

**TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
July 26, 2016**

The Board of Trustees of the Tupelo Public School District convened in a regular meeting of the Board held in Open Session at noon on Tuesday, July 26, 2016, at the Hancock Leadership Center, 1920 Briar Ridge Tupelo, Mississippi.

**CALL TO ORDER**

The meeting was called to order by President Joe Babb who welcomed guests attending the meeting.

**ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board members present during roll call were: Mr. Joe Babb, Mrs. Sherry Davis, Mr. Rob Hudson, Mr. Eddie Prather, and Mr. Kenneth Wheeler. Mr. Babb announced a quorum, and stated that the meeting was lawfully in session. Attorney Otis Tims was also present.

**APPROVAL OF AGENDA**

On a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously to approve the agenda for the regular July 2, 2016, Board meeting subject to the following changes:

- Addendum to Student Transfers (Section VII. Consent Agenda, Item B. #1., Student Transfer Report)
- Addendum to the Personnel Report (under Section VIII. Superintendent's Report, Item B. #2., Licensed Personnel Recommendations)

The President of the Board declared the motion passed. A copy of the agenda is marked EXHIBIT 1 and held in the Exhibit Book of this meeting date and incorporated herein.

**APPROVAL OF THE MINUTES**

June 13, 2016, Noon Regular Meeting, HLC

Mrs. Davis made a motion to approve the minutes from the June 13, 2016, noon regular meeting with noted corrections. The motion was seconded by Mr. Wheeler and approved unanimously. Mr. Babb declared the motion passed.

June 24, 2016, 8:00am, Special Called Meeting, HLC

Mr. Prather made a motion to approve the minutes from the June 24, 2016, 8:00am special called meeting with noted changes. The motion was seconded by Mrs. Davis and approved unanimously. Mr. Babb declared the motion passed.

June 23-24, 2016, Special Called Meeting (Board Retreat), Tombigbee State Park and HLC  
Mr. Hudson made a motion to approve the minutes from the June 23-24, 2016, special called meeting (board retreat) subject to noted changes. The motion was seconded by Mr. Wheeler and approved unanimously. Mr. Babb declared the motion passed.

July 7, 2016, 3:00pm, Special Called Meeting, TPSD Administrative Office  
Mr. Wheeler made a motion to approve the minutes from the July 7, 2016, 3:00pm special called meeting as presented. The motion was seconded by Mrs. Davis and approved unanimously. Mr. Babb declared the motion passed.

## **PUBLIC COMMENTS**

No requests for public comments were received for this meeting of the Board.

## **RECOGNITIONS**

Assistant Superintendent Anna Guntharp recognized the following individuals:

1. **Dr. Kristy Luse, Director of Educational Enhancement & Innovative Research:**

Dr. Luse received the 2016 Outstanding Service Award from MS Arts Commission at its Whole Schools Institute this June. This award recognized Dr. Luse for her work with community organizations to enrich arts integration in our schools.

2. **Amanda Koonlaba, Art Teacher at Lawhon Elementary:** Mrs. Koonlaba received the MS Alliance for Art Education's Thad Cochran Distinguished Arts Educator Award for Media Arts. Mrs. Koonlaba was awarded this for her leadership in the field of arts education.

TPSD was also awarded the **School District of Excellence Award** by the MS Alliance for Art Education for our commitment to the arts for the students of this state.

## **COMMUNICATION TO THE BOARD**

The following informational reports were presented to the Board of Trustees:

**A. Early Childhood Education Center 2015-2016 Year-end Update Report**

Mrs. Anita Buchanan presented a PowerPoint report which summarized the following areas:

- ECEC Student Demographics
- Free and Reduced Lunch Enrollment 2007-2006
- Opening the World of Learning (OWL) Results
- Parent Involvement
- Mississippi Kindergarten Readiness Assessment (MKAS) Results
- Community Accolades

(TPSD Goal #1)

**B. 2015-2016 Grant Report**

Dr. Kristy Luse presented summary information for grants received from school years 2010-11 through 2015-2016.. During the 2015-2016 school year, the district received \$286,610.00 in grants. (TPSD Goals #1 and #4)

**C. STAR/Accelerated Reader/2015 PARCC Linking Study**

Mrs. Amy Ferguson provided information on the recent linking study of STAR/PARCC scores. Score comparisons will be explained with information on how we will use Star scores this year to help predict student outcomes on college and career reading assessment. (TPSD Goal #1)

**D. Communications/Marketing Update Report**

Mrs. Mary Ann Plasencia presented a report which summarized communications and marketing activities involving community and TPSD staff from January, 2016 through May, 2016. (TPSD Goal #3)

