

Minutes of Regular Meeting

A Regular Meeting of the Board of Trustees of Bay St. Louis–Waveland School District was held August 15, 2011, beginning at 5:30 PM at 201 Carroll Avenue, Trailer #5, Bay St. Louis, Mississippi.

I. Call to Order

Call to Order the August 15, 2011 meeting @ 5:30 p.m.

Sherry Ponder, President, called the meeting to order.

Board members present for roll call: Sherry Ponder, Clevand Williams, Robinette Lawler and Mike Benvenuti. Absent: Cheryl Ladner. A quorum was present at this meeting.

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

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 Lawler, seconded by Trustee Williams, the Board approved the Agenda as presented with the following additions: **VIII. C. Contract Services – add:** (BCI, computers) **F. Personnel Recommendation – add:** one Non-Certified Personnel (WE Teacher Assistant). **add:** Item **BB. District Licensure Request; X. A. Pay Applications – add: Pay Application to George Hopkins (window replacement).** Voting Yea: Ponder, Williams, 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 July 11, 2011 as presented. Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

VI. Board Input

Trustee Ponder read a letter from a parent commending the football team on their excellent behavioral while at a local waterpark. Trustee Ponder inquired about the food service program at BHS. Trustee Lawler commended Mr. Barlow on the excellent job he was doing for the District.

VII. Community Input

Mr. Ron Thorp inquired about the 2011-12 Budget.

VIII. Consent Agenda

A. Docket

Approved the Docket of Claims for the Month of August: Claim #'s 24779 – 24947

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B. Fund Raisers

Approved the following Fund Raisers:

- **Tarah Herbert, BHS Computer Graphic Club #450:** September 1, 2011 to May 22, 2012. Graphic Club will create and design merchandise to sell to the staff and student body. Anticipated Profit: \$ 2,000.00, to be used for fees and to purchase supplies.
- **Tarah Herbert, BHS Computer Graphic Club #450:** May 2012. Graphic Club will create and design merchandise to sell at BridgeFest. Anticipated Profit: \$ 1,000.00, to be used to purchase supplies.
- **Rhonda Herrington, AFJROTC:** September 9, 2011. Hat Day. Anticipated Profit: \$75.00, to be used for supplies / activities for cadet participation.
- **Rhonda Herrington, AFJROTC:** August 16, 2011 to March 2012. Spirit Items. Anticipated Profit: \$ 500.00, to be used for supplies / activities for cadet participation.
- **Erin Bilbo, BHS Varsity Cheer #476:** September 10 to 16, 2011. Cheer Clinic. Anticipated Profit: \$ 300.00, to be used for Spirit Items.
- **Linda Jenkins, BHS Senior Class:** September 20 to December 3, 2011. Sell BHS Silly Bands at school events. Anticipated Profit: \$ 300.00, to be used for Senior Picnic.
- **Debbie Triplett, BHS Girls Basketball #446:** November 1, 2011 to June 30, 2012. Concession for home basketball games and summer 2012 league games. Anticipated Profit: \$ 4,000.00, to be used to purchase supplies.
- **Allen Cummings, BHS Art Club #474:** August 16, 2011 to May 15, 2012. Art Sale. Anticipated Profit: \$ 300.00, to be used to fund new projects and field trips.
- **Khrystal Boudreaux, Senior Class #485:** October 3, 2011 to March 1, 2012. Sell *World's Finest Chocolate*. Anticipated Profit: 50% of all sales, to be used for Senior Trip.
- **Khrystal Boudreaux, Junior Class #489:** August 22, 2011 to September 2, 2011. Sell Class T-Shirts. Anticipated Profit: \$ 1,500.00, to be used for Junior Class Events.
- **Khrystal Boudreaux, Junior Class #489:** September 19 to 30, 2011. Sell Homecoming T-Shirts. Anticipated Profit: \$ 400.00, to be used for Prom.
- **Star Couch, BHS Student Government Club #472:** September 16, 2011. Homecoming Dance Tickets. Anticipated Profit: \$ 750.00, to be used for student body needs at BHS.
- **Pricilla Austin, Dance Club #475:** December 2, 2011. Dance Recital, T-Shirt and Program Sales. Anticipated Profit: \$ 2,000.00, to be used for recital costumes and scenery.
- **Amy Coyne, BHS Spirit Club #452:** October 4 to 7, 2011. Faculty/Student Volleyball Game. Anticipated Profit: \$ 300.00, to be used to travel to away games and spirit items.
- **Jeff Bosarge, BHS Girls Soccer Club #469:** September 6 to October 15, 2011. School approved Hoodies. Anticipated Profit: \$ 1,000.00, to be used for BHS Girls Soccer supplies.

C. Contract Services – plus one addition to the agenda

Approved the following Contract Services:

- **Martha Merrigan**, not to exceed \$ 5,125.00 (\$ 25.00 per hour, maximum of 205 hours), to provide Title I services to eligible students at Holy Trinity for the 2011-2012 school year, to be funded through Title I.

