

**POQUOSON CITY SCHOOL BOARD MEETING  
NOVEMBER 19, 2024 – 6:00 p.m.  
CITY OF POQUOSON COUNCIL CHAMBERS**

**AGENDA**

- I. CALL TO ORDER – Chair**
- II. PLEDGE TO THE FLAG, MOMENT OF SILENCE, AND INSPIRATIONAL READING**  
*AJ Lumagui, Board Student Representative*
- III. ADDITIONS AND/OR MODIFICATIONS TO THE AGENDA**
- IV. RECOGNITIONS - Kelly Purdie, Professional Learning & Communications Administrator**
  - A.** Poquoson High School Senior of the Month – *Thatcher Faciszewski*
- V. PRESENTATIONS AND REPORTS**
  - A.** Instruction Update – *Ashley Ide, Assistant Superintendent for Instruction*
  - B.** Finance Update – *Tracy Spence, Executive Director of Finance*
  - C.** Operations Update – *Andrew Roberts, Assistant Superintendent for Operations*
- VI. PUBLIC COMMENT**
- VII. CONSENT AGENDA**
  - A.** Approval of Financial Reports (*Enclosed*)
  - B.** Authorization to Change Appropriation and to Accept and Expend Funds in Accordance with Attached Request (*Enclosed*)
  - C.** Approval of Personnel Action (*Enclosed*)
  - D.** Approval of Minutes for October’s Regular Meeting (*Enclosed*)
- VIII. OTHER MATTERS FOR CONSIDERATION**
  - A.** Consideration of recommendation to amend 2024-2025 budget based on increase in state funding. (*Reading File Enclosed*)
  - B.** Consideration to revise Student Code of Conduct to update electronic device and cell phone policy, align with VDOE guidelines and compliant with Governor's Executive Order 33, "Cell Phone-Free Education." (*Reading File Enclosed*)
  - C.** Consideration of Approval of Superintendent’s Request to City Council for Use of Carryover Funds (*Reading File Enclosed*)
  - D.** School Nutrition Policy update (*Reading File Enclosed*)
- IX. COMMUNICATIONS AND/OR OTHER MATTERS BY SCHOOL BOARD AND/OR SUPERINTENDENT**
- X. MATERIAL FOR BOARD REVIEW**
- XI. SPECIAL CALL FOR CLOSED SESSION (*Agenda Attached*)– Chair**
- XII. ADJOURNMENT**

**XI. Special Call for Closed Session**

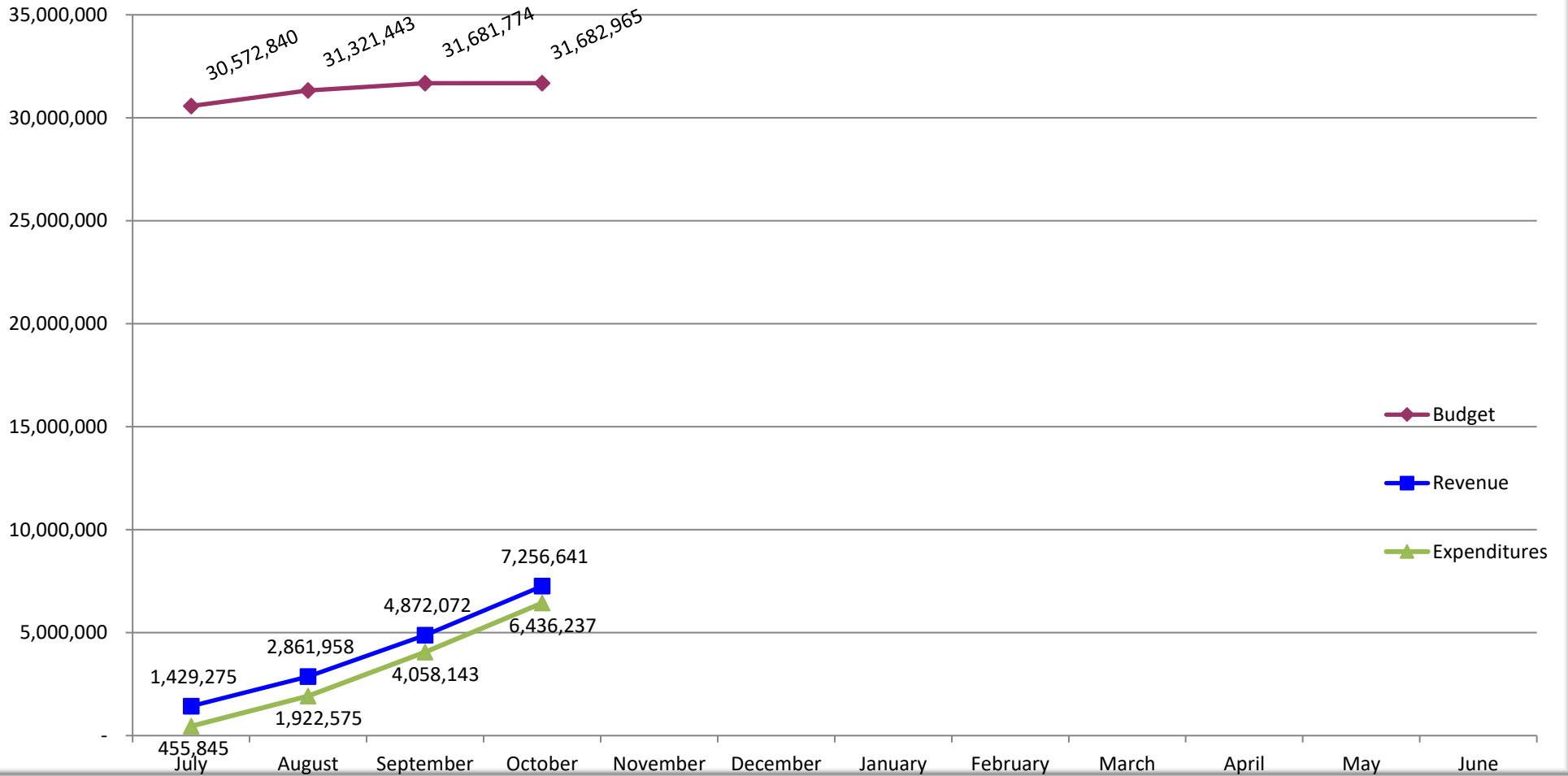
**POQUOSON CITY SCHOOL BOARD  
CLOSED SESSION  
NOVEMBER 19, 2024 – TO FOLLOW REGULAR MEETING  
CITY OF POQUOSON COUNCIL CHAMBERS CONFERENCE ROOM**

**AGENDA**

**I. Special Call for Closed Session – *Chair***

- A.** Poquoson City Public Schools’ School Board will meet in closed session pursuant to the Scholastic Exemption of Section 2.2-3711(A)(1) of the Virginia Freedom of Information for consideration of personnel matters.

# 2024 - 2025 Expenditures and Revenue Year-To-Date



POQUOSON CITY PUBLIC SCHOOLS  
EXPENDITURE ACCOUNT REPORT

FOR MONTH ENDING October 2024

	APPROPRIATIONS	OUTSTANDING ENCUMBRANCES	EXPENDITURES MONTH TO DATE	EXPENDITURES YEAR TO DATE	AVAILABLE BALANCE	PERCENT USED
ELEMENTARY HOMEBOUND INSTRUCTION	\$4,458.00	\$0.00	\$0.00	\$0.00	\$4,458.00	0%
SECONDARY HOMEBOUND INSTRUCTION	\$4,333.00	\$0.00	\$0.00	\$0.00	\$4,333.00	0%
TOTAL FOR POQUOSON PRIMARY	\$4,338,489.00	\$1,082.30	\$343,301.09	\$753,558.34	\$3,583,848.36	17%
TOTAL FOR POQUOSON ELEMENTARY	\$4,159,027.00	\$630.73	\$330,415.34	\$759,871.47	\$3,398,524.80	18%
TOTAL FOR POQUOSON MIDDLE	\$4,816,598.00	\$0.00	\$373,624.34	\$825,159.54	\$3,991,438.46	17%
TOTAL FOR POQUOSON HIGH	\$7,748,206.00	\$4,328.10	\$566,070.01	\$1,720,280.02	\$6,023,597.88	22%
TOTAL FOR ELEM & SECOND PROGRAMS	\$1,203,755.53	\$161.47	\$70,805.95	\$198,849.57	\$1,004,744.49	17%
TOTAL FOR ADMINISTRATION	\$7,793,894.85	\$29,058.50	\$637,150.16	\$1,963,003.67	\$5,801,832.68	26%
TOTAL FOR GRANTS:						
POSITIVE BEHAVIORIAL INTERVENTION AND SUPPORT	\$2,916.17	\$0.00	\$4,753.25	\$9,184.39	(\$6,268.22)	0%
TITLE I NCLB	\$155,072.59	\$0.00	\$24,520.35	\$35,287.84	\$119,784.75	23%
CARL PERKINS	\$25,901.98	\$241.80	\$0.00	\$263.25	\$25,396.93	2%
VI-B	\$788,113.12	\$0.00	\$20,264.40	\$61,828.03	\$726,285.09	8%
TITLE II	\$42,164.81	\$0.00	\$0.00	\$6,255.81	\$35,909.00	15%
TITLE IV	\$19,500.72	\$0.00	\$0.00	\$430.77	\$19,069.95	2%
TITLE III	\$1,884.81	\$0.00	\$299.00	\$299.00	\$1,585.81	0%
IMPACT AID	\$230,594.10	\$0.00	\$4,099.38	\$4,099.38	\$226,494.72	2%
PRESCHOOL	\$22,394.04	\$61.25	\$2,939.52	\$5,494.16	\$16,838.63	25%
K-5 Literacy	\$266,288.08	\$0.00	\$7,992.85	\$34,286.20	\$232,001.88	13%
CARES-ESSER II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
CARES-ESSER III	\$58,085.22	\$0.00	(\$8,142.13)	\$58,085.22	\$0.00	0%
CARES-ESSER III Set Aside	\$1,288.00	\$0.00	\$0.00	\$0.00	\$1,288.00	0%
CSLFRF - PPS HVAC Replacemer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL</b>	<b>\$31,682,965.02</b>	<b>\$35,564.15</b>	<b>\$2,378,093.51</b>	<b>\$6,436,236.66</b>	<b>\$25,211,164.21</b>	<b>20%</b>

Poquoson City Public Schools  
Expenditure Summary Report  
October 31, 2024

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
PJT 100 STATE/LOCAL FUNDS								
C/C 20								
LOC 150 POQUOSON ELEMENTARY SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 1,548,232.00	\$ 0.00	\$ 135,526.55	\$ 267,589.84	\$ 1,280,642.16		17.28
2000	EMPLOYEE BENEFITS	\$ 621,826.00	\$ 0.00	\$ 51,966.48	\$ 102,710.70	\$ 519,115.30		16.52
3000	PURCHASE SERVICES	\$ 26,277.00	\$ 0.00	\$ 793.75	\$ 19,269.31	\$ 7,007.69		73.33
5000	OTHER CHARGES	\$ 2,274.00	\$ 0.00	\$ 150.00	\$ 845.50	\$ 1,428.50		37.18
6000	MATERIALS & SUPPLIES	\$ 35,420.00	\$ 0.00	\$ 647.00	\$ 6,312.27	\$ 29,107.73		17.82
8000	CAPITAL OUTLAY	\$ 27,670.00	\$ 0.00	\$ 0.00	\$ 3,793.84	\$ 23,876.16		13.71
61100	CLASSROOM INSTRUCTION	\$ 2,261,699.00	\$ 0.00	\$ 189,083.78	\$ 400,521.46	\$ 1,861,177.54		17.71
FUNC 61210 GUIDANCE SERVICE								
1000	SALARY AND WAGES	\$ 61,903.00	\$ 0.00	\$ 30.43	\$ 0.00	\$ 61,903.00		0.00
2000	EMPLOYEE BENEFITS	\$ 24,584.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 24,584.00		0.00
6000	MATERIALS & SUPPLIES	\$ 878.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 878.00		0.00
61210	GUIDANCE SERVICE	\$ 87,365.00	\$ 0.00	\$ 30.43	\$ 0.00	\$ 87,365.00		0.00
FUNC 61230 HOMEBOUND INSTRUCTION								
1000	SALARY AND WAGES	\$ 1,495.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,495.00		0.00
2000	EMPLOYEE BENEFITS	\$ 115.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 115.00		0.00
61230	HOMEBOUND INSTRUCTION	\$ 1,610.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,610.00		0.00
FUNC 61310 ELEM & SECOND PROGRAMS								
1000	SALARY AND WAGES	\$ 110,789.00	\$ 0.00	\$ 7,597.15	\$ 42,536.61	\$ 68,252.39		38.39
2000	EMPLOYEE BENEFITS	\$ 48,027.00	\$ 0.00	\$ 3,445.11	\$ 14,182.17	\$ 33,844.83		29.53
3000	PURCHASE SERVICES	\$ 10,413.00	\$ 0.00	\$ 2,100.00	\$ 2,100.00	\$ 8,313.00		20.17
5000	OTHER CHARGES	\$ 1,950.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,950.00		0.00
6000	MATERIALS & SUPPLIES	\$ 47,585.00	\$ 0.00	\$ 1,250.00	\$ 10,848.67	\$ 36,736.33		22.80
61310	ELEM & SECOND PROGRAMS	\$ 218,764.00	\$ 0.00	\$ 14,392.26	\$ 69,667.45	\$ 149,096.55		31.85
FUNC 61320 MEDIA SERVICES								
1000	SALARY AND WAGES	\$ 71,733.00	\$ 0.00	\$ 5,919.99	\$ 11,955.48	\$ 59,777.52		16.67
2000	EMPLOYEE BENEFITS	\$ 29,385.00	\$ 0.00	\$ 2,327.50	\$ 4,655.00	\$ 24,730.00		15.84
6000	MATERIALS & SUPPLIES	\$ 3,481.00	\$ 505.93	\$ 0.00	\$ 0.00	\$ 2,975.07		14.53
61320	MEDIA SERVICES	\$ 104,599.00	\$ 505.93	\$ 8,247.49	\$ 16,610.48	\$ 87,482.59		16.36
FUNC 61410 OFFICE OF THE PRINCIPAL								
1000	SALARY AND WAGES	\$ 225,965.00	\$ 0.00	\$ 22,290.22	\$ 76,992.17	\$ 148,972.83		34.07
2000	EMPLOYEE BENEFITS	\$ 97,909.00	\$ 0.00	\$ 10,349.02	\$ 31,798.50	\$ 66,110.50		32.48
61410	OFFICE OF THE PRINCIPAL	\$ 323,874.00	\$ 0.00	\$ 32,639.24	\$ 108,790.67	\$ 215,083.33		33.59
1	REGULAR	\$ 2,997,911.00	\$ 505.93	\$ 244,332.34	\$ 595,590.06	\$ 2,401,815.01		19.88
PGM 2 SPECIAL								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 409,230.00	\$ 0.00	\$ 32,533.94	\$ 63,648.67	\$ 345,581.33		15.55
2000	EMPLOYEE BENEFITS	\$ 164,536.00	\$ 0.00	\$ 13,489.92	\$ 26,223.94	\$ 138,312.06		15.94
3000	PURCHASE SERVICES	\$ 66,710.00	\$ 0.00	\$ 12,472.13	\$ 20,484.52	\$ 46,225.48		30.71
5000	OTHER CHARGES	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00		0.00
6000	MATERIALS & SUPPLIES	\$ 2,500.00	\$ 124.80	\$ 238.07	\$ 238.07	\$ 2,137.13		14.51
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 77,738.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 77,738.00		0.00

POQUOSON CITY PUBLIC SCHOOLS  
 PJT-C/C-LOC-PGM-FUNC-OBJ- EXPENDITURES SUMMARY REPORT  
 for Fiscal Year 2025 (2024-2025 FISCAL YEAR)  
 Posted Only Figures  
 Executed By: afirth

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	Expenditures OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
61100	CLASSROOM INSTRUCTION	\$ 723,214.00	\$ 124.80	\$ 58,734.06		\$ 110,595.20	\$ 612,494.00	15.31
2	SPECIAL	\$ 723,214.00	\$ 124.80	\$ 58,734.06		\$ 110,595.20	\$ 612,494.00	15.31
PGM 4 GIFTED AND TALENTED								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 117,661.00	\$ 0.00	\$ 5,417.66		\$ 10,835.32	\$ 106,825.68	9.21
2000	EMPLOYEE BENEFITS	\$ 40,635.00	\$ 0.00	\$ 1,503.55		\$ 3,213.16	\$ 37,421.84	7.91
3000	PURCHASE SERVICES	\$ 293.00	\$ 0.00	\$ 152.02		\$ 152.02	\$ 140.98	51.88
6000	MATERIALS & SUPPLIES	\$ 625.00	\$ 0.00	\$ 866.85		\$ 866.85	\$ 241.85	138.70
61100	CLASSROOM INSTRUCTION	\$ 159,214.00	\$ 0.00	\$ 7,940.08		\$ 15,067.35	\$ 144,146.65	9.46
4	GIFTED AND TALENTED	\$ 159,214.00	\$ 0.00	\$ 7,940.08		\$ 15,067.35	\$ 144,146.65	9.46
PGM 5 REMEDIAL								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 197,825.00	\$ 0.00	\$ 14,259.65		\$ 28,509.81	\$ 169,315.19	14.41
2000	EMPLOYEE BENEFITS	\$ 82,473.00	\$ 0.00	\$ 5,149.21		\$ 10,109.05	\$ 72,363.95	12.26
61100	CLASSROOM INSTRUCTION	\$ 280,298.00	\$ 0.00	\$ 19,408.86		\$ 38,618.86	\$ 241,679.14	13.78
5	REMEDIAL	\$ 280,298.00	\$ 0.00	\$ 19,408.86		\$ 38,618.86	\$ 241,679.14	13.78
150	POQUOSON ELEMENTARY SCHOOL	\$ 4,160,637.00	\$ 630.73	\$ 330,415.34		\$ 759,871.47	\$ 3,400,134.80	18.28
LOC 160 POQUOSON PRIMARY SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 1,435,945.00	\$ 0.00	\$ 133,933.32		\$ 263,170.10	\$ 1,172,774.90	18.33
2000	EMPLOYEE BENEFITS	\$ 631,821.00	\$ 0.00	\$ 58,755.75		\$ 116,709.52	\$ 515,111.48	18.47
3000	PURCHASE SERVICES	\$ 7,214.00	\$ 0.00	\$ 813.75		\$ 4,233.75	\$ 2,980.25	58.69
5000	OTHER CHARGES	\$ 2,274.00	\$ 0.00	\$ 220.00		\$ 220.00	\$ 2,054.00	9.67
6000	MATERIALS & SUPPLIES	\$ 33,077.00	\$ 309.10	\$ 228.80		\$ 7,967.56	\$ 24,800.34	25.02
8000	CAPITAL OUTLAY	\$ 35,352.00	\$ 0.00	\$ 417.92		\$ 417.92	\$ 34,934.08	1.18
61100	CLASSROOM INSTRUCTION	\$ 2,145,683.00	\$ 309.10	\$ 194,369.54		\$ 392,718.85	\$ 1,752,655.05	18.32
FUNC 61210 GUIDANCE SERVICE								
1000	SALARY AND WAGES	\$ 52,987.00	\$ 0.00	\$ 4,365.92		\$ 8,731.84	\$ 44,255.16	16.48
2000	EMPLOYEE BENEFITS	\$ 22,207.00	\$ 0.00	\$ 2,142.73		\$ 4,086.21	\$ 18,120.79	18.40
6000	MATERIALS & SUPPLIES	\$ 1,045.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 1,045.00	0.00
61210	GUIDANCE SERVICE	\$ 76,239.00	\$ 0.00	\$ 6,508.65		\$ 12,818.05	\$ 63,420.95	16.81
FUNC 61230 HOMEBOUND INSTRUCTION								
1000	SALARY AND WAGES	\$ 2,645.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 2,645.00	0.00
2000	EMPLOYEE BENEFITS	\$ 203.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 203.00	0.00
61230	HOMEBOUND INSTRUCTION	\$ 2,848.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 2,848.00	0.00
FUNC 61310 ELEM & SECOND PROGRAMS								
1000	SALARY AND WAGES	\$ 110,789.00	\$ 0.00	\$ 9,096.95		\$ 45,036.08	\$ 65,752.92	40.65
2000	EMPLOYEE BENEFITS	\$ 48,027.00	\$ 0.00	\$ 3,559.68		\$ 14,372.68	\$ 33,654.32	29.93
3000	PURCHASE SERVICES	\$ 10,413.00	\$ 0.00	\$ 2,100.00		\$ 2,100.00	\$ 8,313.00	20.17
5000	OTHER CHARGES	\$ 1,950.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 1,950.00	0.00
6000	MATERIALS & SUPPLIES	\$ 47,582.00	\$ 0.00	\$ 0.00		\$ 63.39	\$ 47,518.61	0.13
61310	ELEM & SECOND PROGRAMS	\$ 218,761.00	\$ 0.00	\$ 14,756.63		\$ 61,572.15	\$ 157,188.85	28.15
FUNC 61320 MEDIA SERVICES								
1000	SALARY AND WAGES	\$ 60,178.00	\$ 0.00	\$ 5,036.80		\$ 10,154.66	\$ 50,023.34	16.87
2000	EMPLOYEE BENEFITS	\$ 37,970.00	\$ 0.00	\$ 3,550.95		\$ 6,692.34	\$ 31,277.66	17.63

