

## Minutes of Regular Meeting

---

A Regular Meeting of the Board of Trustees of Bay St. Louis–Waveland School District was held December 12, 2011, beginning at 5:30 PM at 201 Carroll Avenue, Trailer #5, Bay St. Louis, Mississippi.

### I. Call to Order

#### Call to Order the December 12, 2011 meeting @ 5:30 p.m.

Sherry Ponder, President, called the meeting to order.

Board members present for roll call: Sherry Ponder, Robinette Lawler and Mike Benvenuti.

Absent: Clevand Williams and Cheryl Ladner. A quorum was present at this meeting.

Ronnie Artigues, School Board Attorney was present at this meeting.

#### Others Present:

Rebecca Ladner  
Rusty Dempsey  
Lisa Hinson  
Vikki Wescovich  
Cheri Labat  
Jeremy Grubbs  
Pam Carrubba  
Taylor Guild  
Marca Alexander  
Brad Barlow  
Wayne Purl  
Cherie Purl  
Dwayne Bremer

Myron Labat  
Lee Palermo  
Ron Thorp  
Lana Noonan  
Ann Lathrop  
Jennifer Seymour  
Carolyn Ramond  
Lynel Necaise  
Sharon Sutherlin  
Win McDonald  
Andy Parker  
Toy Watts

### II. Moment of Silence

All in attendance participated in a Moment of Silence.

### III. Pledge of Allegiance

All in attendance said the Pledge of Allegiance.

### IV. Approval of Agenda

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved the Agenda as presented. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

### V. Approval of the Minutes

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved the Minutes of November 7, 2011 as presented. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**APPROVED**  
JAN 09 2012  
Bay St. Louis-Waveland  
SCHOOL BOARD

**VI. Board Input**

Trustee Ponder stated that she and Trustee Benvenuti traveled to Jackson to receive the *Lighthouse School Leadership Award* for being a *High Performing District*. Our District was one of 28 districts in the state to be a *High Performing District*. She stated that there are 152 school districts in the state and we are one of the 28 school districts in the entire state to receive this award. Trustee Benvenuti stated that our new district website looks great, very professional looking. Trustee Benvenuti asked why the BHS sign was not working.

**VII. Community Input**

On behalf of the Garden Club, Lana Noonan wanted to thank Mrs. Pohl and Ms. Freeman (art teachers) and their students on their participation in the Poster Contest. The Garden Club received over 400 posters and they wanted to thank the teachers and students for their hard work. She also commented on an essay contest for Bay High School students, which was sponsored by the National Garden Club. She said students could write a 500-600 word essay, but she was disappointed that they did not have any takers. She hopes students will participate in next year's essay contest.

Mr. Ron Thorp inquired about the *Individualized Education Program* (IEP) and asked how many students had IEPs. Dr. Dempsey, Director for the Special Education Program, stated we had around 260 students with IEPs. Dr. Dempsey stated that school districts typically average 10 to 15 percent of their total enrollment as Special Needs students and have IEPs. Trustee Ponder stated that she estimates half of this number would be for Speech (articulation) only. Dr. Dempsey stated that students with IEPs for Speech are identified during their kindergarten year and will be dismissed from speech after the articulation problem has been corrected.

**VIII. Consent Agenda****A. Docket**

Approved the December 12, 2011 Docket of Claims: Claim #'s **25776 to 26070** and the Mini Claims Docket for the month of November 2011 – Claim No. **900296 to 900376**.

**B. Field Trips / Parade Contract**

Approved the following Field Trips / Parade Contract:

- **Catchie Crider**, BHS Band, February 18, 2012 to Slidell, LA., Krewe of Trucks Mardi Gras Parade (\*the band will earn money for supplies), 72 students and 8 chaperones  
Source of Travel: District Bus, Source of Funds: Student Activity Account.  
\*the band will be paid \$ 2,000.00, contract attached.
- **Tom Woodward, BHS Science Club**, March 3, 2012 to New Orleans, LA., University of New Orleans, Science Quiz Bowl, 5 students and 2 or more chaperones, Source of Travel: Parents, Source of Funds: Science Club #470.
- **Ricky Smith, BHS Baseball**, March 16 to 17, 2012 to Hattiesburg, MS. Baseball Game and Memorial Tournament, 30 students and 5 or more chaperones, Source of Travel: District Bus, Source of Funds: Booster Club.

