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**PICAYUNE SCHOOL DISTRICT GOALS AND OBJECTIVES -
MISSION STATEMENT**

BA

Goal I: Recruit, hire, support, and retain high-performing staff.

Objective 1: Implement personnel recruitment strategies that identify the most talented applicants, increase diversity, and fit critical needs.

Objective 2: Retain highly qualified employees.

Objective 3: Promote and maintain a positive workplace environment.

Objective 4: Provide teachers new to the profession with access to instructional support.

Goal II: Ensure all professional staff are highly qualified and skilled.

Objective 1: All district professional positions requiring licensed staff are filled by staff who are properly licensed and endorsed as required by State law, State Board of Education requirements, and Federal law.

Objective 2: Maintain an on-going program of professional development based on identified needs.

Objective 3: Develop and implement a comprehensive evaluation system for all employees.

Objective 4: Provide student support services (counselors, social workers, nurses, etc.) for each school.

Goal III: Operate a uniform fiscal program in compliance with State and Federal law and regulations.

Objective 1: Implement and maintain a fixed asset system in compliance with the State Auditor's Office.

Objective 2: Maintain all fiscal transactions and records in compliance with State Audit requirements.

Objective 3: Develop and maintain all State required reports related to fiscal records and student data.

Objective 4: All data reports are completed with accuracy and in a timely manner.

Objective 5: Prepares and implements an annual budget in compliance with Board Policies and State and Federal laws and regulations.

SCHOOL OPERATIONS

Goal IV: Maintain compliance with student enrollment requirements.

Objective 1: Implement and maintain a student data base to document compliance with Board Policies and State and Federal requirements.

Objective 2: Maintain student permanent records and cumulative folders in compliance with State law.

Goal V: Maintain compliance with the Mississippi Compulsory Attendance Law.

Objective 1: Monitor student attendance in order to maintain high Average Daily Attendance (ADA).

Objective 2: Implement a student drop-out prevention program.

Goal VI: Maintain an organized system of parental/community involvement.

Objective 1: Implement and support a parental involvement policy at each of the district's schools.

Objective 2: Implement a program of parental communication related to student performance and achievement.

Goal VII: Prepare an annual school calendar.

Objective 1: Maintain a school calendar in compliance with Board Policies, State law and State Board of Education requirements.

Objective 2: Maintain student schedules at all levels in compliance with State law and State Board of Education requirements.

Goal VIII: Maintain graduation requirements for all students.

Objective 1: Maintain Carnegie unit requirements for all students receiving a diploma.

Objective 2: Comply with Subject Area Test requirements for students receiving a diploma.

Objective 3: Comply with Certificate of Completion requirements for students who complete an Individualized Education Program.

INSTRUCTIONAL PRACTICES

Goal IX: Maintain compliance with all State and/or Federal Programs.

- Objective 1: Maintain compliance for Early Childhood Programs, Vocational Program, Special Education, Child Nutrition, Technology, Driver Education, Pre-Kindergarten, and Gifted.
- Objective 2: Maintain compliance with all instructional programs and requirements.
- Objective 3: Implement and maintain promotion/retention policies.
- Objective 4: Maintain an alternative education program.
- Objective 5: Maintain requirements for planning time for professional employees.
- Objective 6: Maintain an instructional curriculum program in compliance with State requirements at all grade levels.
- Objective 7: Maintain teacher/student ratios in compliance with State requirements at all grade levels.

SAFE AND HEALTHY SCHOOL

Goal X: Comply with rules and regulations of the State Board of Education in the operation of student transportation.

- Objective 1: Maintain buses in compliance with all transportation regulations.
- Objective 2: Develop and Maintain transportation schedules to support student academic schedules.
- Objective 3: Conduct emergency drills in compliance with State requirements.
- Objective 4: Maintain facilities that are safe and equipped to meet the instructional needs of students.

The mission of the Picayune School District is to empower each student to be a person of character who can maximize his/her gifts and talents and contribute to the enrichment of a global society.

This mission will be accomplished by implementing educational and other program opportunities. The opportunities must be appropriate to the mission and to the needs of the students, school staff, community, and society. Education must be dynamic and diverse, continuously adjusted and improved.

The Picayune School District has adopted the following core values.

We believe that:

- All human life is sacred.
- All people have gifts and talents.
- The community is strengthened when the gifts and talents of all its members are used for the common good.
- People are responsible for the choices they make.
- The family, in all its forms, is the cornerstone of society.
- Society is a better place when its members are people of character.

The strategic objectives adopted by the Picayune School District underline the district's commitment to continual improvement of the educational process. The staff and students of the district are dedicated to accomplishing the following strategic objectives:

- Each student will continually contribute to the enrichment of society by committing to and executing service projects relevant to his/her interest(s).
- Each student will demonstrate evolving proficiency in the use of the gifts and talents of his/her choice.
- Each student will consistently demonstrate character by willingly displaying acts including, but not limited to, honesty, integrity, responsibility, respect, and ethical decisions that enrich the community.
- Each student will demonstrate improving academic performance toward a top level accreditation.

The faculty, staff and students of the Picayune School District will accomplish the mission by implementing actions and/or activities to achieve the following strategies (Goals):

We will:

- Identify, develop, and utilize current and untapped resources in the community to help accomplish our strategic plan.
- Develop a compelling, proactive public relations movement that empowers all members of the community to understand, value, and support the mission and objectives.
- Design and implement programs for all staff to clarify expectations and develop skills necessary for each student to achieve strategic objectives.
- Develop the ability and willingness in our staff to expand their thinking beyond traditional approaches to meet the educational needs of the twenty-first century.
- Develop integrated K-12 curricula that promote positive character traits, explore and develop individual gifts and talents and guide each student toward executing service projects of his/her choice.

In order to achieve the mission, the District's policies, regulations, and procedures will be consistent with the mission. Therefore, the implementation of the mission statement shall not be limited to particular classrooms or schools, but understood to apply to all school situations.

The Picayune School District will conduct annual update sessions to evaluate progress on the strategies and action plans needed to accomplish the mission. Appropriate revisions will be made as necessary to assure that the actions will focus on accomplishing the mission.

The entire approved strategic plan, with all the actions plans, is available in manual form in the Picayune Central Office and in each principal's office.

**BOARD OF TRUSTEES - INTERNAL ORGANIZATION -
METHOD OF ELECTION - QUALIFICATIONS, TERMS**

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In order for a person to be eligible to hold the office of Trustee of the Picayune School District, such person must be a bona fide resident and a qualified elector of the Picayune School District. Section §37-7-201, Mississippi School Code

The Board of Trustees of the Picayune School District shall consist of five (5) members, each to be chosen for a term of five (5) years, but so chosen that the term of office of one (1) member shall expire each year. In the event that added territory of the Picayune School District furnishes fifteen percent (15%) or more of the pupils enrolled in the schools of the Picayune School District, then at least one (1) member of the Board of Trustees of the Picayune School District shall be a resident of the added territory outside the corporate limits; in the event the added territory of the Picayune School District furnishes thirty percent (30%) or more of the pupils enrolled in the schools of the Picayune School District, then not more than two (2) members of the Board of Trustees shall be residents of the added territory outside the corporate limits.

Except as herein provided, the Trustees of the Picayune School District shall be elected by a majority of the governing authorities of the municipality at the first meeting of the governing authorities held in February each year, and the term of office of the member so elected shall commence on the first Saturday of March following. In the case of a member of the Board of Trustees who is required to come from the added territory outside the corporate limits as above provided, such member of the Board of Trustees shall be elected by the qualified electors of the Picayune School District residing in such added territory outside the corporate limits at the same time and in the same manner as is otherwise provided for the election of Trustees of school districts other than Municipal Separate School Districts.

All vacancies shall be filled for the unexpired terms by appointment of the governing authorities for the municipality, except that in the case of the Trustees coming from the added territory outside the corporate limits, the person so appointed shall serve only until the first Saturday of March following his/her appointment, at which time a person shall be elected for the remainder of the unexpired term in the manner otherwise provided herein.

No person who is a member of such governing body, or who is an employee of the municipality, or who is a member of the county board of education, or who is a Trustee of any public, private, or sectarian school or college located in the county, inclusive of the Municipal Separate School District, or who is a teacher in or a Trustee of said school district shall be eligible for appointment to said Board of Trustees.

LEGAL REFERENCE: Section §37-7-201, Mississippi School Code

In the spring of each year, the Board of Trustees shall elect its officers from its own members. The officers shall be elected in the following order: Chairperson, Vice-Chairperson, Secretary, and Second Secretary. The Board of Trustees, at its option, may delay the election of officers.

Officers will be elected annually.

Vacancies in the above mentioned offices during the year shall be filled by the Board of Trustees at its discretion.

