

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



BOARD OF EDUCATION

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

Wednesday, November 19, 2025

In-Person/Live Stream Meeting
Administrative Office
MINUTES

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

Board Members Present:

Dr. Jackson
Mr. Christiansen
Ms. Duggins – Absent at Roll Call
Ms. Pendleton
Ms. Geist

Also Present:

Dr. Victor Cahoon, Superintendent

1.0 Open Session

On a motion by Mr. Christiansen, seconded by Ms. Geist, 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: Ms. Geist – present Ms. Pendleton – present; Ms. Duggins –absent ; Mr. Christiansen – present; Dr. Jackson – present, quorum was established.

1.02 Executive Session

On a motion by Ms. Pendleton, seconded by Ms. Geist, and on a unanimous vote, the board entered closed session at 5:32 p.m. Ms. Duggins joined the executive session remotely.

1.03 Reconvene Open Session

On a motion by Mr. Christiansen, seconded by Ms. Pendleton, and on a unanimous vote, Agenda 3.06 was added to the agenda to go back into Executive Session for personnel discussion and then reconvene into Open Session, take no action, and adjourn the meeting. President Jackson reconvened the meeting at 6:30 p.m. followed by the Pledge of Allegiance

1.04 Recognition – Dover Middle School Staff Member Ms. Tara Lohman – 2nd Place Environmental Champion Award Design Contest – Sierra Club Delaware

The board recognized Ms. Tara Lohman for her 2nd place award (painting) in the Environmental Champion Award Design Contest sponsored by the Sierra Club Delaware

1.05 Presentation – Dover Middle School Campus Intents and Achievement

Dr. Ryan Fuller, Director of Secondary Instruction, Dr. Sherrie Sudler, Principal of Middle School of Excellence, and Dr. Joseph Evans, Principal of Middle School of Innovation, presented the following topics:

- Brief Timeline
- Building Organization & Shared Space
- Student Enrollment/Unit Count
- Funding/Budget Management
- Operations: Safety, Nutrition, & Transportation
- Instructional Technology
- Instructional Programs
- Attendance, Achievement, and Accountability
- School Culture and School Climate Survey Data (Staff, Student, and Community)

1.05 Presentation – Capital School District Disciplinary Process

Ms. Tania Alexander and Dr. Brittany Hazzard presented the district Disciplinary Process for 2025-2026 with the following points:

- Definition of discipline
- Responding to Chronic Disruption
- Disciplinary Process: Special Education students vs. Non-Special Education students
- Data Collection and Decision Making
- Data Review
- Consideration for Alternative Placement

1.06 Superintendent Update

Dr. Cahoon presented the Superintendent Update:

- Attendance at meetings and events
- Updates on Grade Reconfiguration
- Upcoming Events
- Dover High School Football, Cheer, and Band Senior Night

1.07 Board President – Member Updates

Ms. Geist

- Has been supporting sporting events: football, cross country, middle school field hockey, etc.
- Has visited middle school classrooms.
- Visited Central Elementary School and Towne Point Elementary School
- Spoke of the importance of having conversations with parents and community members, making connections.
- Public Education session on funding formula scheduled at Polytech Adult Education on December 4, 2025 from 4:30-7 pm
- Hope everyone is supporting the school fund raisers and sharing them with families, friends and the community.
- Attended a conference in which policies were discussed including use of cell phone devices. In some schools, phones are restricted to 6 ft. away from user which resulted in stronger student engagement. If interested, click on the link [Phonesinfocus.org](https://phonesinfocus.org) to take a survey on cell phone policies.

Ms. Pendleton

- Attended and served at the registration table at Booker T. Washington's
- Attended following events at Dover High School:
 - Chorus fall concert
 - Freshman night for incoming freshman fall of 2026
 - Drama Production
- Serves on the board at the Murphey School, and attended the appreciation night there and met with staff members.

Mr. Christiansen

- Looking at the way our school zones are set up for elementary school attendance– demographics have changed and with East Dover and Fairview housing PreK-K and opening Central Elementary School, district should possibly start preparing to research school attendance areas and soliciting input from the community, Dover City Council, parents, etc.
- For December 10th board meeting, requesting everyone their ugly Christmas sweater.
- Visited South Dover and Central Elementary. At Central, went to the second floor, west wing, into a classroom – Ms. Grady's Bunch.
- Please continue to do what you're doing to have an impact on each student you serve.
- Keep Mr. Martin's family in your thoughts and prayers.
- Make sure you vacate your job and enjoy your families and friends during the Thanksgiving Break.