**APPROVED**  
JAN 09 2012

Bay St. Louis-Waveland  
SCHOOL BOARD

**C. Fund Raiser Requests**

Approved the following Fund Raiser Requests:

- **Elizabeth Cain, BHS Color Guard Club #445:** March 16, 2012. BHS Talent Show. Anticipated Profit: \$ 300.00, to be used for Color Guard uniforms & equipment.
- **Elizabeth Cain, BHS Color Guard Club #445:** January 30 to February 29, 2012. Sell *Old Fashion Candy Company* lollipops. Anticipated Profit: \$ 300.00, to be used for Color Guard uniforms.
- **Khrystal Boudreaux, BHS Class of 2013 #489:** February 20 to March 2, 2012. Prom Fashion Show. Anticipated Profit: \$ 500.00, to be used for Prom 2012 Decorations provided by *Imagine That*.
- **Pricilla Austin, BHS Class of 2014:** January 12, 2012. Jambalaya Dinner at Open House. Anticipated Profit: \$ 500.00, to be used for Prom 2013.
- **Pricilla Austin, BHS Class of 2014:** April 20, 2012. Womanless Beauty Pageant. Anticipated Profit: \$ 500.00, to be used for Prom 2013. *Note: MC must be a district employee.*
- **Allen Cummings, BHS Art Club:** January 1 to May 25, 2012. Art Sales. Anticipated Profit: \$ 200.00, to be used for art supplies and field trip.
- **Pricilla Austin, Dance Club #475:** February 6 to March 2, 2012. Brochure Sales (Candles). Anticipated Profit: \$ 1,000.00, to be used for recital costumes and scenery.
- **Pricilla Austin, Dance Club #475:** May 2 to 4, 2012. Spring Dance Recital, Program Ad Sales and T-Shirts. Anticipated Profit: \$ 1,000.00, to be used for recital costumes and scenery.
- **Major Williams, BHS AFJROTC #458:** December 17, 2011. Parents' Night Out (Christmas Gift Sales). Anticipated Profit: \$ 750.00, to be used for AFJROTC program.
- **Major Williams, BHS AFJROTC #458:** January 21, 2012. Video Game Tournament. Anticipated Profit: \$ 750.00, to be used for AFJROTC program.
- **Major Williams, BHS AFJROTC #458:** February 4, 2012. Sonic Car Hop and Discount Card Sales. Anticipated Profit: \$ 500.00, to be used for AFJROTC program.
- **Major Williams, BHS AFJROTC #458:** April 14, 2012. Spring Carnival and Yard Sale. Anticipated Profit: \$ 500.00, to be used for AFJROTC program.
- **Major Williams, BHS AFJROTC #458:** May 2012. Bridge Fest Booth. Anticipated Profit: \$ 500.00, to be used for AFJROTC program.
- **Major Williams, BHS AFJROTC #458:** June 23, 2012. Colonel Lawrence E. Roberts Air Force Memorial Golf Tournament. Anticipated Profit: \$ 3,000.00, to be used for AFJROTC program.
- **Wali Shabazz, Softball Club #494:** January to May 2012. Concession Stand at BHS softball field. Anticipated Profit: \$ 1,000.00, to be used for softball equipment.
- **Wali Shabazz, Softball Club #494:** January 1 to May 21, 2012. Sell Advertisement signs on the fence of the BHS softball field. Anticipated Profit: \$1,500.00, to be used for softball equipment.
- **Chris Bayer, BHS Girls Track #453:** February 3, 2012. Xbox Tournament. Anticipated Profit: \$ 200.00, to be used to purchase drinks and equipment.

APPROVED  
JAN 09 2012

Bay St. Louis-Waveland  
SCHOOL BOARD

- **Marca Alexander, 21<sup>st</sup> CCLC:** January 1 to May 15, 2012. Jewelry Sales. Anticipated Profit: \$ 500.00, to be used to replenish supplies for jewelry making.
- **Marca Alexander, 21<sup>st</sup> CCLC:** January 1 to May 15, 2012. Print Shop Sales. Anticipated Profit: \$ 500.00, to be used to replenish supplies for print shop.
- **Suzy Gilmore, BWMS PAWS Club #481:** February 1 to 10, 2012. Dance. Anticipated Profit: \$ 500.00, to be used for 6<sup>th</sup> and 8<sup>th</sup> grade incentives.
- **Cheryl Pittman, BWMS Library:** March 19 to 23, 2012. Annual Book Fair. Anticipated Profit: \$ 2,000.00, to be used to purchase library materials.
- **Marianne Higginbotham, NBE Library:** January 30 to February 3, 2012. Annual Book Fair. Anticipated Profit: \$ 1,200.00, to be used to purchase library materials.
- **Patches Oliver, NBE Renaissance Club #487:** February 9 to 14, 2012. Candy Grams. Anticipated Profit: \$ 100.00, to be used for Renaissance Rally.
- **Patches Oliver, NBE Renaissance Club #487:** March 24, 2012. Bunny Breakfast. Anticipated Profit: \$ 200.00, to be used for Renaissance Incentives.
- **Patches Oliver, NBE Renaissance Club #487:** 1/10/12; 2/14/12 and 4/12/12. Dress Down Day and Pictures with Friends. Anticipated Profit: \$ 500.00, to be used for Renaissance Incentives and Rally.
- **Patches Oliver, NBE Renaissance Club #487:** March 21 to 28, 2012. Sell Flowers. Anticipated Profit: \$ 200.00, to be used for Renaissance Rally.
- **Erin Bilbo, Cheer Club #476:** January 3 to 27, 2012. Balloon Raffle. Anticipated Profit: \$ 100.00, to be used for Spirit Items.
- **Erin Bilbo, Cheer Club #476:** January 1 to 28, 2012. Last Dancer Standing Competition. Anticipated Profit: \$ 300.00, to be used for Spirit Items / Award Banquet.
- **Danita Luttrell, Waveland Elementary Library:** March 20 to 22, 2012. Annual Book Fair. Anticipated Profit: \$ 500.00, to be used to purchase library materials.

