

**Regular Meeting
March 17, 2020**

Opening

Call to Order

At 7:01 p.m. School Board President Jessica Marelli called the March 17, 2020, Caesar Rodney School District regular meeting to order.

Roll Call

Members present in addition to Mrs. Marelli were Vice-President Mr. Michael Marasco, Mr. Dave Failing, Dr. Joyce Denman, Lt. Col. Michael Morales, Base Liaison, and Executive Secretary Dr. Kevin R. Fitzgerald. Mr. P. Scott Wilson was absent.

Adoption of Agenda

Dr. Denman made a motion to adopt the March 17, 2020 agenda with no recognitions or presentations. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

Approval of Minutes – February 18, 2020, Regular Meeting Minutes

Mr. Marasco made a motion to approve the February 18, 2020, Regular Meeting Minutes as presented. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

Presentations

Recognitions

The Board tabled all recognitions.

Presentation

The Board tabled all presentations.

Communications

Superintendent

Dr. Fitzgerald communicated the following to the Board:

- Dr. Fitzgerald welcomed Kim Judy as our new Chief Financial Officer and he thanked Dr. Mark Dunfendauch for helping get us through the interim.
- Dr. Fitzgerald informed the Board that our meal program served 417 meals today. That program is open to children 18 and under and we serve meals in 4 locations including the base. We are looking at expanding the locations. We can feed our students for a month or two months.
- Dr. Fitzgerald thanked the local businesses for stepping up. He also thanked the community members who have shown continued support.
- Dr. Fitzgerald stated that many people have questions as you know this is an evolving situation. Dr. Fitzgerald has created a Frequently Asked Questions worksheet and we are publishing it on our FaceBook page and Website. We will update as we get additional information.

- Dr. Fitzgerald discussed limited access to the buildings for staff, parents, and students this week to retrieve items. He also gave a brief update to the Board on the cleaning process and shared information on the return to school.
- Dr. Fitzgerald has a conference call with the Governor tomorrow afternoon and with OMB. He shared the Task Force meets again Thursday and all meetings are now through telecommunications.
- Dr. Fitzgerald shared we are doing our best to follow DPH and CDC guidelines especially within our schools and with district employees.
- Dr. Fitzgerald shared our contact for families in need is Dr. Tamara Toles-Torain.
- The Department of Education is discussing equity concerns and providing online instruction to students. They are also discussing all state assessments.

School Board

Dr. Denman shared her experience when attending the CRHS play, Cinderella. Discussion took place regarding the amazing work of all involved. The students' performances were exceptional. Kudos were given to the Sandlins on all of their dedication over the years.

Dr. Failing stated although this is a difficult time and we don't have all of the answers, he is impressed with how well the community, staff, and students are coming together.

Dr. Fitzgerald shared the Delaware Interscholastic Athletic Association (DIAA) has not canceled any sports but simply stated they are being postponed or delayed.

President Marelli stated in the whirlwind of everything that has occurred in the recent week, she is very happy to see all groups have been amazing with their efforts to provide for our students. She thanked everyone. She also pointed out the beautiful art display on the wall from Dover Air Base Middle School. Kudos were given to their teacher, Mrs. Amy Laslow.

Public Comments

There were no public comments.

Action Items

A. Personnel Matters

The Board approved Personnel Matters A.1 - A.8 as presented on the agenda.

Mr. Marasco made a motion to accept Personnel Matters A.1 – A.8 as presented on the agenda. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

1. Administrative Appointment/Resignations/Retirements/Transfers

Name	School	Position	Action
Kimberly Judy	DO	Director of Business and Finance	Appointment effective 3/16/2020.

2. Teacher Appointments/Resignations/Retirements/Transfers

Name	School	Position	Action
Darrell Gravatt	CRHS	Drivers Education	Retirement effective 4/10/2020.
Bryan Bossard	CRHS	Agriculture	Resignation effective 3/7/2020.
Carmen Campos Luzuriaga	MCI	Spanish Immersion	Resignation effective end of 2019-20 SY.
Amber Buck	WRB	Special Education	Resignation effective 3/21/2020.

Rachel Hill	WEL	Elementary	Resignation effective 3/14/2020.
Jeff Kelly	PMS	Special Education	Resignation effective 2/29/2020.
Katherine Billig	ABM	Mathematics	Resignation effective end of 2019-2020 SY.

3. Paraprofessional Appointment/Resignations/Retirements/Transfers

Name	School	Position	Action
Ericka Keen	PMS	Paraprofessional	Temporary appointment effective 3/2/2020-6/30/2020.
Shirley Scott	AFE	Paraprofessional	Retirement effective end of 2019-20 SY.

