

Capital School District
198 Commerce Way
Dover, DE 19904-3498

Tuesday December 10, 2013

Administrative Office

MINUTES



BOARD OF EDUCATION

Matthew J. Lindell, President
Brian E. Lewis, Vice-President
Phillip Martino, Jr.
Kay Dietz-Sass
Sean P. M. Christiansen

(A)	ACTION
(D)	DISCUSSION
(I)	INFORMATION

Board Members Present:

Mr. Lindell
Mr. Lewis (Absent)
Mr. Martino
Mrs. Dietz-Sass
Mr. Christiansen

Also Present:

Dr. Michael D. Thomas, Superintendent
Members of the Media
Members of the Community

On a motion by Mr. Martino, seconded by Mr. Christiansen, and on a unanimous vote, the Board entered public session for reasons set forth in the agenda at 6:30 p.m. in the board meeting room.

1.01 Roll Call – Establishment of a Quorum

Mr. Lewis was absent.

1.02 Closed Session

On a motion by Mrs. Sass, seconded by Mr. Christiansen, and on a unanimous vote, the Board entered closed session for reasons set forth in the agenda at 6:33 p.m. and moved to Room 105 of the administrative office for the purpose of discussing Personnel Matters.

1.03 The Board reconvened into public session at 7:30 p.m.

1.04 Pledge of Allegiance

1.05 Presentations

The following Dover High School students were recognized for their outstanding achievements: Abigail Jawahar – AP Scholar Award; Sarian Sankoh – AP Scholar with Honor Award; and Ifunanya Nwogbaga – AP Scholar with Distinction Award.

1.06 Public Comment (Limited to 3 minutes per speaker)

None

2.0 Consent Items

Note: All consent items may be adopted by a majority vote of the Board on a properly seconded motion. On a majority vote the Board may request that any item included in this section be moved to the action/discussion/information section during adoption of the agenda. If staff member presence or additional information be required on these items, the Superintendent should be notified prior to the meeting time.

On a motion by Mrs. Sass, seconded by Mr. Christiansen, and on a unanimous vote, consent items were approved as amended – move Administrative Contract #001 Resolution No. 14-055 to Agenda Item No. 3.09.

2.01 Personnel (Resolution No. 14-054)

ADMINISTRATIVE PERSONNEL

Approval for Administrative Personnel as listed.

I. LEAVES

A. FMLA/STD/Workers Comp

1.	Thomas	David	Associate Principal	11/12/2013	CMS
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B. Return from Leave

1.	Thomas	David	Associate Principal	12/02/2013	CMS
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CERTIFIED PERSONNEL

Approval for Classified Personnel as listed, pending criminal reference checks.

I. APPOINTMENTS

A. New – Regular

1. NONE

B. New – Temporary

1. NONE

C. Recall

1. NONE

D. Rehire – Regular

1. NONE

E. Rehire – Temporary

1. NONE

F. Return from Leave

1.	Shaw-Hicks	Shaneeda	Teacher	11/12/2013	DHS
2.	Smith	Tyrone	Teacher	11/13/2013	DHS

G. E.P.E.R.

1. District Employees

a.	Bell	Jessica	Extra Time Teacher – History Tutoring	2013-14	DHS
b.	Benson	Shani	EPER - Accelerated Reader	2013-14	South
c.	Benson	Shani	EPER - Maypole	2013-14	South
d.	Buford	Elaine	Extra Time Teacher	2013-14	CMS
e.	Burnham	Lisa	Extra Time Position	2013-14	WHMS
f.	Coker	Casey	Assist Girls Basketball Coach	2013-14	CMS
g.	Ford	Susan	Lead SLP	2013-14	District
h.	Gedney	Gabriella	EPER - Maypole	2013-14	South
i.	Gedney	Gabriella	EPER – Yearbook	2013-14	South
j.	Gorrell	Erica	EPER - Odyssey of the Mind	2013-14	South
k.	Gorrell	Erica	EPER - Technology	2013-14	South
l.	Gray	Kiana	Extra Time Position	2013-14	WHMS
m.	Harland	Ann	Extra Time Teacher	2013-14	CMS
n.	Kopp	Zachary	Assistant Wrestling Coach	2013-14	CMS
o.	Lessard	Mary Anne	Extra Time Position	2013-14	WHMS
p.	MacBeth	Kristopher	Extra Time Position	2013-14	WHMS
q.	McMillion	Miya	Extra Time Teacher	2013-14	CMS
r.	Melvin	Nathalie	EPER - Odyssey of the Mind	2013-14	South
s.	Miller	Michelle	Extra Time Position	2013-14	WHMS
t.	Newsome	Wayne	Head Wrestling Coach	2013-14	CMS
u.	Pampena	Stephanie	Extra Time Teacher	2013-14	CMS
v.	Reaves	William	Extra Time Teacher	2013-14	CMS
w.	Ridgeway	Tarez	Extra Time Position	2013-14	WHMS
x.	Rudd	Helena	Extra Time Teacher – History Tutoring	2013-14	DHS
y.	Rutherford	Joshua	Extra Time Teacher	2013-14	CMS
z.	Silva	Allison	Extra Time Teacher	2013-14	CMS
aa.	Smith	Tiffany	Extra Time Teacher	2013-14	CMS

bb.	Wells	Amanda	Lead Psychologist	2013-14	District
cc.	Woodard	Andrea	Extra Time Teacher – Lead	2013-14	CMS
dd.	Woodard	Andrea	Head Girls Basketball Coach	2013-14	CMS
2. Non-District Employees					
a.	Golt	Michael	Assistant Wrestling Coach	2013-14	CMS
3. Volunteer					
a.	NONE				