#### D. Contract Services

Approved the following Contract Services:

- **Challenge Day, for \$ 6,400.00 (plus travel expenses, not to exceed \$ 2,500.00),** for two (2) days staff and student development sessions at Bay High School on February 23 and 24, 2011, to create positive change in schools and communities, to be funded through the *Be the Change Club* and a grant from DuPont Delisle.
- **BCI, Inc., for \$9,799.00** for three (3) years coverage (December 2011 through December 2014) for the Barracuda internet filtering system which includes updates and instant replacement, to be funded through the Technology Budget.
- **Staci Ricks and/or Brian Shaw, for \$ 18.87 per day,** for the number of days present during the 2011-2012 school year starting October 3, 2011, for transportation of student to Autism Project Demonstration School, 204 Cleveland Avenue, Long Beach, MS, to be funded through IDEA.
- **April Carter and/or Brandon Till, for \$ 16.32 per day,** for the number of days present during the 2011-2012 school year starting September 9, 2011, for transportation of student to Autism Project Demonstration School, 204 Cleveland Avenue, Long Beach, MS, to be funded through IDEA.
- Amend contract with **Pamela Anderson, for \$ 7.28 per day, (previously approved for \$6.86 per day),** for the number of days present during the 2011-2012

APPROVED  
JAN 09 2012

Bay St. Louis-Waveland  
SCHOOL BOARD

school year for transportation of student to *K-Mart*, which is the destination to meet bus for transportation to Gulf Oaks, to be funded through IDEA.

- **Renaissance Learning**, for **\$11,695.00**, for *STAR Professional Development* which includes two (2) days of onsite Custom Training the Trainers for the BWSD and Learning Coaches for each site and follow up training, to be funded through Title 1 and Title II.
- **BCI**, for **\$6,240.00**, for one (1) year coverage (December 16, 2011 through December 15, 2012) for *EqualLogic* data storage machines, which are components of our Virtual Servers, to be funded through the Technology Budget.

#### E. Personnel Recommendation

Approved the following Certified Personnel for the remainder of the 2011-2012 school year, pending successful completion of background checks, if needed.

Joseph Williams                      Bay High School Teacher                      Effective January 3, 2012

#### F. District Licensure Request

Approved for the District to request a District Licensure Request for Joseph Williams.

#### G. Resignation

Approved the resignation of **Andrea Johnson-Young**, effective at the conclusion of her current contract June 4, 2012.

#### H. Employee Stipends

Approved the following employee stipends as listed below:

- **Thomas Woodward**, to be paid **\$ 30.00 per hour**, not to exceed sixteen hours per week, to serve as *Substitute* BHS Site Coordinator for the 21<sup>st</sup> CCLC for the regular academic year and summer program, to be funded through the 21<sup>st</sup> CCLC grant.
- **Gina Pepperman**, to be paid **\$ 30.00 per hour**, not to exceed twelve hours per week, to serve as *Substitute* BWMS Site Coordinator for the 21<sup>st</sup> CCLC for the regular academic year and summer program, to be funded through the 21<sup>st</sup> CCLC grant.
- **Mark Blanchard, Kellie Smith and Brandy Schruff**, to be paid **\$ 25.00 per hour**, not to exceed sixteen hours per person per week, to work the 21<sup>st</sup> CCLC program at BHS and BWMS for the regular academic year, to be funded through the 21<sup>st</sup> CCLC grant.

#### I. Extension of Medical Leave (Moved to following Executive Session)

#### J. Discipline Hearing Recom. (Moved to following Executive Session)

#### K. Student Transfer

Approved the following student be granted *acceptance into* our district.

Accept: Student GGGG                      Blake William James Lee\*                      8<sup>th</sup> grade                      From HCSD

\*Parent/Legal Guardian works for our district, tuition waived

#### L. Donations

Approved the following donation as listed below:

- From **Clark Oil Company (Exxon Mobil Educational Alliance)**, in the amount of **\$500.00**, to be used to purchase science supplies for Waveland Elementary.

