

**POQUOSON CITY SCHOOL BOARD MEETING**  
**August 22, 2017 – 6:00 P.M.**  
**CITY OF POQUOSON COUNCIL CHAMBERS**

Present: Steven Kast, Chairman  
Gail Whittaker, Vice Chair  
Christy Helsel  
Wayne Holcomb  
Jeremy Jordan  
Jennifer Mosteller  
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., and led in the Pledge of Allegiance to the flag.

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

III. RECOGNITIONS.

A. Mr. Kast recognized Poquoson City Public Schools for earning a 2017 Board of Education Distinguished Achievement Award, along with Poquoson Elementary, High, and Primary schools.

IV. PRESENTATIONS.

A. Financial Update. Ms. Tara Woodruff, Executive Director of Finance, presented a report on Finance staff working over the last two months to close out fiscal year 2017 and prepare for the annual audit. She stated that the auditors have completed preliminary work and field work for the activity funds at each school. Auditors will return to the SBO mid-September to begin final fieldwork. She informed the Board and Community that Finance staff will be assisting the schools with fee collection during open houses. She stated that fees can be paid via credit card, cash or check. She encouraged parents and students to pay their fees at open house, but there is an option to pay online at Online School Payment portal under Student Fees on the PCPS website. She informed the Board that she met with new teachers at orientation and benefits enrollment is now open for them to make their benefit selections. She stated that she is working on the Annual School Financial Report for fiscal year 2017 that is due in September.

B. Operations Update. Mr. Steve Pappas, Executive Director of Operations, presented an update on transportation to include a reminder to the community that school buses will be back on the road soon and this will have an impact on traffic patterns. He informed everyone that transportation staff mailed letters to the homes of K-5 students to give parents/guardians an opportunity to communicate important pick-up and take-home information prior to the start of school. He stated that all bus drivers and aides will be participating in the first of two required in-service trainings. He informed the Board that summer cleaning has been completed. He updated everyone on three Capital Improvement Plan projects, which are City funded. The track resurfacing has been completed with lighting and fencing to be completed. The high school heating and cooling/ventilation delivery systems (HVAC) updating has been completed. The primary school HVAC work will be completed during the next few weeks. He informed

the Board and the community that all of the building heating and cooling systems are operational ensuring that students, faculty and staff will be comfortable while the work is completed.

C. Instructional Update. Dr. Antonia Fox, Assistant Superintendent for Instruction and Support Services, presented information on the recent release of SOL scores. She stated that based on preliminary data, all PCPS schools have again met the state's accreditation standards. She presented an overview of the new PCPS website, which is compliant with the standards set by the Americans with Disabilities Act. She highlighted that parents and students are no longer required to log-in to obtain information posted by teachers and other staff. She also presented on Back to School dates of interest. She stated that the first day for students starting back to school will be Tuesday, September 5.

V. PUBLIC COMMENT. Mrs. Desiree Rose addressed the School Board regarding the middle school's air quality.

VI. CONSENT AGENDA.

- A. Approval of Financial Reports (*Enclosed*)
- B. Approval of Personnel Action (*Enclosed*)
- C. Authorization to Change Appropriation and to Accept and Expend Funds in Accordance with Attached Request (*Enclosed*)
- D. Approval of Minutes of June Regular Meeting and Work Session (*Enclosed*)
- E. Approval of Minutes to Closed Meeting on June 20, 2017 (*Enclosed*)
- F. Approval of Minutes of July Special Organizational Meeting (*Enclosed*)
- G. Authorization to Dispose of Surplus Property (*Enclosed*)

Ms. Whittaker read the Consent Agenda above. Mr. Holcomb made a motion, seconded by Ms. Helsel, that the Consent Agenda be approved as read. Vote was taken.

VOTE: 7:0

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

VII. OTHER MATTERS FOR CONSIDERATION.

A. Consideration of Approval of Second Reading of Changes to Policy Manual (*Reading File Enclosed*)

Ms. Whittaker made a motion, seconded by Ms. Sheeler that changes to the policy manual be approved. Vote was taken.