POQUOSON CITY PUBLIC SCHOOLS  
 PJT-C/C-LOC-PGM-FUNC-OBJ- EXPENDITURES SUMMARY REPORT  
 for Fiscal Year 2025 (2024-2025 FISCAL YEAR)  
 Posted Only Figures  
 Executed By: afirth

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
6000	MATERIALS & SUPPLIES	\$ 2,908.00	\$ 0.00	\$ 1,962.20		\$ 1,962.20	\$ 945.80	67.48
61320	MEDIA SERVICES	\$ 101,056.00	\$ 0.00	\$ 10,549.95		\$ 18,809.20	\$ 82,246.80	18.61
	FUNC 61410 OFFICE OF THE PRINCIPAL							
1000	SALARY AND WAGES	\$ 293,509.00	\$ 0.00	\$ 24,326.44		\$ 78,620.63	\$ 214,888.37	26.79
2000	EMPLOYEE BENEFITS	\$ 106,326.00	\$ 0.00	\$ 8,109.00		\$ 26,848.09	\$ 79,477.91	25.25
61410	OFFICE OF THE PRINCIPAL	\$ 399,835.00	\$ 0.00	\$ 32,435.44		\$ 105,468.72	\$ 294,366.28	26.38
1	REGULAR	\$ 2,944,422.00	\$ 309.10	\$ 258,620.21		\$ 591,386.97	\$ 2,352,725.93	20.10
	PGM 2 SPECIAL							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 725,629.00	\$ 0.00	\$ 45,816.16		\$ 91,977.02	\$ 633,651.98	12.68
2000	EMPLOYEE BENEFITS	\$ 290,213.00	\$ 0.00	\$ 22,862.96		\$ 42,888.37	\$ 247,324.63	14.78
3000	PURCHASE SERVICES	\$ 6,300.00	\$ 0.00	\$ 5,666.99		\$ 8,020.63	\$ 1,720.63	127.31
5000	OTHER CHARGES	\$ 2,500.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 2,500.00	0.00
6000	MATERIALS & SUPPLIES	\$ 2,500.00	\$ 773.20	\$ 863.30		\$ 863.30	\$ 863.50	65.46
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 132,460.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 132,460.00	0.00
8000	CAPITAL OUTLAY	\$ 7,500.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 7,500.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 1,167,102.00	\$ 773.20	\$ 75,209.41		\$ 143,749.32	\$ 1,022,579.48	12.38
2	SPECIAL	\$ 1,167,102.00	\$ 773.20	\$ 75,209.41		\$ 143,749.32	\$ 1,022,579.48	12.38
	PGM 4 GIFTED AND TALENTED							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 78,250.00	\$ 0.00	\$ 6,453.75		\$ 12,907.50	\$ 65,342.50	16.50
2000	EMPLOYEE BENEFITS	\$ 28,982.00	\$ 0.00	\$ 2,464.93		\$ 4,929.86	\$ 24,052.14	17.01
3000	PURCHASE SERVICES	\$ 293.00	\$ 0.00	\$ 151.23		\$ 151.23	\$ 141.77	51.61
6000	MATERIALS & SUPPLIES	\$ 400.00	\$ 0.00	\$ 401.56		\$ 433.46	\$ 33.46	108.36
61100	CLASSROOM INSTRUCTION	\$ 107,925.00	\$ 0.00	\$ 9,471.47		\$ 18,422.05	\$ 89,502.95	17.07
4	GIFTED AND TALENTED	\$ 107,925.00	\$ 0.00	\$ 9,471.47		\$ 18,422.05	\$ 89,502.95	17.07
	PGM 5 REMEDIAL							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 82,613.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 82,613.00	0.00
2000	EMPLOYEE BENEFITS	\$ 38,634.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 38,634.00	0.00
6000	MATERIALS & SUPPLIES	\$ 641.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 641.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 121,888.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 121,888.00	0.00
5	REMEDIAL	\$ 121,888.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 121,888.00	0.00
160	POQUOSON PRIMARY SCHOOL	\$ 4,341,337.00	\$ 1,082.30	\$ 343,301.09		\$ 753,558.34	\$ 3,586,696.36	17.38
20		\$ 8,501,974.00	\$ 1,713.03	\$ 673,716.43		\$ 1,513,429.81	\$ 6,986,831.16	17.82
	C/C 30 SECONDARY							
	LOC 010 POQUOSON HIGH SCHOOL							
	PGM 1 REGULAR							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 3,089,831.00	\$ 0.00	\$ 212,381.44		\$ 422,022.61	\$ 2,667,808.39	13.66
2000	EMPLOYEE BENEFITS	\$ 1,174,604.00	\$ 0.00	\$ 86,383.74		\$ 165,312.79	\$ 1,009,291.21	14.07
3000	PURCHASE SERVICES	\$ 99,511.00	\$ 295.98	\$ 5,739.85		\$ 45,651.81	\$ 53,563.21	46.17
5000	OTHER CHARGES	\$ 2,955.00	\$ 0.00	\$ 8,255.73		\$ 8,555.73	\$ 5,600.73	289.53
6000	MATERIALS & SUPPLIES	\$ 113,050.00	\$ 3,562.12	\$ 32,618.47		\$ 52,099.08	\$ 57,388.80	49.24
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 141,558.00	\$ 0.00	\$ 0.00		\$ 143,632.00	\$ 2,074.00	101.47

POQUOSON CITY PUBLIC SCHOOLS  
 PJT-C/C-LOC-PGM-FUNC-OBJ- EXPENDITURES SUMMARY REPORT  
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Page: 4  
 Date: 11/05/24  
 Time: 11:07:05

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
8000	CAPITAL OUTLAY	\$ 86,595.00	\$ 130.00	\$ 1,044.22		\$ 5,379.29	\$ 81,085.71	6.36
61100	CLASSROOM INSTRUCTION	\$ 4,708,104.00	\$ 3,988.10	\$ 346,423.45		\$ 842,653.31	\$ 3,861,462.59	17.98
	FUNC 61210 GUIDANCE SERVICE							
1000	SALARY AND WAGES	\$ 253,983.00	\$ 0.00	\$ 19,104.75		\$ 44,429.08	\$ 209,553.92	17.49
2000	EMPLOYEE BENEFITS	\$ 100,152.00	\$ 0.00	\$ 8,362.20		\$ 17,710.60	\$ 82,441.40	17.68
3000	PURCHASE SERVICES	\$ 1,238.00	\$ 340.00	\$ 0.00		\$ 150.00	\$ 748.00	39.58
6000	MATERIALS & SUPPLIES	\$ 6,698.00	\$ 0.00	\$ 388.09		\$ 703.69	\$ 5,994.31	10.51
61210	GUIDANCE SERVICE	\$ 362,071.00	\$ 340.00	\$ 27,855.04		\$ 62,993.37	\$ 298,737.63	17.49
	FUNC 61230 HOMEBOUND INSTRUCTION							
1000	SALARY AND WAGES	\$ 0.00	\$ 0.00	\$ 350.00		\$ 350.00	\$ 350.00	100.00
2000	EMPLOYEE BENEFITS	\$ 0.00	\$ 0.00	\$ 26.78		\$ 26.78	\$ 26.78	100.00
61230	HOMEBOUND INSTRUCTION	\$ 0.00	\$ 0.00	\$ 376.78		\$ 376.78	\$ 376.78	100.00
	FUNC 61310 ELEM & SECOND PROGRAMS							
1000	SALARY AND WAGES	\$ 110,785.00	\$ 0.00	\$ 7,597.15		\$ 28,536.61	\$ 82,248.39	25.76
2000	EMPLOYEE BENEFITS	\$ 48,027.00	\$ 0.00	\$ 3,445.11		\$ 13,111.17	\$ 34,915.83	27.30
3000	PURCHASE SERVICES	\$ 12,413.00	\$ 0.00	\$ 4,200.00		\$ 4,938.00	\$ 7,475.00	39.78
5000	OTHER CHARGES	\$ 1,950.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 1,950.00	0.00
6000	MATERIALS & SUPPLIES	\$ 47,580.00	\$ 0.00	\$ 0.00		\$ 13,184.78	\$ 34,395.22	27.71
61310	ELEM & SECOND PROGRAMS	\$ 220,755.00	\$ 0.00	\$ 15,242.26		\$ 59,770.56	\$ 160,984.44	27.08
	FUNC 61320 MEDIA SERVICES							
1000	SALARY AND WAGES	\$ 66,588.00	\$ 0.00	\$ 7,821.13		\$ 15,848.32	\$ 50,739.68	23.80
2000	EMPLOYEE BENEFITS	\$ 39,655.00	\$ 0.00	\$ 4,528.31		\$ 8,723.03	\$ 30,931.97	22.00
6000	MATERIALS & SUPPLIES	\$ 4,179.00	\$ 0.00	\$ 136.42		\$ 592.68	\$ 3,586.32	14.18
61320	MEDIA SERVICES	\$ 110,422.00	\$ 0.00	\$ 12,485.86		\$ 25,164.03	\$ 85,257.97	22.79
	FUNC 61410 OFFICE OF THE PRINCIPAL							
1000	SALARY AND WAGES	\$ 408,373.00	\$ 0.00	\$ 32,809.34		\$ 113,045.84	\$ 295,327.16	27.68
2000	EMPLOYEE BENEFITS	\$ 169,103.00	\$ 0.00	\$ 12,555.67		\$ 40,907.83	\$ 128,195.17	24.19
61410	OFFICE OF THE PRINCIPAL	\$ 577,476.00	\$ 0.00	\$ 45,365.01		\$ 153,953.67	\$ 423,522.33	26.66
1	REGULAR	\$ 5,978,828.00	\$ 4,328.10	\$ 447,748.40		\$ 1,144,911.72	\$ 4,829,588.18	19.22
	PGM 2 SPECIAL							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 476,864.00	\$ 0.00	\$ 32,573.24		\$ 64,735.70	\$ 412,128.30	13.58
2000	EMPLOYEE BENEFITS	\$ 176,687.00	\$ 0.00	\$ 14,086.83		\$ 27,298.35	\$ 149,388.65	15.45
5000	OTHER CHARGES	\$ 2,500.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 2,500.00	0.00
6000	MATERIALS & SUPPLIES	\$ 3,500.00	\$ 0.00	\$ 169.75		\$ 529.32	\$ 2,970.68	15.12
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 222,737.00	\$ 0.00	\$ 32,886.00		\$ 150,330.00	\$ 72,407.00	67.49
61100	CLASSROOM INSTRUCTION	\$ 882,288.00	\$ 0.00	\$ 79,715.82		\$ 242,893.37	\$ 639,394.63	27.53
2	SPECIAL	\$ 882,288.00	\$ 0.00	\$ 79,715.82		\$ 242,893.37	\$ 639,394.63	27.53
	PGM 3 VOCATIONAL							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 358,284.00	\$ 0.00	\$ 21,829.30		\$ 43,300.51	\$ 314,983.49	12.09
2000	EMPLOYEE BENEFITS	\$ 134,991.00	\$ 0.00	\$ 8,349.54		\$ 16,463.20	\$ 118,527.80	12.20
3000	PURCHASE SERVICES	\$ 0.00	\$ 0.00	\$ 387.00		\$ 408.00	\$ 408.00	100.00
5000	OTHER CHARGES	\$ 1,208.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 1,208.00	0.00
6000	MATERIALS & SUPPLIES	\$ 10,000.00	\$ 0.00	\$ 104.03		\$ 477.96	\$ 9,522.04	4.78
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 282,501.00	\$ 0.00	\$ 0.00		\$ 255,901.00	\$ 26,600.00	90.58
8000	CAPITAL OUTLAY	\$ 409.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 409.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 787,393.00	\$ 0.00	\$ 30,669.87		\$ 316,550.67	\$ 470,842.33	40.20



POQUOSON CITY PUBLIC SCHOOLS  
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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
3	VOCATIONAL	\$ 787,393.00	\$ 0.00	\$ 30,669.87		\$ 316,550.67	\$ 470,842.33	40.20
	PGM 4 GIFTED AND TALENTED							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 77,211.00	\$ 0.00	\$ 5,468.58		\$ 10,749.66	\$ 66,461.34	13.92
2000	EMPLOYEE BENEFITS	\$ 21,634.00	\$ 0.00	\$ 2,077.28		\$ 4,553.89	\$ 17,080.11	21.05
3000	PURCHASE SERVICES	\$ 294.00	\$ 0.00	\$ 0.00		\$ 230.65	\$ 63.35	78.45
6000	MATERIALS & SUPPLIES	\$ 558.00	\$ 0.00	\$ 390.06		\$ 390.06	\$ 167.94	69.90
61100	CLASSROOM INSTRUCTION	\$ 99,697.00	\$ 0.00	\$ 7,935.92		\$ 15,924.26	\$ 83,772.74	15.97
4	GIFTED AND TALENTED	\$ 99,697.00	\$ 0.00	\$ 7,935.92		\$ 15,924.26	\$ 83,772.74	15.97
010	POQUOSON HIGH SCHOOL	\$ 7,748,206.00	\$ 4,328.10	\$ 566,070.01		\$ 1,720,280.02	\$ 6,023,597.88	22.26
	LOC 130 POQUOSON MIDDLE SCHOOL							
	PGM 1 REGULAR							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 2,095,479.00	\$ 0.00	\$ 141,741.02		\$ 281,521.54	\$ 1,813,957.46	13.43
2000	EMPLOYEE BENEFITS	\$ 790,842.00	\$ 0.00	\$ 54,428.12		\$ 109,560.81	\$ 681,281.19	13.85
3000	PURCHASE SERVICES	\$ 13,741.00	\$ 0.00	\$ 893.20		\$ 3,440.34	\$ 10,300.66	25.04
5000	OTHER CHARGES	\$ 2,274.00	\$ 0.00	\$ 541.00		\$ 1,049.81	\$ 1,224.19	46.17
6000	MATERIALS & SUPPLIES	\$ 44,466.00	\$ 0.00	\$ 1,108.70		\$ 8,268.08	\$ 36,197.92	18.59
8000	CAPITAL OUTLAY	\$ 16,605.00	\$ 0.00	\$ 703.65		\$ 1,320.87	\$ 15,284.13	7.95
61100	CLASSROOM INSTRUCTION	\$ 2,963,407.00	\$ 0.00	\$ 199,415.69		\$ 405,161.45	\$ 2,558,245.55	13.67
	FUNC 61210 GUIDANCE SERVICE							
1000	SALARY AND WAGES	\$ 189,816.00	\$ 0.00	\$ 15,337.16		\$ 30,789.82	\$ 159,026.18	16.22
2000	EMPLOYEE BENEFITS	\$ 76,424.00	\$ 0.00	\$ 6,079.42		\$ 12,084.08	\$ 64,339.92	15.81
6000	MATERIALS & SUPPLIES	\$ 2,265.00	\$ 0.00	\$ 322.43		\$ 423.12	\$ 1,841.88	18.68
61210	GUIDANCE SERVICE	\$ 268,505.00	\$ 0.00	\$ 21,739.01		\$ 43,297.02	\$ 225,207.98	16.13
	FUNC 61230 HOMEBOUND INSTRUCTION							
1000	SALARY AND WAGES	\$ 4,025.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 4,025.00	0.00
2000	EMPLOYEE BENEFITS	\$ 308.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 308.00	0.00
61230	HOMEBOUND INSTRUCTION	\$ 4,333.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 4,333.00	0.00
	FUNC 61310 ELEM & SECOND PROGRAMS							
1000	SALARY AND WAGES	\$ 110,789.00	\$ 0.00	\$ 13,666.09		\$ 53,112.25	\$ 57,676.75	47.94
2000	EMPLOYEE BENEFITS	\$ 48,027.00	\$ 0.00	\$ 5,822.64		\$ 22,616.89	\$ 25,410.11	47.09
3000	PURCHASE SERVICES	\$ 10,413.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 10,413.00	0.00
5000	OTHER CHARGES	\$ 1,950.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 1,950.00	0.00
6000	MATERIALS & SUPPLIES	\$ 47,585.00	\$ 0.00	\$ 0.00		\$ 63.38	\$ 47,521.62	0.13
61310	ELEM & SECOND PROGRAMS	\$ 218,764.00	\$ 0.00	\$ 19,488.73		\$ 75,792.52	\$ 142,971.48	34.65
	FUNC 61320 MEDIA SERVICES							
1000	SALARY AND WAGES	\$ 98,229.00	\$ 0.00	\$ 8,185.75		\$ 16,371.50	\$ 81,857.50	16.67
2000	EMPLOYEE BENEFITS	\$ 27,119.00	\$ 0.00	\$ 2,289.77		\$ 4,696.87	\$ 22,422.13	17.32
6000	MATERIALS & SUPPLIES	\$ 3,766.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 3,766.00	0.00
61320	MEDIA SERVICES	\$ 129,114.00	\$ 0.00	\$ 10,475.52		\$ 21,068.37	\$ 108,045.63	16.32
	FUNC 61410 OFFICE OF THE PRINCIPAL							
1000	SALARY AND WAGES	\$ 267,297.00	\$ 0.00	\$ 22,569.92		\$ 83,040.43	\$ 184,256.57	31.07
2000	EMPLOYEE BENEFITS	\$ 122,259.00	\$ 0.00	\$ 10,207.07		\$ 36,569.85	\$ 85,689.15	29.91
61410	OFFICE OF THE PRINCIPAL	\$ 389,556.00	\$ 0.00	\$ 32,776.99		\$ 119,610.28	\$ 269,945.72	30.70
1	REGULAR	\$ 3,973,679.00	\$ 0.00	\$ 283,895.94		\$ 664,929.64	\$ 3,308,749.36	16.73

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
PGM 2 SPECIAL								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 391,212.00	\$ 0.00	\$ 35,450.69		\$ 69,516.36	\$ 321,695.64	17.77
2000	EMPLOYEE BENEFITS	\$ 149,986.00	\$ 0.00	\$ 16,797.84		\$ 32,068.78	\$ 117,917.22	21.38
5000	OTHER CHARGES	\$ 2,500.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 2,500.00	0.00
6000	MATERIALS & SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 50.00		\$ 50.00	\$ 2,450.00	2.00
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 134,536.00	\$ 0.00	\$ 15,363.84		\$ 15,363.84	\$ 119,172.16	11.42
61100	CLASSROOM INSTRUCTION	\$ 680,734.00	\$ 0.00	\$ 67,662.37		\$ 116,998.98	\$ 563,735.02	17.19
2	SPECIAL	\$ 680,734.00	\$ 0.00	\$ 67,662.37		\$ 116,998.98	\$ 563,735.02	17.19
PGM 3 VOCATIONAL								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 59,956.00	\$ 0.00	\$ 5,227.41		\$ 10,195.33	\$ 49,760.67	17.00
2000	EMPLOYEE BENEFITS	\$ 24,039.00	\$ 0.00	\$ 2,054.56		\$ 4,078.59	\$ 19,960.41	16.97
5000	OTHER CHARGES	\$ 440.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 440.00	0.00
6000	MATERIALS & SUPPLIES	\$ 3,217.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 3,217.00	0.00
8000	CAPITAL OUTLAY	\$ 1,743.00	\$ 0.00	\$ 0.00		\$ 179.96	\$ 1,563.04	10.32
61100	CLASSROOM INSTRUCTION	\$ 89,395.00	\$ 0.00	\$ 7,281.97		\$ 14,453.88	\$ 74,941.12	16.17
3	VOCATIONAL	\$ 89,395.00	\$ 0.00	\$ 7,281.97		\$ 14,453.88	\$ 74,941.12	16.17
PGM 4 GIFTED AND TALENTED								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 57,602.00	\$ 0.00	\$ 11,166.66		\$ 21,770.82	\$ 35,831.18	37.80
2000	EMPLOYEE BENEFITS	\$ 16,477.00	\$ 0.00	\$ 3,227.33		\$ 6,616.15	\$ 9,860.85	40.15
3000	PURCHASE SERVICES	\$ 293.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 293.00	0.00
6000	MATERIALS & SUPPLIES	\$ 642.00	\$ 0.00	\$ 390.07		\$ 390.07	\$ 251.93	60.76
61100	CLASSROOM INSTRUCTION	\$ 75,014.00	\$ 0.00	\$ 14,784.06		\$ 28,777.04	\$ 46,236.96	38.36
4	GIFTED AND TALENTED	\$ 75,014.00	\$ 0.00	\$ 14,784.06		\$ 28,777.04	\$ 46,236.96	38.36
PGM 5 REMEDIAL								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 1,035.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 1,035.00	0.00
2000	EMPLOYEE BENEFITS	\$ 80.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 80.00	0.00
6000	MATERIALS & SUPPLIES	\$ 994.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 994.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 2,109.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 2,109.00	0.00
5	REMEDIAL	\$ 2,109.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 2,109.00	0.00
130	POQUOSON MIDDLE SCHOOL	\$ 4,820,931.00	\$ 0.00	\$ 373,624.34		\$ 825,159.54	\$ 3,995,771.46	17.12
30	SECONDARY	\$ 12,569,137.00	\$ 4,328.10	\$ 939,694.35		\$ 2,545,439.56	\$ 10,019,369.34	20.29
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 0								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 0.00	\$ 0.00	\$ 500.00		\$ 500.00	\$ 500.00	100.00
2000	EMPLOYEE BENEFITS	\$ 0.00	\$ 0.00	\$ 38.25		\$ 38.25	\$ 38.25	100.00
5000	OTHER CHARGES	\$ 1,193.42	\$ 0.00	\$ 55.00		\$ 1,008.43	\$ 184.99	84.50
6000	MATERIALS & SUPPLIES	\$ 1,722.75	\$ 0.00	\$ 4,160.00		\$ 7,637.71	\$ 5,914.96	443.34
61100	CLASSROOM INSTRUCTION	\$ 2,916.17	\$ 0.00	\$ 4,753.25		\$ 9,184.39	\$ 6,268.22	314.95