APPROVED  
JAN 09 2012

Bay St. Louis-Waveland  
SCHOOL BOARD

**M. Transfer Student Agreements**

Approved the agreements between neighboring school districts and the Bay St. Louis – Waveland School District, regarding the transfer of students between districts. (*Long Beach School District and BWSO; Biloxi School District and BWSO; Hancock County School District and BWSO; Picayune School District and BWSO; Gulfport School District and BWSO*)

**N. Agreement (USM and BWSO – Teacher Candidate)**

Approved the agreement between the *University of Southern Mississippi* and the *Bay St. Louis -Waveland School District*, regarding Student Teaching placements.

**O. Agreement (PCSD and BWSO – AFJROTC Program)**

Approved the cost agreement between the *Pass Christian School District* and the *Bay St. Louis -Waveland School District*, regarding AFJROTC Program.

**P. Salary Scale for Extra Curricular Events (Moved from November Meeting)**

Approved to pay non-licensed staff *time and half their current pay scale* for working extra curricular events outside of their scheduled days. Events would include but not limited to school dances, auditorium rentals, sporting events or any other event that requires staff members to work on weekends or outside of their scheduled days for cleaning of the facilities to open school the next day or to meet special needs of the event. The cost of this pay plus benefits could be reimbursed by the renter or club.

**Q. Travel Request**

Approved for *Rusty Dempsey\**, to attend the LRP's National Institute Annual Conference in May 2012, to be funded through the Special Education budget. *\*If Dr. Dempsey is unable to attend this conference, Rhonda Herrington will attend in his place.*

**R. Amend 2011-2012 Budget (Amendment #5)**

Approved to amend the 2011-2012 Budget (Amendment #5).

**S. Policy GBRI – Absence From Duty – FINAL APPROVAL**

Gave “final” approval of policy GBRI (Absence from Duty) as listed below, which was approved and placed in abeyance for 30 days from the November 7, 2011 board meeting. This new Policy GBRI replaces the three abolished polices regarding Personnel Leave (**Policy GCRI- Classified Personnel: Emergency Administrative Leave; Policy GADG – Professional Leave and Policy GADE-Donated Leave**).

**Policy GBRI Absence From Duty**

The attendance of all employees is very important. Consistently excessive absence will be considered as disqualifying an employee for his job in this district and will be construed as sufficient grounds for non-renewal or dismissal from employment. It is realized, however, that there are some absences that are unavoidable. Such absences are provided for under personal leave, sick leave, and catastrophic accident and illness.

Absence for any reasons other than those cited in this policy shall be considered unauthorized. In the event an employee is suspected of taking unauthorized sick leave, the Principal, Supervisor, or Superintendent has the authority to ask for a certificate of absence from a physician, dentist or other medical practitioner. Such absences shall be paid for by the staff member commencing with the first day based on the employee's full day of pay. Such unauthorized absence may be considered a basis for non-renewal of said staff member's contract or dismissal from employment.

A certificate of absence from a physician, dentist or other medical provider shall be required where the absence is for six (6) or more consecutive school days or for two (2) consecutive school days immediately preceding or following a holiday. An absence due to the death of an immediate family member of an employee shall be an exception.

Leave shall be utilized in half or whole days. For the purpose of this policy, ½ day shall be determined by the employee's principal supervisor based on the respective employee's work schedule.

APPROVED  
JAN 09 2012

Bay St. Louis-Waveland  
SCHOOL BOARD

For the purpose of counting leave days, the year shall be July 1 through June 30.

When an employee is absent on a school day when there is an early dismissal schedule, the employee shall be charged a full day of leave as the employee is paid for the entire day.

"Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

"Immediate family" means spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son or daughter-in-law, mother or father-in-law, brother or sister-in-law.

**COURT SUMMONS/COURT LEAVE**

**Job Related**

Employees shall be granted court leave without loss of pay when officially summoned or subpoenaed through litigation that arises or is caused while fulfilling their duties and responsibilities as an employee of the Bay St Louis-Waveland School District.

**Personal**

Employees summoned or subpoenaed to appear in court shall take a personal leave when the case involves the school district employee and the case is not job related.

**CIVIC RESPONSIBILITY/JURY DUTY**

Employees summoned or subpoenaed to appear in court in a case in which the school district employee is not personally involved, but the employee is required to appear to fulfill civic responsibilities, the employee may be granted court leave without loss of pay when approved by the Superintendent in advance of the absence.

When subpoenaed for job related or civic responsibility cases, the employee shall notify his or her immediate supervisor in a timely manner prior to the subpoenaed date, request court leave, and present the subpoena to the supervisor for verification who shall consult with the Superintendent for leave approval.