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- **Judy Sketteno**, not to exceed **\$ 5,125.00** (\$ 25.00 per hour, maximum of 205 hours), to provide Title I services to eligible students at Holy Trinity for the 2011-2012 school year, to be funded through Title I.
- **Stewart Sneed Hewes (Fidelity National Indemnity Insurance Company)**, for **\$ 981.00** for the Flood policy for the central office technology modular trailer, for coverage from September 19, 2011 through September 19, 2012, to be funded through District Maintenance.
- **Stewart Sneed Hewes**, for **\$ 350.00** for the renewal of the Public Official Bonds for Andy Parker and Cheryl Ladner (\$ 175.00 each), to be funded through District Maintenance.
- **Ann Laneaux**, for **\$ 15.82 per day**, for the number of days present during the 2011-2012 school year for transportation of student to *Gator's One Stop*, which is the destination to meet bus for transportation to Gulf Oaks, to be funded through IDEA.
- **Pamela Anderson**, for **\$ 6.86 per day**, for the number of days present during the 2011-2012 school year for transportation of student to *Gator's One Stop*, which is the destination to meet bus for transportation to Gulf Oaks, to be funded through IDEA.
- **JBHM**, for **\$ 19,500.00**, to provide an instructional coach in the area of language at Holy Trinity Catholic School during the 2011-2012 school year, to be funded through Special Education ARRA funds.
- **Adams Home Center**, for **\$ 76,767.00**, for the renewal of the lease agreement for the three temporary trailers located at the District's central office, effective from August 1, 2011 through July 31, 2012, and includes the cost to dismantle the units when needed, to be reimbursed from FEMA.
- **Memorial Behavioral Health School Clinic**, at **no cost** to the district, for the mental health services for students with disabilities during the 2011-12 school year. *Memorial Behavioral Health* has written a grant to fund the cost for this service.
- **JEM LLC Mechanical Services**, for **\$ 3,768.00**, to provide (REOC) *Reasonable Equipment Operation Condition* survey of the mechanical systems throughout the district, including a systematic evaluation on the HVAC systems, documentation of individual equipment condition and recommendations for any anticipated mechanical failure, to be funded through District Maintenance.
- **Chris Gilmore**, for **\$ 12.50 per hours, not to exceed 9 hours per week**, as an aide to special needs student during the 21st CCLC program, to be funded through the 21st CCLC grant.
- **Julie Bartlett, Kim Cheek, Shawn Hicks, and Kim Mangershine**, for **\$ 25.00 per hour, not to exceed 16 hours per week**, to work the 21st CCLC program, to be funded through the 21st CCLC grant.

Approved the following merchant application: Heartland Payment Systems

Approved the merchant application between the *Bay St. Louis – Waveland School District* and *Heartland Payment Systems*. This agreement is to facilitate online payments between parents/guardians of students and the software and banking establishments used by the Child Nutrition Department.

Addition to the Agenda:

Approved the following purchase:

- **Business Communication, Inc.** in the amount of **\$120,417.00**, to purchase 123 computers from the State Approved EPL list (EPL# 3658, as per EPL guidelines as regulated with the Mississippi Department of Information Technology Services), to be funded through Hoop.

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D. Sole Source

Approved the following Sole Source:

- ***JBHM Education Group, LLC.***, sole source provider for ***JBHM standards-based instructional (SBI) materials and coaching/mentoring*** products and services.

E. Resignations / Retirement / Termination

Approved the following resignations / retirement / termination:

Nina Carver	BHS Teacher Assistant	Retiring	Effective September 1, 2011
Sheryl Benson	Maintenance/Janitorial	Resigning	Effective July 19, 2011
Amanda Richardson	BMWS Teacher Assistant	Resigning	Effective August 3, 2011
Alvin Gillum	Maintenance/Janitorial	Terminated	Effective August 9, 2011

F. Personnel Recommendations - ~~MOVED TO EXECUTIVE SESSION~~

G. Employee Stipends

Approved the following employee stipends as listed below:

- ***Star Couch***, at the rate of ***\$30 per hour***, not to exceed sixteen hours per week, to act as the Site Coordinator for BHS, for the regular academic year and summer program; and,
- ***Marca Alexander***, at the rate of ***\$30 per hour***, not to exceed twelve hours per week, as the Site Coordinator for BWMS, for the regular academic year and summer program.

Approved the following employee as listed below, at the rate of ***\$25 per hour***, not to exceed 16 hours per week.

