

LINCOLN PARISH SCHOOL BOARD
410 South Farmerville Street, Ruston, Louisiana

BUILDING AND GROUNDS COMMITTEE MEETING
Tuesday, February 6, 2018 5:30 p.m.

A G E N D A

1. Cooperative Endeavor Agreement with Hico Baptist Church regarding Board's property in Hico – Mike Milstead and Jeff Robinson
2. Update on the STEM building and potential 6th grade center at Ruston Junior High School and permission to pursue the purchase of property adjacent to RJHS – Mike Milstead and Mike Walpole
3. Pursue a Cooperative Endeavor Agreement with the City of Ruston regarding property used by Ruston High School for its baseball field – Mike Milstead and Jeff Robinson
4. Appraisals on various properties – Mike Milstead

(You may attend this Committee meeting even if you are not on the committee.)

A Quality Education for a Quality Life

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:  Mike Milstead, Superintendent

DATE: February 1, 2018

RE: Cooperative Endeavor Agreement with Hico Baptist Church Regarding Board's Property in Hico

Background

In August 2017, the Lincoln Parish School Board heard a report from the Superintendent and Attorney Jeff Robinson concerning four pieces of property owned by the school board located at the site of the former Hico Elementary School. The Board encouraged further inquiries into the best way to pursue an agreement for the purpose of transferring the property to another interested property owner. After several conversations with Hico Baptist Church which owns property adjacent to Lincoln Parish School Board property, the determination was made to pursue a way to transfer the property in the form of a Cooperative Endeavor Agreement to Hico Baptist Church. For a property transfer to take place from a public entity, another item of value must be given to the public entity in exchange. Based on the recommendation of Mr. Robinson, in exchange for the Hico property Lincoln Parish Schools would receive the removal of financial liability. The two pieces north of Hico Baptist Church have clear titles and would be transferred to the Church in exchange for loss of liability. Mr. Robinson recommends that the Board quitclaim the two pieces east of the church to Hico Baptist Church. With this quitclaim action the church assumes the responsibility of determining actual property ownership. I am recommending the approval of the attached Cooperative Endeavor Agreement, prepared by Attorney Robinson, between the LPSB and Hico Baptist Church.

Recommendation

That the Lincoln Parish School Board approve the Cooperative Endeavor Agreement transferring Hico Elementary School property of approximately 11 acres to Hico Baptist Church with the School Board retaining mineral rights where applicable.

Contact Person

Mike Milstead

Lincoln Parish School Board
410 South Farmerville Street
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Phone 318-255-1430 - Facsimile 318-255-1433



Mike Milstead
Superintendent

Joe E. Mitcham, Jr.
President

MEMO

TO: Lincoln Parish School Board Members

FROM: *mm* Mike Milstead, Superintendent

DATE: February 1, 2018

RE: Negotiations for the Purchase of Property East of Ruston Junior High School

Background

With the construction of the new STEM center at the site of Ruston Junior High School and further potential construction at the site, the property adjacent to the construction site is best suited for drainage purposes. The adjacent property is owned by Hill Oil. Our architect, Mike Walpole, recommends that the Lincoln Parish School Board entertain the possibility of making an offer, pending an appraisal, to purchase approximately $\frac{3}{4}$ acre located due east of the construction site.

Recommendation

That the Lincoln Parish School Board allow the Superintendent to enter into negotiations, pending an appraisal, for the purchase of property east of Ruston Junior High for drainage purposes.

Contact Person

Mike Milstead

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Mike Milstead
Superintendent

Joe E. Mitcham, Jr.
President

MEMO

TO: Lincoln Parish School Board Members

FROM: *mm* Mike Milstead, Superintendent

DATE: February 1, 2018

RE: Permission to Pursue a Cooperative Endeavor Agreement with the City of Ruston Regarding Property Used by Ruston High School for its Baseball Facility

Background

The property formerly owned by the Louisiana Foundation on which the Ruston High Baseball field is located has been transferred to the City of Ruston. The Lincoln Parish School Board now needs a Cooperative Endeavor Agreement with the City concerning the use of this property by Ruston High School.

Recommendation

That the Lincoln Parish School Board allow the Superintendent to pursue a Cooperative Endeavor Agreement with the City of Ruston regarding property used by Ruston High School for its baseball facility.

Contact Person

Mike Milstead

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Ruston, Louisiana 71270-4699
Phone 318-255-1430 - Facsimile 318-255-1433



Mike Milstead
Superintendent

Joe E. Mitcham, Jr.
President

REGULAR SESSION
TUESDAY, FEBRUARY 6, 2018 6:00 p.m.

LINCOLN PARISH SCHOOL BOARD
410 South Farmerville Street, Ruston, Louisiana

A G E N D A

The agenda for the meeting is as follows:

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 JANUARY 9, 2018
5. COMMITTEE REPORT
 - 5.1 Building and Grounds - Tuesday, February 6, 2018, at 5:30 p.m.
Trott Hunt, Chairperson
 - 5.1.a Cooperative Endeavor Agreement with Hico Baptist Church regarding Board's property in Hico
 - 5.1.b Permission to pursue the purchase of property adjacent to Ruston Junior High School
6. REPORTS
 - 6.1 Personnel - Dr. Doris Lewis
 - 6.2 Sales tax receipts for January 2018 - George Murphy
 - 6.3 Financial update for December 2017 - George Murphy
 - 6.4 Health plan update for December 2017 - George Murphy
 - 6.5 Construction update - James Payton
7. UNFINISHED BUSINESS
 - 7.1 Policy manual revisions and addition - Lisa Bastion
8. NEW BUSINESS
 - 8.1 Pupil Progression Plan - Michelle Thrower
 - 8.2 Substantial completion of the generator project - James Payton
 - 8.3 Policy manual revisions and deletion - Lisa Bastion
9. REPORT OF THE SUPERINTENDENT
10. REPORTS, COMMENTS, OR OBSERVATIONS OF BOARD MEMBERS
11. ADJOURNMENT

FEBRUARY 2018 PERSONNEL

FACULTY RESIGNATION

EFFECTIVE DATE	POSITION	SCHOOL	EMPLOYEE
January 8, 2018	Math	I.A. Lewis	Sherryl Morgan
January 31, 2018	ELA	I.A. Lewis	Amee Brinkley

FACULTY RECOMMENDATIONS

EFFECTIVE DATE	POSITION	SCHOOL	FORMER EMPLOYEE	REASON FOR LEAVING	EMPLOYEE RECOMMENDED	FUNDING SOURCE
January 19, 2018	Elementary	Cypress Springs Elementary	Kristie Braud	Resigned	Jasmine Ayatey	MFP
January 16, 2018	Elementary	Cypress Springs Elementary	Evanie Tims	Resigned	Sarah Pender	MFP
February 1, 2018	Special Education - Inclusion	Ruston Jr. High	Donna Cross	Resigned	Mary Spillers	MFP

Jasmine Ayatey received her BA degree from Grambling State University. She had a successful student teaching experience at Gibsland Coleman Complex.

Sarah Pender received her BS degree from Louisiana Tech University. She has two years of teaching experience in Texas.

Mary Spillers received her BA degree from University of Louisiana at Monroe. She has twenty-five years of teaching experience.

SCHOOL FOOD SERVICE RESIGNATION

EFFECTIVE DATE	POSITION	SCHOOL	EMPLOYEE
January 19, 2018	Cafeteria Clerk/Technician	Simsboro High	Shalacy Collins

SCHOOL FOOD SERVICE RETIREMENT

EFFECTIVE DATE	POSITION	SCHOOL	EMPLOYEE
February 3, 2018	Cafeteria Technician	Ruston Elementary	Odessa Thompson

CUSTODIAN RESIGNATION

EFFECTIVE DATE	POSITION	SCHOOL	EMPLOYEE
January 31, 2018	Custodian	Glen View Elementary	Roger Atkins

CUSTODIAN & MAINTENANCE RECOMMENDATIONS

EFFECTIVE DATE	POSITION	SCHOOL	FORMER EMPLOYEE	REASON FOR LEAVING	EMPLOYEE RECOMMENDED	FUNDING SOURCE
January 16, 2018	Custodian	Cypress Springs Elementary	Tracey Nelson	Transferred	Deborah Roten	MFP
February 12, 2018	Electrician	Maintenance Facility	N/A	N/A	Mickey Murphy	MFP

**Lincoln Parish School Board
Consolidated Sales Tax Report**

For Period Ended: 31-Jan-18

(All Reports are Cash-Basis)

Report of Collections (w/o audit recoveries)

Month Received	2014-2015	2015 - 2016	2016-2017	2017-2018	Difference	
					%	Amount
July	1,320,210.24	2,725,232.05	1,611,117.51	1,733,850.67	7.62%	122,733.16
August	1,250,113.91	1,863,137.16	1,446,461.41	1,402,389.42	-3.05%	-44,071.99
September	1,330,152.43	1,665,679.76	1,383,959.47	1,491,336.88	7.76%	107,377.41
October	1,419,928.97	2,125,342.28	1,477,753.32	1,659,332.29	12.29%	181,578.97
November	2,000,501.15	1,670,301.57	1,196,357.00	1,691,873.13	41.42%	495,516.13
December	1,345,967.97	1,491,605.11	1,226,335.84	1,526,321.12	24.46%	299,985.28
January	1,842,668.93	2,000,350.06	1,611,665.19	1,687,541.30	4.71%	75,876.11
February	1,743,358.84	1,569,173.00	1,389,114.75			
March	1,222,692.47	1,478,916.85	1,460,101.09			
April	1,852,234.85	1,746,672.50	1,663,898.97			
May	1,488,675.04	1,310,478.22	1,345,498.07			
June	1,534,795.42	1,267,142.35	1,462,869.50			
YTD Totals	18,351,300.22	20,914,030.91	17,275,132.12	11,192,644.81	64.79%	1,238,995.07
YTD Collections Over(Under) YTD Collections This Month Last Year						12.45%

Consolidated Report of Sales Tax Revenue Recovered by Audits

Prior Year Collections:	Month Received	2016-2017	2017-2018	Difference	
				%	Amount
2005-06 \$323,088					
2006-07 \$584,762	July	329.00	0.00	-100.00%	-329.00
2007-08 \$278,409	August	24,254.09	114.76	-99.53%	-24,139.33
2008-09 \$646,598	September	3,700.91	0.00	-100.00%	-3,700.91
2009-2010 \$307,816	October	4,052.55	8,062.68	98.95%	4,010.13
2010-2011 \$345,964	November	21,114.91	3,226.32	-84.72%	-17,888.59
2011-2012 \$284,320	December	47,391.39	4,216.41	-91.10%	-43,174.98
2012-2013 \$192,136	January	4,546.51	54,332.66	1095.04%	49,786.15
2013-2014 \$259,002	February	92,764.68			
2014-2015 \$181,580	March	231.52			
2015-2016 \$103,894	April	381.52			
	May	33,697.07			
	June	8,559.42			
Note: Audits are conducted by Parish Auditor and Outside Recovery Groups	YTD Totals	241,023.57	69,952.83	29.02%	-35,436.53
	YTD Collections Over(Under) YTD Collections This Month Last Year				

