

**TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
January 15, 2019**

The Board of Trustees of the Tupelo Public School District convened in a regular meeting of the Board held in Open Session at noon on Tuesday, January 15, 2019, at the Hancock Leadership Center, 1920 Briar Ridge, Tupelo, Mississippi.

**CALL TO ORDER**

The meeting was called to order by President Eddie Prather who welcomed guests attending the meeting.

**ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board members present during roll call were: Mr. Joe Babb, Ms. Sherry Davis, Mr. Rob Hudson, Mr. Eddie Prather and Mr. Kenneth Wheeler. Mr. Prather announced a quorum, and stated that the meeting was lawfully in session. Attorney Otis Tims was also present.

**APPROVAL OF AGENDA**

Ms. Davis moved to approve the agenda for the regular December 11, 2018, Board meeting as presented. The motion was seconded by Mr. Babb, and the Board voted unanimously to approve the agenda for the regular January 15, 2019, Board meeting as submitted. The President of the Board declared the motion passed. A copy of the agenda is marked **EXHIBIT 1** and held in the Exhibit Book of this meeting date and incorporated herein.

**APPROVAL OF THE MINUTES**

December 11, 2018, Noon, Regular Meeting, Hancock Leadership Center

Ms. Davis made a motion to approve the minutes from the December 11, 2018, noon regular meeting as presented. The motion was seconded by Mr. Wheeler and approved unanimously. Mr. Prather declared the motion passed.

**PUBLIC COMMENTS**

Mr. Dillon Mullan has served as education reporter for the *Daily Journal* for the past year. Today is his last Tupelo Public School Board meeting as he will be relocating to New Mexico to begin a new position. Mr. Mullan addressed Dr. Picou, Board members, and administrative staff to thank everyone for their support and collaboration during the past year. Mr. Mullan commended the school district for its many achievements and upcoming innovative initiatives presently being planned.

**RECOGNITIONS**

1. Each individual school's 2018-2019 Teacher of the Year was recognized as follows:

Carver  
Carole Elliott

ECEC  
Amy Buzzell

Joyner  
Takeyda Scruggs

Lawhon  
April Nichols

Lawndale  
Jasmine King

Milam  
Shuwnda Edwards

Rankin  
Lesley Jones

Parkway  
Lisa Mounce

Pierce  
Ashley Nash Moton

Thomas Street  
Samantha Cox

Tupelo Career Center  
Cindy Walls

Tupelo High School  
Jordan Graham

Tupelo Middle School  
Sam McRae

2. Mrs. Carole Elliott was named the Tupelo Public School's 2018-2019 Teacher of the Year. Mrs. Elliott is a first grade elementary teacher at Carver Elementary School. Dr. Kristy Luse presented a plaque and \$1,000 check to Mrs. Elliott on behalf of the CREATE Foundation, Wellspring Education Fund.
3. Pierce Street Elementary Principal Amy Barnett was named the 2018-2019 Administrator of the Year.

## **ACTION ITEMS**

- A. **Office of Director of Finance Mrs. Rachel Murphree (TPSD Goal #4)**
  1. **Docket of Claims and Athletic Activity Ref Pay**

Board Member Kenneth Wheeler recommended approval of the Docket of Claims for the period December 1, 2018 through January 4, 2019, Docket of Claims #57859 through #58333 in the amount of \$1,576,748.94 and the Athletic Activity Ref Pay paid to officials and fees in the amount \$4,811.25 for the period December 1, 2018 through January 4, 2019. The grand total is \$1,581,560.19. The motion was seconded by Mr. Hudson and approved unanimously. Mr. Prather declared the motion passed.

This affirms that the claims are legal and proper and they are allowed and ratified as paid by the Superintendent or his designee pursuant to Section 37-9-14 (7) of the Mississippi Code of 1972.

The Docket of Claims Report is marked **EXHIBIT 2** and held in the Exhibit Book of this meeting date and incorporated herein.

