

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

**AGENDA FOR MONDAY, May 17, 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. seq. 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=e6c444a9f9fbe14f46df43df99f30f744>

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: 120 909 9253

***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.

**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 April 19, 2021 *Action Item*
8. **Changes to Agenda**
9. **Public Comment**
10. **Superintendent's Report**
  - A. Recognitions
  - B. School Update
  - C. Upcoming Events
11. **Business – Mrs. Sara Croce**
  - A. Monthly Revenue and Expenditure Reports as of April 30, 2021 *Action Item*
  - B. Preliminary Sussex and Kent County Tax Rate Discussion
  - C. Federal Emergency Funding
12. **Instruction and Student Programs - Dr. Bridget Amory & Dr. Kate Marvel**
  - A. Student Learning Update
  - B. MHS Drop Out Rates
13. **Buildings and Grounds – Mr. Mike Sharp**
  - A. Central Academy Roof Project *Action Item*
  - B. MHS Weight Room HVAC *Action Item*
14. **Board Discussion**
  - A. DSBA Updates
  - B. Lease of Site for Additional Office Space *Action Item*
  - C. Change July 5, 2021 Board Meeting Date to July 6, 2021 *Action Item*
  - D. 2021-2022 Schedule of Board Meetings *Action Item*
  - E. Future Board Meetings *Action Item*
    1. Format
  - F. Replace Current Board Policy 4301 Local Salary Supplement: Administrators with Draft New Board Policy 4301 Administrator Salaries *Action Item*
  - G. Draft Milford School District Proclamation Introduced by Mr. Rony Baltazar-Lopez: Proclaiming May 2021 as Mental Health Month *Action Item*
15. **Personnel – Dr. Jason Peel**
  - A. Personnel *Action Item*
16. **Adjournment** *Action Item*



MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING – APRIL 19, 2021

<u>Board Members</u>	<u>Admin. Present</u>	<u>Public</u>	<u>Public</u>
Mr. Baltazar-Lopez –V. President	Dr. Peel	J. Griffin	D. Saxon
Mr. Fitzgerald (6:03pm)	Dr. Amory	S. Hague	J. LoBiondo
Mr. D. Vezmar	Ms. Manges	A. Walls	D. Reisinger
Mrs. R. Wiley	Mr. Diaz	A. Lockwood	
Mrs. J. Wylie	Mrs. McKenzie	T. Gerken	
Dr. K. Dickerson, Exec. Secretary	Mr. Zoll	Morris	
	Mrs. Hallman	K. Sharp	
	Dr. Kilgore	Debbie	
	Mrs. Bruns	H. Motter	
	Dr. Marvel	A. Norman	
	Mrs. Croce	J. Carranza	
	Dr. Gaglione	H. Fisher	
	Mr. Sharp	B. Baylis	
	Mr. Parsley	A. Brownstein	
	Mrs. Wallace	M. McMillan	

*Media: Terry Rogers, MilfordLive*

The Regular Meeting of the Milford Board of Education was called to order by Vice President Baltazar-Lopez at 6:00 PM on Monday evening, April 19, 2021.

**ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION MADE BY MRS. R. WILEY/SECONDED BY MRS. J. WYLIE** to adjourn into Executive Session at 6:03PM. **Motion carried unanimously.**

**MOTION MADE BY MRS. R. WILEY/SECONDED BY MRS. J. WYLIE** to adjourn Executive Session at 7:25 PM. **Motion carried unanimously.**

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MRS. R. WILEY/SECONDED BY MR. VEZMAR** to approve the Regular Meeting Minutes for March 22, 2021. **Motion passed unanimously.**

**CHANGES TO AGENDA** – Dr. Dickerson requested to move item 12B, Student Family Supports, to Superintendents Report after 10D.

**PUBLIC COMMENT** – None

**SUPERINTENDENT'S REPORT**

***Recognitions***

Congratulations to Mispillion Elementary fourth grade students Silas Butasi and Jacob Denham who competed and placed in the 12<sup>th</sup> Annual Cyber Security Awareness Campaign "Kids Safe Online" Poster contest for students across Delaware. Silas won 2<sup>nd</sup> place and Jacob won 3<sup>rd</sup> place.

Congratulations to the following Winter Student-Athletes:

Boys Basketball

AJ Kravitz – 2<sup>nd</sup> Team All-Conference

Ethan Wilkins – Honorable Mention All-Conference

Girls Basketball  
Haleigh Baker – Honorable Mention All-Conference

Swimming  
Mason Sauers – 1<sup>st</sup> Team All-Conference  
Emmerson Lefever – 2<sup>nd</sup> Team All-Conference  
Allison Benton – 2<sup>nd</sup> Team All-Conference  
Eryn O'Brien – 2<sup>nd</sup> Team All-Conference  
Bryce Wells – Honorable Mention All-Conference

Wrestling  
Jack Thode – 1<sup>st</sup> Team All-Conference, 1<sup>st</sup> Team All-State  
Trent Grant – 1<sup>st</sup> Team All-Conference, 1<sup>st</sup> Team All-State  
Corey Messick – 1<sup>st</sup> Team All-Conference, 2<sup>nd</sup> Team All-State  
Trevor Copes – 2<sup>nd</sup> Team All-Conference, 2<sup>nd</sup> Team All-State  
Averi Copes – 3<sup>rd</sup> Team All State

Winter Track  
Emmanuelle Carranza – 1<sup>st</sup> Team All-State Long Jump, 2<sup>nd</sup> Team All-State Triple Jump

The Milford High School Drama Club performed their ideal roles in "A Million Dreams": The Milford High School Drama Club Musical Talent Showcase, which is available on YouTube for public viewing. Students performed in solos and a small group performance to show off their incredible talents. Those recognized for their participation included:

- Freshmen – Will Evans, Raine Hendricks
- Sophomores – Abby Lincoln, Kylie Short
- Juniors – Jacob Faulkner, Anna Hatfield, Isabella Mendoza, Haley Thompson, Paige Thompson, Mystery Villa
- Seniors – Tristan Stevenson, Rebecca Wisniewski
- Band – Nick Del Rossi, Nicholas Colona, Kaitlyn Graham, Tristan Stevenson
- Stage Manager – Mia Demby; Student Videographers – Zach Stutzman and Cassidy Stamps
- Staff – Director: Ms. Carissa Meiklejohn, Music and Vocal Direction: Mrs. Christine Smith and Mrs. Samantha Hodne; Producer: Mrs. Erica Snyder; Sound/Lights/Video Editing: Mr. Michael Streck, Video Supervisor: Mrs. Karine Richards

April 2<sup>nd</sup> was National Paraprofessional Appreciation Day. Thank you to all paraprofessionals throughout the district. Their daily contributions to our students, most importantly, and our entire district-community are critical to the success of our students and schools.

