

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

REGULAR SESSION

at Glen View Elementary, 1601 Bittersweet Avenue, Ruston, LA 71270

TUESDAY, JANUARY 9, 2024 12:00 p.m.

A G E N D A

1. CALL TO ORDER AND INVOCATION
2. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG
3. ADOPTION OF AGENDA AS PRINTED
4. APPROVAL OF MINUTES - REGULAR SESSION OF DECEMBER 5, 2023
5. RECOGNITION OF COACH JERROD BAUGH AND THE RUSTON HIGH SCHOOL STATE CHAMPIONSHIP FOOTBALL TEAM – Ricky Durrett
6. ELECTION OF OFFICERS FOR 2024
7. PUBLIC ANNOUNCEMENT
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - 9.1 Policy Revisions – John Young
  - 9.2 Consider Adoption of Cooperative Endeavor Agreement with Ruston-Lincoln Chamber of Commerce – Ricky Durrett and Juanita Duke
10. REPORTS
  - 10.1 Personnel – Dr. Doris Lewis
  - 10.2 Annual Report of Continuing Disclosures – Juanita Duke
  - 10.3 Sales tax receipts for December 2023 – Juanita Duke
  - 10.4 Financial update for November 2023 – Juanita Duke
  - 10.5 Health plan update for November 2023 – Juanita Duke
  - 10.6 Enrollment update – Ricky Durrett
11. REPORT OF THE SUPERINTENDENT
12. REPORTS, COMMENTS, OR OBSERVATIONS OF BOARD MEMBERS
13. ADJOURNMENT

### Announcement of Public Meeting

Notice is hereby given that at its meeting to be held on Tuesday, February 6, 2024 at 12:00 p.m. at the Ruston Elementary School Gymnasium, 200 Bernard Street, Ruston, Louisiana, the Parish School Board of the Parish of Lincoln, State of Louisiana, plans to consider adopting a resolution ordering and calling elections to be held in (i) Ruston School District No. 1 of the Parish of Lincoln, State of Louisiana and (ii) Choudrant School District No. 6 of the Parish of Lincoln, State of Louisiana, to authorize the issuance of general obligation bonds therein.

**Lincoln Parish School Board**  
410 South Farmerville Street  
Ruston, Louisiana 71270-4699  
Phone 318-255-1430 - Facsimile 318-251-8100

Ricky Durrett  
Superintendent

Joe E. Mitcham, Jr.  
President



To: Lincoln Parish School Board Members  
From: John Young, Assistant Superintendent  
Ricky Durrett, Superintendent  
Date: January 9, 2024  
Subject: Policy Revisions (New Business)

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**Background:**

The following policies are being recommended for revision:

**EBBH – Use of Automated External Defibrillator (AED) and Cardiac Emergency Plan**

Act 234 of the 2023 Louisiana Legislative session revised La. RS §40:1137.3 to require elementary and middle schools, in addition to high schools, to have AEDs on their premises and to have a cardiac emergency response plan.

**GBG – Probation**

The Probation policy is being updated to recognize the Superintendent's authority to dismiss school employees (those employees who are not teachers or bus operators). This revision is due to legislation from 2012.

**IHAD – Parent Conferences**

This update brings IHAD in line with previously adopted discipline policies and includes some technical changes.

**JGB – School Wellness**

Act 219 enacts La. RS §17:17.7 and requires that each public school which includes any of the grades kindergarten through five to provide at least fifteen (15) minutes of recess, consisting of supervised, unstructured free play, each school day.

**JGC – Student Health Services**

Act 266 enacts La. RS §17:392.11 and requires that the Department of Education (DOE) select a dyslexia screener and provide it at no cost to each public school. The dyslexia screener shall be administered to each student by a classroom teacher in the second half of kindergarten, or upon request of a teacher, parent or legal guardian.

**Recommendation:**

The Board considers these revisions with formal action taken at the February 6, 2024 board meeting.

**Contact Person:**

John Young

## **USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND CARDIAC EMERGENCY PLAN**

The Lincoln Parish School Board directs that each elementary, middle and high school shall have an Automated External Defibrillator (AED) on its premises in an easily accessible location. Each ~~high~~ school shall have the authority to accept donations of AEDs or funds to acquire AEDs.

~~In schools which have an AED on site,~~ Any expected AED user (those designated by the Superintendent or principal to render emergency care at that school) shall receive appropriate training in the use of AEDs from any nationally recognized course in cardiopulmonary resuscitation (CPR) and AED use. All training of personnel in the use of AEDs shall be fully documented.

The School Board shall notify a local provider of emergency medical services (such as a 911 service, local ambulance service, or fire department) of the acquisition, location, and type of any AED device.

This policy shall not create an obligation to use an AED, nor is it intended to create any expectation that an AED will be present or that a trained employee will be present and/or able to use an AED, if a condition arises making the use of an AED beneficial.

In addition to the civil immunity provided to persons rendering emergency assistance as provided by law, any person or entity which provides training in CPR and in the use of an AED and any expected AED user shall not be liable for any civil damages arising from any act or omission of acts related to the operation of or failure to operate an AED that do not amount to willful or wanton misconduct or gross negligence.

### **INTERSCHOLASTIC ATHLETIC EVENTS**

Any elementary, middle, or high school that sponsors an interscholastic athletic event shall have an AED and a trained AED user who is also trained in first-aid CPR at the event.

Each elementary, middle, and high school shall have a "cardiac emergency response plan". For purposes of this Subparagraph, a "cardiac emergency response plan" means a written document that establishes the specific steps to reduce death from cardiac arrest at an interscholastic athletic event.

A school cardiac emergency response plan shall be prepared by each principal jointly with local emergency responders. The plan, which shall focus on preventing the loss of life, shall integrate at a minimum the following guidelines:

1. Establishing a cardiac emergency response team.

2. Activating the team in response to a sudden cardiac arrest.
3. Implementing AED placement and routine maintenance within the school.
4. Maintaining ongoing staff training in CPR and AED use.
5. Practicing using drills.
6. Integrating local EMS with the plan.
7. Annually reviewing and evaluating the plan.

#### COMPLIANCE

Schools shall be in compliance with all regulations for training, use and maintenance of AEDs as established by the Louisiana Department of Health.

New policy: January 8, 2013  
Revised: December 6, 2016  
Revised: January 9, 2024

Ref: La. Rev. Stat. Ann. §§9:2793, 17:81, 40:1137.3, 40:1236.12, 40:1236.13; Board minutes, 1-8-13, 1-6-16, 1-9-24.

## PROBATION

### TEACHERS

Upon initial employment with the Lincoln Parish School Board, teachers shall remain on an *at-will employment status* until they have successfully met the statutory criteria to be granted tenure with the school system. During this period, the teacher may be terminated by the Superintendent after providing the teacher with written reasons therefor and an opportunity to respond within seven (7) days.

### CONTRACT APPOINTEES

Employees hired under a promotional or performance contract shall not be entitled to any probationary period.

### BUS OPERATORS

Each school bus operator shall serve a probationary term of three (3) years from the date of first employment in the district. During the probationary term, the School Board may dismiss or discharge any operator upon the written recommendation of the Superintendent, accompanied by valid reasons therefor.

Any school bus operator found unsatisfactory by the School Board at the expiration of the probationary term shall be notified in writing by the School Board that he/she has been discharged or dismissed; in the absence of such notification, such probationary school bus operator shall automatically become a regular and permanent operator in the employ of the School Board. A school bus operator hired on or after July 1, 2012 shall not be eligible to become a regular and permanent operator.

### SCHOOL EMPLOYEES

All school employees (those employees who are not teachers or bus operators) shall be placed on a six (6) month probationary basis upon employment. Successful completion of the probationary period shall in no way convey any expectation of continued employment. School employees are hired on an *at-will employment basis* and subject to dismissal by the ~~School Board upon the written recommendation of the Superintendent~~, and shall not be entitled to a hearing before the School Board.

Approved: July, 1976  
Revised: August 7, 2012

Revised: January 9, 2024

Ref: La. Rev. Stat. Ann. §§17:81.5, 17:441, 17:442, 17:492; Board minutes, 8-7-12, 1-9-24.

## PARENT CONFERENCES

The Lincoln Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication. Therefore, the School Board shall require all teachers to hold a conference with each student's parents or guardians at least one time each school year.

### ACADEMIC CONFERENCES

At least two (2) parent-teacher conferences shall be scheduled by teachers during the first semester of each school year. At least one (1) parent or legal guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or legal guardian to attend a conference if the conference would be unnecessary due to the student's academic record. Other conferences may be scheduled as the need arises.

If a middle school or high school student has more than one teacher, the parent or legal guardian may participate in the conference by conference call.

The School Board shall direct the Superintendent to establish regulations regarding the failure of the parent or legal guardian to attend at least one (1) of the scheduled parent-teacher conferences. Said regulations shall not include any negative action against the student as a result of the parents/legal guardians not attending the required parent-teacher conference.

The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

If a student's academic performance is such that it could threaten the student's ability to be promoted to the next grade level, the student's parent/legal guardian shall be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the student's academic improvement.

### DISCIPLINARY CONFERENCES

Parents may be required to attend a conference with their student's teacher/ principal/ school counselor under the following circumstances:

1. When a pupil student is removed from a classroom by the teacher, the teacher or the principal or his/her designee may require that the parent, ~~tutor~~, or legal

guardian of the pupil student have a conference with the teacher ~~in the presence of or~~ the principal or his/her designee ~~before the pupil is readmitted to the classroom~~. Such conference may be in person or by telephone or other virtual means.

