

**TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
December 8, 2015**

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, December 8, 2015, at the Hancock Leadership Center, 1920 Briar Ridge Tupelo, Mississippi.

**CALL TO ORDER**

In Mr. Wheeler's absence, the meeting was called to order by Vice 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 and Mr. Eddie Prather. Mr. Kenneth Wheeler was absent. 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 Mr. Prather, the Board voted unanimously by all members present to approve the agenda for the regular December 8, 2015, Board meeting subject to the following changes:

1. Add Item D. Approval of Interlocal Cooperative Agreement Between City of Tupelo, Mississippi and Tupelo Public School District to the Consent Agenda (Section VII).
2. Add Item C. Approval to Change April 19, 2016 Regular Board Meeting to April 20, 2016, to New Business (Section X).

The Vice President of the Board declared the motion passed.

**APPROVAL OF THE MINUTES**

November 17, 2015, Work Session, 9:00am, Hancock Leadership Center

Mr. Prather made a motion to approve the minutes from the November 17, 2015, special called meeting as submitted. The motion was seconded by Mrs. Davis and approved unanimously by all members present. Mr. Babb declared the motion passed.

November 17, 2015, Noon Regular Meeting

Mr. Hudson made a motion to approve the minutes from the November 17, 2015, noon regular meeting as submitted. The motion was seconded by Mrs. Davis and approved unanimously by all members present. Mr. Babb declared the motion passed.

November 17, 2015, 5:00pm Regular Meeting

Mr. Hudson made a motion to approve the minutes from the November 17, 2015, 5:00pm regular meeting as presented. The motion was seconded by Mrs. Davis and approved unanimously by all members present. Mr. Babb declared the motion passed.

November 30, 2015, 3:30pm, Special Called Meeting, Central Administrative Office

Mr. Prather made a motion to approve the minutes from the November 30, 2015, special called meeting as submitted. The motion was seconded by Mrs. Davis and approved unanimously by all members present. Mr. Babb declared the motion passed.

**PUBLIC COMMENTS**

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

**RECOGNITIONS**

The following recognitions were held at the noon meeting:

1. Mrs. Sylvia Teasley was honored for 23 years of service to education. While employed by the District, Mrs. Teasley held the following positions: Media Assistant at Pierce Street, Assistant Teacher at Carver Elementary, Media Assistant at Tupelo High School, Department Secretary for School Psychologist Dr. Susan Johnstone, and as Executive Secretary for Assistant Superintendent Dr. Diana Ezell. Mrs. Teasley is retiring at the end of January, 2016.
2. Lawhon Principal Corlis Curry was recognized by the Board of Trustees for being named TPSD 2016 Administrator of the Year.

**COMMUNICATION TO THE BOARD**

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

- A. Curriculum Update Report delivered by Mrs. Starr Brown (TPSD Goal #1)
- B. Athletic Update presented by Dr. Eddie Moore (TPSD Goals #1 and #3)
- C. Marketing Update given by Mrs. Kay Bishop (TPSD Goal #2)
- D. Ad Valorem Report for Amount Received Through October, 2015 presented by Mrs. Rachel Murphree (TPSD Goal #4, TPSD Policy #D Fiscal Management)
- E. FY15 Audit Update delivered by Mrs. Rachel Murphree (TPSD Goals #1 through #4)

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

**CONSENT AGENDA**

In accordance with Dr. Loden's recommendations, Mr, Prather 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)
  - Approve #SFR1620 and Ratify #CO1630
2. Donations (TPSD Policy DFAB Revenues for Non-Tax Sources)
  - #2015-2016-050 through #2015-2016-017
3. Permission to Submit TPSD Grants #1622 and #1623
4. Permission to Accept TPSD Grant #1602
5. Permission to Remove 95 Assets from TPSD Asset Listing Report
6. Permission to Award RFP1602 Waste Disposal Services to Waste Management (only vendor to submit a proposal)
7. Permission to Advertise RFP1603 E-Rate Items & Equipment

**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 (TPSD Goals #2 and #4)
  - a. THS Soccer Team, Jackson, MS, for Competition, January 8-9, 2016
  - b. Lady Wave Basketball, Bay St. Louis, MS, for Competition, December 27-29, 2015
  - c. THS Cheerleaders, Orlando, FL, National Cheerleading Championship, February 4-9, 2016
  - d. TMS Band, Natchez, MS, MS Bandmasters Association Honor Band Clinic, December 9-12, 2015

**C. Office of Assistant Superintendent Mrs. Kimberly Britton**

1. Approval of Assurances for the Neglected or Delinquent Federal Programs Application for 2015-2016 Title 1 C as recommended by Federal Programs Director Anna Guntharp. (TPSD Goals #1, #2 and #4)
2. Approval of 2015-2016 TPSD Professional Development Plan. (TPSD Goal #1)
3. Approval of 2015-2016 TPSD Curriculum Plan. (TPSD Goal #1)

**D. Office of Executive Director of Operations Mr. Andy Cantrell (TPSD Goals #2 and #4)**

Approval of Interlocal Cooperative Agreement between City of Tupelo, Mississippi, and Tupelo Public School District Federal Aid No. SRSP-0430-00(020)LPA/106689-401000 for the purpose of constructing the Tupelo Safe Routes to School Phase II at an estimated cost of \$400,000.00.

