

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
February 12, 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, February 12, 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. Eddie Prather and Mr. Kenneth Wheeler. Mr. Rob Hudson was absent for 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

Mr. Babb moved to approve the agenda for the regular February 12, 2019, Board meeting subject to the following change:

- Deletion of Contractual Agreement #CO2062 from Consent Agenda (Section VI. Action Item A. 1.)
- Revision to Employment of 2019-2020 Building Administrators Report (Section VIII., Item B.)

The motion was seconded by Mr. Wheeler, and the Board voted unanimously by all members present to approve the agenda for the regular February 12, 2019, Board meeting with the announced changes. The President of the Board declared the motion passed.

REVIEW OF THE MINUTES

The Board reviewed minutes from the January 15, 2018, noon, regular Board meeting. No corrections were noted.

PUBLIC COMMENTS

Superintendent Rob Picou reported that no requests for public comments were received for this meeting of the Board.

MISSISSIPPI SCHOOL BOARD APPRECIATION WEEK

1. On behalf of Tupelo High School students, the THS Vocal Jazz group expressed their appreciation to the Board of Trustees by performing.

2. Pierce Street Elementary Principal Mrs. Amy Barnett read a proclamation from Governor Phil Bryant proclaiming February 11-15, 2019, as Mississippi School Board Recognition Week.
3. Next, a video presentation was shown of TPSD students expressing their appreciation to the Board.

Dr. Picou stated that several recognitions are scheduled during the 5:00pm Board meeting later today at Tupelo Middle School.

ACTION ITEMS

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

1. Docket of Claims and Athletic Activity Ref Pay

- Docket of Claims for the period January 5, 2019, through February 1, 2019, Docket of Claims #58334 through #59106 in the amount of \$2,405,077.36.
- Athletic Activity Ref Pay paid to officials and fees in the amount of \$4,566.00 for the period January 5, 2019, through February 1, 2019.

The grand total is \$2,409,643.36.

2. Required Monthly Financial Reports – Month Ending December 31, 2018

In accordance with MS Code 37-9-18 the following Financial Reports for the month ending December 31, 2018, 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
- Consolidated Fund Balance Sheet for all General and Special Revenue Funds
- Monthly Financial Statement (not required)

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

1. New Job Description – Director of Secondary Curriculum

Mr. Jim Turner presented a new job description titled Director of Secondary Curriculum for approval.

2. Licensed and Classified Personnel Recommendations

Mr. Jim Turner presented the licensed and classified personnel recommendations for consideration for approval.

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

1. Certificate of Substantial Completion – Thomas Street Elementary Renovations Project #17042.00

Mr. Laney submitted for review and approval Certificate of Substantial Completion for the Thomas Street Renovations Project #17042.00. This project was deemed to be substantially complete as of 11:00am, on July 2, 2018. The cost estimate of work that is incomplete or defective is \$25,845.00. The contractor will complete or correct the work within 30 days from the above date of Substantial Completion.

2. Certificate of Final Completion – Thomas Street Renovations Project #17042.00

Final completion documents for the Thomas Street Renovations Project #17042.00 were presented by Mr. Laney for review and approval. Mr. William M. Lewis, JBHM Architects, P.A., signed the Certificate of Final Completion on January 3, 2019, which stated that the entire project has reached a state of final completion, and recommends final approval of this project and payment to the contractor (Shivers Construction Co., LLC).

3. Certificate of Final Completion – THS PE Gym Renovations Phase II Project #17026.01

Mr. Laney submitted for review and approval final completion documents for the Tupelo High School PE Gym Renovations Phase II Project #17026.01. Mr. William M. Lewis, JBHM Architects, P.A., signed the Certificate of Final Completion on January 3, 2019, which stated that the entire project has reached a state of final completion, and recommends final approval of this project and payment to the contractor (CIG Contractors, Inc.).

4. Certificate of Final Completion – Pierce Street Renovations Project #17043.00

Final completion documents for the Pierce Street Renovations Project #17043.00 were presented for review and approval by Mr. Laney. Mr. Laney reported that Architect William M. Lewis, JBHM Architects, P.A., signed the Certificate of Final Completion on January 3, 2019, which stated that the entire project has reached a state of final completion, and recommends final approval of this project and payment to the contractor (Sullivan Enterprises).

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

Student Discipline Case #01-2018-2019

Mr. Cantrell recommended that the Board of Trustees ratify the administrative decision to expel Student #02-2018-2019, from TPSD for one calendar year for violation of TPSD Board Policy JD-E5 Student Discipline. Mr. Cantrell explained that, if ratified, homebound services will be provided by TPSD Special Education Department.