### ***Teachers of the Year***

Congratulations to the following teachers for being named Teacher of the Year for their school: Sarah Simon (Morris), Carrie Holleger (Mispillion), Heather Smith (Banneker), Montessa Brooks (Ross), Lara Lee, (Central Academy), Caitlin Walton (MHS)

### ***Expansion of In-Person School Opportunities for Students***

Dr. Dickerson stated in-person learning has expanded to 4 days per week for students at Morris, Banneker, Mispillion, Ross, and Milford High School and 3 days per week at Milford Central Academy. Thank you to all staff and administration for their efforts in making this happen.

### ***Agreements Between the Milford School District Board of Education and the Milford Education Association, DSEA/NEA***

**MOTION MADE BY MRS. R. WILEY/SECONDED BY MRS. J. WYLIE** to approve Teachers Contract for 2021-23. **Motion passed unanimously.**

**MOTION MADE BY MR. VEZMAR/SECONDED BY MR. FITZGERALD** to approve Paraprofessionals Contract for 2021-2023. **Motion passed unanimously.**

**MOTION MADE BY MR. FITZGERALD/SECONDED BY MRS. R. WILEY** to approve Custodial/Maintenance Contract for 2021-2023. **Motion passed unanimously.**

**MOTION MADE BY MRS. J. WYLIE /SECONDED BY MR. VEZMAR** to approve the Secretaries Contract for 2021-23. **Motion passed unanimously.**

**Student Services Update**

**Student and Family Supports**

Miss Norman, Ms. Carranza, and Mr. Fisher were highlighted for their work and joined Ms. Manges to detail student and family services and assistance offered through the Visiting Teacher and Student and Family Interventionists.

Mr. Baltzar-Lopez questioned Ms. Manges regarding the district's autism services.

**Certificate of Necessity Project Presentation**

Dr. Dickerson and Mrs. Croce presented a PowerPoint presentation with information on the Certificate of Necessity for the Lakeview Avenue Middle School Property. Dr. Dickerson stated the project has to go to public referendum for which the Board needs to select a date and the district will communicate once determined. Mr. Vezmar clarified the total referendum impact to the local community. Mrs. Wylie mentioned having a historic plaque that will highlight the history of the building.

**BUSINESS**

**Revenue and Expenditure Report**

**MOTION MADE BY MR. VEZMAR/SECONDED BY MRS R. WILEY** to approve the Revenue and Expenditure Reports as of March 31, 2021. **Motion carried unanimously.**

**Financial Position Report**

**MOTION MADE BY MRS. R. WILEY/SECONDED BY MRS. J. WYLIE** to approve the Financial Position Reports as presented. **Motion carried unanimously.**

**Tax Exemption Request 2021-6**

**MOTION MADE BY MR. VEZMAR/SECONDED BY MR. FITZGERALD** to deny tax exemption request 2021-6. **Motion carried unanimously.**

**INSTRUCTION AND STUDENT PROGRAMS**

**Student Learning**

**Student Progress**

Dr. Amory and Dr. Marvel presented an update on student progress as of the end of the third marking period.

*\*The power went out for a brief moment while Dr. Marvel and Dr. Amory were presenting student progress updates. The power returned and the meeting resumed.*

**BUILDINGS AND GROUNDS – Mr. Sharp**

**Banneker Telephone System Upgrade - MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. J. WYLIE** to approve the Banneker telephone upgrade as presented. **Motion carries unanimously.**

**Central Academy Roof Project –** Dr. Dickerson requested this action item be tabled until further information is received. **MOTION MADE BY MR. FITZGERALD/SECONDED BY MRS. J. WYLIE** to table the request until the May board meeting. **Motion carries unanimously.**

**BOARD DISCUSSION**

**2021-2022 Draft School Calendar - MOTION MADE BY MR. FITZGERALD/SECONDED BY MRS. R. WILEY** to approve the 2021-2022 School Calendar with the August 2021 typo correction. **Motion carries unanimously.**

**Draft Board Policy 4301 Administrator Salaries** was reviewed and discussed as a Read Only item and as a replacement for current Board Policy 4301 Local Salary Supplement: Administrators.

**Draft Milford School District Proclamation: Proclaiming May 2021 as Mental Health Month** was introduced by Mr. Baltazar-Lopez as a Read Only item.

**PERSONNEL**

**Personnel Updates**

**MOTION MADE BY MRS. R. WILEY/SECONDED BY MRS. J. WYLIE** to accept the Personnel Report as presented during Executive Session.

**Roll Call:** Mr. Baltazar - Yes                      Mr. Fitzgerald - Yes  
                 Mr. Thompson - Absent                      Mrs. R. Wiley - Yes  
                 Mrs. J. Wylie - Yes                      Mr. Vezmar - abstain  
                 Mr. Miller - Absent  
**4 yes, 0 no, 1 abstain, 2 absent. Motion passed.**

**MSD-MEA MOU: Payment for Coursework to Achieve Teacher of Students Autism or with Severe Intellectual Disabilities - MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. VEZMAR** to accept the MSD-MEA MOU. **Motion carries unanimously.**

Mr. Baltazar-Lopez thanked Mr. Scott Whaley, Technology Supervisor, for his service to the Milford School District on behalf of the Board. Dr. Dickerson also recognized Mr. Whaley and thanked the Technology Team for their efforts and work.

