

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
ANNUAL ORGANIZATIONAL MEETING
March 8, 2016
12:00 p.m.**

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 8, 2016, at the Hancock Leadership Center, 1920 Briar Ridge Road, Tupelo, Mississippi.

CALL TO ORDER

The meeting was called to order by President Kenneth Wheeler 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. Wheeler announced a quorum and stated that the meeting was lawfully in session. Attorney Otis Tims was also present.

OATH OF OFFICE – MR. ROB HUDSON

Attorney Otis Tims of Mitchell, McNutt and Sams administered the Oath of Office for re-appointed Board Member Rob Hudson. 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.

APPROVAL OF AGENDA

On a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously to approve the agenda for the regular March 8, 2016, Board meeting as submitted.

ANNUAL ORGANIZATIONAL MEETING ITEMS

TPSD Policy BBAA Board of Trustees Organizational Meeting stipulates that the organizational meeting of the Board will be held at the first regular meeting of the Board of Trustees following the first Saturday of March of each calendar year.

ELECTION OF OFFICERS

School Board Attorney Otis Tims announced that School Board Policy #BBA 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 nominations for president of the Board of Trustees.

Election of President

Mr. Prather nominated Mr. Joe Babb for president of the School Board. Mr. Wheeler seconded the motion. By general consent, nominations for president were closed and the matter was brought to a vote as follows:

Mr. Joe Babb	voted: Abstained
Mrs. Sherry Davis	voted: Aye
Mr. Rob Hudson	voted: Aye
Mr. Eddie Prather	voted: Aye
Mr. Ken Wheeler	voted: Aye

By a vote of 4-0, Mr. Joe Babb was elected president of the Board of Trustees.

Election of Vice-President

Next, Mr. Tims announced that the floor was open for nominations for vice-president of the Board of Trustees. Mr. Hudson nominated Mr. Eddie Prather to serve as vice-president of the School Board. Mrs. Davis seconded the motion. By general consent, nominations for vice-president were closed and the matter was brought to a vote as follows:

Mr. Joe Babb	voted: Aye
Mrs. Sherry Davis	voted: Aye
Mr. Rob Hudson	voted: Aye
Mr. Eddie Prather	voted: Abstained
Mr. Ken Wheeler	voted: Aye

By a vote of 4-0, Mr. Eddie Prather was elected vice-president of the Board of Trustees.

Election of Secretary

Next, Mr. Tims announced that the floor was open for nominations for secretary of the Board of Trustees. Mr. Wheeler nominated Mrs. Sherry Davis to serve as secretary. Mr. Prather seconded the motion and by unanimous consent nominations for secretary were closed and the matter was brought to vote as follows:

Mr. Joe Babb	voted: Aye
Mrs. Sherry Davis	voted: Abstained
Mr. Rob Hudson	voted: Aye
Mr. Eddie Prather	voted: Aye
Mr. Ken Wheeler	voted: Aye

By a vote of 4-0, Mrs. Sherry Davis was elected secretary of the Board of Trustees.

Mr. Wheeler passed to gavel to newly elected president, Mr. Joe Babb.

Appointment of Legal Counsel

On a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously to appoint Mitchell, McNutt & Sams as legal counsel for the TPSD Board of Trustees, and the president of the Board declared the motion passed.

Posting of Public Notices

On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to assign the responsibility of posting notices of special meetings, recessed meetings, adjourned meetings, and rescheduled meetings as outlined in TPSD Policy BBAA to Ms. Modesty Shumpert or Ms. Patrice Tate. In the event that both Mrs. Shumpert and Ms. Tate are absent, the superintendent will designate an individual to post the required public notice. The president of the Board declared the motion passed.

Appointment of Recording Secretary for the TPSD Board of Trustees

On a motion by Mr. Prather, seconded by Mrs. Davis, the Board voted unanimously to appoint Ms. Modesty Shumpert and Ms. Patrice Tate as recording secretary for the TPSD Board of Trustees. The president of the Board declared the motion passed.

