



HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963
Phone: (302) 422-1600

**AGENDA FOR MONDAY, APRIL 19, 2021 AT 6:00 PM
REGULAR SCHOOL BOARD MEETING**

Delaware Governor John Carney issued a proclamation on March 13, 2020 and a subsequent proclamation addressing school boards authorizing public bodies governed by 20 Del. C. §§ 10001 et. seg. to meet electronically due to public health threats caused by COVID-19. As such, the Milford Board of Education will hold this meeting electronically and in-person (limited to 50 people, including board members and district staff) in the Milford High School Auditorium. Social distancing is required for all those attending in-person, and everyone must wear a face covering.

Public may access this electronic meeting at the following link:

<https://milford.webex.com/milford/onstage/g.php?MTID=e042fa3c2e8f327199027505eb8c24ca1>

Event password: board

To access the meeting via audio conference, members of the public may use the following information:

Dial in: 1-415-655-0001

Access code: 120 942 5622

It is anticipated that the board will open a regular session meeting and adjourn into executive session during the beginning portion of the meeting for the reasons identified below, then return to a regular session meeting at approximately 7:00 pm.

1. Call to Order by President

2. Roll Call

_____ Mr. Rony Baltazar-Lopez

_____ Mr. Scott Fitzgerald

_____ Mr. Kristopher Thompson

_____ Mr. David Vezmar

_____ Mrs. Renate Wiley

_____ Mrs. Jean Wylie

_____ Mr. Jason Miller

3. Adjournment to Executive Session Action Item

A. Personnel Matters – See 29 Del. C § 10004(b)(9)

1. Discussion of the personnel report and the competencies of staff recommended for hire.

B. Strategy Session – See 29 Del. C § 10004(b)(2)

1. Discussion of site acquisition – lease of property.
- C. Strategy Session – See 29 Del. C § 10004(b)(4)
 1. Discussion of collective bargaining.
4. **Return to Open Session (anticipated at 7:00 pm) Action Item**
5. **Introduction of Visitors**
6. **Pledge of Allegiance**
7. **Approval of Minutes**
 - A. Regular Meeting Minutes for March 22, 2021 Action Item
8. **Changes to Agenda**
9. **Public Comment**
10. **Superintendent's Report**
 - A. Recognitions
 1. Teachers of the Year
 - B. Expansion of In-Person School Opportunities for Students
 - C. Agreements Between the Milford School District Board of Education and the Milford Education Association, DSEA/NEA
 1. Teachers Contract 2021-2023 Action Item
 2. Paraprofessionals Contract 2021-2023 Action Item
 3. Custodial/Maintenance Contract 2021-2023 Action Item
 4. Secretaries Contract 2021-2023 Action Item
 - D. Certificate of Necessity Project Presentation
 1. 5th-6th Grade School on Milford Middle School Site
11. **Business – Mrs. Sara Croce**
 - A. Monthly Revenue and Expenditure Reports as of March 31, 2021 Action Item
 - B. DOE Financial Position Report Action Item
 - C. Tax Exemption Request 2021-6 Action Item
12. **Instruction and Student Programs**
 - A. Student Learning – **Dr. Bridget Amory & Dr. Kate Marvel**
 1. Student Progress – Third Marking Period
 - B. Student Services – **Ms. Laura Manges**
 1. Student and Family Supports – **Miss Ashley Norman**
13. **Buildings and Grounds – Mr. Mike Sharp**
 - A. Banneker Telephone Upgrade Action Item
 - B. Central Academy Roof Project Action Item
14. **Board Discussion**
 - A. 2021-2022 Draft School Calendar Action Item
 - B. Replace Current Board Policy 4301 Local Salary Supplement: Administrators – Read Only
 1. Draft New Board Policy 4301 Administrator Salaries – Read Only
 - C. Draft Milford School District Proclamation Introduced by Mr. Rony Baltazar-Lopez: Proclaiming

May 2021 as Mental Health Month – Read Only

15. Personnel – Dr. Jason Peel

A. Personnel *Action Item*

B. MSD-MEA MOU: Payment for Coursework to Achieve Teacher of Students Autism or with Severe Intellectual Disabilities *Action Item*

16. Adjournment *Action Item*



MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – MARCH 22, 2021

<u>Board Members</u>	<u>Admin. Present</u>	<u>Public</u>	<u>Public</u>	
Mr. J. Miller – President	Dr. Peel	T. Gerken	M. McMillan	L. Gooding
Mr. Baltazar-Lopez –V. President	Dr. Amory	S. Whaley	M. Matias	P. Ursman
Mr. Fitzgerald	Ms. Manges	J. Morgan	O. Morales	P. Yeich
Mr. K. Thompson	Mr. Parsley	B. Hopkins	J. Matias	
Mr. D. Vezmar	Mrs. McKenzie	K. Gray	T. Harrington	
Mrs. R. Wiley - electronically	Mrs. Carter	A. Matthews	A. Smith	
Dr. K. Dickerson, Exec. Secretary	Mrs. Hallman	A. Matthews	A. Walls	
	Mrs. Alfaro	T. Matthews	B. Baylis	
	Mr. Zoll	A. Matthews	D. Dickson	
	Dr. Marvel	D. Johnson	E. Allen	
	Mrs. Croce	C. Johnson	A. Cordrey	
	Dr. Gaglione	T. Benton	H. Motter	
	Mr. Sharp	H. Benton	J. Griffin	
	Mrs. Messick	A. Benton	K. Kenton	
		L. McMillan	K. Conway	
		<i>Media:</i>	<i>N/A</i>	

The Regular Meeting of the Milford Board of Education was called to order by President Miller at 6:02 PM on Monday evening, March 22, 2021.

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. FITZGERALD to adjourn into Executive Session at 6:03PM. **Motion carried unanimously.**

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. THOMPSON to adjourn Executive Session at 7:10PM. **Motion carried unanimously.**

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE observed in Mrs. Marianne Morton's honor.

APPROVAL OF MINUTES

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. FITZGERALD to approve the Regular Meeting Minutes for January 25, 2021 and February 22, 2021 with the spelling correction made. **Motion passed unanimously.**

CHANGES TO AGENDA - None

PUBLIC COMMENT - None

SUPERINTENDENT'S REPORT

Recognitions

Mr. Parsley recognized the following students for their outstanding achievements:

- Allison Benton for her distinction as a National Merit Scholarship Finalist
- Deena Johnson for earning an internship with the National Academy of Finance (NAF)
- Rebecca Wisniewski for winning first place in the State of Delaware Poetry Out Loud Contest
- Ayanna Matthews for her appointment to the Upward Bound Leadership Committee
- Jacqueline Matias for her designation as a Delegate to the Congress of Future Medical Leaders

Congratulations to Milford Central Academy and Milford High School FFA teams for winning the Delaware FFA first ever Virtual Opening and Closing Ceremonies Competition in their respective divisions.

MCA's Agriculture program, under Ms. Aten, had a successful strawberry fundraiser. We would like to thank staff and the community for their support of the program.

Congratulations to Summer Davis and Soren Evers for being selected as 2021 Carson Scholars. Summer, a senior at MHS, was previously honored with a scholarship award and is now receiving recognition for continuing to demonstrate the highest standards of academic achievement, integrity, and civic and social responsibility. Soren is a 5th grade student at Lulu Ross. Both students will receive \$1000 towards their college education.

Congratulations to our MHS students who earned awards at the Business Professionals of America (BPA) State Competition:

- James Stangl, Kevin Lin, Alex Mergner - 1st Place Financial Analyst Team
- Deena Johnson - 1st Place Entrepreneurship
- Deena Johnson, Summer Davis, Dominic Piper, Victoria Jordan - 2nd Place Small Business Management Team
- Mya Cherneski - 2nd Place Ethics and Professionalism
- Sabta Mele - 3rd Place Advanced Spreadsheet Applications
- Kyra Johnson - 3rd Place Fundamental Word Processing
- Alex Mergner - 3rd Place Interview Skills
- Kyra Johnson - 4th Place Fundamental Spreadsheet Application

Congratulations to the MHS Wrestling Team for their 3rd place finish in the State Wrestling Tournament.

Congratulations to the following Wrestlers who placed at states:

- Emily Thode was the first female participant to record a win in the state tournament
- Rafael Mejia placed 8th
- Tim O'Hara placed 6th
- Aaron Briscoe placed 5th
- Averi Copes placed 3rd
- Trevor Copes placed 2nd
- Corey Messick recorded his 100th win and placed 2nd
- Trent Grant placed 1st as state champion
- Jack Thode placed 1st as state champion for the second time

Congratulations to Manny Carranza for his strong performance during the Winter Track State Meet. He won first place and was state champion in the Long Jump, second place in the Triple Jump, and fifth place in the 55m.

Congratulations to Rebecca Wisniewski for winning 1st place in the Poetry Out Loud competition. Erica Snyder coached her.

Congratulations to the following MHS Field Hockey players on making the NFHCS High School National Academic Squad: Summer Davis, Samie Jacona, Olivia Muir, Paige Reisinger, and Maddie Sekscinski. In addition, Summer and Olivia earned Scholar of Distinction honors.

Congratulations to the following students for being inducted into the National Honor Society: Diamond Carmona, Beau Davis, Makenzie Dee, Nicholas Del Rossi, Giavonna Dorell, Christiana Fernandez, Carlie Fogel, Reina Fogel, Kaitlyn Graham, Ryleigh Harrison, Annaliese Hatfield, Alexandria Herber, Tyra Jones, Jayvon Laguerre, Stephen Layton, Sundene Lodge, Trent Lofland, Ayanna Matthews, Marlie McMillan, Jacob Muir, Olivia Muir, Alexander Nash, Victoria Nikolaeva, Audrey Russell, Shawn Saxon, Sophia Sobota, Leah Tate, Haley Thompson, Robert Spencer Warren, Bryce Wells, Kassidy Willey, Rhe'Ann Williams.