The official duties of the officers of the Board of Trustees shall be as follows:

- A. **CHAIRPERSON** - The Chairperson of the Board of Trustees shall have the following duties:
 - 1. Plan the agenda for meetings of the Board of Trustees in cooperation with the Superintendent.
 - 2. Certify the official copy of approved minutes for each regular and special meeting of the Board of Trustees.
 - 3. Sign contracts and other official documents authorized by the Board of Trustees.
 - 4. Transact other business authorized by the Board of Trustees.
- B. **VICE-CHAIRPERSON** - The Vice-Chairperson shall perform the duties of the Chairperson in case of the Chairperson's absence or inability to act.
- C. **SECRETARY** - As prescribed by Board Policy, the Secretary shall be responsible for seeing that the minutes of meetings of the Board of Trustees are kept and making official certification of minutes as required.
- D. **SECOND SECRETARY** - The Second Secretary shall perform the duties of the Secretary in his/her absence.

It shall be the duty of the Chairperson to make reports and perform all other duties required by law.

In addition, the presiding officer shall:

1. call the meeting to order at the appointed time;
2. conduct the business to come before the Board of Trustees in its proper order;
3. assign the floor to members who desire to speak. Once he/she has recognized the right of a member to the floor, it shall be his/her duty to protect the speaker from disturbances or interferences;
4. insofar as possible, explain what the effect of a motion would be if it is not clear to every member; he/she shall make certain that members are informed as to what business is pending;
5. restrict discussion to the question before the Board of Trustees;
6. sign all acts or orders necessary to carry out the will of the Board of Trustees;
7. put motions to a vote, state definitely and clearly the vote and the result thereof;
8. appoint committees as he/she and the Board of Trustees find necessary;
9. speak for the Board of Trustees at all times except when this responsibility is specifically delegated to others; and
10. participate as a regular voting member of the Board of Trustees.

The Board of Trustees exercises its power only as it sits in official session and votes to action. A majority of the members of the Board of Trustees shall constitute a quorum for the transaction of business.

Members of the Board of Trustees shall have authority only when acting as a Board regularly in session. Individual members of the Board of Trustees or groups of members of the Board of Trustees do not have independent authority to speak for the Board of Trustees and should make no out-of-meeting commitments unless directed to do so on behalf of the Board of Trustees. The Board of Trustees shall not be bound in any way by any statement or action on the part of any individual member of the Board of Trustees for employee except when such statement or action is in pursuit of specific instructions of the Board of Trustees.

As he/she has no legal right or power unilaterally to direct the course of school affairs or the actions of school personnel, he/she may not with propriety exert the weight of his/her status as a member of the Board of Trustees in efforts to do so extra-legally. Elected to represent the community at large, he/she may not, either legally or with propriety, act as a representative of any one segment of the community.

Members of the Board of Trustees wishing to request information from administrators which would entail a system-wide survey should have the request approved by the Board of Trustees.

In addition to those mandated by law, duties and obligations of an individual member of the Board of Trustees are:

1. endeavor to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote and act upon motions and resolutions impartially for the good of the Picayune School District;
2. accept the will of the majority vote in all cases and give support to the resulting policy;
3. familiarize himself/herself with the State school laws, regulations of the State Department of Education, district policies, rules, and regulations;
4. have a general knowledge of the strategic plan for the Picayune School District;
5. work harmoniously with other members of the Board of Trustees;
6. represent the Picayune School District to the public in such a way as to promote both interest and support;
7. refer all suggestions and complaints to the Superintendent and/or Board of Trustees and abstain from individual counsel and action;
8. exercise no administrative responsibility with respect to schools;

9. refrain from commanding the services of any school employee.

In addition to the above duties, the Board of Trustees shall be responsible for the following:

1. Developing written policies for the operation of the Picayune School District.
2. Employing a capable Superintendent who is willing to carry out the policies of the Board of Trustees.
3. Approving the hiring of a competent faculty and staff.
4. Providing funds for the operation and maintenance of the Picayune School District.
5. Planning and evaluating the construction of school buildings and related facilities.
6. Making plans for improving the instructional program.
7. Assuring the preparation and preservation of adequate school records.
8. Complying with all legal requirements governing the operation of the Picayune School District and the work of the Board of Trustees.
9. Seeing that all school matters are administered on a fair and impartial basis.
10. Arranging for such special services as transportation, school lunch, health, and student guidance.
11. Hiring of School Board attorney(s).

Each new member of the Board of Trustees shall be afforded every opportunity to become oriented to the functions and responsibilities entailed by appointment to the Board of Trustees. It shall be the duty of the Superintendent and the administrative staff to assist each new member-elect to understand the Board of Trustees' functions, policies, procedures, and operation of the Picayune School District before he/she takes office. The following procedures shall be employed at a minimum:

1. The appointee shall be given selected materials on the functions of the Board of Trustees and of the Picayune School District.
2. The appointee shall be invited to attend meetings of the Board of Trustees and to participate in its discussions prior to his/her actual induction.
3. The incoming member shall be invited to meet with the Superintendent and other administrative personnel whom the Superintendent shall designate to discuss the services they perform for the Board of Trustees.
4. A copy of the Board of Trustees' policies and by-laws and a copy of the administrative regulations shall be provided each new incoming member.

Members of the Board of Trustees shall attend activities which have the potential of orienting/training for their educational leadership role (i.e., new member training programs, district Board of Trustees' meetings, State meetings of the Mississippi School Boards Association and/or the National School Boards Association).

Subject to the extent of appropriations available for such purposes, the School Executive Management Institute of the State Department of Education, or the Mississippi School Boards Association with the oversight of the State Board of Education, at least twice a year, shall prepare and conduct courses of training for basic and continuing education for the local School Board members of this State, in order for Board Members to carry out their duties more effectively and be exposed to new ideas involving school restructuring. The basic course shall be known as the "School Board Member Training Course" and shall consist of at least twelve (12) hours of training. The continuing education course shall be known as the "Continuing Education Course for School Board Members" and shall consist of at least six (6) hours of training. The content of the basic and continuing education courses and the time and place such courses are to be conducted shall be determined by the School Executive Management Institute; provided, however, that to the extent practicable, such training sessions shall be held within geographical proximity of local districts in order that travel times and costs shall not be prohibitive. The curriculum of such training sessions shall include, but not be limited to, the following:

- a. The role of the local Board of Trustees;
- b. School leadership;
- c. Financial management;
- d. School restructuring;
- e. Innovations in school management;
- f. Human relations;
- g. Multi-cultural and multi-ethnic relations; and
- h. Crisis management.

The institute shall issue certificates of completion to those School Board Members who complete such courses. All costs and expenses for preparing and conducting the basic and continuing education courses provided for in this section shall be paid out of any funds which are made available to the institute upon authorization and appropriation by the Legislature.

The State Board of Education shall have the authority to approve a basic course or a continuing education course for School Board Members conducted by any individual, group, or association. Any such individual, group, or association desiring to offer such courses to School Board Members shall submit the content and curriculum of such courses to the State Board of Education for approval. The School Executive Management Institute or the Mississippi School Boards Association shall issue certificates of completion to those School Board Members who show evidence of completion of such approved course work.

BONDED MEMBERS	BBBD
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Before entering upon the discharge of the duties of his/her office, each member of the Board of Trustees gives a surety bond in the penal sum of Fifty Thousand Dollars (\$50,000.00), with sufficient surety, to be payable, conditioned and approved in the manner provided by law.

COMPENSATION OF BOARD MEMBERS/EXPENSES

BBBE

Members of the Board of Trustees shall receive compensation for attendance at regularly scheduled and called meetings at the rate established by the State or the compensation schedule for members of the Board of Trustees.

Members of the Board of Trustees shall be paid for transportation, lodging, meals, and other pertinent expenses when traveling on business for the Board of Trustees which has been approved in official minutes prior to the travel. The rate of payment shall be the same as that established by the State or the Board of Trustees for professional travel. Members of the Board of Trustees will be reimbursed for expenses incurred for national and State meetings which would necessitate their attendance provided that approval has been given in official minutes prior to attendance.

Each member of the Board of Trustees shall receive per diem in the amount of Sixty-Seven Dollars (\$67.00) for no more than thirty-six (36) meetings of the Board of Trustees during any one (1) fiscal year, or may choose to receive as compensation for services an annual salary of Two Thousand, Four Hundred Dollars (\$2,400.00).

The choice made by each member of the Board of Trustees shall be irrevocable and shall remain in effect for all successive terms or periods of service of that member. Such compensation shall not entitle any member of the Board of Trustees to receive or be eligible for any State employee group insurance, retirement or other fringe benefits.

Each member shall be reimbursed for the necessary expenses and mileage in attending meetings of the Board of Trustees. In addition, all members may be reimbursed for mileage and actual expenses incurred in the further performance of their duties, including attendance at any mandatory School Board training session or at regional and national education meetings, when such mileage and other expenses are authorized by the Board of Trustees prior to the date on which they occur. Detailed vouchers shall be submitted for reimbursement for all expenses authorized by this section. Such reimbursement shall be in accordance with Section §25-3-41.

