

POQUOSON CITY SCHOOL BOARD MEETING
AUGUST 20, 2024– 6:00 p.m.
CITY OF POQUOSON COUNCIL CHAMBERS

MEETING MINUTES

In attendance

Shannon Martin, Chair	Timothy Goodale	Arty Tillett, Superintendent
Christopher Burbage, Vice Chair	Kristen Jones	Andrew Roberts, Asst. Superintendent
Melissa Bartlett	J. Chris Maxwell	Ashley Ide, Deputy Clerk
Michael DuBose		Carol M. Carroll, Clerk

Absent: AJ Lumagui, Student Representative

- I. CALL TO ORDER** – Shannon Martin, Chair of the School Board called the meeting to order at 6:00 p.m. on August 20, 2024.
- II. PLEDGE TO THE FLAG, MOMENT OF SILENCE** – Chair Martin led the meeting with the Pledge of Allegiance and a moment of silence.
- III. ADDITIONS AND/OR MODIFICATIONS TO THE AGENDA** - Mrs. Carroll, Clerk of the Board, confirmed no additions to the agenda.
- IV. RECOGNITIONS** - No recognition was made.
- V. PRESENTATIONS AND REPORTS**
- A. Instructional Update – Ashley Ide, Assistant Superintendent for Instruction and Support Services presented the Instructional Update which included:

- The welcoming of new staff and educators
- Training of new teacher with technology
- Recognition of the “Spark” event for all staff and educators. This event included tailored professional development classes for all PCPS staff and thank you to Kelly Purdie for the Spark event.
- Performance data that was released from the VDOE
- Improvement in chronic absenteeism
- Thank you to Dara Libby, Kristen Lamm and Brett Higginbotham for the success of the summer academy with 120 students enrolled.
- VA Literacy Act was approved by the VDOE
- Curriculum Development: Thank you to the curriculum writers, 20 teachers.
- Wallace Foundation \$50,000 grant was received to foster and research leadership development in rural communities.

No questions from the Board

B. Financial Update – Tracy Spence, Director of Finance presented the financial update.

- Fiscal year 2025 budget update was approved last March based on the Governor’s recommended budget.
- Received increase in late May from State
- Auditors audit each school
- Auditors Brown and Edwards will be at the school board office the first two weeks in September
- Discussed the state financial reporting categories

No questions from the Board

C. Operations Update – Andrew Roberts, Assistant Superintendent for Operations presented the operations update.

- Human resources update
- Summer Safety Update
 - Development of new crisis plan
 - Emergency Drills
 - Playground Inspection
 - SROs assigned to all building
- Recognized the maintenance staff for their diligent work
- Technology updates led by Joshua Montalvo
- Transportation routes finalized
- Food services-price increase due to increased food costs
- Capital Improvement Plan (“CIP”)
- Code of Conduct has been updated
- Cell Phone Free Update – Executive Order 33 – VDOE to release final guidance on September 16, 2024 deadline is January 1, 2025

Dr. Goodale question regarding number of licensed teachers versus long time substitutes

Ms. Jones question regarding provisional licenses, 3-year period at the teacher’s expense

No additional comments from the Board

V. **PUBLIC COMMENT** - No public comments from the public

VII. **CONSENT AGENDA** – Vice Chair Burbage recited the Consent Agenda into the record.

- A. Approval of Financial Reports
- B. Authorization to Change Appropriation and to Accept and Expend Funds in Accordance with Attached Request
- C. Approval of Personnel Action
- D. Approval of Minutes for June’s Regular Meeting
- E. Approval to Dispose of Surplus Property

Chair Martin asks for a Motion to accept the consent agenda. Motion made by Mr. DuBose. Seconded by Ms. Jones.

No further discussion.

Vote was as follows:

Vice Chair Burbage: Aye; Dr. Bartlett: Aye; Mr. DuBose: Aye; Dr. Goodale: Aye; Ms. Jones: Aye; Mr. Maxwell: Aye; Chair Martin Aye

Vote passed with 7 Aye and 0 Nay

VIII. OTHER MATTERS FOR CONSIDERATION

- A. Consideration of Approval of Second Reading of Changes to Policy Manual - Chair Martin asks for Motion for Approval of Second Reading of Changes to Policy Manual. Motion made by Vice Chair Burbage. Second by Mr. Maxwell.

