

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

Wednesday, March 11, 2020

Administrative Office

MINUTES



BOARD OF EDUCATION

John C. Martin, Jr., President
Dr. Chanda Jackson-Short, Vice President
Sean P. M. Christiansen
Joan L. Engel
Dr. Anthony J. DePrima

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

Board Members Present:

Mr. Martin
Dr. Chanda Jackson-Short
Mr. Christiansen
Mrs. Engel
Dr. DePrima

Also Present:

Dr. Dan Shelton, Superintendent
Members of the Media

1.01 Roll Call – Establishment of Quorum

On a motion by Dr. DePrima, seconded by Dr. Jackson-Short, and on a unanimous vote, the Board entered public session at 5:15 p.m. in the board room. Roll call was conducted. Mr. Christiansen was absent at roll call but arrived at 5:42 pm.

1.02 Board Discussion (No Action – No Public Comment)

Topics that were discussed included:

Mr. Martin discussed scheduling professional development for board members. Dr. Shelton shared with the board the district's Pandemic Preparedness Plan which will be presented during public session for approval. Other topics discussed were outside rentals of schools, the In-School Alternative Program, and continued discussion regarding lunch times and students in hallways while waiting for lunch at Dover High School.

1.03 Executive Session

On a motion by Dr. DePrima, seconded by Dr. Jackson-Short, and on a unanimous vote, the Board entered closed session for reasons set forth in the agenda at 6:00 p.m. and moved to Room 105 of the administrative office for the purpose of discussing Student Discipline Matters, Legal Matters and Personnel Matters.

1.04 Reconvene Open Session/Pledge of Allegiance

The Board reconvened into public session at 7:00 p.m. followed by the Pledge of Allegiance, led by members of the Fairview Elementary School Safety Patrol.

1.05 School Updates

Mr. Paul Dunford, Director of Instruction, presented school updates.

1.06 Board President/Member Updates

Dr. DePrima

- Attended South Dover Elementary to read to students for Dr. Seuss birthday.
- Visited East Dover Elementary for the Kindness Tunnel, which was a walk-through of the school with students holding signs with positive messages, was really exhilarating.
- Apologized to Fairview for his forgetfulness. Can come any time to read to students.
- Attended Construction Committee meetings.

Mrs. Engel:

- Also took part in the Kindness Tunnel at East Dover Elementary School.
- Read at South Dover Elementary School and at Kent County Community School, both were wonderful experiences.
- Represent Capital School District as a board member of the Murphey School Board and was able to visit the USS Delaware, in Norfolk, VA, really neat experience.
- Remember the homeless.

Mr. Christiansen:

- Remember that some winter sports' teams are still playing – Dover High School boys' basketball team and Unified basketball team are in the playoffs.
- Spring sports began March 1.
- Come out and support DHS Boys' baseball team – having a Quarter Auction March 22 at the American Legion.
- Send condolences to CSD staff members who have recently lost family members.
- Will be coming off as a member of the Construction Committee and Dr. Jackson-Short will take this assignment.

Dr. Jackson-Short

- Looking forward to participating on the Construction Committee which will be a valuable learning experience.
- Attended the meeting of the Village – committee formed with community groups interested in volunteering in the district.
- Attended the recent Strategic Intent 2 meeting – presentation will be made tonight.
- Attended Transition to Life Fair held in Capital on March 11. This event was amazing, lots of resources available, and was a great success.
- Am willing to read to students.

Mr. Martin

- Excited about Unified Basketball game between Dover and Caesar Rodney.
- Basketball teams are doing really well – Dover High School girls' basketball team played well; Dover High School boys' basketball team still playing and heading towards the finals.
- Visited CMS – extremely impressed by climate and behavior, following rules and being courteous.
- Working with DSBA in ways to collaborate and provide training for the board at the end of the month.

1.07 Superintendent Update

Dr. Shelton

- Reported that district administrators have been meeting on a regular, daily basis regarding the Coronavirus. Will be presenting Capital School District Pandemic Preparedness Plan for board approval.
- District students had an amazing year in winter sports. Very proud of student athletes.
- Expressed thanks to the special guests for reading to our students.
- Friday, March 13, is the date for the district Tech Conference.