MHS students Lauren Hudson and Hali Sapp, representing Teacher Academy, were recognized for volunteering their time in a statewide virtual book club.

Five of MCA 6th graders have artwork featured in this year's Young at Art Show at the Rehoboth Art League. Congratulations to Paul Azzanesi, Ethan Garcia, Astrid Barrios-Mendez, Aviana Shaw, and Olivia Evans.

Facility Use by Outside Organizations

Dr. Dickerson stated the district would like to continue to be a resource for the community. Dr. Dickerson sought approval for use of district facilities by outside organizations. Dr. Dickerson reviewed and proposed an addendum (Covid-19 Health and Safety Guidelines, Protocols and Agreement for Facility Use by Outside Organizations) to the Operational Procedures and Guidelines for Facilities Use and Rentals Applications within Board Policy 3101 Facilities Management:

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. VEZMAR to approve the use of school facilities by outside organizations with the stipulations added to the policy for COVID guidelines and cleanliness and increase in price to cover janitorial services. **Motion passed unanimously.**

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. FITZGERALD to approve the addendum to Operational Procedures for the Use of Facilities that corresponds with Policy 3101 Facilities Management. **Motion passed unanimously.**

Senior Events

Dr. Dickerson stated we are waiting for guidance from DPH for senior events. Mr. Parsley stated upcoming dates for senior events. Senior Awards will be June 7, 2021 and will be held in the outdoor stadium. June 9th will be the Senior Cruise and has been approved by the City of Milford and DelDOT. Thank you to the City of Milford for their continued support. June 10th will be the Graduation ceremony.

Athletic Events – Spectators

MHS spring sports started March 22nd. Currently, two spectators are allowed per athlete, including home and away events.

Projected 2021-2022 School Enrollments

Dr. Dickerson presented projected school enrollments for 2021-2022.

BUSINESS

Revenue and Expenditure Report

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. THOMPSON to approve the Revenue and Expenditure Reports as of February 28, 2021. **Motion carried unanimously.**

Tax Exemption Request 2021-4

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. THOMPSON to deny tax exemption request 2021-4.

Roll Call: Mr. Baltazar - No Mr. Fitzgerald - Yes
Mr. Thompson - Yes Mrs. R. Wiley - Yes
Mrs. J. Wylie - Absent Mr. Vezmar - Yes
Mr. Miller – Yes
5 yes, 1 no, 1 absent. Motion passed.

Tax Exemption Request 2021-5

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. FITZGERALD to deny tax exemption request 2021-5.

Roll Call: Mr. Baltazar - No Mr. Fitzgerald - Yes
Mr. Thompson - Yes Mrs. R. Wiley - Yes
Mrs. J. Wylie - Absent Mr. Vezmar - Yes
Mr. Miller – Yes
5 yes, 1 no, 1 absent. Motion passed.

INSTRUCTION AND STUDENT PROGRAMS

Student Learning

2021-2022 Draft School Calendar – First Read

Dr. Amory reviewed the 2021-2022 draft school calendar with the Board.

Student Progress

Each school Principal provided a brief overview of the trends occurring at each individual school for the first

semester. The Board requested to revisit the data at the culmination of third marking period.

Delaware Read Aloud Partnership

Delaware Read Aloud volunteers have been paired with 22 students to meet virtually on a weekly basis. Dr. Amory thanked all of the volunteers for their efforts.

***Student Services Update
Autism Program Planning***

Ms. Manges reviewed and discussed plans for the continued expansion of the District autism program. Mr. Baltazar-Lopez requested information on how many teachers/staff the district has with specific autism certification.

Interventionist and School Nurse Hotline Usage

Ms. Manges shared information regarding hotline usage and related correspondence with families.

BUILDINGS AND GROUNDS – Mr. Sharp

Classroom Flooring Installation - MOTION MADE BY MR. VEZMAR/SECONDED BY MR. THOMPSON to accept proposal from Tri State Carpet for Banneker as presented. Motion carries unanimously.

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. THOMPSON to accept proposal from Tri State Carpet as for Lulu Ross as presented. Motion carries unanimously.

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. VEZMAR to accept proposal from Tri State Carpet for Morris Early Childhood as presented. Motion carries unanimously.

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. VEZMAR to accept proposal from Tri State Carpet for Milford High School as presented. Motion carries unanimously.

Banneker Telephone System Upgrade - MOTION MADE BY MR. BALTAZAR-LOPEZ /SECONDED BY MR. THOMPSON to table the motion for the Banneker telephone system upgrade for the April 2021 School Board Meeting. Motion carries unanimously.

Central Academy Roof Project – Mr. Sharp reviewed the proposal for the project. Mr. Miller requested warranty information for the solar panels.

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. FITZGERALD to table the request until warranty information is obtained. **Motion carries unanimously.**

BOARD DISCUSSION

New Draft Board Policy Introduced by Mr. Rony Baltazar-Lopez: Board Member Conflict of Interest - MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. VEZMAR to approve new Board Policy 8107 Conflict of Interest as presented to the board. **Motion carries unanimously.**

New Draft Board Policy Introduced by Mr. Rony Baltazar-Lopez: Board Member Duties and Ethics – MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. VEZMAR to replace current Board Policy 8205 with Board Member Duties and Ethics as presented to the board.

Roll Call: Mr. Baltazar - Yes Mr. Fitzgerald - No
Mr. Thompson - No Mrs. R. Wiley - Yes
Mrs. J. Wylie - Absent Mr. Vezmar - Yes
Mr. Miller - No

3 yes, 3 no, 1 absent. Motion does not carry.

April Board Date

There was discussion of moving the April Board date. The Board meeting will remain the same – April 19, 2021.

PERSONNEL

Vaccination Update

Dr. Peel discussed the expansion of vaccination events for educators. Dr. Dickerson thanked the State of Delaware and DDOE for their efforts in supporting the availability for educators.

Teacher of Year Update

The District received over 250 responses for Teacher of the Year nominations. Thank you to everyone who

responded. The selection process in each school has started. From the school awardees, the District Teacher of the Year will be chosen. Nominations will soon open for other Employees of the Year.

Personnel Updates

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. FITZGERALD to accept the Personnel Report as presented during Executive Session.

Roll Call: Mr. Baltazar - Yes Mr. Fitzgerald - Yes
 Mr. Thompson - Yes Mrs. R. Wiley - Yes
 Mrs. J. Wylie - Absent Mr. Vezmar - Yes
 Mr. Miller - Abstain

5 yes, 0 no, 1 abstain, 1 absent. Motion passed.

ADJOURNMENT

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. VEZMAR that the Regular Meeting of the Milford Board of Education held on Monday, March 22, 2021 adjourn at PM. **Motion carries unanimously.**

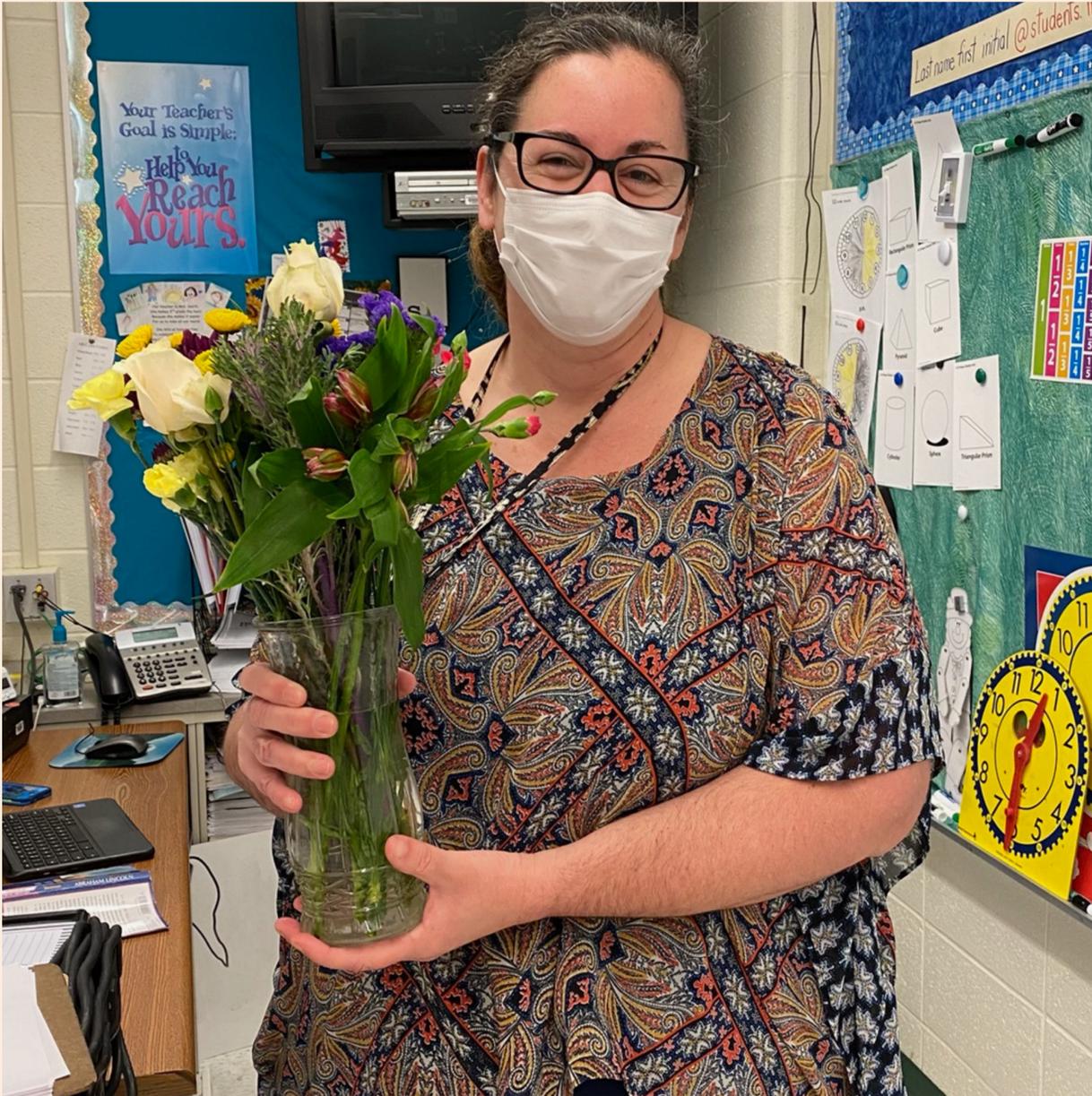
Kevin Dickerson, Executive Secretary

Trish Gerken, Recording Secretary



Morris Early Childhood Center: Sarah Simon

Mrs. Sarah Simon is a Kindergarten teacher at Morris. She has earned her Bachelor of Science in Education from University of Delaware and Wilmington University, certifying her to teach K-6 and is also certified to teach Exceptional Children grades K-12. She completed her Masters of Instruction in 2018 and has been a teacher with the Milford School District for eight years. We are glad she is part of the Morris (and MSD) family! Congratulations, Mrs. Simon!



