



HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, AUGUST 17, 2020 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://milfordsd.webex.com/milfordsd/onstage/g.php?MTID=e1b894e750bb3d6639499d34cf0ad0f77>

Event password: milfordboard

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

Dial in: +1-408-418-9388

Access code: 129 637 8974

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. R. Baltazar-Lopez

_____ Mr. J. Purcell

_____ Mr. K. Thompson

_____ Mr. D. Vezmar

_____ Mrs. R. Wiley

_____ Mrs. J. Wylie

_____ Mr. J. 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. Legal Matters – See 29 Del. C § 10004(b)(4)
 - 1. Discussion of strategy pertinent to pending litigation.

- 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 August 3, 2020 Action Item
 - B. Regular Meeting Minutes for August 6, 2020 Action Item
- 8. **Changes to Agenda**
- 9. **Public Comment**
- 10. **Business – Mrs. Sara Croce**
 - A. Revenue and Expenditure Reports as of July 31, 2020 Action Item
 - B. MSD Financial Position Report as of July 1, 2020 Action Item
- 11. **Instruction and Student Programs**
 - A. Director of Student Learning – **Dr. Bridget Amory**
 - 1. Remote Learning Plan
 - B. Director of Student Services – **Ms. Laura Manges**
 - 1. Mental Health Services
- 12. **Board Discussion**
 - A. Potential Impacts of Remote Learning to Begin the School Year
 - B. Transition from Remote Learning Model to Hybrid Learning Model – **Dr. Kevin Dickerson**
Action Item
 - C. State Daycare Liaison
 - D. 2020-2021 School Uniform/Dress Code – **Dr. Jason Peel** Action Item
 - E. Draft Revised Board Policy 4101A Title IX Rights and Responsibilities – **Dr. Jason Peel**
Action Item
- 13. **Personnel – Dr. Jason Peel**
 - A. Personnel Action Item
 - B. Delaware Division of Public Health’s COVID Response in Schools
- 14. **Adjournment**

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – AUGUST 3, 2020

Board Members

Mrs. R. Wiley – President
Mrs. J. Purcell –V. President
Mr. Baltazar-Lopez
Mr. J. Miller
Mr. D. Vezmar
Mr. K. Thompson
Mrs. J. Wylie
Dr. K. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel
Dr. Amory
Mrs. Croce
Ms. Manges
Dr. Stevenson
Mr. Parsley
Mrs. Wallace
Mrs. McKenzie
Dr. Kilgore
Mr. LoBiondo
Mr. Zoll
Dr. Cooper
Mr. Diaz
Mrs. Messick
Mr. Buford
Mrs. Hallman

Public

S. Whaley
J. Griffin
K. Marvel
S. Forrest
R. McPhatter
J. Thompson
J. Rowan
P. Zabel
L. Williams
P. Pastor
J. Filicicchia
R. Parker
G. Parfitt
C. Meszaros
C. Bontrager
B. Shupe
S. Smith
J. Bruns
T. Knotts
K. Weissberg
L. Nailor
R. Newsome
C. Butasi
S. Hodne
S. Geesaman
N. Ridgeway
K. Stahl
A. Slonacher
W. Dodge
C. Holleger
K. Galati
E. Rohe
L. Holleger
K. Davies
B. Hamilton
N. Brannan
J. Jumper
J. Jester
C. Wimer
J. Cinelli
T. Lancaster
B. Baylis
T. Davis

Public

A. McPike
J. Deeney
J. Conaway
A. Jacobs
C. Lee
R. Proudfoot
R. Winkleblech
J. Layton
K. Starkey
T. Pastor
J. Greenly
K. Conway
S. Gilbert
K. Lynch
M. Brooks
M. Mackert
N. Link
N. Bordley
C. Stevenson
M. Faulkner
M. Stone
P. Yeich
S. Puddicombe
D. Young
K. O'Brien
A. Mahan
L. French
S. Sapp
J. Dickerson
K. Nichols
S. Holloway
G. Layton
D. Louis
E. Snyder
A. Wilkinson
J. Emory
O. LaRagione
A. Johnson
A. Sharp
J. Tolbert
J. Roberts
V. Evans
B. Koppenhaver
E. Rust

Media: Terry Rogers, Milford Live

The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 7:00 PM on Monday evening, August 3, 2020.

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. J. WYLIE to approve the minutes for July 20, 2020 Regular Board Meeting. **Motion carried unanimously.**

CHANGES TO THE AGENDA

Dr. Dickerson stated Hybrid Board Meetings can be held in the Milford Central Academy cafeteria and the High School Auditorium. Thank you to Mr. Scott Whaley and his technology team. Thursday, August 6, 2020 will be a virtual meeting.

Dr. Kevin Dickerson, Superintendent, verified the election of Mr. Rony Baltazar-Lopez for a 2 year term and Mrs. Jean Wylie for a 5 year term beginning August 1, 2020 as Board Members.

Mrs. R. Wiley administered the Oath of Office (14 Del. Code, §1053) to Mr. Baltazar-Lopez and Mrs. J. Wylie.

NOMINATIONS FOR THE OFFICE OF PRESIDENT

Mr. Thompson nominated Mr. Miller for the Office of President. Mr. Baltazar-Lopez nominated himself for the Office of President.

MOTION MADE BY MRS. R. WILEY/SECONDED BY MR. THOMPSON that the nominations for the office of President be closed.

Roll Call: Mr. Baltazar-Lopez voted for Mr. Baltazar-Lopez
Mr. Miller voted for Mr. Miller
Mrs. Purcell voted for Mr. Miller
Mr. Thompson voted for Mr. Miller
Mr. Vezmar voted for Mr. Baltazar-Lopez
Mrs. R. Wiley voted for Mr. Miller
Mrs. J. Wylie voted for Mr. Miller

Mr. Baltazar-Lopez had 2 votes, Mr. Miller had 5 votes.

Mr. Miller was voted as President of the Milford Board of Education for the 2020-2021 year.

Mr. Miller assumed the Office of President.

NOMINATIONS FOR THE OFFICE OF VICE PRESIDENT

Mr. Thompson nominated Mrs. Wiley for the Office of Vice President. Mr. Baltazar-Lopez nominated himself for the Office of Vice President.

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. VEZMAR that the nominations for Vice President be closed.

Roll Call: Mr. Baltazar-Lopez voted for Mr. Baltazar-Lopez
Mr. Miller voted for Mrs. R. Wiley
Mrs. Purcell voted for Mr. Baltazar-Lopez
Mr. Thompson voted for Mrs. R. Wiley
Mr. Vezmar voted for Mr. Baltazar-Lopez
Mrs. R. Wiley voted for Mr. Baltazar-Lopez
Mrs. J. Wylie voted for Mr. Baltazar-Lopez

Mr. Baltazar-Lopez had 5 votes, Mrs. R. Wiley had 2 votes.

Mr. Baltazar-Lopez was voted as Vice President of the Milford Board of Education for the 2020-2021 year.

MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. J. WYLIE to appoint Dr. Dickerson as Executive Secretary of The Milford Board of Education for 2020-2021 School Year. **Motion passed unanimously.**

SUPERINTENDENT REPORTS

Discussion and Potential Action Upon Milford School District School Reopening

Dr. Dickerson presented a power-point with state and district reopening information, state scenarios, family survey data, hybrid and remote learning models, and consideration for reopening of schools. Mr. Thompson asked what plans and/or techniques would be used for connectivity for families. More will be discussed at the next meeting.

Dr. Amory reported that staff have been learning new skills to cope with the chosen scenario for the 2020-2021 school year. Initial conversations with child facilities and the Boys and Girls Club are being held. Plans are being discussed for synchronous learning and asynchronous learning. The Teaching and Learning Management Systems will be Google Classroom for grades Prek-4 and Schoology for grades 5-12. Each student will receive a Chromebook for remote learning. Mr. Miller asked if there would be a webinar for parents for learning how to use the technology. Mr. Thompson asked for an actual rate of return and reusable Chromebooks. Dr. Amory responded the School Calendar does have days before school starts for family orientations with technology. Mr. Baltazar-Lopez feels remote learning should be implemented for the first marking period for the safety of the students, families, and staff. He expressed concern for internet reliability and asked how many families were connected. Mr. Whaley stated the spring questionnaire captured this information. Mr. Baltazar-Lopez asked if funding would be provided for internet connection. Mrs. Croce responded remote learning and connectivity was written into the Cares grant. Mr. Baltazar-Lopez asked if an inventory of bus drivers has been established. Mr. LoBiondo responded training has been done; and there is no indication of a shortage of bus drivers at this time. Mr. Baltazar-Lopez inquired about physical education requirements. Dr. Amory responded the state is still discussing this topic; but has no knowledge of exemptions.

Dr. Dickerson stated the district will follow DPH guidance if there is a COVID case. The room would be vacant and shut down for twenty-four hours and then a deep cleaning of the room would be done. Mrs. Smith replied the room is vacant for twenty-four hours to reduce the risk to clean. Mr. Baltazar-Lopez asked how students would make up work if they became ill. Dr. Dickerson responded the district has homebound, tutoring, remote learning, etc. and will work with families.

Mrs. Purcell expressed compliments for the plan presented. She does have a concern for teachers and their health and well-being; but would like to see more rigor in the classes than there was last spring. Mrs. Purcell feels the bus drivers will have more responsibility with the protocols put in place.

Mr. Thompson thanked Dr. Dickerson and the staff for doing a phenomenal job with preparing multiple options until solid advice is received. He is concerned for students with IEP's and their adaptability. Mr. Thompson believes the high school years are very important for students. Mrs. Manges responded that IEP teams develop plans based on student needs. Extra support is offered to the students.

Mr. Vezmar asked about the substitute inventory. Dr. Dickerson stated the district will reach out to the current substitutes; but is waiting for guidance with whether the substitute will have to have a new criminal background check for not working forty-five days last year because of schools being closed. Mr. Vezmar asked if students would be allowed to check out library books. This is still being discussed. Mr. Vezmar stated that per a DSEA survey, ninety percent of the workforce is scared to return and he wants that taken into consideration. Students learn better in the classroom. He doesn't agree with employees having to decide between their health and their job. He would like to start this year virtual and move towards the hybrid scenario.

Mrs. Wiley commended the district for their time and effort with planning. She is concerned with the teacher and students safety. She liked the idea of giving families their choice of being remote or doing the hybrid schedule. Mrs. Wiley stated there have more suicides by young students than students losing their lives to COVID-19. Students need a safe haven. The fall could bring more illnesses with the cold and flu season.

Mrs. Wylie has mixed emotions about returning to school and commended the district for their comprehensive plan. She is glad parents have a choice in this matter. She is concerned with students needing help at home when there is none because of parents working. The teachers spend a lot of time working and monitoring the

students. Mrs. Wylie feels students need to be in the classroom for socializing and hands on. She is concerned for the safety of everyone.

Mr. Miller doesn't feel parents should be able to opt in and out with hybrid learning.

MOTION MADE BY MR. THOMPSON/SECONDED BY MRS. WILEY to offer parents the choice of sending their children to school for the Hybrid Scenario or Remote Learning Scenario pending the Governor's recommendation.

Roll Call:	Mr. Baltazar-Lopez	no	Mr. Vezmar	yes
	Mr. Miller	yes	Mrs. Wiley	yes
	Mrs. Purcell	yes	Mrs. Wylie	yes
	Mr. Thompson	yes		

Motion passed with 6 yes, 1 no, and 0 abstain.

2020-2021 School Uniform/Dress Code

Dr. Dickerson presented a modified dress code policy for the 2020-2021 School Year. With so much undecided regarding students returning to school, the district feels parents would save the expense of purchasing items. Students will be required to wear face coverings. Mrs. Purcell stated the dress code was designed to have all students look similar and feels this will lessen their desire to return to the previous requirements. Mr. Thompson feels the dress code should be re-visited each marking period. Mr. Parsley informed the group that the Pilot Dress Code went very well this spring for the high school students. Students were excited to know their voices were heard. Mrs. Wiley wanted to wait until the public comments were heard and make a decision at Thursday evening's meeting. She did feel the modification should be for the entire year. Mr. Baltazar-Lopez asked how the dress code would be enforced and what the penalties would be for not following it. Dr. Dickerson stated schools will work with families and steps taken follow the Code of Conduct. Mr. Vezmar feels the students need to follow the current policy.

