

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



## BOARD OF EDUCATION

Matthew J. Lindell, President  
Sean P. M. Christiansen, Vice-President  
John C. Martin, Jr.  
Ralph L. Taylor, Jr.  
Nauleen A. Perry

**Wednesday, November 18, 2015**  
*Administrative Office*  
**MINUTES**

|     |                    |
|-----|--------------------|
| (A) | <b>ACTION</b>      |
| (D) | <b>DISCUSSION</b>  |
| (I) | <b>INFORMATION</b> |

### **Board Members Present:**

Mr. Lindell  
Mr. Christiansen  
Mr. Martin – arrived at 6:24 p.m.  
Mr. Taylor  
Ms. Perry

### **Also Present:**

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

### **1.01 Roll Call – Establishment of Quorum**

On a motion by Mr. Taylor, seconded by Ms. Perry, and on a unanimous vote, the Board entered public session for reasons set forth in the agenda at 6:03 p.m. in the board meeting room. Mr. Martin was absent but arrived at 6:24 p.m.

### **1.02 Executive Session**

On a motion by Mr. Taylor, seconded by Ms. Perry, and on a unanimous vote, the Board entered closed session for reasons set forth in the agenda at 6:05 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 7:40 p.m.

### **1.04 School, Student and Staff Recognition**

The following SEARCH graduates were recognized for gaining competitive employment: Javon Dukes, Zippora Hall, LaTasha Harris, Jackie Jones, Matt Kennedy, and Sarah Miller.

Riley McQuaide and Angela Poole were recognized as 2015 Finalists in the National FFA Agriscience Fair.

### **1.05 School Updates**

Mr. Hallock gave updates for the following schools: Booker T. Washington Elementary, Fairview Elementary, William Henry Middle School, Central Middle School, and Dover High School.

### **1.06 Board President/Member Updates**

Ms. Perry: None

Mr. Taylor:

- attended the following functions: KCSILC family dinner, Dover High School CTE committee meeting, Milcon breakfast at Dover Air Force Base, a truancy conference, and Rep. Carney's presentation at Dover High School

Mr. Martin:

- expressed wishes to everyone for a great Thanksgiving

Mr. Christiansen:

- has attended many events for the SEARCH students/graduates and congratulated them for their success
- extended greetings to everyone for a Happy Thanksgiving

Mr. Lindell:

- shared he was pleased with the success of the SEARCH program
- congratulated DHS field hockey team for their season
- congratulated cross country team on a good season with Sean Saxton earning 1<sup>st</sup> team all-conference and Nigel Draper earning 2<sup>nd</sup> team all-conference
- requested some information regarding arts program at middle and elementary levels

### 1.07 Superintendent Update

- congratulated schools that were recognized by the Delaware PBS project for their participation: Fairview Phase I, Dover High School, East Elementary and South Elementary for Phase II, and Hartly Elementary School – Phase III highest recognition through PBS
- congratulated the Girls on the Run teams and coaches for their participation in the culminating event on November 14 at the Chase Riverfront Stadium where the Dover High School Drumline also performed
- Presented a Certificate of Boardsmanship to Matt Lindell from the Delaware School Boards Association

### 1.08 Public Comment (Limited to 3 minutes per speaker)

Lisa Whiteman spoke to the Board regarding her initiative of forming a committee at William Henry Middle School to research the possibility of students wearing uniforms to school.

### 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. Christianson, and on a unanimous vote, consent items were approved as amended: Administrative Contract Nos. #238, #540, and #740 be moved from personnel list and placed under Agenda 3.10.

### 2.01 Personnel (Resolution No. 16-057)

#### ADMINISTRATIVE PERSONNEL

Approval of Administrative Contract renewals/non-renewal as recommended by Superintendent and discussed in Executive Session and amended.

