

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
Vickie L. Pendleton

Wednesday, May 7, 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
Ms. Pendleton

Also Present:

Dr. Victor Cahoon, Superintendent of Schools

1.0 Open Session

On a motion by Mr. Christiansen, seconded by Dr. Jackson, and on a unanimous vote, the board entered open session at 5:30 p.m.

1.01 Roll Call – Establishment of a Quorum

On a roll call vote of 5/0: Ms. Pendleton – present; 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 Ms. Pendleton, and on a unanimous vote, the Board entered closed session at 5:31 p.m.

1.03 Reconvene Open Session

Ms. Duggins reconvened the meeting at 7:16 p.m. followed by the Pledge of Allegiance, led by

1.04 Recognitions – Board of Education recognized the following students and staff members:

- **Students and Directors in the Dover High School Band and Choir who participated in the 2025 Festivals of Music in Virginia Beach, VA, April 10-14, 2025**
 - Concert Band/Marching Band – Excellent Rating 1st Place
 - Jazz Band – Excellent Rating 1st Place
 - Concert Choir – Superior Rating 2nd Place
 - Select Ensemble – Superior rating 1st Place
 - Best Vocal Soloist – Danielle Jones
 - Best Drum Majors – SuNora Lewis & Auriana Moore
 - Best Overall Parade – Dover High School
 - Best Overall Choir – Select Ensemble
- Proclamations were read in celebration of:
 - Administrative Professionals Day – April 23, 2025
 - National School Principals' Day – May 1, 2025
 - National Teacher/Instructional Staff Appreciation Week – May 5-9, 2025

1.05 Presentations

- **Toriano Giddens, Principal – Towne Point Elementary School:** presented slides regarding Towne Point Elementary and highlighted the following:
 - Parent/student activities
 - Community activities and Sponsors
 - Awards ceremonies
 - Student Data including proficiency, reading data, math data, DeSSA SBAC reading and math data

- **Dr. Victoir Cahoon, Superintendent**, as requested by the Board, presented an update on Grade Reconfiguration.

Grade Reconfiguration Plan

- Master Facilities Plan
 - Completed steps
 - Overview of Next Steps

Open Central Elementary School for 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 will begin at William Henry Campus.

1.06 Superintendent Update - Dr. Victoir Cahoon, Superintendent, presented the Superintendent Update:

- Attendance at Meetings and Events
- Dr. Cahoon hosted the Delaware Chief School Officers on May 1, 2025 and shared photos of:
 - Students from Dover High School ‘s CNA program demonstrating what they’re learning in their pathway
 - Dover High School Artwork
- Upcoming Events including concerts, banquets, dinners, Dover High School graduation, and last day of school for students

1.07 Board President – Member Updates

Ms. Pendleton

- Attended several events:
 - Governor’s Prayer Breakfast
 - Celebration of Life for retired teacher and Principal Mrs. Linda Daye
 - Capital’s banquet on May 6, 2025 honoring staff members from each school who were chosen as Teacher of the Year and Behavioral Health Professional of the Year; honoring staff members from each school and district office who were chosen as Educational Support Professional of the Year.
- Attended ceremony where the City of Dover honored Susan Young-Brown, retired teacher from Capital School District, who celebrated 107 years of life. Mayor Christiansen named her birthday as her day in the City of Dover.
- Accompanied a Sorority member and shared snacks at Dover High School

Dr. DePrima

- Attended the event on May 6th honoring the teachers of the year, behavioral health professionals of the year and educational support professionals of the year. Congratulations to all of the staff members and to those chosen to represent the district at the state level.

Dr. Jackson

- Hoped everyone enjoyed their spring break.
- Attended Delaware School Boards Association Legislative Committee meeting where legislative bills were discussed with information shared of support for some educational legislation coming through from the Delaware legislature.
- Also attended the banquet on May 6th, very nice affair.

Mr. Christiansen

- Saddened by Mrs. Daye's passing. She touched a lot of lives in a lot of different capacities. My sympathies and prayers to her and her family.
- Also attended the banquet on May 6th, congratulations to the winners.

Ms. Duggins

- Attended the Governor's Prayer Breakfast.
- Attended the service for Mrs. Linda Daye. She was a wonderful asset to Capital School District
- Also attended the banquet on May 6th, was an excellent celebration of Capital's staff members.
- Announced that Mr. John Martin will receive his doctorate degree posthumously from Wilmington University. Ms. Duggins will be attending the graduation with Mr. Martin's wife.

1.08 Public Comment

- Tammy Mack – spoke regarding concerns in schools.
- Shaniqua Myles – voiced concerns regarding continued issues in the schools and congratulated Mr. Toriano Giddens on his appointment as Assistant Superintendent.
- Mozella Richardson Kamara – spoke regarding the success her children have accomplished this school year and the commitment needed from teachers, parents, and the community to make this success happen.
- Donna Johnson Geist – commented on celebrating Teacher Appreciation Week (May 5-9), and the importance of having experience to serve on the board.

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 Dr. Jackson, and on a unanimous vote, the board approved consent items 2.01, 2.02, 2.04, 2.05, 2.06 as presented and moved Consent Item 2.03 Financial Reports April 30, 2025 Resolution No. 25-113 to the Action/Discussion/Information Items Agenda Item No. 3.05.

2.01 Personnel (Resolution No. 25-111)

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. Brooks

Chenee'

Director – HR

April 7, 2025

DO

IV. RESIGNATIONS

A. Green Kelly Principal June 29, 2025 EC

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. Campbell	Sydia	Teacher – Kindergarten	25-26 SY	East ECC
2. Conejo Boj	Adriana	Teacher – Immersion	25-26 SY	South
3. Flaquer	Alvaro	Teacher – Immersion	25-26 SY	South
4. Mintz	Joshua	Teacher – Math	25-26 SY	DHS
5. Mukerjee	Sumana	Teacher – Spanish	25-26 SY	DHS
6. Robles	Ruby	Teacher – Kindergarten	25-26 SY	East ECC
7. Terlecki	Elizabeth	Teacher – Spec Ed	25-26 SY	DHS

B. New – Temporary

1. NONE

C. Rehire – Regular

1. NONE

D. Rehire – Temporary

1. NONE

E. E.P.E.R.

a. District Employees

1. Abate	Karen	ESY Teacher	Summer 2025	DHS
2. Allen	Danielle	21 st Century Teacher	Summer 2025	North
3. Batson	Adriya	ESY Teacher	Summer 2025	BTW
4. Baughman	Adam	ESY Teacher	Summer 2025	BTW
5. Brown	Tyshea	ESY Teacher	Summer 2025	BTW
6. Burton	Rosalynn	ESY Teacher	Summer 2025	BTW
7. Christmas	Brittany	ESY Teacher	Summer 2025	BTW
8. Darling-Spinelli, Angela		21 st Century Teacher	Summer 2025	North
9. Dauscher	Anne	ESY Teacher	Summer 2025	BTW
10. Ephraim	Emily	ESY Teacher	Summer 2025	DHS
11. George	Samantha	ESY Teacher	Summer 2025	EC
12. Green	Doreen	21 st Century Teacher	Summer 2025	North
13. Green	Doreen	ESY Teacher	Summer 2025	BTW
14. Green	Shannon	21 st Century Teacher	Summer 2025	North
15. Greer	Mary	ESY Teacher	Summer 2025	EC
16. Hickmon	Briana	ESY Teacher	Summer 2025	BTW
17. Hobby	Sabriyyah	ESY Teacher	Summer 2025	BTW
18. McClane	Cailin	ESY Lead Teacher	Summer 2025	BTW
19. McIntyre	Dewitt	ESY Teacher	Summer 2025	DHS
20. Nask	Samantha	Summer Teacher	Summer 2025	BTW
21. North	Sara	ESY Teacher	Summer 2025	EC
22. O'Keefe	Jennifer	21 st Century Teacher	Summer 2025	North