MOTION MADE BY MR. THOMPSON/SECONDED BY MRS. WILEY to table the School Uniform/Dress Code until August 6, 2020 meeting to evaluate the Governor's guidance with returning to school. **Motion carried unanimously.**

PUBLIC COMMENT

Jennifer Cinelli thanked the district for their planning efforts for the remote learning.

Kerry Stahl discussed her concerns for safety and school reopening. She suggested teaching remotely for six weeks.

Jenn Rowan expressed concerns for mental health services and students ill in the nurse's office. Ms. Manges stated mental health is a priority concern and a range of services, providers, and opportunities are available.

Sue Smith stated the number of students in the buildings will be significantly reduced with the Hybrid Scenario. Families will have the flexibility to keep their children home with medical conditions. Isolation areas will be available and parents will be notified to transport their student home.

Caleb Bontrager mentioned holding the meeting in a virtual setting. He commended the planning of the district and understands remote learning has challenges. He asked the protocol if a student would contract COVID-19. Dr. Dickerson responded the district will follow DPH's recommendation.

Ann Mahan discussed teachers' responsibility and workload. Teacher work hours should be established. Mr. Vezmar commented his wife has the same concerns and set hours are important.

The question was sent in asking if mental health resources are available to teachers. Dr. Dickerson responded regarding resources and further information will be shared at a future board meeting.

Tina Knotts discussed the importance of school reopening.

Questions sent it: If the Governor makes a decision as a whole, would the district be mindful of the number of cases in the communities. Dr. Dickerson responded yes. Dr. Dickerson discussed the importance of health, safety and wellbeing of students, staff, families, and the community.

Sue Smith reported the district is concerned with keeping the best interests of everyone. Dr. Dickerson is pleased to have a DPH liaison for district guidance.

Mr. Thompson stated the Board is doing what they can to have students return to school. Decisions will be made as information is gained. He believes teachers will teach to the best of their ability. Mr. Baltazar-Lopez feels the concerns of the community and employees need to be heard.

INSTRUCTION AND STUDENT PROGRAMS

Student Learning

2020-2021 Calendar Revision Discussion

MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. WYLIE to table the 2020-2021 School Calendar until August 6, 2020 meeting. **Motion carried unanimously.**

BUSINESS

MSD Financial Position Report

Mrs. Croce stated this will be presented at a future board meeting.

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MRS. WILEY/SECONDED BY MRS. PURCELL to adjourn into Executive Session at 10:50PM. **Motion carried unanimously.**

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. PURCELL to adjourn Executive Session at 11:10PM. **Motion carried unanimously.**

PERSONNEL

Personnel Report

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT*

BUTASI, Charlene

Ross – English Learners Teacher

Effective: School Year 2020-2021

CREAMER, Teri

Morris – Special Education Coordinator (11 mo.)

Effective: School Year 2020-2021

RESIGNATION

TURNER, Jeri

Morris – Special Education Coordinator (11 mo.)

Effective: August 13, 2020

Service to MSD: 1 year

TURNER, Tia

Morris – Kindergarten Teacher

Effective: July 29, 2020

Service to MSD: 1 year

RETIREMENT

DUFFY, Joy
Banneker – Elementary Teacher
Effective: August 31, 2020
Service to MSD: 38 years

PIESHALA, Erin
High School – Clerk
Effective: August 31, 2020
Service to MSD: 4 years

*Employment at Milford School District is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.

MOTION MADE BY MRS. WYLIE/SECONDED BY MR. VEZMAR that the Board approve the Personnel Report as presented. **Motion carried unanimously.**

ADJOURNMENT

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. WILEY that the Regular Meeting of the Milford Board of Education held on Monday, August 3, 2020 adjourn at 11:12PM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Edna Rust, Recording Secretary

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – AUGUST 6, 2020

Board Members

Mr. J. Miller – President
Mr. Baltazar-Lopez –V. President
Mrs. J. Purcell
Mr. K. Thompson
Mr. D. Vezmar
Mrs. R. Wiley
Mrs. J. Wylie
Dr. K. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel
Dr. Amory
Mrs. Croce
Ms. Manges
Dr. Stevenson
Mr. Parsley
Mrs. Wallace
Mrs. McKenzie
Dr. Kilgore
Mr. LoBiondo
Mr. Zoll
Dr. Cooper
Mr. Diaz
Mrs. Messick
Mr. Buford
Mrs. Hallman
Mrs. Carter

Public

S. Whaley
J. Griffin
A. Metzner
A. Martin
A. Reynolds
A. Cinque
A. Hurd
A. Roscoe
A. Jackson
A. Walls
A. Hood
A. Ochs
A. Sharp
A. Beisaw
A. Grant
B. Bishop
B. Humes
B. Humes
D. Louis
E. Rivera
C. Cintron
E. Roche
E. Lehr
E. Allen
G. Parfitt
G. Arce
H. Morton
H. Evans
H. Maradiaga
H. Barron
J. Wolfe
J. Purcell
J. Hall
J. Trunzo
J. Cardines
J. Thompson
J. Lehman
J. Rowan
J. Hallman
K. Walters
K. Galati
L. Joseph
L. Lee
L. Martin
L. French
L. Calvert
L. Lofland
L. Perez
L. Jones

Public

A. Carmean
A. March
A. Cannon
A. Jacobs
A. Gaglione
A. Johnson
A. Slonacher
A. Walls
A. McPike
A. Mills
A. Zobel
A. Mahan
A. Youmans
A. Walls
A. Dukes
B. Bahder
B. Neeman
D. Fleming
E. Rust
E. Norris
E. Deeb
E. Coverdale
E. Snyder
F. Flinstone
G. Layton
H. Hitchens
H. Mantz
H. Hudson
H. Willey
I. Heredia
J. Hill
J. Pase
J. Jester
J. Jumper
J. Greenly
J. Tolbert
J. Albright
J. Conaway
K. Whitelock
K. Conway
K. Feher
L. Lane
L. Nailor
L. Vann
L. Moorman
L. Passwaters
L. Garlick
L. Luff
L. Gooding

L. Williams	L. Carrillo
M. Firch	M. Thompson
M. Gresick	M. Faulkner
M. Babbitt	M. Tyndall
M. Kirkpatrick	M. Schmidt
M. Skocypec	M. Mackert
M. Stone	M. Sharp
M. Brownstein	M. Fry
N. Ridgeway	N. Bordley
N. Link	O. LaRagione
O. Aten	P. Heritage
P. Wells	P. Pastor
T. Pastor	T. Chilton
T. Lancaster	T. Sayles
T. Harrington	T. Mentzer
T. Smith	T. Watson
T. Gerken	T. Davis
T. Brannan	V. Killinger
V. Carter	V. Newsome
V. Kneiff	V. Evans
V. Hudson	W. Newsome
W. Dodge	Y. Reyna

Media: Terry Rogers, Milford Live

The Regular Meeting of the Milford Board of Education was called to order by President Miller at 7:05 PM on Thursday evening, August 6, 2020.

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

STATE'S COMMUNICATION IN REGARD TO SCHOOL REOPENING

Governor Carney announced Delaware Schools may open in a hybrid scenario with precautions. Districts have the option to open in a more restrictive scenario. COVID testing will be available for students, teachers, and school staff before and throughout the school year.

Discussion and Potential Action Upon State's Communication in Regard to School Reopening

Mr. Whaley, Technology Supervisor, stated 1400 devices were deployed last spring and 1300 were returned with 26 damaged. Additional Chromebooks have been purchased. Cameras have been purchased to be used as webcams. Students will have access to the HelpDesk for technology issues while using devices at home. Funds are available for connectivity purchases for families that qualify. The technology department has continuously worked with district families with technology issues. Mr. Vezmar asked if the district had enough Chromebooks to start the 2020-2021 school year. Mrs. Purcell asked if there were enough for each student. Mr. Whaley responded there are enough devices for everyone enrolled. Mr. Whaley explained the district's expansion of connectivity strategies for students.

Dr. Dickerson reviewed aspects of the hybrid learning model and remote learning model, as well as the district's hybrid plan.

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. WILEY to table the discussion for school reopening until after Public Comment. **Motion carried unanimously.**

PUBLIC COMMENT

President Miller thanked everyone wanting to participate and reminded them of the five minute time limit. The Board will not participate with responses to any comment.

Grace Parfitt expressed concerns for reopening school and stands with DSEA with starting school remote for the first six weeks.

Brice Baylis expressed concerns for reopening school. He is not confident with returning students to school. Students should start the first six weeks remote.

Susan Puddicombe expressed concerns for reopening school and would like to begin the school year remote for safety reasons.

Vicki Hudson expressed concerns for reopening school and feels it imperative to start remote.

Kristi Whitelock expressed concerns for reopening school for health and safety reasons.

Jessica Rash expressed concerns for reopening school and would like to start the first six weeks remote.

Jeff Tolbert expressed concerns for reopening school and feels the district should begin the school year remote.

Sherry Geesaman expressed school reopening concerns.

Sara Wolfe spoke regarding school reopening and stated children who need one-on-one learning need to be in school.

Patrick Pastor spoke regarding school reopening and feels remote learning is the safest at this time.

Kristin Walters expressed concerns for reopening school and feels starting this school year remote is the best decision.

Val Newsome expressed concerns for reopening school and feels it would be unjust to start school in the Hybrid scenario.

Keith Mosher expressed concerns for reopening school.

Heather spoke on school reopening.

Ashley Walls would like to see the Hybrid scenario especially for special needs children.

Denise Heimbaugh feels remote learning for the first six weeks is best.

James Purcell feels the remote learning needs to be better than it was in the spring and mentioned the need for students to eventually get back into the schools.

Michele Stone spoke on school reopening and has faith in the staff to make remote learning good and positive.

Caleb Bontrager spoke on school reopening and is thankful for the remote learning option.

Lauren spoke on mental health needs and school reopening, and feels it would be smarter to start with remote learning.

Ann Mahan spoke on concerns with reopening school.

Sue Smith spoke on school reopening and is confident the district will keep everyone as safe as possible.

Kristin Conway spoke on school reopening and the importance of reopening.

Jenn Rowan spoke regarding if a waiver would be required for face-to-face learning.

Melody spoke on success of child care centers and the importance of reopening school.

#55 spoke regarding concerns for school reopening.

Mr. Thompson remarked a large number of people joined the meeting and asked Dr. Dickerson to share the district's acquiring of PPE's. Dr. Dickerson mentioned PPE purchased and ready for use.

Mr. Vezmar asked if more custodians would be hired with additional cleaning duties required. Would teachers decontaminate their rooms? Dr. Dickerson responded the district may reassign hours for current custodians and possibly hire part-time assistance.

Mrs. J. Wylie asked if the HVAC at the high school was antiquated and filters are being changed regularly. Will teachers prepare their courses from home or the classroom? Dr. Dickerson said the classrooms have more resources for staff to use; but this is not finalized.

Mrs. Purcell was concerned with staff feeling uncomfortable if they felt compromised because of health issues. Dr. Dickerson stated the district will try to protect everyone and make everything as safe as possible to return to work.

Mr. Baltazar-Lopez asked why are we not listening to DSEA and MEA recommendations? Children can contract the virus. More money will be spent bringing students into the buildings with the precautions. He stated science should not be debated. If cleaning every fifteen minutes to two hours is recommended, is the district planning to hire more custodians? Dr. Dickerson stated the district is working through plans. Mr. Baltazar-Lopez asked if the district would run out of money sooner than later. Dr. Dickerson responded the district is in good shape at this time. Mr. Baltazar-Lopez asked if all students would be required to wear masks and was told yes. He then asked what will happen if families choose to not wear masks. The district has been successful in working with students and families during summer school. Mr. Baltazar-Lopez asked if the district would commit to changing air filters every thirty days. Dr. Dickerson stated the district will do what is necessary. Dr. Stevenson described processes for changing filters. The high school HVAC system is in the best shape it has been for years with parts being replaced. Dr. Stevenson met with the custodians and discussed possibly changing shifts to overlap and the custodians were receptive to the request. Mr. Baltazar-Lopez asked about sick leave for staff. Mrs. Croce said the district will work under the Federal Guidelines which pays leave through December 31, 2020, for the virus. He then asked if the district is working with local child care facilities. Dr. Dickerson stated the district has been and will continue to contact community providers. Mr. Baltazar-Lopez asked if state testing would be waived. Dr. Dickerson responded there have been state discussions concerning a request for a waiver. Mr. Baltazar-Lopez asked if it was safe for therapists to make home visits for behavior needs. Ms. Manges stated therapists have been in homes and continuing services to families. Additional mental health staff have been added to provide services.

