

Table of Contents

Title 28

EDUCATION

Part I. BESE/8(g) Operations

Subpart 1. Board of Elementary and Secondary Education

Chapter 1. General Provisions.....	1
§101. Purpose.....	1
§103. Definitions.....	1
§105. Effective Period.....	1
Chapter 3. Composition and General Authority.....	1
§301. Creation.....	1
§303. Membership and Terms.....	1
§305. Election of Officers and Their Duties.....	2
§307. General Powers and Duties.....	2
§309. State Superintendent.....	3
§311. The Special School District.....	5
§313. The Recovery School District.....	5
§315. Board Staff.....	6
Chapter 5. Organization.....	7
§501. Committees.....	7
§503. Advisory Councils.....	8
§505. Special Advisory Councils/Task Forces/Commissions/Study Groups.....	10
Chapter 7. Operations.....	11
§701. Public Meeting Notice.....	11
§703. Regular and Special Meeting Schedules.....	11
§705. Agenda.....	11
§707. Action/Quorum.....	12
§709. Board and Committee Meeting Protocol.....	12
§711. Order of Business for Board Meetings.....	14
§713. Public Comments.....	14
§715. Executive Session.....	15
§717. Electronic Recordings.....	15
§719. Minutes.....	15
§721. Records Retention and Destruction.....	15
§723. Documents, Papers, Property.....	15
Chapter 9. Equal Employment.....	16
§901. Equal Employment Opportunity; Affirmative Action.....	16
§903. Civil Rights Compliance and Assurances.....	16
Chapter 11. Finance and Property.....	16
§1101. Projects and Facilities.....	16
§1103. Purchasing, Auditing, and Contracts for Professional/Consulting/Social Services.....	17
§1105. Budgets.....	18
§1107. Minimum Foundation Program.....	18
§1109. Expenditure of Public Education Monies.....	20

Table of Contents

Chapter 13. Regulatory Documents.....	20
Subchapter A. Regulatory Documents.....	20
§1301. Bulletins	20
§1303. Rulemaking	20
§1305. Amendments	21
§1307. Federal Eligibility Documents	21
Subchapter B. Petitioning for Rulemaking.....	22
§1309. Content of a Rulemaking Petition.....	22
§1311. Processing a Rulemaking Petition.....	22
Subchapter C. Student Transfer Appeals.....	22
§1313. Local Education Agency (LEA) Student Transfer Appeals.....	22
§1315. Processing a Student Transfer Form	22
Chapter 15. Honors and/or Special Recognitions.....	23
§1501. Honorary Diplomas.....	23
Subpart 3. Louisiana Quality Education Support Fund—8(g) Program.....	23
Chapter 21. Legislation and Purpose.....	23
§2101. Introduction [Formerly LAC 28:XCIII.101].....	23
§2103. Definitions [Formerly LAC 28:XCIII.103]	24
Chapter 23. 8(g) Advisory Council	24
§2301. 8(g) Advisory Council—Composition, Duties and Responsibilities [Formerly §2303 and LAC 28:XCIII.301].....	24
Chapter 25. Public Participation.....	24
§2501. Public Hearings—Operations, Recommendations, and Deadlines [Formerly §§2503, 2505, and 2507 and LAC 28:XCIII.501].....	24
Chapter 27. Annual 8(g) Program and Budget.....	25
Subchapter A. Establishment of Annual 8(g) Program and Budget.....	25
§2701. Establishment of Annual 8(g) Program and Budget; Priorities [Formerly LAC 28:XCIII.701]	25
Subchapter B. Support Fund Priorities and Eligibility	25
§2703. Annual Funding Priorities and Eligibility [Formerly §§2713, 2715, 2717, 2721, and LAC 28:XCIII.2703].....	25
Subchapter C. Allocation of Support Fund Monies.....	25
§2705. Allocation of Support Fund Money for Statewide Purposes [Formerly LAC 28:XCIII.705] ...	25
§2707. Support Fund Set-Aside Money [Formerly LAC 28:XCIII.707]	25
§2709. 8(g) Program and Budget Summary [Formerly LAC 28:XCIII.709]	26
Subchapter D. Application for Support Fund Monies	26
§2719. Application for Support Fund Monies—Time Frames [Formerly LAC 28:XCIII.719].....	26
Subchapter E. Evaluation of Support Fund Applications	26
§2723. Award of Support Fund Grants [Formerly LAC 28:XCIII.723].....	26
§2725. Instructional Materials [Formerly LAC 28:XCIII.725]	26
§2727. Exemplary Programs in Elementary and Secondary Schools [Formerly LAC 28:XCIII.727]	27
§2729. Pilot Programs—Research and Student Academic Achievement [Formerly LAC 28:XCIII.729]	27
§2731. School Remediation and Preschool Programs [Formerly §2733 and LAC 28:XCIII.731]	27
§2735. Foreign Language Instruction Programs [Formerly LAC 28:XCIII.735].....	27
Chapter 29. Administration of Annual 8(g) Program and Budget.....	28
§2901. Procedure for Payment to Support Fund Grantees [Formerly LAC 28:XCIII.901]	28

Table of Contents

§2903. Quarterly Report to the Board [Formerly LAC 28:XCIII.903] 28
§2905. Mid-Year Progress [Formerly LAC 28:XCIII.905]..... 28
§2907. Final Programmatic Report [Formerly LAC 28:XCIII.907]..... 28

Title 28
EDUCATION

Part I. BESE/8(g) Operations

**Subpart 1. Board of Elementary and
Secondary Education**

Chapter 1. General Provisions

§101. Purpose

A. These rules and any amendment adopted in conformity with these provisions shall govern the operating procedures of the Board of Elementary and Secondary Education (BESE), its officers and staff, its committees and advisory councils, and the State Superintendent of Education of the Louisiana Department of Education (LDE).

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:409 (March 2008).

§103. Definitions

BESE and/or *Board*—the Board of Elementary and Secondary Education as created by the Louisiana constitution and the *Louisiana Revised Statutes*.

Constitution—the constitution of the state of Louisiana

Ex Officio—denoting or relating to the persons who are members by virtue of some other position that is held.

House—the Louisiana House of Representatives.

Louisiana Department of Education or *LDE*—the Louisiana Department of Education, the administrative arm of the Board of Elementary and Secondary Education.

RSD—the Recovery School District.

Senate—the Louisiana Senate.

State Superintendent—the Louisiana superintendent of education, who shall be the chief administrative officer of the Louisiana Department of Education and shall administer, coordinate, and supervise the activities of the LDE in accordance with law, regulation, and policy.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:409 (March 2008), amended LR 38:3149 (December 2012), LR 48:410 (March 2022), LR 48:2558 (October 2022).

§105. Effective Period

A. These rules shall take effect upon final adoption by the board and in accordance with the Administrative Procedure Act (APA). These rules shall expire upon adoption of other rules by the board in accordance with the APA.

AUTHORITY NOTE: Promulgated in accordance with R.S. 49:951 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:409 (March 2008).

**Chapter 3. Composition and General
Authority**

§301. Creation

A. The Board of Elementary and Secondary Education is created as a body corporate. It shall supervise and control the public elementary and secondary schools under its jurisdiction and shall have budgetary responsibility of all funds appropriated or allocated by the state for those schools, all as provided by law. The board shall have other powers, duties, and responsibilities as provided by the Louisiana Constitution or by law, but shall have no control over the business affairs of a city, parish, or other local public school board or the selection or removal of its officers and employees; however, in accordance with law, the board shall have the power to supervise, manage, and operate or provide for the supervision, management, and operation of a public elementary or secondary school which has been determined to be failing, including the power to receive, control, and expend state funds appropriated and allocated pursuant to Louisiana Constitution, Article VIII, §13, any local contribution required by Article VIII, §13, and any other local revenue available to a school board with responsibility for a school determined to be failing in amounts that are calculated based on the number of students in attendance in such a school, all in the manner provided by and in accordance with law.

AUTHORITY NOTE: Promulgated in accordance with Article VIII, Section 3.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:409 (March 2008), LR 48:410 (March 2022).

§303. Membership and Terms

A. The board shall consist of 11 members. One member shall be a resident of and shall be elected by the electors of each of the BESE districts. With consent of the senate, three members shall be appointed by the governor from the state at large. Members shall serve terms of four years, which shall be concurrent with the term of the governor. Members shall serve until their successors are selected and take office.

B. A vacancy in the office of an elected member, if the remaining portion of the term is more than one year, shall be filled for the remainder of the term by election, as provided by law. Other vacancies shall be filled for the remainder of the term by appointment by the governor.

AUTHORITY NOTE: Promulgated in accordance with Article VIII, Section 3; R.S. 17:1; and R.S. 17:2.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:409 (March 2008).

§305. Election of Officers and Their Duties

A. The board shall elect a president, a vice-president, and a secretary-treasurer from its membership whose terms of office are fixed by the board, not to exceed one year. These officers shall assume their duties at the board meeting immediately following their election.

B. The president shall conduct board meetings and perform duties designated by the board or by statute. The president shall appoint members of committees of the board. The president shall sign, on behalf of the board, contracts, agreements, and/or official documents approved by the board. The president is authorized to make ad hoc decisions for the board in emergency situations when the board is not in regular or special session and where policies and statutes are silent. However, excluding emergency contract approval outlined in §1103.C.5 of this Part, any such decisions that constitute an obligation, official position, or action of the board are subject to ratification by the board at the next scheduled meeting.

1. An emergency condition is a situation which creates a threat to public health, welfare, safety, or public property such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reason as proclaimed by the state superintendent. The existence of such condition creates an immediate and serious need for action by the board that cannot be met through normal board procedures and the lack of which would seriously threaten:

- a. the functioning of Louisiana government;
- b. the preservation or protection of property; or
- c. the health or safety of any person.

2. In the event there is an emergency situation, as defined in applicable law and BESE policy, or when the board is not in regular or special session, the president, upon signature, may make a decision on behalf of the board, upon the receipt of a written memorandum from the state superintendent or his/her designee, setting forth the request for action.

a. The state superintendent or his/her designee shall forward the request to the BESE executive director to include the following:

- i. the reason for the request;
 - ii. a description of the services to be provided;
- and
- iii. any necessary backup documentation to support the request.

b. The emergency decision shall be communicated electronically by the executive director, to the extent possible, including all of the aforementioned information, to all board members within 24 hours of action, as well as presented at its next meeting for ratification.

C. The vice-president shall preside at board meetings in the absence of or at the request of the president and shall perform any other duties specifically assigned by the board and any other such duties as requested by the president.

D. The secretary-treasurer shall preside at board meetings in the absence of both the president and the vice-president and shall perform any other duties specifically assigned by the board and any other duties as requested by the president.

E. The state superintendent shall serve as ex officio secretary of the board. As ex officio secretary, he/she shall have powers and functions assigned by the board, among which shall be the authority with the president of the board, to authenticate and verify official documents of the board and to submit agenda items for consideration by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3 and R.S. 17:22.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:409 (March 2008), amended LR 38:3149 (December 2012), LR 39:3262 (December 2013), LR 48:2558 (October 2022), LR 49:241 (February 2023).

§307. General Powers and Duties

A. The board exercises its supervision and control over the public elementary and secondary schools under its jurisdiction, and exercises its budgetary responsibility for all funds appropriated or allocated by the state for public elementary, and secondary schools placed under its jurisdiction, through general powers and duties that shall include, but not be limited to, the following:

1. adopt a minimum foundation program and adopt a formula for the equitable allocation of minimum foundation funds to city, parish, or other local public school systems. The board shall adopt such program and formula for each ensuing fiscal year in a timely manner so that the program and formula may be submitted to the Joint Legislative Committee on the Budget in accordance with R.S. 17:22(2)(d);

2. exercise budgetary responsibility and allocate for expenditure by the schools and programs under its jurisdiction all monies appropriated or otherwise made available for purposes of the board and of such schools and programs;

3. supervise, manage, and operate or provide for the supervision, management, and operation of a public elementary or secondary school which has been determined to be failing, including the power to receive, control, and expend state funds appropriated and allocated pursuant to La. Const. Art. VIII, Sec. 13(B), any local contribution required by La. Const. Art. VIII, Sec. 13, and any other local revenue available to a school board with responsibility for a school determined to be failing in amounts that are calculated based on the number of students in attendance in such a school, all in the manner provided by and in accordance with law;

4. approve budgets of the LDE, including the recovery school district, and all entities under the jurisdiction of the board as provided herein;

5. prescribe and adopt free school books and other materials of instruction for the children of this state at the elementary and secondary levels and all other schools and programs under its jurisdiction for which the legislature provides funds, in accordance with law;

6. adopt or approve courses of study and rules, by-laws, and regulations for the discipline of students and for the governance of the public elementary and secondary schools and other public schools and programs under its jurisdiction, which shall not be inconsistent with law and which shall be enforced by the city, parish, or other local public school boards and the city, parish, or other local public school superintendents;

7. prescribe the qualifications and provide for the certification of teachers in accordance with applicable law, which qualifications and requirements shall be such as to insure that certification shall be a reliable indicator of the minimum current ability and proficiency of the teacher to educate at the grade level and in the subject(s) to which the teacher is assigned;

8. adopt minimum standards for the approval of each public elementary and secondary school in the state under its jurisdiction;

9. except as otherwise provided by law, approve private schools in accordance with the provisions of R.S. 17:11 and other applicable laws;

10. issue diplomas for successful completion of programs of study;

11. exercise approval authority over the administration of the recovery school district by the LDE pursuant to law;

12. authorize the operation of type 2, type 4, and type 5 charter schools and provide oversight through the LDE of type 2, type 4, and type 5 charter schools;

a. review each proposed charter in a timely manner and determine whether each proposed charter complies with the law and rules and whether the proposal is valid, complete, financially well-structured, educationally sound, and whether it offers potential for fulfilling the purposes of the charter school law;

b. enter into any proposed charter that complies with the charter school law and policy upon a determination that the charter is a valid, complete, financially well-structured, and educationally sound proposal that offers potential for fulfilling the purposes of the charter school law;

c. determine the policy and provide direction to the LDE for providing the oversight of the operation of charter schools chartered with the board;

13. adopt, amend, or repeal rules, regulations, and policies necessary or proper for the conduct of the business of the board.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VIII, §8 and R.S. 17:6(A), 17:7(2)(a), 17:7(3), 17:7(4), 17:7(5), 17:7(6)(a)(i), 17:7(7), 17:7(8), 17:4.1, 17:43, 17:348, 17:6(A)(10), 17:6(A)(11), 17:10.5, 17:1990 and 17:3981.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:410 (March 2008), amended LR 38:3150 (December 2012), LR 39:3262 (December 2013), LR 44:1995 (November 2018), LR 48:411 (March 2022).