No further discussion.

Vote was as follows:

Vice Chair Burbage: Aye; Dr. Bartlett: Aye; Mr. DuBose: Aye; Dr. Goodale: Aye; Ms. Jones: Aye; Mr. Maxwell: Aye; Chair Martin Aye

Vote passed with 7 Aye and 0 Nay

- B. Consideration of Policy Update, Policy 3-2.1 - Chair Martin asks for Motion for Approval of Consideration of Policy Update, Policy 3-2.1. Motion by Vice Chair Burbage. Seconded by Mr. Maxwell.

No further discussion.

Vote was as follows:

Vice Chair Burbage: Aye; Dr. Bartlett: Aye; Mr. DuBose: Aye; Dr. Goodale: Aye; Ms. Jones: Aye; Mr. Maxwell: Aye; Chair Martin Aye

Vote passed with 7 Aye and 0 Nay

- C. Consideration of Motion to Approve Changes in Hiring Requirements for Substitute Teachers, Policy 5-2.7 - Chair Martin asks for Motion for Consideration of Motion to Approve Changes in Hiring Requirements for Substitute Teachers, Policy 5-2.7. Motion by Mr. DuBose. Seconded by Mr. Maxwell.

Discussion of Board

Dr. Goodale understands subs are hard to find. Questions the future performance of teachers with long term substitutes.

Mr. Tillett stated that subs generally have significant work with children. There are long term substitutes who have bachelor's degrees. The majority of staff is fully licensed.

We will put the most qualified person in the classroom. Must have an adult in the classroom.

Ms. Jones commented that 90 days is a long time for a substitute.

Dr. Bartlett stated the policy does not reflect there are two different subs.

Mr. Tillett explained a long-term sub is an “interim teacher” and would be making lesson plans. A sub is using the lesson plan from the teacher. Teachers work in teams on lesson plans. The administrators are intentional about who is placed in the classroom.

Mr. DuBose questioned the pay rate from a sub to a regular teacher. Generally, a semester.

A sub who has more than 90 consecutive days needs a license. Excess of 60 days shall hold a license. We will be replacing the first paragraph from the current policy. New Policy if subs for 61 days, must have a license.

Current policy states an associate degree plus two years post high school. Our policy hems us up on “associate degree.”

Making PCPS policy similar to neighboring schools divisions.

Goodale questions the waiver of a second reading.

Mr. Tillett explained the school needs substitutes now.

Vote was as follows:

Vice Chair Burbage: Aye; Dr. Bartlett: Aye; Mr. DuBose: Aye; Dr. Goodale: Nay; Ms. Jones: Nay; Mr. Maxwell: Aye; Chair Martin Aye

Vote passed with 5 Aye and 2 Nay

D. Consideration of Approval of 2024/2025 Code of Student Conduct - Chair Martin asks for Motion for Consideration of Motion to Approve 2024/2025 Code of Student Conduct. Motion by Vice Chair Burbage. Seconded by Ms. Jones.

Vote was as follows:

Vice Chair Burbage: Aye; Dr. Bartlett: Aye; Mr. DuBose: Aye; Dr. Goodale: Aye; Ms. Jones: Aye; Mr. Maxwell: Aye; Chair Martin Aye

Vote passed with 7 Aye and 0 Nay

E. Consideration of Approval of Deputy Clerk for the Board – Mrs. Ashley Ide, Assistant Superintendent for Instruction and Student Services - Chair Martin asks for Motion for Consideration of Approval of Deputy Clerk for the Board – Mrs. Ashley Ide, Assistant Superintendent for Instruction and Student Services. Motion by Mr. DuBose. Seconded by Mr. Maxwell.

No discussion

Vote was as follows:

Vice Chair Burbage: Aye; Dr. Bartlett: Aye; Mr. DuBose: Aye; Dr. Goodale: Aye; Ms. Jones: Aye; Mr.

