

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



BOARD OF EDUCATION

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

Wednesday, November 15, 2017
Administrative Office
MINUTES

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

Board Members Present:

Mr. Christiansen
Mr. Martin
Mr. Taylor
Dr. Jackson-Short
Mrs. Engel

Also Present:

Dr. Daniel C. Shelton, Superintendent
Members of the Media

1.01 Roll Call – Establishment of Quorum

On a motion by Mr. Martin, seconded by Mr. Taylor, and on a unanimous vote, the Board entered public session at 4:31 pm in the board room. All members were present. On a motion by Mr. Martin, seconded by Mr. Taylor, and on a unanimous vote, the Board entered a work session regarding parliamentary procedures.

1.02 Executive Session

At the conclusion of the work session, a motion was made by Mr. Taylor, seconded by Mrs. Engel, and on a unanimous vote, the Board entered executive 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 Matter and Personnel Matters.

1.03 Reconvene Open Session/Pledge of Allegiance

The Board reconvened into public session at 7:00 p.m. and Mr. Christiansen announced the board would be going back into public session following the conclusion of Action/Discussion/Information on Agenda No. 3.09. Colors and flags were presented followed by the Pledge of Allegiance led by Vice President Martin.

1.04 School, Student and Staff Recognition

Capital School District recognized:

- The following Dover High School AP Scholars were recognized for their achievement on the 2017 Advanced Placement Exams: Emily Cook, Jada Kilgore, Ashley Manifold, Riley Pelton, Muskan Kaur, Omari John and Hayley Scheir.

1.05 School Updates

Dr. Sylvia Henderson presented school updates for Central Middle School, KCCS and DAP, North Dover Elementary, Kent County Secondary ILC, Booker T. Washington Elementary, Dover High School, East Dover Elementary, Towne Point Elementary, South Dover Elementary and Fairview Elementary.

1.06 Board President/Member Updates

Mrs. Engel:

- Visited two schools this past month:
 - South Dover where lots of activities are taking place
 - Central Middle School where the 21st Century Program under the direction of Ms. Natalie Way was recognized for their Hearts and Hugs Campaign
- Invited everyone to attend a fund raiser Paint Nite on November 30 at the Dover Grotto's sponsored by East Dover Elementary School Nurse Janet DePrima, who is trying to start an equine therapy activity at the school.

Dr. Jackson-Short:

- Participated in the Dover High School Homecoming parade and attended the football game. Nice to see so much Senator Pride!

Mr. Taylor:

- Visited Towne Point Elementary School where he spoke to one young man who was going Trick or Treating dressed and posing as Mr. Giddens.
- Expressed concern regarding the homeless population and requested the district to look into and work with health organizations to see if the Child Nutrition Department can distribute fruits and leftover food to the homeless.

Mr. Martin:

- Share some trivia – in 2021 the Thanksgiving Day holiday will be 400 years old. Also, Benjamin Franklin wanted the turkey to be named the national bird.
- Extended wishes for a great Thanksgiving as well as rest and relaxation.

Mr. Christiansen:

- Wonderful things happening in all of our 12 schools. Community supports our district on a daily basis.
- Homecoming parade was a success.
- Lady Senator's field hockey team made the playoffs.
- On November 5, City of Dover hosted a delegation from Myagi, Japan. Mr. Christiansen, along with Dr. Shelton and Dr. Voshell, attended this very nice affair and strengthened our partnerships.
- Happy Thanksgiving!

1.07 Superintendent Update

Dr. Shelton

- Attended many school and community events.

1.08 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. Taylor, seconded by Dr. Jackson-Short, and on a unanimous vote, Consent Item 2.01 Personnel was removed from consent items and placed on the Action/Discussion/Information Items as Agenda Item 3.10 (Resolution No. 18-051). On a motion by Mr. Taylor, seconded by Dr. Jackson-Short, and on a unanimous vote, consent items 2.02 through 2.06 were approved.

2.02 School Choice (Resolution No. 18-042)

School Choice Accept 2017-2018 School Year

Student ID	Grade	School of Choice	Action	In/Outside of District
78400	1	Fairview Elementary School	Invite	In
195386	K	Hartly Elementary School	Invite	Outside
144024	1	Hartly Elementary School	Invite	Outside
400724	3	Hartly Elementary School	Invite	Outside
371494	4	Hartly Elementary School	Invite	Outside

Student ID	Grade	School of Choice	Invite	In/Outside of District
004048	2	South Dover Elementary School	Invite	In
014474	3	South Dover Elementary School	Invite	In
224190	6	William Henry Middle School	Invite	Outside
118839	9	Dover High School	Invite	Outside
119009	10	Dover High School	Invite	Outside
024765	11	Dover High School	Invite	Outside
907807	12	Dover High School	Invite	Outside

2.03 Financial Reports – September 30, 2017 (Resolution No. 18-043)

Financial reports as of October 31, 2017 were approved.