E. Office of Deputy Superintendent Mrs. Kimberly Britton

1. Second Reading of New TPSD Board Policy BBBCB School Board Member Visits to Schools

Deputy Superintendent Kim Britton recommended approval of new TPSD Board Policy BBBCB School Board Member Visits to Schools. This new Board policy was introduced at the January 15, 2019, regular Board meeting for *first review*. Mrs. Britton stated that

MSBA recommended that we adopt this new board policy to be in accordance with State Statute §37-7-306 which requires school boards to visit schools under specific guidelines.

2. Amendment of 2019-2020 TPSD School Calendar

Mrs. Kim Britton recommended that Spring Break be moved from the third week in March, 2020, to the second week in March, 2020. If approved, this change will allow TPSD to have Spring Break the same week as colleges and neighboring school district.

Additional proposed changes are listed below:

- Moved the Assessment dates to March 3-6 instead of March 10-13.
- Changed End of Third Quarter to March 6 instead of March 13
- Changed Spring Break to the week of March 9-13 instead of March 16-20
- Changed the Report Card/60% Day to be March 19, instead of March 26
- This keeps the report cards going home within 6 school days from the end of the term.

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)
Contracts to be Acknowledged and Awarded: #CO2060, #CO2061, and #CO2063;
and Contracts for Rental of School Facilities #SFR1926 through #SFR1937
(Contractual Agreement #CO2062 was deleted from the agenda during approval of the agenda.)
2. Contracts to be Ratified #CO2053 through #CO2059
3. Donations #2018-2019-049 through #2018-2019-056
4. Permission to Submit TPSD Grants #1927, #1928, and #1929
5. Permission to Accept TPSD Grants #1920 and #1929

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 #30-2017-2018
3. Overnight Field Trips (TPSD Goal #3 and #4)
 - TMS Robotics, FLL-Lego League State Competition, Pearl, MS, Feb. 15-16, 2019
 - THS FCCLA, 2019 FCCLA Leadership Conf/Comp, Jackson, MS, March 6-8, 2019
 - THS FCCLA, STAR Events for Secondary Scholarships, Jackson, MS, March 6-8, 2019
 - THS Madrigals, All State Honor Choir, Hattiesburg, MS, March 28-30, 2019
 - THS AP Science Club, St. Louis Science Museum, Jackson, MS, April 16-18, 2019
 - THS Health Science, HOSA Competition, Jackson, MS, March 26-29, 2019

- Lawndale-ASHC, All State Honor Choir, Hattiesburg, MS, March 1-2, 2019
- THS Baseball, Baseball Game @ Jackson Prep, March 1-2, 2019

C. Office of Deputy Superintendent Mrs. Kimberly Britton

1. Federal Programs Title III English Learners FY 2019 Program Assurances
(Mrs. Corlis Curry)
2. 2019 Summer Opportunity Camp (Mrs. Amy Ferguson)
Request approval for half-day camps to be held at Lawndale Elementary School during the weeks of June 3-June 28, 2019. If the Board approves, then teachers may submit camp proposals.

SUPERINTENDENT’S REPORT – DR. ROB PICOU

A. Executive Summaries:

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

1. Student-Based Budget Process – Mrs. Rachel Murphree
2. Cursive Writing Plans – Mrs. Amy Ferguson
3. District of Innovation Work Streams – Mrs. Stewart McMillan
4. Comparison of Elementary and Secondary Curriculum Director Job Descriptions – Mrs. Kimberly Britton
5. First Semester Benchmark Comparison – Mrs. Kimberly Britton
6. 2018 School Board Meeting Attendance Annual Report – Ms. Patrice Tate
7. Ad Valorem Collections Received through January, 2019 – Mrs. Rachel Murphree

B. Superintendent’s Report – Dr. Rob Picou

1. Project Lead the Way – Mrs. Stewart McMillan

Mrs. Stewart McMillan provided a comprehensive report regarding Project Lead the Way. She stated that the TPSD Vision is to make sure that we identify programs that meet our greatest needs. Additionally, we want to make sure to implement programs with fidelity and get feedback throughout the decision making process from all key stakeholders – instructional support team, principals, teachers, etc. Project Lead the Way directly aligns with three of the top six greatest identified needs. Project Lead the Way has Pre-K through 12th grade curricular pathways. Mrs. McMillan also described the proposed implementation schedule.