#### CERTIFIED PERSONNEL

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

#### **I. APPOINTMENTS**

##### A. New – Regular

1. NONE

##### B. New – Temporary

- |                    |        |                                                                |        |
|--------------------|--------|----------------------------------------------------------------|--------|
| 1. Davis           | Emelia | Special Education ILC 2015-2016                                | CMS    |
| 2. McMahon         | Katie  | Health/PE Teacher 2015-2016                                    | KCSILC |
| 3. O'Brien         | Laura  | Title I Reading Teacher 2015-2016<br>(3 hrs./day for 126 days) | DO     |
| 4. Tiedemann-Reece | Erica  | Special Education Teacher 2015-2016                            | KCSILC |

##### C. Recall

1. NONE

##### D. Rehire – Regular

1. NONE

E. Rehire – Temporary

1. NONE

F. Return from Leave

|            |         |         |          |       |
|------------|---------|---------|----------|-------|
| 1. Crowe   | Heather | Teacher | 11/16/15 | North |
| 2. Murphy  | Kevin   | Teacher | 11/1/15  | CMS   |
| 3. Torres  | Diana   | Teacher | 10/29/15 | South |
| 4. Traxler | Sarah   | Teacher | 12/2/15  | East  |
| 5. Selway  | Sarah   | Teacher | 11/16/15 | East  |
| 6. Willis  | Pam     | Teacher | 11/16/15 | CMS   |

G. E.P.E.R.

1. District Employees

|                            |           |                           |          |     |
|----------------------------|-----------|---------------------------|----------|-----|
| a. Buford                  | Elaine    | Extra Time – Reading      | 11/19/15 | CMS |
| b. Byron                   | Amy       | Extra Time – Math         | 11/19/15 | CMS |
| c. Frederick               | Chelsea   | Extra Time                | 11/19/15 | TP  |
| d. Giddens                 | Yashica   | Extra Time – Reading      | 11/19/15 | CMS |
| e. Griffin                 | Barbara   | CNA Program               | 11/21/15 | DHS |
| Weekend Clinical Hrs. (14) |           |                           |          |     |
| f. Mazzoni                 | Tara      | Extra Time                | 11/19/15 | TP  |
| g. Pampena                 | Stephanie | Extra Time – Lead Teacher | 11/19/15 | CMS |
| h. Reeves                  | William   | Extra Time – Math         | 11/19/15 | CMS |
| i. Shaw-Hicks              | Shaneeda  | CNA Program               | 11/21/15 | DHS |
| Weekend Clinical Hrs. (14) |           |                           |          |     |
| j. Smith                   | Tiffany   | Extra Time – Math         | 11/19/15 | CMS |
| k. Thompkins               | Crystal   | Extra Time                | 11/19/15 | TP  |
| l. Woodard                 | Andrea    | Extra Time – Reading      | 11/19/15 | CMS |

2. Non-District Employees

|             |      |                         |          |     |
|-------------|------|-------------------------|----------|-----|
| a. Rainford | Mark | Girls' Basketball Coach | 11/16/15 | 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

A. FMLS/STD/Workers Comp

|    |          |          |         |          |        |
|----|----------|----------|---------|----------|--------|
| 1. | Crowe    | Heather  | Teacher | 10/16/15 | North  |
| 2. | Faust    | Mary Jo  | Teacher | 11/19/15 | Hartly |
| 3. | Frost    | Thaddeus | Teacher | 10/28/15 | WHMS   |
| 4. | Kingsley | Diane    | Teacher | 11/2/15  | DHS    |
| 5. | Murphy   | Kevin    | Teacher | 10/9/15  | CMS    |
| 6. | Plews    | Jennifer | Teacher | 11/16/15 | FV     |
| 7. | Selway   | Sarah    | Teacher | 10/28/15 | East   |
| 8. | Torres   | Diana    | Teacher | 10/23/15 | South  |

