

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
April 9, 2019**

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, April 9, 2019, at Tupelo High School, 4125 Golden Wave Drive, Tupelo, Mississippi.

CALL TO ORDER

The meeting was called to order by President Sherry Davis who welcomed guests attending the meeting.

PLEDGE OF ALLEGIANCE

THS Senior Kaylee Beth Moore led the participants in reciting the Pledge of Allegiance.

ROLL CALL AND ESTABLISHMENT OF A QUORUM

Board members present during roll call were: Ms. Sherry Davis, Mr. Paul Mize, Mr. Eddie Prather, and Mr. Kenneth Wheeler. Mr. Joe Babb was absent. Ms. Davis 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 changes:

- Addition of NSBA Annual Conference Overview (Item VIII., Superintendent's Report, #1)
- Deletion of Reemployment of TPSD 19-20 Classified Staff, with Salaries (Item VII. Action Items, E2)

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

March 19, 2019, Noon, Regular Meeting, Hancock Leadership Center

Mr. Wheeler made a motion to approve the minutes from the March 19, 2019, noon, regular meeting as presented. The motion was seconded by Mr. Prather and approved unanimously by all members present. Ms. Davis declared the motion passed.

WELCOME

Mr. Art Dobbs welcomed the Board of Trustees, parents, staff and visitors to Tupelo High School.

PUBLIC COMMENTS

At the noon meeting, Ms. Jessica Ridgeway-Barnes, AEE Grant Chair, recommended approval of the AEE 2019 Grants. This year, AEE received 95 grant submissions and was able to fund or partially fund 41 grants for a grand total of \$82,312.19.

RECOGNITIONS

1. Governor's Partnership Award Winner (Rankin)
2. College Savings Mississippi Art Contest (Rankin students Caylee Naylor and Carson Jones)
3. PREPS Awards (Milam and Rankin) Dr. Brock English and Mr. Paul Moton were recognized along with Milam and TMS Teachers Sherrie Dickerson and Jennifer Towery
4. Mrs. Amy Barnett – 2019 Administrator of the Year Congressional District I Finalist and Runner-up to 2019 Mississippi Administrator of the Year
5. Tupelo Middle School Robotics team had a high finish at the recent state championship
6. Tupelo Middle School Science Bowl Winners – won the Mississippi Regional Science Bowl under the direction of Jacob Prince
7. 2019 Parents of the Year from each school were recognized
8. Carver's Parent of the Year Ms. Kimberly Jeffares (Carver) was named the 2019 TPSD Parent 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 (Minus Claim #60177, Check #40605)

Board Member Paul Mize recommended approval of the Docket of Claims for the period March 2, 2019, through March 29, 2019, Docket of Claims #59853 through #60176, and Claims #60178 through #60496 for Accounts Payable Checks #40396 through #40604, and #40606 through #40795, in the total amount of \$2,672,528.05 and the Athletic Activity Ref Pay paid to officials and fees in the total amount for \$3,029.70 for the period March 2, 2019, through March 29, 2019 for a grand total amount of \$2,675,557.75.

The motion was seconded by Mr. Wheeler and approved unanimously. Ms. Davis declared the motion passed.

2. Docket of Claim #60177, Accounts Payable Check #40605

Board Member Eddie Prather recommended approval of Claim #60177 on the Docket of Claims, Accounts Payable Check #40605 in the amount of \$53,865.00 issued to Ross & Yerger for quarterly payment of workers' compensation insurance premium.

The motion was seconded by Mr. Wheeler and the matter was brought to a vote as follows:

Mr. Joe Babb	voted: Absent
Mrs. Sherry Davis	voted: Aye
Mr. Paul Mize	voted: Abstained
Mr. Eddie Prather	voted: Aye
Mr. Ken Wheeler	voted: Aye

By a vote of 3-0, Ms. Davis 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.

3. Required Monthly Financial Reports – Month Ending February 28, 2019

Following a review of each report and discussion, on a motion by Mr. Prather seconded by Mr. Mize, the Board voted unanimously by all members present 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 February 28, 2019, are marked **EXHIBIT 3** and held in the Exhibit Book of this meeting date and incorporated herein.

4. Budget Amendment for Early Implementation of MOU with Tupelo Police Department for SRO's

On a motion by Mr. Wheeler, seconded by Mr. Prather, the Board voted unanimously by all members present to amend the District budget from unfilled TPSD position payroll object accounts budgeted to contractual services object accounts at the correct respective sites assigned once received from Mr. Cantrell in order to accommodate the early implementation of the Memorandum of Understanding between the TPSD and the Tupelo Police Department regarding the School Resource Officer Program. Ms. Davis declared the motion passed.