Mrs. Purcell said hybrid gives a choice, while the remote does not. Teachers need to be considered regarding the return to school decision.

Mr. Thompson thanked everyone for sharing their thoughts and concerns. The district will do everything possible to make students, families, and staff feel safe.

Mr. Vezmar remarked how the district has been preparing for the reopening of schools. He encourages everyone to continue being involved with the board meetings. Additionally, he has been contacted by

community members and district employees who want to start at least six weeks remote and slowly build to the hybrid scenario.

Mrs. J. Wylie stated teachers and community members are afraid and anxious. She would like to see six weeks of remote learning and then slowly move to the hybrid.

Mrs. R. Wiley commended everyone for all the time and effort put into the plans. There are no answers to control COVID at this time. She feels the 2020-2021 school year should start remote with the facts she has seen.

MOTION MADE BY MR. THOMPSON to move forward and open the 2020-2021 school year in the Hybrid Scenario. No second. **Motion failed.**

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. WILEY to start the 2020-2021 School Year in remote learning for the first six weeks.

Roll Call:	Mr. Baltazar	yes	Mrs. R. Wiley	yes
	Mrs. Purcell	yes	Mrs. J. Wylie	yes
	Mr. Thompson	no	Mr. Miller	abstain
	Mr. Vezmar	yes		

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

Dr. Dickerson stated the district will move forward and a phase-in plan will need to be developed for after the six weeks.

INSTRUCTION AND STUDENT PROGRAMS

Student Learning

2020-2021 Calendar Revision Discussion

MOTION MADE BY MRS. WILEY/SECONDED BY MR. VEZMAR to adjust the first student day to September 9, 2020 for remote learning for the 2020-2021 School Calendar. Motion rescinded.

MOTION MADE BY MRS. WILEY/SECONDED BY MR. VEZMAR to approve the 2020-2021 School Calendar as presented with the exception of the student start day to be September 9, 2020. **Motion carried unanimously.**

There will be more clarity for the remote plans at the August 17, 2020 meeting.

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. WYLIE to adjourn into Executive Session at 10:00PM. **Motion carried unanimously.**

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. THOMPSON to adjourn Executive Session at 10:26PM. **Motion carried unanimously.**

PERSONNEL

Personnel Report

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT*

BENTON, Gabrielle

Mispillion – Elementary Teacher

Effective: School Year 2020-2021

FUHRMAN, Lurys

Banneker – Spanish Immersion Teacher

Effective: School Year 2020-2021

RESIGNATION

DELGADO, Glenda
Banneker – Spanish Immersion Teacher
Effective: August 3, 2020

BRANNER, Marina
Banneker – Librarian
Effective: August 21, 2020
Service to MSD: 7 years

RESCIND RETIREMENT

COLE, Shirley
Banneker – Chief Custodian
Effective: September 30, 2020

*Employment at Milford School District is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.

MOTION MADE BY MR. THOMPSON/SECONDED BY MRS. WILEY that the Board approve the Personnel Report as presented. **Motion carried unanimously.**

ADJOURNMENT

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. WYLIE that the Regular Meeting of the Milford Board of Education held on Thursday, August 6, 2020 adjourn at 10:30PM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Edna Rust, Recording Secretary

MILFORD SCHOOL DISTRICT
Fiscal Year 2021 Monthly Revenue Report
As of July 31, 2020
8.3% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2021 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	26,730,305.05	27,468,642.00	102.76%
Cafeteria Salaries	594,271.00	534,844.00	90.00%
Division II, All Other Costs	182,770.00	137,966.00	75.49%
Division II, All Other Costs - VOC	103,868.00	77,901.00	75.00%
Division II, Energy	777,159.00	699,443.00	90.00%
Division III, Equalization	5,639,274.00	5,017,453.00	88.97%
State Transportation	3,075,579.02	1,537,789.00	50.00%
Homeless Transportation	393,131.98	196,566.00	50.00%
Foster Care Transportation	61,377.00	30,689.00	50.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	-	88,794.00	
Drivers' Education	16,172.00	14,555.00	90.00%
Unique Alternatives	394,996.88	177,403.00	44.91%
Professional Development	-	20,952.00	
Delaware Sustainment Fund	782,899.46	717,857.00	91.69%
Technology Block Grant	106,916.00	96,072.00	89.86%
Educator Accountability (CPR)	1,044.58	-	0.00%
World Language Expansion	30,000.00	-	0.00%
Education Opportunity Grant	906,951.00	226,738.00	25.00%
Education Opportunity Grant - Mental Health	255,225.00	57,401.00	22.49%
Student Success Block Grant - K-3	119,274.00	119,274.00	100.00%
Student Success Block Grant - Reading	159,276.00	162,134.00	101.79%
Child Safety Awareness	-	5,062.00	
School Safety and Security	-	-	
Substitute Reimbursement- Paid Parental Leave	-	-	
Minor Capital Improvements	369,211.00	-	0.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	40,700,700.97	37,388,535.00	91.86%
LOCAL FUNDS			
Current Expense (tax rate)	8,200,000.00	54,402.37	0.66%
Current Expense (capitations)	200.00	-	0.00%
Athletics	40,000.00	-	0.00%
Interest	325,000.00	45,796.89	14.09%
Building Rental	36,000.00	-	0.00%
Other Local Revenue	18,500.00	42.60	0.23%
Sol - Systems	1,500.00	-	0.00%
Energy Curtailment	15,000.00	-	0.00%
CSCR	35,000.00	-	0.00%
Indirect Costs	85,000.00	5,141.81	6.05%
Cafeteria	2,070,000.00	66,115.12	3.19%
Net Choice Billings	(95,969.94)	-	0.00%
Net Charter Billings	(130,070.62)	-	0.00%
Tuition Billings	(1,960,000.00)	-	0.00%
Social Studies Coalition/Donations	107,000.00	18,000.00	16.82%
Debt Service	1,260,000.00	9,636.51	0.76%
Debt Service - County Impact Fees	78,343.00	-	0.00%
Tuition	2,825,000.00	18,146.14	0.64%
Minor Capital Improvements	246,141.00	1,786.42	0.73%
E-Rate	9,350.00	-	0.00%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	13,165,993.44	219,067.86	1.66%
FEDERAL FUNDS			
IDEA Part B	1,086,566.00	-	0.00%
IDEA - Preschool	53,718.00	-	0.00%
Title I	1,909,792.00	-	0.00%
Title II	351,701.00	-	0.00%
Title III English Acquisition	54,120.00	-	0.00%
Education for the Homeless	-	-	
Perkins	162,937.21	-	0.00%
TOTAL FEDERAL/OTHER FUNDS	3,618,834.21	-	0.00%
GRAND TOTAL ALL FUNDS	57,485,528.62	37,607,602.86	65.42%

Milford School District
Monthly Report of Expenditures
For the month ended July 31, 2020

Operating Unit	Budget Line	Final Budget		Encumbered	Expended	Budget Remaining	% Remaining
		Amount					
9180668A	Benjamin Banneker Elementary School	\$ 51,943.50	-	-	\$ 51,943.50	100.00%	
9180670A	Evelyn I. Morris Early Childhood Center	\$ 51,167.45	1,300.83	2.43	\$ 49,864.19	97.45%	
9180672A	Lulu M. Ross Elementary School	\$ 69,666.00	1,400.00	55.25	\$ 68,210.75	97.91%	
9180673A	Mispillion Elementary School	\$ 53,412.30	671.80	14.78	\$ 52,725.72	98.71%	
9180675A	Milford Central Academy	\$ 110,199.10	1,437.50	-	\$ 108,761.60	98.70%	
9180678A	Milford Senior High School	\$ 134,600.13	-	995.00	\$ 133,605.13	99.26%	
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	7,831.00	\$ 1,169.00	12.99%	
	School Resource Officer	\$ 165,000.00	-	-	\$ 165,000.00	100.00%	
99900100	Legal Services, Audit and Insurance Premiums	\$ 180,000.00	-	400.00	\$ 179,600.00	99.78%	
99900300	District Expenditures	\$ 35,000.00	275.00	139.99	\$ 34,585.01	98.81%	
	School Safety and Security	\$ -			\$ -		
	Public Relations and Communication	\$ 3,000.00			\$ 3,000.00	100.00%	
	Copy Center (District Wide)	\$ 98,500.00	87,310.86	7,871.82	\$ 3,317.32	3.37%	
	Student Emergency Fund	\$ 4,000.00			\$ 4,000.00	100.00%	
99910100	Superintendent	\$ 1,500.00	-	2.55	\$ 1,497.45	99.83%	
99920000	World Language Immersion (State Grant)	\$ 30,000.00	-	-	\$ 30,000.00	100.00%	
	Educator Accountability (State Grant)	\$ 1,044.58	-	-	\$ 1,044.58	100.00%	
	Student Success Block Grant (Reading)	\$ 159,276.00	-	6,513.77	\$ 152,762.23	95.91%	
	Opportunity Grant Mental Health	\$ 255,225.00	-	-	\$ 255,225.00	100.00%	
	Education Opportunity Grant	\$ 906,951.00	-	-	\$ 906,951.00	100.00%	
	Summer School	\$ 30,000.00	-	9,234.28	\$ 20,765.72	69.22%	
	Translators	\$ 20,000.00	-	469.50	\$ 19,530.50	97.65%	
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%	
	Curriculum and Instruction	\$ 244,200.00	-	3,745.50	\$ 240,454.50	98.47%	
99920700	Athletics - High School	\$ 170,000.00	3,984.20	(870.00)	\$ 166,885.80	98.17%	
	Athletics - Milford Central Academy	\$ 30,000.00	-	-	\$ 30,000.00	100.00%	
99920800	Driver's Education	\$ 16,172.00	-	-	\$ 16,172.00	100.00%	
99930200	Tuition - Special Services	\$ 584,500.00	-	10,278.57	\$ 574,221.43	98.24%	
	Tuition - Special Services - ILC	\$ 285,500.00	-	20,544.04	\$ 264,955.96	92.80%	
	Unique Alternatives (State Funds)	\$ 394,996.88	-	-	\$ 394,996.88	138.35%	
99930300	Special Services	\$ 49,000.00	5,820.81	-	\$ 43,179.19	88.12%	
	Student Success Block Grant (K-3 Basic)	\$ 119,274.00	-	-	\$ 119,274.00		
	Special Services - State Related Services	\$ -	-	-	\$ -		
99940100	Contingencies and One-Time Items	\$ 300,000.00	-	-	\$ 300,000.00	100.00%	
99940200	Division I/Formula Salaries	\$ 26,730,305.05	-	3,404,790.50	\$ 23,325,514.55	87.26%	
99940300	Division II - Vocational	\$ 103,868.00	-	-	\$ 103,868.00	100.00%	
99940400	Division III/Local Salaries	\$ 10,750,000.00	-	1,184,750.60	\$ 9,565,249.40	88.98%	
	Union agreed Limited Contracts	\$ 365,000.00	-	-	\$ 365,000.00	100.00%	
99940500	Title I	\$ 1,909,792.00	-	-	\$ 1,909,792.00	100.00%	
	Title II	\$ 351,701.00	-	-	\$ 351,701.00	100.00%	
	Title III	\$ 54,120.00	-	-	\$ 54,120.00	100.00%	
	IDEA Part B	\$ 1,086,566.00	-	-	\$ 1,086,566.00	100.00%	
	IDEA Preschool	\$ 53,718.00	-	-	\$ 53,718.00	100.00%	
	Perkins	\$ 162,937.21	-	-	\$ 162,937.21	100.00%	
	Homeless	\$ -	-	-	\$ -		
	Other Federal Grants	\$ -	-	-	\$ -		
99940600	Insurance Expense	\$ 94,324.00	-	-	\$ 94,324.00	100.00%	
99940700	Social Studies Coalition/Donations	\$ 107,000.00	-	12,900.00	\$ 94,100.00	87.94%	
99940810	Technology Equipment & Repair	\$ 272,800.00	10,752.26	16,275.09	\$ 245,772.65	90.09%	
	Technology Block Grant	\$ 106,916.00	10,213.95	-	\$ 96,702.05	90.45%	
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	-	\$ 15,000.00	100.00%	
	Tuition Reimbursement	\$ 60,000.00	-	-	\$ 60,000.00	100.00%	
99950000	Personnel/Human Resources	\$ 10,000.00	-	(147.45)	\$ 10,147.45	101.47%	
99960000	Child Nutrition Operations	\$ 2,070,000.00	1,000.00	174,841.60	\$ 1,894,158.40	91.51%	
	Cafeteria Salaries	\$ 594,271.00	-	67,564.44	\$ 526,706.56	88.63%	
99960100	Facilities Maintenance	\$ 90,000.00	2,000.00	2,958.93	\$ 85,041.07	94.49%	
	Custodial Services and Supplies	\$ 90,000.00	7,500.00	71.00	\$ 82,429.00	91.59%	
99960200	Operations and Utilities	\$ 304,500.00	19,687.95	6,375.85	\$ 278,436.20	91.44%	
	Energy Division II	\$ 777,159.00	325,650.00	-	\$ 451,509.00	58.10%	
99960300	State Transportation	\$ 3,075,579.02	-	-	\$ 3,075,579.02	100.00%	
	State Homeless Transportation	\$ 393,131.98	-	-	\$ 393,131.98	100.00%	
	State Foster Transportation	\$ 61,377.00	-	-	\$ 61,377.00	100.00%	
	Transportation Supplies	\$ 1,000.00	-	63.36	\$ 936.64	93.66%	
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	-	2,956.44	\$ 20,043.56	87.15%	
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%	
	Local Homeless Transportation Match	\$ 43,681.33	-	-	\$ 43,681.33	100.00%	
	Local Transportation Match	\$ 341,251.14	-	-	\$ 341,251.14	100.00%	
Total Operating Budget		\$ 54,695,125.67	\$ 479,005.16	\$ 4,940,628.84	\$ 49,275,491.67	90.09%	
99970000	Local Debt Service	\$ 1,225,976.67	-	111,911.01	\$ 1,114,065.66	90.87%	
99970200	Minor Capital Improvements	\$ 615,352.00	-	-	\$ 615,352.00	100.00%	
Total Capital Budget		\$ 1,841,328.67	\$ -	\$ 111,911.01	\$ 1,729,417.66	93.92%	
Grand Total		\$ 56,536,454.34	\$ 479,005.16	\$ 5,052,539.85	\$ 51,004,909.33	90.22%	