**ADJOURNMENT**

**MOTION MADE BY MR. VEZMARS/SECONDED BY MRS. J. WYLIE** that the Regular Meeting of the Milford Board of Education held on Monday, April 19, 2021 adjourn. **Motion carries unanimously.**

\_\_\_\_\_  
Kevin Dickerson, Executive Secretary

\_\_\_\_\_  
Trish Gerken, Recording Secretary

# K-12 Updates

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## Buses:

- Beginning with summer programming, schools shall refer to CDC guidance on school buses when transporting students. The [CDC recommendations](#) advise schools to create distance between children on school buses when possible.
- Masks must be worn on buses at all times, except when doing so would inhibit the individual's health.
- Schools should seek to minimize student to student contact, which could include loading buses from back to front, assigning seating, and opening windows (safety permitting).
- Districts and charters should encourage parents who can drive their children to do so.



*Create distance between children on school buses when possible. Open windows to improve ventilation when it does not create a safety hazard.*

Image and caption courtesy of  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html>

## Social Distancing in Schools:

- Students and staff must maintain a minimum of three feet apart with face coverings, including when seated at desks or standing in classrooms. Desks must be arranged so they are facing the same direction. If tables are used, students must be seated a minimum of three feet apart with face coverings.
- Beginning with summer programming, students must be seated a minimum of three feet apart when eating. Masks must be worn until students begin eating, and put back on when students are done eating.

## Remote Learning:

- Districts and charters may continue operating a remote learning option for the 2021-22 school year. Implementation of such a program will be up to each school district or charter, but must comply with applicable laws and regulations.





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### Upcoming Events

<b>Morris</b>	Outdoor Celebration	June 10-11, 2021	9:30 am - 10:30 am; 11:30 am – 12:30 pm
	Outdoor Celebration	June 14-15, 2021	9:30 am - 10:30 am; 11:30 am – 12:30 pm
	Virtual Celebrations & Drive-by Gift Pick-up	June 14-15, 2021	Afternoon
<b>Ross</b>	Virtual Honor Society Induction Recording	May 26, 2021	
	Girls on the Run 5K	June 5, 2021	8:00 am – 10:00 am @ MHS
	5 <sup>th</sup> Grade Promotion	June 14, 2021	TBD @ Ross (outside)
		Rain Date: June 15, 2021	
<b>Banneker</b>	Virtual National Honor Society Inductions	May 25, 2021	6:30 pm
	In-person 5 <sup>th</sup> Grade Promotion	June 10, 2021	TBD @ Banneker (outside)
	(1 class at a time)	Rain Date(s): June 11, 2021, June 14, 2021 and/or June 15, 2021	
	Virtual 5 <sup>th</sup> Grade Promotion	June 15, 2021	9:00 am
<b>Mispillion</b>	Recorded National Honor Society Induction Ceremony	May 12, 2021	3:00 pm
	5 <sup>th</sup> Grade Ceremony – Hybrid	June 11, 2021	3 sessions: 8:30 am – 9:00 am; 9:30 am – 10:00 am; 10:30 am – 11:00 am; recorded remote on the same day
<b>MCA</b>	8 <sup>th</sup> Grade Ceremonies	June 14, 2021	9:30 am, 11:30 am and 1:30 pm @ Briggs Stadium
<b>MHS</b>	CTE Awards	May 18, 2021	6:00 pm @ Briggs Stadium
	Band Night of the Arts	May 19, 2021	6:00 pm @ Briggs Stadium
	Senior Prom	May 22, 2021	Promenade 5:30 pm @ Briggs Stadium; Prom 7:00 pm – 10 pm @ Delmarva Barn, State Fairgrounds
	Last Senior Day	June 4, 2021	
	Senior Awards	June 7, 2021	6:00 pm – 8:00 pm @ Briggs Stadium
	Senior Cruise	June 9, 2021	6:00 pm – 8:00 pm begins @ MHS ends at Ross
	Graduation	June 10, 2021	6:00 pm – 8:00 pm @ Briggs Stadium

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

<b>REVENUE SOURCE</b>	<b>Final FY 2021 Budget</b>	<b>Actual to date</b>	<b>% received</b>
<b>STATE FUNDS</b>			
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	43,521.70	141.82%
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	476,464.52	98.22%
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	76,902.42	249.52%
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%
Critical Needs Scholarships	-	3,900.00	
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	-	-	
<b>TOTAL STATE FUNDS</b>	<b>42,142,063.24</b>	<b>40,923,899.52</b>	<b>97.11%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	8,300,000.00	8,499,978.49	102.41%
Current Expense (capitations)	200.00	58.83	29.42%
Athletics	-	-	
Interest	325,000.00	343,304.64	105.63%
Building Rental	4,500.00	3,250.00	72.22%
Other Local Revenue	18,500.00	6,639.02	35.89%
Sol - Systems	1,500.00	671.79	44.79%
Energy Curtailment	15,000.00	-	0.00%
CSCR	35,000.00	3,838.25	10.97%
Indirect Costs	85,000.00	58,735.82	69.10%
Cafeteria	650,000.00	1,003,263.59	154.35%
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)	(2,101,039.12)	107.20%
Social Studies Coalition/Donations	107,000.00	63,744.40	59.57%
Debt Service	1,260,000.00	1,309,808.32	103.95%
Debt Service - County Impact Fees	78,343.00	62,702.13	80.04%
Tuition	2,859,500.00	2,833,891.99	99.10%
Minor Capital Improvements	246,141.00	277,427.20	112.71%
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	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>11,700,551.43</b>	<b>12,032,780.28</b>	<b>102.84%</b>
<b>FEDERAL FUNDS</b>			
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	1,977,078.00	100.21%
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%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,699,569.00</b>	<b>9,517,894.00</b>	<b>257.27%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>57,542,183.67</b>	<b>62,474,573.80</b>	<b>108.57%</b>

