

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
July 31, 2018**

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, July 31, 2018, 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: Ms. Sherry Davis, Mr. Rob Hudson, Mr. Eddie Prather, and Mr. Kenneth Wheeler. Mr. Joe Babb was absent. 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 July 31, 2018, Board meeting subject to the following changes:

- Addendum to Personnel Report (Section VI. Action Items, B. 2.)
- Deletion of Change Order No. 002 (Section VI. Action Items, D. 2.)
- Revision to Student Transfer Report (Section VI. Action Items, Consent Agenda, Item F. 3. a.)

The motion was seconded by Mr. Wheeler, and the Board voted unanimously by all members present to approve the agenda for the regular July 31, 2018, Board meeting with the announced changes. 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

June 12, 2018, Noon, Regular Meeting, HLC

Ms. Davis made a motion to approve the minutes from the June 12, 2018, noon, regular meeting as presented. The motion was seconded by Mr. Wheeler and approved unanimously by all members present. Mr. Prather declared the motion passed.

June 28-29, 2018, Special Called Meeting (Annual Board Retreat)

Mr. Hudson made a motion to approve the minutes from the June 28-29, 2018, special called meeting (annual board retreat) as presented. The motion was seconded by Ms. Davis and approved unanimously by all members present. Mr. Prather declared the motion passed.

June 29, 2018, Called Meeting

Mr. Wheeler made a motion to approve the minutes from the June 29, 2018, called meeting as presented. The motion was seconded by Ms. Davis and approved unanimously by all members present. Mr. Prather declared the motion passed.

PUBLIC COMMENTS

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

RECOGNITION

Ms. Mary Ann Plasencia was honored for her 8-plus years of service to the Tupelo Public School District. Mary Ann joined the TPSD team in January of 2010 part time as the Community Liaison/Grants Coordinator before transitioning to full time in 2011. Her last year, she served as the Director of Communications. Mary Ann worked diligently with the PTA, Spanish Speaking Community and our nurses and hospitals and was a driving force in the partnerships with United Way, Kiwanis and JA.

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 Rob Hudson recommended approval of the Docket of Claims for the period June 2 through July 27, 2018, Docket of Claims #53957 through #54967 in the amount of \$10,555,897.68, and the Athletic Activity Ref Pay paid to officials and fees in the amount of \$-0- for the period June 2 through July 27, 2018. The grand total is \$10,555,897.68. The motion was seconded by Mr. Wheeler and approved unanimously by all members present. 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 May 31, 2018

Following a review of each report and discussion, on a motion by Mr. Hudson, seconded by Mr. Wheeler, 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 May 31, 2018, are marked **EXHIBIT 3** and held in the Exhibit Book of this meeting date and incorporated herein.

3. Budget Amendments during 2018-2019 School Year

On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously by all members present to authorize the following regarding budget amendments during the 2018-2019 school year:

- allow the Superintendent/Finance Director to amend the budget for new federal, state and/or local grants both revenue and expenditures not known at the time of the original budget once these grants are presented to the Board for approval;
- allow the Superintendent/Finance Director to amend the budget for donations made at the time of the donation for both revenues and expenditures;
- allow the Superintendent/Finance Director to amend the budget for changes made to personnel as deemed necessary by the Superintendent from the original budget after personnel report including such changes is approved;

A final amended 2018-2019 budget will be presented for approval on or before October 15, 2019. Board President Eddie Prather declared the motion passed.

4. Approval to Transfer Between Accounts during the 2018-2019 School Year

On a motion by Mr. Hudson, seconded by Ms. Davis, the Board voted unanimously by all members present to authorize the Finance Director/Assistant Finance Director to loan and/or transfer funds between district various funds and bank accounts for the operations of the school district's financial needs on an as needed basis. Many times there is a need to loan funds from one account to cover expenses that must be paid from another account because that account has not received a reimbursement grant and/or MDE has not made funds available to draw down from even though the expenditures must be incurred. Board President Eddie Prather declared the motion passed.

5. Authorization to Make a 6/30/18 Year-End Transfer of Fund Reserves from District Maintenance Reserves to District Capital Reserves

On a motion by Ms. Davis, seconded by Mr. Hudson, the Board voted unanimously by all members present to authorize the transfer in reserves in the amount of \$5,000,000 from District Maintenance Reserves to District Capital Reserves. Finance Director Rachel Murphree explained that a history of our District Maintenance Reserves shows substantial increases due to the \$44 million bond issues. It would benefit the district to make this year-end transfer, then consider commitment and/or assignment of those fund balances. Board President Eddie Prather declared the motion passed.

