

**Lincoln Parish School Board**  
410 South Farmerville Street  
Ruston, Louisiana 71270-4699  
Phone 318-255-1430 - Facsimile 318-255-1433



Mike Milstead  
Superintendent

Joe E. Mitcham, Jr.  
President

**REGULAR SESSION**

**Tuesday, March 1, 2016 6:00 p.m.**

**A G E N D A**

1. CALL TO ORDER AND INVOCATION
2. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG
3. ADOPTION OF AGENDA AS PRINTED
4. APPROVAL OF MINUTES - REGULAR SESSION OF FEBRUARY 2, 2016
5. REPORTS
  - 5.1 Personnel - Dr. Doris Lewis
  - 5.2 Sales tax receipts for February 2016 - George Murphy
  - 5.3 Financial update for January 2016 - George Murphy
  - 5.4 Health plan update for January 2016 - George Murphy
6. UNFINISHED BUSINESS
  - 6.1 Accept bid on the RHS spirit building and freshman locker room project - James Payton
7. NEW BUSINESS
  - 7.1 Grant permission to advertise for bids for the New Tech classrooms, soccer facilities, gym floor and auditorium roof project at Ruston High School - James Payton
  - 7.2 Adopt 2016-2017 school calendar - Mary Null
  - 7.3 Approve change order #5 on the CHS track project - James Payton
  - 7.4 Grant permission to execute substantial completion documents on the CHS track project - James Payton
  - 7.5 Consider policy manual revision - Mary Null
  - 7.6 Preliminary plans for drainage project at Simsboro School, approval to contract with Riley Company of Louisiana, Inc, and permission to bid - James Payton and Ron Riley
8. REPORT OF THE SUPERINTENDENT
9. REPORTS, COMMENTS, OR OBSERVATIONS OF BOARD MEMBERS
10. ADJOURNMENT

## MARCH 2016 PERSONNEL

### STAFF DISABILITY RETIREMENT

EFFECTIVE DATE	POSITION	SCHOOL	EMPLOYEE
February 21, 2016	Psychologist	Pupil Appraisal	Elizabeth Freeman

### POINT OF REFERENCE

EFFECTIVE DATE	POSITION	SCHOOL	FORMER EMPLOYEE	REASON FOR LEAVING	EMPLOYEE RECOMMENDED	TRANSFERRING FROM	FUNDING SOURCE
February 22, 2016	Special Education	Cypress Springs	Faye Thompson	Deceased	Robbie Burnham	Youth Rescue Center	MFP

### BUS DRIVER/MECHANIC RETIREMENT

EFFECTIVE DATE	POSITION	SCHOOL	EMPLOYEE
March 1, 2016	Bus Maintenance	Bus Barn	Bernard Crowe

### BUS DRIVER RESIGNATION

EFFECTIVE DATE	POSITION	SCHOOL	EMPLOYEE
February 10, 2016	Bus Driver	Ruston	Calvin Woodfork

### CUSTODIAN RETIREMENT

EFFECTIVE DATE	POSITION	SCHOOL	EMPLOYEE
July 1, 2016	Custodian	Dubach School	Robert Jenkins

### FOOD SERVICE POINTS OF REFERENCE

EFFECTIVE DATE	POSITION	SCHOOL	FORMER EMPLOYEE	REASON FOR LEAVING	EMPLOYEE RECOMMENDED	TRANSFERRING FROM	FUNDING SOURCE
August 25, 2016	Manager	I A Lewis	Amy Bourgeois	Resigned	Marci Mathis	Ruston Junior High	MFP
January 11, 2016	Clerk	Ruston Junior High	Marci Mathis	Transferred	Lawanta Atkins	Cypress Springs	MFP
February 4, 2016	Clerk	Cypress Springs	Lawanta Atkins	Transferred	Kay Shoaf	Simsboro High	MFP
February 16, 2016	Clerk	Simsboro High	Kay Shoaf	Transferred	Shalacy Collins	Ruston High	MFP

