

**TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
September 11, 2018**

The Board of Trustees of the Tupelo Public School District convened in a regular meeting of the Board held in Open Session at 5:00pm on Tuesday, September 11, 2018, at Parkway Elementary School, 628 Rutherford Road, 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: Ms. Sherry Davis, Mr. Rob Hudson, Mr. Eddie Prather, and Mr. Kenneth Wheeler. Mr. Babb was absent at roll call but entered later in the later in the meeting. Mr. Prather announced a quorum, and stated that the meeting was lawfully in session. Attorney Otis Tims was also present.

**APPROVAL OF AGENDA**

The agenda was approved at the noon meeting with the following change:

- Addendum to Personnel Report (Section VI. Action Items, B. 2.)

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**

August 7, 2018, 5:00pm, Special Called Meeting, HLC

Ms. Davis made a motion to approve the minutes from the August 7, 2018, 5:00pm, Special Called Meeting as presented. The motion was seconded by Mr. Wheeler and approved unanimously by all members present. Mr. Prather declared the motion passed.

**Mr. Babb entered the meeting at this point.**

August 11, 2018, Noon, Regular Meeting, HLC

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

**WELCOME**

Ms. Carmen Gary welcomed the Board of Trustees, parents, staff and visitors to Parkway Elementary School.

## **PUBLIC COMMENTS**

No requests for public comments were received for this meeting of the Board.

## **RECOGNITIONS**

Employees of the Month for August were recognized.

## **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 Sherry Davis recommended approval of the Docket of Claims for the period August 11 through September 7, 2018, Docket of Claims #55136 through #55623 in the amount of \$3,083,742.52 and the Athletic Activity Ref Pay paid to officials and fees in the amount \$5,459.25 for the period August 11 through September 7, 2018. The grand total is \$3,089,201.77. The motion was seconded by Mr. Wheeler 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 July 31, 2018**

Following a review of each report and discussion, on a motion by Mr. Wheeler, seconded by Mr. Babb, 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 July 31, 2018, are marked **EXHIBIT 3** 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)**

#### **1. New Job Description**

Job Title: Tutor (Seasonal – Winter, Spring and Fall)

Upon a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to approve a new job description for the position of Tutor (Seasonal – Winter, Spring, and Fall) as submitted. Mr. Prather declared the motion passed. A

copy of the job description titled Tutor is marked **EXHIBIT 4** and held in the Exhibit Book of this meeting date and incorporated herein.

**2. Licensed and Classified Personnel Recommendations**

Upon a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously by all members present to approve the licensed and classified personnel recommendations (includes Addendum) as presented. 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 Director of Operations Mr. Charles Laney (TPSD Goals #2 and #4)**

**1. Change Order No. 001 – Carver Elementary Renovations**

On a motion by Mr. Babb, seconded by Mrs. Davis, the Board voted unanimously to approve Change Order No. 001 for Carver Elementary Renovations Project which decreased the contract sum for the project in the amount of \$284.00. The new Contract Sum including this Change Order will be \$1,177,716.00. Mr. Prather declared the motion passed.

A copy of the Change Order No. 001 for the Carver Elementary Renovations Project is marked **EXHIBIT 6** and held in the Exhibit Book of this meeting date and incorporated herein.

**2. Certificate of Substantial Completion – Fillmore Center Renovations**

On a motion by Ms. Davis, seconded by Mr. Wheeler, the Board voted unanimously to approve the Certificate of Substantial Completion for the Fillmore Center Renovations Project. This project was deemed to be substantially complete as of 5:00pm, on June 27, 2018. The cost estimate of work that is incomplete or defective is \$12,665.00. Mr. Prather declared the motion passed.

A copy of the Certificate of Substantial Completion for the Fillmore Center Renovations Project is marked **EXHIBIT 7** 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:

**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: #CO1982 through #CO1999; #CO2001 through #CO2009; #CO2011 through #CO2013; and Contracts for Rental of School Facilities #SFR1905 through #SFR1913
2. Contracts to be Ratified: #CO1980, #CO1981, #CO2007, and #CO2010
3. Donations #2018-2019-003 through #2018-2019-007
4. Permission to Submit Grants #1900 through #1913
5. Permission to Accept Grants #1900 through #1912
6. Permission to Advertise for Sale by Reverse Auction

Permission is requested to advertise for sale by reverse auction items (formerly district assets) that are being stored for proper disposal to include but not limited to televisions, technology items (servers, catalysts, ups, etc.), food service items (coolers, ovens, etc.), laptops, cpus, cameras, camcorders, radios, printers, projectors, and promethean boards. These items are obsolete, broken, or not eligible to be upgraded/updated. Before the auction is held, specifications will be written so that certification for any destruction of data is addressed as well as buying a “lot” not just an individual item unless it benefits the district to do so.

7. Permission to Remove 79 Assets from the TPSD Asset Listing
8. Resolution to Transfer Equipment between the TPSD and Itawamba Community College
9. Resolution to Transfer Equipment between the TPSD and North Panola School District

**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. Overnight Field Trips (TPSD Goal #3 and #4)
  - THS Girls Basketball, SEMO Border Challenge, Poplar Bluff, MO, Dec. 6-8, 2018
  - THS TCTC, DECA Fall Leadership Conference, Gulfport, MS, Oct. 27-29, 2018
  - THS Madrigals/Jazz Voice, Competition/Music Workshop, San Antonio, TX, April 3-7, 2019
  - THS, Cross Country, Cross Country Meet, Louisville, KY, September 28-29, 2018
3. Memorandum of Agreement with Toyota Motor Manufacturing, Mississippi, Inc. (TMMMS) and Tupelo Public School District

This agreement allows our career technical students to participate in a new manufacturing work/study learning activity known as the Creating Your Future Program. This is a 15 week program in which students spend 5 weeks at ICC and 10 weeks at Toyota. Each student is paid \$10.75 an hour and earns a Basic Skills Manufacturing certification from ICC.