**E. Teacher Leadership Academy**

Mrs. Corlis Curry provided information regarding the district's 2016-2017 Teacher Leadership Academy. Mrs. Curry explained that the new program will focus on training teachers who are currently enrolled in an administration degree program or who have already earned their administration degree for the next steps in their careers. The seven-month program will consist of meetings, job shadowing, required readings, reflective journaling, and a leadership project. Mrs. Curry stated that the program will create a stronger pool of candidates to choose from when positions within the district are vacant. (TPSD Goals #1 and #3)

**F. Millsaps Principal Institute Report**

Assistant Principals L. V. McNeal and Carmen Gary gave an overview of the Principals' Institute attended by all district assistant principals this summer at Millsaps College. The institute offered an opportunity for our assistant principals to collaborate with education leaders from around the state as well as with nationally recognized leaders in their field. (TPSD Goals #1 and #3)

**G. FY17 Budget Hearing Overview**

Assistant Finance Director Rachel Mitchell presented a short synopsis of the report she will give at the 5:00pm FY17 Budget Hearing. (TPSD Goal #4)

**H. Ad Valorem Report for Amount Received Through June, 2016**

Mrs. Rachel Mitchell reported that the collections for Operations for May received by the District in June were 99.85% of the amount requested compared to 100.79% in the previous year. The collections for Debt Service for May received by the District in June were 99.39% of the amount requested compared to 100.15% in the previous year. (TPSD Goal #4)

Copies of the above reports are on file in the Superintendent's Office.

## CONSENT AGENDA

In accordance with Dr. Loden's recommendations, Mr. Wheeler moved to acknowledge, approve and ratify the Consent Agenda as listed below:

### A. Office of Finance Director Mrs. Rachel Mitchell (TPSD Goal #4)

1. Contractual Agreements (TPSD Policy DJAAB Contract Signing Authority)  
Contracts to be Acknowledged and Awarded: #CO1700 and #CO1701; Contracts for Rental of School Facilities: #SFR1700 through #SFR1704  
Contracts to be Ratified: Contracts #CO1702 through #CO1705
2. Donations (TPSD Policy DFAB Revenues for Non-Tax Sources)  
#2016-2017-001 and #2016-2017-002
3. Grant Permission to Submit Grants (TPSD Policy DEEG Grant Management)  
TPSD Grants #1700 through #1703
4. Grant Permission to Accept Grants (TPSD Policy DEEG Grant Management)  
TPSD Grant #1647, #1700, #1701, #1702, and #1703
6. Awarding of Advertised Bids/Proposals:
  - BD1700 Milk Products Total Award \$147,933.10  
Recommendation: Turner Milk (lowest and best price)
  - BD1701 Classroom Supplies  
Recommendation: Low Bidder per line item for term bed
  - RFP1700 THS Yearbook  
Recommendation: Balfour Publishing (met all specifications listed on proposal)
  - RFP1701 School Day Pictures  
Recommendation: Lisa Browning Photography (lowest and best bidder)
5. Grant Permission to Delete 2,320 Assets from the TPSD Asset Listing and Add Back 2 Items to the TPSD Asset Listing (TPSD Policy DM)

### B. Office of Assistant Superintendent Dr. Eddie Peasant

Student Transfer Report (includes addendum)  
(TPSD Policy JBCD Transfers and Withdrawals of Students)

### C. Office of Executive Director of Operations Mr. Andy Cantrell

- Annual Review and Approval of TPSD District-Wide School Safety and Crisis Management Guide

- Annual Review and Approval of Each School's Safety and Crisis Management Guide (Carver, ECEC, Filmore, Joyner, Lawhon, Lawndale, Milam, Parkway, Pierce, Rankin, Thomas Street, TMS and THS)

The motion was seconded by Mrs. Davis and was approved unanimously. President Babb declared the motion passed. A copy of the Consent Agenda report is marked EXHIBIT 2 and held in the Exhibit Book of this meeting date and incorporated herein.

## **SUPERINTENDENT'S REPORT**

### **A. Office of Director of Finance Mrs. Rachel Mitchell (TPSD Goal #4)**

As Mr. Babb had the responsibility of reviewing this month's Docket of Claims, Mr. Babb passed the gavel to Board Vice President Eddie Prather.

#### **1. Docket of Claims**

Board Member Joe Babb recommended approval of the Docket of Claims for the period June 4 through July 15, 2016, Docket of Claims #37282 through #38150, Accounts Payable Checks #24324 through #24940 in the amount of \$4,973,602.89.