2.04 Minutes – Special Board of Education Meeting October 9, 2017 and Executive and Public sessions of regular Board of Education meeting October 18, 2017 (Resolution No. 18-044)

Minutes of special Board of Education meeting on October 9, 2017 and executive and public sessions of regular Board of Education meeting October 18, 2017 were approved.

2.05 Field Trips (Resolution No. 18-045)

The following field trip was approved:

Dover High School grades 9-12 Animal Science students to Camden, NJ, December 20, 2017

Dover High School Varsity Wrestling to Columbia, MD, December 8-December 9, 2017

2.06 Student Disciplinary Matters (Resolution No. 18-046)

None

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

3.01 Strategic Plan SI3 – Senator Pride – Quarterly Update

Dr. Henderson, Ms. Cooke, and Mrs. Guinn presented a quarterly update of the working groups associated with Strategic Plan Strategic Intent 3 – Senator Pride:

3.1 Recruit/Retain Quality Staff

3.2 Engage Capital Families/Community

3.3 Marketing and Branding

3.02 Dover High School Course Proposal Advanced Mathematics Topics (Resolution No. 18-047)

On a motion by Mr. Taylor, seconded by Mr. Martin, and on a unanimous vote, the board adopted Resolution No. 19-047 approving the Dover High School Course Proposal Advanced Mathematics Topics.

3.03 Dover High School CTE Course Proposal Early Childhood Teacher Academy (Resolution No. 18-048)

On a motion by Mr. Taylor, seconded Mr. Martin, and on a unanimous vote, the board adopted Resolution No. 18-048 approving Dover High School CTE Course Proposal Early Childhood Teacher Academy.

3.04 Dover High School CTE Course Proposal Architectural Engineering Technology (Resolution No. 18-049)

On a motion by Mr. Taylor, seconded by Mrs. Engel, and on a unanimous vote, the board adopted Resolution No. 18-049) approving Dover High School CTE Course Proposal Architectural Engineering Technology.

3.05 September 30th Unit Count/K-3 Class Size Analysis – 14 Del. C. 1705A

Ms. Cooke presented the final Unit Count Report as reported to the Department of Education on September 30, 2017. She also present a K-3 Class Size Analysis. The district is not seeking a waiver on class size.

3.06 Guaranteed Unit Count & 98% Waiver Request – 14 Del. C. 1704(4) (Resolution No. 18-050)

On a motion by Mr. Martin, seconded by Mr. Taylor, and on a unanimous vote, the board adopted Resolution No. 18-050 approving waiver for 98% Factor – 14 Del. C. 1704(4) for Hartly Elementary School.

3.07 Delaware School Success Framework Update

Mr. Saylor provided the board with an update of the Delaware School Success Framework. This report focuses on the five areas of achievement, growth, on-track to graduate, college and career preparation, and contextual measures.

3.08 FY 18 Legislative Priorities (Third Reading) (Resolution No. 18-028)

On a motion by Mr. Martin, seconded by Mrs. Engel, and on a unanimous vote, the board adopted Resolution No. 18-028 approving FY 18 Legislative Priorities.

3.09 Revisions Policy #200-13 Travel Policy (Second Reading) (Resolution No. 18-035)

On a motion by Dr. Jackson-Short, seconded by Mr. Martin and on a vote of 4/1: Mrs. Engel – yes; Dr. Jackson-Short – yes; Mr. Taylor – yes; Mr. Martin – yes; Mr. Christiansen – no, the board adopted Resolution No. 18-035 approving Revisions Policy #200-13 Travel Policy subject to Mr. Kuforiji revising the Travel Summary Report Form allowing for more detail on this report.

Executive Session

On a motion by Mr. Taylor, seconded by Mr. Martin, and on a unanimous vote, the board went back into Executive Session for the purpose of discussion on personnel at 9:10 pm. Mr. Christiansen announced the board would be coming back into public session with the intention of voting on Agenda 3.10 Personnel.

Reconvene Open Session

The board reconvened into open session at 10:10 p.m.

3.10 Personnel (Resolution No. 18-041)

On a motion by Mrs. Engel, seconded by Mr. Taylor, and on a vote of 3/2: Mrs. Engel – yes, Dr. Jackson-Short – yes, Mr. Taylor – yes; Mr. Martin – no; Mr. Christiansen – no, the board approved certified personnel, classified personnel and administrative contracts as presented and moved Administrative Contract #198 to Agenda 3.11 (Resolution Nos. 18-051 and 18-051B)

ADMINISTRATIVE PERSONNEL

I. APPOINTMENTS

F. Return from Leave

1.	Augustus	Tammy	Principal	November 13, 2017	Hartly
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III. LEAVES

A. FMLA/Medical/Workers Comp

1.	Trower	James	Child Nutrition	November 13, 2017	DO
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ADMINISTRATIVE CONTRACTS

Administrative Contract renewals/non-renewal as recommended by Superintendent and discussed in Executive Session were approved.