**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended April 30, 2021**

		Final Budget		Encumbered	Expended	Budget Remaining	% Remaining
Operating Unit	Budget Line	Amount					
9180668A	Benjamin Banneker Elementary School	\$ 58,158.00		8,044.42	8,703.15	\$ 41,410.43	71.20%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 59,627.00		7,384.24	25,262.23	\$ 26,980.53	45.25%
9180672A	Lulu M. Ross Elementary School	\$ 81,430.00		4,064.83	33,194.48	\$ 44,170.69	54.24%
9180673A	Mispillion Elementary School	\$ 63,434.00		7,301.36	22,308.56	\$ 33,824.08	53.32%
9180675A	Milford Central Academy	\$ 127,917.50		7,726.18	47,008.23	\$ 73,183.09	57.21%
9180678A	Milford Senior High School	\$ 162,855.00		52,032.92	41,231.06	\$ 69,591.02	42.73%
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		21,034.48	26,593.27	\$ 132,372.25	73.54%
99900300	District Expenditures	\$ 35,000.00		9,923.08	6,564.68	\$ 18,512.24	52.89%
	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		23,254.66	73,500.14	\$ 1,745.20	1.77%
	Student Emergency Fund	\$ 4,000.00		-	-	\$ 4,000.00	100.00%
99910100	Superintendent	\$ 1,500.00		87.19	819.08	\$ 593.73	39.58%
99920000	World Language Immersion (State Grant)	\$ 30,820.00		25,887.60	-	\$ 4,932.40	16.00%
	Educator Accountability (State Grant)	\$ 1,044.58		-	1,066.53	\$ (21.95)	-2.10%
	Student Success Block Grant (Reading)	\$ 276,936.00		-	167,962.76	\$ 108,973.24	39.35%
	Opportunity Grant Mental Health	\$ 255,225.00		-	22.39	\$ 255,202.61	99.99%
	Education Opportunity Grant	\$ 906,952.00		-	97,530.69	\$ 809,421.31	89.25%
	Summer School	\$ 30,000.00		-	21,859.83	\$ 8,140.17	27.13%
	Translators	\$ 20,000.00		-	3,791.74	\$ 16,208.26	81.04%
	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		5,763.74	106,778.48	\$ 57,457.78	33.80%
	Athletics - Milford Central Academy	\$ 30,000.00		1,716.00	15,497.59	\$ 12,786.41	42.62%
99920800	Driver's Education	\$ 19,113.00		-	11,921.67	\$ 7,191.33	37.63%
99930200	Tuition - Special Services	\$ 584,500.00		52,732.41	187,220.71	\$ 344,546.88	58.95%
	Tuition - Special Services - ILC	\$ 315,000.00		1,610.79	348,332.66	\$ (34,943.45)	-11.09%
	Unique Alternatives (State Funds)	\$ 485,089.95		121,779.25	341,715.95	\$ 21,594.75	6.86%
99930300	Special Services	\$ 49,000.00		3,221.25	33,273.28	\$ 12,505.47	25.52%
	Student Success Block Grant (K-3 Basic)	\$ 119,274.00		-	26,664.94	\$ 92,609.06	
	Special Services - State Related Services	\$ 105,208.55		11,887.25	76,451.39	\$ 16,869.91	
99940100	Contingencies and One-Time Items	\$ 500,000.00		76,257.81	25,913.11	\$ 397,829.08	79.57%
99940200	Division I/Formula Salaries	\$ 27,493,869.30		-	25,718,529.32	\$ 1,775,339.98	6.46%
99940300	Division II - Vocational	\$ 113,042.10		399.00	686.43	\$ 111,956.67	99.04%
99940400	Division III/Local Salaries	\$ 10,750,000.00		-	8,493,861.97	\$ 2,256,138.03	20.99%
	Union agreed Limited Contracts	\$ 365,000.00		-	208,232.84	\$ 156,767.16	42.95%
99940500	Title I	\$ 1,973,009.00		23,891.79	580,163.16	\$ 1,368,954.05	69.38%
	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		37,464.00	16,048.00	\$ 1,073,140.00	95.25%
	IDEA Preschool	\$ 55,709.00		-	4,050.00	\$ 51,659.00	92.73%
	Perkins	\$ 125,895.00		1,436.87	62,613.39	\$ 61,844.74	49.12%
	Homeless	\$ -		-	-	\$ -	
	Other Federal Grants	\$ -		491,844.97	18,000.00	\$ (509,844.97)	
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		21,690.74	170,716.66	\$ 80,392.60	29.47%
	Technology Block Grant	\$ 108,554.00		23,993.59	15,255.00	\$ 69,305.41	63.84%
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		87.19	4,022.02	\$ 5,890.79	58.91%
99960000	Child Nutrition Operations	\$ 650,000.00		49,576.57	1,475,485.50	\$ (875,062.07)	-134.62%
	Cafeteria Salaries	\$ 594,271.00		-	503,419.87	\$ 90,851.13	15.29%
99960100	Facilities Maintenance	\$ 90,000.00		5,117.34	43,874.43	\$ 41,008.23	45.56%
	Custodial Services and Supplies	\$ 90,000.00		5,771.00	47,664.65	\$ 36,564.35	40.63%
99960200	Operations and Utilities	\$ 304,500.00		37,793.07	210,331.05	\$ 56,375.88	18.51%
	Energy Division II	\$ 788,951.00		301,911.00	398,589.00	\$ 88,451.00	11.21%
99960300	State Transportation	\$ 2,893,867.61		532,571.90	2,337,272.39	\$ 24,023.32	0.83%
	State Homeless Transportation	\$ 196,566.00		115,733.97	66,778.83	\$ 14,053.20	7.15%
	State Foster Transportation	\$ 30,689.00		4,180.30	31,579.70	\$ (5,071.00)	-16.52%
	Transportation Supplies	\$ 1,000.00		368.48	630.66	\$ 0.86	0.09%
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		12,859.33	7,419.87	\$ 1,561.47	7.15%
	Local Transportation Match	\$ 321,119.86		60,408.02	259,856.90	\$ 854.94	0.27%
<b>Total Operating Budget</b>		<b>\$ 54,337,577.12</b>		<b>\$ 2,170,886.62</b>	<b>\$ 42,833,464.68</b>	<b>\$ 9,333,225.82</b>	<b>17.18%</b>
99970000	Local Debt Service	\$ 1,225,976.67		-	1,225,976.67	\$ -	0.00%
99970200	Minor Capital Improvements	\$ 615,352.00		-	-	\$ 615,352.00	100.00%
<b>Total Capital Budget</b>		<b>\$ 1,841,328.67</b>		<b>\$ -</b>	<b>\$ 1,225,976.67</b>	<b>\$ 615,352.00</b>	<b>33.42%</b>
<b>Grand Total</b>		<b>\$ 56,178,905.79</b>		<b>\$ 2,170,886.62</b>	<b>\$ 44,059,441.35</b>	<b>\$ 9,948,577.82</b>	<b>17.71%</b>

