

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

**BUILDING AND GROUNDS COMMITTEE MEETING**  
**Tuesday, November 7, 2017 5:30 p.m.**

***A G E N D A***

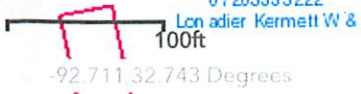
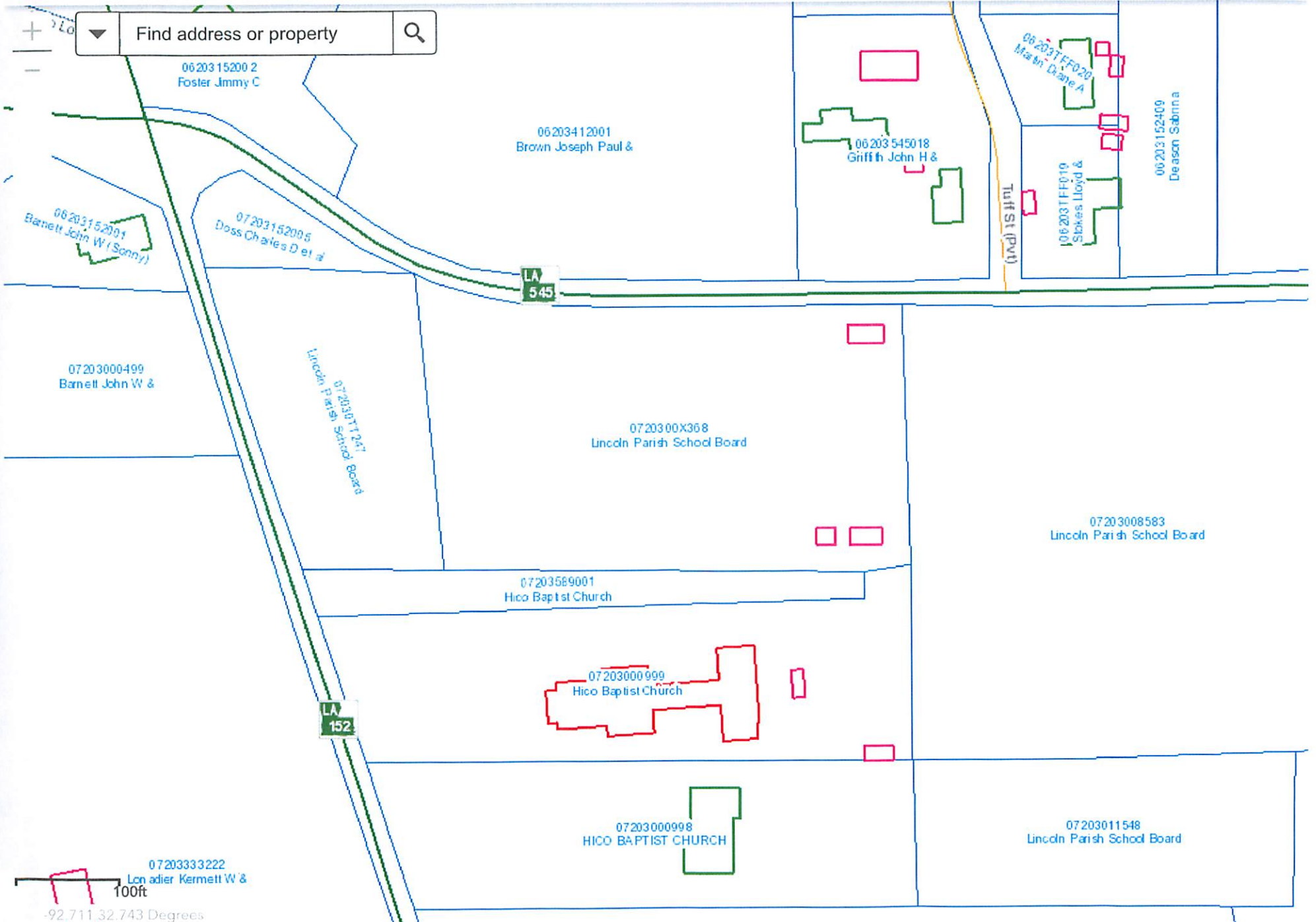
1. Update on Hico property – Mike Milstead and Jeff Robinson
2. Update on Head Start building at 1400 Oakdale Street – Mike Milstead and Ricky Edmiston
3. Update on the RJHS STEM building – Mike Walpole

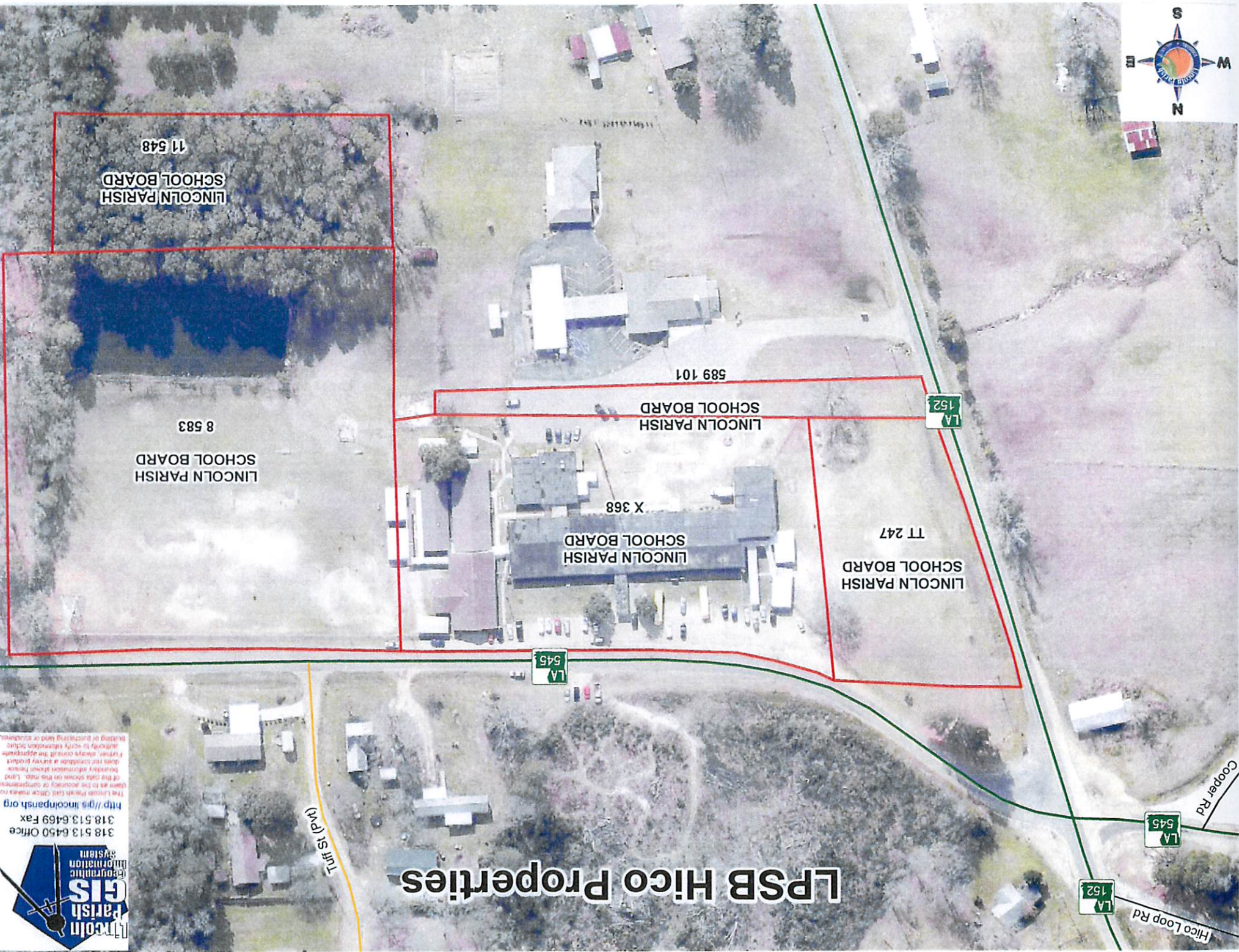
(You may attend this Committee meeting even if you are not on the committee.)



