

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

BOARD OF EDUCATION

Felecia R. Duggins, President
Sean P. M. Christiansen, Vice
President
Dr. Chanda Jackson
Dr. Anthony J. DePrima

Wednesday, January 15, 2025
In-Person/Live Stream Meeting
Administrative Office
MINUTES



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

Board Members Present:

Ms. Duggins
Mr. Christiansen
Dr. Jackson
Dr. DePrima

Also Present:

Dr. Victor Cahoon, Interim Superintendent

1.0 Open Session

On a motion by Mr. Christiansen, seconded by Dr. DePrima, and on a unanimous vote, the board entered open session at 5:31 p.m.

1.01 Roll Call – Establishment of a Quorum

On a roll call vote of 4/0: Dr. DePrima – present; Dr. Jackson – present; Mr. Christiansen – present; Ms. Duggins – present, quorum was established.

1.02 Executive Session

On a motion by Mr. Christiansen, seconded by Dr. Jackson, and on a unanimous vote, the Board entered closed session at 5:32 p.m.

1.03 Reconvene Open Session

Ms. Duggins reconvened the meeting at 6:40 p.m. followed by the Pledge of Allegiance led by Dr. DePrima.

1.04 Recognitions

- Hartly Elementary School was recognized for being named a 2024 Recognition School for Closing the Achievement Gap.

1.05 Presentations

- Fairview Elementary School – Dr. Melissa White, Principal, Fairview Elementary School, presented slides of information regarding Fairview as follows:
 - Reading data for grades K-4
 - School-Wide W.I.G. Math data for grades K-4
 - SBAC Data for ELA and DESSA Social Studies Data
 - Attendance and enrollment; school climate & culture, student support services
 - Collaboration/Community Partners
- Secondary Curriculum, Instruction and Assessment – Mr. Gene Montano and staff presented a department overview as follow:
 - Key achievements from the past year
 - Professional learning initiatives including current projects and initiatives
 - Use of curricular materials
 - Department challenges including dropout rates, graduation rates
 - Department goals for the upcoming year
 - District specialists as listed below each presented data and curriculum work:
 - Jessica Lauver, Secondary ELA Specialist and ML Co-Coordinator
 - Andi Winkelblech, Secondary Math Specialist
 - Dr. Ryan Fuller, Secondary Social Studies and Science Specialist

1.06 Interim Superintendent Update

- Dr. Victoir Cahoon, presented the Interim Superintendent Update:
 - Expressed thanks to the Capital School District buildings and grounds staff who did an amazing job of plowing the parking lots and clearing the sidewalks, etc. after the snow storm
 - Noted that the Operations Team met daily to receive updates from Mr. Burke, Chief Operations Office, Mr. Baustert, Supervisor of Buildings and Grounds, and Mrs. Hamm, Supervisor of Transportation, regarding the conditions of the roads, the buildings, sidewalks and parking lots.
 - Also expressed thanks to the Capital School District Community for their patience and flexibility as the schools were closed for a week following the snow storm.
 - Dr. Cahoon shared the meetings and events that he attended since the December board meeting

1.07 Board President – Member Updates

Dr. DePrima

- Happy New Year and welcome back.

Dr. Jackson

- Happy New Year.

Mr. Christiansen

- Expressed thanks to Dr. Cahoon and staff for meeting and completing the work that allowed schools to be open after the snow storm.
- For the City of Dover Home for the Holidays staff reached out to Dover High School coaches to recruit volunteers to assist with the parade – had 33 students come out and were awarded volunteer hours, Dover High School band and Dover Middle School band were in the parade.
- Announced the event Night to Shine, sponsored by the Tim Tebow Foundation, will be held on February 7, 2025 at which time the KCCS students and others with special needs will be invited to attend. The sponsors are looking for donations through a wish list. If anyone is interested in donating, please send Mr. Christiansen an email.
- Shared reminder of the Day of Service lead by Governor Elect Matt Meyer this Sunday, January 19, 2025, at Towne Point Elementary School. Please sign up to volunteer for one of the shifts.