Such expenses shall be paid on order of the Board of Trustees by pay certificates issued by the Superintendent involved against the funds available for payment of the administrative expense of the Picayune School District.

REFRESHMENTS/MEALS AT BOARD MEETINGS

When attending meetings of the Board of Trustees and mandatory training sessions, members of the Board of Trustees may be provided refreshments and/or a meal when such is deemed necessary to prevent major interruptions to the Board of Trustees' meeting or training session. As stated in an Attorney General Opinion dated July 30, 1999, to State Auditor Phil Bryant, "a meal may be provided in lieu of reimbursement in order to avoid disruption of business, if the Board of Trustees determines that such is a necessary and reasonable expense of the meeting."

LEGAL REFERENCE: Section §37-6-13, Mississippi Code (1997)
Section §25-3-41, Mississippi Code

CROSS REFERENCE: Board Policy DJDA – REFRESHMENTS/MEALS AT

MEETINGS

BOARD COMMITTEES	BBC
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The Board of Trustees shall appoint no standing committees. With the approval of the Board of Trustees, the Chairperson may appoint temporary committees which shall report to the Board of Trustees in a manner and at a time prescribed by the Board of Trustees.

Such committees may be dissolved by a majority vote of the Board of Trustees.

BOARD-SCHOOL SUPERINTENDENT RELATIONS
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BBD

Members of the Board of Trustees will refrain from acting as arbitrators of complaints. All complaints will be channeled through the Superintendent for resolution. Where needed, the Board of Trustees will convene for the purpose of holding hearings on complaints which cannot be resolved by the Superintendent. Due consideration will be given to the confidential nature of certain of these matters to protect the good name of persons involved.

The Board of Trustees will never convene to consider school matters without the Superintendent or his/her representative, except when considering his/her salary. The Superintendent will avoid private conferences with any particular member of the Board of Trustees or smaller group of members concerning school policies in cases where all are concerned. The Chairperson of the Board of Trustees may confer with the Superintendent or other single members of the Board of Trustees about arrangements of the agenda when making plans for presenting matters to Board of Trustees for deliberation.

The Superintendent shall be the sole person responsible to the Board of Trustees for the entire school program. However, other personnel may be given special permission to make special reports to the Board of Trustees. All official actions and decisions by the Board of Trustees will take place only when the Board of Trustees convenes formally. The members will avoid expressions of prejudgment or pre-commitment on issues which are to be voted upon in formal meetings of the Board of Trustees. No member of the Board of Trustees will make commitments or voice opinions publicly on controversial issues before they are aired and resolved in a formal meeting of the Board of Trustees. The Superintendent and members of the Board of Trustees will refrain from hasty responses to controversial situations before consideration is duly given to both sides during a formal meeting of the Board of Trustees. On special matters, such as controversy over selection of a new school site or organizational plans, consultants may be invited to make unbiased studies and recommendations.

The Board of Trustees and the Superintendent will strive at all times to preserve institutional integrity and academic freedom and support each other, the faculty, and student body during times of unwarranted attack by outside forces. It will strive to maintain mutual respect for each other and be mindful that it is the solemn duty of each to fulfill the hopes and aspirations of the general school community and always to act within the framework of the local, State, and federal government when implementing these duly constituted policies of the Board of Trustees.

It is the duty of the Superintendent to recommend personnel for appointment, and it is the duty of the Board of Trustees either to accept or to reject the Superintendent's nominations.

Individual members of the Board of Trustees will not consider applications to them as individuals but will refer applicants to the Superintendent, who makes recommendations to the Board of Trustees.

BOARD - SUPERINTENDENT RELATIONS - DISCIPLINE
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BBDB

The Superintendent will be responsible for the discipline of the schools, and individual members of the Board of Trustees will not consider complaints or recommendations that have not been presented to the Superintendent or the Board of Trustees for consideration.

Attitude Toward Discipline

The teacher shall be recognized as the person in authority to maintain the decorum of the classroom, and the teacher-pupil relationship in each classroom shall be one of mutual respect at all times. All classes and school programs shall be conducted in an atmosphere that is conducive

to maximum learning. The Picayune School District Board of Trustees believes in the preventive approach to disciplinary problems and feels that the best solution lies in carefully prepared and effectively carried out lesson plans. However, no student who is a disrupting influence on the entire class shall be allowed to remain in school. Each problem shall be handled quickly and quietly, with teachers being firm, not arguing with students, and making no threats without following through; and there shall be no loud language on the part of students or teachers.

The authority of school officials extends throughout the regular school day and during the time a student is enroute between his home and school and off school property. Any misconduct on the part of a student in school, on the way to and from school, outside school hours, or off the school property which directly relates to and affects the management and efficiency of the school is within the scope of power of school officials and the Board of Trustees.

Authority to enforce regulations regarding conduct of students is delegated by the Board of Trustees to school officials. However, the Board of Trustees reserves the right to determine the type of punishment and to apply the same for misconduct if in its judgment the nature of the violation is such as to warrant direct school disciplinary or punitive measures necessary to insure properly functioning schools, and the Board of Trustees will support all teachers and administrators to the fullest extent in their efforts to maintain proper decorum among students.

<p>BOARD - SUPERINTENDENT RELATIONS - USE OF SCHOOL PLANT BBDC AND PROPERTY - BUILDING AND GROUNDS MANAGEMENT</p>
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Regulations governing the use of school facilities of the Picayune School District will be formulated by the administration. The Board of Trustees shall also establish a fee schedule for all uses of school facilities.

SCHOOL ATTORNEY

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The Board of Trustees has the power and authority to employ and fix the duties and compensation of such legal counsel as deemed necessary. §37-7-301 (x) (1993)

The Picayune School District Board of Trustees shall employ an attorney to serve for a period of one year to commence on the first day of July of each year. Following the acceptance of the conditions of employment and the compensation for the services, the Board of Trustees shall issue a memorandum of understanding that includes but is not limited to a detailed listing of all those services to be provided for the agreed upon retainer. The retainer language should provide for consultation with the Superintendent or designee for information needed when the Board of Trustees is not in session and for attendance at all meetings of the Board of Trustees. In addition, the Board of Trustees shall agree to pay an hourly amount for other listed work to be performed by the attorney outside of the retainer agreement.

On the last day of June of each year the memorandum of understanding shall end and only upon

affirmative action by the Board of Trustees shall the period of employment for the attorney be extended for a period not to exceed one year following review by the Board of Trustees of the services provided the preceding year and the adoption of amendments to the memorandum. All memoranda of understanding shall be spread upon the minutes of the Board of Trustees at the time of adoption.

- (1) Any municipality of the State of Mississippi is hereby authorized and empowered, within the discretion of its governing authorities, to investigate and provide legal counsel for the defense of any claim, demand, or action, whether civil or criminal, made or brought against any State, county, school district, or municipal officer, agent, servant, employee, or appointee as a result of his/her actions while acting in the capacity of such officer, agent, servant, employee, or appointee; and such municipality is hereby authorized to pay for all costs and expenses incident to such investigation and defense. §25-1-47 (1971)
- (2) Except in the case of excessive force or cruel and unusual punishment, a teacher, principal, or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the Picayune School District Board of Trustees regarding the control, discipline, suspension and expulsion of students. The Picayune School District Board of Trustees shall provide any necessary legal defense to a teacher, principal, or assistant principal in any action which may be filed against such school personnel.
- (3) Corporal punishment administered in a reasonable manner by a teacher, principal, or assistant principal acting within the scope of his/her employment or function and in accordance with any State or federal laws or rules or regulations of the State Board of Education or the Picayune School District Board of Trustees does not constitute assault, simple assault, aggravated assault, battery, negligence, or child abuse. No teacher, principal, or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the teacher, principal, or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety.

“Corporal punishment” means the reasonable use of physical contact by a teacher, principal, or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students. Corporal punishment in the form of paddling shall be witnessed at all times by at least one (1) school employee, and all other acts of corporal punishment, as defined herein, shall be witnessed at all times, if possible, by a school employee. §37-11-57 (1997)

- (4) From and after October 1, 1993, and subject to the provisions of this chapter, every school district shall be responsible for providing a defense to its employees and for the payment of any judgment in any civil action or the settlement of any claim against an employee for money damages arising out of any act or omission within the course and scope of his/her employment; provided, however, that to the extent that a school district has a plan or policy of insurance and/or reserves which the Board of Trustees has approved as providing satisfactory security for the defense and protection of the school

district against all claims and suits for injury for which immunity has been waived under this chapter, the school district's duty to indemnify and/or defend such claim on behalf of its employee shall be secondary to the obligation of any such insurer or indemnitor, whose obligation shall be primary. The provisions of this subsection shall not be construed to alter or relieve any such indemnitor or insurer of any legal obligation to such employee or to any school district vicariously liable on account of or legally responsible for damages due to the allegedly wrongful error, omissions, conduct, act, or deed of such employee.

