

**TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
June 13, 2016**

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 Monday, June 13, 2016, at the Hancock Leadership Center, 1920 Briar Ridge Tupelo, Mississippi.

**CALL TO ORDER**

The meeting was called to order by 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, Mr. Eddie Prather, and Mr. Kenneth Wheeler. 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. Wheeler, seconded by Mrs. Davis, the Board voted unanimously to approve the agenda for the regular June 13, 2016, Board meeting subject to the following change:

- Addendum to the Personnel Report (under Section VIII. Superintendent's Report, Item C. #1., Licensed Personnel Recommendations

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 9, 2016, Noon Regular Meeting, HLC

Mrs. Davis made a motion to approve the minutes from the May 9, 2016, noon regular meeting as presented. The motion was seconded by Mr. Wheeler and approved unanimously. Mr. Babb declared the motion passed.

May 9, 2016, 5:00pm Regular Meeting, Lawhon Elementary School

Mr. Prather made a motion to approve the minutes from the May 9, 2016, 5:00pm regular meeting as presented. The motion was seconded by Mrs. Davis and approved unanimously. Mr. Babb 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. Year-End Athletic Report**

Mr. Trent Hammond discussed academic team accomplishments as well as highlights of team successes during the 2015-2016 school year. There were a total of 901 student athletes at THS and TMS with an average GPA of 3.416. Mr. Hammond also reported on improvements made on sport facilities, as well as future areas for improvement.  
(TPSD Goal #1)

### **B. Staff Recruitment Report**

Mr. Jim Turner summarized the 2015-2016 school year collegiate recruiting events. Mr. Turner also reported on the cost per application received and applicant numbers.  
(TPSD Goals #3 and #4)

### **C. Legislative Update**

Dr. Diana Ezell presented an overview of the 2016 Mississippi Legislative session affecting the Tupelo Public School District as listed below:

- SB 2064 Distance Learning Collaborative At
- SB 2160 High School Diploma
- SB 3678 School Safety Plan Documents
- HB 33 Equal Opportunity for Students with Special Needs
- HB 207 National Board Certification

(TPSD Goals #1-#4)

### **D. Discipline Update**

Dr. Diana Ezell presented a report which summarized 2015-2016 discipline data as required by the district's Resolution Agreement with OCR. (TPSD Goal #2)

### **E. Year End Student ADA Report**

Dr. Eddie Peasant presented year end student ADA information. Dr. Peasant's report compared months 1-9, and a 3 year trend for first and second semester (TPSD Goals #1 and #4)

### **F. Ad Valorem Report for Amount Received Through March, 2016**

Mrs. Rachel Murphree reported that the collections for Operations for April received by the District in May were 97.58% of the amount requested compared to 99.06% in the previous year. The collections for Debt Service for April received by the District in May were 97.16% of the amount requested compared to 98.45% 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 Murphree (TPSD Goal #4)

1. Contractual Agreements (TPSD Policy DJAAB Contract Signing Authority)  
Contracts to be Acknowledged and Awarded: #CO1661 through #CO1698;
2. Donations (TPSD Policy DFAB Revenues for Non-Tax Sources)  
#2015-2016-052 through #2015-2016-059
3. Grant Permission to Submit Grants (TPSD Policy DEEG Grant Management)  
TPSD Grants #1644 through #1647
4. Grant Permission to Accept Grants (TPSD Policy DEEG Grant Management)  
TPSD Grant #1642
5. Grant Permission to Delete 95 Assets from the TPSD Asset Listing and Add  
Back 10 Items to the TPSD Asset Listing (TPSD Policy DM)
6. Grant Permission to Advertise for RFP1700 THS Yearbooks 2016-2017 and RFP1701  
School Day Pictures for 2016-2017

### 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 Policy IFCB Field Trips and Exclusions)  
THS Cheer, Cheerleading Camp, Oxford, MS, June 16-18, 2016
3. Annual Renewal of Menu Choice Procedure for 2016-2017 ("Offer vs. Serve" for  
PreK through 12<sup>th</sup> grade for 2016-2017 school year for breakfast and lunch programs

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

Permission to Assistant Security Director Mr. John Jackson to carry a weapon while on duty for Tupelo Public Schools (TPSD Goal #2)

### D. Office of Assistant Superintendent Dr. Diana Ezell

Adopted a Resolution to approve the sale of Bus 63 to the City of Tupelo for \$1.00 subject to conditions set forth in the Resolution. Bus 63 is a 1998 Amtran with 99,000 miles. It is 18 years old.