Banneker Elementary: Heather Smith

Mrs. Smith has taught in the Milford School District for 23 years. Over these years she has taught a diverse population in her inclusion classroom including students with autism, learning disabilities, physical challenges, medical challenges, emotional challenges, non-English speaking students, English Second Language Learners, academically talented students, homeless, and students who have experienced a great loss.

Mrs. Smith has served as instructional coach for five years. When Mrs. Smith is not in the classroom she can be found supporting students in the community in various 4H and little league events. Congratulations, Mrs. Smith!



**Lulu Ross
Elementary:
Montessa
Brooks**

Miss Brooks is in her third year teaching EL students at Ross. She received her degrees from the University of Delaware. As an undergraduate she earned her Bachelor of Arts in Foreign Languages & Literature - Spanish Studies and went on to receive her Master of Arts in Teaching English as a Second Language degree from the University of Delaware.

While her focus area is multilingual students, she feels that all students deserve support and help when necessary. She is a positive force throughout our building and district. Congratulations, Miss Brooks!



Mispillion Elementary: Carrie Holleger

As a fifth grade concurrent teacher at Mispillion Elementary, Mrs. Carrie Holleger creates an engaging, rigorous, and safe learning environment for all her students. She creates a community of learners who feel seen and heard within her classroom. Technology is used to enhance and engage her students in the classroom and online. She makes a difference in the lives of our future community members.

Mrs. Holleger is a leader in school as Mispillion's Technology Instructional Coach. She inspires and guides other teachers in the use of new technology for student success. Her participation as an advisor for the Mispillion Student Council and support of Special Olympics by being a member of the Mispillion Team for the Polar Bear Plunge shows her commitment to the community.



Central Academy: Lara Lee

**Ms. Lara Lee has been named Central Academy's Teacher of the Year! She began her teaching career in Milford in 1991 and has been an 8th grade math teacher for the past 6 school years. In her time at Milford she has coached field hockey, math league, and girls on the run. She has also worked with many student organizations and developed curriculum for the district.
Congratulations, Ms. Lee!**



Milford High School: Caitlin Walton

Ms. Caitlin Walton has been named MHS Teacher of the Year! Ms. Walton is a state and nationally recognized Agriscience Educator and leader of her department. She has been a teacher with the Milford School District for six years. She has been instrumental in the success of our FFA Organization leading so many of our students to state and national recognition. We are proud to have her here at MHS representing our fine educators.



Milford Middle School (Lakeview Property) Project

APRIL 19, 2021



Certificate of Necessity

- Dictated by Delaware Code and Regulation
- Reviewed by DDOE to determine necessity
- Ranked by Priority
 - Priority 1 – capacity and future enrollment issues
- Construction formula dictates costs
- DDOE approved MSD Certificate of Necessity in November 2020



Milford Middle School Project Proposal

- Revitalizes the current Milford Middle School site
- Salvages the historic 1929 structure, demolishes additions
- New structures added to reconfigure school to best meet the needs of the 21st century learning environment
- Aligns with Recommendations from Feasibility Study by Tetra Tech and the Milford Middle School (Lakeview Property) Committee

LEGEND - FIRST FLOOR

 PROPOSED EXISTING TO REMAIN (26,224 SF)

 PROPOSED AREA OF DEMOLITION (52,027 SF)





Milford School District Growth

- All schools over 85% program capacity except Morris
- Current enrollment has grown to 4,324 during current school year
 - 2020 PreK-12th = 4,301
 - 2024 Projection PreK-12th = 4,597
- Projected school enrollment demonstrates continued growth
- Unit growth continued during pandemic
- Programmatic growth – need for space



Growth Projections

Table 1. Milford Population Projection Scenarios

Scenario	2010	2020	2030	2040	2050
1 – Recent Growth Boom Continues	9559	11,662	14,228	17,359	21,179
2 – Historic 30-Year Growth Rate	9559	11,160	13,029	15,211	17,758
3 – Growth Follows Kent County Projections	9559	10,655	11,369	11,940	12,383
4 – Growth Follows Sussex County Projections	9559	11,127	12,064	12,547	12,867



Housing Pipeline

Table 6. Existing and Planned Milford Residential Units

Unit Types	Census	2010– Present	Approved to build	Total Existing or Proposed	% at build out
Single-Family Detached	2,701	191	1596	4,488	44.5%
Single-Family Attached	201	42	1274	1,517	15.0%
Duplex	183	20	146	349	3.5%
Multiple-Dwelling Units	892	12	2770	3,674	36.4%
Manufactured, Mobile	65	0	0	65	0.6%
Total Housing Units	4,042	265	5786	10,093	

Source: 2010 American Community Survey and City of Milford



Guiding Principles for Grade Level Configuration Recommendation

- Keep the educational needs of students at the forefront
- Consider data and findings from Technical Assistance research & reports
- Holistically examine school facilities within the district
- Focus on best serving the district-community for the future
- Remain within the scope of what is needed to ensure fairness to taxpayers

*** Certificate of Necessity is for a 5th-6th Grade School**



The Future: Grade Level Configurations

- PreK - K
 - Morris Early Childhood Center

- Grades 1 – 4
 - Benjamin Banneker Elementary
 - Lulu M. Ross Elementary
 - Mispillion Elementary

- Grades 5 – 6
 - Milford Middle School Site

- Grades 7 – 8
 - Milford Central Academy

- Grades 9 – 12
 - Milford High School



Community Aspects of the Project

- Utilizes and revitalizes existing District resources and property
- Provides opportunity to re-evaluate current facilities and seek increased efficiencies and best use of space district-wide
- Creates open recreational space, large recreational gymnasium and auditorium
- Provides classroom space in center of city for educational and workforce development partnerships
- Dedicated *Milford 11* historical plaque would remain at the school site



Local Impact of a Project

Cost Estimates for 1,000 Student Middle School Renovation:

- Square Feet: 132,910
- Estimated Cost: \$57,270,453*

- Estimated State Share (74%): \$42,380,185
- Estimated Local Share (26%): \$14,890,318

****Approximate 5% Escalation in Costs Each Subsequent Year***



Local Impact of a Project

➤ Cost Timeline

- Year 1 – Site Development and Design (12%)
- Year 2 – Construction (72%)
- Year 3 – Final preparation, furniture, technology (16%)

➤ At conclusion of the project, debt service begins to decline over time

➤ Current bond obligation expiring in 2023



Next Steps

- Meet with MMS (Lakeview Avenue) Committee for input on timing of referendum
 - Next Fall at the earliest
- Board decision and vote for when to hold a public referendum
- Communicate referendum with community and hold open community meetings
- Hold public referendum for the project
- If referendum approved by district-community, project would commence in Fall 2022
 - Phased cost impact over three years beginning in FY22
- **Maintain Transparency Throughout Process**







Milford School District
Monthly Report of Expenditures
For the month ended March 31, 2021