## **2. Required Monthly Financial Reports – Month Ending November 30, 2018**

In accordance with MS Code 37-9-18 the following Financial Reports for the month ending November 30, 2018, were reviewed and discussed. On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to approve the following financial reports:

- Summary Report of Reconciled Bank Statements with Certification
- Statement of Revenue and Expenditures with Current Budget Status
- Cash Flow Report for District Maintenance Fund
- Consolidated Fund Balance Sheet for all General and Special Revenue Funds
- Monthly Financial Statement (not required)

Board President Eddie Prather declared the motion passed. The Financial Reports for Month Ending November 30, 2018, are marked **EXHIBIT 3** and held in the Exhibit Book of this meeting date and incorporated herein.

## **3. Awarding of Advertised RFP1901-A Bank Depository Bid**

Finance Director Rachel Murphree reported that four sealed bids were accepted at 11:00am on Tuesday, January 8, 2019, from Trustmark Bank, Community Bank, BancorpSouth Bank and Renasant Bank. Mrs. Murphree recommended that the Board designate all four banks as depositories should they desire to participate. The District reserves the right to deposit any of its surplus funds, including but not limited to, bond funds and any surplus operating funds with any bank qualified as a depository for state funds or as otherwise as allowed by law. Mrs. Murphree also recommended BancorpSouth as the “bank of record” or lead bank at a fixed rate of 3.03% APR for a term of three (3) years, beginning in the month of July 2019 through June 2022. The “bank of record” will provide services for all District checking accounts with the agreed upon interest rate. All services and materials will be free to the school district as stated in the bid.

Mr. Hudson moved to designate all four banks as depositories should they desire to participate (Trustmark Bank, Community Bank, BancorpSouth Bank and Renasant

Bank), and approve BancorpSouth Bank as the “bank of record” or lead bank for a term of three (3) years, beginning the month of July, 2019.

Mr. Wheeler seconded the motion, and having received an unanimous affirmative vote the President of the Board declared the motion carried and approved.

Detailed information regarding RFP19-1-A Bank Depository Bid is marked **Exhibit 4** and held in the Exhibit Book of this meeting date and incorporated herein.

**B. Office of Director of Human Resources Mr. Jim Turner (TPSD Goals #3 and #4)**

**Licensed and Classified Personnel Recommendations**

Upon a motion by Ms. Davis, seconded by Mr. Hudson, the Board voted unanimously to approve the licensed and classified personnel recommendations as recommended. Mr. Prather declared the motion passed.

The Personnel Report is marked **EXHIBIT 5** and held in the Exhibit Book of this meeting date and incorporated herein.

**C. Office of Deputy Superintendent Mrs. Kimberly Britton**

**1. “First Reading” of Proposed New Board Policy BBBCB – School Board Member Visits to Schools**

Mrs. Britton reported that MSBA recommended that we adopt this policy. State Statute 37-7-306 requires school boards to visit schools under specific guidelines, and this new, proposed policy offers guidance and clarification on this statute.

No action was taken by the Board at this meeting.

**2. Revision of Board Policy GBRM-2 Drug and Alcohol Testing Policy**

Mrs. Britton stated that MSBA recently published a sample policy regarding Drug and Alcohol Testing. We reviewed their sample policy and updated our current policy to reflect the language in accordance with MSBA’s suggestions.

After due discussion and consideration, on a motion by Mr. Hudson, seconded by Mrs. Davis, the Board voted unanimously to amend School Board Policy GBRM-2 Drug and Alcohol Testing Policy as recommended. Mr. Prather declared the motion passed.

A copy of the abovementioned Board Policy GBRM-2 is marked **Exhibit 6** and held in the Exhibit Book of this meeting date and incorporated herein.

**2. Approval of TPSD 2019-2020 School Calendar**

Mrs. Britton stated that a committee was formed to help develop two options for the TPSD 2019-2020 School Calendar. Committee members included Brenda Meriweather, Haley Stewart, Amy Barnett, Talina Knight, Amy Ferguson and Julie Connolly. Once the two options were developed, the two choices were forwarded to administrators in order to share with principals and teachers across the district for the purpose of receiving feedback.