The motion was seconded by Mr. Hudson and was approved unanimously. 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 Ken Wheeler recommended approval of the Docket of Claims and Athletic Activity Ref pay as follows:

- Docket of Claims for the period May 1 through June 3, 2016, Docket of Claims #36204 through #37281, Accounts Payable Checks #23559 through #24323 in the amount of \$4,368,531.44;
- Athletic Activity Ref Pay paid officials and fees in the amount of \$911.34 for the period May 1 through May 31, 2016.

The grand total for all funds is \$4,369,442.78.

The motion was seconded by Mrs. Davis and approved unanimously. 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 and Athletic Activity Referee Pay Report are 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, 2016**

Following a review of each report and discussion, on a motion by Mr. Prather, seconded by Mr. Wheeler, the Board voted unanimously 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 Joe Babb declared the motion passed. The Financial Reports for Month Ending April 30, 2016, are marked EXHIBIT 4 and held in the Exhibit Book of this meeting date and incorporated herein.

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

#### **1. Student Discipline Case #150-2015-2016**

On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to ratify the administrative decision to expel Student #150-2015-2016, from TPSD for one calendar year for violation of TPSD Policy JD-E5. Mr. Babb declared the motion passed.

Detailed information regarding Student Discipline Case #150-2015-2016 is marked EXHIBIT 5 “Sealed and Confidential” and held in the Exhibit Book of this meeting date and incorporated herein.

**2. Student Discipline Case #04-2015-2016**

On a motion by Mr. Prather, seconded by Mr. Wheeler, the Board voted unanimously to ratify the administrative decision to expel Student #04-2015-2016, from TPSD for one calendar year for violation of TPSD Policy JD-E3. Mr. Babb declared the motion passed.

Detailed information regarding Student Discipline Case #04-2015-2016 is marked EXHIBIT 6 “Sealed and Confidential” and held in the Exhibit Book of this meeting date and incorporated herein.

**C. 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 of approval. Mrs. Davis moved to approve the Licensed Personnel Recommendations (includes addendum) as presented. Mr. Wheeler seconded the motion, and the motion was approved unanimously. Mr. Babb declared the motion passed.

The Personnel Report is marked EXHIBIT 7 and held in the Exhibit Book of this meeting date and incorporated herein.

**D. Office of Assistant Superintendent Dr. Diana Ezell**

**1. First Reading of New TPSD Policies**

Assistant Superintendent Dr. Diana Ezell presented for first reading the following new TPSD policies to be added to the “D” section of the policy manual:

- DCI Line Item Transfer Authority
- DFC Federal Aid
- DFE Short Term Notes
- DIAB Internal Control of Cash Receipts
- DJE Purchasing
- DJEG Purchase Orders and Contracts

No action was taken at this meeting of the Board.

**2. Proposed Amendment to Several Policies in Section D – Fiscal Management**

On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to amend the following existing policies contained in Section D of the TPSD policy manual:

- DCH Periodic Budget Reconciliation
- DFA Local Tax Revenues
- DFD Bond Sales

DFEA Tax Anticipation Notes  
DJCA Pay Day Schedule  
DJB Petty Cash Accounts  
DJC Payroll Procedure  
DJEI Vendor Relations, Sales Calls and Demonstrations  
DK Student Activities Fund Management  
DM Fixed Assets Policy

Mr. Babb declared the motion passed. Copies of the aforementioned amended policies are marked EXHIBIT 8 and held in the Exhibit Book of this meeting date and incorporated herein.

3. Proposed Amendment to TPSD Policy BA – Board Operations Goals and Objectives Mission Statement

Mr. Hudson moved to amend TPSD Policy BA Board Operations Goals and Objectives Mission Statement as presented. Mr. Prather seconded the motion, and the motion was approved unanimously. Mr. Babb declared the motion passed.

A copy of amended TPSD Policy BA is marked EXHIBIT 9 and held in the Exhibit Book of this meeting date and incorporated herein.