*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.*



# School Tax Rate Components

- **Current Expense:** This tax rate provides revenue to cover operating costs, such as teaching materials, textbooks, technology, insurance, athletic and academic programs, and local salary expenditures, etc. *(Current Expense Referendum set rate on October 6, 2015)*
- **Debt Service:** This tax rate provides revenue to pay principal and interest payments associated with bonds sold for major capital improvements, such as new construction, additions and renovations. The rate fluctuates annually depending on bond payment schedule.
- **Match:** **Minor Capital Improvement only** - Matches State Bond Bill funding for building and grounds repairs and maintenance. *(Other match taxes available but not assessed include: Reading Specialist, Math Specialist, Technology, Extra Time)*
- **Tuition:** Costs of Milford School District students with special needs who require specialized services within the district or who must attend special schools within and outside of the State of Delaware.
- **Capitation:** Do not assess.



# Elementary and Secondary School Emergency Relief (ESSERF)

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MAY 17, 2021



# Background

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- Federal funds allocated to address the impacts of COVID-19 on schools throughout the nation
- Two allocations received so far
  - ESSERF I
  - ESSERF II
- Third allocation anticipated this Spring



# ESSERF I

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➤ Milford allocation \$1,401,073

➤ Focus Areas

- Educational Technology
- Providing support during long-term closures including community meal service
- Planning and implementing activities for summer learning and supplemental academic programming
- Providing resources to meet the needs of individual schools and activities to address unique needs of disadvantaged students
- Preparedness and response including sanitation supplies and PPE



# ESSERF II

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➤ Milford allocation \$5,815,099

➤ Focus Areas

- School facility repairs and improvements to support student health needs
- School facility projects to improve indoor air quality
- Educational Technology
- Providing support during long-term closures including community meal service
- Addressing learning loss with summer learning and supplemental academic programming
- Preparedness and response including sanitation supplies and PPE





# American Rescue Plan (ARP) III

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- Delaware allocation \$410,733,965
- Preliminary Milford allocation \$13,059,887
  - Must use 20% (\$2,611,977) of allocation to address Learning Loss
- Requires districts to post their plan for a safe return to in-person instruction
- Focus Areas
  - School facility repairs and improvements to support student health needs
  - School facility projects to improve indoor air quality
  - Educational Technology
  - Providing support during long-term closures including community meal service
  - Addressing learning loss with summer learning and supplemental academic programming
  - Preparedness and response including sanitation supplies and PPE

# Questions?

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# Calculating Dropout Rates

The following information was collected from the 2019-20 Delaware Dropout Summary published by the Delaware Department of Education.

In accordance with National Center for Educational Statistics (NCES) requirements, Delaware uses the event dropout rate, which measures the proportion of students who drop out in a single school year. This is the rate the State has reported since 1994. (It is also referred to as the annual rate or incident rate.)

The following is some of the common criteria being used to identify a student as a dropout:

- A student who completed the previous school year and did not attend any days of the current school year is considered dropout from the receiving school.
  - Students under 16 will be coded Dropout Underage
  - Students over 16 will be coded Dropout Truancy
- If a student has moved and there is no official documentation that he or she has transferred to another school, he or she is counted as a dropout. (Dropout Underage or Dropout Truancy depending on age.)
- A student who transfers to James H. Groves Adult High School during the current school year and is not in attendance (enrolled) by September 30 of the next school year, is counted as Dropout-Academic from the home school.
- A student who transfers to James H. Groves Adult Basic Education (ABE) programs during the current school year is counted as Dropout-Academic from the home school.
- A student withdrawn because of truancy is counted as a dropout. (Dropout-Underage or Dropout- Truancy depending on age.)

# Annual Dropout Rate for School Years 2018-2020

Milford Senior High School		
2017-18 Dropout Rate	2018-19 Dropout Rate	2019-20 Dropout Rate
2.7%	2.6%	1.5%

# Patterns and Trends

- Increased number of students required to work to support their families
- Increased number of students that do not have official transcripts or transcripts with a low number of credits
- Increased number of students that have a combination of increased age and the low number of credits makes graduation by the maximum age difficult to obtain.
- Increased number of students that are classified as an unaccompanied youth.
  - Many have lived in multiple locations in the past year to 18 months.
  - This impacts the number of credits gained in any given year.

# Protocols in Place to Reduce the Dropout Rate

- A school counselor assigned to each grade level. They will provide support for these students from grade 9 through 12. This will also foster long term relationships with students and families. These relationships will be a key piece to student success.
- Provide a focus on scheduling to ensure that students will gain the necessary credits to matriculate to the next grade level.
  - The typical student will have a 10 credit schedule each year.
- Expanded credit recovery opportunities
  - Students have opportunities during the student day to participate in credit recovery.
  - After the bell credit recovery offerings each day after school.
  - Summer School credit recovery with content specific proctors.
- Exit interviews are required with school counselors prior to signing out.

# Additional Student Supports

- Attendance, Behaviors, and Core Support Team (ABC Team)
  - Team is scheduled to meet bi-monthly
    - Designed to discuss students having difficulty with attendance, behaviors, grades and social emotional.
  - Team consists of school counselors, school psychologist, attendance officer, discipline dean, assistant principal, visiting teacher
- District Student Services
  - EL Interventionist and Visiting Teacher will continue to be instrumental in communicating with families regarding attendance and academic progress.

## MCA Roof Project Notes

Project is broken down into two parts.

Part one is removal and reinstallation of all solar panels by Wanex.

- All solar panels will be removed and reinstalled (Option #1 and Option #4 from quote)
- Total cost \$32,623.00 for part one

Part two is roof work to be completed by Mid Shore Construction

- Work is quoted to cost \$14,270.00 per Mid Shore Construction Quote
- Once project is complete a warranty claim will be submitted to cover the cost. The claim will go through the claims process with Carlisle SynTec Systems and could possibly be denied depending on their findings.

