

**TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
November 8, 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, November 8, 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. Hudson, seconded by Mrs. Davis, the Board voted unanimously to approve the agenda for the regular November 8, 2016, Board meeting as presented.

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**

October 11, 2016, Noon Regular Meeting, HLC

Mrs. Davis made a motion to approve the minutes from the October 11, 2016, noon regular meeting as presented. The motion was seconded by Mr. Wheeler and approved unanimously. Mr. Babb declared the motion passed.

October 11, 2016, 5:00pm, Pierce Street Elementary

Mr. Prather made a motion to approve the minutes from the October 11, 2016, 5:00pm regular meeting as submitted. The motion was seconded by Mrs. Davis and approved unanimously. Mr. Babb declared the motion passed.

**APPROVAL OF RESOLUTION TO CORRECT SEPTEMBER 13, 2016, MEETINGS OF THE BOARD OF TRUSTEES**

The Board considered a Resolution authorizing amendment of the minutes of the September 13, 2016, meetings of the Board of Trustees to correct typographical errors in the numbering of claims and of checks in the Docket of Claims presented for approval and approved by the Board. Adoption of the Resolution was proposed in a motion by Board Member Rob Hudson, seconded by Board Member Kenneth Wheeler and was brought to a vote as follows:

|                      |            |
|----------------------|------------|
| Board Member Hudson  | <u>Yea</u> |
| Board Member Wheeler | <u>Yea</u> |
| Board Member Babb    | <u>Yea</u> |
| Board Member Prather | <u>Yea</u> |
| Board Member Davis   | <u>Yea</u> |

Having received a majority of affirmative votes, the President declared that the Resolution had passed as set forth. The foregoing named Resolution is marked EXHIBIT 2 and held in the Exhibit Book of this meeting date and incorporated herein. A copy of the Resolution will also be attached to the Minutes of the September 13, 2016, meetings of the Board.

### **PUBLIC COMMENTS**

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

### **RECOGNITIONS**

1. Dr. Peasant recognized Mrs. Lynne Rogers for her outstanding leadership as Food Service Director for Tupelo Public Schools. Next, Mrs. Rogers introduced Carver Elementary Food Service Manager Dorothy Lattimore to the Board of Trustees which thanked her for her commitment to excellence in the performance of her duties.
2. A Proclamation was announced in honor of Mrs. Kay Bishop to express gratitude and respect for her valuable and enduring service to Tupelo Public Schools.

### **COMMUNICATION TO THE BOARD**

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

#### **A. “Imagine the Possibilities” Career Expo/NSPARC**

Dr. Chuck Garrett and Dr. Larry Anderson provided information regarding the recent “Imagine the Possibilities” Career Expo held on October 4-6, 2016. This event was sponsored by the Toyota Wellspring Education Fund at CREATE. The expo is designed to provide to area eighth graders a better understanding of the opportunities available after graduation. Mr. Lewis Whitfield discussed MSU’s National Strategic Planning and Analysis Research Center (NSPARC).

#### **B. Early Childhood Summit Report (TPSD Goal #1)**

Mrs. Anna Guntharp and Mrs. Corlis Curry presented an overview of the Early Childhood Summit they attended on October 23-24, 2016, in Miami, Florida. The conference was sponsored by AASA and provided early education practitioners from across the early learning spectrum an opportunity to dialogue and learn.

**C. Accountability Results Update (TPSD Goals #1 and #3)**

Ms. Paige Tidwell provided the latest information on the district's Accountability Results for school year 2015-2016 along with area school rating and comparisons.

**D. Curriculum Update (TPSD Goal #1)**

Mrs. Anna Guntharp gave a Curriculum Update Report which included the following topics in her PowerPoint presentation:

1. District Focus Groups
2. Professional Development
3. Writing Support
4. Curriculum Specialist Starr Brown is working with Milam, TMS and THS
5. Data Meetings

**E. First 9 Weeks ADA Report (TPSD Goals #1 and #4)**

Dr. Eddie Peasant presented for review and discussion student and faculty ADA information for the first 9 weeks period.

