

**TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
November 6, 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, November 6, 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: Mr. Joe Babb, Ms. Sherry Davis, Mr. Rob Hudson, Mr. Eddie Prather and Mr. Kenneth Wheeler. 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 November 6, 2018, Board meeting as presented. The motion was seconded by Mr. Babb, and the Board voted unanimously to approve the agenda for the regular November 6, 2018, Board meeting as submitted. 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

October 9, 2018, Noon, Regular Meeting, Hancock Leadership Center

Mr. Hudson made a motion to approve the minutes from the October 9, 2018, noon, regular meeting as presented. The motion was seconded by Mr. Wheeler and approved unanimously. Mr. Prather declared the motion passed.

October 9, 2018, 5:00pm, Regular Meeting, Early Childhood Education Center

Mr. Wheeler made a motion to approve the minutes from the October 9, 2018, 5:00pm, regular meeting as presented. The motion was seconded by Mr. Hudson and approved unanimously. Mr. Prather declared the motion passed.

PUBLIC COMMENTS

As grandparent Wayne Carver had requested to make comments to the Board, Attorney Otis Tims reminded Mr. Carver that he was limited to three minutes and could not offer public comment on personnel issues. Mr. Carver addressed the Board regarding his concerns about the District's Challenge program. Mr. Carver also gave each Board member a copy of his two page letter which described his concerns. Mr. Prather thanked Mr. Carver and advised that an administrator will be contacting him in the near future. Mr. Carver then left the meeting.

RECOGNITIONS

Officer Richard Franklin was recognized for his professionalism in handling a very volatile situation involving a student at Milam Elementary. Officer Franklin also teaches DARE at Milam and was praised for always taking time to speak with parents, teachers, office staff and students.

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 Joe Babb recommended approval of the Docket of Claims for the period September 29 through October 26, 2018, Docket of Claims #56201 through #56974 in the amount of \$1,608,851.25 and the Athletic Activity Ref Pay paid to officials and fees in the amount \$2,827.65 for the period September 29 through October 26, 2018. The grand total is \$1,611,678.90. The motion was seconded by Mr. Hudson 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 September 30, 2018

In accordance with MS Code 37-9-18 the following Financial Reports for the month ending September 30, 2018, were reviewed and discussed. On a motion by Mr. Wheeler seconded by Mr. Hudson, 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 August 31, 2018, are marked **EXHIBIT 3** and held in the Exhibit Book of this meeting date and incorporated herein.

3. Memorandum of Understanding between TPSD and MS Department of Finance and Administration

Mr. Hudson offered and moved approval of a Memorandum of Understanding between TPSD and MS Department of Finance and Administration for the purpose of establishing the agreed upon conditions whereby the MS Department of Finance and Administration may disburse funds and TPSD may expend those funds

for the project of Church Street Roof as specified in Senate Bill 2002. Mr. Wheeler seconded the motion, and having received an unanimous affirmative vote, the President of the Board declared the motion carried and approved.

A copy of the Memorandum of Understanding between TPSD and MS Department of Finance and Administration is marked **Exhibit 4** 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)

Licensed and Classified Personnel Recommendations

Upon a motion by Ms. Davis, seconded by Mr. Wheeler, the Board voted unanimously to approve the licensed and classified personnel recommendations 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 Executive Director of Operations Mr. Charles Laney (TPSD Goals #2 and #4)

1. Change Order No. 002 – THS Safe Room FEMA #1604-0527 Project

On a motion by Ms. Davis, seconded by Mr. Hudson, the Board voted unanimously to approve Change Order No. 002 for the THS Safe Room FEMA #1604-0527 project. This change order adds two items (upgrade original proposed fire alarm and install a steel structure around generator and paint all steel) for a total addition of \$56,323.32. The new contract sum changed from \$6,200,000.00 to \$6,256,323.32. Mr. Prather declared the motion passed.

A copy of the Change Order No. 002 for the THS Safe Room FEMA #1604-0527 project is marked **EXHIBIT 6** and held in the Exhibit Book of this meeting date and incorporated herein.

2. Change Order No. 001 – THS PE Gym Renovations Phase II

On a motion by Mr. Babb, seconded by Mr. Wheeler, the Board voted unanimously to approve Change Order No. 001 for the THS PE Gym Renovations Phase II project. Several additional items were added to the scope of the project funded by the \$10,000.00 contingency allowance. The original contract sum of \$1,193,100.00 is unchanged. Mr. Prather declared the motion passed.

