



HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, AUGUST 19, 2019 AT 6:00 PM
PUBLIC SCHOOL BOARD MEETING
MILFORD CENTRAL ACADEMY**

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**

<input type="checkbox"/> Mr. Baltazar-Lopez	<input type="checkbox"/> Mr. Vezmar
<input type="checkbox"/> Mr. Miller	<input type="checkbox"/> Mrs. Wiley
<input type="checkbox"/> Mrs. Purcell	<input type="checkbox"/> Mrs. Wylie
<input type="checkbox"/> Mr. Thompson	
3. **Adjournment to Executive Session**
 - 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 active litigation.**
4. **Introduction of Visitors**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
 - A. **Regular Meeting Minutes for July 29, 2019 Action Item (Attachment 1)**
 - B. **Regular Meeting Minutes for August 12, 2019 Action Item (Attachment 2)**
7. **Changes and Additions to Agenda (items that arose after posting and cannot be deferred, if any)**
8. **Recognition and Accomplishments**
9. **Public Comment**

10. **Administrative Services**
 - A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
 1. Summer Projects

11. **School Safety – Mr. Jon LoBiondo**
 - A. RAVE Update

12. **Superintendent Reports – Dr. Kevin Dickerson**
 - A. Reports from School Administrators
 1. Evelyn I. Morris Early Childhood Center
 2. Benjamin Banneker Elementary School
 3. Lulu M. Ross Elementary School
 4. Mispillion Elementary School
 5. Milford Central Academy
 6. Milford High School
 7. Athletics
 - B. Upcoming Events
 - C. School Administrator Salary Study **Action Item** (Attachment 3)
 - D. Certificate of Necessity Update

13. **Business – Mrs. Sara Croce**
 - A. Revenue and Expenditure Report as of July 31, 2019 **Action Item** (Attachment 4)
 - B. Request Approval of Board Policy 4308 Salary Schedule: Substitutes **Action Item** (Attachment 5)

14. **Personnel – Dr. Jason Peel**
 - A. Personnel **Action Item** (Attachment 6)
 - B. StopIt App
 - C. We Are Milford Day

15. **Instruction and Student Programs**
 - A. **Director of Student Learning – Dr. Bridget Amory**
 1. Field Trips **Action Item** (Attachment 7)
 2. Abbotts Mill Partnership
 3. Ross Rangers

 - B. **Director of Student Services – Ms. Laura Manges**
 1. Request Approval of Board Policy 6117 Independent Educational Evaluation Policy **Action Item** (Attachment 8)
 2. Comprehensive Early Childhood Program Expansion Grant Award
 3. Mental Health Training Discussion

16. **Adjournment**

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – JULY 29, 2019
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

Mrs. Wiley – President
Mrs. Purcell –V. President
Mr. Baltazar-Lopez
Mr. Miller
Mr. Thompson
Mr. Vezmar - absent
Dr. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel
Dr. Amory
Mrs. Croce
Mrs. Manges
Mr. Parsley
Mrs. Hallman
Mr. Zoll
Mr. Buford
Mr. LoBiondo

Public

S. Whaley
G. Mason
J. Wylie
J. Legg
R. Hildebrandt
T. Clendaniel
B. Chorman
T. Wilkins
C. Wise
J. Raymond

A. Andrews
D. Brumbley
M. Shorts
L. Shorts
E. Rust
M. Berninger

Media: Terry Rogers, Milford Live

The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:15 PM on Monday evening, July 29, 2019 in the Milford Central Academy Cafeteria.

MOTION MADE BY MR. MILLER/SECONDED BY MRS. PURCELL to adjourn into Executive Session at 6:15 PM. **Motion carried unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND STUDENT MATTERS.

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

MOTION MADE BY MRS. PURCELL/SECONDED BY MR. MILLER to adjourn Executive Session at 7:05 PM. **Motion carried unanimously.**

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MR. MILLER/SECONDED BY MR. THOMPSON to approve the minutes for the July 8, 2019 Reorganization/Regular Board Meeting. **Motion carried unanimously.**

MOTION MADE BY MR. THOMPSON/SECONDED BY MRS. PURCELL to approve the minutes for the July 18, 2019 Regular Board Meeting. **Motion carried unanimously.**

CHANGES AND ADDITIONS

Dr. Dickerson stated 12B. School Administrator Salary Study would be tabled until a later meeting.

RECOGNITIONS AND ACCOMPLISHMENTS

Dr. Dickerson and Mrs. Manges recognized the staff involved with the Autism Program Environment Rating Scale (APERS). Appreciation and recognition was extended to Amber Andrews, Danielle Brumbley, Jacqueline Carmean, Brittany Chorman, Taylor Clendaniel, Patricia Emmitt, Rebecca

Hildebrandt, Jennifer Legg, Erin Lukas, derek Mulholland, Robert Newsome, Tangelia Rains, Jason Raymond, Mercedes Shorts, Tina Wilkins, Tonya Williams, and Carly Wise for their outstanding service provided to our students.

Dr. Dickerson recognized and thanked Anchor Church for assisting with the Food Pantry at Morris Early Childhood Center and holding a Back-to-School event on August 17th for students. Thank you to United Church for assisting with the Feeding Program at MCA this summer. Thank you to Milford Church of God for giving away toys and games to our students during the summer. Thank you to Mr. Ted Layton for sponsoring our Teacher of the Year billboard along Route 1. Thank you to Mr. Bill Strickland and Mr. Richard Y. Johnson for new turf in the Carey-Simpson Building. Congratulations to Banneker Elementary and Ross Elementary for being declared official Special Olympics Delaware Unified Champion Banner Schools for the second consecutive year!

Board Vacancy Member Appointment

MOTION MADE BY MR. THOMPSON/SECONDED BY MRS. PURCELL to appoint Jean A. Wylie to the 1-year at large temporary board seat. **Motion carried unanimously.**

ADMINISTRATIVE SERVICES

Buildings, Ground, and Operations

Milford High School HVAC

Mrs. Croce explained that Furlow and Associates has been contracted to assist the district with the Milford High School gymnasium HVAC replacement. Once a project number is assigned, the project will be submitted to Facilities Management for approval to go out for bid this fall. Dr. Stevenson and Mrs. Croce will keep the board updated on the project status.

Ross Elementary – Abatement/Carpeting

Mrs. Croce shared that she and Dr. Stevenson met with a representative from BATTA Environmental for environmental services and asbestos abatement project management as the district has determined a need to abate and install new carpet or flooring in Ross Elementary classrooms. Mrs. Croce asked the board to confirm that they would like to continue moving forward with the project.

MOTION MADE BY MR. THOMPSON/SECONDED BY MRS. PURCELL to continue obtaining bids and working with contractors for the abatement and carpeting for Ross Elementary. **Motion carried unanimously.**

School Safety Funding

Mrs. Croce stated that there is a new allocation of School Safety funds in the Fiscal Year 2020 Bond Bill. The district is currently awaiting the application template from the Department of Education to apply for the funds. These funds can be used for security and safety updates to all schools.

SUPERINTENDENT REPORTS

Reports from School Administrators

Mr. Gary Zoll, Milford Central Academy Principal, reported on MCA preparations for more students in the building next year with increased enrollment.

Appointment of DSBA Board of Director Representative and Alternate

Mr. Jason Miller was appointed as Milford's representative and Mrs. Renate Wiley as the Alternate.

Appointment of DSBA Legislative Committee Representative and Alternate

Mr. David Vezmar was appointed at Milford's representative and Mr. Kristopher Thompson as the Alternate.

BUSINESS

Revenue and Expenditure Report

MOTION MADE BY MR. MILLER/SECONDED BY MR. THOMPSON to approve the Revenue and Expenditure Report as of June 30, 2019. **Motion carried unanimously.**

Milford School District Financial Position Report

MOTION MADE BY MRS. PURCELL/SECONDED BY MR. MILLER to approve the Milford School District Financial Position Report. **Motion carried unanimously.**

Board Policy 4308 Salary Schedule: Substitutes

Mrs. Croce reviewed the first read of Board Policy 4308 Salary Schedule: Substitutes.

PERSONNEL

Personnel Report

RESIGNATION

DANJOLELL, Jennifer
High School – Special Education Teacher
Effective: July 31, 2019
Service to MSD: 8 years

SILVA, Mary
Banneker – English Learners Teacher
Effective: July 23, 2019
Service to MSD: 1 year

MANCUSO, Stacy
Mispillion – Elementary Teacher
Effective: July 26, 2019
Service to MSD: 19 years

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT*

ATEN, Olivia
Central Academy – Agriscience Teacher 12 month
Effective: August 14, 2019

BEISAW, Ashleigh
Morris – Kindergarten Teacher
Effective: August 14, 2019

PARZANESE, Cindy
Mispillion – Child Nutrition (4 hours)
Effective: August 19, 2019

TRANSFER

BAYLIS, Brice
Transfer from Banneker Elementary Teacher to District Gifted & Talented Teacher
Effective: August 20, 2019

MCPHATTER, Robert
Transfer from Mispillion Full-Time Discipline Paraprofessional to Central Academy Full-Time Discipline Paraprofessional
Effective: August 20, 2019