Operating Unit	Budget Line	Final Budget				
		Amount	Encumbered	Expended	Budget Remaining	% Remaining
9180668A	Benjamin Banneker Elementary School	\$ 58,158.00	2,968.82	6,554.73	\$ 48,634.45	83.62%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 59,627.00	3,296.27	23,032.37	\$ 33,298.36	55.84%
9180672A	Lulu M. Ross Elementary School	\$ 81,430.00	9,670.60	24,599.87	\$ 47,159.53	57.91%
9180673A	Misplion Elementary School	\$ 63,434.00	11,903.95	18,038.86	\$ 33,491.19	52.80%
9180675A	Milford Central Academy	\$ 127,917.50	3,232.27	41,740.22	\$ 82,945.01	64.84%
9180678A	Milford Senior High School	\$ 162,855.00	18,371.65	34,492.71	\$ 109,990.64	67.54%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	7,847.44	\$ 1,152.56	12.81%
	School Resource Officer	\$ 165,000.00	-	154,350.00	\$ 10,650.00	6.45%
99900100	Legal Services, Audit and Insurance Premiums	\$ 180,000.00	28,818.16	18,809.59	\$ 132,372.25	73.54%
99900300	District Expenditures	\$ 35,000.00	-	6,562.93	\$ 28,437.07	81.25%
	School Safety and Security	\$ -	-	-	\$ -	-
	Public Relations and Communication	\$ 10,000.00	2,078.03	8,905.81	\$ (983.84)	-9.84%
	Copy Center (District Wide)	\$ 98,500.00	31,322.93	65,431.87	\$ 1,745.20	1.77%
	Student Emergency Fund	\$ 4,000.00	-	-	\$ 4,000.00	100.00%
99910100	Superintendent	\$ 1,500.00	127.71	778.56	\$ 593.73	39.58%
99920000	World Language Immersion (State Grant)	\$ 30,820.00	-	-	\$ 30,820.00	100.00%
	Educator Accountability (State Grant)	\$ 1,044.58	-	-	\$ 1,044.58	100.00%
	Student Success Block Grant (Reading)	\$ 276,936.00	-	149,638.86	\$ 127,297.14	45.97%
	Opportunity Grant Mental Health	\$ 255,225.00	-	22.39	\$ 255,202.61	99.99%
	Education Opportunity Grant	\$ 906,952.00	-	72,834.28	\$ 834,117.72	91.97%
	Summer School	\$ 30,000.00	-	21,859.83	\$ 8,140.17	27.13%
	Translators	\$ 20,000.00	-	3,726.64	\$ 16,273.36	81.37%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 244,200.00	-	48,329.96	\$ 195,870.04	80.21%
99920700	Athletics - High School	\$ 170,000.00	4,186.41	100,483.65	\$ 65,329.94	38.43%
	Athletics - Milford Central Academy	\$ 30,000.00	5,977.60	10,234.19	\$ 13,788.21	45.96%
99920800	Driver's Education	\$ 19,113.00	-	11,921.67	\$ 7,191.33	37.63%
99930200	Tuition - Special Services	\$ 584,500.00	71,978.09	164,025.33	\$ 348,496.58	59.62%
	Tuition - Special Services - ILC	\$ 315,000.00	152.70	307,739.55	\$ 7,107.75	2.26%
	Unique Alternatives (State Funds)	\$ 485,089.95	166,685.85	291,609.18	\$ 26,794.92	8.51%
99930300	Special Services	\$ 49,000.00	4,333.50	30,986.81	\$ 13,679.69	27.92%
	Student Success Block Grant (K-3 Basic)	\$ 119,274.00	-	18,069.77	\$ 101,204.23	-
	Special Services - State Related Services	\$ 105,208.55	20,018.75	64,457.39	\$ 20,732.41	-
99940100	Contingencies and One-Time Items	\$ 500,000.00	65,245.51	-	\$ 434,754.49	86.95%
99940200	Division I/Formula Salaries	\$ 27,493,869.30	-	23,349,557.56	\$ 4,144,311.74	15.07%
99940300	Division II - Vocational	\$ 113,042.10	-	686.43	\$ 112,355.67	99.39%
99940400	Division III/Local Salaries	\$ 10,750,000.00	-	7,724,561.30	\$ 3,025,438.70	28.14%
	Union agreed Limited Contracts	\$ 365,000.00	-	181,513.56	\$ 183,486.44	50.27%
99940500	Title I	\$ 1,973,009.00	46,701.07	496,465.63	\$ 1,429,842.30	72.47%
	Title II	\$ 353,387.00	-	-	\$ 353,387.00	100.00%
	Title III	\$ 64,917.00	-	-	\$ 64,917.00	100.00%
	IDEA Part B	\$ 1,126,652.00	49,872.00	3,640.00	\$ 1,073,140.00	95.25%
	IDEA Preschool	\$ 55,709.00	-	-	\$ 55,709.00	100.00%
	Perkins	\$ 125,895.00	5,136.93	53,087.27	\$ 67,670.80	53.75%
	Homeless	\$ -	-	-	\$ -	-
	Other Federal Grants	\$ -	480,464.57	18,000.00	\$ (498,464.57)	-
99940600	Insurance Expense	\$ 105,153.00	-	105,153.00	\$ -	0.00%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	-	25,704.94	\$ 81,295.06	75.98%
99940810	Technology Equipment & Repair	\$ 272,800.00	15,776.53	153,674.87	\$ 103,348.60	37.88%
	Technology Block Grant	\$ 108,554.00	23,993.59	12,555.00	\$ 72,005.41	66.33%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	5,823.00	\$ 9,177.00	61.18%
	Tuition Reimbursement	\$ 60,000.00	-	30,000.00	\$ 30,000.00	50.00%
99950000	Personnel/Human Resources	\$ 10,000.00	127.71	3,981.50	\$ 5,890.79	58.91%
99960000	Child Nutrition Operations	\$ 650,000.00	98,372.05	1,318,845.97	\$ (767,218.02)	-118.03%
	Cafeteria Salaries	\$ 594,271.00	-	457,924.81	\$ 136,346.19	22.94%
99960100	Facilities Maintenance	\$ 90,000.00	2,846.31	39,747.35	\$ 47,406.34	52.67%
	Custodial Services and Supplies	\$ 90,000.00	16,082.21	29,815.28	\$ 44,102.51	49.00%
99960200	Operations and Utilities	\$ 304,500.00	44,185.00	181,004.04	\$ 79,310.96	26.05%
	Energy Division II	\$ 788,951.00	344,718.48	337,781.52	\$ 106,451.00	13.49%
99960300	State Transportation	\$ 2,893,867.61	828,733.58	2,041,110.71	\$ 24,023.32	0.83%
	State Homeless Transportation	\$ 196,566.00	142,319.97	40,192.83	\$ 14,053.20	7.15%
	State Foster Transportation	\$ 30,689.00	9,446.30	19,553.70	\$ 1,689.00	5.50%
	Transportation Supplies	\$ 1,000.00	192.41	567.91	\$ 239.68	23.97%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	-	21,080.29	\$ 1,919.71	8.35%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 21,840.67	15,813.33	4,465.87	\$ 1,561.47	7.15%
	Local Transportation Match	\$ 321,119.86	93,314.87	226,950.05	\$ 854.94	0.27%
Total Operating Budget		\$ 54,337,577.12	\$ 2,668,465.71	\$ 38,590,528.85	\$ 13,078,582.56	24.07%
99970000	Local Debt Service	\$ 1,225,976.67	-	1,154,795.42	\$ 71,181.25	5.81%
99970200	Minor Capital Improvements	\$ 615,352.00	-	-	\$ 615,352.00	100.00%
Total Capital Budget		\$ 1,841,328.67	\$ -	\$ 1,154,795.42	\$ 686,533.25	37.28%
Grand Total		\$ 56,178,905.79	\$ 2,668,465.71	\$ 39,745,324.27	\$ 13,765,115.81	24.50%

*Note: Budgets are based on the final budget allocations as voted by the MSD Board of Education
Items highlighted in blue are restricted expenditures. Funds must be used for specific purpose per funding guidelines.*

MILFORD SCHOOL DISTRICT
Fiscal Year 2021 Monthly Revenue Report
As of March 31, 2021
75% of the Fiscal Year completed

REVENUE SOURCE	Final FY 2021 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	27,468,642.00	26,773,869.87	97.47%
Cafeteria Salaries	594,271.00	594,271.00	100.00%
Division II, All Other Costs	898,113.00	902,811.00	100.52%
Division II, All Other Costs - VOC	113,042.10	113,042.00	100.00%
Division II, Energy	788,951.00	788,951.00	100.00%
Division III, Equalization	5,647,725.00	5,675,768.00	100.50%
State Transportation	2,893,867.61	2,919,530.09	100.89%
Homeless Transportation	196,566.00	196,566.00	100.00%
Foster Care Transportation	30,689.00	30,689.00	100.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	105,208.55	105,208.55	100.00%
Drivers' Education	19,113.00	19,113.00	100.00%
Unique Alternatives	485,089.95	473,190.72	97.55%
Professional Development	-	-	
Delaware Sustainment Fund	717,857.00	811,121.00	112.99%
Academic Excellence Cash Option	-	-	
Technology Block Grant	108,554.00	108,554.00	100.00%
Educator Accountability (CPR)	1,044.58	1,066.53	102.10%
World Language Expansion	30,820.00	30,820.00	100.00%
Education Opportunity Grant	906,952.00	453,476.00	50.00%
Education Opportunity Grant - Mental Health	255,225.00	114,802.00	44.98%
Student Success Block Grant - K-3	119,274.00	119,274.00	100.00%
Student Success Block Grant - Reading	276,936.00	162,134.00	58.55%
Child Safety Awareness	5,062.00	5,062.00	100.00%
Substitute Reimbursement- Paid Parental Leave	25,227.30	-	0.00%
Year Long Residency	83,622.15	83,622.15	100.00%
Dual Enrollment	-	4,657.69	
Minor Capital Improvements	369,211.00	369,211.00	100.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	42,142,063.24	40,857,810.60	96.95%
LOCAL FUNDS			
Current Expense (tax rate)	8,300,000.00	8,414,001.78	101.37%
Current Expense (capitations)	200.00	58.83	29.42%
Athletics	-	-	
Interest	325,000.00	335,135.89	103.12%
Building Rental	4,500.00	3,250.00	72.22%
Other Local Revenue	18,500.00	6,627.82	35.83%
Sol - Systems	1,500.00	671.79	44.79%
Energy Curtailment	15,000.00	-	0.00%
CSCRIP	35,000.00	3,838.25	10.97%
Indirect Costs	85,000.00	53,363.30	62.78%
Cafeteria	650,000.00	824,649.35	126.87%
Net Choice Billings	(164,893.80)	(167,756.31)	101.74%
Net Charter Billings	(165,738.77)	(165,738.76)	100.00%
Tuition Billings	(1,960,000.00)	(1,991,695.41)	101.62%
Social Studies Coalition/Donations	107,000.00	59,744.40	55.84%
Debt Service	1,260,000.00	1,296,389.98	102.89%
Debt Service - County Impact Fees	78,343.00	62,702.13	80.04%
Tuition	2,859,500.00	2,805,226.13	98.10%
Minor Capital Improvements	246,141.00	274,605.18	111.56%
E-Rate	5,500.00	-	0.00%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	11,700,551.43	11,815,074.35	100.98%
FEDERAL FUNDS			
IDEA Part B	1,126,652.00	1,126,652.00	100.00%
IDEA - Preschool	55,709.00	55,709.00	100.00%
Title I	1,973,009.00	1,973,009.00	100.00%
Title II	353,387.00	353,387.00	100.00%
Title III English Acquisition	64,917.00	64,917.00	100.00%
Education for the Homeless	-	-	
School Emergency Relief (ESSERF)	-	5,804,256.00	
Perkins	125,895.00	135,895.00	107.94%
TOTAL FEDERAL/OTHER FUNDS	3,699,569.00	9,513,825.00	257.16%
GRAND TOTAL ALL FUNDS	57,542,183.67	62,186,709.95	108.07%