Maxwell: Aye; Chair Martin Aye

Vote passed with 7 Aye and 0 Nay

- F. Consideration of Approval of Proclamation for Hispanic and Latino Heritage Month - Chair Martin asks for Motion for Consideration of Approval of Proclamation for Hispanic and Latino Heritage Month. Motion by Mr. DuBose. Seconded by Dr. Bartlett.

No discussion

Vote was as follows:

Vice Chair Burbage: Aye; Dr. Bartlett: Aye; Mr. DuBose: Aye; Dr. Goodale: Aye; Ms. Jones: Aye; Mr. Maxwell: Aye; Chair Martin Aye

Vote passed with 7 Aye and 0 Nay

- G. Consideration of Approval of Capital Improvement Plan - Chair Martin asks for Motion for Consideration of Approval of Capital Improvement Plan. Motion by Mr. DuBose. Seconded by Dr. Goodale.

Dr. Goodale disclosed a possible conflict of interest with use of the wrestling room as he volunteers with wrestling. A number of the public have suggested he not be allowed to vote on CIP regarding this space. No conflict found.

Vote was as follows:

Vice Chair Burbage: Aye; Dr. Bartlett: Aye; Mr. DuBose: Aye; Dr. Goodale: Aye; Ms. Jones: Aye; Mr. Maxwell: Aye; Chair Martin Aye

Vote passed with 7 Aye and 0 Nay

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

Vice Chair Burbage commented on Spark as being very informative. Thank you, Ms. Purdie. Thanked the summer maintenance staff. Thanked the teachers who worked on the two different curriculums this summer.

Mr. DuBose attended the board meeting for the Poquoson Education Foundation. Run for the Bulls fundraiser in October. Echo thanks for all returning people. Remind everyone the Board is here for everyone's concerns.

Ms. Jones thanked the Kiwanis for welcoming new teachers. Spark event was wonderful. Thank you local businesses who support our teachers. Thank you curriculum writers. Thank you Counselman Frye for the playground inspection. Welcome new board members. Thank you, Mr. Childress and Mr. Ingram, for your service.

Dr. Bartlett said thank you to the city council member for the appointment. Will work really hard to be the best board member for the school system.

Dr. Goodale wishes the parents and students best of luck as school starts on Monday. Welcome new board

members. Thank you to students from Poquoson that came to a boros welcome he ran and learned about coastal resilience. Will be helping the science teachers to do a science fair.

Mr. Maxwell stated he is honored and humbled to be appointed to the board. Echo fellow board members regarding summer maintenance staff and summer programs, teachers working on curriculum.

Chair Martin would like to echo the board members sentiments. Welcome Dr. Bartlett and Mr. Maxwell, Ms. Ide, Ms. Winchester, and Mr. Roberts. Proud of professional development. Thank you to teachers and curriculum build. Will recognize our outgoing board members at a future meeting.

Mr. Tillett would like to echo the comments from the board. Welcome new Board members. Thank you, Kelly Purdie and her team, for Spark day.

X. MATERIAL FOR BOARD REVIEW - No other material for board review.

XI. ADJOURNMENT - General Meeting adjourned to go into closed session at 7:06 p.m.

Closed session was opened by Motion of Mr. DuBose and seconded by Dr. Burbage at 7:16 p.m.

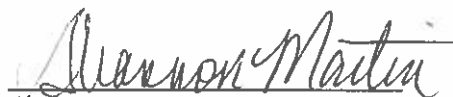
Vote was taken as follows:

Vice Chair Burbage: Aye; Dr. Bartlett: Aye; Mr. DuBose: Aye; Dr. Goodale: Aye; Ms. Jones: Aye; Mr. Maxwell: Aye; Chair Martin Aye

Vote passed with 7 Aye and 0 Nay

Motion of Mr. DuBose and seconded by Dr. Bartlett to adjourn the closed meeting and reopen the general meeting at 9:00.

There being no further areas to be discussed by the Board, Chair Martin adjourned at 9:00 p.m.



Shannon Martin, Chair



Carol M. Carroll, Clerk of the Board

Date