6. Adoption of Resolution to Commit or Allow Superintendent and Finance Director to Assign District Capital Fund Reserves

On a motion by Ms. Davis, seconded by Mr. Wheeler, the Board voted unanimously by all members present to adopt a Resolution to commit or allow Superintendent and Finance Director to assign District Capital Reserves for the following:

Capital Improvements:

Future HVAC Repair/Replacement	\$2,103,445.34
Future Roof Repair/Replacement	\$2,000,000.00
Future Church Street Renovations	\$1,000,000.00
Future Security Needs (not personnel)	\$2,000,000.00
Future Technology Needs	\$2,240,500.00

Board President Eddie Prather declared the motion passed.

7. Permission for Superintendent and/or Finance Director to Purchase Certificates of Deposit

Finance Director Rachel Murphree requested permission to allow the Superintendent and/or Finance Director to purchase certificates of deposit with Trustmark Bank. Mrs. Murphree explained that interest rates have begun to increase, and while we have substantial cash on hand, it would benefit the district to take advantage of this and purchase certificates of deposit. The highest rate we have received for 1 year CD's is 2.12% compared to our checking account rate of .80%. The recommendation would be to purchase up to \$25,000,000 with district funds and \$140,000 with Learning Foundation permanently endowed funds.

On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously by all members present to authorize the Superintendent and/or Finance Director to purchase certificates of deposit with Trustmark Bank. Board President Eddie Prather declared the motion passed.

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

1. New Job Descriptions

a. Cafeteria Special Functions/Projects Assistant

Upon a motion by Mr. Hudson, seconded by Ms. Davis, the Board voted unanimously by all members present to approve a new job description for the position of Cafeteria Special Functions/Projects Assistant as submitted. Mr. Prather declared the motion passed.

b. Innovative Program Facilitator

Upon a motion by Ms. Davis, seconded by Mr. Wheeler, the Board voted unanimously by all members present to approve a new job description for the new position of Innovative Program Facilitator. Mr. Prather declared the motion passed. The two abovementioned new job descriptions are 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. Wheeler, seconded by Ms. Davis, 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 Assistant Superintendent Mrs. Kimberly Britton (TPSD Goal #1)

Approval of TPSD 2018-2019 Handbooks

Mrs. Britton presented the TPSD 2018-2019 Handbooks for a “second reading” for consideration and approval. On a motion by Mr. Wheeler, seconded by Ms. Davis, the Board voted unanimously by all members present to approve the TPSD 2018-2019 Handbooks as presented. Mr. Prather declared the motion passed.

Copies for the TPSD 2018-2019 Handbooks are marked **Exhibit 6** and held in the Exhibit Book of this meeting date and incorporated herein.

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

Construction Change Order No. 001 – THS Athletics Suite Renovations, Phase I

On a motion by Mr. Wheeler, seconded by Mr. Hudson, the Board voted unanimously by all members present to approve the Construction Change Order No. 001 for the THS Athletics Suite Renovations Phase I Project which decreased the contract sum for the project in the amount of \$77,341.00. Mr. Prather declared the motion passed.

A copy of the Construction Change Order No. 001 for the THS Athletics Suite Renovations Phase I Project is marked **EXHIBIT 7** and held in the Exhibit Book of this meeting date and incorporated herein.

E. Office of Superintendent of Schools Dr. Rob Picou

Ratification of Reemployment of All Staff for Fiscal Year 2018-2019

Dr. Picou explained that the superintendent’s recommendations for employment and pay for District employees must be presented to the Board for approval each year.

1. On a motion by Ms. Davis, seconded by Mr. Wheeler, the Board voted unanimously by all members present to ratify employment and pay for school year 2018-2019 as set forth in the separate Supplemental Folder for this meeting date on BoardBook. Mr. Prather declared the motion passed.
2. On a motion by Ms. Davis, seconded by Mr. Wheeler, the Board voted unanimously by all members present to ratify employment of certified employees for FY 2018-2019 with said personnel to be paid in accordance with the Teacher Salary Guide based on years of experience and level of certification.

A copy of the abovementioned report is marked **EXHIBIT 8** and held in the Exhibit Book of this meeting date and incorporated herein.

F. CONSENT AGENDA

In accordance with Dr. Picou's recommendations, Mr. Hudson moved to acknowledge, approve and ratify the Consent Agenda as listed below:

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

- a) Contractual Agreements (TPSD Policy DJAAB Contract Signing Authority)
 - (1) Contracts to be Acknowledged and Awarded: #CO1946 and #CO1948 through #CO1970; Contracts for Rental of School Facilities #SFR1900 and #SFR1901
 - (2) Ratification of Contractual Agreements #CO1881, #CO1906, #CO1912, #CO1913, #CO1936, #CO1943, #CO1944, #CO1945, #CO1947, #CO1971 and #CO1972
- b) Donation #2018-2019-001
- c) Permission to Submit TPSD Grants #1823 and #1824
- d) Permission to Accept TPSD Grants #1818 and #1823
- e) Awarding of Advertised Bids/Proposals BD1807 Milk Products; RFP1802 THS Yearbook; BD1900 Classroom/Office Supplies; Janitorial Supplies
- f) Deletion/Addition of Assets
Permission to Delete 383 Assets from the TPSD Asset Listing and add back 1 asset and approval of Resolution to transfer equipment between the TPSD and the Union County School District (TPSD Policy DM)