# Lincoln Parish GIS District

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SCHOOL BOARD

LA 152

LA 545

LA 545

LA 152

# LPSB Hico Properties

318 513 6450 Office  
318 513 6469 Fax  
<http://gis.lincolnpash.org>  
The Lincoln Parish GIS Office thanks you  
for your interest in our products and  
services. We are committed to providing  
you with the most accurate and up-to-date  
information available. We are also committed  
to providing you with the most accurate and  
up-to-date information available. We are also  
committed to providing you with the most  
accurate and up-to-date information available.



Tuff St (rv)

Cooper Rd

Hico Loop Rd



# Lincoln Parish GIS District



Find address or property

Kimble Leroy  
 26183264006  
 Streets John A  
 Hick's Perry  
 26183108912  
 Elm James W

26183000109  
 City of Ruston Louisiana  
 26183264100  
 Lincoln Parish School Board  
 26183264100  
 Lincoln Parish School Board  
 26183264004  
 Lincoln Parish School Board  
 26183000665  
 TOWN OF RUSTON  
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 Regency Gas Services  
 26183105021  
 Lamber Willie



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

**REGULAR SESSION**  
**Tuesday, November 7, 2017 6:00 p.m.**

**A G E N D A**

1. CALL TO ORDER AND INVOCATION
2. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG
3. ADOPTION OF AGENDA AS PRINTED
4. APPROVAL OF MINUTES - REGULAR SESSION OF OCTOBER 3, 2017
5. UNFINISHED BUSINESS
  - 5.1 Policy manual revisions – Lisa Bastion
6. NEW BUSINESS
  - 6.1 Consider adoption of a Resolution calling an election for the renewal of taxes of Dubach School District No. 5 and Choudrant School School District No 6 of the Parish of Lincoln, State of Louisiana, and for other related matters – George Murphy and Grant Schlueter
  - 6.2 Consider adoption of Cooperative Endeavor Agreement with the Ruston-Lincoln Chamber of Commerce – Mike Milstead
  - 6.3 Consider declaration of surplus property – George Murphy
7. REPORTS
  - 7.1 Personnel – Dr. Doris Lewis
  - 7.2 Sales tax receipts for October 2017 – George Murphy
  - 7.3 Financial update for September 2017 – George Murphy
  - 7.4 Health Plan update for September 2017 – George Murphy
8. REPORT OF THE SUPERINTENDENT
9. REPORTS, COMMENTS, OR OBSERVATIONS OF BOARD MEMBERS
10. ADJOURNMENT

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



Mike Milstead  
Superintendent

Joe E. Mitcham, Jr.  
President

## MEMO

**TO:** Lincoln Parish School Board Members

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

**DATE:** October 12, 2017

**SUBJECT:** Policy Revisions

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### Background

At the October 3, 2017, meeting you were given the following policies that had been recommended for revision:

*JDA – Corporal Punishment;*  
*JGCD – Administration of Medication; and*  
*JS – Student Fees, Fines and Charges.*

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

### Recommendation

The Board approve the revised policies listed above.

### Contact Person

Lisa Bastion

## CORPORAL PUNISHMENT

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess.

The Lincoln Parish School Board shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal, assistant principal, or the principal's designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully informed of these provisions at the beginning of each school year.

*Corporal punishment* means using physical force to discipline a student, with or without an object. Corporal punishment includes hitting, paddling, striking, spanking, slapping, or any other physical force that causes pain or physical discomfort.

Corporal punishment does not include:

1. The use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student.
2. The use of seclusion and restraint as provided in La. Rev. Stat. Ann. §17:416.21.

No form of corporal punishment shall be administered to a student with an exceptionality, excluding gifted and talented, as defined in La. Rev. Stat. Ann. §17:1942 or to a student who has been determined to be eligible for services under *Section 504 of the Rehabilitation Act of 1973* and has an *Individual Accommodation Plan*.

The following guidelines shall apply to any use of corporal punishment:

1. Except for those acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should never be used unless the student is informed beforehand that specific misbehavior could occasion its use; and, subject to this exception, it should never be used as a first line of punishment. Its use should follow specific failures of other corrective measures to effect student behavior modification. Corporal punishment (spanking) in Lincoln Parish Schools shall be permitted and used only as a last resort for students with significant behavior problems and only within the guidelines provided.
2. The principal or the designee shall punish corporally only in the presence of a second school employee, who should be informed beforehand of the reasons for the punishment.
3. In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity shall be provided for the student to explain his/her side of the situation.
4. School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. For each incident of corporal punishment, a *Corporal Punishment Incidence Checklist* shall be completed and maintained in the administrative offices of the school.



5. Corporal punishment shall be administered in the office of the principal, assistant principal or in such place or places as may be designated by the principal.
6. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
  - A. Age of child;
  - B. Size of child;
  - C. Sex of child;
  - D. Ability to bear the punishment; and
  - E. Overall physical condition of the child.
7. Corporal punishment shall not be administered in anger or with malice at any time.
8. Corporal punishment shall be administered by paddling the *buttocks only*.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/herself against a physical attack by a student or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

#### IMPERMISSIBLE CORPORAL PUNISHMENT

Corporal punishment administered other than as outlined hereinabove shall be deemed and defined to be *impermissible corporal punishment*. Any accusations involving employees using impermissible corporal punishment shall be promptly investigated, in accordance with the procedures found in policy *GAMC, Investigations*.