**LINCOLN PARISH SCHOOL BOARD  
FINANCIAL STATEMENT**

For Month Ending JANUARY 2016

	GENERAL FUND [01]	5 MILL MAINTENANCE FUND [02]	CHILD NUTRITION FUND [04]	1979 SALES TAX		1967 SALES TAX FUND [18]	1993 SALES TAX FUND [21]
				SALARY FUND [08]	INSTRUCTION FUND [08]		
<b>ASSETS:</b>							
Cash and Cash Equivalents	\$3,124,236.34	\$650,169.28	\$111,093.95	\$2,665,216.58	\$1,663,255.73	\$875,645.24	\$1,579,196.54
Investments	11,948,900.86		204,532.71			4,208,060.93	3,261,945.04
Accounts Receivable	23,917.70	2,500.00	237,881.65	500,694.92	246,610.93	747,305.85	747,305.85
Interfund Receivables							
Prepaid Expenses & Deposits							
Food Inventory & Commodities			161,438.57				
<b>TOTAL ASSETS</b>	<b>15,097,054.90</b>	<b>652,669.28</b>	<b>714,946.88</b>	<b>3,165,911.50</b>	<b>1,909,866.66</b>	<b>5,831,012.02</b>	<b>5,588,447.43</b>
<b>LIABILITIES &amp; FUND EQUITY:</b>							
<b>Liabilities:</b>							
Accounts Payable	206,288.32	78,868.57	131,080.28		16,450.14	15,505.00	
Salaries Payable	1,565,057.23		106,699.04		43,285.65		46,434.95
Withholdings Payable						182,056.03	
Interfund Payables	213,893.00						
Deferred Revenues - Commodities			60,969.39				
<b>TOTAL LIABILITIES</b>	<b>1,985,238.55</b>	<b>78,868.57</b>	<b>298,748.71</b>	<b>0.00</b>	<b>59,735.79</b>	<b>197,561.03</b>	<b>46,434.95</b>
<b>Fund Equity</b>							
Fund Balance	13,111,816.35	573,800.71	416,198.17	3,165,911.50	1,850,130.87	5,633,450.99	5,542,012.48
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>15,097,054.90</b>	<b>652,669.28</b>	<b>714,946.88</b>	<b>3,165,911.50</b>	<b>1,909,866.66</b>	<b>5,831,012.02</b>	<b>5,588,447.43</b>

**Fund Activity Year-to-Date Totals**

	GENERAL FUND	5 MILL MAINTENANCE FUND	CHILD NUTRITION FUND	1979 SALES TAX		1967 SALES TAX FUND	1993 SALES TAX FUND
				SALARY FUND	INSTRUCTION FUND		
<b>BEGINNING FUND BALANCE</b> July 1, 2015	\$7,204,528.82	\$200,434.29	\$593,579.35	\$2,785,574.87	\$1,371,999.56	\$4,865,055.42	\$4,370,593.62
Revenues YTD	24,597,922.94	1,734,655.20	1,718,278.57	2,488,188.43	1,239,489.12	3,712,720.42	3,712,388.92
Expenditures YTD	(18,690,635.41)	(1,361,288.78)	(1,895,659.75)	(2,107,851.80)	(761,357.81)	(2,944,324.85)	(2,540,970.06)
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<b>5,907,287.53</b>	<b>373,366.42</b>	<b>(177,381.18)</b>	<b>380,336.63</b>	<b>478,131.31</b>	<b>768,395.57</b>	<b>1,171,418.86</b>
<b>ENDING BALANCE</b> JANUARY 31, 2016	<b>\$13,111,816.35</b>	<b>\$573,800.71</b>	<b>\$416,198.17</b>	<b>\$3,165,911.50</b>	<b>\$1,850,130.87</b>	<b>\$5,633,450.99</b>	<b>\$5,542,012.48</b>



**LINCOLN PARISH SCHOOL BOARD**  
**Statement of Changes in Benefit Obligations**  
**& Net Assets Available for Benefits**  
**For The Period Ending January 31, 2016**

