

Request for Legal Assistance
ATTORNEY – CLIENT COMMUNICATION

DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

PLEASE SUBMIT COMPLETED REQUEST FORM TO
DCSD OFFICE OF LEGAL AFFAIRS

*** This request is a confidential communication and should be treated as such ***

Topic: Board Agenda Item Review: ESPLOST V Project: Change Order No. 1 –Centennial Contractors Enterprises, Inc. - Briar Vista Elementary School - \$178,235.81
(e.g., contract review, policy matter, etc.)

Action/response required Board Agenda Item Approval

Date of request: 7/8/2024 Date by which a response is needed: 7/11/2024.
(Allow 3 to 5 business days)

Background information: Board Agenda Item – E-SPLOST V Project Change Order No. 1 – Centennial Contractors Enterprises, Inc. - Briar Vista Elementary School - \$178,235.81 – SP5FACCON.35735.GENCONTR

Please attach/include any additional information/documents that are relevant to your request.

Attachment(s)? Yes No Description of attachments, if any

Requested by: Darlene Y. Hughes Darlene Y. Hughes
Print Name Signature

Email: darlene_hughes@dekalbschoolsga.org Telephone: 678-676-1447

Department: Operations

Cabinet Member authorizing the request:

This item is approved as to form? X (HEH) Yes No

By:

Comments:

Please copy on email: All that are copied on original email.

Telephone Conference

Was this matter an emergency requiring immediate contact? Yes No

Date Called: Time: Total Time of Conference:

Advice Given:

Action Taken: