

**TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
July 31, 2012**

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 31, 2012, at the Hancock Leadership Center, 1920 Briar Ridge, Tupelo, Mississippi.

**CALL TO ORDER**

The meeting was called to order by President Eddie Prather who welcomed guests attending the meeting.

**ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board members present during roll call were: Mrs. Amy Heyer, Mr. Rob Hudson, Mr. Eddie Prather, Mrs. Beth Stone and Mr. Ken Wheeler. Mr. Prather announced a quorum and stated that the meeting was lawfully in session. In the absence of Attorney Otis Tims, Attorney Martha Stegall was present.

**APPROVAL OF THE AGENDA**

Mr. Prather entertained a motion to approve the adoption of the agenda for July 31, 2012, as amended. On a motion by Mr. Wheeler, seconded by Mrs. Stone, the Board voted unanimously to adopt the agenda with the following amendment:

- **ADD** Job Description for Dyslexia Coordinator to the Personnel Report (Section VIII. Superintendent's Report, Item B.)

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.

**REVIEW OF THE MINUTES**

**May 30, 2012 – Special Called Meeting**

Motion was made by Mr. Hudson, seconded by Mrs. Heyer, to approve the minutes of the special called meeting of May 30, 2012, as submitted. Mr. Prather announced that the motion passed unanimously.

**June 12-13, 2012 – Special Called Meeting at School Board Retreat**

Motion was made by Mrs. Stone, seconded by Mr. Wheeler, to approve the minutes of the special called meeting of May 30, 2012, as submitted. Mr. Prather announced that the motion passed unanimously.

### **June 26, 2012 – Regular Meeting**

Motion was made by Mrs. Heyer, seconded by Mrs. Stone, to approve the minutes of the regular meeting of June 26, 2012, as presented. Mr. Prather announced that the motion passed unanimously.

### **PUBLIC COMMENTS AND RECOGNITIONS**

#### **A. Public Comments**

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

#### **B. Recognitions**

No recognition ceremony was held at this meeting of the Board.

### **COMMUNICATION TO THE BOARD**

**The following reports were presented to the Board of Trustees as information:**

- A. TPSD Car Decal presented by Mrs. Kate Farabaugh (TPSD Goal #4)
- B. Draft District Goals presented by Mrs. Mary Ann Plasencia
- C. 2011-2012 Grants Summary presented by Mrs. Mary Ann Plasencia (TPSD Goal #5)
- D. Early Childhood Education Center Student Data and English Language Learner Student Enrollment Information presented by Mrs. Dale Warriner (TPSD Goal #1)
- E. 2011-12 School Year Tuition Report presented by (TPSD Goal #5)
- F. Education Enhancement Fund (EEF)-Instructional Supply Funding Changes for 2012-2013 presented by Mrs. Linda Pannell (TPSD Goal #5)
- G. Review of 2012-2013 Budget presented by Mrs. Linda Pannell (TPSD Goal #5)
- H. 2012 Summer Construction Projects presented by Mrs. Julie Hinds (TPSD Goal #2)
- I. Long-Range Facilities Improvement Plan presented by Mrs. Julie Hinds (TPSD Goal #2)

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

### **CONSENT AGENDA**

In accordance with Dr. Loden's recommendations, Mrs. Heyer moved to approve the Consent Agenda items as listed below:

#### **A. Office of Director of Finance Mrs. Linda Pannell (TPSD Goal #5)**

- 1. Contractual Agreements #CO1300 through #CO1303)
- 2. Donation #2012-2013-001
- 3. Single Source Purchases #SS1300

4. TPSD Capital Assets Listing -- Assets for Disposal, Removal and Addition
  - Declared that 837 assets were no longer of use to the District and granted permission to recycle them with Magnolia Data Solutions of Jackson, Mississippi. This company is the only licensed recycler of data equipment in Mississippi and will provide the District with a Certificate of Destruction within 10 days of pickup from our site.
  - Approved request to remove 10 items
  - Approved request to add 2 assets

5. Granted Permission to Apply for TPSD Grants #1300, #1301 and #1302

**B. Office of Assistant Superintendent Dr. Matthew Dillon**

Student Transfer Report presented by Mrs. Pamela Traylor

**C. Office of Assistant Superintendent Mrs. Kimberly Britton (TPSD Goal #1)**

TPSD English as a Second Language Program Plan for English Language Learners presented by Mrs. Dale Warriner

**D. Office of Assistant Superintendent Mrs. Diana Ezell**

1. School Board Policy Changes

Dr. Loden stated that the recommended revisions have been reviewed by Mrs. Kelly Stimpson to comply with current state and federal law and requested immediate adoption in order to prepare 2012-2013 student handbooks in a timely fashion.

Amendment of the following of TPSD Board Policies:

- a. IKAAs Tests and Examination (TPSD Goal #1)
- b. JICC Student Conduct on Buses (TPSD Goal #2)
- c. GBEBA-R Staff Dress Code (TPSD Goal #3) (change to regulation only)
- d. ID School Schedules (TPSD Goal #2)
- e. JLG Homeless Students (TPSD Goal #1)
- f. JFAA Admission of Resident Students (TPSD Goal #1) (change to administrative procedures only)

Information Only : TPSD Policy KBA Parent Involvement in Education Title I Programs – Pursuant to the requirements of Board Policy KBA, the School Advisory Team and the District Parent Committee have reviewed this policy and the administrative procedures that go with the policy, and find that there are no amendments that need to be made.