- (5) The responsibility of the Picayune School District to provide a defense for its employee shall apply whether the claim is brought in a court of this or any other State or in a court of the United States.
- (6) The Picayune School District shall not be entitled to contribution or indemnification, or reimbursement for legal fees and expenses from its employee unless a court shall find that the act or omission of the employee was outside the course and scope of his/her employment. Any action by the Picayune School District against its employee and any action by an employee against the Picayune School District for contribution, indemnification, or necessary legal fees and expenses shall be tried to the court in the same suit brought on the claim against the Picayune School District or its employee.
- (7) The duty to defend and to pay any judgment as provided in subsection (3) of this section shall continue after employment with the Picayune School District has been terminated, if the occurrence for which liability is alleged happened within the course and scope of duty while the employee was in the employ of the Picayune School District.
- (8) For the purposes of this chapter and not otherwise, it shall be a rebuttable presumption that any act or omission of an employee within the time and at the place of his/her employment is within the course and scope of his/her employment.
- (9) Nothing in this chapter shall enlarge or otherwise adversely affect the personal liability of an employee of the Picayune School District. Any immunity or other bar to a civil suit under Mississippi or federal law shall remain in effect. The fact that the Picayune School District may relieve an employee from all necessary legal fees and expenses and any judgment arising from the civil lawsuit shall not under any circumstances be communicated to the trier of fact in the civil lawsuit. §11-46-7 (1993)

LEGAL REFERENCE: Section §37-7-301(x) (1993)
 Section §25-1-47 (1971)
 Section §37-11-57 (1997)
 Section §11-46-7 (1993)

CROSS REFERENCE: Board Policy AAA - SCHOOL DISTRICT LIABILITY
 EXEMPTIONS
 Board Policy ABC - BOARD MEMBER LEGAL STATUS

ADVISORY COMMITTEES TO THE BOARD	BBF
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Policies of the Picayune School District Board of Trustees include guidelines addressing how students, parents, teachers, administrators, business, and professional leaders will be involved in contributing to the successful operation of the school program.

The Board of Trustees encourages citizen participation in the decision-making processes. Advisory Committees of either of the two following categories may be organized when appropriate.

1. Board-appointed Advisory Committees, both district wide and at the school level, shall function within the organizational frameworks approved by the Board of Trustees. A staff member or members will be assigned to each group to help it carry out its functions. The composition of Advisory Committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee. Only the Board of Trustees shall have the authority to dissolve Advisory Committees it has created.

The Board of Trustees will instruct each committee as to:

- the length of time each member is being asked to serve;
- the service the Board of Trustees wishes the committee to render;
- the resources the Board of Trustees will provide;
- the approximate dates on which the Board of Trustees wishes to receive major reports;
- board policies governing citizens' committees and the relationship of these committees to the

Board of Trustees as a whole, individual members of the Board of Trustees, the Superintendent, and other members of the professional staff; and
– responsibilities for the release of information to the press.

2. School and district level Advisory Committees that are required under federal and State programs, shall function in accordance with the requirements pertaining to each specific federal or State program; the Board of Trustees shall grant to those bodies the advisory responsibilities relevant to the planning, implementation, and evaluation of such program or project.

Since the legal powers and prerogatives of the Board of Trustees cannot be delegated or surrendered to others, all recommendations of an Advisory Committee must be submitted to the Board of Trustees for action.

HEALTH/PHYSICAL EDUCATION ADVISORY COUNCIL

BBFA

In compliance with Mississippi Code, Section §37-13-134 as Amended, the Picayune School District Board of Trustees shall direct the Superintendent or his/her designee beginning July 1, 2003, to establish a local school Health/Physical Education Advisory Council to assist in ensuring that local community values are reflected in the Picayune School District's health and physical education instruction.

The district's Health/Physical Education Advisory Council will be composed of members as specified under the law and will make recommendations to the Superintendent as to an appropriate health education curriculum geared toward the prevention of obesity, cardiovascular disease, and Type II diabetes.

LEGAL REFERENCE: Section §37-13-134, Mississippi Code, as Amended

CONSULTANTS TO THE BOARD	BBG
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The Board of Trustees may employ non-instructional personnel deemed necessary pursuant to the recommendation of the Superintendent or the administrative superintendent.

AWARDS, RECOGNITIONS, CERTIFICATES

BBH

The Board of Trustees, when it deems it to be appropriate, may recognize outstanding achievement and service to the educational community with the award of certificates of appreciation or other expressions of gratitude as may be permitted by law.

BOARD/STAFF RELATIONS	BBI
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Subject to review by the Board of Trustees, administrative control and direction of the Picayune School District shall be vested in the Superintendent. He/She shall have the authority to take the actions necessary to secure effective and efficient operation of the Picayune School District, which shall be consistent with the policies of the Board of Trustees, provisions of school laws and regulations of the State of Mississippi and applicable federal regulations.

The Superintendent shall interpret the policies of the Board of Trustees and shall establish administrative procedures and regulations necessary for implementation of said policies.

In cases where action by the Superintendent is warranted, and in the absence of policy, the Superintendent is authorized to act. However, the Superintendent's decision(s) shall be subject to review and action by the Board of Trustees at its regular meeting. It shall be the duty of the Superintendent to inform the Board of Trustees promptly of such action and of the need for policy.

It is the intent of the Board of Trustees of the Picayune School District that active leadership on the part of the administration ensures successful implementation of the policies of the Board of Trustees and continual improvement of the Picayune School District.

REVIEW OF BOARD PROCEDURES	BBJ
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The Board of Trustees shall periodically establish realistic objectives related to the procedures and relationships of the Board of Trustees and shall, at the end of a specified length of time, measure its performance against the State objectives.

The following areas of operations relationships of the Board of Trustees are representative of those in which objectives may be set and progress appraised:

1. Meetings of the Board of Trustees,
2. Policy development,
3. Fiscal management,
4. Board of Trustees' role in educational program development,
5. Orientation of members of the Board of Trustees,
6. Board member development,
7. Board officer performance,
8. Board-Superintendent relationship,
9. Board-staff relationships,
10. Board-community relationships, and
11. Legislative and governmental relationships.

The Superintendent, other administrative officers who work regularly with the Board of Trustees, and others shall be asked to participate in this review.

The Board of Trustees shall review all adopted policies annually and take appropriate action concerning their revision, maintenance, and/or repeal.

The Board of Trustees of the Picayune School District is a policy-making and appraisal body of the Picayune School District. As such, the Board of Trustees shall govern the Picayune School District through a set of official policies which are to be reviewed and updated annually.

- A. The Board of Trustees will hold regular monthly meetings.
- B. The Board of Trustees will maintain current and complete minutes of all official actions.
 - 1. The minutes will bear the date of the meetings and the signature of appropriate official(s). Minutes shall be approved in a timely manner as specified by State law.
 - 2. The minutes will be on file in the Office of the Superintendent.
 - 3. Policies and minutes of the Board of Trustees will be accessible to public review in compliance with statutory requirements.

Provisions will be made for involving members of the staff and community in policy formulation and review.

SPECIAL MEETINGS OF THE BOARD

BCAC

Special meetings of the Board of Trustees may be held upon the call of the Chairperson thereof, or upon the call of a majority of the members thereof.

A majority of the members of the Board of Trustees shall constitute a quorum for the transaction of business.

All action taken by the Board of Trustees shall become effective at the time it is taken.

All meetings of the Board of Trustees shall commence in Open Session.

The Board of Trustees may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings.

Each member of the Board of Trustees will be notified of all special or called Board meetings either by letter or telephone.

Except as otherwise provided by law, a notice of a called special meeting shall be posted to the public body's website, if the public body has a website and has the capability to update the website, not less than one (1) hour before the meeting. A copy of this notice shall be transmitted via email or facsimile not less than one (1) hour before the meeting to any citizen and any publication, broadcast and digital media with a general circulation or coverage within the public body's jurisdiction, that has submitted in writing its interest to receive these notices. Any public body may, at its discretion, purge any list of publications, broadcasts or digital media that have

requested to receive the notices once every twenty-four (24) months. After the purge, any publication, broadcast or digital media may resubmit in writing its interest to receive the notices. Nothing in this paragraph shall add additional notice requirements for meetings of public bodies in cases of emergencies. The provision of this paragraph requiring notice to be posted on the public body's website shall not apply to municipalities with a population as determined by the latest federal decennial census of less than twenty-five thousand (25,000) inhabitants, and any county with less than fifty thousand (50,000) according to the latest federal decennial census.