**Lincoln Parish School Board
1967 & 1979 Sales Tax Report**

For Period Ended: 31-Jan-18

(All Reports are Cash-Basis)

Report of Collections (w/o audit recoveries)						
Month Received	2014-2015	2015-2016	2016-2017	2017-2018	Difference	
					%	Amount
July	600,096.23	1,238,743.19	732,326.94	788,114.80	7.62%	55,787.86
August	568,234.22	846,881.91	657,483.18	637,450.44	-3.05%	-20,032.74
September	604,615.40	757,127.99	629,073.17	677,881.15	7.76%	48,807.98
October	645,422.97	966,065.73	671,706.79	754,242.77	12.29%	82,535.98
November	909,319.70	759,228.82	543,799.23	769,034.08	41.42%	225,234.85
December	611,804.29	678,003.06	557,425.99	693,783.09	24.46%	136,357.10
January	837,577.70	909,251.02	732,575.89	767,065.07	4.71%	34,489.18
February	792,436.71	713,261.23	631,416.48			
March	555,769.92	672,235.68	663,683.05			
April	841,925.86	793,942.90	756,318.54			
May	676,671.21	595,672.57	611,590.69			
June	697,635.06	575,974.42	664,941.42			
YTD Totals	8,341,509.27	9,506,388.52	7,852,341.37	5,087,571.40	64.79%	563,180.21
YTD Collections Over(Under) YTD Collections This Month Last Year						12.45%

**Lincoln Parish School Board
1993 & 2000 Sales Tax Report**

For Period Ended: 31-Jan-18

(All Reports are Cash-Basis)

Report of Collections (w/o audit recoveries)						
Month Received	2014-2015	2015-2016	2016-2017	2017-2018	Difference	
					%	Amount
July	720,114.01	1,486,488.86	878,790.57	945,735.87	7.62%	66,945.30
August	681,879.69	1,016,255.25	788,978.23	764,938.98	-3.05%	-24,039.25
September	725,537.03	908,551.77	754,886.30	813,455.73	7.76%	58,569.43
October	774,506.00	1,159,276.55	806,046.53	905,089.52	12.29%	99,042.99
November	1,091,181.45	911,072.75	652,557.77	922,839.05	41.42%	270,281.28
December	734,163.68	813,602.05	668,909.85	832,538.03	24.46%	163,628.18
January	1,005,091.23	1,091,099.04	879,089.30	920,476.23	4.71%	41,386.93
February	950,922.13	855,911.77	757,698.27			
March	666,922.55	806,681.17	796,418.04			
April	1,010,308.99	952,729.60	907,580.43			
May	812,003.83	714,805.65	733,907.38			
June	837,160.36	691,167.93	797,928.08			
YTD Totals	10,009,790.95	11,407,642.39	9,422,790.75	6,105,073.41	64.79%	675,814.86
YTD Collections Over(Under) YTD Collections This Month Last Year						12.45%

**LINCOLN PARISH SCHOOL BOARD
FINANCIAL STATEMENT**

For Month Ending DECEMBER 2017

	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]		
ASSETS:							
Cash and Cash Equivalents	\$233,003.32	-\$718,127.20	\$581,083.93	\$2,469,397.55	\$1,546,461.51	\$1,196,681.35	\$1,437,577.69
Investments	8,438,421.94					2,848,078.34	1,981,906.04
Accounts Receivable			160,609.98	293,970.38	198,791.39	471,105.52	471,105.52
Interfund Receivables	1,907.00						
Prepaid Expenses & Deposits		2,500.00					
Food Inventory & Commodities	16,881.26		242,082.77				
TOTAL ASSETS	8,690,213.52	(715,627.20)	983,776.68	2,763,367.93	1,745,252.90	4,515,865.21	3,890,589.25
LIABILITIES & FUND EQUITY:							
Liabilities:							
Accounts Payable	192,787.63	39,560.04	36,639.39		18,581.10	2,850.77	6,819.99
Salaries Payable	308,182.41		74,012.47		7,549.08		9,261.28
Withholdings Payable							
Interfund Payables						185,103.98	
Deferred Revenues - Commodities			96,064.73				
TOTAL LIABILITIES	500,970.04	39,560.04	206,716.59	0.00	26,130.18	187,954.75	15,081.27
Fund Equity -							
Fund Balance	8,189,243.48	(755,187.24)	777,060.09	2,763,367.93	1,719,122.72	4,327,910.46	3,875,507.98
TOTAL LIABILITIES & FUND BALANCE	8,690,213.52	(715,627.20)	983,776.68	2,763,367.93	1,745,252.90	4,515,865.21	3,890,589.25

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		
BEGINNING FUND BALANCE							
July 1, 2017	\$10,751,814.51	\$360,088.36	\$625,001.62	\$2,667,415.22	\$1,333,707.61	\$3,813,063.24	\$3,265,143.68
Revenues YTD	14,079,823.30	233,545.34	1,443,881.31	1,751,103.10	871,385.89	2,606,425.40	2,615,012.36
Expenditures YTD	(16,642,394.33)	(1,348,820.94)	(1,291,822.84)	(1,655,150.39)	(485,970.78)	(2,091,576.18)	(2,004,648.06)
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	(2,562,571.03)	(1,115,275.60)	152,058.47	95,952.71	385,415.11	514,847.22	610,364.30
ENDING BALANCE							
December 31, 2017	\$8,189,243.48	(\$755,187.24)	\$777,060.09	\$2,763,367.93	\$1,719,122.72	\$4,327,910.46	\$3,875,507.98
YTD Budget to Actual Revenues %	44.86%	9.33%	51.82%	54.43%	54.99%	54.31%	54.87%
YTD Budget to Actual Expenses %	-43.38%	-57.38%	-45.76%	-50.20%	-29.93%	-43.24%	-36.57%
<i>Budget Revenues</i>	31,397,493.00	2,603,183.00	2,786,361.00	3,217,107.00	1,584,546.00	4,799,240.00	4,762,889.00
<i>Budget Expenses</i>	39,394,608.00	2,350,885.00	2,823,148.00	3,296,839.00	1,623,817.00	4,837,694.00	5,481,157.00
<i>Budgeted Difference</i>	-6,977,015.00	152,497.00	-36,785.00	-79,732.00	-39,271.00	-38,354.00	-698,268.00

**LINCOLN PARISH SCHOOL BOARD
FINANCIAL STATEMENT**

For Month Ending DECEMBER 2017

	2000 SALES TAX FUND (15)	1993 AD VALOREM TAX FUND (22)	2000 AD VALOREM TAX FUND (19)	RUSTON DISTRICT NO. 1 M & O FUND (12)	SIMSBORO DISTRICT NO. 3 M & O FUND (16)	DUBACH DISTRICT NO. 5 M & O FUND (20)	CHOUDRANT DISTRICT NO. 6 M & O FUND (91)
ASSETS:							
Cash and Cash Equivalents	\$551,409.36	-\$347,539.15	\$441,586.00	\$19,331.18	\$203,013.74	\$159,153.38	\$32,441.73
Investments	1,963,207.69	4,254,380.59	4,618,212.38				
Accounts Receivable	471,105.50						
Intorfund Receivables							
Prepaid Expenses & Deposits							
Food Inventory & Commodities							
TOTAL ASSETS	2,985,722.55	3,906,841.44	5,059,798.38	19,331.18	203,013.74	159,153.38	32,441.73
LIABILITIES & FUND EQUITY:							
Liabilities:							
Accounts Payable			10,088.17	40,548.23	5,709.24	110.00	9,385.34
Salaries Payable							
Withholdings Payable							
Intorfund Payables			53.75				
Deferred Revenues - Commodities							
TOTAL LIABILITIES	0.00	0.00	10,141.92	40,548.23	5,709.24	110.00	9,385.34
Fund Equity -							
Fund Balance	2,985,722.55	3,906,841.44	5,049,656.46	(21,217.05)	197,304.50	159,043.38	23,056.39
TOTAL LIABILITIES & FUND BALANCE	2,985,722.55	3,906,841.44	5,059,798.38	19,331.18	203,013.74	159,153.38	32,441.73

Fund Activity Year-to-Date Totals

	2000 SALES TAX FUND	1993 AD VALOREM TAX FUND	2000 AD VALOREM TAX FUND	RUSTON DISTRICT NO. 1 M & O FUND	SIMSBORO DISTRICT NO. 3 M & O FUND	DUBACH DISTRICT NO. 5 M & O FUND	CHOUDRANT DISTRICT NO. 6 M & O FUND
BEGINNING FUND BALANCE July 1, 2017	\$3,276,532.70	\$4,507,300.84	\$5,931,904.49	\$273,666.67	\$291,269.45	\$317,784.37	\$96,770.06
Revenues YTD	2,604,910.54	451,318.56	328,798.51	74,558.33	10,288.93	4,372.10	5,134.57
Expenditures YTD	(2,895,720.89)	(1,051,777.98)	(1,211,046.54)	(369,442.05)	(104,253.88)	(163,113.09)	(78,848.24)
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	(290,810.15)	(600,459.40)	(882,248.03)	(294,883.72)	(93,964.95)	(158,740.99)	(73,713.67)
ENDING BALANCE December 31, 2017	\$2,985,722.55	\$3,906,841.44	\$5,049,656.46	(\$21,217.05)	\$197,304.50	\$159,043.38	\$23,056.39
YTD Budget to Actual Revenues %	54.41%	10.17%	8.87%	11.06%	4.79%	2.91%	3.23%
YTD Budget to Actual Expenses %	-62.80%	-31.61%	-40.49%	-49.46%	-53.63%	-124.40%	-54.50%
<i>Budget Revenues</i>	4,787,189.00	4,436,219.00	3,706,054.00	674,401.00	214,892.00	160,220.00	168,785.00
<i>Budget Expenses</i>	4,511,041.00	3,327,183.00	2,991,239.00	746,886.00	194,405.00	131,117.00	144,670.00
<i>Budgeted Difference</i>	176,148.00	1,109,036.00	714,815.00	-72,485.00	20,277.00	19,103.00	14,125.00
TOTAL FUND BALANCE			\$33,197,433.09		UNASSIGNED FUND BALANCE		\$16,592,823.00

LINCOLN PARISH SCHOOL BOARD
Statement of Changes in Benefit Obligations
& Net Assets Available for Benefits
For The Period Ending December 31, 2017