Dr. Jackson

- Visited Central Elementary School, Fairview Early Childhood Center, and Dover Middle School Campus.
- Hope to visit more schools soon.
- Attended the Drama Production at Dover High School, students did a really good job, was a lot of fun.-
- Board members hear your concerns, we've been out in the schools, and see what is happening, and are trying to address the issues.
- Have a wonderful Thanksgiving break, try to do something every day to give you joy. Appreciate the work you do every day.

1.06 Public Comment

- Autumn England, parent, spoke regarding concerns with son's report card and teachers following the grading policy. She has reached out to teachers and administrators at the school and would like to hear back from someone.
- Alexis Huttie, staff member, South Dover Elementary School, spoke regarding her position as Dean of Students at SDE. She shared that in setting up the school success plan, hours were spent on collaboration with staff on how to reduce referrals, address mental health issues, and provide safety in the school. As a result of these discussions, at South Dover, a Leadership Lab has been established to give some space for students to be able to "reset" their behaviors.

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. Christiansen seconded by Ms. Pendleton, and on a unanimous vote, the board adopted Consent Items as presented.

2.01 Personnel (Resolution No. 26-048)

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

ADMINISTRATIVE PERSONNEL

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

III. LEAVES

A. Leaves - FMLA/STD/Workers Comp

1. Gedney	Gabrielle	Principal	November 6, 2025	South
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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. Pippin Nicola Supervisor October 20, 2025 DO

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. Bolles	Autumn	Teacher – Ag. Science	October 19, 2025	DHS
2. Lord	Cami	Speech Language Path.	December 1, 2025	DO
3. Lord-Keaton	Jessica	Teacher – ELA	October 19, 2025	MSE
4. Miller	Jennifer	Teacher – Kdg.	November 17, 2025	East ECC
5. Palmore	Elizabeth	Teacher – Dance	November 2, 2025	MSI
6. Quick	Candie	Teacher – PreK	December 1, 2025	East

C. Rehire – Regular

1. NONE

D. Rehire – Temporary

1. NONE

E. E.P.E.R.

a. District Employees

1. Clayville Dakota 21st Century Teacher 2025-2026 SY South

b. Non-District Employees

1. McCain Linda 21st Century Teacher 2025-2026 SY Hartly

II. CHANGE IN ASSIGNMENT

Classification/Job Title/Condition of Employment

A. Classification

1. McClelland Connor Teacher December 1, 2025 East ECC
From South

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

A. Leaves - FMLA/STD/Workers Comp

1. Shaw-Hicks	Shaneeda	Teacher	October 30, 2025	DHS
2. Tinger	Rebecca	Teacher	November 10, 2025	KCCS

3. Todd	Sean	Specialist	November 3, 2025	MSE
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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. Butler	Amanda	Teacher	November 12, 2025	Hartly
2. Freeman	Danielle	Occupational Ther.	November 12, 2025	KCCS
3. Irving	Tyrah	Teacher	November 12, 2025	MSE
4. Turner	Sirjana	Specialist	November 12, 2025	DO

IV. RESIGNATIONS

A. Hudson	Laura	Teacher	November 28, 2025	MSE
B. Molina-Brown	Zaryana	Teacher	December 12, 2025	South

V. PENSIONS

Disability/Service/Vested

A. Disability

1. NONE

B. Service Pension

1. Winkleblech	Andrea	Specialist – Math	December 1, 2025	DO
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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

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. Dunton	Pam	Bus Aide	November 1, 2025	DO
2. Griffin	John	Bus Aide	November 2, 2025	DO
3. Pennypacker	Barbara	HR Specialist/Fin Secretary	Nov. 24, 2025	DO/HR