Revised: May 6, 2008

Revised: November 7, 2017

Ref: US Constitution, Amend. XIII; US Constitution, Amend. XIV §1; Ingraham v. Wright, 97 S. Ct. 1401, (1977); Baker v. Owen, 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C., 1975); La. Rev. Stat. Ann. §§17:81.6, 17:223, 17:416, 17:416.1; Board minutes, 11-7-17.

## ADMINISTRATION OF MEDICATION

It is the policy of the Lincoln Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term *medication* shall include all prescription and non-prescription drugs.

### 1. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

- 1) the student's name
- 2) the name and signature of the physician/dentist/other authorized prescriber
- 3) physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
- 4) relevant diagnosis
- 5) name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
- 6) a written statement of the desired effects and the child specific potential adverse effects

B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

- 1) name of pharmacy
- 2) address and telephone number of pharmacy
- 3) prescription number
- 4) date dispensed
- 5) name of student
- 6) clear directions for use, including the route, frequency, and other as indicated
- 7) drug name and strength
- 8) last name and initial of pharmacist
- 9) cautionary auxiliary labels, if applicable
- 10) physician's/dentist's/other authorized prescriber's name

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

- 1) drug name
- 2) dosage form
- 3) strength
- 4) quantity
- 5) name of manufacturer and/or distributor
- 6) manufacturer's lot or batch number

### 2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.

- B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.
- C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Oral medications are limited to those prescribed for ADHD, asthma, chronic conditions, life-threatening conditions, and seizures. No antibiotics are to be given by trained unlicensed personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.
- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- G. School medication orders shall be limited to medication which cannot be administered before or after school hours.

### 3. PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each school.

### 4. TEACHER

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

### 5. SCHOOL NURSE

- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.
- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
  - 1) Proper procedures for administration of medications including controlled substances
  - 2) Storage and disposal of medications
  - 3) Appropriate and correct record keeping

- 4) Appropriate actions when unusual circumstances or medication reactions occur
- 5) Appropriate use or resources

## 6. PARENT/LEGAL GUARDIAN

A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:

- 1) A letter of request and authorization that contains the following information:
  - a. the student's name;
  - b. clear instructions for school administration;
  - c. prescription number, if any;
  - d. current date;
  - e. relevant diagnosis;
  - f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
  - g. physician's/dentist's/other authorized prescriber's name;
  - h. the parent's/legal guardian's printed name and signature;
  - i. parent's/legal guardian's emergency phone number;
  - j. statement granting or withholding release of medical information;
- 2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
- 3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
- 4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
- 5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
- 6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the

physician's order exactly, it will not be given.

- B. All aerosol medications shall be delivered to the school in pre-measured dosage.
- C. Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.
- D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:
  - 1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
  - 2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
  - 3) Assist in the development of the emergency plan for each student.
  - 4) Comply with written and verbal communication regarding school policies.
  - 5) Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
  - 6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

## 7. STUDENT SELF-MEDICATION

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.

### Asthma, Diabetes, or the Use of Auto-Injectable Epinephrine

Self-administration of medications by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

- A. Written authorization for the student to carry and self-administer such prescribed medications.
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
  - 1) has asthma, diabetes, or is at risk of having anaphylaxis

- 2) has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis
- C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
- 1) The name, purpose, and prescribed dosage of the medications to be self-administered.
  - 2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
  - 3) The length of time for which the medications are prescribed.
- D. Any other documentation required by the School Board.

The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler, auto-injectable epinephrine, or insulin, at all times.

Permission for the self-administration of asthma or diabetes medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma or diabetes medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma or diabetes medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

*Auto-injectable epinephrine* means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

*Glucagon* means a hormone that raises the level of glucose in the blood. Glucagon, given by injection is used to treat severe hypoglycemia.

*Inhaler* means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

*Insulin Pen* means a pen-like device used to put insulin into the body.

*Insulin Pump* means a computerized device that is programmed to deliver small, steady, doses of insulin.

### Other Permitted Medications

Self-administration of other medications by a student may be permitted by the School Board, provided that:

- A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
  - B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
  - C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
  - D. The medication is handled in a safe, appropriate manner.
  - E. The school principal and the school employed registered nurse determine a safe place for storing the medication.
- The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
- F. Some medication should have a backup supply readily available.
  - G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's *Individual Administration Plan*).
  - H. The school employed registered nurse, and/or the designated employee monitors the student.

## 8. ACCEPTABLE SCHOOL MEDICATIONS

*School medication orders* shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

- A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- B. Severe allergic reactions - must have specific written instructions from a physician.
- C. Anticonvulsive medication.
- D. Medication for asthma or diabetes.
- E. Medication given in extenuating circumstances.
- F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
- H. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.
- I. Other specific illnesses that require medication.

## 9. DIABETES

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

A student's diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

- A. A detailed evaluation of the student's level of understanding of his/her condition and his/her ability to manage his/her diabetes.
- B. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.
- C. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.
- D. The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.



The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal or appropriately designated school personnel of the school where the student is enrolled. The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

Upon receipt of the student's diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student's condition and develop an *Individualized Healthcare Plan* (IHP). The school nurse shall be given not less than five (5) school days to develop the IHP and shall implement the IHP within ten (10) school days of receipt of the diabetes treatment plan. The school nurse must assess the stability of the student's diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student, or assist a student with self-care of his/her diabetes, in accordance with the student's diabetes management and treatment plan, the student's IHP, and regulations contained in *Health and Safety*, Bulletin 135. An *unlicensed diabetes care assistant* is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes. An *unlicensed diabetes care assistant* also means an employee of an entity that contracts with the school or school system to provide school nurses who are responsible for providing health care services required by law or the Department of Education.

In accordance with the student's diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student's management and treatment plan.

With written permission of a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes, or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

#### 10. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending

field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

#### 11. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/ other authorized prescriber before any administration of medication may be administered by properly trained personnel.

#### 12. SUNSCREEN

In accordance with statutory provisions, *sunscreen* means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician.

If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student *only* if his/her parent or legal guardian has provided *written consent* for this application. Neither the School Board nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

#### 13. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

Revised: December, 1995

Revised: June, 1998

Revised: October, 2001

Revised: October 7, 2008

Revised: December 1, 2009

Revised: March 12, 2013

Revised: July 2, 2013

Revised: March 7, 2017

Revised: November 7, 2017

Ref: La. Rev. Stat. Ann. ' '17:81, 17:436.1, 17:436.3; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes, 10-7-08, 12-1-09, 3-12-13, 7-2-13, 3-7-17, 11-7-17.

## STUDENT FEES, FINES AND CHARGES

The Lincoln Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

### DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment. In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Revised: October, 2001

Revised: November 7, 2017

Ref: 20 USC Section 1232 (g-i); La. Rev. Stat. Ann. §§17:8, 17:81, 17:112.

