



HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, OCTOBER 21, 2019 AT 6:15 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**

_____ Mr. Baltazar-Lopez	_____ Mr. Vezmar
_____ Mr. Miller	_____ Mrs. Wiley
_____ Mrs. Purcell	_____ Mrs. Wylie
_____ 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.**
4. **Introduction of Visitors**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
  - A. Regular Meeting Minutes for September 16, 2019 Action Item (Attachment 1)
  - B. Regular Meeting Minutes for October 9, 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**
11. **Superintendent Reports – Dr. Kevin Dickerson**
  - A. Reports from School Administrators
  - B. Upcoming Events
  - C. School Calendar 2020-2021 – Dr. Bridget Amory (Attachment 3)
  - D. MHS Dress Code Discussion – Mr. Jesse Parsley
  - E. Certificate of Necessity Update
  - F. DSBA Legislative Committee Report Out – Mr. David Vezmar
12. **Business – Mrs. Sara Croce**
  - A. Revenue and Expenditure Report as of September 30, 2019 **Action Item** (Attachment 4)
  - B. Review of a Tax Exemption Request (Attachment 5)
  - C. 2018-2019 Maximum Student-Teacher Ratio Audit Report (Attachment 6)
  - D. Board Policy 4339 Paid Leave for Birth or Adoption of a Child **Action Item** (Attachment 7)
13. **Personnel – Dr. Jason Peel**
  - A. Personnel **Action Item** (Attachment 8)
14. **Instruction and Student Programs**
  - A. **Director of Student Learning – Dr. Bridget Amory**
    1. Field Trips **Action Item** (Attachment 9)
    2. Instructional Programs
  - B. **Director of Student Services – Ms. Laura Manges**
15. **Adjournment**

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING – SEPTEMBER 16, 2019  
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

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

Admin. Present

Dr. Peel  
Dr. Amory  
Mrs. Croce  
Mrs. Manges  
Dr. Stevenson  
Mr. Parsley  
Mrs. Wallace  
Mr. Zoll  
Dr. Kilgore  
Mrs. McKenzie  
Mrs. Hallman

Public

S. Whaley  
B. Baylis  
C. Kimmel  
J. DiCicco  
C. Kilgore  
A. Hoff  
K. Fearn  
C. Stahl  
C. Walton  
M. Ivory

J. Smith  
M. Walker  
S. Stevenson  
A. Welch  
A. Bartel  
E. Rust

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The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:15 PM on Monday evening, September 16, 2019 in the Milford Central Academy Cafeteria.

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

- A. Personnel Matters – See 29 Del. C. § 10004(b)(9)
- B. Legal Matters – See 29 Del. C § 10004(b)(4)

**MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. WYLIE** to adjourn into Executive Session at 6:16 PM. **Motion carried unanimously.**

**MOTION MADE BY MR. THOMPSON/SECONDED BY MR. VEZMAR** to adjourn Executive Session at 7:13 PM. **Motion carried unanimously.**

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MR. VEZMAR/SECONDED BY MR. THOMPSON** to approve the minutes for the August 19, 2019 Regular Board Meeting. **Motion carried unanimously.**

**MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. WYLIE** to approve the minutes for the August 28, 2019 Regular Board Meeting. **Motion carried unanimously.**

**RECOGNITIONS AND ACCOMPLISHMENTS**

Dr. Dickerson presented a certificate to Mrs. Jean Wylie recognizing her temporary one-year appointed term on the Milford Board of Education for 2019-2020.

Dr. Dickerson presented Karine Richards, Milford High School Art Teacher, a certificate for being recognized as the High School Level Art Educator of the Year for 2019-2020 school year by the Delaware Art Education Association.

Congratulations to the Milford High School FFA for receiving the prestigious Gold Chapter rating from the State of Delaware FFA. Certificates were presented to Advisors Chris Stahl, Caitlyn Walton, and McKenzie Ivory. Dr. Dickerson also presented certificates to Jacob Smith - Chapter President, Miranda Walker - Chapter Treasurer, Sarah Stevenson - Chapter Reporter, and Ashlyn Welch - Chapter Sentinel.

Dr. Dickerson expressed thanks to Northway Church, Reformation Church, United Church, Avenue Church, and Lighthouse Church for their donations of school supplies.

## **ADMINISTRATIVE SERVICES**

### **Building, Grounds and Operations**

#### ***Summer Projects***

Dr. Stevenson updated the Board regarding the various summer projects completed in each of the school buildings during the summer.

## **SUPERINTENDENT REPORTS**

### ***Reports from School Administrators***

Mrs. Jenn Hallman, Morris Early Childhood Principal, reported Morris had a great start to the school year. She expressed thanks to Mrs. Jodi Messick, Assistant Principal, for overseeing the beginning of the year's professional development and orientation while she was out on medical leave. The Kindergarten Orientation went very well with 98%-100% participation on August 30<sup>th</sup>. Eight classrooms are piloting breakfast in the classroom. Teachers have been very busy with the implementation of the Bookworms curriculum.

Dr. Bobbie Kilgore, Banneker Elementary Principal, stated they had a great start to the school year. Trauma informed practices are being utilized. Mrs. Lisa Alfaro, Assistant Principal, and Dr. Kilgore are greeting the students every morning with their choice of greeting (hug/handshake/high five/ fist bump). Students are welcomed into their classrooms with soft start activities and they are already noticing a difference in tardies because students want to get into their classrooms to start their day. All classrooms are following the announcements with making connections with the students. Banneker is off to a great start with Bookworms. Thank you Mr. Harold Fisher, Student and Family Interventionist, for being a huge support starting the school year. A meeting will be held for all fifth grade students regarding Safety Patrol. Interested students will fill out an application to be reviewed by Officer Bloodsworth and the committee. Safety Patrol inductions will be Wednesday, October 9<sup>th</sup>, at 5:00PM in the Milford High School auditorium.

Mrs. Cindy McKenzie, Ross Elementary Principal, was very pleased with Open Houses having 80%-100% of the parents attending. Teachers have been very busy with learning about the Differentiated Instructional block of time and giving screeners and additional assessments to determine baseline data for their students. The Polytech Adult Education program has started; they will be utilizing Ross Elementary on Monday and Wednesday evenings throughout the year. On Tuesday, September 17<sup>th</sup>, the second grade Immersion Teachers and Brice Bayless, Gifted Teacher, will be holding Open Houses. The PTP will hold their first meeting of the year on Tuesday, September 17<sup>th</sup>. Mr. John Buzby, Director of Unified Champion Schools for Special Olympics Delaware will present Ross with their National Recognition Banner on Wednesday, September 18<sup>th</sup>. Officer Safety Day will be Friday, September 20<sup>th</sup> allowing students to rotate through various stations emphasizing safety.

Mrs. Teresa Wallace, Mispillion Elementary Principal, stated the new curriculum, Bookworms, is going well. Teachers participated in professional development on differentiated instruction. Coaching sessions begin on Wednesday with the staff. Fuel Up to Play 60 Kickoff is Thursday, September 19<sup>th</sup>, from 4:30-6:00 PM. Games, snacks and a visit from a local dairy farmer will be included. PTP is sponsoring a book fair during library time during the week of September 23<sup>rd</sup> - 27<sup>th</sup>. The annual Fall Festival is Wednesday, September 25<sup>th</sup> from 4:30-6:00 PM.

Mr. Gary Zoll, Milford Central Academy Principal, reported he was extremely pleased with MCA's first Multilingual Family Night. A special thank you to Ms. Erin Bryan, Mrs. Yvette Dennehy, and Ms. Judith Bruns for the planning of this evening. Milford Central Academy is continuing to partner with Del Tech with lunch and learns. Eighth grade students will visit the campus to tour and talk with college students and professors. Open House was a big success with about 600 families attending. Ms. March is directing a group of 7<sup>th</sup> and 8<sup>th</sup> grade students that are producing a daily video to keep the students and parents informed of Central Academy happenings. Ms. Alexandra March's YouTube channel is garnering big views from parents. The new schedule is allowing students to be more engaged in the classroom. Thank you to the parent volunteers for helping the teachers with copying, laminating and helping 6<sup>th</sup> grade students with their lockers. Central Academy is pushing culture and social emotional learning strategies in the classrooms. Teachers are greeting students at the door and using positive framing in their classrooms.

Mr. Jesse Parsley, Milford High School Principal, reported the student population continues to increase. Ms. Cami Morgan and Mr. Rene Diaz will administer about 40 AAPPL tests to native Spanish speaking students. This test allows students to earn credit towards their world language requirement. Congratulations to Curtis Sharp for earning 9<sup>th</sup> place in Safe Equipment Operations, Sarah Stevens, Beau Davis, and Katelyn Watson for earning 3<sup>rd</sup> place in Marketing, and Hannah Haigh for earning 2nd place in Prepared Speech at the FFA Regional Competition in Massachusetts. Through a grant provided by the Freeman Foundation, the Mayhem Poets will be at the high school for two performances for 9<sup>th</sup> grade and 11<sup>th</sup> grade students on Thursday, September 19<sup>th</sup>. The fall sports teams have had successful starts.

***School Administrator Salary Study***

**MOTION MADE BY MR. THOMPSON/SECONDED BY MRS. PURCELL** to pursue the School Administrator Salary Study. **Motion carried unanimously.**

***FY 2019-2020 Schedule of Board Meetings***

**MOTION MADE BY MR. THOMPSON/SECONDED BY MR. VEZMAR** to keep the Board Meetings as previously adopted. **Motion carried unanimously.**

***Bike Rider Safety on Secondary Campus***

Dr. Dickerson expressed concern for the safety of bike riders behind the Central Academy and MHS out by the playing fields and where cars park, especially during afternoons and evenings when athletic events occur. After some discussion, it was decided for the district to promote bike rider safety, and to implement restrictions within the area of concern after school

**BUSINESS**

***Revenue and Expenditure Report***

**MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. PURCELL** to approve the Revenue and Expenditure Report as of August 31, 2019. **Motion carried unanimously.**

***Milford High School Band Uniforms***

Mrs. Croce stated money is allocated for the purchase of new high school band uniforms. Mrs. Croce will keep the Board informed of the progress.

**PERSONNEL**

***Personnel Report***

**AMEND RESIGNATION DATE**

HALE, Amanda

High School – Special Education Teacher

Effective: September 13, 2019 (from August 13, 2019)

RIELEY, Lauren  
Mispillion – Special Education Teacher  
Effective: September 20, 2019 (from August 19, 2019)

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\*

WEILER, Amy  
Mispillion – Elementary Teacher  
Effective: September 17, 2019 and ending June 30, 2020

TURNER, Jeri  
Morris – Special Education / 610 Coordinator – 11 mo.  
Effective: September 17, 2019 and ending June 30, 2020

RECOMMEND FOR EMPLOYMENT\*

CERDAN-VILLALOBOS, Belen  
Banneker – Paraprofessional Part-Time (Ed Support)  
Effective: September 17, 2019

JANKOWSKI, Holly  
Banneker – Child Nutrition (5 hrs.)  
Effective: September 17, 2019

WILLIAMS, Joanna  
Mispillion – Child Nutrition (4 hrs.)  
Effective: September 17, 2019

ROBERSON, Jameere  
Mispillion – Child Nutrition (4 hrs.)  
Effective: September 17, 2019

RETIREMENT

GROBINSKI, David  
High – Science Teacher  
Effective: September 30, 2019  
Service to MSD: 28 years

TRANSFER

CARTWRIGHT, Rita  
Transfer from Banneker Child Nutrition 3 hrs. to Banneker Child Nutrition 3.5 hrs.  
Effective: September 17, 2019

AMEND HIRE DATE

CARRANZA, Jessenia  
High School – Paraprofessional Full-Time (World Language)  
Effective: August 29, 2019

RESCIND EMPLOYMENT – 2019-2020 LIMITED CONTRACTS FOR PERSONAL SERVICES\*

High	Basketball Girls Coach, Head	Sudler, Eric
High	Golf Coach, Head	Kendzierski, Kris
Mispillion	Advisor, Honor Society	Warnock, Shannon
Banneker	Advisor, Honor Society	French, Nathan/Baylis, Brice
High	Instructional Coach, Science	Grobinski, Dave

**RECOMMEND EMPLOYMENT – 2019-2020 LIMITED CONTRACTS FOR PERSONAL SERVICES\***

Banneker	Advisor, Honor Society	French, Nathan/Hudson, Heather
Mispillion	Advisor, Honor Society	Bostic, Jennifer
District	Coord., Odyssey of the Mind Elementary	Fitzpatrick, Karen
High	Advisor, FFA	Walton, Caitlin/Stahl, Chris/ Ivory, McKenzie
High	Golf Coach, Head	Kendzierski, Keith Jr.
High	Lacrosse Coach, Head	Faulkner, Blake (NE)
High	Volleyball, Girls Coach, Asst.	Darlin, Pat (NE)
High	Volleyball, Girls Volunteer	Kerpen, Shannon
Central	Athletic	

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

**INSTRUCTION AND STUDENT PROGRAMS**

**Director of Student Learning**

Dr. Amory discussed the AHOY (Academic Help For Our Youth) Program that will begin very soon. Invitations will be sent home for students to participate in this afterschool program. Transportation will be provided.

**Field Trips**

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

**ADJOURNMENT**

**MOTION MADE BY MR. VEZMAR/SECONDED BY MR. MILLER** that the Regular Meeting of the Milford Board of Education held on Monday, August 19, 2019 adjourn at 9:26 PM. **Motion carried unanimously.**

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Kevin Dickerson, Executive Secretary

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Edna Rust, Recording Secretary

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING – OCTOBER 9, 2019  
DISTRICT OFFICE BOARD ROOM

Board Members

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

Admin. Present

Dr. Peel  
Mrs. Croce

Public

E. Rust

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The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 8:00 AM on Wednesday morning, October 9, 2019 in the District Office Board Room.

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**CHANGES AND ADDITIONS TO AGENDA**

Two High School Field Trips will be presented.

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. THOMPSON** to adjourn into Executive Session at 8:01 AM. **Motion carried unanimously.**

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

- A. Personnel Matters – See 29 Del. C. § 10004(b)(9)
- B. Legal Matters – See 29 Del. C § 10004(b)(4)

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. THOMPSON** to adjourn Executive Session at 8:22 AM. **Motion carried unanimously.**

**PERSONNEL**

***Personnel Report***

RESIGNATION

CARPENTER, Jason  
High School – Special Education Teacher  
Effective: October 18, 2019  
Service to MSD: 7 months

GOTT, Angela  
High School – English Teacher  
Effective: October 16, 2019  
Service to MSD: 18 years



AMEND HIRE DATE

TURNER, Jeri

Morris – Special Education/619 Coordinator - 11 month  
Effective: October 21, 2019 (from September 17, 2019)

ASSIGNMENT CHANGE

DUFENDACH, Deborah

Assignment Changing from Financial Secretary to Administrative Secretary  
Effective: October 14, 2019

RESCIND EMPLOYMENT

ROBERSON, Jameere

Mispillion – Child Nutrition (4 hours)

RETIREMENT

WHITE, Aaron

Central Academy – Custodian

Effective: August 1, 2020

Service to MSD: 29

RECOMMEND FOR EMPLOYMENT\*

GUZ, Danielle

Mispillion – Child Nutrition (4 hours)

Effective: October 14, 2019

LAPRATT, Jessica

Milford School District – Child Nutrition (3 hours)

