

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES NOON MEETING MINUTES
March 10, 2009**

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, March 10, 2009, at the Hancock Leadership Center, 1920 Briar Ridge, Tupelo, Mississippi.

CALL TO ORDER

The meeting was called to order by Vice-President John Nail who welcomed guests attending the meeting.

ROLL CALL AND ESTABLISHMENT OF A QUORUM

The following School Board members were present during roll call:

Members Present: Mr. Mike Clayborne
Mrs. Amy Heyer
Mr. John Nail
Mr. Eddie Prather
Mr. Lee Tucker

Staff Present: Dr. Randy McCoy
Dr. George Noflin
Mr. David Meadows
Mrs. Diana Ezell
Mrs. Linda Pannell
Mrs. Julie Hinds
Mrs. Kay Bishop
Mrs. Jennifer Strunk
Ms. Patrice Tate

Mr. Nail announced a quorum and stated that the meeting was lawfully in session. Members of the press were also present.

OATH OF OFFICE – MR. EDDIE PRATHER

Attorney Otis Tims of Mitchell, McNutt and Sams performed the Oath of Office ceremony for Mr. Eddie Prather. A copy of the signed Oath of Office is marked EXHIBIT 1 and held in the Exhibit Book of this meeting date and incorporated herein.

ELECTION OF OFFICERS

Attorney Tims announced that School Board Policy #BDB stipulates that “the officers of the Board shall be a president, vice-president and secretary and shall be elected at the first meeting of the board following the first Saturday of March of each calendar year.” Mr. Tims next announced that the floor was open for nomination for president of the Board of Trustees.

Mr. Nail placed Mr. Mike Clayborne's name before the Board for president of the School Board. Mrs. Heyer seconded the motion. As no other nominations were offered, Mr. Nail moved that nominations be closed and Mr. Clayborne be elected president by acclamation. Mrs. Heyer seconded the motion. Upon motion duly made, seconded, and carried, the motion passed.

Next, Mr. Tims announced that the floor was open for nominations for vice-president of the Board of Trustees. Mrs. Heyer placed Mr. Lee Tucker's name before the Board to serve as vice-president. Mr. Prather seconded this motion and Mr. Clayborne moved that nominations be closed and Mr. Tucker be elected vice president by acclamation. The motion was seconded by Mr. Nail and was approved unanimously. Upon motion duly made, seconded, and carried, the President of the Board declared the motion passed.

Mr. Tims announced that the floor was now open for nomination for secretary of the Board of Trustees. Mr. Clayborne placed Mrs. Amy Heyer's name before the Board to serve as secretary. Mr. Nail seconded this motion. Mr. Nail moved that nominations be closed and Mrs. Heyer be elected secretary by acclamation. The motion was seconded by Mr. Tucker and was approved unanimously. Upon motion duly made, seconded, and carried, the President of the Board declared the motion passed.

APPROVAL OF THE AGENDA

Upon a motion by Mr. Nail, seconded by Mrs. Heyer, the Board voted unanimously to approve the agenda as submitted. Mr. Clayborne announced that the motion passed. The agenda is marked EXHIBIT 2 and held in the Exhibit Book of this meeting date and incorporated herein.

APPROVAL OF THE MINUTES

Upon a motion by Mrs. Heyer, seconded by Mr. Nail, the Board voted unanimously to approve minutes from the February 10, 2009, noon and 5:00 p.m. meetings as presented. Upon motion duly made, seconded and carried, Mr. Clayborne declared the motion passed.

PUBLIC COMMENTS AND RECOGNITIONS

A. Public Comments

No requests for public comments were received for this Board Meeting.

B. Recognitions

The Board adopted a Resolution in honor of Mrs. Shawn Brevard's service to the Tupelo Public Schools. Mrs. Brevard was appointed to the Board of Trustees in April, 2005. She was elected vice-president of the Board in March, 2006, and served as president of the Board from March, 2007 until March, 2009.

COMMUNICATION TO THE BOARD

A. MSBA Annual Conference Report

School Board Members Amy Heyer and Mike Clayborne attended the Mississippi School Boards Association 37th Annual Conference in Jackson, Mississippi, on February 23-25, 2009, and gave a brief overview on the conference.

B. Lawhon Home Visits Report

Lawhon Principal Christy Carroll presented an update on the Lawhon Home Visit Program which began in July, 2008. A copy of Mrs. Carroll's written report regarding the Lawhon Home Visits Program is marked EXHIBIT 3 and held in the Exhibit Book of this meeting date and incorporated herein.