Lincoln Parish School Board  
410 South Farmerville  
Ruston, Louisiana 71270-4699  
318/255-1430 - FAX 318/251-8100

Joe Mitcham  
President

Mike Milstead  
Superintendent

**M E M O R A N D U M**

TO: Lincoln Parish School Board Members  
FROM: George Murphy, Business Manager  
Mike Milstead, Superintendent  
DATE: October 20, 2017  
SUBJECT: To consider adoption of a resolution calling an election for the renewal of taxes of Dubach School District No. 5 and Choudrant School District No. 6 of the Parish of Lincoln, State of Louisiana, and for other related matters

---

Background

The Dubach School District No.5 has a maintenance and operation millage that is requested to renew at 2.99 mills that will expire in 2018. The Choudrant School District No. 6 has a maintenance and operation millage that is requested to renew at 2.99 mills that will expire in 2019. The taxes all have a collection period of ten years and they will generate approximately \$ 137,300 and \$ 123,250, respectively.

Attached is the resolution that must be adopted by the board in order to call an election on Saturday, April 28, 2018, to authorize the renewal of the taxes, to make application to the State Bond Commission for the renewal of these taxes, to name Foley & Judell as bond counsel for handling the renewal, and for other related matters.

Recommendation

That the Board approve the attached resolution in order to call an election on April 28, 2018, for voters to consider the renewal of the taxes of the Dubach School District No. 5 and Choudrant School District No. 6 of the Parish of Lincoln.

Contact Person

George Murphy

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

### RESOLUTION

A resolution ordering and calling special elections to be held in (i) Dubach School District No. 5 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 renewal of special taxes therein; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith.

BE IT RESOLVED by the Parish School Board of the Parish of Lincoln, State of Louisiana (the "Governing Authority"), acting as the governing authority of (i) Dubach School District No. 5 of the Parish of Lincoln, State of Louisiana and (ii) Choudrant School District No. 6 of the Parish of Lincoln, State of Louisiana (the "Districts"), that:

SECTION 1. Election Call. Subject to the approval of the State Bond Commission, and under the authority conferred by Article VI, Sections 30 and 32 and Article VIII, Section 13(C) of the Constitution of the State of Louisiana of 1974, the applicable provisions of Chapter 5 and Chapter 6-A of the Louisiana Election Code, and other constitutional and statutory authority, special elections are hereby called and ordered to be held in the Districts on **SATURDAY, APRIL 28, 2018**, between the hours of seven o'clock (7:00) a.m. and eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, and at the said elections there shall be submitted to all registered voters qualified and entitled to vote at the said elections under the Constitution and laws of this State and the Constitution of the United States, the following propositions, to-wit0:

#### DUBACH SCHOOL DISTRICT NO. 5 OF THE PARISH OF LINCOLN, STATE OF LOUISIANA

##### MILLAGE RENEWAL PROPOSITION

Shall Dubach School District No. 5 of the Parish of Lincoln, State of Louisiana (the "District"), levy a special tax of two and ninety-nine hundredths (2.99) mills on all property subject to taxation within the District (an estimated \$137,300 reasonably expected at this time to be collected from the levy of the Tax for an entire year) for a period of ten (10) years, beginning with the year 2019 and ending with the year 2028, for the purpose of maintaining and operating the school facilities of said District, including, but not limited to, the payment of the costs of utilities?

#### CHOUDRANT SCHOOL DISTRICT NO. 6 OF THE PARISH OF LINCOLN, STATE OF LOUISIANA

##### MILLAGE RENEWAL PROPOSITION

Shall Choudrant School District No. 6 of the Parish of Lincoln, State of Louisiana (the "District"), levy a special tax of two and ninety-nine hundredths (2.99) mills on all property subject to taxation within the District (an estimated \$123,250 reasonably expected at this time to be collected from the levy of the Tax for an entire year) for a period of ten (10) years, beginning with the year 2020 and ending with the year 2029, for the purpose of constructing, improving,

maintaining and/or operating the public schools and public school system in the District?

SECTION 2. Publication of Notice of Elections. A Notice of Special Elections shall be published in the *Ruston Daily Leader*, a newspaper of general circulation within the Districts, published in Ruston, Louisiana, and being the official journal of the Districts, once a week for four consecutive weeks, with the first publication to be made not less than forty-five (45) days nor more than ninety (90) days prior to the date of the elections, which Notice shall be substantially in the form attached hereto as "Exhibit A" and incorporated herein by reference the same as if it were set forth herein in full.

Notwithstanding the foregoing, prior to the publication of the Notice of Elections, the President is authorized and directed to make any amendments to the foregoing propositions that may be required to comply with any state or federal regulatory agencies.

SECTION 3. Canvass. This Governing Authority shall meet at its regular meeting place, the Parish School Board Office, 410 S. Farmerville Street, Ruston, Louisiana, on **TUESDAY, JUNE 5, 2018, at SIX O'CLOCK (6:00) P.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the results of the said special elections.

SECTION 4. Polling Places. The polling places for the precincts set forth in the aforesaid Notice of Special Elections are hereby designated as the polling places at which to hold the said elections, and the Commissioners-in-Charge and Commissioners, respectively, will be the same persons as those designated in accordance with law.

SECTION 5. Election Commissioners; Voting Machines. The officers designated to serve as Commissioners-in-Charge and Commissioners pursuant to Section 4 hereof, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, shall hold the said special elections as herein provided, and shall make due returns of said elections for the meeting of the Governing Authority to be held on Tuesday, June 5, 2018, as provided in Section 3 hereof. All registered voters in the Districts will be entitled to vote at the special elections, and voting machines shall be used.

SECTION 6. Authorization of Officers. The Secretary of the Governing Authority is hereby empowered, authorized and directed to arrange for and to furnish to said election officers in ample time for the holding of said elections, the necessary equipment, forms and other paraphernalia essential to the proper holding of said elections and the President and/or Secretary of the Governing Authority are further authorized, empowered and directed to take any and all further action required by State and/or Federal law to arrange for the elections.

SECTION 7. Furnishing Election Call to Election Officials. Certified copies of this resolution shall be forwarded to the Secretary of State, the Clerk of Court and *Ex-Officio* Parish Custodian of Voting Machines of Lincoln Parish and the Registrar of Voters of Lincoln Parish, as notification of the special elections, in order that each may prepare for said elections and perform their respective functions as required by law.

SECTION 8. Application to State Bond Commission. Application is made to the State Bond Commission for consent and authority to hold the special elections as herein provided, and in the event said elections carry for further consent and authority to continue to levy and collect the special taxes provided for therein. A certified copy of this resolution shall be forwarded to the State Bond

Commission on behalf of this Governing Authority, together with a letter requesting the prompt consideration and approval of this application.