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FUNC 62110 BOARD SERVICES								
1000	SALARY AND WAGES	\$ 35,642.00	\$ 0.00	\$ 255.00	\$	\$ 1,106.02	\$ 34,535.98	3.10
2000	EMPLOYEE BENEFITS	\$ 8,968.00	\$ 0.00	\$ 19.52	\$	\$ 84.66	\$ 8,883.34	0.94
62110	BOARD SERVICES	\$ 44,610.00	\$ 0.00	\$ 274.52	\$	\$ 1,190.68	\$ 43,419.32	2.67
FUNC 62120 ADMINISTRATIVE SERVICES								
1000	SALARY AND WAGES	\$ 848,707.00	\$ 0.00	\$ 71,482.70	\$	\$ 270,358.75	\$ 578,348.25	31.86
2000	EMPLOYEE BENEFITS	\$ 346,968.00	\$ 0.00	\$ 24,416.49	\$	\$ 87,722.02	\$ 259,245.98	25.28
3000	PURCHASE SERVICES	\$ 164,871.00	\$ 6,450.00	\$ 11,740.70	\$	\$ 26,942.24	\$ 131,478.76	20.25
4000	INTERNAL CHARGES	\$ 5,014.00	\$ 0.00	\$ 165.18	\$	\$ 165.18	\$ 4,848.82	3.29
5000	OTHER CHARGES	\$ 71,742.00	\$ 0.00	\$ 2,555.66	\$	\$ 9,972.60	\$ 61,769.40	13.90
6000	MATERIALS & SUPPLIES	\$ 9,790.00	\$ 0.00	\$ 191.27	\$	\$ 2,343.64	\$ 7,446.36	23.94
8000	CAPITAL OUTLAY	\$ 1,080.00	\$ 0.00	\$ 0.00	\$	\$ 84.99	\$ 995.01	7.87
62120	ADMINISTRATIVE SERVICES	\$ 1,448,172.00	\$ 6,450.00	\$ 110,552.00	\$	\$ 397,589.42	\$ 1,044,132.58	27.90
FUNC 63100 TRANSPORTATION								
1000	SALARY AND WAGES	\$ 618,164.00	\$ 0.00	\$ 34,783.67	\$	\$ 88,994.59	\$ 529,169.41	14.40
2000	EMPLOYEE BENEFITS	\$ 271,102.00	\$ 0.00	\$ 13,938.52	\$	\$ 27,793.94	\$ 243,308.06	10.25
3000	PURCHASE SERVICES	\$ 270,600.00	\$ 0.00	\$ 22,004.60	\$	\$ 58,512.73	\$ 212,087.27	21.62
5000	OTHER CHARGES	\$ 19,027.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 19,027.00	0.00
6000	MATERIALS & SUPPLIES	\$ 63,732.00	\$ 0.00	\$ 3,207.57	\$	\$ 10,434.86	\$ 53,297.14	16.37
8000	CAPITAL OUTLAY	\$ 22,369.44	\$ 0.00	\$ 1,365.15	\$	\$ 17,734.59	\$ 4,634.85	79.28
63100	TRANSPORTATION	\$ 1,264,994.44	\$ 0.00	\$ 75,299.51	\$	\$ 203,470.71	\$ 1,061,523.73	16.08
FUNC 64100 OPERATION AND MAINTENANCE								
1000	SALARY AND WAGES	\$ 505,656.00	\$ 0.00	\$ 46,349.35	\$	\$ 185,559.90	\$ 320,096.10	36.70
2000	EMPLOYEE BENEFITS	\$ 175,181.00	\$ 0.00	\$ 16,226.45	\$	\$ 61,623.11	\$ 113,557.89	35.18
3000	PURCHASE SERVICES	\$ 864,060.00	\$ 0.00	\$ 119,815.64	\$	\$ 227,644.21	\$ 636,415.79	26.35
5000	OTHER CHARGES	\$ 1,042,295.00	\$ 0.00	\$ 91,344.88	\$	\$ 234,869.59	\$ 807,425.41	22.53
6000	MATERIALS & SUPPLIES	\$ 81,200.00	\$ 0.00	\$ 2,766.88	\$	\$ 19,960.26	\$ 61,239.74	24.58
8000	CAPITAL OUTLAY	\$ 108,136.93	\$ 0.00	\$ 0.00	\$	\$ 4,252.83	\$ 103,884.10	3.93
64100	OPERATION AND MAINTENANCE	\$ 2,776,528.93	\$ 0.00	\$ 276,503.20	\$	\$ 733,909.90	\$ 2,042,619.03	26.43
FUNC 64600 SECURITY SERVICES								
1000	SALARY AND WAGES	\$ 98,466.00	\$ 0.00	\$ 12,593.27	\$	\$ 23,537.27	\$ 74,928.73	23.90
2000	EMPLOYEE BENEFITS	\$ 22,153.00	\$ 0.00	\$ 3,872.34	\$	\$ 7,422.96	\$ 14,730.04	33.51
64600	SECURITY SERVICES	\$ 120,619.00	\$ 0.00	\$ 16,465.61	\$	\$ 30,960.23	\$ 89,658.77	25.67
FUNC 65100 SCHOOL FOOD								
1000	SALARY AND WAGES	\$ 65,317.00	\$ 0.00	\$ 2,757.83	\$	\$ 4,949.41	\$ 60,367.59	7.58
2000	EMPLOYEE BENEFITS	\$ 21,868.00	\$ 0.00	\$ 1,072.85	\$	\$ 2,105.66	\$ 19,762.34	9.63
8000	CAPITAL OUTLAY	\$ 0.00	\$ 0.00	\$ 0.00	\$	\$ 476.80	\$ 476.80	100.00
65100	SCHOOL FOOD	\$ 87,185.00	\$ 0.00	\$ 3,830.68	\$	\$ 6,578.27	\$ 80,606.73	7.55
FUNC 66000 FACILITIES								
9000	OTHER USES OF FUNDS	\$ 55,198.00	\$ 0.00	\$ 0.00	\$	\$ 3,000.00	\$ 52,198.00	5.43
FUNC 66100 SITE ACQUISITION								
3000	PURCHASE SERVICES	\$ 1,700.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 1,700.00	0.00
0		\$ 5,801,923.54	\$ 6,450.00	\$ 487,678.77	\$	\$ 1,385,883.60	\$ 4,409,589.94	24.00
PGM 1 REGULAR								
FUNC 61220 SCHOOL SOCIAL WORKER SERVICES								
1000	SALARY AND WAGES	\$ 62,755.00	\$ 0.00	\$ 5,229.50	\$	\$ 15,688.50	\$ 47,066.50	25.00
2000	EMPLOYEE BENEFITS	\$ 16,988.00	\$ 0.00	\$ 1,545.42	\$	\$ 4,636.26	\$ 12,351.74	27.29
61220	SCHOOL SOCIAL WORKER SERVICES	\$ 79,743.00	\$ 0.00	\$ 6,774.92	\$	\$ 20,324.76	\$ 59,418.24	25.49

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FUNC 61310 ELEM & SECOND PROGRAMS								
1000	SALARY AND WAGES	\$ 259,865.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 259,865.50	0.00
2000	EMPLOYEE BENEFITS	\$ 19,880.58	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,880.58	0.00
3000	PURCHASE SERVICES	\$ 27,757.45	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,925.00	\$ 25,832.45	6.94
6000	MATERIALS & SUPPLIES	\$ 8,715.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 31,676.50	\$ 22,961.50	363.47
61310	ELEM & SECOND PROGRAMS	\$ 316,218.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 33,601.50	\$ 282,617.03	10.63
FUNC 62220 HEALTH								
1000	SALARY AND WAGES	\$ 198,668.00	\$ 0.00	\$ 16,049.47	\$ 16,049.47	\$ 30,931.10	\$ 167,736.90	15.57
2000	EMPLOYEE BENEFITS	\$ 83,973.00	\$ 0.00	\$ 4,727.61	\$ 4,727.61	\$ 9,504.74	\$ 74,468.26	11.32
3000	PURCHASE SERVICES	\$ 383.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 383.00	0.00
5000	OTHER CHARGES	\$ 636.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 636.00	0.00
6000	MATERIALS & SUPPLIES	\$ 7,628.00	\$ 161.47	\$ 1,454.92	\$ 1,454.92	\$ 4,045.11	\$ 3,421.42	55.15
62220	HEALTH	\$ 291,288.00	\$ 161.47	\$ 22,232.00	\$ 22,232.00	\$ 44,480.95	\$ 246,645.58	15.33
FUNC 62230 PSYCHOLOGICAL								
1000	SALARY AND WAGES	\$ 158,800.00	\$ 0.00	\$ 13,142.32	\$ 13,142.32	\$ 39,426.96	\$ 119,373.04	24.83
2000	EMPLOYEE BENEFITS	\$ 51,844.00	\$ 0.00	\$ 4,705.60	\$ 4,705.60	\$ 13,243.96	\$ 38,600.04	25.55
6000	MATERIALS & SUPPLIES	\$ 1,250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,250.00	0.00
62230	PSYCHOLOGICAL	\$ 211,894.00	\$ 0.00	\$ 17,847.92	\$ 17,847.92	\$ 52,670.92	\$ 159,223.08	24.86
FUNC 62240 SPEECH/AUDIOLOGY								
1000	SALARY AND WAGES	\$ 226,995.00	\$ 0.00	\$ 17,972.22	\$ 17,972.22	\$ 36,005.30	\$ 190,989.70	15.86
2000	EMPLOYEE BENEFITS	\$ 77,617.00	\$ 0.00	\$ 5,978.89	\$ 5,978.89	\$ 11,766.14	\$ 65,850.86	15.16
62240	SPEECH/AUDIOLOGY	\$ 304,612.00	\$ 0.00	\$ 23,951.11	\$ 23,951.11	\$ 47,771.44	\$ 256,840.56	15.68
1	REGULAR	\$ 1,203,755.53	\$ 161.47	\$ 70,805.95	\$ 70,805.95	\$ 198,849.57	\$ 1,004,744.49	16.53
PGM 7 ADULT								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00	0.00
2000	EMPLOYEE BENEFITS	\$ 459.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 459.00	0.00
6000	MATERIALS & SUPPLIES	\$ 900.00	\$ 2,986.31	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,086.31	331.81
61100	CLASSROOM INSTRUCTION	\$ 7,359.00	\$ 2,986.31	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,372.69	40.58
7	ADULT	\$ 7,359.00	\$ 2,986.31	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,372.69	40.58
PGM 9 NON LEA PROGRAMS								
FUNC 68100 INSTRUCTIONAL TECHNOLOGY								
1000	SALARY AND WAGES	\$ 219,441.00	\$ 0.00	\$ 18,737.24	\$ 18,737.24	\$ 37,474.48	\$ 181,966.52	17.08
2000	EMPLOYEE BENEFITS	\$ 76,378.00	\$ 0.00	\$ 6,716.03	\$ 6,716.03	\$ 13,438.11	\$ 62,939.89	17.59
3000	PURCHASE SERVICES	\$ 156,764.00	\$ 2,530.24	\$ 9,843.18	\$ 9,843.18	\$ 28,299.37	\$ 125,934.39	19.67
5000	OTHER CHARGES	\$ 23,640.00	\$ 0.00	\$ 204.36	\$ 204.36	\$ 612.76	\$ 23,027.24	2.59
6000	MATERIALS & SUPPLIES	\$ 193,163.00	\$ 1,579.99	\$ 5,014.90	\$ 5,014.90	\$ 34,545.26	\$ 157,037.75	18.70
8000	CAPITAL OUTLAY	\$ 126,025.00	\$ 1,525.96	\$ 34,257.80	\$ 34,257.80	\$ 52,512.42	\$ 71,986.62	42.88
68100	INSTRUCTIONAL TECHNOLOGY	\$ 795,411.00	\$ 5,636.19	\$ 74,773.51	\$ 74,773.51	\$ 166,882.40	\$ 622,892.41	21.69
FUNC 68200 INSTRUCTIONAL SUPPORT TECHNOLOGY								
1000	SALARY AND WAGES	\$ 387,921.00	\$ 0.00	\$ 31,736.58	\$ 31,736.58	\$ 135,822.57	\$ 252,098.43	35.01
2000	EMPLOYEE BENEFITS	\$ 147,584.00	\$ 0.00	\$ 12,118.98	\$ 12,118.98	\$ 47,237.81	\$ 100,346.19	32.01
3000	PURCHASE SERVICES	\$ 96,141.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 620.00	\$ 95,521.00	0.64
6000	MATERIALS & SUPPLIES	\$ 3,350.00	\$ 0.00	\$ 106.82	\$ 106.82	\$ 183.43	\$ 3,166.57	5.48
8000	CAPITAL OUTLAY	\$ 7,184.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,689.28	\$ 5,494.72	23.51
68200	INSTRUCTIONAL SUPPORT TECHNOLOGY	\$ 642,180.00	\$ 0.00	\$ 43,962.38	\$ 43,962.38	\$ 185,553.09	\$ 456,626.91	28.89
FUNC 68305 STATE TECHNOLOGY GRANT								
3000	PURCHASE SERVICES	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00	0.00
6000	MATERIALS & SUPPLIES	\$ 48,629.90	\$ 0.00	\$ 77.31	\$ 77.31	\$ 1,557.31	\$ 47,072.59	3.20

POQUOSON CITY PUBLIC SCHOOLS  
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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
8000	CAPITAL OUTLAY	\$ 188,948.45	\$ 13,986.00	\$ 394.04		\$ 131,236.54	\$ 43,725.91	76.86
68305	STATE TECHNOLOGY GRANT	\$ 243,578.35	\$ 13,986.00	\$ 471.35		\$ 132,793.85	\$ 96,798.50	60.26
9	NON LEA PROGRAMS	\$ 1,681,169.35	\$ 19,622.19	\$ 119,207.24		\$ 485,229.34	\$ 1,176,317.82	30.03
000		\$ 8,694,207.42	\$ 29,219.97	\$ 677,691.96		\$ 2,069,962.51	\$ 6,595,024.94	24.14
90	DISTRICT WIDE	\$ 8,694,207.42	\$ 29,219.97	\$ 677,691.96		\$ 2,069,962.51	\$ 6,595,024.94	24.14
100	STATE/LOCAL FUNDS	\$ 29,765,318.42	\$ 35,261.10	\$ 2,291,102.74		\$ 6,128,831.88	\$ 23,601,225.44	20.71
PJT 101 REMEDIAL SUMMER								
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 6 SUMMER								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 73,315.00	\$ 0.00	\$ 0.00		\$ 7,160.00	\$ 66,155.00	9.77
2000	EMPLOYEE BENEFITS	\$ 5,700.00	\$ 0.00	\$ 0.00		\$ 547.74	\$ 5,152.26	9.61
6000	MATERIALS & SUPPLIES	\$ 1,750.00	\$ 0.00	\$ 0.00		\$ 1,477.45	\$ 272.55	84.43
61100	CLASSROOM INSTRUCTION	\$ 80,765.00	\$ 0.00	\$ 0.00		\$ 9,185.19	\$ 71,579.81	11.37
6	SUMMER	\$ 80,765.00	\$ 0.00	\$ 0.00		\$ 9,185.19	\$ 71,579.81	11.37
000		\$ 80,765.00	\$ 0.00	\$ 0.00		\$ 9,185.19	\$ 71,579.81	11.37
90	DISTRICT WIDE	\$ 80,765.00	\$ 0.00	\$ 0.00		\$ 9,185.19	\$ 71,579.81	11.37
101	REMEDIAL SUMMER	\$ 80,765.00	\$ 0.00	\$ 0.00		\$ 9,185.19	\$ 71,579.81	11.37
PJT 201 TITLE I NCLB								
C/C 20								
LOC 150 POQUOSON ELEMENTARY SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 93,633.11	\$ 0.00	\$ 8,175.27		\$ 16,350.51	\$ 77,282.60	17.46
2000	EMPLOYEE BENEFITS	\$ 44,419.97	\$ 0.00	\$ 2,592.64		\$ 5,184.89	\$ 39,235.08	11.67
6000	MATERIALS & SUPPLIES	\$ 17,019.51	\$ 0.00	\$ 13,752.44		\$ 13,752.44	\$ 3,267.07	80.80
61100	CLASSROOM INSTRUCTION	\$ 155,072.59	\$ 0.00	\$ 24,520.35		\$ 35,287.84	\$ 119,784.75	22.76
1	REGULAR	\$ 155,072.59	\$ 0.00	\$ 24,520.35		\$ 35,287.84	\$ 119,784.75	22.76
150	POQUOSON ELEMENTARY SCHOOL	\$ 155,072.59	\$ 0.00	\$ 24,520.35		\$ 35,287.84	\$ 119,784.75	22.76
20		\$ 155,072.59	\$ 0.00	\$ 24,520.35		\$ 35,287.84	\$ 119,784.75	22.76
201	TITLE I NCLB	\$ 155,072.59	\$ 0.00	\$ 24,520.35		\$ 35,287.84	\$ 119,784.75	22.76
PJT 202 CARL PERKINS								
C/C 30 SECONDARY								
LOC 010 POQUOSON HIGH SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
8000	CAPITAL OUTLAY	\$ 25,901.98	\$ 241.80	\$ 0.00		\$ 263.25	\$ 25,396.93	1.95
61100	CLASSROOM INSTRUCTION	\$ 25,901.98	\$ 241.80	\$ 0.00		\$ 263.25	\$ 25,396.93	1.95
1	REGULAR	\$ 25,901.98	\$ 241.80	\$ 0.00		\$ 263.25	\$ 25,396.93	1.95
010	POQUOSON HIGH SCHOOL	\$ 25,901.98	\$ 241.80	\$ 0.00		\$ 263.25	\$ 25,396.93	1.95
30	SECONDARY	\$ 25,901.98	\$ 241.80	\$ 0.00		\$ 263.25	\$ 25,396.93	1.95
202	CARL PERKINS	\$ 25,901.98	\$ 241.80	\$ 0.00		\$ 263.25	\$ 25,396.93	1.95

PJT 203 VI-B

C/C 20

LOC 150 POQUOSON ELEMENTARY SCHOOL

PGM 2 SPECIAL

FUNC 61100 CLASSROOM INSTRUCTION

1000	SALARY AND WAGES	\$ 49,571.00	\$ 0.00	\$ 2,936.56		\$ 21,958.12	\$ 27,612.88	44.30
2000	EMPLOYEE BENEFITS	\$ 99,094.00	\$ 0.00	\$ 1,707.39		\$ 4,444.29	\$ 94,649.71	4.48
3000	PURCHASE SERVICES	\$ 131,671.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 131,671.00	0.00
6000	MATERIALS & SUPPLIES	\$ 11,790.90	\$ 0.00	\$ 0.00		\$ 0.00	\$ 11,790.90	0.00
61100	CLASSROOM INSTRUCTION	\$ 292,126.90	\$ 0.00	\$ 4,643.95		\$ 26,402.41	\$ 265,724.49	9.04
2	SPECIAL	\$ 292,126.90	\$ 0.00	\$ 4,643.95		\$ 26,402.41	\$ 265,724.49	9.04
150	POQUOSON ELEMENTARY SCHOOL	\$ 292,126.90	\$ 0.00	\$ 4,643.95		\$ 26,402.41	\$ 265,724.49	9.04

LOC 160 POQUOSON PRIMARY SCHOOL

PGM 2 SPECIAL

FUNC 61100 CLASSROOM INSTRUCTION

1000	SALARY AND WAGES	\$ 30,467.00	\$ 0.00	\$ 314.06		\$ 4,253.12	\$ 26,213.88	13.96
2000	EMPLOYEE BENEFITS	\$ 111,686.37	\$ 0.00	\$ 81.41		\$ 440.12	\$ 111,246.25	0.39
61100	CLASSROOM INSTRUCTION	\$ 142,153.37	\$ 0.00	\$ 395.47		\$ 4,693.24	\$ 137,460.13	3.30
2	SPECIAL	\$ 142,153.37	\$ 0.00	\$ 395.47		\$ 4,693.24	\$ 137,460.13	3.30
160	POQUOSON PRIMARY SCHOOL	\$ 142,153.37	\$ 0.00	\$ 395.47		\$ 4,693.24	\$ 137,460.13	3.30
20		\$ 434,280.27	\$ 0.00	\$ 5,039.42		\$ 31,095.65	\$ 403,184.62	7.16