23. Sanders	Brandia	Summer Teacher	Summer 2025	SSU
24. Smith	Tashawna	ESY Teacher	Summer 2025	BTW
25. Thomas	Kerdine	21 st Century Teacher	Summer 2025	North
26. Unruh	Sarah	Summer Teacher	Summer 2025	BTW
27. Vidrine	Dalton	21 st Century Teacher	Summer 2025	North
28. White	Chahtinney	ESY Teacher	Summer 2025	BTW
29. Williams	Charity	ESY Teacher	Summer 2025	DHS
30. Willoughby,	Carrie	ESY Lead Teacher	Summer 2025	BTW
31. Yuksel	Ahmet	Summer Teacher	Summer 2025	SSU

b. Non-District Employees

1. Brown	Shaquan	21 st Century Teacher	Summer 2025	North
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II. CHANGE IN ASSIGNMENT

Classification/Job Title/Condition of Employment

A. Classification

1. Darling-Spinelli, Angela	Library Was North	25-26 SY	FV
2. McParlin Julie	Teacher – Spec Ed Was ELA	25-26 SY	DHS
3. Mickle Katherine	Teacher – ELA Was Reading Intervention	25-26 SY	DHS
4. Nask Samantha	Teacher – Kindergarten Was South	25026 SY	East

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

I. Leaves - FMLA/STD/Workers Comp

1. Forse	Peyton	Teacher	April 28, 2025	BTW
2. McGuire	Kyle	Teacher	May 2, 2025	KCSILC
3. Simmons	Shantiyanna	Teacher	April 24, 2025	South
4. Turner	Markland	Dean	April 28, 2025	DMSC

II. Leaves – Personal

1. NONE

III. Leaves - Military

1. NONE

IV. Leaves - Educational

1. NONE

V. Leaves - Sabbatical

1. NONE

VI. Leaves - Extension of Leave

1. NONE

VII. Return from Leave

1. Christian	Melissa School	Nurse	May 5, 2025	KCCS
2. Dauscher	Anne	Teacher	May 2, 2025	East
3. Dawkis	Danielle	Teacher	April 28, 2025	KCCS
4. McCrae	Brian	Teacher	May 5, 2025	East
5. Rockwell	Jennifer	School Nurse	May 6, 2025	DO

IV. RESIGNATIONS

A. NONE

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. CNRFY25-01 Non-Tenured - Documents properly placed in personnel file June 30, 2025
2. CNRFY25-02 Non-Tenured - Documents properly placed in personnel file June 30, 2025
3. CNRFY25-03 Non-Tenured - Documents properly placed in personnel file June 30, 2025
4. CNRFY25-04 Non-Tenured - Documents properly placed in personnel file June 30, 2025

