

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
July 21, 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, July 21, 2015, at the Hancock Leadership Center, 1920 Briar Ridge, Tupelo, Mississippi.

CALL TO ORDER

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. Eddie Prather. Members absent were: Mr. Rob Hudson 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 Mrs. Davis, seconded by Mr. Prather, the Board voted unanimously by all members present to approve the agenda for the regular July 21, 2015, Board meeting with the following changes:

1. Delete Item C. #1 from Section XI. Miscellaneous Business (Student Appeal #133-2014-2015)
2. Two Addenda to the Licensed Personnel Report, Section VIII. Superintendent's Report, Item B. #1.

The Vice 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 9, 2015, Noon, Regular Meeting, Hancock Leadership Center

Mr. Prather made a motion to approve the minutes from the June 9, 2015, noon regular meeting as presented. The motion was seconded by Mrs. Davis and approved unanimously by all members present. Mr. Babb declared the motion passed.

June 18, 2015, 3:00pm, Special Called Meeting, Community Bank

Mrs. Davis made a motion to approve the minutes from the June 18, 2015, 3:00pm special called meeting as presented. The motion was seconded by Mr. Prather and approved unanimously by all members present. Mr. Babb declared the motion passed.

June 19, 2015, 8:00am, Special Called Meeting, Hancock Leadership Center

Mr. Prather made a motion to approve the minutes from the June 19, 2015, 8:00am special called meeting as presented. The motion was seconded by Mrs. Davis and approved unanimously by all members present. Mr. Babb declared the motion passed.

June 18-19, 2015, Noon, Board Retreat, Community Bank

Mrs. Davis made a motion to approve the minutes from the June 18-19, 2015, special called meeting (Board Retreat) as presented. The motion was seconded by Mr. Prather and approved unanimously by all members present. Mr. Babb declared the motion passed.

July 9, 2015, 1:00pm, Special Called Meeting, Central Administrative Office

Mr. Prather made a motion to approve the minutes from the July 9, 2015, 1:00pm, special called meeting as presented. 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

No recognitions were scheduled for this meeting.

COMMUNICATION TO THE BOARD

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

- A. Ad Valorem Report for Amount Received Through May, 2015 presented by Mrs. Rachel Murphree (TPSD Goal #4)
- B. ROTC (Mississippi Magnolia Gold) and Dual Credit Update Report presented by Mr. Jason Harris (TPSD Goal #1)
- C. Instructional Technology Report presented by Mrs. Niki Peel (TPSD Goals #1 and #4)
- D. Annual Grants Report presented by Mrs. Mary Ann Plasencia (TPSD Goal #1 and #4)
- E. Status of Summer Construction/Maintenance Projects presented by Mr. Andy Cantrell (TPSD Goals #2 and #4)
- F. Early Childhood Education Center (ECEC) Update Report presented by Mrs. Anita Buchanan (TPSD Goal #1)
- G. Budget 2014-2015 Pre-Hearing Review presented by Mrs. Rachel Murphree (TPSD Goal #1)

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. Rachel Murphree (TPSD Goal #4)

1. Contractual Agreements (TPSD Policy DJAAB Contract Signing Authority)
 - #CO1601 and #CO1602
 - Ratification of Contract #CO1600
 - Contract for Rental of School Facilities (SFR1600 through SFR1602)
2. Donations (TPSD Policy DFAB Revenues for Non-Tax Sources)
 - #2015-2016-001 through #2015-2016-003
3. Permission granted to Submit TPSD Grants #1600 through 1604
4. Permission granted to Accept TPSD Grants #1600 and #1604
5. Permission to Delete 15 Items from TPSD Asset Listing
6. Approved Transfer of 27 Items from Tupelo Career Technical Center to Prentiss County Career Technical Center
7. Awarded Advertised Bids and Proposals (BD1601 Classroom Supplies and BD1603 Milk Products)
8. Granted approval to pay insurance renewal to Ross & Yerger in the amount of \$420,827.65
Request to pay renewal insurance for commercial package including general liability, automobile liability, legal liability, cybersecurity, employment practices, and related fees for policy period 7/1/15 to 7/1/16. Any claims for an amount in excess of \$250,000 require Board approval before payment (Board Policy DJEJA).
9. Granted approval for Athletics to Use ArbiterPay for Paying Athletic Officials .
Arbiter is the service that is used to assign officials to games. This service utilizes an electronic payment method to pay officials eliminating the need for paper checks or reissuing lost checks and the difficulties caused by changing officials at the last minute or because of inclement weather. Arbiter would also generate a 1099 to each official at the end of each calendar year. The funds to pay officials would be held in a "trust account" until the District would make the request to pay the official directly and the service could be discontinued at any time.

B. Office of Assistant Superintendent Dr. Eddie Peasant

1. Approved Student Transfer Report (TPSD Policy JBCD Transfers and Withdrawals of Students)
2. Approved Overnight Field Trip Requests
 - a. THS, Volleyball Camp, Lake Cormorant High School, July 23-25, 2015
 - b. THS, Volleyball Tournament, Jackson, MS, August 14-15, 2015

C. Office of Assistant Superintendent Dr. Diana Ezell

1. Dr. Ezell reported that Lee County Schools would like to dissolve the 1990 agreement with Tupelo Public Schools. This agreement set up a partnership between LCS and TPSD to allow LCS students to attend the TPSD Career Center. The Board authorized approval of an agreement dissolving the 1990 agreement with Tupelo Public Schools between LCS and TPSD to allow LCS students to attend the TPSD Career Center.
2. Approved the Dropout Prevention and Graduation Restructuring Plans. These must be approved annually by the Board of Trustees, and posted on the district website.
3. Approved Memorandum of Understanding between TPSD, LifeCore and Lee County Schools to maintain McDougal Center naming LifeCore as the fiscal agent for McDougal.
4. IDEA Program Application for 2015-2016
Special Education Director Genna McAlpin requested the Board of Trustees sign and approve the budget allocation for 2015-2016. This allocation is for special education services in the Tupelo Public School District. The Board approved the IDEA Program Application for 2015-2016 as presented by Mrs. McAlpin.

D. Office of Assistant Superintendent Mrs. Kimberly Britton

Federal Programs Director Anna Guntharp recommended approval of General Assurances for the MDE Dyslexia Grant 2015. The Board approved the General Assurances for the MDE Dyslexia Grant 2015 as submitted.

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

1. Approved the TPSD District-Wide School Safety and Crisis Management Guide
Annually, the Board must review and approve the District's School Wide Safety and Crisis Management Guide as required by MDE.
2. Granted permission for North Mississippi Medical Center to use the district's gymnasiums for triage and care for patients and community as well as district school buses for the purpose of an emergency mass transport to other healthcare facilities in the case of a disaster or mass casualty event if facilities are inhabitable at NMMC.

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

1. Docket of Claims

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

- Docket of Claims for the period June 1, 2015 through June 30, 2015, Docket of Claims #28425 through #29301, Accounts Payable Checks #17932 through #18753 in the amount of \$1,398,742.97.
- Tupelo High School Activity Check Register for the period June 2015, Check #1700 in the amount of \$173.31

The grand total for all funds is \$1,398,916.28.

The motion was seconded by Mrs. Davis 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 May 31, 2015

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

- Report of Reconciled Bank Statements 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 May 31, 2015, are marked EXHIBIT 4 and held in the Exhibit Book of this meeting date and incorporated herein.

3. Budget Amendments during 2015-2016 School Year

On a motion by Mr. Prather, seconded by Mrs. Davis, the Board voted unanimously by all members present to authorize the following regarding budget amendments during the 2015-2016 school year:

- allow the Superintendent/Finance Director to amend objects within major functions as may be necessary during the fiscal year for already budget expenditures;
- 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 the budget for donations made at the time of the donation for both revenues and expenditures.

Board Vice President Joe Babb declared the motion passed.

4. Transfer Between Accounts during 2015-2016 School Year

On a motion by Mr. Prather, seconded by Mrs. Davis, 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 Vice President Joe Babb declared the motion passed.

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

Approval of Job Descriptions and Licensed Staff Recommendations

Mr. Turner presented for consideration for approval two (2) revised Job Descriptions and Licensed Staff recommendations with addenda for consideration for approval as follows:

Job Descriptions:

1. Program Coordinator Homebound Teacher (revised)
2. Employment Interviewer, Recruiter, and Substitute Payroll Clerk (revised)

Mrs. Davis moved to approve the aforementioned revised Job Descriptions and Licensed Staff recommendations with addenda as presented. Mr. Prather 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. Approved Owner/Architect Agreement with Pryor and Morrow Architects for ECEC Classroom Addition Project, and Authorized Superintendent to Sign the Applicable Standard Form of Agreement between Owner and Architect

Mrs. Davis moved to approve the Owner/Architect Agreement with Pryor Morrow Architects and Engineers, P.A. for the ECEC Classroom Addition Project and further authorized Superintendent Gearl Loden to sign the applicable Standard Form of Agreement between Owner and Architect. Mr. Prather seconded the motion, and the motion was approved unanimously by all members present. Mr. Babb declared the motion passed.