Any compensation received for jury services may be retained by the employee. Upon completion of jury duty, the employee must submit an appropriate court document indicating the days the employee actually served on jury duty to the Business Office.

The term "licensed employee" means any employee of a public school district required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. 37-7-307

**SICK LEAVE ALLOWANCE**

At the beginning of each school year, employees shall be credited with a sick leave allowance as follows. Sick leave may be used for absences caused by illness, physical disability, maternity leave, or death in the immediate family of the employee during that school year.

182-191 days	7 days
192-201 days	7 ½ days
202-211 days	8 days
212-221 days	8 ½ days
222-234 days	9 days
235+ days	9 ½ days

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such employee if the employee remains in the same school district. Accumulation of sick leave allowed in the school district shall be unlimited. In the event any public school staff member transfers from one (1) public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such employee shall be credited to such employee in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972.

No deduction from the pay of an employee may be made because of absence caused by illness, physical disability, or death in the immediate family of the employee until after all sick leave allowance credited to such employee has been used. If at the termination of service any employee that has been absent for more days than they have accumulated or earned, there shall be deducted from the final salary payment of such staff member an amount sufficient to cover the excess days used by them.

**Extended Sick Leave With Loss Of Pay**

After all regular annual leave entitlement has been used;

Licensed employees will be entitled to fifteen (15) days of additional leave with the loss of substitute pay for approved absences. (\$65.00) At the end of this fifteen (15) day period, subsequent absences will result in loss of a full day's pay for each day absent.

Non-licensed employees will be entitled to one day for every year of employment with the Bay St Louis-Waveland School District with 40% of their daily pay deducted for each day earned. At the end of this period, subsequent absences will result in loss of a full day's pay for each day absent.

**Personal Leave Allowance**

Each employee at the beginning of each school year shall be credited with a minimum personal leave allowance of two (2) days for absences caused by personal reasons during that school year. Such personal leave shall not be taken on the first day of the school term, the last day of the school term, or on a day previous to a holiday or after a holiday, unless on such days an immediate family member of the employee is being deployed for military service. The Principal, Direct Supervisor, and/or Superintendent must approve requests for personal leave in advance.

No deduction from the pay of such employee may be made because of absence caused by personal reasons until after all personal leave allowance credited to such employee has been used.

Unused personal leave accumulated by licensed employees in excess of the maximum five (5) days (which may be carried over from one (1) year to the next) may be converted to sick leave not to exceed the conversion of ten (10) days of personal or vacation leave days to sick days per year.

**Professional Leave Allowance**

A professional staff member may be allowed leave to attend professional meetings (such as workshops, conferences, or institutes that contribute to increased student achievement or assist personnel in maintaining accreditation standards for the district). Staff members working toward National Board Certification (NBC) may also request up to five (5) days per year to work in-district with NBC mentor. The principal and/or superintendent must approve requests for any professional leave time before such leave is taken. In these cases, the staff member's substitute will be paid by the school district. If a staff member fails to submit their documentation for

APPROVED

JAN 09 2012

National Board Certification or quits the process, any NBC days initially granted and taken for professional leave will be deducted from the staff member's personal days and/or salary at the daily substitute rate. Individual extenuating circumstances will be reviewed.

**Vacation Allowance**

The Board endorses the concept of earned vacation for employees on extended employment or contracts of 235 days or more. Utilization of vacation time will be permitted upon approval of the Superintendent; however, no vacation leave may be taken during the first four (4) weeks of any school year.

Such vacation shall be earned in the following way:

Employees employed 235 days shall earn ten (10) vacation days.

Employees who are employed more than 187 days but less than 235 shall refer to their contractual agreement and/or district approved calendar which sets beginning and ending working dates for the ensuing school year.

Employees who are employed 235 days may take vacation time by submitting a request to the Superintendent.

Please see Personal Leave Allowance in this section for additional information regarding the conversion of vacation leave days to sick days.

An employee who is aware in advance that a leave period will be needed for an extended period (i.e. surgery or maternity reasons) is required to advise the principal or immediate supervisor in writing at least thirty days (30) in advance and complete the Family Medical Leave Act documents. This provision allows time for appropriate substitutes to be arranged.

Employees, hired after the beginning of the fiscal year, shall receive a prorated leave allowance. Leave shall be prorated as follows. Prorated days earned will be rounded and issued only in whole and/or half days. Vacation Leave will be granted only to 235 day positions.

Sick Leave	.0374 per day
Personal Leave	.0106 per day
Vacation Leave	.0425 per day

**SABBATICAL LEAVE**

Professional staff members may be granted study leave for a period of time not to exceed one school year if a staff member has been in the system for five (5) or more years.