1.08 School, Student and Staff Recognition

The Board of Education and Dr. Shelton presented certificates of recognition to students as follows:

- Fairview Elementary School Safety Patrol Members
- Central Middle School Cheerleaders and Coach for the following awards:
 - Polytech Spirit Jam Cheer Competition - 1st Place in Game Day Division
 - CR Rider Pride Cheer Competition - 1st Place in Game Day Division and 1st Place in Small Middle Division
 - Lake Forest Cheer Competition - 1st Place in Small Middle Division, Best Overall Dance, and GRAND CHAMPIONS

1.09 Public Comment (Limited to 3 minutes per speaker)

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 Mr. Christiansen, seconded by Dr. DePrima, and on a unanimous vote, the board adopted consent items as presented.

2.01 Personnel (Resolution No. 20-080)

ADMINISTRATIVE PERSONNEL

Approval for Administrative Personnel as listed, pending criminal reference checks.

I. 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. HerreraPam | Director Elem. Ed | March 30, 2020 | District |
|---------------|-------------------|----------------|----------|

II. RESIGNATIONS

A. NONE

III. PENSIONS

Disability/Service/Vested

A. Disability

1. NONE

B. Service Pension

- | | | | |
|---------------|-------------------|---------------|----------|
| 1. HerreraPam | Director Elem. Ed | April 1, 2020 | District |
|---------------|-------------------|---------------|----------|

C. Vested Pension

1. NONE

CERTIFIED PERSONNEL

Approval for Certified Personnel as listed, pending criminal reference checks.

I. APPOINTMENTS

A. New – Regular

- | | | | | |
|--------------|---------|----------------------|-------------|----------|
| 1. Mogharbel | Jamilah | School Psychologist | August 2020 | DHS |
| 2. Neubauer | Emily | School Psychologist | August 2020 | District |
| 3. Rudzinski | Stephen | School Psych Intern | August 2020 | District |
| 4. Weaver | Melinda | Teacher – Elementary | August 2020 | WHMS |

B. New – Temporary

1. NONE

C. Rehire – Regular

- | | | | | |
|-----------|-------|---------------------------|-------------|------|
| 1. James | Emily | Teacher – PreK | August 2020 | East |
| 2. Mazzio | Katie | Teacher – Spec Ed Science | August 2020 | DHS |

D. Rehire – Temporary

1. NONE

E. E.P.E.R.

1. District Employees

a. Darling-Spinelli	Angela	Extra Time Teacher	February 25, 2020	North
b. Hayes	Jenna	Asst Girls Lacrosse Coach	Spring 2020	CMS

2. Non-District Employees

- a. 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

H. Leaves - FMLA/STD/Workers Comp

1. Cecconni	Cara	Teacher	March 3, 2020	North
2. Morgan	Rebecca	Psychologist	February 26, 2020	DO
3. Murray	Debra	Instructional Coach	February 6, 2020	East
4. Smith	Cory	Teacher	February 25, 2020	TP

I. Leaves - Personal

1. NONE

J. Leaves - Military

1. NONE

K. Leaves - Educational

1. NONE

L. Leaves - Sabbatical

1. NONE

M. Leaves - Extension of Leave

1. NONE

N. Return from Leave

1. Long	Mary Jane	Teacher	February 24, 2020	DHS
2. Scott	Susan	Teacher	February 15, 2020	WHMS

IV. RESIGNATIONS

A. Barnes	Brandon	Teacher	March 21, 2020	East
B. Dean	Mark	Teacher – Art	April 2, 2020	BTW/East

- 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

Approval for Classified Personnel as listed, pending criminal reference checks.