Effective: October 14, 2019

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\*

JACOBS, Alyssa

Mispillion – Elementary Teacher

Effective: October 10, 2019

SAMS, Patadora

High School – English Teacher

Effective: October 10, 2019

BARCZEWSKI, Catherine

High School – Science Teacher

Effective: October 14, 2019

CINQUE, Amanda

High School – English Teacher

Effective: December 2, 2019

MARSH, Richard

High School – Special Education Teacher

Effective: November 11, 2019

RECOMMEND FOR EMPLOYMENT – AHOY

Ross Elementary

Johnson, Brittany  
Mills, Traci  
Potter, Jodi  
Duffy, Tenesha  
Lee, Courtney  
Brooks, Montessa

Mispyllion Elementary

Warnock, Shannon  
Dill, Diana  
Palumbo-White, Kelli  
Campbell, Brittany  
McKee, Deanna  
Holleger, Carrie  
Hudson, Vicki  
Knotts, Tina

Banneker Elementary

Gresick, Mary  
Reyna, Yaritza  
Ayllon Tapia, Liliana  
Smith, Heather  
Pavlik, Cole  
Norman, Jen

RECOMMEND FOR EMPLOYMENT – READING TUTOR\*

Recommend for employment for Reading Tutor, contingent upon funding and enrollment.

Mispyllion Elementary

Adamson, Dyane (NE)  
Nichols, Andrea (NE)

Ross Elementary

Yost, Nancy (NE)

Banneker Elementary

Mauil, Karin (NE)

RECOMMEND FOR EMPLOYMENT – FOOD PANTRY ATTENDANT

Recommend for employment for Food Pantry Attendant, contingent upon funding and enrollment:

Morris Early Childhood Center\*

Baylis, Melanie (NE)

RESCIND EMPLOYMENT – 2019-2020 LIMITED CONTRACTS FOR PERSONAL SERVICES\*

High	Coordinator, Band Front (Color Guard)	Gott, Angela
High	Theatrical Choreography	Gott, Angela
High	Theatrical Lighting	Carpenter, Jason
High	Basketball, Girls Coach, Asst.	Barkley, Kevin (NE)
Banneker	Advisor, Student Council	Sapp, Susan

RECOMMEND EMPLOYMENT – 2019-2020 LIMITED CONTRACTS FOR PERSONAL SERVICES\*

Banneker	Advisor, Student Council	Gresick, Mary
Central	Volleyball, Girls Coach, Asst.	White, Leona
Central	Baseball Coach, Head	Faulkner, Matt
Central	Soccer, Girls Coach, Head	Kemmerlin, Prince (NE)
Central	Basketball, Boys Coach, Asst.	Sivels, Jawon
High	Indoor Track Coach, Asst.	Jumper, Jason
High	Basketball, Girls Coach, Head	Barkley, Kevin (NE)
High	Swim Coach, Head	Wells, Kelly (NE)
High	Instructional Coach, Science	Lehman, Ashley
High	Baseball Coach, Asst.	Casale, Mike
High	Baseball Coach, Asst. (JV)	Jefferson, Nick

RECOMMEND VOLUNTEER COACH – 2019-2020

High	Baseball Coach, Volunteer	Reed, Devon (NE)
High	Baseball Coach, Volunteer	Kimmel, Dan (NE)
High	Baseball Coach, Volunteer	Abbott, Quinn
Central	Baseball Coach, Volunteer	Berry, John

RESIGNATION VOLUNTEER COACH 2019-2020

High	Football, Volunteer	Strickland, Justin (NE)
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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.

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

**Field Trips**

Two out-of-state field trips for Milford High School were presented.

**MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. THOMPSON** to approve the field trips presented. **Motion carried unanimously.**

**ADJOURNMENT**

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. THOMPSON** that the Regular Meeting of the Milford Board of Education held on Wednesday, October 9, 2019 adjourn at 8:26 AM. **Motion carried unanimously.**

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Kevin Dickerson, Executive Secretary

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Edna Rust, Recording Secretary

Milford School District Calendar 2020-2021

188 Days  
DEMO 1

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August 2020

		Su	M	Tu	W	Th	F	Sa	
								1	
		2	3	4	5	6	7	8	
		9	10	11	12	13	14	15	
		16	17	18	19	20	21	22	
Aug	Tchr	23	24	25	26	27	28	29	31 transition day
		2	30	31					

September 2020

		Su	M	Tu	W	Th	F	Sa	3-Transistion 4-no school 7-Labor Day
				1	2	3	4	5	
		6	7	8	9	10	11	12	
Sept	Tchr	13	14	15	16	17	18	19	
		20	21	22	23	24	25	26	
	Total	22	27	28	29	30			

October 2020

		Su	M	Tu	W	Th	1	Sa	
						1	2	3	
		4	5	6	7	8	9	10	
Oct	Tchr	11	12	13	14	15	16	17	
		22	18	19	20	21	22	23	
	Total	44	25	26	27	28	29	30	

November 2020

		Su	M	Tu	W	Th	F	Sa	3-Election Day 5>Returns Day 1/2 pd 11-VeteransDay 25-26-27 Thanksgiving
		1	2	3	4	5	6	7	
		8	9	10	11	12	13	14	
Nov	Tchr	15	16	17	18	19	20	21	
		16	22	23	24	25	26	27	
	Total	60	29	30					

December 2020

		Su	M	Tu	W	Th	F	Sa	
				1	2	3	4	5	
		6	7	8	9	10	11	12	
Dec	Tchr	13	14	15	16	17	18	19	25 Christmas 23-31 Winter Break
		16	20	21	22	23	24	25	
	Total	76	27	28	29	30	31		