- | | | |
|-----------------------|-------------------------|------------------------|
| • Abel, Stephanie | • Foster, Betty | • Pate, Stacey |
| • Alexander, Marca | • Gilmore, Sara | • Pepperman, Gina |
| • Allen, Noel | • Gilmore, Suzy | • Pittman, Cheryl |
| • Barlow, Brad | • Goveia, Heather | • Prendergast, Shirley |
| • Bayer, Chris | • Grubbs, Jeremy | • Pruett, Delaina |
| • Bilbo, Paula | • Herbert, Tarah | • Richardson, Amy |
| • Bosarge, Jeff | • Hoda, Nicole | • Roberts, Jackie |
| • Boudreaux, Khrystal | • Jenkins, Linda | • Ross, Kelly |
| • Bourn, Robin | • Johnson-Young, Andrea | • Roth, Connie |
| • Breshears, Samantha | • Kidd, Trina | • Rowell, Lainie |
| • Brogle, Amanda | • Ladner, Brad | • Sutherlin, Sharon |
| • Carrubba, Pam | • Lathrop, Ann | • Swayze, Emily |
| • Corr, Megan | • Lewis, Gigi | • Taylor, Melissa |
| • Crowder, Jenny | • Magee, Elizabeth | • Thompson, Kelton |
| • Cullen, Shelley | • McCrory, Randy | • Waite, Richard |
| • Cummings, Allen | • Miller, Jennifer | • Walsh, Vickie |
| • Dunklin, Aaron | • Molpus, Robert | • Williams, Allen |
| • Egloff, Susan | • Monti, Lou | • Wilson, Debra |
| • Estapa, Joan | • Murray, Marrietta | • Woodward, Thomas |
| • Favre, Beth | • Parker, Sam | |
| • Ferry, Zach | | |

Approved ***Amy Bourn, Teresa Everett*** and ***Susan Schiller***, at the rate of ***\$12.50 per hour***, not to exceed ***2 hours per week***, and will not exceed a combined work week of 40 hours between their regular and afterschool positions.

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H. Personnel Supplement Position Recommendation

Approved the supplement position as listed below for the 2011-2012 school year.
 ROTC *Allen Williams* (replaced Kevin Thompson)

I. Coaching Supplement Position Recommendation

Approved the following coaching supplement position as listed below for the 2011-2012 school year. These positions were previously Board approved on June 13, 2011.

- Middle School Dance *Delania Pruett* (replaced Priscilla Austin)
- Assistant Soccer (Girls) *Kelly Ross*
- Assistant Soccer (Boys) *Jeff Bosarge*

Approved to reinstate the 9th grade football assistant coach position with a supplement of \$ 3,000.00 and approved *Zach Ferry* for this position.

J. Coastal Impact Assistance Program Supplement

Approved the supplement for *Ann Lathrop* in the amount of \$17,300.00 for Year 2 of the *Hancock County Coastal Impact Assistance Plan Grant*, designed to fund the college Environmental Science course at Bay High School. This five-year grant was originally Board approved on August 9, 2010.

K. Coaching Supplement Scale (Addition)

Approved the addition to the Coaching Supplement Scale for the 2011-2012 school year, which as previously board approved on July 11, 2011.

Position	Days	0-2 yrs.	3-5 yrs.	6-8 yrs.	9-11 yrs.	12-14 yrs.	15-17 yrs.	18-20 yrs.
Asst. Hi Sch Soccer (B/G)	5	2000	2200	2400	2600	2800	3000	3200

L. MIP Scale 2011-2012

Approved the AFJROTC instructor salaries for the 2011-2012 school year based on the MIP (Minimum Instructor Payment) for each approved instructor as issued by the Government. As per agreement, AFJROTC will reimburse 50% of this salary.

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M. Student Release / Transfer

Approved the following students be granted *release from or acceptance into our district* for the 2011-2012 school year.

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Accept: - The Students listed below have been “accepted” into our District

Student UUU	XXXXXXXXXX ** tuition student	09	From HCSD	
Student TTT	XXXXXXXXXX ** tuition student	12	From HCSD	
Student QQQ	XXXXXXXXXX *	3	From HCSD	(Board approved last year)
Student AAA	XXXXXXXXXX *	12	From HCSD	(Board approved last year)
Student BBB	XXXXXXXXXX *	9	From HCSD	(Board approved last year)
Student CCC	XXXXXXXXXX *	6	From HCSD	(Board approved last year)
Student XXX	XXXXXXXXXX ***	10	From HCSD	(Board approved last year)
Student OOO	XXXXXXXXXX ** tuition student	4	From HCSD	
Student VVV	XXXXXXXXXX ** tuition student	06	From HCSD	
Student NNN	XXXXXXXXXX *	5	From HCSD	(Board approved last year)
Student DDD	XXXXXXXXXX *	8	From HCSD	(Board approved last year)
Student SSS	XXXXXXXXXX ** tuition student	11	From HCSD	
Student FFF	XXXXXXXXXX ** tuition student	2	From HCSD	(Board approved last year)
Student III	XXXXXXXXXX - XXXXXXXXXX *	K	From Biloxi	
Student JJJ	XXXXXXXXXX *	09	From Biloxi	(Board approved last year)
Student GGG	XXXXXXXXXX *	7	From HCSD	(Board approved last year)
Student HHH	XXXXXXXXXX *	5	From HCSD	(Board approved last year)
Student PPP	XXXXXXXXXX ***	8	From HCSD	(Board approved last year)

Student WWW ██████████** 9 From HCSD
 *Parent works for district, tuition waived; **Tuition Student; ***Requesting tuition be waived due to financial hardship.