4. Review of Amendments to TPSD Policy JD Exhibits 1 through 6

The Board reviewed TPSD Policy JD Exhibits which clarify discipline procedures at different grade levels as listed below:

JD Exhibit 1 K-2  
JD Exhibit 2 3-5  
JD Exhibit 3 6  
JD Exhibit 4 7-8  
JD Exhibit 5 9-12  
JD Exhibit 6 Alternative School

No action was required by the Board. Copies of amended TPSD Policy JD Exhibits are marked EXHIBIT10 and held in the Exhibit Book of this meeting date and incorporated herein.

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

**1. Construction Change Directive – Milam School Renovation Project**

For information purposes, Mr. Cantrell reported that a construction change directive was issued for the Milam School Renovation Project in the amount of \$7,537.00 for additional work in classroom numbers 166 and 167. This construction change directive will be paid with the built-in contingency. The remaining contingency balance is \$42,463.00.

The aforementioned construction change directive is marked EXHIBIT 11 and held in the Exhibit Book of this meeting date and incorporated herein. Additional agreements and documents related to the project are on file in the Office of the Superintendent.

## **2. Construction Change Directive – Rankin School Renovation Project**

Again for information purposes only, Mr. Cantrell reported that a construction change directive was issued for the Rankin School Renovation Project in the amount of \$13,047.00 for additional work (adding plumbing to keep a restroom in the main office and close to the nurses' station; slider window instead of a fixed window; millwork modifications; and cut window opening to allow administrators in the main office to see who is coming into the office and media center). This construction change directive will be paid with the built-in contingency. The remaining contingency balance is \$13,047 after this deduction.

The aforementioned construction change directive is marked EXHIBIT 12 and held in the Exhibit Book of this meeting date and incorporated herein. Additional agreements and documents related to the project are on file in the Office of the Superintendent.

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

### **A. 2% (COLA) Increase**

On a motion by Mrs. Davis, seconded by Mr. Wheeler, the Board voted unanimously to approve the following:

- Transition all staff, except for assistant teachers and teachers, to the new 1% pay scales (closest to their current rate of pay without a loss in pay). After each employee is transitioned, those that are below top out will be increased two steps. (Each step equals a 1% increase).
- Teacher assistants will receive a 1 step increase on their pay scale (Each step equals an approximate 2% increase).
- Teachers have already been given a step increase based on their years of experience.

Mr. Babb declared the motion passed.

### **B. Information Items**

Upcoming Events:

- June 23-24, School Board Retreat
- July 18-22, TPSD Administrative Back to School Retreat
- July 26, Noon, Regular Board Meeting, HLC
- July 26, 5:00pm, FY17 Budget Hearing, HLC
- July 28, 8:00am, District Convocation (Speaker: Riney Jordan), THS, PAC

## **UNFINISHED BUSINESS**

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

## **NEW BUSINESS**

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

## **MISCELLANEOUS BUSINESS**

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

#### **July 26, 2016 Board Meeting**

- **Marketing/Communication Update**
- **ECEC Update**
- **Summer Curriculum Update**
- **Annual Grants Update**
- **Status of Construction/Maintenance Projects**
- **FY17 Budget Hearing**
- **Teacher Leadership Academy**

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

No requests were submitted by the Board.

### **C. Executive Session**

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

Mr. Babb left the meeting at this point.

The room was cleared and the temporary Executive Session was called to order by Vice President Eddie Prather with the following people present: Mrs. Sherry Davis, Mr. Rob Hudson, Mr. Eddie Prather, Mr. Ken Wheeler, Dr. Gearl Loden, Dr. Diana Ezell, 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. Wheeler, with a second by Mrs. Davis, the Board voted unanimously to remain in Executive Session for the purpose of discussing litigation and potential litigation. The Vice 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 litigation matters

The Board then discussed potential litigation matters, but took no action on either topic.

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

## **ADJOURNMENT**

Whereupon, Mrs. Davis made a motion that the Board adjourn. Mr. Wheeler seconded the motion, and it was adopted unanimously. Mr. Prather declared the meeting adjourned at 2:43pm.

APPROVED:

ATTEST:

TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES

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Joseph B. Babb, President

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Sherry S. Davis, Secretary