2. Office of Deputy Superintendent Mrs. Kimberly Britton

- a) Agreement of Cooperation for Transition Services between Mississippi Department of Rehabilitation Services/Office of Vocational Rehabilitation and Tupelo Public School District (submitted by Gena McAlpin, Special Education Director)
- b) Interagency Agreement between Mississippi Department of Rehabilitation Services and Tupelo Public School (submitted by Gena McAlpin, Special Education Director)

3. Office of Assistant Superintendent Mr. Andy Cantrell

- a) Student Transfer Report (TPSD Policy JBCD Transfers and Withdrawals of Students)
- b) Memorandum of Understanding between TPSD and the Tupelo/Lee County Hunger Coalition
- c) Annual Approval of TPSD District-Wide School Safety and Crisis Management Guide (as required by MDE)

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 9** 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. Professional Development – Mrs. Kimberly Britton
2. 2018-2019 Elementary and Secondary Guidebooks – Mrs. Kimberly Britton
3. Licensed Staff Update for 2018-2019 School Year – Mr. Jim Turner
4. Summer Construction/Renovation Update – Mr. Charles Laney

B. Communication from Dr. Rob Picou:

Dr. Picou discussed the following topics:

1. Organizational Chart

Dr. Picou reported that the organizational chart is provided for the Board’s review and explained that a few changes have been made to the document since it was reviewed at the Board Retreat. Dr. Picou asked Board members for their feedback or concerns.

2. Indicator Report

Superintendent Picou provided a draft of indicators modeled after the sample that Dr. Mike Waldrop presented at the recent Board Retreat. Dr. Picou stated that he will continue to refine this document as it relates to the indicators identified by the Board in accordance with the four Board goals, and as we refine our data and reporting processes it is our hope that the focus of future discussions will be on results.

3. Leadership Blueprint Profile

Board members were provided a paper copy of Dr. Picou’s personal Leadership Profile that was conducted during the Leadership Blueprint Training at the July 18-20 Administrative Back-to-School Retreat.

4. Upcoming Events:

- August 3, Convocation, 8:00am, Performing Arts Center, THS
- August 3, Staff Returns
- August 7, 5:00pm, HLC – Special Called Meeting
- August 8, Students Return
- August 14, Regular Board Meeting, Noon, HLC

MISCELLANEOUS BUSINESS

A. Future Agenda Topics – Superintendent Rob Picou

- Indicator Report with Baseline Data
- Board Master Calendar for 2018-19

B. Future Agenda Topics – Board Members

- Mrs. Davis suggested that school board meetings be formatted to include saying the Pledge of Allegiance and the school board repeating a creed which would reinforce to the community the purpose and governance guidelines of the school board.
- Mr. Prather recommended that the board members who attended the recent NSBA Southern Regional Conference in Biloxi give an overview at an upcoming Board meeting.

C. Executive Session – Personnel Matter

Mr. Prather suggested that there was a need for consideration of entering into Executive Session to discuss a personnel matter. Mr. Hudson made a motion, seconded by Ms. Davis, to go into temporary Executive Session to discuss a personnel matter. The motion was adopted unanimously by all members present, and Mr. Prather declared the motion passed. The room was then cleared.

The temporary Executive Session was called to order with the following people present: Ms. Sherry Davis, Mr. Eddie Prather, Mr. Rob Hudson, Mr. Ken 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 a personnel matter. Upon a motion by Mr. Hudson, with a second by Ms. Davis, the Board voted unanimously by all members present 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.

After extensive discussion of the personnel matter, Mr. Hudson moved that the Board returned to Open Session. His motion was seconded by Ms. Davis and was approved unanimously by all members present. Mr. Prather announced that the motion had passed and that the Board had return to Open Session.

Mr. Prather then left the room and announced that the Board was again in Open Session and that the Board had discussed a personnel matter in Executive Session, but had taken no action.

ADJOURNMENT

There being no further business to come before the meeting, Mr. Wheeler made a motion to adjourn, which was seconded by Ms. Davis and adopted unanimously by all members present. Mr. Prather announced that the motion had passed and declared the meeting adjourned at 2:44 p.m.

APPROVED:

ATTEST:

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES**

Eddie M. Prather, President

Rob Hudson, Secretary