A copy of the Agreement between Owner and Architects Pryor and Morrow for the ECEC Classroom Addition Project is marked EXHIBIT 6 and held in the Exhibit Book of this meeting date and incorporated herein.

2. Granted Permission for Pryor and Morrow Architects to Bid the ECEC Classroom Addition Project

Mr. Prather moved to approve authorizing Pryor Morrow Architects and Engineers, P.A. to bid the ECEC Classroom Addition Project as follows:

- Base Bid – Four Classrooms (approximately 7,831 sq. ft. at approximately \$217 sq. ft)
- Add Alternate 1 – Six Classroom (approximately 11,041 sq. ft. at approximately \$154 sq. ft)
- Add Alternate 2 – Eight Classrooms (approximately 14,251 sq. ft. at approximately \$119 sq. ft)

Mrs. Davis seconded the motion, and the motion was approved unanimously by all members present. Mr. Babb declared the motion passed.

3. Approved Master Agreement Between Owner and Architect (JBHM Architects, P.A.) and Authorized Superintendent to Sign the Applicable Standard Form of Agreement between Owner and Architects

Mrs. Davis moved to approve the Master Agreement between Owner and Architect (JBHM Architects, P.A.) and further authorized Superintendent Gearl Loden to sign the agreement. Mr. Prather seconded the motion, and the motion was approved unanimously by all members present. Mr. Babb declared the motion passed.

A copy of the Master Agreement between Owner and Architects JBHM is marked EXHIBIT 7 and held in the Exhibit Book of this meeting date and incorporated herein.

4. Approved Service Agreement with JBHM Architects, P.A. for TMS Classroom Addition Project and Authorized Superintendent to Sign the Applicable Agreement

Mrs. Davis moved to approve the Service Agreement with JBHM Architects, P.A. for TMS Classroom Addition Project and further authorized Superintendent Gearl Loden to sign the applicable agreement. Mr. Prather seconded the motion, and the motion was approved unanimously by all members present. Mr. Babb declared the motion passed.

A copy of the Service Agreement with JBHM for TMS Classroom Addition Project is marked EXHIBIT 8 and held in the Exhibit Book of this meeting date and incorporated herein.

5. Approved Service Agreement with JBHM Architects, P.A. for THS Intercom System and Authorized Superintendent to Sign the Applicable Agreement

Mr. Prather moved to approve the Service Agreement with JBHM Architects, P.A. for THS Intercom System and further authorized Superintendent Gearl Loden to sign the applicable agreement. Mrs. Davis seconded the motion, and the motion was approved unanimously by all members present. Mr. Babb declared the motion passed.

A copy of the Service Agreement with JBHM for THS Intercom System is marked EXHIBIT 9 and held in the Exhibit Book of this meeting date and incorporated herein.

6. Granted Permission for JBHM Architects, P.A. to bid THS Intercom System

Mr. Prather moved to grant approval for JBHM Architects, P.A. to bid the THS Intercom System. Mrs. Davis seconded the motion, and the motion was approved unanimously by all members present. Mr. Babb declared the motion passed.

7. Granted Permission for JBHM Architects, P.A. to bid TMS Classroom Addition Project

Mr. Prather moved to grant approval for JBHM Architects, P.A. to bid TMS Classroom Addition Project. Mrs. Davis seconded the motion, and the motion was approved unanimously by all members present. Mr. Babb declared the motion passed.

8. Approved Amendment to Memorandum of Understanding with City of Tupelo for Safe Room Projects

Mrs. Davis moved to approve an amendment of the agreement with City of Tupelo regarding FEMA funds for safe room projects to add Tupelo High School to the list of safe room projects. Mr. Prather seconded the motion, and the motion was approved unanimously by all members present. Mr. Babb declared the motion passed.