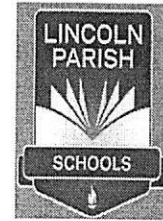
	Current Month	Year To Date
<b>Net Increase in Net Assets</b>		
<b>Contributions</b>		
Maximum Funding	\$ 936,856.14	\$ 936,856.14
Maximum Funding - COBRA	2,733.71	2,733.71
<b>Total Contributions</b>	<u>\$ 939,589.85</u>	<u>\$ 939,589.85</u>
<b>Other Increases</b>		
Interest Income	127.54	\$ 127.54
<b>Total Other Increases</b>	<u>127.54</u>	<u>\$ 127.54</u>
<b>Total Net Increase in Net Assets</b>	<u>939,717.39</u>	<u>\$ 939,717.39</u>
<b>Deductions from Plan Assets</b>		
<b>Fixed Costs</b>		
Administration	143,687.06	\$ 143,687.06
Life Insurance	15,489.98	\$ 15,489.98
Wire Fees	50.00	\$ 50.00
<b>Total Fixed Costs</b>	<u>159,227.04</u>	<u>\$ 159,227.04</u>
<b>Claim Fund</b>	<u>780,490.35</u>	<u>\$ 780,490.35</u>
<b>Claims Expenses</b>		
Claims Paid	910,878.90	\$ 910,878.90
Claims Paid - Drugs	332,082.29	\$ 332,082.29
Claims Paid - Dental	-	\$ -
Recoveries - Stop Loss	(87,892.61)	\$ (87,892.61)
Recoveries - Drug Rebate	(77,711.52)	\$ (77,711.52)
<b>Total Claims Expense</b>	<u>1,077,357.06</u>	<u>\$ 1,077,357.06</u>
<b>Net Assets Avail for Benefit Obligations</b>	(296,866.71)	\$ (296,866.71)
<b>Net Change - Estim Claims IBNR</b>	<u>(853,298.50)</u>	<u>\$ (853,298.50)</u>
<b>Excess (Def) Net Assets</b>	<u>\$ 556,431.79</u>	<u>\$ 556,431.79</u>

# Lincoln Parish School Board

**Mike Milstead**  
Superintendent

410 South Farmerville Street  
Ruston, Louisiana 71270-4699  
Phone: 318-254-2092  
Fax: 318-254-1247  
Website: [www.lincolnschools.org](http://www.lincolnschools.org)

**Joe M. Mitcham, Jr.**  
President



Memo To: Lincoln Parish School Board Members

From: James Payton, Transportation Supervisor *J.P.*  
*mm* Mike Milstead, Superintendent

Date: February 23, 2016

Re: Accept the Bid for the RHS Spirit Building and Freshman Locker Room

## Background

Bids for construction of the Spirit Building and Freshman Locker Room to be constructed at Ruston High will be opened on February 25, 2016, at two o'clock p.m. at the Lincoln Parish School Board Office. There was not sufficient time to review bids and include bid information in the board packet. All information related to bids for this project will be presented at the board meeting on March 1, 2016.

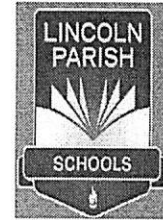
## Contact Person

James Payton

# Lincoln Parish School Board

**Mike Milstead**  
Superintendent

410 South Farmerville Street  
Ruston, Louisiana 71270-4699  
Phone: 318-254-2092  
Fax: 318-254-1247  
Website: [www.lincolnschools.org](http://www.lincolnschools.org)



Memo To: Lincoln Parish School Board Members

From: James Payton, Transportation Supervisor *J.P.*  
*mm* Mike Milstead, Superintendent

Date: February 23, 2016

Re: Permission to Advertise for Bids for the Ruston High School New Tech Classrooms, Soccer Facilities for Girls and Boys, New Roof on the Auditorium and a New Floor for the Girls Gym.

