

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

Thursday, March 12, 2026
In-Person/Live Stream Meeting
Administrative Office
MINUTES



BOARD OF EDUCATION

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

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

Board Members Present:

Dr. Jackson
Mr. Christiansen
Ms. Duggins
Ms. Pendleton
Ms. Geist

Also Present:

Dr. Victor Cahoon, Superintendent of Schools

1.0 Open Session

On a motion by Mr. Christiansen, seconded by Ms. Pendleton, and on a unanimous vote, the board entered open session at 5:32 p.m.

1.01 Roll Call – Establishment of a Quorum

On a roll call vote of 5/0: Ms. Geist – present Ms. Pendleton – present; Ms. Duggins –present; Mr. Christiansen – present; Dr. Jackson – 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 5:33 p.m.

1.03 Reconvene Open Session

President Jackson reconvened the meeting at 6:32 p.m. followed by the Pledge of Allegiance.

1.04 Presentation

• **Elementary Literacy Presentation**

Mrs. Cathy Schreiber and Mrs. Lindsey Osika presented slides regarding elementary literacy as follows:

- Capital's Literacy Vision
- Capital Literacy Commitments
- Literacy Instructional Priorities
- Literacy Legislation and Capital's Legislative Reporting
- Delaware Literacy Plan
- Bridge to Practice Grant Opportunity, Requirements and Grant Award to Capital School District
- Additional Literacy Work

1.06 Superintendent Update

Dr. Cahoon presented the Superintendent Update with slides as follows:

- District Improvement and & Supportive Efforts
- District Initiatives & Projects
- District Observations & Reflections
- Events
 - I5 District Conference
 - Booker T. Washington Elementary School Black History Month program
- Congratulations to our winter sports teams for a great season.
- Please support out spring sports teams.

- Upcoming Events
 - Spring Break April 6-10, 2026
 - Super Senator Day April 18, 2026
- Thank you to our teachers, staff, and school leaders for the work they do every day to support our students and families!

1.07 Board President – Member Updates

Ms. Geist

- Has been engaged with the Delaware School Boards Association as a member of the Legislative Committee.
- Attended and supported the athletic and arts events in our schools – these are bright spots throughout our schools. Our Senators are really shining and are being recognized through athletics, theatre, music and art.
- Thank you for the continuing conversations regarding some challenging issues at our schools.
- Thank you to our educators, parents, and students for the dialogue and conversations to help improve the work we do.
- Shared an update on the literacy campaign. Through the Donors Choose Projects, there are 172 projects submitted by Capital staff for funding and only 12 projects are not yet funded. Wanted to commend the community – public, private, and partnerships for funding these projects.

Ms. Pendleton

- Attended several basketball games, very exciting.
- Served on the Committee for the selection of Capital's Behavioral Health Professional of the Year.
- Thank you for all you do. Looking forward to spring break. This is a good time to reset and come back refreshed to finish the school year successfully.
- Dover Middle School Math League 7th grade team took 2nd place in the region and will participate in the state finals on March 24.

Ms. Duggins

- Visited five of our schools since the last meeting, spoke with administrators, overall students were well behaved. Intends to visit every school by the end of this month. Attended the LIM assembly at East ECC.
- Attended Dover High School boys' basketball games, proud of all of the teams.
- Take the time to enjoy yourselves during spring break and come back refreshed to finish the rest of the year.

Mr. Christiansen

- Thanks to Dr. Cahoon for sharing what the district is doing in his Superintendent Update.
- Thanks to Mr. Baustert and his crew for an outstanding job during the snow events.
- Thanks to Dover High School staff for their cooperation while the high school was used for an emergency shelter during one of the storms.
- DHS Boys' Basketball team finished the season 21-2 which is a great record for them.
- Dover High School Unified basketball team will be playing for the state championship on Saturday, March 14. Team will be escorted through the City of Dover as they leave for the Bob Carpenter Center in Newark, DE and the community is invited to come out and support the team.
- Reminded everyone of Super Senator day on April 18. Please come out and support this wonderful event.
- Remember to vacate during spring break, recharge and come back for the finish.
- Congratulated Dr. Jackson and Ms. Duggins on their re-election as school board members for the next four years.

Dr. Jackson

- Visited a few schools - the middle school campus, East ECC and Towne Point Elementary.
- Attended some of the playoff games for our DHS boys' basketball team.
- Thank you for support and faith in me as a member of the school board.
- Enjoy your spring break.

1.06 Public Comment

Erin French – spoke regards concerns of student safety at South Dover Elementary School.
Devon Hinton spoke regarding the lack of communication with parents about students.

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.

Vice President Christiansen announced that the board will return to executive session as Agenda item 3.06 at the end of public session and will adjourn the meeting from executive session with no interaction with the public.

On a motion by Mr. Christiansen, seconded by Ms. Duggins, and on a unanimous vote, the board approved Consent Items as presented.

2.01 Personnel (Resolution No. 26-094)

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.