4. Secretarial Appointments/Resignations/Retirements/Transfers

Name	School	Position	Action
Christine Talley	DO	Financial Secretary	Appointment effective 3/18/2020.
Lisa Gravatt	DO	Financial Secretary	Retirement effective 5/1/2020.

5. Custodial Appointments/Resignations/Retirements/Transfers

Name	School	Position	Action
Cheyenne Figgs	WBS	Custodian (2 nd shift)	Appointment effective 3/16/2020.
Sean Armstrong	PMS	Chief Custodian	Resignation effective 4/1/2020.

6. Child Nutrition Appointments/Resignations/Retirements/Transfers

Name	School	Position	Action
Veronica Baker	CRHS	3.0hr General Worker	Appointment effective 2/4/2020.
Zoila Quinonez de Cruz	CRHS	3.0hr General Worker	Appointment effective 2/4/2020.
Matthew Guest	CRHS	4.0hr General Worker	Appointment effective 2/18/2020.
Joyce Little	CRHS	6.0hr Cook	Retirement effective 2019-2020 SY.
Pauline Wikso	FMS	3.50hr General Worker	Retirement effective 2019-2020 SY.
Angela Kale	SHE	3.0hr General Worker/Aide	Resignation effective 3/12/2020.

7. Other Appointments/Resignations/Retirements/Transfers

Name	School	Position	Action
Employee # 031720			Termination effective 3/7/2020.

8. Extra Duty Recommendations/Resignations

Name	School	Activity	Position	Action
Tim Morris	PMS	Lacrosse	Volunteer Coach	Recommendation for Spring Sports SY19-2020.
Rory Talamini	PMS	Track/Co-Ed	Assistant Coach	Recommendation for Spring Sports SY19-2020.
Catherine Harper	FMS	Track/Co-Ed	Assistant Coach	Recommendation for Spring Sports SY19-2020.

Daniel Brengle	CRHS	Tennis/Boys	Head Coach	Recommendation for Spring Sports SY19-2020.
Ragaa Zaki	CRHS	Track and Field	Volunteer Coach	Recommendation for Spring Sports SY 19-2020.

The Board tabled Personnel Matters A.9.

Mr. Marasco made a motion to table Personnel Matters A.9. Dr. Denman seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

9. CREA Travel Requests

Name	School	Position	Action
Katrina Custer	WBS	Teacher	To attend Understanding Text & Readers: Strategies to Make Sense of Comprehension, Philadelphia, PA 4/29/2021.

Routine Business

Student Travel

The Board tabled Student Travel.

Mr. Marasco made a motion to table Student Travel. Dr. Denman seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

Caesar Rodney High Students

Event	Date	Location
DECA International Career Development Conference- DECA Students	Wednesday, 4/29/2020- Friday, 5/1/2020	Nashville, TN

Dover Air Base Middle School Students

Event	Date	Location
National Conference- Business Professionals of America	Wednesday, 5/6/2020- Sunday, 5/10/2020	Washington D.C.

John S. Charlton School

Event	Date	Location
Delaware Recycling Center- JSC Students from FMS, PMS, and ABM	Wednesday, 3/25/2020	New Castle, DE
Glasgow Park & Playground- Onsite Elementary Classes (Lott & Brien)	Friday, 5/29/2020	Newark, DE
DE Children's Museum- Onsite Elementary Classes (Lott & Brien)	Tuesday, 5/19/2020	Wilmington, DE

Allen Frear Elementary School

Event	Date	Location
National Zoological Park, Washington Zoo-4 th Grade Students	Wednesday, 5/27/2020	Washington D.C.
Washington D.C., Smithsonian Museums- 5 th Grade Students	Thursday, 6/4/2020	Washington D.C.

W. Reily Brown Elementary School

Event	Date	Location
Kalmar Nyckel Shipyard- 2 nd Grade Students	Thursday, 4/30/2020 and Friday, 5/1/2020	Wilmington, DE
Wilmington Blue Rocks Game- Student	Wednesday, 5/20/2020	Wilmington, DE

Lighthouse, Chorus & 3 rd Grade Students	
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Gifts to Schools

The Board approved Gifts to Schools as presented on the agenda.

Mr. Marasco on to accept Gifts to Schools as presented on the agenda. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

- a. F. Niel Postlethwait Middle School received a \$50.00 donation from Wells Fargo Incentive Program via Jane Simonsen.
- b. Allen Frear Elementary received \$1,000 donation from Smith, Cohen, Rosenberg, LLC to assist with the 4th-grade upcoming field trips.
- c. John S. Charlton School received a circuit machine from Donor’s Choose via Steve Bilbrough.
- d. John S. Charlton School received card supplies from the General Federation Women’s Club.
- e. WBS received the following donations for their Family Health Night:
 - 1. One-month Membership- YMCA
 - 2. Family Passes- Sky Zone
 - 3. Park Passes- DE State Parks and Recreation
 - 4. Skating Passes- Dover Skating Center
 - 5. One-month Membership- Kaizen Karate
 - 6. Free Sign-Up- Dover CR Raiders
 - 7. One-month Kickboxing and Gloves- Ignite

Policy Matters

2019-20 and 2020-21 School Choice Recommendations

The Board approved the 2019-20 and 2020-21 School Choice Recommendations.

