

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



BOARD OF EDUCATION

Sean P. M. Christiansen, President
John C. Martin, Jr., Vice President
Ralph L. Taylor, Jr.
Dr. Chanda Jackson-Short
Joan L. Engel

Wednesday, December 13, 2017

Administrative Office

MINUTES

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

Board Members Present:

Mr. Christiansen
Mr. Martin – Absent at roll call but arrived at 5:47 pm
Mr. Taylor
Dr. Jackson-Short
Mrs. Engel – Absent at roll call but arrived at 5:46 pm

Also Present:

Dr. Daniel C. Shelton, Superintendent
Members of the Media

1.01 Roll Call – Establishment of Quorum

On a motion by Mr. Taylor, seconded by Dr. Jackson-Short, and on a unanimous vote, the Board entered public session at 5:31 pm in the board room. Roll call was conducted. Mr. Martin was absent but arrived at 5:47 p.m. Mrs. Engel was absent but arrived at 5:46 p.m.

1.02 Executive Session

On a motion by Mr. Taylor, seconded by Dr. Jackson-Short, and on a unanimous vote, the Board entered closed session for reasons set forth in the agenda at 5:32 p.m. and moved to Room 105 of the administrative office for the purpose of discussing Student Discipline Matters, Legal Matter and Personnel Matters.

1.03 Reconvene Open Session/Pledge of Allegiance

The Board reconvened into public session at 7:00 p.m.

Colors and flags were presented followed by the Pledge of Allegiance led by Ralph Taylor.

Mr. Christiansen announced the Board would be recessing for approximately 10 minutes at which time refreshments provided by Dennis Hallock and the Child Nutrition Department would be served to celebrate donations to the Delaware Breast Cancer Coalition.

1.04 School, Student and Staff Recognition

Secretary Robert Coupe of the Department of Safety and Homeland Security recognized all Capital Schools for being in compliance with the department's regulations regarding Tabletop Exercises and Intruder/Lockdown Drills.

The Board of Education recognized 2017 Project SEARCH graduates and their employers as follows:

- Maliek Jones, employed with Bayhealth in Food and Nutrition, Scott McCutcheon, Supervisor
- Aturus Williams, employed with Capital Child Nutrition, James Trower, Supervisor, and North Dover Chick-fil-A, Mary Johnson, Supervisor
- Moriah Amerman, employed with GymStarz, Alyssa Putnam, Owner and Supervisor
- Morgan McCloskey, employed by Walmart Milford, Brian Hendricks, Supervisor
- Kaitlyn Green, employed by Delaware Department of Natural Resources and Environmental Control, Karen Garrison, Supervisor

Mr. Dennis Hallock shared a power point presentation of the district's fund raising efforts for the Delaware Breast Cancer Coalition and the Board of Education recognized all Capital schools and the administrative office for their generous contributions towards breast cancer research. Checks in the total amount of \$7,247 were presented to Lois Wilkinson, Delaware Breast Cancer Coalition for 2017. Kent County Secondary ILC staff and students raised the most funds per student (\$1,363.51) and were recognized for their efforts.

At the conclusion of Mr. Hallock's presentation, the board recessed at 7:41 p.m. for approximately ten minutes to enjoy refreshments and celebrate the contributions the district has made in the past eight years to the Delaware Breast Cancer Coalition.

Mr. Christiansen called the meeting back to open session at 7:55 p.m.

1.05 School Updates

School updates were provided in November for November and December.

1.06 Board President/Member Updates

Mrs. Engel:

- Really busy several weeks – attended several school events –
 - Booker T. Washington Elementary and South Dover Elementary Concerts
 - Nutcracker at Dover High School
 - KCSILC Winter Harvest

All events were very well done, and Ms. Engel expressed thanks to the school principals and staff for sponsoring the extra activities for the students.

Dr. Jackson-Short:

- During the November 30, 2017 City of Dover Holiday Celebration, the William Henry Middle School chorus added their voices to the celebration.
- Attended the wonderful Dover High School Winter Concert
- Had been in Rhode Island on work assignment
- Looking forward to attending the concerts scheduled for this week and next week.
- Happy Holidays

Mr. Taylor:

- Referred to Regulation 225 regarding Antidiscrimination, and stated the Delaware School Boards Association members do not support the regulation as written.
- Happy Holidays
-

Mr. Martin:

- Encouraged everyone to take a break from work and enjoy family time
- Happy Holidays

Mr. Christiansen:

- Has been attending many district events including the Dover High School Native American Pow Wow, girls and boys basketball games, the Nutcracker at Dover High School, committee meetings, etc.
- Also participated in serving Thanksgiving dinners to students and families at both South Dover Elementary School and William Henry Middle School.
- Dover High School Winter Concert was unbelievable.
- Shared Congratulations to Smyrna Football Coach Mike Judy, Dover High School graduate, for Smyrna's 2017 Football State Championship
- Dover High School band marched in the Home for the Holidays parade in Downtown Dover.