Request for such leave must be submitted in writing to the Superintendent at least six (6) weeks prior to the date of the desired leave and must give a description of plans supporting the request. The leave must coincide with the school year but will not carry increment privileges. Reassignment to the same position is guaranteed.

Sabbatical leave time may be extended by the Board upon request, but return to service is then contingent upon a vacancy.

A copy of this policy will be given to each person requesting sabbatical leave.

**EXTENDED LEAVE OF ABSENCE**

An employee may request an extended leave of absence without pay through appeal to the Board.

Employees may be granted additional sick leave for accidents or illnesses catastrophic in nature. Any employee who feels that his/her excessive absences fall within this category should make written application per individual occurrence to the Superintendent stating the reason for the request. Any such additional leave must be approved by the Superintendent of Education and Board of Trustees.

Factors that may be considered in determining whether to extend sick leave include the following:

1. Impact on the District, its students and other employees
2. Length of service
3. Record of performance
4. Seriousness of the reason for extension.

**RETIREMENT**

Upon retirement from employment, each licensed and nonlicensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for nonlicensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103 (e). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed or nonlicensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

**DONATING LEAVE TO ANOTHER EMPLOYEE**

Any District employee may donate a portion of the employee's unused accumulated personal or sick leave to another employee of the same or another school district who is suffering from a catastrophic injury or illness or who has a member of the employee's immediate family suffering from a catastrophic injury or illness, in accordance with the following:

1. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district Superintendent or the Superintendent's designee of his or her designation.
2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
3. An employee must have exhausted all of the employee's accumulated personal and sick leave before he will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the Superintendent or the Superintendent's designee of the donor employee.
4. Before an employee may receive donated leave, the employee must provide the Superintendent or the Superintendent's designee with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
5. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
6. Donated leave shall not be used in lieu of disability retirement.

APPROVED  
JAN 09 2012

7. Any employee who is considering a donation of leave shall understand that the leave cannot be reacquired after it has been donated and the leave is not available to the donor in case he/she needs it later in the school year. Employees should note that MS. Code 25-3-95 (8) (j) prohibits an employee from donating leave after tendering a notice of separation for any reason, including retirement, or after termination.

**WORKERS COMPENSATION**

An employee who is absent as the result of a qualifying worker's compensation event shall be counted absent for days missed.

**COORDINATION OF BENEFITS**

It is the policy of Bay St Louis-Waveland School District to prohibit employees injured at work from combining workers compensation benefits with accrued leave that would result in compensation in excess of 100% of their wages. If an employee is taken off duty by a doctor for a work-related injury more than five days and therefore eligible to receive workers' comp lost time benefits, then they may not use accrued leave in order to receive compensation in excess of the compensation they would have received if they had been on the job. The employee shall use a proportional share of accrued leave to receive full (100%) compensation for the days off work, until their accrued leave has been exhausted.

**Approval of Consent Agenda**

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved the Consent Agenda as presented above, with the exception of **Item I. Extension of Medical Leave** and **Item J. Discipline Hearing Recommendations**, these two items were moved to following Executive Session. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**IX. Reports/Requests/Recognitions:**

- A. Superintendent's Report
  - 1. Jennifer Seymour, Eley Guild Hardy Architects
  - 2. Laura Thompson, Schneider Electric, Energy Savings Plan Presentation
- B. Reports – For Information Purposes (No Action)
  - 1. Financial Statement
  - 2. AdValorem
  - 3. Casino Revenue
  - 4. FEMA Project Worksheets
- C. Facilities Report

**X. Action Agenda:****A. Pay Applications****Window Replacement Package**

**Pay Application: #4 (10-008-05) George P. Hopkins, Inc.  
#8 (10-008-09) Eley Guild Hardy Architects PA**

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved pay application No. Five (5) to **George P. Hopkins, Inc.**, in the amount of \$ **74,540.29** for the above referenced project and approve payment to **Eley Guild Hardy Architects** for Invoice Number 10-008-9 in the amount of \$ **1,352.20** for the Construction Administration Phase (Site Work) for this project. This project is 100% complete. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**Re-Roofing Package**

**Pay Application: #7 (10-006-07) E. Cornell Malone Corporation  
#7 (10-006-07) Eley Guild Hardy Architects**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved pay application No. Seven (7) to **E. Cornell Malone Corporation** in the amount of \$ **166,050.50** for the above referenced project and approve payment to **Eley Guild Hardy Architects** for Invoice Number 10-006-7 in the amount of \$ **2,584.80** for the Construction Administration Phase (Site Work) for this project. This project is 95% complete. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

