

**TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
June 28, 2011**

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 28, 2011, at the Hancock Leadership Center, 1920 Briar Ridge, Tupelo, Mississippi.

**CALL TO ORDER**

The meeting was called to order by President Amy Heyer who welcomed guests attending the meeting.

**ROLL CALL AND ESTABLISHMENT OF A QUORUM**

The following School Board members were present during roll call:

Members Present: Mrs. Amy Heyer  
Mr. Rob Hudson  
Mr. Eddie Prather  
Mrs. Beth Stone  
Mr. Lee Tucker

Staff Present:	Mr. David Meadows	Dr. Derwood Tutor
	Mrs. Diana Ezell	Ms. Angela Young
	Dr. Fred Hill	Mr. Larry Harmon
	Mrs. Kay Bishop	Dr. Christy Luse
	Mrs. Julie Connolly	Mrs. Kimberly Foster
	Mrs. Julie Hinds	Mr. Jason Harris
	Mrs. Marissa Martin	Ms. Evet Topp
	Mrs. Rachel Murphree	Mrs. Lea Johnson
	Mrs. Linda Pannell	Mrs. Niki Peel
	Mrs. Glenda Scott	Mr. Tyrone Catledge
	Ms. Patrice Tate	Mr. Tim Matlock
	Mrs. Dale Warriner	

Mrs. Heyer announced a quorum and stated that the meeting was lawfully in session. School Board Attorney Otis Tims was also present. Members of the press were also present.

**APPROVAL OF THE AGENDA**

Interim Superintendent David Meadows recommended the agenda be amended as follows:

1. Added an Addendum to Item B. Personnel Report (Licensed Staff Recommendations), Section VII. Superintendent's Report.
2. Deleted consideration of minutes for June 2, 2011, Called Board Meeting from Section IV. Approval of Minutes.

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**

Upon a motion by Mrs. Stone, seconded by Mr. Hudson, the Board voted unanimously to approve minutes of the following meetings with noted corrections:

April 26, 2011 Regular Meetings (Noon and 5:00 p.m.)  
May 4, 2011 Special Called Meeting  
May 10, 2011 Regular Meetings (Noon and 5:00 p.m.)  
May 24, 2011 Regular Meeting

The President of the Board declared the motion passed.

### **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**

#### **A. 2011 Curriculum Writing Project Update**

Ms. Glenda Scott presented to the Tupelo Public School District Board of Trustees an update on the progress made toward accomplishing the goals of the Curriculum Writing Project. The report included a brief overview of the current status of the components of the project.

#### **B. Discipline Decision Matrix Update**

Assistant Superintendent Fred Hill presented a status report on the development of the TPSD Discipline Decision Matrix.

#### **C. Volunteer Background Checks**

Deputy Superintendent Diana Ezell presented Tupelo Public School District Policy Regulation GBAC-R Criminal Background Check Volunteers Required to Have Background Checks for initial review and discussion.

#### **D. FY12 General Operations Budget Presentation and Discussion**

Interim Superintendent David Meadows and Finance Directors Linda Pannell and Rachel Murphree presented reports and related information on the General Operations Budget for 2011-2012.

### **SUPERINTENDENT'S REPORT**

#### **A. Consent Agenda**

In accordance with Mr. Meadow's recommendations, Mr. Prather moved to approve and ratify the Consent Agenda as listed below:

1. Contractual Agreements #CO1138 through #CO1145
2. Professional Services Contract with JBHM Education Groups, LLC in the amount of \$15,000. This contract provides for the utilization of Dr. Carol Alderman to train and support TPSD Administrative staff and counselors in the development and finalization of classroom and student scheduling for the 2011-2012 school year.
3. Donations #2010-2011-54 and #2010-2011-55
4. Permission to Apply for TPSD Grants #1127 and #1128
4. Accepted TPSD Grant #1126
5. Permission to Remove 44 Items from the District Capital Asset List
6. Payment of Mississippi School Boards Association Annual Membership Fee for 2011-2012

The motion was seconded by Mr. Tucker and was approved unanimously. The President of the Board declared the motion passed. A copy of the Consent Agenda is marked EXHIBIT 2 and held in the Exhibit Book of this meeting date and incorporated herein.

#### **B. Personnel Recommendations**

##### **1. Licensed Staff Recommendations, Consideration for Approval of New School Level Positions, and 2011-2012 TPSD Staffing Statistics Report**

Interim Superintendent David Meadows presented for approval the Licensed Staff recommendations (which included an Addendum approved earlier in the meeting). Mr. Meadows also recommended for consideration for approval the following New Positions:

1. Change the current data entry position from part time to full time
2. Establish 1 additional clerical position for Tupelo High School
3. Establish 1 testing coordinator position for Tupelo High School
4. Establish 2 elementary teacher positions for Milam Elementary
5. Establish 1 administrative intern position for Lawhon Elementary

Mr. Prather moved to approve the Licensed Staff recommendations and approval of New School Level Positions as presented. Mr. Hudson seconded the motion, and the motion was approved unanimously. The President of the Board declared the motion passed.