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

**Submitted by Mrs. Corlis Curry, Federal Programs Director**

1. Approval of FY19 Consolidated Title I, Part D, Subpart 2, General Assurances
2. Approval of FY19 Consolidated Title I, Part D, Subpart 2, Program Assurances
3. Approval of FY19 Consolidated Title I-A, Program Assurances
4. Approval of FY19 Consolidated Title II-A, Program Assurances
5. Approval of FY19 Consolidated Title IV-A, Program Assurances
6. Approval of FY19 Consolidated Title V, Program Assurances
7. Approval of FY19 Consolidated ESEA Program Assurances

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 8** and held in the Exhibit Book of this meeting date and incorporated herein.

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

**A. Board Master Calendar/Future Agenda Topics – Board Members**

- Mr. Prather would like to explore moving the November 6 work session to October.

- At a future meeting, Mr. Hudson would like to examine each Board goal and the corresponding indicators to decide how often goals and objectives should be reported on during designated intervals throughout the year to know objectively whether or not the Board goals are being met.
- Board Member Joe Babb would like a report on how many ECEC students are continuing their education in kindergarten with Tupelo Public Schools. If not, where did these students go?
- Mrs. Davis requested a report on ACT scores.
- Mr. Hudson would like an update on the bond referendum projects at appropriate time.
- Mr. Prather requested an update report on Safety and Security. Mr. Prather also asked for a report on how many students were retained during the 2017-18 school year, and would like this report added to the Board Master Calendar.

**B. Executive Summaries:**

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

1. Review of Current Discipline Policies – Mr. Andy Cantrell
2. Procedures for Retention – Mrs. Kimberly Britton
3. Ad Valorem Collections Received through August, 2018 – Mrs. Rachel Murphree

**C. Superintendent's Report – Dr. Rob Picou:**

1. Policy Recommendations regarding In-District/Out-of-District Transfers – Mrs. Pam Traylor

Mrs. Traylor provided a comprehensive report regarding recommendations to revise TPSD Board Policy JBCDA – Intradistrict Transfer Procedures. The purpose of the changes is to balance enrollment numbers between schools as determined by student capacity, teacher unit, and/or building size. Another proposed change involves extreme hardship changes.

Policy JBCB – Admission of Nonresident Students was also presented for review and discussion. Recommendations were made to reflect school zones based upon the need to balance enrollment numbers between schools as determined by student capacity, teacher unit, and/or building size. In addition, the Board reviewed the tuition fee schedule of other districts.

2. Assessment Results – Mrs. Kimberly Britton

Deputy Superintendent Kimberly Britton gave an overview of the following assessment results:

- District Ranking Comparison based on Media File (2017-2018 vs. 2016-2017)
- ELA Proficiency Comparison (2017-2018 vs. 2016-2017)
- Math Proficiency Comparison (2017-2018 vs. 2016-2017)

3. Superintendent's Report – Dr. Rob Picou

Highlights of the Superintendent's Report are listed below:

- Dr. Picou stated that overall principals report things are going well throughout the district. Discipline infractions are down district-wide. We believe that the newly implemented CHAMPS program has already positively impacted the behavior of students.
- Superintendent Picou informed the Board that he will present a detailed report on the Hanover Research Group at a future Board meeting. Dr. Picou stated that he believes the Hanover Research Group will provide the information necessary to conduct rigorous self-assessments that inform continuous improvement. The contract agreement with Hanover Research in the amount of \$40,500 was approved earlier in this meeting. The effective dates for this agreement are October 1, 2018 – September 30, 2019.

- In addition, Dr. Picou commented that the Flip Flippen Group Leadership Blueprint training is already producing a return on that investment in regard to the quality of our internal communication. A few principals have taken the social contract to the classroom level, and the Northeast Mississippi Education Consortium was so impressed by the Flippen training that they have organized a Leadership Blueprint and Capturing Kids' Hearts training for all district in Northeast Mississippi.

4. Upcoming Events:

- September 14, 11:30am, Teacher of Distinction Luncheon, The Summit
- September 20, 4:00pm, Homecoming Parade
- October 8, District Holiday
- October 9, noon, regular Board meeting, 5:00pm regular meeting at ECEC
- November 6, noon, regular Board meeting, HLC
- November 12-13, MSBA's Fall Leadership Conference, Jackson, MS

## **MISCELLANEOUS BUSINESS**

### **Executive Session**

Mr. Prather stated that an Executive Session was held at the noon meeting to discuss a personnel matter and several student and legal matters, however, no action was taken at the noon meeting.

## **ADJOURNMENT**

There being no further business to come before the meeting, Ms. Davis made a motion to adjourn, which was seconded by Mr. Wheeler and adopted unanimously. Mr. Prather announced that the motion had passed and declared the meeting adjourned at 5:18 p.m.

**APPROVED:**

**ATTEST:**

**TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES**

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**Eddie M. Prather, President**

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**Rob Hudson, Secretary**