LEAVES

- | | | | | | |
|----|--------------------------------|--------|---------------|-------------------|----|
| A. | Leaves - FMLA/STD/Workers Comp | | | | |
| 1. | Seifert | Krista | Administrator | February 27, 2026 | FV |
| 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. | NONE | | | | |

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. Burke | LaWanda | School Psychologist | April 5, 2026 | KCSILC |
| 2. Essick | Mariel | Teacher – Art | March 9, 2026 | FV/Hartly |
| 3. Frazier | Lydia | Spec Ed Coordinator | March 9, 2026 | South |
| 4. Kirkland | Doris | Guidance Counselor | March 30, 2026 | Central |

C. Rehire – Regular

1. NONE

D. Rehire – Temporary

1. NONE

E. E.P.E.R.

a. District Employees

- | | | | | |
|------------|-------|----------------------------------|-------------|-------|
| 1. Hickmon | Javon | 21 st Century Teacher | Spring 2026 | South |
|------------|-------|----------------------------------|-------------|-------|

b. Non-District Employees

1. NONE

II. CHANGE IN ASSIGNMENT

Classification/Job Title/Condition of Employment

A. Classification

- | | | | | |
|----------------|--------|---------------------|----------------|---------------|
| 1. Crews-Seams | Dawn | LCSW | March 11, 2026 | FV/E from SSU |
| 2. Lauber | Alison | Spec Ed Coordinator | March 2, 2026 | FV from BTW |

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

A. Leaves - FMLA/STD/Workers Comp

- | | | | | |
|------------|----------|-----------------|-------------------|------|
| 1. Banta | Michelle | Teacher | March 3, 2026 | KCCS |
| 2. Canteen | Jada | Support Liaison | February 20, 2026 | SSU |
| 3. Kemske | Jennifer | Teacher | February 19, 2026 | KCCS |
| 4. Lamadeu | Natasha | Parent Support | February 24, 2026 | DO |
| 5. Sanders | Brandia | Dean | February 20, 2026 | SSU |
| 6. Slater | Kimani | Guidance | March 2, 2026 | MSE |

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. NONE

IV. RESIGNATIONS

A. Foulk	Jennifer	Teacher	March 20, 2026	South
B. Howard	Trey	Support Liaison	March 10, 2026	KCSILC/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. NONE

CLASSIFIED PERSONNEL

March 12, 2026

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. Bonner	Rieneisha	Custodian – Night	March 16, 2026	DMSC
2. Brownell	Michael	Custodian – Night	March 9, 2026	BTW
3. Holland	Andrew	Custodian – Night	March 16, 2026	DHS
4. Scott	Lacurtis	Custodian – Night	March 16, 2026	South

B. New – Temporary

1. Ash	Angelee	Paraprofessional	March 9, 2026	FVECC
2. Dickerson	Erniesha	Extra Support Para	March 23, 2026	Hartly
3. Velazquez	Dominic	Paraprofessional	February 23, 2026	FV ECC

C. Rehire – Regular

1. NONE

D. Rehire – Temporary

1. NONE

E. E.P.E.R.

a. District Employees

- | | | | | |
|----------|--------|-----------------------|-------------|------|
| 1. Jones | Keeley | Asst Coach – Softball | Spring 2026 | DMSC |
|----------|--------|-----------------------|-------------|------|

b. Non-District Employees

- | | | | | |
|---------------|-----------|-------------------|---------------|------|
| 1. Baez | Eric | Classroom Support | March 2, 2026 | KCCS |
| 2. Fankhauser | Alexandra | Coach – Softball | Spring 2026 | DMSC |
| 3. Parnell | Aven | Coach – Baseball | Spring 2026 | DMSC |

II. CHANGE IN ASSIGNMENT

Classification/Job Title/Condition of Employment

A. Classification

- | | | | | |
|-------------|--------|--------------------------------|------------------|----|
| 1. French | Karlee | Financial Secretary | March 30, 2026 | DO |
| | | From Senior Secretary at North | | |
| 2. Phifield | Irving | Bus Driver | February 8, 2026 | DO |
| | | 5.5 hours to 6 hours per day | | |

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES

A. Leaves - FMLA/STD/Workers Comp

- | | | | | |
|----------|-------|------------------|-------------------|-----|
| 1. Healy | Donna | Paraprofessional | February 27, 2026 | SSU |
|----------|-------|------------------|-------------------|-----|

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. Hill | Janice | Transportation | February 26, 2026 | DO |
| 2. Mobley | Aaron | Paraprofessional | March 9, 2026 | South |
| 3. Rice | Abbey | Paraprofessional | March 9, 2026 | KCCS |
| 4. Sills | Sara | Paraprofessional | March 9, 2026 | South |

IV. RESIGNATIONS

A. Pennypacker	Barbara	HR Secretary	March 20, 2026	DO
B. Powell	Paige	Paraprofessional	March 20, 2026	KCCS
C. Thompson	Regina	Child Nutrition	March 3, 2026	DMSC

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. FY26-3-01	Transportation	Insubordination	March 13, 2026	DO
2. FY26-3-02	Paraprofessional	Long Term Disability	March 10, 2026	East

2.02 School Choice (Resolution No. 26-095)

School Choice Accept SY 2026-2027

Student ID	Grade	School of Choice	Action	Inside/Outside of District
516325	6	MSI	Accept	Inside
262162	9	DHS	Accept	Outside
166265	10	DHS	Accept	Outside
465087	10	DHS	Accept	Outside
376968	12	DHS	Accept	Outside
535286	11	DHS	Accept	Outside
378059	12	DHS	Accept	Outside
480158	6	MSE	Accept	Inside
435995	3	SDE	Accept	Inside
063611	1	SDE	Accept	Inside
798513	2	SDE	Accept	Inside
316887	5	SDE	Accept	Inside
482018	4	SDE	Accept	Inside

2.03 Financial Reports – February 28, 2026 (Resolution No. 26-096)

Financial Reports for February 28, 2026 were approved.