II. CHANGE IN ASSIGNMENT

A. Classification

1. NONE

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

B. FMLA/STD/Workers Comp

1.	Beauchamp	Melissa	Teacher	11/05/2013	CMS
2.	Finney- Greene	Debra	Teacher	11/20/2013	KCAP
3.	Gill	Rebecca	Physical Therapist	12/03/2013	KCCS
4.	Huff	Katie	Teacher	11/05/2013	KCCS
5.	McIntyre	Thomina	Teacher	11/18/2013	WHMS
6.	Palmer	Carolyn	Sp Ed Teacher	12/02/2013	DHS
7.	Sapp	Charles	Science Teacher	11/14/2013	DHS
8.	Tolson	Sylvia	Elementary Teacher	11/18/2013	BTW

C. Personal

1. NONE

D. Military

1. NONE

E. Educational

1. NONE

F. Sabbatical

1. NONE

G. Extension of Leave

1. NONE

IV. PENSIONS

A. Disability

1. NONE

B. Service Pension

1. NONE

C. Vested Pension

1. NONE

V. RESIGNATIONS

1. Moyer Jennifer ELA Teacher 12/20/2013 CMS

VI. EXTENSION OF CONTRACT

1. NONE

VII. TENURE

1. NONE

VIII. EXPIRATION OF CONTRACT

1. NONE

IX. NON-RENEWAL/TERMINATION

1. NONE

CLASSIFIED PERSONNEL

Approval for Classified Personnel as listed, pending criminal reference checks.

I. APPOINTMENTS

A. New – Regular

1. NONE

B. New – Temporary

1. Stalworth Melanie Support Para (1:1) 12/10/2013 East

C. Recall

1. NONE

D. Rehire – Regular

1. NONE

E. Rehire – Temporary

1. NONE

F. Return from Leave

1. Montanez Pablo Custodian 12/02/2013 South

G. E.P.E.R.

1. District Employees

ee. NONE

2. Non-District Employees

a. NONE

3. Volunteer

a. NONE

II. CHANGE IN ASSIGNMENT

A. Classification

1. NONE

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

A. FMLA/STD/Workers Comp

- | | | | | | |
|----|----------|---------|------------------|------------|--------|
| 1. | Gary | Jesse | Custodian | 11/14/2013 | DHS |
| 2. | Kent | Jenna | Paraprofessional | 11/18/2013 | East |
| 3. | McDonald | Aleicia | Child Nutrition | 10/17/2013 | Hartly |
| 4. | Parker | Ferris | Paraprofessional | 11/29/2013 | East |
| 5. | Pawlyk | Sherri | Secretary | 11/22/2013 | South |

B. Personal

1. NONE

C. Military

1. NONE

D. Educational

1. NONE

E. Sabbatical

1. NONE

F. Extension of Leave

1. NONE

IV. DISABILITY PENSIONS – PREPARATION TIME

1. NONE

V. PENSIONS

A. Disability

1. NONE

B. Service Pension

1. NONE

C. Vested Pension

1. NONE

VI. RESIGNATIONS

- | | | | | | |
|----|----------|--------|-----------------|------------|-----|
| 1. | McGregor | Lauren | Child Nutrition | 12/01/2013 | CMS |
|----|----------|--------|-----------------|------------|-----|

VII. EXTENSION OF CONTRACT

1. NONE

VIII. REDUCTION IN FORCE

1. NONE

IX. TERMINATION

1. NONE

2.02 School Choice (Resolution No. 14-056)

School Choice Accept 2013-2014

Student ID	Grade	School of Choice	Action	In/Outside of District
315440	1	Hartly Elementary School	Invite	Outside
320507	3	North Dover Elementary School	Invite	In
72753	11	Dover High School	Invite	Outside
315440	1	Hartly Elementary School	Invite	Outside

School Choice Denied 2013-2014

Student ID	Grade	School of Choice	Action	In/Outside of District
322529	K	South Dover Elementary School	Denied	Outside
492359	2	South Dover Elementary School	Denied	Outside
959615	9	Dover High School	Denied	Outside

2.03 Financial Reports – November 30, 2013 (Resolution No. 14-057)

Financial reports for November 30, 2013 were approved.

2.04 Minutes – Special Meeting of November 6, 2013 and Closed and Open sessions of November 20, 2013 (Resolution No. 14-058)

Minutes of special meeting on November 6, 2013 and closed and open sessions on November 20, 2013 were approved.

2.05 Field Trips (Resolution No. 14-059)

The following field trips were approved:

Dover High School Agriscience Department to Harrisburg, PA, January 7, 2014.