2. Upon the *third* removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the ~~pupil's student's~~ parent, ~~tutor,~~ or legal guardian ~~shall~~ may be required prior to the pupil student being readmitted to the classroom. Such conference may be in person or by telephone or other virtual means. If such conferences is required by the school, the school shall give written notice to the parent.
3. In any case where a teacher, principal, or other school employee requires the parent, ~~tutor,~~ or legal guardian of a pupil student under eighteen (18) to attend a conference or meeting regarding the ~~pupil's student's~~ behavior, and, after notice, the parent, ~~tutor,~~ or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction.
4. ~~Subsequent to the~~ In each case of out-of-school suspension, assignment to alternative placement, or recommendation for expulsion of a student, a conference shall be scheduled with the student's parent, ~~tutor,~~ or legal guardian and the principal or his/her designee, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, electronic communication, or in certain cases, including the case of expulsion, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. If the parent or legal guardian fails to attend the required conference within five (5) school days of mailing the certified letter or other contact with the parent, the truancy laws shall become effective.

On not more than one occasion each school year when the parent, ~~tutor,~~ or legal guardian refuses to respond, the principal may determine whether readmitting the pupil student is in the best interest of the student. On any subsequent occasions in the same school year, the pupil student shall not be readmitted unless the parent, ~~tutor,~~ legal guardian, court, or other appointed representative responds.

5. When a pupil student is suspended a second time within one school year, the principal may require that a counseling session be held with the parent, pupil student, and the school counselor if a counselor is assigned or available to that school. If no school counselor is available assigned at that school, the principal may require a conference between the parent, pupil student and all the pupil's student's teachers and the principal or other administrator.
6. ~~Upon~~ On or before a student's *third* unexcused absence or unexcused occurrence of being tardy, the principal or his/her designee shall notify the parent

or legal guardian in writing and shall hold a conference with the parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The parent or legal guardian shall sign a receipt acknowledging notification. *Tardy*, for the purposes of this enumerated item, shall be as defined in La. Rev. Stat. Ann. §17:233.

Revised: May 6, 2008  
Revised: November 11, 2008  
Revised: January 8, 2013  
Revised: December 4, 2018

Revised: January 11, 2022  
Revised: January 9, 2024

Ref: La. Rev. Stat. Ann. §§17:233, 17:406.7, 17:406.9, 17:416; La. Children's Code, Art. 730, 731; Board minutes, 10-7-80, 5-6-08, 11-11-08, 1-8-13, 12-4-18; 1-11-

21, 1-9-24.

## SCHOOL WELLNESS

The Lincoln Parish School Board is committed to the optimal development of every student. The School Board believes that for students to have the opportunity to achieve personal, academic, developmental and social success, the School Board shall strive to ensure positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

It is the School Board's desire to ensure environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, the School Board shall establish goals and procedures to ensure that:

- Students in the Lincoln Parish public schools have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus – in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School Board in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The School Board establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

### SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

The School Board shall establish a *School Health Advisory Council* (SHAC) to advise the School Board on physical activity for students, physical and health education, nutrition, and overall student health. The council members shall be appointed by the School Board and shall include parents of students and individuals representing the community, as well as school health and food service professionals. The *School Health Advisory Council* shall assist in implementation, periodic review, and updating of the *School Wellness* policy.

The Superintendent or his/her designee shall be responsible for assuring compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee shall oversee compliance with those policies in his/her school and shall report on the school's compliance to the Superintendent or his/her

designee.

School food service staff, at the school or district level, shall assess compliance with nutrition policies within school food service areas and report on this matter to the Superintendent (or if done at the school level, to the school principal).

### IMPLEMENTATION

The School Board shall develop and maintain a plan for implementation to manage and coordinate the execution of the *School Wellness* policy. The plan shall delineate roles, responsibilities, actions and timelines specific to each school; and include information about persons responsible for making changes; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

This *School Wellness* policy and any progress reports shall be maintained on the School Board's website.

### TRIENNIAL PROGRESS ASSESSMENTS

At least once every three (3) years, the School Board shall evaluate compliance with the *School Wellness* policy to assess the implementation of the policy and document the assessment for each school under its jurisdiction. The *School Wellness* policy shall be assessed and updated as indicated at least every three (3) years, following the triennial assessment.

### RECORDKEEPING

The School Board shall retain records to document compliance with the requirements of the *School Wellness* policy at the Lincoln Parish School Board central office. Documentation maintained in this location shall include, but not be limited to:

- The written *School Wellness* policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the *School Wellness* policy; including an indication of who is involved in the update and methods the School Board uses to make stakeholders aware of their ability to participate on the *School Health Advisory Council*;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the *School Wellness* policy;
- Documentation demonstrating the most recent assessment on the implementation of the *School Wellness* policy has been made available to the public.

## COMMUNITY INVOLVEMENT, OUTREACH AND COMMUNICATIONS

The School Board is committed to being responsive to community input, which begins with awareness of the *School Wellness* policy. The School Board shall inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and application procedures, and a description of and compliance with nutrition standards. The School Board shall use electronic mechanisms, such as e-mail or displaying notices on the School Board's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the *School Wellness* policy, as well as how to get involved and support the *School Wellness* policy and activities/initiatives. The School Board shall ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the School Board and individual schools are communicating important school information with parents.

### Annual Notification of Policy

The School Board shall actively inform families and the public each year of basic information about the *School Wellness* policy, including its content, any updates to the policy and implementation status. The School Board shall make this information available via the School Board's website and/or district-wide communications.

## NUTRITION

### School Meals

The Lincoln Parish School Board is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements.

All public schools within Lincoln Parish participate in the *United States Department of Agriculture* (USDA) child nutrition programs, including the *National School Lunch Program* (NSLP), the *School Breakfast Program* (SBP). All public schools within Lincoln Parish shall be committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;

- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.

### Water

To promote hydration, free, safe, unflavored drinking water shall be available to all students throughout the school day and throughout every school campus. The School Board shall make drinking water available where school meals are served during mealtimes.

### Competitive Foods and Beverages

The School Board is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) shall meet the nutrition standards as outlined in 7 CFR 210.11. These standards aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day shall meet or exceed the USDA nutrition standards. These standards shall apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

### Food and Beverage Marketing in Schools

It is the intent of the School Board to protect and promote student health by restricting advertising and marketing in the schools to only those foods and beverages that are permitted to be sold on campus, consistent with this *School Wellness* policy and its implementation plan.

### Other Food and Beverages Provided, but not Sold, on School Campuses

The School Board has developed the following guidelines for foods and beverages which are provided, but not sold, during the school day:

1. Celebrations and parties. The School Board will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The School Board will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.

3. Rewards and incentives. The School Board will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff shall receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion shall also include marketing and advertising nutritious foods and beverages to students as well as encouraging participation in school meal programs.

### Nutrition Education

The School Board shall teach, model, encourage and support healthy eating by all students. Schools shall provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, and other school foods and nutrition-related community services;

## PHYSICAL ACTIVITIES

### Physical Education

The School Board shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum shall promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits.

All School Board elementary (K-8) students shall receive physical education for at least

30 minutes per day throughout the school year. High school students are required to have a minimum of 1.5 Carnegie units in physical education to graduate.

The School Board physical education program shall promote student physical fitness through individualized fitness and activity assessments and shall use criterion-based reporting for each student.

### Physical Activity

Students in grades K-8 are required by state law to receive at least thirty (30) minutes of physical activity per day. High school students shall be encouraged to incorporate physical activity into their day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program. Such programs reflect strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement. Schools shall ensure that varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

Each school that includes any of the grades kindergarten through five shall provide at least fifteen (15) minutes of recess, consisting of supervised, unstructured free play, each school day.

To the extent practicable, the School Board shall ensure that its grounds and facilities are safe and that equipment is available to students to be active.

### Classroom Physical Activity Breaks (Elementary and Secondary)

The School Board recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students shall be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. Teachers shall be encouraged to provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three (3) days per week. Such physical activity breaks shall complement, not substitute, for physical education class, recess, and class transition periods.

The School Board shall provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are also available through USDA and other organizations which promote health and wellness.

### Active Academics

Teachers shall be encouraged to incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The School Board shall support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement. Teachers shall serve as role models by being physically active alongside the students whenever feasible.

### OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

The School Board shall integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The School Board shall coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Public schools in Lincoln Parish shall be encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the School Board's curriculum experts.

All efforts related to obtaining federal, state or other organizational recognition for efforts, or grants/funding opportunities for healthy school environments shall be coordinated with and complementary of the *School Wellness* policy, including but not limited to ensuring the involvement of the *School Health Advisory Council*.

All school-sponsored events shall adhere to the *School Wellness* policy guidelines. All school-sponsored wellness events shall include physical activity and healthy eating opportunities when appropriate.

### DEFINITIONS

In accordance with 7 CFR 210.11, for purposes of this policy:

*School day* shall be defined as beginning at midnight until thirty (30) minutes after the official school day ends.

*School campus* shall be defined as all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

New policy: September, 2006  
Revised: December, 2009  
Revised: September 7, 2010

Revised: June 6, 2017  
Revised: January 9, 2024

Ref: PL 108-265 (*Section 204, Child Nutrition and Women, Infants, and Children*)

*(WIC) Reauthorization Act of 2004); 42 USC 1751 et seq. (Richard B. Russell National School Lunch Act); 42 USC 1771 et seq. (Child Nutrition Act of 1966); 7 CFR 210 (National School Lunch Program); 7 CFR 220 (School Breakfast Program); La. Rev. Stat. Ann. §§17:17.1, 17:17.7, 17:197.1; Board minutes, 9-5-06, 3-2-10, 9-7-10, 6-6-17, 1-9-24.*

## STUDENT HEALTH SERVICES

### HEALTH CARE CENTERS

In order to provide adequate health care and services to students, the Lincoln Parish School Board may authorize the establishment of student health care centers in the schools of the parish. Any health clinic established shall be supervised by a school nurse, who shall be licensed in accordance with state law. Health care centers shall provide services which include, but are not limited to the following: treatment of minor illness and injury, routine physical examinations, immunizations, referrals to alcohol and drug abuse prevention program counselors, and mental health services. No student shall receive any type of service unless the required standardized school health forms as outlined in *Health and Safety*, Bulletin 135 have been signed, returned to school, and have been filed in the clinic.

### HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.

A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify in writing the parent or tutor of every student found to have any defect of sight or hearing.

### EDUCATIONAL SCREENING AND EVALUATION

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

1. dyslexia and related disorders;
2. attention deficit disorder; and
3. social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them.

The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by

persons who have not been trained to do such screenings.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

### Testing for Dyslexia

A dyslexia screener selected by the Louisiana Department of Education shall be administered to each student in the second half of kindergarten, or upon the request of a teacher or parent or legal guardian ~~student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be tested for dyslexia and related disorders, that student shall be referred to the school building level committee for additional testing.~~ The School Board shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, *dyslexia* shall be defined as an unexpected difficulty in reading for an individual who has the intelligence to be a much better reader, most commonly caused by a difficulty in phonological processing, which affects the ability of an individual to speak, read, and spell. *Phonological processing* means the appreciation of the individual sounds of spoken and written language.

### OTHER HEALTH CONSIDERATIONS

The School Board acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated

by an appropriate medical practitioner.

2. A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.
3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.
4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

### Definitions

*Psychotropic drug* shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

*Teacher*, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

### SEIZURE TREATMENT AND TRAINING

The parent or guardian of a student with a seizure disorder may submit to the administration of the student's school a seizure management and treatment plan developed by the student's parent and treating physician for review and use by school employees with whom the student has regular interaction. The plan shall include the following:

1. The health care services the student may receive at school or while participating in a school activity.
2. Evaluation of the student's ability to manage and understand his/her seizure disorder.
3. Signatures from the student's parent or guardian and from the treating physician.

School nurses and such school employees and school bus operators who have regular interactions with a student for whom there is a seizure management and treatment plan shall be required to biennially successfully complete instruction provided by the Department of Education.

## ADMINISTERING CATHETERS

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions have been met:

1. A registered nurse or licensed medical physician, employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.
2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
3. Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

## PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.
2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.
6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, *employee* means any appropriate member of the education staff, and *appropriate licensed health professional* shall include a licensed practical nurse.

Revised: December, 1995  
 Revised: December, 1997  
 Revised: August, 2003  
 Revised: December 5, 2006  
 Revised: October 7, 2008  
 Revised: July 2, 2013

Revised: October 16, 2013  
 Revised: August 7, 2018  
 Revised: November 10, 2020  
 Revised: August 2, 2022  
 Revised: January 9, 2024

Ref: La. Rev. Stat. Ann. §§14:403, 17:170, 17:392.1, 17:435, 17:436, 17:436.2, 17:436.4, 17:2112, 40:31.3; Irving Independent School District v. Tatro, 104 S. Ct. 33371 (1984);

*Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes, 10-22-03, 12-5-06, 10-7-08, 7-2-13, 10-16-13, 8-7-18, 11-10-20, 8-2-22, 1-9-24.

## **USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND CARDIAC EMERGENCY PLAN**

The Lincoln Parish School Board directs that each elementary, middle and high school shall have an Automated External Defibrillator (AED) on its premises in an easily accessible location. Each school shall have the authority to accept donations of AEDs or funds to acquire AEDs.

Any expected AED user (those designated by the Superintendent or principal to render emergency care at that school) shall receive appropriate training in the use of AEDs from any nationally recognized course in cardiopulmonary resuscitation (CPR) and AED use. All training of personnel in the use of AEDs shall be fully documented.

The School Board shall notify a local provider of emergency medical services (such as a 911 service, local ambulance service, or fire department) of the acquisition, location, and type of any AED device.

This policy shall not create an obligation to use an AED, nor is it intended to create any expectation that an AED will be present or that a trained employee will be present and/or able to use an AED, if a condition arises making the use of an AED beneficial.

In addition to the civil immunity provided to persons rendering emergency assistance as provided by law, any person or entity which provides training in CPR and in the use of an AED and any expected AED user shall not be liable for any civil damages arising from any act or omission of acts related to the operation of or failure to operate an AED that do not amount to willful or wanton misconduct or gross negligence.

### **INTERSCHOLASTIC ATHLETIC EVENTS**

Any elementary, middle, or high school that sponsors an interscholastic athletic event shall have an AED and a trained AED user who is also trained in first-aid CPR at the event.

Each elementary, middle, and high school shall have a "cardiac emergency response plan". For purposes of this Subparagraph, a "cardiac emergency response plan" means a written document that establishes the specific steps to reduce death from cardiac arrest at an interscholastic athletic event.

A school cardiac emergency response plan shall be prepared by each principal jointly with local emergency responders. The plan, which shall focus on preventing the loss of life, shall integrate at a minimum the following guidelines:

1. Establishing a cardiac emergency response team.

2. Activating the team in response to a sudden cardiac arrest.
3. Implementing AED placement and routine maintenance within the school.
4. Maintaining ongoing staff training in CPR and AED use.
5. Practicing using drills.
6. Integrating local EMS with the plan.
7. Annually reviewing and evaluating the plan.

**COMPLIANCE**

Schools shall be in compliance with all regulations for training, use and maintenance of AEDs as established by the Louisiana Department of Health.

New policy: January 8, 2013  
Revised: December 6, 2016  
Revised: January 9, 2024

Ref: La. Rev. Stat. Ann. §§9:2793, 17:81, 40:1137.3, 40:1236.12, 40:1236.13; Board minutes, 1-8-13, 1-6-16, 1-9-24.

## PROBATION

### TEACHERS

Upon initial employment with the Lincoln Parish School Board, teachers shall remain on an *at-will employment status* until they have successfully met the statutory criteria to be granted tenure with the school system. During this period, the teacher may be terminated by the Superintendent after providing the teacher with written reasons therefor and an opportunity to respond within seven (7) days.

### CONTRACT APPOINTEES

Employees hired under a promotional or performance contract shall not be entitled to any probationary period.

### BUS OPERATORS

Each school bus operator shall serve a probationary term of three (3) years from the date of first employment in the district. During the probationary term, the School Board may dismiss or discharge any operator upon the written recommendation of the Superintendent, accompanied by valid reasons therefor.

Any school bus operator found unsatisfactory by the School Board at the expiration of the probationary term shall be notified in writing by the School Board that he/she has been discharged or dismissed; in the absence of such notification, such probationary school bus operator shall automatically become a regular and permanent operator in the employ of the School Board. A school bus operator hired on or after July 1, 2012 shall not be eligible to become a regular and permanent operator.

### SCHOOL EMPLOYEES

All school employees (those employees who are not teachers or bus operators) shall be placed on a six (6) month probationary basis upon employment. Successful completion of the probationary period shall in no way convey any expectation of continued employment. School employees are hired on an *at-will employment basis* and subject to dismissal by the Superintendent, and shall not be entitled to a hearing before the School Board.

Approved: July, 1976  
Revised: August 7, 2012

Revised: January 9, 2024

Ref: La. Rev. Stat. Ann. §§17:81.5, 17:441, 17:442, 17:492; Board minutes, 8-7-12, 1-9-24.

## **PARENT CONFERENCES**

The Lincoln Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication. Therefore, the School Board shall require all teachers to hold a conference with each student's parents or guardians at least one time each school year.

### **ACADEMIC CONFERENCES**

At least two (2) parent-teacher conferences shall be scheduled by teachers during the first semester of each school year. At least one (1) parent or legal guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or legal guardian to attend a conference if the conference would be unnecessary due to the student's academic record. Other conferences may be scheduled as the need arises.

If a middle school or high school student has more than one teacher, the parent or legal guardian may participate in the conference by conference call.

The School Board shall direct the Superintendent to establish regulations regarding the failure of the parent or legal guardian to attend at least one (1) of the scheduled parent-teacher conferences. Said regulations shall not include any negative action against the student as a result of the parents/legal guardians not attending the required parent-teacher conference.

The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

If a student's academic performance is such that it could threaten the student's ability to be promoted to the next grade level, the student's parent/legal guardian shall be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the student's academic improvement.

### **DISCIPLINARY CONFERENCES**

Parents may be required to attend a conference with their student's teacher/principal/school counselor under the following circumstances:

1. When a student is removed from a classroom by the teacher, the teacher or the principal or his/her designee may require that the parent or legal guardian of the

student have a conference with the teacher or the principal or his/her designee. Such conference may be in person or by telephone or other virtual means.

2. Upon the *third* removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the student's parent or legal guardian may be required prior to the student being readmitted to the classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.
3. In any case where a teacher, principal, or other school employee requires the parent or legal guardian of a student under eighteen (18) to attend a conference or meeting regarding the student's behavior, and, after notice, the parent or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction.
4. In each case of out-of-school suspension, assignment to alternative placement, or expulsion of a student, a conference shall be scheduled with the student's parent, or legal guardian and the principal or his/her designee, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, electronic communication, or in certain cases, including the case of expulsion, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. If the parent or legal guardian fails to attend the required conference within five (5) school days of mailing the certified letter or other contact with the parent, the truancy laws shall become effective.

On not more than one occasion each school year when the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, legal guardian, court, or other appointed representative responds.

5. When a student is suspended a second time within one school year, the principal may require that a counseling session be held with the parent, student, and the school counselor if a counselor is assigned or available to that school. If no school counselor is assigned at that school, the principal may require a conference between the parent, student and all the student's teachers and the principal or other administrator.
6. On or before a student's *third* unexcused absence or unexcused occurrence of being tardy, the principal or his/her designee shall notify the parent or legal guardian in writing and shall hold a conference with the parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil

penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The parent or legal guardian shall sign a receipt acknowledging notification. *Tardy*, for the purposes of this enumerated item, shall be as defined in La. Rev. Stat. Ann. §17:233.

