

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

Present: Gail Whittaker, Vice Chair  
Wayne Holcomb  
Jennifer Mosteller  
Christy Helsel  
Michelle Sheeler  
Jeremy Jordan  
Curtis Brown, Jr., Student Representative  
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. Vice Chair Whittaker called the meeting to order at 6:00 p.m. Sean Connors, a senior at Poquoson High School, led in the Pledge of Allegiance to the flag; and Julie Ellis, a senior at PHS, gave an inspirational quote by Maya Angelou.

II. STUDENT PRESENTATION. The Poquoson High School Show Choir, Evolution, sang “Hallelujah” by Leonard Cohen and arranged by Roger Emerson.

III. ADDITIONS AND/OR MODIFICATIONS TO THE AGENDA. None

IV. RECOGNITIONS. None

V. PRESENTATIONS.

A. Financial Update. Ms. Tara Woodruff, Executive Director of Finance, presented an update on how the finance staff from the School Board Office assisted the schools again this year with the fee collection process during the PCPS open houses. She informed the Board that the Audit will continue through the end of September and expects auditors to issue a report in late November, which she will present to the Board at the November or December meeting, depending on receipt of the report.

B. Operations Update. Mr. Steve Pappas, Executive Director of Operations, presented an update on annual safety drills. He informed the Board that all drills are scheduled according to the requirements of Virginia Code. In the area of food service, he announced that PCPS will participate in the Feed Virginia Day of Action along with other school divisions and agencies. PCPS will participate on September 29, 2017, PCPS by offering a free breakfast to each student in the elementary grades. He was pleased to announce that the start of pupil transportation went smoothly the first week of school.

C. Instructional Update. Dr. Antonia Fox, Assistant Superintendent for Instruction and Support Services, presented on the PCPS accreditation status. She was happy to report that PCPS is one of sixty-five divisions across the state to be fully accredited. She also gave everyone a reminder on Back to School Night dates.

VI. PUBLIC COMMENT. None

VII. CONSENT AGENDA.

- A. Approval of Minutes of August Regular Meeting and Work Session (*Enclosed*)
- B. Approval of Minutes of Joint Meeting on Consolidation (*Enclosed*)
- C. Approval of Financial Reports (*Enclosed*)
- D. Approval of Personnel Action (*Enclosed*)
- E. Authorization to Accept Donations and Gifts in Accordance with Attached Request (*Enclosed*)

Mr. Jordan read the Consent Agenda above. Mr. Jordan made a motion to approve the Consent Agenda; Ms. Helsel seconded and a vote was taken.

VOTE: 6:0

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

VIII. OTHER MATTERS FOR CONSIDERATION.

A. Consideration of Approval of Second Reading of Changes to Policy 1-4.1, Conflict of Interests (*Reading File Enclosed*)

Mr. Holcomb made a motion to approve the changes to Policy 1-4.1; Ms. Sheeler seconded, and a vote was taken.

VOTE: 6:0

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

B. Consideration of Approval for Textbook Adoption for Sports Medicine I at PHS, "Sports Medicine Essentials: Core Concepts in Athletic Training & Fitness Instruction" (*Reading File Enclosed*)

Ms. Mosteller made a motion to approve the Textbook Adoption; Ms. Sheeler seconded, and a vote was taken.

VOTE: 6:0

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

C. Consideration of Approval to Change the November Board Meeting Date (*Reading File Enclosed*)

Ms. Helsel made a motion to approve the Change to the November Board Meeting Date; Ms. Mosteller seconded, and a vote was taken.

VOTE: 6:0

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

D. Consideration of Approval of Proclamations for National School Lunch Week, Bullying Prevention Month, and School Bus Safety Week (*Enclosed*)

Mr. Jordan made a motion, seconded by Ms. Helsel, that the Proclamations be approved. Vote was taken.

VOTE: 6:0

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

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

- Dr. Parish: She thanked everyone for a successful start to the school year. She shared that as she was visiting schools, she was happy to see that instruction was taking place on the first day of school. She encouraged parents to attend Back to School Nights. She let everyone know that the high school is doing something a little different this year at their Back to School Night and this is a chance to engage more parents. She reminded the community that the first part of the work session on school consolidation will be televised this evening. She welcomed Curtis Brown as the new student representative to the School Board.
- Mr. Brown: He presented an update on past and upcoming activities at each of the individual schools.
- Mr. Holcomb: He reminded the Board and community of the Poquoson Education Foundation's annual run, Saturday, October 28. This is one of two big fundraisers for PEF and he encouraged everyone to attend. He announced that there is still room for sponsors and for runners and walkers. He shared that more information about the event can be found on Facebook and pefva.org. He welcomed Curtis to the Board.
- Ms. Mosteller: She welcomed Curtis as our student representative. She shared that her favorite part of the meeting is the student presentation and performance. She thanked the PHS Show Choir for their performance. She encouraged the community to engage in the School Board consolidation conversations. She shared that this decision could impact our community for many years and input is important, needed and greatly appreciated. She shared that Vice Chair Whittaker did a wonderful job this evening in Chairman Kast's absence.
- Ms. Helsel: She echoed Ms. Mosteller's comments.
- Ms. Sheeler: She welcomed Curtis to the Board.

- Mr. Jordan: He welcomed Curtis to the Board. He wished continued success to PCPS' fall athletic programs. He shared, as a parent of a kindergarten student; he is enjoying the bucket filler recognition program at the primary school.
- Vice Chair Whittaker: No comment.

X. MATERIAL FOR BOARD REVIEW. There were none.

XI. ADJOURNMENT. Vice Chair Whittaker announced that a work session would follow the Board Meeting to discuss School Consolidation, Instructional Data Update, Strategic Plan Update, and New Matters by the Board. There being no further business before the Board, Vice Chair Whittaker adjourned the meeting at 6:36 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