VOTE: 7:0

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

B. Consideration of Approval of First Reading of Changes to Policy 1-4.1, Conflict of Interest, to Second Reading (*Reading File Enclosed*)

Ms. Mosteller made a motion, seconded by Ms. Helsel that the minutes be approved. Vote was taken.

VOTE: 7:0

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

C. Consideration of Approval for Adjustment to the 2017-2018 Calendar *(Reading File Enclosed)*

Ms. Mosteller made a motion, seconded by Ms. Sheeler that the adjustment to the 2017-2018 Calendar be approved. Vote was taken.

VOTE: 7:0

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

D. Consideration of Approval of Personnel Action to approve Head JV Football Coach  
*(Enclosed)*

Mr. Jordan made a motion, seconded by Ms. Sheeler for approval of Personnel Action to approve the Head JV Football Coach.

VOTE: 6:1 abstain

Mr. Holcomb, Aye; Ms. Mosteller, Aye; Ms. Helsel, Abstain; Ms. Sheeler, Aye; Mr. Jordan, Aye;  
Ms. Whittaker, Aye; Chairman Kast, Aye

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

- Dr. Parish. She thanked Mrs. Rose for speaking this evening. She shared with Mrs. Rose and the Board that PCPS does air quality testing twice a year, even though it is not a state requirement. She thanked Mr. Pappas, maintenance and custodial staff for all their work to ready our school buildings and grounds. She shared with the community about the joint meeting with City Council to begin the deliberations on school consolidation. She stated that community members can find the video from that meeting on PCPS' website on the school consolidation web page. She reminded everyone that Let's Talk is a tool for the community to submit comments, concerns, and questions. She shared that the Board will be talking about the process on school consolidation during the work session to start compiling information. She thanked everyone for all their work to get school started, and stated that she looks forward to welcoming students the day after Labor Day.
- Mr. Holcomb. No comment.
- Ms. Mosteller. She thanked Mrs. Rose and her son for coming tonight. She stated that community input is welcome and hopes to hear from community members. She congratulated schools on being fully accredited. She welcomed teachers back.
- Ms. Helsel. She echoed Ms. Mosteller's comments.
- Ms. Sheeler. She also echoed Ms. Mosteller's comments.

- Mr. Jordan. He thanked Mrs. Harper, Principal of the primary school, for Kindergarten assessment day. It was very well run and he heard great feedback from parents on how smooth it went.
- Ms. Whittaker. She stated that this year is the beginning of her last year on the Board. She shared that she does have some concerns and will continue to follow the Board after her term expires. She will continue to follow the issue of bullying, as it should be taken very seriously and not ignored. She shared that bullying should not be tolerated and taken very seriously. She indicated that a City staff member informed her that there is a bullying issue in athletics. She stated that public information and the consolidation is a big deal. The consolidation involves a lot of people of this community and she stated that she was disappointed that there were not more people attending the Board meeting. She asked that people reach out to the Board members and come to future meetings. She shared that she loves the new website, but one thing she would like to see is additional social media outreach in the form of Facebook. She stated that maintaining a Facebook presence requires intensive work. She stated that PCPS does a great job with Twitter, but only has 328 followers and is missing a huge audience.
- Chairman Kast. He stated that he is very excited about the school consolidation process as we have been preparing for this point for quite some time. He shared that there is a lot of information available on the consolidation process, and this evening the Board will be receiving another report and will be giving input on information received thus far. He stated that he would like to hear from more citizens and for them to be involved, as it will be a very open process. He thanked Mrs. Rose for coming out and speaking to the Board. He challenged the community to get the facts, be involved, come listen, and to not rely totally on social media because the facts do not always get translated correctly, which does not help with good decisions. He stated that the Board welcomes input from the community because everyone wants the best for our schools in the City of Poquoson.

IX. MATERIAL FOR BOARD REVIEW. There were none.

X. ADJOURNMENT. Chairman Kast announced that a work session would follow the Board Meeting to discuss instructional data review, update to the crisis management plan, school consolidation and new matters by the Board. There being no further business before the Board, Chairman Kast adjourned the meeting at 6:44 p.m.



Steven Kast, Chairman



Lenna Reimers, Clerk of the Board

9-19-17

Date