Note: Budgets are based on the preliminary 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.

Financial Position Report

as of July 1, 2020

Forecast Period: Q1-2021

District: Milford

Description	Actual Unencumbered	Encumbered	Projected Income 7/1 to 10/15	Projected Available Income through 10/15		Projected Salary 7/1 to 10/15	Projected Non- Salary 7/1 to 10/15	Projected Expenditures through 10/15	Projected Available Balance 10/15		Projected 1 month Local Payroll
Local Expenses	\$16,236,641.70	\$210,861.87	\$2,070,206.50	\$18,517,710.07		\$0.00	\$1,107,997.05	\$1,107,997.05	\$17,409,713.02		\$804,000.00
Div II	\$908,350.10	\$393,642.66	\$0.00	\$1,301,992.76		\$0.00	\$882,549.76	\$882,549.76	\$419,443.00		
Div III	\$5,017,453.00	\$0.00	\$0.00	\$5,017,453.00		\$3,618,000.00	\$0.00	\$3,618,000.00	\$1,399,453.00		
Cash Option	\$88,794.00	\$1,118.80	\$0.00	\$89,912.80		\$0.00	\$1,118.80	\$1,118.80	\$88,794.00		
Other	\$717,857.00	\$0.00	\$0.00	\$717,857.00		\$0.00	\$0.00	\$0.00	\$717,857.00		
Total Discretionary Fund Revenue	\$22,969,095.80	\$605,623.33	\$2,070,206.50	\$25,644,925.63		\$3,618,000.00	\$1,991,665.61	\$5,609,665.61	\$20,035,260.02		

Approved by Superintendent: _____

Approved by Board President: _____

Preparer: _____

Milford School District Continuity of Learning Plan for the 2020 - 2021 Academic Year

Milford School District's Commitment to Equity and Opportunity



Our core mission is to ensure that each student is healthy, safe, engaged, supported and challenged. We will continue to focus on:

- **STANDARDS:** *concise, written descriptions of what students are expected to know and be able to do at a specific stage of their education and are used to guide instruction, assessment, and curricula.*
- **ENGAGEMENT:** *the degree of cognitive attention, curiosity, interest, and initiative to explore content that students, staff, and community show when they are learning, which extends to the level of motivation they have to learn and progress in their education.*
- **RIGOR:** *describe instruction, schoolwork, learning experiences, and educational expectations that are academically, intellectually, and personally challenging.*

Instructional Plan

Robust and rigorous teaching and learning is a cornerstone of the Milford School District. In each of the phases of our learning plan, families can expect:

- Live, engaging synchronous teaching and learning
- Structured school day with students attending scheduled classes, whether online or in-person. Attendance is mandatory.
- Full course curriculum to meet grade completion and graduation expectations
- Student grades and report cards issued
- The same rigorous, high quality educational experience whether online or in person

The following resources are a significant part of our instructional plans:

- Screening tools to identify students in need of additional support
- Sharing of mental health support lines and access to counselors and mental health professionals
- Lessons focused on Social / Emotional Learning
- Continued Child Nutrition Services

Student engagement is critical to success. The following culturally relevant and universal design approaches are strong components in meeting the diverse needs of our students. Lessons are designed to support effective online learning and engagement.

Strategies Include:

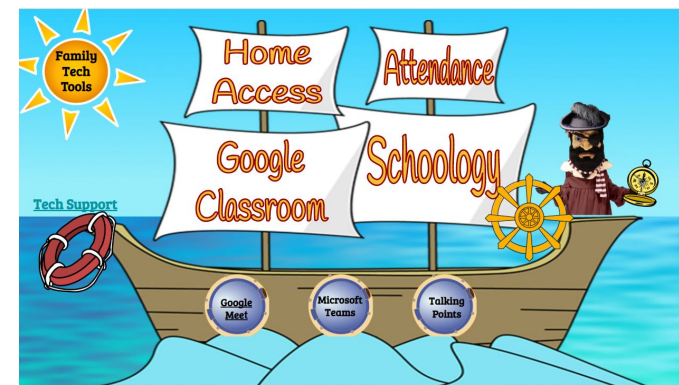
- Recognizing funds of knowledge students bring to the learning environment
- Visual thinking models to process and connect new concepts to funds of knowledge
- Meaningful student discourse, and peer interactions
- Multiple levels of entry into the lesson and curriculum
- Clear learning targets
- Quality, applicable feedback

In every phase, we are committed to providing students with additional/supplemental learning opportunities, increased levels of support, and connection with our highly qualified professional staff. Support sessions will be scheduled and synchronous services either within the classroom environment or in small group settings.

- English language support
- Core academic and social/emotional interventions
- Small group instruction for designated students
- Supplemental services for students with special needs or language needs

Whether in person or online, Google Classroom (Grades PreK - 5) and Schoology (Grades 5 - 12) are our teaching and learning ecosystems, providing a one-stop shop for the following:

- Distribution and family assistance with technology devices will occur at individual schools between Sept 8-11
- Assistance with internet connectivity (as needed)
- Tech Support (links available on our district website: <https://www.milfordschooldistrict.org/>)
- Meeting platforms include Google Meet and Microsoft Teams
- Communicating and collaborating with staff, students and families
- Staying on track via daily schedules and class agendas with running deadlines
- Monitoring attendance, assignment submission, and student progress
- Connecting to classrooms and accessing synchronous and asynchronous instruction
- Student Feedback and Grading:
 - Submission of work is required and should be submitted through your student's Learning Management System
 - Students will receive feedback on their work.
 - Students will receive grades/credit based on the typical MSD grading policy.
- Attendance:
 - Required for all remote and live learning sessions.
- Learning Tools include:
 - Videos
 - Virtual field trips
 - Group discussions / discussion boards
 - Interactive online learning materials such as books, read alouds, games, manipulatives, and more



Milford School District Instructional Models 2020 - 2021

Face to Face Instruction



- Students return to full in-person learning and all scheduled courses will resume within the school setting. Healthy and safety precautions and protocols remain in place in accordance with health guidance.

Hybrid Model

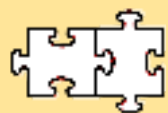


- Students will participate in face to face instruction a portion of each week and participate in remote instruction the other portion. This will be a combination of synchronous and asynchronous learning (see below).
- In accordance with health and safety recommendations, the blended schedule provides for physical distancing within the classroom.
- In addition to distancing, students will be “cohorted”, with precautions to reduce exposure to staff and peers outside the cohort as much as possible.

Remote Learning

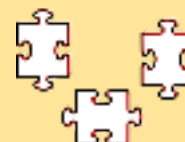


- Students will participate in learning through remote instruction with their assigned teachers. This will be a combination of synchronous and asynchronous learning (see below).



Synchronous Learning Learning Together

- Students learn at the same time.
- Instructor facilitated.
- Requires all the participants to be virtually present at the same time.
- Scheduled and online tests, virtual classrooms, web conferencing technology.



Asynchronous Learning Learning Separate

- Students learn at different times.
- Self-directed, self-paced.
- Does not require all the participants to be virtually present at the same time.
- Uses message boards, discussion groups and self-paced online courses.

Sample Remote Learning Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
A combination of synchronous and asynchronous instruction via the district learning management systems	A combination of synchronous and asynchronous instruction via the district learning management systems	A combination of synchronous and asynchronous instruction via the district learning management systems	A combination of synchronous and asynchronous instruction via the district learning management systems	A combination of synchronous and asynchronous instruction via the district learning management systems

Sample Hybrid Learning Schedule

**Days may be adjusted based on number of students returning to school*

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A Students IN-PERSON	Cohort A Students IN-PERSON	Cohorts A and B ONLINE Learning	Cohort B Students IN-PERSON	Cohort B Students IN-PERSON
Cohort B Students ONLINE Via Schoology	Cohort B Students ONLINE Via Schoology	Cleaning/ Disinfecting/ Collaborative Planning / Professional Development	Cohort A Students ONLINE Via Schoology	Cohort A Students ONLINE Via Schoology
Cohort C Fully Remote online learning	Cohort C Fully Remote online learning	Cohort C Fully Remote online learning	Cohort C Fully Remote online learning	Cohort C Fully Remote online learning

Milford School District Instructional Model Expectations 2020 - 2021

Family Expectations

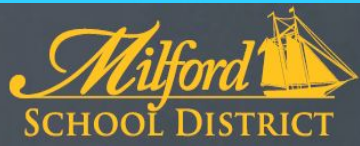
- Create a space away from distractions for learning.
- Communicate with your student's teacher regularly with any questions or concerns.
- Notify school if unable to participate with an absence excuse.
- Ensure that you know your student's usernames and passwords for instructional resources.
- Assist student with charged technology device and remind them to bring technology device to school on designated days.
- Have requested materials ready for all learning sessions.
- An adult, responsible guardian or family member should assist the student with logging into the virtual session. The adult should remain available to help their student when needed to assist with navigating the technology.
- Assist with mute and unmute.
- Assist your student with participation. Help your student stay focused and actively engaged. Participation may include assistance with technology, accessing/using materials, choosing answers, providing picture supports/fidgets for redirection, etc.
- Follow teacher guidelines for allowing your student to independently answer questions.
- If a student attends childcare, please provide them with your student's device.
- Access school websites for any family resources regarding communication updates and training opportunities.
- Monitor district communications for up-to-date information regarding school closures and instructional continuation plans.
- Respect the privacy of other students and families within the learning environment.

Student Expectations

- Charge your technology device each night and bring technology device to school on designated days.
- Know usernames and passwords for instructional resources.
- Set up a remote work space and calendar to manage time.
- Know attendance will be taken in all virtual and live sessions.
- Report to each online session on time and ready to participate.
- Remain in the virtual meeting session for the entire session.
- Keep your video on at all times.
- All assigned tasks must be completed independently unless otherwise indicated.
- All work must be submitted by the due dates posted by the individual teacher.
- All work must be submitted using the Learning Management System (Google Classroom K-5, Schoology 5-12).
- Follow set rules and participation expectations established by teachers.
- Dress code appropriate apparel should be worn during virtual and live sessions.
- Proper behavior and interaction with each other is necessary.
- Always be respectful and courteous to teachers and other students.
- Maintain open communication with classroom teacher(s).
- Regularly check Home Access to monitor your progress.
- Understand that the District Grading Policy is still in effect.
- Engage in self-care activities that help to support your learning needs and emotional well-being.
- Recognize that your opportunities to participate in exploratory and extracurricular activities may be limited during this time.