	Current Month	Year To Date
Net Increase in Net Assets		
Contributions		
Maximum Funding	\$ 1,000,439.11	\$ 12,427,658.81
Maximum Funding - COBRA	997.14	7,433.54
Total Contributions	<u>\$ 1,001,436.25</u>	<u>12,435,092.35</u>
Other Increases		
Interest Income	306.82	3,898.48
Total Other Increases	<u>306.82</u>	<u>3,898.48</u>
Total Net Increase in Net Assets	<u>1,001,743.07</u>	<u>12,438,990.83</u>
 Deductions from Plan Assets		
Fixed Costs		
Administration	151,458.51	1,840,566.50
Life Insurance	15,966.55	192,178.73
Wire Fees	-	-
Total Fixed Costs	<u>167,425.06</u>	<u>2,032,745.23</u>
 Claim Fund	 <u>834,318.01</u>	 <u>10,406,245.60</u>
Claims Expenses		
Claims Paid	734,147.63	7,992,110.62
Claims Paid - Drugs	391,109.97	4,653,165.94
Recoveries - Stop Loss	(57,088.21)	(117,582.24)
Recoveries - Drug Rebate	(63,919.87)	(696,655.95)
Total Claims Expense	<u>1,004,249.52</u>	<u>11,831,038.37</u>
 Net Assets Avail for Benefit Obligations	 (169,931.51)	 (1,424,792.77)
Net Change - Estim Claims IBNR	<u>49,089.17</u>	<u>201,478.74</u>
 Excess (Def) Net Assets	 (219,020.68)	 (1,626,271.51)

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: *LB* Lisa Bastion, AS/Chief Academic Officer
mm Mike Milstead, Superintendent

DATE: January 12, 2018

SUBJECT: Policy Revisions and Addition

Background

At the January 9, 2018, meeting you were given the following policies that had been recommended for revision:

GBRIB – *Sick Leave*;
DFN – *Sale of Buildings and Land*; and
GBC – *Recruitment*.

And one new policy that was being recommended for addition to the manual:

ECA – *Authorized Use of Equipment*.

It is now time to make a decision regarding the proposed changes.

Recommendation

The Board approve the revised and new policies listed above.

Contact Person

Lisa Bastion

SICK LEAVE

The Lincoln Parish School Board shall grant all employees hired for the school year or longer a minimum of ten (10) days absence per year because of personal illness or other emergencies without loss of pay.

Nine-month employees shall be granted ten (10) days of sick leave per year, and ten-month employees shall be granted eleven (11) days of sick leave per year.

Eleven-month and twelve-month employees shall be granted twelve (12) days of sick leave for the first ten (10) years of employment, and for all years employed over ten, they shall receive eighteen (18) days of sick leave per year.

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a *teacher* employed by the School Board shall not be allowed any sick leave until he/she reports for duty and actually performs work.

The minimum of ten (10) days of sick leave for an employee shall be based on the employee beginning work at the beginning of the school year. In the case of an employee beginning work in the first month of the school year, *ten days* sick leave shall be allowed. If an employee begins work in the second month of the school year, *nine days* of sick leave shall be allowed, and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, when only *three days* of sick leave shall be allowed. The Superintendent and/or his/her designee shall be responsible for developing and maintaining pertinent regulations and procedures governing sick leave.

TERMINOLOGY

Statutes governing sick leave for School Board personnel include differing provisions for different categories of employees. For purposes of this policy, the following terminology shall apply:

- A *teacher* shall mean any employee who holds a valid teaching certificate or whose employment requires the holding of a teaching certificate, or any social worker, guidance counselor, or school psychologist who holds, as applicable, a valid professional ancillary certificate.
- A *bus operator* shall mean any employee who is employed as a school bus operator.
- A *school employee* shall mean an employee who is not a teacher or a school bus operator.

- The use of the term *employee* shall include all three (3) categories of personnel.

CERTIFICATION OF ABSENCE

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a physician certifying such absence upon return to work. In the case of repeated absences of less than six (6) days because of illness, the School Board reserves the right to require verification of illness. Should a pattern of behavior so warrant, upon the request of the Superintendent or School Board, the employee shall be required, at the expense of the School Board, to provide a certificate from a physician specified by the Superintendent or School Board, in order to verify the existence of an illness, injury, or medical emergency.

Excuses for employee absences due to illness or injury must be provided on physician's letterhead containing the physician's name, address, and telephone number, typed, printed, or as part of the letterhead. The physician's typed or neatly printed name shall also appear beneath his/her signature. The letter must clearly state the reason for the illness or injury, date of the illness or injury, and the anticipated return-to-work date.

If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee shall be considered to be in violation of his/her contract, and is not entitled to be paid for the days of unauthorized absence and non-performance of duties.

SICK LEAVE FOR EMERGENCIES

Emergencies for sick leave purposes shall be defined by the School Board as:

1. Illness or death within the immediate family - husband, wife, children and their spouses, parents, brothers and sisters and their spouses; spouse's parents, spouse's brothers and sisters and their spouses; grandparents and grandchildren (including step-relations);
2. Weather conditions - hurricane, tornado, snowstorm, flood, accident, when approved by the Superintendent or designee;
3. Court summons; or
4. Other unusual circumstances as approved by the Superintendent or designee.

EXTENDED SICK LEAVE

The School Board shall permit employees to take up to ninety (90) days of extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has no remaining regular sick leave balance at the time the

extended sick leave is set to begin. The initial six-year period of employment shall begin on August 15, 1999 for all *teachers* and *bus operators* employed as of that date, on August 15, 2008 for *school employees* employed as of that date, or on the effective date of employment for those employees employed after the dates above. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

Unused days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment. The balance of days of extended sick leave available shall transfer with the employee from one public school employer to another without loss or restoration of days.

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period, such that any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to the employee.

Any employee on extended sick leave shall be paid **sixty-five percent (65%)** of the salary paid the employee at the time the extended sick leave begins.

Definitions

Child means a biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of an employee standing in *loco parentis* to that ward who is either under the age of eighteen (18) or who is eighteen (18) years of age but under twenty-four (24) years of age and is a full-time student, or who is nineteen (19) years of age or older and incapable of self-care because of a mental or physical disability.

Immediate family member shall mean a spouse, parent, or child of the employee.

Infant means a child under one year of age.

Medical necessity shall be the result of a catastrophic illness or injury, a life-threatening, chronic, or incapacitating condition, as certified by a physician, of the employee or a member of his/her immediate family.

Parent means the biological parent of an employee or an individual who stood in *loco parentis* to the employee.

Extended Sick Leave for Maternity Purposes

Each *teacher* granted maternity leave in accordance with state law and who has no remaining sick leave available may also be granted up to (30) days of additional extended sick leave in each six-year period of employment for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a physician as

relating to infant or maternal health.

Gainful Employment Permitted

An employee may undertake additional gainful employment while on extended sick leave, provided all of the following conditions are met:

1. The employee can demonstrate that he/she will be working not more than twenty (20) hours a week in a part-time job that the employee has been working for not less than one hundred twenty (120) days prior to the beginning of any period of extended sick leave.
2. The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of the provisions regarding gainful employment may require the employee to return to the School Board all compensation paid during any week of extended sick leave in which the employee worked more than twenty (20) hours and to reimburse the School Board all related employment costs attributable to such period as calculated by the School Board, without any restoration of leave days.

Application Process

On every occasion that a *teacher* uses extended sick leave, a statement from a licensed physician certifying that it is for personal illness relating to pregnancy, illness of an infant, or for required medical visits related to infant or maternal health, or that it is a medical necessity, shall be presented prior to extended sick leave being taken.

On every occasion that a *bus operator* or *school employee* uses extended sick leave, a statement from a licensed physician certifying that it is a medical necessity for the *bus operator* or *school employee* to be absent for at least ten (10) consecutive work days shall be presented prior to extended sick leave being taken.

The required physician's statement may be presented along with the request for extended sick leave subsequent to the *teacher's* or *school employee's* return to service. In such a case, the extended sick leave shall be granted for all days for which extended sick leave is requested, provided the request and required documentation is presented within three (3) days after the *teacher* or *school employee* returns to service. However, the School Board or the Superintendent reserves the right to question the validity of the medical certification after the three day period.

If the period an employee is on extended sick leave is anticipated to carry over from one school year to the start of the next school year, another application and physician's

statement shall be submitted prior to the start of the next school year in order to be eligible for continued extended sick leave.

SICK LEAVE FOR ASSAULT OR BATTERY

Any employee of the public schools who is disabled while acting in his/her official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay, and without reduction in accrued sick leave days while disabled as a result of such assault and battery. A *teacher* shall be required to provide a certificate from a physician certifying the disability. A *bus operator* or *school employee* shall be required to present certification of the disability from a physician if the bus operator or school employee is absent for six (6) or more consecutive days as a result of the disability. *Disability*, for purposes of this policy, shall mean the inability to perform the essential functions of the job.

The sick leave authorized shall be in addition to all other sick leave authorized herein, shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement, or compensated for in any manner except as set forth above.

The School Board shall not reduce the pay or accrued sick leave of any employee who is absent from his/her duties to seek medical attention or treatment as a result of an injury from assault or battery.

If the employee's physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the employee's leave shall be granted or continued as provided by statute.

If any *teacher* or *school employee*, but **not** a *bus operator* is receiving sick leave as a result of assault or battery as provided in this section and begins receiving retirement benefits, the sick leave provided herein shall cease.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

Any *teacher* who is disabled while acting in his/her official capacity as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student, shall receive sick leave for a period of up to one (1) calendar year without reduction in pay and without reduction in accrued sick leave days while disabled as a result of rendering such assistance. Any *school employee*, but not a *bus operator*, disabled in a similar manner shall receive up to ninety (90) days of such sick leave. The *teacher* or *school employee* shall be required to present a certificate from a physician certifying the disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

The School Board shall not reduce the pay or accrued sick leave of any *teacher* or *school employee* who is absent from his/her duties to seek medical attention or treatment as a result of an injury from physical contact with a student.

If the *teacher's* or *school employee's* physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the *teacher's* or *school employee's* leave shall be granted or continued as provided by statute.

VALIDITY OF PHYSICIAN'S CERTIFICATION

If at any time during the period of certified disability the School Board questions the validity or accuracy of the physician's certification for any type of sick leave request made by a *teacher*, or for extended leave or leave requested as a result of physical assault or battery made by a *bus operator* or *school employee*, the School Board may require the employee to be examined by a licensed physician selected by the School Board.

Any further review of medical certification shall proceed as follows:

1. Upon review of the physician's certification submitted, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a licensed physician selected by the School Board or Superintendent. If the physician finds medical necessity or certifies a disability, the leave shall be granted.
2. If the selected physician disagrees with the original medical certification from the physician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a *third* licensed physician, whose name appears next in the rotation of physicians on a list established by the local medical society and maintained by the School Board or Superintendent. The final determination of medical necessity or certification of a disability shall be based on the opinion of the third physician.
3. In the determination of the validity of a physician's certification, the opinion of *all* physicians consulted shall be submitted to the School Board or Superintendent in the form of a **sworn statement**. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

The School Board shall pay all costs of any examinations and tests determined to be necessary.