PHILLIPS, Kristine
Transfer from Central Academy Full-Time Paraprofessional to High School Full-Time Paraprofessional
Effective: August 20, 2019

HAZZARD, Felsia
Transfer from Central Academy Full-Time Paraprofessional to High School Full-Time Paraprofessional
Effective: August 20, 2019

REYNOLDS, Karen
Transfer from Banneker Part-Time Paraprofessional to Central Academy Part-Time Paraprofessional
Effective: August 20, 2019

STRASSLE, Lynne
Transfer from Ross Part-Time Paraprofessional to Central Academy Part-Time Paraprofessional
Effective: August 20, 2019

HERITAGE, Pam
Transfer from Banneker Part-Time Paraprofessional to Central Academy Part-Time Paraprofessional
Effective: August 20, 2019

RETURN FROM RIF
BOARD ONLY

RESCIND EMPLOYMENT – 2019-2020 LIMITED CONTRACTS FOR PERSONAL SERVICES*
Morris Instructional Coach, Pre-K Lukas, Erin

EMPLOYMENT – 2019-2020 LIMITED CONTRACTS FOR PERSONAL SERVICES*
Morris Instructional Coach, Pre-K Andrews, Amber
MCA Advisor, FFA Aten, Oljvia
MCA Instructional Coach, English Geesaman, Sherry

*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. PURCELL that the Board approve the Personnel Report as written. **Motion carried unanimously.**

Administrative Course Reimbursement Procedure

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. MILLER to approve the Administrative Course Reimbursement Procedure. **Motion carried unanimously.**

INSTRUCTION AND STUDENT PROGRAMS

Director of Student Learning

Field Trips

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. MILLER to approve the field trips as presented. **Motion carried unanimously.**

Bookworms Training

Dr. Amory reported that Milford School District teachers and administrators recently participated with a team of 25 elementary staff and administrators in the Bookworms Institute of Professional Learning Conference to help support the implementation of Bookworms in our K-5 classrooms. Participants were excited to learn and are eager to get started with our new ELA program.

Director of Student Services

APERS Summary

Ms. Manges presented information from the Autism Program Environment Rating Scale (APERS) Summary and how well Milford School District performed.

Board Policy 6117 Independent Educational Evaluation

Ms. Manges presented the first read of Board Policy 6117 Independent Education Evaluation.

Mental Health Services

Ms. Manges reported on Milford School District's mental health service, school personnel and contracted services, and mental health training.

Transportation

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. PURCELL to approve the Field Trip and Athletic Summary 2019-2020. **Motion carried unanimously.**

RAVE Panic Button App

Mr. LoBiondo presented information on the RAVE Panic Button. The Delaware Department of Homeland Security is supporting the installation and use of this safety app platform. This app clearly communicates an emergency to 9-1-1, on-site personnel, and first responders. The district is exploring its implementation in all schools and will be seeking additional information regarding its use.

ADJOURNMENT

MOTION MADE BY MRS. BRUNS/SECONDED BY MR. THOMPSON that the Regular Meeting of the Milford Board of Education held on Monday, July 29, 2019 adjourn at 8:42 PM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Edna Rust, Recording Secretary

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – AUGUST 12, 2019
DISTRICT OFFICE BOARD ROOM

Board Members

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

Admin. Present

Dr. Peel

Public

E. Rust

The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 8:00 AM on Monday morning, August 12, 2019 in the District Office Board Room.

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

MOTION MADE BY MRS. PURCELL/SECONDED BY MR. MILLER to adjourn into Executive Session at 8:02 AM. **Motion carried unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL.

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

MOTION MADE BY MR. MILLER/SECONDED BY MRS. PURCELL to adjourn Executive Session at 8:28 AM. **Motion carried unanimously.**

PERSONNEL

Personnel Report

RESIGNATION

BRADFORD, Melissa
Mispillion – Child Nutrition Manager
Effective: September 13, 2019
Service to MSD: 2 years

CARTWRIGHT, Diana
High School – Child Nutrition (6 hrs.)
Effective: August 16, 2019
Service to MSD: 18

RESCIND EMPLOYMENT

PARZANESE, Cindy
Mispillion – Child Nutrition (4 hrs.)

