

**CAPITAL SCHOOL  
DISTRICT**

198 Commerce Way  
Dover, DE 19904  
Dr. Dan Shelton  
Superintendent of Schools



**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

**PUBLIC ANNOUNCEMENT**

The Capital School District Board of Education will convene for its regular monthly meeting on Wednesday, October 23, 2019, in the Capital School District Administrative and Professional Development Center, 198 Commerce Way, Dover, DE. The board will convene into open session at 5:30 p.m. in the board room (Room 101) and entertain a motion to move into Executive Session for the purpose of discussion on Student Matters, Personnel Matters and Legal Matters as set forth in Delaware Code §10004 Open Meetings, subsection (a) and subsection (b) items (4), (7) and (9). The executive session shall take place in the Capital School District Administrative and Professional Development Center Room 105. The Board will reconvene into public session in the board room at approximately 7:00 p.m. The agenda of the Executive Session and the agenda of the Open Session are attached.

*//SIGNED//*

*Daniel C. Shelton, Ed. D.*

**Superintendent of Schools**

Date: October 16, 2019

Capital School District can only guarantee accessibility accommodations if notified of the need seven (7) days before a scheduled meeting. Braille materials large print materials, Assistive listening devices, Sign Language Interpreter (ASL/cued/tactile).

**AGENDA**  
**CAPITAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**Executive Session**  
Wednesday, October 23, 2019  
Capital Administrative Center Room 105  
5:32 p.m.

**I. Student Disciplinary Matters**

**II. Legal Matters**

**III. Personnel**

- a. Certified**
- b. Classified**
- c. Administrative**

**IV. Adjournment**

Capital School District  
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 Dover, DE 19904  
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A	Action
D	Discussion
I	Information

**Regular Board of Education Meeting**

**October 23, 2019**

*Capital School District Administrative and Professional Development Center  
 198 Commerce Way  
 Dover, DE 19904*

**Agenda**

5:30 p.m. 1.0 **Open Session**  
 The Capital School District Board of Education will convene for its regular monthly meeting on Wednesday, October 23, 2019, in the Capital School District Administrative and Professional Development Center, 198 Commerce Way, Dover, DE. The board will convene into open session at 5:30 p.m. in the board room (Room 101) and entertain a motion to move into Executive Session for the purpose of discussion on Student Matters, Personnel Matters and Legal Matters as set forth in Delaware Code §10004 Open Meetings, subsection (a) and subsection (b) items (4), (7) and (9). The executive session shall take place in the Capital School District Administrative and Professional Development Center Room 105. The Board will reconvene into public session in the board room at approximately 7:00 p.m. The agenda of the Open Session is listed below.

1.01 **Roll Call – Establishment of a Quorum**

5:32 p.m. 1.02 **Executive Session**

7:00 p.m. 1.03 **Reconvene Open Session/Pledge of Allegiance**

1.04 **School Updates**

1.05 **Board President/Member Updates**

1.06 **Superintendent Update**

1.07 **School, Student and Staff Recognition**

- Dover High School AP Scholars

1.08 **Public Comment**

(Individuals desiring to address the board must read, complete and sign the Request Form at the entrance table and will be allowed three minutes to speak unless otherwise amended by the Board. Public comment time will not exceed fifteen (15) minutes. The board may extend public comment time at the conclusion of the regular agenda which also will not exceed fifteen (15) minutes. If a group of people are speaking to address the same topic, the board may require a single spokesperson for the group.)

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.

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.

2.01 **Personnel Matters (Resolution No. 20-035)**

(A)

Board of Education Approval is recommended for certified and classified personnel as listed, pending criminal reference checks and verification of certification as needed.

**Administrative Personnel – October 23, 2019**

**Certified Personnel - October 23, 2019**

I. APPOINTMENTS

A. New – Regular

1. NONE

B. New – Temporary

1. Teacher – Special Education October 14, 2019 KCCS/BTW
2. Teacher – Special Education October 9, 2019 DHS
3. School Nurse October 8, 2019 KCCS/WHMS
4. Licensed Clinical Social Worker October 28, 2019 East
5. Transition Specialist October 4, 2019 DO
6. Teacher – ELA/Special Education October 1, 2019 CMS
7. Teacher – 1<sup>st</sup> Grade October 1, 2019 South

C. Rehire – Regular

1. NONE

D. Rehire – Temporary

1. NONE

E. E.P.E.R.

1. District Employees

- a. Head Coach – Boys/Girls Swimming Nov. 11, 2019 DHS
- b. Department Chair – Special Education Sept. 20, 2019 DHS
- c. Nursing Extra Clinical Hours (31 hours) 19-20 School Year DO

2. Non-District Employees

- a. NONE

II. CHANGE IN ASSIGNMENT

Classification/Job Title/Condition of Employment

A. Classification

1. Teacher – ILC Special Education/Coordinator Sept. 20, 2019 DHS  
was Spec Ed Teacher
2. Educational Diagnostician Oct. 14, 2019 DHS  
was Spec Ed Teacher at South
3. Teacher – Special Education Oct. 14, 2019 DHS  
was Dean of Students at KCSILC

B. Job Title

1. NONE

C. Condition of Employment

1. NONE

III. LEAVES/RETURN FROM LEAVES

- A. We anticipate that employees will be placed on leave and return from leave up to the October 23, 2019 School Board Meeting.