Revised: May 6, 2008  
Revised: November 11, 2008  
Revised: January 8, 2013  
Revised: December 4, 2018

Revised: January 11, 2022  
Revised: January 9, 2024

Ref: La. Rev. Stat. Ann. §§17:233, 17:406.7, 17:406.9, 17:416; La. Children's Code, Art. 730, 731; Board minutes, 10-7-80, 5-6-08, 11-11-08, 1-8-13, 12-4-18; 1-11-21, 1-9-24.

## SCHOOL WELLNESS

The Lincoln Parish School Board is committed to the optimal development of every student. The School Board believes that for students to have the opportunity to achieve personal, academic, developmental and social success, the School Board shall strive to ensure positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

It is the School Board's desire to ensure environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, the School Board shall establish goals and procedures to ensure that:

- Students in the Lincoln Parish public schools have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus – in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School Board in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The School Board establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

### SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

The School Board shall establish a *School Health Advisory Council (SHAC)* to advise the School Board on physical activity for students, physical and health education, nutrition, and overall student health. The council members shall be appointed by the School Board and shall include parents of students and individuals representing the community, as well as school health and food service professionals. The *School Health Advisory Council* shall assist in implementation, periodic review, and updating of the *School Wellness* policy.

The Superintendent or his/her designee shall be responsible for assuring compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee shall oversee compliance with those policies in his/her school and shall report on the school's compliance to the Superintendent or his/her

designee.

School food service staff, at the school or district level, shall assess compliance with nutrition policies within school food service areas and report on this matter to the Superintendent (or if done at the school level, to the school principal).

### IMPLEMENTATION

The School Board shall develop and maintain a plan for implementation to manage and coordinate the execution of the *School Wellness* policy. The plan shall delineate roles, responsibilities, actions and timelines specific to each school; and include information about persons responsible for making changes; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

This *School Wellness* policy and any progress reports shall be maintained on the School Board's website.

### TRIENNIAL PROGRESS ASSESSMENTS

At least once every three (3) years, the School Board shall evaluate compliance with the *School Wellness* policy to assess the implementation of the policy and document the assessment for each school under its jurisdiction. The *School Wellness* policy shall be assessed and updated as indicated at least every three (3) years, following the triennial assessment.

### RECORDKEEPING

The School Board shall retain records to document compliance with the requirements of the *School Wellness* policy at the Lincoln Parish School Board central office. Documentation maintained in this location shall include, but not be limited to:

- The written *School Wellness* policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the *School Wellness* policy; including an indication of who is involved in the update and methods the School Board uses to make stakeholders aware of their ability to participate on the *School Health Advisory Council*;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the *School Wellness* policy;
- Documentation demonstrating the most recent assessment on the implementation of the *School Wellness* policy has been made available to the public.

## COMMUNITY INVOLVEMENT, OUTREACH AND COMMUNICATIONS

The School Board is committed to being responsive to community input, which begins with awareness of the *School Wellness* policy. The School Board shall inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and application procedures, and a description of and compliance with nutrition standards. The School Board shall use electronic mechanisms, such as e-mail or displaying notices on the School Board's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the *School Wellness* policy, as well as how to get involved and support the *School Wellness* policy and activities/initiatives. The School Board shall ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the School Board and individual schools are communicating important school information with parents.

### Annual Notification of Policy

The School Board shall actively inform families and the public each year of basic information about the *School Wellness* policy, including its content, any updates to the policy and implementation status. The School Board shall make this information available via the School Board's website and/or district-wide communications.

## NUTRITION

### School Meals

The Lincoln Parish School Board is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans-fat* per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements.

All public schools within Lincoln Parish participate in the *United States Department of Agriculture* (USDA) child nutrition programs, including the *National School Lunch Program* (NSLP), the *School Breakfast Program* (SBP). All public schools within Lincoln Parish shall be committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;

- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.

### Water

To promote hydration, free, safe, unflavored drinking water shall be available to all students throughout the school day and throughout every school campus. The School Board shall make drinking water available where school meals are served during mealtimes.

### Competitive Foods and Beverages

The School Board is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) shall meet the nutrition standards as outlined in 7 CFR 210.11. These standards aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day shall meet or exceed the USDA nutrition standards. These standards shall apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

### Food and Beverage Marketing in Schools

It is the intent of the School Board to protect and promote student health by restricting advertising and marketing in the schools to only those foods and beverages that are permitted to be sold on campus, consistent with this *School Wellness* policy and its implementation plan.

### Other Food and Beverages Provided, but not Sold, on School Campuses

The School Board has developed the following guidelines for foods and beverages which are provided, but not sold, during the school day:

1. Celebrations and parties. The School Board will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The School Board will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.

3. Rewards and incentives. The School Board will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff shall receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion shall also include marketing and advertising nutritious foods and beverages to students as well as encouraging participation in school meal programs.

### Nutrition Education

The School Board shall teach, model, encourage and support healthy eating by all students. Schools shall provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, and other school foods and nutrition-related community services;

## PHYSICAL ACTIVITIES

### Physical Education

The School Board shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum shall promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits.

All School Board elementary (K-8) students shall receive physical education for at least

30 minutes per day throughout the school year. High school students are required to have a minimum of 1.5 Carnegie units in physical education to graduate.

The School Board physical education program shall promote student physical fitness through individualized fitness and activity assessments and shall use criterion-based reporting for each student.

### Physical Activity

Students in grades K-8 are required by state law to receive at least thirty (30) minutes of physical activity per day. High school students shall be encouraged to incorporate physical activity into their day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program. Such programs reflect strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement. Schools shall ensure that varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

Each school that includes any of the grades kindergarten through five shall provide at least fifteen (15) minutes of recess, consisting of supervised, unstructured free play, each school day.

To the extent practicable, the School Board shall ensure that its grounds and facilities are safe and that equipment is available to students to be active.

### Classroom Physical Activity Breaks (Elementary and Secondary)

The School Board recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students shall be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. Teachers shall be encouraged to provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three (3) days per week. Such physical activity breaks shall complement, not substitute, for physical education class, recess, and class transition periods.

The School Board shall provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are also available through USDA and other organizations which promote health and wellness.

### Active Academics

Teachers shall be encouraged to incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The School Board shall support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement. Teachers shall serve as role models by being physically active alongside the students whenever feasible.

### OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

The School Board shall integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The School Board shall coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Public schools in Lincoln Parish shall be encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the School Board's curriculum experts.

All efforts related to obtaining federal, state or other organizational recognition for efforts, or grants/funding opportunities for healthy school environments shall be coordinated with and complementary of the *School Wellness* policy, including but not limited to ensuring the involvement of the *School Health Advisory Council*.

All school-sponsored events shall adhere to the *School Wellness* policy guidelines. All school-sponsored wellness events shall include physical activity and healthy eating opportunities when appropriate.

### DEFINITIONS

In accordance with 7 CFR 210.11, for purposes of this policy:

*School day* shall be defined as beginning at midnight until thirty (30) minutes after the official school day ends.

*School campus* shall be defined as all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

New policy: September, 2006  
Revised: December, 2009  
Revised: September 7, 2010

Revised: June 6, 2017  
Revised: January 9, 2024

Ref: PL 108-265 (*Section 204, Child Nutrition and Women, Infants, and Children*)

*(WIC) Reauthorization Act of 2004); 42 USC 1751 et seq. (Richard B. Russell National School Lunch Act); 42 USC 1771 et seq. (Child Nutrition Act of 1966); 7 CFR 210 (National School Lunch Program); 7 CFR 220 (School Breakfast Program); La. Rev. Stat. Ann. §§17:17.1, 17:17.7, 17:197.1; Board minutes, 9-5-06, 3-2-10, 9-7-10, 6-6-17, 1-9-24.*

## STUDENT HEALTH SERVICES

### HEALTH CARE CENTERS

In order to provide adequate health care and services to students, the Lincoln Parish School Board may authorize the establishment of student health care centers in the schools of the parish. Any health clinic established shall be supervised by a school nurse, who shall be licensed in accordance with state law. Health care centers shall provide services which include, but are not limited to the following: treatment of minor illness and injury, routine physical examinations, immunizations, referrals to alcohol and drug abuse prevention program counselors, and mental health services. No student shall receive any type of service unless the required standardized school health forms as outlined in *Health and Safety*, Bulletin 135 have been signed, returned to school, and have been filed in the clinic.

### HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.

A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify in writing the parent or tutor of every student found to have any defect of sight or hearing.

### EDUCATIONAL SCREENING AND EVALUATION

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

1. dyslexia and related disorders;
2. attention deficit disorder; and
3. social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them.

The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by

persons who have not been trained to do such screenings.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

### Testing for Dyslexia

A dyslexia screener selected by the Louisiana Department of Education shall be administered to each student in the second half of kindergarten, or upon the request of a teacher or parent or legal guardian. The School Board shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, *dyslexia* shall be defined as an unexpected difficulty in reading for an individual who has the intelligence to be a much better reader, most commonly caused by a difficulty in phonological processing, which affects the ability of an individual to speak, read, and spell. *Phonological processing* means the appreciation of the individual sounds of spoken and written language.

### OTHER HEALTH CONSIDERATIONS

The School Board acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.
2. A teacher or other certified employee of the School Board from suggesting

a student be assessed or evaluated by qualified employees of the School Board who perform such function.