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. NONE

B. New – Temporary

1. NONE

C. Rehire – Regular

1. NONE

D. Rehire – Temporary

1. NONE

E. E.P.E.R.

a. District Employees

a) Acree Mary

ESY Para

Summer 2025

EC

b)	Allen	Jordan	ESY Para	Summer 2025	DHS
c)	Assad	Hergine	Summer Para	Summer 2025	SSU
d)	Bell	Gabrielle	Summer Para	Summer 2025	BTW
e)	Burgoyne	Alanna	ESY Para	Summer 2025	BTW
f)	Campbell	Sydia	ESY Para	Summer 2025	BTW
g)	Coleman	Fonda	Summer Para	Summer 2025	SSU
h)	Corley	Darnell	ESY Para	Summer 2025	DHS
i)	Cottman	Shalara	ESY Para	Summer 2025	BTW
j)	Craig	Kaylie	21 st Century Para	Summer 2025	North
k)	Davis	Danielle	Summer Para	Summer 2025	BTW
l)	Demby-Williams,	Indya	Summer Para	Summer 2025	SSU
m)	Earl	Jordan	Summer Para	Summer 2025	SSU
n)	Emory	Stacy	ESY Para	Summer 2025	EC
o)	Erli	Angelina	ESY Para	Summer 2025	EC
p)	Foreman	Roland	ESY Para	Summer 2025	DHS
q)	Griffin	LaWanda	21 st Century Para	Summer 2025	North
r)	Howard	Trey	ESY Para	Summer 2025	EC
s)	Johnson	Jazmin	ESY Para	Summer 2025	BTW
t)	Kemmerle	Jenna	21 st Century Para	Summer 2025	BTW
u)	Kibler	Katelyn	ESY Para	Summer 2025	EC
v)	Miller	Carline	21 st Century Para	Summer 2025	North
w)	Moody	Ephesia	Summer Para	Summer 2025	BTW
x)	Moore	Krystal	Summer Para	Summer 2025	KCSILC
y)	Payne	Gary	Summer Para	Summer 2025	KCSILC
z)	Peeler	Charles	Summer Para	Summer 2025	SSU
aa)	Perry	Sonae	Summer Para	Summer 2025	KCSILC
bb)	Price	Joanne	21 st Century Para	Summer 2025	North
cc)	Renolds	Paul	Summer Para	Summer 2025	KCSILC
dd)	Saunders	Donna	ESY Para	Summer 2025	DHS
ee)	Scott	Jayden	Summer ESP Para	Summer 2025	SSU
ff)	Simek	Wendy	ESY Para	Summer 2025	EC
gg)	Simmons	Jakai	Summer Para	Summer 2025	SSU
hh)	Simpson	Henry Neal	Summer Para	Summer 2025	KCSILC
ii)	Solomon-McKoy,	Ashley	ESY Para	Summer 2025	EC
jj)	Stewart	Delayne	21 st Century Para	Summer 2025	North
kk)	Ventura	Angel	21 st Century Para	Summer 2025	North
ll)	Vidrine	Courtney	ESY Para	Summer 2025	EC
mm)	Walker	Shakima	Summer ESP Para	Summer 2025	SSU
nn)	Williams	Ziah	ESY Para	Summer 2025	DHS
oo)	Willingham	Ambrosia	ESY Para	Summer 2025	DHS
pp)	Winfield	David	Summer Para	Summer 2025	SSU
qq)	Zeisloft	Erin	ESY Para	Summer 2025	EC
a.	Non-District Employees				
a)	Caveza DeBaca	Logyn	ESY Para	Summer 2025	BTW
b)	Roberson	Lakea	21 st Century Para	Summer 2025	North

VIII. CHANGE IN ASSIGNMENT

Classification/Job Title/Condition of Employment

A. Classification

1. NONE

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

A. Leaves - FMLA/STD/Workers Comp

1. Coverdale	Myiesha	Paraprofessional	April 8, 2025	DHS
2. Simmons	Denise	Office Clerk	April 15, 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. Burgoyne	Alanna	Paraprofessional	April 30, 2025	East
2. Davis	Danielle	Paraprofessional	April 28, 2025	East
3. Durham	Brenda	Transportation	April 28, 2025	DO
4. Luff	Gary	Custodial	April 28, 2025	DO
5. Martinez	Carmen	Child Nutrition	May 5, 2025	DO
6. Rice	Abbey	Paraprofessional	April 28, 2025	KCCS
7. Wright	Davera	Paraprofessional	April 28, 2025	BTW

IV. RESIGNATIONS

A. Birchfield	Paige	Paraprofessional	May 1, 2025	KCCS
B. Venticinque	Christina	Paraprofessional	June 13, 2025	DO
C. Williams	Kendal	Paraprofessional	May 9, 2025	DHS

V. PENSIONS

Disability/Service/Vested

A. Disability

1. NONE

B. Service Pension

1. Robinson	Mary	Secretary	August 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

2.02 School Choice (Resolution No. 25-112)

School Choice Accept 2025-2026 School Year

Student ID	Grade	School of Choice	Action	Inside/Outside of District
545116	KN	Fairview -Immersion	Accept	Inside
680175	KN	East - Immersion	Accept	Inside

School Choice Deny 202-2026 School Year

Student ID	Grade	School of Choice	Action	Inside/Outside of District
571908	1	North	Deny/Capacity	Inside