The motion was seconded by Mr. Hudson and approved unanimously. Mr. Prather declared the motion passed.

This affirms that the claims are legal and proper and they should be allowed and ratified as paid by the Superintendent or his designee pursuant to Section 37-9-14 (7) of the Mississippi Code of 1972 Annotated.

The Docket of Claims Report is marked EXHIBIT 3 and held in the Exhibit Book of this meeting date and incorporated herein.

Mr. Prather passed the gavel back to Board President Joe Babb.

#### **2. Required Monthly Financial Reports – Month Ending May 31, 2016**

Following a review of each report and discussion, on a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously to approve the following financial reports:

- Report of Reconciled Bank Statements with Certification
- Statement of Revenue and Expenditure Report with Current Budget Status
- Cash Flow Report for District Maintenance Fund
- Consolidated Fund Balance Sheet for all General and Special Revenue Funds
- Monthly Financial Statement

Board President Joe Babb declared the motion passed. The Financial Reports for Month Ending May 31, 2016, are marked EXHIBIT 4 and held in the Exhibit Book of this meeting date and incorporated herein.

### **3. Budget Amendments during 2016-2017 School Year**

On a motion by Mr. Hudson, seconded by Mr. Prather, the Board voted unanimously to authorize the following regarding budget amendments during the 2016-2017 school year:

- allow the Superintendent/Finance Director to amend the budget for new federal, state and/or local grants, both revenue and expenditures, not known at the time of the original budget once these grants are presented to the Board for approval;
- allow the Superintendent/Finance Director to amend objects within major functions as may be necessary during the fiscal year for already budgeted expenditures;
- allow the Superintendent/Finance Director to amend the budget for donations made at the time of the donation for both revenues and expenditures.

A final amended 2016-2017 budget will be presented for approval on or before October 15, 2017. Board President Joe Babb declared the motion passed.

### **4. Transfer Between Accounts during 2016-2017 School Year**

On a motion by Mr. Prather, seconded by Mrs. Davis, the Board voted unanimously to authorize the Finance Department to loan and/or transfer funds between district accounts for the operations of the school district's financial needs on an as needed basis.

Board President Joe Babb declared the motion passed.

## **B. Office of Director of Human Resources Mr. Jim Turner (TPSD Goals #3 and #4)**

### **1. Approval of Job Description – Network Administrator**

Upon a motion by Mrs. Davis, seconded by Mr. Wheeler, the Board voted unanimously to approve an amended job description titled Network Administrator as submitted. Mr. Babb declared the motion passed.

A copy of the revised job description titled Network Administrator is marked EXHIBIT 5 and held in the Exhibit Book of this meeting date and incorporated herein.

### **2. Licensed Personnel Recommendations**

Upon a motion by Mrs. Davis, seconded by Mr. Wheeler, the Board voted unanimously to approve the licensed personnel recommendations (includes addendum) as presented. Mr. Babb declared the motion passed.

The Personnel Report is marked EXHIBIT 6 and held in the Exhibit Book of this meeting date and incorporated herein.

## **C. Office of Assistant Superintendent Mrs. Anna Guntharp**

### **1. Second Reading of New TPSD Policies**

Assistant Superintendent Anna Guntharp presented for second reading the following new TPSD policies to be added to the "D" section of the policy manual:

DCI Line Item Transfer Authority  
DFC Federal Aid  
DFE Short Term Notes  
DIAB Internal Control of Cash Receipts  
DJE Purchasing  
DJEG Purchase Orders and Contracts

The Board took action on the proposed new Board policies as follows:

- a. Mr. Prather moved that the Board adopt new policy **DCI Line Item Transfer Authority** as submitted. Mr. Wheeler seconded the motion, which was adopted unanimously. Mr. Babb declared the motion passed.
- b. Mrs. Davis moved that the Board adopt new policy **DFC Federal Aid** as submitted. Mr. Hudson seconded the motion, which was adopted unanimously. Mr. Babb declared the motion passed.
- c. Mr. Wheeler moved that the Board adopt new policy **DFE Short Term Notes** as presented. Mrs. Davis seconded the motion, which was adopted unanimously. Mr. Babb declared the motion passed.
- d. Mr. Hudson moved that the Board adopt new policy **DIAB Internal Control of Cash Receipts** as presented. Mr. Prather seconded the motion, which was adopted unanimously. Mr. Babb announced the motion passed.
- e. Mr. Prather moved that the Board adopt new policy **DJE Purchasing** as presented. Mr. Wheeler seconded the motion, which was adopted unanimously. Mr. Babb declared the motion passed.
- f. Mr. Wheeler moved that the Board adopt new policy **DJEG Purchase Orders and Contracts** as recommended. Mrs. Davis seconded the motion, which was adopted unanimously. Mr. Babb stated the motion passed.