2.04 Minutes – Minutes of Executive and Public sessions of regular Board of Education meeting February 18, 2026 and special Board of Education Meetings February 17, 2026 and February 26, 2026 (Resolution No. 26-097)

Minutes of executive and public sessions of regular Board of Education meeting February 18, 2026 and special Board of Education meetings on February 17, 2026 and February 26, 2026 were approved.

2.05 Field Trips (Resolution No. 26-098)

The following field trips were approved:

Doer High School Marketing student and teacher to DECA Conference, Atlanta, GA, April 24-29, 2026

Dover High School Culinary students grades 10-12 to Washington, DC, May 20, 2026

Dover High School Ag/Digital Comm. students grades 9-12 to Kennett Square, PA, April 16, 2026

Dover High School CTE students grades 9-12 to Philadelphia, PA May 12, 2026

Fairview ECC/Kent County Community School Kindergarten students to Langhorne, PA, May 29, 2026

Towne Point Elementary Chorus students grades 3-5 to Hershey, PA, May 22, 2026

Booker T. Washington Elementary School Chorus students grades 3-5 to Hershey, PA, May 30, 2026

2.06 Waiver for Building Use Rentals (Resolution No. 26-088)

None

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

3.01 Selection of the 2026-2027 Capital School District Behavioral Health Professional of the Year.

A power point selection of the Behavioral Health Professional of the Year for the schools in Capital School District was presented. Mr. Toriano Giddens, Assistant Superintendent, announced that Ms. Heather Barcus, School Nurse at Hartly Elementary School, is the 2026-2027 Capital School District Behavioral Health Professional of the Year. BHP's representing each school in the district are listed below.

Fairview Early Childhood Center – Dawn Crews-Seams

Hartly Elementary-Heather Barcus

Early Childhood-Andrew Royer

Booker T. Washington-Latoya Reese

East Dover Elementary Early Childhood Center-Krystal Little

Central Elementary School – Barry Cropp

Towne Point Elementary-Jamie Hall

South Dover Elementary-Marcie Naftzinger

North Dover Elementary-Emily Neubauer

Dover High School-Frances DiFabio

School of Innovation-JoAnn Griffin

School of Excellence-Annette Smith

Kent County Secondary ILC-Jamie Minor

3.02 Proposed 2026-2027 School Calendar (Resolution No. 26-100)

Mrs. Cathy Schreiber presented two options for the board to consider for the 2026-2027 School Calendar.

On a motion by Mr. Christiansen, seconded by Ms. Geist, and on a unanimous vote, the board postponed the vote on the proposed 2026-2027 School Calendar (Resolution No. 26-100) until the April 20, 2026 Board of Education meeting.

3.03 FY 2026 Final Budget (Resolution No. 26-101)

The FY 2026 final budget was presented. On a motion by Mr. Christiansen, seconded by Ms. Duggins, and on a unanimous vote, the board adopted Resolution No. 26-101 approving the FY 26 final budget as presented.

3.04 Attendance Board Member National School Boards Association Conferences (Resolution No. 26-102)

On a motion by Mr. Christiansen, seconded by Ms. Duggins, and on a unanimous vote, the board adopted Resolution No. 26-102 approving Dr. Chanda Jackson's attendance at the 2026 ASU+GSV Summit in San Diego, CA, April 12-15, 2026. Dr. Jackson has secured a scholarship to attend which includes registration, flight, and hotel. Meals and transportation expenses will be charged to the Board of Education budget.

3.05 Strategic Plan

Dr. Cahoon shared a presentation in regards to plans to align the district's Strategic Plan with the State of Delaware Department of Education Strategic Plan. The district plans to chart the course for the future and see how our plan aligns with the goals of the Delaware Department of Education.

Aligning our Strategic Direction

- Meaningful community engagement
- Purpose of engagement
- Key question
- Community engagement strategy
- Using community feedback

Adjournment of Public Meeting

On a motion by Ms. Geist, seconded by Ms. Duggins, and on a unanimous vote, the public session meeting was adjourned at 9:03 p.m. with the board going back into executive session.

3.06 Executive Session

Mr. Christiansen noted that the board will not be returning to open session and the meeting will be adjourned at the conclusion of Executive Session.

On a motion by Mr. Christiansen, seconded by Ms. Duggins, and on a unanimous vote, the meeting was adjourned at 11:50 p.m.