

**POQUOSON CITY SCHOOL BOARD SPECIAL ORGANIZTIONAL MEETING  
July 5, 2012 – 5:30 P.M.  
CITY OF POQUOSON COUNCIL CHAMBERS**

Present: Garry Carter  
Robin Sydnor  
Steven Kast  
Allan Melton  
Gail Whittaker  
Beth Ann Wilson  
David Hux  
Dr. Jennifer Parish, Superintendent  
Amy Colley, Assistant Superintendent  
Patricia McDowell, Clerk of the Board

The meeting was called to order at 5:30 p.m. by Dr. Jennifer Parish, Superintendent. She then proceeded with the business of the board as follows:

A. Election of Chairman: Mr. Kast nominated Garry Carter to be chairman of the School Board for the year 2012-2013. The nomination was seconded by Mr. Melton. There being no further nominations, a vote was taken.

VOTE: 7:0

Mr. Hux, Aye; Ms. Wilson, Aye; Ms. Whittaker, Aye; Mr. Melton, Aye; Mr. Kast, Aye; Ms. Sydnor, Aye; Mr. Carter, Aye.

B. Election of Vice Chair: Mr. Hux nominated Robin Sydnor, seconded by Ms. Wilson, to be vice chair of the School Board for the year 2012-2013. A vote was taken.

VOTE: 7:0

Mr. Hux, Aye; Ms. Wilson, Aye; Ms. Whittaker, Aye; Mr. Melton, Aye; Mr. Kast, Aye; Ms. Sydnor, Aye; Chairman Carter, Aye.

C. Designation of Delegate and Alternate to 2012 VSBA Convention: Mr. Kast made a motion, seconded by Ms. Wilson, that the Chairman and Vice Chairman be designated as delegate and alternate respectively, to the 2012 VSBA Convention. Vote was taken.

VOTE: 7:0

Mr. Hux, Aye; Ms. Wilson, Aye; Ms. Whittaker, Aye; Mr. Melton, Aye; Mr. Kast, Aye; Ms. Sydnor, Aye; Chairman Carter, Aye.

D. Designation of Representative to the Following Boards:  
WHRO Board of Directors  
New Horizons Board of Directors  
Poquoson Education Foundation

Chairman Carter announced that the following Board members had volunteered to represent Poquoson City Schools on the various boards: Ms. Sydnor to the WHRO Board of Directors; Mr. Hux to the New Horizons Board of Directors and to the Poquoson Education Foundation. Mr. Kast made a motion, seconded by Mr. Melton that the volunteers be assigned to the boards. Vote was taken.

VOTE: 7:0

Mr. Hux, Aye; Ms. Wilson, Aye; Ms. Whittaker, Aye; Mr. Melton, Aye; Mr. Kast, Aye; Ms. Sydnor, Aye; Chairman Carter, Aye.

E. Designation of Representative to the Following Committees:  
Special Education Advisory Committee

Chairman Carter made the following committee appointment: Mr. Melton was appointed to the Special Education Advisory Committee.

II. OTHER MATTERS FOR CONSIDERATION:

A. Consideration of Approval of Appointment of Clerk and Deputy Clerk (Reading File Enclosed). Mr. Melton made a motion, seconded by Ms. Wilson, that Patricia McDowell be named Clerk and Amy Colley be named Deputy Clerk of the School Board for the year 2012-2013. Vote was taken.

VOTE: 7:0

Mr. Hux, Aye; Ms. Wilson, Aye; Ms. Whittaker, Aye; Mr. Melton, Aye; Mr. Kast, Aye; Ms. Sydnor, Aye; Chairman Carter, Aye.

B. Consideration of Approval of Regular School Board Meeting Dates and Times (Reading File Enclosed). Mr. Kast made a motion, seconded by Ms. Whittaker, that the regular School Board meetings be held on the third Tuesday of each month at 6:00 p.m. Vote was taken.

VOTE: 7:0

Mr. Hux, Aye; Ms. Wilson, Aye; Ms. Whittaker, Aye; Mr. Melton, Aye; Mr. Kast, Aye; Ms. Sydnor, Aye; Chairman Carter, Aye.

C. Consideration of Approval of Authorized Signatures in Absence of Division Superintendent. Ms. Sydnor made a motion, seconded by Mr. Melton, that Amy Colley be appointed as the Superintendent's Designee. Vote was taken.

VOTE: 7:0

Mr. Hux, Aye; Ms. Wilson, Aye; Ms. Whittaker, Aye; Mr. Melton, Aye; Mr. Kast, Aye; Ms. Sydnor, Aye; Chairman Carter, Aye.

D. Consideration of Approval of the Student Handbook and Code of Student Conduct

for 2012-2013 (Enclosed). Mr. Melton made a motion that the Student Handbook and Code of Student Conduct for 2012-2013, as presented at the June Board meeting, be approved. Mr. Hux seconded the motion, and vote was taken.

VOTE: 7:0

Mr. Hux, Aye; Ms. Wilson, Aye; Ms. Whittaker, Aye; Mr. Melton, Aye; Mr. Kast, Aye; Ms. Sydnor, Aye; Chairman Carter, Aye.

E. Consideration of New Reading Instructional Materials (Reading File Enclosed). Dr. Parish explained the system used to select the new materials and explained how they were being paid for. She recommended that the Board approve the new materials. Mr. Kast made a motion, seconded by Ms. Sydnor, that the new reading materials be purchased for use in the fall. Vote was taken.

VOTE: 7:0

Mr. Hux, Aye; Ms. Wilson, Aye; Ms. Whittaker, Aye; Mr. Melton, Aye; Mr. Kast, Aye; Ms. Sydnor, Aye; Chairman Carter, Aye.

F. Consideration of Approval of Personnel Action (*Enclosed*). Mr. Melton made a motion, seconded by Ms. Wilson, that the personnel action be approved. Vote was taken.

VOTE: 7:0

Mr. Hux, Aye; Ms. Wilson, Aye; Ms. Whittaker, Aye; Mr. Melton, Aye; Mr. Kast, Aye; Ms. Sydnor, Aye; Chairman Carter, Aye.

G. Authorization to Accept and Expend Funds as Outlined in Enclosed Request. Mr. Melton made a motion, seconded by Ms. Whittaker, that the request to accept and expend funds be approved. Vote was taken.

VOTE: 7:0

Mr. Hux, Aye; Ms. Wilson, Aye; Ms. Whittaker, Aye; Mr. Melton, Aye; Mr. Kast, Aye; Ms. Sydnor, Aye; Chairman Carter, Aye.

III. ADJOURNMENT. There being no further business to come before the Board at this time, Chairman Carter adjourned the meeting at 5:46 p.m.

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Garry Carter, Chairman

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Patricia McDowell, Clerk of the Board

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Date