1.07 Superintendent Update

Dr. Shelton

- Has been appointed by the Governor to the Delaware Arts Council and attended his first meeting. Hopes to make connections and gather information through this appointment.
- Happy Holidays

1.08 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 Mr. Martin, seconded by Mr. Taylor, and on a unanimous vote, the board approved Consent Items as presented.

2.01 Personnel (Resolution No. 18-052)

CERTIFIED PERSONNEL

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

I. APPOINTMENTS

A. New – Regular

1. NONE

B. New – Temporary

- | | | | | |
|-------------|----------|-------------------|---------------|------|
| 1. Becton | Veronica | Teacher – Spec Ed | December 2017 | WHMS |
| 2. Pfeiffer | Jessica | School Nurse | December 2017 | DHS |

C. Recall

1. NONE

D. Rehire – Regular

1. NONE

E. Rehire – Temporary

- | | | | | |
|----------------------|---------|---------|-------------------|-------|
| 1. Fetzer | Tiffany | Teacher | November 27, 2017 | South |
| 2. Return from Leave | | | | |
| 1. Gibbons | Kim | Teacher | January 2, 2018 | East |
| 2. Lewis | Carla | Teacher | December 14, 2017 | BTW |
| 3. Martin | Kristen | SLP | October 24, 2017 | KCCS |
| 4. Traxler | Sarah | Teacher | December 8, 2017 | East |

3. E.P.E.R.

1. District Employees

- | | | | | |
|-------------|--------|----------------------------------|-------------------|------|
| a. Gonzalez | Oscar | Spanish Club Advisor | 17-18 School Year | DHS |
| b. Gray | Kiana | Cheer Coach – JV | Winter 2017 | DHS |
| c. Henry | Wanda | 21 st Century Teacher | 17-18 School Year | East |
| d. McFann | Oribel | 21 st Century Teacher | 17-18 School Year | East |

2. Non-District Employees

- a. NONE

3. Volunteer

- a. NONE

II. CHANGE IN ASSIGNMENT

A. Classification

1. NONE

B. Job Title

- | | | | | |
|------------|---------|-------------------------|-----------|----------|
| 1. Delgado | Larry | Teacher to Intervention | 12/2017 | KCSILC |
| 2. Diamond | Dayra | Teacher to Intervention | 12/2017 | KCSILC |
| 3. England | Autumn | Para to Teacher | 1/15/2018 | KCCS/BTW |
| 4. Fuller | Joseph | Teacher to ILC Coord. | 12/2017 | DHS |
| 5. Rife | Tiffany | Teacher to RTI Coach | 12/2017 | CMS |

C. Condition of Employment

- | | | | | |
|-------------|--------|--------------------------------------|-----------|--------|
| 1. Mandalas | Dawn | Teacher
(Reassign from WHMS) | 12/2017 | BTW |
| 2. Manlove | Pamela | Teacher - ILC
(Reassign from DHS) | 12/4/2017 | WHMS |
| 3. Mazzio | Katie | Teacher
(Reassign from CMS) | TBD | KCSILC |
| 4. Serrano | Joseph | Teacher
(Reassign from WHMS) | 1/2/2018 | DHS |

III. LEAVES

A. FMLA/STD/Workers Comp

- | | | | | |
|------------|------|---------|------------|------|
| 1. Enright | Lisa | Teacher | 12/14/2017 | KCCS |
|------------|------|---------|------------|------|

B. Personal

1. NONE

C. Military

1. NONE

D. Educational

1. NONE

E. Sabbatical

1. NONE

F. Extension of Leave

1. NONE

IV. PENSIONS

A. Disability

1. NONE

B. Service Pension

1. NONE

C. Vested Pension

1. NONE

V. RESIGNATIONS

- | | | | | |
|-----------|----------|----------------------------------|------------------|------|
| 1. Risner | Kristina | Teacher | December 4, 2017 | KCCS |
| 2. Romain | Destinee | 21 st Century Teacher | December 4, 2017 | East |

VI. EXTENSION OF CONTRACT

1. NONE

VII. TENURE

1. NONE

VIII. EXPIRATION OF CONTRACT (Temporary Contracts)

1. NONE

IX. NON-RENEWAL/TERMINATION

1. NONE

X. NOTICE OF INTENT TO TERMINATE

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. Dallas | Eleni | Extra Support Para
(PT/29 hrs.) | 12/2017 | KCSILC |
|-----------|-------|------------------------------------|---------|--------|

C. Recall

1. NONE

D. Rehire – Regular

1. NONE

E. Rehire – Temporary

- | | | | | |
|------------|---------|------------------------------------|------------|------|
| 1. Stevens | Barbara | Extra Support Para (FT) | 12/11/2017 | KCCS |
| 2. Sturgis | Daniel | Extra Support Para
(PT/29 hrs.) | 12/2017 | WHMS |

F. Return from Leave

- | | | | | |
|-------------------|--------|------------------|------------|------|
| 1. Donatiu-Harris | Yariza | Clerk | 11/20/2017 | DHS |
| 2. Powell | Shelby | Paraprofessional | 12/4/2017 | KCCS |