ROVERANO, Elizabeth
Ross – Spanish Immersion Teacher

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT*

BROWN, Brandon
Ross – School Counselor
Effective: August 14, 2019

FISHER, Harold
Banneker/Central Academy/High School – Student and Family Interventionist
Effective: August 14, 2019

GRESICK, Mary
Banneker – Elementary Teacher
Effective: August 14, 2019

KOENIG, Kimberly
Mispillion – Elementary Teacher
Effective: August 14, 2019

SEITZ, Christine
Mispillion – Elementary Teacher
Effective: August 14, 2019

RECOMMEND FOR EMPLOYMENT*

FIGGS, Holly
Mispillion – Child Nutrition (4 hrs.)
Effective: August 19, 2019

WELBON, Valerie
Ross – Child Nutrition (3 hrs.)
Effective: August 19, 2019

CORBETT, Steven
Mispillion – Full-Time Paraprofessional (Behavioral)
Effective: August 26, 2019

GALANTE, Charles
High School – Full-Time Paraprofessional (Adult Support)
Effective: August 26, 2019

TRANSFER

FRENCH, Lauren
Transfer from Mispillion Teacher to Banneker Teacher
Effective: August 13, 2019

MILLER, Devon
Transfer from Banneker Teacher to Banneker English Learner Teacher
Effective: August 13, 2019

SIMON, Jack
Transfer from Central Academy Night Custodian to Central Academy/Ross Night Custodian
Effective: August 20, 2019

RECOMMEND EMPLOYMENT – 2019-2020 LIMITED CONTRACTS FRO PERSONAL SERVICES*

High	Instructional Coach, English	Meiklejohn, Carissa
High	Field Hockey Coach, Asst.	Silicato, Sarah/Fry, Megan
High	Field Hockey Coach, Volunteer	Lee, Lauren (NE)
High	Indoor Track Coach, Head	Helmick, Patrick (NE)
District	Lead, English Learner Teacher	Gilbert, Sharlitta

LEAVE OF ABSENCE

BISHOP, Rebecca
District – Diagnostician
Effective: December 2, 2019 and ending January 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. MILLER/SECONDED BY MR. BALTAZAR-LOPEZ that the Board approve the Personnel Report as written. **Motion carried unanimously.**

Dr. Dickerson announced that Mrs. Jean Wylie was officially sworn in as Board member.

ADJOURNMENT

MOTION MADE BY MRS. PURCELL/SECONDED BY MR. MILLER that the Regular Meeting of the Milford Board of Education held on Monday, August 12, 2019 adjourn at 8:30 AM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Edna Rust, Recording Secretary



Institute for Public Administration
180 Graham Hall
Newark, DE 19716-7380
Phone: 302-831-8971
Fax: 302-831-3488
Email: ipa@udel.edu

August 15, 2019

Sara Croce, Chief Financial Officer, Milford School District
906 Lakeview Avenue
Milford, DE 19963

Sara,

At the request of Milford School District, the University of Delaware's Institute for Public Administration agrees to complete the following project scope in support of the Milford School District Administrator Salary Project.

1. Identify administrative salaries in school districts surrounding the Milford School District including Cape Henlopen, Capital, Lake Forest, Seaford, and Smyrna to provide comparative data for salary comparisons. Positions to be compared will include Director (3), Elementary Principal, Elementary Assistant Principal, Middle School Principal, Middle School Assistant Principal, High School Principal, High School Assistant Principal, and Supervisor (2);
2. Present a market-driven administrative salary model that includes the basis for use and the flexibility offered to district leadership to determine administrator salaries;
3. Attendance at one Milford School District Board of Education workshop to present the results of the analysis, salary model options, and to respond to any questions regarding the project.

The project length will be from September 1, 2019 to October 1, 2019, or 1 month after the execution of contract. It will cost \$2,500, to be paid upon completion of the project. Kevin E. Carson, Ed. D will serve as the project's primary staff person for the Institute for Public Administration. A formal proposal will be submitted to Milford School District after confirmation of agreement on project details included in this letter.

Sincerely,

Christopher Kelly, Associate Policy Scientist

A handwritten signature in black ink that reads 'Christopher Kelly'.

CC: Jerome R. Lewis, Director
Kevin E. Carson, Senior Fellow

JOSEPH R. BIDEN, JR. SCHOOL OF PUBLIC POLICY & ADMINISTRATION

www.ipa.udel.edu

Milford School District
Monthly Report of Expenditures
For the month ended July 31, 2019