3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.
4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

### Definitions

*Psychotropic drug* shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

*Teacher*, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

### SEIZURE TREATMENT AND TRAINING

The parent or guardian of a student with a seizure disorder may submit to the administration of the student's school a seizure management and treatment plan developed by the student's parent and treating physician for review and use by school employees with whom the student has regular interaction. The plan shall include the following:

1. The health care services the student may receive at school or while participating in a school activity.
2. Evaluation of the student's ability to manage and understand his/her seizure disorder.
3. Signatures from the student's parent or guardian and from the treating physician.

School nurses and such school employees and school bus operators who have regular interactions with a student for whom there is a seizure management and treatment plan shall be required to biennially successfully complete instruction provided by the Department of Education.

### ADMINISTERING CATHETERS

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions have been met:

1. A registered nurse or licensed medical physician, employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.
2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
3. Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

#### PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.
2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to

complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.
6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, *employee* means any appropriate member of the education staff, and *appropriate licensed health professional* shall include a licensed practical nurse.

Revised: December, 1995  
 Revised: December, 1997  
 Revised: August, 2003  
 Revised: December 5, 2006  
 Revised: October 7, 2008  
 Revised: July 2, 2013

Revised: October 16, 2013  
 Revised: August 7, 2018  
 Revised: November 10, 2020  
 Revised: August 2, 2022  
 Revised: January 9, 2024

Ref: La. Rev. Stat. Ann. §§14:403, 17:170, 17:392.1, 17:435, 17:436, 17:436.2, 17:436.4, 17:2112, 40:31.3; Irving Independent School District v. Tatro, 104 S. Ct. 33371 (1984); Health and Safety, Bulletin 135, Louisiana Department of Education; Board minutes, 10-22-03, 12-5-06, 10-7-08, 7-2-13, 10-16-13, 8-7-18, 11-10-20, 8-2-22, 1-9-24.

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





**Ricky Durrett**  
Superintendent

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

## **M E M O**

**TO:** Lincoln Parish School Board Members

**FROM:** Ricky Durrett, Superintendent   
Juanita Duke, Business Manager 

**DATE:** January 5, 2024

**SUBJECT:** Cooperative Endeavor Agreement with the Ruston-Lincoln Chamber of Commerce

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### Background

In years past, the Board has voted to enter into a Cooperative Endeavor Agreement to formally partner with the Ruston-Lincoln Chamber of Commerce. The annual Cooperative Endeavor Agreement with the Chamber expired on December 31, 2023. A renewal agreement is attached for your review and consideration to continue the partnership for the 2024 calendar year.

### Recommendation

To adopt the Cooperative Endeavor Agreement with the Ruston-Lincoln Chamber of Commerce for the year 2024.

### Contact Person

Juanita Duke  
Ricky Durrett

**COOPERATIVE ENDEAVOR AGREEMENT**  
**BY AND BETWEEN**  
**LINCOLN PARISH SCHOOL BOARD**  
**AND**  
**RUSTON-LINCOLN CHAMBER OF COMMERCE**

BE IT KNOWN, that on the dates hereinafter mentioned, before the undersigned authorities, and in the presence of the undersigned legal and competent witnesses, personally came and appeared:

LINCOLN PARISH SCHOOL BOARD (TIN XX-XXXX674), a political subdivision of the State of Louisiana, domiciled in Lincoln Parish, Louisiana, appearing herein by and through its duly authorized President, Joe E. Mitcham Jr., as per Resolution of Authority adopted on January 9, 2024, (hereinafter sometimes referred to as "SCHOOL BOARD")

AND

RUSTON/LINCOLN CHAMBER OF COMMERCE. (TIN XX-XXXX125), a political subdivision of the State of Louisiana, domiciled in Lincoln Parish, Louisiana, appearing herein by and through its duly authorized President, (hereinafter sometimes referred to as "CHAMBER");

who after being duly sworn did depose and state the following:

WHEREAS, SCHOOL BOARD and CHAMBER desire to enter into a Cooperative Endeavor Agreement;

WHEREAS, SCHOOL BOARD and CHAMBER recognize the importance of quality educators and outstanding students in the Lincoln Parish school system;

WHEREAS, SCHOOL BOARD and CHAMBER wish to provide a reasonable level of funding to improve, maintain and operate the Cooperative Endeavor Agreement;

THEREFORE, for and in consideration of the mutual benefits accruing to each of the parties and pursuant to the provisions of Article VI, Section 20 and Article VII, Section 14 of the Louisiana Constitution and LSA-R.S. 33:1321, et seq., SCHOOL BOARD and CHAMBER desire to enter into this Cooperative Endeavor Agreement, the terms and conditions of which are more fully set forth hereinafter.

### **SERVICES**

CHAMBER provides:

- 1) Promotion in support of the Adopt-A-School program;
- 2) Through partners and partnerships, awards from local businesses for Teacher of the Year, Principal of the Year, and Student of the Year;
- 3) Assistance with placing students in the various programs by Chamber including S.A.I.L. (Students Actively Involved in Leadership).

This funding and these services are valued at a minimum of \$4,000.00.

Monetary value of donated services hours are not calculated.

### **ANNUAL APPROPRIATIONS**

SCHOOL BOARD agrees to appropriate and pay to CHAMBER a sum not to exceed ONE THOUSAND DOLLARS (\$1,000.00), inclusive of a membership fee annually for the services described herein.

### **RE-EVALUATION OF AGREEMENT**

SCHOOL BOARD and CHAMBER agree to re-evaluate this agreement prior to December 31<sup>st</sup> of each year.

## **NOTICES**

All notices which may or are required to be given by any party to any other shall be in writing and shall be deemed to have been properly given when personally served upon the duly authorized representative of the other parties as follows:

Lincoln Parish School Board  
c/o Ms. Juanita Duke  
410 South Farmerville Street  
Ruston, Louisiana 71270

Ruston/Lincoln Chamber of Commerce  
c/o William Dearmon  
2111 North Trenton Street  
Ruston, Louisiana 71270

## **MISCELLANEOUS**

If any provision of this agreement or the application thereof to any person or circumstance shall, to any extent, be determined to be invalid and unenforceable, the remainder of this agreement and the application of its provisions as to persons and circumstances other than those as to which it has been determined to be invalid or unenforceable, shall not be affected thereby, and each provision of this agreement shall be valid and shall be enforced to the fullest extent permitted by law.

The article and paragraph captions in this agreement are for convenience and reference only and in no way define, limit, or describe the scope or intent of this agreement or any part thereof, or in any way affect this agreement and shall not be considered in any construction thereof.

THUS DONE AND SIGNED, in multiple originals, at Ruston, Lincoln Parish,  
Louisiana, on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

WITNESSES: LINCOLN PARISH SCHOOL BOARD

\_\_\_\_\_  
BY: \_\_\_\_\_  
Joe E. Mitcham, Jr., President

\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

THUS DONE AND SIGNED, in multiple originals at Ruston, Lincoln Parish,  
Louisiana, on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

WITNESSES: RUSTON/LINCOLN CHAMBER OF  
COMMERCE

\_\_\_\_\_  
BY: \_\_\_\_\_  
William Dearmon, President

\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**JANUARY 2024 PERSONNEL**

**FACULTY RESIGNATIONS**

EFFECTIVE DATE	POSITION	LOCATION	EMPLOYEE
January 20, 2024	Elementary	Choudrant Elementary	Allison Minstead
December 22, 2023	English	Ruston High	Victoria Smith
January 13, 2024	Science	Ruston Jr. High	Joshua Russell

**FACULTY & STAFF RECOMMENDATIONS**

EFFECTIVE DATE	POSITION	LOCATION	FORMER EMPLOYEE	REASON FOR LEAVING	EMPLOYEE RECOMMENDED	FUNDING SOURCE
December 14, 2023	Elementary	Choudrant Elementary	Kristen Telford	Resigned	Christina Johnston	General Fund
December 4, 2023	Special Education (inclusion)	Hillcrest Elementary	Crystal Pugh	Reassigned	Angela King	General Fund
December 15, 2023	School Secretary/Bookkeeper	Hillcrest Elementary	Krysian Channell	Transferred	Emily Jussein	General Fund
January 5, 2024	Biology	Ruston High	David Mahaffey	Resigned	Suzette Stroud	General Fund
January 5, 2024	English	Ruston High	Victoria Smith	Resigned	Victoria Axton	General Fund

**MAINTENANCE RETIREMENT**

EFFECTIVE DATE	POSITION	LOCATION	EMPLOYEE
December 22, 2023	Skilled Craftsman	Maintenance	Andrew Haulcy

**MAINTENANCE RECOMMENDATION**

EFFECTIVE DATE	POSITION	LOCATION	FORMER EMPLOYEE	REASON FOR LEAVING	EMPLOYEE RECOMMENDED	FUNDING SOURCE
January 5, 2024	Skilled Craftsman	Maintenance	Andrew Haulcy	Retired	Derek Sharp	General Fund

**CHILD NUTRITION RECOMMENDATIONS**

EFFECTIVE DATE	POSITION	LOCATION	FORMER EMPLOYEE	REASON FOR LEAVING	EMPLOYEE RECOMMENDED	FUNDING SOURCE
January 8, 2024	Cafeteria Technician	Child Nutrition	Remonia Wright	Resigned	Tonya Mills	Child Nutrition Program
January 8, 2024	Cafeteria Technician	Child Nutrition	Rickell Crane	Resigned	Priscilla Caesar	Child Nutrition Program

**ANNUAL REPORT  
[SEC RULE 15C2-12]**

**CHOUDRANT SCHOOL DISTRICT NO. 6 OF THE  
PARISH OF LINCOLN, STATE OF LOUISIANA  
(Base CUSIP# 534490)**

**\$5,595,000  
GENERAL OBLIGATION SCHOOL REFUNDING BONDS, SERIES 2016  
(Final Maturity: March 1, 2030)**

Choudrant School District No. 6 of the Parish of Lincoln, State of Louisiana (the “Issuer”), hereby submits its Annual Report pursuant to SEC Rule 15c2-12 with respect to the captioned bonds (the “Bonds”):