C/C 30 SECONDARY

LOC 010 POQUOSON HIGH SCHOOL

PGM 2 SPECIAL

FUNC 61100 CLASSROOM INSTRUCTION

1000	SALARY AND WAGES	\$ 118,075.00	\$ 0.00	\$ 4,743.41		\$ 9,736.82	\$ 108,338.18	8.25
2000	EMPLOYEE BENEFITS	\$ 0.00	\$ 0.00	\$ 2,858.22		\$ 5,533.58	\$ 5,533.58	100.00
61100	CLASSROOM INSTRUCTION	\$ 118,075.00	\$ 0.00	\$ 7,601.63		\$ 15,270.40	\$ 102,804.60	12.93
2	SPECIAL	\$ 118,075.00	\$ 0.00	\$ 7,601.63		\$ 15,270.40	\$ 102,804.60	12.93
010	POQUOSON HIGH SCHOOL	\$ 118,075.00	\$ 0.00	\$ 7,601.63		\$ 15,270.40	\$ 102,804.60	12.93

LOC 130 POQUOSON MIDDLE SCHOOL

PGM 2 SPECIAL

POQUOSON CITY PUBLIC SCHOOLS  
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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 235,757.85	\$ 0.00	\$ 5,398.90	\$ 10,997.80	\$ 224,760.05	4.66	
2000	EMPLOYEE BENEFITS	\$ 0.00	\$ 0.00	\$ 2,224.45	\$ 4,464.18	\$ 4,464.18	100.00	
61100	CLASSROOM INSTRUCTION	\$ 235,757.85	\$ 0.00	\$ 7,623.35	\$ 15,461.98	\$ 220,295.87	6.56	
2	SPECIAL	\$ 235,757.85	\$ 0.00	\$ 7,623.35	\$ 15,461.98	\$ 220,295.87	6.56	
130	POQUOSON MIDDLE SCHOOL	\$ 235,757.85	\$ 0.00	\$ 7,623.35	\$ 15,461.98	\$ 220,295.87	6.56	
30	SECONDARY	\$ 353,832.85	\$ 0.00	\$ 15,224.98	\$ 30,732.38	\$ 323,100.47	8.69	
203	VI-B	\$ 788,113.12	\$ 0.00	\$ 20,264.40	\$ 61,828.03	\$ 726,285.09	7.85	

PJT 204 TITLE II

C/C 20

LOC 150 POQUOSON ELEMENTARY SCHOOL

PGM 1 REGULAR

FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 39,612.81	\$ 0.00	\$ 0.00	\$ 6,255.81	\$ 33,357.00	15.79	
2000	EMPLOYEE BENEFITS	\$ 2,552.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,552.00	0.00	
61100	CLASSROOM INSTRUCTION	\$ 42,164.81	\$ 0.00	\$ 0.00	\$ 6,255.81	\$ 35,909.00	14.84	
1	REGULAR	\$ 42,164.81	\$ 0.00	\$ 0.00	\$ 6,255.81	\$ 35,909.00	14.84	
150	POQUOSON ELEMENTARY SCHOOL	\$ 42,164.81	\$ 0.00	\$ 0.00	\$ 6,255.81	\$ 35,909.00	14.84	
20		\$ 42,164.81	\$ 0.00	\$ 0.00	\$ 6,255.81	\$ 35,909.00	14.84	
204	TITLE II	\$ 42,164.81	\$ 0.00	\$ 0.00	\$ 6,255.81	\$ 35,909.00	14.84	

PJT 205 TITLE IV

C/C 20

LOC 150 POQUOSON ELEMENTARY SCHOOL

PGM 1 REGULAR

FUNC 61100 CLASSROOM INSTRUCTION								
3000	PURCHASE SERVICES	\$ 9,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,500.00	0.00	
5000	OTHER CHARGES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00	
61100	CLASSROOM INSTRUCTION	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00	
1	REGULAR	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00	
150	POQUOSON ELEMENTARY SCHOOL	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00	
20		\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00	

C/C 30 SECONDARY

LOC 010 POQUOSON HIGH SCHOOL

PGM 1 REGULAR

FUNC 61100 CLASSROOM INSTRUCTION								
3000	PURCHASE SERVICES	\$ 4,487.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,487.55	0.00	
5000	OTHER CHARGES	\$ 262.81	\$ 0.00	\$ 0.00	\$ 215.39	\$ 47.42	81.96	

POQUOSON CITY PUBLIC SCHOOLS  
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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
61100	CLASSROOM INSTRUCTION	\$ 4,750.36	\$ 0.00	\$ 0.00		\$ 215.39	\$ 4,534.97	4.53
1	REGULAR	\$ 4,750.36	\$ 0.00	\$ 0.00		\$ 215.39	\$ 4,534.97	4.53
010	POQUOSON HIGH SCHOOL	\$ 4,750.36	\$ 0.00	\$ 0.00		\$ 215.39	\$ 4,534.97	4.53
	LOC 130 POQUOSON MIDDLE SCHOOL							
	PGM 1 REGULAR							
	FUNC 61100 CLASSROOM INSTRUCTION							
3000	PURCHASE SERVICES	\$ 4,487.55	\$ 0.00	\$ 0.00		\$ 0.00	\$ 4,487.55	0.00
5000	OTHER CHARGES	\$ 262.81	\$ 0.00	\$ 0.00		\$ 215.38	\$ 47.43	81.95
61100	CLASSROOM INSTRUCTION	\$ 4,750.36	\$ 0.00	\$ 0.00		\$ 215.38	\$ 4,534.98	4.53
1	REGULAR	\$ 4,750.36	\$ 0.00	\$ 0.00		\$ 215.38	\$ 4,534.98	4.53
130	POQUOSON MIDDLE SCHOOL	\$ 4,750.36	\$ 0.00	\$ 0.00		\$ 215.38	\$ 4,534.98	4.53
30	SECONDARY	\$ 9,500.72	\$ 0.00	\$ 0.00		\$ 430.77	\$ 9,069.95	4.53
205	TITLE IV	\$ 19,500.72	\$ 0.00	\$ 0.00		\$ 430.77	\$ 19,069.95	2.21
	PJT 206 K-5 LITERACY							
	C/C 20							
	LOC 150 POQUOSON ELEMENTARY SCHOOL							
	PGM 1 REGULAR							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 114,504.99	\$ 0.00	\$ 6,314.50		\$ 29,629.00	\$ 84,875.99	25.88
2000	EMPLOYEE BENEFITS	\$ 22,230.64	\$ 0.00	\$ 1,678.35		\$ 4,657.20	\$ 17,573.44	20.95
3000	PURCHASE SERVICES	\$ 11,710.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 11,710.00	0.00
5000	OTHER CHARGES	\$ 24,239.86	\$ 0.00	\$ 0.00		\$ 0.00	\$ 24,239.86	0.00
6000	MATERIALS & SUPPLIES	\$ 69,522.59	\$ 0.00	\$ 0.00		\$ 0.00	\$ 69,522.59	0.00
8000	CAPITAL OUTLAY	\$ 24,080.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 24,080.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 266,288.08	\$ 0.00	\$ 7,992.85		\$ 34,286.20	\$ 232,001.88	12.88
1	REGULAR	\$ 266,288.08	\$ 0.00	\$ 7,992.85		\$ 34,286.20	\$ 232,001.88	12.88
150	POQUOSON ELEMENTARY SCHOOL	\$ 266,288.08	\$ 0.00	\$ 7,992.85		\$ 34,286.20	\$ 232,001.88	12.88
20		\$ 266,288.08	\$ 0.00	\$ 7,992.85		\$ 34,286.20	\$ 232,001.88	12.88
206	K-5 LITERACY	\$ 266,288.08	\$ 0.00	\$ 7,992.85		\$ 34,286.20	\$ 232,001.88	12.88
	PJT 207 PRESCHOOL HANDICAPPED							
	C/C 20							
	LOC 160 POQUOSON PRIMARY SCHOOL							
	PGM 1 REGULAR							
	FUNC 61100 CLASSROOM INSTRUCTION							
3000	PURCHASE SERVICES	\$ 22,394.04	\$ 61.25	\$ 2,939.52		\$ 5,494.16	\$ 16,838.63	24.81
61100	CLASSROOM INSTRUCTION	\$ 22,394.04	\$ 61.25	\$ 2,939.52		\$ 5,494.16	\$ 16,838.63	24.81
1	REGULAR	\$ 22,394.04	\$ 61.25	\$ 2,939.52		\$ 5,494.16	\$ 16,838.63	24.81
160	POQUOSON PRIMARY SCHOOL	\$ 22,394.04	\$ 61.25	\$ 2,939.52		\$ 5,494.16	\$ 16,838.63	24.81



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20		\$ 22,394.04	\$ 61.25	\$ 2,939.52		\$ 5,494.16	\$ 16,838.63	24.81
207	PRESCHOOL HANDICAPPED	\$ 22,394.04	\$ 61.25	\$ 2,939.52		\$ 5,494.16	\$ 16,838.63	24.81
PJT 208 IMPACT AID								
C/C 30 SECONDARY								
LOC 010 POQUOSON HIGH SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 49,512.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 49,512.00	0.00
2000	EMPLOYEE BENEFITS	\$ 21,930.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 21,930.00	0.00
3000	PURCHASE SERVICES	\$ 118,961.10	\$ 0.00	\$ 4,099.38		\$ 4,099.38	\$ 114,861.72	3.45
6000	MATERIALS & SUPPLIES	\$ 10,000.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 10,000.00	0.00
8000	CAPITAL OUTLAY	\$ 30,191.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 30,191.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 230,594.10	\$ 0.00	\$ 4,099.38		\$ 4,099.38	\$ 226,494.72	1.78
1	REGULAR	\$ 230,594.10	\$ 0.00	\$ 4,099.38		\$ 4,099.38	\$ 226,494.72	1.78
010	POQUOSON HIGH SCHOOL	\$ 230,594.10	\$ 0.00	\$ 4,099.38		\$ 4,099.38	\$ 226,494.72	1.78
30	SECONDARY	\$ 230,594.10	\$ 0.00	\$ 4,099.38		\$ 4,099.38	\$ 226,494.72	1.78
208	IMPACT AID	\$ 230,594.10	\$ 0.00	\$ 4,099.38		\$ 4,099.38	\$ 226,494.72	1.78
PJT 209 TITLE III								
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 0								
FUNC 61100 CLASSROOM INSTRUCTION								
3000	PURCHASE SERVICES	\$ 631.54	\$ 0.00	\$ 299.00		\$ 299.00	\$ 332.54	47.34
6000	MATERIALS & SUPPLIES	\$ 1,253.27	\$ 0.00	\$ 0.00		\$ 0.00	\$ 1,253.27	0.00
61100	CLASSROOM INSTRUCTION	\$ 1,884.81	\$ 0.00	\$ 299.00		\$ 299.00	\$ 1,585.81	15.86
0		\$ 1,884.81	\$ 0.00	\$ 299.00		\$ 299.00	\$ 1,585.81	15.86
000		\$ 1,884.81	\$ 0.00	\$ 299.00		\$ 299.00	\$ 1,585.81	15.86
90	DISTRICT WIDE	\$ 1,884.81	\$ 0.00	\$ 299.00		\$ 299.00	\$ 1,585.81	15.86
209	TITLE III	\$ 1,884.81	\$ 0.00	\$ 299.00		\$ 299.00	\$ 1,585.81	15.86
PJT 210 SCHOOL FOOD								
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 0								
FUNC 65100 SCHOOL FOOD								
5000	OTHER CHARGES	\$ 185,000.00	\$ 0.00	\$ 35,017.40		\$ 53,956.11	\$ 131,043.89	29.17
8000	CAPITAL OUTLAY	\$ 40,594.13	\$ 0.00	\$ 0.00		\$ 37,933.82	\$ 2,660.31	93.45
65100	SCHOOL FOOD	\$ 225,594.13	\$ 0.00	\$ 35,017.40		\$ 91,889.93	\$ 133,704.20	40.73
0		\$ 225,594.13	\$ 0.00	\$ 35,017.40		\$ 91,889.93	\$ 133,704.20	40.73

POQUOSON CITY PUBLIC SCHOOLS  
PJT-C/C-LOC-PGM-FUNC-OBJ- EXPENDITURES SUMMARY REPORT  
for Fiscal Year 2025 (2024-2025 FISCAL YEAR)  
Posted Only Figures  
Executed By: afirth

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Time: 11:07:06

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
000		\$ 225,594.13	\$ 0.00	\$ 35,017.40		\$ 91,889.93	\$ 133,704.20	40.73
90	DISTRICT WIDE	\$ 225,594.13	\$ 0.00	\$ 35,017.40		\$ 91,889.93	\$ 133,704.20	40.73
210	SCHOOL FOOD	\$ 225,594.13	\$ 0.00	\$ 35,017.40		\$ 91,889.93	\$ 133,704.20	40.73
PJT 215 CARES ACT ESSER III								
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 0								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 53,957.50	\$ 0.00	\$ 5,617.25		\$ 53,957.50	\$ 0.00	100.00
2000	EMPLOYEE BENEFITS	\$ 4,127.72	\$ 0.00	\$ 2,524.88		\$ 4,127.72	\$ 0.00	100.00
61100	CLASSROOM INSTRUCTION	\$ 58,085.22	\$ 0.00	\$ 8,142.13		\$ 58,085.22	\$ 0.00	100.00
0		\$ 58,085.22	\$ 0.00	\$ 8,142.13		\$ 58,085.22	\$ 0.00	100.00
000		\$ 58,085.22	\$ 0.00	\$ 8,142.13		\$ 58,085.22	\$ 0.00	100.00
90	DISTRICT WIDE	\$ 58,085.22	\$ 0.00	\$ 8,142.13		\$ 58,085.22	\$ 0.00	100.00
215	CARES ACT ESSER III	\$ 58,085.22	\$ 0.00	\$ 8,142.13		\$ 58,085.22	\$ 0.00	100.00
PJT 216 CARES ESSER III SET ASIDE								
C/C 20								
LOC 150 POQUOSON ELEMENTARY SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 322.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 322.00	0.00
LOC 160 POQUOSON PRIMARY SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 322.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 322.00	0.00
20		\$ 644.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 644.00	0.00
C/C 30 SECONDARY								
LOC 010 POQUOSON HIGH SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 322.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 322.00	0.00
LOC 130 POQUOSON MIDDLE SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 322.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 322.00	0.00
30	SECONDARY	\$ 644.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 644.00	0.00
216	CARES ESSER III SET ASIDE	\$ 1,288.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 1,288.00	0.00

POQUOSON CITY PUBLIC SCHOOLS  
 PJT-C/C-LOC-PGM-FUNC-OBJ- EXPENDITURES SUMMARY REPORT  
 for Fiscal Year 2025 (2024-2025 FISCAL YEAR)  
 Posted Only Figures  
 Executed By: afirth

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
-----							
=====							
GRAND TOTAL		\$ 31,682,965.02	\$ 35,564.15	\$ 2,378,093.51	\$ 6,436,236.66	\$ 25,211,164.21	20.43



**Poquoson City Public Schools**  
**Revenue Summary Report**  
**October 31, 2024**

Page: 1  
 Date: 11/13/24  
 Time: 09:29:46

Code	Description	Estimated Revenue	Est. Revenue For	OCTOBER	Revenue For	OCTOBER	Revenue YTD	Unrealized Balance	Percent Real
<b>FD 1 GENERAL FUND</b>									
<b>CAT 1 LOCAL FUNDS</b>									
1502010	RENT-YMCA	\$ 0.00	\$	0.00	\$	1,100.00	\$ 3,400.00	\$ 3,400.00-	100.00
1602020	ATHLETIC FEES	\$ 38,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 38,000.00	0.00
1612040	SCHOOL FOOD SERVICE	\$ 48,125.00	\$	0.00	\$	4,833.39	\$ 13,779.34	\$ 34,345.66	28.63
1899120	MISCELLANEOUS/OTHER FUNDS	\$ 37,000.00	\$	0.00	\$	328.74	\$ 56,984.74	\$ 19,984.74-	154.01
1899121	IN SCHOOL PAYROLL RECEIPTS	\$ 20,000.00	\$	0.00	\$	1,732.77	\$ 2,651.69	\$ 17,348.31	13.26
1899125	INSURANCE CLAIMS	\$ 16,369.44	\$	0.00	\$	0.00	\$ 16,369.44	\$ 0.00	100.00
1900110	E-RATE	\$ 11,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 11,000.00	0.00
5105000	OPERATION	\$ 12,249,406.00	\$	0.00	\$	999,989.80	\$ 1,505,488.24	\$ 10,743,917.76	12.29
5105011	CITY FUND TECHNOLOGY	\$ 34,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 34,000.00	0.00
5105999	USE OF FUND BALANCE	\$ 7,871.90	\$	0.00	\$	0.00	\$ 0.00	\$ 7,871.90	0.00
<b>1</b>	<b>LOCAL FUNDS</b>	<b>\$ 12,461,772.34</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>1,007,984.70</b>	<b>\$ 1,598,673.45</b>	<b>\$ 10,863,098.89</b>	<b>12.83</b>
<b>CAT 2 STATE FUNDS</b>									
2402020	BASIC AID	\$ 9,154,993.00	\$	0.00	\$	727,425.50	\$ 2,909,702.00	\$ 6,245,291.00	31.78
2402030	GED ISAEP FUNDING	\$ 8,203.00	\$	0.00	\$	0.00	\$ 0.00	\$ 8,203.00	0.00
2402040	REMEDIAL SUMMER SCHOOL	\$ 89,878.00	\$	0.00	\$	0.00	\$ 0.00	\$ 89,878.00	0.00
2402050	FOSTER REGULAR ED STUDENTS	\$ 6,458.00	\$	0.00	\$	0.00	\$ 0.00	\$ 6,458.00	0.00
2402070	GIFTED AND TALENTED	\$ 85,224.00	\$	0.00	\$	6,994.66	\$ 27,978.64	\$ 57,245.36	32.83
2402080	REMEDIAL SOQ	\$ 98,541.00	\$	0.00	\$	0.00	\$ 0.00	\$ 98,541.00	0.00
2402110	COMPENSATION SUPPLEMENT	\$ 0.00	\$	0.00	\$	28,467.13	\$ 99,634.96	\$ 99,634.96-	100.00
2402120	SPECIAL EDUCATION SOQ	\$ 1,089,273.00	\$	0.00	\$	89,400.92	\$ 357,603.68	\$ 731,669.32	32.83
2402140	TEXTBOOK PAYMENTS	\$ 213,247.00	\$	0.00	\$	17,502.00	\$ 70,008.00	\$ 143,239.00	32.83
2402150	SCHOOL FOOD PAYMENTS	\$ 8,288.00	\$	0.00	\$	0.00	\$ 0.00	\$ 8,288.00	0.00
2402170	VOCATIONAL ED. SOQ	\$ 131,831.00	\$	0.00	\$	10,819.92	\$ 43,279.68	\$ 88,551.32	32.83
2402210	SOCIAL SECURITY INSTRUCTIONAL	\$ 490,040.00	\$	0.00	\$	39,673.00	\$ 158,692.00	\$ 331,348.00	32.38
2402230	TEACHER RETIREMENT-INSTRUCTIONAL	\$ 1,053,319.00	\$	0.00	\$	85,138.50	\$ 340,554.00	\$ 712,765.00	32.33
2402280	EARLY READING/INTERVENTION	\$ 58,412.00	\$	0.00	\$	0.00	\$ 0.00	\$ 58,412.00	0.00
2402410	GROUP LIFE	\$ 34,622.00	\$	0.00	\$	2,404.42	\$ 9,617.68	\$ 25,004.32	27.78
2402460	HOMEBOUND	\$ 7,400.00	\$	0.00	\$	0.00	\$ 0.00	\$ 7,400.00	0.00
2402480	SPECIAL ED REGIONAL PROGRAM	\$ 257,910.00	\$	0.00	\$	0.00	\$ 0.00	\$ 257,910.00	0.00
2402510	CAREER & TECHNICAL EDUCATION	\$ 6,912.00	\$	0.00	\$	0.00	\$ 0.00	\$ 6,912.00	0.00
2402650	AT RISK SOQ	\$ 154,021.00	\$	0.00	\$	38,593.48	\$ 135,077.18	\$ 18,943.82	87.70
2402810	VIRGINIA PRESCHOOL INITIATIVE	\$ 156,314.00	\$	0.00	\$	0.00	\$ 0.00	\$ 156,314.00	0.00
2402860	SUPPLEMENTAL LOTTERY PER PUPIL AL	\$ 534,527.00	\$	0.00	\$	0.00	\$ 0.00	\$ 534,527.00	0.00
2402910	MENTOR TEACHER PROGRAM	\$ 2,413.00	\$	0.00	\$	0.00	\$ 0.00	\$ 2,413.00	0.00
2402995	DOE SECURITY GRANT CARRYOVER	\$ 18,998.93	\$	0.00	\$	0.00	\$ 0.00	\$ 18,998.93	0.00
2403080	SALES TAX	\$ 2,825,825.00	\$	0.00	\$	248,229.06	\$ 729,738.30	\$ 2,096,086.70	25.82
2403090	ESL	\$ 15,673.00	\$	0.00	\$	1,258.84	\$ 5,035.36	\$ 10,637.64	32.13
2403470	SCHOOL BREAKFAST	\$ 14,651.00	\$	0.00	\$	0.00	\$ 0.00	\$ 14,651.00	0.00
2403472	SCHOOL MEALS EXPANSION	\$ 3,188.00	\$	0.00	\$	0.00	\$ 0.00	\$ 3,188.00	0.00
2404050	SOL ALGEBRA READINESS	\$ 17,067.00	\$	0.00	\$	0.00	\$ 0.00	\$ 17,067.00	0.00
2404150	PROJECT GRADUATION	\$ 3,849.00	\$	0.00	\$	0.00	\$ 0.00	\$ 3,849.00	0.00
2404270	PBIS of the VTSS	\$ 0.00	\$	0.00	\$	2,916.17-	\$ 0.00	\$ 0.00	100.00
2404271	PBIS CARRYOVER	\$ 2,916.17	\$	0.00	\$	2,916.17	\$ 2,916.17	\$ 0.00	100.00
2409000	SUPP PAY IN LIEU OF SALES TAX	\$ 0.00	\$	0.00	\$	37,538.08	\$ 150,152.32	\$ 150,152.32-	100.00
2409010	SCHOOL CONSTRUCTION GRANTS	\$ 55,198.00	\$	0.00	\$	0.00	\$ 55,198.00	\$ 0.00	100.00
2409030	SCHOOL MEALS EXPANSION-LUNCH	\$ 0.00	\$	0.00	\$	232.40	\$ 269.60	\$ 269.60-	100.00
2409040	SCHOOL MEALS EXPANSION-BREAKFAST	\$ 0.00	\$	0.00	\$	75.90	\$ 82.50	\$ 82.50-	100.00
2409411	RETENTION BONUS	\$ 99,998.00	\$	0.00	\$	0.00	\$ 0.00	\$ 99,998.00	0.00
2409450	ALL IN IMPLEMENTATION PPA	\$ 0.00	\$	0.00	\$	316,218.53-	\$ 0.00	\$ 0.00	100.00
2409541	ALL IN IMPLEMENTATION CARRYOVER	\$ 316,218.53	\$	0.00	\$	316,218.53	\$ 316,218.53	\$ 0.00	100.00
2500000	DIRECT SERVICES	\$ 35,000.00	\$	0.00	\$	359.23	\$ 1,073.07	\$ 33,926.93	3.07
4104050	VPSA FUNDING FOR TECHNOLOGY	\$ 154,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 154,000.00	0.00
4104051	VPSA TECHNOLOGY CARRYOVER COMBINE	\$ 58,606.45	\$	0.00	\$	0.00	\$ 0.00	\$ 58,606.45	0.00
4104070	SSO INCENTIVE GRANT	\$ 120,619.00	\$	0.00	\$	0.80-	\$ 0.80-	\$ 120,619.80	-0.00
<b>2</b>	<b>STATE FUNDS</b>	<b>\$ 17,383,634.08</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>1,334,112.24</b>	<b>\$ 5,412,830.87</b>	<b>\$ 11,970,803.21</b>	<b>31.14</b>
<b>CAT 3 FEDERAL FUNDS</b>									
10.5530	SCHOOL BREAKFAST	\$ 30,000.00	\$	0.00	\$	7,191.31	\$ 8,151.92	\$ 21,848.08	27.17
10.5550	SCHOOL LUNCH	\$ 155,000.00	\$	0.00	\$	27,517.79	\$ 32,718.64	\$ 122,281.36	21.11
10.559	SFSP MEALS	\$ 0.00	\$	0.00	\$	0.00	\$ 12,733.45	\$ 12,733.45-	100.00