JAN 09 2012

Bay St. Louis-Waveland  
SCHOOL BOARD

**Metal Siding Package**

**Pay Application: #6 (C11059-7) Crown Architectural Metal Co.  
#10-007-11 – Eley Guild Hardy Architects**

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved pay application No. Seven (7) to *Crown Architectural Metal Co.*, in the amount of **\$13,694.63** for the above referenced project and approve payment to *Eley Guild Hardy Architects* for Invoice Number 10-007-11 in the amount of **\$ 222.85** for the Construction Administration Phase. This project is 100% complete. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**Cafeteria Repairs**

**Pay Application: #3 (1318-04) J.W. Puckett & Co., Inc.  
#5 (10-024-6) Eley Guild Hardy Architects PA**

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved pay application No. Four (4) to *J.W. Puckett & Co., Inc.*, in the amount of **\$ 179,672.36** for the above referenced project and approve payment to *Eley Guild Hardy Architects* for Invoice Number 10-024-6 in the amount of **\$ 3,102.36** for the Construction Administration Phase for this project. This project is 66% complete. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**New Admin Building**

**Pay Application: #4 (10-070-4) Eley Guild Hardy Architects PA**

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved payment to *Eley Guild Hardy Architects* for Invoice Number Four (4) in the amount of **\$ 34,500.00** for Professional Services for the New Administration Building. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**Improvements to Athletic Facilities**

**Pay Application: #1 (11-024-1) Eley Guild Hardy Architects PA**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved payment to *Eley Guild Hardy Architects* for Invoice Number One (1) in the amount of **\$ 7,500.00** for Professional Services for the Improvements to Athletic Facilities. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**New Chiller Package Plant**

**Pay Application: #1 JEM, LLC. (1325-01)  
#3 (10-067-3) Eley Guild Hardy Architects PA**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved payment No. One (1) to *JEM, LLC.*, in the amount of **\$ 14,189.77** for the above referenced project and approve payment to *Eley Guild Hardy Architects* for Invoice Number 10-067-3 in the amount of **\$ 171.63** for the Construction Administration Phase for this project. This project is 1.26% complete. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**APPROVED**  
JAN 09 2012

**Bay St. Louis-Waveland  
SCHOOL BOARD**

**B. Change Directive****Project # 10-024 – Change Directive #2****BHS Cafeteria Repairs – J.W. Puckett & Company, Inc.**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved Construction Change Directive (AIA Document G714) No. Two (2) in the amount of (\$10,475.00), decreasing the contingency allowance from \$ 48,119.00 to \$37,644.00 for Project #10-024 BHS Cafeteria Repairs (J.W. Puckett). Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**C. Change Orders****Project # 10-008 – Change Order #2****Window Replacement Package – 2010 Hurricane Katrina Repairs**

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved Deductive Change Order No. Two (2) in the amount of (\$84,000.00) decreasing the contract amount from \$535,950.00 to \$451,950.00, adding an additional Eight (8) days to the contract date for project #10-008, window replacement package, 2010 Hurricane Katrina Repairs. New completion date is October 31, 2011. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**Project # 10-007 – Change Order #2****Metal Siding Replacement Package – 2010 Hurricane Katrina Repairs**

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved Deductive Change Order No. Two (2) in the amount of (\$29,517.00), decreasing the contract amount from \$299,537.00 to \$270,020.00, adding an additional Seven (7) days to the contract date for project #10-007, Metal Siding Replacement Package, 2010 Hurricane Katrina Repairs. The new completion date is November 2, 2011. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**D. Certificate of Substantial Completion****11-021 – Landscape Structures, Inc. Adaptive Playground**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved the Certificate of Substantial Completion (AIA Document G704 - 2000) for Project #11-021 – Adaptive Playground Equipment for Waveland and North Bay Elementary Schools. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**10-008 – Window Replacement Pkg – 2010 Hurricane Katrina Repairs**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved the Certificate of Substantial Completion (AIA Document G704) for Project #10-008 – Window Replacement Package – 2010 Hurricane Katrina Repairs, Bay-Waveland School District. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**10-007 – Metal Siding Replacement – 2010 Hurricane Katrina Repairs**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved the Certificate of Substantial Completion (AIA Document G704) for Project #10-007 – Metal Siding Replacement Package – 2010 Hurricane Katrina Repairs, Bay-Waveland School District. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**E. Bid Opening for Drainage Project – BWMS 10-071**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved to award the bid for the Drainage Improvement Project BWMS to ***TCB Construction Co, Inc.***, for the Base Bid Lump Sum Price of **\$ 80,945.86**, with a total contract time of 30 days. The award of this bid is contingent upon receipt of all required bonds and certificates of insurance from the contractor within ten (10) days of notice of acceptance of bids by the Bay St. Louis – Waveland School District. Please note - Alternate No.1 for this project will be placed on our 5-Year Plan. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**F. Request to Advertise****Request to Advertise Bank Depository Bids**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved to advertise for Bank Depository Bid for a three year period beginning July 1, 2012 and ending June 30, 2015. Advertisement will run in *The Sea Coast Echo* on January 4 and 11, 2012, with the bid opening on January 25, 2012 at 2:00 p.m.. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**Request to Advertise for BHS Dining Room Furniture**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved to advertise for dining room furniture, with the advertisement to run in *The Sea Coast Echo* on December 17 and 24, 2011, with the bid opening on January 4, 2012 at 2:00 p.m.. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**G. Change Date of January 2012 Board Meeting**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved to move the January 9, 2012 School Board Meeting to *Thursday, January 19<sup>th</sup>*, due to the district being closed for the holidays. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried. *Please note, following Executive Session, the Board made a motion to keep the January 2012 Board Meeting on Monday, January 9, 2012.*

