

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



**CAPITAL
SCHOOL DISTRICT**

BOARD OF EDUCATION

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

Wednesday, December 4, 2024

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 Dr. DePrima, 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 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 5:30 p.m.

1.03 Reconvene Open Session

Ms. Duggins reconvened the meeting at 6:20 p.m. followed by the Pledge of Allegiance.

1.04 Recognitions – postponed until the January 15, 2025 meeting

1.05 Presentations

Kent County Community School

Mr. Ryan Matthews, Associate Principal, Kent County Community School, shared an overview of the KCCS program:

- Serves students with moderate to severe disabilities ages 2-22.
- Total of 283 students this school year attending the program across 8 sites:
 - Main site, BTW, William Henry Campus, Dover Middle Schools, Dover High School, STEPS, STRIVE and Project SEARCH
- An overview of the Booker T. Washington Satellite School which serves students in grades K-4, was presented which included:
 - Academic Performance, Attendance and Enrollment Trends
 - School Climate and Culture, Behavioral Data and Discipline
 - Students have access to inclusion opportunities at this site through lunch, recess, related arts, and general education academics
 - Challenges and action plans: BTW Playground
- Program-wide challenges and action plans

Elementary Curriculum, Instruction and Assessment

Mrs. Cathy Schreiber, Director of Elementary Curriculum, Instruction and Assessment spoke regarding her department including:

- Overview of instructional priorities
- Key achievements
- Current projects and initiatives

- ELA and Math data highlights
- Beginning of the Year screening data
- Challenges such as staff retention, learning loss from COVID, student SEL and behavioral needs impacting instruction

1.06 Interim Superintendent Update

Dr. Victor Cahoon shared his memories of Mr. John C. Martin, Jr. and how Mr. Martin leaves a legacy of being able to connect with students and cultivating relationships with not only students but also with the staff and community in general. Greetings to all as we celebrate holidays in December.

1.07 Board President – Member Updates

Dr. DePrima

- Wished everyone a great holiday season. See you in the new year.

Dr. Jackson

- Attended the William Henry Thanksgiving event-great attendance and wonderful opportunity to connect with students and families.
- Happy Holidays to all.

Mr. Christiansen

- Had a chance to visit Ms. Bordley's classroom in the Pre-K program at Fairview Elementary. Ms. Bordley was engaging with her 3 and 4 year students, and you could just see her passion as a new teacher.
- Went to East Dover Elementary responding to a strange odor in the school, called 911, students and staff were evacuated but returned to school shortly thereafter. Odor was due to a construction employee working in the area of East Dover who inadvertently damaged a gas line.
- There was an issue regarding bus stops at Governors Avenue and Kirkwood Street. Had a meeting with the Transportation Department and new bus stops were assigned and shared with the families affected. Staff responded to City of Dover regarding the issue.
- Towne Point Elementary School Chorus will be singing at the City of Dover Tree Lighting Ceremony on December 5, 2024 at 6 pm. Also, the City of Dover is sponsoring a "Hometown Holiday" on December 14, 2024 from 12-4 pm at Legislative Mall.
- Expressed thanks to everyone for assisting with Mr. Martin's service – his going away was really well done. And as Mr. Martin would say, the holidays are coming, take the time to vacate and Happy New Year!

Ms. Duggins

- Board/District will be sending out a survey to stakeholders and community asking everyone to respond regarding what characteristics, experience, etc. are desired for the next Superintendent.
- Board/district will be following Board Policy #100-10 to appoint a replacement for Mr. Martin.
- Mr. Martin was responsible for Ms. Duggins deciding to be a candidate for the Board of Education to which she was elected.
- On behalf of Marty's family, thank you to Mr. Christiansen and Capital staff who assisted in preparation of his funeral and also on the day of the funeral. Very much appreciated by the family.
- Happy Holidays, relax, reorganize, enjoy your family, and come back refreshed for a New Year and the remainder of the school year.