§309. State Superintendent

A. Appointment

1. The state superintendent shall be appointed by a two-thirds vote of the total membership of the board, subject to confirmation by the senate.

2. The board shall enter into a contract with the state superintendent that delineates the terms and conditions of employment. The length of the contract shall be determined by the board, but may not extend past the end of the term of office of the board members making the appointment, except that the contract may provide that the state superintendent may serve until the succeeding board has made an appointment.

3. Any vacancy in the office of the state superintendent which occurs prior to the expiration of the term of his/her contract shall be filled for the remainder of the unexpired term by the method of appointment provided herein.

4. The board shall delegate to the state superintendent such of its powers and duties as it deems appropriate to aid the state superintendent in the efficient administration of his/her responsibility for the implementation of the policies of the board.

B. Qualifications. The state superintendent shall possess the following qualifications.

1. General:

a. advanced degree in public administration, education, or related area;

b. background in the formulation and implementation of public policy;

c. strong academic background; and

d. qualifications as are adopted by rule by the board for the position of superintendent of a city, parish, or other local public school board, except that any such qualification may be waived by a favorable vote of at least two-thirds of the authorized board membership.

2. Experience:

a. proven record of success in administration;

b. demonstrated ability to achieve positive results;

c. credibility in his/her current profession; and

d. proven record of team building.

3. Professional skills:

a. proven decision-making skills;

EDUCATION

- b. proven leadership skills;
- c. ability to work effectively with the legislature and executive branches of the government, education, business, and civic organizations; and
- d. outstanding interpersonal and communication skills.

C. Compensation. The annual salary of the state superintendent shall be set by the board subject to the approval of the Joint Legislative Committee on the Budget.

D. General Authority

1. The state superintendent shall execute and implement those educational policies and programs which are under the supervision and control of the board and shall serve as the administrative head of the LDE.

2. The state superintendent shall have such other powers, functions, duties, and responsibilities as may be provided by law, regulation, and policy.

3. The state superintendent shall administer the recovery school district, an intermediate education unit within the LDE, pursuant to R.S. 17:1990. As the administrative head of the LDE, the state superintendent is the appointing authority for the recovery school district, except as provided herein.

4. The state superintendent may delegate, subject to the approval of the board, the appointing authority conferred upon him/her by law as to the recovery school district to the recovery school district supervising executive. The state superintendent may delegate administrative authority conferred upon him/her by law as to the recovery school district to the recovery school district supervising executive, subject to any restrictions provided by law, rule, or policy.

E. Duties

1. The state superintendent shall establish such divisions within the LDE as are necessary or appropriate to carry out the functions vested by or under authority of the constitution and laws.

2. The state superintendent shall have budgetary responsibility for all funds appropriated or allocated by the state for the day-to-day operations and for the functions of the LDE that are not inconsistent with the functions of the board.

3. The state superintendent, as the administrative head of the LDE, shall oversee the administration and distribution of all federal funds received for the benefit of those phases of education under the jurisdiction of the board, in accordance with policies adopted by the board.

4. The state superintendent may review the responsibilities of the LDE and prepare a plan to restructure and reorganize the LDE subject to the approval of the board and in accordance with Louisiana Revised Statutes 36:645.

5. The state superintendent shall provide staff services within the LDE that are needed by the board to carry out its constitutional and statutory mandates.

6. The state superintendent shall exercise his/her responsibilities for personnel appointments in the following manner.

a. The state superintendent, with the consent of the board, may establish or abolish positions that direct the offices/divisions of the LDE.

b. The state superintendent shall make appointments to senior departmental positions. Senior departmental positions are unclassified positions that compose the superintendent's cabinet and any other senior unclassified position so designated by the state superintendent. Unless otherwise provided herein or in other administrative manuals approved by the board, employees holding such positions shall serve at the pleasure of the state superintendent, in accordance with the law.

c. The state superintendent shall appoint the recovery school district supervising executive with prior approval of the board. The board president shall be notified of any acting appointments taking effect and the board shall be notified of the acting appointment at its next regularly scheduled meeting. Upon appointment approval by the board, the employment of the recovery school district supervising executive will continue unless he/she is removed by the board upon recommendation of the state superintendent or upon voluntary separation from employment.

d. The state superintendent shall employ/appoint and fix the salaries and duties of employees of the LDE, including the recovery school district, subject to applicable Civil Service laws, rules, and regulations, and other applicable laws, rules, regulations, and policies.

e. The selection of appointees to all unclassified positions shall be based on professional, technical, and/or clerical qualifications appropriate to each position.

f. No person shall, on the basis of race, color, religion, sex, age, national origin, handicap, veteran status, or any other non-merit factor, be discriminated against in any employment practice.

g. In addition to the above, the state superintendent shall exercise his/her responsibilities for personnel matters in accordance with the constitution and laws of the state.

7. The state superintendent's responsibilities with respect to local education agencies shall include, but not be limited to:

a. Pursuant to the rules, regulations, and policies adopted by the board, the state superintendent shall offer assistance to local public school officials and the elementary and secondary schools of the state in their efforts to adopt procedures by which:

i. courses of study prescribed by the board will be followed;

ii. teachers will meet the standards prescribed by the board; and

iii. schools will meet the standards for approval, which are prescribed by law or by the board.

b. The state superintendent shall assist the local education agencies and teachers in securing the best possible results from their efforts.

c. The state superintendent shall prescribe the manner and substance of classifications for program cost accounting to be used by local education agencies in the preparation and adoption of annual budgets.

d. The state superintendent shall receive the annual budget of each local education agency and may require the local education agency to operate the schools within the receipts normally expected and set up in the school system budget. This shall include the right to advise school boards participating in the state equalization fund in all matters relating to the preparation and adoption of their budgets and the right to require change when it is clearly evident that the budget fails to comply with the intent and purpose of the state equalization fund.

e. The state superintendent shall receive the annual financial report submitted by local education agencies, as required by law, regulation, or policy.

f. The state superintendent shall identify local school systems as being "academically in crisis" and notify appropriate officials, as provided by law.

8. The state superintendent shall make recommendations to the board for the approval of type 5 charter schools, subject to the policies and processes approved by the board.

9. The state superintendent shall periodically inform the board of areas in which policy development is needed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), 17:21(C), 17:6(B), 17:21(B), 17:21(D), 17:21(A), 17:1990, 17:24(A), 17:24(B), 17:24(C), 17:24(D), 17:22(2)(f), 36:645, 17:22(6), 17:88(B), 17:88(D), 17:92, 17:10.6(A)(2), 17:3983, 17:43, 17:1945, 36:642(C)(1), and 36:648.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:410 (March 2008), amended LR 37:886 (March 2011), LR 38:3150 (December 2012), LR 39:3262 (December 2013), LR 44:1995 (November 2018), LR 48:411 (March 2022).

§311. The Special School District

A. Functions of the Special School District

1. The special school district is a local education agency that includes Louisiana Schools for the Deaf (LSD) and Louisiana School for Visually Impaired (LSVI) and the special school programs, an education service agency. The special school district is available to all eligible students regardless of their place of residence within the state.

a. LSD and LSVI are state-operated schools providing educational programs and services for residential and/or day students. LSD and LSVI are established to provide a free appropriate public education for children with low incidence disabilities who meet the admission criteria

(i.e., deaf, blind, orthopedically impaired) for each such special school and who are enrolled in such special school.

b. The special school programs, an education service agency, provide educational services to students enrolled in state-approved programs in non-traditional settings such as those provided by the Department of Health's Office for Citizens with Developmental Disabilities and the Office of Behavioral Health, the Office of Juvenile Justice, and the Department of Public Safety and Corrections.

B. Administration

1. The special school district shall be under the administration and supervision of the special school district Board of Directors.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), 17:4.1, R.S. 17:6(B), 17:43, 17:1945, 36:642(C)(1), and 36:648.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:412 (March 2008), amended LR 38:3151 (December 2012), LR 39:3262 (December 2013), LR 44:1995 (November 2018), LR 48:411 (March 2022).

§313. The Recovery School District

A. Establishment

1. The recovery school district is established as an intermediate educational unit administered by the LDE, subject to the approval of the board, to provide an appropriate education for children attending any public elementary or secondary school operated under the jurisdiction and direction of any city, parish, or other local public school board or any other public entity, which has been transferred to its jurisdiction pursuant to R.S. 17:10.5 or 10.7.

B. Organization and Administration of the Recovery School District

1. The recovery school district shall be administered by the LDE, subject to the approval of the board.

2. The board shall oversee the administration of the recovery school district, with such administration subject to board approval through the policies it prescribes.

3. The overall administrative organization of the recovery school district consists of the board in the exercise of its approval over the administration of the recovery school district, the state superintendent acting as the recovery school district's governing authority, consistent with authority delegated by the board and statutory authority acknowledged by the board, and a supervising executive of the recovery school district.

4. The recovery school district shall be administered by a supervising executive, who shall report to the state superintendent. The responsibilities and duties of the recovery school district supervising executive shall be prescribed by the state superintendent.

C. Policies and Procedures for the Recovery School District

EDUCATION

1. Policies for the board's administrative oversight of the recovery school district shall be adopted by BESE and set forth in the recovery school district bulletin. Administrative oversight shall include, but not be limited to:

- a. policy governing activities that will ensure the purpose and functions of the recovery school district are being achieved;
- b. fiscal responsibilities are being met;
- c. community involvement is sought;
- d. property is managed and developed under uniform and established guidelines;
- e. student progress is measured and corrective action is taken when necessary;
- f. district progress is measured in all essential areas and corrective action is taken when necessary;
- g. reporting and planning measures are defined;
- h. compliance with law and board policy exists;
- i. charter school oversight exists; and
- j. the recovery school district plan is being fulfilled.

2. Procedures for the operation of the schools within the recovery school addressing the day-to-day operation of schools by the recovery school district shall be adopted by the state superintendent and set forth in the *Recovery School District Handbook* and supplements thereto. The state superintendent shall report on such procedures adopted, as required by the board. The board shall have the authority to review and provide guidance on procedures adopted by the superintendent and shall have the authority to direct the amendment of a procedure the board determines is in violation of law or policy. Operational procedures shall include, but not be limited to:

- a. instructional program;
- b. human resource and employment policies;
- c. rules governing student conduct, rights, and responsibilities;
- d. fiscal management;
- e. business management;
- f. school facility use and maintenance;
- g. district and student records;
- h. public and educational agency relations; and
- i. any procedure required by the RSD bulletin.

3. The recovery school district shall be subject to other BESE bulletins, including but not limited to the BESE charter school bulletin, to the extent that they are applicable to schools under its jurisdiction.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), 17:6(B), and 36:651(F).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:413 (March 2008),

amended LR 36:2851 (December 2010), LR 38:3151 (December 2012), LR 39:3262 (December 2013), LR 44:1995 (November 2018).

§315. Board Staff

A. The board shall employ staff to discharge the constitutional and statutory functions of the board as policymaker for elementary and secondary education.

B. The executive director shall be selected and appointed by the board and shall serve as the agency head responsible for all administrative and fiscal operations of the board.

C. The executive director shall appoint unclassified administrative staff.

D. Classified staff are hired by the executive director in accordance with procedures approved by the Louisiana Department of Civil Service.