4.	Tate	Marcel	Custodian – Night Shift	November 1, 2025	South
B. New – Temporary					
1.	Durant-May	Valerie	CN – General Worker	November 17, 2025	TBD
2.	Harris	Michael	Extra Support Para – FT	November 1, 2025	North
3.	Iacone	Bianca	CN – General Worker	November 3, 2025	BTW
4.	Jordan	Tiffany	Office Para – PT	November 17, 2025	North
C. Rehire – Regular					
1.	NONE				
D. Rehire – Temporary					
1.	NONE				
E. E.P.E.R.					
a. District Employees					
1.	Allen	Jordan	21 st Century Para	2025-2026 SY	DHS
2.	Allen	Jordan	Asst Coach – Boys BBall	Winter 2025	DHS
3.	Bozeman	Rose	Asst Coach – Girls BBall	Winter 2025	DHS
4.	Bryant	Amber	Asst Coach – Girls BBall	Winter 2025	DHS
5.	Day	Benjamin	Asst Coach – Swimming	Winter 2025	DHS
6.	Dorsey	Charles	Asst Coach – Girls BBall	Winter 2025	DHS
7.	Fisher	Anthony	Head Coach – Wrestling	Winter 2025	DMSC
8.	Fogan	Randall	JV Coach – Boys BBall	Winter 2025	DHS
9.	Foreman	Roland	Asst Coach – Boys BBall	Winter 2025	DHS
10.	Fortunate	Estavian	Asst Coach – Girls BBall	Winter 2025	DMSC
11.	French	Karlee	21 st Century Secretary	2025-2026 SY	North
12.	Hammond	Dametra	Head Coach – Girls BBall	Winter 2025	DMSC
13.	Harris	Aaron	Head Coach – Wrestling	Winter 2025	DHS
14.	Huttie	Alexis	Head Coach – Swimming	Winter 2025	DHS
15.	Jones	Denzel	Asst Coach – Track	Winter 2025	DHS
16.	Robinson	Darien	Asst Coach – Boys BBall	Winter 2025	DHS
17.	Shields	Trenita	Head Coach – Girls BBall	Winter 2025	DHS
18.	Simmons	Jakai	Fresh Coach – Boys BBall	Winter 2025	DHS
19.	Truitt	Ivy	Asst Coach – Girls BBall	Winter 2025	DHS
20.	Wilson	Stephen	Head Coach – Boys BBall	Winter 2025	DHS
b. Non-District Employees					
1.	Hargett	Matthew	21 st Century Para	2025-2026 SY	North
2.	Hastings	Eric	Asst Coach – Wrestling	Winter 2025	DMSC
3.	Heath	Dominique	21 st Century Para	2025-2026 SY	South
4.	Hill	Brionna	JV Coach – Girls BBall	Winter 2025	DHS
5.	Holloway	Catherine	21 st Century Para	2025-2026 SY	Hartly
6.	Kaba	Fanta	21 st Century Para	2025-2026 SY	Hartly
7.	Long	Briana	21 st Century Para	2025-2026 SY	Hartly
8.	Mosley	Anthony	Head Coach – Boys BBall	Winter 2025	DMSC
9.	Mosley	James	Asst Coach – Boys BBall	Winter 2025	DMSC
10.	Ridgeway	Connor	Asst Coach – Wrestling	Winter 2025	DMSC
11.	Solomon	Amani	Asst Coach – Track	Winter 2025	DHS
12.	Solomon	James	Head Coach – Track	Winter 2025	DHS
13.	Williams	Taqui	JV Coach – Wrestling	Winter 2025	DHS

14. Woolford	Jason	Asst Coach – Boys BBall	Winter 2025	DHS
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II. CHANGE IN ASSIGNMENT

Classification/Job Title/Condition of Employment

A. Classification

1. Mabasa	Maryann	CN – Utility Worker FT From General Worker PT	November 17, 2025	DMSC
2. Masanque	Josie	Custodian – Day Shift From Night Shift	October 20, 2025	DMSC
3. Montanez	Pablo	Grounds Crew From custodian at DHS	December 1, 2025	DO
4. Smith	Patricia	Custodian – night shift From FV	November 10, 2025	North
5. Stevens	Barry	Custodian – night shift From North	November 10, 2025	FV