Copies of the aforementioned new policies are marked EXHIBIT 7 and held in the Exhibit Book of this meeting date and incorporated herein.

## 2. Proposed Amendment to Board Policy DJEJA Bill Payment Authorization

On a motion by Mr. Hudson, seconded by Mrs. Davis, the Board voted unanimously to amend Board Policy DJEJA Bill Payment Authorization as recommended.

Mr. Babb declared the motion passed. A copy of Policy DJEJA Bill Payment Authorization is marked EXHIBIT 8 and held in the Exhibit Book of this meeting date and incorporated herein.

**D. Office of Superintendent of Schools Dr. Gearl Loden (TPSD Goals #3)**

**A. Information Items**

**Upcoming Events:**

- July 28, 8:00am, District Convocation (Speaker: Riney Jordan), THS, PAC
- August 3 – Students Report
- August 9 – Noon, Regular Board Meeting, HLC

**B. Summer Buildings and Grounds Update (Mr. Andy Cantrell) (TPSD Goals #2 and #4)**

Mr. Cantrell reported on the progress of the summer building/renovations projects currently underway throughout the district.

As an information item, Mr. Cantrell also advised the Board of the following construction change directives:

- Rankin Elementary Renovations  
\$8,107.00 from Contingency Allowance (switch to fiber optic cable)
- Rankin Elementary Renovations  
\$12,471.00 from Contingency Allowance (add insulation)
- Milam Elementary Renovations  
\$74,397.00 from Contingency Allowance (fiber optic line and data drops; replace VCT tile in dining room; and asbestos abatement)

**UNFINISHED BUSINESS**

No “Unfinished Business” items were presented at this meeting of the Board.

**NEW BUSINESS**

**Consideration to Adopt Resolution Authorizing the Issuance of General Obligation Bonds of the TPSD in the Approximate Principal Amount of \$1,100,000.00**

After a discussion of the subject, Board Member Sherry Davis offered and moved the adoption of a resolution with the following title:

A RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TUPELO PUBLIC SCHOOL DISTRICT IN THE APPROXIMATE PRINCIPAL AMOUNT OF ONE MILLION ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$1,000,000.00), TO BORROW MONEY FOR THE PURPOSE OF PAYING THE COSTS OF BORROWING, OF ACQUIRING, PURCHASING, IMPROVING, ERECTING, EQUIPPING, REMODELING AND ENLARGING SCHOOL BUILDINGS AND RELATED FACILITIES, PURCHASING LAND



THEREFOR, AND PROVIDING NECESSARY WATER, LIGHT, HEATING, AIR CONDITIONING AND SEWERAGE FACILITIES FOR SCHOOL BUILDINGS AND RELATED FACILITIES AT AN APPROXIMATE COST OF \$1,100,000; PRESCRIBING THE FORM AND INCIDENTS OF SAID BONDS, MAKING PROVISION FOR THE SECURITY AND PAYMENT THEREOF; PROVIDING FOR THE SALE OF SAID BONDS; AND MAKING PROVISIONS FOR MAINTAINING THE TAX-EXEMPT STATUS OF THE BONDS.

Board Member Kenneth Wheeler seconded the motion to adopt the foregoing resolution and, the question being put to a roll call vote, the result was as follows:

|                              |                  |
|------------------------------|------------------|
| Board Member Joe Babb        | Voted <u>Yea</u> |
| Board Member Sherry Davis    | Voted <u>Yea</u> |
| Board Member Eddie Prather   | Voted <u>Yea</u> |
| Board Member Kenneth Wheeler | Voted <u>Yea</u> |
| Board Member Rob Hudson      | Voted <u>Yea</u> |

The motion having received the affirmative vote of a majority of the members present, the President of the Board of Trustees of the Tupelo Public School District, Tupelo, Mississippi, declared the motion carried and the resolution adopted on July 26, 2016. A complete copy of the resolution is marked EXHIBIT 9 and held in the Exhibit Book of this meeting date and incorporated herein.