**XI. Executive Session – Student, Personnel and Legal Matters**

Motion to consider going into executive session

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved the motion to consider going into Executive Session for Legal Matters. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved the motion to go into executive session. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved the motion to resume to regular session. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

No positive or negative action was taken during executive session.

APPROVED  
JAN 09 2012

Bay St. Louis-Waveland  
SCHOOL BOARD

## Motions After Executive Session

**1. Appoint Acting Secretary**

On a motion by Trustee Lawler, seconded by Trustee Ponder, the Board approved to appoint Trustee Benvenuti as acting secretary in place of Trustee Williams who was absent from this meeting. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**2. Authorization to Acquire Old Spanish Trail and 108 Tiffany Street Parcels (Waveland Elementary Fire Access Road)**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved to authorize the school district to proceed with the acquisitions of the Old Spanish Trail and 108 Tiffany Street Parcels based on the fair market value offers that were established by the two independent appraisals in accordance with the state statute governing school district acquisitions of real property (Miss. Code Ann. Section 37-7-301(aa)), subject to verification by Superintendent Ladner, Business Administrator Lynel Necaise and Board Attorney Artigues as to funds available to complete said purchase. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**3. Extension of Medical Leave (Item I - Moved from Consent Agenda)**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved to extend the medical leave for the following certified personnel: ~~XXXXXXXXXX~~, Extend until January 30, 2012 and ~~XXXXXXXXXX~~, Extend until December 16, 2011. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**4. Discipline Hearings (Item J - Moved from Consent Agenda)**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved the following Discipline Hearings: Student D: (Grade 12) to be placed at *Crossroads Learning Center* for pushing a teacher. Student E: (Grade 12) to be placed at *CLC* for being in possession of a controlled substance. Student F: (Grade 9) to be placed at *CLC* for consuming a controlled substance and possession of lighter/knife. Student G: (Grade 9) to be placed at *CLC* for possession and consumption of a controlled substance. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**5. Date for January Board Meeting**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved to keep the January School Board meeting on January 9, 2012 at 5:30 p.m. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**6. Personal Leave Following Holiday (Johnette Bilbo)**

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved for Johnette Bilbo to take personal leave. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

**7. Insurance Claim (BHS Chiller)**


On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved to authorize Board Attorney Artigues to pursue the settlement of insurance claim in regards to the BHS chiller. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

APPROVED  
JAN 09 2012

Bay St. Louis-Waveland  
SCHOOL BOARD

**XII. Adjourn**

There being no further business to come before the Board at this time and on a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board adjourned. Voting Yea: Ponder, Lawler and Benvenuti. Voting Nay: None. Motion carried.

  
PRESIDENT

  
SECRETARY

**APPROVED**  
JAN 09 2012

**Bay St. Louis-Waveland  
SCHOOL BOARD**

## December 12, 2011 Business Office Report

- ◇ November's revenue equaled \$1,109,778 for the month for a total year to date of \$5,863,037. Of that amount \$74,214 was collected in Ad Valorem taxes, \$22,671 from Casino revenue, \$647,316 from state sources and \$312,020 in federal sources.
- ◇ Expenditures for the month of November equaled \$2,222,681. 50% or \$1,121,388 represents salary and benefits for all employees. \$492,748 or 22% was for FEMA expenses including content replacement, construction and renovation projects.
- ◇ The district ended ~~November~~ with a cash bank balance of \$5,752,722.28.
- ◇ The ending balance for cash loans from district maintenance to federal funds was \$9,173,466 and \$76,910 in debt service loans. Cash loans are made to federal funds that must be expended prior to reimbursement. Federal funding (except FEMA) claimed for November expenses was \$248,034.10
- ◇ The FY 11-12 Budget amendment presented increases the budget \$810.68 in expenditures. These amendments include tweaking a few line items.
- ◇ Property insurance renewal will be presented at the next Board Meeting in January for a February effective date.