E. In general, duties of the staff include the following:

1. provide professional staffing functions for all committees of the board, including the appellate functions related to the quasi-judicial actions of the board acting as the administrative agency of last resort prior to regular judicial proceedings;

2. assist in the policymaking functions, including the formulation and maintenance of regulating bulletins and rules;

3. answer inquiries (verbal and written) from and for board members;

4. provide staffing services to advisory councils established by the board and educational commissions established by the legislature. The board staff shall serve as secretariat to the advisory councils of the board. Secretarial services shall include the preparation of agenda and minutes, both of which shall be prepared according to regular office procedures of the board. The executive director shall supply each advisory council with a staff person who shall serve as an aide to the chair of the council and serve as a representative of the executive director for the purpose of coordinating activities of the advisory councils and the committees of the board;

5. provide necessary support services for BESE in its joint functions with the Board of Regents;

6. staff all board meetings and maintain official records and notifications of board action;

7. provide oversight for the distribution and monitoring of 8(g) funded programs;

8. monitor the LDE's development and implementation of charter school policy and its oversight of charter schools authorized by BESE;

9. testify at legislative hearings, as appropriate; and

10. provide any additional support services deemed necessary for the board to perform its constitutional and statutory duties.

F. Staff assistance from employees of the LDE may be secured for advisory councils only at the direction of the state superintendent of education.

G. All persons who are subject to the jurisdiction of the board and sign checks shall be bonded.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(15), R.S. 17:6(A)(10), R.S. 17:3(D), Article VII §10.1, R.S. 17:3801, and R.S. 17:3981.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:415 (March 2008), amended LR 38:3152 (December 2012), LR 39:3263 (December 2013).

Chapter 5. Organization

§501. Committees

A. As a means of assisting the board in the exercise of its powers and responsibilities as defined in the constitution and by law, committees are created.

B. Committees, composed of not less than three members of the board and appointed by the president, are:

1. Academic Goals and Instructional Improvement Committee. The following are examples of issues that will be considered by the Academic Goals and Instructional Improvement Committee.

- a. Primary areas of responsibility (AOR):
 - i. accountability, academic standards, and assessment;
 - (a). increasing accountability; and
 - (b). common standards policy concepts;
 - ii. improving academic performance and closing the achievement gap;
 - (a). policy concepts and subcommittee reports;
 - iii. red tape reduction;
 - (a). policy waivers;
 - iv. nonpublic school management;
 - (a). *Brumfield v. Dodd* approval; and
 - (b). academic classifications.
- b. Issues included on “as needed” basis in AOR:
 - i. critical updates;
 - ii. alternative, special education, and sub-population issues; and
 - iii. school/community support.

c. The BESE student representative is an ex officio non-voting member of the AGII Committee. The student representative serves a one-year term (April through March annually) and is a high school student selected by the Louisiana Association of Student Councils (LASC).

2. Administration and Finance Committee. The following are examples of issues that will be considered by the Administration and Finance Committee.

- a. Primary areas of responsibility (AOR):
 - i. board operations;
 - (a). calendars, travel, etc.;
 - (b). evaluations:
 - (i). state superintendent of education;
 - (ii). BESE executive director, etc.; and
 - (c). responses to legislative action (studies/reports);
 - ii. financial management and performance;
 - (a). budgets:
 - (i). BESE;
 - (ii). LDE;
 - (iii). RSD;
 - (b). contracts and grants;
 - (c). MFP:
 - (i). analysis;
 - (ii). planning; and
 - (iii). redesign;
 - (d). 8(g) grant program; and
 - (e). RSD capital projects.
 - b. Issues included on “as-needed” basis in AORs:
 - i. financially at-risk reports (charters and school systems).

3. Educator Effectiveness Committee. The following are examples of issues that will be considered by the Educator Effectiveness Committee.

- a. Primary areas of responsibility (AOR):
 - i. educator certification;
 - (a). policy concepts;
 - (b). certification revocations;
 - (c). records reviews for certification denial or revocation in accordance with LAC 28:CXXXI.Chapter 19, Bulletin 746;
 - ii. educator evaluation and performance;
 - (a). analysis; and
 - (b). policy concepts;
 - iii. educator preparation;
 - (a). program approval (i.e., alternative preparation).

b. The Louisiana Teacher of the Year (TOY) is a non-voting ex officio member of the EE Committee. The TOY serves a one-year term and is an educator selected annually by a state selection committee composed of community and educational leaders via process established by the LDE.

4. School Innovation and Turnaround Committee. The following are examples of issues that will be considered by the School Innovation and Turnaround Committee.

- a. Primary areas of responsibility (AORs):
 - i. charter school performance, support, and oversight;
 - (a). charter amendment requests, approvals, extensions, and renewals, etc.;
 - ii. RSD performance management;
 - (a) school accountability—annual performance and exit eligibility; and
 - (b) school intervention decisions.
- b. Issues included on “as-needed” basis in AORs:
 - i. enrollment policies.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:415 (March 2008), amended LR 35:223 (February 2009), LR 35:1874 (September 2009), LR 36:2851 (December 2010), LR 37:2139 (July 2011), LR 38:3152 (December 2012), repromulgated LR 39:308 (February 2013), amended LR 39:3263 (December 2013), LR 45:1443 (October 2019), LR 48:412 (March 2022), LR 48:2558 (October 2022).

§503. Advisory Councils

A. Functions. In general, the function of an advisory council is to advise the board, directly or through its committees, in the discharge of its policymaking, supervisory control, and budgetary duties and responsibilities. Specific functions of an advisory council are determined by the creating law or policy. Advisory councils deal exclusively with matters referred to them by the board or the LDE. Matters referred to advisory councils are those that require external input regarding funding decisions, policy matters that need to be reviewed for local impact, bulletin revisions containing policies or supervisory controls, and matters particular to a council for which it was created. The LDE staff provides the board with a statewide and nationwide perspective on certain issues, while advisory councils respond from a local or community perspective.

B. Composition. Unless otherwise provided by state or federal law, each advisory council of the board is created by board policy. The policy determines the size of the council membership; the number of persons to be appointed by the board; the persons, organizations, affiliations, or interest groups to be represented on a council; and the length of terms.

C. Creation. The following advisory councils are created.

- 1. 8(g) Advisory Council:
 - a. authority—per BESE policy;
 - b. membership—16 members as follows:
 - i. eleven members, one member recommended by each BESE member from the member’s assigned category, as follows:
 - (a). one representative of a business partner in education;
 - (b). one LEA grant administrator;
 - (c). one elementary principal;
 - (d). one secondary principal;
 - (e). one representative of a nonpublic school system;
 - (f). one representative of a public charter school;
 - (g). one LEA supervisor;
 - (h). one teacher, grades preK-6;
 - (i). one teacher, grades 7-12;
 - (j). one LEA superintendent; and
 - (k). one 8(g) evaluator;
 - ii. Louisiana PTA president; and
 - iii. two ex officio members from the legislature, recommended by the senate president, from the following categories:
 - (a). chair or member of the Senate Committee on Education; and
 - (b). chair or member of the Senate Committee on Finance;
 - iv. two ex officio members from the legislature, recommended by the speaker of the House, from the following categories:
 - (a). chair or member of the House Committee on Education; and
 - (b). chair or member of the House Committee on Appropriations;
 - c. referrals/responsibilities:
 - i. make recommendations with respect to the board's annual establishment of priorities;
 - ii. make recommendations concerning any Louisiana Quality Education Support Fund policies, procedures, and/or activities;
 - iii. participate in any public hearing conducted by the board relative to the Louisiana Quality Education Support Fund;
 - iv. consider all matters referred by the board or the LDE.
- 2. Nonpublic School Council:

- a. authority—per state statute (R.S. 17:11);
 - b. membership—eleven members, one nonpublic school administrator recommended by each board member, representing approved nonpublic schools;
 - c. referrals/responsibilities:
 - i. advise the board relative to standards and guidelines affecting nonpublic schools;
 - ii. consider all matters referred by the board or the LDE.
3. Superintendents' advisory council:
- a. authority—per BESE policy;
 - b. membership—24 members as follows:
 - i. two city, parish, or other local public school superintendents recommended by each board member. It is recommended that the composition reflect all sizes of systems and be equitable in the regions represented, to the extent possible;
 - ii. the president of the Louisiana Association of School Superintendents (LASS), who shall serve as chair of the council;
 - c. expenses. Members shall not receive reimbursement for travel expenses from the board.
 - d. Referrals/responsibilities:
 - i. consider all matters referred by the board or the LDE;
 - ii. recommendations from the superintendents' advisory council shall be reported to the appropriate board committee. The LDE shall provide responses to the recommendations.

D. Officers. Unless otherwise provided by state or federal law or board policy, each advisory council shall select from among its membership in attendance a chair and a vice-chair. Elections shall be held annually at the first meeting in a fiscal year, and the councils shall report election results to the board.

E. Membership

1. Terms. Unless otherwise provided by state or federal law, persons appointed by board members shall serve at the pleasure of their recommending authority. Persons appointed by organizations and agencies other than BESE shall serve terms determined by the appointing authority. A council member may be removed without cause by the board member recommending the appointment, by the board member's successor, or by the recommending agency at any time. Appointees must maintain employment/qualifications appropriate to the organizational category being represented. Once a member retires, becomes employed in a different capacity, or otherwise fails to maintain eligibility, the member shall become ineligible to continue to serve and shall be replaced. In the event that council appointments are defined by term limits, the current council appointee, whose

term has expired, may remain in place until a replacement is recommended or approved by the appointing authority and subsequently ratified by the board.

2. Vacancies. A vacancy in an appointed position shall occur if an appointee, for any reason, is unable to serve the full extent of his/her term. Appointments to fill vacancies shall be considered interim appointments.

3. Expenses. Members of advisory councils may be entitled to reimbursement for travel expenses, if specified by statute or not prohibited by board policy, pending availability of funds. Requests for reimbursement for expenses shall be submitted in accordance with the regulations promulgated by the commissioner of administration in the *Louisiana Travel Guide*.

4. Quorum. Unless otherwise provided, a quorum is a majority of the appointed membership. In the absence of a quorum, the advisory council may take unofficial action, but minutes submitted to the board shall indicate that the recommendations are being presented without the required quorum being present. When it is known beforehand that a quorum is unlikely, the council chair shall be so notified and the meeting shall be canceled.

5. Action/Quorum. Official council action requires that any matter be submitted to the council by motion duly seconded. The chair states the motion and calls for discussion, after which the council may act on such matter following repetition of the motion by the chair. All official action of the council shall require the favorable vote of a majority of the total appointed membership (i.e. quorum). Proxies cannot be included for the purpose of establishing a quorum.

6. Proxy. Any person serving on an advisory council who cannot attend a scheduled meeting may designate a person to attend as that member's proxy if the appointing authority does not object. To receive reimbursement for travel and other expenses, a proxy must be properly designated by the active member and recorded in the minutes as being present. If the proxy is representing an advisory council member who is prohibited by board policy from receiving reimbursement for travel expenses, the proxy is likewise prohibited from receiving reimbursement. Proxies do not retain voting privileges.

7. Voting. All voting shall be by voice vote, except when taken by roll call vote or when a member requests that his/her vote be recorded for the record. A roll call vote must be taken on any motion if requested by the chair. Roll call votes shall be taken alphabetically, except that the presiding officer or chair shall have the option of voting last in order or not voting. Proxies do not retain voting privileges

8. Attendance Policy

a. Appointed members are expected to attend all scheduled meetings of an advisory body. Unless otherwise provided, if a member is unable to attend a meeting, a request for an excused absence should be submitted to the council chair or the executive director one week prior to the meeting and a proxy may be named by the appointed

member to serve for a total of three meetings. A council member shall be removed and his/her seat declared vacant if he/she is no longer a legal resident of Louisiana, fails to remain active in or is no longer employed by the organization or agency he/she was appointed to represent, or misses more than two meetings, unless excused prior to the meeting by the council chair.

b. The appointing authority for each member shall be notified immediately following each scheduled meeting indicating nonattendance of the appointee. The notification should include:

- i. name of the council member and council on which serving;
- ii. date of the meeting; and
- iii. board policy on attendance.

F. Meetings

1. Each advisory council shall meet as scheduled in order to consider referrals from the board or the LDE. Special meetings shall be by call of the board, and emergency meetings may be called at the discretion of the executive director.

2. Regular meeting dates shall be scheduled one year in advance and shall be determined by the executive director or the executive director's designee.

3. Agendas of council meetings shall be distributed to council members by the board staff at least seven days in advance of a meeting, calendar permitting. All council meetings shall be conducted in accordance with the Louisiana open meetings law (R.S. 42:11 et seq.). In the event that no items have been referred by the board to an advisory council for consideration, there are no items pending on an advisory council agenda, and the LDE has no items to bring forward to the advisory council at least 10 days prior to a scheduled meeting, the meeting shall be cancelled and the members shall be notified of the cancellation.