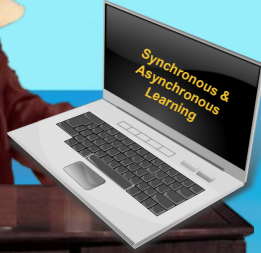
Remote Learning in Milford School District 2020





HOME of the BUCCANEERS

STANDARDS
ENGAGEMENT
RIGOR



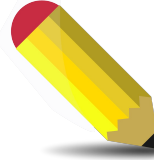
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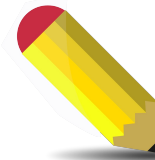
MILFORD MEMO



STANDARDS



ENGAGEMENT



RIGOR



MHS

MCA

Morris

Ross

Banneker

Mispillion



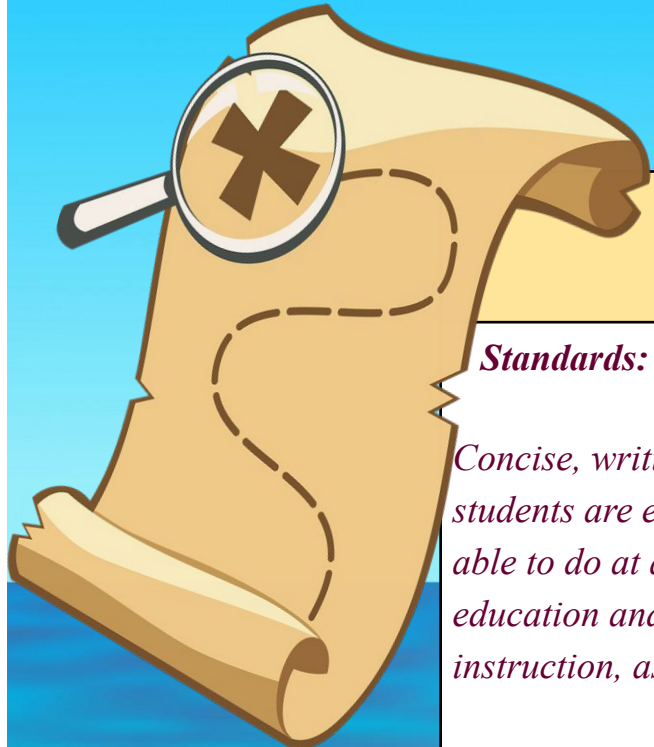
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Standards

Standards:

Concise, written descriptions of what students are expected to know and be able to do at a specific stage of their education and are used to guide instruction, assessment, and curricula.

Visit:

[Milford School District](#)

[Home | Common Core
State Standards Initiative](#)





Engagement

Engagement:

The degree of cognitive attention, curiosity, interest, and initiative to explore content that students, staff, and community show when they are learning, which extends to the level of motivation they have to learn and progress in their education.

What you can expect:

- *Routinized schedules*
- *Daily virtual meetings*
- *Recorded lessons to reference*
- *Videos*
- *Virtual field trips*
- *Social and academic interactions through a learning management platform*





Rigor

Rigor:

Describe instruction, schoolwork, learning experiences, and educational expectations that are academically, intellectually, and personally challenging.

What you can expect:

- *Required participation*
- *Structured coursework*
- *Daily assignments*
- *Graded work*
- *Consistent feedback*





**Family
Tech
Tools**

**Home
Access**

Attendance

**Google
Classroom**

Schoology

Tech Support



**Google
Meet**

**Microsoft
Teams**

**Talking
Points**

Have I called my school to...

Update my phone number?

Update my address?

Update my email address?



**Milford School
District Remote
Learning Schedules**

**Morris Early
Childhood Center**

**Ross,
Mispillion &
Banneker
Elementary
Schools**



**Milford
Central
Academy**

**Milford
Senior High
School**

**MSD Instructional Hours
8:00 a.m. - 3:30 p.m.**



Milford Elementary K-5

Sample Schedule

Sample K - 5 Remote Learning Schedule for First 6 Weeks				
Monday	Tuesday	Wednesday	Thursday	Friday
Gold Students - Determined by family choice of AM or PM instruction 8:15-8:45 - Class meeting SEL 8:45-9:45 - ELA with movement break 9:45-10:45 - Math with movement break 10:45-11:15 Social Studies/Science 11:15 - 3:30 - Asynchronous & Synchronous Learning Opportunities (Related Arts/EL Supports/Special Ed supports/Counseling) Includes lunch break and teacher planning.		All Students 8:15-8:45 -Morning Message and SEL Check In 8:45-9:30 - ELA Targeted Instruction 9:30-10:15 - Math Targeted Instruction 10:15-11:30 - Student/Family Support Outreach 11:30 -12:00 - Lunch	Gold Students - Determined by family choice of AM or PM instruction 8:15-8:45 - Class meeting SEL 8:45-9:45 - ELA with movement break 9:45-10:45 - Math with movement break 10:45-11:15 -Social Studies/Science 11:15 - 3:30 - Asynchronous & Synchronous Learning Opportunities (Related Arts/EL Supports/Special Ed supports/Counseling) Includes lunch break and teacher planning.	
Maroon Students - Determined by family choice of AM or PM instruction 8:15--12 :30 - Asynchronous & Synchronous Learning Opportunities (Related Arts/EL Supports/Special Ed supports/Counseling) Includes lunch break and teacher planning. 12:30-1:00- Class meeting SEL 1:00-2:00 - ELA with movement break 2:00-3:00 - Math with movement break 3:00-3:30 - Social Studies/Science		12:00-3:30 - Teacher Planning, PLCs, Professional Learning, Additional EL Supports, Counseling Supports, Special Education Supports, Additional Math and ELA Support	Maroon Students - Determined by family choice of AM or PM instruction 8:15--12 :30 - Asynchronous & Synchronous Learning Opportunities (Related Arts/EL Supports/Special Ed supports/Counseling) Includes lunch break and teacher planning. 12:30-1:00- Class meeting SEL 1:00-2:00 - ELA with movement break 2:00-3:00 - Math with movement break 3:00-3:30 - Social Studies/Science	

Milford Central Academy

Sample Schedule

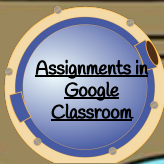
	Monday	Tuesday	Wednesday	Thursday	Friday
8-9	Teacher Planning	Teacher Planning	Teacher Planning	Teacher Planning	Teacher Planning
9-10:45	Pd. 1 Virtual Instruction (45 minutes instruction, independent practice given to students) 9-9:45 Instruction 9:45-10:45 Independent Practice	Pd. 4 Virtual Instruction (45 minutes instruction, independent practice given to students) 9-9:45 Instruction 9:45-10:45 Independent Practice	9-11 Instructional Help Hours for individual help and small groups	Pd. 1 Virtual Instruction (45 minutes instruction, independent practice given to students) 9-9:45 Instruction 9:45-10:45 Independent Practice	Pd. 4 Virtual Instruction (45 minutes instruction, independent practice given to students) 9-9:45 Instruction 9:45-10:45 Independent Practice
10:45-11:15	Student check-ins, attendance calls, work with small groups	Student check-ins, attendance calls, work with small groups		Student check-ins, attendance calls, work with small groups	Student check-ins, attendance calls, work with small groups
11:15-11:45	Lunch	Lunch	Lunch	Lunch	Lunch
11:45-1:30	Pd. 2 Virtual Instruction (45 minutes instruction, independent practice given to students) 11:45-12:30 Instruction 12:30-1:30 Independent Practice	Pd. 5 Virtual instruction (45 minutes instruction, independent practice given to students) 11:45-12:30 Instruction 12:30-1:30 Independent Practice	12-3:30 Teacher PD, data meetings, PLC	Pd. 2 Virtual Instruction (45 minutes instruction, independent practice given to students) 11:45-12:30 Instruction 12:30-1:30 Independent Practice	Pd. 5 Virtual instruction (45 minutes instruction, independent practice given to students) 11:45-12:30 Instruction 12:30-1:30 Independent Practice
1:45-3:30	Pd. 3 Virtual Instruction (45 minutes instruction, independent practice given to students) 1:45-2:30 Instruction 2:30-3:30 Independent Practice	Instructional Help Hours for individual help and small groups		Pd. 3 Virtual Instruction (45 minutes instruction, independent practice given to students) 1:45-2:30 Instruction 2:30-3:30 Independent Practice	Instructional Help Hours for individual help and small groups



Grades K - 5



Getting
Summaries of Your
Child's GC
Activity



Name of Class

Your Assignments

Access your
Google
Drive here

Upcoming
due dates
will show
here.

This is your "stream"
where announcements and
directions will be posted.
These can include videos,
links and assignments.

This is your what an
assignment page looks like
in your Google
Classroom.

Turn in
work
here.

The image shows a screenshot of the Google Classroom interface with several annotations. At the top, the navigation bar includes 'Stream', 'Classwork', 'People', and 'Grades'. The 'Classwork' tab is highlighted with a yellow circle. Below the navigation bar, the 'Stream' section is visible, showing a post from 'Beginning Buccaneers Summer 2020' with a 'Meet link' and a 'Share something with your class...' prompt. To the left of the stream, there is a section for 'Upcoming' due dates. Below the stream, there is a section for '3rd Grade' with a post titled 'Snacking on Fruits & Veg' by Montessa Brooks. The 'Student work' tab is highlighted with a yellow circle. The 'Snacking on Fruits & Veg' post includes a description, a due date of May 19, and two Google Slides attachments: 'Exotic Fruits & Vegetables - ...' and 'What's For Snack?'. At the bottom, there is a 'Class comments' section with a text input field and a submit button.

Beginning Buccaneers
Summer 2020

Stream Classwork People Grades

Class code m35qgyr

Meet link

Upcoming

No work due soon

View all

Share something with your class...

3rd Grade

Instructions Student work

Snacking on Fruits & Veg

Montessa Brooks • May 4 (Edited May 4)

100 points

Due May 19

Watch the slideshow about exotic fruits and vegetables. If you click PRESENT to view, there is audio that goes with it, too. Then, create your own to bring for snack in the Your Work section. When you're all done, turn it in! Can't wait to see what yummy things you guys come up with!

IF YOU TRIED THIS AND COULDN'T HEAR IT, TRY AGAIN AND IT SHOULD WORK

Exotic Fruits & Vegetables - ...
Google Slides

What's For Snack?
Google Slides

Class comments

Add class comment...



 schoolology

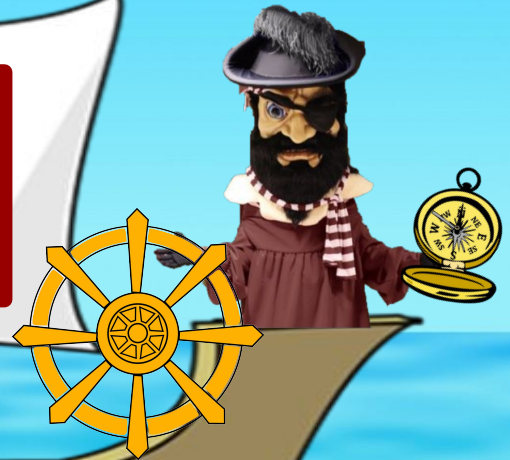
Grades 5-12

Sign up as a parent



Click
here

How to send
the teacher a
message



Assessments
in Schoolology

FAQs

Google Drive
Assignments in
Schoolology

Schoology General Template for Secondary Classes

The screenshot displays the MSD Schoology Template: Secondary interface. The top navigation bar includes the Milford School District logo, tabs for COURSES, GROUPS, RESOURCES, and TOOLS, and a user profile section with a search icon, a grid icon, a calendar icon, an envelope icon, a bell icon, and the text "Student Name".

On the left sidebar, the "Course Options" menu is expanded, showing a list of items: Materials, Updates, Gradebook, Grade Setup, Mastery, Badges, Attendance, Members, Analytics, Workload Planning, Conferences, eSchoolPLUS, and Turnitin. The "Materials" item is highlighted, and a blue arrow points from a text box to it.