5. TPSD FY18 Final Audit Report – Review, Approval and Distribution

On a motion by Mr. Prather, seconded by Mr. Wheeler, the Board voted unanimously by all members present to approve the TPSD FY18 final audit report as prepared by Watkins, Ward and Stafford, as reviewed by the Office of State Auditor and as distributed to the Board of Trustees. Ms. Davis declared the motion passed.

The TPSD FY18 Final Audit Report is marked **EXHIBIT 4** and held in the Exhibit Book of this meeting date and incorporated herein.

6. TPSD FY20 Classified Staff Salary Schedule – Assistant Teachers

Mr. Wheeler moved to approve the TPSD FY20 Classified Staff Salary Schedule – Assistant Teachers as presented. Mr. Prather seconded the motion, and the motion was approved unanimously by all members present. Ms. Davis declared the motion passed.

A copy of the TPSD FY20 Classified Staff Salary Schedule – Assistant Teachers is marked **EXHIBIT 5** and held in the Exhibit Book of this meeting date and incorporated herein.

7. TPSD FY20 Classified Staff Salary Schedule – Assistant Teachers (Enhanced)

Mr. Wheeler moved to approve the TPSD FY20 Classified Staff Salary Schedule – Assistant Teachers (Enhanced) as presented. Mr. Mize seconded the motion, and the motion was approved unanimously by all members present. Ms. Davis declared the motion passed.

A copy of the TPSD FY20 Classified Staff Salary Schedule – Assistant Teachers (Enhanced) is marked **EXHIBIT 6** and held in the Exhibit Book of this meeting date and incorporated herein.

8. TPSD FY20 Instructional Staff Salary Schedule

Mr. Prather moved to approve the TPSD FY20 Instructional Staff Salary Schedule as submitted. Mr. Wheeler seconded the motion, and the motion was approved unanimously by all members present. Ms. Davis declared the motion passed.

A copy of the TPSD FY20 Instructional Staff Salary Schedule is marked **EXHIBIT 7** 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. Approval of Revised Job Descriptions (Certified Part-Time RTI Tutor and Director of Federal Programs and Curriculum)

On a motion by Mr. Wheeler, seconded by Mr. Prather, the Board voted unanimously by all members present to approve revisions to two job descriptions (Certified Part-Time RTI Tutor and Director of Federal Programs and Curriculum) as recommended. Ms. Davis declared the motion passed. Copies of the two revised job descriptions are marked **EXHIBIT 8** and held in the Exhibit Book of this meeting date and incorporated herein.

2. Approval of New Job Description – Project SEARCH Teacher/Transition Teacher

On a motion by Mr. Prather, seconded by Mr. Mize, the Board voted unanimously by all members present to approve new job description – Project SEARCH Teacher/Transition Teacher as recommended. Ms. Davis declared the motion

passed. A copy of the above referenced new job description is marked **EXHIBIT 9** and held in the Exhibit Book of this meeting date and incorporated herein.

3. Approval of New Job Description – Secondary School Counselor (Middle College)

Mr. Wheeler moved to approve the new job description – Secondary School Counselor (Middle College) as recommended. The motion was seconded by Mr. Prather, and adopted unanimously by all members present. Ms. Davis declared the motion passed. A copy of the above referenced new job description is marked **EXHIBIT 10** and held in the Exhibit Book of this meeting date and incorporated herein.

4. Approval of New Job Description – Part-Time Student Learning Coordinator

Mr. Prather moved to approve the new job description – Part-Time Student Learning Coordinator as submitted. The motion was seconded by Mr. Wheeler, and adopted unanimously by all members present. Ms. Davis declared the motion passed. A copy of the above referenced new job description is marked **EXHIBIT 11** and held in the Exhibit Book of this meeting date and incorporated herein.

5. Licensed and Classified Personnel Recommendations

Upon a motion by Mr. Wheeler, seconded by Mr. Prather, the Board voted unanimously by all members present to approve the licensed and classified personnel recommendations as presented. Ms. Davis declared the motion passed.

The Licensed Personnel Recommendations included the following administrative changes:

1. Mr. Mark Enis – move from Lawhon principal to Tupelo Middle School principal
2. Ms. Heather Cartwright – move from Lawndale assistant principal to principal at Rankin Elementary
3. Ms. Melissa Thomas – move from principal at Lawndale to director of secondary curriculum

The Personnel Report is marked **EXHIBIT 12** and held in the Exhibit Book of this meeting date and incorporated herein.

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

Student Discipline Case #93-2018-2019

On a motion by Mr. Prather, seconded by Mr. Mize, the Board voted unanimously by all members present to ratify the administrative decision to expel Student #93-2018-2019, from TPSD for one calendar year for violation of TPSD Board Policy JD-E5 Student Discipline – High School Students. Ms. Davis declared the motion passed.