January 2021

		Su	M	Tu	W	Th	F	Sa	1-New Year 18-MLKing
							1	2	
		3	4	5	6	7	8	9	
Jan	Tchr	10	11	12	13	14	15	16	
		19	17	18	19	20	21	22	
	Total	95	24	25	26	27	28	29	
		31							

February 2021

		Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	5	6	
		7	8	9	10	11	12	13	
Feb	Tchr	14	15	16	17	18	19	20	
		19	21	22	23	24	25	26	
	Total	114	28						

15-President's Day

March 2021

		Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	5	6	
		7	8	9	10	11	12	13	
Mar	Tchr	14	15	16	17	18	19	20	
		23	21	22	23	24	25	26	
	Total	137	28	29	30	31			

April 2021

		Su	M	Tu	W	Th	F	Sa	2 Good Fri 5 -9 Spring Break
						1	2	3	
		4	5	6	7	8	9	10	
Apr	Tchr	11	12	13	14	15	16	17	
		16	18	19	20	21	22	23	
	Total	153	25	26	27	28	29	30	

May 2021

		Su	M	Tu	W	Th	F	Sa	
								1	
		2	3	4	5	6	7	8	
May	Tchr	9	10	11	12	13	14	15	
		20	16	17	18	19	20	21	
	Total	173	23	24	25	26	27	28	
		30	31						31-MemorialDay

June 2021

		Su	M	Tu	W	Th	F	Sa	graduation? early dismissal last day?
				1	2	3	4	5	
		6	7	8	9	10	11	12	
Jun	Tchr	15	13	14	15	16	17	18	
		188	20	21	22	23	24	25	
	Total		27	28	29	30			

Milford School District Calendar 2020-2021

188 Days  
DEMO 2

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August 2020

		Su	M	Tu	W	Th	F	Sa	
								1	
		2	3	4	5	6	7	8	
		9	10	11	12	13	14	15	
		16	17	18	19	20	21	22	
Aug	Tchr	23	24	25	26	27	28	29	28-transition day
	6	30	31						

September 2020

		Su	M	Tu	W	Th	F	Sa	4-no school
				1	2	3	4	5	
		6	7	8	9	10	11	12	
Sept	Tchr	13	14	15	16	17	18	19	7-Labor Day
	20	20	21	22	23	24	25	26	
Total	26	27	28	29	30				

October 2020

		Su	M	Tu	W	Th	1	Sa	
						1	2	3	
		4	5	6	7	8	9	10	
Oct	Tchr	11	12	13	14	15	16	17	
	22	18	19	20	21	22	23	24	
Total	48	25	26	27	28	29	30	31	

November 2020

		Su	M	Tu	W	Th	F	Sa	3-Election Day
		1	2	3	4	5	6	7	
		8	9	10	11	12	13	14	
Nov	Tchr	15	16	17	18	19	20	21	5>Returns Day 1/2 pd
	16	22	23	24	25	26	27	28	
Total	64	29	30						11-VeteransDay 25-26-27 Thanksgiving

December 2020

		Su	M	Tu	W	Th	F	Sa	
				1	2	3	4	5	
		6	7	8	9	10	11	12	
Dec	Tchr	13	14	15	16	17	18	19	23-24-25 Christmas
	16	20	21	22	23	24	25	26	
Total	80	27	28	29	30	31			

January 2021

		Su	M	Tu	W	Th	F	Sa	1-New Year
							1	2	
		3	4	5	6	7	8	9	
Jan	Tchr	10	11	12	13	14	15	16	18-MLKing
	19	17	18	19	20	21	22	23	
Total	99	24	25	26	27	28	29	30	
		31							

February 2021

		Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	5	6	
		7	8	9	10	11	12	13	
Feb	Tchr	14	15	16	17	18	19	20	
	19	21	22	23	24	25	26	27	
Total	118	28							15-President's Day

March 2021

		Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	5	6	
		7	8	9	10	11	12	13	
Mar	Tchr	14	15	16	17	18	19	20	
	23	21	22	23	24	25	26	27	
Total	141	28	29	30	31				

April 2021

		Su	M	Tu	W	Th	F	Sa	2 Good Fri
						1	2	3	
		4	5	6	7	8	9	10	
Apr	Tchr	11	12	13	14	15	16	17	5 -9 Spring Break
	16	18	19	20	21	22	23	24	
Total	157	25	26	27	28	29	30		

May 2021

		Su	M	Tu	W	Th	F	Sa	
								1	
		2	3	4	5	6	7	8	
May	Tchr	9	10	11	12	13	14	15	
	20	16	17	18	19	20	21	22	
Total	177	23	24	25	26	27	28	29	31-MemorialDay
		30	31						

June 2021

		Su	M	Tu	W	Th	F	Sa	graduation? early dismissal last day?
				1	2	3	4	5	
		6	7	8	9	10	11	12	
Jun	Tchr	13	14	15	16	17	18	19	
	11	20	21	22	23	24	25	26	
Total	188	27	28	29	30				