SICK LEAVE/WORKERS' COMPENSATION

Any *teacher* who is injured or disabled while acting in his/her official capacity as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student, shall receive sick leave for a period of up to one (1) calendar year without reduction in pay and without reduction in accrued sick leave days while injured or disabled as a result of rendering such assistance. Any *school employee*, but not a bus operator, injured or disabled in a similar manner shall receive up to ninety (90) days of such sick leave. The teacher or employee shall be required to present a certificate from a physician certifying such injury or disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

If the School Board questions the validity or accuracy of the physician's certification, the School Board may require the *teacher* to be examined by a licensed physician selected by the School Board. Any further review of medical certification shall proceed in the same manner as requests for extended sick leave, which is outlined under *Application Process* above. The School Board shall pay all costs of any examinations and tests determined to be necessary.

VESTING OF SICK LEAVE

All sick leave accumulated by a *teacher* or *school employee*, but *not a bus operator*, shall be vested in the *teacher* or *school employee* by whom such leave has been accumulated. In the event of the transfer of a *teacher* or *school employee* from one school system to another in Louisiana, or upon the return of such *teacher* or *school employee* to the same school system within five (5) years or such longer period that may be approved by the School Board to which the *teacher* or *school employee* returned, regardless of the dates on which the leave was accumulated or the date of transfer or return of the *teacher* or *school employee*, such vested leave which remains unused or for which the *teacher* or *school employee* has not been compensated directly or transferred such days for retirement credit, shall be transferred, returned to, or continued by the School Board and shall be retained to the credit of *teacher* or *school employee*.

PAYMENT UPON RETIREMENT OR DEATH

Upon the retirement of any employee, or upon the employee entering DROP, or upon the employee's death prior to retirement, the School Board shall pay the employee or his/her heirs or assigns, for any unused sick leave, not to exceed twenty-five (25) days. Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the Lincoln Parish School Board who participates in the *Deferred*

Retirement Option Program (DROP) shall be eligible for and may elect to receive on a one-time basis severance pay (which may include accrued sick leave up to a maximum of twenty-five (25) days) upon entering DROP on the same basis as any other employee who retires or otherwise leaves employment; otherwise, any unused sick leave, up to twenty-five (25) days, shall be paid only upon final retirement of the employee.

Revised: September, 1985
Revised: November, 1985
Revised: January, 1989
Revised: December, 1991
Revised: December, 1992
Revised: December, 1995
Revised: August, 1999
Revised: August, 2001
Revised: July, 2003
Revised: September, 2004

Revised: March, 2007
Revised: November 11, 2008
Revised: October 2, 2012
Revised: November 13, 2012
Revised: October 7, 2014
Revised: November, 2017

Ref: La. Rev. Stat. Ann. §§14:125, 17:425, 17:425.1, 17:500, 17:500.1, 17:1200, 17:1201, 17:1202, 17:1205, 17:1206, 17:1206.1, 17:1206.2; Board minutes, 12-6-88, 7-1-03, 11-9-04, 4-10-07, 11-11-08, 10-2-12, 11-13-12, 10-7-14.

SALE OF BUILDINGS AND LAND

Whenever the Lincoln Parish School Board determines that any school lands or other immovable property under its control are no longer needed for school purposes and that the best interest of the School Board would be served by the sale of such lands, the School Board shall have authority to dispose of such lands at public auction, under sealed bids, or by a licensed real estate broker.

The School Board may obtain appraisals from up to three (3) Louisiana state-licensed commercial real estate appraisers to ascertain the current value of the property.

The appraisals shall be obtained within six (6) months prior to conducting the sale of the property.

PROCEDURES

Real estate that has been declared as no longer needed for public school purposes shall be disposed of as outlined below:

1. Sale Utilizing Public Auction or Sealed Bids
 - A. At least one (1) real estate appraisal shall be obtained reflecting the fair market value.
 - B. Local governmental authorities shall be notified that such property is no longer needed for school purposes and invited to submit a proposal if there is a need for such property.
 - C. Advertisement for sealed bids shall be published in the School Board's official journal on at least three (3) separate days for at least thirty (30) days prior to the date the land is to be offered for sale, or as otherwise provided for in state law.
 - D. Upon receipt and opening of bids at the time designated, all bids shall be considered by the School Board and the property sold to the highest bidder in accordance with such terms and conditions as the School Board shall determine. The School Board shall reserve the right to reject any and all bids.
 - 1) The first time the School Board offers a particular property for sale, the minimum bid shall be eighty-five percent (85%) of the appraised value of the property.
 - 2) If the School Board fails to sell the property because the maximum

bid received was not equal to or greater than the minimum bid in item D 1) above, the School Board may make a second effort to sell the property. The minimum bid for a second effort to sell the same property shall be eighty percent (80%) of the appraised value.

- 3) If the School Board has twice failed to sell property because the maximum bid received was not equal to or greater than the minimum bid provided above, there shall be no minimum bid at the third effort to sell the property, and the School Board may sell the property to the highest bidder.

2. Sale of School Board Property Utilizing Real Estate Broker

- A. In lieu of public auction or sealed bids, and when it is in the best interest of the School Board, the School Board may contract for the services of a licensed real estate broker to conduct the sale of the property. The licensed commercial real estate broker shall be selected utilizing a request for quotes/qualifications process based on the following minimum qualifications:
 - Licensed within the State of Louisiana;
 - Ability to provide substantial real estate-related analytical data and financial information; and
 - Well-established local and regional business relationships and partnerships to promote effective business solutions.
- B. The term of the contract shall not exceed six (6) months. A minimum sale price and a time period within which the sale is to occur shall be specified by the School Board as conditions of the contract. Payment to the real estate broker for conducting the sale shall not exceed five percent (5%) of the sale price and shall be contingent upon completion of the sale in accordance with the terms and conditions of the contract. The School Board shall have the right to cancel the contract at any time for any reason prior to the sale and conduct the sale as otherwise provided by law.
- C. No member or immediate family, as defined in La. Rev. Stat. Ann. §42:1102, of the School Board or legislature shall perform the services of appraiser or real estate broker authorized by this Section.

The deed evidencing act of sale executed by the President of the School Board shall be full and complete evidence of the sale, shall convey a good and valid title to the property sold, and shall have the force and effect of a notarial act.

SIXTEENTH SECTION LANDS

The Lincoln Parish School Board shall conduct all elections to authorize the sale of sixteenth section land and the funds realized from the sale of such land, after deduction for necessary expenses connected with such elections, shall be promptly forwarded to the state auditor. These funds shall be credited to the general school funds of the parish.

Adopted: July, 1976

Revised: May 6, 2008

Revised: January 4, 2011

Revised: November, 2017

Ref: La. Rev. Stat. Ann. §§17:87, 17:87.6, 41:460, 41:891, 41:892; Board minutes, 5-6-08, 1-4-11.

RECRUITMENT

The Lincoln Parish School Board shall make a concerted effort to recruit the best qualified applicants available. When vacancies occur in existing positions or when new positions are created, and such positions are not filled by transfer of qualified personnel, the Superintendent or his/her designee shall post notice of the vacancy and shall have the discretion to advertise for certain positions when circumstances warrant.

When filling vacancies in positions of authority or those with policymaking duties, the Superintendent or his/her designee shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent the provisions of state statute. Nothing, however, shall prohibit oral contact prior to a person becoming an applicant or shall prohibit oral contact which may result in a written application or other documents.

APPLICATIONS

Applications submitted for any vacancy shall be retained by the personnel department.

Disclosure of Information by Applicant

As part of the application process, the School Board shall require the applicant to sign a statement that authorizes the release and disclosure of the following information by the applicant's current or previous employer(s):

1. All actual cases of sexual misconduct with a minor or student by the applicant.
2. All instances of *sexual misconduct with students*, as defined by the Louisiana Board of Elementary and Secondary Education (BESE), and outlined in the *Louisiana Handbook for School Administrators*, Bulletin 741, committed by the applicant, if any, if such employer is/was a city, parish, or other local public School Board.
3. All investigations of sexual misconduct by the applicant with a minor or student that occurred within thirty-six (36) months prior to the applicant's resignation, dismissal, or retirement from employment.
4. All actual or investigated cases of *abuse* or *neglect* committed by the applicant, if any, if such employer is/was the Louisiana School for the Deaf, the Louisiana School for the Visually Impaired, or the Louisiana Special Education Center.

If an investigation determined that a formal allegation of an applicant was inconclusive, unjustified, or otherwise without cause for further formal pursuit, the applicant shall not be required to disclose such information.

The statement shall also request the current or previous employing School Board make available to the School Board, through its Superintendent or his/her designee, within twenty (20) business days of receipt of the request, copies of all documents as contained in the applicant's personnel file maintained by such employer relative to instances of sexual misconduct, if any. Such request for information shall include a copy of the required statement signed by the applicant.

The Superintendent, or principal, with the approval of the Superintendent, may employ any applicant on a conditional basis pending a review of any information obtained pursuant to this request. Permanent employment shall not occur until the information has been satisfactorily verified. However, in accordance with statutory provisions, the Superintendent shall not hire any applicant who does not sign the release of information statement as required by law.

Any information obtained by the School Board as a result of the signed release statement and request outlined above shall be used by the Superintendent *only* for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied, is not subject to the state public records statutes, and shall not be disclosed to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

In addition to the above, as part of the application process, the School Board shall request the applicant's performance evaluation results, if applicable. The applicant, once the evaluation results have been received, shall be given an opportunity to review the information received and provide any response or information the applicant deems appropriate.

Finally, the applicant shall grant permission by signing a statement on the application form that permits the School Board to have access to any and all reference, background, and previous employment information and to receive copies of any such documentation from a current or previous employer.

Disclosure of Applicant's Records

The name of each applicant for certain positions of authority or those with policymaking duties, the qualifications of such an applicant, and any relevant employment history or experience of such an applicant shall be available for public inspection, examination, copying, or reproduction as provided for in the statutory provisions governing public works.

Bus Operators

All persons, prior to employment as a bus operator with the School Board, shall fill out an application form. Each applicant shall complete all prerequisites required by law and Bulletin 119, *Louisiana Student Transportation Specifications and Procedures*, before

he/she shall be considered for employment as a bus operator or substitute bus operator.

Upon completion of the prerequisites, the applicant's valid application shall be filed in the personnel department for consideration of employment to fill vacancies as they occur. All applications shall be validated each year.

CRIMINAL HISTORY OF APPLICANTS

The Lincoln Parish School Board shall require, in accordance with state law, applicants for employment with the School Board to submit necessary information regarding their backgrounds. A prospective employee shall be required to provide authorization for the disclosure of any information regarding past criminal activities, including arrests, convictions, having pled *nolo contendere*, or other dispositions, including dismissal of convictions, of any criminal offense, in accordance with La. Rev. Stat. Ann. §15:587.

