

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
June 10, 2014**

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, June 10, 2014, at the Hancock Leadership Center, 1920 Briar Ridge, Tupelo, Mississippi.

CALL TO ORDER

The meeting was called to order by President Rob Hudson who welcomed guests attending the meeting.

ROLL CALL AND ESTABLISHMENT OF A QUORUM

Board members present during roll call were: Mrs. Sherry Davis, Mr. Rob Hudson, Mr. Eddie Prather, and Mr. Kenneth Wheeler. Mr. Joe Babb was absent. Mr. Hudson 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. Prather, seconded by Mrs. Davis, the Board voted unanimously by all members present to approve the agenda for the regular June 10, 2014, Board meeting with the following changes:

1. Add Item E. Request Approval of FY14 Title III Immigrant Grant to Section VII. Consent Agenda
2. Addendum to the Licensed Personnel Report, Section VIII. Superintendent's Report, Item B. Number 1.

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

May 13, 2014, Noon Regular Meeting

Mrs. Davis made a motion to approve the minutes from the May 13, 2014, noon regular meeting as submitted. The motion was seconded by Mr. Wheeler and approved unanimously by all members present. Mr. Hudson declared the motion passed.

May 13, 2014, 5:00pm Regular Meeting

Mrs. Davis made a motion to approve the minutes from the May 13, 2014, 5:00pm regular meeting as presented. The motion was seconded by Mr. Wheeler and approved unanimously by all members present. Mr. Hudson declared the motion passed.

PUBLIC COMMENTS

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

RECOGNITIONS

No recognitions were scheduled for this meeting.

COMMUNICATION TO THE BOARD

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

- A. Year-End Discipline Report presented by Dr. Diana Ezell (TPSD Goal #2)
- B. Year-End ADA Report presented by Dr. Diana Ezell (TPSD Goals #1 and #4)
- C. Annual Grants Update presented by Ms. Tracey Taylor (TPSD Goals #1 and #4)
- D. Senior Class Update presented by Mr. Jason Harris (TPSD Goal #1)
- E. Early Childhood Education Center Update presented by Mrs. Anita Buchanan and Mrs. Anna Guntharp (TPSD Goal #1)
- F. Marketing/Communication Update presented by Mrs. Mary Ann Plasencia and Mrs. Kay Bishop
- G. Ad Valorem Report for Amount Received Through May, 2014 presented by Mrs. Linda Pannell (TPSD Goal #4)

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

CONSENT AGENDA

In accordance with Dr. Loden's recommendations, Mrs. Davis moved to acknowledge, approve and ratify the Consent Agenda as listed below:

A. Office of Finance Director Mrs. Linda Pannell (TPSD Goal #4)

- 1. Contractual Agreements (TPSD Policy DJAAB Contract Signing Authority)
 - Approved Contracts #CO1418 through #CO1438
 - Ratified Contracts #1418 through CO1420
- 2. Accepted Donations #2013-2014-065 through #2013-2014-067 (TPSD Policy DFAB Revenues for Non-Tax Sources)
- 3. Granted Permission to Submit TPSD Grants #1431 and #1432 (TPSD Policy DEEG Grant Management)
- 4. Granted Permission to Advertise for Bids or Proposals (TPSD Policy DJED)
 - BD1501 Milk bid
 - BD1502 Security Cameras (*this is a re-bid*)
 - RFP1500 School Day Pictures 2014-2015
 - TFP1501 THS Yearbooks 2014-2015

5. Permission to Add and Delete Items from the District Asset List

- Permission is requested to declare 5 buses and 2 other vehicles on the district's asset list as obsolete and no longer of any use to the district. A list prepared by the Transportation Department is included with this request. We are asking that these assets listed be removed and salvaged.
- Permission is requested to remove 85 assets from the district asset list. A list is being submitted with details of each asset.
- Permission is requested to add 5 items back to the asset list that were previously reported stolen or lost.