Ms. Duggins

- Happy New Year and thank you for all you continue to do for Capital students and families.

1.08 Public Comment

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 Dr. DePrima, seconded by Mr. Christiansen, and on a unanimous vote, Consent Items were approved as presented with the exception of the following as listed below.

Under Consent Items Personnel, the board took the following action: Removed Under Administrative Personnel Item VI. Extension of Administrative Contracts
Under Consent Items Financial Reports: Moved 2.04 Financial Reports – December 31, 2024 (Resolution No. 25-068), to the A/D/I Agenda to follow Agenda Item 3.08 Grade Reconfiguration Updates.

2.01 Personnel (Resolution No. 25-066)

Approval for Administrative Personnel, Certified Personnel, and Classified Personnel as listed, pending criminal reference checks and verification of certification as needed.

ADMINISTRATIVE PERSONNEL CERTIFIED PERSONNEL

BOARD OF EDUCATION APPROVAL IS RECOMMENDED FOR CERTIFIED PERSONNEL AS LISTED, PENDING CRIMINAL REFERENCE CHECKS AND VERIFICATION OF CERTIFICATION.

I. APPOINTMENTS

A. New – Regular

1. NONE

B. New – Temporary

1.	Apana	Jessica	Occupational Therapist	January 20, 2025	DO
2.	Bahel	Aubrey	Teacher – Kindergarten	January 13, 2025	FV
3.	Bilotta	Theresa	Spec Ed Coordinator	February 3, 2025	ECC
4.	Dauscher	Anne	Teacher – Spec Ed	January 13, 2025	East
5.	Garcia Collado, Raul		Teacher – Immersion	January 6, 2025	South
6.	Hooker	Karisma	Teacher – Math	December 16, 2024	MSE
7.	Mickle	Katherine	Instruct. Support Teacher	February 3, 2025	DHS
8.	Robinson	Alexus	Teacher – Kindergarten	January 27, 2025	North

C. Rehire – Regular

1. NONE

D. Rehire – Temporary

1. NONE

E. E.P.E.R.

a. District Employees

1.	Bekka	Megan	21 st Century Teacher	December 10, 2024	DMS
2.	Celestin	Abdallah	Book Study – Stipend	December 2024	DHS
3.	Chandler	Shameka	Book Study – Stipend	December 2024	DHS
4.	Frazier	Geoff	Book Study – Stipend	December 2024	DHS
5.	Fuller	Ryan	Book Study – Stipend	December 2024	DO
6.	Kopp	Seth	Book Study – Stipend	December 2024	DO
7.	Lauver	Jessica	Book Study – Stipend	December 2024	DO
8.	Long	Mary Jane	Book Study – Stipend	December 2024	KCSILC
9.	Natland	Victoria	Book Study – Stipend	December 2024	DMS
10.	Ridgeway	Tarez	Book Study – Stipend	December 2024	DO
11.	Watterton	Jennifer	Book Study – Stipend	December 2024	DO
12.	Wendel	Meredith	Book Study – Stipend	December 2024	DMS
13.	Winkleblech, Andrea		Book Study – Stipend	December 2024	DO

b. Non-District Employees

1. NONE

II. CHANGE IN ASSIGNMENT

Classification/Job Title/Condition of Employment

A. Classification

1. Bates	Michele	Teacher From MSI	January 6, 2025	East
2. Clark	Robert	Teacher – Driver’s Ed From PE/Health	January 29, 2025	DHS
3. Harris	Aaron	Teacher – PE/Health From Teacher – Spec Ed	January 29, 2025	DHS

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

A. Leaves - FMLA/STD/Workers Comp

1. Beachy	Abigail	Occupational Therapist	December 17, 2024	KCCS
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B. Leaves – Personal