- I. APPOINTMENTS
 - A. New – Regular
 - 1. NONE
 - B. New – Temporary

1. Curto	Briana	Instructional Para – PT	March 25, 2020	FV
2. Hughes	Kevin	School Safety Monitor	TBD	North
3. Wesley	Thomas	Custodian – Night Shift	March 23, 2020	North
 - C. Rehire - Regular
 - 1. NONE
 - D. Rehire – Temporary
 - 1. NONE
 - E. EPER
 - 1. District Employees

a. Tierson	Tessa	Asst. Softball Coach	Spring 2020	CMS
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 - 2. Non-District Employees

b. McKee	Jerry	Asst. Softball Coach	Spring 2020	DHS
c. Powell	Paige	Asst. Softball Coach	Spring 2020	DHS
d. Wallace	Jenna	Asst. Woman’s Soccer Coach	Spring 2019	DHS
e. Wallace	Jenna	Asst. Woman’s Soccer Coach	Spring 2020	DHS
- 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/Return from Leaves

A. Leaves – FMLA/Medical/Workers Comp

- | | | | | |
|------------|----------|-----------------------|-------------------|------|
| 1. Jones | Barry | School Safety Monitor | March 11, 2020 | TP |
| 2. Sacco | Danielle | Paraprofessional | February 19, 2020 | East |
| 3. Stevens | Barbara | Paraprofessional | February 21, 2020 | KCCS |

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. Lopez | Bianca | Custodian | February 25, 2020 | BTW |
| 2. Stevens | Barbara | Paraprofessional | March 10, 2020 | KCCS |

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

1. NONE

2.02 Correction to Substitute Rate for Class C Substitutes (Resolution No. 20-081)

Correction to Substitute Rate from \$70.00 to \$75.00 for Class C Substitutes was approved.

2.03 School Choice (Resolution No. 20-082)
School Choice Accept 2019-2020 School Year

Student ID	Grade	School of Choice	Action	Inside/Outside of District
139565	2	East Dover Elementary	Invite	Inside
329267	4	Hartly Elementary	Invite	Outside

School Choice Accept 2020-2021 School Year

Student ID	Grade	School of Choice	Action	Inside/Outside of District
492017	K	Booker T. Washington Elementary	Invite	Outside
461083	1	Booker T. Washington Elementary	Invite	Inside
335771	2	Booker T. Washington Elementary	Invite	Inside
666210	K	Fairview Elementary	Invite	Inside
564685	K	Fairview Elementary	Invite	Inside
423620	K	Fairview Elementary	Invite	Inside
492082	K	Fairview Elementary	Invite	Outside
564698	K	Hartly Elementary I	Invite	Inside
467228	K	Hartly Elementary	Invite	Inside
373710	K	Hartly Elementary	Invite	Outside
491961	K	Hartly Elementary	Invite	Outside
477098	K	North Elementary	Invite	Inside
450573	K	South Dover Elementary	Invite	Inside
432869	K	South Dover Elementary	Invite	Inside
477333	K	South Dover Elementary	Invite	Inside
492072	K	South Dover Elementary	Invite	Inside
477474	K	South Dover Elementary	Invite	Inside
446581	K	South Dover Elementary	Invite	Inside
492003	K	South Dover Elementary	Invite	Inside
335771	2	Booker T. Washington Elementary	Invite	Inside
666210	K	Fairview Elementary	Invite	Inside
564685	K	Fairview Elementary	Invite	Inside
423620	K	Fairview Elementary	Invite	Inside
492082	K	Fairview Elementary	Invite	Outside
564698	K	Hartly Elementary I	Invite	Inside
467228	K	Hartly Elementary	Invite	Inside
417272	K	South Dover Elementary	Invite	Outside
461759	K	South Dover Elementary	Invite	Outside
264262	K	South Dover Elementary	Invite	Outside
796066	3	South Dover Elementary	Invite	Inside
341131	6	Central Middle School	Invite	Outside
366434	7	Central Middle School	Invite	Outside
259734	9	Dover High School	Invite	Outside
266425	9	Dover High School	Invite	Outside

School Choice Denied 2020-2021 School Year

Student ID	Grade	School of Choice	Action	Inside/Outside of District
163176	11	Dover High School	Denied	Outside

2.04 Financial Reports – February 29, 2020 (Resolution No. 20-083)

Financial Reports as of February 29, 2020 were approved.

2.05 Minutes – Minutes of Executive and Public sessions of regular Board of Education meeting on February 19, 2020 (Resolution No. 20-084)

Minutes of executive and public sessions of regular Board of Education meeting on February 19, 2020 were approved.

2.06 Field Trips (Resolution No. 20-085)

No field trips were presented for approval.