## Background

Preliminary plans for all of the above-mentioned jobs at Ruston High were reviewed at an earlier School Board meeting. The architect and the engineer have now completed construction documents. We request permission to advertise for bids on this project.

## Recommendation

That the Board grant permission to advertise for bids on the New Tech classrooms, soccer facilities, new roof on the auditorium and new gym floor at Ruston High School.

## Contact Person

James Payton

**Lincoln Parish School Board**  
410 South Farmerville Street  
Ruston, Louisiana 71270-4699  
Phone 318-255-1430 - Facsimile 318-255-1433



**Mike Milstead**  
Superintendent

**Joe E. Mitcham, Jr.**  
President

# MEMO

**TO:** Lincoln Parish School Board Members

**FROM:** *MN* Mary Null, Assistant Superintendent  
*mm* Mike Milstead, Superintendent

**DATE:** February 16, 2016

**SUBJECT:** Adoption of 2016-2017 School Calendar

---

## Background

Attached is the proposed school calendar for the 2016-2017 school year. Because the state mandates so many testing and testing makeup dates and the way holidays and days of the week fell this year, we are unable to have some of the flexibility in our school calendar that we have enjoyed in the past. However, we did include some professional development days because of ongoing changes from the state and to avoid having numerous substitutes in the schools.

## Recommendation

Adoption of the proposed calendar for the 2016-2017 school year.

## Contact Person

Mary Null



## 2016 - 2017 LINCOLN PARISH SCHOOL CALENDAR

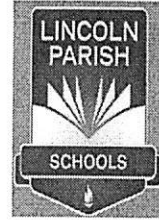
EVENT	2016 - 2017
STAFF DEVELOPMENT – DETAILS TO BE ANNOUNCED (9 MO SUPPORT STAFF ARE NOT INCLUDED) – NO STUDENTS	MONDAY, AUGUST 8 – WEDNESDAY, AUGUST 10, 2016
ALL STAFF FACULTY MEETINGS AT SCHOOLS (9 MO SUPPORT STAFF ARE INCLUDED) – NO STUDENTS	THURSDAY, AUGUST 11, 2016
<b>FIRST DAY FOR STUDENTS – HALF DAY</b> FULL DAY FOR ALL EMPLOYEES	FRIDAY, AUGUST 12, 2016
LABOR DAY – CLOSED	MONDAY, SEPTEMBER 5, 2016
STAFF DEVELOPMENT DAY – NO STUDENTS	TUESDAY, SEPTEMBER 6, 2016
COLUMBUS DAY - CLOSED	MONDAY, OCTOBER 10, 2016
STAFF DEVELOPMENT DAY – NO STUDENTS	TUESDAY, OCTOBER 11, 2016
<i>END OF 1<sup>ST</sup> NINE WEEKS</i>	<i>FRIDAY, OCTOBER 21, 2016</i>
STAFF DEVELOPMENT DAY – NO STUDENTS	MONDAY, NOVEMBER 7, 2016
ELECTION DAY – CLOSED	TUESDAY, NOVEMBER 8, 2016
THANKSGIVING BREAK – CLOSED	MONDAY, NOVEMBER 21 – FRIDAY, NOVEMBER 25, 2016
LAST DAY BEFORE CHRISTMAS – HALF DAY	TUESDAY, DECEMBER 20, 2016
CHRISTMAS AND NEW YEAR'S BREAK – CLOSED	WEDNESDAY, DECEMBER 21, 2016–TUESDAY, JANUARY 3, 2017
<i>END OF 2<sup>ND</sup> NINE WEEK AND 1<sup>ST</sup> SEMESTER</i>	<i>FRIDAY, JANUARY 13, 2017</i>
MARTIN LUTHER KING, JR DAY – CLOSED	MONDAY, JANUARY 16, 2017
STAFF DEVELOPMENT DAYS – NO STUDENTS	TUESDAY, JANUARY 17 – WEDNESDAY, JANUARY 18, 2017
PRESIDENTS' DAY – CLOSED	MONDAY, FEBRUARY 20, 2017
<i>END OF 3<sup>RD</sup> NINE WEEKS</i>	<i>FRIDAY, MARCH 17, 2017</i>
SPRING BREAK – CLOSED	MONDAY, MARCH 20 – FRIDAY, MARCH 24, 2017
EASTER BREAK – CLOSED	FRIDAY, APRIL 14 and MONDAY, APRIL 17, 2017
<b>*LAST DAY FOR STUDENTS – FULL DAY</b> <i>END OF 4<sup>TH</sup> NINE WEEKS AND 2<sup>ND</sup> SEMESTER</i>	<i>WEDNESDAY, MAY 24, 2017</i>
<b>*INSTRUCTIONAL STAFF WORKDAY - HALF DAY</b> (9 MO SUPPORT STAFF ARE NOT INCLUDED)	THURSDAY, MAY 25, 2017