The main content area is titled "MSD Schoology Template: Secondary" and "Milford School District". It features a "Add Materials" button and an "Options" dropdown. Below these, a "Google Meet Link" is displayed with a key icon. A blue arrow points from a text box to this link. Under the link, a list of folders is shown, each with a chevron icon to its left and a gear icon to its right. The folders are labeled "Information", "Week 5 (October 12)", "Week 4 (October 5)", "Week 3 (September 28)", "Week 2 (September 21)", and "Week 1 (September 14)". A blue arrow points from a text box to the "Information" folder. Another blue arrow points from a text box to the "Week 1 (September 14)" folder.

On the right side of the interface, the "Upcoming" section is visible, showing a calendar icon and the text "Add Event". Below this, the date "Wednesday, September 16, 2020" is displayed. A list of assignments is shown, including "Ratios & Rates Practice Problems (Big Ideas 5.1)" with a due date of "11:59 pm". A blue arrow points from a text box to this assignment.

Annotations and arrows:

- A text box on the left states: "Google Meet link is at the top." with an arrow pointing to the "Google Meet Link" in the main content area.
- A text box in the center states: "Course Information Folder is directly under link." with an arrow pointing to the "Information" folder.
- A text box at the bottom center states: "Weekly Folders are labeled by Week # (Monday's Date) and are ordered with most recent at the top." with an arrow pointing to the "Week 1 (September 14)" folder.
- A text box on the right states: "Assignments have been designated due dates, which are displayed on the right side of the course page." with an arrow pointing to the "Ratios & Rates Practice Problems (Big Ideas 5.1)" assignment.

Post:  [Update](#)  [Assignment](#)  [Event](#) [More](#)

Most Recent ▾



Mr. Thomas ▶ [English 101: Section 1](#)

We had a great time today in class discussing Romeo & Juliet! So many ways in which we identify with the characters and conflicts today. Great day of learning!

Tue Jul 10, 2018 at 11:57 am [Comment](#) · [Like](#)



Herbert Lopez ▶ [English 101: Section 1](#)

Is it possible to move the quiz to next week since we had a snow day?

Fri Jun 22, 2018 at 10:13 am [Comment](#) · [Like](#)



Herbert Lopez ▶ [English 101: Section 1](#)

My name is Herbert and I've already read A Series of Unfortunate Events. It is my favorite book!

Thu Jun 21, 2018 at 2:52 pm [Comment](#) · [Like](#)

😊 2 people liked this



Mr. Thomas ▶ [English 101: Section 1](#)

Which book should the class read next?

Reminders

2 ungraded assignment submissions

1 ungraded discussion post

Upcoming

[Calendar](#)

THURSDAY, JULY 12, 2018

 [Do-It-Yourself: Study Guide Edition](#)
11:59 pm

FRIDAY, JULY 13, 2018

 [Reading Assignment: Unit 1](#)
11:59 pm

WEDNESDAY, JULY 18, 2018

 [Romeo and Juliet Discussion](#)
11:59 pm

FRIDAY, JULY 20, 2018

Click the link to go to
msd.schoolology.com



- In the top right, find the envelope icon
- Type your teacher's name in the "To:" box
- Select your teacher when it pops up
- Complete your message and click "Send"



ABCDEFGHIJKLMNOPQRSTUVWXYZ

Groups & Info

K

1

2

3

4

5

About Me

News

WIDA

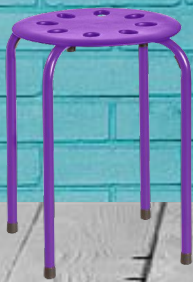


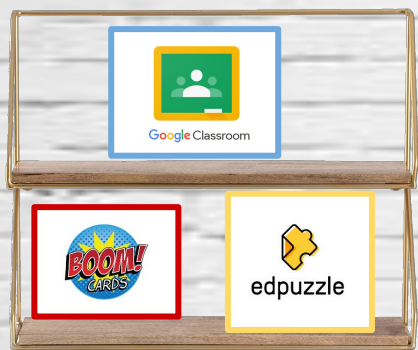
Welcome
English Learners!

READ



HEY HEY HEY





Welcome to our class



Together Online

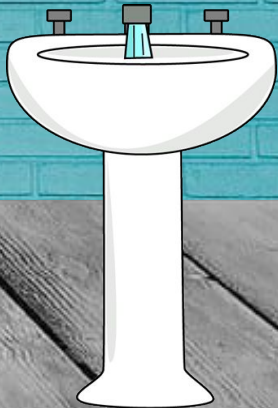
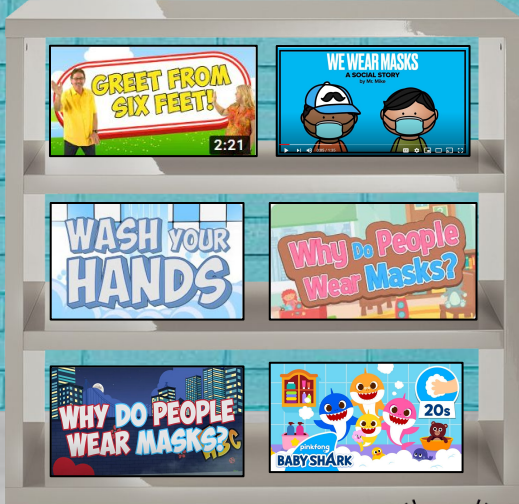
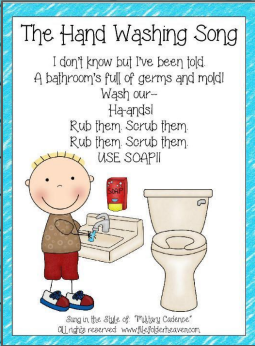


Social and Emotional Learning & Mental Health Supports

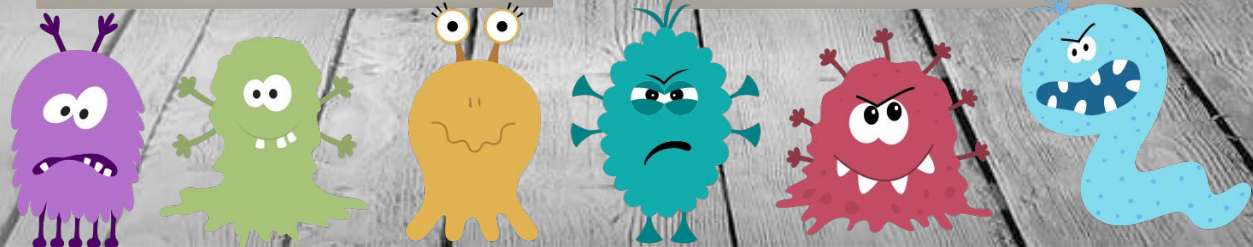


- Websites with resources for families and students
- “Kindness in the Classroom” Curriculum
- Trauma-informed practices & curriculum
- 1:1 virtual counseling for students and support for families (via phone and video chat)
- Mental Health video & resource page shared in English, Spanish & Creole





wash
your
hands!



R

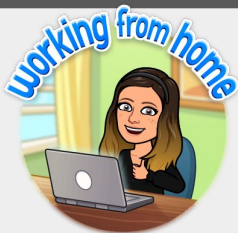


Double check your work before handing it in.



Get a good night's sleep so you are focused in the morning!

E



Find a comfy spot, get dressed, brush teeth, sit up tall, etc.

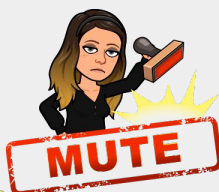


Eat breakfast before coming to class. No drinks around computer.

M



Make sure you can hear the teacher and your sound is on.



If you are not speaking, please put your computer on mute.

O



Charge your computer each night. Or have a plug nearby.



Have your supplies, homework and passwords handy.

T



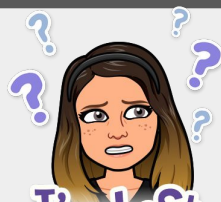
u there?

Be on time for class and turn in your work as requested.



Take short breaks to stand up, stretch and get water.

E



I'm LoSt

Office hours are every day at 1pm. Come and see us!



We are in this together! Have FUN and enjoy the RIDE!

**WHAT IS REMOTE
LEARNING AT
MILFORD?**



<i>School</i>	<i>Internal Mental Health Supports</i>	<i>External Mental Health Supports</i>
Morris	School Psychologist School Counselor Behavior Support Paraprofessional School Nurse Visiting Teacher	Family Crisis Therapist – Ashley Norman Delaware Guidance Services - Kali Reichold Contracted Services for School Psychologist
Banneker	School Psychologist School Counselor Student & Family Interventionist Behavior Support School Nurse Visiting Teacher	Family Crisis Therapist – Maria Griffin People’s Place – Lorraine Nassir Contracted Services – Mental Health Therapist
Mispillion	School Psychologist School Counselors (2) Student & Family Interventionist Behavior Support Paraprofessional School Nurse Visiting Teacher	People’s Place – Rebecca Brandt
Ross	School Psychologist School Counselors (2) Student & Family Interventionist Behavior Support Paraprofessional School Nurse Visiting Teacher	People’s Place – Rebecca Brandt
MCA	School Psychologist School Counselors (3) Student & Family Interventionist Behavior Support Paras (2) School Nurse Visiting Teacher	People’s Place – Krista Schirmer Wellness Center (8 th grade only) – Nancy Boone, LPCMH
MHS	School Psychologist School Counselors (4) Student & Family Interventionist Behavior Support Paras (2) School Nurse Visiting Teacher	Delaware Guidance Services- Kali Reichold Wellness Center – 9-12 th grade –Nancy Boone, LPCMH Lifelines – Bianca Ranger (Trauma and Sexual Assault)



MILFORD SCHOOL DISTRICT PHASE-IN PLAN

2020-2021 School Year

MSD PHASE-IN PLAN

- **August 27-28**
 - First Staff Days
 - Remote Preparation
- **August 31 – September 8**
 - Trainings & PD
 - PLCs, Curriculum Development & Teacher Collaboration

MSD PHASE-IN PLAN

- **September 9 – 11**
 - Remote Learning Begins for Students PreK-12
 - ✓ *Technology Handout to Students & Families*
 - ✓ *Student & Families Technology Orientation*
 - ✓ *Student & Families Class Orientation/Meet & Greet*
 - ✓ *Staff Remote Learning Preparation & PLCs*

MSD PHASE-IN PLAN*

- **September 14**
 - Remote Instruction & Schoolwork Begin for PreK-12 Students
- **September 21**
 - Phase-in Intense/Complex Special Needs Students
- **September 28**
 - Phase-in PreK & Intense/Complex Special Needs Students
 - ✓ *Survey PreK Families Late August*

**Contingent on State School Reopening Scenario & Health & Safety of District-Community*

MSD PHASE-IN PLAN*

- **October 5**
 - Phase-in EL Newcomer Students
- **October 12**
 - Phase-In Kindergarten – Grades 1-3 Students
 - ✓ *Survey Families Early September*
- **October 19**
 - Phase-in Grades 4-5 Students
 - ✓ *Survey Families Early September*

**Contingent on State School Reopening Scenario & Health & Safety of District-Community*

MSD PHASE-IN PLAN*

- **October 26**
 - Phase-in Grades 6-8 Students
 - ✓ *Survey Families Early September*
 - ✓ *6th Grade Orientation Prior*
- **Beginning of Second Marking Period (November 16)**
 - Phase-in Grades 9-12 Students
 - ✓ *Survey Families Mid-September*
 - ✓ *Reduced Day in Morning*
 - ✓ *9th Grade Orientation Prior*

**Contingent on State School Reopening Scenario & Health & Safety of District-Community*

MSD PHASE-IN PLAN*

- **As Necessary:**
 - Students without internet connectivity in cafeteria or other large areas (during school hours for part of day in small groups, after school hours)
 - Students needing related services during school hours
 - Students needing mental health or counseling services during school hours
 - Students needing language services during school hours
 - Students needing School Nurse screening or visit

**Contingent on State School Reopening Scenario & Health & Safety of District-Community*

MSD PHASE-IN PLAN*

- **As Necessary:**
 - Drivers Education Students during & after school hours
 - Small Groups of Students during school day for specific resources
 - Student Organizations in small groups after school hours
 - Extracurriculars in small groups after school hours
 - ✓ *Open workouts & conditioning for student-athletes in small groups*
 - Work with Childcare agencies in the community & state liaisons

**Contingent on State School Reopening Scenario & Health & Safety of District-Community*

**MILFORD SCHOOL DISTRICT
MODIFICATION OF POLICY 5415 – K-12 SCHOOL DRESS CODE POLICY
2020-2021 SCHOOL YEAR**

MILFORD SCHOOL DISTRICT SCHOOL DRESS CODE

Milford School District School Dress Code Policy Statement: This school dress code policy will supersede any and all previous dress code policies for the 2020-2021 school year only. **This policy is only in effect for the 2020-2021 school year and is to be reviewed at the January 2021 Board Meeting.**

The required style of dress must be worn to enter the building on a normal school day from entry to dismissal unless otherwise authorized by Administration.