C. 60-Hour Professional Development Plan

Assistant Superintendent Diana Ezell presented a proposed Tupelo Public School District 60-Hour Professional Development Plan for initial review and discussion. Dr. McCoy stated that the proposed professional development plan will be brought back to the Board at a later date for consideration for adoption. A copy of the proposed TPSD 60-Hour Professional Development Plan is marked EXHIBIT 4 and held in the Exhibit Book of this meeting date and incorporated herein.

D. Curriculum Management Audit

Assistant Superintendent Diana Ezell briefed the Board regarding a proposed Curriculum Management Audit submitted by The International Curriculum Management Audit Center, Phi Delta Kappa International. Dr. McCoy explained that the audit is a 26-week project at a cost of \$45,000.00 and stated that the proposed Curriculum Management Audit will also be brought back to the Board at a later date for further discussion and consideration of implementation during the 2009-2010 school year. A copy of the proposed Curriculum Management Audit is marked EXHIBIT 5 and held in the Exhibit Book of this meeting date and incorporated herein.

SUPERINTENDENT'S REPORT

A. Consent Agenda

In accordance with Dr. McCoy's recommendations, Mr. Nail moved to approve and ratify the Consent Agenda as listed below with the noted changes on the TPSD Athletic Handbook:

1. Contractual Agreements #CO9035 through #CO9037
Charter Bus Service Contracts #BC08-14 through #BC08-21
Contract for Rental of School Facilities #SFR923 through #SFR925

2. Donations #2008-2009-926 through #2008-2009-931
3. Permission to Apply for TPSD Grants #913 through #915
4. Acknowledged and Agreed to Sell Items Identified in February 25, 2009 SALE
5. Granted Permission to Advertise for Sealed Bids – BD573 and BD574 (Carver Entrance Renovation and Lawhon Entrance Portico Addition)
6. Approved School Board Meeting Attendance Report for 2008
7. Approved National School Boards Association's National Affiliate Membership for April 1, 2009 to March 31, 2010
8. Approved School Board Member Expenses to Attend the National School Boards Association 69th Annual Conference on April 4-7, 2009
9. Appointment of Legal Counsel for TPSD Board of Trustees
Named Mitchell, McNutt & Sams as legal counsel for the TPSD Board of Trustees. Mr. Guy Mitchell, III has been designated by Mitchell, McNutt & Sams as the firm's contact person for the Tupelo Public School District.
10. Posting of Public Notices
The Board assigned the responsibility of posting notices of special meetings, recessed meetings, adjourned meetings and rescheduled meetings as outlined in TPSD Policy DBA to Ms. Patrice Tate.
11. Appointment of Recording Secretary
The Board reappointed Ms. Patrice Tate as Recording Secretary for the TPSD Board of Trustees.
12. Ratification of TPSD Policy Manual
TPSD Policy BDA: Board of Trustees Organizational Meeting states that at the annual organizational meeting of the Board, the Board must reconsider the adoption of previously approved policies, administrative regulations, and exhibits. In accordance with TPSD Policy DBA, the Board reaffirmed and ratified the TPSD Policy Manual.
13. Authorize Signatures for District Financial Accounts
The Board reaffirmed and authorized signatures for district financial accounts as listed in TPSD Policy DGA: Authorized Signatures.

The motion was seconded by Mr. Prather and was approved unanimously by all members present. The President of the Board declared the motion passed.

A copy of the Consent Agenda report is marked EXHIBIT 6 and held in the Exhibit Book of this meeting date and incorporated herein.

B. Student Transfer Report

In accordance with Dr. McCoy's recommendations, Mrs. Heyer moved to ratify the administrative decisions in regard to the following student transfer requests:

- a. Approval of ten (10) resident student transfers (in-district)
- b. Approval of three (3) nonresident student transfer requests (in-district)
- c. Approval of seven (7) nonresident student transfers (tuition)

The motion was seconded by Mr. Tucker and was approved unanimously by all members present. The President of the Board declared the motion passed. A detailed copy of the Student Transfer Report is marked EXHIBIT 7 and held in the Exhibit Book of this meeting date and incorporated herein.