POQUOSON CITY PUBLIC SCHOOLS  
 FD-CAT-REV REVENUES SUMMARY REPORT  
 for Fiscal Year 2025 (2024-2025 FISCAL YEAR)  
 Posted and Distributed Figures  
 Executed By: afirth

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 Time: 09:29:46

Code	Description	Estimated Revenue	Est. Revenue For	OCTOBER	For	Revenue OCTOBER	Revenue YTD	Unrealized Balance	Percent Real
10.579	NSLP EQUIPMENT ASSISTANCE	\$ 0.00	\$	0.00	\$	0.00	\$ 37,933.82	\$ 37,933.82-	100.00
10.579C	NSLP EQUIPMENT ASSISTANCE CARRYOV	\$ 40,594.13	\$	0.00	\$	0.00	\$ 0.00	\$ 40,594.13	0.00
12.556	K-5 LITERACY GRANT	\$ 185,084.00	\$	0.00	\$	0.00	\$ 13,994.50	\$ 171,089.50	7.56
12.556C	K-5 LITERACY GRANT CARRYOVER	\$ 81,204.08	\$	0.00	\$	0.00	\$ 0.00	\$ 81,204.08	0.00
84.0100	TITLE I NO CHILD LEFT BEHIND	\$ 133,776.00	\$	0.00	\$	0.00	\$ 0.00	\$ 133,776.00	0.00
84.0101	TITLE I CARRYOVER	\$ 21,477.59	\$	0.00	\$	0.00	\$ 0.00	\$ 21,477.59	0.00
84.0270	TITLE VIB	\$ 453,759.00	\$	0.00	\$	0.00	\$ 20,991.28	\$ 432,767.72	4.63
84.0271	VI-B CARRYOVER	\$ 334,773.12	\$	0.00	\$	65.00	\$ 65.00	\$ 334,708.12	0.02
84.031A	TITLE III	\$ 0.00	\$	0.00	\$	154.88	\$ 154.88	\$ 154.88-	100.00
84.031C	TITLE III CARRYOVER	\$ 1,884.81	\$	0.00	\$	0.00	\$ 0.00	\$ 1,884.81	0.00
84.0410	IMPACT AID	\$ 165,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 165,000.00	0.00
84.0411	IMPACT AID DOD	\$ 0.00	\$	0.00	\$	0.00	\$ 52,114.47	\$ 52,114.47-	100.00
84.041C	IMPACT AID - CARRYOVER	\$ 65,671.10	\$	0.00	\$	0.00	\$ 0.00	\$ 65,671.10	0.00
84.0481	CARL PERKINS/DISADVANTAGE HANDICA	\$ 23,070.56	\$	1,190.56	\$	0.00	\$ 0.00	\$ 23,070.56	0.00
84.0482	CARL PERKINS CARRYOVER FUNDS	\$ 2,831.42	\$	0.00	\$	0.00	\$ 0.00	\$ 2,831.42	0.00
84.1730	PRESCHOOL HANDICAPPED GRANT	\$ 22,394.04	\$	0.00	\$	0.00	\$ 650.00	\$ 21,744.04	2.90
84.2810	TITLE II	\$ 35,909.00	\$	0.00	\$	0.00	\$ 0.00	\$ 35,909.00	0.00
84.2811	TITLE II CARRYOVER	\$ 6,255.81	\$	0.00	\$	6,255.81	\$ 6,255.81	\$ 0.00	100.00
84.424	TITLE IV	\$ 10,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 10,000.00	0.00
84.424C	TITLE IV CARRYOVER	\$ 9,500.72	\$	0.00	\$	0.00	\$ 0.00	\$ 9,500.72	0.00
84.425U	CARES ESSER III	\$ 59,373.22	\$	0.00	\$	1,288.00	\$ 59,373.22	\$ 0.00	100.00
3	FEDERAL FUNDS	\$ 1,837,558.60	\$	1,190.56	\$	42,472.79	\$ 245,136.99	\$ 1,592,421.61	13.34
1	GENERAL FUND	\$ 31,682,965.02	\$	1,190.56	\$	2,384,569.73	\$ 7,256,641.31	\$ 24,426,323.71	22.90
GRAND TOTAL		\$ 31,682,965.02	\$	1,190.56	\$	2,384,569.73	\$ 7,256,641.31	\$ 24,426,323.71	22.90

### **Authorization to Accept and Expend Additional Revenues**

The following is a list of additional revenues and corresponding additional expenditures to the 2024-2025 Operating Budget requiring authorization from the Board to accept and expend. Please note that total revenue equals total expenditures.

		<u>Revenue</u>	<u>Expenditures</u>
<b>1. Additional CTE State Funding:</b>			
Revenue for CTE	#1-2-2403340	\$10,015.60	
Expenditure for CTE	#1-100-30-010-3-61100-0000		\$10,015.60
<b>2. Additional Title I Federal Funding:</b>			
Revenue for Title I	#1-3-84.01	\$21,920.95	
Purchase Services	#1-201-20-150-1-61100-3000		\$2,325.00
Materials and Supplies	#1-201-20-150-1-61100-6000		\$19,595.95
<b>3. Budget Adjustments:</b>			
All In VA Salaries & Benefits	#1-100-90-000-1-61310-0000		-\$187,745.50
All in VA Operating Expenses	#1-100-90-000-1-61310-0000		\$187,745.50

**The following is a list of donations to Poquoson City Public Schools Activity Accounts:**

**Poquoson High School**

A donation from Chiri’s Latin Kitchen for dinner for the Cheerleading Team	\$258.79
A donation from Mark and Denise Tysinger to the Poquoson Football Team to be used for team dinners	\$250.00
A donation from Beth Inge to be used as needed for the PHS Veterans Project	\$50.00
A donation from Marlene Welsh to the Poquoson Football Team to be used for team dinners	\$50.00
A donation from the Poquoson Education Foundation for teacher grants	\$1,290.00
A donation from Los Compadres for dinner for the Cheerleading Team	\$200.00
A donation from the Exchange Club of Poquoson to the Poquoson Excel Club to be used as needed	\$245.00
A donation from the City of Poquoson to the Poquoson Band for their Seafood Festival performance to be used as needed	\$200.00

**Poquoson Middle School**

A donation from the Poquoson Education Foundation for teacher grants	\$1,037.00
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**Poquoson Elementary School**

A \$1.00 donation from multiple families to be put towards the Music Recorder Supplies fund	\$8.00
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**Poquoson Primary School**

A donation from Kroger Community Rewards to be used for classroom enrichment	\$222.51
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**Personnel Action  
November 19, 2024**

Name	Position	Work Location
<b>Recommendation(s) 2024-25 SY</b>		
Megan Baker Hernandez	Paraprofessional	PPS
Madison Davis	Paraprofessional	PES
Jessica Taylor	Nurse	PPS
Erna Vasquez	Cafeteria Monitor	PPS
<b>Resignation(s) Current</b>		
Alyson Weems	Paraprofessional	PMS
Lynn Neenan	School Counselor	PHS
Candice Knowlton	Vestibule Clerk	PPS
Davis Cartwright	Maintenance Supervisor	PCPS
<b>Recommendation(s)-Substitutes</b>		
Jentri Batton	Instructional	PCPS
Candice Knowlton	Instructional	PCPS
Beth Ann Wilson	Instructional	PCPS
Wendy Wright	Instructional	PCPS
<b>Recommendation(s)-Supplements</b>		
<b>Leave of Absence</b>		
Jennifer Foglia	Nurse	PMS



POQUOSON CITY SCHOOL BOARD MEETING  
October 15, 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
Michael DuBose	J. Chris Maxwell	Ashley Ide, Deputy Clerk
	AJ Lumagui, Student Representative	Carol M. Carroll, Clerk

Absent: Melissa Bartlett

**I. CALL TO ORDER**

The meeting was called to order by Shannon Martin, Chair, at 6:00 p.m.

**II. PLEDGE TO THE FLAG, MOMENT OF SILENCE, AND INSPIRATIONAL READING**

AJ Lumagui, Board Student Representative, led the meeting with the pledge of allegiance, a moment of silence and an inspirational reading from Virginia native Edgar Allan Poe.

**III. ADDITIONS AND/OR MODIFICATIONS TO THE AGENDA**

No additions or modifications were made to the agenda.

**IV. RECOGNITIONS**

**A. Poquoson High School Senior of the Month – Shelby Moore**

Senior of the month is organized by the Poquoson Exchange Club. Kelly Purdie presented Shelby Moore with a certificate after a brief narrative about her accomplishments at PCPS High School.

No other recognitions.

**V. PRESENTATIONS AND REPORTS**

**A. Instructional Update** – Ashley Ide, Assistant Superintendent for Instruction and Support Services presented the Instructional Update which included:

- PPS participated in hands on math, book fair, Wednesday's Word with Mrs. Green
- PES fourth graders went to the outdoor classroom with a master gardener.
- PMS eight graders using engineering design process to build solar cars; performance arts students creating rhythmic compositions, lighting cues and performance.
- PHS celebrated homecoming week with spirit days, hallway decorations, pep rally, parade, football game.
- Community quilt project participants have begun submitting their projects in this international project.
- Evolution show choir had a meet and greet with the cast of the latest Busch Gardens show.
- Update on advanced course work
- VPI-Virginia Preschool Initiative
- IPOP program - Inclusive Placement Opportunities for Preschoolers or Integrated Poquoson Outreach Preschool
- Inclusion Benefits noted.

No questions from the Board

**B. Operations Update** – Andrew Roberts, Assistant Superintendent for Operations presented the operations update including:

- Safety –
  - PCPS Safety Committee - forming committee before the next board meeting
  - Metal Weapons Detector costs
  - Visitor Management System Centegix
  - Badge Alert System
  - Raptor – Visitor Management System – current system at PCPS
  - Allergen Program – Aramark
- Transportation –
  - Bus purchase – 77 passenger
  - Cost of electric buses
  - Choice to stay with diesel buses due to lower costs.
  - Bus stop arm cameras
  - Tracker Software
  - Bus Safety Week
  - Continued need for bus drivers, subs and aids.
- Cellphone Committee
  - VDOE guidance document
  - Draft policy expected by the November board meeting.
  - Hope to implement by January 1
- Regional Calendar Committee
  - Earlier school start date was discussed.

Chair Martin asked about the earlier start date.

Mr. Roberts stated it would be a gradual move to a new start date. Only in discussion at this time.

Mr. Tillett explained the calendar law that does not allow for a lot of room to start earlier. There is a start and end date requirement.

Ms. Jones confirmed the school year will still be 180 days.

Mr. Maxwell asked how many metal detectors would be needed per school.

Mr. Roberts stated two units in front of the school and one in the back.

Mr. Maxwell asked if they would be used only during school days or also during extracurricular activities.

Mr. Roberts stated the detectors are mobile units and can be taken to any school or any event.

Mr. Tillett stated the detectors can detect harmful items versus non-harmful items such as everyday items, i.e. keys.

Mr. Maxwell asked if any additional costs are anticipated or changing of infrastructure of the building.

Mr. Roberts stated the detectors are plug and play.

**C. Finance Update Financial Update** – Tracy Spence, Executive Director of Finance presented the financial update including:

- Impact Aid Program – Federal Funding Sources.
- The survey must be completed via Parent Square by October 31, 2024
- Significant revenue Impact on PCPS

Fiscal year budget dates

Input for Fiscal Year 2026 Budget

Mr. Maxwell asked about the form's availability.

Ms. Spence stated the forms are on Parent Square or from the schools.

## **VI. PUBLIC COMMENT**

No public comment was heard at today's meeting.

## **VII. CONSENT AGENDA**

- A.** Approval of Financial Reports (*Enclosed*)
- B.** Authorization to Change Appropriation and to Accept and Expend Funds in Accordance with Attached Request (*Enclosed*)
- C.** Approval of Personnel Action (*Enclosed*)
- D.** Approval of Minutes for September's Regular Meeting (*Enclosed*)
- E.** Approval to Authorize the Superintendent to Sign a Contract for Custodial Services with Service Master Commercial Services for the 2024-2025 School Year (*Reading File Enclosed*)

A motion was made by Mr. DuBose to pull item VII. C. from the consent agenda and voted on separately.

Chair Martin directed the record to remove item VII.C from the Consent Agenda and move to other matters for consideration.

Motion was made by Mr. DuBose and seconded by Vice Chair Burbage to vote on only Consent Agenda items, A, B, D and E.

- Vice Chair Burbage – Aye
- Mr. DuBose – Aye
- Dr. Goodale – Aye
- Ms. Jones – Aye
- Mr. Maxwell – Aye
- Chair Martin - Aye

The Consent Agenda items A, B, D and E was approved by a vote of 6 to 0. Motion passed.

### **VIII. OTHER MATTERS FOR CONSIDERATION**

#### **A. Consideration of Approval of Proclamation for Bus Safety Week (*Enclosed*)**

Motion was made by Vice Chair Burbage and seconded by Ms. Jones to approve the Proclamation for Bus Safety Week.

- Vice Chair Burbage – Aye
- Mr. DuBose – Aye
- Dr. Goodale – Aye
- Ms. Jones – Aye
- Mr. Maxwell – Aye
- Chair Martin - Aye

The Proclamation for Bus Safety Week was approved by a vote of 6 to 0. Motion passed.

Addition of the approval of personnel action. Motion by Vice Chair Burbage and Seconded by Mr. Maxwell.

- Vice Chair Burbage – Aye
- Mr. DuBose – Abstention related to a family member being on part of the personnel actions.
- Dr. Goodale – Aye
- Ms. Jones – Aye
- Mr. Maxwell – Aye
- Chair Martin - Aye

Vote passes 5 to 0.

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

AJ Lumagui provided his report on the PCPS schools.

Mr. Maxwell offered his congratulations to the senior of the month. Thank you to the book fair organizers and homecoming week organizers. Looking forward to the safety committee meeting.

Mr. Goodale echoes congratulations to Shelby Moore. Had the opportunity to talk to other students in other states about the phone policy. He stated the students he spoke to want to the schools to meet them halfway and walk the walk. Kids want to check grades on PowerSchool. Lots of opportunities to think about the policy and be unplugged. Looking forward to trying to do it.

Ms. Jones echoes the sentiments of the others. Thank you to the exchange club for sponsoring the Student of the Month Program and congratulations to Shelby. Thank you to PHS administration and staff for the homecoming week and bringing the fun to the schools.

Mr. DuBose wants to echo other comments. PEF grants to the schools and PEF does a great job of giving back to our schools. Run for the Bulls participation helps PEF.

Dr. Burbage would like to reiterate congratulations to Shelby Moore. Slowly working through the schools to meet about special ed needs.

Chair Martin echoes the sentiments of the board. Noted that Shelby has a very impressive resume. Thanks to the PHS administration, and the school board office for the support for homecoming. Thank you to the middle school for the relentless communication. Shout out to the IPOP team and thank them for what they do to be successful.

Mr. Tillett thanks the staff for the first quarter of the year. Thanks to the 305 dedicated and committed staff members.

## **X. MATERIAL FOR BOARD REVIEW**

There was no additional material for Board review.

## **XI. SPECIAL CALL FOR CLOSED SESSION** (*Agenda Attached*)– *Shannon Martin, Chair*

Vice Chair Burbage made a motion for a special call for a closed session. Seconded by Mr. DuBose.

Vice Chair Burgage read into the record the Code of Virginia related to the closed session regarding personnel. Seconded by Mr. DuBose.

- Vice Chair Burbage – Aye
- Mr. DuBose – Aye
- Dr. Goodale – Aye

- Ms. Jones – Aye
- Mr. Maxwell – Aye
- Chair Martin – Aye

Vote passes 6-0.

The board convened in a closed session for consideration of:

- A. Personnel matters.

## **XII. ADJOURNMENT**

A Motion was made by Vice Chair Burbage and seconded by Dr. Goodale to move back into open session.

- Vice Chair Burbage – Aye
- Mr. DuBose – Aye
- Dr. Goodale – Aye
- Ms. Jones – Aye
- Mr. Maxwell – Aye
- Chair Martin – Aye

Motion passed 6-0.

There being no further business, Chair Martin adjourned the meeting at 7:46 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Carol M. Carroll, Clerk of the Board

\_\_\_\_\_  
Date

# Poquoson City School Board

## Reading File Item Brief

### Reading File Item: VIII-A

**Meeting Date:** November 19, 2024

**Subject:** Motion to approve a one-time bonus payment for current, full-time and part-time employees and long term substitutes and reduce FY25 City of Poquoson appropriation.

### Background:

The Governor had not signed the 2024-2026 State Biennial Budget at the time the School Board approved its FY25 budget. Upon the signing of the State Budget in May, the School's projected FY25 State revenues increased by \$560,181, based on 2038 ADM (Average Daily Membership). Had the Schools been aware of the increased State revenue at the time of the FY25 budget approval, the City's appropriation request may have been reduced by \$560,181.

### Discussion:

PCPS would like to utilize the additional State funding of \$560,181 in the following manner:

1. **Reduction of City Appropriation:**
  - Reduce the FY25 City of Poquoson appropriation by \$280,090.
2. **Bonus Distribution:**
  - Provide one-time bonuses to all full and part-time employees:
    - **\$1,000** for full-time employees (including full-time long-term substitutes contracted to work the entire school year).
    - **\$500** for part-time employees (including part-time long-term substitutes contracted to work the entire school year).
  - The remaining additional State funding of \$280,091 will offset the total projected bonus cost of \$357,279.
  - To cover the remaining cost, PCPS requests to use **\$77,188** from current FY25 vacancy savings.
3. **Eligibility for Bonus:**
  - Only current full-time and part-time employees, as well as long-term substitutes working the entire school year as of **November 15, 2024**, are eligible for the bonus.
  - Hourly, daily substitutes, and supplemental employees will not be eligible.
4. **Issuance of Bonus:**
  - The one-time bonus payment will be issued on **December 10, 2024**.

### Recommendation:

Approve the following actions:

1. The **one-time bonus payment** for current full-time and part-time employees and long-term substitutes utilizing additional State funding and vacancy savings.
2. The **reduction of the FY25 City of Poquoson appropriation by \$280,090** to reflect the increased State revenue.