Approved dress code bottoms include: Khaki style pants, jeans, walking shorts, capris, skorts, skirts (no slits), jumpers or dresses. Cotton and/or corduroy are acceptable.

1. No stretch apparel, leather or sheer materials should be worn.
2. Shorts, skorts, skirts, jumpers or dresses must be to the knee or longer in length.
3. A solid color belt, for secondary students only, must be worn if pants or shorts have belt loops.
4. Clothing items must be worn at the natural waist.
5. Solid color leggings, tights or nylons may be worn under skirts that are no shorter than the knee.
6. Chains, wallet chains and spiked jewelry are not permitted.
7. Cut-off pants and pants with holes are not permitted.

Approved dress code tops include: Collared Polo Shirts, Crewneck Tops (including t-shirts), Turtleneck Tops or Hooded Tops.

1. Approved dress code tops must be solid in color. They must be short or long sleeve. No sleeveless dress code tops. Button down, oxford style shirts are permitted.
2. Only the top button of button down dress code tops can be unbuttoned.
3. Anything designated as an undergarment (except t-shirts), camisoles, for example, cannot be revealed.
4. No skin or undergarments should be visible between the waistband of the pants and the bottom of the shirt.
5. Dress code tops may have a small emblem on the left chest.
6. Solid colored crewneck and hooded sweatshirts, pullovers or polar fleece jackets with or without a zipper may be worn. Students wearing approved hooded apparel must keep the hood down, off of their head, while in the school building.
7. Pullover V-neck, crewneck, button down or zippered cardigan sweaters may be worn over a polo or crewneck shirt.
8. Appropriate physical education attire is determined by the physical education teacher.
9. Athletic gear and presentation of lettering or an emblem associated with Milford School

District, schools of the Milford School District or colleges are acceptable on approved dress code tops.

10. Cut-offs and holes are not permitted on any clothing. Hats, head coverings (except for religious practices and face coverings following state and district guidelines), visors, bandanas, combs/picks and sunglasses (except with a doctor prescription) may not be worn in the building. Scarves, ties, and bowties are acceptable.
11. Clothing or other personal adornments or embellishments that are disruptive, unsafe or interfere with the regular operations of school are expressly prohibited during school hours and during school functions. Clothing, footwear, jewelry, or adornments must not be obscene, vulgar, nor ethnically, culturally, or sexually offensive. Sacrilegious prints, gang-related identification, apparel, or paraphernalia, suggestions or depictions of violence, drug or alcohol use, tobacco/smoking and/or may illegal activities not be worn or displayed.

Footwear

1. Students must wear appropriate footwear at all times as designated by the school Administrators. No shoes with wheels or bedroom slippers are permitted. New students who have not been previously enrolled in the Milford School District will have (5) school days from their enrollment date to come into compliance with the uniform policy.

Any questions concerning this policy, please contact your student's school.

BOARD APPROVED:

TITLE IX RIGHTS & RESPONSIBILITIES

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public schools, like Milford School District (“the District”), that receive any Federal funds must comply with Title IX.

Under Title IX, schools must operate free from sex discrimination, including sexual harassment.

Any of the following conduct on the basis of sex constitutes sexual harassment:

- A school employee conferring an educational benefit or service upon a person’s participation in unwelcome sexual conduct (often called “*quid pro quo*” harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

The District has a responsibility to respond promptly and equitably. If the District knows or reasonably should know about sex discrimination, sexual harassment, or sexual violence within the District’s education program or activity, the District will take immediate action to eliminate the sex discrimination, sexual harassment, or sexual violence, prevent its recurrence, and address its effects.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the District of its duty under Title IX to resolve complaints promptly and equitably.

The District does not discriminate on the basis of sex, nor does it tolerate discrimination on the basis of sex in its education programs and activities. The District strives to provide an environment free from sex discrimination, including sexual harassment. The District encourages students, parents, and staff to identify barriers to a discrimination-free environment in all schools. Any person (*e.g.*, the alleged victim or any third party) may make a report to the Title IX Coordinator.

Complaints and/or inquiries concerning allegations of sexual harassment, or discrimination on the basis of sex, shall be directed to the District's Title IX coordinator in person, or by phone, mail, or e-mail, or to the Office of Civil Rights. Any person (*e.g.*, the alleged victim or any third party) may report to the Title IX Coordinator. All complaints will be received and investigated in a prompt and equitable manner.

The District's Title IX Coordinator is:

Director of Human Resources & School Climate
Milford School District
906 Lakeview Ave.
Milford, DE 19963
302-422-1600
MilfordHR@msd.k12.de.us

The Office of Civil Rights is located:

Office for Civil Rights, Philadelphia
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Tel: (215) 656-8541
Fax: (215) 656-8605
Email: *OCR.Philadelphia@ed.gov*

The Title IX Coordinator's responsibilities include overseeing all complaints of sex discrimination and sexual harassment, and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. If a report of sexual harassment is made to a District employee, the employee will inform the Title IX Coordinator.

When the Title IX Coordinator is aware of an allegation of sexual harassment, the Title IX Coordinator will promptly and confidentially reach out to the student alleging sexual harassment to discuss available options, including, but not limited to:

- The availability of supportive measures to restore access to the school's education program or activity with or without the filing of a formal complaint;

- The right to file a complaint to initiate an investigation into the sexual harassment allegations; and
- The process for filing a formal complaint.

The Title IX Coordinator will provide the complainant with information concerning the right to supportive measures even if no formal complaint is filed. The District will consider the alleged victim's wishes with respect to requests for supportive measures.

The respondent may also benefit from supportive measures. Supportive measures are free, individualized services designed to restore or preserve equal access to education, protect safety, or deter sexual harassment, not disciplinary or punitive, and without unreasonably burdening any other person. Examples of supportive measures may include:

- Counseling;
- Extensions of deadlines or other course-related adjustments;
- Modifications of work or class schedules;
- Campus escort services;
- Leave of absence;
- Increased security or monitoring of certain parts of campus; and/or
- Mutual restrictions on contact between individuals.

The District will keep confidential any supportive measures provided to the extent it does not impair the District's ability to provide the supportive measure. The Title IX Coordinator is responsible for coordinating the effective supportive measures.

FORMAL COMPLAINT OF SEXUAL HARASSMENT

A **formal complaint** is an official document alleging sexual harassment. The District will investigate the allegations set forth in a formal complaint.

A formal complaint must be submitted by the student, or the student's parent or legal guardian (in some cases), or signed by the Title IX Coordinator.

Formal complaints may be filed with the Title IX Coordinator in person, by mail, by telephone, or by email:

Director of Human Resources & School Climate
Milford School District
906 Lakeview Ave.
Milford, DE 19963
302-422-1600
MilfordHR@msd.k12.de.us

Even if the student opts not to file a formal complaint, the Title IX Coordinator may decide to file a formal complaint on his/her own, which starts an investigation.

Emergency Removal: A respondent may be removed from education programs or activities on an emergency basis if the respondent poses an immediate threat to anyone's physical health or safety.

GRIEVANCE PROCESS:

The following are procedures for the grievance process for student and employee complaints of sexual harassment:

- The individuals involved in this grievance process are prohibited from discriminating against a complainant or respondent on the basis of sex.
- Prior to the interview of the respondent, both parties (the complainant and respondent) will receive written notice of the grievance process, notice of the allegations, the presumption of innocence of the respondent, an equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), an equal opportunity to submit, inspect, and review evidence throughout the investigation, [Note: Milford School District's code of conduct includes an infraction for falsification of written documents or verbal accounts. This includes but is not limited to making something false for the purpose of deception or fraud, altering something for the purpose of deception, or using a false name or identification.] and notice of the opportunity to engage in informal resolution.
- The District will provide written notice of the date, time, location, participants, and purpose of all hearings, interviews, or other meetings, with sufficient time for the party to prepare.
- The District will provide equal opportunities for the parties and their advisors to inspect and review the evidence obtained by the school as part of its investigation, if the information is directly related to the allegations raised in the formal complaint.

- The District will give the parties a meaningful opportunity to respond to the evidence after the District has provided it.
- After gathering evidence, the District will provide an investigative report on the allegations of the formal complaint. The parties will have 10 calendar days to respond to the report in writing. If responses are submitted, the District will consider the response before finalizing the investigative report.
- The investigative report will then be finalized and provided to the parties. The investigative report will be circulated to the parties at least another 10 calendar days before any determination of responsibility, or 10 calendar days before a hearing, if a hearing occurs.
- Temporary delays are permitted only for good cause. Good cause can include law enforcement activities, the absence of a party or witness, the absence of a party's advisor of choice, or the need to provide language assistance or accommodations of disabilities.
- The District will protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during the grievance process.
- No information protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it. Neither a party or the school is allowed to seek or permit questions about, or allow the introduction of evidence that is protected by a recognized privilege.
- The relevant evidence, including inculpatory and exculpatory evidence, will be objectively evaluated.
- Credibility determinations will not be made on the basis of a person's status as a complainant, respondent, or witness.
- The District will apply a presumption that the respondent is not responsible during the grievance process (often called a "presumption of innocence").
- The District bears the burden of proof and must correctly apply the standard of evidence. Any finding of responsibility comes at the conclusion of the grievance process. The District will use the preponderance of evidence standard (the same

standard will be used for formal complaints against students as for formal complaints against employees);

- The District will either hold a live hearing, or allow the parties to submit relevant written questions for the other parties and witnesses to answer prior to making a determination;
- If a live hearing is held, the parties' advisors are permitted to cross-examine other parties and witnesses. No party is permitted to cross-examine other parties and witnesses. If a party does not have an advisor, the District will provide the party with an advisor of the District's choosing, free of charge, solely for the purpose of conducting relevant cross-examination on that party's behalf. The advisor does not need to be a lawyer.
- If a party or witness chooses not to appear at the live hearing, or chooses not to answer cross-examination questions, the decision-maker will exclude that party's or witness's statements and will evaluate any evidence that does not involve those statements. The decision-maker will not make inferences about the determination regarding responsibility based on the fact that a party or witness did not come to the hearing or submit to cross-examination.
- If either party requests it, the entire hearing will be held with the parties located in separate rooms, with technology enabling everyone to see and hear each other.
- In order to better coordinate schedules, the District may choose to hold the entire live hearing virtually, or the District may allow some participants to appear virtually, with technology that allows everyone to see and hear each other.
- The District will comply with all disability laws, so that individuals with disabilities who participate in a school's grievance process are appropriately accommodated.
- The decision-maker will make a determination as to whether a question asked by a party advisor is relevant BEFORE the party or witness has to answer it.
- Questions and evidence about a complainant's prior sexual history are not relevant, with two limited exceptions:
 1. Where such information is offered to prove that someone other than the respondent committed the alleged sexual harassment; or
 2. It relates to sexual behavior between the complainant and respondent offered to prove consent.

- The District will create an audio or audiovisual recording, or transcript, of any live hearing, and make it available to the parties for inspection and review.