- 1) The Audited Financial Statements for the Parish School Board of the Parish of Lincoln, State of Louisiana (the “Governing Authority”) for the year ended June 30, 2023 are not available at the time of this filing. However, unaudited financial statements are available and are filed separately. The Audited Financial Statements will be filed separately when they become available.
- 2) The Issuer follows GAAP principles and mandated Louisiana statutory accounting requirements as in effect from time to time.
- 3) The Issuer has \$4,115,000 in aggregate principal amount of general obligation bonds currently outstanding. There is no authorized, but unissued general obligation debt.
- 4) There were no material changes in the assessment procedures and the homestead exemption authorized by law.
- 5) The assessed value of taxable property in the Issuer on the 2023 tax roll, and the breakdown by classification, were as follows:

<u>Taxable Assessed Valuation</u>	<u>Homestead Exemption</u>	<u>Total Assessed Valuation</u>
\$51,746,630	\$10,870,847	\$62,617,477

<u>Classification</u>	<u>Assessed Valuation</u>
Real Estate	\$45,944,643
Personal Property	13,543,999
Public Service Property	<u>3,128,835</u>
Total	<u>\$62,617,477</u>

Sources: Louisiana Tax Commission; Lincoln Parish Assessor.

6) The Governing Authority reported the following *ad valorem* tax collection record of the Issuer:

<u>Tax Year</u>	<u>Amount of Taxes Levied</u>	<u>Deductions for Pensions</u>	<u>Net Taxes Levied</u>	<u>Net Taxes Collected</u>	<u>Percentage Collected</u>	<u>Millage Rates</u>
2018	\$861,404	\$26,759	\$834,645	\$826,681	99.05%	20.64
2019	828,170	25,557	802,613	796,280	99.21%	18.64
2020	767,480	23,645	743,835	738,012	99.22%	16.99
2021	806,405	24,849	781,555	772,392	98.83%	16.99
2022	837,252	25,753	811,498	806,775	99.42%	16.99

Source: Lincoln Parish School Board. Figures unaudited.

7) The recent trend in the *ad valorem* tax rates levied within the boundaries of the Issuer follows:

	<u>Millage Rates</u>				
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<b><u>Choudrant School District No. 6</u></b>					
Bonds	16.00	14.00	14.00	14.00	14.00
Maintenance & Operation	<u>2.64</u>	<u>2.99</u>	<u>2.99</u>	<u>2.99</u>	<u>2.99</u>
Total:	<b>18.64</b>	<b>16.99</b>	<b>16.99</b>	<b>16.99</b>	<b>16.99</b>
<b><u>Parishwide Taxes</u></b>					
Assessment District	1.75	1.74	1.74	2.04	2.04
Law Enforcement	10.96	11.46	11.46	12.45	12.45
Library Construction Bond	0.55	0.55	--	--	--
Library Operation	4.65	4.15	4.49	4.49	4.49
Road and Maintenance	4.41	4.39	4.41	4.41	4.41
Road Construction	4.41	4.39	4.41	4.41	4.41
School Special Maintenance and Operation	4.94	4.92	4.92	4.92	4.92
School Special Repair & Equipment	4.94	4.92	4.92	4.92	4.92
School Constitutional Tax	3.91	3.89	3.89	3.91	3.91
School Maintenance and Operation	7.84	8.48	8.48	8.48	8.48
School Maintenance and Operation	9.47	9.44	9.44	9.44	10.00
<b><u>Additional Parish and District Taxes</u></b>					
Parish Tax (Inside)	1.68	1.67	1.68	1.68	1.68
Parish Tax (Outside)	3.37	3.35	3.37	3.37	3.37

Sources: Louisiana Tax Commission; Lincoln Parish Assessor.

8) The ten largest property taxpayers of the Issuer, their type of business and their 2023 assessed valuation follow:

<u>Name of Taxpayer</u>	<u>Type of Business</u>	<u>2023 Assessed Valuation</u>
1. Diversified Energy Company, PLC	Oil & Gas	\$2,916,864
2. Spire Missouri Inc	Natural Gas	2,755,577
3. Nadel & Gussman Ruston LLC	Oil & Gas	1,753,038
4. Squire Creek Country Club & Dev	Country Club	1,384,989
5. ETC Champ Pipeline LLC	Pipeline	1,259,330
6. ETC Texas Pipeline LTD	Pipeline	796,218
7. Kansas City Southern Railway Co.	Railroad	605,150
8. Longleaf (Ruston) Property Co., LLC	Real Estate	600,208
9. Entergy Louisiana Inc.	Public Utility	565,790
10. Origin Bancorp	Banking	<u>458,206</u>
<b>Total</b>		<b>\$13,095,370*</b>

\* Approximately 20.91% of the 2023 assessed valuation of the Issuer.  
Source: Lincoln Parish Assessor.

The filing of this Annual Report is not made in connection with a purchase or sale of any Bonds and accordingly is not intended to contain all information material to a decision to purchase or sell bonds. Certain statements included or incorporated by reference in this filing constitute “forward looking statements.” Such statements are generally identifiable by the terminology used, such as “plan,” “enable,” “anticipate,” “expect,” “estimate,” “project,” “budget” or other similar words. The achievement of certain results or other expectations contained in such forward looking statements involve known and unknown risks, uncertainties and other factors which may cause actual results, performance or achievements described to be materially different from any future results, performance or achievements expressed or implied by such forward looking statements. This filing only speaks as of its date and does not imply that there has been no change in any other information relating to the Issuer.

The filing of this Annual Report is being made to comply with commitments contained in the Issuer’s various continuing disclosure undertakings (collectively, the “Undertakings”). The filing of this Annual Report is not intended to provide all information material to an investment in the Bonds, and this Annual Report does not purport to provide all such information. The Issuer may in the future choose to update the information contained in the Annual Report or provide additional information but has no obligation to do so except as set forth in the Undertakings.

This Annual Report is being furnished to the Municipal Securities Rulemaking Board Electronic Municipal Market Access Center.

Given as of the \_\_\_\_ day of December, 2023.

**ANNUAL REPORT  
[SEC RULE 15C2-12]**

**SIMSBORO SCHOOL DISTRICT NO. 3 OF THE  
PARISH OF LINCOLN, STATE OF LOUISIANA  
(Base CUSIP# 534483)**

**\$10,000,000  
GENERAL OBLIGATION SCHOOL BONDS, SERIES 2023  
(Final Maturity: March 1, 2043)**

Simsboro School District No. 3 of the Parish of Lincoln, State of Louisiana (the “Issuer”), hereby submits its Annual Report pursuant to SEC Rule 15c2-12 with respect to the captioned bonds (the “Bonds”):

- 1) The Audited Financial Statements for the Parish School Board of the Parish of Lincoln, State of Louisiana (the “Governing Authority”) for the year ended June 30, 2023 are not available at the time of this filing. However, unaudited financial statements are available and are filed separately. The Audited Financial Statements will be filed separately when they become available.
- 2) The Issuer follows GAAP principles and mandated Louisiana statutory accounting requirements as in effect from time to time.
- 3) There were no material changes in the assessment procedures and the homestead exemption authorized by law.
- 4) The assessed value of taxable property in the Issuer on the 2023 tax roll, and the breakdown by classification, were as follows:

<b><u>Taxable Assessed Valuation</u></b>	<b><u>Homestead Exemption</u></b>	<b><u>Total Assessed Valuation</u></b>
\$83,213,385	\$6,393,581	\$89,606,966

<b><u>Classification</u></b>	<b><u>Assessed Valuation</u></b>
Real Estate	\$25,603,652
Personal Property	60,177,338
Public Service Property	<u>3,825,976</u>
Total	<b><u>\$89,606,966</u></b>

Sources: Louisiana Tax Commission; Lincoln Parish Assessor.

- 5) The Governing Authority reported the following *ad valorem* tax collection record of the Issuer:

<b><u>Tax Year</u></b>	<b><u>Amount of Taxes Levied</u></b>	<b><u>Deductions for Pensions</u></b>	<b><u>Net Taxes Levied</u></b>	<b><u>Net Taxes Collected</u></b>	<b><u>Percentage Collected</u></b>	<b><u>Millage Rates</u></b>
2018	\$761,631	\$23,371	\$738,260	\$737,110	99.84%	10.24
2019	757,713	23,103	734,610	731,786	99.62%	9.99
2020	783,019	23,815	759,205	755,246	99.48%	9.97
2021	754,985	22,975	732,010	728,680	99.55%	9.43
2022	709,929	21,574	688,354	685,596	99.60%	8.94

Source: Lincoln Parish School Board. All figures unaudited.

- 6) The ten largest property taxpayers of the Issuer, their type of business and their 2023 assessed valuation follow:

		<b>2023</b>
		<b>Assessed</b>
<u>Name of Taxpayer</u>	<u>Type of Business</u>	<u>Valuation</u>
1. TGNR TVL LLC	Natural Gas	\$14,285,379
2. Roseburg Forest Products South LP	Lumber Wholesaler	13,602,893
3. Weyerhaeuser NR Company LA 762	Wood Products	10,484,466
4. Ardagh Glass Inc	Glass Manufacturing	5,742,261
5. ETC Texas Pipeline LTD	Pipeline	4,000,653
6. Penntex North Louisiana LLC	Natural Gas	3,187,767
7. Roseburg Forest Products	Lumber Wholesaler	2,896,941
8. Weyerhaeuser NR Company	Wood Products	2,719,782
9. Raeford Farms of Louisiana LLC	Poultry/Feed/Manufacturing	1,582,563
10. Industrial Insulation Group LLC	Insulation Manufacturing	<u>1,311,662</u>
<b>Total</b>		<b><u>\$59,814,367*</u></b>

\* Approximately 66.75% of the 2023 assessed valuation of the Issuer.