Total Cost for project: \$46,893.00



# QUOTATION/PROPOSAL



## WANEX ELECTRICAL SERVICES, LLC

261 Airport Road  
New Castle, DE 19720  
(302) 326-1700  
Fax (302) 326-1790  
www.wanex.com

Date February 12, 2021

BID No. 21-B019

### ESTIMATED DELIVERY

From receipt of order per schedule

ATTENTION: Mike Sharp  
Milford Central Academy  
1021 N. Walnut Street  
Milford, DE, 19963

PROJECT INQUIRY NO. Solar

### Acceptance of this proposal includes the following TERMS:

1. Progress billing, net payment due in 30 days.
2. 1.5% interest added to any open balance after 30 days compounded monthly.
3. All legal fees to be paid by customer to collect any unpaid invoice or to place a mechanics lien against open balance past due.

ITEM	DESCRIPTION	AMOUNT
	Furnish all labor, materials, equipment, and supervision to complete the Solar Dock removal to locate and repair roof leak, after repairs are completed, reinstall and re-energize solar system. Quoted per site visit. No other information was received or is included in this quote. No other work is included.	
	Option #1: remove and reinstall (3) rows of (5) modules. = \$10,768.00	
	Option #2: remove and reinstall (6) rows of (5) modules. = + \$ 5,588.00	
	Option #3: remove and reinstall (9) rows of (5) modules. = + \$ 10,844.00	
	Option #4: remove and reinstall (9) rows of (9) modules. = + \$21,855.00	
	Please Note: Option #1 is base price. Options 2, 3, 4 are additional cost to be added to base price, option #1, if necessary to find roof leak.	
	Notes and Exclusions: Please Read Carefully!!	
1	All roof work and roof repairs by others. New roof slip sheets, if required, furnished by others.	
2	All roof penetrations and sealing by others.	
3	DE prevailing wage rates, union wage rates, use of union labor, certified payrolls, and cost for P&P Bond, are NOT included in this proposal.	
4	All work is weather dependent.	
5	Quoted for our normal work hours 7am- 3:30pm Monday-Friday. No overtime or shift work is included in this quote.	
		Total \$32,623

Proposal and terms accepted by:

Signature

Title

Date

Please sign and fax return

Customer Purchase Order Number to be used on invoices

Thank-you For Allowing Us To Quote Your Work!

ABOVE PRICES GOOD FOR 30 DAYS  
PLEASE REFER TO THE ABOVE BID NUMBER WHEN PLACING YOUR ORDER

SIGNATURE Bruce Wanex, President 2/12/21

## Sharp, Michael

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**From:** Sharp, Michael  
**Sent:** Friday, May 14, 2021 9:19 AM  
**To:** Sharp, Michael  
**Subject:** MCA- solar dock

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**From:** Bruce Wanex <bruce@wanex.com>  
**Sent:** Tuesday, March 23, 2021 2:29 PM  
**To:** Sharp, Michael <MSharp@msd.k12.de.us>  
**Cc:** Bruce Wanex <bruce@wanex.com>  
**Subject:** RE: MCA- solar dock

Hello, Please be advised that the total would be **\$32,623.00** for the removal and reinstalling 9 rows of 9 modules. Please let me know if you need anything else. I hope this helps.

### Bruce Wanex

President

#### Wanex Electrical Services

261 Airport Road, New Castle, DE 19720

Ph 302-326-1700

#### Wanex Electrical Services

4509-B Metropolitan Ct, Frederick, MD 21704

Ph 301-810-2942

[WWW.WANEX.COM](http://WWW.WANEX.COM)

**NABCEP Certified PV Installation Professional-- Since NOV.2003**

**US Veteran Owned Business**



# MidShore

## CONSTRUCTION

MidShore Construction, LLC

PO Box 266 Denton, MD 21629 ° Phone: 410-364-5913 ° Email: tom@midshoreconstruction.com

5 May 2021

via e-mail msharp@msd.k12.de.us

Mr. Mike Sharp  
Milford Central Academy  
1021 North Walnut Street  
Milford, DE 19963

Mr. Sharp:

MidShore Construction, LLC is pleased to submit the following proposal on the roofing work at **Milford Central Academy – Milford, DE**. MidShore can perform either scope of work below.

Included in this price of **\$6,060.00**:

- Pressure wash membrane roof (area to be approximately 50 lf x 50 lf). Removal and re-installation of solar equipment by others.
- Probe, patch and repair any issues located – i.e. holes, tears, punctures, scrapes, abrasions, etc.
- Inspect flashings, scuppers, etc and repair as required.

Included in the price of **\$14,270.00**:

- Re-cover area under solar arrays (area to be approximately 50 lf x 50 lf). Removal and re-installation of solar equipment by others.
- Membrane to be .060 Sure-White EPDM by Carlisle fully adhered over cover board.
- Probe, patch and repair any issues located out side of solar array area– i.e. holes, tears, punctures, scrapes, abrasions, etc.
- Inspect flashings, scuppers, etc. outside of solar array area and repair as required

We anticipate completing either scope in approximately 2 to 3 days, depending on crew size.

We reserve the right to withdraw this proposal if not accepted within thirty (30) days.

Thank you for the opportunity to estimate this work. If you have any questions, or if I can be of further assistance, please do not hesitate to call.

Sincerely,  
Tom Segar



## MCA Roof Project Notes

Project is broken down into two parts.

Part one is removal and reinstallation of all solar panels by Wanex.

- All solar panels will be removed and reinstalled (Option #1 and Option #4 from quote)
- Total cost \$32,623.00 for part one

Part two is roof work to be completed by Mid Shore Construction

- Work is quoted to cost \$14,270.00 per Mid Shore Construction Quote
- Once project is complete a warranty claim will be submitted to cover the cost. The claim will go through the claims process with Carlisle SynTec Systems and could possibly be denied depending on their findings.