This resolution having been submitted to a vote, the vote thereon was as follows:

<u>Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstaining</u>
Susan Wiley	_____	_____	_____	_____
David Ferguson	_____	_____	_____	_____
Curtis Dowling	_____	_____	_____	_____
Michael Barmore	_____	_____	_____	_____
Danny Hancock	_____	_____	_____	_____
Joe Mitcham	_____	_____	_____	_____
Trott Hunt	_____	_____	_____	_____
Lisa Best	_____	_____	_____	_____
Lynda Henderson	_____	_____	_____	_____
Otha Anders	_____	_____	_____	_____
George Mack, Jr.	_____	_____	_____	_____
Debbie Abrahm	_____	_____	_____	_____

And the resolution was declared adopted on this, the 7<sup>th</sup> day of November, 2017.

\_\_\_\_\_  
/s/ Mike Milstead  
Secretary

\_\_\_\_\_  
/s/ Joe E. Mitcham, Jr.  
President



NOTICE OF SPECIAL ELECTIONS

Pursuant to the provisions of a resolution adopted by the Parish School Board of the Parish of Lincoln, State of Louisiana (the "Governing Authority"), acting as the governing authority of (i) Dubach School District No. 5 of the Parish of Lincoln, State of Louisiana and (ii) Choudrant School District No. 6 of the Parish of Lincoln, State of Louisiana (the "Districts"), on November 7, 2017, NOTICE IS HEREBY GIVEN that special elections will be held within the Districts on **SATURDAY, APRIL 28, 2018**, and that at the said elections there will be submitted to all registered voters in the Districts qualified and entitled to vote at the said elections under the Constitution and Laws of the State of Louisiana and the Constitution of the United States, the following propositions, to-wit:

**DUBACH SCHOOL DISTRICT NO. 5 OF THE  
PARISH OF LINCOLN, STATE OF LOUISIANA**

**MILLAGE RENEWAL PROPOSITION**

Shall Dubach School District No. 5 of the Parish of Lincoln, State of Louisiana (the "District"), levy a special tax of two and ninety-nine hundredths (2.99) mills on all property subject to taxation within the District (an estimated \$137,300 reasonably expected at this time to be collected from the levy of the Tax for an entire year) for a period of ten (10) years, beginning with the year 2019 and ending with the year 2028, for the purpose of maintaining and operating the school facilities of said District, including, but not limited to, the payment of the costs of utilities?

**CHOUDRANT SCHOOL DISTRICT NO. 6 OF THE  
PARISH OF LINCOLN, STATE OF LOUISIANA**

**MILLAGE RENEWAL PROPOSITION**

Shall Choudrant School District No. 6 of the Parish of Lincoln, State of Louisiana (the "District"), levy a special tax of two and ninety-nine hundredths (2.99) mills on all property subject to taxation within the District (an estimated \$123,250 reasonably expected at this time to be collected from the levy of the Tax for an entire year) for a period of ten (10) years, beginning with the year 2020 and ending with the year 2029, for the purpose of constructing, improving, maintaining and/or operating the public schools and public school system in the District?

Said special elections will be held at the polling places for the following precincts:

**DUBACH SCHOOL DISTRICT NO. 5**

03-02(PART)

03-06(PART)

04-01

04-02

04-03(PART)  
04-04(PART)  
04-05(PART)  
CHOUDRANT SCHOOL DISTRICT NO. 6

05-01  
05-02(PART)  
05-03(PART)  
05-04  
08-01(PART)  
08-02(PART)  
10-04(PART)

The polling places for the precincts set forth above are hereby designated as the polling places at which to hold the said elections, and the Commissioners-in-Charge and Commissioners, respectively, shall be those persons designated according to law.

Notice is further given that a portion of the monies collected from the taxes described in the Propositions shall be remitted to certain state and statewide retirement systems in the manner required by law.

The said special elections will be held in accordance with the applicable provisions of Chapter 5 and Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, and the officers appointed to hold the said elections, as provided in this Notice of Special Elections, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, will make due returns thereof to said Governing Authority, and **NOTICE IS HEREBY FURTHER GIVEN** that the Governing Authority will meet at its regular meeting place, the Parish School Board Office, 410 S. Farmerville Street, Ruston, Louisiana, on **TUESDAY, JUNE 5, 2018, at SIX O'CLOCK (6:00) P.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the results of the said special elections. All registered voters of the Districts are entitled to vote at said special elections and voting machines will be used.

THUS DONE AND SIGNED at Ruston, Louisiana, on this, the 7<sup>th</sup> day of November, 2017.

ATTEST:

/s/ Joe E. Mitcham, Jr.

President

/s/ Mike Milstead

Secretary

STATE OF LOUISIANA

PARISH OF LINCOLN

I, the undersigned Secretary of the Parish School Board of the Parish of Lincoln, State of Louisiana (the "Governing Authority"), the governing authority of (i) Dubach School District No. 5 of the Parish of Lincoln, State of Louisiana and (ii) Choudrant School District No. 6 of the Parish of Lincoln, State of Louisiana (the "Districts"), do hereby certify that the foregoing pages constitute a true and correct copy of the proceedings taken by the Governing Authority on November 7, 2017, ordering and calling special elections to be held in (i) Dubach School District No. 5 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 renewal of special taxes therein; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith.

IN FAITH WHEREOF, witness my official signature at Ruston, Louisiana, on this, the 7<sup>th</sup> day of November, 2017.

---

Secretary

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



Mike Milstead  
Superintendent

Joe E. Mitcham, Jr.  
President

## MEMO

**TO:** Lincoln Parish School Board Members

**FROM:** George Murphy, Business Manager  
Mike Milstead, Superintendent

**DATE:** October 4, 2017

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

---

### Background

Last year you voted to formally become a partner with the Ruston-Lincoln Chamber of Commerce; the Cooperative Endeavor Agreement between us expires on December 31, 2017. I am recommending the approval of the attached Cooperative Endeavor Agreement, prepared by the Board's attorney, Jeff Robinson, which is very similar to last years.

### Recommendation

That the Board adopt the Cooperative Endeavor Agreement with the Ruston-Lincoln Chamber of Commerce.

### Contact Person

George Murphy

**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 Mitcham, as per Resolution of Authority adopted on \_\_\_\_\_. (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, Judy Copeland, as per Resolution of Authority adopted on \_\_\_\_\_, (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) Funding and services to help and support the Adopt-A-School program;
- 2) Through partners and partnerships, awards are provided for Teacher of the Year, Principal of the Year, and Student of the Year;
- 3) Participation in the Young Entrepreneurs Academy for a full year of entrepreneurship training;
- 4) Two (2) Lincoln Parish seniors are selected to participate in a year-long Leadership Lincoln program with twelve (12) adult leaders through the community as well as job shadowing;
- 5) Assistance with placing students in the various programs by CHAMBER;  
and
- 6) Assistance with placing students in the various programs by Chamber including the newly initiated S.A.I.L (Students Actively Involved in Leadership) and Civic Engagement Institute opportunities.