Mr. Turner presented for information and review the 2011-2012 Staffing Statistics Report.

**2. Consideration for Approval of a One Time Expenditure for 10 Additional Work Days for Tupelo High School Counselors**

Interim Superintendent David Meadow requested approval for a one-time expenditure for up to ten (10) additional work days for Tupelo High School Counselors – Joni Nolan, Manessa Hadley, Suzanne Blakey, and Leontyne Anderson. These ten additional work days will be utilized for rescheduling at Tupelo High School from a block schedule to a traditional 8 period schedule.

Mr. Hudson moved to approve a onetime expenditure for 10 additional work days for Tupelo High School Counselors – Joni Nolan, Manessa Hadley, Suzanne Blakey, and Leontyne Anderson as recommended. Mr. Tucker seconded the motion, and the motion was approved unanimously. The President of the Board declared the motion passed.

**3. Recommendation for Consideration for Approval – School Level Administrative Positions**

This agenda item was discussed in Executive Session and action was taken in open session following the Executive Session.

A copy of the Personnel Report is marked EXHIBIT 3 and held in the Exhibit Book of this meeting date and incorporated herein.

**C. Docket of Claims**

Mr. Prather reviewed the Docket of Claims and Check Registers prior to the meeting and recommended approval of the Docket of Claims and Check Registers as outlined below:

- Docket of Claims for the period May 14 through June 17, 2011, Docket of Claims #93467 through #94530 for Accounts Payable Checks #65808 through #66421 in the amount of \$2,529,688.03.
- Tupelo High School Activity Check Register for May, 2011, Checks #3360 through #3379 in the amount of \$2,628.94.
- Athletic Activity Check Register for May, 2011, Checks #4894 through #44931 in the amount of \$11,008.52.

The grand total for all funds is \$2,543,325.49.

The motion was seconded by Mrs. stone and approved unanimously. The President of the Board 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 Docket of Claims and Check Registers are marked EXHIBIT 4 and held in the Exhibit Book of this meeting date and incorporated herein.

**D. May 31, 2011, Financial Statement**

Finance Director Linda Pannell submitted the Statement of Income and Expenditures through month ending May 31, 2011, for consideration of approval. Mrs. Pannell stated that a listing by fund is available for the Board's information.

On a motion by Mr. Tucker, seconded by Mr. Prather, the Board voted unanimously to approve the May 31, 2011, Financial Statement as submitted. Upon motion duly made, seconded, and carried, the President of the Board declared the motion passed.

The May 31, 2011, Financial Statement is marked EXHIBIT 5 and held in the Exhibit Book of this meeting date and incorporated herein.

**E. Cash Flow Statement Month Ending May 31, 2011**

Finance Director Linda Pannell submitted the Statement of Cash Flow for month ending May 31, 2011, for information and review. A copy of the Cash Flow Report is marked EXHIBIT 6 and held in the Exhibit Book of this meeting date and incorporated herein.

**F. Student Discipline Report – Case #27**

Discussion regarding Student Discipline Report (Case #27) was moved to Executive Session and action was taken after the Board returned to open session later in the meeting.

**UNFINISHED BUSINESS**

**Awarding of Advertised Bids #BD1108, #BD1109, #BD1110 and #BD1111**

Following the recommendation of Interim Superintendent David Meadows, Mrs. Stone moved to approve the following advertised bids as presented:

BD1108 Recommendation:	Dish Machine Rental Auto Chlor System
BD1109 Recommendation:	Athletic Supplies Low Bidder "per line item" for term bid
BD1110 Recommendation:	Classroom Supplies Low Bidder "per line item" for term bid

BD1111                      Milk Bid  
Recommendation:        Barber Milk

The motion was seconded by Mr. Hudson and was approved unanimously. The President of the Board declared the motion passed.

Detailed information regarding BD1108, BD1109, BD1110 and BD1111 is marked EXHIBIT 7 and held in the Exhibit Book of this meeting date and incorporated herein.

## **NEW BUSINESS**

### **McKinney-Vento Education for Homeless Children and Youth Program Application for FY-12**

On a motion by Mr. Prather, seconded by Mrs. Stone, the Board voted unanimously to approve the McKinney-Vento Education for Homeless Children and Youth Program Application for FY-12 and acknowledge the Grant Assurances as presented by Mrs. Dale Warriner. The President of the Board declared the motion passed.

Mrs. Warriner reported that the tentative funding allocation for FY-12 is \$25,000.