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

2. Certificate of Substantial Completion – THS PE Gym Renovations Phase II

On a motion by Mr. Hudson, seconded by Ms. Davis, the Board voted unanimously to approve the Certificate of Substantial Completion for the THS PE Gym Renovations Phase II project. Mr. Prather declared the motion passed. This project was deemed substantially complete as of 5:00pm, on October 10, 2018. The cost estimate of work that is incomplete

or defective is \$27,427.96. The contractor will complete or correct the work within 30 days from the above date of substantial completion.

A copy of the Certificate of Substantial Completion for the THS PE Gym Renovations Phase II Project is marked **EXHIBIT 8** and held in the Exhibit Book of this meeting date and incorporated herein.

D. Office of Deputy Superintendent Mrs. Kimberly Britton

1. Revision of TPSD Policy JB Students Complaints of Sexual Discrimination/Harassment Title IX

Mrs. Britton stated that after review by district personnel and Attorney Kelly Stimpson, revisions to TPSD Policy JB are recommended for approval. Mrs. Britton explained that the proposed revisions make the language of the policy consistent with the language in other policies. There will be no change in practice.

After due discussion and consideration, on a motion by Mr. Hudson, seconded by Ms. Davis, the Board voted unanimously to amend TPSD Policy JB Students Complaints of Sexual Discrimination/Harassment – Title IX as recommended. Mr. Prather declared the motion passed.

A copy of the abovementioned TPSD Policy JB Students Complaints of Sexual Discrimination/Harassment – Title IX is marked **Exhibit 9** and held in the Exhibit Book of this meeting date and incorporated herein.

2. “First Reading” of Proposed New TPSD Policy GBS Use of Force

Mrs. Britton presented for “first reading” a proposed new TPSD Policy GBS Use of Force. Mrs. Britton stated that the proposed policy is for TPSD safety officers and its purpose is to establish parameters and guidelines for the use of force by District security.

3. Revision of TPSD Policy JBCDA Intradistrict Transfer Procedures

Mrs. Britton pointed out that the proposed revisions to TPSD Policy JBCDA give the District the ability to transfer a student to a school based on enrollment.

On a motion by Mr. Wheeler, seconded by Mr. Hudson, the Board voted unanimously to amend TPSD Policy JBCDA Intradistrict Transfer Procedures as recommended (effective 11/6/18). Mr. Prather declared the motion passed.

A copy of the abovementioned TPSD Policy JBCDA Intradistrict Transfer Procedures is marked **Exhibit 10** and held in the Exhibit Book of this meeting date and incorporated herein.

4. Revision of TPSD Policy JBCB Admission of Non-Resident Students

Mrs. Britton informed the Board that the proposed revisions to TPSD Policy JBCB give the District the ability to place tuition students in schools based on enrollment.

On a motion by Mr. Hudson, seconded by Mr. Wheeler, the Board voted unanimously to amend TPSD Policy JBCB Admission of Non-Resident Students as recommended (effective 11/6/18). Mr. Prather declared the motion passed.

A copy of the abovementioned TPSD Policy JBCB Admission of Non-Resident Students is marked **Exhibit 11** and held in the Exhibit Book of this meeting date and incorporated herein.

5. “First Reading” of Proposed Revisions to TPSD Exhibits JBCC-E1 Non-Resident Tuition Charges and JBCC-E2 Admission of Non-Resident Students Tuition Agreement: Nonemployee

Mrs. Britton presented for “first reading” proposed revisions to TPSD Exhibits JBCC-E1 and JBCC-E2. Mrs. Britton explained that the proposed changes in these exhibits reflect a tuition increase of \$1,000 (if paid annually) or \$600 (if paid per semester) effective July 1, 2019. Additionally, these changes remove the multi-student discount.

CONSENT AGENDA

In accordance with Dr. Picou’s recommendations, Ms. Davis 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: #CO2040, #CO2042 and #CO2043; and
Contracts for Rental of School Facilities #SFR1920 through #SFR1922
2. Contracts to be Ratified: #CO1967; #CO2033 through #CO2039
3. Donations #2018-2019-018 through #2018-2019-031
4. Permission to Submit Grants #1915 and #1916
5. Permission to Accept Grant #1914
6. Permission to Advertise—RFP1901 Bank Depository and RFP1902 Erate-Category 2
7. Permission to Remove 185 Assets from the TPSD Asset Listing

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. Memorandum of Understanding between TPSD and Tupelo Police Department regarding the School Resource Program

Request approval of our updated Memorandum of Understanding between Tupelo Police Department and Tupelo Public School District. This updated MOU will allow TPSD to provide three additional School Resource Officers to our campuses. TPSD will provide an annual lump sum payment of \$189,759 for these officers/equipment.