Mr. Failing made a motion to accept the 2019-20 and 2020-21 School Choice recommendations as presented. Mr. Marasco seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

Illustrative Math and American Reading Company

The Board tabled the Illustrative Math and American Reading Company presentation.

Mr. Marasco made a motion to table the Illustrative Math and American Reading Company curriculum. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

Fiscal Matters

Budget/Fiscal Reports

Mrs. Kim Judy, Director of Business and Finance, explained the Budget/Fiscal Reports.

Mr. Marasco made a motion to move the January Budget/Fiscal Reports from the table. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

Mr. Marasco made a motion to accept the January and February Budget/Fiscal Reports as presented on the agenda. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

Facilities Matters

Change Orders

Mr. Ken Starke, Supervisor of Facilities and Management, explained the Change Orders individually as listed on the agenda.

Change Order #	Contractor	Amount/Increase	Amount/Decrease
#003-Furnish and Install Sewer Force Main	Richard Y.	\$276,417.00	

	Johnson & Son, Inc.		
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Mr. Marasco made a motion to accept the Change Order #003 for the David E. Robinson Elementary School as presented on the agenda. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

Change Order #	Contractor	Amount/Increase	Amount/Decrease
#006- Credit to delete removal of stone at old tank area, Relocate scoreboard, remove light, move photocell.	Richard Y. Johnson & Son, Inc.	\$24,760.00	

Mr. Marasco made a motion to accept the Change Order #006 for Caesar Rodney High School as presented on the agenda. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

Change Order #	Contractor	Amount/Increase	Amount/Decrease
#008- Stair 3 & paint & glass tint, Connecting doors at C wing, Storefront adjustments at the back canopy, Banner bracket	Kent Construction	\$48,421.09	

Mr. Marasco made a motion to accept the Change Order #008 for Caesar Rodney High School as presented on the agenda. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

Construction Bids

Mr. Ken Starke, Supervisor of Facilities and Management, explained the Construction Bids individually as listed on the agenda.

- a. F. Niel Postlethwait Middle School- Chiller (\$486,000) with Alternate #1 (\$92,000) and Alternate #3 (\$51,000)
Low base bid in the total amount of \$629,000. Contractor is Diamond Mechanical, Inc.

Mr. Marasco made a motion to accept the Construction Bid 4a. for F. Niel Postlethwait Middle School as presented on the agenda. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

- b. Nellie Hughes Stokes Elementary School, Star Hill Elementary School, Fred Fifer III Middle School, and F. Niel Postlethwait Middle School- Gym Cafeteria and Site Lighting Replacements Electrical Engineering Services in the amount of (\$82,000.00)
Engineer is Gipe Associates, Inc.

Mr. Marasco made a motion to accept the Construction Bid 4b. for Nellie Hughes Stokes Elementary School, Star Hill Elementary, Fred Fifer III Middle School and F. Niel Postlethwait Middle School as presented on the agenda. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

- c. Nellie Hughes Stokes Elementary School, Fred Fifer III Middle School, and F. Niel Postlethwait Middle School- HVAC/Plumbing Renovations Mechanical Engineering Services in the amount of (\$104,000.00)

Mr. Marasco made a motion to accept the A/E Contract with Gipe Associates, Inc. item 4c. for Nellie Hughes Stokes Elementary School, Fred Fifer III Middle School and F. Niel Postlethwait Middle School as presented on the agenda. Mr. Failing seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).

Discussion Items

Directors' Reports

Directors' reports, which include their Supervisors' reports, were included for the Board's review.

President Marelli thanked the Directors and Supervisors for all they do.

Dr. Denman asked about our special needs students and the plan for their instruction. Mr. Kevin Thompson, Director of Student Services, stated we are waiting for guidance from the Department of Education but will do what we can for all students.

Dr. Fitzgerald shared Dr. Noel, Assistant Superintendent and Director of Human Resources, will be conducting interviews via SKYPE as needed.

Executive Session

There was no executive session.

Adjournment

At 8:17 p.m. Mr. Marasco made a motion to adjourn. Dr. Denman seconded the motion and the motion carried unanimously 4-0 (Marelli, Marasco, Failing, and Denman).


Kevin R. Fitzgerald, Ed. D., Executive Secretary 4/21/20
Date