**References:** School Board Policy 5-7.1

READING FILE - ELECTRONIC DEVICE CELL PHONE POLICY



**Poquoson City School Board**  
**Reading File Item Brief**

**Reading File Item:** VIII.B

**Meeting Date:** November 19, 2024

**Subject:** Request for approval to update our Student Code of Conduct regarding the Electronic Device/Cell Phone policy, aligning with VDOE guidelines to comply with the Governor’s Executive Order 33, “Cell Phone-Free Education.”

**Background**

On July 9, 2024, Governor Glenn Youngkin issued Executive Order 33, mandating all Virginia public schools to establish a Cell Phone-Free educational environment. In response, the Virginia Department of Education (VDOE) was tasked with providing guidance to ensure school divisions comply with this order and to clarify the essential elements of a Cell Phone-Free Education policy. Following the release of VDOE’s guidance document, our Cell Phone Committee at Poquoson City Public Schools - which includes parents, students, staff, and administrators – developed a draft policy to recommend for School Board approval ahead of the January 1, 2025, implementation deadline.

Executive Order 33 was introduced to address research highlighting the negative effects of cell phone use on students' learning, mental health, and safety. VDOE has also held public sessions to inform the community and provide opportunities for input regarding the order’s requirements.

**Discussion**

Since August, Poquoson City Public Schools has been actively reviewing VDOE guidelines and Executive Order 33 to ensure compliance, gathering input from stakeholders throughout the process. Our current policy does not meet the requirements set by the order, prompting us to draft a revised policy for School Board approval by the December board meeting.

To develop this policy, we formed a Cell Phone Committee—including parents, students, staff, and administrators—that met in October and November. The committee carefully followed VDOE guidelines to draft the new policy, ensuring it aligns with state requirements. Additionally, our School Division attorneys reviewed the draft, and their suggested revisions have been incorporated.

The recommended draft policy for approval is attached and is intended to replace the current Electronic Device and Cell Phone policy sections on pages 5 and 27 of our current Student Code of Conduct. This recommendation does not propose any revisions to the existing disciplinary guidelines for policy violations. While our discipline framework within the Student Code of Conduct remains applicable, the policy itself requires updates. Attached for your review are Governor Youngkin’s Executive Order 33,

VDOE's Cell Phone-Free Education guidelines, our current Electronic Device/Cell Phone policy, and the recommended new draft policy.

**Recommendation:** Approve the proposed revision to the Student Code of Conduct policy on electronic devices and cell phones, as prepared by the Cell Phone Committee, for advancement to the second reading.

**Attachment:** Executive Order 33, VDOE Guidelines Cell Phone-Free Education, Current Student Code of Conduct Electronic Device/Cell Phone Policy, Draft Electronic Device/Cell Phone-Free Education Policy

**Reference:** Executive Order 33, VDOE Guidelines Cell Phone-Free Education

EXECUTIVE ORDER 33



Commonwealth of Virginia  
Office of the Governor

## Executive Order

NUMBER THIRTY-THREE (2024)

### ESTABLISHING CELL PHONE-FREE EDUCATION TO PROMOTE THE HEALTH & SAFETY OF VIRGINIA'S K-12 STUDENTS

By virtue of the authority vested in me as Governor of the Commonwealth, I hereby issue this Executive Order directing the Secretary of Education, Secretary of Health and Human Resources, Superintendent of Public Instruction, the Virginia Department of Education, and the State Health Commissioner to heed the call of parents, public health professionals, educators, and other stakeholders across the Commonwealth and take immediate actions to protect the health and safety of students in Virginia's K-12 public schools by issuing guidance on the establishment of cell phone-free education policies and procedures.

#### **Importance of the Initiative**

The necessity of implementing cell phone-free education in Virginia's K-12 public schools is increasingly evident. Parents, public health professionals, educators, and other stakeholders across the Commonwealth are expressing concern over the alarming mental health crisis and chronic health conditions affecting adolescents, such as depression and anxiety, driven in part by extensive social media usage and widespread cell phone possession among children. Cell phone-free education will significantly reduce the amount of time students can be on phones without parental supervision.

Children spend an average of 4.8 hours a day on social media, and recent studies indicate that spending more than three hours a day on social media doubles the risk of poor mental health for adolescents.<sup>1</sup> Most alarming is the Centers for Disease Control and Prevention data from 2019-2021, reporting that the rate of suicide has increased 167% since 2010 for girls and 91% since

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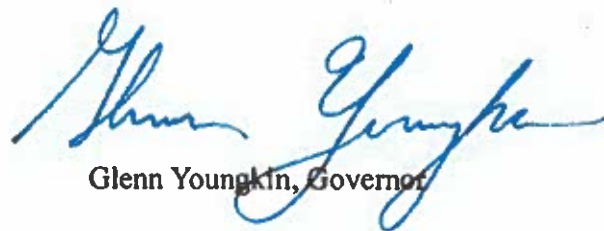
<sup>1</sup> American Psychological Association (April/May 2024). <https://www.apa.org/monitor/2024/04/teen-social-use-mental-health>.

8. Coordinate with the Department of Behavioral Health and Developmental Services, Virginia Department of Health, and other relevant agencies to disseminate information regarding the effects of cell phone usage on academic and mental health development and chronic health conditions, such as depression and anxiety, that affect school aged children; as well as tools to promote healthy social media and phone usage for youth, to teachers, parents, and medical professionals.

**Effective Date**

This Executive Order shall be effective upon its signing and shall remain in force and effect unless amended or rescinded by a future executive order or directive. Given under my hand and under the Seal of the Commonwealth of Virginia, this ninth day of July, 2024.



  
Glenn Youngkin, Governor

Attest:

  
Kelly Gee, Secretary of the Commonwealth

## GUIDANCE FOR CELL PHONE FREE EDUCATION

# Guidance

## for Cell Phone-Free Education Pursuant to Executive Order 33

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September 16, 2024



# Introduction

On July 9, 2024, Governor Glenn Youngkin issued [Executive Order 33](#) (“EO33”) establishing cell phone-free education in public schools to promote the health and safety of Virginia’s K-12 students. EO33 states the following:

- The necessity of implementing cell phone-free education in Virginia’s K-12 public schools is increasingly evident. Parents, public health professionals, educators, and other stakeholders across the Commonwealth are expressing concern over the alarming mental health crisis and chronic health conditions affecting adolescents, such as depression and anxiety, driven in part by extensive social media usage and widespread cell phone possession among children. Cell phone-free education will significantly reduce the amount of time students can be on phones without parental supervision.
- Therefore, creating a cell phone-free education environment in public schools is not only a prudent measure, but an essential one to promote a healthier and more focused educational environment where every child is free to learn.

To address these concerns, EO33 outlined a series of actions to be taken by the Secretary of Education, the Secretary of Health and Human Resources, the Superintendent of Public Instruction, the Virginia Department of Education, and the State Health Commissioner, including the development of draft guidance for public school divisions to adopt policies and procedures establishing cell phone-free education. The draft guidance reflected the voices of Virginians that took part in nine public listening sessions (one in-person listening session in each of eight Superintendent Regions and one virtual listening session) with over 600 attendees, 11 additional stakeholder group conversations with community and faith leaders, parent organizations, school board, superintendent, principals, and school nurse associations, as well as nearly 1,500 submitted online comments in July and August of 2024 with 77% strongly in favor of the cell phone-free instructional time.

This draft guidance was available for review and feedback through September 15, 2024. Overall, the department received nearly 6,000 public comments and feedback during engagements, including 21 stakeholder convenings and public Commonwealth Conversations with over 1,160 Virginians. These comments reinforced the importance of “bell-to-bell” Cell Phone-Free education helped teachers focus on learning and not discipline, ensured students submitted authentic work, and allowed students to develop critical communication skills. Families also chimed in that they wanted their students to focus on learning and not get caught up in the drama that social media often causes during instructional hours.

Of the concerns raised, one common theme was around medical needs – specifically use of phone-based apps for health monitoring - and the department partnered with school nurses, pediatricians and the Virginia Department of Health to address practices for exceptions in the Guidance recognizing students with medical needs may require a medical exemption to the bell-to-bell policy included in their Individualized Education Plan, 504 plan, and/or individualized health care plans.



Second, many students wrote in asking to use their phones during lunch hours. However, research shows receive [more than 200 notifications a day](#) on their smartphones and [two-thirds of U.S. students](#) report being distracted by using digital devices. It is essential that students have the opportunity to develop face-to-face conversations and develop critical in-person communication skills during unstructured school hours.

Third, it became very apparent there are general gaps in parent, teacher and school communication resulting in parents feeling like they must communicate directly with their child for both emergency and non-emergency situations. Specifically, concerns focused on the ability for a parent to contact their child in a school-based emergency including during or immediately after lockdowns. The guidance has a clear section on communicating with parents during school-based and family-based emergency situations as well as non-emergency parent communications protocols. The enhanced guidance also includes a new Appendix section on School-Based Emergencies to support principals and superintendents with best practices.

Polling was also released by the [Washington Post-Schar School of Policy and Government at George Mason University poll](#) on Friday, September 13 showing that 69% of Virginia parents of school-aged children support cell phone-free education, including during lunch and class breaks. This aligns with the overall broad, bi-partisan feedback the department received during the months of July through September.

With this final guidance, every school division and local school board should review existing policies and/or work to create or revise policies that adhere with the following minimum guidance no later than January 1, 2025. Communities are invited and encouraged to have community conversations and consider broadening their policies and protocols.

## Definitions

*“Bell-to-Bell”* means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. “Bell-to-bell” includes lunch and time in between class periods.

*“Cell Phone-Free Education”* means the age-appropriate elimination or restriction of cell phones and other personal electronic communication devices in public schools.

*“Cell Phone”* means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone is inclusive of a non-smart phone that is limited to making phone calls or text messages, a smart phone that encompasses the above features, and other future personal electronic communication devices with the abovementioned characteristics.

*“Instructional time”* means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.

*“Personal Electronic Communication Device”* means any personal device capable of connecting to a smart phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include some wearable devices such as

smart watches, as well as personal headphones, laptops, tablets, and other future personal electronic communication devices with the abovementioned characteristics.

“Stored” means a cell phone or personal electronic communication device not being carried on the student’s person, including not in the student’s pocket. Options school divisions could choose to define as storage options include, but are not limited to, in the student’s backpack, in the student’s locker, in a locked pouch, or in a designated place in the classroom.

## What is “cell phone-free” education?

The Commonwealth has put in place best-in-class computer science standards and has revised its math standards to include data analysis practices throughout a student’s academic career. Virginia is also one of the first states in the nation to work to equip our students for the coming opportunities and challenges of Artificial Intelligence. The EO33 guidance is specific to students’ use of cell phones and personal electronic communication devices and should not discourage the appropriate use of school-issued technologies aligned with the Commonwealth’s education standards.

Executive Order 33 requires that the Department provide detailed age-appropriate restrictions or elimination of cell phones during “instructional time” in Virginia public schools. During listening sessions, stakeholders determined the definition of K-12 instructional time as “bell-to-bell” was age appropriate for all grade bands. Therefore, instructional time is consistent throughout the guidance, and cell phone access and use time varies outside of bell-to-bell by age-appropriate measures.

Cell phone-free education requires different expectations at elementary (K-5), middle (6-8) and high school.

### In Elementary Schools (K-5), cell phone-free education is:

1. Cell phones and personal electronic communication devices will **not be used by elementary students** within the school building or on school grounds.
2. If a parent decides that an elementary student should bring a cell phone or personal electronic communication device to school, the device **must** be turned off and stored away from the student during the school day.
3. School divisions **must** make policies that determine cell phone and personal electronic communication device use on school buses where elementary students are present.
4. Students **must** use school-based communication tools and platforms (whether in the office, classroom, or other centralized location) to communicate non-emergency needs with parents.
5. Parents and educators **should** use school-based communication tools and channels to communicate emergencies and non-emergencies during bell-to-bell instructional time. It is encouraged to have a school official available to support the student in the event of communication involving a family emergency.

**Note:** If an elementary school houses students in grades other than K-5, the elementary definition of cell phone-free education is applicable for all grade levels within the elementary school.

Each public school system **must** establish clear procedures for off-site events or activities, including all school-sponsored events and/or field trips, transportation- including daily bus transit, multiple instructional settings, and other non-building specific instructional opportunities that do not occur on the elementary school campus.

### **In Middle Schools (Grade 6-8), cell phone-free education is:**

1. Middle school students shall not have a cell phone or personal electronic communication device **during the bell-to-bell school day**.
2. If cell phones or personal electronic communication devices are brought to school, they **must** be stored and turned off **during bell-to-bell school day**.
3. Specifically for time periods outside of the bell-to-bell school day, school divisions **must** make local policies that determine appropriate cell phone and personal electronic communication device use by middle school students, including before and after school, on school buses, within the school building, and on school grounds.
4. Students **must** use school-based communication tools and platforms (whether in the office, classroom, or other centralized location) to communicate non-emergency needs with parents.
5. Parents **should** use school-based communication tools and channels to communicate emergencies and non-emergencies. It is encouraged to have a school official available to support the student in the event of communication involving a family emergency.
6. Educators and all co-curricular and extra-curricular sponsors **must** use non-social media-based app for communications with students regarding activity and athletic scheduling information during school hours.
7. Schools **should** give middle school students developmentally appropriate guidance and support on the appropriate use of school-issued technology devices, educational apps, and educational tools for academic (both classroom and homework assignments) and for educational research purposes.

**Note:** Some Virginia middle schools house grades other than 6-8, and the middle school definition of cell phone-free education is applicable for those middle schools. If a middle school student travels to a different campus during the school day, they must adhere to that school building's policy and procedures for cell phones and personal electronic communication devices.

Each school system must establish procedures for off-site events and activities, including all school-sponsored events and/or field trips, transportation- including daily bus transport, athletic participants, multiple instructional settings, and other non-building specific instructional opportunities that do not occur on the middle school campus.

### **In High Schools (Grade 9-12), cell phone-free education is:**

1. High school students shall not have a cell phone or personal electronic communication device **during the bell-to-bell school day**.
2. If cell phones or personal electronic communication devices are brought to school, they **must** also be stored and off **during the bell-to-bell school day**.

3. Outside of the bell-to-bell instructional time, cell phones and personal electronic communication devices **may** be used on a high school campus **before or after school**.
4. During bell-to-bell instructional time, students **must** use school-based communication tools and platforms (whether in the office, classroom, or other centralized location) to communicate non-emergency needs with parents.
5. Parents **should** use school-based communication tools and channels to communicate emergencies during bell-to-bell instructional time.
6. Educators and all co-curricular and extra-curricular sponsors **must** use non-social media-based apps to communicate activity and athletic scheduling information with students during school hours.
7. Schools **should** give high school students developmentally appropriate guidance and support on the appropriate use of school-issued technology devices, educational apps and educational tools for academic (both classroom and homework assignments) and for educational research purposes.

**Note:** If a high school student travels to a different campus or facility during the school day, they must adhere to that building’s policy and procedures for cell phones and personal electronic communication devices.

Each school system must establish procedures for off-site events including all school-sponsored events and/or field trips, transportation- including daily bus transport, athletic participants, multiple instructional settings, and other non-building specific instructional opportunities that do not occur on the high school campus.

## Exemptions to “Cell Phone-Free Education”

Policies developed by school divisions should include allowable exemptions to the minimum standards for cell phone-free education when such exemptions are necessary to comply with an Individualized Education Plan (IEP) or 504 plan (Section 504 of the Rehabilitation Act). Viable alternatives to using a cell phone or personal electronic communication device should be explored and implemented in collaboration with the student’s family.

Allowable exemptions for cell phones and personal electronic communication device must be written into 504, IEP and/or individualized health care plans. All individualized health care plans that include cell phone or personal electronic communication device usage must be approved by the School Nurse Coordinator, Director of Student Services, or Superintendent’s designee.

If a student with a disability or an EL student with a documented language barrier is determined to require access to technology to ensure the provision of a free and appropriate public education, IEP, Limited English Proficiency plan, or 504 teams should collaborate to consider [appropriate identification and use of assistive technology](#) to support a student’s unique needs. Public schools must consider students’ IEPs and 504 plans when creating policies regarding cell phone and personal electronic communication device access, usage, and storage protocols, and should provide school-based devices for assistive technology where appropriate. When making these decisions, [consideration](#) should be given to the [Health Insurance Portability and Accountability Act](#)

(HIPPA) and any potential implications that would bring unnecessary attention to impacted students.

## Emergency Communications

As required by [§ 22.1-279.8](#), each school must have crisis and contingency plans for school-based emergencies that include written procedures and training for employees, students, and other staff during crisis and emergency situations. These localized emergency plans ensure that training occurs for staff and that students participate in practice drills. Moreover, [Section 22.1-279.8](#) of the Code of Virginia outlines the responsibilities for local school boards regarding school safety, training, and crisis planning. These locally developed plans are annually reviewed by local emergency management officials and certified by local school boards; and then, the training and safety drills are executed for all staff.

These **school-based emergency plans** outline required safety planning in a crisis or emergency situations and must be reviewed, revised, and adopted annually. School divisions should use the best practices outlined by the current [DCJS Division Guide for Crisis Management Planning](#) which is available on the VDOE website. In addition, the VDOE website provides multiple best practice resources that school divisions should use when designing their yearly crisis and contingency plans. These best practices include staff training, student drills, and parent re-unification and communication plans, as well as also ensuring that parents of students who are directly impacted or critically injured are contacted directly versus through a mass communication or recording.

School divisions must publicly share (1) how school-based personnel are trained to manage crisis and emergency situations, (2) re-unification plans, and (3) family notification processes during crisis situations. Public schools should notify parents at the start of the school year about any updates to the annual crisis emergency plan and clearly outline the communications plan for parent notification should a school-based emergency or crisis occur, including any relevant or timely follow-up information regarding a school-based emergency event.

School divisions must be clear in protocols whether or not students can access their stored cell phone and/or personal electronic communication device during a school-based emergency and communicate this policy clearly to parents and students.

Not only should training and communications plans be updated for cell phone situations, but school leaders should actively work to build better communication pathways for families. School divisions should consider having regular updates about school in multiple print and digital platforms. Schools should encourage teachers to have more communication about their classroom and build strong two-way communication with parents. It is essential that parents trust and feel comfortable reaching out to their child's teacher(s) and school leadership.

Adults in the school should lead by example and have clear boundaries around their own use of cell phones for emergency or crisis communication purposes only. In the event of an emergency, it is important for adults to have access to a cell phone or classroom phone to coordinate crisis notification and emergency safety plans. School divisions need to establish clear protocols and



publish these protocols for the means and methods that will be utilized to communicate with students, staff, and families during a school-based crisis or emergency event.

**Family-based emergencies** should be communicated directly with the front office of their child's school. Based on criteria developed by the local school division, schools should clearly define a family-based emergency in all documents and communicate this definition and family-based emergency protocol with parents. Such options could include, but are not limited to, a direct live-family line that operates during school hours for family-based emergencies to ensure a family can reach an adult quickly and talk through how their child will be notified and supported.

Schools should treat family emergencies with urgency and ensure that students have the information and the support needed to manage a family-based emergency. Each school should share their family-based emergency school plan procedures at opening school meetings, new student orientation and posted on the website. These plans should also include **non-emergency family protocols** for changes in schedules, pick up/drop off, or forgotten items that need to be delivered to the school. For example, schools may set up a dedicated monitored email to which families could correspond with the school where all non-emergency, but timely, updates are shared that are monitored by staff throughout the day.

## Local School Division Policy Considerations

A local school division's governing board must review the EO33 guidance and determine if revisions to existing cell phone and personal electronic communication device policies are needed. If a school division does not have a plan or needs to make revisions, the local school division should involve stakeholders, especially parents and teachers, in developing new local school division policy and procedures or revising current policies and procedures to at minimum meet this guidance. Surveys and public comment forums may be effective means of engaging stakeholders, as well as public meetings.

School leaders must put in practices and procedures that allow teachers to focus on classroom instruction and not manage cell phone usage class to class.

School divisions are encouraged to use this guidance as the floor for their work and to utilize resources and research on mental and physical health effects to our youth and their academic learning to inform community conversations. Culture change on youth cell phone and social media use can begin at the school but requires a broader community discussion and shift in use, including at home. Parents matter and have a responsibility in this discussion to help share in the efforts to keep their kids safe from the mental health issues that come from their child's overuse of cell phones and social media.

A comprehensive policy development process should also include educational programs for students, parents, and educators about the need for and benefits of cell phone-free education and strategies for managing the use of cell phones and personal electronic communication devices outside of school hours.

A list of family, community and school-based resources including specific protocols for exclusionary needs, safety and implementation will continue [to be available on the VDOE Website.](#)

School divisions are expected to review their existing policies and, if necessary, adopt and implement age-appropriate policies and procedures aligned with the guidance on the bell-to-bell cell phone policies by **January 1, 2025**. School divisions may adopt policies that are more comprehensive than the guidance.

The VDOE and its partner agencies expect to conduct a review process at the end of the 2024-2025 school year to measure the guidance's impact and consider opportunities for refinement and improvement

# **Appendix: School Safety Considerations for Virginia Public Schools**



## School Safety Considerations for Virginia Public Schools

Virginia has a long history of being proactive on school safety and has taken a strong stance in ensuring that evidence-based practices are put into place in our schools. Per [§ 22.1-279.8](#), school division and school building leaders must review, revise, and adopt annually emergency procedures and contingency plans in alignment with the best practices outlined in the [DCJS Division Guide for Crisis Management](#).

