

POQUOSON CITY SCHOOL BOARD MEETING  
FEBRUARY 18, 2025 – 5:30 p.m.  
CITY OF POQUOSON COUNCIL CHAMBERS

MINUTES

In attendance:

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

**I. Call to order**

Chair Burbage called the meeting to order at 5:30 p.m.

**II. Pledge to the Flag, Moment of Silence, and Inspirational Reading**

AJ Lumaugi led the Pledge of Allegiance and a moment of silence. He read a quote by George Washington.

AJ presented his report on the schools and was dismissed to attend Show Choir.

**III. Additions and/or Modifications to the Agenda**

There were no additions or modifications to the agenda.

**IV. Recognitions - Kelly Purdie, Professional Learning & Communications Administrator**

Recognitions:

- Senior of the Month Samuel Nelson was recognized for his academic and personal achievements.
- Kay Bolton from Poquoson Art League presented each school with a donation of \$800.00 for their art programs for a total of \$3,200.
- The Clerk and Deputy Clerk were recognized for School Board Clerk week.
- Board Members were presented with a plaque to commemorate School Board Appreciation Month.

## V. Presentations and Reports

Instructional Update was presented by Mrs. Ashley Ide, Assistant Superintendent for Instruction.

- Recruit, Retain, Grow concept explained for instruction.
- Provided a budget chart
  - Training and Credentialing
  - Professional Development Fund Increase
  - Learning Management System: Canvas
  - New Horizons Decrease
  - SPED Purchased Service
  - Advanced Placement Testing
  - Alt Ed Virtual High School
  - Dual Enrollment

Dr. Goodale questioned the reduction in the New Horizons need. Slots per students.

Mr. Tillett explained that this is a needs-based program. There is room for more enrollment should the need arise.

Operations Update was presented by Mr. Andrew Roberts, Assistant Superintendent for Operations.

- FPAR from VDOE review was held at PMS cafeteria with successful results
- Safety Update
  - Weapon detection system
  - Table top discussions regarding
    - Lockdown situations
    - Active shooter/Off Campus/Reunification
    - Safety Crisis Plan
  - Bus evacuations
  - SRO and SSO meeting was held during Spark day
- Transportation
  - G12 full-time trained drivers
  - GPS training on March 5
- Recruit, Retain, Grow as it applies to Operations
- MAG Study
  - Proposal for change in pay scale format for drivers including a 3% raise
- Attending career fairs to recruit employees
- All positions are hiring

Operations Budget:

- Proposed increases for all employees
- Bus Drivers
- Maintenance
- Utilities
- Contracted Services
- Athletics

Dr. Bartlett asked if the children cannot be transported to New Horizons, do they miss class.

Ms. Jones confirmed the compensation breakdown as presented

Dr. Goodale asked if the drivers take a double run, are they paid at the increased rate.

Financial Report provided by Tracy Spence, Executive Director of Finance

- The proposed fiscal year 2026 budget was presented
  - Based on the Governor's budget
  - House and Senate support the repeal of the support cap and 3% salary increase
  - These numbers not currently in the proposed budget
- Compensation for personnel
  - Comp study recommendations to bring PCPS salaries to regional market average
  - 3% salary increase
  - \$1,000 bonus for all staff
  - Benefit Costs
  - Health Insurance Increase
  - Savings due to efficiencies
- Able to keep the non-payroll operating flat
- Projected Cost - Primary Increases
- Public hearing on the proposed budget will be held on March 18<sup>th</sup> at 6:00 p.m.
  - PCPS will be requesting \$1,626,197 from the City of Poquoson to support a compensation increase for all employees.
- The joint city and school budget meeting will be held on April 28<sup>th</sup>
- 2027-2031 Capital Improvement Plan to be presented during the May 2025 meeting.
- PCPS has requested \$1.2 million in funding

Dr. Goodale asked about the CIP

Mr. Tillett stated the CIP and operations budget are separate

- CIP involves 5-year plus items
- Debt funding is by the city

Mr. Claud asked about the HVAC system at the high school

Mr. Tillett explained about the cooperative contract with other divisions

Ms. Jones asked about the health insurance

Mr. Tillett explained the health insurance will be absorbed by PCPS. Health insurance is going out for bid at this time.

**VI. Public Comment**

No public comment

**VII. Consent Agenda**

A. Approval of Financial Reports

B. Authorization to Change Appropriation and to Accept and Expend Funds in Accordance with Attached Request

C. Approval of Personnel Action

D. Approval of Minutes

Dr. Burbage read the consent agenda into the record and requested a Motion to Approve the Consent Agenda.

Motion was made by Mr. Maxwell and seconded by Dr. Goodale to approve the consent items. Vote was taken. 7 Ayes, 0 nay. Vote passed

No discussion

**VIII. Other Matters for Consideration**

A. Consideration of Approval of Proclamation-National School Breakfast Program Week

Motion was made by Mr. Claud and seconded by Mr. DuBose to approve the item 8.a. Vote was taken. 7 Ayes, 0 nay. Vote passed

No discussion

B. Consideration of Approval of Proclamation of Career and Technical Education Month

Motion was made by Dr. Bartlett and seconded by Mr. Claud to approve item 8.b. Vote was taken. 7 Ayes, 0 nay. Vote passed

No discussion

**IX. Communications and/or Other Matters by School Board and/or Superintendent**

Mr. Maxwell issues his preemptive echoing of the other board members. Thank you to the Senior of the Month and congratulations on his acceptance into West Point, Spelling Bee Champion, Wrestling Team, Band and all other winter sports athletes. Thank you to the Poquoson Art League for the donation. Thank you to the School Board clerks. Thank you to the food service review team, Ms. Sullivan and Ms. Wolf. Thank you, Ms. Ide and Mr. Roberts.

Dr. Goodale special thanks to the middle school for the battle of the classes, best of luck to the winter sports teams, the Senior of the Month. Thank you to the Poquoson Art League for the donation. School Board Clerks and all school board members here and across the country.

Dr. Bartlett echoes the thank you and congrats of her fellow board members. Attended open houses at New Horizons which were well attended.

Mr. Claud echoes the comments of his fellow board members, Poquoson Art League, many donations from citizens and groups to PCPS. Thank you to the volunteer coaches. Thank you for the tour of the schools.

Ms. Jones echoes the sentiments of her fellow board members. Recognized Alise Svihla.

Mr. DuBose echoes the comments of his fellow board members and all the work on the proposed budget by Mr. Tillett and Ms. Spence.

Dr. Burbage echoes the comments of his fellow board members, Poquoson Art League, Student of the Month and the work on the budget. Attended Career and Technical Education Meeting. Meet on the needs assessment on the Perkins grant. CEAC meeting and talked about preemployment training for special needs students. PPS for the money market on buying and selling and negotiations on price. School office for the work on the budget.

Mr. Tillett echoes the comments of his fellow board members. Thank you to the board. He appreciates the time and dedication of the board. Recognize the core team on the budget, Ms. Spence, Mayor, City Manager and City Council. Thank you to the volunteers, donors to the school, Poquoson Education Foundation, Kiwanis and Poquoson Art League. He appreciates the support of the community.

**X. Material for Board Review**

No additional items for board discussion

**XI. Adjournment**

Dr. Burbage adjourned the meeting at 7:00.

Chris Burbage  
Chair Chris Burbage

Carol M. Carroll  
Carol M. Carroll, Clerk

3/14/2025  
Date