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. | Dixon     | Lacey     | Ag Teacher               | 12/11/15 | DHS      |
| 2. | Harris    | Darrynn   | Spec. Ed/Science Teacher | 11/24/15 | KCSILC   |
| 3. | Jackson   | Tiffany   | Kindergarten Teacher     | 11/24/15 | Fairview |
| 4. | Keller    | Stephanie | Kindergarten Teacher     | 11/10/15 | South    |
| 5. | Miller    | Janet     | Physical Science Teacher | 12/11/15 | DHS      |
| 6. | Schofield | Nancy     | Spec. Ed/ELA & SS        | 11/24/15 | CMS      |

**VI. EXTENSION OF CONTRACT**

1. NONE

**VII. EXPIRATION OF CONTRACT**

1. NONE

## VIII. 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. Brellahan     | Amber    | Title I Paraprofessional    | 2015-2016<br>(PT/29 Hrs.) | BTW       |
| 2. Brown         | Marie    | 1:1 Instr. Paraprofessional | 2015-2016<br>(PT/29 Hrs.) | KCSILC    |
| 3. Hastings      | Sarah    | 1:1 Paraprofessional        | 2015/2016                 | KCCS/WHMS |
| 4. Lumpkin       | Kenneth  | Inst. Paraprofessional      | 2015-2016<br>(PT/29 Hrs.) | KCSILC    |
| 5. McCutchen     | Lavaughn | Title 1 Paraprofessional    | 2015-1016<br>(PT/29 Hrs.) | South     |
| 6. Thomas        | Curtis   | Inst. Paraprofessional      | 2015-2016<br>(PT/29 Hrs.) | KCSILC    |
| 7. Williams, Sr. | Kendal   | Inst. Paraprofessional      | 2015-2016                 | KCSILC    |

##### C. Recall

1. NONE

##### D. Rehire – Regular

##### E. Rehire – Temporary

1. NONE

##### F. Return from Leave

|             |           |                 |          |      |
|-------------|-----------|-----------------|----------|------|
| 1. Dill     | Brotanie  | Child Nutrition | 10/30/15 | CMS  |
| 2. Remsburg | Rosemarie | Child Nutrition | 11/18/15 | FV   |
| 3. Soto     | Julio     | Custodian       | 11/30/15 | DHS  |
| 4. Tauyan   | Virginia  | Child Nutrition | 11/6/15  | WHMS |

##### G. E.P.E.R.

##### 1. District Employees

|          |         |                               |          |     |
|----------|---------|-------------------------------|----------|-----|
| a. Green | Bernard | Asst. Girls' Basketball Coach | 11/16/15 | CMS |
|----------|---------|-------------------------------|----------|-----|

##### 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. Batson | Richard | General Worker to Cook<br>Child Nutrition | 11/16/15 | DHS  |
| 2. Floyd  | Wanda   | Lead Worker to Manager<br>Child Nutrition | 11/16/15 | TP   |
| 3. Snell  | Brandon | Cook to Lead Worker<br>Child Nutrition    | 11/16/15 | WHMS |

## III. LEAVES

### A. FMLS/STD/Workers Comp

- |                |           |                  |          |       |
|----------------|-----------|------------------|----------|-------|
| 1. Collins     | Cordelia  | Child Nutrition  | 10/31/15 | WHMS  |
| 2. Cooke-Scott | Grace     | Transportation   | 11/3/15  | DO    |
| 3. Masanque    | Alfredo   | Custodian        | 10/26/15 | South |
| 4. Reid        | Patricia  | Paraprofessional | 11/13/15 | KCCS  |
| 5. Remsburg    | Rosemarie | Child Nutrition  | 10/21/15 | FV    |
| 6. Soto        | Julio     | Custodian        | 11/12/15 | DHS   |
| 7. Swetland    | Stephanie | Paraprofessional | 11/2/15  | East  |
| 8. Trice       | Theresa   | Paraprofessional | 11/10/15 | WHMS  |