\*THESE DATES MAY BE CHANGED DEPENDING ON NUMBER OF INSTRUCTIONAL MINUTES COMPLETED

# Lincoln Parish School Board

**Mike Milstead**  
Superintendent

410 South Farmerville Street  
Ruston, Louisiana 71270-4699  
Phone: 318-254-2092  
Fax: 318-254-1247  
Website: [www.lincolnschools.org](http://www.lincolnschools.org)



Memo To: Lincoln Parish School Board Members

From: James Payton, Transportation Supervisor  
Mike Milstead, Superintendent

A handwritten signature in black ink, appearing to be "J.P.", is written over the name "James Payton".

Date: February 23, 2016

Re: Change Order #5 for the Choudrant High School Track

## Background

We request your permission to formally approve the follow change order request for the Choudrant track.

1. Add forty-six weather days to the contract time.
2. Add an extra year of warranty for the four drainage crossings on the track that settled after the hot mix was put down.

No additional expense will be incurred.

## Recommendation

Board approval of change order #5 including items #1 and #2 listed above on the Choudrant High School Project.

## Contact Person

James Payton

# Lincoln Parish School Board

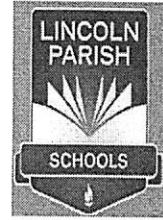
**Mike Milstead**  
Superintendent

410 South Farmerville Street  
Ruston, Louisiana 71270-4699

Phone: 318-254-2092

Fax: 318-254-1247

Website: [www.lincolnschools.org](http://www.lincolnschools.org)



Memo To: Lincoln Parish School Board Members

From: James Payton, Transportation Supervisor *J.P.*  
*mm* Mike Milstead, Superintendent

Date: February 23, 2016

Re: Permission to Execute Substantial Completion for the Choudrant High School Track

## Background

All of the work on the Choudrant track is nearly complete. At this time it is necessary that we request formal permission from the Board to execute Substantial Completion for the Choudrant track based on the recommendations of the engineer after his preparation of the final punch list and other appropriate documents. Substantial completion means the owner can fully occupy the facility and the owner becomes responsible for all utilities and insurance.

## Recommendation

The Board grant permission and authorize the Superintendent, his staff, and the engineer to execute the Substantial Completion documents for the Choudrant track project.

## Contact Person



James Payton

**Lincoln Parish School Board  
410 S. Farmerville Street  
Ruston, LA 71270  
Phone 318/255-1430 – FAX 318/251-8100**

**Joe E. Mitcham, Jr.  
President**

**Mike Milstead  
Superintendent**

TO: Lincoln Parish School Board Members

FROM:  Mary Null, Assistant Superintendent  
 Mike Milstead, Superintendent

DATE: March 1, 2016

SUBJECT: Policy Manual Revision

---

**Background:**

The following policy revision have been recommended:

BH – School Board Ethics – REVISION – Removes the list of Louisiana School Board Association principles which have not been updated since 1960 some of which no longer reflect current law or are not suited for policy. Adds language regarding mandatory ethics training, and addresses changes affecting allowed exceptions to nepotism, as well as conflict of interest by officials and employees in related to contracts involving federal funds.