Financial Position Report

as of March 31, 2021

Forecast Period: Q4-2021

District: Milford - 18

Description	Actual Unencumbered	Encumbered	Projected Income 4/1 to 6/30	Projected Available Income for Quarter 4	Projected Salary 4/1 to 6/30	Projected Non-Salary 4/1 to 6/30	Total Projected Expenditures for Quarter 4	Projected Available Balance 6/30	Projected 1 month Local Payroll
Local Expenses	\$21,318,418.18	\$205,749.85	\$0.00	\$21,524,168.03	\$2,358,000.00	\$506,511.86	\$2,864,511.86	\$18,659,656.17	\$801,720.00
Div II	\$673,699.23	\$578,177.09	\$0.00	\$1,251,876.32	\$0.00	\$1,226,876.32	\$1,226,876.32	\$25,000.00	
Div III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cash Option	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$811,121.00	\$0.00	\$0.00	\$811,121.00	\$811,121.00	\$0.00	\$811,121.00	\$0.00	
Total Discretionary Fund Revenue	\$22,803,238.41	\$783,926.94	\$0.00	\$23,587,165.35	\$3,169,121.00	\$1,733,388.18	\$4,902,509.18	\$18,684,656.17	

Approved by Superintendent: _____

Approved by Board President: _____

Preparer: _____

Current Academic Performance Trends



Milford School District
Academic Year 2020-2021



Morris Early Childhood Center

	1st marking period	Current Percentage	2nd marking period	Current Percentage	3rd marking period	Current Percentage
Students on track for promotion	353/361	98%	346/361	96%	343/362	95%
Students at risk for retention	8/361	2%	14/361	4%	17/362	5%
Students referred to building Student Support Team	5	1%	18	5%	40	11%

Trends noticed in data reviews: 47% of the students who are at risk for retention are still remote or have been remote the majority of the school year. *All remote students have been given the opportunity to come in for hybrid learning, and are encouraged to do so if they are not meeting promotion. Kindergarten students make a considerable amount of growth in the spring. Student progress is consistently tracked, and instructional plans are adjusted every 6 weeks. Data Reviews were just held 4/15 & 4/16 and additional intervention plans for all at-risk students were created. Parent conferences will be held again with these families as well.

Banneker Elementary School

		1st marking period	Current Percentage	2nd marking period	Current Percentage	3rd Marking period	Current Percentage
Students on track for promotion	Grade 1	99/99	100%	91/99	92%	86/95	91%
	Grade 2	90/90	100%	88/90	98%	84/87	97%
	Grade 3	80/80	100%	70/80	88%	72/78	92%
	Grade 4	103/104	100%	99/104	96%	98/103	95%
	Grade 5	105/105	100%	100/105	95%	101/104	97%
Students at risk for retention	Grade 1	0/99	0%	8/99	8%	9/95	9%
	Grade 2	0/90	0%	2/90	2%	3/87	3%
	Grade 3	0/80	0%	10/80	12%	6/78	7%
	Grade 4	0/104	0%	4/104	4%	5/103	5%
	Grade 5	0/105	0%	5/105	5%	3/104	3%
Students referred to building Student Support Team	Grade 1	8	8%	29	29%	20/95	21%
	Grade 2	6	7%	27	30%	5/87	6%
	Grade 3	10	13%	16	20%	10/78	13%
	Grade 4	8	8%	19	18%	5/103	5%
	Grade 5	6	6%	14	13%	7/104	7%

Trends noticed in data reviews:

- Students with attendance concerns are inclusive of families that have multiple children that have consistent attendance habits.
- Academic / attendance concerns make up approximately 9% of our school population. - Mobility of families has increased (leaving and coming).
- We continue to use our student support team and district interventionists to assist with attendance, social / emotional and academic areas of need.

Mispyllion Elementary School

		1st marking period	Current Percentage	2nd marking period	Current Percentage	3rd Marking period	Current Percentage
Students on track for promotion	Grade 1	118/118	100%	106/114	93%	109/113	96%
	Grade 2	91/91	100%	83/86	97%	86/88	98%
	Grade 3	100/100	100%	88/98	90%	91/100	91%
	Grade 4	116/116	100%	107/111	96%	107/110	97%
	Grade 5	113/113	100%	109/112	97%	105/110	95%
Students at risk for retention	Grade 1	0/118	0%	8/118	7%	4/113	4%
	Grade 2	0/91	0%	3/91	3%	2/88	2%
	Grade 3	0/100	0%	10/100	10%	9/100	9%
	Grade 4	0/116	0%	4/116	4%	3/110	3%
	Grade 5	0/113	0%	3/113	3%	5/110	5%
Students referred to building Student Support Team	Grade 1	2	2%	11	9%	11	9%
	Grade 2	5	4%	5	4%	1	1%
	Grade 3	5	5%	12	12%	10	10%
	Grade 4	3	3%	23	20%	8	7%
	Grade 5	2	2%	28	24%	12	11%

Trends noticed in data reviews:

- Students with attendance concerns are inclusive of families that have multiple children that have consistent attendance habits.
- Academic / attendance concerns make up approximately 9% of our school population. - Mobility of families has increased (leaving and coming).
- We continue to use our student support team and district interventionists to assist with attendance, social / emotional and academic areas of need.

Ross Elementary School

		1st marking period	Current Percentage	2nd marking period	Current Percentage	3rd marking period	Current Percentage
Students on track for promotion	Grade 1	125/125	100%	114/124	92%	115/126	91%
	Grade 2	139/139	100%	126/143	88%	133/143	93%
	Grade 3	139/139	100%	125/138	91%	130/137	95%
	Grade 4	132/132	100%	129/138	93%	132/137	96%
	Grade 5	130/130	100%	126/129	98%	130/130	100%
Students at risk for retention	Grade 1	0/125	0%	10/124	8%	9/126	9%
	Grade 2	0/139	0%	17/143	12%	10/143	7%
	Grade 3	0/139	0%	13/138	9%	7/137	5%
	Grade 4	0/132	0%	9/138	7%	5/137	4%
	Grade 5	0/130	0%	3/129	2%	0/130	0%
Students referred to building Student Support Team	Grade 1	4	2%	4	7%	13	10%
	Grade 2	0	0%	2	7%	15	10%
	Grade 3	2	1%	1	7%	19	14%
	Grade 4	1	0%	3	4%	9	7%
	Grade 5	6	3%	1	9%	15	12%

Trends noticed in data reviews:

- Students with attendance concerns are inclusive of families that have multiple children that have consistent attendance habits.
- Academic / attendance concerns make up approximately 5% of our school population 3rd marking period, compared to 9% last marking period.
- Throughout third marking period we continued to transition students from full remote to in person, and our number of students demonstrating improvement in academic performance increased.
- We continue to use our student support team and district interventionists to assist with attendance, social / emotional and academic areas of need.

Milford Central Academy

Academic Performance after 3rd Marking Period

	6th Grade	7th Grade	8th Grade
Students on Track for Promotion	89%	81%	78%
Students with a low to moderate risk for retention (failing two or three classes)	7%	11%	14%
Students with a moderate to high risk for retention (failing all four classes)	4%	8%	8%
Student Support Team	18 students, plus possible failures	20 students, plus possible failures	35 students, plus possible failures

Trends noticed in data reviews: Numbers have dropped, which is consistent with previous years. We will be starting a credit recovery program as well with some of our students who struggled turning work in and struggled with absences during the first three marking periods. Parent conferences helped, and we are hoping students coming into our building three days a week also pushes more students to be on track for promotion.

Milford Senior High School

Academic Performance Trends

	9th Grade	10th Grade	11th Grade	12th Grade
Students on Track for Promotion	74.24%	72.76%	83.86%	81.09%
Students with a low to moderate risk for retention	9.39%	11.46%	8.66%	14.29%
Students with a moderate to high risk for retention	16.36%	15.79%	7.48%	4.62%

Since MHS students are measured by credits, the performance trends are not different than the end of the first semester. With the minimum grade policy in effect, students will still have an opportunity to gain credit this semester and progress to the next grade level. Students that have failed a course during the 3rd marking period will receive one-on-one conversations with our student support team.

High School students are promoted based on the number of credits accumulated. Ninth graders need 6 credits to be promoted. Tenth graders need 13 credits to be promoted. Juniors need 20 credits to be promoted. Seniors need 25 credits for graduation.

In addition to school based initiatives,

Milford School District will continue the following action items to support our students:

- Host Quarterly Data Meetings to review attendance, student performance, and look for trends / root causes
- Continue to host building student support team meetings to work with team of professionals to ensure we have a full complement of supports in place for at risk students inclusive of district interventionists and mental health support staff
- Continue to communicate student performance with students and families
- Continue to develop summer programming to assist with any necessary academic recovery
- Continue to review our district scope and sequence documents to ensure we are prioritizing curriculum for each grade level and/or course
- Continue our efforts to resume as much face to face instruction as possible
- Continue connecting students with mentors and volunteers for additional support



Morris Early Childhood Center

	1st marking period	Current Percentage	2nd marking period	Current Percentage
Students on track for promotion	353/361	98%	346/361	96%
Students at risk for retention	8/361	2%	14/361	4%
Students referred to building Student Support Team	5	1%	18	5%

Trends noticed in data reviews: 71% of the students who are at risk for retention are still remote or have been remote the majority of the school year. *All remote students have been given the opportunity to come in for hybrid learning, and are encouraged to do so if they are not meeting promotion. Typically however, we would not consider students at risk for retention until after the third marking period. Kindergarten students make a considerable amount of growth in the spring. Student progress is consistently tracked, and instructional plans are adjusted every 6 weeks.

