

**TO: ADMINISTRATORS, CURRICULUM SPECIALISTS, and OFFICE STAFF**

**FROM: Mark Shepard, Associate Superintendent for Business Affairs**

**Subject: SCHOOL SITE OR FACILITY MODIFICATIONS FUNDED BY SOURCES OTHER THAN LPS FUNDING**

As per Lincoln Board of Education Policy 3915, groups or individuals wishing to donate funding, materials, equipment or in-kind labor to modify a school site or school facility must provide the building principal with a written proposal detailing the proposed modifications. The proposal must include estimated costs, preliminary design and specifications, and what provisions will be made for any ongoing maintenance or operational costs. The proposal also must include the source of the funding for the modifications and any resulting ongoing costs. That proposal must be submitted to the Associate Superintendent for Business Affairs for approval prior to any work commencing.

Upon review of the proposal, the Associate Superintendent for Business Affairs will notify the principal of the status of the project's approval. If the project is approved, the principal will work directly with the Director of Facilities and Maintenance related to final development of and implementation of the plan.

If the project is approved, donations of funding, materials, equipment, or in-kind labor require board approval as outlined in BA #14. Any materials or labor must be bid in accordance with board of education policy and LPS purchasing procedures and practices.