1. NONE

C. Leaves - Military

1. NONE

D. Leaves - Educational

1. NONE

E. Leaves - Sabbatical

1. NONE

F. Leaves - Extension of Leave

1. NONE

G. Return from Leave

1. Bordley-Hughes, Shannon		LCSW	January 6, 2025	East
2. Celestin	Abdallah	Teacher	January 6, 2025	DHS
3. Cohen	Alexis	Teacher	January 6, 2025	DHS
4. Kelly	Melinda	BCBA	January 6, 2025	KCCS

IV. RESIGNATIONS

A. Gill	Jamie	Teacher	February 7, 2025	MSE
B. Gould-Rodriguez	Shannon	Teacher	January 10, 2025	KCCS
C. Katz	Nolan	Teacher	January 17, 2025	East
D. Kelly	Melinda	Teacher	January 3, 2024	KCCS

V. PENSIONS

Disability/Service/Vested

A. Disability

1. NONE

B. Service Pension

1. NONE

C. Vested Pension

1. NONE

VI. EXPIRATION OF CONTRACT/TEMPORARY CONTRACT

1. NONE

VII. NON-RENEWAL/TERMINATION/REDUCTION IN FORCE

1. NONE

CLASSIFIED PERSONNEL

BOARD OF EDUCATION APPROVAL IS RECOMMENDED FOR CLASSIFIED PERSONNEL AS LISTED, PENDING CRIMINAL REFERENCE CHECKS AND VERIFICATION OF CERTIFICATION.

I. APPOINTMENTS

A. New – Regular

1. Gardley	Troy	Custodian – Night Shift	January 6, 2025	DMS
2. Phifield	Irving	Bus Driver	January 8, 2025	DO
3. Gaylord	Michael	Custodian – Night Shift	January 13, 2025	BTW
4. Giroso	Dominick	Float Cook	January 6, 2025	WHC
5. Harper	Jennifer	Clerk	January 13, 2025	DHS
6. Jay Rodriguez	Alba	Senior Secretary	January 13, 2025	KCCS

B. New – Temporary

1. Copes	Tiarra	Paraprofessional	January 13, 2025	DHS
2. deVasquez	Karen	General Worker	December 16, 2024	DMS
3. Durham	Tara	Extra Support Para	December 17, 2024	KCCS
4. Evans	Jessie	Extra Support Para	January 6, 2025	KCCS
5. Henry	Ashanti	Paraprofessional	February 3, 2025	DHS
6. Little	Candice	Paraprofessional	January 13, 2025	MSI
7. Lopez	Marguerite	Extra Support Para	January 6, 2025	KCCS
8. Moaney	Sharnet	General Worker	January 6, 2025	North
9. Raynor	Elizabeth	Extra Support Para	January 6, 2025	KCCS

C. Rehire – Regular

1. NONE

D. Rehire – Temporary

1. NONE

E. E.P.E.R.

1. District Employees

b. Arrington	Brandon	21 st Century Para	December 18, 2024	DHS
c. Harris	Gloria	21 st Century Para	December 2024	East
d. Scott	Jayden	21 st Century Para	December 2024	BTW
e. Vidrine	Reagan	21 st Century Para	December 2024	East

2. Non-District Employees

a. Gray	Javana	21 st Century Para	December 2024	DMS
b. Masseus	LeAnna	21 st Century Para	December 2024	East
c. Smith	Brenda	21 st Century Para	December 2024	DMS
d. Yocher	Peter	Entry Level Tech	January 6, 2025	DO/Tech

II. CHANGE IN ASSIGNMENT

Classification/Job Title/Condition of Employment

A. Classification

1. Dean	Carolyn	Bus Aide – 6 hours From 5.5 hours	December 19, 2024	DO
2. Farkas	Allyson	Reading Para From Extra Support Para KCCS	January 27, 2025	East
3. Harris	Zelena	Para – Full Time From PT Title I Para	December 16, 2024	FV