- IV. RESIGNATIONS
  - A. Resignations could occur up to the date of the October 23, 2019 School Board Meeting.
- V. PENSIONS
  - A. Pensions could occur up to the date of the October 23, 2019 School Board Meeting.
- VI. EXPIRATION OF CONTRACT/TEMPORARY CONTRACT
  - A. Employees that are on a temporary contract may be on the October 23, 2019 School Board Report.
- VII. NON-RENEWAL/TERMINATION/REDUCTION IN FORCE
  - A. Employees whose contracts are not being renewed or who are being recommended for termination may be on the October 23, 2019 School Board Report.

**Classified Personnel – October 23, 2019**

- I. APPOINTMENTS
  - A. New – Regular
 

1. Field Technician – level 1	September 30, 2019	DO/Tech
2. Financial Secretary	October 7, 2019	DO
3. Human Resource Specialist/ Financial Secretary	October 14, 2019	DO
  - B. New – Temporary
 

1. Extra Support Para 1:1 – PT/29 hrs.	September 30, 2019	North
2. Classroom Para – FT	September 18, 2019	KCCS/DHS
  - C. Rehire – Regular
 

1. Custodian	September 21, 2019	CMS
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  - D. Rehire – Temporary
 

1. NONE		
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  - E. E.P.E.R.
 

1. District Employees		
a. 21st Century Assist. Coord.	October 11, 2019	DHS
2. Non-District Employees		
a. NONE		
- II. CHANGE IN ASSIGNMENT
 

Job Title/Classification/Condition of Employment		
A. Field Technician – level 2 from level 1	September 30, 2019	DO/Tech
B. Field Technician – level 1 from technician	September 30, 2019	DO/Tech
C. Custodian – Night Supervisor from custodian	October 1, 2019	DHS
D. Financial Secretary from secretary	September 23, 2019	DO

	E. Custodian – Day Shift from WHMS night shift	October 21, 2019	DHS
	F. Grounds people from DHS custodian	October 21, 2019	DO
III.	LEAVES/RETURN FROM LEAVES FMLA/Medical/Workers Comp		
	A. We anticipate that employees will be placed on leave and return from leave up to the October 23, 2019 School Board Meeting.		
IV.	RESIGNATIONS		
	A. Resignations could occur up to the date of the October 23, 2019 School Board Meeting.		
V.	PENSIONS Disability/Service/Vested Pension		
	A. Pensions could occur up to the date of the October 23, 2019 School Board Meeting.		
VI.	EXPIRATION OF CONTRACT/TEMPORARY CONTRACT		
	1. Employees that are on temporary status may be on the October 23, 2019 School Board Meeting.		
VII.	NON-RENEWAL/TERMINATION/REDUCTION IN FORCE		
	1. NONE		
2.02	School Choice (Resolution No. 20-036)		(A)
2.03	Financial Reports – September 30, 2019 (Resolution No. 20-037)		(A)
2.04	Minutes – Minutes of executive and public sessions of regular Board of Education Meeting September 11, 2019 (Resolution No. 20-038)		(A)
2.05	Field Trips (Resolution No. 20-039)		(A)
2.06	Student Disciplinary Matters (Resolution No. 20-040)		(A)
<b>3.0</b>	<b>Action/Discussion/Information Items (A/D/I)</b>		
	3.01 Strategic Plan SI3 – Senator Pride – Quarterly Update		(D/I)
	3.02 Advanced Placement Assessment Results		(D/I)
	3.03 September 30 Unit Count Report		(D/I)
	3.04 Substitute Pay Scale (Resolution No. 20-041)		(A/D)
	3.05 Legislative Priorities FY 20 (Second Reading) (Resolution No. 20-033)		(A/D)
	3.06 Policy #600-13 Pre-K Peer Selection (Second Reading) (Resolution No. 20-034)		(A/D)
<b>4.0</b>	<b>Adjournment</b>		
	4.01 Adjournment		

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**Information for Board Meeting Agendas can be found at  
[www.boarddocs.com/de/csd/Board.nsf](http://www.boarddocs.com/de/csd/Board.nsf)**