Mrs. Britton stated that building principals provided feedback and teachers also voted, with Option 2 being the overwhelming choice. Changes in the calendar include the following:

Mrs. Britton recommended that Option 2 of the proposed 2019-2020 School Calendar be approved. On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to approve the 2019-2020 School Calendar (Option 2) as recommended. Mr. Prather declared the motion passed.

- More Professional Development days at the beginning of the year, rather than the end
- The addition of the Professional Development day in the fall
- The 60% day will remain as a parent conference day for elementary. Secondary schools would like a ½ day of Professional Development rather than parent conferences due to low turn-out in the past.

On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to approve the proposed 2019-2020 School Calendar as recommended. Mr. Prather declared the motion passed. A copy of the approved 2019-2020 School Calendar is marked **Exhibit 7** and held in the Exhibit Book of this meeting date and incorporated herein.

#### **D. Office of Assistant Superintendent Mr. Andy Cantrell (TPSD Goal #2)**

##### **1. Student Discipline Case #42-2-2018-2019**

On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to ratify the administrative decision to expel Student #42-2-2018-2019, from TPSD for one calendar year for violation of TPSD Policy JCB-Code of Conduct. Mr. Prather declared the motion passed.

Detailed information regarding Student Discipline Case #042-2-2018-2019 is marked **EXHIBIT 8** “Sealed and Confidential” and held in the Exhibit Book of this meeting date and incorporated herein.

##### **2. Student Discipline Case #48-2018-2019**

On a motion by Mr. Davis, seconded by Mr. Wheeler, the Board voted unanimously to ratify the administrative decision to expel Student #48-2018-2019, from TPSD for one calendar year for violation of TPSD Policy JD-E4 #12. Mr. Prather declared the motion passed.

Detailed information regarding Student Discipline Case #048-2018-2019 is marked **EXHIBIT 9** “Sealed and Confidential” and held in the Exhibit Book of this meeting date and incorporated herein.

**E. Office of Director of Operations Mr. Charles Laney (TPSD Goals #2 and #4)**

**1. Certificate of Substantial Completion – Carver Elementary Renovations**

On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to approve the Certificate of Substantial Completion for the Carver Elementary Renovations project. This project was deemed to be substantially complete on July 3, 2018. The cost estimate of work that is incomplete or defective is \$26,223.00. The contractor will complete or correct the work within 30 days from the above date of Substantial Completion. Mr. Prather declared the motion passed.

A copy of the Certificate of Substantial Completion for the Carver Elementary Renovations project is marked **EXHIBIT 10** and held in the Exhibit Book of this meeting date and incorporated herein.

**2. Certificate of Substantial Completion – Tupelo High School Renovations**

On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to approve the Certificate of Substantial Completion for the Tupelo High School Renovations project. This project was deemed to be substantially complete on July 10, 2018. The cost estimate of work that is incomplete or defective is \$107,000.00. The contractor will complete or correct the work within 30 days from the above date of Substantial Completion. Mr. Prather declared the motion passed.

A copy of the Certificate of Substantial Completion for the Tupelo High School Renovations project is marked **EXHIBIT 11** and held in the Exhibit Book of this meeting date and incorporated herein.

**CONSENT AGENDA**

In accordance with Dr. Picou's recommendations, Mr. Hudson moved to acknowledge, approve and ratify the Consent Agenda as listed below with the omission of B. 2. – Readmission of Student #34-2017-2018:

**A. Office of Finance Director Mrs. Rachel Murphree (TPSD Goal #4)**

1. Contractual Agreements (TPSD Policy DJAAB Contract Signing Authority)  
Contracts to be Acknowledged and Awarded: #CO2047, #CO2048 and #CO2050;  
Contracts for Rental of School Facilities: #SFR1923 through #SFR1925
2. Contract to be Ratified: #CO2049
3. Donations #2018-2019-045 through #2018-2019-048
4. Permission to Submit TPSD Grants #1925 and #1926
5. Permission to Accept TPSD Grants #1918, #1921, #1922, #1923, #1924 and #1926
6. Permission to Ratify Previously Accepted TPSD Grant #1916
7. Permission to Remove 189 Assets from the TPSD Asset Listing and Add Back 2 Assets to the TPSD Asset Listing