Source: Lincoln Parish Assessor.

The filing of this Annual Report is not made in connection with a purchase or sale of any Bonds and accordingly is not intended to contain all information material to a decision to purchase or sell bonds. Certain statements included or incorporated by reference in this filing constitute "forward looking statements." Such statements are generally identifiable by the terminology used, such as "plan," "enable," "anticipate," "expect," "estimate," "project," "budget" or other similar words. The achievement of certain results or other expectations contained in such forward looking statements involve known and unknown risks, uncertainties and other factors which may cause actual results, performance or achievements described to be materially different from any future results, performance or achievements expressed or implied by such forward looking statements. This filing only speaks as of its date and does not imply that there has been no change in any other information relating to the Issuer.

The filing of this Annual Report is being made to comply with commitments contained in the Issuer's various continuing disclosure undertakings (collectively, the "Undertakings"). The filing of this Annual Report is not intended to provide all information material to an investment in the Bonds, and this Annual Report does not purport to provide all such information. The Issuer may in the future choose to update the information contained in the Annual Report or provide additional information but has no obligation to do so except as set forth in the Undertakings.

This Annual Report is being furnished to the Municipal Securities Rulemaking Board Electronic Municipal Market Access Center.

Given as of the \_\_\_\_ day of December, 2023.

**ANNUAL REPORT  
[SEC RULE 15C2-12]**

**RUSTON SCHOOL DISTRICT NO. 1 OF THE  
PARISH OF LINCOLN, STATE OF LOUISIANA  
(Base CUSIP# 534478)**

**\$8,000,000  
GENERAL OBLIGATION SCHOOL BONDS, SERIES 2014  
(Final Maturity: March 1, 2034)**

**\$5,000,000  
GENERAL OBLIGATION SCHOOL BONDS, SERIES 2015  
(Final Maturity: March 1, 2035)**

**\$8,000,000  
GENERAL OBLIGATION SCHOOL BONDS, SERIES 2016  
(Final Maturity: March 1, 2036)**

Ruston School District No. 1 of the Parish of Lincoln, State of Louisiana (the “Issuer”), hereby submits its Annual Report pursuant to SEC Rule 15c2-12 with respect to the captioned bonds (the “Bonds”):

- 1) The Audited Financial Statements for the Parish School Board of the Parish of Lincoln, State of Louisiana (the “Governing Authority”) for the year ended June 30, 2023 are not available at the time of this filing. However, unaudited financial statements are available and are filed separately. The Audited Financial Statements will be filed separately when they become available.
- 2) The Issuer follows GAAP principles and mandated Louisiana statutory accounting requirements as in effect from time to time.
- 3) The Issuer has \$17,110,000 in aggregate principal amount of general obligation bonds currently outstanding. There is no authorized, but unissued general obligation debt.
- 4) There were no material changes in the assessment procedures and the homestead exemption authorized by law.
- 5) The assessed value of taxable property in the Issuer on the 2023 tax roll, and the breakdown by classification, were as follows:

<u>Taxable</u> <u>Assessed Valuation</u>	<u>Homestead</u> <u>Exemption</u>	<u>Total</u> <u>Assessed Valuation</u>
\$349,808,101	\$38,030,032	\$387,838,133
<u>Classification</u>	<u>Assessed Valuation</u>	
Real Estate	\$263,920,301	
Personal Property	103,223,630	
Public Service Property	<u>20,694,202</u>	
Total	<u>\$387,838,133</u>	

Sources: Louisiana Tax Commission; Lincoln Parish Assessor.

6) The Governing Authority reported the following *ad valorem* tax collection record of the Issuer:

<u>Tax Year</u>	<u>Amount of Taxes Levied</u>	<u>Deductions for Pensions</u>	<u>Net Taxes Levied</u>	<u>Net Taxes Collected</u>	<u>Percentage Collected</u>	<u>Millage Rates</u>
2018	\$4,141,062	\$127,568	\$4,013,494	\$3,977,245	99.10%	13.28
2019	4,240,006	129,772	4,110,233	4,067,179	98.95%	13.53
2020	4,792,971	146,326	4,646,645	4,602,217	99.04%	15.03
2021	4,823,906	147,312	4,676,594	4,656,016	99.56%	14.76
2022	6,811,043	207,584	6,603,459	6,536,080	98.98%	20.08

Source: Lincoln Parish School Board. All figures unaudited.

7) The recent trend in the *ad valorem* tax rates levied within the boundaries of the Issuer follows:

	<u>Millage Rates</u>				
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<b><u>Ruston School District No. 1</u></b>					
Bonds	11.25	12.75	12.43	17.75	16.75
Maintenance & Operation	2.28	2.28	2.33	2.33	2.33
Total:	13.53	15.03	14.76	20.08	19.08
<b><u>Parishwide Taxes</u></b>					
Library (Bonds)	0.55	0.55	--	--	--
Library (Operation)	4.65	4.15	4.49	4.49	4.49
Road Maintenance	4.41	4.39	4.41	4.41	4.41
Road Construction	4.41	4.39	4.41	4.41	4.41
School Constitutional Tax	3.91	3.89	3.89	3.91	3.91
School Repair & Equipment	4.94	4.92	4.92	4.92	4.92
School Maintenance & Operation	9.47	9.44	9.44	9.44	10.00
School Special Maintenance & Operation	4.94	4.92	4.92	4.92	4.92
School Board Parishwide Maintenance & Operation	7.84	8.48	8.48	8.48	8.48
Assessment District	1.75	1.74	1.74	2.04	2.04
Law Enforcement District	10.96	11.46	11.46	12.45	12.45
<b><u>Other Parish and District Taxes</u></b>					
Parish General Alimony (outside municipalities)	3.37	3.35	3.37	3.37	3.37
Parish General Alimony (inside municipalities)	1.68	1.67	1.68	1.68	1.68
<b><u>Municipal Taxes</u></b>					
City of Grambling	45.73	48.21	47.21	47.21	47.21
City of Ruston	8.16	8.08	8.08	8.08	8.08

Sources: Louisiana Tax Commission; Lincoln Parish Assessor.

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8) The ten largest property taxpayers of the Issuer, their type of business and their 2023 assessed valuation follow:

	<u>Name of Taxpayer</u>	<u>Type of Business</u>	<u>2023 Assessed Valuation</u>
1.	TGNR TVL LLC	Oil & Gas	\$23,681,051
2.	Origin Bancorp	Banking	10,098,685
3.	Enable Gas Transmission	Natural Gas	6,082,934
4.	Entergy Louisiana Inc.	Public Utility	5,285,080
5.	Nadel & Gussman Ruston LLC	Oil & Gas	4,072,375
6.	GDF Ruston 1 LLC	Manufacturer	3,602,330
7.	Penntex North Louisiana LLC	Natural Gas	3,781,645
8.	Total Properties, Inc.	Real Estate Development	3,359,089
9.	ETC Texas Pipeline LTD	Natural Gas Pipeline	3,400,777
10.	Ruston Real Estate Holdings, LLC	Real Estate	<u>3,033,995</u>
	<b>Total</b>		<b><u>\$66,397,961</u></b> *

\* Approximately 17.12% of the 2023 assessed valuation of the Issuer.

Source: Lincoln Parish Assessor.

The filing of this Annual Report is not made in connection with a purchase or sale of any Bonds and accordingly is not intended to contain all information material to a decision to purchase or sell bonds. Certain statements included or incorporated by reference in this filing constitute “forward looking statements.” Such statements are generally identifiable by the terminology used, such as “plan,” “enable,” “anticipate,” “expect,” “estimate,” “project,” “budget” or other similar words. The achievement of certain results or other expectations contained in such forward looking statements involve known and unknown risks, uncertainties and other factors which may cause actual results, performance or achievements described to be materially different from any future results, performance or achievements expressed or implied by such forward looking statements. This filing only speaks as of its date and does not imply that there has been no change in any other information relating to the Issuer.

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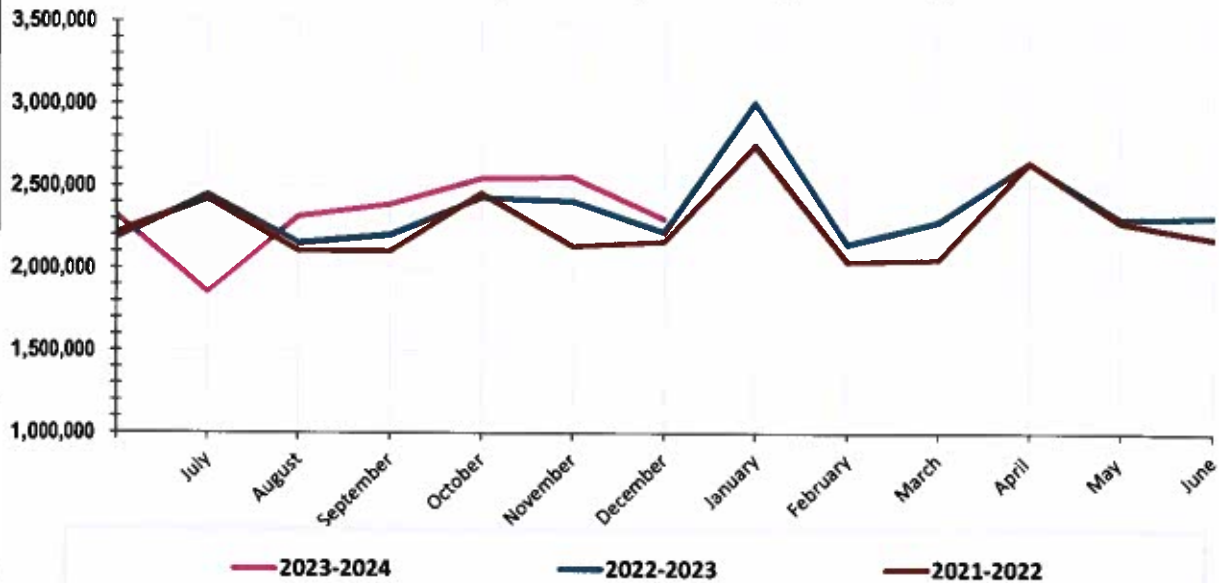
Given as of the \_\_\_\_ day of December, 2023.