A standard applicant fingerprint card acceptable to the Louisiana Bureau of Criminal Identification and Information and a disclosure authorization form shall be provided the applicant by the School Board or may be obtained from local police authorities. It shall be the responsibility of the applicant to have his/her fingerprints taken by a qualified individual and submitted to the proper authorities for processing. Any cost associated with fingerprinting or the disclosure of background information on an applicant may be passed on to the applicant.

1. No person who has been convicted of or has plead *nolo contendere* to crimes listed in La. Rev. Stat. Ann. §15:587.1 shall be hired as a teacher, substitute teacher, bus operator, substitute bus operator, or janitor, or as a temporary, part-time, or permanent school employee of any kind.
2. For the purposes of reviewing the criminal history of prospective employees, any person employed to provide cafeteria, transportation, janitorial or maintenance services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by the school system.
3. Every such prospective employee shall be subjected to fingerprinting and each person's fingerprints shall be submitted to the proper authorities for a criminal history review.
4. A person who has submitted his/her fingerprints may be temporarily hired pending the results of the inquiry, subject to the approval of the Superintendent.
5. Upon the final conviction or upon a plea of *nolo contendere* of any crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74 (criminal neglect of family), any teacher may be dismissed following a review held in accordance with statutory provision.

6. Any other school employee if such employee is convicted of or pleads *nolo contendere* to crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, may be dismissed.
7. A teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within forty-eight (48) hours of conviction or plea.
8. The Superintendent, or principal with the approval of the Superintendent, may reemploy a teacher or other school employee who has been convicted of crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, **only** upon written approval of a district judge and the district attorney who has jurisdiction in this school district, or upon written documentation from the court in which the conviction occurred stating that the conviction had been reversed, set aside, or vacated.

New policy: November, 2006
Revised: August 7, 2012
Revised: November, 2017

Ref: La. Rev. Stat. Ann. ' ' 15:587, 15:587.1, 17:15, 17:24.2, 17:81, 17:81.9, 17:83, 17:430, 17:3884, 23:291, 42:1119, 44:12.1, 44:31, 44:31.1, 44:32, 44:33, 44:34; La. Children's Code, Art. 603, 606; Board minutes, 2-6-07, 8-7-12.

AUTHORIZED USE OF EQUIPMENT

SHARING OF EQUIPMENT BETWEEN PUBLIC ENTITIES

Notwithstanding any other provisions of law to the contrary, the School Board may share equipment with another public entity without having to expend funds for such use, provided that both entities have executed a *cooperative endeavor agreement* for the use of the equipment.

The cooperative endeavor agreement shall set forth in reasonable detail the obligations of the parties and shall:

1. Identify the equipment that will be shared.
2. Explain the use of the equipment and the approximate length of time for use of the equipment by the requesting public entity.
3. Address the responsibility for repairing or replacing the equipment when the equipment becomes inoperable for its intended use due to a mechanical or other breakdown while in the possession of the requesting public entity.
4. Include a hold harmless provision releasing the lending public entity from expenses, damages, or losses arising from the use of the equipment.

When an emergency situation is declared and public entities need to share equipment, the provisions above requiring a cooperative agreement shall not be required, provided the public entities share the equipment in good faith relative to the emergency situation.

PERSONAL USE OF SCHOOL EQUIPMENT

It is the policy of the Lincoln Parish School Board that no School Board equipment shall be removed or taken home for personal use. Any employee who has a need to take equipment home or to another site for school-related purposes shall obtain written permission from his/her principal, supervisor, or Superintendent. A copy of the approval shall be maintained on file in the appropriate office for three (3) years. Equipment used in this manner shall be returned to its assigned work location immediately upon completion of usage and the date of return shall be noted on the approval form.

LOANING OF SCHOOL EQUIPMENT

Principals may approve the loaning of items such as tables, chairs, and non-depreciating items to outside school organizations or groups that may be sponsoring a school-related activity on or away from the school campus.

The proper form shall be completed and kept at the school site specifying: item(s)

borrowed, date item(s) borrowed, number of each item borrowed, signature of person receiving item(s), date item(s) returned, and signature of person verifying item(s) returned.

TRANSFER OF SCHOOL PROPERTY

When an employee leaves a work site, either through transfer, resignation, or retirement, only personal property items belonging to the employee may be taken from his/her work site. Materials and equipment purchased with School Board or school funds shall remain at the site for which they were purchased.

In the case of items of technology, the building administrator shall inquire to the School Board's Technology Department to determine transfer eligibility for these items. The nature of funding source along with the scope of the project used to obtain this equipment shall determine whether or not certain items may be transferred to another School Board site along with the employee.

In any case, the employee must seek the permission of the building administrator before removing any materials from the site. As usual, should any item be transferred to any other site, the proper disposition sheet(s) shall be completed and forwarded to the inventory specialist for accountability.

Additionally, equipment and/or supplies purchased or fabricated and donated by auxiliary and/or support organizations become the property of the Lincoln Parish School Board and are therefore governed by this policy.

New policy: November, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 33:4712.17.

Mike Milstead
Superintendent

Joe E. Mitcham
President

Lincoln Parish School Board

410 South Farmerville Street
Ruston, Louisiana 71270-4699
Phone: 318-255-1430
Fax: 318-255-3203
Website: www.lincolnschools.org



To: Lincoln Parish School Board

From: Michelle Thrower, Elementary Facilitator
Mike Milstead, Superintendent

CC: Lisa Bastion, Chief Academic Officer

Date: January 9, 2018

Re: Revised *2017-18 Pupil Progression Plan*

Background: The State Board of Elementary and Secondary Education requires each school system to develop and revise as necessary a policy for promotion and retention of students within the system. The Lincoln Parish *Pupil Progression Plan* is based on Bulletin 1566, Bulletin 741, and Act 750 (R.S. 17:24.4) of the Louisiana State Legislature and is in full compliance with all state regulations.

Recommendation: Request that the Lincoln Parish School Board approves the revised Lincoln Parish *Pupil Progression Plan* for the 2017-18 school year.

Contact Person: Michelle Thrower, Elementary Facilitator

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: James Payton, New Project Coordinator *J.P.*
mm Mike Milstead, Superintendent

DATE: February 1, 2018

SUBJECT: Substantial Completion Documents for the Generator Project

Background

The time has come to wrap up the generator project because the work has been completed; therefore, we need to request permission from the Board to execute Substantial Completion documents based on the recommendation of the architect after his preparation of the final punch lists and other appropriate paperwork. Substantial Completion means the owner can use the equipment installed and is responsible for maintenance and insurance. Substantial Completion also means the lien period begins for the contractor.

This Substantial Completion will be executed only conditionally following an appropriate and thorough review by the owner and architect.

Recommendation

Board grant permission and authorize the superintendent, his staff, and the architect to execute the Substantial Completion documents for the purchase and installation of generators at the schools, Bus Barn, Central Office, and Maintenance Facility project.

Contact Person

James Payton

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Mike Milstead
Superintendent

Joe E. Mitcham, Jr.
President



To: Lincoln Parish School Board Members

From: *LB* Lisa Bastion, AS/Chief Academic Officer
MM Mike Milstead, Superintendent

Date: February 6, 2018

Subject: Policy Revisions and Deletion

Background:

The following policy revisions and deletion are being recommended:

EE – Child Nutrition Program Management – REVISION – This policy revision reflects the changes in wording from NCLB (No Child Left Behind) to NSLA (National School Lunch Act).

IDCJ – Supplemental Educational Services – DELETION – This policy is being deleted since it was a NCLB requirement, and NCLB (No Child Left Behind) no longer exists.

IDDH – English Learner Program – REVISION - This policy revision reflects the changes in wording from NCLB (No Child Left Behind) to ESSA (Every Student Succeeds Act) as well as provides guidelines for identifying and meeting needs of students identified as English Learners.

IFD – Parent and Family Engagement – REVISION – This policy revision reflects a name change from Parental Involvement in Education to ESSA's (Every Student Succeeds Act) Parent and Family Engagement. This policy permits more flexibility in providing opportunities for parental involvement.

IFDA – Parental Rights/Student Rights of Privacy – REVISION – This policy revision reflects changes to notifications required by law to the parents of students. It also provides wording to reflect ESSA (Every Student Succeeds Act) guidelines.

JR – Student Privacy and Education Records – REVISION – This policy revision reflects the change from NCLB (No Child Left Behind) to federal guidelines when information is requested by military recruiters.

Recommendation:

The Board considers these policy revisions and deletion with formal action to be taken at the March 6, 2018, meeting.

Contact Person:

Lisa Bastion

CHILD NUTRITION PROGRAM MANAGEMENT

The Lincoln Parish School Board believes the school district should have a sound child nutrition program and that the child nutrition program should be an integral part of the total educational program. The School Board also believes that the highest possible sanitation standards should be maintained and that every effort should be made to make it possible for every child to participate in the child nutrition program without regard to race, color, disability, national origin, sex, or age.

GUIDELINES

The School Board shall administer a *Food and Nutrition Program* in accordance with federal and state standards and requirements. The School Board, as the recognized child nutrition program authority for the school district, shall annually approve the national school lunch program, school breakfast program, U.S.D.A school commodity programs and any other related programs. The approved agreement shall meet all specifications mandated by the Louisiana Department of Education's *Division of Nutrition Support*.

Guidelines of the *Louisiana Sanitary Code* shall be strictly followed in the preparation, serving, and cleaning of all child nutrition programs and facilities.

Each school shall abide by state and federal guideline restrictions on the operation of concessions, canteens, snack bars, vending machines or other food and beverage sales.

No supplies or foods, including leftovers, shall be removed from the child nutrition department by any employee of the school system unless he/she has been authorized to transfer the items to another school location. Disciplinary action may result for unauthorized food removal.

SPECIAL EVENTS

Special events should not interfere with the preparation and service of school lunch, breakfasts, or snacks. School functions involving the use of the cafeteria shall be arranged through the principal and approved by the child nutrition supervisor. Whenever the cafeteria is used by the school, one or more of the child nutrition employees shall be in charge to ensure control over child nutrition foods and to ensure proper use and care of equipment and facilities. A *Special Event* form must be completed and sent to the supervisor of child nutrition at least two (2) weeks in advance of the event. Events that occur at scheduled times during the school year can be handled by sending in one notice listing all of the dates.

PAYMENT FOR MEALS

Meals may be paid for daily, weekly, monthly, or annually. Those students not eligible for free meals must pay for their meals at the prices established for full price and reduced price students. Those students not eligible for free meals who have not paid for a scheduled meal may have that meal withheld.

In elementary schools, prior to withholding a meal, the school shall:

1. Provide actual notification to the child's parent or legal guardian as to the date and time after which meals may be denied, the reason for such denial, any action that may be taken by the parent or legal guardian to prevent further denial of meals, and the consequences of the failure to take appropriate actions to prevent such denial, including that the school governing authority shall contact the office of community services within the Department of Social Services upon the *third* instance of such denial during a single

school year.