Total Cost for project: \$46,893.00

### Milford High School Weight Room HVAC Summary

Vendor	Sherman	State Wide Mechanical	Atlantic Refrigeration
Manufacturer	RHEEM	Trane	Trane
Description	5 TON 14 SEER HEAT Pump	2 - 5 TON HEAT Pumps	5 TON HEAT Pump
	2 TON 14 SEER Heat Pump	All associated duct work	2 TON 14 SEER Heat Pump
	All associated duct work		All associated duct work
Quantity	2 Units	2 Units	2 Units
Lead Time	6-8 Weeks	6-8 Weeks	6-8 Weeks
Warranty	1 Year Rheem Limited Parts Warranty 5 Year Rheem Limited Compressor Warranty 1 Year Sherman Workmanship Guarantee	10 year Trane XR Series (registered) systems warranty on compressor, coil and parts	10 year Trane XR Series (registered) systems warranty on compressor, coil and parts 1 Year workmanship and equipment warranty
Total Price	\$29,041	\$49,581.00	\$30,100.00

**Recommended for Award**


**Billing Information:**

MILFORD SENIOR HIGH SCHOOL  
1019 N WALNUT ST  
MILFORD, DE 19963

[RHITCHENS@MSD.K12.DE.US](mailto:RHITCHENS@MSD.K12.DE.US)

Email

302-245-0133

Phone (H)

N/A

Cell

**Installation Location:**

MILFORD SENIOR HIGH SCHOOL  
1019 N WALNUT ST  
MILFORD, DE 19963

302-245-0133

Phone (H)

N/A

Cell

Estimated By

ELIAS DIAZ

Cell #

302-569-5501

**SYSTEM #1**

RHEEM

5 TON 14 SEER HEAT PUMP

RHEEM

STANJA AIR HANDLER

RHEEM

14.4KW ELECTRIC HEATER

BREAKER 35-50

HONEYWELL

T6 PRO DIGITAL THERMOSTAT

METAL & FLEX

5 & 2 TON DUCTWORK SYSTEMS

**SYSTEM #2**

RHEEM

2 TON 14 SEER HEAT PUMP

RHEEM

STANJA AIR HANDLER

RHEEM

9.6KW ELECTRIC HEATER

BREAKER 14 - 20

HONEYWELL

T6 PRO DIGITAL THERMOSTAT

**Scope of Work:**

INSTALL TWO NEW RHEEM SINGLE-STAGE 5 & 2 TON 14 SEER HEAT PUMP ON NEW PAD AND SNOW LEGS  
INSTALL TWO NEW DISCONNECT & ELECTRICAL WHIP / INSTALL TWO NEW LINESETS / INSTALL NEW AIR FILTERS  
INSTALL TWO NEW RHEEM STANJA AIR HANDLER WITH NEW CONDENSATE PUMP AND SAFETY SWITCHES  
INSTALL TWO NEW RHEEM 14.4 & 9.6 KW BACK UP ELECTRIC HEATERS IN NEW AIR HANDLER (230V 60, 30 & 60 AMP BREAKER)  
INSTALL TWO NEW HONEYWELL T6 PRO DIGITAL THERMOSTAT / INSTALL TWO NEW CORROSION INHIBITOR ON HEAT PUMPS  
INSTALL 5 & 2 TON METAL & FLEX DUCTWORK SYSTEMS / WRAP METAL DUCTWORK WITH R-8 INSULATION  
INSTALL NEW R-8 INSULATED FLEXES, SUPPLY REGISTERS, RETURN GRILL, RETURN AND PLENUMS

\*\*\*\* GEORGE SHERMAN IS NOT RESPONSIBLE FOR ANY UNFORESEEN DUCT AND ELECTRICAL WORK \*\*\*\*

\*\*\* THE EQUIPMENT BEING INSTALLED IS THE SAME CAPACITY AS THE EQUIPMENT BEING REMOVED \*\*\*

\*\*\*\*\* SHERMAN CORPORATION THANKS YOU FOR YOUR BUSINESS \*\*\*\*\*

**WARRANTY**

1 Year Rheem Limited Parts Warranty / 5 Year Rheem Limited Compressor Warranty

1 Year Sherman Workmanship Guarantee

Terms: 50% due at signing 50% due at completion

**Total Investment**

**\$29,041**

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be execute only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Acceptance of Proposal: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You authorize to do the work as specified. Payment will be made as outlined above. In the event that the customer defaults in the payment of customer's obligation under this proposal, then the customer agrees that upon such default, customer will pay all reasonable attorney fees incurred by Sherman Corporation in collecting the monies due and owing it. Customer further agrees that Sherman Corporation may place a mechanics' lien on customer's property. Quote valid for 30 days from quoted date

Date

Signature

[www.shermancorp.com](http://www.shermancorp.com)

Lewes

Milton

Seaford

3/25/2021



**PROPOSAL NO. 0000112859**

<b>Date</b> 4/15/2021		<b>PO #</b>	
<b>To:</b> Milford School District Annex 906 Lakeview Ave RFP #5-15-38 Milford DE 19963		<b>Job Name/Location</b> Milford High School Weight Room Foot Ball Field 1019 N. Walnut Milford DE	
<b>Work</b>	302-424-6478	<b>Fax</b>	302-424-6479
<b>Submitted By:</b> Connor Jones			

Thank you for allowing us the opportunity to quote supplying and installing the following :

Installing two HVAC systems in the Milford Weight Room/bathroom area. Work includes installing exposed double wall spiral ductwork. In the weight room we will install a 5 Ton heat pump system. The air handler will be installed vertically in the mechanical closet and ductwork will run the length of the building (approx 45 feet) and then also the width of the building to the additional sun room area. All supply vents will be directly tapped off of the spiral ducts and will be rectangular discharge vents. We will hang the spiral duct from the ceiling using cable. In the bathroom we will install a 2 Ton heat pump system. The bathroom system will also be installed in the mechanical closet and will include installing double wall spiral duct exposed below the ceiling in the mens, women and handicap bathrooms. Return ducts will be installed on the back wall of the mechanical closet in servicing the weight room area. For the bathrooms, a return will need to be installed but location will be determined on site. Condensing units will be installed on the side of the building on outdoor pads with snow legs. Work is estimated to take 5-6 days. Please Note : Electrical is not included.