RELEASE: - The Students listed below have been “released” from our District

Student KKK ██████████	4	To LBSD	
Student MMM ██████████*	3	To HCSD	(Board approved last year)
Student RRR ██████████	10	To HCSD	
Student LLL ██████████*	12	To HCSD	(Board approved last year)
Student EEE ██████████*	9	To PCSD	(Board approved last year)

*Parent works for this school district

N. Donations

Approved to accept the following donations as listed below:

- From *City of Bay St. Louis*, six (6) Sable Palm trees, valued at \$ 1,200.00, donated to Bay High School.
- From *Bay High Class of 1961*, in the amount of \$ 50.00, for donation in memory of Wilmer Seymour, to be use for the Athletic Department.

O. Revise 2011-2012 School Calendar (2nd revision)

Approved to revise the 2011-2012 School Calendar to reflect the correct date for graduation as May 18, 2012.

P. Fixed Asset Policy – FINAL APPROVAL

Approved the *Fixed Assets Policies and Procedures Manual* as listed in the current *Fixed Asset Policy & Procedure Manual from the State Auditors Office* as the official board policy for the school district. This policy was approved and placed in abeyance for 30 days from the July 11, 2011 board meeting.

The district will capitalize all “highly walkable” items, which will include but not be limited to:

- ◇ Appliances (refrigerators, freezers, air conditioners, stoves, microwaves, etc.)
- ◇ Bikes
- ◇ Cameras and camera equipment
- ◇ Cellular phones
- ◇ Chain saws
- ◇ Computer components
- ◇ CPU components (external hard drives, printer, scanner, fax)
- ◇ Dictating equipment
- ◇ Generators
- ◇ Graphing Calculators
- ◇ Lawn maintenance equipment (blowers, mowers, weed eaters, etc.)
- ◇ Motorized vehicles
- ◇ Overhead Projectors
- ◇ Radios (two-way)
- ◇ Televisions
- ◇ Typewriters
- ◇ VCRs
- ◇ Welding Machines

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Q. Child Nutrition Charge Policy – FINAL APPROVAL

Approved the policy as listed below, which was approved and placed in abeyance for 30 days from the July 11, 2011 board meeting.

(3a) Meal Charges

- Policy:**
 - a) **Adults:** Adults will not be allowed to charge meals and/or extra food items nor solicit meals/food and/or extra food items from students.
 - b) **Students:** Students will not be allowed to charge meals and/or extra food items.
- Rational:** Bay St. Louis-Waveland School District allows all students to participate in the National School Breakfast and Lunch programs. All students have the opportunity to complete a meal eligibility form to receive free or reduced price meal benefits.
Bay St. Louis-Waveland School District – Office of Child Nutrition allows all customers the ability to pay in advance for meals or extra food items to prevent instances of inadequate funds for meal service.
Federal Management Circular 796-1 (Rev. 2) lists bad debts as a non-allowable expenditure of federal funds. Therefore, losses on meals charged cannot be paid with Child Nutrition funds.
- Emergency Procedures:** The PTA, PTO, or Civic Club may place a loan fund in each school office for use by students in emergencies when parents do not send money for school meals. The organization establishing the fund shall have set rules governing how unpaid loans will be allowed and accumulated.
- Corrective Action:** Students without money to pay for a school meal and/or extra food items due to not utilizing one of the means listed above shall be asked to return the meal and/or extra food item to the serving line until adequate funds are available.

R. Policy DJEJ (Advance Payment of Claims) – FINAL APPROVAL

Approved the policy DJEJ (Advance Payment of Claims) as listed below, which was approved and placed in abeyance for 30 days from the June 28, 2011 board meeting.

Revised Proposed Policy:

The Board designates authority to the superintendent, at his discretion, to approve payment of school district claims deemed necessary and appropriate before board approval. These claims may not exceed amounts approved and available in the budget for that fund and function. A docket of claims of all bills will be presented to the Board at its regular monthly meeting for approval. This docket shall be labeled Weekly Checks Claims Docket. Copies of all bills submitted for payment shall be available for Board review.

The circumstances for early release of warrants are primarily (but not limited to) the following: (a) payments to athletic event workers to comply with the rules and regulations of the Mississippi High School Activities Association; (b) approved travel-related expenditures; (c) Athletic dues and fees; (d) approved field trip expenditures; (e) club account checks; (f) refund of charges; (g) inter-fund transfers to balance accounts; (h) payroll-related payments/checks; (i) Board Meeting authorizations of payments. Payment warrants shall not be issued if the bill is in dispute or in situations when performance is incomplete to the satisfaction of the purchasing agent.