Authorization of Signatures for District Financial Accounts

On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to authorize signatures for district financial accounts in accordance with TPSD Policy DJAA: Authorized Signatures. The President of the Board declared the motion passed.

Ratification of TPSD Policies

In accordance with TPSD Policy BBAA Board of Trustees Organizational Meeting, Mr. Hudson moved to reaffirm and ratify the TPSD Policies, Administrative Procedures, Regulations, and Exhibits previously adopted or authorized by the Board of Trustees. The motion was seconded by Mr. Wheeler, and the Board voted unanimously to reaffirm and ratify the TPSD Policies, Administrative Procedures, Regulations, and Exhibits previously adopted or authorized by the Board of Trustees. The president of the Board declared the motion passed.

Appointment of Board Audit Committee to Review TPSD 2015-2016 School Year Audit

In accordance with TPSD Policy BBAA Board of Trustees Organizational Meeting, Mr. Wheeler moved to appoint Mr. Rob Hudson and Mr. Joe Babb to serve on the Board Audit Review Committee for the purpose of reviewing the 2015-2016 School Year Audit. The motion was seconded by Mrs. Davis and the Board voted unanimously to designate Board Members Rob Hudson and Joe Babb to the Audit Committee for the purpose of reviewing the 2015-16 School Year Audit.

Motion to Amend Previously Adopted Motion re Board Audit Committee

After discussion, Mr. Prather moved to appoint Mr. Wheeler and Mr. Babb to the Board Audit Committee to review the TPSD 2015-16 School Year Audit. The motion was seconded by Mr. Hudson and the Board voted unanimously to designate Board Members Rob Hudson and Joe Babb to the Audit Committee for the purpose of reviewing the 2015-16 School Year Audit.

REVIEW OF THE MINUTES

The minutes from the following meetings were presented for consideration for approval:

February 9, 2016	Regular Meeting, Noon, Hancock Leadership Center
February 9, 2016	Regular Meeting, 5 p.m., Milam Elementary

A correction was noted to the Docket of Claims numbers as listed below.

Incorrect: Docket of Claims #33409 through #33763

Correct: Docket of Claims #33409 through #33871

PUBLIC COMMENTS

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

RECOGNITION OF TRANSPORTATION DEPARTMENT

Assistant Superintendent Diana Ezell recognized Mr. Lee Stratton for his outstanding leadership of the TPSD Transportation Department. In turn, Mr. Stratton recognized two members of the Transportation Department (Mr. Al Allred and Mr. Robert Hereford) for their service as bus drivers for TPSD.

COMMUNICATION TO THE BOARD

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

A. **Mississippi School Boards Association Annual Conference Overview**

Mr. Wheeler, Mr. Babb and Mr. Prather presented a brief overview of the sessions they attended at the recent MSBA Annual Conference in Jackson.

B. **Workers Compensation Update Report**

Human Resources Director Jim Turner presented a six year summary of workers compensation claims. The presentation addressed open claims, losses and expenses. Frequency and severity, as well as locations of claims were also discussed. Mr. Turner's report reflected a continued successful program with potential for another year of reduction in premiums. (TPSD Goals #2 and #4)

C. **Ad Valorem Collections through February, 2016**

Finance Director Rachel Murphree reported that collections for Operations for January received by the District in February were 67.11% of the amount requested compared to 74.65% in the previous year. The collections for Debt Service for January received by the District in February were 67.61% of the amount requested compared to 75.03% in the previous year. (TPSD Goal #4, TPSD Policy DFA)

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

CONSENT AGENDA

The following Consent Agenda items were presented for consideration for approval.