4. In accordance with R.S. 42:19, the agenda may be amended upon unanimous approval of the members present at a meeting and subject to other provisions of the statute.

5. In all particulars, except for those listed in these rules and procedures, the business in advisory councils shall be conducted according to *Robert's Rules of Order*.

6. Every motion passed by an advisory council, whether or not made as a recommendation, shall be made as a main motion and must be seconded. All motions must be voted on and roll call votes may be requested by any of the membership in attendance at a meeting.

a. Requests from advisory councils for data/reports must be made in the form of a motion, requesting that the board direct the LDE or BESE staff to provide such information to the council making the request.

7. The minutes and reports of each advisory council shall be presented to the board's executive director for

referral to the board. Actions taken in response to referrals shall be forwarded to the appropriate committee(s). A committee, after consideration of the recommendations of the advisory council, shall report its recommendations to the board for final action.

8. All meetings of advisory councils shall be considered official functions of the board to assist in the execution of board responsibilities and duties.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), 17:6(A)(15), 17:11, 17:24.4, and 42:19.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:416 (March 2008), amended LR 35:1874 (September 2009), LR 36:2851 (December 2010), LR 37:2140 (July 2011), LR 38:772 (March 2012), LR 38:3152 (December 2012), LR 39:3263 (December 2013), LR 42:563 (April 2016), LR 44:744 (April 2018), LR 44:1995 (November 2018), LR 45:1444 (October 2019), LR 48:412 (March 2022); LR 48:2086 (August 2022).

§505. Special Advisory Councils/Task Forces/Commissions/Study Groups

A. Special advisory groups may be created by the board with a limited charge and scope to study a specific topic as referred by the board. Such groups shall adhere to all advisory council officers, membership, and meetings policies, as described for BESE Advisory Councils. The following are created:

1. MFP Task Force. The Task Force will be convened upon, annually and/or as needed, by the BESE chair of the Administration and Finance Committee and BESE President in order to advise BESE in the development of the MFP formula as it applies to the distribution of funding of public schools.

- a. authority—per BESE policy;
- b. membership—28 members consisting of the following:
 - i. six ex-officio representatives as follows:
 - (a). AF committee chair (serves as task force chair);
 - (b). two AF committee members;
 - (c). state superintendent of education;
 - (d). member of the house;
 - (e). member of the senate;
 - ii. four designated (non-voting) representatives as follows:
 - (a). nonpublic school council representative;
 - (b). Louisiana Association of Special Education Administrators;
 - (c). Teachers Retirement System of Louisiana;
 - (d). Louisiana School Employees' Retirement System;
 - iii. eleven designated representatives as follows:

- (a). governor’s representative;
 - (b). Louisiana School Boards Association;
 - (c). Associated Professional Educators of Louisiana;
 - (d). Louisiana Association of Educators;
 - (e). Louisiana Federation of Teachers;
 - (f). Council for a Better Louisiana;
 - (g). Louisiana Association of Business and Industry;
 - (h). Public Affairs Research Council of Louisiana;
 - (i). Louisiana Association of School Business Officials;
 - (j). Stand for Children;
 - (k). Early Childhood Advisory Council representative; and
- iv. seven BESE appointments as follows:
- (a). superintendent (large district);
 - (b). superintendent (small district);
 - (c). charter schools representative;
 - (d). principal representative;
 - (e). K12 public school classroom teacher;
 - (f). public school parents.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), 17:6(A)(15), 17:11, 17:24.4, and 42:19.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 48:2086 (August 2022).

Chapter 7. Operations

§701. Public Meeting Notice

A. Compliance with the Open Meetings Law. All meetings of the board, its committees, and advisory councils shall be conducted according to provisions of the Open Meetings Law.

B. Public Notice. Public notices for regular and special meetings of the board, its committees, and its advisory councils shall be made as required by Louisiana’s Open Meetings Law. A 24-hour written public notice shall be given of any regular, special, or rescheduled meeting of the board, its committees, and its advisory councils. The 24-hour public notice shall include the agenda, date, time, and place of the meeting, as posted on the BESE website.

C. Cancellations. Cancellations of any board or committee meetings shall be made after a 24-hour public notice of the cancellation. In the event of the absence of a quorum at the scheduled time and place of the meeting, the meeting shall be cancelled because a quorum must be present in order that official business may be legally transacted.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), R.S. 42:14, and R.S. 42:19.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:420 (March 2008), amended LR 37:2141 (July 2011), LR 39:3264 (December 2013).

§703. Regular and Special Meeting Schedules

A. R.S. 17 requires the board to meet in regular session in January of each year and at such other times as are fixed by the board.

B. The board and committee meeting schedules for future calendar years are submitted to the board for approval in October.

C. Regular Board Meetings. Generally, regular meetings of the board shall convene on the third Wednesday of the month. A simple majority of board members may agree to meet on another day.

D. Special Board Meetings. Special meetings of the board may be held upon call of the president, and the president shall call a special meeting whenever requested to do so by a majority of the total members of the board.

E. Joint Board of Regents (BOR)/BESE Meetings. The Board of Regents shall meet with BESE at least twice a year to coordinate programs of public elementary, secondary, vocational-technical, career, and higher education.

F. Regular Committee Meetings. The chair of each committee of the board shall conduct regular committee meetings at such times as scheduled for consideration of agenda items.

G. Special Committee Meetings. Special meetings of a committee may be held upon call of the committee chair, and the chair shall call a special meeting whenever requested to do so by a majority of the total named members of the committee.

H. Committee of the Whole

1. The board may, if it so desires, constitute itself as a committee rather than as a full body and proceed to discuss matters as if it were in a committee, i.e., with relaxed rules.

2. When the board convenes itself as a Committee of the Whole, it acts as any committee. Its discussion is limited to the agenda item(s), and it has no greater authority than a regular committee. The board president convenes and adjourns the meeting, and each committee chair presides over that portion of the meeting pertaining to the issues routinely considered by his/her committee. Votes are not final, and committee actions are considered to be recommendations from the committee to the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3(E), R.S. 17:6(A)(10), and Article VIII, Section 5(D).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:420 (March 2008), amended LR 35:1874 (September 2009), LR 37:2141 (July 2011), LR 38:3153 (December 2012), LR 39:3264 (December 2013).

§705. Agenda

A. Establishing Board Agenda

1. The board recorder shall prepare the agenda.

2. A board member, the state superintendent, or the executive director may request that any item be included thereon either at a prior meeting or within the specified time before preparation and mailing of the agenda.

3. A board member, the state superintendent, or the executive director must request that an item be placed on the emergency agenda at least 26 hours prior to a scheduled meeting. The emergency agenda must be posted publicly at least 24 hours prior to the scheduled meeting.

B. Establishing Committee Agenda

1. The agenda for each committee shall consist of only those items listed in the public notice in accordance with the Louisiana Open Meetings Law.

2. The agenda for each committee meeting may include consent items, standing items, unfinished business, new business resulting from board referrals, and public comments received regarding Notices of Intent.

3. Items shall be placed on a committee agenda by using either the board's referral process or the draft agenda process as established through a board protocol. Items may be referred by board members, the state superintendent, or the BESE executive director. Board members must submit agenda item requests at least 18 days prior to a scheduled committee meeting.

C. Amending Board or Committee Agenda. In accordance with R.S. 42:19, the agenda may be amended upon unanimous approval of the members present at a meeting and subject to other provisions of the statute.

D. Distribution and Posting of the Agenda. The agenda for board and committee meetings shall be distributed to board members at least 10 days prior to the meeting date and posted on the web at <http://www.bese.louisiana.gov>.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10) and 42:19.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:420 (March 2008), amended LR 37:2141 (July 2011), LR 38:3153 (December 2012), LR 39:3264 (December 2013), LR 44:1996 (November 2018).

§707. Action/Quorum

A. Official Board Action/Quorum. A quorum of the board consists of six of its members who must be present in order that official business may be legally transacted. Official board action requires that any matter be submitted to the board by motion duly seconded. The chair states the motion and calls for discussion, after which the board may act on such matter following repetition of the motion by the chair. Six members of the board shall constitute a quorum for the transaction of business, and all official actions of the board shall require the favorable vote of a majority of the total membership.

B. Unofficial Committee Action/Quorum. A quorum of a committee consists of at least two of its named members. Any board member attending a committee meeting has full

voting privileges and may be substituted as a named member of a committee as needed to establish a quorum. Unofficial committee actions require the favorable vote of a simple majority of the board members present, but no less than two favorable votes are required for a motion to pass.

C. Procedural Rules

1. All procedural rules adopted herein, or by reference, shall govern business to the extent that they are not inconsistent with the Louisiana Open Meetings Law or any other applicable state law.

2. All other rules and procedures not modified by these guidelines shall be governed by *Robert's Rules of Order*, revised edition, to the extent that such is not inconsistent with state law.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3(C) and R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:421 (March 2008).

§709. Board and Committee Meeting Protocol

A. Meetings, Recess, and Adjournment

1. A *meeting* of the board or a committee of the board is a convening of a quorum of the members to receive information regarding a matter or to deliberate or act on a matter over which it has supervision, control, jurisdiction, or advisory power. Depending on the business to be transacted, a meeting may last from a few minutes to several hours and may be carried over for more than one day, if deemed necessary. A meeting does not include chance meetings or social gatherings of the members of the board at which there is no vote or other action taken, including formal or informal polling of the members.

2. A board meeting is a meeting of a majority of the total membership of the board to take official action on matters before it. The president of the board shall preside over the board meeting, unless absent, in which case the presiding officer shall be governed by the provisions set forth in §305 herein.

3. A committee meeting is a meeting of a quorum of the named committee members to consider and make recommendations on matters before it. The committee chair shall preside over the committee meeting, unless absent, in which case another named member of the committee shall preside.

4. A *recess* is an intermission of a meeting which does not end the meeting or destroy its continuity as a single gathering, and after which proceedings are immediately resumed from the point of interruption.

5. An *adjournment* terminates the meeting.

B. Motions

1. Procedures for the making of motions shall follow *Robert's Rules of Order*, unless modified by these guidelines.

2. The BESE staff member facilitating a meeting shall read each agenda item and staff recommendation prior to the matter being considered. If the matter involves a report or presentation by an LDE or BESE staff member or other authorized representative, he/she may make the presentation and members may discuss and ask questions regarding the matter prior to the making of a motion.

3. There shall be no discussion on a motion until it is seconded. The discussion shall be limited to the merits of the pending question. The order of discussion shall be left solely to the discretion of the presiding officer or chair. No member shall speak without first receiving recognition of the presiding officer or chair.

4. Each member shall be allowed to speak no more than twice on the same motion, unless he/she requests permission of the presiding officer or chair to be allowed to answer something of a personal nature or to correct a gross mistake. This shall in no way be interpreted to supersede the personal privilege prerogative of each member, as provided herein.

5. The maker of a motion shall be given the first opportunity to speak and to close on the motion, if he/she so desires. It is recommended that each member, in discussing an issue, attempt to:

- a. confine his/her remarks to the merits of the pending question;
- b. refrain from attacking a member's motives;
- c. address all remarks through the presiding officer or chair;
- d. refrain from speaking on a prior action unless it is reconsidered by the board or committee;
- e. read reports, quotations, etc., only without objection;
- f. refrain from disturbing the board or committee meeting, if possible;
- g. limit comments so everyone who wishes to speak on a motion may do so; and
- h. refrain from engaging in prolonged question and answer dialogue with staff on specific issues that could otherwise be addressed before or after the meeting.

6. There shall be no more than two amendments to a motion that is before the body. If one of these two is removed, another may be added.

7. A motion to close debate requires a 2/3 vote of those members present and voting.

8. Only those motions pertaining to items that are included in the agenda and are germane shall be considered.

C. Voting

1. All voting shall be by voice vote, except when taken by roll call vote or when a member requests that his/her vote be recorded for the record.

2. A roll call vote must be taken on any motion if requested by any one member of the board. Roll call votes shall be taken alphabetically, except that the presiding officer or chair shall have the option of voting last in order or not voting.

3. A roll call vote must be taken on any motion to convene into executive session.

4. At the board meeting, when approving committee minutes and acting on committee recommendations, any board member wishing to address an item must have been in attendance at the committee meeting in which the action was taken.

5. Prior to voting on written documents, including, but not limited to, regulatory bulletins and legislative reports, members must be provided copies of any proposed non-technical revisions in writing. Non-technical revisions are those that alter the sense, meaning, or effect of the item.

D. Rules of Conduct

1. Board members and staff should be on time for all meetings.

2. The presiding officer or chair should be cognizant of the schedule for board and committee work and attempt to conduct business within the time allotted. The presiding officer or chair shall have the right to limit, in time, the length of discussion on each motion, if time is of a critical nature.