### 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

## V. RESIGNATIONS

|                |         |                            |          |          |
|----------------|---------|----------------------------|----------|----------|
| 1. Bloodsworth | Scott   | Paraprofessional           | 11/6/15  | KCCS/DHS |
| 2. Eason       | Thelma  | General Worker – Nutrition | 11/5/15  | CMS      |
| 3. Stalworth   | Melanie | 1:1 Paraprofessional       | 11/17/15 | KCCS     |
| 4. Virdin      | Laura   | Title 1 Paraprofessional   | 11/4/15  | BTW      |
| 5. West        | Deja    | Child Nutrition            | 11/9/15  | DO       |

## VI. EXTENSION OF CONTRACT

- 1. NONE

## VII. REDUCTION IN FORCE

- 1. NONE

## VIII. TERMINATION

- 1. NONE

### 2.02 School Choice (Resolution No. 16-058)

#### *School Choice Accept 2015-2016 School Year*

| Student ID | Grade | School of Choice                | Action | In/Outside of District |
|------------|-------|---------------------------------|--------|------------------------|
| 489983     | K     | Booker T. Washington Elementary | Invite | Outside                |
| 360639     | 2     | Booker T. Washington Elementary | Invite | Outside                |
| 241614     | 4     | Booker T. Washington Elementary | Invite | Outside                |
| 391914     | 2     | East Dover Elementary School    | Invite | Inside                 |
| 315716     | 3     | East Dover Elementary School    | Invite | Inside                 |
| 395728     | 1     | South Dover Elementary School   | Invite | Outside                |
| 065017     | K     | Towne Point Elementary School   | Invite | Inside                 |
| 500475     | 4     | Towne Point Elementary School   | Invite | Inside                 |
| 049863     | 9     | Dover High School               | Invite | Outside                |

#### *School Choice Denied 2015-2016 School Year*

| Student ID | Grade | School of Choice  | Action | In / Outside of District |
|------------|-------|-------------------|--------|--------------------------|
| 117009     | 10    | Dover High School | Denied | Outside                  |

### 2.03 Financial Reports – October 31, 2015 (Resolution No. 16-059)

Financial reports for October 31, 2015 were approved.

### 2.04 Minutes – Executive and Public sessions of regular Board of Education meeting October 21, 2015 and minutes of Board Workshop Retreat October 3, 2015 (Resolution No. 16-060)

Minutes of executive and public sessions of regular Board of Education meeting October 21, 2015 and minutes of Board Workshop/Retreat October 3, 2015 were approved.

### 2.05 Field Trips (Resolution No. 16-061)

The following field trips were approved:

Dover High School Animal Science students grades 9-12 to Camden, NJ, December 10, 2015

Fairview Elementary School fourth grade students to Philadelphia, PA, December 1, 2015

William Henry Middle School 6<sup>th</sup> grade aqua and blue teams to Washington, DC, May 5, 2016

Kent County Secondary ILC grades 6-12 to New York, NY, December 10, 2015

Dover High School Music Department to Myrtle Beach, SC, April 21 – April 24, 2016

Dover High School Communities in Schools grade 12 to Philadelphia, PA, November 18, 2015

Capital School District Board of Education minutes for November 18, 2015

North Dover Elementary School fourth grade students to Washington, DC, May 24, 2016

## **2.06 Student Disciplinary Matters (Resolution No. 16-062)**

After reviewing the testimonial, documentary and all other evidence presented to the hearing officer, as well as the hearing officer's recommendation, Student Disciplinary Matters were approved as follows.

Student Matter #989933:

- Expulsion from Capital School District with services for the remainder of the school year.
- Prior to continuing with the Capital School District for 8<sup>th</sup> grade, student's parent/guardian/caregiver must provide proof of the following:
  - Student has successfully completed or is participating in counseling services
  - Documentation from mental health provider(s) that student is not a danger to others
  - Written proof that student is residing with a legal guardian who lives in the Capital School District

Student Matter #494913:

- Expulsion from Capital School District with homebound services for the remainder of the school year
- Student will be eligible for readmission to the district after student can show proof of having successfully completed mental health counseling and is no longer a danger to others

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

### **3.01 Construction Update – KCCS/BTW, DHS Baseball/Softball Fields**

Mr. Kevin Lucas of EDiS presented updates on the old Dover High School site, on the new Dover High School baseball/softball fields and on KCCS renovations at Booker T. Washington Elementary School.