School Choice Accept Good Cause 2025-2026 School Year

Student ID	Grade	School of Choice	Action	Inside/Outside of District
478512	3	BTW	Accept	Inside
585417	KN	Fairview	Accept	Inside
532800	3	South	Accept	Outside
455424	5	WHC	Accept	Outside
554832	6	MSE	Accept	Outside
455424	6	MSI	Accept	Outside
765529	KN-IMM	Fairview	Accept	Inside
569395	2	Central Elem.	Accept	Outside
501737	KN	Hartly	Accept	Outside

2.04 Minutes – Minutes of Executive and Public sessions of regular Board of Education meeting April 16, 2025 and minutes of special Board of Education meeting April 29, 2025 (Resolution No. 25-113)

Minutes of executive and public sessions of regular Board of Education meeting April 16, 2025 and minutes of special Board of Education meeting April 29, 2025 were approved.

2.05 Field Trips (Resolution No. 25-103)

None submitted.

2.06 Waiver for Building Use Rentals (Resolution No. 25-104)

None

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

3.01 Updates Central Campus Renovations and Change Orders (Resolution No. 25-105)

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

- Window/ EXT Door Replacement- Asbestos removal completed, demo of existing windows & lintels completed, window install 82% completed.
- Interior Renovations – Asbestos removal completed.
- Demo has been completed in new offices.
- Interior Framing is 100% completed.
- Interior Painting 10% completed.
- Foundations are 100% completed.
- Sitework is 80% completed.
- Plumbing Rough In 100% completed.
- Electrical Rough In 100% completed.
- Acoustical Tile Replacement 15% completed.

- Flooring Prep has started, new flooring to be onsite mid-May.

Mr. Johnson also presented one change order.

On a motion by Mr. Christiansen, seconded by Dr. Jackson, and on a unanimous vote, the board adopted Resolution No. 25-117 approving the change order Corporate Interiors in the amount of \$173,800.00.

3.02 Draft 2025-2026 Student Success Guide (Second Reading) (Resolution No. 25-106)

On a motion by Mr. Christiansen, seconded by Dr. Jackson, and on a unanimous vote, in accordance with recommendation of staff, action on the Draft 2025-2026 Student Success Guide (Resolution No. 25-106) was deferred until the June 18, 2025 Board of Education meeting.

3.03 School Discipline Improvement Program (SDIP) Dover High School and Kent County Secondary ILC (Second Reading) (Resolution No. 25-107)

On a motion by Mr. Christiansen, seconded by Dr. Jackson, and on a unanimous vote, action on the Discipline Improvement Program (DSIP) Dover High School and Kent County Secondary to be submitted to the Delaware Department of Education (Resolution No. 25-107), was deferred until the June 18, 2025 Board of Education meeting.

The submission should also include a letter from the Board of Education to the Delaware Department of Education requesting excusal for William Henry Campus from school discipline improvement plan due to the upcoming grade reconfiguration for SY2025-2026 that will reassign staff and students to accommodate the transition of 5th grade students into various elementary schools.

3.04 Proposed Board of Education Meeting Schedule 2025-2026 (First Reading) (Resolution No. 25-118)

On a motion by Mr. Christiansen, seconded by Dr. Jackson, and on a unanimous vote, action on the Proposed Board of Education Meeting Schedule 2025-2026 was deferred until the June 18, 2025 meeting.

3.05 Financial Reports April 30, 2025 (Resolution No. 25-113)

Mr. Christiansen engaged in discussion with Mr. Kuforiji in regards to increasing the number of School Resource Officers from one to two at Dover High and requested that in planning and preparing the preliminary budget for FY26 that the number of School Resource Officers be increased from four to five. He also requested that, when negotiating a new contract with the City of Dover Police Department in regards to assignment of SROs, wording be included that those assigned to Capital School District should remain in the district at all times.

On a motion by Mr. Christiansen, seconded by Dr. Jackson, and on a unanimous vote, the board adopted Resolution No. 25-113 approving the Financial Reports, April 30, 2025.

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 9:13 p.m.