DECISION-MAKER AND DETERMINATION OF RESPONSIBILITY:

- The District will ensure the decision-maker is not the same person as the investigator or the Title IX Coordinator and will ensure there are no other conflicts of interest or bias with any of the individuals involved in the grievance process.
- The District will ensure all decision-makers receive training regarding bias and relevancy of evidence.
- Whether or not a hearing was held, the District's decision-maker will objectively evaluate the relevant evidence and reach conclusions about whether the respondent is responsible for the alleged sexual harassment.
- The decision-maker will weigh the relevant evidence and decide whether it meets the District's standard of evidence for sexual harassment.
- The District will send the written determination simultaneously to the parties, along with information regarding how to appeal the determination.
- The decision-maker's written determination will include the following:
 1. The portion of the school/district's policy that was violated;
 2. A description of the procedural steps that were taken by the District;
 3. A findings of fact section;
 4. A section that draws conclusions after applying the facts to the portion of the school/district's policy that applies;
 5. A statement and rationale for the ultimate determination of responsibility;
 6. Any disciplinary sanctions that the District will impose on the respondent, and a statement regarding whether the District will provide remedies to the complainant;
 7. A statement and rationale for any remedies for the complainant, addressing how those remedies will restore and preserve equal access; and

8. A statement of the District's procedures that the parties have a right to appeal the initial determination regarding responsibility, and the permissible bases for appeal.
- If a respondent is found responsible for sexual harassment, the District will effectively implement remedies for a complainant designed to preserve or restore equal access to the school's education program or activity.
 - A complainant's remedies can be disciplinary against the respondent and can range from a disciplinary referral to a recommendation for expulsion depending on the circumstances. Supportive measures such as the following may also be implemented:
 - Counseling;
 - Extensions of deadlines or other course-related adjustments;
 - Modifications or work or class schedules;
 - Campus escort services;
 - Leave of absence;
 - Increased security or monitoring of certain parts of campus; and/or
 - Mutual restrictions on contact between individuals (if there is a determination of sexual harassment, a no-contact restriction may be implemented).
 - **Dismissal of Complaints:**
 - **Mandatory Dismissals**
 - The District must dismiss a complaint that:
 - Does not describe conduct that meets the definition of sexual harassment;
 - Alleges sexual harassment that did not occur in the District's education program or activity; and/or
 - Alleges sexual harassment that did not occur in the United States at all.

- These complaints may be addressed under the code of conduct depending on the circumstances.
- **Discretionary Dismissals:**
 - The District may dismiss a complaint if:
 - If the complainant notifies the Title IX coordinator in writing that the complainant wishes to withdraw the formal complaint or some of its allegations;
 - If the respondent is not enrolled in, or employed by, the District; or
 - If specific circumstances prevent the school from gathering evidence sufficient to reach a determination about the allegations.
 - In the event of a dismissal of a formal complaint, the District will promptly send written notice of the dismissal and the reasons to both parties. Either party has the option to appeal the decision.
- Individuals involved in the process will be trained in accordance with Title IX regulations, and the materials used to train Title IX personnel are available on the District's website.

APPEAL OF THE DETERMINATION OF RESPONSIBILITY:

The complainant or respondent may appeal the decision-maker's determination of responsibility or the dismissal of a formal complaint, to the Superintendent (or designee) within 10 calendar days of receiving the determination of responsibility or the notice of dismissal. The appeal decision-maker will not be the same individual who made the determination of responsibility, the investigator, or the Title IX Coordinator.

The following are permissible grounds for an appeal:

1. A procedural irregularity affected the outcome of the matter;
2. New evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal; and/or

3. A conflict of interest on the part of the Title IX Coordinator, an investigator who compiled evidence, or a decision-maker, and the conflict of interest affected the outcome.
- If a party files an appeal, the District will notify the parties in writing, and will implement appeal procedures equally.
 - Both parties will have the opportunity to submit a written statement supporting or challenging the outcome.
 - After considering the parties' written statements, the Superintendent (or designee) will issue a written decision no later than 15 calendar days from the parties' written submission and send it to the parties simultaneously.
 - The Superintendent's (or designee's) determination regarding whether the respondent is responsible for the sexual harassment allegations becomes final after appeal.

INFORMAL RESOLUTION PROCESS

- In appropriate cases, the District may explore the facilitation of a voluntary, informal resolution of the formal complaint. This is not an option in any case where the respondent is a District employee.
- The District will only attempt informal resolution if each party enters the process completely voluntarily. No party will ever be forced or coerced into engaging in an informal resolution.
- The District will obtain the parties' voluntary, written consent before using any type of informal resolution process, such as mediation or restorative justice.
- The District will provide a facilitator who is free from conflicts of interest or bias, and who has received special training.
- Even in situations where the parties engage in voluntary informal resolution, the District will provide the complainant and respondent with notice of the allegations, notice of their rights, information about whether an informal process is confidential, and assurance that any party may withdraw from the informal resolution process at any time before an agreement is reached.

RECORD KEEPING

The District will maintain the following records for 7 years:

1. Records of a school's investigation;
2. Records of any appeal and the materials associated with the appeal;
3. Materials used to train Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution; and
4. Records of supportive measures that the District took in response to a report or complaint of sexual harassment.

PROHIBITION OF RETALIATION

The District prohibits retaliation against any individual, including complainants, respondents, and witnesses, for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process.

If any individual feels that he or she has been threatened, coerced, or discriminated against in an effort to chill the exercise of Title IX rights, then he or she should make a report of retaliation. All complaints of retaliation should be reported to the Title IX Coordinator or the District's Superintendent, and the District will ensure a prompt and equitable resolution of the complaint.

It is not retaliation for the District to punish an individual for making a bad faith, materially false, statement during a Title IX grievance process. Additionally, engaging in protected speech under the First Amendment does not constitute retaliation.

The District will keep the identities of parties and witnesses confidential unless disclosure of an individual's identity is required under other laws or is necessary in order to conduct the grievance process.

Any individual shall have the right to file a formal complaint with the U.S. Department of Education, Office of Civil Rights at any time.

Office for Civil Rights, Philadelphia
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107
Tel: (215) 656-8541

Fax: (215) 656-8605

E-mail: *OCR.Philadelphia@ed.gov*

OCR Electronic Complaint Form:

<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>



Responding to COVID in Schools

This is advice from the Division of Public Health. Districts and charter schools should consult with their legal team for any legal advice.

How should schools prepare to respond to positive COVID cases?

In developing their plans, school districts and charters will identify school and district level leads. The school nurse should serve as the school level lead, and a district office administrator or charter leader should serve as the COVID coordinator for the district or charter. The school nurse will work with an epidemiologist from DPH to support case investigation and contact tracing, which includes assessing each unique situation and determining if other students or staff should be quarantined or tested. The school nurse should always be in close contact with the COVID coordinator.

If a positive case occurs, the following process should be followed:

- The school nurse will contact the Office of Infectious Disease Epidemiology within the Division of Public Health (DPH) at 1-888-295-5156 and report the case. If DPH learns of the school-related positive case first, DPH will contact the school nurse.
- DPH would then assign an epidemiologist to perform the investigation.
- The school nurse should keep the district or charter-level COVID coordinator in the loop for consistency of communication and messaging.

How should the school expect to find out that a student or staff member has tested positive for COVID-19?

Schools will trigger a priority response from DPH to the school, and DPH will contact the school nurse within 24 hours of a positive result. DPH will identify the COVID-positive staff member or student and work with the school nurse and the positive individual to identify any close contacts that need to be quarantined. The school nurse may only disclose the name of the positive individual for the purposes of assisting with contact tracing. For instance, if a young student tests positive, he or she may need a teacher's assistance in identifying close contacts. In addition, schools should also request that parents and staff contact the school if they learn they are positive since this can expedite the implementation of appropriate infectious control actions. If the school learns of the case before hearing from DPH, it should contact the Office of Infectious Disease Epidemiology within DPH at 1-888-295-5156.



What happens once DPH learns that a student, teacher, bus driver or other school staff member tests positive for COVID?

Positive cases related to a school setting are considered high-priority cases for DPH, and if they are identified through initial case investigation or contact tracing, a DPH epidemiologist will begin a detailed investigation. Likewise, if the school notifies DPH of a positive case, DPH will assign a DPH epidemiologist to the case. The person who tested positive will be instructed to self-isolate for a time period that depends on when he/she developed symptoms or had the test done. A person who tests positive will be instructed to stay in touch with DPH. DPH will issue an email to the individual (or a parent/guardian for a student) when the individual is cleared to return to school. Schools should require individuals to share this documentation with the school nurse before allowing someone who tested positive to return to school.

Only close contacts of the person who tested positive will be required to quarantine. For example:

- If a teacher tests positive but has consistently worn a mask and was not closer than 6 feet for more than 15 consecutive minutes to any of his or her students, then the students do **not need** to quarantine.
- If a student tests positive and sat at a desk less than six feet apart from another student for more than 15 minutes and did not wear a mask, the student next to the positive case **does** need to quarantine.
- If a student who tested positive sat three feet apart from another student for more than 15 minutes but was wearing a mask the whole time, the student next to the positive case would **not need** to quarantine.
- We understand that there will be scenarios where, due to the nature of school activities, staff may be uncertain about whether these protocols were followed. The school nurse and COVID coordinator should always work with the assigned DPH epidemiologist, who will help the school make a determination on whether quarantine is necessary based on available information.

Also, close contacts of close contacts may not need to quarantine. For instance, a sibling in the household of a positive case should be considered a close contact and should quarantine and be tested. Close contacts of the sibling (e.g., other students in the same classroom as the sibling) do not need to quarantine unless the sibling's results come back positive, but they should self-monitor for symptoms.

A DPH epidemiologist will assist a school in running through the above scenarios. In summary, it is unlikely that an entire class will need to quarantine, or an entire school would shut down in the event of a positive case, unless social distancing and mask requirements are not adhered to.



What is the testing protocol for close contacts of positive cases?

The DPH epidemiologist will advise close contacts if and when they should be tested due to potential exposure. DPH will make testing available for teachers and students who may have been exposed. All Delawareans are encouraged to get tested at community testing sites, whether or not they're symptomatic or have been exposed to the virus. If there is evidence of potential widespread transmission of the disease at the school (e.g., two or more cases from different households potentially transmitted at the school), DPH will work with the school to perform widespread testing for the school community. This decision should be based on findings from an investigation by DPH and informed by current levels of community infection.

Are parents notified about a positive test in the school?

The school nurse, COVID coordinator, and possibly the school leader will coordinate with the Delaware Department of Education (DDOE) and DPH to notify families of the presence of any positive COVID-19 cases in the classroom and/or school to raise awareness and encourage closer observation for any symptoms at home. Previously established processes for communication to stakeholders regarding other contagious diseases that impact schools should be followed, including protecting the identity of those who test positive.

Are there special cleaning protocols schools must follow after a positive case?

If a positive case is connected to an individual office or other space that can be left vacant for up to 24 hours, this is best and will allow the viral load to reduce before cleaning and disinfection take place. If the positive case is associated with a classroom or other essential space, regular disinfection and cleaning should take place before the next school day. If enhanced cleaning has been taking place, then those procedures should be continued, and additional or specific cleaning should not be necessary. Enhanced cleaning will reduce risk and should be continued. Commonly touched surfaces (door knobs, railings, etc.) should be cleaned every 15 minutes to 2 hours. It is vital that an EPA-approved disinfectant, or prepared bleach solution, be used to ensure effectiveness against COVID-19. CDC and EPA have guidance for cleaning and [disinfecting schools](#) and a [simple decision tool for assistance](#).

BOARD AGENDA

August 17, 2020

PERSONNEL REPORT – *Action Item*

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT*

IPPOLITO, Betty

Central Academy – Science Teacher

Effective: School Year 2020-2021

MUELLER, Alexandra

High School – Special Education Teacher

Effective School Year 2020-2021

RECOMMEND FOR EMPLOYMENT*

GERKEN, Patricia

District – Public Information Officer

Effective: September 1, 2020

RETURN FROM RIF

STEVENS, Jennifer

Ross – Paraprofessional Part-Time

Effective: School Year 2020-2021

TRANSFER

MURPHY, Rosa

From 3.0 Child Nutrition/4.5 Transportation to 6.5 Child Nutrition

Milford High School

Effective: School Year 2020-2021

RESIGNATION

GOOCH, James

Banneker – School Safety Officer

Effective: August 21, 2020

Service to MSD: 1 year 10 months

KING, Matthew

High School – Math Teacher

Effective: August 14, 2020

Service to MSD: 1 year

ALTIDOR, Rebecca

Central Academy – Special Education

Effective: August 16, 2020

Service to MSD: 1 year

REVISE RETIREMENT DATE

DUFFY, Joy

Banneker – Elementary Teacher

Effective: June 30, 2020

EMPLOYMENT – 2020 – 2021 LIMITED CONTRACTS FOR PERSONAL SERVICES *

High School	Instructional Coach, Math	DelRossi, Jeanne/ Gorlich, Suzanna
Banneker	Instructional Coach, Related Arts	Casale, Mike
Banneker	Instructional Coach, Special Education	Moorman, Laurie

RESCIND EMPLOYMENT – 2020-2021 LIMITED CONTRACTS FOR PERSONAL SERVICES

Banneker	Instructional Coach, Related Arts	Branner, Marina
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*Employment at Milford School District is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.