B. Office of Assistant Superintendent Dr. Diana Ezell

1. Student Transfer Report (TPSD Policy JBCD Transfers and Withdrawals of Students)
2. Overnight Field Trip Request (TPSD Policy IFCB Field Trips and Excursions)
 - THS, 9th Grade Cheerleaders, Cheer Camp, June 20-22, Starkville, MS

C. Office of Executive Director of Operations Mr. Andy Cantrell

1. Approved Annual Renewal of Menu Choice Procedures for 2014-2015
"Offer vs. Serve" Meal Plan
2. Granted Approval to Add "No-Frying" Policy for Lawhon Elementary School on TPSD Child Nutrition Website
3. Approved Bus Transportation for Summer Food Service Program for Haven Acres Boys and Girls Club

D. Office of Superintendent Dr. Gearl Loden

Authorized Superintendent Gearl Loden to Close TPSD Offices and Schools on July 3, 2014.

E. Office of Assistant Superintendent Kimberly Britton (TPSD Goals #1 and #4)

Acknowledged and Approved FY14 Title III Immigrant Funding and Assurances

The motion was seconded by Mr. Wheeler 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 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)

1. Docket of Claims

Board Member Sherry Davis recommended approval of the Docket of Claims and Check Registers as follows:

- Docket of Claims for the period May 3, 2014 through May 31, 2014, Docket of Claims #19222 through #20068, Accounts Payable Checks #11809 through #12305 in the amount of \$3,896,807.32 will be presented by Finance Director Linda Pannell.
- Tupelo High School Activity Check Register for the period May 2014, Checks #1480 through #1511 in the amount of \$4,164.05 will also be presented by Finance Director Linda Pannell.
- Athletic Activity Check Register for the period May 2014, Checks #1990 through #2012 in the amount of \$6,407.85 will also be presented by Finance Director Linda Pannell.

The grand total for all funds is \$3,907,379.22.

The motion was seconded by Mr. Prather and approved unanimously by all members present. Mr. Hudson 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 3 and held in the Exhibit Book of this meeting date and incorporated herein.

2. Required Monthly Financial Reports – Month Ending April 30, 2014

Following a review of each report and discussion, on a motion by Mr. Prather, seconded by Mr. Wheeler, the Board voted unanimously by all members present to approve the following financial reports:

- Bank Reconciliation Report
- Revenue and Expenditure Report with Budget Status
- TPSD Cash Flow Statement
- Combined Balance Sheet
- April 30, 2014 Financial Statements

Board President Rob Hudson declared the motion passed. The Financial Reports for Month Ending April 30, 2014, are marked EXHIBIT 4 and held in the Exhibit Book of this meeting date and incorporated herein.

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

1. Approval of Three (3) New Job Descriptions – Physical Therapist, Occupational Therapist and Transition Coordinator (TPSD Goal #3)

Mr. Turner presented for consideration for approval three new job descriptions as follows:

- Physical Therapist
- Occupational Therapist
- Transition Coordinator

Mr. Wheeler moved to approve the aforementioned new job descriptions as presented. Mr. Prather seconded the motion, and the motion was approved unanimously by all members present. Mr. Hudson declared the motion passed.

A copy of the three new job descriptions (Physical Therapist, Occupational Therapist, and Transition Coordinator) is marked EXHIBIT 5 and held in the Exhibit Book of this meeting date and incorporated herein.

2. Licensed Personnel Recommendations (includes Addendum) (TPSD Goal #3)

Mr. Turner presented Licensed Staff recommendations with addendum for consideration for approval. Mrs. Davis moved to approve the Licensed Personnel Recommendations as presented. Mr. Wheeler seconded the motion, and the motion was approved unanimously by all members present. Mr. Hudson declared the motion passed.

The Licensed Personnel Report is marked EXHIBIT 6 and held in the Exhibit Book of this meeting date and incorporated herein.

C. Office of Assistant Superintendent Dr. Diana Ezell (TPSD Policy BDC)

1. Second Reading of New TPSD Policy EDAH Bus Idling

Dr. Ezell explained that In order to reduce pollution and health concerns and prevent the premature wear on engines created by idling school buses, the District will eliminate all unnecessary idling of all District-owned and/or contracted school buses such that idling is minimized in all aspects of school bus operation. This is the second reading of Policy EDAH for the Board of Trustees to consider.

On a motion by Mr. Wheeler, seconded by Mr. Prather, the Board voted unanimously to approve new Board Policy EDAH Bus Idling. Upon motion duly made, seconded, and carried unanimously by all members present, the President of the Board declared the motion passed.

A copy of TPSD Policy EDAH Bus Idling is marked EXHIBIT 7 and held in the Exhibit Book of this meeting date and incorporated herein.

