HIMMEL'S

QUOTATION



# Coversheet

## Friends of Audubon Updates

<b>Section:</b>	VII. CEO's Report
<b>Item:</b>	E. Friends of Audubon Updates
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	FAME BOARD PTO REPORT 2018-09-15[12592].pdf



### **FRIENDS OF AUDUBON SEPTEMBER 15, 2018 REPORT**

1. Launched Grants Program.
  - a. Budgeted \$30,000 for year for funds to purchase supplies and services that impact Audubon students - \$10,000 for each trimester.
  - b. Received 28 applications to date from teachers and administrators that total well over the \$10,000 we have budgeted for this first trimester.
2. Fête: All further grant money for the year is entirely predicated on the performance of Fall Fête. Fête is largest fundraising event for Audubon Uptown.
  - a. Scheduled for November 10th.
  - b. Asking FAME Board to sponsor this event at the \$1,000 level.
3. Communication: Still looking to improve flow of information School - FAME Board - parent/teacher/student community.
  - a. Thank you Admin for launching weekly email newsletter: Fly with the Flock. Clean, clear and lets us know what's going on.
  - b. Most parents and many teachers still don't know what the FAME Board is or what it does.
  - c. Friends of Audubon has no way to directly communicate with parents. Must work with school and FAME Board to find ways to convey the important work of the FAME Board to the entire student/parent/teacher community.
  - d. Suggestions include: announcing all meetings and linking to minutes in all weekly e-blasts, recording all meetings as Facetime events for parents, students, teachers to virtually attend, and more.
4. School-wide Survey: Have had discussions for over a year about developing school-wide survey to measure stakeholder satisfaction - measuring most meaningful data points. To ensure survey is representative, must be developed as a joint-effort, preferably with outside consulting help. We remain available to work with the school and the FAME Board to develop this tool.
5. Feedback Log: In the meantime, we maintain feedback log where students, parents and teachers in the community can log feedback - positive and negative - about the school. This information will be presented, in aggregate, on a regular basis to the Admin and FAME Board.
6. Parent Engagement: Friends of Audubon can help identify candidates for consideration to sit on each FAME Board Committee. Reminder to engage the student/parent/teacher

community whenever developing structures that directly impact students/parents/teachers - most importantly with long-range planning.

7. Regular Meetings: Admin, FAME, PTO. To ensure the FAME Board, the Administration, the student, parent and teacher bodies are working together as effectively as possible, suggest representatives from each body meet on a regular basis. Javier, Latoye, Liz and two parent reps.