3. It is the responsibility of the presiding officer or chair to direct the orderly meeting discussion. The presiding officer or chair, as an individual member, has the same right to discussion as any other member, but the impartiality required of the presiding officer in a discussion precludes his/her exercising these rights while he/she is presiding. If the presiding officer or chair wishes to make lengthy comments he/she should relinquish the chair, secure recognition, and participate. It is requested that any remarks that the presiding officer or chair wishes to make concerning an issue be made after all other members have been recognized.

4. LDE personnel should condense all presentations as much as possible and only in special instances should these presentations exceed 30 minutes.

5. For agenda items added by board members, the following shall apply:

- a. presentations and backup materials shall be presented in consult with and/or by LDE/BESE staff; or
- b. presentations and discussions shall be time limited to 10 minutes, unless a majority of board members vote to extend the time limit for the item.

6. A board member may request from the LDE any public document that has already been prepared or is in a readily available form.

7. A board member may not request new research, records, or reports not available and which requires

compilation or research without a motion adopted by a majority of the board.

8. Persons other than board members, the executive director, staff persons assigned to the committee, or the state superintendent should not be on the dais while business is being conducted.

9. The presiding officer or chair should ask all presenters to identify themselves for the record.

10. Private discussions among board member(s), staff, or the state superintendent should occur away from the designated meeting area. The audience is asked to go outside the meeting room to conduct personal discussions.

11. Board members are asked to remain seated when individuals are making presentations to the board or receiving recognition by the board, as it is always an honor to be recognized by state-level officials.

12. Cell phones and other electronic devices must be turned off or taken to the side rooms for conversations, when activated.

13. Each member shall have the opportunity to speak on personal privilege following request by the member and recognition by the presiding officer. This privilege shall be conducted according to *Robert's Rules of Order*.

14. When a member feels the rules are being violated as to procedure, the member may make a point of order request to the presiding officer, calling for a ruling and an enforcement of the regular rules. A point of order request shall follow procedures in *Robert's Rules of Order*.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), R.S. 42:13, R.S. 17:3(C), R.S. 42:14, and R.S. 42:16.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:421 (March 2008), amended LR 37:2141 (July 2011), LR 38:3153 (December 2012), LR 39:3264 (December 2013), LR 40:2243 (November 2014).

§711. Order of Business for Board Meetings

A. The presiding officer shall call the meeting to order and request that the executive director call the roll to determine the presence of a quorum.

B. The proposed agenda shall be adopted as the official order of business for the meeting, including unfinished business from the preceding meeting and any emergency items, as publicly noted. The agenda adopted shall not include any items that have not been posted pursuant to §701.B and the Louisiana Open Meetings Law, unless amended pursuant to §705.C.

C. The minutes of the preceding meeting of the board, if available, shall be considered and approved.

D. The board may consider ceremonial acknowledgments as determined by the presiding officer. Such ceremonial acknowledgments should generally be made on behalf of the board by the presiding officer and the member representing the recipient's district.

E. The board shall hear committee reports from the chair of the committee or his/her designee and act on recommendations of the committee.

F. The board shall consider and act on other items on the agenda adopted in compliance with the procedures herein, including any emergency items.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:422 (March 2008), amended LR 38:3153 (December 2012).

§713. Public Comments

A. To carry on its business in an orderly and efficient manner, the board utilizes committees. Full discussion of board business optimally occurs at the committee level, and public comment should be received at that time, rather than after a recommendation has been forwarded to the board. Opportunity to comment publicly on a committee or board agenda item shall be provided to a representative number of proponents and opponents according to the following procedures.

1. Persons desiring to address the committee/board should complete a request to comment card and submit it to the presiding officer or a BESE staff member prior to the beginning of the meeting. The completed card should identify the issue or item to be addressed. Other members of the public may be recognized at the discretion of the presiding officer or chair.

2. All speakers shall conduct themselves in a decorous manner.

3. The presiding officer or chair shall have the right to limit, in time, the length of public comment on each motion, if time is of a critical nature.

4. The order of discussion shall be left solely to the discretion of the presiding officer or chair.

5. Persons addressing the committee/board shall confine remarks to the merits of a specific agenda item before the committee/board; refrain from attacking a board member's motives; address all remarks through the presiding officer or chair; refrain from speaking adversely on a prior action not pending; read reports only without objection; and refrain from disturbing the meeting.

6. Submission of comment cards at least five minutes prior to the beginning of the meeting is encouraged.

7. Persons making public comments shall identify themselves and the group they represent, if any.

8. Groups and/or organizations should designate one spokesperson.

9. Public comments are limited to no more than three minutes per individual and five minutes per designated spokesperson of a group/organization. The chair may increase or decrease the time allotted to speakers, within time constraints.

10. The presiding officer or chair shall have discretion to manage situations not addressed in these procedures.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10) and R.S. 42:14.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:422 (March 2008), amended LR 36:59 (January 2010), LR 37:2141 (July 2011), LR 38:3154 (December 2012), LR 39:3265 (December 2013).

§715. Executive Session

A. An executive session of the board or its committees shall be conducted in accordance with state law and may include discussion of matters relative to:

1. the character, professional competence, or physical or mental health of a person;
2. any report, development, or course of action regarding security personnel, plans, or devices;
3. prospective and/or pending litigation; and
4. any other issue permitted by law to be discussed in executive session.

B. The board may hold an executive session upon an affirmative vote, taken at an open meeting, of two-thirds of its constituent members present. The vote shall be taken by roll call vote. The vote of each member and the reason for holding an executive session shall be recorded and entered into the minutes of the meeting.

C. No final or binding action shall be taken during executive session.

D. When pending or prospective litigation may be considered by the board in executive session, the following information must be included in or attached to the written public notice of the meeting:

1. a statement identifying the court, case number, and the parties relative to any pending litigation; or
2. a statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 42:16, 42:17, and 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:423 (March 2008), amended LR 39:3265 (December 2013), LR 44:1996 (November 2018).

§717. Electronic Recordings

A. Electronic recordings are made of all official meetings of the board, its committees, and its advisory councils.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:423 (March 2008), amended LR 38:3154 (December 2012).

§719. Minutes

A. In accordance with the Open Meetings Law, the board shall keep written minutes of all of its open meetings. All

meetings of committees and advisory councils shall be considered official functions of the board to assist in the execution of board responsibilities and duties; and actions of the committees and advisory councils, to be operative, shall be recorded and presented to the board at its next regular meeting.

B. The advisory council, committee, and board minutes shall include, but need not be limited to:

1. the date, time, and place of meeting;
2. the members recorded as either present or absent (Board members who do not attend committee meetings should be recorded as "not in attendance.");
3. the substance of all matters decided, and, at the request of any member, a record, by individual member, of any votes taken; and
4. any other information that a member requests be included or reflected in the minutes.

C. Board minutes shall not include roll call votes, abstentions, "yes" or "no" votes, or recusals placed on the record in committee.

D. A committee or board member may request that his/her views on individual items become part of the committee or board meeting minutes. To become part of the committee minutes, such views must be expressed at the committee meeting. To become part of the board minutes, such views must be expressed at the board meeting or must be presented to the board recorder, in writing, within three working days after the board meeting.

E. Board minutes shall be considered unofficial until approved by the board at its next scheduled meeting, at which time they become official.

AUTHORITY NOTE: Promulgated in accordance with R.S. 42:20.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:423 (March 2008), amended LR 37:2142 (July 2011), LR 38:3154 (December 2012), LR 39:3265 (December 2013).

§721. Records Retention and Destruction

A. All records of the board are maintained and/or destroyed in accordance with the board's record retention policy and records retention schedule on file at the office of the Secretary of State, Division of Archives, Records Management, and History in accordance with LAC 4:XVII and R.S. 44:36 and 411.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10) and R.S. 44:36

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:423 (March 2008), amended LR 45:1444 (October 2019).

§723. Documents, Papers, Property

A. No documents, papers, or any other property of the board shall be removed from the office of the board without the authorization of the board or of its executive director.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:423 (March 2008).

Chapter 9. Equal Employment

§901. Equal Employment Opportunity; Affirmative Action

A. In compliance with all applicable federal and state laws and regulations (including, but not limited to, title VII of the Civil Rights Act of 1964), BESE upholds the following policy: This is an equal opportunity agency and is dedicated to a policy of nondiscrimination in employment in all agencies and institutions under its direct supervision. Applicants and employees will not be discriminated against on the basis of race, color, creed, national origin, sex, religion, age, handicap, or any other non-merit factor in any aspect of employment such as recruitment, hiring, promotion, retention, tenure, discharge, layoff, compensation, leave, fringe benefits, training, or any other employment practice or benefit.

B. Should violations of any equal employment opportunity laws and regulations occur, appropriate disciplinary action will be taken by the appointing authority.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:423 (March 2008), amended LR 38:3154 (December 2012), LR 39:3265 (December 2013).

§903. Civil Rights Compliance and Assurances

A. In compliance with all applicable federal and state laws and regulations (including, but not limited to, title VI of the Civil Rights Act of 1964; title IX of the Education Amendments of 1972; §504 of the Rehabilitation Act of 1973), BESE upholds the following policy:

“This is an equal opportunity agency and is dedicated to a policy of nondiscrimination in all programs or activities under its direct jurisdiction including city, parish, or other local public school systems or other entities receiving state or federal financial assistance through the board. No one will be discriminated against in any employment practice or in any educational program or activity on the basis of race, color, creed, national origin, sex, religion, age, handicap, or any other non-merit factor.”

B. The board will receive and oversee distribution of state and federal funds to city, parish, or other local public school systems or other entities qualifying for financial assistance for educational programs.

C. The board will enter into agreements with funding agencies as are necessary to ensure nondiscrimination and will submit such reports as may be required.

D. The LDE staff will conduct compliance activities as required by agencies providing funding to ensure compliance with their regulations.

E. All appropriate records shall be maintained and will be available for inspection by those agencies providing financial assistance.

F. All city, parish, or other local public school systems or other entities under the jurisdiction of the board which receive state or federal financial assistance through the board will sign an assurance document stating that they will comply with all applicable board policies, LDE regulations, and federal and state laws regarding civil rights compliance.

G. Should violations of any civil rights laws and/or regulations occur, appropriate action will be taken by the board in conjunction with the respective funding agency. Such actions may include voluntary compliance, remedial action, or withholding financial assistance.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:424 (March 2008), amended LR 38:3154 (December 2012), LR 39:3265 (December 2013).

Chapter 11. Finance and Property

§1101. Projects and Facilities

A. Capital Projects

1. All requests for new capital construction or renovation projects submitted by board entities, including the recovery school district, shall comply with all applicable state laws, all applicable regulations issued by the Division of Administration, and all BESE policy.

2. All requests for any given fiscal year shall be prioritized by the LDE, and the LDE shall present the priority listing of projects to the board. The board shall approve all capital construction or renovation projects and the priority of the requests prior to submission to the executive and legislative branches of government or prior to implementation of a project, as applicable.

B. Use of Facilities

1. When facilities of board institutions and facilities under the jurisdiction of the RSD are used for activities other than those of the institution or district, organizations concerned shall be required to reimburse the school for all costs incurred in connection with the activity, and they shall be further required to carry sufficient public liability insurance to protect all parties concerned, including the institutions or district.

2. Dining facilities at institutions or schools under the control of the board are not open to the general public.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:424 (March 2008), amended LR 38:3154 (December 2012), LR 39:3266 (December 2013), LR 48:412 (March 2022).

§1103. Purchasing, Auditing, and Contracts for Professional/Consulting/Social Services

A. Purchasing. Entities under the jurisdiction of the board shall comply with all applicable federal and state laws, rules, regulations, and board policy which govern the purchase of goods and services.

B. Auditing

1. Entities under the jurisdiction of the board shall submit to an audit of their operations. This audit shall be conducted in accordance with provisions and timelines established by the Office of the Legislative Auditor.

2. Once the Office of the Legislative Auditor has issued a report on the operations of an entity under the board's jurisdiction, it shall be the responsibility of the LDE to provide the board with a complete analysis of the report and to recommend corrective actions to be taken, when necessary.

3. The board shall annually approve the audit plan for the operations of the Bureau of Internal Audit (BIA) within the Louisiana Department of Education.

C. Authority and Delegation for contracts for Professional/Consulting/Social Services

1. Entities under the jurisdiction of the board shall negotiate all contracts for professional/consulting/social services in accordance with all applicable federal and state laws and in accordance with all applicable federal and state rules and regulations and board policy.

2. The state superintendent may negotiate and approve contracts for professional/consulting/social services in the amount of \$50,000 or less and shall issue a report for receipt by the board on all contracts approved. Contracts in the amount of \$50,000 or less, approved via the authority of the state superintendent, cannot be amended under this same authority, such that the original contract and subsequent amendments result in an overall amount of greater than \$50,000, unless approved by the board, or the board president and chairman of finance via emergency authority.

3. The state superintendent shall recommend to the board for approval all contracts negotiated by the LDE and/or RSD in accordance with board policy for professional/consulting/social services over \$50,000. BESE approval and signature of the board president shall be obtained prior to execution and/or payment of contracts greater than \$50,000.