Operating Unit	Budget Line	Final Budget				
		Amount	Encumbered	Expended	Budget Remaining	% Remaining
9180668A	Benjamin Banneker Elementary School	\$ 61,309.29	-	406.17	\$ 60,903.12	99.34%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 46,420.64	1,787.82	498.55	\$ 44,134.27	95.07%
9180672A	Lulu M. Ross Elementary School	\$ 76,265.56	-	-	\$ 76,265.56	100.00%
9180673A	Mispillion Elementary School	\$ 63,136.01	1,508.33	185.80	\$ 61,441.88	97.32%
9180675A	Milford Central Academy	\$ 119,315.00	10,635.05	3,770.84	\$ 104,909.11	87.93%
9180678A	Milford Senior High School	\$ 151,359.75	6,246.20	985.18	\$ 144,128.37	95.22%
99900000	Board Of Ed/District Expenses	\$ 10,100.00	-	-	\$ 10,100.00	100.00%
	School Resource Officer	\$ 165,000.00	165,000.00	-	\$ -	0.00%
99900100	Legal Services, Audit and Insurance Premiums	\$ 104,459.00	-	-	\$ 104,459.00	100.00%
99900300	District Expenditures	\$ 35,000.00	500.00	189.31	\$ 34,310.69	98.03%
	School Safety and Security	\$ 140,421.29	-	-	\$ 140,421.29	100.00%
	Public Relations and Communication	\$ 1,500.00	-	887.60	\$ 612.40	40.83%
	Copy Center (District Wide)	\$ 98,500.00	15,573.47	8,098.21	\$ 74,828.32	75.97%
	Student Emergency Fund	\$ 4,000.00	-	-	\$ 4,000.00	100.00%
99910100	Superintendent	\$ 1,500.00	-	41.28	\$ 1,458.72	97.25%
99920000	World Language Immersion (State Grant)	\$ 35,000.00	-	-	\$ 35,000.00	100.00%
	Educator Accountability (State Grant)	\$ 1,090.88	-	-	\$ 1,090.88	100.00%
	Student Success Block Grant (Reading)	\$ 79,365.77	-	-	\$ 79,365.77	100.00%
	Education Opportunity Grant - Ross	\$ 871,300.00	-	29.89	\$ 871,270.11	100.00%
	Summer School	\$ 25,000.00	-	13,890.12	\$ 11,109.88	44.44%
	Translators	\$ 20,000.00	-	120.70	\$ 19,879.30	99.40%
	Extra Time Programs	\$ 25,000.00	-	-	\$ 25,000.00	100.00%
	Curriculum and Instruction	\$ 220,600.00	185.00	4,467.74	\$ 215,947.26	97.89%
99920500	State Professional Development	\$ -	-	-	\$ -	-
99920700	Athletics - High School	\$ 164,325.00	7,879.75	7,178.54	\$ 149,266.71	90.84%
	Athletics - Milford Central Academy	\$ 27,825.00	1,181.49	2,273.61	\$ 24,369.90	87.58%
99920800	Driver's Education	\$ 15,545.00	-	32.40	\$ 15,512.60	99.79%
99930200	Tuition - Special Services	\$ 569,500.00	-	1,829.29	\$ 567,670.71	99.68%
	Tuition - Special Services - ILC	\$ 295,500.00	-	16,434.20	\$ 279,065.80	94.44%
	Unique Alternatives (State Funds)	\$ 319,710.30	-	-	\$ 319,710.30	108.19%
99930300	Special Services	\$ 49,000.00	15,179.77	-	\$ 33,820.23	69.02%
	Student Success Block Grant (K-3 Basic)	\$ 62,936.91	-	-	\$ 62,936.91	100.00%
	Special Services - State Related Services	\$ 50,000.00	-	-	\$ 50,000.00	100.00%
99940100	Contingencies and One-Time Items	\$ 300,000.00	14,398.57	12,451.14	\$ 273,150.29	91.05%
99940200	Division I/Formula Salaries	\$ 26,645,486.52	-	2,313,860.85	\$ 24,331,625.67	91.32%
99940300	Division II - Vocational	\$ 105,381.00	1,550.90	576.82	\$ 103,253.28	97.98%
99940400	Division III/Local Salaries	\$ 10,660,500.00	-	768,099.22	\$ 9,892,400.78	92.79%
	Union agreed Limited Contracts	\$ 340,000.00	-	-	\$ 340,000.00	100.00%
99940500	Title I	\$ 1,835,010.00	-	-	\$ 1,835,010.00	100.00%
	Title II	\$ 370,471.00	-	-	\$ 370,471.00	100.00%
	Title III	\$ 51,993.00	-	-	\$ 51,993.00	100.00%
	IDEA Part B	\$ 1,064,130.00	-	-	\$ 1,064,130.00	100.00%
	IDEA Preschool	\$ 47,165.00	-	-	\$ 47,165.00	100.00%
	Perkins	\$ 146,156.00	-	-	\$ 146,156.00	100.00%
	Homeless	\$ -	-	-	\$ -	-
	Other Federal Grants	\$ -	-	-	\$ -	-
99940600	Insurance Expense	\$ 87,500.00	-	-	\$ 87,500.00	100.00%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	-	5,618.61	\$ 101,381.39	94.75%
99940810	Technology Equipment & Repair	\$ 272,800.00	6,187.98	20,092.19	\$ 246,519.83	90.37%
	Technology Block Grant	\$ 107,326.00	65,130.39	-	\$ 42,195.61	39.32%
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	98.40	198.78	\$ 9,702.82	97.03%
99960000	Child Nutrition Operations	\$ 2,070,000.00	3,372.00	119,785.47	\$ 1,946,842.53	94.05%
	Cafeteria Salaries	\$ 558,887.00	-	40,591.93	\$ 518,295.07	92.74%
99960100	Facilities Maintenance	\$ 90,000.00	9,154.11	2,735.77	\$ 78,110.12	86.79%
	Custodial Services and Supplies	\$ 90,000.00	8,546.63	15,409.05	\$ 66,044.32	73.38%
99960200	Operations and Utilities	\$ 294,100.00	35,331.10	25,129.75	\$ 233,639.15	79.44%
	Energy Division II	\$ 764,150.00	292,772.80	42,877.20	\$ 428,500.00	56.08%
99960300	State Transportation	\$ 2,994,921.23	-	-	\$ 2,994,921.23	100.00%
	State Homeless Transportation	\$ 342,000.00	-	-	\$ 342,000.00	100.00%
	State Foster Transportation	\$ 49,300.00	-	-	\$ 49,300.00	100.00%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	11,997.25	3,281.18	\$ 7,721.57	33.57%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 34,200.00	-	6.00	\$ 34,194.00	99.98%
	Local Transportation Match	\$ 299,492.12	-	-	\$ 299,492.12	100.00%
Total Operating Budget		\$ 53,749,954.27	\$ 674,217.01	\$ 3,432,033.39	\$ 49,643,703.87	92.36%
99970000	Local Debt Service	\$ 1,417,841.37	-	117,660.93	\$ 1,300,180.44	91.70%
99970200	Minor Capital Improvements	\$ 519,158.00	-	-	\$ 519,158.00	100.00%
Total Capital Budget		\$ 1,936,999.37	\$ -	\$ 117,660.93	\$ 1,819,338.44	93.93%
Grand Total		\$ 55,686,953.64	\$ 674,217.01	\$ 3,549,694.32	\$ 51,463,042.31	92.41%