LEGAL REFERENCE: House Bill No. 1116, Regular Session 2017

Board Approved (Revised) June 13, 2017

PUBLIC HEARINGS	BCAE
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Except for budget hearings, all public meetings conducted by the Board of Trustees as required by law, and others as the Board of Trustees deems advisable, shall provide due public notice making printed information regarding the topic of the hearing accessible to the public prior to the hearing. At the discretion of the Board of Trustees, individuals may be given an opportunity to appear before the Board of Trustees and be heard.

The Chairperson of the Board of Trustees, or his/her designee subject to the Board of Trustees' approval, shall preside at the hearing taking into consideration the following procedures:

1. The public shall be informed at the beginning of the hearing the particular procedure that will be followed in regard to the questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.
2. The Chairperson of the Board of Trustees shall state the position of the Board of Trustees. If official action on the issue has not as yet been taken, the Chairperson may state and may summarize briefly the arguments for and against the issue to be decided. Other members of the Board of Trustees may also be heard at this time.
3. The Secretary of the Board of Trustees shall secure the names of all those persons wishing to be heard before the Board of Trustees. Those desiring to speak shall indicate whether they are for or against the issue involved. Persons not responding to the Secretary's request shall not be heard.

4. Once the speakers for and against the issue have been heard, the Chairperson shall indicate that questions pertaining directly to the issue involved may be directed to the Board of Trustees.
5. Upon a ruling by the Chairperson closing the public discussion, the Board of Trustees may proceed with its deliberations and take whatever action it deems advisable.

The Board of Trustees may, at any hearing by a majority vote, take the issue under advisement and continue the hearing from time to time but not for a period of more than sixty (60) days from the date of the next regular meeting of the Board of Trustees.

Also see Board Policy BCBI/KCA and Board Policy DC for procedures governing public participation in meetings of the Board of Trustees and requirements of participants.

If any person is aggrieved because of any situation within the jurisdiction of the Picayune School District Board of Trustees and he/she cannot reach a satisfactory agreement first in the principal's office and then in the Superintendent's Office, he/she may make a written request to the Superintendent describing his/her grievance and shall be heard by the Board of Trustees at a time and place designated by the Board of Trustees.

- (1) All official meetings of the Board of Trustees are declared to be public meetings and shall be open to the public at all times unless declared an Executive Session as provided in Section §25-41-7.
- (2) The Board of Trustees may conduct any meeting through teleconference or video means. A quorum of the Board of Trustees as prescribed by law may be at different locations for the purpose of conducting a meeting through teleconference or video means provided participation is available to the general public **at one or more public locations specified in the public meeting notice.**

The equipment used is located at the place where the public body normally meets or at a public location specified in any notice of a special meeting, and provided that the equipment allows all members of the public body and members of the public who attend the meeting to hear the deliberations of the public body.

- (3)
 - (a) Notice of any meetings held pursuant to paragraph two (2) of this policy shall be provided at least five (5) days in advance of the date scheduled for the meeting. The notice shall include the date, time, place, and purpose for the meeting and shall identify **all** locations for the meeting **available to the general public.** All persons attending the meeting at any of the **public** meeting locations shall be afforded the same opportunity to address the Board of Trustees as persons attending the primary or central location. Any interruption in the teleconference or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.
 - (b) Five-day notice shall not be required for teleconference or video meetings continued to address an emergency as provided in paragraph five (5) of this policy or to conclude the agenda of a teleconference or video meeting of the Board of Trustees for which the proper notice has been given, when the date, time, place, and purpose of the continued meeting are set during the meeting prior to adjournment.
- (4) An agenda and materials that will be distributed to members of the Board of Trustees and that have been made available to the staff in sufficient time for duplication and forwarding to all locations where public access will be provided shall be made available to the public at the time of the meeting. Minutes of all meetings held by teleconference or video means shall be recorded as required by Section §25-41-11. Votes taken during any meeting conducted through teleconference or video means shall be recorded by name in roll-call fashion and included in the minutes. In addition, the Board of Trustees shall make an audio recording of the meeting, if a teleconference medium is used, or an audio-visual recording, if the meeting is held by video means. The recording shall be preserved by the Board of Trustees for a period of three (3) years following the date of the meeting and shall be available to the public.

Votes taken during any meeting conducted through teleconference or video means shall be taken in a manner that is clearly audible or visible to all members of the public body and to members of the public present at the public location.

- (5) The Board of Trustees may meet by teleconference or video means as often as needed if an emergency exists and the Board of Trustees is unable to meet in regular session. The Board of Trustees conducting emergency meetings through teleconference or video means shall comply with the provisions of paragraph four (4) of this policy requiring minutes, recordation, and preservation of the audio/visual recording of the meeting. The nature of the emergency shall be stated in the minutes.

LEGAL REFERENCE: Senate Bill No. 2081, Regular Session 2007
 Section §25-41-5, Mississippi Code of 1972, as Amended
 Section §25-41-7, Mississippi Code of 1972, as Amended
 Section §25-41-11, Mississippi Code of 1972, as Amended
 Senate Bill No. 2969, 2009 Legislative Session
 09/SS01/R1236
 House Bill No. 1119, Regular Session 2017

Board Approved (Revised) June 13, 2017

The Board of Trustees shall meet regularly at such time and at such place as shall be designated by an order entered upon the minutes thereof.

Special meetings of the Board of Trustees shall be held upon the call of the Superintendent, Chairperson, or upon the call of a majority of members of the Board of Trustees.

Any public body which holds its meetings at such times and places and by such procedures as are specifically prescribed by statute shall continue to do so and no additional notice of such meetings shall be required except that a notice of the place, date, hour, and subject matter of any recess meeting, adjourned meeting, interim meeting, or any called special meetings shall be posted within one (1) hour after such meeting is called in a prominent place available to examination and inspection by the general public in the building in which the public body normally meets. A copy of the notice shall be made a part of the minutes or other permanent official records of the public body.

All regular meetings of the Board of Trustees shall be held on the second Tuesday of each month beginning at 5:30 P.M. in the Board Room unless otherwise specified. When the second Tuesday of any month shall fall on a legal holiday, the Board of Trustees shall establish a meeting time that is near the second Tuesday.

Revised, Second Reading, December 12, 2017

A second regularly scheduled meeting of the Board of Trustees shall be held on the fourth Tuesday of each month beginning at 7:30 A.M. in the Board Room unless otherwise specified. The Agenda of the second monthly meeting will only consider approval of the Regular and Off-line Claims Dockets. Board members may participate in this meeting by telephone conference. The second monthly meeting will be open to the public.

When the fourth Tuesday of any month shall fall on a legal holiday, the Board of Trustees shall establish a meeting time that is near the fourth Tuesday.

Members of the Board of Trustees shall be provided with the agenda, together with supporting materials, at least forty-eight (48) hours prior to a regular meeting to assist them in reaching sound and objective decisions consistent with established goals.

Members of the Board of Trustees shall study the information and contact the Chairperson or Superintendent to request any additional background necessary to assist them in their decision-making responsibilities.

It shall be the responsibility of the Superintendent to prepare an annotated agenda for each member of the Board of Trustees.

The order of business for the Board of Trustees must be as flexible as needed while at the same time maintaining some order of expected business flow. With the Superintendent and the Board of Trustees working to cooperatively communicate, an effective, efficient and businesslike agenda should result.

It is the responsibility of the Superintendent to see that business is brought before the Board of Trustees in a timely and legal manner, and as such, he/she is also thereby responsible for the agenda. It is also the intent of the Board of Trustees to allow time on the agenda for community input as needed and as properly requested. The order of business should generally resemble the following:

1. Call to order,
2. Approval of agenda,
3. Approval of minutes,
4. Financial matters,
5. Bids and purchases,
6. Policy matters, and
7. Personnel matters.

The list of business items is not all inclusive or exclusive. Items may be added or deleted as necessary by the Superintendent subject to adoption by the Board of Trustees. Administrators and members of the Board of Trustees may add items to the agenda by noon on Thursday prior to the Tuesday meeting. Emergency items may be placed on the agenda at the meeting.

The procedure for any person wishing to address the Board of Trustees (See Board Policy BCBI) must be followed and such procedure shall include the nature of the item to be brought before the Board of Trustees, whether or not communications have been tried with persons more directly involved with the concern, and whether or not the proper flow of appeal has been followed in cases involving dissatisfaction in a school matter. Such requests are to be made in writing to the Superintendent no later than 3:00 P.M. on the Tuesday preceding a Tuesday meeting of the Board of Trustees.

RULES OF ORDER OF BOARD MEETINGS**BCBF**

The Board of Trustees shall observe Robert's Rules of Order, Newly Revised, except as otherwise provided by rules and regulations of the Board of Trustees or by statute.

Board of Trustees' adopted rules and regulations for meeting shall be consistent with the Open Meetings Act (§25-41-1 *et seq.*).