**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended September 30, 2019**

		Final Budget		Encumbered	Expended	Budget Remaining	% Remaining
Operating Unit	Budget Line	Amount	Amount				
9180668A	Benjamin Banneker Elementary School	\$ 61,309.29		6,870.79	1,269.17	\$ 53,169.33	86.72%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 46,420.64		2,843.81	5,487.06	\$ 38,089.77	82.05%
9180672A	Lulu M. Ross Elementary School	\$ 76,265.56		2,376.09	4,912.37	\$ 68,977.10	90.44%
9180673A	Mispillion Elementary School	\$ 63,136.01		2,133.53	6,466.78	\$ 54,535.70	86.38%
9180675A	Milford Central Academy	\$ 119,315.00		3,750.54	21,352.23	\$ 94,212.23	78.96%
9180678A	Milford Senior High School	\$ 151,359.75		2,309.26	15,931.54	\$ 133,118.95	87.95%
99900000	Board Of Ed/District Expenses	\$ 10,100.00		-	8,044.00	\$ 2,056.00	20.36%
	School Resource Officer	\$ 165,000.00		15,000.00	150,000.00	\$ -	0.00%
99900100	Legal Services, Audit and Insurance Premiums	\$ 104,459.00		-	7,727.60	\$ 96,731.40	92.60%
99900300	District Expenditures	\$ 35,000.00		-	1,890.33	\$ 33,109.67	94.60%
	School Safety and Security	\$ 140,421.29		125,405.84	8,761.00	\$ 6,254.45	4.45%
	Public Relations and Communication	\$ 1,500.00		-	887.60	\$ 612.40	40.83%
	Copy Center (District Wide)	\$ 98,500.00		101.11	23,867.71	\$ 74,531.18	75.67%
	Student Emergency Fund	\$ 4,000.00		2,000.00	2,000.00	\$ -	0.00%
99910100	Superintendent	\$ 1,500.00		409.56	388.84	\$ 701.60	46.77%
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		-	503.98	\$ 78,861.79	99.36%
	Opportunity Grant Mental Health - Ross				9,491.62	\$ (9,491.62)	
	Education Opportunity Grant - Ross	\$ 871,300.00		-	34,091.89	\$ 837,208.11	96.09%
	Summer School	\$ 25,000.00		-	36,187.39	\$ (11,187.39)	-44.75%
	Translators	\$ 20,000.00		-	789.39	\$ 19,210.61	96.05%
	Extra Time Programs	\$ 25,000.00		-	-	\$ 25,000.00	100.00%
	Curriculum and Instruction	\$ 220,600.00		510.00	34,990.12	\$ 185,099.88	83.91%
99920500	State Professional Development	\$ -				\$ -	
99920700	Athletics - High School	\$ 164,325.00		52,360.57	30,074.26	\$ 81,890.17	49.83%
	Athletics - Milford Central Academy	\$ 27,825.00		11,854.37	6,964.43	\$ 9,006.20	32.37%
99920800	Driver's Education	\$ 15,545.00		-	159.60	\$ 15,385.40	98.97%
99930200	Tuition - Special Services	\$ 569,500.00		-	66,954.25	\$ 502,545.75	88.24%
	Tuition - Special Services - ILC	\$ 295,500.00		7,440.19	48,174.50	\$ 239,885.31	81.18%
	Unique Alternatives (State Funds)	\$ 319,710.30		-	41,790.30	\$ 277,920.00	94.05%
99930300	Special Services	\$ 49,000.00		6,031.61	9,515.60	\$ 33,452.79	68.27%
	Student Success Block Grant (K-3 Basic)	\$ 62,936.91		-	-	\$ 62,936.91	
	Special Services - State Related Services	\$ 50,000.00		20,000.00	-	\$ 30,000.00	60.00%
99940100	Contingencies and One-Time Items	\$ 300,000.00		8,890.94	25,007.77	\$ 266,101.29	88.70%
99940200	Division I/Formula Salaries	\$ 26,645,486.52		-	7,742,663.70	\$ 18,902,822.82	70.94%
99940300	Division II - Vocational	\$ 105,381.00		2,342.93	6,106.67	\$ 96,931.40	91.98%
99940400	Division III/Local Salaries	\$ 10,660,500.00		-	2,611,110.50	\$ 8,049,389.50	75.51%
	Union agreed Limited Contracts	\$ 340,000.00		-	2,311.39	\$ 337,688.61	99.32%
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		1,504.36	-	\$ 1,062,625.64	99.86%
	IDEA Preschool	\$ 47,165.00		-	1,120.00	\$ 46,045.00	97.63%
	Perkins	\$ 146,156.00		-	-	\$ 146,156.00	100.00%
	Homeless	\$ -		-	-	\$ -	
	Other Federal Grants	\$ -		-	-	\$ -	
99940600	Insurance Expense	\$ 87,500.00		-	13,931.00	\$ 73,569.00	84.08%
99940700	Social Studies Coalition/Donations	\$ 107,000.00		-	9,825.34	\$ 97,174.66	90.82%
99940810	Technology Equipment & Repair	\$ 272,800.00		37,264.16	96,722.86	\$ 138,812.98	50.88%
	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		409.56	587.56	\$ 9,002.88	90.03%
99960000	Child Nutrition Operations	\$ 2,070,000.00		306,090.22	477,630.21	\$ 1,286,279.57	62.14%
	Cafeteria Salaries	\$ 558,887.00		-	144,168.21	\$ 414,718.79	74.20%
99960100	Facilities Maintenance	\$ 90,000.00		11,877.91	23,176.12	\$ 54,945.97	61.05%
	Custodial Services and Supplies	\$ 90,000.00		11,158.47	31,393.41	\$ 47,448.12	52.72%
99960200	Operations and Utilities	\$ 294,100.00		39,508.46	72,040.72	\$ 182,550.82	62.07%
	Energy Division II	\$ 764,150.00		203,755.43	131,894.57	\$ 428,500.00	56.08%
99960300	State Transportation	\$ 2,994,921.23		1,022,002.51	305,803.97	\$ 1,667,114.75	55.66%
	State Homeless Transportation	\$ 342,000.00		199,163.00	837.00	\$ 142,000.00	41.52%
	State Foster Transportation	\$ 49,300.00		24,950.00	50.00	\$ 24,300.00	49.29%
	Transportation Supplies	\$ 1,000.00		618.58	125.66	\$ 255.76	25.58%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00		-	18,894.47	\$ 4,105.53	17.85%
	Local Activities Transportation	\$ 3,000.00		-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 34,200.00		19,907.00	99.00	\$ 14,194.00	41.50%
	Local Transportation Match	\$ 299,492.12		99,133.61	33,978.23	\$ 166,380.28	55.55%
Total Operating Budget		\$ 53,749,954.27		\$ 2,315,104.80	\$ 12,328,151.92	\$ 39,106,697.55	72.76%
99970000	Local Debt Service	\$ 1,417,841.37		-	273,959.22	\$ 1,143,882.15	80.68%
99970200	Minor Capital Improvements	\$ 519,158.00		-	-	\$ 519,158.00	100.00%
Total Capital Budget		\$ 1,936,999.37		\$ -	\$ 273,959.22	\$ 1,663,040.15	85.86%
Grand Total		\$ 55,686,953.64		\$ 2,315,104.80	\$ 12,602,111.14	\$ 40,769,737.70	73.21%