The motion was seconded by Mr. Hudson and was approved unanimously by all members present. Vice President Babb 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. Rachel Murphree (TPSD Goal #4)**

#### **1. Docket of Claims**

Board Member Eddie Prather recommended approval of the Docket of Claims and Check Registers as follows:

- Docket of Claims for the period November 7, 2015 through November 30, 2015, Docket of Claims #32151 through #32622, Accounts Payable Checks #20823 through #21121 in the amount of \$1,551,843.04
- Athletic Activity Ref Pay paid to officials and fees in the amount of \$3,827.24 for the period October 2, 2015 and November 1, 2015 through November 30, 2015

The grand total for all funds is \$1,555,670.28.

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

#### **2. Required Monthly Financial Reports – Month Ending October 31, 2015**

Following a review of each report and discussion, on a motion by Mr. Hudson, seconded by Mrs. Davis, the Board voted unanimously by all members present 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 Vice President Joe Babb declared the motion passed. The Financial Reports for Month Ending October 31, 2015, 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 Goals #3 and #4)**

**Licensed Staff Recommendations**

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

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

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

**1. Service Order between Owner and Architect (JBHM Architects, P.A.) for Carver Elementary School for HVAC Replacement**

Mr. Cantrell recommended that a Service Order with JBHM Architects be approved for the purpose of HVAC replacement at Carver Elementary School. The scope of this work includes the selective demolition of the existing 20 ton and 10 ton HVAC units and replacement with a new 20 ton and 10 ton HVAC unit at Carver Elementary. The Owner's (TPSD) overall budget for this project is not to exceed \$22,726.40.

On a motion by Mrs. Davis, seconded by Mr. Hudson, the Board voted unanimously by all members present to approve the Service Order between TPSD and JBHM Architects, P.A. for HVAC Replacement at Carver Elementary School as described above, and further authorized Superintendent Gearl Loden to sign the applicable Service Order between Owner and Architect. Upon motion duly made, seconded, and carried unanimously by all members present, the Vice President of the Board declared the motion passed.

A copy of the aforementioned Service Order between Owner and Architect for the Carver Elementary HVAC Replacement Project is marked EXHIBIT 6 and held in the Exhibit Book of this meeting date and incorporated herein.

**2. Standard Form of Agreement between Owner and Contractor (Burton Builders, Inc.), Pryor & Morrow Architects and Engineers, P.A. for Early Childhood Education Center Classroom Building**

Mr. Cantrell reported that Burton Builders, Inc. submitted the lowest and best bid (\$1,643,000) and Alternate #1 (\$397,000) for the design of an addition to the Martin Luther King, Jr., Early Childhood Education Center. Mr. Cantrell recommended that a Standard Form of Agreement between Owner and Contractor (Burton Builders, Inc.) Pryor & Morrow Architects be approved for the purpose of designing an addition to the Martin Luther King, Jr., Early Childhood Education Center. The contract sum shall be \$2,040,000.00, subject to additions and deductions as provided in the Contract Documents.

On a motion by Mr. Prather, seconded by Mrs. Davis, the Board voted unanimously by all members present to approve the Standard Form of Agreement between Owner and Contractor (Burton Builders, Inc.) Pryor & Morrow Architects as described above, and further authorized Superintendent Gearl Loden to sign the applicable Standard Form of Agreement between Owner and Contractor. Upon motion duly made, seconded, and carried unanimously by all members present, the Vice President of the Board declared the motion passed.

A copy of the aforementioned Standard Form of Agreement between Owner and Contractor (Burton Builders, Inc.) Pryor & Morrow Architects is marked EXHIBIT 7 and held in the Exhibit Book of this meeting date and incorporated herein.

### **3. Discussion of Three (3) Options for FEMA Shelter at THS**

Mr. Will Lewis and Mr. Charles Laney (JBHM Architects) presented three options for constructing a Safe Room Shelter at Tupelo High School to be paid for in part with a grant from the Mississippi Emergency Management Agency and that could also be used as a gymnasium. Because the discussion involved District Safety Plans, Mr. Tims suggested that the discussion be deferred until later in the meeting. By unanimous consent, the Board agreed to do so. No action was taken by the Board regarding this project.

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

### **Student Discipline Case #03-2015-2016**

On a motion by Mr. Prather, seconded by Mrs. Davis, the Board voted unanimously by all members present to ratify the administrative decision to expel Student #03-2015-2016 from TPSD for one calendar year for violation of TPSD Policy JD-E4. Homebound services will be provided through the Special Education Department.

