

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
July 26, 2017**

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 25, 2017, 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. Sherry Davis, Mr. Eddie Prather, and Mr. Kenneth Wheeler. Mr. Rob Hudson and Mr. Joe Babb were absent. Mr. Prather announced a quorum, and stated that the meeting was lawfully in session. Attorney Otis Tims was also present.

APPROVAL OF AGENDA

Mr. Wheeler moved to approve the agenda for the regular July 25, 2017, regular meeting subject to the following changes:

- Deletion of Contract #CO1815 from the Consent Agenda (Section VII, Item A. #1. Contractual Agreements)
- Addendum to the Personnel Report (under Section VIII., Item B. #2., Licensed Personnel Recommendations)
- Addendum to the Superintendent's Report (Section VIII, Item D. #8 Awarding of Advertised Bids for THS Athletic Suite Renovations Phase I)

Mrs. Davis seconded the motion but requested that all personnel related agenda items (Section VIII., Item B. Items #1 #2, #3 and #4) be moved to Executive Session for discussion prior to consideration for approval. Mr. Prather turned to Mr. Wheeler (the maker of the motion) to ask him if he would accept the amendment. Mr. Wheeler agreed to the friendly amendment. As the motion was made and seconded, Mr. Prather called for a vote and the motion was approved unanimously by all members present.

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

June 13, 2017, Noon Regular Meeting, HLC

Mrs. Davis made a motion to approve the minutes from the June 13, 2017, noon regular meeting as submitted. The motion was seconded by Mr. Wheeler and approved unanimously by all members present. Mr. Prather declared the motion passed.

June 30, 2017, 8:00 a.m., Special Called Meeting (Board Retreat), CDF Board Room

Mrs. Davis made a motion to approve the minutes from the June 30, 2017, special called meeting (board retreat) as presented. The motion was seconded by Mr. Wheeler and approved unanimously by all members present. Mr. Prather declared the motion passed.

June 30, 2017, 11:30 a.m., Special Called Meeting, CDF Board Room

Mr. Wheeler made a motion to approve the minutes from the June 30, 2017, special called meeting as presented. The motion was seconded by Mrs. Davis and approved unanimously by all members present. Mr. Prather declared the motion passed.

PUBLIC COMMENTS

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

RECOGNITIONS

No recognitions were held at this meeting of the Board.

COMMUNICATION TO THE BOARD

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

A. Early Childhood Education Center Update Report

Mrs. Haley Stewart presented a PowerPoint report which summarized the following areas:

- Summary of 2016-2017 School Year
 - Mississippi Kindergarten Readiness Assessment (MKAS) Results
 - Opening the World of Learning (OWL) Results
- Student Demographics
- Upcoming School Year -- 13 regular education classrooms and four SPED classrooms in newly renovated school. The 13th classroom was added July 21 which left only 9 children on the waiting list.

(TPSD Goal #1)

B. 2016-2017 Grant Report

Dr. Kristy Luse presented summary information for grants received from school years 2010-11 through 2016-2017.. During the 2016-2017 school year, the district received \$362,935.42 in grants. (TPSD Goals #1 and #4)

C. Communications/Marketing Update Report

Dr. Kristy Luse presented our district's theme for this year: *Your Story, Our Purpose*. She explained the purpose as TPSD staff is to be a part of every child's story. Ryan Coon and Amy Johnson were acknowledged for their logo design and explained how we are using it. Teresa Gregory gave a brief tour of the new website. (TPSD Goal #3)

D. 2017-2018 Employment Report

Mr. Jim Turner, Human Resource Director, presented an overview of licensed and classified staff hired for the upcoming 2017-2018 school year. Mr. Turner also stated that there are 6 license staff vacancies as of today's date. (TPSD Goals #1 and #3)

E. FY18 Budget Hearing Overview

Finance Director Rachel Murphree presented a short synopsis of the report she will give at the 5:00pm FY18 Budget Hearing. (TPSD Goal #4)

F. Ad Valorem Report for Amount Received Through June, 2017

Mrs. Rachel Murphree reported that the collections for Operations for May received by the District in June were 99.66% of the amount requested compared to 99.85% in the previous year. The collections for Debt Service for May received by the District in June were 99.89% of the amount requested compared to 99.39% in the previous year. (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, Mr. Wheeler moved to acknowledge, approve and ratify the Consent Agenda as listed below:

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

1. Contractual Agreements (TPSD Policy DJAAB Contract Signing Authority)
Contracts to be Acknowledged and Awarded: #CO1812, #CO1813, #CO1814, #CO1816, #CO1817, #CO1818, #CO1819, and #CO1820, and an addendum to #CO1635 approved on February 9, 2016 (amend paragraph 6 to agree to pay NewPath \$150/hr to provide consultant services when needed throughout the cost-per-image agreement with Logista.)
Contracts for Rental of School Facilities: #SFR1800 through #SFR1804
Contracts to be Ratified: Contracts #CO1809 through #CO1811
2. Donation (TPSD Policy DFAB Revenues for Non-Tax Sources) #2017-2018-001
3. Grant Permission to Accept Grant (TPSD Policy DEEG Grant Management)
TPSD Grant #1741
4. Awarding of Advertised Bids/Proposals:
 - BD1801 Dish Machine
Recommendation: Lann Chemical

- BD1802 Classroom Supplies
Recommendation: Low Bidder per line item for term bed
5. Permission to Delete 68 Assets from the TPSD Asset Listing and Add Back 1 Item to the TPSD Asset Listing (TPSD Policy DM)

B. Office of Assistant Superintendent Mr. Andy Cantrell

1. Student Transfer Report
(TPSD Policy JBCD Transfers and Withdrawals of Students)
2. Annual Review and Approval of TPSD District-Wide School Safety and Crisis Management Guide
3. Readmission of Student #140-2015-2016
4. Readmission of Student #150-2015-2016

The motion was seconded by Mrs. Davis and was approved unanimously by all members present. Mr. Prather 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 Mitchell (TPSD Goal #4)

1. Docket of Claims

As Mrs. Sherry Davis had reviewed the Docket of Claims prior to the meeting, she recommended approval of the Docket of Claims and Athletic Activity Referee Pay as described below:

- Docket of Claims for the period June 3 through July 14, 2017, Docket of Claims #45835 through #46665, Accounts Payable Checks #30333 through #31007 in the amount of \$7,132,963.52.

The motion was seconded by Mr. Wheeler and approved unanimously by all members present. Mr. Prather 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 May 31, 2017

Following a review of each report and discussion, on a motion by Mrs. Davis, seconded by Mr. Wheeler, 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 President Eddie Prather declared the motion passed. The Financial Reports for Month Ending May 31, 2017, are marked EXHIBIT 4 and held in the Exhibit Book of this meeting date and incorporated herein.

3. Budget Amendments during 2017-2018 School Year

On a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously by all members present to authorize the following regarding budget amendments during the 2017-2018 school year:

- allow the Superintendent/Finance Director to amend the budget for new federal, state and/or local grants, both revenue and expenditures, not known at the time of the original budget once these grants are presented to the Board for approval;
- allow the Superintendent/Finance Director to amend objects within major functions as may be necessary during the fiscal year for already budgeted expenditures;
- allow the Superintendent/Finance Director to amend the budget for donations made at the time of the donation for both revenues and expenditures.

A final amended 2017-2018 budget will be presented for approval on or before October 15, 2018. Board President Eddie Prather declared the motion passed.

4. Transfer Between Accounts during 2017-2018 School Year

On a motion by Mrs. Davis, seconded by Mr. Wheeler, the Board voted unanimously by all members present to authorize the Finance Department to loan and/or transfer funds between district accounts for the operations of the school district's financial needs on an as needed basis. Board President Eddie Prather declared the motion passed.

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

The following agenda items were moved to the end of the agenda to allow discussion and consideration during the Executive Session. This action was approved earlier in the meeting during the adoption of the Agenda:

- 1. Approval of Job Description – Certified Interventionist**
- 2. Approval of Job Description – Business Clerk**
- 3. Approval of Job Description – Instructional Coach**
- 4. Licensed Personnel Recommendations (plus Addendum)**

C. Office of Assistant Superintendent Mrs. Kimberly Britton

Second Reading of Proposed 2017-2018 School Handbooks, District Guidebooks, and Athletic Handbook Changes

Mr. Wheeler moved that the Board approve the proposed 2017-2018 School Handbooks, District Guidebooks, and Athletic Handbook changes as recommended. Mrs. Davis seconded the motion, which was adopted unanimously by all members present. Mr. Prather declared the motion passed.

The approved 2017-2018 School Handbooks, District Guidebooks, and Athletic Handbook changes are marked EXHIBIT 5 and held in the Exhibit Book of this meeting date and incorporated herein.

