

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
October 10, 2017**

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, October 10, 2017, 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, Mrs. Sherry Davis, Mr. Rob Hudson, and Mr. Eddie Prather. Mr. Kenneth Wheeler 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

Mr. Babb moved to approve the agenda for the October 10, 2017, regular meeting subject to the following change:

- Addendum to the Personnel Report (under Section VIII., Item B. #1., Licensed Personnel Recommendations)

The motion was seconded by Mr. Hudson, and the Board voted unanimously by all members present to approve the agenda for the regular October 10, 2017, Board meeting with the announced change.

The President of the Board declared the motion passed.

REVIEW OF THE MINUTES

The Board reviewed minutes from the September 12, 2017, noon Regular meeting and September 12, 2017, 5:00pm Regular meeting. No corrections were noted.

PUBLIC COMMENTS

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

RECOGNITIONS

No recognitions were held at the noon meeting.

COMMUNICATION TO THE BOARD

The following informational reports were presented to the Board of Trustees:

A. Wave Time Tutorial Program (TPSD Goals #1 and #4)

Lawndale Principal Melissa Thomas presented an overview of Wave Time, the district's newly implemented Enrichment Tutorial Program. Mrs. Thomas reported that the Mission Statement of the program is, "To help students succeed by providing after school enrichment activities that are engaging and standard-specific." Mrs. Thomas' report focused on the following areas:

1. Who do we service? (3rd – 5th graders based on their 16-17 MAAP scores)
Students who scored in Performance Level 3 are top priority.
2. The Team (teachers with experience and successful data)
3. Schedule (students in the program are gathered at 3:15pm and dismissed at 5:00pm)
4. Sessions will utilize small group instruction; a snack and transportation are provided)

B. Unemployment Benefits Update Report (TPSD Goal #4)

Mr. Jim Turner presented a historical review of the district's unemployment claims and how they compare to the private sector. Mr. Turner reported that the district is outperforming, by a significant amount, the best rates earned by private industry.

C. ECEC and Non ECEC Students Attrition Report (TPSD Goals #1, #3 and #4)

Mrs. Corlis Curry reported on ECEC and Non ECEC students who have left the district in grades 1 through 6 beginning with school year 2011-2012 through school year 2015-2016. The report was compiled in categories as follows: current grade, # of students who withdrew; # of students who transferred to another public school in MS; # of students who transferred to another state or country; free/reduced lunch; and paid lunch.

Mr. Hudson stated he would like to see where the students are moving – for instance to a local county school or out of town such as Jackson, Mississippi. Mrs. Curry stated that she will collect the requested information and email to the Board members.

D. ACT/AP/Dual Enrollment Update Report (TPSD Goals #1)

Tupelo High School Principal Art Dobbs presented an update report focusing on the following areas:

1. ACT (THS Composite Average Score 19.3, State 18.6, National 21.0)
2. Advanced Placement (603 Total AP Students for 2016-2017 school year)
3. Dual Credit (388 College Credit Opportunities)

E. Ad Valorem Collections through September, 2017 (TPSD Goal #4, TPSD Policy DFA)

Finance Director Rachel Murphree reported that collections for Operations for August, 2017, received by the District in September, 2017, made the annual collection 3.39% of the amount requested compared to 3.98% in the previous year. The collections for Debt Service for August, 2017, received by the District in September, 2017, made the annual collection 3.37% of the amount requested compared to 3.13% in the previous year.

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

CONSENT AGENDA

The following Consent Agenda items were presented for consideration for approval.

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

1. Contractual Agreements (TPSD Policy DJAAB Contract Signing Authority)
 - a. Contracts to be Acknowledged and Awarded: #CO1844 through #CO1847; Rental of School Facilities #SFR1809 through #SFR1814
 - b. Ratification of Contractual Agreements – BD1702 Amendment #1 and Contract #CO1848
2. Donations #2017-2018-007 through #2017-2018-011
3. Request Permission to Ratify the Purchase of Two (2) School Buses
4. Request Permission to Submit Grants (TPSD Policy DEEG Grant Management) TPSD Grants #1804 through #1810
4. Request Permission to Accept Grants (TPSD Policy DEEG Grant Management) TPSD Grant #1803 and #1809
5. Permission to Delete 114 Assets from the TPSD Asset Listing and Add Back One Asset to the TPSD Asset Listing (TPSD Policy DM)