*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.*

MILFORD SCHOOL DISTRICT
Fiscal Year 2020 Monthly Revenue Report
As of July 31, 2019
8.3% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2020 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	26,645,486.52	26,157,742.00	98.17%
Cafeteria Salaries	558,887.00	502,998.00	90.00%
Division II, All Other Costs	879,584.00	123,217.00	14.01%
Division II, All Other Costs - VOC	105,381.00	79,035.00	75.00%
Division II, Energy	764,150.00	687,735.00	90.00%
Division III, Equalization	5,519,527.00	4,909,806.00	88.95%
State Transportation	2,994,921.23	1,452,742.00	48.51%
Homeless Transportation	342,000.00	226,000.00	66.08%
Foster Care Transportation	49,300.00	42,150.00	85.50%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	50,000.00	52,770.00	105.54%
Drivers' Education	15,545.00	12,973.00	83.45%
Unique Alternatives	319,710.30	184,263.00	57.63%
Professional Development	-	21,097.00	
Delaware Sustainment Fund	801,942.00	723,153.00	90.18%
Academic Excellence Cash Option	-	-	
Technology Block Grant	107,326.00	96,782.00	90.18%
Educator Accountability (CPR)	1,090.88	-	0.00%
World Language Expansion	35,000.00	-	0.00%
Education Opportunity Grant	871,300.00	871,300.00	100.00%
Education Opportunity Grant - Mental Health (Ross)		77,682.00	
Student Success Block Grant - K-3	62,936.91	107,560.00	170.90%
Student Success Block Grant - Reading (Ross)	79,365.77	81,102.00	102.19%
School Safety and Security	140,421.29	-	0.00%
Minor Capital Improvements	311,495.00	-	0.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	40,656,369.90	36,411,107.00	89.56%
LOCAL FUNDS			
Current Expense (tax rate)	7,971,299.63	37,092.43	0.47%
Current Expense (capitations)	150.00	-	0.00%
Athletics	40,000.00	-	0.00%
Interest	125,000.00	43,382.48	34.71%
Building Rental	18,500.00	-	0.00%
Other Local Revenue	18,500.00	27.30	0.15%
Sol - Systems	1,500.00	-	0.00%
Energy Curtailment	15,000.00	-	0.00%
CSCRCP	20,000.00	18,478.25	92.39%
Indirect Costs	85,000.00	-	0.00%
Cafeteria	2,070,000.00	101,009.18	4.88%
Net Choice Billings	(102,585.39)	-	0.00%
Net Charter Billings	(108,404.57)	-	0.00%
Tuition Billings	(1,960,000.00)	-	0.00%
Social Studies Coalition/Donations	107,000.00	19,500.00	18.22%
Debt Service	1,270,000.00	7,136.67	0.56%
Debt Service - County Impact Fees	147,841.37	-	0.00%
Tuition	2,825,000.00	12,372.87	0.44%
Minor Capital Improvements	207,663.00	1,218.04	0.59%
E-Rate	8,500.00	-	0.00%
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	12,759,964.04	240,217.22	1.88%
FEDERAL FUNDS			
IDEA Part B	1,064,130.00	-	0.00%
IDEA - Preschool	47,165.00	-	0.00%
Title I	1,835,010.00	-	0.00%
Title II	370,471.00	-	0.00%
Title III English Acquisition	51,993.00	-	0.00%
Education for the Homeless	-	-	
School Based HIV/STD Prevention	-	-	
Perkins	146,156.00	-	0.00%
TOTAL FEDERAL/OTHER FUNDS	3,514,925.00	-	0.00%
GRAND TOTAL ALL FUNDS	56,931,258.94	36,651,324.22	64.38%