Equipment Includes As Follows :

**Weight Room System**

1 ea. 5 Ton 14 Seer Trane Heat Pump System

1 ea. 20 KW Heat Pack

1 ea. Refrigeration Line Set

1 ea. Honeywell Digital Manual Stat

MSC. Drain Tubing

**Bathroom System**

1 ea. 2 Ton 14 Seer Trane Heat Pump System

1 ea. 10 KW Heat Pack

Office: (302) 856-9300  
Fax: (302) 644-3413

info@atlanticrefrigeration.com  
www.AtlanticRefrigeration.com

17553 Nassau Common Blvd  
Lewes, DE 1995



**PROPOSAL NO. 0000112859**

<b>To:</b> Milford School District Annex 906 Lakeview Ave RFP #5-15-38 Milford DE 19963		<b>Date</b> 4/15/2021	<b>PO #</b>
		<b>Job Name/Location</b> Milford High School Weight Room Foot Ball Field 1019 N. Walnut Milford DE	
<b>Work</b>	302-424-6478	<b>Fax</b>	302-424-6479
<b>Submitted By:</b> Connor Jones			
<p>1 ea. Refrigeration Line Set</p> <p>1 ea. Honeywell Digital Manual</p> <p>MSC. Drain Tubing</p> <p>Spiral Ductwork and Fittings for both systems</p> <p>Complete Price : \$30,100.00</p> <p>Initial to Accept _____</p> <p>Exclusions :</p> <p>Electrical</p> <p>Other Systems in Building</p> <p>Adequate Access Supplied By Owner</p> <p>Removal of propane heater</p> <p>Warranties:</p> <p>All systems include a labor warranty on all workmanship and equipment for 1 year from date of start up.</p> <p>Trane XR Series (registered) systems include a 10 year warranty on compressor, coil, and parts.</p> <p>PAYMENT TO BE MADE AS FOLLOWS: 1/2 down and balance due upon completion or approved finance terms.</p> <p>All goods and equipment furnished under this contract are and shall remain, no matter how affixed to realty, personal property until paid in full. Atlantic refrigeration reserves the right to recoup any legal/court fees on unpaid contracts and any fees associated with such collections. Atlantic refrigeration reserves the right to recoup any legal/court fees on unpaid contracts and any fees associated with</p>			

Office: (302) 856-9300  
Fax: (302) 644-3413

info@atlanticrefrigeration.com  
www.AtlanticRefrigeration.com

17553 Nassau Common Blvd  
Lewes, DE 1995



**PROPOSAL NO. 0000112859**

<b>To:</b> Milford School District Annex 906 Lakeview Ave RFP #5-15-38 Milford DE 19963		<b>Date</b> 4/15/2021	<b>PO #</b>
		<b>Job Name/Location</b> Milford High School Weight Room Foot Ball Field 1019 N. Walnut Milford DE	
<b>Work</b>	302-424-6478	<b>Fax</b>	302-424-6479
<b>Submitted By:</b> Connor Jones			

such collections.

**CONDITIONS OF PROPOSAL:**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon weather, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's compensation insurance. This proposal may be withdrawn by us if not accepted within thirty days.

**ACCEPTANCE OF PROPOSAL:**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Atlantic Refrigeration and Air Conditioning Inc. Authorized Signature \_\_\_\_\_



# Quote

3295 Harris Road  
 Townsend, De 19734  
 P (302) 376-6117  
 F (302) 376-6127  
 Fed ID # 51 0387317

Date	Estimate No.
3/16/2021	P2021143

Customer
Milford School District 906 Lakeview Avenue Milford, De 19963

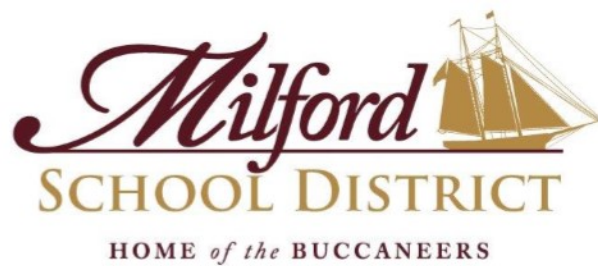
Location
Milford High weight room

Description	Qty	Total
<p>Furnish and install two five ton heat pumps for the weight room at Milford High School.</p> <p>Furnish and install two Trane five ton heat pump split systems as needed.</p> <p>Fabricate and install new duct work for both systems as needed.</p> <p>Seal and insulate the new duct as needed.</p> <p>Install the new air handlers in the closet as needed.</p> <p>Add returns as needed to the air handlers.</p> <p>Install supply registers in the new duct work as needed.</p> <p>Furnish and install new thermostats with remote sensors as needed.</p> <p>Furnish and install new refrigerant piping from the new air handlers to the new outdoor units as required.</p> <p>Set the new outdoor units on wall brackets to keep them off of the ground.</p> <p>Provide a new sub panel for the power as needed.</p> <p>Start and check the new units as required.</p>		49,581.00
<p>All work to be completed in a professional manner. Any alteration from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry necessary insurance. Our workers are fully covered by workers compensation insurance. The contractor retains title to equipment until final payment is made. If payment is not made as agreed contractor can remove said equipment. Any damage resulting from said removal shall not be responsibility of contractor. If project is terminanted at any time after the proposal is signed, the customer will be billed for all labor, material and any associated cost.</p>		<p><b>Total</b> \$49,581.00</p>

Signature of approval \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_



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

## FY 2021-2022 SCHEDULE OF BOARD MEETINGS

**DRAFT**

<b>July 6, 2021</b>	<b>7:00 pm</b>	<b>Reorganization Meeting/Regular Meeting</b>
<b>August 2, 2021</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>August 16, 2021</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>September 20, 2021</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>October 18, 2021</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>November 15, 2021</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>December 20, 2021</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>January 24, 2022</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>February 28, 2022</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>March 21, 2022</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>April 25, 2022</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>May 16, 2022</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>June 20, 2022</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>
<b>July 5, 2022</b>	<b>7:00 pm</b>	<b>Reorganization Meeting/Regular Meeting</b>

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

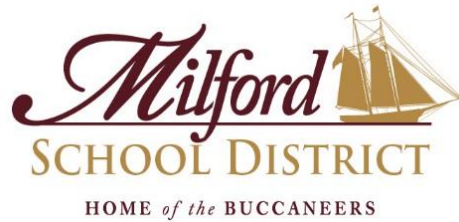
- A. A fiscally responsible administrative compensation scale that is competitive with select districts in Kent and Sussex Counties.
- B. The system shall be a market-range salary scale that:
  1. Allows the district to recruit qualified and exceptional candidates; and,
  2. Remains competitive in order 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.
6. *This policy is effective July 1, 2021.*



## **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 1<sup>st</sup> through May 31<sup>st</sup>, 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