C. Personnel Recommendations

Mr. Tucker moved to approve the Personnel Report which included the following items:

- a. Licensed Personnel
- b. Classified Personnel
- c. Substitutes

The motion was seconded by Mrs. Heyer and was approved unanimously. The President of the Board declared the motion passed. A detailed copy of the Personnel Report is marked EXHIBIT 8 and held in the Exhibit Book of this meeting date and incorporated herein.

D. Docket of Claims/Tupelo High School Activity Check Register and Athletic Activity Check Register

Mr. Clayborne reviewed the Docket of Claims and Check Registers prior to the meeting. Mr. Clayborne passed the gavel to Vice President Lee Tucker and recommended approval of the Docket of Claims and Check Registers as outlined below:

- Docket of Claims for the period February 1 through February 28, 2009, Docket of Claims #71520 through #72265 for Accounts Payable Checks #52169 through #52681 in the amount of \$935,933.26.
- Tupelo High School Activity Check Register for February, 2009, Checks #2986 through #3001 in the amount of \$3,007.28.

- Athletic Activity Check Register for February, 2009, Checks #3891 through #3916 in the amount of \$5,145.54.

The grand total for all funds is \$944,086.08.

The motion was seconded by Mr. Nail and approved unanimously. The President of the Board declared the motion passed.

This affirms that the claims and check registers 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 and Check Registers are marked EXHIBIT 9 and held in the Exhibit Book of this meeting date and incorporated herein.

E. January 31, 2009 Financial Statements

Finance Director Linda Pannell submitted the Statement of Income and Expenditures through month-ending January 31, 2009, for consideration of approval. Mrs. Pannell stated that a listing by fund is available for the Board's information.

On a motion by Mr. Nail, seconded by Mr. Tucker, the Board voted unanimously to approve the January 31, 2009, Financial Statements as submitted. Upon motion duly made, seconded, and carried, the President of the Board declared the motion passed.

A copy of the January 31, 2009 Financial Statements is marked EXHIBIT 10 and held in the Exhibit Book of this meeting date and incorporated herein.

F. Policy Changes – TPSD Policy Exhibit ICA-E School Calendar 2009-2010 School Year

Superintendent Randy McCoy recommended that TPSD Policy Exhibit ICA-E School Calendar 2009-2010 be amended to codify the TPSD 2009-2010 School Calendar approved by the Board at the March 10, 2009 Board Meeting.

Mr. Nail moved to approve the amendment of TPSD Policy Exhibit ICA-E as recommended. The motion was seconded by Mr. Prather and was approved unanimously. The President of the Board declared the motion passed.

A copy of TPSD Policy Exhibit ICA-E School Calendar 2009-2010 is marked EXHIBIT 11 and held in the Exhibit Book of this meeting date and incorporated herein.

UNFINISHED BUSINESS

A. Awarding of Advertised Bids (BD571 and BD572)

Dr. McCoy recommended awarding of the following advertised bids:

- BD571 Band Instruments
Recommendation: Taylor Music (7 Tubas, 1 Chimes & 3 Sets
Marching Quints) Cost: \$32,592.93
Recommendation: Washington Music (7 French Horns & 6 Bass
Clarinets)
Cost: \$22,676.00
Funding Source: District Band Instrument Funds (One Time Only)
- BD572 Trainers Software & Equipment (Automotive Design Pilot Program)
Recommendation: Technical Training Aids
Cost: \$81,000.00
Funding Source: Vocational Reimbursement Funds

Mr. Tucker moved to award BD571 and BD572 as recommended. The motion was seconded by Mrs. Heyer and was approved unanimously. The President of the Board declared the motion passed.

Detailed information regarding BD571 and BD572 is marked EXHIBIT 12 and held in the Exhibit Book of this meeting date and incorporated herein.

NEW BUSINESS

A. Consideration of Change Order Number Two (2) and Change Order Number Three (3) for Thomas Street Elementary Building Additions Project, JBHM Architects Project No. 07139, CIG Contractors, Inc.

Dr. Randy McCoy and Mrs. Julie Hinds recommended that the Board of Trustees approve Change Order Number Two (2) and Number Three (3) for the Thomas Street Elementary Additions Project. Mrs. Hinds explained that if approved, Change Order Number Two will authorize the adding a horn/strobe from the new firm alarm panel to the main office area. Change Order Number Three serves to reconcile all allowances in the contract. The balance remaining in the contingency fund is \$14,900.85. Upon approval of this change order, this amount will be subtracted from the contract amount. If both Change Orders are approved, the new contract amount will be \$1,615,081.96.