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

1. Contractual Agreements
 - Acknowledge and Award Contracts #CO1637 through #CO1639
 - Charter Bus Contract BC#2015-2016-006
 - Contracts for Rental of School Facilities #SFR1629 through #SFR1631
2. Accepted Donations #2015-2016-025 through #2015-2016-031
3. Permission to Submit Grants #1629 through #1641
4. Permission to Dispose of Bus #4 (1997 AMTRAN, 18 years old, 183,759 miles, no transmission, miscellaneous missing parts, wrecker needed)
5. Deletion of 85 Assets from the TPSD Asset Listing and Add Back One (1) Asset to the TPSD Asset Listing

B. Office of Assistant Superintendent Dr. Eddie Peasant

1. Student Transfer Report (TPSD Policy JBCD Transfers and Withdrawals of Students)
2. Overnight Field Trip Requests
 - THS, DECA, Nashville, TN, April 22-27, DECA International Competition
 - THS, HOSA, Jackson, MS, March 21-23, State HOSA Competition
 - THS, TSA, Jackson, MS, March 29-31, TSA State Competition
 - Milam Chorus, Hattiesburg, MS, March 31-April 2, MS All State Competition
 - THS, FBLA, Jackson, MS, April 6-8, FBLA State Competition
 - Lawhon, Beta Club, Biloxi, MS, March 20-22, Beta Club Convention

C. Office of Assistant Superintendent Dr. Diana Ezell

Tupelo High School Theatre Booster Club (in accordance with TPSD Policy LEB)
The THS Theatre Booster Club requests approval of their proposed constitution and by-laws to begin serving the drama department at Tupelo High School.

D. Office of Superintendent Dr. Gearl Loden (TPSD Policy #BC)

At the December 8, 2015, regular Board meeting, the Board approved changing the April 19th meeting to Wednesday, April 20. Since it was a Wednesday night, it was the consensus of the Board to delete the 5:00pm meeting. However, the deletion of the 5:00pm meeting was not reflected in the minutes. Furthermore, in deleting the 5:00pm meeting in April, at Tupelo Middle School, this shifted the 5:00pm meeting locations down one month.

SUPERINTENDENT'S REPORT

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

1. Docket of Claims

Mrs. Sherry Davis reviewed the Docket of Claims prior to the meeting and advised that at the 5:00 p.m. meeting of the Board she will recommend approval of the following:

- Docket of Claims for the period February 1 through February 29, 2016, Docket of Claims #33872 through #34557, Accounts Payable Checks #21969 through #22434 in the amount of \$1,167,427.39.
- Athletic Activity Ref Pay paid officials and fees in the amount of \$2,694.68 For February 1 through February 29, 2016.

The grand total for all funds is \$1,170,122.07.

2. Required Monthly Financial Reports – Month Ending 1/31/16

In accordance with MS Code 37-9-18 the following Financial Reports for the month ending January 31, 2016, were reviewed:

- Summary Report of Reconciled Bank Statements with Certification
- Statement of Revenue and Expenditures with Current Budget Status
- Cash Flow Report for District Maintenance Fund
- Combined Balance Sheet for all General and Special Revenue Funds
- Monthly Financial Statements – not required

(TPSD Goal #4, TPSD Policy Section D. Fiscal Management)

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

1. Student Discipline Report Case #79-2015-2016

Consideration of ratification of administrative decision to expel Student #79-2015-2016 from TPSD for one calendar year for violation of TPSD Policy JD-E5.

2. Student Discipline Report Case #115-2015-2016

Consideration of ratification of administrative decision to expel Student #115-2015-2016 from TPSD for one calendar year for violation of TPSD Policies JD-E4 and JCB.

C. Office of Director Human Resources Mr. Jim Turner

1. Revised Job Description – Band Director at THS

Mr. Jim Turner recommended for approval a revision to the job description for band director at Tupelo High School. The proposed changes are as follows:

- Change from 208 days to 240 days for 2016-2017 school year
- Supplement will be reduced by \$3,000.00

2. Licensed Personnel Recommendations

Mr. Jim Turner presented the Licensed Personnel Recommendations for consideration for approval.

