

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



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

Tuesday, June 16, 2026
In-Person Meeting
Central Elementary School Library
211 Delaware Avenue
Dover, DE 19901
Open Session MINUTES

Board Members Present:

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

Also Present:

Dr. Victoir Cahoon, Superintendent
Mr. Toriano Giddens, Assistant Superintendent
District Office Administrators

1.0 Open Session

President Jackson opened the retreat at 8:30 a.m.

1.01 Roll Call

All board members were present.

1.02 Open Session

I. Welcome, Purpose, Outcomes and Norms

II. Unit Count/Recruitment Plan was presented as follows:

- Funding Units
 - Preschool Basic
 - Full Day K-Grade 3
 - Grades 4-12 Regular Ed
 - Career & Technical CTE
 - Required Students to Earn 1 Unit
- Guaranteed 98% Unit Count
- Funding Units – State, Local, Total
- Hiring and Recruitment – Posting
- Next Educator Workforce Grant

III. Board Priorities 2026-2027 were previewed:

1. Student Outcomes and Achievement
2. Governance and Accountability
3. Communication, Transparency and Community Trust
4. School Environment and Workforce Stability

IV. Meeting Agendas and Focus Areas were presented.

- Monthly: student outcomes including attendance, discipline, staffing, district goals, community engagement and policy updates.
- Quarterly: academic progress, school climate, staffing and retention, survey data, strategic plan progress.

V. Needs Based Budgeting was discussed.

VI. Superintendent Presentation - :From urgent Issues to Lasting Impact; Reflecting on 2025-2026 and Defining Success for 2026-2027

- A year of reflection
- What we learned
- Two realities can exist at the same time

1. Some school experience challenges.
 2. Most schools experienced stable operations, and many demonstrated positive growth.
- What we must do simultaneously:
 - Address urgent challenges
 - Support successful schools
 - Improve district-wide outcomes
 - Managing Problems vs. Leading a District
 - Immediate Challenges
 - Student behavior
 - Staffing vacancies
 - School climate
 - Parent concerns
 - Individual incidents
 - District Priorities
 - Reading/ELA Instruction
 - Math Instruction
 - Chronic Absenteeism
 - Teacher Retention
 - Student Outcomes
 - Current Performance Data 2025-2026
 - Grade 3 Reading 27.9%
 - Grade 8 Math 12.4%
 - Chronic Absenteeism 26.5%
 - Teacher Retention 42.9%
 - Student Behavior impacts safety, staff morale, teacher retention, student attendance and student achievement.
 - The following outcomes should define success: reading, math, attendance, behavior, teacher retention, school climate and family confidence.
 - The Board should hold the Superintendent accountable for: student achievement, student behavior, teacher retention, attendance, school climate, family engagement, and operational effectiveness.
 - Board Governance and Administrative Leadership

<u>BOE Responsibilities</u>	<u>Administrative Responsibilities</u>
Establish priorities	Implement priorities
Adopt policy	Executive policy
Allocate Resources	Manage operations
Monitor Outcomes	Supervise Personnel
Represent Community	Support schools
 - Administrative Recommendations:
 - Student Achievement – Reading and Math
 - Student Engagement – Chronic Absenteeism
 - Workforce Stability – Teacher Retention
 - Supporting Conditions – student behavior, school climate and family confidence
 - Progress Monitoring and Reporting – Communication

<u>Monthly</u>	<u>Quarterly</u>
Academic reviews	Board progress updates
Attendance reviews	Benchmark data
Staffing reviews	Attendance trends
School support reviews	Retention updates

VII. Principal Check-In with Board of Education

VIII. Summary Reflections and Action Steps

- The day concluded with summary reflections on topics presented and possible action steps to be taken to analyze situations and implement change.

1.03 Adjournment

President Jackson adjourned the meeting at 4:30 p.m.