B. Office of Assistant Superintendent Mr. Andy Cantrell

1. Student Transfer Report (TPSD Policy JBCD Transfers and Withdrawals of Students)
2. Overnight Field Trip Requests (TPSD Policy IFCB)
 - THS Debate Team, Debate Tournament, Madison, MS, 10/13-14/17
 - THS Boys Soccer, Soccer Games, Jackson, MS, 1/12-13/18
 - THS Boys Soccer, Soccer Games, Pensacola, FL, 12/14-17/17
 - THS Boys Soccer, Soccer Games, Jackson, MS, 12/8-9/17
 - THS Girls Soccer, Soccer Games, Jackson, MS, 12/8-9/17
 - THS Girls Soccer, Soccer Games, Pensacola, FL, 12/14-17/17
 - THS Girls Soccer, Soccer Games, Jackson, MS, 1/12-13/17

C. Office of Assistant Superintendent Mrs. Kimberly Britton

1. District and School Test Security Plans (see supplemental folder) (Dr. Leigh Mobley)

The 2017-2018 District and School Test Security Plans are submitted for the Board's review and consideration for approval. The Mississippi Department of Education requires these plans be approved and in place by October 31.

2. Staff Evaluation Instruments Mrs. Kim Britton

Administrators in the Tupelo Public School District use evaluation instruments to determine the effectiveness of their employees. The District's evaluation process focuses on continuous improvement rather than an end result. We use formal and informal observations as the year progresses and use these instruments to foster conversations on our employees' daily practice.

No Board member requested the removal of any item from the Consent Agenda.

SUPERINTENDENT'S REPORT

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

1. Docket of Claims and Athletic Ref Pay

- Docket of Claims for the period September 2 through September 29, 2017, Docket of Claims #47533 through #48229, Accounts Payable Checks #31638 through #32137 in the amount of \$2,002,687.32.
- Athletic Activity Ref Pay paid officials and fees in the amount of \$7,610.00 for September 1 through September 30, 2017.

The grand total for all funds is \$2,010,297.32.

2. Required Monthly Financial Reports – Month Ending 8/31/17

In accordance with MS Code 37-9-18 the following Financial Reports for the month ending August 31, 2017, were reviewed:

- Summary Report of Reconciled Bank Statements with Certification
- Statement of Revenue and Expenditures with Current Budget Status
- Cash Flow Report for District Maintenance Fund
- Combined Balance Sheet for all General and Special Revenue Funds
- Monthly Financial Statements – not required
(TPSD Goal #4, TPSD Policy Section D. Fiscal Management)

3. Adoption of the 2016-2017 Final Amended Budget

The 2016-2017 Tupelo Public School District Final Amended Budget was presented for consideration of approval. Mrs. Murphree stated that the Combined Budget page is a summary of the Combining Budget pages where all funds are listed separately.

4. Update on 2016-2017 Year End Closing

Mrs. Murphree reported that FY2017 is completely closed out and our FETS report/transmission has been sent and accepted by Mississippi Department of Education.

5. 10 Year Summary of Fund Balances, Debt Proceeds and Ad Valorem Revenue Changes

As an information item, Mrs. Murphree presented a 10 year summary of fund balances, debt proceeds, and ad valorem revenue changes.

B. Office of Director Human Resources Mr. Jim Turner

Licensed Personnel Recommendations

Mr. Jim Turner presented the Licensed Personnel Recommendations including an Addendum for consideration for approval.

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

1. Student Discipline Case #01-2017-2018

Mr. Andy Cantrell recommended that the Board ratify the administrative decision to expel Student #01-2017-2018 from TPSD for one calendar year for violation of TPSD Policy JCB Code of Conduct.

2. Student Discipline Case #15-2017-2018

Mr. Andy Cantrell recommended that the Board ratify the administrative decision to expel Student #15-2017-2018 from TPSD for one calendar year for violation of TPSD Policy JDDA – Bullying/Threatening to harm others.

