

**Coffeeville School District**  
**96 Mississippi Street      Coffeerville, MS**  
*The Mission of the Coffeeville School District is Excellence-From All-For All*  
Regular Board Meeting  
**July 15, 2021**  
**Teleconference/Zoom amid COVID-19**  
**6:00 pm**

**AGENDA**

An asterisk (\*) indicates that support information  
and/or materials have been or will be provided.

- 1. Call to Order**
  
- 2. Invocation**
  
- 3. Accept and approve the July 15, 2021, agenda/ regular Zoom teleconference Board meeting\***
  
- 4. Accept and approve the minutes from June 17, 2021 and June 29, 2021 regularly called and special called virtual Board meetings.**
  
- 5. Discussion /Action**
  - 5.1: Recommendation to accept and approve Administrative Leave Policy
  - 5.2: Recommendation to accept and approve teacher recommendations for SY 2021-2022
  
- 6. Consent Agenda**
  - 6.1: Recommendation to accept and approve Coffeeville Schools Student and Parent Handbook for SY 2021-2022
  - 6.2: Recommendation to accept and approve Coffeeville Schools Employee Handbook for SY 2021-2022.
  - 6.3: Recommendation to accept and approve MDE Grant Signature Sheet.
  - 6.4: Recommendation to accept and approve transfer request for employee's dependents to attend Water Valley School District
  - 6.5: Recommendation to accept and approve transfer request for employee's dependents to attend Oxford School District
  - 6.6: Recommendation to accept and approve transfer request for employee's dependents to attend Pope School District.
  - 6.7: Recommendation to accept and approve English Learners Plan for SY 2021-2022
  - 6.8: Recommendation to accept and approve Homeless Policy and Procedures for SY 2021-2022

- 6.9: Recommendation to accept and approve Foster Care Plan and Procedures for SY 2021-2022
- 6.10: Recommendation to accept and approve Fixed Asset Procedures Handbook for SY 2021-2022
- 6.11: Recommendation to accept and approve Parent and Family Engagement Policy
- 6.12: Recommendation to accept and approve School Parent and Community Involvement Plan
- 6.13: Recommendation to accept and approve Child Nutrition Procurement Plan for SY 2021-2022
- 6.14: Recommendation to accept and approve Dixie Roofing, INC to repair (2) leaks on gravel roof cement, membrane 3 vents, flash (2) curbs, and flash wall over cafeteria cover expansion joint in brick with metal for \$6,958.00
- 6.15: Recommendation to accept and approve payment to the Mississippi Department of Education Office of Child Nutrition for \$542.02. Make payment to Mississippi State Treasury #3202
- 6.16: Recommendation to accept and approve payment to Marathon Annual License (\$9,800) and Active Time Device (\$2,875) for grand total of \$12,675.00
- 6.17: Recommendation to accept and approve payment to SAM SPECTRA Maintenance/Support (\$1,832.80), Aim Notification (\$1,387.50), SAM Spectra Document Management (\$1,500.00) and Online Student Registration (\$1,044.00) for grand total of \$5,764.30

**7. Financial** – Business Department – Ms. Dana Fleming \*Attachment #15

- 7.1: Claims Docket\*
- 7.2: Current Budget Status\*
- 7.3: Reconciled Bank Statements\*
- 7.4: Statement of Revenues and Expenditures\*
- 7.5: Cash Flow Statement by Month\*
- 7.6: Combined Balance Sheet\*

**8. Information**

- 8.1: Coffeeville Elementary is currently enrolling Pre-K students who will be 4 by September 1, 2021 for its MAP sponsored Head Start Program. Only 20 students will be accepted into the Head Start Program. Parents may register their child at Coffeeville Elementary.
- 8.2 The Coffeeville School District will hold a public hearing on its proposed school district budget for fiscal year 2021-2022 on July 22<sup>nd</sup> at 5:00pm at Coffeeville High School auditorium.
- 8.3: Coffeeville Elementary and Coffeeville High School will continue to collect electronic devices (Chrome Book, charger, and Hot Spot) from parents to the school his/her child attended. Students will **not** be able to enroll in school for failure to return electronic devices.
- 8.4: The next regularly called School Board meeting is scheduled for Thursday, August 19, 2021 at 6pm via Zoom.

8.5: Coffeerville Board of Trustees are invited to attend the Opening of Schools Convocation on Tuesday, August 3, 2021 at 8:00am in the Coffeerville High School auditorium.

8.6: Students will return to school on Friday, August 6, 2021. Students are required to wear school uniforms, practice social distancing, wear face mask coverings. and follow all CDC guidelines

**9. Consideration for Executive Session**

9.1: Employee matter \*

9.2: Legal Matter \*

**10. Approval to Adjourn**

Coffeeville School District	Code: GBRI Section: G	Issued Date: July 15, 2021
Descriptor: Administrative Leave		Revised Date:

### **Administrative Leave Policy**

The Coffeeville School District shall pay School Board employees administrative leave for hours or days missed from work due to pending investigations, emergency school closings by Superintendent of Education, or states of emergency. School Board employees (licensed and classified) may earn pre-established salary or hourly wages for hours or days missed from work due to pending investigations, emergency school closings, or states of emergency.

*Code Section 37-7-307 authorizes local school boards to enact policies on administrative leave, including leave with pay. The authority includes the ability to provide for leave with pay following an “extreme weather” emergency. (MS AG Opinions Smith, November 15, 2002 (attached); Carnathan, April 10, 1991(attached)).*



# Coffeeville School District

Dexter Green, Superintendent

[DGREEN@Coffeevilleschools.org](mailto:DGREEN@Coffeevilleschools.org)

## Personnel Hiring Recommendations for SY 2021-2022

Name	Position	School/Department	Start Date	Days	Salary
1. Rachel Amason	Teacher	Coffeeville Elementary	August 3, 2021	187	
2. Donna Robertson	Cafeteria Staff Worker	Coffeeville Elementary	August 3, 2021	187	\$8.00/hour
3. Jessica Boyd	Academic/Behavioral Interventionist	Coffeeville Elementary	August 3, 2021	192	
4. Courtney Mack	Teacher	Coffeeville Elementary	August 3rd	187	
5. Sharon Ellis-Richmond	Teacher	Coffeeville Elementary	August 3rd	187	
6. Derrick Stokes	Custodian	Coffeeville Elementary	August 2, 2021	230	
7. William Mister	Custodian	Coffeeville High School	August 2, 2021	230	
8. Arthur Kimball	Bus Driver	Coffeeville School District	August 6, 2021	180	
9. Jeanette Shannon	Bus Driver	Coffeeville School District	August 6, 2021	180	
10. Terry Turner	Substitute Bus Driver	Coffeeville School District	August 6, 2021	Part-time	Less than 20 hours per week
11. Carol Halderman	Cafeteria Manager	Coffeeville High School	August 3, 2021	187	\$12.77/hour