**F. First 9 Weeks Discipline Report (TPSD Goal #2)**

Dr. Peasant provided summary information regarding first 9 weeks discipline with 3-year comparisons.

**G. Update on 2015-2016 Year End Closing and FY16 Audit (TPSD Goal #4)**

Mrs. Rachel Murphree stated that as of November 4, 2016, Wakins, Ward and Stafford has met with herself and Assistant Finance Director Rachel Mitchell to document internal control procedures and to begin risk assessment. Debt and cash confirmations have been completed and mailed, and preliminary review procedures of the Schedule of Expenditures of Federal Awards and other specific audit areas have been completed. Audit fieldwork is scheduled to begin on November 14, 2016.

**H. Ad Valorem Report for Amount Received Through October, 2016 (TPSD Goal #4)**

Mrs. Rachel Murphree reported that the collections for Operations for September received by the District in October were 7.63% of the amount requested compared to 7.48% in the previous year. The collections for Debt Service for September received by the District in October were 6.79% of the amount requested compared to 7.47% in the previous year.

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 Murphree (TPSD Goal #4)

1. Contractual Agreements (TPSD Policy DJAAB Contract Signing Authority)  
Contracts to be Acknowledged and Awarded: #CO1726 and #CO1727 and Contracts for Rental of School Facilities: #SFR1712, #SFR1713, and #SFR1714
2. Contracts to be Ratified: Contracts #CO17128, #CO1729, and #CO1730; and Charter Bus Service Contract BC #2016-2017-002
3. Donations (TPSD Policy DFAB Revenues for Non-Tax Sources)  
#2016-2017-016 and #2016-2017-017
4. Grant Permission to Submit Grants (TPSD Policy DEEG Grant Management)  
TPSD Grant #1717 through #1722
5. Grant Permission to Accept Grants (TPSD Policy DEEG Grant Management)  
TPSD Grants #1716 through #1720
6. Grant Permission to Delete 23 Assets from the TPSD Asset Listing and Add Back 6 Assets to the TPSD Asset Listing (TPSD Policy DM)

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

1. Student Transfer Report (TPSD Policy JBCD Transfers and Withdrawals of Students)
2. Readmission of Expelled Student (Case #2-20-2015-2016 (TSP Policy JDE)  
(TPSD Goals #1 and #2)

### C. Office of Superintendent Dr. Gearl Loden (TPSD Goal #4)

1. Approved appropriate expenses for Board Members to attend the Annual National School Boards Association (NSBA) Conference on March 25-27, 2017, in Denver, CO
2. Approved payment of National School Boards Association Affiliate fees in the amount of \$4,165.00, for the period January 1, 2017 to December 31, 2017. Fees are based on enrollment.

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 3 and held in the Exhibit Book of this meeting date and incorporated herein.

## SUPERINTENDENT'S REPORT

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

1. Board Member Eddie Prather recommended approval of the Docket of Claims for the period October 1 through October 28, 2016, Docket of Claims #39822 through #40612,

Accounts Payable Checks #26092 through #26637 in the amount of \$1,783,857.82; and Athletic Activity Ref Pay paid officials and fees in the amount of \$3,033.00 for October 1 through October 31, 2016. The grand total for all funds is \$1,786,890.82.

The motion was seconded by Mr. Wheeler and approved unanimously. Mr. Babb 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 4 and held in the Exhibit Book of this meeting date and incorporated herein.

## **2. Required Monthly Financial Reports – Month Ending September 30, 2016**

Following a review of each report and discussion, on a motion by Mr. Hudson, seconded by Mr. Wheeler, 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 September 30, 2016, are marked EXHIBIT 5 and held in the Exhibit Book of this meeting date and incorporated herein.

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

### **1. Revised Job Descriptions**

Dr. Loden advised that the proposed, revised job descriptions will involve discussion of individual job performance of district employees, and that therefore, it is appropriate for the dialogue to be held in the scheduled executive session at the end of the meeting.