*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 September 30, 2019**  
**25% of the Fiscal Year completed**

<b>REVENUE SOURCE</b>	<b>Preliminary FY 2020 Budget</b>	<b>Actual to date</b>	<b>% received</b>
<b>STATE FUNDS</b>			
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	-	42,193.00	
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	30,000.00	85.71%
Education Opportunity Grant	871,300.00	871,300.00	100.00%
Education Opportunity Grant - Mental Health (Ross)		155,364.00	
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	142,663.55	101.60%
Substitute Reimbursement- Paid Parental Leave	-	2,185.11	
Minor Capital Improvements	311,495.00	-	0.00%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>40,656,369.90</b>	<b>36,684,733.66</b>	<b>90.23%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	7,971,299.63	1,776,876.03	22.29%
Current Expense (capitations)	150.00	151.20	100.80%
Athletics	40,000.00	12,761.00	31.90%
Interest	125,000.00	132,420.91	105.94%
Building Rental	18,500.00	205.00	1.11%
Other Local Revenue	18,500.00	275.19	1.49%
Sol - Systems	1,500.00	181.25	12.08%
Energy Curtailment	15,000.00	-	0.00%
CSCR	20,000.00	18,478.25	92.39%
Indirect Costs	85,000.00	15,392.64	18.11%
Cafeteria	2,070,000.00	122,479.11	5.92%
Net Choice Billings	(102,585.39)	-	0.00%
Net Charter Billings	(108,404.57)	(46,468.60)	42.87%
Tuition Billings	(1,960,000.00)	-	0.00%
Social Studies Coalition/Donations	107,000.00	43,334.98	40.50%
Debt Service	1,270,000.00	276,346.13	21.76%
Debt Service - County Impact Fees	147,841.37	-	0.00%
Tuition	2,825,000.00	592,691.38	20.98%
Minor Capital Improvements	207,663.00	58,347.84	28.10%
E-Rate	8,500.00	9,359.06	110.11%
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>12,759,964.04</b>	<b>3,012,831.37</b>	<b>23.61%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,064,130.00	260,776.00	24.51%
IDEA - Preschool	47,165.00	53,718.00	113.89%
Title I	1,835,010.00	705,686.00	38.46%
Title II	370,471.00	59,789.00	16.14%
Title III English Acquisition	51,993.00	54,120.00	104.09%
Education for the Homeless	-	-	
School Based HIV/STD Prevention	-	-	
Perkins	146,156.00	52,416.00	35.86%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,514,925.00</b>	<b>1,186,505.00</b>	<b>33.76%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>56,931,258.94</b>	<b>40,884,070.03</b>	<b>71.81%</b>

Susan Durham, Finance Director  
Mary Karol, Assistant Finance Director  
Susan Willson, Assessment Supervisor

Kent



County

Kent County  
Administration Complex  
555 Bay Road  
Dover, DE 19901  
PHONE: (302) 744-2401  
(Handicapped Accessible)

## Assessment Office

September 23, 2019

Milford School District  
C/O Sara Croce, Chief Financial Officer  
906 Lakeview Avenue  
Milford, Delaware 19963

RE: Tax exemption parcels 5-16-183.07-01-56.00/000; 5-16-183.07-01-65.00/000 – City of Milford

Dear Ms. Croce:

The owner of the property captioned above has requested exemption from county government and school district taxes. A copy of their request is enclosed.

Please be advised that any opinion regarding this exemption request that you care to express could influence the Board of Assessment's recommendation. Most importantly, if you know of a reason why this property does not qualify for exemption under the state statute, the Board of Assessment respectfully requests that you inform the Board of such reason, in writing, by the date below. An example of non-qualification would be property owned by a religious organization but held for investment purposes. Another example would be property owned by a school, but used for other than educational purposes.