2. Verify with appropriate school staff that the child does not have an *Individual Education Plan* that requires the child to receive meals provided by the school to ensure that neither the child's health nor learning ability will be negatively affected by denying the child meals during school hours.

If the school denies a scheduled meal to a child, the school shall provide a sandwich or a substantial and nutritious snack item to the child as a substitute for the meal denied.

Upon the third (3rd) instance during a single school year of the same elementary school child being denied a meal during school hours, the School Board shall contact the office of community services within the Department of Social Services to report the failure of the parent or guardian to pay for meals which has resulted in repeated denials of meals during school hours.

The School Board shall document each instance that a child is denied a meal in an elementary school.

Charitable funds donated by school employees or other charitable funds may be used to pay for a child's meal in the event that he/she is subject to the denial of a meal during school hours.

No discrimination against any individual shall occur because of his/her inability to pay, nor shall the School Board or any nutrition service provider publish or permit to be published the names of any individual unable to pay for the food.

Any public school employee who discloses the name of any individual unable to pay for such food, either orally or in written form, except as reasonably necessary in the conduct of his/her official duties, shall be subject to the penalties provided in state law. No employee shall disclose such information to any student for any reason.

FREE AND REDUCED PRICE MEAL APPLICATIONS

Eligibility for participation of students in the free and reduced meal program shall be determined by family meal application or direct certification of participation in migrant, runaway, or homeless education programs. A multi-child, family application to apply for school meal benefits shall be sent to the parents or guardians of each student within the first week of school. Parents shall be requested to complete an application listing all students enrolled in Lincoln Parish public schools and return it to the determining official for review. The applicant should be made aware that deliberate misrepresentation on the application may subject him or her to prosecution under applicable state and federal criminal statutes. Such applications (approved and disapproved) and documentation of the action taken shall be maintained for three (3) years after the end of the fiscal year to which they pertain.

State guidelines allow for the limited disclosure of information about free and reduced price meal eligibility without consent of the parent. The information may be used *only* for the purpose authorized and may not be shared with any other parties for any reason. Aggregate information that does not identify individuals continues to be permitted without parental consent. Under the ~~No Child Left Behind Act (NCLB)~~ [National School Lunch Act \(NSLA\)](#), the release of a child's eligibility status is permitted to persons directly connected with and who need to know a child's free and reduced price meal eligibility status in order to ~~administer and enforce the Title I requirements under the NCLB~~ [carry out an activity specifically authorized by the NSLA](#). ~~The statute, however, does not allow the disclosure of any other information obtained from the free lunch application form or obtained through~~

~~the direct certification information received from the food stamp office.~~

Revised: October, 1997
Revised: August, 2005
Revised: October 5, 2010
Revised: October 16, 2013
Revised: May 12, 2015
Revised: February 6, 2018

Ref: ~~No Child Left Behind Act of 2001 (NCLB)~~; 42 USC 1751 et seq. (School Lunch Programs); 42 USC 1771 et seq. (Child Nutrition); 7 CFR 210 (National School Lunch Program); 7 CFR 220 (School Breakfast Program); La. Rev. Stat. Ann. §§17:82, 17:191, 17:192, 17:192.1, 17:195, 17:196, 17:197.1, 17:198, 17:199, 39:2101, 40:4; Louisiana Sanitary Code, La. Dept. of Health and Hospitals; Board minutes, 10-4-05, 10-5-10, 10-16-13, 5-12-15, 2-6-18.

SUPPLEMENTAL EDUCATIONAL SERVICES

The Lincoln Parish School Board may offer parents of eligible children in schools identified in school improvement, opportunities for higher academic achievement through supplemental educational services (SES).

Supplemental educational services (SES) are additional academic instruction in reading, language arts/English, and/or mathematics that are designed to increase the academic achievement of students in schools in need of improvement. These services may include academic assistance such as tutoring, remediation and other educational interventions that are consistent with the content and instruction used by the Lincoln Parish School Board, and which are aligned with the State of Louisiana's academic content standards. In keeping with provisions of the *No Child Left Behind Act of 2001(NCLB)*, all supplemental educational services shall be provided outside of the regular school day, before or after school, on weekends, or in the summer, and shall be of high quality, research-based, and specifically designed to increase student academic achievement.

School Boards with schools rated as *Academically Unacceptable* may offer supplemental educational services as part of their school improvement efforts. If utilized, the School Board shall notify parents about SES and explain the process and the scope of services. If SES is to be utilized in a school rated F, the SES provider shall be selected by the School Board from a state-approved list of providers published by the Louisiana Department of Education.

Supplemental educational services shall be offered until the school in question is no longer identified for school improvement according to the requirements of NCLB.

New policy: October 7, 2008

Revised: December 1, 2015

Recommended for Deletion: 2-6-18

Ref: 20 USC 6316 (*No Child Left Behind Act of 2001*, Section 1116); Board minutes, 10-7-08, 12-1-15, 2-6-18.

LIMITED ENGLISH PROFICIENCY LEARNER PROGRAM

The Lincoln Parish School Board recognizes that the inability to speak and understand the English language limits the student's effective participation in the educational programs of the school district. Students whose primary languages are languages other than English shall be provided special assistance, in conformity with applicable Federal and State statutes and regulations, until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

The School Board shall maintain a plan to serve English Learners (EL) to ensure that immediately upon enrollment, students have access to any specialized language instructional program. The plan shall also provide resources to support the specialized language instructional program and student's academic achievement. In the plan, the School Board shall outline how it will:

- identify English Learners;
- design an effective program reflective of English Learners' needs;
- employ appropriate English-as-a-second-language or bilingual personnel (or both);
- align the instruction of English Learners to state and local content standards; and
- provide ongoing authentic assessments to ascertain student's growth in English proficiency and in the comprehension of academic content.

Parents shall be notified of their children's eligibility for the **limited** English **Learner** **proficiency** program no later than thirty (30) days after the start of school. Notification shall include their child's level of proficiency and how it was assessed, program components and expectations, parental rights, and any other information required by ~~the No-Child-Left-Behind-Act-of-2001~~ Federal statutes and regulations. All written communications to parents shall be in a uniform format that is comprehensible to families and in a language the parents can understand.

Revised: February 6, 2018

Ref: ~~20 U.S.C. 6801 et seq., 20 U.S.C. 17401 et seq.~~ 20 USC 1703 (Denial of Equal Educational Opportunity Prohibited); 20 USC 6801 et seq. (Language Instruction for Limited English Proficient and Immigrant Students), 42 USC 2000d et seq. (Civil Rights-Federally Assisted Programs); Lau v. Nichols, 414 US 563 (1974); Board minutes, 5-6-03, 2-6-18.

PARENTAL INVOLVEMENT (TITLE 1) PARENT AND FAMILY ENGAGEMENT

1. Statement of Purpose

- ~~— A major goal of the Lincoln Parish Title 1 program is to encourage greater involvement of parents in the education of their children in developing strong partnership with teachers, principals, other staff, the community and their school to improve student academic achievement.~~
- ~~— Title 1 Guidelines for Parental Involvement, Section 1118 of the "No Child Left Behind" Act of 2001 reads that a local educational agency (LEA) receives funds under this part only if such agency implements programs, activities and procedures for the involvement of parents in programs assisted under this part. Such programs, activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children.~~
- ~~— The School Board and any school that receives funds under this part shall develop jointly with, agree upon, and distribute to parents of participating children a written parent involvement policy in an understandable and uniform format and, to the extent practicable, provided in a language that parents understand. The policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.~~
- ~~— The Lincoln Parish School System is committed to the goal of providing quality education for every child in this district. The child benefits if the school and home form a partnership promoting high expectations for our children. Parents are the children's first teachers. Parents' support for their children and for the school is critical to their children's success at every step along the way. The Lincoln Parish School District intends to include parents in all aspects of the district's Title 1 Program. The goal is a strong school-parent partnership that will help all students in the district succeed.~~

2. Parental Involvement in Developing the Policy

- ~~— A district wide Parent Advisory Committee, along with principals, teachers, Title 1 staff and supervisors shall develop and maintain the district's Parental Involvement policy. The Parent Advisory Committee will be parents selected (or volunteers) in each Title 1 school attendance area. Special attention will be given to recruit parents of children in the Title 1 Schoolwide Programs. At least three (3) parents from each school whose children are participating in the Title 1 program (or have participated in the past two (2) years) shall serve on the committee.~~

3. Annual Meeting for Title 1 Parents

- ~~— An Annual Meeting shall be held each year at the district level. Parents will be provided information about the Title 1 guidelines. Copies of the district's Parental Involvement policy will be distributed. Parents will be given an opportunity to become involved in all aspects of the Parental Involvement Program on the district and school level.~~
- ~~— At this meeting, parents may volunteer to serve on the district wide or individual school advisory committee if slots are still available. The Annual Meeting will be held twice at the convenience of parents (at the district level and at the school level). Translation will be available. Parents will be notified of meetings by letters, fliers, cable T.V., local newspaper, Family Update Radio Spot, and telephone contact. Parents will be apprised of the "No Child Left Behind Act," state student performance standards, explanation of the curriculum in use, state and local assessments, pupil progression plan and ways to help their children.~~

4. School-Parent Compact

- Each school must share responsibility with parents for high student academic achievement by developing and maintaining a school-parent-student compact jointly with parents of children participating in the program. These compacts will outline how parents, staff and students will share responsibility for promoting high student academic achievement. Parents on each school Title 1 Advisory Committee will be involved in designing these compacts.
- Parents will receive the compact from their child's school with a checklist of responsibilities that teachers, parents and students will have for helping students to meet the state's student academic achievement standards. The content of the compact will be discussed at the school meetings with the parent and child's teacher. Parents are urged to discuss and encouraged to revisit the compact with their children, before signing it and having their children return the compact each six weeks.

5. Building Capacity for Involvement

- There are many ways in which parents can become involved with their children's education. The Lincoln Parish School District values both parental contributions and those which take place at school and in the community. Several examples are: reading to children at home, talking with them at family mealtime, providing an at-home study period, monitoring attendance and television watching, surfing the net, and making sure homework assignments are complete, volunteering in their child's classroom, serving on advisory committees, and participating decisions relating to the education of their children.
- Many types of parental involvement are needed in a school-parent-community partnership that will help all our children to succeed so that "No Child is Left Behind". For additional ways parents can become involved, parents should check with the child's classroom teacher, building level principal, or the District Title 1 Family Involvement Coordinator.

