

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



CAPITAL
SCHOOL DISTRICT

BOARD OF EDUCATION

Dr. Chanda Jackson, President
Sean P. M. Christiansen,
Vice President
Felecia R. Duggins
Vickie L. Pendleton
Donna J. Geist

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

Monday, August 11, 2025
In-Person Meeting
Laurel Room, Home2 Suites by
Hilton
222 S. DuPont Highway
Dover, DE 19901
MINUTES

Board Members Present:

Dr. Jackson
Mr. Christiansen
Ms. Duggins
Ms. Pendleton
Ms. Geist

Also Present:

Dr. Victoir Cahoon, Superintendent
Mr. Toriano Giddens, Assistant Superintendent
District Office Administrators

1.0 Open Session

Dr. Cahoon and Dr. Jackson both gave brief welcoming remarks. On a motion by Mr. Christiansen, seconded by Ms. Duggins, and on a unanimous vote, the board entered open session at 9:00 a.m.

1.01 Roll Call

On a roll call vote of 5/0: Ms. Geist - present; Ms. Pendleton – present; Ms. Duggins – present; Mr. Christiansen – present; Dr. Jackson – present, quorum was established.

1.02 Approval of Field Trip – Dover High School (4) four student athletes and chaperone to Durham and Greensboro, North Carolina, August 20-24, 2025 (Resolution No. 26-016)

On a motion by Mr. Christiansen, seconded by Ms. Duggins, and on a unanimous vote, the board adopted Resolution No. 26-016 approving Field Trip – Dover High School (4) four student athletes and chaperone to Durham and Greensboro, North Carolina, August 20-24, 2025.

Please note that board members will no longer approve out of state field trips unless there is thirty days' notice received of the trip.

1.03 Retreat Session

- Agenda Overview
 - Mr. Burke, through a power point presentation, discussed the agenda for the day.
- Agenda Items included the following:
 - Organizational chart, roles and responsibilities presented by Dr. Cahoon and Mr. Wells
 - Board Governance presented by James McMackin which included:
 - Roles and Responsibilities of Board Members
 - FOIA Documents
 - What can and cannot be discussed in Executive Session
 - Conducting Executive Sessions and Writing Minutes
 - Conducting Public Meetings and Writing Minutes for public meetings
 - Always need to list Public Comment on the board agenda whenever the board is taking action
 - No individual board member has individual authority, has to be a quorum of the board
 - Review and guidance regarding Board Policies

- Special Services Annual Goals & Action Plan presented by Mrs. Sheralyn Wiley as follows:
 - Vision, mission, core values, guiding principles
 - Department organization and students and staff serviced
 - Special Education Priorities:
 - Student Achievement Literacy
 - Building Capacity
 - Linear and Streamlined
 - Special Services Goals:
 - Transition
 - Staff Utilization
 - Support to Target Schools
 - Early Childhood Education
 - Data Monitoring & Accountability for Students with Disabilities
- School Board Partners presentation on AI and Policies – Facilitators: Ben Kleban and Ethan Ashley
 - Purpose of School Board Partners is to support board members, rural to suburban, in improving student outcomes.
 - Purpose of presentation is to focus on policy making and, for Capital, reviewing ways to revise outdated policies, combine policies, write new policies.
 - Board leads policy development in partnership with administration – is a collaborative effort.
 - Board Policies should be clear and concise, timeless in application, at the highest leverage, and focusing on outcomes, not compliance.
 - Recommendation is to establish a priority list of what policies to focus on first – in a model tool kit – focus on 40 policies at one time.
 - Use Generative AI tools as a resource in working with board policies to create text to produce a new policy or replace an outdated policy.
 - Presenter shared link to an AI platform and participants were invited to create a new policy or see research-based policies.
- Bridging the Gap: Stop, Continue, Start – presented by Mr. Toriano A. Giddens, Assistant Superintendent
 - Objectives
 - Building relational trust between the School Board and Administrators
 - Active listening
 - Timely follow-up
 - Transparent decision-making
 - Clarifying expectations
 - Strengthen transparency, clarity and collaboration in communication
 - Communication trends across our system – Where are we now? Communication Self-Check
 - Use the Start-Stop-Continue protocol to guide shared practices
 - What should we STOP doing?
 - What should we CONTINUE doing?
 - What should we START doing?
 - Team Time; Reflection & Open Conversation

Mr. Christiansen left the meeting at 4:30 p.m.

1.03 Adjournment

President Dr. Chanda Jackson adjourned the meeting at 4:50 p.m.