Detailed information regarding Student Discipline Case #93-2018-2019 is marked **EXHIBIT 13** “Sealed and Confidential” and held in the Exhibit Book of this meeting date and incorporated herein.

D. Office of Deputy Superintendent Mrs. Kimberly Britton

1. Revisions to TPSD Policies JBCC and Exhibits JBCC-E1, JBCC-E2, and JBCC-E3

On a motion by Mr. Prather, seconded by Mr. Wheeler, the Board voted unanimously by all members present to adopt the following Board policy and exhibits:

JBCC	Student Tuition for Out-of-District Students
JBCC-E1	Admission of Nonresident Students Tuition Agreement: Non-Employee
JBCC-E2	Admission of Nonresident Students Tuition Agreement: Grandfathered
JBCC-E3	Admission of Nonresident Students Tuition Form: Employee

Ms. Davis declared the motion passed.

A copy of the abovementioned TPSD policy and exhibits marked **Exhibit 14** and held in the Exhibit Book of this meeting date and incorporated herein.

2. TPSD English Learner Plan

At the noon meeting, Mrs. Kim Britton recommended that the TPSD English Learner Plan be approved. She explained that this is the District plan for English Learners based on the *Mississippi English Learner Guidelines: Regulations, Funding Guidance, and Instructional Supports 2018*. The proposed plan is comprised of enrollment, identification, placement and instructional programs for English Learners.

On a motion by Mr. Wheeler, seconded by Mr. Prather, the Board voted unanimously by all members present to approve the TPSD English Learner Plan as recommended. Ms. Davis declared the motion passed.

A copy of the abovementioned TPSD English Learner Plan is marked **Exhibit 15** and held in the Exhibit Book of this meeting date and incorporated herein.

E. Office of Superintendent Dr. Robert Picou

1. Reemployment of TPSD Licensed Staff for 2019-2020 School Year

Mr. Prather moved to approve the Reemployment of TPSD Licensed Staff for the 2019-2020 School Year as presented. The motion was seconded by Mr. Wheeler and the matter was brought to a vote as follows:

Mr. Joe Babb	voted: Absent
Mrs. Sherry Davis	voted: Aye
Mr. Paul Mize	voted: Abstained
Mr. Eddie Prather	voted: Aye
Mr. Ken Wheeler	voted: Aye

By a vote of 3-0, Ms. Davis declared the motion passed.

A copy of the Reemployment of TPSD Licensed Staff for the 2019-2020 School Year Report is marked **Exhibit 16** and held in the Exhibit Book of this meeting date and incorporated herein.

2. Supplementary Pay Plan for 2019-2020 School Year

On a motion by Mr. Wheeler, seconded by Mr. Prather, the Board voted unanimously by all members present to approve the Supplementary Pay Plan for 2019-2020 School Year as recommended. Ms. Davis declared the motion passed.

A copy of the Supplementary Pay Plan for the 2019-2020 School Year is marked **Exhibit 17** and held in the Exhibit Book of this meeting date and incorporated herein.

3. Recommendation to Add #5 to District Goals for 2019-2020

The current District Goals are listed below:

1. Increase student achievement across the District
2. Provide a safe, secure and orderly environment in all schools
3. Attract and retain all stakeholders
4. Maintain sound financial stability

On a motion by Mr. Prather, seconded by Mr. Mize, the Board voted unanimously by all members present to add District Goal #5 *Develop a vision of college and career ready learning*.

Ms. Davis declared the motion passed.

CONSENT AGENDA

In accordance with Dr. Picou's recommendations, Mr. Mize 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: #CO2077 through #CO2086;
BC#2018-2019-002 through BC#2018-2019-004, and Contract for Rental of School Facilities #SFR1940
2. Contracts to be Ratified #CO2075 and #CO2076
3. Donations #2018-2019-064 through #2018-2019-066
4. Permission to Submit TPSD Grant #2039
5. Permission to Accept TPSD Grants #1917, #1925, #1931, #1930, #1944, #1947, #1950, #1953, #1955, #1957, #1958, #1961, #1962, #1963, #1964, #1966, #1967, #1968, #1969, #1970, #1971, #1981, #1988, ##1989, #1990, #1993, #1995, #1998, #2000, #2005, #2010, #2011, #2013, #2015, #2019, #2020, #2026, #2027, #2029, #2030, #2031, #2033, #2035, #2036, #2038

6. Permission to Advertise Bids BD1904 – Reading Enhancement Professional Development; BD1905 – Lawhon Reroof; and RFP1903—Architect for Church Street Reroof

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 #71-2017-2018
3. Overnight Field Trips (TPSD Goal #3 and #4)
 - THS Thespians, International Thespian Festival, 06/23-30/19
 - THS Cheer, Cheer Camp, 06/1-4/19
4. Permission to Operate 2019 Summer Food Program

The motion was seconded by Mr. Wheeler and was approved unanimously by all members present. The President of the Board declared the motion passed. A copy of the Consent Agenda report is marked **EXHIBIT 18** 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. Component to the MS Succeeds Report Card – Mrs. Rachel Murphree
2. Ad Valorem Collections Received through February, 2019 – Mrs. Rachel Murphree

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

B. Superintendent's Report – Dr. Rob Picou

1. National School Boards Association Annual Conference Overview

Mr. Wheeler, Mr. Prather, Ms. Davis and Dr. Picou presented a brief overview of the schools and sessions they attended at the recent NSBA Annual Conference in Boston.