**Recommendation:**

The Board consider this policy revision with formal action to be taken at the April 5, 2016, meeting.

**Contact Person:**

Mary Null

## SCHOOL BOARD ETHICS

Recognizing that as a member of a public School Board and that each Lincoln Parish School Board member is filling a position of public trust, responsibility, and authority endowed by the State of Louisiana, the Lincoln Parish School Board, individually and collectively, shall subscribe to the principles of the Louisiana School Boards Association, by which a School Board member should be guided.

- ~~1. My allegiance is first to the children of my parish or city school system and not to any political party or business organization.~~
- ~~2. I will not seek through my office special privileges or private gain, nor will I use my position to promote my business or professional interest.~~
- ~~3. I will seek to provide equal educational opportunities for all the children regardless of race, creed, or location.~~
- ~~4. I recognize that it is my duty to assist in formulating educational policy. However, I recognize that it is the duty and responsibility of the superintendent in his capacity as executive officer to see that these policies are carried out.~~
- ~~5. I understand that in the selection of teachers and all other school personnel the superintendent nominates candidates for these positions and selection by the School Board is made from such nominations based on merit alone. I will not bring pressure on the superintendent to nominate candidates in whom I have special interest. I will insist that the board reserve to the superintendent the privilege and responsibility of nominations of candidates for school personnel. I recognize that the training of the child is paramount and that giving employment is a secondary matter.~~
- ~~6. I understand that I have no authority as an individual board member but must act with and through the board as a whole, and I must be governed by the decisions of the School Board.~~
- ~~7. I will keep myself as well informed as possible about the conditions in the school system and about such other matters as will help me serve as an efficient School Board member.~~
- ~~8. Understanding that I am a representative of the public I will endeavor to keep the public informed about the progress and needs of the schools.~~
- ~~9. I will refrain from making any commitment upon any subject that rests within the School Board's authority for final discussion and decision.~~
- ~~10. Recognizing that all school personnel should work in close cooperation, I will give my hearty support to the total school program. I will not publicly criticize school personnel but will make such criticism to the superintendent for investigation and action if necessary.~~
- ~~11. Recognizing that the superintendent is the executive officer of the school system, any complaints and recommendations that may have been submitted to me shall be referred to the superintendent for presentation to the School Board.~~

- ~~12. I will affiliate with my professional organization, the Louisiana School Boards Association, and as far as possible will attend the convention and take part in its activities.~~
- ~~13. Recognizing that the expenditure of public school funds is a public trust, I will endeavor to see that all public funds shall be expended efficiently, economically, and for the best interest of the schools.~~
- ~~14. With a basic belief in the dignity of the individual, I will respect teachers and as a School Board member I will not subject their daily lives to harsh or petty restrictions which I would not impose on other good citizens.~~
- ~~15. I will attend School Board with an open mind and listen to what other board members and other individuals or groups have to say before making final decisions.~~
- ~~16. I will continue my interest in the school program at all times and as an individual citizen and champion of the schools, I will guard the interests of the school. When citizens and patrons who do not know or fail to remember my limitations of authority call on me to correct some situation in connection with the school, I will not avoid the issue by denying authority but will counsel with the applicant or go with him to the Superintendent for a conference in order that the problem may be solved in the best interests of education.~~
- ~~17. As the administration of the schools of Louisiana is conducted on a parish wide or city wide basis and as my responsibility is to all of the children, I will consider the program for the whole administrative unit in making decisions. I will not try to seek special privileges for my own ward or district.~~
- ~~18. Recognizing the rights of the employee and the School Board, I will insist on following completely the procedure stipulated by law in every case where a teacher or other employee is being tried for incompetence or other causes which might subject him to dismissal.~~

In addition, certain actions of elected officials may be considered improper, and in some circumstances, illegal. Actions which may present a conflict of interest, acceptance of gifts, or solicitations, or gratuities, abuse of authority of office or position, and decisions regarding the employment of a family member of an official are all subject to statutory restrictions. The ethical conduct of School Board members, as well as other designated officials, shall be in accordance with state law.