Our current policy states: This section will comply with all applicable provisions of the MS Code of 1972, Annotated including but not limited to Section 37-7-301 (o) as amended, and with all other applicable federal and state laws.

Section 37-7-301 (o) To make orders directed to the superintendent of schools for the issuance of pay certificates for lawful purposes on any available funds of the district and to have full control of the receipt, distribution, allotment and disbursement of all funds provided for the support and operation of the schools of such school district whether such funds be derived from state appropriations, local ad valorem tax collections, or otherwise. The local school board shall be authorized and empowered to promulgate rules and regulations that specify the types of claims and set limits of the dollar amount for payment of claims by the superintendent of schools to be ratified by the board at the next regularly scheduled meeting after payment has been made.

S. MHSAA Fees

Approved to pay the following fee to the Mississippi High School Athletic Association.
State Pass for Eligible Employees (Toy Watts) \$ 30.00

T. Section 125 Flexible Benefits Plan (Addendum #1)

Approved addendum #1 to the Section 125 Flexible Benefit Plan, which was Board approved on July 11, 2011.

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U. BWS and HCSD Interagency Agreement

Approved the Interagency Agreement between the *Bay St. Louis School District* and *Hancock County School District*. This agreement will allow our special education eligible students to be transported to Gulf Oaks Day School in Biloxi according to requirements of The Individuals with Disabilities Education Act (IDEA).

V. Amend 2011-2012 Budget (Amendment #1)

Approved to amend the 2011-2012 Budget (Amendment #1).

W. Amend 2010-2011 ARRA Part B and Preschool Project Application

Approved to amend the 2010-2011 ARRA Part B and Preschool Project Application for the Fiscal Year 2011 (FY11).

X. 2011-2012 BHS 21st CCLC Budget

Approved the 2011-2012 BHS 21st CCCL Budget.

Y. 2011-2012 BWMS 21st CCLC Budget

Approved the 2011-2012 BWMS 21st CCCL Budget.

Z. HCSD Payment (2010-11 Vocational Consortium & Community Ed)

Approved payment to Hancock County School District for the 2010-11 Vocational Consortium and Community Education in the amount of **\$86,850.42**.

(Vocational Consortium - \$75,850.42; Community Ed - \$11,000.00)

AA. Board Member School Visitation Forms

Approved the Board Member School Visitation Forms, as per MS Code Section 37-7-301 to become a permanent part of each board member’s personnel file.

BB. District Licensure Request – ~~Addition to the Agenda~~

Approved to request Interim Certificates for *Heather Goveia*.

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 F. Personnel Recommendation, which was moved to Executive Session. Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

IX. Reports/Recognitions/Requests:

A. Superintendent's Report

1. Enrollment Report
2. Code of Ethics
3. Special Events
4. Board Workshop to discuss new Central Office
5. Cash Balance Report

B. Reports – For Information Purposes (No Action)

- Mrs. Lynel Ncaise**
1. Financial Statement
 2. AdValorem
 3. Casino Revenue
 4. FEMA Project Worksheets

**C. Facilities Report
Mr. Brad Barlow**

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On a motion by Trustee Williams, seconded by Trustee Benvenuti, the Board approved to hold a workshop on September 12, 2011 at 4:30 p.m. to discuss the new central office. Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

X. Action Agenda:

A. Pay Applications (plus one addition to the agenda)

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved the pay applications as follows:

Applications for Payment: Metal Siding Package

Pay Application: #2 (C11059-2) Crown Architectural Metal Co.

Pay Application: #10-007-6 – Eley Guild Hardy Architects

Approved application payment No. Two (2) to *Crown Architectural Metal Co.*, in the amount of \$ 24,981.50 for the above referenced project and approved payment to *Eley Guild Hardy Architects* for Invoice Number 10-007-6 in the amount of \$ 499.76 for the Construction Administration Phase (Site Work) for this project.

Applications for Payment: Metal Siding Package

Pay Application: #3 (C11059-3) Crown Architectural Metal Co.

Pay Application: #10-007-7 – Eley Guild Hardy Architects

Approved application payment No. Three (3) to *Crown Architectural Metal Co.*, in the amount of \$ 3,310.75 for the above referenced project and approved payment to *Eley Guild Hardy Architects* for Invoice Number 10-007-7 in the amount of \$ 78.55 for the Construction Administration Phase (Site Work) for this project.

