

**POQUOSON CITY SCHOOL BOARD  
WORK SESSION  
OCTOBER 3, 2023 – 6:00 p.m.  
CITY OF POQUOSON COUNCIL CHAMBERS CONFERENCE ROOM**

**MINUTES**

Present:

Shannon Martin, Chair	Timothy Goodale	Arty Tillett, Superintendent
Christopher Burbage, Vice Chair	Cameron Childress	Amber Brown, Deputy Clerk
Jonathan Ingram	Kristen Jones	Brandon Ratliff, Asst. Superintendent
	Michael DuBose	

Chair Martin called the work session of the Poquoson City School Board to order at 6:02 p.m. She outlined the format for the meeting. Board members submit agenda items and Supt. Tillett and Chair Martin review and create the agenda for the work session. She provided a recap of the last board meeting from September 19, 2023. A few community members spoke at the meeting.

**Old Business**

**I. Non-Discrimination Policy**

Division staff provided board members documents relating to the discrimination policy. Discussion was held regarding current PCPS policies that have been vetted by school attorney who advised we stick with our current policies because they comply with law: Ref; (Grimm v Gloucester Cnty. Sch. Bd., 972 F.3d 586 (4<sup>th</sup> Cir. 2020)). Staff further explained that administrators and school counselors will utilize the transgender support document (provided), in collaboration with parents, to ensure the school supports student needs and communicates with parents.

**New Business**

**I. Pre-Budget Planning**

• **Playgrounds**

Discussion held regarding the current state of the playground equipment at PES. Staff explained that playground has been inspected and was deemed safe; however, PCPS realizes the need for updates. It was mentioned that playgrounds are a large Capital Improvement Project (CIP), costing at least \$100,000 - \$150,000. Current requested CIP items include a chiller and boiler which total approximately \$1.2 million. Once playground costs have been researched, the recommendation was made to form a committee, that includes community members, to brainstorm funding.

- **Teacher Recruitments and Retention**

- **Salaries**

The board shared concerns regarding improving teachers' quality of life. Discussion was held around curriculum writing and resource acquisition and creation. Division staff shared that teams are currently working on aligning pacing guides and that PCPS would be utilizing current staff members as well as outsourcing curriculum writing, similar to surrounding divisions. Stipends would be used for compensation.

School board members and PCPS staff shared concerns regarding salaries and teacher retention. Staff provided a salary comparison for Poquoson, Gloucester, York, Hampton, and WJCC. PCPS' goal is to create a compensation plan comparable to York. As well, a board member shared a document summarizing several local divisions' average salaries comparisons and tax rates. The York County Pay Plan was distributed. Tiered pay plans, with a possible two-year commitment, were also discussed. It was requested that PCPS create different pay plans to consider during the budget process that will bring salaries comparable to surrounding divisions and specifically address compression in mid-career years.

- **Long-Term Substitute Compensation**

Substitute positions in PCPS were defined.

- Daily Substitute
- Long-term Substitute – higher daily rate of pay over 10 days,
- Interim Teacher – paid as a first-year teacher after approximately 90 days

- **Teacher Cadet Program & Teacher Apprenticeship**

Division staff provided the course description from the Program of Studies (POS) on the Teacher Cadet program. Teacher Apprenticeship programs were also discussed.

## **II. Random Drug Searches**

PCPS partners closely with the Poquoson Police Department. The board discussed K-9 searches. Staff shared that searches are confidential, random/unannounced, and without suspicion. Schools go into lockdown while it occurs. If there is a hit, students are searched and interviewed, and parents are contacted.

### III. School Building Access for Law Enforcement

Staff shared that all buildings have complete access for first responders and law enforcement. Their badges will get them into the building. There is also a backup Knox Box with a physical key.

### IV. Non-Resident Policy

Discussion was held regarding the current non-resident policy as it relates to Poquoson City employees. PCPS currently allowing the following residency exceptions: School employees, military deployments, and students in their senior year. No decision was made about amending PCPS' current non-resident policy.

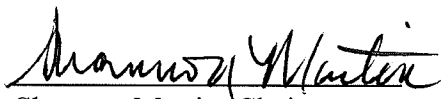
### V. Student Discipline

**THIS HAS BEEN MOVED TO OLD BUSINESS FOR THE NEXT WORK SESSION.**

### VI. Board Protocols

The Board protocol regarding responses to the public was discussed. Per School Board bylaws all responses should come from the Board Chair or the Superintendent. Also, if an email is addressed to an individual and the Board is copied (example: an email sent to the principal and SB is copied), the Board should do nothing. The response will come from the principal and the reply will be sent to all. Board members also discussed appropriate procedures for alerting the Board Chair and Superintendent about voiced concerns.

There being no further areas to be discussed by the Board, Chair Martin adjourned the work session at 8:26 p.m.

  
Shannon Martin, Chair

  
Amber S. Brown, Deputy Clerk

11/1/23  
Date