D. Office of Assistant Superintendent Dr. Diana Ezell (TPSD Policy E)

1. First Reading of Proposed New TPSD Policy JDABA Prohibition of Sexual Activity on School Property/Events

Dr. Diana Ezell presented the following policy for a first reading:

JDABA	Prohibition of Sexual Activity on School Property/Events
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2. Second Reading of TPSD Policies DGA, ECIA, EP, ICIB, and MO

Dr. Diana Ezell presented amendments to the following policies to the Board of Trustees on February, 2016, for a first reading. At this time, the following policies are presented for second reading and for consideration of approval:

DGA	Fund Balance
ECIA	Texting While Driving
EP	Drones
ICIB	CPR/AED Instruction
MO	Home School Programs

3. Recommendation to Amend TPSD Policy GACN Employee Discrimination and Harassment

Dr. Diana Ezell presented for consideration of approval amended TPSD Board Policy GACN Employee Discrimination and Harassment. Dr. Ezell explained that a review of District policies by MSBA led to the suggested revision of TPSD Policy GACN.

4. Recommendation to Amend TPSD Policy JBD Attendance, Tardiness and Excuses

Dr. Diana Ezell presented for consideration of approval amended TPSD Board Policy JBD Attendance, Tardiness and Excuses. Dr. Ezell gave explanation that the revisions were suggested by the Mississippi Office of the State Auditor.

E. Office of Superintendent Dr. Gearl Loden (TPSD Goals #3)

1. Employment of 2016-2017 School Administrative Personnel

Dr. Loden presented the 2016-2017 School Administrative Personnel recommendations for consideration of approval.

2. Information Items:

a. Legislative Report – Dr. Gearl Loden

Dr. Loden stated that the 2016 Legislative Session should be closely monitored during the next few weeks. Bills to watch include HB 458 MAEP Statute; HB 29 School District Data to PEER (Performance Evaluation and Expenditure Review); HB 33 Special Needs Vouchers; and HB 1044 Charter Schools & Funding.

b. Safety Security Update – Mr. Andy Cantrell and Officer Terry Hatch

Mr. Cantrell and Officer Hatch stated that a change of hours for a few School Security Officers will be implemented shortly. Officer Hatch also updated the Board regarding the new Centralized Command Center. Mr. Cantrell reported that the dates of April 4-7, 2016, have been scheduled for the District's Safety & Security Audit. The audit will be conducted by MDE Office of Safe and Orderly Schools.

c. Upcoming Events – Dr. Gearl Loden

- March 14-18, Spring Holidays
- March 25-28, Easter Holidays
- April 20, 9:30-11:30am, Board Work Session, HLC
- April 20, Noon, Regular Board Meeting, HLC
- April 22, AEE Annual Luncheon, 11:30am, Lawndale
- April 25, Rotary Scholars Luncheon, 11:30am, The Summit
- May 10, Regular Board Meeting, Noon, HLC, 5:00pm Regular Meeting, Lawhon
- May 20, THS Graduation, 7:00pm, BancorpSouth Arena

d. Miscellaneous – Dr. Gearl Loden

- Flu Update – Dr. Loden stated that student absentees have been higher than normal due to the flu and other illnesses, however, it is hoped that next week's Spring Holidays and the following Easter holidays will help the situation.

UNFINISHED BUSINESS

A. Lawndale Elementary Renovation Bids (Reject all bids and re-bid in the future)

Mr. Charles Laney, JBHM Architects, P.A. and Mr. Andy Cantrell explained that three bids were received on February 11, 2016, for the Renovations to Lawndale Elementary School Project. All bids exceeded the budget amount set by the District for this project. Therefore, they recommended that the Board of Trustees reject all bids and re-bid the project at a future date.

B. Awarding of Bids for the Milam Renovations Project

Mr. Charles Laney, JBHM Architects, P.A. and Mr. Andy Cantrell stated that bids were opened for the Milam Renovations Project on February 11, 2016. Three bids were received on the project. After careful evaluation of the qualifications and discussion with school

district personnel, JBHM Architects, P.A. is recommending that the Board award the Base Bid in addition to Alternate No. 1, Alternate No. 3 and Alternate No. 4 to low bidder Sullivan Enterprises, Inc., for a total contract award of \$4,274,000.00.