**B. Office of Assistant Superintendent Mr. Andy Cantrell (TPSD Goals #1, #3 & #4)**

1. Student Transfer Report (TPSD Policy JBCD Transfers and Withdrawals of Students)
2. Readmission of Student #34-2017-2018 (omitted from vote)
3. School Food Pantry Memorandum of Understanding

Memorandum of Understanding (MOU) between Mid-South Food Bank, the School Pantry Site (TMS) and the Sponsoring Agency (CREATE Foundation) regarding the operation of a School Pantry Program at the School Pantry Site. The mission of the School Pantry Program is to help alleviate child hunger in America through the provision of food to low-income children and their families at school.

The motion was seconded by Mr. Wheeler and was approved unanimously. The President of the Board declared the motion passed. A copy of the Consent Agenda report is marked **EXHIBIT 12** and held in the Exhibit Book of this meeting date and incorporated herein.

**SUPERINTENDENT’S REPORT – DR. ROB PICOU**

**A. Executive Summaries:**

The following Executive Summaries were included in the Board package for this meeting:

1. Budget Process Update – Mrs. Rachel Murphree
2. Federal Programs Monitoring Visit – Mrs. Corlis Curry
3. THS FEMA Shelter Update – Mr. Charles Laney
4. Ad Valorem Collections Received through December, 2018 – Mrs. Rachel Murphree

Copies of the above reports are on file in the Superintendent’s Office.

**B. Superintendent’s Report – Dr. Rob Picou**

1. District of Innovation Needs Assessment Results – Mrs. Stewart McMillan

Mrs. Stewart McMillan provided a comprehensive report regarding District of Innovation Needs Assessment Results. Mrs. McMillan’s report focused on the following areas:

- District of Innovation Process
- Stakeholder Meeting Participation
- Comprehensive Needs Assessment (CNA) Survey Participation
- Overall Participation
- Feedback Synthesis Process
- Greatest Needs

2. Superintendent’s Report – Dr. Rob Picou

Dr. Picou’s report is included below:

**Board Goal 1: Increase academic achievement across the district.**

We are seeing increases in our CASE 21 academic data when compared to this time last year.

	2017-2018 Percent Proficient	2018- 2019 Percent Proficient
3 <sup>rd</sup> Grade ELA	46	51
3 <sup>rd</sup> Grade Math	65	64
4 <sup>th</sup> Grade ELA	47	55
4 <sup>th</sup> Grade Math	71	71
5 <sup>th</sup> Grade ELA	42	55
5 <sup>th</sup> Grade Math	67	71
Science	72.4	85.1

Our data review team, led by Mrs. Britton has been conducting data review meetings with each principal. They have been discussing strategic learning plans for the MAEP.

**Board Goal 2: Provide a safe, secure and orderly environment in all schools.**

We have seen mostly decreases in our discipline data when compared to this time last year.

School	Percent Increase/Decrease in Discipline Data	School	Percent Increase/Decrease in Discipline Data
Carver	-17%	Milam	+31%
Thomas Street	-32%	Middle School	-7.4% School wide -80% 8 <sup>th</sup> grade
Parkway	-21%	High School	-24%
Joiner	+33% first 9 weeks		
Rankin	-32%		
Pierce Street	-53%		
Lawndale	-39%		
Lawhon	-25%		

We are planning a table top review of emergency response protocols on February 18 at the high school with local emergency providers.

**Board Goal 3: Attract and retain all stakeholders.**

We have conducted 14 different stakeholder group meetings for a total of 177 participants. We have also received 716 needs assessment surveys. In addition, we have conducted a listening tour at every staff meeting and have conducted principal building walk throughs at every school.



