

TO: Gearl Loden, Ph.D.

FROM: Leigh B. Mobley, Ph.D.

DATE: February 26, 2016

RE: Approval of NEW Board Policies

Pursuant to board Policy BDE:

The board policy manual will be reviewed on a regular basis under the direction of the superintendent or designee, in consultation with appropriate Directors, Principals and Staff, and reported to the superintendent according to a minimum schedule.

The following policies are submitted as NEW policies to be added to the Tupelo Public School District Board Policy Manual.

These policies were presented to the board for first reading at the February 2016 Board Meeting.

The New policies are:

DGA Fund Balance

ECIA Texting While Driving

EP Drones

ICIB CPR/AED Instruction

MO Home School Programs

These policies are attached.

Respectfully Submitted:



Leigh B. Mobley, Ph.D.

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**District:** Tupelo Public School District  
**Section:** D - Fiscal Management  
**Policy Code:** DGA - Fund Balance (GASB 54)

### *Purpose*

The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the District and is fiscally advantageous for both the District and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the District to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

### *Definitions*

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund. Fund balance is based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

- 1) **Nonspendable fund balance** – amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2) **Restricted fund balance** – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
- 3) **Committed fund balance** – amounts that can be used only for the specific purposes determined by a formal action of the Board of Trustees. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the board's commitment in connection with future construction projects).
- 4) **Assigned fund balance** – amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the Board of Trustees or by a designee to whom the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

5) **Unassigned fund balance** – includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

### *Policy*

The responsibility for designating funds to specific classifications shall be as follows:

**Committed Fund Balance** – The Board of Trustees is the District’s highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board.

**Assigned Fund Balance** – The Board of Trustees has authorized the Superintendent and the Business Manager as officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

### *Minimum Unassigned Fund Balance*

It is the goal of the District to achieve and maintain an unassigned fund balance in the general fund at fiscal year end of not less than 10 % of local and state revenues [*or expenditures*].

### *Order of Expenditure of Funds*

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Board, and unassigned fund balance), the District will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

**Adopted Date:**

**Approved/Revised Date:**

**District:** Tupelo Public School District  
**Section:** E - Business Management  
**Policy Code:** ECIA - District Staff Use of Electronic Devices While Driving on District Business

## **Operating an Electronic Device While Driving on District Business**

No employee or volunteer driver of the Tupelo Public School District shall operate any district motor vehicle or operate a personal motor vehicle in the course of their responsibilities and duties with the district while writing, sending, or reading a text message and from accessing, reading or posting to a social networking site using a hand-held mobile telephone.

### **Definitions**

- "Hand-held mobile telephone" means a mobile telephone or other portable electronic communication device with which a user engages in a call or writes, sends, or reads a message using at least one hand. The term "hand-held mobile telephone" shall not include a voice-operated or hands-free device;
- "Motor vehicle" means a vehicle driven or drawn by mechanical power and manufactured primarily for use on public highways;
- "Social networking site" means any web-based service that allows individuals to construct a profile within a founded system, articulate a list of other users with whom they share a connection, and communicate with other users of the site;
- "Text message" includes a text-based message, instant message, electronic message, email, , but shall not include an emergency, traffic, or weather alert or a message related to the operation or navigation of the motor vehicle;
- "Writing," "sending," and "reading," with respect to a text message, means the manual entry, sending, or retrieval of a text message, respectively, to communicate with any person or device.
- "Voice operated or hands-free device" means a device that allows the user to write, send, or listen to a message without the use of either hand except to activate, deactivate, or initiate a feature or function.

### **Violations**

Violations of this policy may lead to disciplinary action including denial of use of school vehicles and district cell phones and up to and including termination. Certain violations are punishable by law. Any fines or penalties incurred shall be the responsibility of the employee.

All employees driving on school business must sign and return to their supervisors.

### **Statement of Acknowledgement**

Please read and sign the Statement of Acknowledgement and return it to your supervisor. If you have any questions regarding this policy, please contact your supervisor.

I am aware of the policy regarding the use of hand-held wireless communication devices while operating a district vehicle or a personal vehicle in the course of my responsibilities and duties with the district. I fully understand the terms of this policy and agree to abide by them.

Employee Signature

Date

Employee Name (printed)

**Adopted Date:**

**Approved/Revised Date:**

**District:** Tupelo Public School District  
**Section:** E - Business Management  
**Policy Code:** EP - Drones (Unmanned Aircraft Systems)

### **Drones (Unmanned Aircraft Systems)**

No one may fly a drone or any kind of remote-controlled aircraft over the skies of any district school campus or school property, including, but not limited to football stadiums or athletic fields without obtaining prior written permission from the superintendent or designee. Use of such drones poses a safety hazard. Any person violating this policy will be subject to immediate removal from school property and continued violation of the policy may result in barring their presence on school property. The District shall report use of drones on school property to law enforcement authorities and/or the Federal Aviation Administration.

**Adopted Date:**

**Approved/Revised Date:**

**District:** Tupelo Public School District  
**Section:** I - Instructional Program  
**Policy Code:** ICIB - CPR/AED Instruction

### **CPR/AED Instruction**

The curriculum of this Tupelo Public School District shall include an instructional component on the proper administration of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) shall be included as part of the physical education or health education curriculum in grades 9-12. This course shall be incorporated into the ½ Carnegie unit physical education requirement. The curriculum shall incorporate into the instruction the psychomotor skills necessary to perform cardiopulmonary resuscitation (CPR) and use of an automated external (AED) defibrillator as follows:

- An instructional program developed by the American Heart Association or the American Red Cross;
  - An instructional program which is nationally recognized and is based on the most current national evidence-based Emergency Cardiovascular Care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator;
  - A licensed teacher shall not be required to be a certified trainer of cardiopulmonary resuscitation, to facilitate, provide or oversee such instruction for non-certification; and
  - Courses which result in a certification being earned must be taught by an authorized CPR/AED instructor.

For the purpose of this policy:

*"Psychomotor skills" means the use of hands-on practicing to support cognitive learning.*

*Cognitive-only training does not qualify as "psychomotor skills."*

The superintendent or designee shall develop procedures to support this policy.

**Adopted Date:**

**Approved/Revised Date:**

**District:** Tupelo Public School District

**Section:** M - Education Agency Relations

**Policy Code:** MO - Relations with Home Schooled Students/ Programs

The Tupelo Public School District Board of Education recognizes its legal responsibility to ensure that all children of compulsory school age have the opportunity to receive an education that is adequate and equivalent to that which they are entitled under the law. Therefore, the Board will follow state statutes in cooperating with parents who choose to educate their children in an approved home school program and whose children enter the public schools after having attended an approved home school program.

Home schooled students will not be allowed to participate in extra-curricular activities of this School District.

The superintendent is authorized to establish and implement procedures in conjunction with this policy.

**Adopted Date:**

**Approved/Revised Date:**