## **MISCELLANEOUS BUSINESS**

### **A. Future Agenda Topics – Superintendent Gearl Loden**

#### **August 9, 2016 Board Meeting**

- **Back to School Update (K-2; 3-6; 7-12; Gifted/SPED/Transportation**
- **New Teacher Update**
- **Buildings and Grounds Update**
- **Annual Grants Update**
- **Summer Curriculum Update**
- **Approval of FY17 Budget**
- **Approve School Year 2016-2017 Dropout Plan, Professional Development Plan, Instructional Management Plan, and Strategic Plan**

### **B. Future Agenda Topics – Board Members**

Mr. Hudson asked for an update on the Bond Referendum projects, i.e., what is the scope of work remaining and how much of the bond proceeds are remaining. Mr. Cantrell and Mrs. Plasencia will update the Board via Email.

### **C. Executive Session**

Mr. Babb entertained a motion to enter temporary Executive Session to determine the need for an Executive Session. Mr. Hudson made a motion that the Board enter temporary Executive Session. Mrs. Davis seconded the motion, and it was approved unanimously. Mr. Babb declared the motion passed.

The room was cleared and the temporary Executive Session was called to order by President Joe Babb with the following people present: Mr. Joe Babb, Mrs. Sherry Davis, Mr. Rob Hudson, Mr. Eddie Prather, Mr. Ken Wheeler, Dr. Gearl Loden, Dr. Eddie Peasant, Mrs. Kim Britton, Mr. Andy Cantrell, Mr. Terry Hatch, Mrs. Modesty Shumpert, Ms. Patrice Tate, Ms. Bethany Clark (intern with Mitchell, McNutt) and Mr. Otis Tims.

The temporary Executive Session was called to order and the Board first considered the reason for entering Executive Session. Upon a motion by Mr. Wheeler, with a second by Mrs. Davis, the Board voted unanimously to remain in Executive Session for the purpose of discussing safety and security issues and to hear student discipline appeal #169-2015-2016l. The President of the Board declared the motion passed and went out into the hallway to let everyone know that the Board would remain in Executive Session.

The Board then took up the discussion of safety and security matters. Following this discussion, Mr. Cantrell and Mr. Hatch left the meeting.

The Board then took up the discussion of student discipline appeal #169-2015-2016. At this point, student #169-2015-2016 entered the room along with her mother. The student's attorney, Willie Allen, was also present.

Next, Dr. Eddie Peasant presented summary information on student discipline case #169-2015-2016. Then, Mr. Willie Allen addressed the Board on behalf of his client, student #169-2015-2016.

At this point, TMS Assistant Principal Ian Shumpert entered the meeting.

Questions were asked by Board members and after answering all questions, Attorney Allen, student #169-2015-2016 and the student's mother left the meeting. Mr. Ian Shumpert also left the meeting.

Mr. Hudson made a motion to leave Executive Session and return to Open Session. The motion was seconded by Mrs. Davis and adopted unanimously. President Joe Babb declared the motion passed.

### **D. Open Session**

Whereupon, Mr. Babb left the room to announce that the Board was returning to Open Session. Everyone waiting re-entered the meeting.

**Student Discipline Case #169-2015-2016**

Mr. Prather made a motion to uphold the District Disciplinary Hearing Committee's recommendation to assign Student #169-2015-2016 to the Structured Day Program for 45 school days for violation of TPSD Policy JD-E3.

Mr. Wheeler seconded the motion to adopt the foregoing resolution and, the question being put to a roll call vote, the result was as follows:

|                              |       |                  |
|------------------------------|-------|------------------|
| Board Member Joe Babb        | Voted | <u>Abstained</u> |
| Board Member Sherry Davis    | Voted | <u>Yea</u>       |
| Board Member Eddie Prather   | Voted | <u>Yea</u>       |
| Board Member Kenneth Wheeler | Voted | <u>Yea</u>       |
| Board Member Rob Hudson      | Voted | <u>Yea</u>       |

The motion having received the affirmative vote of a majority of the members present, the President of the Board of Trustees of the Tupelo Public School District, Tupelo, Mississippi, declared the motion carried.

Detailed information regarding Student Case #169-2015-2016 is marked Exhibit 10 and held in the Exhibit Book of this meeting date and incorporated herein. These materials are marked "Sealed and Confidential" to comply with legal requirements.

**ADJOURNMENT**

Whereupon, Mr. Wheeler made a motion that the Board adjourn. Mrs. Davis seconded the motion, and it was adopted unanimously.

Mr. Babb declared the meeting adjourned at 5:20pm.

APPROVED:

ATTEST:

TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES

\_\_\_\_\_  
Joseph B. Babb, President

\_\_\_\_\_  
Sherry S. Davis, Secretary