The McKinney-Vento Education for Homeless Children and Youth Program Application for FY-12 is marked EXHIBIT 9 and held in the Exhibit Book of this meeting date and incorporated herein.

## **MISCELLANEOUS BUSINESS**

### **A. Review and Discussion of Board Goals for 2011-2012**

The Board held a preliminary discussion of Board Goals for the 2011-2012 school year.

### **B. Future Agenda Topics**

Mr. Prather reported that the Mississippi School Boards Association has requested to meet with the Board regarding the upcoming Superintendent Search process.

### **C. Executive Session**

Board President Amy Heyer suggested to the School Board an Executive Session for the purpose of discussing personnel matters and a student matter.

On a motion by Mr. Hudson, seconded by Mrs. Stone, the Board voted unanimously to enter Executive Session for the purpose of discussing a student matter and personnel matters. Upon motion duly made, seconded, and carried unanimously, the President of the Board declared the motion passed.

The room was cleared and the Executive Session was called to order by Mrs. Heyer with the following people present: Mrs. Amy Heyer, Mr. Eddie Prather, Mr. Rob Hudson, Mrs. Beth Stone, Mr. Lee Tucker, Mr. David Meadows, Mr. Otis Tims, Mrs. Julie Connolly, Ms. Patrice Tate, Mr. Larry Harmon, and Dr. Fred Hill.

The Board first considered the reason for entering Executive Session. Upon a motion by Mr. Hudson with a second by Mrs. Stone, the Board voted unanimously to remain in Executive Session for the purpose of discussing a student matter and personnel matters. Upon motion duly made, seconded, and carried unanimously, the President of the Board declared the motion passed.

Mrs. Heyer reopened the meeting to tell all those in attendance the reason for going into Executive Session was to discuss a student matter and personnel matters.

Following the discussion of the student matter, Dr. Fred Hill and Mr. Larry Harmon left the Executive Session.

The Board proceeded to discuss the personnel matters.

No action was taken during the Executive Session.

Upon a motion by Mr. Hudson with a second by Mrs. Stone, the Board voted unanimously to come out of Executive Session. Upon motion duly made, seconded, and carried unanimously, Mrs. Heyer declared the motion passed.

#### **ACTION TAKEN IN OPEN SESSION FOLLOWING EXECUTIVE SESSION:**

##### **A. Student Discipline Report – Case #27**

Mr. Prather moved to ratify the administrative decision to expel Student #27 for one calendar year. The motion was seconded by Mr. Tucker and was approved unanimously. The President of the Board declared the motion passed.

Detailed information regarding Student Discipline Report (Case #27) is marked EXHIBIT 10 and held in the Exhibit Book of this meeting date and incorporated herein

##### **B. Consideration of Recommendation to Name Ms. Evet Topp as Associate Principal at Tupelo High School and Approval of Job Description for Secondary Associate Principal**

Mr. Meadows recommended that Ms. Evet Topp be named Associate Principal at Tupelo High School. Mr. Meadows further recommended that a new proposed job description for Secondary Associate Principal be approved as presented. Mr. Hudson moved to approve the recommendation that Ms. Evet Topp be named Associate Principal at Tupelo High School and adopt the new job description for Secondary Associate Principal. The motion was seconded by Mr. Prather and was approved unanimously. The President of the Board declared the motion passed.

**C. Consideration of Recommendation to Name Mr. Jason Harris as Principal at Tupelo High School**

Mr. Meadows recommended that Mr. Jason Harris be named Principal at Tupelo High School. Mrs. Stone moved to approve the recommendation that Mr. Jason Harris be named Principal at Tupelo High School. The motion was seconded by Mr. Tucker and was approved unanimously. The President of the Board declared the motion passed.

**D. Consideration of Recommendation to Name Ms. Kim Foster as Principal at Joyner Elementary School**

Mr. Meadows recommended that Ms. Kim Foster be named Principal at Joyner Elementary School. Mr. Prather moved to approve the recommendation that Ms. Kim Foster be named Principal at Joyner Elementary School. The motion was seconded by Mr. Hudson and was approved unanimously. The President of the Board declared the motion passed.

Mr. Meadows announced that earlier today three key leadership positions were recommended and approved for the 2011-2012 school year. These positions included Mr. Tim Matlock as Band Director at Tupelo High School and Mr. Kenneth McGaha and Mr. Tyrone Catledge as Assistant Principals at Tupelo Middle School and Lawndale Elementary, respectively.

**ADJOURNMENT**

On a motion by Mr. Prather, seconded by Mrs. Stone, the Board voted unanimously to adjourn the meeting. The President of the Board declared the motion passed and the meeting in adjournment at 3:30 p.m.

APPROVED:  
TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES

ATTEST:

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Arlissa C. Heyer, President

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Elizabeth Stone, Secretary