This funding and these services are valued at a minimum of \$5,000.00.

Monetary value of donated services hours are not calculated.

### **ANNUAL APPROPRIATIONS**

SCHOOL BOARD agrees to appropriate and pay to CHAMBER a membership fee in the sum of SIX HUNDRED FIFTY AND NO/100 (\$650.00) DOLLARS annually.

### **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 Mr. George Murphy  
410 South Farmerville Street  
Ruston, Louisiana 71270

Ruston/Lincoln Chamber of Commerce  
c/o Ms. Judy Copeland  
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 \_\_\_\_\_, 2017.

WITNESSES:

LINCOLN PARISH SCHOOL BOARD

\_\_\_\_\_  
\_\_\_\_\_

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

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

THUS DONE AND SIGNED, in multiple originals at Ruston, Lincoln Parish, Louisiana, on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

WITNESSES:

RUSTON/LINCOLN CHAMBER OF  
COMMERCE

\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Judy Copeland, President

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




**Lincoln Parish School Board**  
410 South Farmerville  
Ruston, Louisiana 71270-4699  
318/255-1430 - FAX 318/251-8100

Joe Mitcham  
President

Mike Milstead  
Superintendent

**MEMORANDUM**

**TO:** Lincoln Parish School Board Members  
**FROM:** George Murphy,  Business Manager  
**DATE:** October 20, 2017  
**SUBJECT:** Surplus Property - Macbook Computers

---

Background

We have 120 surplus Macbook Computers that were purchased in 2010. These computers have received a lot of wear and tear and they are at the end of their useful lives.

Recommendation

We are asking for the board to declare the computers as surplus and for permission to advertise these items and authorize a surplus sale and should there be no buyers on some items we request that we have permission to dispose of these items in a prudent manner.

Contact Person

George Murphy

## NOVEMBER 2017 PERSONNEL

### FACULTY RESIGNATION

EFFECTIVE DATE	POSITION	SCHOOL	EMPLOYEE
October 10, 2017	Elementary	Cypress Springs Elementary	Kristie Braud

### STAFF RECOMMENDATION

EFFECTIVE DATE	POSITION	SCHOOL	FORMER EMPLOYEE	REASON FOR LEAVING	EMPLOYEE RECOMMENDED	FUNDING SOURCE
November 6, 2017	Behavior Interventionist	Glen View Elementary	Deborah Melton	Resigned	Raytez Elliott	MFP

### SCHOOL FOOD SERVICE RESIGNATION

EFFECTIVE DATE	POSITION	SCHOOL	EMPLOYEE
October 12, 2017	Food Service Technician	Cypress Springs Elementary	Martha Gipson

### CUSTODIAN RETIREMENT

EFFECTIVE DATE	POSITION	SCHOOL	EMPLOYEE
December 18, 2017	Custodian	Cypress Springs Elementary	Huey Holyfield

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

**For Period Ended: 31-Oct-17**

(All Reports are Cash-Basis)

**Report of Collections (w/o audit recoveries)**

Month Received	2014-2015	2015 - 2016	2016-2017	2017-2018	Difference	
					%	Amount
July	1,320,210.24	2,725,232.05	1,611,117.51	1,733,850.67	7.62%	122,733.16
August	1,250,113.91	1,863,137.16	1,446,461.41	1,402,389.42	-3.05%	-44,071.99
September	1,330,152.43	1,665,679.76	1,383,959.47	1,491,336.88	7.76%	107,377.41
October	1,419,928.97	2,125,342.28	1,477,753.32	1,659,332.29	12.29%	181,578.97
November	2,000,501.15	1,670,301.57	1,196,357.00			
December	1,345,967.97	1,491,605.11	1,226,335.84			
January	1,842,668.93	2,000,350.06	1,611,665.19			
February	1,743,358.84	1,569,173.00	1,389,114.75			
March	1,222,692.47	1,478,916.85	1,460,101.09			
April	1,852,234.85	1,746,672.50	1,663,898.97			
May	1,488,675.04	1,310,478.22	1,345,498.07			
June	1,534,795.42	1,267,142.35	1,462,869.50			
YTD Totals	18,351,300.22	20,914,030.91	17,275,132.12	6,286,909.26	36.39%	367,617.55
YTD Collections Over(Under) YTD Collections This Month Last Year						6.21%

**Consolidated Report of Sales Tax Revenue Recovered by Audits**

Prior Year Collections:	Month Received	2016-2017	2017-2018	Difference	
				%	Amount
2005-06 \$323,088					
2006-07 \$584,762	July	329.00	0.00	-100.00%	-329.00
2007-08 \$278,409	August	24,254.09	114.76	-99.53%	-24,139.33
2008-09 \$646,598	September	3,700.91	0.00	-100.00%	-3,700.91
2009-2010 \$307,816	October	4,052.55	8,062.68	98.95%	4,010.13
2010-2011 \$345,964	November	21,114.91			
2011-2012 \$284,320	December	47,391.39			
2012-2013 \$192,136	January	4,546.51			
2013-2014 \$259,002	February	92,764.68			
2014-2015 \$181,580	March	231.52			
2015-2016 \$103,894	April	381.52			
	May	33,697.07			
	June	8,559.42			
Note: Audits are conducted by Parish Auditor and Outside Recovery Groups	YTD Totals	241,023.57	8,177.44	3.39%	-24,159.11
YTD Collections Over(Under) YTD Collections This Month Last Year					-74.711%

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

**For Period Ended: 31-Oct-17**

(All Reports are Cash-Basis)

<b>Report of Collections (w/o audit recoveries)</b>						
Month Received	2014-2015	2015-2016	2016-2017	2017-2018	Difference	
					%	Amount
July	600,096.23	1,238,743.19	732,326.94	788,114.80	7.62%	55,787.86
August	568,234.22	846,881.91	657,483.18	637,450.44	-3.05%	-20,032.74
September	604,615.40	757,127.99	629,073.17	677,881.15	7.76%	48,807.98
October	645,422.97	966,065.73	671,706.79	754,242.77	12.29%	82,535.98
November	909,319.70	759,228.82	543,799.23			
December	611,804.29	678,003.06	557,425.99			
January	837,577.70	909,251.02	732,575.89			
February	792,436.71	713,261.23	631,416.48			
March	555,769.92	672,235.68	663,683.05			
April	841,925.86	793,942.90	756,318.54			
May	676,671.21	595,672.57	611,590.69			
June	697,635.06	575,974.42	664,941.42			
<b>YTD Totals</b>	<b>8,341,509.27</b>	<b>9,506,388.52</b>	<b>7,852,341.37</b>	<b>2,857,689.16</b>	<b>36.39%</b>	<b>167,099.08</b>
YTD Collections Over(Under) YTD Collections This Month Last Year						6.21%