2. Proposed Amendment to TPSD Policy DJAAB Contract Signing Authority

Assistant Superintendent Diana Ezell recommended that TPSD Policy DJAAB Contract Signing Authority be amended to change contract signing authority from twenty thousand dollars (\$20,000.00) to thirty-five thousand dollars (\$35,000.00) so that it may be executed by the District purchasing agent, the Director of Finance or the Superintendent and is subject to ratification by the Board.

On a motion by Mr. Prather, seconded by Mrs. Davis, the Board voted unanimously to amend TPSD Policy DJAAB Contract Signing Authority as recommended. Upon motion duly made, seconded, and carried unanimously by all members present, the President of the Board declared the motion passed.

A copy of TPSD Policy DJAAB Contract Signing Authority is marked EXHIBIT 8 and held in the Exhibit Book of this meeting date and incorporated herein.

3. Proposed Amendment to TPSD Policy JD-E1 Student Discipline: Elementary Grades K-5 and TPSD Policy JD-E2 Student Discipline: Elementary Grade 6

Assistant Superintendent Kim Britton recommended that TPSD Policy JD-E-1 Student Discipline: Elementary Grades K-5 and TPSD Policy JD-E2 Student Discipline: Elementary Grade 6 be amended

On a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously to amend TPSD Policies JD-E1 and JD-E2 as recommended. Upon motion duly made, seconded, and carried unanimously by all members present, the President of the Board declared the motion passed.

Copies of TPSD Policy JD-E-1 Student Discipline: Elementary Grades K-5 and TPSD Policy JD-E2 Student Discipline: Elementary Grade 6 are marked EXHIBIT 9 and held in the Exhibit Book of this meeting date and incorporated herein.

D. Office of Assistant Superintendent Mrs. Kimberly Britton (TPSD Goal #2)

Student Discipline Case #144-2013-2014

On a motion by Mr. Prather, seconded by Mr. Wheeler, the Board voted unanimously by all members present to ratify administrative decision to expel Student #144-2013-2014, from TPSD for one calendar year (May 12, 2014, until May 11, 2015) for violation of TPSD Policy JCB #2. Mr. Hudson declared the motion passed.

Detailed information regarding Student Discipline Case #144-2013-2014 is marked EXHIBIT 10 and held in the Exhibit Book of this meeting date and incorporated herein.

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

Information Items

Information was provided regarding the following items:

1. Administrative Retreat (June 10-13) by Dr. Diana Ezell
2. School Board Retreat, Noon, June 26 and June 27
3. Athletic Field Turf Update (Mr. Andy Schoggin)
4. Summer Construction Projects by Mr. Andy Cantrell

UNFINISHED BUSINESS

Awarding of Advertised Bids #1318 and #BD1403

Advertised Bid BD #1318 Milk Products

Mr. Prather moved to approve the extension of the current milk products bid contract with Barber Milk until July 18, 2014, to enable the Food Service Department to serve the schools during the summer. A new bid contract will be required for the 2014-2015 school year. Mr. Wheeler seconded the motion, and the motion was approved unanimously by all members present. Mr. Hudson declared the motion passed.

Advertised Bid #1403 Security Camera Bids

Superintendent Gearl Loden explained that all bids received for BD #1403 Security Camera were over budget, therefore, the administration is recommending that all bids be rejected. On a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously by all members present to reject all bids regarding Bid #1403 Security Camera. Mr. Hudson declared the motion passed.

Detailed information regarding Bid BD #1318 and Bid BD #1403 is marked EXHIBIT 11 and 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

June 10, 2014 Board Meeting

1. FY15 Budget Hearing (5:00pm at HLC)
2. Special Education Program Application
3. Status of Summer Construction/Maintenance Projects

B. Future Agenda Topics – Board Members

Board Member Sherry Davis requested that the supplement salary guide be reviewed.

C. Executive Session

An Executive Session was not needed at this meeting of the Board.

June 10, 2014
Noon, Hancock Leadership Center

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

ADJOURNMENT

On a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously by all members present to adjourn the meeting. The Vice President of the Board declared the motion passed and the meeting in adjournment at 1:55 p.m.

APPROVED:
TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES

ATTEST:

Robert L. Hudson, II, President

Joseph Babb, Secretary