Banneker Elementary School

		1st marking period	Current Percentage	2nd marking period	Current Percentage
Students on track for promotion	Grade 1	99/99	100%	91/99	92%
	Grade 2	90/90	100%	88/90	98%
	Grade 3	80/80	100%	70/80	88%
	Grade 4	103/104	100%	99/104	96%
	Grade 5	105/105	100%	100/105	95%
Students at risk for retention	Grade 1	0/99	0%	8/99	8%
	Grade 2	0/90	0%	2/90	2%
	Grade 3	0/80	0%	10/80	12%
	Grade 4	0/104	0%	4/104	4%
	Grade 5	0/105	0%	5/105	5%
Students referred to building Student Support Team	Grade 1	8	8%	29	29%
	Grade 2	6	7%	27	30%
	Grade 3	10	13%	16	20%
	Grade 4	8	8%	19	18%
	Grade 5	6	6%	14	13%

Trends noticed in data reviews:

- Students with attendance concerns are inclusive of families that have multiple children that have consistent attendance habits.
- Academic / attendance concerns make up approximately 9% of our school population.
- We continue to use our student support team and district interventionists to assist with attendance, social / emotional and academic areas of need.

Mispillion Elementary School

		1st marking period	Current Percentage	2nd marking period	Current Percentage
Students on track for promotion	Grade 1	118/118	100%	106/114	93%
	Grade 2	91/91	100%	83/86	97%
	Grade 3	100/100	100%	88/98	90%
	Grade 4	116/116	100%	107/111	96%
	Grade 5	113/113	100%	109/112	97%
Students at risk for retention	Grade 1	0/118	0%	8/118	7%
	Grade 2	0/91	0%	3/91	3%
	Grade 3	0/100	0%	10/100	10%
	Grade 4	0/116	0%	4/116	4%
	Grade 5	0/113	0%	3/113	3%
Students referred to building Student Support Team	Grade 1	2	2%	11	9%
	Grade 2	5	4%	5	4%
	Grade 3	5	5%	12	12%
	Grade 4	3	3%	23	20%
	Grade 5	2	2%	28	24%

Trends noticed in data reviews:

- Students with attendance concerns are inclusive of families that have multiple children that have consistent attendance habits.
- Academic / attendance concerns make up approximately 9% of our school population.
- We continue to use our student support team and district interventionists to assist with attendance, social / emotional and academic areas of need.

Ross Elementary School

		1st marking period	Current Percentage	2nd marking period	Current Percentage
Students on track for promotion	Grade 1	125/125	100%	114/124	92%
	Grade 2	139/139	100%	126/143	88%
	Grade 3	139/139	100%	125/138	91%
	Grade 4	132/132	100%	129/138	93%
	Grade 5	130/130	100%	126/129	98%
Students at risk for retention	Grade 1	0/125	0%	10/124	8%
	Grade 2	0/139	0%	17/143	12%
	Grade 3	0/139	0%	13/138	9%
	Grade 4	0/132	0%	9/138	7%
	Grade 5	0/130	0%	3/129	2%
Students referred to building Student Support Team	Grade 1	4	2%	4	7%
	Grade 2	0	0%	2	7%
	Grade 3	2	1%	1	7%
	Grade 4	1	0%	3	4%
	Grade 5	6	3%	1	9%

Trends noticed in data reviews:

- Students with attendance concerns are inclusive of families that have multiple children that have consistent attendance habits.
- Academic / attendance concerns make up approximately 9% of our school population.
- We continue to use our student support team and district interventionists to assist with attendance, social / emotional and academic areas of need.
- Third marking period SST referrals are much higher - based on the fact that teacher interventions for mkg. Pd. 1 and 2 were not successful.

Milford Central Academy

Academic Performance Trends Semester One

	6th Grade	7th Grade	8th Grade
Students on Track for Promotion	72%	69%	63%
Students with a low to moderate risk for retention	19%	21%	23%
Students with a moderate to high risk for retention	9%	10%	14%
Student Support Team	15 students, plus possible failures	16 students, plus possible failures	32 students, plus possible failures

Trends noticed in data reviews: Attendance and missed work are the driving force behind many of the retentions. For the past three years this has been a trend after the second marking period, and the numbers decrease significantly the third and fourth marking periods. We have held parent conferences, completed home visits, provided support classes for our EL and special education students, and increased our students attending After the Bell to make up assignments.

Milford Senior High School

Academic Performance Trends Semester One

	9th Grade	10th Grade	11th Grade	12th Grade
Students on Track for Promotion	74.24%	72.76%	83.86%	81.09%
Students with a low to moderate risk for retention	9.39%	11.46%	8.66%	14.29%
Students with a moderate to high risk for retention	16.36%	15.79%	7.48%	4.62%

Students Referred to Building Student Support Team: All students in the moderate risk and high risk for retention categories were referred to the Student Support Team. These students fit in multiple criteria and have been discussed starting with Grade Level PLCs, and progressing toward school counselors, attendance officer and special education coordinator. (attendance, behaviors, and grades)

High School students are promoted based on the number of credits accumulated. Ninth graders need 6 credits to be promoted. Tenth graders need 13 credits to be promoted. Juniors need 20 credits to be promoted. Seniors need 25 credits for graduation.

Team Members



Ashley Norman

Visiting Teacher/District McKinney-Vento Liaison

Jessenia Carranza

EL Student and Family Interventionist

Harold Fisher

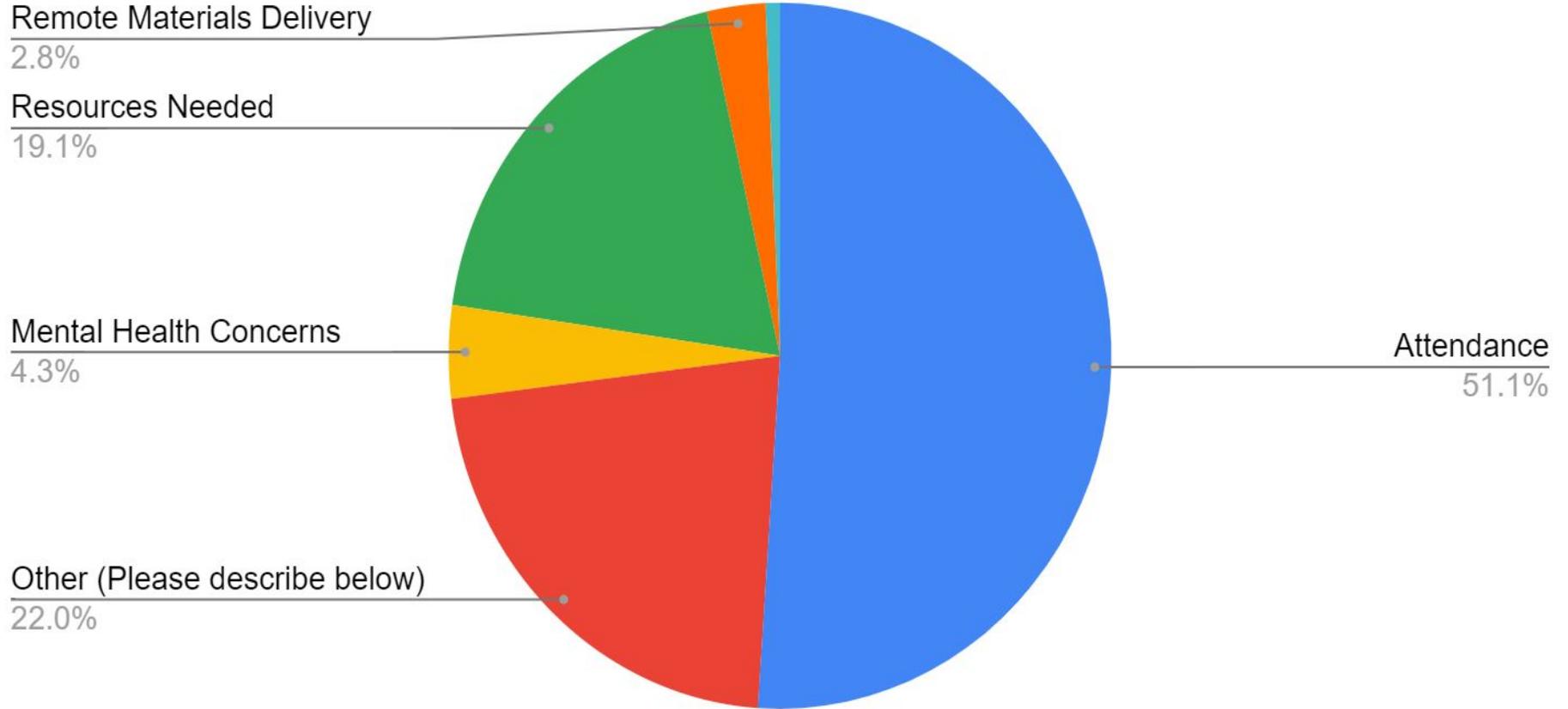
Student and Family Interventionist

Services Provided



- Home visits
(attendance/academics/truancy/address verifications)
- Food Deliveries
- Supporting student/school virtual learning needs
- Connecting families to resources for assistance with rent/utilities, mental health, child care, internet, housing assistance, and housing needs
- Assisting families with transportation needs including transporting students when needed
- Liaison between families, schools, and providers
- Check ins and follow ups with families as needed
- Participate in meetings with families and schools for services and needs
- Drop-out intervention and student meetings
- Participating in job interview panels
- Assisting families with enrollments/registrations
- Translating for families and schools when needed