G. E.P.E.R.

1. District Employees
 - a. Carter-Heath Krystal 21st Century Assist. Coord. January 2018 DHS
1. Non-District Employees
 - a. Spencer Josephine 21st Century Teacher 12/2017 East

II. CHANGE IN ASSIGNMENT

A. Classification

1. Brown Marquis Extra support para to Instructional para 12/2017 WHMS
2. Soto Pedro Chief I to Chief II 12/29/2017 CMS

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

A. FMLA/Medical/Workers Comp

1. Covington Valerie Custodian October 30, 2017 DO
2. Estrada Jovan Paraprofessional December 14, 2017 ILC
3. Hargett Kristin Secretary November 10, 2017 DO

B. Personal

1. Chavis Isaiah Paraprofessional 12/13/17-1/5/18 CMS

B. Military

1. NONE

C. Educational

1. NONE

D. Sabbatical

1. NONE

E. Extension of Leave

1. NONE

IV. RESIGNATIONS

1. Fesl Ryan Child Nutrition 12/1/2017 South
2. McCracken Katie Extra Support Para 12/8/2017 KCSILC

V. PENSIONS

A. Disability

1. NONE

B. Service Pension

1. NONE

C. Vested Pension

1. NONE

VI. EXTENSION OF CONTRACT

1. NONE

VII. TENURE

1. NONE

VIII. EXPIRATION OF CONTRACT/TEMPORARY EMPLOYEES

1. NONE

IX. NON-RENEWAL/TERMINATION

1. NONE

2.02 School Choice (Resolution No. 18-053)

School Choice Accept 2017-2018 School Year

Student ID	Grade	School of Choice	Action	In/Outside of District
51266	2	Fairview Elementary School	Invite	In
14627	2	Fairview Elementary School	Invite	In
21810	2	Towne Point Elementary School	Invite	In
154015	8	Central Middle School	Invite	Outside
48459	11	Dover High School	Invite	Outside
597172	11	Dover High School	Invite	Outside

School Choice Denied 2017-2018 School Year

Student ID	Grade	School of Choice	Action	In/Outside of District
164341	8	Central Middle School	Denied	Out
702313	12	Dover High School	Denied	Out

2.03 Financial Reports – November 30, 2017 (Resolution No. 18-054)

Financial reports as of November 30, 2017 were approved.

2.04 Minutes – Special Board of Education Meetings November 1, 2017 and November 7, 2017 and Executive and Public sessions of regular Board of Education meeting November 15, 2017 (Resolution No. 18-055)

Minutes of special Board of Education meetings on November 1, 2017 and November 7, 2017 and executive and public sessions of regular Board of Education meeting November 15, 2017 were approved.

2.05 Field Trips (Resolution No. 18-045)

The following field trips were approved:

Kent County Secondary ILC Grades 6-12 to New York, NY, December 20, 2017

South Dover Elementary School 4th graders to Philadelphia, PA, May 3, 2018

Dover High School Grades 9-12 Speech and Debate to Hershey, PA, January 5-January 7, 2018

Dover High School Wrestling to Columbia, MD, December 8, 2017 – December 9, 2017

2.06 Student Disciplinary Matters (Resolution No. 18-046)

None

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

3.01 Strategic Plan SI1 – Streamlined and Linear District– Quarterly Update

Dr. Shelton, Dr. Henderson, Mr. Wells, Ms. Burgoyne and Dr. Denman presented a quarterly update of Strategic Plan Strategic Intent 1 – Streamlined and Linear District.

Teaching and Learning Model

Facility Master Plan

Instructional and Strategic Technology Plan

District Communication Plan

Path to Pre-K

3.02 Proposed 2018-2019 School Calendar (First Reading) (Resolution No. 18-058)

On a motion by Mr. Martin, seconded by Mr. Taylor, and on a unanimous vote, the board tabled Resolution No. 18-058) Proposed 2018-2019 School Calendar for a second reading at the January Board of Education meeting and requested the calendar be posted for parent and public input.

3.03 Capital School District's Hour of Code

Mary Murrian, Technology Curriculum Coordinator, presented highlights of the activities that occurred in Capital during the week of December 4 when all schools in the district participated in the Hour of Code. This presents a wonderful opportunity to expose students to careers related to computer science and to encourage this as a career field.

3.04 FY 18 Final Budget (Resolution No. 18-059)

On a motion by Mr. Martin, seconded by Mrs. Engel, and on a unanimous vote, the board adopted Resolution No. 18-059 approving the FY 18 Final Budget.

3.05 Transfer of Bus Contracts from Hilton Bus Service to Hilton Bus LLC (Resolution No. 18-060)

On a motion by Mr. Taylor, seconded by Dr. Jackson-Short, and on a unanimous vote, the board adopted Resolution No. 18-060 approving the transfer of Bus Contracts for Routes 5, 35, 69, 72, 73, 74, 75 and 85 from Hilton Bus Service to Hilton Bus LLC effective January 1, 2018 with the stipulation that General Liability and Auto Liability Coverages are in place as agreed upon.

4.0 Adjournment

On a motion by Mr. Taylor, seconded by Mr. Martin and on a unanimous vote, the meeting was adjourned at 9:15 p.m.