LEGAL REFERENCE: Section 25-41-1 *et seq.*

CROSS REFERENCE: Board Policy BCBG – VOTING METHOD AT BOARD MEETINGS
 Board Policy BCBH – MINUTES OF BOARD MEETINGS

**AMENDMENT AND SUSPENSION OF RULES OF
PROCEDURE-SUSPENSION OF POLICIES**

BCBFB

Rules of procedure for meetings of the Board of Trustees may be suspended or amended by a majority vote of the members of the Board of Trustees present. The operation of any section or sections of policies and procedures of the Board of Trustees not established by law or contract may be temporarily suspended by a majority vote of members of the Board of Trustees present at a regular or special meeting.

These policies may be amended by a majority vote of the members of the Board of Trustees. Proposed policy revisions should be thoroughly reviewed by staff and must be submitted to the Board of Trustees for consideration. All policies, revised or new, will be subject to a first and second reading. Members of the Board of Trustees will rule on the new or revised policy after the second reading unless the Board of Trustees indicates the spirit of the policy will be in effect after the first reading.

VOTING METHOD AT BOARD MEETINGS**BCBG**

Each member of the Board of Trustees present shall either vote or abstain on every question upon which a vote is taken at such meeting.

**MINUTES OF BOARD MEETINGS – RECORDING
OF BOARD ACTION**

BCBH

The minutes of the meetings of the Board of Trustees are the written record of all proceedings of the Board of Trustees. The Board of Trustees speaks only through minutes. Therefore, the minutes shall include:

1. whether it is a regular or special meeting;
2. date, time, and place of meeting;
3. members present and absent;
4. a statement that the meeting was called to order;
5. an approval of the minutes of the preceding meeting(s);
6. an accurate recording of any final actions taken at such meetings;
7. a record by individual member of any votes taken at such meeting;
8. any other information that the Board of Trustees requests to be reflected in the minutes;
9. a record of any closed determination/Executive Session to include:
 - a. a motion to enter into a closed determination for Executive Session stating an allowable reason and the vote;
 - b. a motion to enter into an Executive Session, and the vote;
 - c. a motion to end the Executive Session to return to Open Session and vote.
10. a record of adjournment; and
11. signature of Chairperson of the Board, attested by the Secretary.

Minutes shall be kept on file in the Office of the Superintendent and open to public inspection during regular business hours.

Minutes shall be recorded within a reasonable time not to exceed thirty (30) days after adjournment.

Minutes shall become official when adopted by the Board of Trustees at the next regular meeting, or within thirty (30) working days, whichever occurs later.

RECORDING BOARD ACTION IN OFFICIAL MINUTES

Any action taken by the Board of Trustees during an official meeting in Open or Executive Session shall be recorded in the official minutes of said Board of Trustees in the following manner:

The official minutes shall show:

1. that the Chairperson entertained a motion;
2. the name of the member making the motion;
3. the name of the member seconding the motion, if in fact there is a second;
4. the names of those voting yea, the names of those voting nay, the names of those abstaining or indication if there was a unanimous vote; and
5. whether the motion was approved or failed.

All action taken by the Board of Trustees shall become official at the time it is taken.

It is the policy of the Picayune School District Board of Trustees that individuals wishing to address the Board of Trustees must provide written notice to the Office of the Superintendent seven (7) days prior to the regularly scheduled meeting of the Board of Trustees. Presentations to the Board of Trustees are normally limited to five (5) minutes. The Board Chairperson, at his/her discretion, may increase the time limit if necessary.

In accordance with the laws of the State of Mississippi, the Board of Trustees of the Picayune School District declares its meetings open to the public. The Board of Trustees may, however, by a majority vote of the members present, declare an Executive Session to consider any item where the best interests of the Picayune School District might be served.

Should any individuals, citizens groups, or organizations desire to present any issue to the Board of Trustees, they should make such request by letter or petition.

1. Such letters or petitions should be directed to the Board of Trustees and sent to the Superintendent of the Picayune School District.
2. Statements, complaints, or grievances presented to the Board of Trustees must include specific information substantiating all facts therein.
3. Issues presented by letter or petition will be investigated by the Superintendent; and his/her findings, along with the request for a hearing, will be submitted to the Board of Trustees.
4. Within seven (7) school days following a meeting of the Board of Trustees, the individuals, citizens groups, or organizations should be notified either orally or by letter if the Board of Trustees will grant the request for a hearing.
5. At the Board of Trustees' hearing, the Chairperson shall recognize a person to present any statement, complaint, or grievance and may limit the amount of time for the presentation. The presenter must address the Chairperson of the Board of Trustees and may direct questions or comments to other members of the Board of Trustees or Picayune School District employees in attendance at the meeting only upon approval of the Chairperson. members of the Board of Trustees and the Superintendent have the privilege of asking questions of any person addressing the Board of Trustees. The speaker for a group should be designated prior to the meeting of the Board of Trustees and authorized to speak for the group.
6. The Board of Trustees as a whole, and after full discussion and analysis of the presentation, shall render a decision as soon as practical. Notification of the decision shall be in writing to the individual or person representing the group or organization.

The Board of Trustees may enter into an Executive Session from an Open Meeting only for the transaction of public business by the following procedure:

1. Member of the Board of Trustees may request by motion a closed determination upon the issue of whether or not to declare an Executive Session. A second is not necessary. At this point the meeting is to be temporarily closed and the room cleared.
2. If after a discussion of the reasons for going into an Executive Session a motion is made, seconded and approved by a majority of members present, the Chairperson is to briefly reopen the meeting and announce publicly that the Board of Trustees is going into Executive Session and give the reasons therefor.
3. The meeting is then closed and in Executive Session.

An Executive Session shall be limited to matters allowed to be exempted from Open Meetings and shall be applicable to that particular meeting on that particular day. Nothing shall be construed to require that any meeting be closed to the public, nor shall any Executive Session be used to circumvent or defeat the purposes of the Open Meetings Law.

Executive Sessions shall be limited to the following matters which are allowed to be exempted from Open Meetings:

- a. Transaction of business and discussion of personnel matters or the character, professional competence, or physical or mental health of a person.
- b. Strategy sessions or negotiations with respect to prospective litigation, litigation or issuance of a detrimental effect on the litigating position of the public body.
- c. Transaction of business and discussion regarding the report, development or course of action regarding security personnel, plans, or devices.
- d. Investigative proceedings by any public body regarding allegations of misconduct or violation of law.
- e. Any body of the Legislature which is meeting on matters within the jurisdiction of such body.
- f. Cases of extraordinary emergency which would pose immediate or irrevocable harm or damage to persons and/or property within the jurisdiction of such public body.
- g. Transaction of business and discussion regarding the prospective purchase, sale, or leasing of lands.

- h. Discussions between the Board of Trustees and individual students who attend a school within the jurisdiction of such Board of Trustees or the parents or teachers of such students regarding problems of such students or their parents or teachers.
 - i. Transaction of business and discussion concerning the preparation of tests for admission to practice in recognized professions.
 - j. Transaction of business and discussions or negotiations regarding the location, relocation, or expansion of a business or industry.
 - k. Transaction of business and discussions regarding employment and termination of employees. The exemption provided in this paragraph includes the rights to hold closed meetings concerning employees as such exemption relates to their deletion from any budget subject to approval of the public body. Final budgetary adoption shall not be taken in Executive Session.
4. Minutes of all meetings (whether in Open or Executive Session) of a public body include the following items:
- a. Listing of members present and absent,
 - b. Date, time, and place of the meeting,
 - c. An accurate recording of any final actions taken at the meeting of the Board of Trustees,
 - d. A record, by individual member, of any votes taken, and
 - e. Any other information that the Board of Trustees requests be included or reflected in the minutes.

Proposals regarding policies may originate with a member of the Board of Trustees, the Superintendent, a staff member, a parent, student, civic group, or any resident of the Picayune School District. An orderly process shall be used in examining such proposals prior to action by the Board of Trustees. Recommendations of the Superintendent and the viewpoints of persons and groups affected by the policy shall precede final action of the Board of Trustees.

It is the intention of the Board of Trustees that the written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the schools in the Picayune School District.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of the present and future Boards of Trustees. The Board of Trustees welcomes suggestions for ongoing policy development.

The Board of Trustees shall adopt performance-based educational policies and provide appropriate leadership through actions described in the minutes of the Board of Trustees.

1. The Picayune School District is governed by a policy making Board of Trustees which holds regular monthly meetings.
2. School Board policy follows State Board policies and State and federal laws relating to non-discriminatory practices in the operation of the Picayune School District.
3. School Board policy follows State and federal laws and related regulations and procedures for employment, retention, and dismissal of all personnel.
4. School Board policy establishes criteria for promotion and retention decisions. These criteria shall prohibit retention of students for extracurricular purposes.