2. 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.
- Superintendent instructional tours through 4 schools and 14 classrooms.
- Met with high school leadership team to discuss effective grading practices that have potential to increase student engagement and encourage parent involvement. Purchased 40 copies of the book, *How to Grade for Learning* by Ken O’Conner. Began conversation with high school teachers about the book study and professional development needs to review grading practices.
- Changed internal assessment from CASE 21 to ELS. This internal assessment is given every nine weeks and used to group students and to predict how we will do on the MAEP (Mississippi State Assessment).
- Reviewing current benchmark assessment and comparing options: STAR, NWEA, and I-Ready. A benchmark assessment is given three times a year to find out how our students measure academically on a nationally normed assessment. We currently use STAR, however, there is some question regarding continuation due to an absence of staff development. This is a good time to review options. We had a representative of NWEA give a presentation and we have a representative group of principals attending an I-Ready conference.
- Attended MASS in Jackson for one week and participated in one session given by MDE on AP class structure and design.
- Had conversation with high school principal about pros and cons of block scheduling and a comparison to a modified block schedule.

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

- Provided CHAMPS: Safe and Civil Schools training to all principals and assistant principals.
- Conducted instructional tours at Lawhon and Parkway to identify critical data points such as the ratio of positive to negative interactions.

Board Goal 3: Attract and retain all stakeholders.

- Met with 4 parents on various issues of concern: 2 at the middle school and 2 at the high school.
- Accepted \$40,000 grant from Toyota Wellspring Foundation to implement Project Lead the Way. We intend to introduce PLW (Project Lead the Way) in our Challenge Program at the 3-5 level and then expand to our other classrooms at the 3-5 level. We are working on communication plan.
- 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 other departments in an effort to establish a relationship.

- Met with leadership from CREATE and CDF. Also attended two Rotary meetings.
- Met with regional superintendents in an effort to establish a relationship. Had personal one on one meetings with Lee Childress from Corinth and Todd English from Boonville.

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:

- February 19-20, MSBA Winter Conference
- March 11-15, District Holidays (Spring Break)
- March 19, Noon, HLC, Regular Board Meeting
- April 9, Noon, HLC, Regular Board Meeting; 5:00pm, Tupelo High School
- April 26, 11:30am, Pierce Street Elementary School
- April 29, 11:30am, Rotary Scholars, The Summit

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

No future agenda topics were requested by the Board.

RECESS

Mr. Babb made a motion that the Board recess. Ms. Davis seconded the motion, which was approved unanimously by all board members present.

RECONVENE

The Board reconvened at 3:18pm. All board members were present except for Mr. Hudson. Dr. Rob Picou, Mr. Otis Tims, Mrs. Kimberly Britton, Mrs. Modesty and Ms. Patrice Tate were also in attendance.

MISCELLANEOUS BUSINESS

A. Executive Session

Mr. Prather suggested that there was a need for consideration of entering into Executive Session to discuss potential litigation and personnel matters. Mr. Babb made a motion that the Board enter temporary Executive Session. Ms. Davis 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, Ms. Sherry Davis, Mr. Eddie Prather, Mr. Kenneth Wheeler, Mr. Otis Tims, Dr. Rob Picou, Mrs. Kim Britton, Mrs. Modesty Shumpert, and Ms. Patrice Tate. The Board first considered the reason for entering Executive Session. Mr. Prather stated that there was a need to discuss potential litigation as well as personnel matters. Upon a motion by Mr. Babb, 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.

There then followed a discussion of potential litigation led by Mr. Otis Tims, upon which no action was taken. Dr. Picou then reported on certain personnel issues.

With these matters attended to, Mr. Babb made a motion, seconded by Ms. Davis that the Board return to open session. The motion was put to a vote and unanimously approved by all board members present. After declaring that the motion had passed, Mr. Prather stepped into the hall and announced that the board would return to open session.

Mr. Babb moved that the Board return to Open Session. The motion was seconded by Mr. Wheeler, 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

With the Board back in open session, Mr. Prather reported that the Board had discussed potential litigation and personnel matters during the executive session, but took no action.

B. Employment of 2019-2020 Building Administrators (Principals)

Dr. Rob Picou recommended employment of 2019-2020 Building Administrators (Principals). Dr. Picou stated that salaries on the principals' contracts will reflect their board approved salaries for the 2018-19 school year. Principals' salaries will be revisited during the preparation of the 2019-2020 budget.

ADJOURNMENT

There being no further business to come before the meeting, Mr. Babb 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 3:50 p.m.

February 12, 2019
Noon, Hancock Leadership Center

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

APPROVED:

ATTEST:

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES**

Eddie M. Prather, President

Rob Hudson, Secretary