*We have received a \$40,000 grant from Toyota to implement Project Lead the Way. We intend to introduce PLW in our Challenge Program at the 3-5 level and then expand to our other classrooms at the 3-5 level.*

*We are continuing our conversation with ICC and MDE in our attempts to design a Middle College opportunity.*

**Board Goal 4: Maintain sound financial stability.**

<i>Fund Balance:</i>	<i>28,878,356.71</i>
<i>State and Local Revenue:</i>	<i>62,336,527.51</i>
	<i>46.33%</i>

*Two-week turnaround paying all vendors.*

*Do not have to issue tax anticipation notes to make payroll while waiting for ad valorem.*

*Maintain AA- bond rating which is as high as any school district in the state.*

*Dr. Rob Picou, Superintendent of Schools*

3. Upcoming Events:

- January 21, Martin Luther King Day (Superintendent Rob Picou is guest speaker)
- February 12, Regular Board Meeting, Noon, HLC, 5:00pm at TMS
- February 19-20, MSBA Winter Conference (Team from TSPD presenting on CHAMPS)

**D. Board Master Calendar Review and Future Agenda Topics**

**1. Board Master Calendar Review**

The Board reviewed the Board Master Calendar.

**2. Future Agenda Topics**

It was requested that a Hiring Report be presented in the near future summarizing current open positions throughout the District.

**MISCELLANEOUS BUSINESS**

**A. Executive Session**

Mr. Prather suggested that there was a need for consideration of entering into Executive Session to discuss potential litigation, a student discipline matter, personnel matters, and the annual evaluation of the Superintendent, required by law to be conducted in January. Mr. Wheeler made a motion that the Board enter temporary Executive Session. Mrs. Davis seconded the motion, and it was adopted unanimously. Mr. Prather declared the motion passed.

The temporary Executive Session was called to order with the following people present: Mr. Joe Babb, Ms. Sherry Davis, Mr. Rob Hudson, Mr. Eddie Prather, Mr. Kenneth Wheeler, Mr. Otis Tims, and Dr. Rob Picou. The Board first considered the reason for entering Executive Session. Mr. Prather stated that there was a need to discuss potential litigation, a student discipline matter, personnel matters, and the annual evaluation of the Superintendent. Upon a motion by Mr. Wheeler, with a second by Ms. Davis, the Board voted unanimously to remain in Executive Session. The President of the Board declared the motion passed and went out into the hallway to let everyone know that the Board would remain in Executive Session.

At the opening of the executive session, Dr. Picou and Mr. Tims remained in the room with the Board. Mr. Tims reported that the District had received a letter threatening litigation and provided certain details concerning the matter. There followed a discussion concerning facts related to the reinstatement of a student who had been expelled during the previous school year for discipline reasons. Dr. Picou then reported on certain personnel issues. Thereafter, Dr. Picou left the room and the Board and Mr. Tims discussed the annual evaluation of the superintendent, required by law to be conducted in January. After this discussion, Mr. Prather asked Dr. Picou to re-enter the meeting and the Board reviewed the results of the evaluation with Dr. Picou. With these matters attended to, Mr. Wheeler made a motion, seconded by Ms. Davis, that the Board return to open session. The motion was put to a vote and unanimously approved. After declaring that the motion had passed, Mr. Prather stepped into the hall and announced that the Board would return to open session.

#### **Open Session**

With the Board back in open session, Mr. Prather reported that the Board had discussed potential litigation, student discipline matters and personnel matters during the executive session but took no action other than to review their evaluation of Dr. Picou with him.

Mr. Wheeler then made a motion to approve the reinstatement of Student #34-2017-2018 following a one-year expulsion. The motion was seconded by Mr. Hudson, and the Board voted unanimously to approve it. Mr. Prather declared the motion passed.

#### **ADJOURNMENT**

Mrs. Davis then made a motion that the meeting be adjourned. The motion was seconded by Mr. Wheeler, and the Board voted unanimously to approve it. Mr. Prather then announced that the meeting stood adjourned at 3:30 p.m..

**APPROVED:**  
**TUPELO PUBLIC SCHOOL DISTRICT**  
**BOARD OF TRUSTEES**

**ATTEST:**

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**Eddie M. Prather, President**

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**Rob Hudson, Secretary**