Mr. Babb declared the motion passed. Detailed information regarding Student Discipline Case #03-2015-2016 is marked EXHIBIT 8 “Sealed and Confidential” 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:

- a. Christmas Party, December 17 at HLC
- b. Christmas Holidays, December 17 through January 4
- c. Teachers Return January 4, 2016
- d. Classes Resume January 5, 2016

## **UNFINISHED BUSINESS**

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

## **NEW BUSINESS**

### **A. Adoption of Resolution for Procurement Policies for FEMA Funded Projects**

On a motion by Mr. Prather, seconded by Mrs. Davis, the Board voted unanimously by all members present to adopt the following Resolution titled:

RESOLUTION TO AMEND ADMINISTRATIVE PROCEDURES UNDER  
POLICY DKA A REGARDING FEMA-FUNDED PROJECTS

Mr. Babb declared the motion passed. A copy of the above Resolution is marked EXHIBIT 9 and held in the Exhibit Book of this meeting date and incorporated herein.

### **B. Adoption of Resolution Authorizing Amendment of the Minutes of the October 13, 2015, 5 P.M. Meeting of the Board of Trustees**

On a motion by Mr. Hudson seconded by Mrs. Davis, the Board voted unanimously by all members present to adopt the following Resolution titled:

A RESOLUTION AUTHORIZING AMENDMENT OF THE MINUTES OF  
THE OCTOBER 13, 2015, 5 P.M. MEETING OF THE BOARD OF  
TRUSTEES.

Mr. Babb declared the motion passed. A copy of the above Resolution is marked EXHIBIT 10 and held in the Exhibit Book of this meeting date and incorporated herein.

### **C. Approval to Change April 19, 2016 Regular Board Meeting to April 20, 2016**

On a motion by Mr. Hudson seconded by Mr. Prather, the Board voted unanimously by all members present to move the April 19, 2016 Regular Board Meeting to April 20, 2016.

Mr. Babb declared the motion passed. A copy of the above Resolution is marked EXHIBIT 10 and held in the Exhibit Book of this meeting date and incorporated herein.

## **MISCELLANEOUS BUSINESS**

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

#### **January 19, 2016 Board Meeting**

- First Draft of 2016-2017 School Calendar
- First Semester ADA Comparison
- First Semester Discipline Report
- Wellness Policies
- Recognize 2016 Teachers of the Year and 2016 TPSD Teacher of the Year Named

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

Mr. Hudson requested that the Board be kept abreast of how closely expenditures of 2015 Bond funds match projected construction costs on a project by project basis. It was decided that this report will be emailed to the Board periodically

## **C. Executive Session**

Mr. Babb entertained a motion to enter temporary Executive Session to determine the need for an Executive Session. Mr. Hudson made a motion that the Board enter temporary Executive Session. Mrs. Davis seconded the motion, and it was approved unanimously by all members present. Mr. Babb 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. Eddie Prather, Dr. Gearl Loden, Dr. Eddie Peasant, Mrs. Modesty Shumpert, and Mr. Otis Tims. The temporary 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 Mrs. Davis, the Board voted unanimously by all members present to remain in Executive Session for the purpose of discussing a personnel matter, district safety plans, and to hear a student discipline appeal. Upon motion duly made, seconded, and carried unanimously by all members present, the Vice President of the Board declared the motion passed. Mr. Babb went out into the hallway to let everyone know that the Board would remain in Executive Session.

The Board first took up the discussion of district safety plans. Mr. Andy Cantrell and Architects Will Lewis and Charles Laney entered the meeting. Following discussion, Mr. Cantrell, Mr. Lewis and Mr. Laney left the room. No action was taken regarding the district safety plans.

Next, the Board took up student discipline appeal, Case #48-2015-2016. Mrs. Kimberly Britton entered the room. Then, the student and parents were asked to enter the room, along with the student's attorney. The attorney addressed the Board on the student's behalf. Afterwards, the attorney, parents and student left the room. Next, THS Principal Jason Harris and Assistant Principal Jeffrey Credille entered the room. Following questions from the Board, Mr. Harris and Mr. Credille left the room.

Following further discussion, no action was taken regarding student discipline appeal #48-2015-2016. It was the consensus of the Board to meet on Tuesday, December 15, 2015, at 2:30pm at the Central Office for a Special Called Meeting for the purpose of continuing discussion of student discipline appeal Case #48-2015-2016.

The Board next took up a discussion of a personnel matter, namely the employment contract of Superintendent Gearl Loden. Everyone was excused from the room except the four Board members and Mr. Tims. After discussion, upon motion duly made and seconded, the Board voted to return to Open Session. Mr. Babb left the room to announce that the Board had returned to Open Session.



**D. Open Session**

Mr. Babb declared the meeting in Open Session and announced that in Executive Session the Board had discussed amendments to the Superintendent's employment contract. Mr. Hudson thereupon moved to authorize Mr. Otis Tims to draw up a proposed amended employment contract for Superintendent Gearl Loden. Mr. Prather seconded the motion, and it was unanimously adopted by the Board by all members present.

**ADJOURNMENT**

Whereupon, Mr. Hudson made a motion that the Board adjourn. Mrs. Davis seconded the motion, and it was adopted unanimously by all members present. Mr. Babb declared the meeting adjourned at 3:58pm.

APPROVED:

ATTEST:

TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES

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Kenneth R. Wheeler, President

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Joseph Babb, Secretary