Name	Contract Expires
Bruce Ashby	June 30, 2020
Tammy Augustus	June 30, 2020
Robert Bennett	June 30, 2020
William Buczynski	June 30, 2020
Linda Daye	June 30, 2020
Joyce Denman	June 30, 2020
Paul Dunford	June 30, 2020
Kathleen Fitzgerald	June 30, 2020
Toriano Giddens	June 30, 2020
Kelly Green	June 30, 2020

Shan	Green	June 20, 2019
Tonya	Guinn	June 30, 2020
Elliot	Hardin	June 30, 2020
Sylvia	Henderson	June 30, 2020
Pamela	Herrera	June 20, 2019
Adewunmi	Kuforiji	June 30, 2020
James	Mark	June 30, 2020
Tiffany	McCullough	Non-Renewal
Gene	Montano	June 30, 2020
Paige	Morgan	June 30, 2020
Tina	Pinkett	June 30, 2020
Michael	Saylor	June 30, 2020
Teresa	Sharpe	June 30, 2020
Jeffrey	Sheehan	June 30, 2020
Charles	Sheppard	June 30, 2020
David	Thomas	June 20, 2019
James	Trower	June 30, 2020
Kevin	Turner	Non-Renewal
Melissa	Voshell	June 30, 2020
Courtney	Voshell	June 30, 2020
Jennifer	Weaver	June 30, 2020
Ben	Wells	June 30, 2020
Melissa	White	June 30, 2020

CERTIFIED PERSONNEL

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

I. APPOINTMENTS

A. New – Regular

1. NONE

B. New – Temporary

1. Baldwin	Anita	Teacher	November 27, 2017	CMS
2. Brooke	Kerri	Teacher	October 24, 2017	KCCS
3. Holland	Jameela	Teacher	November 27, 2017	CMS
4. Jones	Kelly	Social Worker	November 13, 2017	KCSILC

C. Recall

1. NONE

D. Rehire – Regular

1. NONE

E. Rehire – Temporary

1. NONE

F. Return from Leave

1. NONE

G. E.P.E.R.

1. District Employees
 - a. Dagley Charon Cheerleading Winter 2017 CMS
 - b. DeVary John Heading Wrestling Coach November 15, 2017 CMS
 - c. Poole Steve Boys Basketball Coach Winter 2017 CMS
 - d. Rainford Mark Girls Basketball Coach Winter 2017 CMS
 - e. Smith Cory Assistant Baseball Coach Spring 2018 DHS
2. Non-District Employees
 - a. NONE
3. Volunteer
 - a. NONE

II. CHANGE IN ASSIGNMENT

- A. Classification
 1. NONE
- B. Job Title
 1. NONE
- C. Condition of Employment
 1. Knox Amanda SpEd Teacher TBD South to East

III. LEAVES

- A. FMLA/STD/Workers Comp
 1. Freeman Shinita Teacher October, 19, 2017 DHS
 2. Leloux Samantha Teacher October 23, 2017 KCCS
 3. Unger Faye Nurse November 8, 2017 South
- B. Personal
 1. NONE
- C. Military
 1. NONE
- D. Educational
 1. NONE
- E. Sabbatical
 1. NONE
- F. Extension of Leave
 1. NONE

IV. PENSIONS

- A. Disability

1. NONE

B. Service Pension

1. Gilbert	Susan	SLP	January 31, 2018	District
2. Rankin	Michele	Counselor	July 1, 2018	DHS

C. Vested Pension

1. NONE

V. RESIGNATIONS

1. Atkinson	Robertta	Teacher	October 18, 2017	CMS
2. Cole	Keera	Teacher	November 20, 2017	East ILC
3. Poplos	Charles	ILC Coordinator	December 5, 2017	East ILC
4. Smith	Shyra	Teacher	December 1, 2017	BTW

VI. EXTENSION OF CONTRACT

1. NONE

VII. TENURE

1. NONE

VIII. EXPIRATION OF CONTRACT (Temporary Contracts)

1. NONE

IX. NON-RENEWAL/TERMINATION

1. NONE

X. NOTICE OF INTENT TO TERMINATE

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. Alfaro	Francisco	Title I Instructional Para (PT/29 Hrs.)	TBD	South
2. Balcerak	Lauren	Instructional Para (PT/29 Hrs.)	November 8, 2017	WHMS
3. Bloodsworth	Scott	Classroom Para – full time	November 13, 2017	KCCS
4. Gordon	Shawn	School Safety Monitor	TBD	CMS
5. Jamison	Lorri	Classroom Para – full time	January 2, 2018	KCCS
6. McCracken	Katie	Extra Support Para (PT/29 Hrs.)	November, 14 2017	KCSILC
7. Scott	Taresha	Instructional Para (PT/29 Hrs.)	November 6, 2017	WHMS