Any member of the Board of Trustees or any individual or group of citizens, students, or employees may propose in writing new policies or changes to existing policies. The policy proposals shall be referred to the Superintendent for examination prior to discussion by the Board of Trustees.

The Superintendent, or his/her designee, as the policy draft writer for the Board of Trustees, shall seek the counsel of the school attorney when, in his/her opinion or the Board of Trustees' there may be a question on proper legal procedure in the development of a proposed policy.

The adoption of new policies or changing existing policies is solely the responsibility of the Board of Trustees.

It is important that sufficient time be given to permit further study and to give interested parties an opportunity to react; therefore, no new policies nor policy revisions introduced for the first time shall be adopted until a subsequent meeting. All policies, revised or new, will be subject to a first reading and a second reading at a later meeting. The Board of Trustees, at its discretion, can allow a policy, new or revised, to operate under the spirit of the policy until an official vote can be taken.

During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by members of the Board of Trustees.

The Board of Trustees may temporarily approve a policy to meet emergency conditions. However, discussion and a final vote must be taken before the policy shall be formally adopted.

The Superintendent shall create and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Trustees and the rules and regulations needed to put them into effect.

He/she shall provide easy access to an up-to-date policy collection for members of the Board of Trustees and all employees of the Picayune School District.

Because the Board policy handbook is a matter of public record, it shall be open for inspection at the Office of the Superintendent during the working day.

Current copies of the policies of the Board of Trustees which follow State Board of Education policies and State and federal laws and regulations, are published and are available for public review in the Office of the Superintendent and the central office of each school.

To maintain current written policies which are consistent with action of the Board of Trustees and administrative decision, the Board of Trustees shall review its policies on a continuing basis.

The Board of Trustees shall examine the policies to determine how they have been executed by the school staff. The school staff, students, and the community shall be relied on to provide evidence of the effect of the policies adopted.

The Board of Trustees shall review all adopted policies annually and take appropriate action concerning their revision, maintenance and/or repeal.

Adoption of Administrative Regulations:

The Board of Trustees does not adopt administrative regulations unless specifically requested to do so by the Superintendent.

The Board of Trustees reserves the right to review and veto administrative regulations should they, in the judgment of the Board of Trustees, be inconsistent with the policies adopted by the Board of Trustees.

Formulation of Administrative Regulations:

The Board of Trustees shall delegate to the Superintendent the function of specifying requested actions and designing the detailed arrangements under which the schools will be operated. Such rules and detailed arrangements shall constitute the administrative regulations governing the schools.

The administrative regulations must be in every respect consistent with the policies adopted by the Board of Trustees. The Board of Trustees itself will formulate and adopt administrative regulations only when specific State laws require adoption by the Board of Trustees, and may do so when the Superintendent recommends adoption by the Board of Trustees in light of strong community attitudes, or probable staff reaction.

Administrative Leeway in Absence of Board Policy:

In cases where action must be taken within the Picayune School District where the Board of Trustees has provided no guides for administrative action, the Superintendent shall have power to act, but his/her decisions shall be subject to review by action of the Board of Trustees at its regular meeting. It shall be the duty of the Superintendent to inform the Board of Trustees promptly of such action and of the need for policy.

SUSPENSION OF BOARD POLICIES**BDH**

Any section or sections of policies of the Board of Trustees not required by law or contract may be temporarily suspended by a majority vote of the Board of Trustees present at a regular or special meeting.

Minutes shall be kept of all meetings of the Board of Trustees, whether in Open or Executive Session.

It shall be the duty of the Superintendent to keep in his/her office and carefully preserve the public school record provided, to enter therein the proceedings of the Board of Trustees; and to keep on file and preserve in his/her office all appropriate information concerning the affairs of the Picayune School District.

The Picayune School District Board of Trustees, as created and empowered by law, shall keep and preserve permanently a copy of all district-wide reports required by the State Board of Education to be filed on an annual basis.

Copies of those district-wide reports required by the State Board of Education on less than an annual basis may be destroyed after five (5) years upon approval of the Picayune School District Board of Trustees.

The Superintendent of the Picayune School District shall have the authority, with the approval of the Board of Trustees spread upon its minutes, to dispose of the following records:

- a. After five (5) years:
 1. Bank statements,
 2. Canceled warrants and pay certificates,
 3. Board of Trustees' paid bills,
 4. Bids received, either accepted or rejected, for supplies, materials, equipment, and construction,
 5. Depository receipt warrants,
 6. Board of Trustees' claims dockets, where claims are recorded on the minutes of the Board of Trustees,
 7. Original orders of the Board of Trustees after such orders have been recorded in the minute book,
 8. Canceled bonds and coupons,
 9. Tax collector's reports of tax collection to Superintendent or administrative superintendent, and
 10. Transportation records.

- b. After three (3) years:
 1. Bus purchase documents and
 2. Teachers' registers, principals' reports and other evidence necessary to prepare the reports to the State Board of Education.

Notwithstanding any of the above provisions, no records which are in the process of being audited by the State Department of Audit, or which are the basis of litigation, shall be destroyed until at least twelve (12) months after final completion of said audits and litigation.

All records, invoices, checks, and receipts must be kept in such a manner that they may be audited by the Central Office accounting staff or certified public accountants approved by the Board of Trustees. Upon the resignation or retirement of the Superintendent, Chief Fiscal Officer, or school principal, an audit of the school funds for which the terminating person or persons are responsible may be carried out by a certified public accountant.

The Board of Trustees shall approve the audit firm and report or annual audit of preceding fiscal year in all years when a state audit is not required.

The Board of Trustees, as created and empowered by law, shall keep and preserve permanently a copy of all district-wide reports required by the State Board of Education to be filed on an annual basis.

Copies of those district-wide reports required by the State Board of Education on less than an annual basis may be destroyed after five (5) years upon approval of the Picayune School District Board of Trustees.

All supporting documents necessary to compile such district-wide reports, except as delineated in State law, may be destroyed after three (3) years following the academic year for which the report was made upon approval of the Board of Trustees.

SCHOOL BOARD MEMBERSHIPS**BG**

The Board of Trustees may join, in its discretion, any association of School Boards and other public school related organizations, and pay from local funds other than Mississippi Adequate Education Program funds any membership dues.

As a member of my local Board of Trustees, I will strive to improve public education, and to that end I will:

- Attend all regularly scheduled meetings of the Board of Trustees insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to make policy decision only after full discussion at publicly held meetings of the Board of Trustees;
- Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all members of the Board of Trustees, and seek systematic communications among the Board of Trustees and students, staff, and all elements of the community;
- Work with other members of the Board of Trustees to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;
- Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my State and National School Boards Association;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest, and refrain from using my position of the Board of Trustees for personal or partisan gain;
- Take no private action that will compromise the Board of Trustees or administration, and respect the confidentiality of information that is privileged under applicable law; and
- Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

It shall be unlawful for any member of the Board of Trustees of any school district or any member of the County Board of Education to have or own any direct or indirect interest individually or an agent or employee of any person, partnership, firm, or corporation in any contract made or let by the County Board of Education, the County Superintendent of Education or the Board of Trustees of the school district for the construction, repair, or improvement of any school facility, the furnishing of any supplies, materials, or other articles, the doing of any public work or the transportation of children or upon any subcontract arising therefrom or connected therewith in any manner. The Board of Trustees of any school district shall be authorized to contract with a teacher or school district employee to perform extra work without being in violation of the provisions of this section. The Board of Trustees shall make a case by case determination of the possible conflicts of interest arising from any extra work contracts and such decision by the Board shall be final. Any contract entered into in violation of the provisions of this section shall be void and of no effect. Any person who shall authorize or enter into any contract in violation of the provisions hereof, or who shall knowingly or willfully pay out or receive any money upon any such contract shall be civilly liable for the amount so paid or received, and, in the case of an official who has furnished a bond, the surety upon such bond shall likewise be liable for such amount. In addition thereto, any person who shall violate the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00), or by imprisonment in the county jail not less than thirty (30) days nor more than ninety (90) days, or by both such fine and imprisonment, in the discretion of the court. §37-11-27 (1989)

The legislature declares that elective and public office and employment is a public trust and any effort to realize personal gain through official conduct, other than as provided by law, or as a natural consequence of the employment or position, is a violation of that trust. Therefore, public servants shall endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of this trust and which will not reflect favorably upon the state and local governments. §25-4-101 (1983)

DEFINITIONS:

The following definitions apply to conflicts of interest:

- (a) “Authority” means any component unit of a governmental entity.
- (b) “Benefit” means any gain or advantage to the beneficiary, including any gain or advantage to a third person pursuant to the desire or consent of the beneficiary.
- (c) “Business” means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, holding company, self-employed individual, joint stock company, receivership, trust or other legal entity or undertaking organized for economic gain, a nonprofit corporation or other such entity, association or organization receiving public funds.