Each school must submit a copy of its school safety audit to the relevant school division superintendent and the superintendent must submit and certify all such school safety audits to the DCJS Virginia Center for School and Campus Safety. Each school board must ensure that every school it supervises develops a written school crisis, emergency management, and medical emergency response plan, consistent with the definition provided in this section, and includes the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the relevant regional emergency medical services council, and the emergency management official of the locality, or their designees, in the development of such plans.

These plans must be readily familiar to school leaders, and principals and school leaders must be able to clearly articulate the protocols in place should a school-based emergency occur. The department recommends that school division and school staff practice these plans in simulations throughout the year. Regular practice ensures that school leaders and school staff will be prepared during an emergency situation.

The local school board and the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the relevant regional emergency medical services council, and the emergency management official of the locality, or their designees, must annually review the written school crisis, emergency management, and medical emergency response plans.

School leaders must work in close collaboration with their division leadership and local first responders and emergency planning officials to create crisis and contingency plans for school-based emergencies that incorporate Cell Phone-Free Education. School leaders and divisions should create structures for ongoing and consistent communication in and throughout a school-based emergency with local emergency officials with regular meetings to discuss school emergency planning.

School divisions must publicly share (1) how school-based personnel are trained to manage crisis and emergency situations, (2) re-unification plans, and (3) family notification processes during and through school-based crisis situations.

- These communications should be distributed using processes most regularly used by the school, including email, telephone, website, and social media posting.
- Communication should avoid jargon to the greatest extent possible and written with families in mind.

- Schools must also ensure that families who do not have access to the internet or electronic devices will also need this information. As such, distribution of this information through the US Postal Service should be considered on an annual basis.

As school divisions update these plans, division and school leaders must review their communication practices to ensure their communication procedures reassure families and community members during any emergency situations.

## Student Threats

While Virginia provides the national model for ensuring that students who may exhibit threatening behavior and may result in a danger to school be identified and supported, schools and school divisions must continue to review and enhance practices to ensure preparedness.

The [Comprehensive School Threat Assessment Guidelines](#) (CSTAG), developed in 2001 by the University of Virginia and known as the Virginia Student Threat Assessment Guidelines until 2018, is an evidence-based model for schools to use in conducting threat assessments of students. This model has been rigorously evaluated in controlled studies and large-scale implementation studies involving thousands of schools in multiple states. In 2013 this model became the only threat assessment model to be recognized as an evidence-based practice by the National Registry of Evidence-based Programs and Practices.

### ***Additional Considerations for School Safety:***

- Schools must notify parents at the start of the school year about any updates to the annual crisis emergency plan and clearly outline the communications plan for parent notification should a school-based emergency or crisis occur, including any relevant or timely follow-up information regarding a school-based emergency event.
- Crisis plans should be revised to ensure that student use of cell phones is not a component of an emergency plan.
- Crisis plans should clearly outline the dangers of student cell phone use and should incorporate that discussion in safety drills so that educators can remind students of the importance of focusing on the adult and following their safety instructions.
- School wide drills must be completed per the minimum criteria outlined in the Code of Virginia ([Fire drills](#), [Tornado drills](#), [Lock-down drills](#)). Schools should consider conducting drills at a more frequent interval to ensure that all stakeholders are well-prepared for emergencies.
- Schools must ensure that training occurs for staff and that students also participate in practice drills.
- School safety training and discussions related to crisis planning should be a part of each school's meetings with faculty to ensure clarity of established crisis processes.
- As part of school safety drills, school teams and division teams should also conduct scenario driven, tabletop exercises at least two times a year to evaluate crisis plans. These

scenarios should involve Cell Phone-Free Education instructions and incorporate emergency plans that communicate safety drills for students that do not have their cell phone.

- Parent re-unification and communications plans should be incorporated into the school and school division's crisis planning process, ensuring that parents of students who are directly impacted or critically injured are contacted directly versus through a mass communication system or recording.
  - Schools should have backup documents in hard copy with student and parent contact information in case electronic access is not available during a crisis.
  - Each teacher, administrator, and school health official (nurse) should have a portable, hard copy that is regularly updated and can be used to contact families in an emergency.
  - This communication should be made through mechanisms used regularly by the school. Consideration must be given to families who do not have electronic access via the internet.

### ***Safety Resource Links***

[Virginia Educators Guide for Planning and Conducting School Emergency Drills](#)

[DCJS Division Guide for Crisis Management Planning](#)

[UVA Comprehensive School Threat Assessment Guidelines](#)

#### School-based Emergency Communications Strategies

School divisions must be thoughtful in their planning for how to communicate with families and their community during a school-based crisis. When a crisis occurs, too often communications take a back seat during the emergency. This is a failure to successfully plan and implement the planning. But in an emergency, planning, accompanied with pre-designed communication templates, sets the protocols and standardizes the process on how to consistently communicate to families and the larger school community throughout the emergency- a vital part of emergency response.

A comprehensive emergency response plan requires significant forethought and clearly outlines communication plans and strategies. School divisions should decide before a crisis occurs:

- **Who is going to be responsible for communicating during the crisis?**
  - Parents prefer to hear from their own school, but if the event is occurring at the school, consider that it is unlikely that school leaders will be well-positioned during the crisis to communicate with families. They may be focused solely on the safety of the students in the building. If that is the case, who at the central office or in division administration will be responsible for maintaining communications with families during and after any school-based crisis?
  - This needs to be decided as part of a school emergency plan before the school-based crisis occurs.

- **How are school leaders going to communicate during and throughout the crisis?**
  - What are the best ways to communicate directly to school families and community?
    - What communications channels and outlets will be used? Is there a need to differentiate between channels depending on the type of crisis and in what combination?
 

Options could include:

      - Text messages or push alert
      - Automated phone calls
      - Email
      - Division or school website
      - Parent-focused social media such as Facebook/Instagram/Twitter
      - School-based parent app such Parent Square or ClassDojo
      - Local media outlets
  - As part of the planning and coordination with local law enforcement agencies, schools should consider having a procedure in place to activate the local reverse 911 system to ensure that notification goes to the entire community, not only the designated family members.
  - Consider where the school's families typically learn new information. Is there a local website or community message board (e.g. Nextdoor) that would be a place families would seek out information? If so, include it in the communication channels being used.
  - Also consider who in the school organization has the passwords or login credentials for each option. The time to be trying to remember a particular account login or password is not during the crisis.
  - Emergency conditions can result in power outages, cell phone network overloads, or other conditions that may limit the choice of technologies. Be prepared to choose lower-tech methods to support communication efforts if necessary.
  - This all needs to be decided as part of a school emergency plan before the crisis occurs.
- **To whom is the communication aimed?**
  - Depending on what communication channels are chosen, schools may be able to differentiate their audience. Every issue may not require communicating to the entire division's parents. Think of the different scenarios that may occur and decide for each to whom the school wants to communicate directly. Options could include:

- All the families in the division
  - All the families at that school
  - All the families from that bus or buses
  - Families at that grade level in the school
  - Families in that particular classroom
- This needs to be decided as part of a school emergency plan before the crisis occurs.
- Once it is decided **Who is going to be responsible, How and To Whom** school leaders want to communicate, build the contact lists needed to communicate effectively during the crisis.
  - In addition to collecting and sorting the individual contact information for families, consider factors such as:
    - When will this information be collected this information and how often do should these lists be updated?
      - Who is going to be responsible for making sure the lists are updated, including adding newly enrolled families to these lists during the school year?
    - Does this information need to re-verified with families during the school year?
      - The start of the second semester is a natural point of the school year to re-verify family contact information. Families' preferred phone numbers and emails may change during the school year. Be proactive about making sure schools have the best way to contact their families.
    - Where is this contact information going to be stored?
      - Assuming that this family contact information is stored in a database or in a preset communication channel, who has access to these lists? Will they need to retrieve this information from the database to communicate, and if so, does the individual(s) responsible for communicating during the crisis have the necessary credentials to access the list?
      - If not storing this information in a central database, where is it being stored and who will have access to it during the emergency? A contact list stored at an individual school or with an individual staff member likely may be inaccessible during a crisis. Consider multiple access options to ensure someone not managing the emergency can access the contact list.
  - This needs to be decided as part of a school emergency plan before the crisis occurs.
- **Who will be the communicator?**

- Decide who is best to communicate consistently and clearly in an emergency situation. It could be the division superintendent, the principal, or a division spokesperson.
  - Different emergency situations may call for different voices.
  - If the principal is not available to be the primary communicator to school families, they may be available after the school-based emergency to assume that role.
- This needs to be decided as part of a school emergency plan before the crisis occurs.

As part of planning, consider how often the school will communicate during an emergency. Time to communicate during a school-based emergency is limited, and often the urgency of the situation takes priority over the ability to know every detail of the emergency in real-time. Therefore, a school and school division should identify the communications liaison in emergency situations. This is true for the communicator as well as for the families receiving the information.

### ***Emergency communications considerations:***

- Match the speed and frequency of the emergency to how quickly and often school leaders communicate to their audience to the level of the emergency situation. E.g. Lock downs and school shooter situations should have communications as frequent as every ten minutes.
- Eliminate delays in communications by creating message templates and identifying and establishing activation criteria to guide when and to whom school leaders communicate.
- Overcommunicate with school families during an emergency situation. Provide correct, comprehensive, relevant, and specific messaging. Err on the side of overcommunicating when dealing with conflicting or uncertain situations.
- Be as accurate and specific in school leader communications as possible. If something is unclear or uncertain regarding the emergency, do not fear admitting that to be the case. Be transparent with the current situation as it can help reduce misinformation from being spread about the situation.
- Do not withhold information unnecessarily. Withholding information serves to inspire distrust, encourage conspiracy theories, and forces people to seek information from other less reliable sources.
- Once the school emergency plan is in place, share the emergency plans and procedures with parents and the community. Being proactive in sharing these procedures before an emergency occurs helps to build confidence that the school division and school will respond appropriately and helps parents know what to anticipate should an emergency occur.

Alexandria City Public Schools has created a suite of resources that discuss how to handle different kinds of emergencies including:

- Securing The Building
- Evacuation
- Lockdown
- Shelter In Place

#### [Emergency Management Video Series - Alexandria City Public Schools](#)

Alexandria City Public Schools has created a model for informing parents how to expect to receive communications during and following an emergency. [The information they have published for parents is clear, concise and comprehensive.](#) They have also accounted for their diverse student and family population and published the information in [Español](#), [Amharic አማርኛ](#), [Arabic بالعربية](#), and [Dari دری](#) to assist their non-English language families and help them have confidence in the division in case of an emergency.

Another model example is Harrisonburg City Schools, who has set up and informed parents of a color-code system for situational awareness of any school-based emergency situation.



We have also developed enhanced communication procedures in the event of a school safety incident. We will be using a color-coded alert system to notify staff and families. If there is an incident at your child's school, you will be notified of the incident color code and instructed to visit our website where we will post additional information as it becomes available. During an incident, please refrain from coming to the school so that emergency personnel can safely access the campus. For your reference, the color code alerts are listed below and will also be available at the link provided during an incident.

**Code Red: Everyone behind locked doors, lights off, quiet**

**Code Orange: Everyone behind locked doors, instruction continues**

**Code Yellow: Everyone inside the building**

**Code Green: All clear, back to normal operations**

In case of a school-based emergency, school divisions and public schools need to communicate with parents during every situation. Too often parents do not learn about an incident until hours or even days after the emergency event. School divisions and schools need clear communication plans and strategies in their comprehensive emergency response plans, and they need to follow those plans consistently **every time** there is an emergency situation.

Communications needs to be a priority in these situations, and the time to think about how to communicate is not when the emergency occurs. These plans and strategies need to be considered in advance, and division and school leadership need to understand exactly what they should do to communicate clearly and effectively with parents.

In these school-based emergency situations, parents want to know if their child is safe and where they can reunite with their child. Communicating with parents and the school community during and through the school-based emergency **must** be a top priority when these situations occur.



## Sample Communications Examples and Model Templates

A number of school divisions have excellent examples of communications and communication templates that can serve as models in preparations for school-based emergency situations. We appreciate these school divisions sharing their examples.

### **Washington County Public Schools Threat Communications Examples**

#### **Initial Message in Online Threat Situation**

Good morning Wallace Middle School Families --

We wanted to make you aware that we have received information that rumors have been circulating on social media about a potential school threat. At this time, those rumors are not believed to be credible. Out of an abundance of caution, we will have an increased law enforcement presence and operating on a Safety First Protocol. In addition to the Washington County Sheriff's Office, the U.S. Marshals Service are investigating the threat.

#### **Follow Up Message**

We wanted to provide you with an update on the increased safety and security at High Point Elementary School, E.B. Stanley Middle School, Wallace Middle School and John S. Battle High School this morning. We are blessed to live in a community where safety is a top priority, and we are incredibly grateful for our law enforcement partners who provided a quick response. Through the great collaboration of the Washington County Sheriff's Office, U.S. Marshals Service, Virginia State Police and the Abingdon Police Department, a suspect has been identified behind the threats posted to social media and is in custody. We have determined that the threat was never credible, however all agencies involved treated it as if it were. We will continue to work with our law enforcement agencies to ensure the safety and security of our students and staff. We would also like to thank the staff members at our schools for their work to keep students calm and safe as the investigation was ongoing. Be sure to extend your thanks to our staff and law enforcement agencies involved next time you have a chance.

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#### **Other Washington County Public Schools Example**

Good afternoon WCPS Families and Staff,

Washington County Public Schools is aware of the reported TikTok post circulating this week that references a threat to schools. It appears this is part of a viral trend that has affected schools and school divisions both locally and nationwide.

We have been in contact with our great law enforcement partners around the clock, as these threats and social media posts were investigated. We do not believe there is a credible threat to school safety.

We take these threats very seriously, as the safety and well-being of our students and staff is our top priority. We encourage anyone who sees or hears anything that could represent a potential school safety issue to immediately notify a teacher, staff member, or administrator immediately. We thank our students that did report the social media posts this week. Thank you to our law

enforcement agencies and staff for the critical role they played and continue to play in ensuring the safety and security of our school division.

## **Alexandria City Public Schools Emergency Communications Examples**

Alexandria City Public Schools has templates prepared for various emergency situations. Some examples include:

### **Active Shooter Threat**

**Subject:** Active Shooter at [school] on [date]

There is an active shooter threat at [school] on [date]. For the safety and security of our students and staff, [school] is currently on [lockdown status](#) due to this active shooter threat. The Alexandria Police Department (APD) is currently at the school working with the school administration and school security to provide safety and determine next steps. More details to follow when the threat assessment is complete.

As always, during an emergency situation, we ask that you not call or text your child. The first priority for staff is to address the threat and ensure that all students are safe. Phone calls can distract from this priority and may potentially alert an intruder to the location of a student. The ACPS Office of Communications will communicate with families as soon as possible.

The safety and security of our students and staff is the most important priority.

We will continue to communicate via text, email, and the school website at [\[www.acps.k12.va.us/school\]](#) to provide the most up-to-date information.

Thank you.

Sincerely,

[Principal Contact Information]

## Altercation at School

**Subject:** [School] Students Involved in Altercation on School Grounds on [date]

At [time] on [date], students at [school] were involved in an altercation on school grounds. School administrators and building security quickly intervened to bring control to the situation and assure the safety of all students and staff in the building. [Due to the nature of the altercation, the Alexandria Police Department (APD) was called.]

Alexandria City Public Schools (ACPS) is committed to maintaining a safe and secure learning environment for all. When students are involved in altercations, on or off school grounds, ACPS will take immediate and appropriate action to ensure a safe learning environment for the entire student body and staff. Further, ACPS and school officials will address issues of student conduct and responsibility and, if necessary, involve the APD if the situation continues to escalate or poses an ongoing threat.

Updates will be sent as details of the altercation become available and actions are taken by ACPS and school administrators. [www.acps.k12.va.us/school]

Thank you.

Sincerely,

[Principal Contact Information]

## Evacuation – Smell of Gas

**Subject:** [School name] students were briefly evacuated due to a report of the smell of gas

Dear [School Name] Staff and Families,

Students and staff were evacuated at about [time] today from [School Name] upon the report of a smell of gas in the building. The Alexandria Fire Department (AFD) has been notified to investigate this report and cleared the building for return by [time].

The evacuation was conducted in a safe and orderly manner and the school has resumed a normal operating schedule.

We appreciate the quick response and assistance of the AFD. The ACPS Office of Safety and Security has an emergency management video series available online in multiple languages to help stakeholders understand [the ACPS protocol for school evacuations](#).

Sincerely,

[Principal Contact Information]

## Evacuation – Fire Alarm

**Subject:** [School Name] briefly evacuated due to a false fire alarm. Normal operations have resumed

Dear [School Name] Families and Staff,

At approximately [Time] today, the fire alarm was activated at [School Name]. Students and staff evacuated the building in a safe and orderly manner as a precaution. The Alexandria Fire Department (AFD) responded and, upon investigation, determined that one of the pull stations had been activated, causing the alarm to sound.

After approximately [Time], students and staff were allowed to return to the building after the AFD cleared the facility, and normal operations resumed.

We appreciate the quick response and assistance of the AFD. The ACPS Office of Safety and Security has an emergency management video series available online in multiple languages to help stakeholders understand [the ACPS protocol for school evacuations](#).

Sincerely,

[Principal contact Information]

## Lockdown/Shelter-in-Place

**Subject:** Lockdown Status at [School Name]

Dear [School Name] Staff and Families,

For the safety and security of our students and staff at [School Name] is currently on **Lockdown Status** due to an anonymous threat. The Alexandria Police Department (APD) is currently at the school conducting a threat assessment to determine credibility. More details to follow when the threat assessment is complete.

As always, during an emergency situation, the first priority for staff is to address the threat and ensure that all students are safe. While we understand your obvious concern, phone calls can distract from this priority. The ACPS Office of Communications will communicate with families as soon as possible.

The safety and security of our students and staff is the most important priority.

We will continue to communicate via text, email and the school website at [Link to School Website] to provide the most up-to-date information.

Sincerely,

[Principal Contact Information]

## Power Outage

**Subject:** Power outage at [school] today

There is a power outage at [school]. Dominion Energy is responding to the outage. The building is safe. Students and staff will remain in the building and the instructional day will continue. Teaching staff may need to modify instruction. Lunch service may also need to be modified as a hot lunch may not be available.

The safety of our students and staff is of utmost priority.

Thank you for your patience and understanding. We will continue to update families via text, email and the school website at [[www.acps.k12.va.us/school](http://www.acps.k12.va.us/school)] as more information becomes available.

Sincerely,

[Principal Contact Information]

## Secure the Building

**Subject:** [School Name] was briefly placed in “secure the building” status today

Dear [School Name] Staff and Families,

At about [Time] today, [School Name] was placed in “secure the building” status for approximately [Time] due to [Incident Information]. The Alexandria Police Department was on site to investigate the situation and reported no threat to the school, which has now resumed normal operations.

The decision to secure [School Name] was taken out of an abundance of caution. “Secure the building” means that the school day continues on a normal schedule inside the school but no one is allowed to enter or leave the school while the building remains secured. An [Alexandria City Public Schools video](#) provides more information on what happens when a school is placed in “secure the building” status.

The safety and security of our students and staff are of utmost priority.

Sincerely,

[Principal Contact Information]

## Social Media Threat

**Subject:** Social Media Safety Threat to [school] on [date]

Alexandria City Public Schools (ACPS) received a report at [time] about a threat posted on social media targeting [school]. We are working with the Alexandria Police Department (APD) to investigate the threat report. [School] is currently on “[Secure the Building](#)” status which means that the school day operates on normal status inside the building, but no one is allowed to enter or leave the school campus while the building remains secured.

Updates will be shared as more information becomes available. Thank you for your patience.

Sincerely,

[Principal Contact Information]

## Threat Investigation

**Subject:** Safety Threat to [school] on [date]

[School] staff was informed at [time] on [date] about a threat to school safety [by a student] [by an individual] [by a group]. The Alexandria Police Department (APD) was notified and an investigation was immediately initiated. The individual has been identified and the threat has ended. APD has determined that the school will be safe for students and staff tomorrow. Please continue to send your child to school as usual tomorrow. ACPS will increase its security presence at the school as a precaution.

Please be assured that ACPS takes any threat to our schools or facilities very seriously and any threat to the school is always investigated. Safety is always a top priority at ACPS and we will always put the safety of our students and staff above everything else.

Children react in many different ways to incidents such as these. If your child shares with you that they feel nervous about attending school, please contact your school counselor. School counselors and the Student Support Team (SST) will be on hand to provide additional support for any student who needs it.

We will continue to communicate via text, twitter, email and the school website as more information becomes available. [www.acps.k12.va.us/school](http://www.acps.k12.va.us/school)


Thank you for your patience.

Sincerely,

[Principal Contact Information]

## Chesapeake Public Schools Emergency Messaging Template

Chesapeake Public Schools has a well-designed [Crisis Communications Messaging Template](#) for tracking and helping develop emergency communications. The template can be modified for individual school division's needs.



### CRISIS COMMUNICATIONS

Level 2 Lockdown - (Name) School  
November 30, 2023

**Communications Advisory**

TO: School Board, Cabinet, & Communications  
FROM: VSA: Email from (email address)  
TIMING: Send on Oct 26, 2023 12:00 AM

Good afternoon,  
The PAS message below will be shared with the (school) community at 11:45 AM today.