8.	Simmons	Darryl	School Safety Monitor	TBD	CMS
C. Recall					
1.	NONE				
D. Rehire – Regular					
1.	NONE				
E. Rehire – Temporary					
1.	McCutchen	LaVaughn	Extra Support Para (PT/29 Hrs.)	November 3, 2017	East
2.	Tunnel	Camryn	Extra Support Para (PT/29 Hrs.)	October 12, 2017	TP
F. Return from Leave					
1.	Hastings	Sarah	Paraprofessional	November 2, 2017	KCCS
2.	Martinez-Hickey	Sarah	Custodian	November 5, 2017	DHS
G. E.P.E.R.					
1.	District Employees				
a.	Kilby	James	Winter Track Head Coach	Winter 2017	DHS
b.	Roach	Kenneth	Girls Assist. Basketball Coach	Winter 2017	CMS
c.	Robinson	Ryan	Boys Basketball Fresh. Coach	Winter 2017	DHS
d.	Terenik	Vincent	Winter Track Assist. Coach	Winter 2017	DHS
1.	Non-District Employees				
a.	Drummond	Quanda	Girls Assist. Basketball Coach	Winter 2017	DHS
b.	Moses	Tyrell	Assistant Boys Basketball	Winter 2017	CMS
c.	Stewart	Hopeton	Assistant Wrestling Coach	November 15, 2017	DHS
d.	Swearingen	Craig	Assistant Wrestling Coach	Winter 2017	CMS
e.	Williams	Kendal	Boys Assist. Basketball Coach	Winter 2017	DHS
f.	Woolford	Jason	Boys Assist. Basketball Coach	Winter 2017	DHS

II. CHANGE IN ASSIGNMENT

A. Classification

- NONE

B. Job Title

- NONE

C. Condition of Employment

- Fulgham Melissa Sped Ed Para – Kind. November 2017 South to East

III. LEAVES

B. FMLA/Medical/Workers Comp

2.	Gonzalez	Candida	Custodian	October 27, 2017	KCSILC
3.	Oliver	Crystal	Paraprofessional	November 8, 2017	Hartly
4.	Porchenick	Mary	Child Nutrition	November 9, 2017	DHS

B. Personal

1. NONE

C. Military

1. NONE

D. Educational

1. NONE

E. Sabbatical

1. NONE

F. Extension of Leave

1. NONE

IV. RESIGNATIONS

1.	Amalfitano	Paul	Pool Para	November 24, 2017	KCCS
2.	Stevens	Barbara	Extra Support Para	October 30, 2017	East
3.	Wheatley	Athena	Bus Aide	November 17, 2017	DO
4.	Williams	Tammi	Bus Driver	November 3, 2017	DO
5.	Wilson	Mariah	Extra Support Para	November 28.2017	KCCS

V. PENSIONS

A. Disability

1. NONE

B. Service Pension

1.	Smith	Patricia	Paraprofessional	February 1, 2018	East
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C. Vested Pension

1. NONE

VI. EXTENSION OF CONTRACT

- 1.NONE

VII. TENURE

- 1.NONE

VIII. EXPIRATION OF CONTRACT/TEMPORARY EMPLOYEES

- 1.NONE

IX. NON-RENEWAL/TERMINATION

1. NONE

3.11 Administrative Contract #198 (Resolution No. 18-051A)

On a motion by Mrs. Engel, seconded by Mr. Taylor, and on a vote of 2/3: Mrs. Engel – yes; Dr. Jackson-Short – no; Mr. Taylor – yes; Mr. Martin – no; Mr. Christiansen – no, renewal of Administrative Contract #198 – LaWanda Burgoyne for one year was not approved.

3.11 Administrative Contract #198 (Resolution No. 18-051B)

On a motion by Mr. Martin, seconded by Dr. Jackson-Short, and on a vote of 3/2: Mrs. Engel – no; Dr. Jackson-Short – yes; Mr. Taylor – no; Mr. Martin – yes; Mr. Christiansen – yes, non-renewal for Administrative Contract #198 – LaWanda Burgoyne was approved.

4.0 Adjournment

On a motion by Mr. Taylor, seconded by Mr. Martin and on a unanimous vote, the meeting was adjourned at 10:16 p.m.