6. Matching Programs to the Needs of the Parent and Child

- Each year, the school district and the schools will assess the needs of parents and their children in this parish, through a variety of measures including surveys and questionnaires. Workshops, training sessions and other programs will be available (some for parents, some for parents and children, some for parents, administrator and teachers) to match the expressed needs.
- Parents will be notified about these opportunities through the individual schools, District Title 1 Family Center and through the local media. Parents may call the District Title 1 Family Center or their local school office at any time to express an interest in a particular workshop or to make suggestions for a workshop. Parents will be provided the opportunity to participate in the district's and schools' Parent Education Classes, Project F.R.E.D., FAMILY LENDING Library, TAKE-HOME Tutorial Program, Parent Outreach Family Literacy Program, Test Preparation workshops, Family Math Night, Family Reading Night, C.H.I.P. Training, Home Visitation Program, Literacy Day, I CARE Program and GED classes.

7. Staff-Parent Communication

- Communication with parents will include a School Report distributed by the Ruston Daily Leader each six weeks. There will also be notices, fliers, progress reports and calendar of activities sent

~~home with children. A Parents Right to Know letter will be sent home in the second six weeks report card apprising parents they have the right to request information concerning the qualifications of their child's classroom teacher. Communications will be made through telephone calls, letters, parent teacher conferences, and home visits by request (home visit requests must be made by the parent, Superintendent, his/her designee or building level principal). Parents will be notified if their child is taught for four (4) consecutive weeks by a non-certified teacher.~~

~~Parents are encouraged to talk to their child's teacher when they are not concerned about a problem, as well as when they are concerned about a problem. Teachers are encouraged to send notes and make telephone calls to parents when children are experiencing success, as well as when they are having difficulties. Parents may also call the school office or Family Involvement Coordinator's office and ask for a translator for conferences. The staff will be receiving training on how to improve home school communication; parents will be asked to participate in these training sessions.~~

~~8. Coordination, Technical Assistance and Other Support~~

~~The Central Office Staff, District Title 1 Staff and Lincoln Parish School Board will provide coordination, technical assistance and support necessary to assist participating schools in planning and implementing effective parent involvement. The Title 1 Director, parent coordinator and School Improvement Coordinator will coordinate parental involvement strategies with such programs as Head Start, Even Start, Reading First, Early Reading First, Parents as Teachers Programs, State-run preschool programs, Health and Human Services programs and other literacy training. Teachers may complete Parent Assistance Referral forms requesting additional assistance for students and families. The Title 1 Family Resource Center, the Louisiana Information Resource Center, Paul F. Slaton Head Start, Lincoln Center Head Start, and Even Start Family Literacy Center are available to provide technical assistance.~~

~~9. Review~~

~~A district wide Title 1 Advisory Committee will be involved in the process of school review and improvement. Parents of children in the Title 1 program will be a part of this group. The aim will be to evaluate the schools in this district, collecting information in a variety of ways, including visits to school and observations of classes.~~

~~There will be an annual evaluation of the content and effectiveness of the Title 1 Parental Involvement Program. The evaluation will include an assessment by the State Educational Agency. The school district will revise its Parental Involvement policy on the basis of the annual review.~~

~~This policy will be coordinated by the Lincoln Parish School Board, Title 1 Director, Family Involvement Coordinator, teachers throughout the district and promoted by building level principals, parents, business partners and other school staff.~~

The Lincoln Parish School Board recognizes that parent and family engagement must be a priority of the School Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the School Board throughout their children's elementary and secondary school careers. The term *parent* shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of parent and family engagement shall include programs, services, and/or activities on

the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school in Lincoln Parish, in meaningful collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the School Board, in accordance with applicable state and federal laws and regulations. As part of the parent and family engagement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents and family members in the joint development and amendment of the school district's plan, which includes components of the district's parent and family engagement program, to be submitted to the Louisiana Department of Education.
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in Lincoln Parish in planning and implementing effective parent and family involvement activities to improve student academic achievement.
3. Coordinate and integrate parent and family engagement strategies with other relevant programs that promote parent involvement.
4. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of components and strategies of the School Board's parent and family engagement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the School Board, including identifying barriers to greater participation by parents in educational and parent and family engagement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental and family involvement, and to revise, if necessary, the parent and family engagement policies and procedures.
5. Distribute to parents and families, in a language the parents can understand, information about the Lincoln Parish School Board's parent and family engagement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law.

SCHOOL LEVEL RESPONSIBILITIES

As part of the parent and family engagement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Lincoln Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the

parents to be involved.

2. Offer a flexible number of engagement meetings at convenient times to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parent and family engagement programs, including the planning, development, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide parent and family engagement program plan.
4. Provide parents, especially those of participating children:
 - A. timely information about educational and parent and family programs;
 - B. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the -achievement levels of state academic standards;
 - C. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and,
 - D. the School Board's written *Parent and Family Engagement* policy.
5. If the school-wide parent and family engagement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

SHARED RESPONSIBILITIES

As part of the parent and family engagement program, to build a capacity for involvement, the School Board and each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or School Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, and public pre-school and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their

children.

5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. May provide necessary literacy training from federal and state funds received if the School Board has exhausted all other reasonably available sources of funding for such training.
8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.
9. May train parents to enhance the involvement of other parents.
10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
11. May adopt and implement model approaches to improving parental involvement.
12. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs.
13. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.
14. Shall provide such other reasonable support for parental involvement activities as parents may request.
15. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

Statement of Compliance

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*, in accordance with state law. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the State's standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - A. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - B. frequent reports to parents on their children's progress;
 - C. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
 - D. parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS

In conjunction with the district services rendered under the School Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Lincoln Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the Lincoln Parish public schools.

Adopted: June 6, 1995

Revised: October 15, 2002

Revised: February 6, 2018

Ref: 20 USC 6312 (*Strengthening and Improvement of Elementary and Secondary Schools*), 20 USC 6318 (*Parent and Family Engagement*); La. Rev. Stat. Ann. §17:235.2; Board minutes, 6-6-95, 12-3-02, 2-6-18.

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

The Lincoln Parish School Board recognizes the rights of parental access to certain information regarding their children and the importance of notifying parents of children enrolled in the district's schools of these rights.

At least annually at the beginning of each school year, parents of each child enrolled in the public schools of Lincoln Parish shall be notified of:

- Their right to view any instructional material used in the curriculum for the student within a reasonable period of time after the request is received.
- Their right to view any 3rd party surveys (including evaluations) before they are administered to their child, and to opt out of participation for surveys that delve into sensitive subjects identified by the *Protection of Children's Rights* of the ~~No Child Left Behind Act of 2001 (NCLB)~~ Family Educational Rights and Privacy Act (FERPA).
- The collection or use of any personal information for the purpose of marketing the information or for selling that information, including arrangements to protect student privacy that are provided by the School Board in the event of collection, disclosure, or use, ~~(except for the development of educational products or services)~~ and their right to opt their child out of participation.
- The administration of any non-emergency, invasive physical examination or screening ~~otherwise not permitted or required by state law, including those without parental notification,~~ that is:
required as a condition of attendance;
administered by the school and scheduled by the school in advance; and
not necessary to protect the immediate health and safety of the student, or of other students;
and their right to opt out of participation.
- Their rights under ~~the Family Educational Rights and Privacy Act of 1974 (FERPA), including the right to refuse to allow the School Board to designate any or all of the types of information about their child as directory information thus prohibiting its release to the public~~ giving notice to the parent of the categories of information which the School Board has designated as directory information with respect to students, and allowing a reasonable period of time after such notice for the parent to inform the School Board that any or all of the information so designated should not be released without the parent's prior consent.

In addition, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Lincoln Parish School Board to notify parents:

- Annually, of their right to request from the School ~~district~~ Board information regarding the professional qualifications of the student's classroom teachers, including the following:

- Whether their child's teacher has met state licensing criteria for the grade level and subject taught.
- Whether their child's teacher is teaching under emergency or provisional status whereby state licensing criteria have been waived.
- ~~— The undergraduate degree major of their child's teacher and any graduation certification or degree and field of discipline.~~
- ~~— Qualifications of any paraprofessional providing services to their child~~
- Whether the child's teacher is teaching in the field of certification of the teacher.
- Whether the child is provided services by a paraprofessional and, if so, their qualifications.
- ~~• — Annually, of the availability of services for students in schools failing to make Adequate Yearly Progress (AYP)~~
- ~~• — Whenever their child has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined by the NCLB~~
- The achievement level and academic growth of their child on each of the state academic assessments.
- ~~• — The identification of their child's school as needing improvement, corrective action, or restructuring~~
- ~~• — Contents of programs such as safe and drug-free schools funded by federal funds~~
- Timely notice that a student has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet state certification requirements at the grade level and subject area in which the teacher has been assigned.

~~The School Board shall also follow NCLB guidelines regarding rights of parents of homeless students and children identified as Limited English Proficiency.~~

Revised: February 6, 2018

Ref: ~~20 USC 1221 et seq. (General Education Provisions Act); 20 USC 1232 (h); 20 USC 1232 (g-i) (Family Educational Rights and Privacy Act)~~ 20 USC 1232 (h) (Protection of Pupil Rights); 20 USC 6312(e) (Parents Right-to-Know); Board minutes, 6-3-03, 2-6-18.

STUDENT PRIVACY AND EDUCATION RECORDS

The Lincoln Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the Family Educational Rights and Privacy Act (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

DEFINITIONS

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (PII) contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
2. *Educational records* shall be defined as records which are directly related to a student and are maintained by the Lincoln Parish School Board or school or by a person acting for the School Board or school. **Excluded** from the term *educational records* are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the School Board (if any); records created or received by the School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and recorded by a teacher.
3. *Eligible Student* means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.
4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).
5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.
6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
 - A. The student's name;
 - B. The name of the student's parent or other family members;
 - C. The address of the student or student's family member;
 - D. A personal identifier that can be used to distinguish or trace an individual's identity such as social security number, date and place of birth, mother's maiden name, or biometric records.
 - E. Any other information that is linked or linkable to a specific student such as medical,

educational, financial, and employment information.

F. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

7. *School official* shall be defined as a teacher, school principal, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is authorized to perform a function or service on behalf of the Lincoln Parish School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a *school official* provided that they are performing an institutional service or function for which the School Board would otherwise use employees and is under the direct control of the School Board with respect to the use and maintenance of education records. See 34 CFR §99.31(a)(1)(i)(B).

FERPA PRIVACY RIGHTS

1. The right to inspect and review the student's education records within forty-five (45) days of the day the Lincoln Parish School Board receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights.

Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal [or appropriate school official] indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Board to comply with the requirements of FERPA.

STUDENT IDENTIFICATION NUMBERS

To protect the privacy of its students, the Lincoln Parish School Board will utilize and assign to each student in its jurisdiction a unique student identification number in accordance with La. Rev. Stat. Ann. §17:3914(C)(3). The student identification numbers shall not include or be based on social security numbers.

STUDENT INFORMATION DISCLOSURES

1. In accordance with La. Rev. Stat. Ann. §17:3914(H) and FERPA, access to student PII may be

authorized by the Superintendent without parent/eligible student consent to *school officials* with legitimate educational interests. Disclosure of personally identifiable information from students' education records is also authorized without consent of the parent or eligible student, if the disclosure meets other conditions set forth below. The School Board is required to record disclosures of PII, except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. Parents and eligible students have a right to inspect and review the record of disclosures.