2. Middle College Presentation

Mrs. Stewart McMillan presented a comprehensive report regarding the proposed middle college partnership with Itawamba Community College. In conjunction with Mrs. McMillan's middle college report, she briefly updated the Board on the District of Innovation project.

A copy of the *Project Lead the Way* presentation is on file in the Superintendent's Office.

3. Superintendent's Report – Dr. Rob Picou

Dr. Picou's report is included below:

Board Goal 1: Increase academic achievement across the district.

- Data meetings have been conducted with each principal. The data team, led by Mrs. Britton, reviews trends, success points, and opportunities for growth. As of our latest data review using our final Case 21 assessment, it appears all schools are on target to maintain if not increase their proficiency percentages. We are in conversations with J.P. Boudin to analyze the data and identify any outliers that may not have been identified through our principal data analysis process.
- Superintendent toured 5 schools and 9 classrooms.
- Approved book study for science department at high school, *How to Grade for Learning* by Ken O'Conner.
- Attended NSBA and identified three initiatives that may be of value for our district. In process of sharing with school board members and principals.
- Interviewed candidates for leadership positions at Rankin, Director of Secondary Curriculum, and Middle School.
- Met with Equal Opportunity Schools representative to discuss possibility of helping district increase underrepresented students in AP classes. (EOS info is provided)
- In process of designing summer school board retreat with Dr. Lee and potentially another consultant to provide high level executive training for board. (NXTBOARD info is provided)

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

- Designed and implemented first lock door corrective analysis.
- Additional SROs will be hired and in place by May 1.
- Just completed our overall safety audit with an A grade.
- Implementing safety recommendations from audit.
- Reviewing possible placement of additional fencing at high school and the possibility of an additional guard house.
- Received exemplary marks in transportation department.
- Overall five-year plan for facility upgrades was also mentioned in report as outstanding.

Board Goal 3: Attract and retain all stakeholders.

- We are continuing our conversation with ICC and MDE in our attempts to design a Middle College opportunity.
- Met with representatives from MDE in secondary curriculum and high school administration to work out details of a Middle College. We are encountering some impediments in trying to design a program that does not penalize us on the Mississippi accountability model and that guarantees students complete all Mississippi graduation requirements. Met with superintendent by phone to set up a visit for the team to Gulfport School District to see their Middle College.
- Met with leadership from CREATE, CDF, and United Way. Also attended two Rotary meetings

Board Goal 4: Maintain sound financial stability.

- Fund Balance: \$28,878,356.71
- State and Local Revenue: \$62,336,527.51
46.33%
- Conducting resource map meetings with principals and department heads to go over individual budgets in an effort to identify needs and pockets of unspent funding.
- 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.

3. Upcoming Events:

- April 19, Good Friday District Holiday
- April 22, Easter Monday District Holiday
- April 26, AEE Luncheon, Pierce Street, 11:30am
- April 29, Rotary Scholars Luncheon, 11:30am, The Summit
- May 14, Noon, Regular Board Meeting, HLC; 4:00pm Tour Milam;
5:00pm, Regular Board Meeting, Milam
- May 17, THS Graduation, 7:00pm, BancorpSouth Arena

D. Board Master Calendar Review and Future Agenda Topics – Board Members

A Board member requested that supplements and stipends be placed on a future agenda for discussion.

MISCELLANEOUS BUSINESS

Executive Session

Ms. Davis stated that an Executive Session was held at the noon meeting to hear a student discipline matter (#74-2018-2019).

Detailed information regarding Student Discipline Case #974-2018-2019 is marked **EXHIBIT 19** "Sealed and Confidential" and held in the Exhibit Book of this meeting date and incorporated herein.

ADJOURNMENT

There being no further business to come before the meeting, Mr. Wheeler made a motion to adjourn, which was seconded by Mr. Prather and adopted unanimously by all members present. Ms. Davis announced that the motion had passed and declared the meeting adjourned at 5:52 p.m.

April 6, 2019
5:00pm, Tupelo High School

Tupelo Public School District
Board of Trustees – Meeting Minutes
PENDING APPROVAL

APPROVED:

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES**

ATTEST:

Sherry S. Davis, President

Joe B. Babb, Secretary