4. In the event of a suspension of any provisions of the Louisiana Procurement Code or of any provision of the corresponding rules and regulations, BESE approval shall be required as provided in Subparagraphs 2 and 3 of this subsection, unless those provisions are also suspended.

a. The request shall be forwarded to the BESE executive director to include the following:

i. the reason for the request, the name of the contractor/recipient, the amount of the contract/allocation;

ii. the contract/allocation period; and

iii. a description of the services to be provided.

b. The emergency approval shall be communicated, to the extent possible, electronically, including all of the aforementioned information, to all board members within 24 hours of approval, as well as presented at its next meeting.

c. An emergency condition is a situation which creates a threat to public health, welfare, safety, or public property such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reason as proclaimed by the state superintendent. The existence of such condition creates an immediate and serious need for supplies, services, or major repairs that cannot be met through normal procurement methods and the lack of which would seriously threaten:

i. the functioning of Louisiana government;

ii. the preservation or protection of property; or

iii. the health or safety of any person.

d. The state superintendent shall require that a record be created of all emergency declarations by making a written determination stating the basis for an emergency procurement, in addition to BESE emergency approval, as well as the selection of a particular contractor/recipient. In addition to the written determination describing the basis for the emergency procurement and issuance, the record shall also contain:

i. each contractor's/recipient's name;

ii. the amount and type of each contract/recipient; and

iii. a listing of services procured under each contract or allocated to each recipient; and

iv. the written memorandum from the state superintendent of education or his designee setting forth the request for BESE approval, the reason for the request, the name of the contractor, the amount of the contract, the contract period, and a description of the services to be provided.

5. In the event that there is an emergency, as defined in applicable law and BESE policy below and prior to execution, issuance, or payment, the chairman of the Board Finance Committee and the board president may jointly approve, upon signature, a contract, contract amendment, or allocation, upon the receipt of a written memorandum from the state superintendent of education or his/her designee, setting forth the request for approval.

a. The request shall be forwarded to the BESE Executive Director to include the following:

i. the reason for the request, the name of the contractor/recipient, the amount of the contract/allocation;

ii. the contract/allocation period; and

iii. a description of the services to be provided.

b. The emergency approval shall be communicated, to the extent possible, electronically, including all of the aforementioned information, to all board members within 24 hours of approval, as well as presented at its next meeting.

c. An emergency condition is a situation which creates a threat to public health, welfare, safety, or public property such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reason as proclaimed by the state superintendent. The existence of such condition creates an immediate and serious need for supplies, services, or major repairs that cannot be met through normal procurement methods and the lack of which would seriously threaten:

- i. the functioning of Louisiana government;
- ii. the preservation or protection of property; or
- iii. the health or safety of any person.

d. The state superintendent shall require that a record be created of all emergency declarations by making a written determination stating the basis for an emergency procurement, in addition to BESE emergency approval, as well as the selection of a particular contractor/recipient. In addition to the written determination describing the basis for the emergency procurement and issuance, the record shall also contain:

- i. each contractor's/recipient's name;
- ii. the amount and type of each contract/recipient; and
- iii. a listing of services procured under each contract or allocated to each recipient; and
- iv. the written memorandum from the state superintendent of education or his designee setting forth the request for BESE approval, the reason for the request, the name of the contractor, the amount of the contract, the contract period, and a description of the services to be provided.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:424 (March 2008), amended LR 38:3155 (December 2012), LR 39:3266 (December 2013), LR 48:2559 (October 2022), LR 49:242 (February 2023).

§1105. Budgets

A. General Policies

1. The LDE, including the special school district and the recovery school district, and all entities under the jurisdiction of the board shall submit all budget requests for all funds (state, federal, self-generated, etc.) to the board for review and approval. The entities shall be responsible for complying with all state laws and regulations regarding budget submission to the executive and legislative branches of government.

2. In approving budgets for the LDE and entities under the board's jurisdiction, the board shall be guided by

all state plans adopted for the purpose of administering federal and state funded programs.

B. Budget Submission. The LDE, including the recovery school district, and entities under the jurisdiction of the board shall submit their budgets to the board in a timely manner for approval prior to submission to the Division of Administration and legislative offices.

C. Budget Forms. The LDE, including the recovery school district, and entities under the jurisdiction of the board shall submit their budgets on the forms prescribed by the Division of Administration.

D. Amendments and Revisions. Any budget requiring approval by the board can only be amended in accordance with state law and shall be reported to the board.

E. Interim Emergency Board. Prior to the submission of a request for funding from the Interim Emergency Board of the legislature, the LDE, including the special school district and the recovery school district, and entities under the jurisdiction of the board shall complete requests on forms prescribed by the Interim Emergency Board and shall receive approval for submission by the board. Submissions to the Interim Emergency Board shall be in compliance with all rules promulgated by that board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:425 (March 2008), amended LR 38:3155 (December 2012), LR 39:3266 (December 2013), LR 48:412 (March 2022).

§1107. Minimum Foundation Program

A. MFP: General Provisions

1. Board Adoption

a. The state superintendent of education shall prepare and recommend to the board for adoption a minimum foundation formula for the equitable allocation of funds to local school systems for the operation of their educational programs. In preparing this recommendation, the state superintendent shall comply with all appropriate state laws and regulations regarding elementary and secondary education.

b. The board shall adopt a minimum foundation formula for the equitable allocation of funds to local school systems. Once adopted, the board shall transmit the formula to the Joint Legislative Committee on the Budget and all other appropriate entities and offices of the executive and legislative branches of government.

2. Local Responsibility

a. It shall be the responsibility of city, parish, or other local school systems; recovery school district schools; and LSU and Southern Lab schools to submit to the LDE in a timely manner all necessary and required information for the computation of an individual allocation from the minimum foundation formula. This information shall be submitted to the LDE in the form required by the LDE. It

shall also be the responsibility of all city, parish, or other local school systems; recovery school district schools; and LSU and Southern Lab schools to follow all circulars issued by the LDE providing instructions for the preparation of the required data and other instructions regarding the computation of an allotment from the formula.

B. MFP Payments

1. City, parish, or other local school systems; recovery school district schools; and LSU and Southern Lab schools shall receive an allocation from the annual Minimum Foundation Program in 12 payments. These payments shall be incorporated into monthly amounts received from the state for implementation of the Minimum Foundation Program.

C. MFP—Student Membership Definition

1. Definition. For state reporting for public education for the purpose of establishing the base student count for state funding, city, parish, or other local school systems; approved charter schools; recovery school district schools; LSU and Southern Lab schools; Office of Juvenile Justice schools; New Orleans Center for Creative Arts (NOCCA); and Louisiana School for Math, Science, and the Arts (LSMSA) shall adhere to the following:

a. All students included for membership in a school shall be identified with the following minimum required identification elements:

- i. state identification number;
- ii. full legal name;
- iii. date of birth;
- iv. sex;
- v. race;
- vi. district and school code;
- vii. entry date; and
- viii. grade placement.

b. For establishing the base student membership count for state funding, the following guidelines will be adhered to:

i. no student will be counted more than one time. Students attending more than one school will be counted in membership only one time;

ii. all students, including special education students who meet the following criteria will be included in the base student membership count:

(a). have registered or pre-registered on or before student count dates designated in the current adopted MFP resolution (If student count date(s) falls on a Saturday, report membership on the previous Friday. If student count date(s) falls on a Sunday, report membership on the following Monday.);

(b). are actively attending school (All current state laws and BESE policies concerning attendance should be carefully followed. Appropriate documentation [either written or computer documents] such as dates of absences, letters to parents, notification to child welfare and attendance officers should be placed in individual permanent records for any students who may have absences which raise questions about the student's active attendance.);

(c). and/or have not officially exited from school (Students are considered to have officially exited if a notification of transfer has been provided by the student's parent/legal guardian or received from another school.);

iii. students who are in BESE-approved alternative programs (schools) in city, parish, or other local school systems; approved charter schools; recovery school district schools; LSU and Southern Lab schools; or Office of Juvenile Justice schools will be included in the base student membership count.

iv. students who reside in Louisiana, attend school in another state, and are supported by Louisiana funding will be included in the base student membership count.

v. all special education preschool (ages 3-5) students will be included in the base student membership count.

vi. All special education infant (ages birth-2) students for whom one or more of the sixteen identified services are provided, shall be included in the base student membership count.

vii. Regular pre-kindergarten (four-year-old program) students will not be included in the base student membership count.

viii. Private school students receiving special education services through any public school system or school will NOT be included in the base student membership count.

ix. Students will be included in the base student membership count until the chronological age of 21 years. A student whose twenty-second birthday occurs during the course of the regular school year, will be counted in the base student membership count for that school year.

x. Students receiving educational services at any elementary and secondary school operated by the Office of Juvenile Justice (OJJ) in a secure care facility, considered to be a public elementary or secondary school, will be included in the base membership count of OJJ. The base membership count for OJJ is identified as average daily membership and is calculated by dividing the number of days the students are under the guidance and direction of teachers by the total instructional days during the specified school year.

D. MFP—Add-on Students/Units

1. Required Data. For purposes of establishing the data sets used in determining the add-on students/units, the following will be adhered to.

a. Low income and English language learner student count, also referred to as economically disadvantaged, shall be determined by the number of students with the following characteristics:

- i. is eligible for Louisiana's food assistance program for low-income families;
- ii. is eligible for Louisiana's disaster food assistance program;
- iii. is eligible for Louisiana's program for assistance to needy families with children to assist parents in becoming self-sufficient;
- iv. is eligible for Louisiana's healthcare program for families and individuals with limited financial resources;
- v. is eligible for reduced price meals based on the latest available data;
- vi. is an English language learner;
- vii. is identified as homeless or migrant pursuant to the McKinney-Vento Homeless Children and Youth Assistance Act and the Migrant Education Program within the Elementary and Secondary Education Act;
- viii. is incarcerated with the Office of Juvenile Justice or in an adult facility;
- ix. has been placed into custody of the state.

b. Career and technical education unit count shall be determined by the number of secondary career and technical education courses per student as reported by the school districts through the Louisiana education accountability data system (LEADS) for the prior year.

c. Special education—other exceptionalities student count shall be determined by the number of special education students identified as having “other exceptionalities” in the special education reporting (SER) database as of the student count date(s) including:

- i. infants and toddlers ages 0-2, who have a current individual family service plan (IFSP) and are currently receiving services; and
- ii. both public and nonpublic special education students ages 3-21 identified as having a disability, as defined by R.S. 17:1943, who have a current individual education plan (IEP) and are currently receiving services from any local public school system or school. (Students serviced by SSD #1 and certain correctional facilities are excluded.)

d. Special education—gifted and talented student count shall be determined by the number of special education students in the SER database as of the student count date(s), which includes both public and nonpublic special education students ages 3-21, identified as gifted and talented, as defined by R.S. 17:1943, who have a current IEP and are currently receiving services from any local public school system or school.

e. Economy of scale student count shall be determined by the number of students in the base student membership count as defined in LAC 28:I.1107.C.1.

AUTHORITY NOTE: Promulgated in accordance with Art. VIII §13 and R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:425 (March 2008), amended LR 37:1142 (April 2011), LR 37:3219 (November 2011), LR 38:1404 (June, 2012), LR 38:3155 (December 2012), LR 39:3266 (December 2013), LR 44:744 (April 2018).

§1109. Expenditure of Public Education Monies

A. All public education funds, in particular all state and federal monies, shall be allocated and expended in compliance with applicable federal and state laws, regulations, and policies. Any public employee of the board office who knowingly recommends or authorizes contract awards and/or expenditure of funds in violation of federal and state laws and/or BESE regulations or policies shall be subject to disciplinary action, including dismissal from employment.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:426 (March 2008), amended LR 39:3267 (December 2013).

Chapter 13. Regulatory Documents

Subchapter A. Regulatory Documents

§1301. Bulletins

A. All regulatory policies and procedures adopted in response to state statutory requirements, most noticeably Louisiana Revised Statutes, Title 17, are contained in bulletins. Regulatory policies and procedures must be adopted by BESE as Rules through the rulemaking process set forth in Louisiana Administrative Procedure Act (APA). Once adopted, rules have the force and effect of law. The *Louisiana Register* requires that rules be codified, adhering to a prescribed uniform system of indexing, numbering, arrangement of text, and citation of authority and historical notes. APA requirements include an advertisement and comment period, as well as oversight procedures for the legislature.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), R.S. 49:951 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:426 (March 2008).

§1303. Rulemaking

A. *Rule*—each agency statement, guide, or requirement for conduct or action, exclusive of those regulating only the internal management of the agency and those purporting to adopt, increase, or decrease any fees imposed on the affairs, actions, or persons regulated by the agency, which has general applicability and the effect of implementing or interpreting substantive law or policy, or which prescribes the procedure or practice requirements of the agency. *Rule* includes, but is not limited to, any provision for fines, prices or penalties, the attainment or loss of preferential status, and

the criteria or qualifications for licensure or certification by an agency. A *rule* may be of general applicability even though it may not apply to the entire state, provided its form is general and it is capable of being applied to every member of an identifiable class. The term includes the amendment or repeal of an existing rule but does not include declaratory rulings or orders or any fees.