Dover High School Grades 9-12 Dance Team to Miami, FL, April 2-6, 2014

Fairview Elementary fourth graders to Washington, DC, June 2, 2014

William Henry Middle School Grade 5 Blue Team to Washington, DC, December 19, 2013

3.0 Action/Discussion/Information Items (A/D/I)

3.01 Final FY 2014 Budget Resolution (Resolution No. 14-060)

On a motion by Mrs. Sass, seconded by Mr. Martino, and on a unanimous vote, the board adopted Resolution No. 14-060 approving the final FY 2014 budget.

3.02 KCCS Construction Project – Temporary Relocation

Dr. Thomas discussed the necessity to relocate Kent County Community School students for the duration of the upcoming construction with the first and best option to relocate students to the old Dover High School site for their summer program and to begin school in the fall until approximately the end of September.

3.03 SEARCH Project – STAR Program

Dr. Joyce Denman discussed Project SEARCH, another prong of the STAR program which is to place students into job mentoring positions within the community, preparing them to exit the program and become integrated into the community/workforce.

3.04 Elementary Recess Report

The board requested an update on recess in our elementary schools. Mrs. Spangler provided Capital's procedures regarding elementary recess and also shared survey information from other school districts.

3.05 Clerk Position for Board of Education (Resolution No. 14-036)

On a motion by Mr. Martino, seconded by Mrs. Sass, and on a unanimous vote, the board tabled Resolution No. 14-036 until the January, 2014 meeting.

3.06 Dover High School Partnership Zone

Most of the funding for the Dover High School Partnership Zone process will be ending at the conclusion of the 2013-2014 school year. Therefore, Dr. Thomas discussed with the board the administrative team model which will be employed beginning with the 2014-2015 school year at Dover High School. This will involve using a traditional principal model (one principal) and a team of associate principals.

3.07 Revisions Policy #500-01 Recruitment, Selection and Hiring of Personnel (Second Reading)

The board was presented the second reading of Revisions Policy #500-01 Recruitment, Selection and Hiring of Personnel.

3.08 Revisions Policy #100-11 Board Meetings (First Reading)

On a motion by Mrs. Sass and seconded by Mr. Christiansen, the board unanimously voted to suspend order of business on the agenda for the meetings in January and February to place School Updates, Board President/Member Updates and Superintendent Update immediately following Presentations.

3.09 Administrative Contract #001 (Resolution No. 14-055)

On a motion by Mrs. Sass, seconded by Mr. Martino and on a vote of 3/1: Mrs. Sass – yes; Mr. Martino – yes; Mr. Lindell – yes; Mr. Christiansen – recuse, the board adopted resolution No. 14-055 approving administrative contract as follows: #001 Michelle Duke – three years July 1, 2014 through June 30, 2017

4.0 Other Discussion

4.01 Board Reports

Board members congratulated Mr. Lindell and his wife on the birth of their daughter.

Mr. Martino reported he attended the Chocolate Festival at Dover Downs during which the Dover High School Jazz Band performed as well as a combined Booker T. Washington Elementary School and East Dover Elementary School Chorus – very nice event. He also attended the Fall Sports Banquet which was an event combining all of the fall sports recognizing student athletes. Mr. Martino extended holiday greetings to everyone.

Mrs. Sass apologized for missing the last board meeting as she was attending a class through the Department of Homeland Security and FEMA for a national certification. In addition, she is inviting selected Capital School District administrators to take part in an exercise being held on January 17th which is an active shooter training scenario done as a table top with the intention of progressing to a large scale exercise later on in 2014. Mrs. Sass extended wishes to everyone for a great holiday.

Mr. Christiansen commended William Henry Middle School's administration and staff for sponsoring a Thanksgiving dinner which was highlighted in the newspaper. He attended the Thanksgiving dinner event at South Dover. He noted how much support was given to the Dover High School football players, coaches and staff in their playoff game against Salesianum - a very proud event for the Dover Senators.

4.02 Board President Update

Mr. Lindell extended congratulations to Coach Booton and the Dover High School boys' soccer team for playing state soccer tournament. He reported he had a conversation with Lt. Governor Matt Denn regarding the issues with DCAS student testing and special education accommodations. Lt. Governor Denn is also working on issues with DCAS Alt. I. Mr. Lindell thanked board members for their gifts for the new baby. He extended wishes for Happy Holidays to everyone.

4.03 Superintendent Update

Dr. Thomas summarized the district's meeting with Mr. Blowman from the Department of Education in exploring avenues to mitigate the class size waiver issue. Mr. Vaughan will be recalculating class size using the recommendations provided by Mr. Blowman.

Additionally, Dr. Thomas stated that there has been limited discussion with the state regarding the Component V issue. He noted that the district is in full compliance in carrying out the DPAS II system at this point in the year and Component V would not come directly into play until the end of the school year. It is his hope that DOE will seriously look at making serious modifications in areas of efficiencies which will greatly aid principals in timely completion of this very lengthy and time intensive process.

5.01 Adjournment

On a motion by Mrs. Sass, seconded by Mr. Christiansen, and on a unanimous vote, the meeting was adjourned at 9:20 p.m.