2. 2012-2013 Student Handbooks for PreK-12 Schools; TPSD Elementary Guidebook; TPSD Secondary Guidebook and 1 to 1 Laptop Handbook (TPSD Goal #4)
3. TPSD Gifted Students Plan 2012-2013 (TPSD Goal #1)

The motion was seconded by Mr. Wheeler and was approved unanimously. The president of the Board 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. Linda Pannell (TPSD Goal #5)**

#### Request Permission to Transfer between Accounts for 2012-2013 School Year

On a motion by Mr. Hudson, seconded by Mrs. Stone, the Board voted unanimously to approve Mrs. Pannell's request to transfer funds between accounts for the day-to-day operation of the school district's financial needs.

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

#### Request Permission to Amend the 2011-2012 School Year Budget

On a motion by Mrs. Stone, seconded by Mr. Wheeler, the Board voted unanimously to approve Mrs. Pannell's request to amend the 2011-2012 School Year Budget.

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

#### Financial Statements for Month Ending June 30, 2012

On a motion by Mrs. Heyer, seconded by Mrs. Stone, the Board voted unanimously to approve the Financial Statements for month ending June 30, 2012, as presented.

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

Financial Statements for month ending June 30, 2012, are marked EXHIBIT 3 and held in the Exhibit Book of this meeting date and incorporated herein.

#### Docket of Claims and Check Registers

Having reviewed the Docket of Claims prior to the meeting, Mrs. Stone recommended approval of the Docket of Claims and Tupelo High School Activity Check Register as outlined below:

- Docket of Claims for the period June 17 through June 30, 2012, Docket of Claims #3095 through #4077, Accounts Payable Checks #1785 through #2346 in the amount of \$2,878,144.30.
- Tupelo High School Activity Check Register for June, 2012, Checks #1057 through #1059 in the amount of \$2,295.10.

The grand total for all funds is \$2,880,439.40.

The motion was seconded by Mr. Wheeler and approved unanimously. Mr. Prather 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 aforementioned Docket of Claims and Check Registers are marked EXHIBIT 4 and held in the Exhibit Book of this meeting date and incorporated herein

#### INFORMATION ONLY – Cash Flow Statements for Month Ending June 30, 2012

Statement of Cash Flow for the month ending June 30, 2012, was presented by Mrs. Pannell for the Board's information and review.

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

#### Personnel Report

On a motion by Mr. Wheeler, seconded by Mrs. Stone, the Board voted unanimously to approve the following Personnel Report as recommended:

1. Job Description – Dyslexia Coordinator
2. Licensed Staff

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

The Personnel Report is marked EXHIBIT 5 and held in the Exhibit Book of this meeting date and incorporated herein.

### **UNFINISHED BUSINESS**

#### **Awarding of Advertised Bids #BD1300 Classroom/Office Supplies and #BD1301 Athletic Supplies**

##### BD1013 Athletic Supplies

On a motion by Mrs. Heyer, seconded by Mrs. Stone, the Board voted unanimously to award BD1013 Athletic Supplies to the low bidder per line item as described in EXHIBIT 6 for the term bid for the 2012-2013 school year.

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

### BD1300 Classroom Supplies

On a motion by Mrs. Heyer, seconded by Mrs. Stone, the Board voted unanimously to award BD1300 Classroom Supplies to the low bidder per line item as described in EXHIBIT 7 for the term bid for the 2012-2013 school year.

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

As mentioned above, detailed information regarding BD1301 Athletic Supplies and BD1300 Classroom Supplies is marked EXHIBIT 6 and 7 and held in the Exhibit Book of this meeting date and incorporated herein.

### **NEW BUSINESS**

No “new business” agenda topics were presented at this meeting of the Board.

### **MISCELLANEOUS BUSINESS**

#### **A. Future Agenda Topics**

1. Mrs. Heyer requested additional information on Early Beginnings at the Early Childhood Education Center.
2. Mr. Prather suggested that Board members who attended the NSBA Summer Conference present a trip report at the next meeting.

Mr. Prather also asked Board Members to email him should they have any future agenda topics.

#### **B. Executive Session**

Board President Eddie Prather suggested to the School Board a temporary executive session to determine the need for a permanent executive session for the purpose of discussing a personnel matter.

On a motion by Mr. Hudson, seconded by Mr. Wheeler, 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, the President of the Board declared the motion passed.

The room was cleared and the temporary executive session was called to order by Mr. Prather with the following people present: Mrs. Amy Heyer, Mr. Rob Hudson, Mr. Eddie Prather, Mrs. Beth Stone, Mr. Ken Wheeler, Dr. Gearl Loden, Mrs. Martha Stegall, Mr. Jim Turner, Dr. Matthew Dillon, and Ms. Patrice Tate.

The executive session was called to order and the Board first considered the reason for entering executive session. 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 a personnel matter. Upon motion duly made, seconded, and carried unanimously, the President of the Board declared the motion passed.

Mr. Prather reopened the meeting to tell all those in attendance the reason for going into executive session was to discuss a personnel matter.

Discussion followed regarding the personnel matter. No action was taken in executive session.

Mr. Hudson moved to come out of executive session. Mr. Wheeler seconded the motion, and upon motion duly made, seconded, and carried unanimously, the President of the Board declared the motion passed and the Board in open session.

## **ADJOURNMENT**

On a motion by Mr. Hudson, seconded by Mrs. Heyer, the Board voted unanimously to adjourn the meeting. The President of the Board declared the motion passed and the meeting in adjournment at 2:30 p.m.

APPROVED:  
TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES

ATTEST:

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Eddie M, Prather, President

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Rob Hudson, Secretary