C. Awarding of Bids for Rankin Elementary Renovations Project

Mr. Charles Laney, JBHM Architects, P.A. and Mr. Andy Cantrell stated that bids were opened for the above-referenced project on February 18, 2016. Four bids were received on the project. Murphy & Sons, Inc. is the apparent low bidder with a base bid of \$1,367,000.00. JBHM Architects, P.A. has recommended that the Board award the Base Bid and Alternate No. 1, Alternate No. 2, Alternate No. 3 and Alternate No. 4 to Murphy & Sons, Inc. bringing the total contract sum to \$1,846,600.00.

NEW BUSINESS

Request Approval to Purchase Security Director Car

Mr. Andy Cantrell requested authorization to purchase a Toyota Camry from Carlock Toyota. Mr. Cantrell explained that the quote received from Oxford Toyota was approximately \$108.00 lower than that of Carlock Toyota, but recommended that Carlock Toyota's bid be accepted as the "lowest and best" bid due to documented savings for mileage and employee time required to pick up the vehicle as well as savings on warranty maintenance, and employee time that would be consumed in arranging for maintenance. Mr. Cantrell also advised that Section 3-7-13(b) authorizes districts to purchase vehicles from a local dealer.

MISCELLANEOUS BUSINESS

A. Future Agenda Topics – Superintendent Gearl Loden

- 9:30am Work Session re Budget, Buildings & Grounds, and Curriculum Update
- NSBA Conference Overview
- Reemployment of 2016-2017 TPSD Licensed Staff
- Reemployment of 2016-2017 School Administrative Personnel, Building Administrators, Licensed District Administrators and District-Wide Positions (No Licensed Required)
- TPSD Policy GCBA-E Instructional Staff Salary Schedule for 2016-2017
- Presentation by AEE of 2016-2017 Awarded Grants
- Safety Audit
- First Reading of Student Handbook Revisions for 2016-2017

B. Future Agenda Topics – Board Members

No future agenda topics were requested by Board members.

C. Executive Session

Board President Joe Babb suggested to the School Board a temporary Executive Session to determine the need for a permanent Executive Session for the purpose of discussing several matters.

On a motion by Mr. Wheeler, seconded by Mr. Hudson, the Board voted unanimously to enter temporary Executive Session for the purpose of determining a need for permanent Executive Session. The President of the Board declared the motion passed.

The room was cleared and the temporary Executive Session was called to order by Mr. Babb with the following people present: Mr. Joe Babb, Mrs. Sherry Davis, Mr. Rob Hudson, Mr. Kenneth Wheeler, Mr. Eddie Prather, Dr. Gearl Loden, Mr. Otis Tims, 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. Wheeler, with a second by Mr. Hudson, the Board voted unanimously to remain in Executive Session for the purpose of discussing personnel matters and a litigation matter. Upon motion duly made, seconded, and carried unanimously, the President of the Board declared the motion passed. Mr. Babb went out into the hallway to let everyone know that the board will remain in Executive Session.

Mr. Babb reentered the room, and reopened the meeting to tell all those in attendance the reason for going into Executive Session was a personnel matter and a litigation matter.

First, Dr. Loden opened the discussion regarding personnel matters.

Next, Mr. Tims reported on a litigation matter.

A motion was made by Mr. Wheeler and duly seconded by Mr. Hudson to return to Open Session. The motion was adopted unanimously, and the President of the Board declared the motion passed and the Board in Open Session.

No action was taken during Executive Session.

Mr. Babb reopened the meeting to tell all in attendance that the Board was back in Open Session. Everyone waiting re-entered the meeting, and Mr. Babb stated that the Board was back in Open Session and no action was taken by the Board during Executive Session.

ADJOURNMENT

On a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously to adjourn the meeting. The President of the Board declared the motion passed and the meeting in adjournment at 3:15 p.m.

APPROVED:
TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES

ATTEST:

Joe Babb, President

Sherry Davis, Secretary

March 8, 2016
Noon, Hancock Leadership Center

Tupelo Public School District
Board of Trustees – Meeting Minutes
PENDING APPROVAL