3. The Mississippi Partnership In-School Gateway Youth Programs Grant Agreement

The purpose of the Gateway program is to teach eligible in-school youth the essential job skills while providing career awareness, career counseling, and assist in developing career pathways for Gateway participants. Career awareness will be provided to Gateway participants about the Mississippi Partnership Sector Strategy target industries which include: (1) Advanced Manufacturing, (2) Healthcare, (3) Information Technology, and (4) Logistics – warehousing, transportation, and distribution.

C. Office of Deputy Superintendent Mrs. Kimberly Britton

1. Staff Evaluation Instruments

Administrators in the Tupelo Public School District use the enclosed evaluation instruments to determine the effectiveness of their employees. Our 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.

2. Collaborative Agreement with Mississippi Action for Progress (MAP), Inc. Head Start

The purpose of this agreement is to establish working procedures between TPSD and MAP, Inc. Head Start program in provision of services to preschool children, three to five years of age, eligible for special education in compliance with Federal and State laws and regulations.

E. Office of Superintendent Dr. Rob Picou

Request Approval of Appropriate Expenses for Board Members to Attend the Annual National School Boards Association (NSBA) Conference on March 30-April 1, 2019, in Philadelphia, PA

The motion was seconded by Mr. Babb and was approved unanimously. The President of the Board declared the motion passed. A copy of the Consent Agenda report is marked **EXHIBIT 12** 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. ACT School Report for Tupelo High School – Ms. Paige Tidwell
2. Five-Year Data Analysis Summary for ECEC – Mrs. Corlis Curry
3. Bond Project Overview 2014-2018 – Mr. Charles Laney/Mrs. Rachel Murphree
4. Ad Valorem Collections Received through October, 2018 – Mrs. Rachel Murphree

B. Superintendent's Report – Dr. Rob Picou

1. District English Learners – Ms. Lea Ann Dunklee

Ms. Dunklee provided a report regarding our District's English Learners program. She explained the difference in ESL (English as a Second Language); ELL (English Language Learner); and EL (English Learner). Ms. Dunklee's report focused on the following areas:

- English Learners and the Accountability Model
- English Learners in the TPSD
- Programs for English Learners
- Plans for English Learners and Growth Areas

2. Student Based Budgeting – Mrs. Rachel Murphree

Finance Director Rachel Murphree presented a comprehensive overview of the Student Based Budgeting process which will be used to prepare the TPSD 2019-2020 School Year budget

3. Superintendent's Report – Dr. Rob Picou

Highlights of the Superintendent's Report are listed below:

- Dr. Picou stated that the District is continuing work with the needs assessment for the District of Innovation Grant. Meetings with the Board of Trustees, principals, directors, and teacher advisory group have been conducted. An online needs assessment is also available to all staff and parents.
- Work has begun on the new budgeting process, "Student Based Budgeting" which will focus on school district resources in alignment with student learning needs. It is believed that the new process will provide the necessary transparency to build confidence in our community that funding is being allocated according to demonstrated needs and in support of equity between schools. The budgeting process will focus on efficiency and increased academic performance.
- Superintendent Picou reported that this week principals and directors are attending the "Capturing Kids' Hearts training in Oxford. Capturing Kids' Hearts shows teachers how to create high achieving centers of learning by strengthening students' connectedness to others through enhancing healthy relationships with their teachers and establishing collaborative agreements for acceptable behaviors.
- Dr. Picou informed Board members that training is being scheduled for principals to learn proper procedures in conducting investigations and documentation.

3. Upcoming Events:

- November 8, 9:00am, THS Veteran's Day Program
- November 12-13, MSBA's Fall Leadership Conference, Jackson, MS
- November 19-23, Thanksgiving Holidays
- November 29, 11:00am, HLC, TPSD Retirement Luncheon
- December 11, Noon, HLC, Regular Board Meeting

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

1. No future agenda topics were requested by the Board. Several Board members did have questions for Ms. Tidwell when she presented the ACT School Report for THS. Ms. Tidwell will report back at a future Board meeting or email the requested information to the Board.
2. The proposed 2019 Regular Board Meeting Schedule was presented for review. The schedule will be brought back for consideration for approval at the December 11 Board meeting.

MISCELLANEOUS BUSINESS

Executive Session

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 that the Board enter temporary Executive Session. Mr. Wheeler seconded the motion, and it was adopted unanimously. 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. Rob Hudson, Mr. Eddie Prather, Mr. Kenneth 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 Mr. Wheeler, the Board voted unanimously 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 a personnel matter, upon which no action was taken.

Mr. Wheeler moved that the Board return to Open Session. The motion was seconded by Mr. Babb, and adopted unanimously. 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 personnel matter, but that no action had been taken.

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 3:59 p.m.

APPROVED:
TUPELO PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES

ATTEST:

Eddie M. Prather, President

Rob Hudson, Secretary