Applications for Payment: Re-Roofing Package

Pay Application: #1 (10-006-01) E. Cornell Malone Corporation

#2 (10-006-02) E. Cornell Malone Corporation

#3 (10-006-03) E. Cornell Malone Corporation

Approved three (3) pay applications to *E. Cornell Malone Corporation* as follows: Pay Application No. One (1) in the amount of \$19,308.75; Pay Application No. Two (2) in the amount of \$ 14,440.00; and Pay Application No. Three (3) in the amount of \$ 326,549.20; for the above referenced project.

Applications for Payment: Upper Elementary School (NBE)

Pay Application: # 07-004J Payment #24 Webb Building

Balance Due: \$ 1,500.00 – FINAL PAYMENT

Approved to pay the balance due from application payment No. Twenty-Four (24) to *Webb Building Corporation*, in the amount of \$ 1,500.00 for the above referenced project. *Note: On February 24, 2011, the Board approved to withhold \$ 1,500.00, for the costs of several dead trees.*

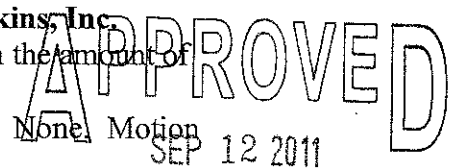
Addition to the Agenda:

Application for Payment: Window Replacement Package

Pay Application: #1 (10-008-01) George P. Hopkins, Inc.

Approved pay application No. One (1) to *George P. Hopkins, Inc.*, in the amount of \$ 188,296.88 for the above referenced project.

Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.



B. MOA – FEMA & BWS (2nd St & Ingram Buildings)

On a motion by Trustee Benvenuti, seconded by Trustee Williams, the Board approved FINAL REVISION of the Memorandum of Agreement between FEMA and the Bay St. Louis – Waveland School District in regards to the Second Street Elementary and Ingram Buildings. Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

C. Approval of Handbooks

On a motion by Trustee Lawler, seconded by Trustee Williams, the Board approved the following Handbooks:

- 21st Century Community Learning Center Parent/Student Handbook
- 21st Century Community Learning Center Staff Handbook
- Bay St. Louis – Waveland School District Volunteer Handbook
- 2011-2012 Mississippi High School Activities Association, Inc. Handbook
- 2011-2012 Child Nutrition Employee Handbook

Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

D. Policy GAA (Professional Educator Code of Ethics and Standards of Conduct)

On a motion by Trustee Lawler, seconded by Trustee Williams, the Board approved Policy GAA (Professional Educator Code of Ethics and Standards of Conduct). This policy did not need to be placed in abeyance due to being state law. Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

Policy: PROFESSIONAL EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT
All professional educators in the school district shall comply with the Mississippi Professional Educator Code of Ethics and Standards of Conduct as outlined in Mississippi Department of Education policy 1710 and 1717.

The superintendent or his or her designee shall establish procedures to assure that all school district employees comply with this policy. The procedures shall include, but are not limited to:

1. Providing all employees with a copy of the *Mississippi Educator Code of Ethics and Standards of Conduct*;
2. Maintaining a signed statement in all employee’s personnel file verifying that he or she has been given notice of the *Mississippi Educator Code of Ethics and Standards of Conduct*;
3. Advising all licensed employees that his or her contract with the school district is subject to the *Mississippi Educator Code of Ethics and Standards of Conduct*; and may be revoked or suspended pursuant to its terms; and
4. Providing annual in-service training for all employees on the Mississippi Professional Educator Code of Ethics and Standards of Conduct.

The Superintendents shall report to the Mississippi Department of Education all license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).

Exhibit: Professional Educator Code of Ethics and Standards of Conduct.

CROSS REFERENCE: GAB – Employee Conduct

CB – Ethics

LEGAL REFERENCE: Mississippi Department of Education Policy 1710 and 1717

MS Code Sections: 37-3-51(1),(2)(a-1),(3)—Notification of Dept of Education;

37-3-2(11)(a-h), 37-3-2(12)(a-i)—Denial of application;

37-3-2 (13)(a-c) Dismissal;

37-9-57—Abandonment of employment;

37-16-4—Enforcement and penalty for test violations.

Exhibits: GAA Prof Ed Code of Ethics GAA.pdf

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E. Policy GABBA (Social Networking Websites)

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved Policy GABBA (Social Networking Websites) as listed below, and placed this policy in abeyance for 30 days from the August 15, 2011 Board meeting. This policy is inclusive of the Professional Code of Ethics Policy GAA. Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

Purposed Policy:**Social Networking Websites**

Access of social networking websites for individual use during school hours is prohibited. Employees, faculty and staff should not give social networking website passwords to students.

All employees, faculty and staff of this school district who participate in social networking websites (like MySpace or FaceBook) shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. This determination will be made by the Superintendent.

Fraternization via the internet between employees, faculty or staff and students is prohibited and violation of any of these policies may result in disciplinary action, up to and including termination.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, like www.schoolnotes.com, since educational sites are used solely for educational purposes. This policy is inclusive of the Professional Educator Code of Ethics and Standards of Conduct Policy GAA.

