

**POQUOSON CITY SCHOOL BOARD MEETING**  
**September 15, 2020 – 6:00 P.M.**  
**CITY OF POQUOSON COUNCIL CHAMBERS**

Present: Garry Carter, Chairman  
Michelle Sheeler, Vice Chair  
Christy Helsel  
Jeremy Jordan  
Jonathan Ingram  
Craig Freeman  
Wayne Holcomb  
Arty Tillett, 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 Carter called the meeting to order at 6:15 p.m.

Jaime Steigerwald, a senior at Poquoson High School, led the Pledge of Allegiance to the flag; and, shared an inspirational reading.

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

III. RECOGNITIONS. Chairman Carter recognized Jaime Steigerwald as the outgoing 2019-2020 Board Student Representative.

IV. PRESENTATIONS.

A. School Opening Update. Mr. Arty Tillett, Superintendent, presented an update on the opening of schools. He shared with the Board and community updated data pertaining to COVID-19 in Poquoson. He announced plans to bring students in grades 4 and 5 in Option #1 back to school for in-person instruction. He spoke on the planning that is underway, as there are many things that need to be done to prepare for this transition. A return date will be announced soon. He presented a video of what the first day of school in Poquoson looked like on September 8.

B. Financial Update. Mrs. Tara Woodruff, Executive Director of Finance, thanked the City of Poquoson Fire Department for providing PCPS with hand sanitizer and masks. Their donation was made available by a grant they received for PPE which they shared with the schools. She informed the Board that the annual audit has started and will be complete by the end of September. She shared that the finance staff are finalizing work on the Annual School Finance Report that has to be submitted to the State in September.

C. Operations Update. Mr. Steve Pappas, Executive Director of Operations, thanked many staff members that have been working such long, hard hours to prepare for the opening of schools. He presented an update on student meals. Students are eligible for a free breakfast and a free lunch. He also announced that when students are not in person, meals will be distributed to any

family with children enrolled in PCPS takes place at PPS on Mondays and Thursdays from 4:30 pm – 6:30 pm.

D. Instructional Update. Dr. Antonia Fox, Assistant Superintendent for Instruction and Support Services, shared information on the division's accreditation and current instructional grants.

V. PUBLIC COMMENT. Dr. James Tinsley at 37 Bunting Lane, Poquoson, spoke to the Board regarding opening of schools. Ms. Lisa Sava at 17 Wainwright Drive, Poquoson, spoke to the Board regarding opening of schools.

VI. CONSENT AGENDA.

- A. Approval of Minutes of August Regular Meeting *(Enclosed)*
- B. Approval of Financial Reports *(Enclosed)*
- C. Approval of Personnel Action *(Enclosed)*
- D. Authorization to Change Appropriation and to Accept and Expend Funds in Accordance with Attached Request *(Enclosed)*

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

VOTE: 6:1 abstain

Mr. Freeman, Aye; Mr. Ingram, Aye; Mr. Jordan, Aye; Mr. Holcomb, Abstain; Ms. Helsel, Aye; Vice Chair Sheeler, Aye; Chairman Carter, Aye

VIII. OTHER MATTERS FOR CONSIDERATION.

- A. Consideration of Approval of Crisis Plan Amendment *(Reading File Enclosed)*

Ms. Sheeler made a motion, seconded by Mr. Freeman, that the Crisis Plan amendment be approved.

VOTE: 7:0

Mr. Freeman, Aye; Mr. Ingram, Aye; Mr. Jordan, Aye; Mr. Holcomb, Aye; Ms. Helsel, Aye; Vice Chair Sheeler, Aye; Chairman Carter, Aye

- B. Consideration of Approval of 2020-2021 Calendar Amendment *(Reading File Enclosed)*

Mr. Jordan made a motion, seconded by Mr. Holcomb, that the 2020-2021 Calendar Amendment be approved.

VOTE: 7:0

Mr. Freeman, Aye; Mr. Ingram, Aye; Mr. Jordan, Aye; Mr. Holcomb, Aye; Ms. Helsel, Aye; Vice Chair Sheeler, Aye; Chairman Carter, Aye

- C. Consideration of Approval of Forensic Science Textbook Purchase *(Reading File Enclosed)*

Ms. Helsel made a motion, seconded by Mr. Freeman, that the Forensic Science Textbook purchase be approved.

VOTE: 7:0

Mr. Freeman, Aye; Mr. Ingram, Aye; Mr. Jordan, Aye; Mr. Holcomb, Aye; Ms. Helsel, Aye; Vice Chair Sheeler, Aye; Chairman Carter, Aye

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

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

VOTE: 7:0

Mr. Freeman, Aye; Mr. Ingram, Aye; Mr. Jordan, Aye; Mr. Holcomb, Aye; Ms. Helsel, Aye; Vice Chair Sheeler, Aye; Chairman Carter, Aye

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

- Mr. Tillett: He spoke to the Board in reference to Technology. He shared that PCPS distributed over 2000 devices, with 93% of them given out in a four hour window at the schools, and the remaining devices delivered or picked up before school started on September 8. He apologized to the Board and community for the traffic backup on Odd Road, Poquoson Avenue, and Little Florida Road on the day that devices were given out. He informed the Board that each Chromebook and iPad were inspected and tested by the Technology department before they were given out to students. He shared that the IT Helpdesk, a staff of four, had 496 telephone calls and 432 emails within a four day window. He thanked Kim Montalvo, Scott Bumbaugh, Jennifer Cannella and Kelly Purdie for all their hard work and long hours to help students, families and staff with their technology issues. He also thanked Josh Montalvo, James Logan, Mikel Thompson and Steve Bynum for their hard work with the technology networks that are needed to keep our system running smoothly. He informed the Board that RUVNA was launched this week. This is a health screening APP that must be completed prior to the student coming to school, and will be used along with daily temperature checks before entering the building. He announced that 4<sup>th</sup> and 5<sup>th</sup> graders will be returning to school soon under the hybrid plan.


- Mr. Freeman: He thanked Jaime Steigerwald for her service on the Board. He thanked the IT/Technology department for their hard work. He encouraged parents to report their problems when help is needed. He explained that if we do not know about the problems we can't fix them. He thanked Dr. Tinsley and Ms. Sava for speaking to the Board. He thanked teachers for their hard work. He also thanked parents for their patience.

- Mr. Ingram: He thanked Jaime for her service on the Board. He thanked the IT department. He thanked the two speakers that came out this evening. He also thanked SBO staff, principals and teachers for their hard work to get schools up and running.

- Mr. Jordan: He thanked parents, grandparents, aunts and uncles for all of their help while students are learning virtually.
- Mr. Holcomb: He thanked Jaime and Mr. Pappas for sharing their inspirational words this evening. He shared with the community that PCPS is being aggressive in their educational plans, and pleased with the progress on getting students back in school.
- Ms. Helsel: She thanked Jaime for her service on the Board. She thanked both speakers for coming out this evening to share their concerns.
- Vice Chair Sheeler: She spoke to Jaime to tell her that she loved her reading. She emphasized that PCPS is small, but has a mighty staff.
- Chairman Carter: He thanked all staff for their unbelievable hard work. He thanked Jaime and wished her all the best in her future endeavors.

X. MATERIAL FOR BOARD REVIEW. There were none.

XI. ADJOURNMENT. There being no further business before the Board, Chairman Carter adjourned the meeting at 7:40 p.m.

  
Garry Carter, Ed.D.  
Chairman

  
Lenna Reimers, Clerk of the Board

10/20/2020  
Date