SALARY SCHEDULE: SUBSTITUTES

Persons employed as substitutes shall be paid as follows:

1. Teachers - Substitute teachers will be compensated in accordance with the individual's classification as a Class A, Class B, or Class C substitute on the salary scale found in 14 Delaware Code, Chapter 13, Section 1326. Substitute teachers serving in a long-term capacity shall receive, at a minimum, an increase of 1.35 times their Class (A, B or C) rate after 10 consecutive days of service in the same teaching assignment.
2. Paraprofessionals – Substitute paraprofessionals will be compensated in accordance with the Class C Substitute rate found in 14 Delaware Code, Chapter 13, Section 1326. Milford School District may approve a paraprofessional substitute serving in a critical needs capacity to be compensated at the substitute teacher rate for which they qualify.
3. Custodian – Substitute custodians will be compensated in accordance with the hourly rate calculated at 0 years' experience for salary scales found in 14 Delaware Code, Chapter 13, Section 1311, Custodian and the ~~local Custodial/Maintenance Negotiated Agreement MSD Board Policy 4303(a) Custodian~~. (The annual salary shall be divided by 261 days and then further divided by 8 hours.)
4. Child Nutrition – Substitute child nutrition workers will be compensated in accordance with the hourly rate identified at 0 years' experience.
5. Secretaries – Substitute secretaries will be compensated in accordance with the hourly rate calculated at 0 years' experience for salary scales found in 14 Delaware Code, Chapter 13, Section 1308, Senior Secretary and the ~~local Secretary Negotiated Agreement MSD Board Policy 4305 Senior and Financial Secretary~~. (The annual salary shall be divided by 261 days and then further divided by 7.5 hours)
Hourly rate is used for personnel working less than a full workday.
6. School Nurse – Substitute nurses will be compensated \$160.00 per day.

ADOPTED: 7/18/77; 12/19/78; 1/21/80; 1/19/81; 10/23/89; 2/25/91; 6/21/93; 7/1/97; 5/24/99; 10/1/2000; 9/23/02; 12/16/02; 2/24/03; 7/8/13; 12/25/16; 6/19/17; 12/17/18;

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 11th for School Board approval for the following school year)

Morris
 Banner
 Central Academy
 High School
 Mispillion
 Ross
 In-State
 Out-of-State
 Overnight

DATE(S) OF TRIP: June 2020 # of School Days missed: 1	TRIP DESTINATION: 6 Flags America; Bowie, MD	TEACHER(S): McNulty, S.
NUMBER OF STUDENTS: 200	CONTENT AREA COURSE: PBS	GRADE(S): 8
1. Instructional Unit Title: PBS End of the Year Trip		
2. Dates of Instructional Unit: From: _____ To: _____		
3. Will technology be used in preparation for this trip? (Check One)		
<input type="checkbox"/> Internet <input type="checkbox"/> Virtual Tour <input type="checkbox"/> Research <input type="checkbox"/> Video <input type="checkbox"/> Software <input type="checkbox"/> Other (specify): _____	Transportation: \$2,500 Meals: 0 (Other expenses (explain): \$6.50/tickets \$2.50)	Funding Used: Student funded Individual student expense: \$45
4. Relationship of trip to instructional objective(s) (purpose of trip): This trip is our end of the year reward for students who have demonstrated positive behaviors throughout the entire year.		
Closest Medical Facility (with address & phone #): Largo Medical Center, 1221 Mercantile Lane, Upper Marlboro, MD 20774, 301-618-5500		
Nurse Initials: <i>KCC</i>		
APPROVAL SEQUENCE (indicated by the proper signatures below) Field trips not approved at one level will not advance to the next level (no appeals).		
Comments:		
PRINCIPAL'S SIGNATURE: <i>David Bluff</i>	DIRECTOR'S SIGNATURE: <i>McNulty</i>	SUPT'S SIGNATURE: <i>H. A. D...</i>
For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a field trip, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.		
12/19/16		