Exhibits:

Regulations:

References: Professional Educator Code of Ethics and Standards of Conduct

F. Yearbook Proposals (BHS and BWMS)

On a motion by Trustee Lawler, seconded by Trustee Williams, the Board approved to accept and award the best proposals received for the yearbooks for Bay High School and Bay-Waveland Middle School as listed below.

Bay High School	Balfour Yearbooks (Brandy Seawright)	
\$ 12,625.00/200 books	\$ 13,875.00/250 books	\$ 15,125.00/300 books. Additional 8 pages = \$550.00
Bay-Waveland Middle	Balfour/Taylor Publishing (John David Box)	
\$ 2,998.00/100 books	\$ 3,738.00/140 books	\$ 4,477.00/175 books
\$ 2,161.00 (soft)	\$ 2,584.00 (soft)	\$ 3,007.00/soft

Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

G. Bid Opening for Teacher Computers (Reject Bids)

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved to reject all bids received on May 31, 2011 for the purchase of 123 computers. A review of the computer specifications indicated that the lowest bid was not the best bid nor did it meet all specifications. Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

H. Bid Opening for Adaptive Playground Equipment

On a motion by Trustee Lawler, seconded by Trustee Williams the Board approved the bid from *Landscape Structures, Inc.* in the amount of **\$ 45,986.00** for the adaptive playground equipment, to be paid from ARRA funds which must be obligated before September 30, 2011. Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

APPROVED
SEP 12 2011

Bay St. Louis-Waveland
SCHOOL BOARD

XI. Executive Session – Personnel and Legal Matters

Motion to consider going into executive session

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

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

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

No positive or negative action was taken during executive session.

Motions After Executive Session

1. Personnel Recommendation (Item F from Consent Agenda)

On a motion by Trustee Benvenuti, seconded by Trustee Lawler, the Board approved Item F, Personnel Recommendation as listed below:

2011-2012 Certified Employee Recommendations

Ratified the approval the following Certified Personnel for the 2011-2012 school year, pending background check, if needed.

Note: On July 29, 2011, the Board of Trustees were notified of such employment as per the Mississippi Code of 1972 37-9-14 (Z) under the general duties and powers of superintendents of the schools. Board ratified at the 8-15-11 meeting.

<i>Christina Walls</i>	<i>Waveland Elementary</i>	<i>Effective August 1, 2011</i>
<i>Erin Anderson</i>	<i>Waveland Elementary</i>	<i>Effective August 1, 2011</i>

Approved the following Certified Personnel for the 2011-2012 school year, pending background check, if needed.

<i>Sherri Bevis</i>	<i>North Bay Elementary</i>	<i>Effective August 16, 2011</i>
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2011-2012 Non-Certified Personnel Recommendations

Approved the following Non-Certified Personnel for the 2011-2012 school year, pending background check, if needed.

<i>Renee Boxx</i>	<i>BWMS Teacher Assistant</i>
<i>Mary Dougherty</i>	<i>Maintenance / Janitorial Department</i>
<i>Susan Penton-Nickell</i>	<i>Maintenance / Janitorial Department</i>

Addition to the Agenda Due to the increase in the Kindergarten enrollment.

Approved the following Non-Certified Personnel for the 2011-2012 school year, pending background check if needed:

<i>April Sones</i>	<i>Waveland Teacher Assistant</i>
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Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

APPROVED
SEP 12 2011

Bay St. Louis-Waveland
SCHOOL BOARD

2. AABC Salary Scale for 2011-12

On a motion by Trustee Lawler, seconded by Trustee Williams, the Board approved to amend the 2011-2012 Salary Schedule for the Administrative Assistant / Board Clerk as listed below:

Previous Scale:

0	16.32
1-3	16.77
4-6	17.17
7-9	17.64
10-12	18.12
13-15	18.36
16+	19.03

Experience which may be counted:

1 Year College	=	1 Year Work Experience
2 Years College	=	2 Years Work Experience
3 Years College	=	3 Years Work Experience
4 Years College	=	4 Years Work Experience

Experience earned in district

Experience similar to job description earned outside district

Amended Scale:

1	16.32
1-3	16.77
4-6	17.17
7-9	17.64
10-12	18.12
13-15	18.36
16-19	19.03
20+	22.00

Experience which may be counted:

1 Year College	=	1 Year Work Experience
2 Years College	=	2 Years Work Experience
3 Years College	=	3 Years Work Experience
4 Years College	=	4 Years Work Experience

Experience earned in district

Experience similar to job description earned outside district

Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

APPROVED
SEP 12 2011

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

3. 7th-8th Grade Assistant Football Coaching Assignment (Brad Ladner)


On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved Brad Ladner as an Assistant Football Coach for the 7th-8th Grade with a supplement of \$ 3,000.00. Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.