### **3.02 Renovations Booker T. Washington Technology Bid Package (Resolution No. 16-063)**

On a motion by Mr. Christiansen, seconded by Mr. Martin, and on a unanimous vote, the board adopted Resolution No. 16-063 approving Renovations Booker T. Washington Technology Bid Package as follows:

Contract BTW-17 Superior Electric Service Company

Base Bid: \$210,710

Alternate 1: \$2,195

Alternate 2: \$17,695

### **3.03 DART Bus Stop Dover High School (Resolution No. 16-037)**

On a motion by Mr. Christiansen, seconded by Mr. Martin and on a unanimous vote, the board voted to table Resolution No. 16-037 pending further communication with district staff and DART staff.

### **3.04 Calendar Change KCCS Students at Booker T. Washington Elementary and East Dover Elementary – Teacher Classroom Setup 1/4/16 – No School for Students (Resolution No. 16-064)**

On a motion by Mr. Christiansen, seconded by Ms. Perry, and on a unanimous vote, the board adopted Resolution No. 16-064 approving calendar change for KCCS students at Booker T. Washington Elementary and East Dover Elementary School for no school on January 4, 2016.

### **3.05 Leader in Me – Fairview Elementary School**

Ms. Melissa White, Principal of Fairview Elementary School, and Mr. Charles Sheppard, Principal of Towne Point Elementary School, made presentation regarding the Leader in Me process at both schools. This process/program is imbedded in everything at both schools for educating the whole child.

### **3.06 East Preliminary Focus Plan**

Ms. Julie Giangulio, Principal, East Dover Elementary School, and staff members presented the school's preliminary Focus Plan to be submitted to the Delaware Department of Education by November 30, 2015.

### **3.07 William Henry Middle School Locker Project Bids (Resolution No. 16-065)**

On a motion by Mr. Christiansen, seconded by Mr. Martin, and on a unanimous vote, the board tabled Resolution No. 16-065 table to allow another bid to be submitted for lockers at William Henry Middle School and put on the agenda for vote at the January board meeting.

### **3.08 Unit Count Report**

Ms. Cooke presented the final Unit Count Report as of September 30, 2015.

### **3.09 Revisions Policy #700-25 Bus Conduct (Second Reading)**

The board was presented the second reading of Revisions Policy #700-25 Bus Conduct.

A comment was submitted by Dennis Hallock regarding Section 3.

### **3.10 Administrative Contracts**

On a motion by Mr. Martin, seconded by Ms. Perry and on a vote of 3/2: Ms. Perry – yes; Mr. Taylor – yes; Mr. Martin – yes; Mr. Christiansen – no; Mr. Lindell – no, the board adopted Resolution No. 16-072 approving Contract #238 for two years, July 1, 2016 through June 30, 2018.

On a motion by Mr. Martin, seconded by Mr. Taylor and on a vote of 3/2: Ms. Perry – yes; Mr. Taylor – yes; Mr. Martin – yes; Mr. Christiansen – no; Mr. Lindell – no, the board adopted Resolution No. 16-078 approving Contract #540 for two years, July 1, 2016 through June 30, 2018.

On a motion by Mr. Martin, seconded by Mr. Taylor and on a vote of 4/0: Ms. Perry – yes; Mr. Taylor – yes; Mr. Martin – yes; Mr. Christiansen – recuse; Mr. Lindell – yes, the board adopted Resolution No. 16-084 approving Contract #740 for two years, July 1, 2016 through June 30, 2018.

### **4.0 Adjournment**

**4.01** On a motion by Mr. Christiansen, seconded by Ms. Perry, and on a unanimous vote, the meeting was adjourned at 10:10 pm.