Trends in Referrals



Trends/Needs

- Children home alone; many parents work while child is left with a babysitter or older family member
- Financial needs above the services we can provide
- Homelessness
- COVID restrictions on Community Resources
 - Mental Health
 - Housing
 - Utilities
 - Food



Business Solutions

Communicate | Collaborate | Connect

Executive Recommendation for:

**Milford School District
Banneker Elementary School
906 Lakeview Avenue
Milford, DE 19963**

State Contract #GSS17455-TELECOM

Prepared By:

**Michael Holmes
Quote Number: QT2354
March 26, 2021**



Corporate Office – Wilmington, DE
1616 Newport Gap Pike, Wilmington, DE 19808
(302) 995-2201 Phone (302) 995-2277 Fax
1-800-247-2201

Branch Office – Salisbury, MD
900 S. Main Street, Salisbury, MD 21804
(410) 543-9061





Milford School District
Banneker Elementary School
March 26, 2021
QT2354

Hilyard’s Customer Relations:

Excellent service has been the hallmark of Hilyard’s Business Solutions for over 50 years we bring expertise in business equipment, IT, Document Solutions, Managed Print, telephone systems, cabling, and paging & intercom systems. Customer satisfaction is our number one goal. The product knowledge, service and installation excellence in a one source provider is unmatched within our coverage area of the State of Delaware, Eastern Shore of Maryland, Delaware & Chester Counties, Cecil County Maryland and Southern New Jersey.

- Ease of operation and a proven history of reliability
- Excellent reputation for fast and efficient service
- Voice Mail to Smartphone E-Mail options
- One Touch Record to Voice Mail
- Auto Attendant/Voice Mail
- Smart Phone Apps
- Local ownership and accountability
- 63 years of proven history in the region
- System expandability to meet future needs

At Hilyard’s Business Solutions, we approach telecommunications in a consultative manner which means your system is “custom-designed” to meet your particular needs. We know this approach provides each customer with the highest level of functionality and value available.

Hilyard’s Account Management:

Thank you for the opportunity to present this proposal to provide services and equipment to the Milford School District at Banneker Elementary School. We want to be your business partner and have presented a solution which reflects that in its scope and pricing. It is the Hilyard’s dedication to customer service after the sale that continues to ensure our 95% customer retention rate throughout Delaware, Southern Pennsylvania, Southern New Jersey and the Eastern Shore of Maryland. Should you select Hilyard’s to provide your new NEC Telephone System you will be supported by a team of skilled professionals from whose success is measured by the satisfaction of the organizations we serve. The Hilyard’s advantage is evident in all phases of the client relationship.



Corporate Office – Wilmington, DE
1616 Newport Gap Pike, Wilmington, DE 19808
(302) 995-2201 Phone (302) 995-2277 Fax
1-800-247-2201
Branch Office – Salisbury, MD
900 S. Main Street, Salisbury, MD 21804
(410) 543-9061





Business Solutions

Communicate | Collaborate | Connect

Milford School District
Banneker Elementary School
March 26, 2021
QT2354

COMMUNICATION AND COORDINATION: From the analysis through installation, our technology representatives and field engineers along with your Account Manager will work with you to ensure a smooth and hassle-free transition to the new equipment.

- ✚ **INSTALLATION:** Our installation staff will accommodate the timing and priorities that make sense for your work environment.
- ✚ **NETWORK INTERFACE:** Our installation staff will be on hand to make certain that all the components of your network communicate efficiently, for your telephone system.
- ✚ **TRAINING:** We will provide on-site training for your administrators and staff to be sure that all users derive the maximum benefit from your new telephone system.
- ✚ **SEMI-ANNUAL ACCOUNT REVIEWS:** Your Account Manager will visit on a regular basis to potentially uncover ways to save additional operation expenses and increase employee productivity.

Live Response:

- ✚ Live operators are on duty Monday through Friday, 8:30 am to 5:00 pm to assist with our customers' requests and 24/7 for emergency telephone service by message system.
- ✚ Dial 1-800-247-2201 for 24/7 telephone emergency service, at message dial 1 then 190 and leave a message, a field engineer will respond to your call within minutes to handle your emergency.

Recommendations:

NEC SV9100E Telephone System equipped for (54) 12 Button Digital Telephones, (2) 60 Button Digital Consoles, (1) PRI, (4) Analog CO trunks, (4) IP Networking licenses and Voicemail, 5 Year warranty and software assurance | 60 voicemail boxes with VM to Email.



Corporate Office – Wilmington, DE
1616 Newport Gap Pike, Wilmington, DE 19808
(302) 995-2201 Phone (302) 995-2277 Fax
1-800-247-2201

Branch Office – Salisbury, MD
900 S. Main Street, Salisbury, MD 21804
(410) 543-9061





Business Solutions

Communicate | Collaborate | Connect

Milford School District
Banneker Elementary School
March 26, 2021
QT2354

System: NEC SV9100E Telephone System

System to Include:

- | | |
|---|---|
| ✦ (2) DT920 Desi Label 6D-12D | ✦ (1) SV9100E Productivity Package |
| ✦ (2) AC-C External AC Adapter | ✦ (2) Rack Mount Kits |
| ✦ (2) 60 Button Black Telephone Console | ✦ (4) SV9100 Networking Licenses |
| ✦ (4) GCD-16DLCA | ✦ (72) SV9100 Resource Licenses |
| ✦ (1) GCD-4COTB-A | ✦ (54) 12 Button Digital Telephones (Black) |
| ✦ (53) SV91 Productivity User Licenses | ✦ (1) GCD-PRTA |
| ✦ (3) NEC Installation cables | ✦ (1) CHS2UG-US |
| ✦ (1) IP8WW-2PGDAD-A | ✦ (207) SWA PSA SV9100 Units |
| ✦ (1) GPZ-BS11 | ✦ 5-year warranty and software assurance |
| ✦ (1) GPZ-BS20 | ✦ Installation Programing Training |

Investment: \$ 28,642.41

Warranty:

5 Year Manufacturer Warranty on NEC parts with one-year labor and 5-year software assurance on NEC software with one-year labor during normal business non-holiday hours (8:00 AM to 4:30 PM)

Installation:

Included for a basic installation. (Does not include troubleshooting, cabling or jacks except as noted above) Troubleshooting of T1, PRI and any other Telco services (e.g.) from Verizon, Windstream, Net Carrier, Comcast, etc. that are found to not be caused by quoted installation are billable on a time and materials basis. Subject to site inspection for final pricing.

Terms:

50% Down, Net due upon Installation

Training:

Training for all personnel included at time of original installation.

System Programing:

Programming as originally agreed upon is included.



Corporate Office – Wilmington, DE
1616 Newport Gap Pike, Wilmington, DE 19808
(302) 995-2201 Phone (302) 995-2277 Fax
1-800-247-2201
Branch Office – Salisbury, MD
900 S. Main Street, Salisbury, MD 21804
(410) 543-9061





Business Solutions

Communicate | Collaborate | Connect

Milford School District
Banneker Elementary School
March 26, 2021
QT2354

Prices will be valid until April 26, 2021 and may include discounts that end on this date. Lease figures are subject to change. Configuration may change after further discussion and may need an addendum to this quote and scope of work. All prices apply only to initial order. All products subject to availability.

Acceptance of this quote allows us to order and begin your installation process. Once parts are received you will be contacted by sales support to schedule your installation. To accept this quote please sign below and attach your 50% deposit and/or State of Delaware PO. No orders will be processed without a deposit. Do to COVID-19 credit card payments by telephone are greatly appreciated whenever possible.

Accept and request work to begin:

Quoted Amount Agreed to: \$ 28,642.41

Deposit Due at time of acceptance: \$ 14,321.21

Title /
Name: _____ Signature: _____ Date: _____



Corporate Office – Wilmington, DE
1616 Newport Gap Pike, Wilmington, DE 19808
(302) 995-2201 Phone (302) 995-2277 Fax
1-800-247-2201
Branch Office – Salisbury, MD
900 S. Main Street, Salisbury, MD 21804
(410) 543-9061



Milford School District Calendar 2021-2022

Student Day Calendar (177 days)

Teacher Day Calendar (188 days)

Paraprofessional Day Calendar (185 days)

DRAFT

August 2020

	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
							23/24 New Staff Orientation
							26 Professional Development
Aug	Stdnt	Tchr	22	23	24	25	26
							30/31/1 Professional Development
Total	0	3	29	30	31		

February 2022

	Su	M	Tu	W	Th	F	Sa
			1	2	3	4	5
	6	7	8	9	10	11	12
	Stdnt	Tchr	13	14	15	16	17
Feb	19	19	20	21	22	23	24
							21 - President's Day
Total	110	117	27	28			2/25 Mid Marking Period

September 2021

	Su	M	Tu	W	Th	F	Sa
				1	2	3	4
	5	6	7	8	9	10	11
	Stdnt	Tchr	12	13	14	15	16
Sept	19	20	19	20	21	22	23
							7 - First Day
Total	19	23	26	27	28	29	30

March 2022

	Su	M	Tu	W	Th	F	Sa
			1	2	3	4	5
	6	7	8	9	10	11	12
	Stdnt	Tchr	13	14	15	16	17
Mar	22	23	20	21	22	23	24
							14 - Professional Development
Total	132	140	27	28	29	30	29- End of MP 3