4. Paraprofessionals – MHSAA

On a motion by Trustee Lawler, seconded by Trustee Benvenuti, the Board approved paraprofessionals, as approved by the Board, to assist with athletic activities / coaching, in accordance with the MHSAA. Voting Yea: Ponder, Williams, Lawler and Benvenuti. Voting Nay: None. Motion carried.

XII. Adjourn

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


PRESIDENT


SECRETARY

BUDGET CERTIFICATION

2011 - 2012

Date: August 9, 2011

TO: State Superintendent of Education

This is to certify that the 2011-2012 budget of estimated revenues and expenditures for the support, maintenance and operation of this school district has been filed with the tax levying authority as required by Section 37-61-9, Mississippi Code of 1972 (Ann.), as amended.

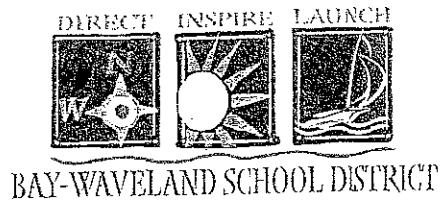
Name of District: <u>Bay St. Louis-Waveland School District</u>	District No.: <u>2320</u>
Date budget filed with taxing authority:	
Signature of Superintendent: <u>Rebecca Laehne</u>	
Signature of School Board Chairman: <u>Sherry M. Ponder</u>	
Signature of Taxing Authority Official: <u>[Signature]</u>	
Title: <u>Mayor, Bay St. Louis, MS</u>	

Return this form by August 15, 2011 to:

S. Melissa Barnes, Director
Office of School Financial Services
Mississippi Department of Education
P.O. Box 771
Jackson, MS 39205-0771

APPROVED
JUN 28 2011

Bay St. Louis-Waveland
SCHOOL BOARD



August 09, 2011

Mayor Les Fillingame
City of Bay St. Louis
Post Office Box 2550
Bay St. Louis, Mississippi 39520

Dear Mayor Fillingame,

Attached is the budget for the Bay St.Louis-Waveland School District for the 2010 – 2011 Fiscal Year. The Ad Valorem request is listed below which includes the (EEF) Ad Valorem Reduction of \$ 7,127.00 as prescribed by law. The amount budgeted for Homestead Exemption Revenue listed is in the budget in the amount of \$138,000.00, which will be received from the state.

District Maintenance	\$ 7,400,000.00
Bond Sinking	\$ 650,000.00
Shortfall	\$ 85,000.00
Three Mill Note	\$ 300,000.00

If I can be of further assistance please call my office at (228) 467-6621.

Respectfully submitted,

Rebecca Ladner, Ph. D., Superintendent of Education
Bay St. Louis – Waveland School District

2011-2012 AD VALOREM TAX REQUEST WORKSHEET

BASE CALCULATION: Note: The district is allowed to choose any of the three previously completed fiscal years in determining the base. A fiscal year is defined as beginning October 1 and ending September 30, per Section 37-57-107, Mississippi Code Annotated (1972).

	Ad Valorem Taxes Collected: October 1, 2010 through <u>June</u> , 2011	\$ 6,188,770.00
	Anticipated Ad valorem taxes to be Collected: <u>June</u> , 2011 through September 30, 2011.	837,479.00
	Homestead Reimbursement (2010-2011)	137,806.00
ADD	Ad Valorem Tax Reduction Funds (2010-2011)	27,331.00
ADD	Ad Valorem Tax Escrow (2009-2010)	
ADD	Ad Valorem Tax Shortfall Notes (2010-2011)	
LESS	Ad Valorem Tax Escrow (2010-2011)	
TOTAL BASE		\$ 7,191,386.00
PLUS	<u>3</u> % increase	215,741.00
PLUS	New Programs [Amount allowed under 37-57-104 This is the amount of the increase in local contribution over the prior year that MAY be requested outside of the 4-7% limitation.]	
PLUS	Estimated Ad Valorem Tax on New Property	
TOTAL AD VALOREM TAX NEEDS		\$
LESS	Ad Valorem Tax Reduction Grant (2011-2012)	(-7,127.00
LESS	Ad Valorem Tax Escrow (2010-2011)	(
NET AD VALOREM TAX REQUEST FOR OPERATIONS (§37-57-104 thru 107)		\$ 7,400,000.00

AD VALOREM TAX REQUESTED FOR DEBT SERVICE (List & cite code authority)		
	General Obligation Bonds (whether administered by taxing authority or school district)	\$ 650,000.00
	Three Mill / 10-20 Year Notes	300,000.00
	Shortfall	85,000.00
	Voc. Tech.	
OTHER AD VALOREM TAX REQUESTS (List and cite code authority)		

NOTE: Proper communication between you and your levying authority is essential. Communicate to your levying authority that your district is requesting this amount in total and the total should be allocated as noted above. There should be no doubt that Homestead Reimbursement is to be considered by the levying authority in its calculation of the levies and not a concern of the school district at this point.