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

A. Leaves - FMLA/STD/Workers Comp

1. Aspinwall	Cinthia	Child Nutrition	December 11, 2024	WHC
2. Brittingham	Tiffany	Child Nutrition	December 13, 2024	North
3. Day	Benjamin	Paraprofessional	January 14, 2025	DHS
4. Deberry	Caleb	Transportation	December 16, 2024	DO
5. Heath	Dominique	Paraprofessional	December 6, 2024	WH-SSU
6. Monsanto	Allannio	Paraprofessional	January 6, 2025	KCSILC

B. Leaves - Personal

1. NONE

C. Leaves - Military

1. NONE

D. Leaves - Educational

1. NONE

E. Leaves - Sabbatical

1. NONE

F. Leaves - Extension of Leave

1. NONE

G. Return from Leave

1. Cornelius	Lawrence	Transportation	December 16, 2024	DO
2. Hutson	Lisa	Paraprofessional	December 18, 2024	KCCS
3. Roberson	Lori	Child Nutrition	January 6, 2025	DHS
4. Tinger	Jonathan	Paraprofessional	December 11, 2024	KCCS

IV. RESIGNATIONS

A. Dawson	Adrienne	Paraprofessional	December 20, 2024	East
B. Johns	Dietrich	Custodian	December 10, 2024	BTW
C. Naphier	Leseana	Child Nutrition	December 4, 2024	DO
D. Santiago	Jose	Paraprofessional	December 11, 2024	KCCS
E. Sheil	Alexius	Paraprofessional	December 4, 2024	KCCS

V. PENSIONS

Disability/Service/Vested

A. Disability

1. NONE

B. Service Pension

1. Thompson	Carole	Paraprofessional	July 1, 2025	KCCS
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C. Vested Pension

1. NONE

VI. EXPIRATION OF CONTRACT/TEMPORARY CONTRACT

1. NONE

VII. NON-RENEWAL/TERMINATION/REDUCTION IN FORCE

1. NONE

2.02 School Choice (Resolution No. 25-067)

School Choice Accept Good Cause 2024-2025 School Year

Student ID	Grade	School of Choice	Action	Inside/Outside of District
351250	3	BTW	Accept	Inside
459587	4	South	Accept	Inside
422907	KN	South	Accept	Inside

School Choice Denied Good Cause 2024-2025 School Year

579938	KN	South	Over Capacity/Behavior	Inside
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2.03 Financial Reports – November 30, 2024 (Resolution No. 25-059)

Financial Reports for November 30, 2024 were approved.

2.04 Financial Reports – December 30, 2024 (Resolution No. 25-068)

Financial Reports for December 30, 2024 were moved to the Action/Discussion/Information Agenda to follow Agenda Item 3.08.

2.05 Minutes – Minutes of Executive and Public sessions of regular Board of Education meeting December 4, 2024 (Resolution No. 25-069)

Minutes of executive and public sessions of regular Board of Education meeting December 4, 2024 were approved.

2.05 Field Trips (Resolution No. 25-070)

Field Trip for Dover Middle School Seventh Graders to Mt. Vernon, Virginia, on March 6, 2025 was approved.

2.06 Waiver for Building Use Rentals (Resolution No. 25-071)

None

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

3.01 Updates Central Campus Renovations

Mr. Mark Johnson presented the updates for BTW and Central Campus renovations as follows:

1. BTW - Window/ EXT Door Replacement - Asbestos removal completed, demo of existing windows & lintels completed, window install to start late January.
2. Central - Interior Renovations – Asbestos removal has started, demo to begin in Area B for the new offices late January after asbestos removal is completed on 1st floor.

~~3.02 Revisions Policy #500-28 Title IX Policy (For Incidents Prior to 8.10.24); Policy #500-29 (For Incidents after 8.10.24) (Second Reading) (Resolution No. 25-055)~~

This agenda item was removed from the agenda as of January 13, 2025.