2.07 Student Disciplinary Matters (Resolution No. 20-086)

The Board of Education has reviewed the transcript, evidence and hearing officer's recommendation in the matter of student case 2020-31592: After having reviewed this information, student will be expelled for the remainder of the school year. Homebound services will be provided to meet the needs of student's IEP and will give student the opportunity to graduate from high school. Student will not be able to participate in any graduation ceremonies at Dover High School.

The Board of Education has reviewed the transcript, evidence and hearing officer's recommendation in the matter of student case 2020-164367: After having reviewed this information, and since student is not eligible per State statute to return to Dover High School or attend a Consortium Delaware Alternative Program, student will be expelled for 180 days retroactive to February 18, 2020. Mrs. Burgoyne will contact parent and the education liaison at the juvenile detention center on setting up placement for an educational online program so that student may continue earning high school credits. Should student wish to return to Capital School District upon completion of the expulsion, student should show documentation that student has not accrued any additional criminal charges and does not pose a threat to others.

The Board of Education has reviewed the transcript, evidence and hearing officer's recommendation in the matter of student case 2020-140181: After having reviewed this information and since student is not eligible per State statute to return to Dover High School or attend a Consortium Delaware Alternative Program, student will be expelled for 180 days retroactive to February 18, 2020. Mrs. Burgoyne will contact parent when student transitions out of the juvenile detention center on setting up student's placement for an educational online program so that student may continue earning high school credits.

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

3.01 Strategic Plan SI2 – Meeting the Needs of the Whole Child – Quarterly Update

Dr. Shelton, Mr. Dunford, Mr. Simpson, Mr. Montano, Dr. Brown, and Mrs. Schreiber, presented a quarterly update of Strategic Plan Strategic Intent 2 – Meeting the Needs of the Whole Child with the following groups currently working and associated with SI2:

- 2.1 Professional Learning
- 2.2 Systems & Schedules
- 2.3 Specialized Instruction
- 2.4 Advocacy Prioritization
- 2.5 Summer professional learning
- 2.6 SEL Standards
- 2.7 Teaching and Learning Model

3.02 Kent County Transition to Life Fair – The Amazing Race to Adulthood

Ms. Kathleen Stephan and Ms. Amanda Wells reported to the board on the Kent County Transition to Life Fair which was held in Capital School district on March 10. Every district in Kent County was represented. The event was well attended and great information was shared.

3.03 City of Dover Permit Fees Discussion (Resolution No. 20-087)

On a motion by Dr. Jackson-Short, seconded by Mrs. Engel, and on a vote of 3/1/1: Dr. DePrima - No, Mrs. Engel - Yes, Mr. Christiansen - Recuse, Dr. Jackson-Short - Yes, Mr. Martin – Yes, the board adopted Resolution No. 20-087 directing the Superintendent to work with the State of Delaware and City of Dover to have permitting fees waived or reduced for all future construction projects.

3.04 Pat Lynn Drive Construction Change Order Process (Resolution No. 20-088)

On a motion by Mr. Christiansen, seconded by Dr. DePrima, and on a unanimous vote, the board adopted Resolution No. 20-088 approving the Change Order Process for new middle schools construction.

3.05 Budget Policy Review Committee (Resolution No. 20-089)

On a motion by Mr. Christiansen, seconded by Dr. DePrima, and on a unanimous vote, the board adopted Resolution No. 20-089 approving the members of and establishing the Budget Policy Review Committee, with Dr. DePrima as the representative of the Board of Education.

3.06 Pandemic Preparedness Plan (Resolution No. 20-090)

On a motion by Dr. DePrima, seconded by Dr. Jackson-Short, and on a unanimous vote, the board adopted Resolution No. 20-090 approving the initial Capital School District Pandemic Preparedness Plan and providing the Superintendent with the Authority to adjust the plan as the situation changes and/or in accordance with guidance from Delaware Department of Education, Delaware Health and Social Services, and/or the CDC. Communication will be sent out to students, families, staff and community. At this time, all out-of-state field trips are cancelled. District will adjust and adapt as needed. Providing meals for students if school is closed will be considered.

4.0 Adjournment

4.01 Adjournment

On a motion by Mr. Christiansen, seconded by Dr. Jackson-Short, and on a unanimous vote, the meeting was adjourned at 9:15 p.m.