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

1. Change Order Number One (1) for ECEC Renovations Project

Mr. Charles Laney recommended for consideration for approval Change Order Number One (1) for the ECEC Renovations Project. Change Order Number One reflects a credit of \$19,239.38 reflecting a new contract sum of \$2,005,267.62.

2. Certificate of Substantial Completion for ECEC Renovations Project

Mr. Charles Laney recommended for consideration for approval the Certificate of Substantial Completion for the ECEC Renovations Project. Architects for this project were Pryor & Morrow, P.C. The contractor was McCarty King Construction Company.

3. Certificate of Substantial Completion – Tupelo Middle School Renovations Project

Mr. Charles Laney recommended for consideration for approval the Certificate of Substantial Completion for the Tupelo Middle School Renovations Project. JBHM were the architects for this project and the contractor was Sullivan Enterprises.

4. Construction Change Directive Number Two (2) Lawhon Renovations Project

It was the consensus of the Board to table discussion of the request to approve Construction Change Directive Number Two (2) for the Lawhon Renovations Project.

5. Certificate of Substantial Completion for Lawhon Renovations Project

It was the consensus of the Board to table discussion of the Certificate of Substantial Completion for the Lawhon Renovations Project.

E. Office of Superintendent Dr. Gearl Loden (TPSD Goals #3)

1. Information Items:

Reminder of Upcoming Events:

- October 17 – 10:00am, Pierce Street Elementary 50th Anniversary Celebration
- November 14 – 9:00am Board Work Session, HLC; Noon Regular Board Meeting, HLC
- December 12 – Noon, HLC, Regular Board Meeting

2. Miscellaneous

Accountability Update – Ms. Paige Tidwell

Ms. Tidwell reported that accountability labels are expected to be released from MDE on October 18 or October 19.

TVA Incentives – Mr. Charles Laney

Mr. Laney reported that \$47,268 has been received in TVA incentives to date, and more incentives are anticipated.

UNFINISHED BUSINESS

No “Unfinished Business” items were presented at this meeting of the Board.

NEW BUSINESS

Proposed 2018 School Board Meeting Dates

A draft of proposed 2018 School Board Meeting Dates was presented for review. No action will be taken at this meeting of the Board.

MISCELLANEOUS BUSINESS

A. Future Agenda Topics – Superintendent Gearl Loden

November 14, 2017, Regular Board Meeting

- Accountability Update
- Safety Audit Update
- 1st Nine Weeks ADA and Discipline Trend
- NSBA Travel Authorization

B. Future Agenda Topics – Board Members

No specific agenda topics were requested by Board Members at this meeting of the Board.

C. Executive Session

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

The temporary Executive Session was called to order with the following people present: Mr. Joe Babb, Mrs. Sherry Davis, Mr. Rob Hudson, Mr. Eddie Prather, Mr. Otis Tims, Dr. Gearl Loden, Mr. Andy Cantrell, Mrs. Kimberly Britton, Ms. Patrice Tate and Ms. Modesty Shumpert. The Board first considered the reason for entering Executive Session. Mr. Prather stated that there was a need to discuss a personnel matter, a student matter, and litigation matters. Upon a motion by Mrs. Davis, with a second by Mr. Hudson, 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.

Upon Mr. Prather's return and the opening of the Executive Session, Board members engaged in a discussion of the student matter. Following this discussion, Dr. Loden, Mrs. Britton and Mr. Cantrell left the meeting. No action was taken on the student matter.

Next, Mr. Tims made a report regarding strategy for litigation involving the District. No action was taken. At this point, Ms. Shumpert and Ms. Tate left the executive session.

There then followed a discussion of a personnel matter, upon which no action was taken. Mrs. Davis moved that the Board return to Open Session. The motion was seconded by Mr. Hudson, and adopted unanimously by all members present. Mr. Prather then left the room and announced that the Board was again in Open Session.

Open Session

Mr. Prather stated that the Board had discussed a student matter, a litigation matter, and a personnel matter in Executive Session, but that no action had been taken.

ADJOURNMENT

On a motion by Mrs. Davis, seconded by Mr. Hudson, the Board voted unanimously by all members present to adjourn the meeting. The President of the Board declared the motion passed and the meeting in adjournment at 3:32 p.m.

APPROVED:
TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES

ATTEST:

Eddie Prather, President

Rob Hudson, Secretary