**Intermediate School: Level 2 Lockdown - November 30, 2023**

Good afternoon, this is (name) principal of (school) with an important message. This morning, the Chesapeake Police Department informed us that there were gunshots in the neighboring area. As a precaution, the school was placed in a Level 2 lockdown. During a level two lockdown, all students continue with their instruction indoors while classroom and exterior doors remain locked.

After approximately twelve minutes, the police gave us an all-clear, the lockdown was lifted, and we resumed our school day. Please know that safety is always our top priority.

Who	Status	Action/Task
Name	In development	Text School Board
Name	Under review	Communications Advisory
Name	Under review	PAS Message to Families
Name	NA	Press Release

**Text School Board**

FYI: (NAME) School is currently in a Level 2 lockdown in response to the report of possible shots fired near the school building. We will provide additional updates as they become available.

Update: The lockdown was lifted after approximately 12 minutes after police determined there was no longer a threat in the area.

**PAS Message to Families**

**Intermediate School: Level 2 Lockdown - November 30, 2023**

Good afternoon, this is LC, principal of \_\_\_\_\_ Intermediate School with an important message. This morning, the Chesapeake Police Department informed us that there were gunshots in the neighboring area. As a precaution, the school was placed in a Level 2 lockdown. During a level two lockdown, all students continue with their instruction indoors while classroom and exterior doors remain locked.

After approximately twelve minutes, the police gave us an all-clear, the lockdown was lifted, and we resumed our school day. Please know that safety is always our top priority.

**Press Release**



## CURRENT POLICY

The Virginia Department of Education considers students who are absent ten percent of the school year or 18 days to be considered chronically absent. A student is considered to be chronically absent if the 18 days are excused **or** unexcused. The Virginia school accreditation system includes chronic absenteeism as a school quality indicator which may impact a school's and division's accreditation rating.

### **Make-Up Work**

When requesting make up work, a parent should give teachers 24 hour notice to have the child's assignments prepared for take home work. At least one day will be allowed for make-up work for every day of excused absence. Failure on the part of the student to complete make up work on time will result in the student receiving a lowered grade on the assignment. Students may not be allowed to make up any daily work and instruction provided by teachers during unexcused absences or unexcused tardies. Students may be given credit for extended assignments with a due date that occurs during an unexcused absence; extended assignments include, but are not limited to, research papers, essays, book reports, projects, tests, quizzes, and semester exams.

## **Bicycles**

The Poquoson City School Board permits but does not advocate the riding of bicycles to school by students. The riding of bicycles is only permitted if parents have provided written permission to the school.

## **Cellular Phones and Other Mobile Devices**

Students at Poquoson Middle and Poquoson High may carry their cellular phones in a pocket or backpack, but to avoid disruption to the instructional process, all cellular phones must be turned off and not displayed unless the student is in a designated area or classroom in which they are permitted to use their cellular phone. Students may also leave their cellular phones in their lockers. Students may not wear cellular phones outside clothing as an accessory. Certain instructional activities may occur during the school day that permit students to use their cellular phones. Cellular phones used as part of an instructional activity will be under the direct supervision of a teacher or staff member.

Students at Poquoson Elementary School and Poquoson Primary School may not bring cellular phones to school or mobile-connected devices, with the exception of smart watches, which must be kept in the backpack. Smart watches that are in the backpack shall be in silent mode or turned off while on school grounds during school hours, school activities during school hours, or the school bus.

PCPS issues Chromebooks or iPads to students in grade K-12 for use during the school year; therefore, students do not need to bring laptops, tablets or other mobile devices to school. A mobile device is any device that can connect to the internet such as laptops, tablets, iPads, notebooks, eReaders, hand-held gaming devices, or PDAs. Students who have an instructional need for the use of mobile devices other than a cellular phones at school should speak with an administrator. PCPS is not responsible for loss, damage, or theft of any cellular phone or mobile device brought to school.

Any violations in the use of cellular phones or other mobile devices will result in disciplinary action in accordance with the PCPS Code of Student Conduct and the Acceptable Use Policy.

## **Child Abuse**

### **Reference: School Board Policy 7-5.7**

Poquoson City Public Schools' employees, in compliance with the Code of Virginia, Title 63.1, Chapter 12.1 Child Abuse and Neglect, shall report to the local department of social services, incidents of suspected child abuse and/or neglect.

## **Clubs • Activities**

### **Reference: School Board Policy 7-4.5**

All school clubs and organizations are established to benefit students. Some clubs and organizations may have prerequisites for membership. If students are interested in seeking membership to a club or organization, they will need to see the advisor for more information.

BES07	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications* ^	K-12				X	X	X
PD16	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell* ^	K-12				X	X	X

### 9. ELECTRONIC DEVICES

Students at Poquoson Middle and Poquoson High Schools may bring cellular phones to school.

Students at Poquoson Elementary School and Poquoson Primary School may not bring cellular phones to school or mobile-connected devices, with the exception of smart watches, which must be kept in the backpack. Smart watches that are in the backpack shall be in silent mode or turned off while on school grounds during school hours, school activities during school hours, or the school bus.

Students may not take pictures or video on any school bus traveling to or from school or inside any school before and during school hours up to dismissal. NOTE: Exceptions for special events at schools may be made by an administrator.

Students who engage in cyber bullying will be considered to have committed an electronic device offense. Students who engage in disruptive, disrespectful behavior or other behavior as a result of the inappropriate use of an electronic device will also be considered to have committed an electronic device offense.

- For the first offense, the device will be confiscated from the student and held for a 24-hour period. It will be returned at the end of the school day on which the 24-hour period ends. If the offense occurs on a Friday, the device will be confiscated for the remainder of the day and will be returned to the student at the end of the school day. On the following school day on which the student brings the device, the device will again be confiscated from the student and held for the entire school day.
- For the second offense, the device will be confiscated and held for a 72-hour period. It will be returned at the end of the school day on which the 72-hour period ends. If the second offense occurs on a Friday, the device will be confiscated according to the preceding sentence.
- For the third offense, the student is subject to a suspension of up to five (5) school days and the student will lose the privilege to possess devices at school for a time period designated by a school administrator.
- Inappropriate use of the electronic and/or other portable communication devices may result in a recommendation for discipline under other relevant provisions in the Code of Student Conduct.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSO13	Violation of school board policy regarding the possession or use of portable communication devices	K-12	X	X	X	X		

### 10. FIGHTING/CONFLICT

Mutual participation in a fight involving physical violence where there are no or minor injuries is forbidden. These may include, but not be limited to, the following: scrape on body (e.g., knee, elbow, hand) or minor bruising. Additionally, a confrontation, tussle or verbal/physical aggression that does not result in injury is also forbidden.

Engaging in a physical fight, regardless of which participant is the aggressor, is defined as fighting. This includes luring others to a fight, instigating a fight, encouraging others to fight and/or cheering on a fight.

Exceptions may result when the evidence clearly supports that a student is assaulted and then acted solely in self-defense after having made previous efforts to avoid such confrontations and/or reporting concerns to teaching or administrative staff.

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.



## **Draft Electronic Devices and Cell Phone-Free Education Policy**

In accordance with the Governor's Executive Order 33, to support a consistent and focused educational experience, students are permitted to use only Poquoson City Public School (PCPS) division-issued devices, such as Chromebooks, during operational hours for educational purposes. These devices are provided to enhance learning and give students access to a wide range of educational resources, ensuring they have the tools necessary to succeed in the classroom. As each student is equipped with a division-issued device, the use of any other electronic devices is not permitted during school hours.

This policy helps maintain a controlled digital environment, minimizes distractions, and ensures all students have equitable access to learning tools. Students are expected to use their division-issued devices responsibly and in accordance with the guidelines set forth by the division.

Students who choose to bring personal devices to school do so at their own risk and must understand that the division, its schools, and its employees are not liable for loss, theft, damage, or any other issues related to these devices. Students will be responsible for securing their phone. School employees will not be responsible for providing storage locations during class time, nor will they be responsible for locating a missing device or addressing any damages that may occur.

Students must use school-based communication tools and platforms (whether in the office, classroom, or other centralized location) to communicate needs with parents. Each school will have a protocol in place to address family-emergencies and other essential communication needs of students during school hours.

### **Definitions**

**"Away"** means that the device should not be on a student's person, including in pockets.

**"Bell-to-Bell"** means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. This includes lunch and time in between class periods.

**"Cell Phone-Free Education"** means the age-appropriate elimination or restriction of cell phones and other personal electronic communication devices in public schools.

**"Cell Phone"** means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes non-smart phones, which are limited to making phone calls or sending text messages, a smart phone that encompasses these features, and other future personal electronic communication devices with similar characteristics.

**“Instructional time”** means any structured or unstructured learning experience that occurs from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.

**“Personal Electronic Communication Device”** means any personal device capable of connecting to a smartphone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include some wearable devices such as smart watches, as well as personal headphones, laptops, tablets, and other future personal electronic communication devices with the abovementioned characteristics.

**In the Elementary and Primary School (PreK-5), Cell Phone-Free Education policy states:**

1. Cell Phones and Personal Electronic Communication Devices will not be used by elementary or primary students within the school building or on school grounds.
2. If a parent decides that an elementary student should bring a Cell Phone or Personal Electronic Communication Device to school, the device must be powered off and stored Away from the student and in their backpacks during the Bell-to-Bell school day.

**In the Middle School (6-8), Cell Phone-Free Education policy states:**

1. Middle school students shall not have a Cell Phone or Personal Electronic Communication Device during the Bell-to-Bell school day.
2. If Cell Phones or Personal Electronic Communication Devices are brought to school, they must be powered off and stored Away from the student in the student’s assigned locker during the Bell-to-Bell school day.
  - a. When students are on school sponsored trips during school hours, it is up to the discretion of school staff to allow Cell Phone and Personal Electronic Device usage.
3. Outside of the Bell-to-Bell Instructional Time, Cell Phones and Personal Electronic Communication Devices may be used on the middle school campus before and/or after school.

**In the High School (9-12), Cell Phone-Free Education policy states:**

1. High school students shall not have a Cell Phone or Personal Electronic Communication Device during the Bell-to-Bell school day.
2. If cell phones or personal electronic communication devices are brought to school, they must be powered off and stored away from the student during the bell-to-bell school day.
  - a. Students are expected to store their devices in bags, lockers, vehicles, or any other designated locations permitted by the school.
  - b. When students are on school sponsored trips during school hours, it is up to the discretion of school staff to allow Cell Phone and Personal Electronic Device usage.

3. Outside of the Bell-to-Bell Instructional Time, Cell Phones and Personal Electronic Communication Devices may be used on a high school campus before or after school.

**Exemptions to Cell Phone-Free Education Policy**

Exemptions will be made on an individualized basis, as determined by a student's individualized health care plan, 504 plan, and IEP. Students with these exemptions may only access these devices for the purpose stated in their IHP, IEP or 504 plan.

DRAFT CELL PHONE FREE POLICY

DRAFT

## **Electronic Devices and Cell Phone-Free Education Policy**

In accordance with the Governor's Executive Order 33, to support a consistent and focused educational experience, students are permitted to use only Poquoson City Public School (PCPS) division-issued devices, such as Chromebooks, during operational hours for educational purposes. These devices are provided to enhance learning and give students access to a wide range of educational resources, ensuring they have the tools necessary to succeed in the classroom. As each student is equipped with a division-issued device, the use of any other electronic devices is not permitted during school hours.

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### **Definitions**

**"Away"** means that the device should not be on a student's person, including in pockets.

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**In the Elementary and Primary School (PreK-5), Cell Phone-Free Education policy states:**

1. Cell Phones and Personal Electronic Communication Devices will not be used by elementary or primary students within the school building or on school grounds.
2. If a parent decides that an elementary student should bring a Cell Phone or Personal Electronic Communication Device to school, the device must be powered off and stored Away from the student and in their backpacks during the Bell-to-Bell school day.

**In the Middle School (6-8), Cell Phone-Free Education policy states:**

1. Middle school students shall not have a Cell Phone or Personal Electronic Communication Device during the Bell-to-Bell school day.
2. If Cell Phones or Personal Electronic Communication Devices are brought to school, they must be powered off and stored Away from the student in the student’s assigned locker during the Bell-to-Bell school day.
  - a. When students are on school sponsored trips during school hours, it is up to the discretion of school staff to allow Cell Phone and Personal Electronic Device usage.
3. Outside of the Bell-to-Bell Instructional Time, Cell Phones and Personal Electronic Communication Devices may be used on the middle school campus before and/or after school.

**In the High School (9-12), Cell Phone-Free Education policy states:**

1. High school students shall not have a Cell Phone or Personal Electronic Communication Device during the Bell-to-Bell school day.
2. If cell phones or personal electronic communication devices are brought to school, they must be powered off and stored away from the student during the bell-to-bell school day.
  - a. Students are expected to store their devices in bags, lockers, vehicles, or any other designated locations permitted by the school.
  - b. When students are on school sponsored trips during school hours, it is up to the discretion of school staff to allow Cell Phone and Personal Electronic Device usage.

3. Outside of the Bell-to-Bell Instructional Time, Cell Phones and Personal Electronic Communication Devices may be used on a high school campus before or after school.

### **Exemptions to Cell Phone-Free Education Policy**

Exemptions will be made on an individualized basis, as determined by a student's individualized health care plan, 504 plan, and IEP. Students with these exemptions may only access these devices for the purpose stated in their IHP, IEP or 504 plan.

# Poquoson City School Board

## Reading File Item Brief

### Reading File Item: VIII-C

**Meeting Date:** November 19, 2024

**Subject:** Motion to approve the Superintendent's request to City Council for use of FY24 carryover funds.

### Background:

At the close of Fiscal Year 2024, there was a balance of \$7,872 that was retained by Schools for State Tech Grant match and excess funds totaling \$2,725,569 in funds, primarily resulting from significant savings in operating costs due to unfilled vacancies throughout the year and conservative spending practices. According to Virginia state regulations, school divisions are not permitted to retain excess local funds, and instead, the locality may re-appropriate those funds.

### Discussion:

The Superintendent is requesting that the City Council approve the following allocations of the FY24 carryover funds:

1. **Curriculum and Revisions:**
  - \$352,273 for curriculum updates and revisions to comply with new Virginia Department of Education (VDOE) standards.
2. **PHS HVAC Project:**
  - \$700,000 for additional costs related to the Poquoson High School HVAC project.
3. **New Job Coach Vehicle:**
  - \$35,000 for the purchase of a new vehicle for the job coach program.
4. **Weapon Detection Systems:**
  - \$60,000 for additional weapon detection systems, as recommended by the School's safety committee.
5. **GPS Software for School Buses:**
  - \$24,000 for the purchase and installation of GPS software for all school buses.
6. **Middle School Courtyard Renovations:**
  - \$20,000 for renovations to the Middle School interior courtyard.
7. **Capital Improvement Plan Projects:**
  - \$1,534,080 to fund various projects in the approved PCPS Capital Improvement Plan, including:
    - \$50,000 for Elementary School Gym Floor Resurfacing.
    - \$82,000 for Elementary School Exterior Painting.
    - \$800,000 for Middle School Gym Roof Recover/Replacement.
    - \$95,000 for a Phone System Upgrade (Schools and City).
    - \$292,080 for Bus Replacements.
    - \$215,000 for High School Parking Lot Resurfacing.

### Recommendation:

Approve the Superintendent's request to City Council for the use of the FY24 carryover funds as outlined in the discussion above.

### References:

- School Board Policy 5-7.1

**Poquoson City School Board**  
**Reading File Item Brief**

**Reading File Item:** VIII.D

**Meeting Date:** November 19, 2024

**Subject:** Motion to approve advancing the revisions to Policy 4-4.1, Food Service Management, to a second reading. These revisions will include the required elements currently missing, specifically addressing procedures for handling bad debt and prohibiting charges for staff or adult meals.

**Background**

Each year, Poquoson City Public Schools undergoes a review by the Virginia Department of Education's (VDOE) Office of School and Community Nutrition Programs to ensure our Food Services operations comply with state and federal guidelines. This year's review, scheduled for January, has prompted the VDOE to identify specific policy changes needed before the official assessment. The two items that need to be addressed in PCPS policy are: how delinquent debt is managed when it becomes bad debt, and whether adults (including staff and other non-student adults) are permitted to charge meals.

**Discussion**

Poquoson City Public Schools is required to update its policy manual to include two items identified by the VDOE as missing. Attached are the proposed additions to Policy 4-4.1, Food Service Management, for your review and approval to proceed to a second reading. These revisions are necessary to meet VDOE requirements by specifying how PCPS addresses bad debt and manages meal charges for adults (staff and other non-student adults). We do not permit adults to charge meals, and any bad debt is resolved through donations or other eligible non-federal funds.

**Recommendation:** Approval of the recommended revisions to Policy 4-4.1 for advancement to a second reading.

**Attachment:** Revisions to policy 4-4.1 Food Service Management

**Reference:** PCPS policy 4-4.1 Food Service Management

## **Recommended Revisions to Policy 4-4.1 Food Service Management**

### **POLICY 4-4.1 FOOD SERVICE PROGRAM**

#### **Generally**

The Poquoson City School Board participates in the National School Breakfast and School Lunch Programs at all schools, and operates an a la carte meal program at the middle and high school levels. The division superintendent is authorized to develop and implement an efficient and effective food services system for the students and employees of the school division. The School Board shall establish and post on its website a web-based application for student participation in the National School Breakfast and School Lunch Program in addition to providing a paper-based application. Each public elementary or secondary school shall process each web-based or paperbased application for participation in the School Breakfast Program or the National School Lunch Program administered by the U.S. Department of Agriculture within six working days after the date of receipt of the completed application.

#### **Purposes**

The School Board recognizes the food service program as an integral part of the educational program. The food service program shall provide a practical form of education in nutrition and sanitation. It shall assist in safeguarding the health and well-being of students and aid in the development of good food habits. The food service program shall provide nutritional lunches on a daily basis and shall be available to all students, adult staff members and employees as required by law.

#### **Financial Operation**

The food service program shall be operated on a nonprofit, self-supporting basis with lunches being furnished to students and school personnel at a reasonable charge. The school lunch program shall be financed by federal and state funds, local funds and monies received from students, adult staff members and employees. From time to time the division superintendent shall report to the School Board on the financial status of the school division's food service operations.

#### **Lunchroom Standards**

School food service operations shall comply with all applicable standards and requirements of the Virginia Department of Education and the state and local health departments.

#### **National School Lunch and Breakfast Programs**

All school food service operations participating in the National School Lunch and Breakfast Programs shall function in accordance with all applicable laws and regulations.

### **Meal Charges**

School board employees shall direct any communication relating to a school meal debt to the student's parent. Communication may be made by a letter addressed to the parent to be sent home with the student. No school board employee shall require a student who cannot pay for a meal at school or who owes a school meal debt to throw away or discard a meal after it has been served to him, do chores or other work to pay for such meals or wear a wristband or hand stamp. The School Board shall not file a lawsuit against a student or the student's parent because the student cannot pay for a meal at school or owes a school meal debt. Neither the School Board nor any school board employee shall deny a student the opportunity to participate in any extracurricular school activity because the student cannot pay for a meal at school or owes a school meal debt. **Adults (non-students) are not permitted to charge meals.**

### **Reimbursement for Bad Debt**

**Bad debt refers to delinquent debt considered uncollectible, which must be written off as an operating loss. Within the School Nutrition program, bad debt must be offset with non-federal funds.**

- 1. At year-end, the Assistant Superintendent for Operations and the Executive Director of Finance will review delinquent Food Services accounts to determine if they should be classified as bad debt.**
- 2. The division will first seek to cover bad debt through available donations. Any remaining balance, once donations are exhausted, will be covered by other appropriate non-federal funds.**

### **School meals; availability to students**

The School Board shall require each public elementary and secondary school in the division to participate in the federal National School Lunch Program and the federal School Breakfast Program administered by the U.S. Department of Agriculture and to make lunch and breakfast available pursuant to such programs to any student who requests such a meal, regardless of whether such student has the money to pay for the meal or owes money for meals previously provided, unless the student's parent has provided written permission to the school board to withhold such a meal from the student. Nothing in this policy limits the ability of the School Board to collect payment for meals provided under the Programs listed herein, provided however, that it shall not utilize a nongovernmental third-party debt collector to collect on such a debt. The

School Board shall ensure that: (i) at any back to school night event in the local school division to which the parents of enrolled students are invited, any such parent in attendance receives prominent notification of and access, in paper or electronic form, or both, to information about application and eligibility for free or reduced price meals for student and a fillable free or reduced price meals application that may be completed and submitted on site; and (ii) a fillable free or reduced priced meals application is sent home with each student enrolled in a public elementary or secondary school in the school division at the beginning of each school year or, in the case of any student who enrolls after the beginning of the school year, as soon as practicable after enrollment.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-24, 22.1-70, 22.1-78, 22.1-79, 22.1-79.7, 22.1-79.7:1, 22.1-89.1, 22.1-115, 22.1-207.3; Virginia Board of Education Regulations Governing School Lunch – Sale of Food Items, 8 VAC 20-290-10, et. seq, and Governing School Breakfast Programs, 8 VAC 20-580-10, et. seq.; National School Lunch Act, as amended, 42 U.S.C. §§1751-1760; Child Nutrition Act of 1966, P.L. 89-612, 80 STAT 885, as amended.