B. All rules adopted by the board must be adopted in accordance with the Louisiana Administrative Procedure Act (APA).

C. The following process must be followed for adoption of a new policy, the amendment of an existing policy, or the repeal of an existing policy.

1. The board approves a proposed Rule to be advertised as a Notice of Intent. The Notice of Intent approval will serve as authorization for the BESE executive director to submit the Notice of Intent to the Division of Administration's Office of the State Register to be published in the *Louisiana Register* for final adoption as a Rule at the expiration of the required 90-day advertisement period, if no public comments are received relevant to said Notice of Intent. If comments are received regarding the Notice of Intent, the comments will be considered by the board prior to final adoption as a Rule (refer to Subparagraphs 2.e-2.f.ii of this Subsection).

2. Following approval of a proposed Rule to be advertised as a Notice of Intent:

a. the appropriate LDE/BESE staff is requested to submit proposed policy language, a Family Impact Statement, a Poverty Impact Statement, a Small Business Analysis, a Provider Impact Statement, a Public Comments paragraph, a Public Hearing paragraph (if applicable), a Fiscal and Economic Impact Statement (FEIS), and comparison language to the board recorder for processing;

b. These documents are submitted to the Legislative Fiscal Office (LFO) for approval.

c. after the FEIS is approved by the LFO, the board recorder prepares the Notice of Intent in compliance with statutory specifications and submits it to the *Office of the State Register* for publication in the *Louisiana Register*. A report regarding the Rule is also submitted to the appropriate legislative committees;

d. Upon publication of the Notice of Intent in the *Louisiana Register*, a period of 90 days must elapse before the Notice of Intent can be adopted as a final Rule.

e. Any public comments received during the comment period are forwarded to the LDE/board office, to the appropriate BESE committee, and to the appropriate legislative committees for consideration.

f. In the event that substantive changes are made to the Notice of Intent as a result of the public comments received, the board can choose to:

i. approve for final adoption only those Sections that will not be changed as a result of the public comments

and re-advertise as Notice of Intent only those Sections requiring substantive change; or

ii. not approve the Notice of Intent for final adoption, and begin the entire process anew.

3. The deadline for submission of information for publication in the *Louisiana Register* is the tenth of the month unless the tenth falls on a weekend or holiday, in which case the deadline will be the last business day prior to the tenth of the month.

D. Due to the board meeting schedule, the FEIS approval process, and the *Louisiana Register* deadlines, the entire process takes a minimum of five months to complete.

E. *Louisiana Administrative Code*, Title 28, Part Numbers XI, ad infinitum, have been reserved for board and LDE bulletins.

F. Codified board policies are posted on the Office of the State Register's website and are also accessible through links on the BESE website.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10) and 49:951 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:426 (March 2008), amended LR 37:3220 (November 2011), LR 38:3156 (December 2012), LR 39:3267 (December 2013), LR 44:745 (April 2018), LR 44:1996 (November 2018).

§1305. Amendments

A. Rules may be amended by an affirmative vote of six BESE members at any regular meeting of the board or at any special meeting where the proposed amendment is included on the agenda. The text of any proposed amendment shall be submitted, in writing, to the board and received by its members at least 10 days prior to the meeting at which action is to be taken.

B. The adoption of amendments to rules must follow the procedures outlined in §1303.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), R.S. 49:951 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:427 (March 2008).

§1307. Federal Eligibility Documents

A. State plans, consolidated state applications, and/or other eligibility documents are state policies and procedures adopted in accordance with federal regulations and/or administrative procedures for the operation of a specific federal program. Such policies and procedures are promulgated in accordance with all federal administrative laws and/or procedures. Examples of federal laws requiring state plans and/or eligibility documents are: Elementary and Secondary Education Act, Individuals with Disabilities Act, and the Adult Education Act.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10)

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:427 (March 2008).

Subchapter B. Petitioning for Rulemaking

§1309. Content of a Rulemaking Petition

A. In accordance with R.S. 49:953(C)(1), any interested person may petition the board's executive director in writing to adopt a new rule or amend or repeal an existing rule contained within the *Louisiana Administrative Code*, Title 28.

B. The petition shall include:

1. the petitioner's name and address;
2. the petitioner's interest in the proposed action;
3. the basis for the request;
4. specific text or a description of the proposed language desired for the adoption or amendment of a rule or the specific regulation and language requested for repeal;
5. any other information that justifies the proposed action; and
6. the signature of the petitioner requesting the rule change.

C. A copy of the form to petition for rulemaking, as described in Subsection B of this Section, can be obtained:

1. from BESE's website;
2. by requesting a copy sent through the U.S. Mail; or
3. by means of facsimile.

D. The petition shall be submitted by certified mail and addressed to:

Board of Elementary and Secondary Education
Attn: Executive Director of the Board
P.O. Box 94064, Capital Station
Baton Rouge, LA 70804

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6 and 49:953 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 44:1996 (November 2018).

§1311. Processing a Rulemaking Petition

A. Upon receipt, a petition for rulemaking shall be reviewed for completeness, as prescribed in LAC 28:I.1309. If found complete, the petition shall be processed in accordance with this Section.

B. Within 90 days of receipt of the petition for rulemaking, the executive director, after consulting with the board's officers, shall either:

1. initiate procedures for processing a proposed regulation, along with the rulemaking procedures provided in R.S. 49:950 et seq., upon approval to proceed with rulemaking; or
2. shall notify the petitioner in writing, stating the reason(s) for the denial, upon a denial to proceed with rulemaking.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6 and 49:953 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 44:1997 (November 2018).

Subchapter C. Student Transfer Appeals

§1313. Local Education Agency (LEA) Student Transfer Appeals

A. In accordance with R.S. 17:4035.1, if an LEA denies the student enrollment request of a prospective student for an intradistrict transfer, the parent or legal custodian of the student may request that BESE review the denied transfer request.

B. Requests for appeal shall be submitted by the parent or legal guardian, by certified, and addressed to:

NOTE: Board of Elementary and Secondary Education

Attn: Operating Manager

P.O. Box 94064, Capital Station

Baton Rouge, LA 70804

C. A copy of the form to request an appeal can be obtained:

1. from BESE's website;
2. by requesting a copy sent through the U.S. Mail; or
3. by means of facsimile.

D. Forms will be accepted annually, beginning April 1 and no later than July 31, unless the LEA transfer period extends beyond the deadline established in statute, and shall be accompanied by a copy of the LEA student transfer denial letter.

E. BESE will not consider a student transfer appeal in the following instances:

1. The student transfer request would result in the school or classroom exceeding enrollment capacity;
2. The student transfer request is submitted outside of the deadlines, outlined by the LEA policy regarding student transfer;
3. The student transfer request is not eligible based on the LEA transfer policy; or
4. The student transfer request violates the order of a court of competent jurisdiction.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6 and 49:953 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 48:2087 (August 2022).

§1315. Processing a Student Transfer Form

A. Upon receipt, the LEA student transfer request shall be reviewed for completeness. If found complete, the BESE agency will immediately forward a letter of acknowledgment

and the appeal shall be processed in accordance with this Section.

B. Within 90 days of receipt of the student transfer appeal request, the executive director, after consulting with the board's officers, shall review and evaluate the request to determine if the original LEA transfer request was processed in accordance with school and/or district policy, as well as determine a recommendation for consideration of the board at the next scheduled meeting of BESE.

C. In the event that the executive director, after consulting with the board officers, can process the transfer request administratively, a report will be provided to the board at the next scheduled meeting.

D. BESE shall notify the petitioner in writing, stating the reason(s) for the denial.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6 and 49:953 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 48:2087 (August 2022).

Chapter 15. Honors and/or Special Recognitions

§1501. Honorary Diplomas

A. The board may award an honorary diploma to qualifying students who left high school before graduating to serve in the United States Armed Forces during World War II, the Korean Conflict, or the Vietnam War.

1. Veterans shall meet the following criteria to be eligible for an honorary diploma.

a. The veteran left a public school located in Louisiana in order to serve in the United States Armed Forces during World War II, the Korean Conflict, or the Vietnam War.

b. The veteran would have graduated from a public school in Louisiana in the years ranging from 1941 to 1950, 1950 to 1955, or 1964 to 1974.

c. The veteran received an honorable discharge from the United States Armed Forces or was released from active duty because of a service related disability.

d. The veteran has not previously been awarded a Louisiana standard high school diploma, but may have passed a high school equivalency examination.

2. An honorary diploma may be awarded posthumously to the family of a deceased veteran.

3. An honorary diploma awarded to an eligible veteran shall not be considered a standard Louisiana high school diploma for the purposes of satisfying postsecondary admissions requirements and/or determining eligibility for postsecondary financial aid, including, but not limited to, the Taylor Opportunity Program for Students (TOPS) scholarship.

4. The rights and privileges attached to a standard high school diploma, or its equivalent, are not applicable to

any honorary diplomas conferred upon veterans meeting the requirements outlined above.

AUTHORITY NOTE: Promulgated in accordance with La. R.S. 17:6(A)(10).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 41:1273 (July 2015).

Subpart 3. Louisiana Quality Education Support Fund—8(g) Program

Chapter 21. Legislation and Purpose

§2101. Introduction

[Formerly LAC 28:XCIII.101]

A. Permanent Trust Fund. The Kevin P. Reilly, Sr. Louisiana education quality trust fund (permanent trust fund), effective January 1, 1987, is a trust fund for education, established by La. Const. art. VII, §10.1 and R.S. 17:3801 et seq.

B. Support Fund

1. The Louisiana quality education support fund (support fund) was created in the Louisiana State Treasury to receive and hold interest earnings from the permanent trust fund, and is distributed by the legislature as follows:

a. 50 percent of the money appropriated by the legislature for this fund is allocated to the Board of Elementary and Secondary Education (BESE) for the enhancement of elementary and secondary educational programs; and

b. 50 percent of money appropriated by the legislature for this fund is allocated to the Board of Regents for the enhancement of higher education.

2. In accordance with La. Const. art. VII, §10.1, in order to accomplish the goal of enhancement, BESE allocates money from the support fund to:

a. provide compensation to city or parish school board professional instructional employees;

b. insure an adequate supply of superior textbooks, library books, equipment, and other instructional materials;

c. fund exemplary programs in elementary and secondary schools designed to improve elementary and secondary student academic achievement or vocational-technical skill;

d. fund carefully defined research efforts, including pilot programs, designed to improve elementary and secondary student academic achievement;

e. fund school remediation and preschool programs;

f. fund the teaching of foreign languages in elementary and secondary schools; and

g. fund an adequate supply of teachers by providing scholarships or stipends to prospective teachers in academic or vocational-technical areas where there is a critical teacher shortage.

C. This Subpart contains policies adopted by BESE to govern activities for the distribution of money from the support fund for the 8(g) program to enhance elementary and secondary educational programs.

AUTHORITY NOTE: Promulgated in accordance with La. Const. article VII, §10.1 and R.S. 17:6 and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:3141 (December 2012), amended LR 45:1444 (October 2019).

§2103. Definitions

[Formerly LAC 28:XCIII.103]

A. The following terms apply to this Subpart

8(g) Advisory Council—an advisory council to BESE, which operates in accordance with LAC 28:I.503.C.1.

8(g) Program and Budget—consists of broad classifications of funding methods and/or programs and the total amount of money the board proposes to fund each category.

8(g) Program Guidelines—a manual produced by BESE for guidance, which includes examples pertaining to the 8(g) program, found in the applicant submission portal.

Applicant—an eligible agency which submits a proposal for funding in response to a request for projects by BESE.

Board or BESE—the state Board of Elementary and Secondary Education.

Continuing Project—a project that covers a time period of at least one, but no more than three, fiscal years.

Fiscal Year (FY)—beginning July 1 and ending June 30.

Foreign Language Instruction—academic instruction in any language other than English, not including instruction in English as a second language.

Other Instructional Materials—materials used in the direct instruction of students which are not included under the annual per-student allocation for "materials of instruction" through the Department of Education. [See the 8(g) program guidelines for a list of examples.]

Pilot Program—an educational program which will implement educational procedures, activities, objectives, standards, curricula, methodology, content, and so forth which do not presently exist in the school or school system seeking support funds for the program.

Pre-School Program—any educational program provided for children who have not attained their fifth birthday. The term includes any and all types of educational readiness activities.

Remediation Program—a program that teaches an educational skill which is normally taught at a lower grade level. [See the 8(g) program guidelines for a list of examples.]

Research—an investigation of conditions existing within specific school populations.

Supplant, Displace, or Replace—legally-prohibited types of expenditures for support funds. For the purpose of this Subpart, *supplant*, *displace*, and *replace* refer to the process whereby support funds are utilized in lieu of funds available from another source or 8(g) funds are utilized to fund activities previously funded by another source.