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

A. Information Items

Upcoming Events:

- July 31, 7:45am, Staff Returns and Convocation (Harry Wong)
- Elementary Open Houses – August 1st and 2nd
- August 3 – Students Report

B. Summer Buildings and Grounds Update (Mr. Charles Laney) (TPSD Goals #2 and #4)

1. Mr. Charles Laney reported on the progress of the summer building/renovations projects currently underway throughout the district. As an information item, Mr. Laney also advised the Board of the following construction change directives:

- Lawhon Elementary Renovations
Change Directive No. 2 -- \$22,250.00 from Contingency Allowance
- TMS Renovations
Change Directive No. 1 -- \$73,903.08 from Contingency Allowance
- ECEC Renovations (Record of Allowance Charges)
Total Additions to Scope of Work: \$57,686.00
Total Credit (Deducts) to Scope of Work: \$69,490.00
Balance of Credits: \$11,804.00

2. **Awarding of Bid for THS Athletics Suite-Renovations, Phase I**

Mr. Charles Laney reported that Sullivan Enterprises submitted the only bid received for the THS Athletics Suite-Renovations, Phase I Project . On a motion by Mrs. Davis, seconded by Mr. Wheeler, the Board voted unanimously by all members present to award Sullivan Enterprises the Base Bid for \$508,000 and Alternate No. 1 for \$36,000, for a total Contract Sum of \$544,000. Mr. Prather declared the motion passed.

Additional information regarding the THS Athletics Suite-Renovations Phase I Project is marked EXHIBIT 6 and held in the Exhibit Book of this meeting date and incorporated herein.

UNFINISHED BUSINESS

Discussion of Policy FB – Naming School Facilities

Mr. Wheeler reported that amended Policy FB – Naming School Facilities will be on the August 8th Board agenda for consideration for approval. A vendor will also have sample building plaques for the Board to select.

NEW BUSINESS

No “New Business” agenda topics were discussed at this meeting of the Board.

MISCELLANEOUS BUSINESS

A. Future Agenda Topics – Superintendent Gearl Loden

- **FY18 Budget Hearing**
 - **Buildings and Grounds Update**
 - **Back to School Reports**

B. Future Agenda Topics – Board Members

No specific agenda topics were requested by Board Members at this meeting of the Board.

C. Executive Session

Mr. Prather entertained a motion to enter temporary Executive Session to determine the need for an Executive Session. Mrs. Davis made a motion that the Board enter temporary Executive Session. Mr. Wheeler seconded the motion, and it was approved unanimously by all members present. Mr. Prather declared the motion passed.

The room was cleared and the temporary Executive Session was called to order by President Eddie Prather with the following people present: Mrs. Sherry Davis, Mr. Eddie Prather, Mr. Ken Wheeler, Dr. Gearl Loden, Mr. Jim Turner, Mrs. Modesty Shumpert, Ms. Mary Catherine Black (intern with Mitchell, McNutt) 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 Mrs. Davis, with a second by Mr. Wheeler, the Board voted unanimously by all members present to remain in Executive

Session for the purpose of discussing 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.

The Board then took up the discussion of personnel matters.

Mrs. Davis made a motion to leave Executive Session and return to Open Session. The motion was seconded by Mr. Wheeler and adopted unanimously by all members present. President Eddie Prather declared the motion passed.

D. Open Session

Whereupon, Mr. Prather left the room to announce that the Board was returning to Open Session. Everyone waiting re-entered the meeting.

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

1. Approval of New Job Description – Certified Interventionist

Upon a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously by all members present to approve new job description titled Certified Interventionist as submitted. Mr. Prather declared the motion passed.

A copy of the new job description titled Certified Interventionist is marked EXHIBIT 7 and held in the Exhibit Book of this meeting date and incorporated herein.

2. Approval of Revised Job Description – Business Clerk

Upon a motion by Mrs. Davis, seconded by Mr. Wheeler, the Board voted unanimously by all members present to approve revised job description titled Business Clerk as submitted. Mr. Prather declared the motion passed.

A copy of the revised job description titled Business Clerk is marked EXHIBIT 8 and held in the Exhibit Book of this meeting date and incorporated herein.

3. Approval of Revised Job Description – Instructional Coach

Upon a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously by all members present to approve revised job description titled Instructional Coach as presented. Mr. Prather declared the motion passed.

A copy of the revised job description titled Instructional Coach is marked EXHIBIT 9 and held in the Exhibit Book of this meeting date and incorporated herein.

4. Licensed Personnel Recommendations

Upon a motion by Mr. Wheeler, seconded by Mrs. Davis, the Board voted unanimously by all members present to approve the licensed personnel recommendations (includes addendum) as presented. Mr. Prather declared the motion passed.

The Personnel Report is marked EXHIBIT 10 and held in the Exhibit Book of this meeting date and incorporated herein.

ADJOURNMENT

Whereupon, Mr. Wheeler made a motion that the Board adjourn. Mrs. Davis seconded the motion, and it was adopted unanimously.

Mr. Prather declared the meeting adjourned at 2:33pm.

APPROVED:

TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES

ATTEST:

Eddie Prather, President

Rob Hudson, Secretary