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

Upon a motion by Mr. Prather, seconded by Mrs. Davis, the Board voted unanimously to approve the licensed personnel recommendations 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. Kimberly Britton (TPSD Goal #3)**

### **Approval of Amended TPSD Policies GBADA Professional/Licensed Staff Fringe Benefits and #GBRID Military Leave**

Mr. Turner recommended amendments to the following policies:

|       |   |
|-------|---|
| GBADA | Professional/Licensed Staff Fringe Benefits |
| GBRID | Military Leave                              |

Upon a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to amend the above-referenced TPSD policies as presented. Mr. Babb declared the motion passed. A copy of the above amended policies are marked EXHIBIT 7 and held in the Exhibit Book of this meeting date and incorporated herein.

**D. Office of Assistant Superintendent Dr. Eddie Peasant (TPSD Goal #2)**

**1. Student Discipline Case #29-2016-2017**

On a motion by Mr. Wheeler, seconded by Mr. Prather, the Board voted unanimously to ratify the administrative decision to expel Student #29-2016-2017, from TPSD for one calendar year for violation of violation of TPSD Policies JD-E4 and JCDAE (2). Mr. Babb declared the motion passed.

Detailed information regarding Student Discipline Case #29-2016-2017 is marked EXHIBIT 8 “Sealed and Confidential” and held in the Exhibit Book of this meeting date and incorporated herein.

**2. Student Discipline Case #36-2016-2017**

On a motion by Mr. Prather, seconded by Mr. Wheeler, the Board voted unanimously by to ratify the administrative decision to expel Student #36-2016-2017, from TPSD for one calendar year for violation of TPSD Policy JD – Procedures 6 – Alternative Schools 4-12. Mr. Babb declared the motion passed.

Detailed information regarding Student Discipline Case #36-2016-2017 is marked EXHIBIT 9 “Sealed and Confidential” and held in the Exhibit Book of this meeting date and incorporated herein.

**E. Office of Executive Director of Operations Mr. Andy Cantrell (TPSD Goal #4)**

**Awarding of Bid for Carver Safe Room Project to CIG Contractors, Inc.**

Mr. Andy Cantrell and Charles Laney of JBHM Architects recommended that the Carver Safe Room Project be awarded to CIG Contractors, Inc., who submitted the apparent lowest/best bid with a base bid of \$581,000.00. Mr. Cantrell reported that the cost overrun has been approved by FEMA with a total cost of the project at \$694,597. The Federal share of this project is approximately \$608,592. The District’s share of the project is approximately \$86,005. It is also recommended to accept alternate #1 and #2 for the painting and ceiling cloud which is approximately \$13,860. The two alternatives are not covered in the 90/10 grant. The District’s total cost for the project is \$99,865.00.

On a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously to award the Carver Elementary Safe Room Project to apparent low bidder CIG Contractors,

Inc. with a base bid of \$581,000 (District's cost is \$86,005) and Alternates No. 1 and No. 2 (\$13,860), for a total cost to the District of \$99,865.00, and authorize Superintendent Loden to execute all documents related to this project. Upon motion duly made, seconded, and carried unanimously, the President of the Board declared the motion passed.

Bid information and contract documents regarding the above project are marked EXHIBIT 10 and held in the Exhibit Book of this meeting date and incorporated herein.

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

**A. Information Items**

**1. Recommended Accreditation Status for School Year 2016-2017 (TPSD Goal #1)**

Dr. Loden reported that the District's recommended accreditation status for school year 2016-2017 is ACCREDITED.

**2. Upcoming TPSD Events**

- MSBA Conference, November 14-15
- Thanksgiving Break – November 21-25
- Retiree Luncheon – November 30
- December 13 – Regular Board Meeting, Noon, HLC
- District Holiday Luncheon – Noon, December 16, HLC

**B. Miscellaneous**

**1. Safety Audit Update – Mr. Andy Cantrell (TPSD Goal #4)**

Mr. Cantrell stated that Mississippi Department of Education has scheduled the district's safety audit for February 20-24, 2017.

