

**POQUOSON CITY SCHOOL BOARD MEETING**  
**December 19, 2017 – 6:00 P.M.**  
**CITY OF POQUOSON COUNCIL CHAMBERS**

Present: Steven Kast, Chairman  
Gail Whittaker, Vice Chair  
Wayne Holcomb  
Jennifer Mosteller  
Christy Helsel  
Michelle Sheeler  
Jennifer Parish, Ed.D., Superintendent  
Antonia Fox, Ed.D., Assistant Superintendent for Instruction and Support Services  
Lenna Reimers, Clerk of the Board

I. CALL TO ORDER, PLEDGE TO THE FLAG. Chairman Kast called the meeting to order at 6:00 p.m. Jordyn Butler, a Kindergarten student at Poquoson Primary School, led in the Pledge of Allegiance to the flag; and Chloe Carpenter, a Kindergarten student at PPS, read from the song “Let There be Peace on Earth,” by Jill Jackson and Sy Miller.

II. STUDENT PRESENTATION. Miss Alves’ Kindergarten class from Poquoson Primary School sang “Friendly Snowman,” and “Suzy Snowflake.”

III. ADDITIONS AND/OR MODIFICATIONS TO THE AGENDA. There were none.

IV. RECOGNITIONS.

- A. Chairman Kast recognized Jenna Horning as being selected the Poquoson Primary School Volunteer of the Month.
- B. Chairman Kast recognized Christy Audeh as the December Senior of the Month.

V. PRESENTATIONS.

A. Financial Update. Mrs. Tara Woodruff, Executive Director of Finance, presented the results of the 2017 financial and activity fund audits and State Rebenchmarking.

B. Operations Update. Mr. Steve Pappas, Executive Director of Operations, presented on preventative maintenance on equipment, custodial services being done over winter break, and an update on the Primary School HVAC system which is on the Capital Improvement plan.

C. Instructional Update. Dr. Antonia Fox, Assistant Superintendent for Instruction and Support Services, presented updates on the Program of Studies and the Virginia Department of Education’s Portrait of a Graduate.

VI. PUBLIC COMMENT. Jeff & Cassie Laney, addressed the School Board regarding the PHS Physical Education attendance policy.

VII. CONSENT AGENDA.

- A. Approval of Financial Reports (*Enclosed*)
- B. Approval of Personnel Action (*Enclosed*)

- C. Authorization to Dispose of Surplus Property (*Enclosed*)
- D. Authorization to Change Appropriation and to Accept and Expend Funds in Accordance with Request (*Enclosed*)
- E. Approval of Minutes for November Regular Meeting and Work Session (*Enclosed*)

Ms. Whittaker read the Consent Agenda above. Ms. Mosteller made a motion to approve the Consent Agenda; Ms. Sheeler seconded and a vote was taken.

VOTE: 6:0

Mr. Holcomb, Aye; Ms. Mosteller, Aye; Ms. Helsel, Aye; Ms. Sheeler, Aye; Vice Chair Whittaker, Aye; Chairman Kast, Aye

#### VIII. OTHER MATTERS FOR CONSIDERATION.

- A. Consideration of Approval of PCPS Capital Improvement Plan for FY19-FY23 (*Enclosed*)

Mr. Holcomb made a motion to approve the CIP for FY19-FY23; Ms. Helsel seconded, and a vote was taken.

VOTE: 6:0

Mr. Holcomb, Aye; Ms. Mosteller, Aye; Ms. Helsel, Aye; Ms. Sheeler, Aye; Vice Chair Whittaker, Aye; Chairman Kast, Aye

- B. Consideration of Approval of First Reading of Changes to Policy 5-7.6, Employee Absences/Unified Leave, to Second Reading (*Reading File Enclosed*)

Ms. Mosteller made a motion to approve the First Reading of Changes to Policy 5-7.6, Employee Absences/Unified Leave to Second Reading; Ms. Sheeler seconded, and a vote was taken.

VOTE: 6:0

Mr. Holcomb, Aye; Ms. Mosteller, Aye; Ms. Helsel, Aye; Ms. Sheeler, Aye; Vice Chair Whittaker, Aye; Chairman Kast, Aye

#### IX. COMMUNICATIONS AND/OR OTHER MATTERS BY SCHOOL BOARD AND/OR SUPERINTENDENT.

- Dr. Parish: She thanked Mrs. Woodruff and staff for their work to provide information to the auditors. She stated that the budget process is in full swing and she will have more information at the January meeting on the Governor's proposed budget. She also shared that not only is there a Governor's budget but there will also be a budget from the House of Delegates and State Senators. She expressed that having a new Governor will also factor into the budget process. She stated that she does not anticipate huge changes in the Governor's budget; but things could change in the coming months. She thanked the Board for coming to the joint City Council meeting. She thanked music and band teachers, and students for their remarkable job on their concerts. She wished all employees a wonderful holiday break and thanked them for all that they do for PCPS.

- Mr. Brown: He presented an update on past and upcoming activities at each of the individual schools.
- Mr. Holcomb: He wished everyone a happy and safe holiday season.
- Ms. Mosteller: She thanked the students who presented this evening, and for singing the “Friendly Snowman” a second time. She shared that Ms. Pohto always does a fantastic job. She congratulated the individuals who were recognized. She thanked Mr. and Mrs. Laney for coming out and speaking and asked for more information on that policy. She wished everyone a Merry Christmas and a Happy New Year.
- Ms. Helsel: She wished everyone Happy Holidays. She thought the students did a great job this evening.
- Ms. Sheeler: She enjoyed Chloe’s reading from “Let There be Peace on Earth.”
- Ms. Whittaker: She informed the residents of Poquoson that had called her and left messages on her home phone that she did not receive them as she has had issues with her home phone. She apologized for missing some messages and for not getting back to the people who left messages. She announced that her cell phone number is now posted on the website for people to reach her.
- Chairman Kast: He shared that he had the privilege of meeting Brigadier General Dick Abel, who had been in the White House a couple of times, a General, served our Country, had been on the International Olympic Committee, an author and renowned servant leadership training across the country, who lives in the City of Poquoson. He shared that during their conversation Brigadier General Abel expressed how very impressed he was with Becky Morrison’s veteran recognition program that the PHS students sponsored. He wished everyone a Merry Christmas and Happy New Year. He stated that he wants everyone to know who works in the school system how much they are appreciated.
- X. MATERIAL FOR BOARD REVIEW. Audit reports.

XI. ADJOURNMENT. Chairman Kast announced that a work session would follow the Board Meeting to review Program of Studies, Bully Prevention Update, School Board Meeting Schedule, and any New Matters by the Board. There being no further business before the Board, Chairman Kast adjourned the meeting at 6:52 p.m.

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Gail Whittaker, Vice Chair

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Lenna Reimers, Clerk of the Board

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Date