October 2021

	Su	M	Tu	W	Th	F	Sa
						1	2
	3	4	5	6	7	8	9
	Stdnt	Tchr	10	11	12	13	14
Oct	20	21	17	18	19	20	21
							5-Mid-Marking Period
Total	39	44	24	25	26	27	28

April 2022

	Su	M	Tu	W	Th	F	Sa
						1	2
	3	4	5	6	7	8	9
	Stdnt	Tchr	10	11	12	13	14
Apr	14	15	17	18	19	20	21
							15 - Good Friday
Total	146	155	24	25	26	27	28

November 2021

	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	Stdnt	Tchr	14	15	16	17	18
Nov	17	18	21	22	23	24	25
							11-Veterans Day
Total	56	62	28	29	30		12 - Professional Development

May 2022

	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	Stdnt	Tchr	15	16	17	18	19
May	21	21	22	23	24	25	26
							5/10 Mid Marking Period
Total	167	176	29	30	31		19 - Last senior day

December 2021

	Su	M	Tu	W	Th	F	Sa
				1	2	3	4
	5	6	7	8	9	10	11
	Stdnt	Tchr	12	13	14	15	16
Dec	16	16	19	20	21	22	23
							12/14 Mid Marking Period
Total	72	78	26	27	28	29	30

June 2022

	Su	M	Tu	W	Th	F	Sa
				1	2	3	4
	5	6	7	8	9	10	11
	Stdnt	Tchr	12	13	14	15	16
June	10	12	19	20	21	22	23
							2 - Graduation
Total	177	188	26	27	28	29	30

January 2022

	Su	M	Tu	W	Th	F	Sa
							1
	2	3	4	5	6	7	8
	Stdnt	Tchr	9	10	11	12	13
Jan	19	20	16	17	18	19	20
							17 - MLK
Total	91	98	23	24	25	26	27

Calendar Notes:

Green = Student Day, Gray = District Closed,
 Pink = Staff Professional Development, White = District Open / Schools Closed
 Non-work days for Paraprofessional Staff:
 8/26, 1/24, 6/16

Report Card Notes:

Dedicated time for staff to assist with student grading:
 11/12 p.m., 1/24 p.m., 4/1 p.m., 6/16 p.m.
 Report Cards Issued: 11/17, 1/31, 4/6, 6/20

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4301

LOCAL SALARY SUPPLEMENT ADMINISTRATORS

<u>POSITION</u>	<u>LOCAL</u>	<u>MINIMUM</u>
Superintendent	1.93	100,000
Chief Financial Officer	1.37	90,000
Director	1.37	90,000
Principal – High School	1.37	90,000
Principal – Central Academy	1.32	87,500
Principal – Middle School	1.32	87,500
Principal – Elementary	1.25	85,000
Assistant Principal – High School	1.18	80,000
Assistant Principal – Central Academy	1.16	77,500
Assistant Principal – Middle School	1.16	77,500
Assistant Principal – Elementary	1.15	75,000
Supervisor	1.16	77,500
Instructional Supervisor	1.18	80,000

Indices will be applied to the Local Salary Supplement - Teacher adjusted for 12 months.

GENERAL PROVISIONS

1. State Salary: Administrative responsibility - An administrator's salary will not be decreased under the administrative responsibility section of the state salary schedule as long as the administrator remains in the same position. The local district will make up the difference.
2. The minimum total starting salaries for Superintendent and Director positions posted above shall be in effect for persons filling such positions and possessing a Doctoral degree or holding a Masters degree along with being enrolled in and "in good standing" in a certified Doctoral program.
3. The minimum total starting salaries for Principals, Assistant Principals, and Supervisors posted above shall be in effect for persons filling such positions and possessing a Masters degree or higher.
4. Any additional local stipend needed to elevate a person's salary to meet the posted minimum salary shall be reduced each year by applying state and local step increases and/or degree change increases until such time as the additional local stipend has been eliminated.
5. The Board may provide additional stipends or bonus to administrative staff for exceptional performance and/or exceptional qualifications/experience as they deem appropriate but not until such time as minimum salary stipends have been eliminated.

ADOPTED: 11/10/75; AMENDED: 8/22/77; 9/19/77; 6/19/78; 8/20/79; 8/18/80; 8/20/84; 8/29/85; 5/23/88; 7/11/88; 1/23/89; 4/24/89; 10/23/89; 2/25/91; 7/6/92; 6/21/93; 5/20/96; 9/23/96 7/1/97; 4/27/98; 8/24/98; 7/12/99; 7/1/01; 6/24/02; 9/23/02; 1/1/03; 6/28/04; 5/23/05; 2/27/06

AMENDED: 8/22/11; 9/24/12; 3/24/14

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

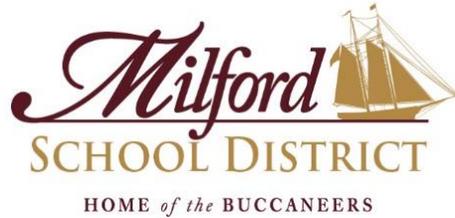
4301

ADMINISTRATOR SALARIES

- I. Philosophy
 - A. A fiscally responsible administrative compensation scale that is competitive with select districts in Kent and Sussex Counties.
 - B. The system shall be a market-range salary scale that:
 1. Allows the district to recruit qualified and exceptional candidates; and,
 2. Remains competitive in order to retain high-quality administrators.
 - C. Administrative salaries should be reflective of an administrator's:
 1. Job Responsibilities
 2. Job Performance
 3. Experience
 4. Level of Education
- II. Market-Range Salary System
 - A. The following market-range salary system shall be implemented, effective July 1, 2021, for administrators.
 1. The Chief Financial Officer and Superintendent shall establish a market value for each administrative position by averaging salary data from select comparable and/or neighboring districts in Kent and Sussex Counties.
 - a. Identified outliers in the salary data may be discarded with approval by the Superintendent.
 2. The market-range shall be evaluated and adjusted concurrent with district collective bargaining schedules.
 - a. The market value shall be set at Step 8 and rounded up to the nearest \$500. The starting point of the market-range scale shall be Step 1 and be established at ten percent (10%) below market value. Step 25 shall be the peak salary and established at seven and one-half percent (7.5%) above market value.
 - b. The market-range salary scale shall be established for school-level and district-level administrative positions.
 - If upon evaluation for adjustment, the market value decreases for an administrative position, no adjustment shall be made to the market value for that administrative position.
 - For the Supervisor market-range scale, the market value Step is \$3,000 greater than the market value Step within the High School Assistant Principal scale. Supervisors must possess, at a minimum, a Master's degree and/or

equivalent experience or certifications necessary for the administrator position.

- c. State salary scale adjustments will be added to the market value at Step 8.
 - d. The Board may provide additional stipends/bonus to administrators for exceptional performance and/or exceptional qualifications as deemed appropriate.
3. An administrator's initial Step placement shall be determined by the Superintendent with input from the Chief Financial Officer and Director of Human Resources.
- a. An administrator is provided one (1) Step for each year of equivalent experience relative to an administrative position.
 - b. An administrator may be provided up to five (5) discretionary Steps determined by previous administrative or other leadership experiences.
 - c. An administrator is provided four (4) Steps for having a doctorate degree relative to their administrative responsibilities.
4. Movement to the scale's next Step shall be accomplished through earning a satisfactory or better administrator performance evaluation rating. An administrator deemed to have an unsatisfactory rating will be frozen at the current step for the following fiscal year.
- a. An administrator will receive a one (1) Step increase for each five years of successful administrative experience in the Milford School District.
 - b. An administrator will receive a four (4) Step increase for earning a doctorate degree relative to their administrative responsibilities.
5. A "hold harmless" provision shall be applicable to administrators who have earned satisfactory or above performance evaluations and would have a decrease in salary for the new fiscal year due to one of the following reasons. If this shall occur, the administrator shall be placed at a Step with a salary that is nearest and at least equal to their prior fiscal year's salary.
- a. The implementation of the new market-range scale.
 - b. An administrator is promoted into another administrative position.



**PROCLAMATION:
MENTAL HEALTH MONTH**

WHEREAS, mental health is essential to everyone’s overall health and well-being; and

WHEREAS, mental health conditions including but not limited to severe depression, anxiety, bipolar disorder, schizophrenia, ADHD, eating disorders, and PTSD, are real and prevalent in our nation and communities; and

WHEREAS, 1 in 6 U.S. youth aged 6 through 17 experience a mental health disorder each year; and

WHEREAS, 50 percent of all lifetime mental illness begins by age 14; and

WHEREAS, suicide is the second-leading cause of death among teenagers in the United States;

WHEREAS, only about 4 in 10 people in Delaware with a mental health condition received any treatment in the past year; and

WHEREAS, prevention is an effective way to reduce the burden of mental health conditions; and

WHEREAS, the Milford School District receives on average 50 calls per week to its Family Interventionist Support Hotline, of which calls may be mental health related; and

WHEREAS, the need for comprehensive, coordinated mental health services for children, youth, young adults, and families places upon our community a critical responsibility, especially during the COVID-19 pandemic; and

WHEREAS, the Milford School District, through its unique approach to providing resources to students and families with mental health needs, is striving to effectively help students be more successful; and

WHEREAS, with effective treatment and support, children and youth with mental health conditions can recover and lead full productive lives; and

NOW, THEREFORE, the Milford School District Board of Education hereby proclaims May 1st through May 31st, 2021, to be **Mental Health Month**.

BE IT FURTHER RESOLVED that the Milford School District Board of Education hereby encourages its community to participate in uniting to meet the mental health needs of children and youth in our community in the most appropriate and culturally sensitive way.

Signed:

Jason Miller, President

Rony Baltazar-Lopez, Vice President

Scott Fitzgerald, Board Member

Kristopher Thompson, Board Member

David Vezmar, Board Member

Renate Wiley, Board Member

Jean Wylie, Board Member

Kevin Dickerson, Superintendent