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 1st for School Board approval for the following school year)

Morris
 Banneker
 Central Academy
 High School
 Mispillion
 Ross
 In-State
 Out-of-State
 Overnight

TEACHER(S): Ivory Aten

DATE(S) OF TRIP: October 28-November 2 2019 # of School Days missed: 5	TRIP DESTINATION: Indianapolis, Indiana CONTENT AREA COURSE: Agriscience	GRADE(S): 7th & 8th Graders
NUMBER OF STUDENTS: 5	1. Instructional Unit Title: FFA 2. Dates of Instructional Unit: From: September 2019 To: June 2020 3. Will technology be used in preparation for this trip? (Check One) Internet <input checked="" type="checkbox"/> Virtual Tour Research Video Software Other (specify) _____ 4. Relationship of trip to instructional objective(s) (purpose of trip): Middle School FFA members who won there Career Development Event at the state level to attend the National FFA Convention. Students will participate in team building and leadership workshops. Attend sessions to hear keynote speakers. Students will have the opportunities to explore perspective colleges and meet industry professionals. Foundation Leadership 2.03: Develop an understanding of the FFA	
Field Trip Cost Transportation: 2500.00 Meals: 1500.00 Other expenses (explain): _____ Funding Used: FFA Chapter Perkins \$100 Students Individual student expense: 200.00 \$5800.00 Total Cost		
Closest Medical Facility (with address & phone #): IU Health University Hospital 550 N University Blvd, Indianapolis, IN 46202 (317) 944-5000		
Nurse Initials: <u>KKC</u>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments: Number of students may change after Summer CDE's		
PRINCIPAL'S SIGNATURE: <u>[Signature]</u> DIRECTOR'S SIGNATURE: <u>[Signature]</u> SUPT'S SIGNATURE: <u>[Signature]</u> For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a chess, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.		
12/19/16		

INDEPENDENT EDUCATIONAL EVALUATION POLICY

Independent Educational Evaluations (“IEEs”) are addressed in the Federal Regulations, which implement the Individuals with Disabilities Education Act (IDEA). *See* 34 C.F.R. § 300.502; *DE Admin. C.* §926.2.0.

An IEE is an evaluation conducted by a qualified examiner (“Examiner”) who is not an employee of a student's school district. A parent has a right to an IEE at public expense if the parent disagrees with an evaluation that the school district conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the district receives a parent request for an IEE, the district must either provide the IEE at school expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate.

The IEE must meet district criteria for IEEs, which is the same criteria that the district uses when it conducts its own evaluations. If the district requests a due process hearing and the hearing officer determines that the district's evaluation is appropriate, the parent still has a right to an IEE, but not at public expense.

Parents may only request one publicly funded IEE for each evaluation completed by the school district.

Procedure to Obtain an IEE at Public Expense:

Written Request

The parents shall submit to the district administrator in charge of special education or principal a written request for an IEE. It is preferred that the request include an explanation of the parents’ reasons for objecting to the evaluation obtained by the district. However, the district will not deny parents a publicly funded IEE because they fail to provide the district with such a written request or fail to provide reasons for requesting an IEE.

Approved Examiners

If a parent requests an IEE, the school district shall provide the following:

- A list of the names and addresses of IEE Examiners. The list will consist of IEE Examiners who, in the school district's judgment, are qualified to perform the evaluation requested by the parents.
- A copy of this policy, which includes a description of the school district's criteria for selection of IEE Examiners

Minimum Qualifications for IEE Examiners

1. The prospective Examiner must meet the following criteria:

- hold a valid license in the field related to the known or suspected disability and in the areas to be evaluated;
- have training in the administration of test instruments to be used;
- have training in evaluation of the area(s) of concern and be able to interpret instructional implications of the evaluation results; and
- provide documentation of extensive and recent training and experience related to the known or suspected disability, including but not limited to, a curriculum vitae within the last year.

2. The Examiner must agree in writing that he or she will complete the IEE within forty-five (45) school days or ninety (90) calendar days, whichever is less, of receiving written parental consent.

3. The Examiner must complete an IRS Form W9.

4. The school district shall permit parents to demonstrate that unique circumstances justify an exception to these criteria. If the school district believes there is no such justification, the school district will initiate a due process action.

For more information, parents may contact the Director of Special Education at 302-424-8836.

ADOPTED: 8/19/19