**Lincoln Parish School Board**  
**Consolidated Sales Tax Report**  
**For Period Ended: December 31, 2023**

(All Reports are Cash-Basis)

<b>Report of Gross Receipts</b>						
Month Received	2021-2022	2022-2023	PYPM % Change	2023-2024	Difference	
					%	Amount
July	2,422,742.60	2,450,330.31	1.14%	1,858,655.62	-24.15%	-591,674.69
August	2,110,577.11	2,157,258.27	2.21%	2,318,156.32	7.46%	160,898.05
September	2,110,298.05	2,207,272.67	4.60%	2,390,270.68	8.29%	182,998.01
October	2,458,174.16	2,431,998.76	-1.06%	2,548,073.73	4.77%	116,074.97
November	2,137,869.20	2,412,313.32	12.84%	2,556,161.77	5.96%	143,848.45
December	2,167,408.09	2,227,273.58	2.76%	2,303,527.32	3.42%	76,253.74
January	2,753,211.77	3,012,057.65	9.40%		0.00%	0.00
February	2,046,171.46	2,154,288.56	5.28%		0.00%	0.00
March	2,058,202.45	2,287,346.71	11.13%		0.00%	0.00
April	2,646,682.67	2,644,855.59	-0.07%		0.00%	0.00
May	2,282,235.54	2,305,076.62	1.00%		0.00%	0.00
June	2,187,694.49	2,319,683.39	6.03%		0.00%	0.00
<b>FYTD Totals</b>	<b>27,381,267.59</b>	<b>28,609,755.43</b>	<b>4.49%</b>	<b>13,974,845.44</b>	<b>48.85%</b>	<b>88,398.53</b>
<b>FYTD Change</b>	16.55% (PE 8.83%)	4.49%		48.85%		0.64%

**Comparison of Monthly Sales Tax Receipts**  
**3 Fiscal Years (2021-22, 2022-23, 2023-24)**



**Notes:**

Actual December receipts are up 3.42% over December 2022 receipts. Collections fiscal year to date (FYTD) represents 48.85% of collections received in the prior year, which is an overall increase of .64% in collections through sixth month of 2023-24 on a cash basis. The increase would be larger if it were not impacted by a one-time sales tax refund of approximately \$670,000 repaid from July collections (closer to 3.4%). Audit Recoveries for the fiscal year total \$147,043.65 which is about 67.14% of recoveries in the prior fiscal year.

**LINCOLN PARISH SCHOOL BOARD**  
**GROUP HEALTH INSURANCE FUND**  
Statement of Changes in Benefit Obligations  
& Net Assets Available for Benefits  
For The Periods Ending November 30, 2023 and 2022

	<u>November 2023</u> <u>Current Month</u>	<u>2023</u> <u>Year To Date</u>	<u>2022</u> <u>Year To Date</u>
<b>Plan Contributions &amp; Income</b>			
Premiums (LPSB)	\$ 985,011.03	\$ 10,863,682.67	\$ 9,784,557.79
Premiums (Members)	215,957.12	2,386,221.91	2,227,295.82
COBRA Premiums (Members)	2,329.28	28,275.91	27,457.76
Total Contributions	<u>1,203,297.43</u>	<u>13,278,180.49</u>	<u>12,039,311.37</u>
Investment Income (Loss)	<u>16,949.35</u>	<u>125,975.79</u>	<u>8,180.38</u>
Total Other Income	<u>16,949.35</u>	<u>125,975.79</u>	<u>8,180.38</u>
<b>Total Contributions &amp; Income</b>	<b><u>1,220,246.78</u></b>	<b><u>13,404,156.28</u></b>	<b><u>12,047,491.75</u></b>
<b>Plan Expenses</b>			
<u>Fixed Costs</u>			
Administration: Self-funded Plan (BCBS)	129,794.40	1,316,700.18	1,357,320.35
Administration: Medicare Advantage (BCBS)	188,420.90	2,082,194.90	1,926,042.90
Life Insurance Premiums (Met Life)	17,466.35	194,595.07	198,538.37
Total Fixed Costs	<u>335,681.65</u>	<u>3,593,490.15</u>	<u>3,481,901.62</u>
<u>Claims Expenses</u>			
Claims Paid (Medical & Dental)	871,091.52	7,828,499.60	7,444,051.67
Claims Paid - Drugs	441,364.74	4,347,129.49	2,891,207.82
Recoveries - Stop Loss	(77,785.96)	(216,371.83)	(758,843.75)
Recoveries - Drug Rebate	(139,469.95)	(1,299,880.30)	(1,119,636.53)
Change in Incurred But Not Reported Claims	29,758.98	221,407.88	(47,177.16)
Total Claims Expenses	<u>1,124,959.33</u>	<u>10,880,784.84</u>	<u>8,409,602.05</u>
<b>Total Plan Expenses</b>	<b><u>1,460,640.98</u></b>	<b><u>14,474,274.99</u></b>	<b><u>11,891,503.67</u></b>
Change in Net Assets	<u>\$ (240,394.20)</u>	<u>\$ (1,070,118.71)</u>	<u>\$ 155,988.08</u>

**LINCOLN PARISH SCHOOL BOARD**  
**Ruston, Louisiana**  
**Interim Financial Report Summary (Cash-Basis)**  
**November 30, 2023**

	BEGINNING FUND BALANCE July 1, 2023	YTD REVENUES	YTD EXPENDITURES	YTD SOURCES	YTD USES	EXCESS (DEFICIENCY)	ENDING FUND BALANCE End of Period	FUND BALANCE CLASSIFICATION	
								Undesignated	Reserved
<b>GENERAL FUNDS (Major Fund)</b>									
01 General Operating	\$ 4,416,180	\$ 13,574,555	\$ 11,175,278	\$ 3,866,082	\$ 1,914,981	\$ 4,350,378	\$ 8,766,558	\$ 8,566,558	\$ 200,000
02 1967 Sales Tax	5,766,280	1,555,304	173,742	-	1,092,011	289,551	6,055,831	-	6,055,831
03 1979 Sales Tax	5,513,296	1,539,903	675,349	-	797,269	67,285	5,580,581	4,086,872	1,493,709
04 2020 Sales Tax	7,479,962	1,559,108	868,697	-	1,238,337	(547,926)	6,932,036	4,327,707	2,604,329
05 1993 Ad Valorem Tax	5,749,669	69,532	1,728,944	-	511,212	(2,170,624)	3,579,045	3,579,045	-
06 Medicaid Programs	411,853	3,850	95,703	-	-	(91,853)	320,000	320,000	-
07 TOTAL GENERAL FUNDS	29,337,240	18,302,252	14,717,713	3,866,082	5,553,810	1,896,811	31,234,051	20,880,182	10,353,869
08								34.0%	
<b>SPECIAL REVENUE FUNDS</b>									
09 2000 Ad Valorem (Major Fund)	10,177,288	166,893	231,106	-	1,757,336	(1,821,549)	8,355,739	-	8,355,739
10 2000 Sales Tax	5,035,679	1,543,322	56,440	-	280,000	1,206,882	6,242,561	-	6,242,561
11 1993 Sales Tax	2,015,481	1,496,066	581,960	-	686,664	227,442	2,242,923	-	2,242,923
<b>Maintenance and Operation</b>									
12 Parishwide Maintenance Fund	1,864,260	29,686	741,738	1,166	61,000	(771,886)	1,092,374	-	1,092,374
13 Ruston School District No. 1	314,652	2,051	308,865	110,000	-	(196,814)	117,838	-	117,838
14 Simsboro School District No. 3	429,170	2,941	40,854	-	-	(37,913)	391,257	-	391,257
15 Dubach School District No. 5	333,278	3,090	47,616	-	-	(44,526)	288,752	-	288,752
16 Choudrant School District No. 6	60,473	124	73,655	90,000	-	16,469	76,942	-	76,942
<b>Grant Programs</b>									
17 Title I (Major Fund)	-	542,998	778,633	-	14,978	(250,613)	(250,613)	-	(250,613)
18 Education Stabilization Funds	-	3,470,272	4,007,758	-	412,345	(949,831)	(949,831)	-	(949,831)
19 Early Childhood	45,920	28,458	240,895	-	-	(212,437)	(166,517)	-	(166,517)
20 School Food Service	1,568,823	711,478	735,776	-	-	(24,298)	1,544,525	-	1,544,525
21 Special Education	-	304,429	474,436	-	24,745	(194,752)	(194,752)	-	(194,752)
22 Special Programs - Federal	-	158,528	606,782	-	10,989	(459,243)	(459,243)	-	(459,243)
23 TOTAL SPECIAL REVENUE FUNDS	21,845,024	8,460,336	8,926,514	201,166	3,248,057	(3,513,069)	18,331,955	-	18,331,955
24 GRAND TOTALS	\$ 51,182,264	\$ 26,762,588	\$ 23,644,227	\$ 4,067,248	\$ 8,801,867	\$ (1,616,258)	\$ 49,566,006	\$ 20,880,182	\$ 28,685,824