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

**For Period Ended: 31-Oct-17**

(All Reports are Cash-Basis)

<b>Report of Collections (w/o audit recoveries)</b>						
Month Received	2014-2015	2015-2016	2016-2017	2017-2018	Difference	
					%	Amount
July	720,114.01	1,486,488.86	878,790.57	945,735.87	7.62%	66,945.30
August	681,879.69	1,016,255.25	788,978.23	764,938.98	-3.05%	-24,039.25
September	725,537.03	908,551.77	754,886.30	813,455.73	7.76%	58,569.43
October	774,506.00	1,159,276.55	806,046.53	905,089.52	12.29%	99,042.99
November	1,091,181.45	911,072.75	652,557.77			
December	734,163.68	813,602.05	668,909.85			
January	1,005,091.23	1,091,099.04	879,089.30			
February	950,922.13	855,911.77	757,698.27			
March	666,922.55	806,681.17	796,418.04			
April	1,010,308.99	952,729.60	907,580.43			
May	812,003.83	714,805.65	733,907.38			
June	837,160.36	691,167.93	797,928.08			
<b>YTD Totals</b>	<b>10,009,790.95</b>	<b>11,407,642.39</b>	<b>9,422,790.75</b>	<b>3,429,220.10</b>	<b>36.39%</b>	<b>200,518.47</b>
YTD Collections Over(Under) YTD Collections This Month Last Year						6.21%

**LINCOLN PARISH SCHOOL BOARD  
FINANCIAL STATEMENT**

For Month Ending SEPTEMBER 2017

	GENERAL FUND [01]	5 MILL MAINTENANCE FUND [02]	CHILD NUTRITION FUND [04]	1979 SALES TAX		1967 SALES TAX FUND [18]	1993 SALES TAX FUND [21]
				SALARY FUND [08]	INSTRUCTION FUND [08]		
<b>ASSETS:</b>							
Cash and Cash Equivalents	\$1,678,082.81	\$-389,607.92	\$184,425.44	\$2,519,772.64	\$1,289,919.68	\$885,646.96	\$1,288,188.15
Investments	11,593,813.27					2,846,999.97	1,979,902.86
Accounts Receivable			427,262.05	293,970.38	198,791.39	471,105.52	471,105.52
Interfund Receivables	336.44						
Prepaid Expenses & Deposits	18,776.26	2,500.00					
Food Inventory & Commodities			242,082.76				
<b>TOTAL ASSETS</b>	<b>13,290,788.78</b>	<b>(387,107.92)</b>	<b>853,770.25</b>	<b>2,813,743.02</b>	<b>1,488,711.07</b>	<b>4,203,752.45</b>	<b>3,749,196.53</b>
<b>LIABILITIES &amp; FUND EQUITY:</b>							
<b>Liabilities:</b>							
Accounts Payable	205,771.35	54,468.50	113,844.43		1,486.24	16,626.25	9,261.28
Salaries Payable	308,182.41		19,001.89		7,549.08		
Withholdings Payable							
Interfund Payables	213,893.00					72,047.05	
Deferred Revenues - Commodities			96,064.73				
<b>TOTAL LIABILITIES</b>	<b>727,846.76</b>	<b>54,468.50</b>	<b>228,911.05</b>	<b>0.00</b>	<b>9,035.32</b>	<b>88,673.30</b>	<b>9,261.28</b>
<b>Fund Equity -</b>							
Fund Balance	12,562,942.02	(441,576.42)	624,859.20	2,813,743.02	1,479,675.75	4,115,079.15	3,739,935.25
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>13,290,788.78</b>	<b>(387,107.92)</b>	<b>853,770.25</b>	<b>2,813,743.02</b>	<b>1,488,711.07</b>	<b>4,203,752.45</b>	<b>3,749,196.53</b>

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

	GENERAL FUND	5 MILL MAINTENANCE FUND	CHILD NUTRITION FUND	1979 SALES TAX		1967 SALES TAX FUND	1993 SALES TAX FUND
				SALARY FUND	INSTRUCTION FUND		
<b>BEGINNING FUND BALANCE</b>							
July 1, 2017	\$10,751,814.51	\$380,088.36	\$625,001.62	\$2,667,416.22	\$1,333,707.61	\$3,813,063.24	\$3,265,143.68
<b>Revenues YTD</b>							
	6,803,709.11	11,941.07	600,477.73	858,712.18	426,097.56	1,303,326.80	1,310,894.21
<b>Expenditures YTD</b>							
	(4,992,581.60)	(813,605.85)	(600,620.14)	(712,384.38)	(280,129.42)	(1,001,310.89)	(836,102.64)
<b>EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES</b>							
	1,811,127.51	(801,864.78)	(142.41)	146,327.80	145,968.14	302,015.91	474,791.57
<b>ENDING BALANCE</b>							
September 30, 2017	\$12,562,942.02	(\$441,576.42)	\$624,859.21	\$2,813,743.02	\$1,479,675.75	\$4,115,079.15	\$3,739,935.25
<b>YTD Budget to Actual Revenues %</b>							
	21.68%	0.48%	21.55%	26.69%	26.89%	27.16%	27.41%
<b>YTD Budget to Actual Expenses %</b>							
	-13.01%	-34.61%	-21.27%	-21.61%	-17.25%	-20.70%	-15.25%
<b>Budget Revenues</b>							
	31,387,493.00	2,603,183.00	2,786,361.00	3,217,107.00	1,584,546.00	4,799,240.00	4,762,889.00
<b>Budget Expenses</b>							
	38,364,808.00	2,350,886.00	2,823,146.00	3,296,839.00	1,623,817.00	4,837,694.00	5,481,157.00
<b>Budgeted Difference</b>							
	-6,977,315.00	152,297.00	-36,785.00	-79,732.00	-39,271.00	-39,354.00	-688,268.00