On a motion by Mr. Nail, seconded by Mrs. Heyer, the Board voted unanimously to approve Change Order Number Two (2) and Change Order Number Three (3) for the Thomas Street Elementary Building Additions Project as recommended.

Upon motion duly made, seconded, and carried, the President of the Board declared the motion passed.

Copies of the Change Orders are marked EXHIBIT 12 and held in the Exhibit Book of this meeting date and incorporated herein.

B. Consideration of Approval of Certificate of Substantial Completion for Thomas Street Elementary Building Additions Project, JBHM Architects Project No. 07139, CIG Contractors, Inc.

Dr. Randy McCoy and Mrs. Julie Hinds recommended approval of the Certificate of Substantial Completion for the Thomas Street Elementary Building Additions Project, JBHM Architects Project No. 07139, CIG Contractors, Inc.

On a motion by Mrs. Heyer, seconded by Mr. Tucker, the Board voted unanimously to approve the Certificate of Substantial Completion for the Thomas Street Elementary Building Additions Project as recommended.

Upon motion duly made, seconded, and carried, the President of the Board declared the motion passed.

A copy of the Certificate of Substantial Completion marked EXHIBIT 13 and held in the Exhibit Book of this meeting date and incorporated herein.

MISCELLANEOUS BUSINESS

A. Appointment of Board Audit Committee to Review TPSD 2008-2009 Audit

In accordance with TPSD Policy DBA Board of Trustees Organizational Meeting, Mrs. Heyer moved to appoint Mr. John Nail and Mr. Lee Tucker to serve on the Board Audit Review Committee for the purpose of reviewing the 2008-2009 School Year Audit. The motion was seconded by Mr. Prather and approved unanimously. The President of the Board declared the motion passed.

B. Mississippi Ethics Commission Statement of Economic Interest

Board members were reminded that state law requires board members to annually file a Statement of Economic Interest form on or before May 1st of each year.

C. School Board Training – MSBA Board Training, May 2, 2009, in Tupelo

Board members were also reminded that the Mississippi School Boards Association has scheduled Board Training on May 2, 2009, at the Hancock Leadership Center.

D. Executive Session – Personnel Matters

Board President Mike Clayborne suggested to the School Board a temporary executive session to determine the need for a permanent executive session for the purpose of discussing personnel matters.

On a motion by Mr. Tucker, seconded by Mrs. Heyer, the Board voted unanimously to enter temporary executive session for the purpose of determining a need for permanent executive session. Upon motion duly made, seconded, and carried unanimously by all members present, the President of the Board declared the motion passed.

The room was cleared and the temporary executive session was called to order by President Mike Clayborne with the following people present: Mr. Mike Clayborne, Mrs. Amy Heyer, Mr. John Nail, Mr. Eddie Prather, Mr. Lee Tucker, Dr. Randy McCoy, Mrs. Diana Ezell, Dr. George Noflin and Mr. David Meadows

The Executive Session was called to order and the Board first considered the reason for entering executive session. Upon a motion by Mr. Tucker with a second by Mrs. Heyer the Board voted unanimously to remain in Executive Session for the purpose of discussing personnel matters.

Upon motion duly made, seconded, and carried unanimously by all members present, the President of the Board declared the motion passed.

Mr. Clayborne reopened the meeting to tell all those in attendance the reason for going into Executive Session was to discuss personnel matters.

On a motion by Mr. Tucker, seconded by Mrs. Heyer, the Board voted unanimously to amend Dr. Randy Shaver's employment contract which was entered into as of the 9th day of December, 2009. Upon motion duly made, seconded, and carried unanimously by all members present, the President of the Board declared the motion passed.

The Board continued to discuss personnel matters, however, no action was taken.

Upon a motion by Mr. Nail with a second by Mrs. Heyer, the Board voted unanimously to come out of Executive Session. Upon motion duly made, seconded, and carried unanimously by all members present, the President of the Board declared the motion passed.

ADJOURNMENT

On a motion by Mr. Nail, seconded by Mr. Tucker, the Board voted unanimously to adjourn the meeting. The President of the Board declared the motion passed and the meeting in adjournment at 3:10 p.m.

APPROVED:
TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES

ATTEST:

Mike Clayborne, President

Amy Heyer, Secretary