Support Fund or Louisiana Quality Education Support Fund—a fund in the Louisiana State Treasury used for educational enhancements in accordance with La. Const. art. VII, §10.1, R.S. 17:3801 et seq., and §2101 of this Chapter.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:3142 (December 2012), amended LR 44:1997 (November 2018), LR 45:1444 (October 2019).

Chapter 23. 8(g) Advisory Council

§2301. 8(g) Advisory Council—Composition, Duties and Responsibilities

[Formerly §2303 and LAC 28:XCIII.301]

A. The composition, duties, and responsibilities of the 8(g) Advisory Council are in accordance with LAC 28:I.503.C.1.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:3143 (December 2012), amended LR 45:1445 (October 2019).

Chapter 25. Public Participation

§2501. Public Hearings—Operations.

Recommendations, and Deadlines

[Formerly §§2503, 2505, and 2507 and LAC 28:XCIII.501]

A. Expenditure of Support Fund Monies. The board will conduct at least one hearing annually to receive public input, ideas, and suggestions for programs and objectives for the expenditure of support fund money for elementary and secondary schools.

B. Conduction of Public Hearings. Any public hearing being conducted in accordance with §2501 of this Chapter will be in accordance with Chapter 7 of this Part.

C. Deadline for Public Hearings. Public hearings, in accordance with this Section, must be completed no later than October 31 of each year.

D. Recommendations made at Public Hearings. Recommendations made at any public hearing in accordance with this Section will be:

1. compiled by BESE staff for review by the board at the next board meeting; and

2. available to the 8(g) Advisory Council and the public no later than December 31 of the same year the public hearing(s) is held.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education in LR 38:3143 (December 2012), amended LR 45:1445 (October 2019).

Chapter 27. Annual 8(g) Program and Budget

Subchapter A. Establishment of Annual 8(g) Program and Budget

§2701. Establishment of Annual 8(g) Program and Budget; Priorities [Formerly LAC 28:XCIII.701]

A. Every fiscal year, the board will establish the 8(g) program and budget for expenditure of support fund monies which are anticipated to become available in the following fiscal year.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6, 17:7.3, and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:3144 (December 2012), amended LR 45:1446 (October 2019).

Subchapter B. Support Fund Priorities and Eligibility

§2703. Annual Funding Priorities and Eligibility [Formerly §§2713, 2715, 2717, 2721, and LAC 28:XCIII.2703]

A. Annual Support Fund Priorities. In accordance with La. Const. art. VII, §10.1 and R.S. 17:3801 et seq., the board:

1. will establish support fund priorities on an annual basis for the disbursement of funds; and
2. may specify types of educational programs or projects that will receive preference for funding.

B. Project Funding. Eligibility criteria will be in accordance with La. Const. art. VII, §10.1(D)(2) and R.S. 17:3801(D). (See also §2101 of this Part for a list of authorized educational programs.)

C. Applicants. The following are applicants that are eligible to apply for an award of support fund monies:

1. any public or approved nonpublic elementary/secondary school system located within the state of Louisiana. Applications made on behalf of a specific classroom teacher, a department within a school, a group of schools, or on a system-wide basis shall be eligible for submission only through the approved recipient who shall serve as fiscal agent;
2. any approved elementary or secondary school located within the state of Louisiana that is not part of a school system, provided that the school has been certified by the state Board of Elementary and Secondary Education to meet all applicable standards and is approved for state

funding under *Brumfield vs. Dodd*. Applications made on behalf of a specific classroom, teacher, or department, or an entire school shall be eligible for submission only through the approved recipient who shall serve as fiscal agent;

3. private organizations/individuals will only be eligible to submit an application through an approved recipient who shall serve as fiscal agent;

4. state agencies shall be eligible for funding for noncompetitive statewide projects, as allocated by BESE.

D. Eligibility Determination. An application for support funds must demonstrate that the project:

1. complies with the provisions of this Subpart; and
2. conforms to the priorities and objectives delineated in the annual 8(g) program and budget adopted by the board for that specific funding period.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6, 17:7.3, and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:3144 (December 2012), amended LR 45:1446 (October 2019).

Subchapter C. Allocation of Support Fund Monies

§2705. Allocation of Support Fund Money for Statewide Purposes [Formerly LAC 28:XCIII.705]

A. The board, in its sole discretion, may:

1. allot a specific amount or a percentage of support fund monies for expenditures necessary to implement specific statewide educational projects mandated by the board; and
2. issue general or specific requests for projects for the development and/or implementation of any statewide educational project.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6 and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:3144 (December 2012), amended LR 45:1446 (October 2019).

§2707. Support Fund Set-Aside Money [Formerly LAC 28:XCIII.707]

A. Program Administration. The board will determine the percentage of anticipated support fund revenues which will be set aside to pay for costs associated with the administration of the 8(g) program in accordance with R.S. 17:3802. Such administrative set-aside will not exceed more than 3 percent of the average annual amount of actual expenditures by each board for the most recent 3 previous fiscal years.

B. Program Proposal Review and Evaluation. Costs attributable to BESE regarding the use of external peer review consultants for the purpose of review evaluation and assessment of program proposals are recognized as costs

appropriately borne by respective support fund programs and will be paid in accordance with R.S. 17:3802.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6, 17:7.3, and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:3144 (December 2012), amended LR 45:1446 (October 2019).

§2709. 8(g) Program and Budget Summary [Formerly LAC 28:XCIII.709]

A. Annual 8(g) Program and Budget Summary. A summary of the adoption of the annual 8(g) program and budget:

1. will be posted on the BESE website;
2. contains educational objectives, broad classifications of funding methods, and/or programs to receive budgetary priorities, including the proposed allocation; and
3. includes, but not be limited to, the following:
 - a. the amount set aside for administrative purposes;
 - b. an explanation of specific priority(ies), if any, established by the board and the dollar amount allocated for each program; and
 - c. any additional information relative to board actions that have a direct bearing upon the eventual awarding of support fund monies to eligible recipients.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:3144 (December 2012), amended LR 44:1997 (November 2018), LR 45:1446 (October 2019).

Subchapter D. Application for Support Fund Monies

§2719. Application for Support Fund Monies—Time Frames [Formerly LAC 28:XCIII.719]

A. Application Submittal Time Frame. Applications for support fund monies may be submitted by eligible applicants for the following periods of time:

1. for periods of less than one fiscal year;
2. for periods which correspond with the beginning and ending dates of one fiscal year. No projects will be funded for a period which begins in one fiscal year and ends in a different fiscal year; or
3. for periods of two or more fiscal years.

B. Continuing Projects. The maximum number of years an applicant is eligible to receive funding for a continuing project is three.

C. No project will be funded for more than one fiscal year. Funding for subsequent years contained in the project proposal is subject to reconsideration by the board in each

subsequent fiscal year. The award of support fund monies will, in all cases, be guaranteed for one fiscal year only.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:3145 (December 2012), amended LR 45:1447 (October 2019).

Subchapter E. Evaluation of Support Fund Applications

§2723. Award of Support Fund Grants [Formerly LAC 28:XCIII.723]

A. Funding. Funding determinations will be finalized by the board for projects to be funded as of July 1.

B. Notification. Applicants will be notified of the disposition of projects following approval by the board.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:3146 (December 2012), amended LR 45:1447 (October 2019).

§2725. Instructional Materials [Formerly LAC 28:XCIII.725]

A. Projects which anticipate across-the-board increases in the per-student allocation for instructional materials are not eligible for funding in this category, since such allocations will be addressed by the board on a statewide basis.

B. An example of projects eligible for support funds in this category can be viewed in the 8(g) program guidelines.

C. The project must include the:

1. number and grade levels of students who will have access to the items purchased;
2. school site where items purchased will be housed; and
3. name and title of the school employee responsible for proper usage of the items purchased.

D. Whenever purchases are made for the use of a specific population within a school, the project must:

1. name the specific population; and
2. illustrate the reasons for selecting the specific population to receive support fund monies.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education in LR 38:3146 (December 2012), amended LR 45:1447 (October 2019).

**§2727. Exemplary Programs in Elementary and Secondary Schools
[Formerly LAC 28:XCIII.727]**

A. The program must clearly demonstrate that appropriate implementation will result in improved student achievement at the elementary/secondary level.

B. In the program, there must be a clear correlation between the activities to be implemented and the results to be achieved.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education in LR 38:3146 (December 2012), repromulgated LR 45:1447 (October 2019).

**§2729. Pilot Programs—Research and Student Academic Achievement
[Formerly LAC 28:XCIII.729]**

A. An eligible applicant may receive funding for a program which is limited to educational research.

B. The following requirements apply to an applicant seeking funds for a "pilot program" and include, but are not limited to, the following. The applicant must:

1. incorporate a research component within the pilot program to verify that program activities result in improved academic performance; or

2. include documentation that legitimate research available in the literature already demonstrates that the activities to be implemented in the pilot program have resulted in improved student academic performance.

C. The following requirements apply to research funded with support fund money and include, but are not limited to, the following. There must be a:

1. guarantee that the rights of participants will be protected throughout research activities; and

2. correlation between anticipated results of the research and improved elementary and secondary student academic performance.

D. Requirements applicable to pilot programs using support fund money include, but are not limited to, the following. The program must include:

1. a research component; or

2. documentation that the design of the pilot program is based upon validated research findings; and

3. there must be a guarantee that the rights of participants in any research component of the pilot program will be protected throughout the program period.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education in LR 38:3147 (December 2012), amended LR 45:1447 (October 2019).

**§2731. School Remediation and Preschool Programs
[Formerly §2733 and LAC 28:XCIII.731]**

A. School Remediation Programs. School remediation programs must:

1. be designed for a specific target population that is clearly identified;

2. substantiate, by provision of educational performance data acceptable to the board, the need of the target population;

3. included in the proposal the location in which the services will be provided; and

4. if applicable, include in the proposal the level of financial or personnel support that will be received and the source of assistance if it is not from the applicant.

B. Preschool Programs. Preschool programs must:

1. be designed for a specific target population that is clearly identified;

2. substantiate, by test or demographic data acceptable to the board, the need of the target population for preschool instruction; and

3. include the certification that will be required of instructional personnel.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education in LR 38:3147 (December 2012), amended LR 45:1448 (October 2019).

**§2735. Foreign Language Instruction Programs
[Formerly LAC 28:XCIII.735]**

A. Eligible projects for foreign language instruction programs in elementary and secondary schools must:

1. be designed for a specific target population that is clearly identified;

2. offer foreign language instruction designed to improve overall academic performance of students; and

3. expand the regular foreign language program offered at the elementary or secondary level in any school system.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education in LR 38:3147 (December 2012), amended LR 45:1448 (October 2019).

Chapter 29. Administration of Annual 8(g) Program and Budget

§2901. Procedure for Payment to Support Fund Grantees [Formerly LAC 28:XCIII.901]

A. Each grantee shall submit a claim for reimbursement, in the form prescribed by the board. Grantees may request reimbursement of expenditures on a monthly basis.

B. Claims for reimbursement must conform to the budget approved by the board for each project.

C. Budget amendments which do not exceed 20 percent of the line item of the budget, or 5 percent of the total budget, may be approved routinely by the board staff. Any line item amendment to an approved budget which exceeds 20 percent of the approved line item must be submitted to the board for its approval.

D. Each grantee shall submit to the board a summary report showing all expenditures during the approved project period no later than 60 days after the close of the project period.

E. Any grantee not in compliance with Subsections C or D of this Section shall be required to repay the grant money with interest upon demand of the board.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education in LR 38:3147 (December 2012), amended LR 45:1448 (October 2019).

§2903. Quarterly Report to the Board [Formerly LAC 28:XCIII.903]

A. The Department of Education will submit to the board a quarterly report showing all expenditures in each project no later than 30 days after the close of each quarter.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education in LR 38:3148 (December 2012), amended LR 45:1448 (October 2019).

§2905. Mid-Year Progress [Formerly LAC 28:XCIII.905]

A. Each recipient of support funds (which is not a public or quasi-public entity that is a budget unit of the state) must provide a written report to the BESE office concerning the use of funds and progress on meeting goals and objectives of the project by March 1.

AUTHORITY NOTE: Promulgated in accordance with La. Const. art. VII, §10.1 and R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education in LR 38:3148 (December 2012), amended LR 45:1449 (October 2019).

§2907. Final Programmatic Report [Formerly LAC 28:XCIII.907]

A. Each support fund grantee shall submit a final programmatic report to the board within 60 days after the close of a project period. The final programmatic report must include, but will not be limited to, the following:

1. benefits achieved by the program;
2. evidence of compliance with timelines established in the project application;
3. data showing the degree of success achieved by the project;
4. feasibility of replication of the project;
5. such other information as may be beneficial to the board in its consideration of the continuation of the project.

B. Support fund recipients who have not submitted a final programmatic report on prior year projects as of September 1 will not receive funds for the current year until the report has been submitted.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10) and 17:3801 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education in LR 38:3148 (December 2012), amended LR 45:1449 (October 2019).