**LINCOLN PARISH SCHOOL BOARD  
FINANCIAL STATEMENT**

For Month Ending SEPTEMBER 2017

	2000 SALES TAX FUND [15]	1993 AD VALOREM TAX FUND [22]	2000 AD VALOREM TAX FUND [19]	RUSTON DISTRICT NO. 1 M & O FUND [12]	SIMSBORO DISTRICT NO. 3 M & O FUND [16]	DUBACH DISTRICT NO. 5 M & O FUND [20]	CHOUDRANT DISTRICT NO. 6 M & O FUND [91]
<b>ASSETS:</b>							
Cash and Cash Equivalents	\$1,839,929.56	-\$144,225.06	\$436,312.95	\$141,901.67	\$219,837.45	\$174,735.55	\$68,698.54
Investments	1,961,364.04	4,250,599.62	4,612,223.07				
Accounts Receivable	471,105.50						
Interfund Receivables							
Prepaid Expenses & Deposits							
Food Inventory & Commodities							
<b>TOTAL ASSETS</b>	<b>4,272,399.10</b>	<b>4,106,374.56</b>	<b>5,048,536.02</b>	<b>141,901.67</b>	<b>219,837.45</b>	<b>174,735.55</b>	<b>68,698.54</b>
<b>LIABILITIES &amp; FUND EQUITY:</b>							
<b>Liabilities:</b>							
Accounts Payable		199,016.24	14,675.75	53,570.25	10,162.83	722.00	15,215.90
Salaries Payable							
Withholdings Payable							
Interfund Payables		15,700.34	53.75				
Deferred Revenues - Commodities							
<b>TOTAL LIABILITIES</b>	<b>0.00</b>	<b>214,716.58</b>	<b>14,729.50</b>	<b>53,570.25</b>	<b>10,162.83</b>	<b>722.00</b>	<b>15,215.90</b>
<b>Fund Equity -</b>							
Fund Balance	4,272,399.10	3,891,657.98	5,033,806.52	88,331.42	209,674.62	174,013.55	53,482.64
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>4,272,399.10</b>	<b>4,106,374.56</b>	<b>5,048,536.02</b>	<b>141,901.67</b>	<b>219,837.45</b>	<b>174,735.55</b>	<b>68,698.54</b>

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

	2000 SALES TAX FUND	1993 AD VALOREM TAX FUND	2000 AD VALOREM TAX FUND	RUSTON DISTRICT NO. 1 M & O FUND	SIMSBORO DISTRICT NO. 3 M & O FUND	DUBACH DISTRICT NO. 5 M & O FUND	CHOUDRANT DISTRICT NO. 6 M & O FUND
<b>BEGINNING FUND BALANCE</b> July 1, 2017	\$3,276,532.70	\$4,507,300.84	\$5,931,904.49	\$273,666.67	\$291,269.45	\$317,784.37	\$96,770.06
Revenues YTD	1,300,954.97	61,193.21	15,792.16	651.67	159.73	210.26	155.86
Expenditures YTD	(305,088.57)	(676,836.07)	(913,890.13)	(185,986.92)	(81,754.56)	(143,981.08)	(43,443.28)
<b>EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES</b>	<b>995,866.40</b>	<b>(615,642.86)</b>	<b>(898,097.97)</b>	<b>(185,335.25)</b>	<b>(81,594.83)</b>	<b>(143,770.82)</b>	<b>(43,287.42)</b>
<b>ENDING BALANCE</b> September 30, 2017	<b>\$4,272,399.10</b>	<b>\$3,891,657.98</b>	<b>\$5,033,806.52</b>	<b>\$88,331.42</b>	<b>\$209,674.62</b>	<b>\$174,013.55</b>	<b>\$53,482.64</b>
YTD Budget to Actual Revenues %	27.18%	1.38%	0.43%	0.10%	0.07%	0.14%	0.10%
YTD Budget to Actual Expenses %	-6.62%	-20.34%	-30.55%	-24.90%	-42.05%	-109.81%	-30.03%
<i>Budget Revenues</i>	4,787,189.00	4,436,219.00	3,706,054.00	674,401.00	214,682.00	150,220.00	158,795.00
<i>Budget Expenses</i>	4,611,041.00	3,327,183.00	2,991,239.00	746,886.00	194,405.00	131,117.00	144,670.00
<i>Budgeted Difference</i>	176,148.00	1,109,036.00	714,815.00	-72,485.00	20,277.00	19,103.00	14,125.00
<b>TOTAL FUND BALANCE</b>			<b>\$38,618,023.81</b>		<b>UNASSIGNED FUND BALANCE</b>		<b>\$16,592,823.00</b>

**LINCOLN PARISH SCHOOL BOARD**  
**Statement of Changes in Benefit Obligations**  
**& Net Assets Available for Benefits**  
**For The Period Ending September 30, 2017**

	Current Month	Year To Date
<b>Net Increase in Net Assets</b>		
<b>Contributions</b>		
Maximum Funding	\$ 993,812.03	\$ 9,455,339.70
Maximum Funding - COBRA	45.70	\$ 4,406.26
<b>Total Contributions</b>	<u>\$ 993,857.73</u>	<u>\$ 9,459,745.96</u>
<b>Other Increases</b>		
Interest Income	343.12	\$ 2,854.61
<b>Total Other Increases</b>	<u>343.12</u>	<u>2,854.61</u>
<b>Total Net Increase in Net Assets</b>	<u>994,200.85</u>	<u>\$ 9,462,600.57</u>
 <b>Deductions from Plan Assets</b>		
<b>Fixed Costs</b>		
Administration	153,461.83	\$ 1,378,112.25
Life Insurance	15,973.32	\$ 144,279.24
Wire Fees	-	\$ -
<b>Total Fixed Costs</b>	<u>169,435.15</u>	<u>\$ 1,522,391.49</u>
 Claim Fund	<u>824,765.70</u>	<u>\$ 7,940,209.08</u>
<b>Claims Expenses</b>		
Claims Paid	681,610.09	\$ 5,961,859.53
Claims Paid - Drugs	405,524.05	\$ 3,392,827.38
Recoveries - Stop Loss	(5,061.94)	\$ (43,687.35)
Recoveries - Drug Rebate	(58,214.83)	\$ (508,954.03)
<b>Total Claims Expense</b>	<u>1,023,857.37</u>	<u>8,802,045.53</u>
 Net Assets Avail for Benefit Obligations	(199,091.67)	\$ (861,836.45)
<b>Net Change - Estim Claims IBNR</b>	<u>(121,893.88)</u>	<u>\$ 196,305.78</u>
 Excess (Def) Net Assets	(77,197.79)	(1,058,142.23)

BID TABULATION

Lincoln Parish School Board  
 NEW SPECIAL ED CLASSROOMS AT RHS  
 CN: 1610A

October 17, 2017

CONTRACTORS	LICENSE #	BASE BID	DAYS
Don Barron Contractor	3683	\$ 552,000.00	270
Carter Construction	1614	no bid	270
Mann's Construction	35588	\$ 599,900.00	270
Ouachita Builders	11510	\$ 555,000.00	270
Ragan Builders	35013	\$ 605,000.00	270
Traxler Construction	11668	\$ 804,000.00	270
Triad Builders	23029	\$ 559,000	270
Vista Construction	58248	\$ 545,320	270
<i>Herdandez Const.</i>		\$ 996,600	

Addendum #1 - October 4, 2017  
 Addendum #2 - October 9, 2017  
 Addendum #3 - October 12, 2017