

**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 5:00pm on Tuesday, February 12, 2019, at Tupelo Middle School, 1009 Varsity Drive, 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. Mr. Prather 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:

- 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.)

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**

January 15, 2019, Noon, Regular Meeting, Hancock Leadership Center

Mr. Wheeler made a motion to approve the minutes from the January 15, 2019, noon, regular meeting as presented. The motion was seconded by Ms. Davis and approved unanimously by all members present. Mr. Prather declared the motion passed.

**WELCOME**

Dr. Brock English welcomed the Board of Trustees, parents, staff and visitors to Tupelo Middle School. TMS Student Leila Howard led the participants in reciting the Pledge of Allegiance.

**PUBLIC COMMENTS**

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

## RECOGNITIONS

1. Tupelo Middle School 7<sup>th</sup> Grader Simona Milev – won the 2019 TPSD Spelling Bee on January 17. Two weeks later, Simona placed second in the Lee County Spelling Bee
2. Four Milam Students placed at the Regional Reading Fair, voted on by the North Mississippi Education Consortium – 3<sup>rd</sup> Place, Averil Coleman; 2<sup>nd</sup> Place, Ella Middleton; 2<sup>nd</sup> Place, Nada Almasri and Ayah Kurdi
3. TPSD Employees of the Month (November & December, 2018; and January, 2019)

## 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 January 5, 2019, through February 1, 2019, Docket of Claims #58334 through #59106 in the amount of \$2,405,077.36 and the Athletic Activity Ref Pay paid to officials and fees in the amount \$4,566.00 for the period January 5, 2019, through February 1, 2019. The grand total is \$2,409,643.36. The motion was seconded by Ms. Davis 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 December 31, 2018

Following a review of each report and discussion, on a motion by Mr. Babb seconded by Ms. Davis, 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 December 31, 2019, are marked **EXHIBIT 3** 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. New Job Description – Director of Secondary Curriculum**

On a motion by Ms. Davis, seconded by Mr. Wheeler, the Board voted unanimously by all members present to approve a new job description titled Director of Secondary Curriculum. A copy of the new job description is 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. Babb, seconded by Ms. Davis, the Board voted unanimously by all members present 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 Director of Operations Mr. Charles Laney (TPSD Goals #2 and #4)**

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

On a motion by Mr. Wheeler, seconded by Ms. Davis, the Board voted unanimously by all members present to approve the 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. Mr. Prather declared the motion passed.

A copy of the Certificate of Substantial Completion for the Thomas Street Renovations Project #17042.00 is marked **EXHIBIT 6** and held in the Exhibit Book of this meeting date and incorporated herein.

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

On a motion by Ms. Davis, seconded by Mr. Babb, the Board voted unanimously by all members present to approve the Certificate of Final Completion for the Thomas Street Renovations Project #17042.00. 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). Mr. Prather declared the motion passed.

A copy of the Certificate of Final Completion for the Thomas Street Renovations Project #17042.00 is marked **EXHIBIT 7** and held in the Exhibit Book of this meeting date and incorporated herein.

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

On a motion by Ms. Davis, seconded by Mr. Wheeler, the Board voted unanimously by all members present to approve the Certificate of Final Completion 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.). Mr. Prather declared the motion passed.

A copy of the Certificate of Final Completion for the Tupelo High School PE Gym Renovations Phase II Project #17026.01 is marked **EXHIBIT 8** and held in the Exhibit Book of this meeting date and incorporated herein.

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

On a motion by Mr. Babb, seconded by Mr. Wheeler, the Board voted unanimously by all members present to approve the Certificate of Final Completion for the Pierce Street Renovations Project #17043.00. 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). Mr. Prather declared the motion passed.

A copy of the Certificate of Final Completion for the Pierce Street Renovations Project #17043.00 is marked **EXHIBIT 9** and held in the Exhibit Book of this meeting date and incorporated herein.

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

#### **Student Discipline Case #02-2018-2019**

On a motion by Mr. Wheeler, seconded by Mr. Babb, the Board voted unanimously by all members present to 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. Homebound services will be provided by TPSD Special Education Department. Mr. Prather declared the motion passed.

Detailed information regarding Student Discipline Case #02-2018-2019 is marked **EXHIBIT 10** "Sealed and Confidential" and held in the Exhibit Book of this meeting date and incorporated herein.

### **E. Office of Deputy Superintendent Mrs. Kimberly Britton**

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

On a motion by Mr. Wheeler, seconded by Ms. Davis, the Board voted unanimously by all members present to adopt new TPSD Board Policy BBBCB School Board Visits to Schools as recommended. Mr. Prather declared the motion passed.

A copy of the abovementioned TPSD Policy BBBCB School Board Visits to Schools is marked **Exhibit 11** and held in the Exhibit Book of this meeting date and incorporated herein.

## **2. Approval of Recommendation to Amend 2019-2020 TPSD School Calendar (Option 3)**

At the noon meeting, 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.

On a motion by Ms. Davis, seconded by Mr. Wheeler, the Board voted unanimously by all members present to amend the previously approved 2019-2020 School Calendar (Option 3) as recommended. Mr. Prather declared the motion passed.

A copy of the abovementioned Amended TPSD 2019-2020 School Calendar is marked **Exhibit 12** and held in the Exhibit Book of this meeting date and incorporated herein.

## **CONSENT AGENDA**

In accordance with Dr. Picou's recommendations, Mr. Babb 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: #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.

The motion was seconded by Ms. Davis 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 13** 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. 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

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

**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

12<sup>th</sup> grade curricular pathways. Mrs. McMillan also described the proposed implementation schedule.

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

## **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.

*Dr. Rob Picou, Superintendent of Schools*

**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.

**MISCELLANEOUS BUSINESS**



**A. Executive Session**

Mr. Prather stated that an Executive Session was held at the noon meeting to discuss potential litigation and personnel matters, however, no action was taken at the noon meeting.

**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.

Ms. Davis made a motion to approve employment of 2019-2020 Building Administrators (Principals) and granted permission to prepare principals' contracts with their Board approved salaries for the 2018-2019 school year as principals' salaries will be revisited during the preparation of the 2019-2020 budget. The motion was seconded by Mr. Wheeler, and adopted unanimously by all members present. Mr. Prather announced that the motion had passed.

A copy of the Employment of 2019-2020 Building Administrators (Principals) Report is marked **EXHIBIT 14** and held in the Exhibit Book of this meeting date and incorporated herein.

**ADJOURNMENT**

There being no further business to come before the meeting, Ms. Davis made a motion to adjourn, which was seconded by Mr. Wheeler and adopted unanimously by all members present. Mr. Prather announced that the motion had passed and declared the meeting adjourned at 5:38 p.m.

**APPROVED:**

**ATTEST:**

**TUPELO PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES**

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**Eddie M. Prather, President**

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**Rob Hudson, Secretary**