2. The Superintendent is authorized to disclose PII from the education records of a student, without obtaining prior written consent of the parents or the eligible student, as follows:
 - A. To other *school officials* whom the school has determined to have legitimate educational interests in accordance with the annual notification of FERPA rights. For contractors, the student PII may be transferred to computers operated and maintained by the contractor and the contractor shall not allow access to or release student PII to any person or entity except as specified in the contract.
 - B. Upon request, to officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer. In accordance with the *Individuals with Disabilities Education Act* (IDEA), if a student with a disability is enrolled, or is going to enroll in a private school that is not located in the geographic jurisdiction of the Lincoln Parish School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student is released between the School Board and the private school.
 - C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or the Louisiana Department of Education. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with federal and State legal requirements that relate to those programs. Student information provided to School Board members, the Louisiana Department of Education (LDE), or the Louisiana Board of Elementary and Secondary Education (BESE) shall be identifiable only by a student's identification number and aggregate data and shall be disclosed solely for the purpose of satisfying state and federal reporting requirements. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
 - D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. Once the parent, guardian, or student of majority age has granted written consent for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914(K), such data shall be disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid pursuant to such consent. **Failure to provide such consent may result in delays or prevent successful application for admission to a postsecondary educational**

institution and state and federal student aid. Consent provided under La. Rev. Stat. Ann. §17:3914(K) shall continue unless withdrawn in writing. Notice of a parent's right to withdraw their previously provided consent will be provided annually.

- E. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- F. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. In no case shall a contractor be permitted to use student information to conduct predictive modeling for the purpose of limiting the educational opportunities of students.
- G. To accrediting organizations to carry out their accrediting functions.
- H. To parents of an eligible student, if the student is a dependent for IRS tax purposes.
- I. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of federal and State law.
- J. To appropriate officials in connection with a health or safety emergency, subject to the requirements of federal and State law.
- K. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- L. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.
- M. Information provided in accordance with a contract between the School Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract. Pursuant to La. Rev. Stat. Ann. §17:3913, information concerning the release of PII pursuant to any contract shall be available at the School Board's central office.
- N. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.

DIRECTORY INFORMATION

Unless directed in writing otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the Lincoln Parish School Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization or club;
2. Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities;
3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
4. University transcript requests, scholarships, and admissions;
5. LHSAA, NCAA, and other related sports programs or sanctioning entities;
6. Online resources and educational tools;
7. School photography and yearbook providers;
8. Any other information considered "Directory Information", to the extent allowed in FERPA.

In addition, two federal laws require School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School Board that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. §7908) and 10 U.S.C. §503(c)]. In accordance with ~~the No Child Left Behind Act of 2001~~ [federal statutory provisions](#), the School Board shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to military recruiters. Opt-out procedures will be provided in the student handbook.

ELECTRONIC DATA GOVERNANCE

Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of a public school system shall authorize access to such a computer system to any person or public or private entity except as authorized in this policy.

The following persons may access a public school computer system on which student information for students at a particular school is stored:

1. A student who has reached the age of eighteen or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. For a student who has reached the age of eighteen (18) or is emancipated, such access is limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated, such access shall be limited to information about the student. A student who has reached the age of eighteen or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.
2. A teacher of record. Such access shall be limited to information about his/her current students.
3. The school principal and school registrar.

4. A school system employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.
5. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
6. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(2).

The following persons may access a computer system of a city, parish, or other local public school system on which student information for students from throughout the system is stored:

1. The Superintendent of the school system.
2. A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.
3. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
4. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(3).

Any person who is authorized to access a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Lincoln Parish School Board shall notify and permit parents/guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas ("protected information surveys"): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally recognized privileged relationships (such as lawyers, doctors, or ministers); religious practices, affiliations, or beliefs; or income (other than required by law to determine program eligibility). This requirement applies to the collection, disclosure, or use of student information for marketing purposes. Protected information survey opt-out forms shall be published in the student handbook and on the Lincoln Parish School Board's website.

CREATION OF PROCEDURES

The Lincoln Parish School Board recognizes its responsibility for establishing procedures governing the privacy of student records, consistent with federal and state laws and regulations. The School Board directs the Superintendent, or designee, to develop and maintain procedures for ensuring and exercising rights provided under this policy. Copies of implementing procedures shall be available at the School Board's central office and in each school office. Any access or disclosure and release of personally identifiable student information by the School Board and its assigns must be in accordance with federal and state law and regulations and authorized by the Superintendent.

EXEMPTION

This policy shall not apply to the completion or correction of required submissions to the Louisiana Department of Education or response(s) to financial audits commenced prior to the 2015-2016 school year.

REQUIREMENT FOR WRITTEN CONSENT

Written parental/eligible student consent shall be obtained prior to the release of any PII, unless the release of such PII is expressly authorized without written consent by this policy or by law.

Approved: July, 1976
Revised: October, 2001
Revised: February, 2003
Revised: December, 2009
Revised: July 2, 2013
Revised: October 6, 2015
Revised: February 6, 2018

Ref: 20 USC § 1232(g-i); 34 C.F.R. Part 99 (*Family Educational Rights and Privacy Act*); 20 USC §1400 et seq. (*Individuals with Disabilities Education Act*); 20 USC §7908 (*Armed Forces Recruiter Access to Student Information*); La. Rev. Stat. Ann. §§9:351, 17:81, 17:112, 17:221.3, 17:3914, 44:4, 44:4.1, 44:31, 44:32; La. Civil Code Arts. 131, 134, 250; Louisiana Attorney General Opinion No. 15-0103; Board minutes, 5-6-03, 3-2-10, 7-2-13, 10-6-15, 2-6-18.

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

M E M O R A N D U M

TO: Members of the Lincoln Parish School Board
FROM: Joe Mitcham, President
DATE: January 29, 2018
SUBJECT: COMMITTEE ASSIGNMENTS FOR 2018

Listed below are Lincoln Parish School Board officers and committee assignments for 2018. If you have any questions, please contact me.

OFFICERS FOR 2018: Joe Mitcham, President
Lynda Henderson, Vice President

COMMITTEE ASSIGNMENTS FOR 2018

BUILDING & GROUNDS

Mr. Trott Hunt, Chairperson
Ms. Debbie Abrahm
Mr. Mike Barmore
Mr. Curtis Dowling
Mr. Danny Hancock
Ms. Lynda Henderson
Mr. George Mack, Jr.

FINANCE

Ms. Lisa Best, Chairperson
Mr. Otha Anders
Mr. David Ferguson
Mr. Danny Hancock
Ms. Lynda Henderson
Mr. Trott Hunt
Mr. George Mack, Jr.
Ms. Susan Wiley

EXECUTIVE

Ms. Lynda Henderson, Chairperson
Mr. Curtis Dowling
Mr. Danny Hancock

PERSONNEL

Mr. Mike Barmore, Chairperson
Ms. Debbie Abrahm
Mr. Otha Anders
Ms. Lisa Best
Mr. Curtis Dowling
Mr. David Ferguson
Ms. Susan Wiley

LEGISLATIVE LIAISON

Mr. Trott Hunt

SALES TAX ADVISORY

Mr. Mike Barmore
Mr. Joe Mitcham

EX OFFICIO ON ALL COMMITTEES

Mr. Joe Mitcham
Mr. Mike Milstead

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

FROM: *mm* Mike Milstead, Superintendent

DATE: January 9, 2018

SUBJECT: Training for School Board Members

Background

You may remember that an education requirement was imposed on board members during the previous term by La. Rev. Stat. Ann. 42:1170. It requires elected officials to receive a minimum of one (1) hour of education and training on the Campaign Finance Disclosure Act *during the official's term of office*. (This is not the Ethics Governance annual training that you complete online or receive at the convention each year.) Four of you have gone online in 2015 or 2016 and completed this training for the current term that ends on December 31, 2018: Anders, Barmore, Best, and Ferguson. The remaining eight of you will need to access the Campaign Finance Disclosure training at the Board of Ethics web site (www.ethics.state.la.us) before the end of the year; it will not be offered at the LSBA Convention. It can count toward the six hours annual training requirement for the calendar year.

Recommendation

No action required – for informational purposes only

Contact Person

Mike Milstead



CADDO PARISH SCHOOL BOARD

POST OFFICE BOX 32000 • 1961 MIDWAY STREET • SHREVEPORT, LOUISIANA 71130-2000

AREA CODE 318 • TELEPHONE 603-6300 • FAX 631-5241

Theodis Lamar Goree, Ph.D.
Superintendent

January 25, 2018

Mr. Mike Milstead
Lincoln Parish School Board
410 S Farmerville Street
Ruston, LA 71270

Dear Mr. Milstead and School Board Members:

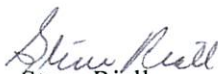
As education is intricately tied to an improved quality of life for all citizens, the Caddo Parish School Board will host a Legislative Luncheon on Monday, February 12th. We are eager to meet with you and other Region V School Board members and Superintendents as well as members of the Northwest Louisiana Legislative Delegation to provide Legislators with pertinent information on education in Louisiana. Topics will include MFP Funding for Public Education; Public School Retirement; State Standards & Assessments; District, School and Teacher Accountability; Privatization; Charter Schools and Vouchers as well as other important issues.


This luncheon meeting will be held on:


Date/Time: Monday, February 12, 2018 at 11:30 a.m. – 1:00 p.m.
Location: Independence Stadium Skybox
3301 Pershing Blvd.
Shreveport, LA 71109

Please RSVP for the event to Debbie Lohnes at 318.603.6508 or dlohnes@caddoschools.org by Wednesday, February 7, 2018. We sincerely hope your schedule will permit you to join us on February 12, 2018 as working together will enable us to improve learning for all Louisiana students. Thank you for your service and commitment to the students in Louisiana.

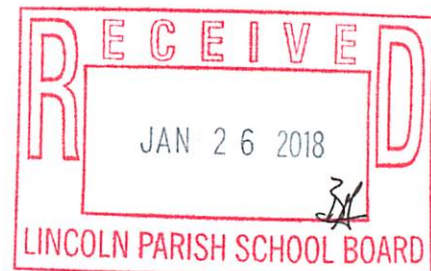
Respectfully,


Steve Riall
CPSB President


Susannah Poljak
Board Liaison


T. Lamar Goree, Ph.D.
Superintendent of Schools

SR/SP/TLG:dcl



BOARD OF SUPERVISORS

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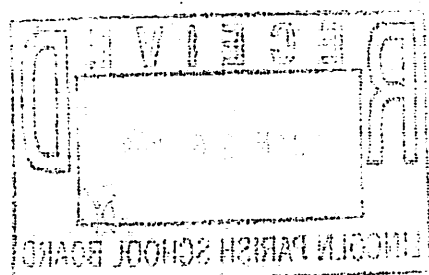
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