1.08 Public Comment

- Francheska Carry, parent, spoke regarding concerns of her child not being ready to advance to 5th grade next year and referred to data posted in the Delaware Department of Education reports for Capital, specifically for South Dover Elementary School. Would like to see more parents involved in schools.

- Mozella Richardson Kamara spoke regarding the Superintendent Search and the process for replacing Mr. John Martin on the School Board. Had a concern that her child was allowed to get off at a bus stop that was not the child's assigned bus stop. For the Superintendent Search, hope the public will be involved through social media, emails and on the website. Extended wishes to all for Happy Holidays and a Blessed New Year.

On a motion by Mr. Christiansen, seconded by Dr. DePrima, and on a unanimous vote, the board deferred Action/Discussion/Information Item 3.04 Proposal for Salary Increase for Kent County Secondary Intensive Learning Center Principal Position (Resolution No. 25-053) and Item 3.05 Approval of the proposed tiered salary scale adjustment for elementary school principals with over 500 students, effective July 1, 2025. (Resolution No. 25-064) until the January 15, 2025 meeting.

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.

2.01 Personnel (Resolution No. 25-057)

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.

VI. Extension of Administrative Contracts

No action taken.

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. Rislin | Schneider | Teacher | December 2, 2024 | DHS |
| 2. Trahan | Emma | Teacher | December 9, 2024 | East |
| 3. Youse | Corinne | Behavior Liaison | December 2, 2024 | KCCS |

C. Rehire – Regular

1. NONE

D. Rehire – Temporary

1. NONE

E. E.P.E.R.

a. District Employees

1. Benton-Robinson	Latisha	21 st Century Teacher	November 2024	BTW
2. Farrell	Austin	21 st Century Teacher	November 2024	BTW
3. Moultry-Zayd	Farrah	21 st Century Teacher	November 2024	BTW
4. Reese	Latoya	21 st Century Teacher	November 2024	BTW
5. Tolson	Sylvia	21 st Century Teacher	November 2024	BTW

b. Non-District Employees

1. NONE

II. 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. NONE

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. Bates	Michelle	Teacher	November 18, 2024	MSE
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IV. RESIGNATIONS

1. Bates	Chris	Teacher	November 25, 2024	KCCS
2. Butz-Miller	Melissa	Reading Intervention	December 20, 2024	DHS
3. Kemp	Morgan	Teacher	January 3, 2024	FV

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. Banks	Willie	Custodian – Night Shift	December 16, 2024	Middle
2. Johnson	Bryant	Custodian – Night Shift	December 16, 2024	WHC

B. New – Temporary

1. Dunbar	Quincson	Instructional Para	Dec. 9, 2024	WHSSU
2. Lewis	Deynesha	Child Nutrition	Dec. 2, 2024	North
3. Passivo	Jessica	Extra Support Para	December 9, 2024	KCCS
4. Riley	Harriett	Reading Para – FT	December 16, 2024	East
5. Summers	Kailani	Instructional Para	December 2, 2024	KCCS
6. Webb	Stephanie	Extra Support Para	December 2, 2024	MSI
7. Williams	Keturah	Instructional Para	December 2, 2024	KCCS

C. Rehire – Regular

1. NONE

D. Rehire – Temporary

1. NONE

E. E.P.E.R.

1. District Employees

a. Gladden	Michelle	21 st Century Para	November 2024	BTW
b. Martin	Kafi	21 st Century Para	November 2024	South
c. Moxley	Rebecca	21 st Century Para	November 2024	BTW
d. Roach	Kenneth	21 st Century Para	November 2024	BTW
e. Roach	Tia	21 st Century Para	November 2024	South
f. Roach	Tia	Social Media Manager	December 2024	DHS
g. Stewart	Delayne	21 st Century Para	November 2024	North
h. Thompson, Carole		21 st Century Para	November 2024	BTW
i. Zimmerman, Cori		21 st Century Para	November 2024	BTW