3.03 Revisions Policy #600-10 Grading and Reporting of Student Progress (Second Reading) (Resolution No. 25-063)

On a motion by Mr. Christiansen, seconded by Dr. Jackson, and on a unanimous vote, the board suspended the rules according to Board Policy #100-25 to vote after the second reading on Revisions Policy #600-10 Grading and Reporting of Student Progress

On a motion by Mr. Christiansen, seconded by Dr. DePrima, and on a unanimous vote, the board adopted Revisions Policy #600-10 Grading and Reporting of Student Progress.

3.04 Proposed 2025-2026 School Calendar (First Reading) (Resolution No. 25-072)

On a motion by Mr. Christiansen, seconded by Dr. DePrima, and on a unanimous vote, the board adopted Resolution No. 24-072 postponing a vote on the proposed 2025-2026 School Calendar for a second reading at the regular Board of Education meeting on February 19, 2025.

3.05 Proposal for Salary Increase for Kent County Secondary Intensive Learning Center Principal Position (Resolution No. 25-053)

On a motion by Mr. Christiansen, seconded by Dr. DePrima, and on a unanimous vote, the board tabled the vote on Resolution No. 25-053.

3.06 Approval of the Proposed Tiered Salary Scale Adjustment for Elementary School Principals with over 500 Students, effective July 1, 2025 (Resolution 25-064)

On a motion by Mr. Christiansen, seconded by Dr. DePrima, and on a unanimous vote, the board tabled the vote on Resolution No. 25-053.

3.07 Financial Position Report (Resolution No. 25-073)

On a motion by Mr. Christiansen, seconded by Dr. DePrima, and on a unanimous vote, the board adopted Resolution No. 25-073 approving the school district financial position report as required under Section 1507, Title 14 Delaware Code, for submission to the Department of Education, January 31, 2025.

3.08 Grade Reconfiguration Updates

Dr. Cahoon discussed the grade reconfiguration presenting an overview of the next steps as follows:

- **Open Central Elementary School** - comprised from:
 - **Grades 1 to 5** from East Dover and Fairview Elementary School
 - Senator Step Up
- Fairview Elementary School will become **Fairview Early Childhood Center**:
 - **PreK** from Hartly Elementary School and Kent County Community School (KCCS)
 - **PreK & KN** from North Dover Elementary School and Fairview Elementary School
 - **PreK & KN** KCCS students within Booker T Washington Elementary School
- East Dover Elementary School will become **East Dover Early Childhood Center**:
 - **PreK & KN** from South Dover Elementary School, Towne Point Elementary School, Booker T Washington Elementary School, and East Dover Elementary School
- **4th Grade** Students will remain in their current elementary schools to become 5th grade students

- **Dover High School** will continue its **CTE Early Childhood Center “Little Senators” Program**
- Renovations begin at William Henry Campus

3.08 Financial Report – December 31, 2024 (Resolution No. 25-068)

Dr. DePrima requested information regarding ESSER funds listed as spent in the month of December 2024 and Mr. Kuforiji explained that ESSER funds were encumbered and the ESSER funds must be spent by January 2026.

On a motion by Mr. Christiansen, seconded by Dr. DePrima, and on a unanimous vote, the board adopted Resolution No. 25-068 approving the Financial Report as of December 31, 2024.

Note: During the Board of Education meeting, Mr. Christiansen requested a resolution number for this agenda item and the board secretary responded with resolution number 25-073 which followed the number assigned to Financial Position Report. However, since Financial Report – December 31, 2024 was assigned a resolution number when the agenda was posted, this same number should be used as stated above in the motion.

4.0 Adjournment

4.01 Adjournment

On a motion by Mr. Christiansen, seconded by Dr. DePrima and on a unanimous vote, the meeting was adjourned at 9:35 p.m.