- (d) “Business with which he/she is associated” means any business of which a board member or his/her relative is an officer, director, owner, partner, employee, or is a holder of more than ten percent (10%) of the fair market value or from which he/she or his/her relative derives more than one thousand dollars (\$1,000.00) in annual income or over which such public servant or his/her relative exercises control.
- (e) “Compensation” means money or thing of value received, or to be received, from any person for services rendered.
- (f) “Contract” means:
 - (i) Any agreement to which the government is a party; or
 - (ii) Any agreement on behalf of the government which involves the payment of public funds.
- (g) “Government” means the state and all political entities thereof, both collectively and separately, including but not limited to:
 - (i) All school districts
 - (ii) Any department, agency, board, commission, institution, instrumentality, or legislative or administrative body of the state, counties or municipalities created by statute, ordinance or executive order including all units that expend public funds.
- (h) “Governmental entity” means the state, a county, a municipality or other separate political subdivision authorized by law to exercise a part of the sovereign power of the state.
- (i) “Income” means money or thing of value received, or to be received, from any source derived, including but not limited to, any salary, wage, advance, payment, dividend, interest, rent, forgiveness of debt, fee, royalty, commission or any combination thereof.
- (j) “Intellectual property” means any formula, pattern, compilation, program, device, method, technique or process created primarily as a result of the research effort of an employee or employees of an institution of higher learning of the State of Mississippi.
- (k) “Material financial interest” means a personal and pecuniary interest, direct or indirect, accruing to a public servant or spouse, either individually or in combination with each other. Notwithstanding the foregoing, the following shall not be deemed to be a material financial interest with respect to a business with which a public servant may be associated:
 - (i) Ownership of any interest of less than ten percent (10%) in a business where the aggregate annual net income to the public servant therefrom is less than One Thousand Dollars (\$1,000.00);
 - (ii) Ownership of any interest of less than two percent (2%) in a business where the aggregate annual net income to the public servant therefrom is less than Five

Thousand Dollars (\$5,000.00);

- (iii) The income as an employee of a relative if neither the public servant or relative is an officer, director, or partner in the business and any ownership interest would not be deemed material pursuant to subparagraph (i) or (ii) herein; or
- (iv) The income of the spouse of a public servant when such spouse is a contractor, subcontractor or vendor with the governmental entity that employs the public servant and the public servant exercises no control, direct or indirect, over the contract between the spouse and such governmental entity.
- (l) “Pecuniary benefit” means benefit in the form of money, property, commercial interests or anything else the primary significance of which is economic gain. Expenses associated with social occasions afforded public servants shall not be deemed a pecuniary benefit.
- (m) “Person” means any individual, firm, business, corporation, association, partnership, union or other legal entity, and where appropriate a governmental entity.
- (n) “Property” means all real or personal property.
- (o) “Public funds” means money belonging to the government.
- (p) “Public servant” means:
 - (i) Any elected or appointed official of the government;
 - (ii) Any officer, director, commissioner, supervisor, chief, head, agent, or employee of the government or any agency thereof, or of any public entity created by or under the laws of the State of Mississippi or created by an agency or governmental entity thereof, any of which is funded by public funds or which expends, authorizes or recommends the use of public funds; or
 - (iii) Any individual who receives a salary, per diem or expenses paid in whole or in part out of funds authorized to be expended by the government.
- (q) “Relative” means the spouse, child, or parent.
- (r) “Securities” means stocks, bonds, notes, convertible debentures, warrants, evidences of debts or property or other such documents. §25-4-103 (1992)

ACTIONS, ACTIVITIES, AND BUSINESS RELATIONSHIPS

- (1) No public servant shall use his/her official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he/she is associated.

- (2) No public servant shall be interested, directly or indirectly, during the term for which he/she shall have been chosen, or within one (1) year after the expiration of such term, in any contract with the state, or any district, county, city, or town thereof, authorized by any law passed or order made by any board of which he/she may be or may have been a member.
- (3) No public servant shall:
 - (a) Be a contractor, subcontractor, or vendor with the governmental entity of which he/she is a member, other than in his/her contract of employment, or have a material financial interest in any business which is a contractor, subcontractor, or vendor with the governmental entity of which he/she is a member, officer, employee, or agent.
 - (b) Be a purchaser, direct or indirect at any sale made by him/her in his/her official capacity or by the governmental entity of which he/she is an officer or employee, except in respect of the sale of goods or services when provided as public utilities or offered to the general public on a uniform price schedule.
 - (c) Be a purchaser, direct or indirect of any claim, certificate, warrant or other security issued by or to be paid out of the treasury of the governmental entity of which he/she is an officer or employee.
 - (d) Perform any service for any compensation during his/her term of office or employment by which he/she attempts to influence a decision of the authority of the governmental entity of which he/she is a member.
 - (e) Perform any service for any compensation for any person or business after termination of his/her office employment in relation to any case, decision, proceeding or application with respect to which he/she was directly concerned or in which he/she personally participated during the period of his/her service or employment.
- (4) Notwithstanding the provisions of subsection (3) of this section, a public servant or his/her relative:
 - (a) May be an officer or stockholder of banks or savings and loan associations or other financial institutions bidding for bonds, notes or other evidences of debt or for the privilege of keeping as depositories the public funds of a governmental entity thereof or the editor or employee of any newspaper in which legal notices are required to be published in respect to the publication of said legal notices.
 - (b) May be a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer,

employee, or agent where such contract is let to the lowest and best bidder after competitive bidding and three (3) or more legitimate bids are received or where the goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.

- (c) May be a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee, or agent or have a material financial interest in a business which is a subcontractor with any authority of the governmental entity of which he/she is a member, officer, employee, or agent where the primary contract is let to the lowest and best bidder after competitive bidding or where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.
- (d) May be a contractor, subcontractor, or vendor with any authority of the governmental entity of which he/she is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor, subcontractor, or vendor with any authority of the governmental entity of which he/she is a member, officer, employee, or agent: (i) where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws; or (ii) where the contractual relationship involves the further research, development teaching, promotion or merchandising of an intellectual property created by the public servant.
- (e) May purchase securities issued by the governmental entity of which he/she is an officer or employee if such securities are offered to the general public and are purchased at the same price as such securities are offered to the general public.
- (f) May have an interest less than a material financial interest in a business which is a contractor, subcontractor, or vendor with any governmental entity.
- (g) May contract with the Mississippi Veterans Home Purchase Board, Mississippi Housing Finance Corporation, or any other state loan program, for the purpose of securing a loan; however, public servants shall not receive favored treatment.
- (h) May be employed by or receive compensation from an authority of the governmental entity other than the authority of the governmental entity of which the public servant is an officer or employee.
- (i) If a member of the legislature or other public servant employed on less than a full-time basis, may represent a person or organization for compensation before an authority of the governmental entity other than an authority of the governmental entity of which he/she is an officer or employee.

- (5) No person may intentionally use or disclose information gained in the course of or by reason of his/her official position or employment as a public servant in any way that could result in pecuniary benefit for himself, any relative, or any other person, if the information has not been communicated to the public or is not public information.
- (6) Any contract made in violation of this section may be declared void by the governing body of the contracting or selling authority of the governmental subdivision or a court of competent jurisdiction and the contractor or subcontractor shall retain or receive only the reasonable value, with no increment for profit or commission, of the property or the services furnished prior to the date of receiving notice that the contract has been voided.
- (7) Any person violating the provisions of this section shall be punished as provided for in Sections §25-4-109 and §25-4-111 and §25-4-105 (1994).

No Board member shall have interest, either directly or indirectly, in the proceeds or profits of the sale or rental of any book, furniture, equipment, or other property to be used in public schools. §37-11-25 (1954)

On or before May 1 of each year to cover the preceding calendar year members of local school boards whether elected or appointed shall file a statement of economic interest with the Mississippi Ethics Commission containing such information as is required for the current calendar year as of the time of filing. §25-4-25 (1990), §25-4-29 (1990)

LEGAL REFERENCE: Section §37-11-27 (1989)
 Section §25-4-101 (1983)
 Section §25-4-103 (1992)
 Section §25-4-109
 Section §25-4-111
 Section §25-4-105 (1994)
 Section §37-11-25 (1954)
 Section §25-4-25 (1990)
 Section §25-4-29 (1990)
 Section §25-4-27

CROSS REFERENCE: Board Policy CED – APPOINTED SUPERINTENDENT – APPOINTMENT
 Board Policy CGD – ADMINISTRATIVE PERSONNEL HIRING
 Board Policy DG – DEPOSITORY OF FUNDS
 Board Policy KBE – Gifts to Schools

Important Note: In order to assure compliance with statues related to Nepotism and to Conflict of Interest, please ensure compliance with MS Code statutes cited above and with Sections §25-4-25 & §25-4-27; and with Article 4, Section 109 of the MS Constitution.