2. Non-District Employees

a. Daniels	Elizabeth	21 st Century Para	November 2024	South
b. Evans	Jesse	21 st Century Para	November 2024	BTW
c. Roach	Lanai	21 st Century Para	November 2024	BTW

II. CHANGE IN ASSIGNMENT

Classification/Job Title/Condition of Employment

A. Classification

1. Dawson	Adrienne	Reading Para From Instructional Para	December 9, 2024	East
2. Stevens	Bruce	Grounds Crew From Chief Custodian - WHC	November 18, 2024	DO

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

A. Leaves - FMLA/STD/Workers Comp

1. Hutson	Lisa	Paraprofessional	December 4, 2024	KCCS
2. Walker	Christopher	Paraprofessional	November 11, 2024	South

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. Lilly	Kayla	Paraprofessional	December 4, 2024	KCCS
2. Paul	Nickenson	Paraprofessional	December 2, 2024	MSI
3. Perry	Sonae	Paraprofessional	December 2, 2024	MSI
4. Stevens	Asha	Transportation	November 19, 2024	DO

IV. RESIGNATIONS

A. Martinez	Jogeily	Paraprofessional	November 20, 2024	South
B. Neidig	Elaine	Child Nutrition	November 22, 2024	DO
C. Shockley	Ashley	Paraprofessional	December 9, 2024	WH SSU

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. FY25-Dec-1	Constable	Unprofessional conduct	December 18, 2024	MSE
2. FY25-Dec-2	Para	Non-certification	December 1, 2024	MSI
3. FY25-Dec-3	Para	Non-certification	Dec. 1, 2024	KCCS

2.02 School Choice (Resolution No. 25-058)

None

2.03 Financial Reports – November 30, 2024 (Resolution No. 25-059)

Not available.

2.04 Minutes – Minutes of Executive and Public sessions of regular Board of Education meeting November 20, 2024 and Minutes of special Board of Education meetings November 13, 2024 and November 18, 2024 (Resolution No. 25-060)

Minutes of executive and public sessions of regular Board of Education meeting November 20, 2024 and minutes of special Board of Education meetings November 13, 2024 and November 18, 2024 were approved.

2.05 Field Trips (Resolution No. 25-061)

None

2.06 Waiver for Building Use Rentals (Resolution No. 25-062)

None

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

3.01 Updates Central Campus Renovations

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

- 1 Roof Project Bid Pack A - Completed with Final Inspection
- 2 Masonry Project Bid Pack B - Completed with Final Inspection
- 3 Roof Project Bid Pack C - Completed with Final Inspection
- 4 Window/ EXT Door Replacement - Window/ EXT Door Replacement-asbestos removal completed
- 5 Demo of existing windows & lintels completed, waiting on window delivery mid-December
- 6 Interior Renovations – Bid results approved at November Board Meeting, submittal process is ongoing.

3.02 Revisions Policy #500-28 Title IX Policy (First Reading) (Resolution No. 25-055)

On a motion by Mr. Christiansen, seconded by Dr. Jackson, and on a unanimous vote, action on Revisions Policy #500-28 title IX Policy was deferred for a second reading at the January 15, 2025 meeting.

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

On a motion by Dr. DePrima, seconded by Mr. Christiansen, and on a unanimous vote, action on Revisions Policy #600-10 Grading and Reporting of Students Progress was deferred for a second reading at the January 15, 2025 meeting.

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

Action deferred until the January 15, 2025 meeting.

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

Action deferred until the January 15, 2025 meeting.

3.06 Bid Pack E Central Campus Renovations (Resolution No. 25-065)

On a motion by Mr. Christiansen, seconded by Dr. Jackson, and on a unanimous vote, the board adopted Resolution No. 25-065 approving staff advisement to award bid for asbestos abatement at the Central Campus to Plymouth Environmental. Note: Board members requested an update on progress of construction at William Henry campus.

4.0 Adjournment

4.01 Adjournment

On a motion by Mr. Christiansen, seconded by Ms. Duggins, and on a unanimous vote, the meeting was adjourned at 8:45 p.m.