**2. Online Speech Class at THS – Dr. Eddie Peasant (TPSD Goal #1)**

Dr. Eddie Peasant discussed offering a dual credit public speaking course to eligible THS students beginning Spring, 2017. The majority of the course and textbook costs will be paid by the district. The course will be taught online by an ICC instructor.

**UNFINISHED BUSINESS**

Ms. Patrice Tate presented a final draft of 2017 Board Meeting Dates for approval. On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to approve the 2017 Board Meeting Dates as presented. Mr. Babb declared the motion passed.

A copy of the 2017 Board Meeting Dates is marked **EXHIBIT 11** and are held in the Exhibit Book of this meeting date and incorporated herein.

## **NEW BUSINESS**

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

## **MISCELLANEOUS BUSINESS**

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

#### **December 13, 2016 Board Meeting**

- **1<sup>st</sup> Draft of 2017-2018 School Calendar**
- **Announcement of 2017 Administrator of the Year**

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

Mr. Prather requested that “A” schools be honored for their achievement at a future meeting. Mrs. Davis also suggested that teachers of students who earned AP scores at state average or higher be recognized.

### **C. Executive Session**

Mr. Babb suggested that there was a need for consideration of entering into executive session to discuss security planning and several personnel matters. Mr. Hudson made a motion that the Board enter temporary Executive Session. Mr. Wheeler seconded the motion, and it was adopted unanimously. Mr. Babb declared the motion passed. The room was then cleared.

The temporary Executive Session was called to order with the following people present: Mrs. Sherry Davis, Mr. Rob Hudson, Mr. Eddie Prather, Mr. Kenneth Wheeler, Dr. Gearl Loden, Mr. Otis Tims, Mr. Jim Turner, Mrs. Corlis Curry, Mrs. Kim Britton, Mr. Andy Cantrell, Mrs. Modesty Shumpert, and Ms. Patrice Tate. The Board first considered the reason for entering Executive Session. Mr. Babb stated that there was a need to discuss security planning and personnel matters. Upon a motion by Mr. Hudson, with a second by Mr. Wheeler, the Board voted unanimously to remain in Executive Session for the purpose of discussing security and personnel matters. 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.

Mr. Babb called the Executive Session to order and there followed a discussion of the first personnel matter. Then, Mr. Turner left the meeting.

There followed discussion of security matters. Then, Mr. Cantrell left the meeting.

Next, other personnel matters were discussed.

Following this discussion, everyone left the room except for Board members and Mr. Tims, and the Board continued in Executive Session. Further discussion of personnel matters

followed, and thereafter Mr. Hudson made a motion for the Board to return to Open Session. The motion was seconded by Mr. Wheeler and adopted unanimously by the Board. Mr. Babb declared the motion passed and left the room to announce that the Board was returning to Open Session.

After returning to the room, Mr. Babb announced that the Board had discussed personnel matters and security planning in Executive Session, but had taken no action.

**D. Open Session**

**Approval of Revised Job Descriptions**

Mr. Hudson then made a motion that the Board approve the below listed revised job descriptions as discussed, among other personnel matters, with the Board in Executive Session:

- Office Assistant One D'Ville Apartments
- Executive Secretary to the Superintendent
- Cafeteria Manager
- Assistant Director of Security
- Occupational Therapist Assistant
- Computer Technician
- Computer Network Technician
- Network Administrator Erate
- MSIS Data Manager
- Assistant Technology Coordinator

Mr. Wheeler seconded the motion, which was approved unanimously.

Mr. Babb declared the motion passed. The above referenced job descriptions are marked EXHIBIT 12 and held in the Exhibit Book of this meeting date and incorporated herein.

**ADJOURNMENT**

There being no further business, Mr. Prather made a motion to adjourn, which was seconded by Mr. Wheeler and adopted unanimously. Mr. Babb declared the meeting adjourned at 5:02 p.m.

**APPROVED:**

**ATTEST:**

**TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES**

\_\_\_\_\_  
**Joe Babb, President**

\_\_\_\_\_  
**Sherry Davis, Secretary**