### ETHICS EDUCATION AND TRAINING

All School Board members and employees shall be required to receive a minimum of one (1) hour of education and training on the *Louisiana Code of Governmental Ethics* annually. Education and training shall be provided by employees of the Louisiana Board of Ethics or others authorized to provide such training by the Louisiana Board of Ethics and shall be administered through seminars or via the Internet.

## GIFTS

Acceptance of personal gifts by any School Board member or employee of the Lincoln Parish School Board from persons or firms doing business with the School Board, or any department or school thereof, is prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy provision. This policy provision does not preclude acceptance of food, drinks, or refreshment of a social nature or participation in a social event, provided the value of the food, drink, or refreshment does not exceed that amount permitted under state law. It also shall not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee or School Board member who is or becomes a candidate for election to any public office.

## NEPOTISM

No member of the immediate family of an agency head shall be employed in his/her agency. No member of the immediate family of a member of a governing authority or the chief executive of a governmental entity shall be employed by the governmental entity, with limited exception as outlined below.

The provisions above shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of a public employee's immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.

## Exceptions

Any School Board member or Superintendent whose immediate family member is employed or who may be employed, as excepted below, shall recuse himself/herself from any decision involving the promotion or assignment of teaching or service location of such employee.

1. Any member of the immediate family of any School Board member or the Superintendent may be employed as a classroom teacher provided that such family member is *certified to teach* or is temporarily authorized to teach while pursuing certification.
2. For any School Board in a parish having a population of fewer than sixty thousand (60,000) according to the latest federal decennial census, any member of the immediate family of any School Board member or of the Superintendent may be employed as a special education related services professional provided that such family member is licensed in an appropriate field for special education related services and such family member is the **only** applicant who meets the qualifications for the position who has applied for the position after it has been *advertised for at least thirty (30) days* in the official journal of the School Board. A special education related services professional shall include the following when employed to provide special education services: a social worker, occupational therapist, physical therapist, speech therapist/pathologist, teacher of hearing impaired students, teacher of visually impaired students, or nurse.

3. Any immediate family member of a member of the School Board or the Superintendent who is employed pursuant to paragraphs 1 or 2 above may be promoted to an administrative position provided that such family member has the appropriate qualifications and certifications for the promotional position. For the purposes of such promotions, the term *certifications* shall not include any temporary or provisional certification or certifications.
4. An immediate family member of an athletic director of a school may be employed as a coach at such school.

### ABUSE OF OFFICE

No School Board member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself/herself, any other public servant, or other person with any thing of economic value.

No School Board member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to engage in political activity.

No School Board member shall act in an individual capacity to use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel or coerce any personnel decision, including the hiring, promotion, discipline, demotion, transfer, discharge, or assignment of work to any school employee.

No School Board member shall use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel, or coerce any school employee to make any decision concerning benefits, work assignment, or membership in any organization.

### TRANSACTIONS AFTER TERMINATION OF PUBLIC SERVICE

No former agency head or elected official shall, for a period of two (2) years following the termination of his/her public service as the head of such agency or as an elected public official serving in such agency, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving that agency or render any service on a contractual basis to or for the School Board.

No former member of the School Board shall, for a period of two (2) years following the termination of his/her public service on such School Board, contract with, be employed in any capacity by, or be appointed to any position by the School Board, except that the School Board may employ a former member for any classroom teaching position which requires a valid Louisiana teaching certificate or a school psychologist with a valid certificate in school psychology, provided the former School Board member holds such a certificate.

No former School Board employee shall, for a period of two (2) years following the termination of his/her employment, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction in which such former public employee participated at any time during his/her public employment and involving the School Board by which he/she was formerly employed, or for a period of two (2) such years following termination of his/her employment, render any service which such former public employee has rendered to the School Board during the term of his/her public employment on a contractual basis, regardless of the parties to the contract, to, for, or on behalf of the School Board with which he/she was formerly employed.