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

A. Leaves - FMLA/STD/Workers Comp

1. Devitt	Tammy	Paraprofessional	November 14, 2025	KCCS
2. Maria	Alysha	Paraprofessional	October 14, 2025	KCCS
3. Melvin	Perry	Custodian	November 6, 2025	DO
4. Newman	Shaqueena	Custodian	November 4, 2025	South
5. Woolman	John	Custodian	November 8, 2025	DMSC

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. Cole	Olivia	Paraprofessional	October 22, 2025	KCCS
2. Dallas	Eleni	Paraprofessional	November 13, 2025	KCCS
3. Hampton	Devon	Paraprofessional	November 12, 2025	East
4. Harden	Starlet	Secretary	October 20, 2025	DO
5. Stephens	Crista	Paraprofessional	November 4, 2025	KCSILC

IV. RESIGNATIONS

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. FY26-11-01 Child Nutrition Job Abandonment October 23, 2025 DO

2.02 School Choice (Resolution No. 26-049)

School Choice Accept Good Cause 2025-2026 School Year

Student ID	Grade	School of Choice	Action	Inside/Outside of District
530815	4	BTW	Accept	Outside
493425	1	CES	Accept	Inside
677376	1	CES	Accept	Outside

School Choice Deny Good Cause 2025-2026 School Year

Student ID	Grade	School of Choice	Action	Inside/Outside of District
811827	KN	Fairview	Deny/Capacity	Inside

2.03 Financial Report – October 31, 2025 (Resolution No. 26-050)

Financial Reports for October 31, 2025 were approved.

2.04 Minutes – Minutes of Executive and Public sessions of regular Board of Education meeting October 20, 2025 (Resolution No. 26-051)

Minutes of executive and public sessions of regular Board of Education meeting October 20, 2025 were approved.

2.06 Field Trips (Resolution No. 26-052)

The following field trips were approved:

North Dover Elementary Choir to Hershey, PA, May 15, 2026.

2.07 Waiver for Building Use Rentals (Resolution No. 26-053)

None

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

3.01 Change Orders Central Campus Renovations

Mr. Mark Johnson presented change orders for Central Campus Renovations and noted he would not have anything to report for the December, 2025 meeting.

- No change orders over \$50,000 were presented for board approval.

3.02 Revised School Calendar for Kent County Secondary Intensive Learning Center (Resolution No. 26-054)

On a motion by Ms. Pendleton, seconded by Ms. Geist, and on a unanimous vote the board approved the revised school calendar for Kent County Secondary Intensive Learning Center only for the 2025-2026 School Year to reflect March 5, 2026 asynchronous day for students in grades 6, 7, 8, 9, and 12, while students in grades 10 and 11 will be participating in SAT/PSAT testing.

3.03 Unit Count/K-3 Class Size Analysis – 14 Del. C. 1705A (Resolution No. 26-055)

On a motion by Mr. Christiansen, seconded by Ms. Pendleton, and on a unanimous vote, the board adopted Resolution No. 26-055 approving the waiver of 14 Del. C. 1705A for Hartly Elementary School, South Dover Elementary School and Towne Point Elementary School and their established maximum student-to-instructor of ratio of 22-1 in Kindergarten through third grade classes as of the last Day of October, 2025.

3.04 98% Waiver Request – Del. C. §1704(4) (Resolution No. 26-056)

On a motion by Mr. Christiansen, seconded by Ms. Geist, and on a unanimous vote, the board adopted Resolution No. 26-056 approving waiver for 98% Factor – 14 Del. C. 1704(4) for East Dover ECC, Fairview ECC, Hartly Elementary School, South Dover Elementary School, and Middle School of Excellence with the caveat if there are available units, then these units are to be made available to the schools that show interest in utilizing their units.

3.05 County Impact Fees

Mr. Kuforiji shared that when there is new construction, as part of the building permit, funding is set aside for school districts for the capital improvement fund. Capital School District receives a check from Kent County from construction projects within the district's boundaries.

3.06 Executive Session

On a motion by Mr. Christiansen, seconded by Ms. Geist, and on a unanimous vote, the board returned to executive session at 10:30 p.m.

Dr. Jackson reconvened the meeting into open session at 11:23 p.m.

4.0 Adjournment

4.01 Adjournment

On a motion by Mr. Christiansen, seconded by Ms. Geist, and on a unanimous vote, the meeting was adjourned at 11:23 p.m.