A copy of the Memorandum of Agreement with City of Tupelo for the Safe Room Projects is marked EXHIBIT 10 and held in the Exhibit Book of this meeting date and incorporated herein.

9. Granted Permission to Engage Engineering Solutions, Inc. to Provide Professional Services for Topographical Survey re TMS Expansion and Renovation Project

Mrs. Davis moved to grant permission to engage Engineering Solutions, Inc. to provide professional services in preparing topographical survey for the planned, future Tupelo Middle School expansion and renovation project. Mr. Prather seconded the motion, and the motion was approved unanimously by all members present. Mr. Babb declared the motion passed.

A copy of the Proposal/Agreement with Engineering Solutions, Inc. is marked EXHIBIT 11 and held in the Exhibit Book of this meeting date and incorporated herein.

10. Approval of Proposal from Dabbs Engineering, Inc. for Geotechnical Services for TMS Expansion and Renovation Project

Mr. Prather moved to grant permission to engage Dabbs Engineering, Inc. to provide required geotechnical services to develop foundation designs for proposed Tupelo Middle School expansion and renovation project. Mr. Prather seconded the motion, and the motion was approved unanimously by all members present. Mr. Babb declared the motion passed.

A copy of the Proposal from Dabbs Engineering, Inc. is marked EXHIBIT 12 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)

1. Information Items

Information was provided regarding the following items:

- a. July 21, 5:00pm, FY16 Budget Hearing, HLC
- b. July 23-24, New Teacher Orientation, THS
- c. July 22-24, Administrative Back-to-School Retreat, HLC
- d. July 28 – Teachers and Staff Report, Convocation at THS Performing Arts Center, 8:00am
- e. July 28-July 31, Professional Development throughout the District
- f. July 29, Special Called Board Meeting, 2:00pm, Central Office
- g. July 30 – “Meet Your Teacher” Day, Grades 7-8, 4-6:30pm
- h. August 3 – “Meet Your Teacher” Day, Grades K-6, Noon – 6:30pm
- i. August 4 – Students Report

2. Miscellaneous

School Board Attorney Otis Tims reminded the Board members of School Board Meeting Attendance and 2015-2016 Board Development requirements.

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

August 11, 2015 Board Meeting

- Exit Interviews Annual Report
- Beginning of School Updates
- Buildings and Grounds Update
- Approval of FY16 Budget
- Request Approval to Purchase New Buses

B. Future Agenda Topics – Board Members

No future agenda topics were requested.

C. Executive Session

Board Vice President Joe Babb suggested to the School Board a temporary Executive Session to determine the need for a permanent Executive Session for the purpose of discussing litigation and personnel matters.

On a motion by Mr. Prather, seconded by Mrs. Davis, the Board voted unanimously by all members present to enter temporary Executive Session for the purpose of determining a need for permanent Executive Session. The Vice President of the Board 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. Eddie Prather, Dr. Gearl Loden, Mr. Otis Tims, Ms. Patrice Tate, and Mrs. Modesty Shumpert.

The Executive Session was called to order and the Board first considered the reason for entering Executive Session. Upon a motion by Mr. Prather, with a second by Mrs. Davis, the Board voted unanimously to remain in Executive Session for the purpose of discussing a litigation and personnel matter. Upon motion duly made, seconded, and carried unanimously by all members present, the Vice President of the Board declared the motion passed.

Mr. Babb reopened the meeting to tell all those in attendance the reason for going into Executive Session was to discuss a litigation and personnel matter.

Mr. Otis Tims briefed the Board on the litigation matter. Following this discussion, Dr. Loden, Mrs. Shumpert and Ms. Tate left the executive session.

Mr. Tims and the Board discussed the personnel matter.

Mr. Babb reopened the meeting to tell all in attendance that the Board was back in Open Session. Everyone waiting re-entered the meeting, and Mr. Babb stated that the Board was back in Open Session and no action was taken by the Board during Executive Session.

D. ACTION BY THE BOARD

On a motion by Mr. Prather, seconded by Mrs. Davis, the Board voted unanimously by all members present to review all Board Policy anti-discrimination statements to ensure that they conform to present legal requirements and to cause any necessary amendments to be made.

Vice President Joe Babb declared the motion passed.

ADJOURNMENT

On a motion by Mr. Prather, 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 4:15 p.m.

APPROVED:

ATTEST:

TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES

Joe Babb, Vice President

Eddie M. Prather, Secretary