## FEDERAL GUIDELINES: CONFLICT OF INTEREST

In addition to other ethics provisions, in receiving federal funds the School Board shall ensure compliance with federal guidelines covering conflict of interest and governing the actions of officers and employees engaged in the selection, award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict may arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in, or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the School Board shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to contracts.

Employees and volunteers shall be required to report any actual, possible, or perceived conflict of interest which they or others have, or may have, to their immediate supervisor as soon as they become aware of the conflict. A School Board member shall report the perceived conflict of interest to the Superintendent and School Board attorney.

Anyone who engages in activities that violate these provisions, including failure to disclose a conflict of interest, may be subject to disciplinary action up to and including termination of employment, and/or other appropriate sanctions.

## DEFINITIONS

**Agency** means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. For public servants of political subdivisions, it shall mean the agency in which the public servant serves, except that for members of any governing authority and for the elected or appointed chief executive of a governmental entity, it shall mean the governmental entity.

**Agency head** means the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.

**Immediate family** as the term relates to a public servant means his/her children, the spouses of his/her children, his/her brothers and their spouses, his/her sisters and their spouses, his/her parents, his/her spouse, and the parents of his/her spouse.

**Public servant** means a public employee or an elected official.

Revised: October, 1997

Revised: November, 1999

Revised: August, 2003

Revised: December 5, 2006

Revised: March 3, 2009

Revised: January 4, 2011

Revised: October 19, 2011

Revised: August 7, 2012

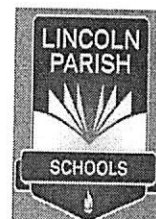
Revised: March, 2016

Ref: 2 CFR 200.318 (General Procurement Standards); La. Rev. Stat. Ann. ' ' 17:81, 17:428, 42:1101, 42:1102, 42:1112, 42:1115, 42:1115.1, 42:1116, 42:1119, 42:1120, 42:1121, 42:1123, 42:1170; Board minutes, 10-22-03, 12-5-06, 3-3-09, 1-4-11, 10-19-11, 8-7-12.

# Lincoln Parish School Board

**Mike Milstead**  
Superintendent

410 South Farmerville Street  
Ruston, Louisiana 71270-4699  
Phone: 318-254-2092  
Fax: 318-254-1247  
Website: [www.lincolnschools.org](http://www.lincolnschools.org)



Memo To: Lincoln Parish School Board Members

From: James Payton, Transportation Supervisor *J.P.*  
*mm* Mike Milstead, Superintendent

Date: February 23, 2016

Re: Contract with Riley Company of Louisiana, Inc. and Permission to Bid Drainage Project at Simsboro School.

## Background

Part of the long range building plan for Simsboro School is the construction of a school parking lot off of Tiger Drive west of the school. In order to do this the drainage system in front of the school on Tiger Drive must be rebuilt. An engineering study has revealed that the entire drainage system from Highway 80 on the south running north approximately 500 ft. is inadequate and must be replaced. To do this it is necessary to employ a land surveyor and civil engineer to complete a project of this magnitude. Riley Company of Louisiana, Inc. employs a diverse staff of registered engineers and surveyors who provide planning, field surveying, design building services, construction and administration and representation. They have worked with LPSB staff on prior projects, most recently the Choudrant track. Ron and Paul Riley have demonstrated a high degree of professionalism and expertise. Because of the above-mentioned reasons, I recommend that we enter into a contract with the Riley Co. of Louisiana, Inc. for surveying and engineering services that will be needed to construct the drainage project at Simsboro School. The money to pay for this project will come from the Maintenance and Operational Funds for Simsboro School.

## Recommendation

1. That the Board give permission to enter into a contract with Riley Company of Louisiana, Inc. for the drainage project at Simsboro School.
2. That the Board give permission to advertise for bids for the drainage project at Simsboro School.

Contact Person  
James Payton