The Board will vote to grant or deny the exemption request at their next meeting. Lack of response by October 21, 2019 will be understood by the Board as an indication of your agreement to the exemption request.

10/25/19

Thank you for your attention to this matter. Please contact me with any questions you may have.

Very truly yours,

Susan Willson  
Assessment Supervisor  
302-744-2326  
[Sue.Willson@co.kent.de.us](mailto:Sue.Willson@co.kent.de.us)

Enclosure





KENT COUNTY ASSESSMENT OFFICE  
APPLICATION FOR EXEMPTION FROM PROPERTY TAXES

Parcel Number: 5-16-183.07-01-65.00/000 Date: 9-16-2019  
5-16-183.07-01-56.00/000

Owner's Name: City of Milford

Contact Person: ERIC NORENBURG, CITY MANG Phone No. 302-422-1111

Address of Parcel: 401 & 409 NE FRONT ST, MILFORD, DE 19963

Address of Tax Bill: 201 S. Walnut St, Milford, DE 19963

1. Type of Exemption sought (check only one)

Government (including public schools): ☒ Charitable ☐  
Educational ☐ Parkland ☐ Religious ☐

Documentation required:

☐ Papers of Incorporation ☐ Copy of 501(c)3 ☐ IRS 990 (Latest)

2. Describe the exempt activities which take place on the property. Explain type(s) of recreational use and frequency of such use. Attach extra sheet if necessary.

Future site of the City of Milford Police Department

3. Is any part of this property ever rented? YES ☐ NO ☒ If YES, attach explanation describing tenants, the leased premises, duration of rental period, and all other information pertinent to this issue.

4. Is there a fee schedule for use of facilities or receipt of services? YES ☐ NO ☒ If YES, attach fee schedule.

5. If seeking a **Government** exemption, attach explanation of how the property will be used for the public good, meeting guidelines set forth in Title 9.

Future site of the City of Milford Police Department

6. If seeking exemption as a **Charity**, please provide evidence of existence of charitable organization prior to July 14, 1988 or addition to list of specific organizations listed in Title 9 Sec. 8106.

7. If seeking exemption as **Religious (church)** or **Charity**, provide documentation showing the property is held for charitable purposes and not held by way of investment as listed in Title 9 Sec. 8105.

8. If seeking exemption as **Parkland**, attach a copy of the By-Laws, and Declaration. Parkland exemptions must meet guidelines set forth in Title 9 Sec. 8110 of the Delaware Code.

I HEREBY AFFIRM THAT ALL THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE:

City of Milford  
Organization

302-422-1111  
Telephone Number

SEP 19 2019

[Signature]  
Signature and Title

9/16/19  
Date

Return to: Kent County Assessment Office, 555 Bay Rd, Dover, DE 19901

Susan Durham, Finance Director  
Mary Karol, Assistant Finance Director  
Susan Willson, Assessment Supervisor

Kent



County

Kent County  
Administration Complex  
555 Bay Road  
Dover, DE 19901  
PHONE: (302) 744-2401  
(Handicapped Accessible)

## Assessment Office

September 23, 2019

Milford School District  
C/O Sara Croce, Chief Financial Officer  
906 Lakeview Avenue  
Milford, Delaware 19963

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Thank you for your attention to this matter. Please contact me with any questions you may have.

Very truly yours,

Susan Willson  
Assessment Supervisor  
302-744-2326  
[Sue.Willson@co.kent.de.us](mailto:Sue.Willson@co.kent.de.us)

Enclosure



KENT COUNTY ASSESSMENT OFFICE  
APPLICATION FOR EXEMPTION FROM PROPERTY TAXES

Parcel Number: 5-16-183.07-01-65.00/000 Date: 9-16-2019  
5-16-183.07-01-56.00/000

Owner's Name: City of Milford

Contact Person: ERIC NORENBURG, City Manager Phone No. 302-422-1111

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1. Type of Exemption sought (check only one)

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Documentation required:

☐ Papers of Incorporation ☐ Copy of 501(c)3 ☐ IRS 990 (Latest)

2. Describe the exempt activities which take place on the property. Explain type(s) of recreational use and frequency of such use. Attach extra sheet if necessary.

Future site of the City of Milford Police Department

3. Is any part of this property ever rented? YES ☒ NO ☐ If YES, attach explanation describing tenants, the leased premises, duration of rental period, and all other information pertinent to this issue.

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Future site of the City of Milford Police Department

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I HEREBY AFFIRM THAT ALL THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE:

City of Milford  
Organization

302-422-1111  
Telephone Number

[Signature]  
Signature and Title

9/16/19  
Date

Return to: Kent County Assessment Office, 555 Bay Rd, Dover, DE 19901



**State of Delaware**  
**Office of Auditor of Accounts**  
**Kathleen K. McGuinness, RPh, CFE**

*Working Hard to Protect YOUR Tax Dollars*

## Inspection

School Year 2018-2019 Maximum Student/Teacher Ratio

October 1, 2019

The Auditor of Accounts (AOA) performed an inspection, in accordance with Title 14 of the Delaware Code, to ensure adherence to the maximum student/teacher ratio during School Year 2018-2019 by reviewing the Department of Education (DOE) Annual Class Size Report, school district or charter school Board meeting minutes, and classroom rosters.

## Table of Contents

*Report Details..... 1*

### Abbreviations:

<b>AOA</b>	Auditor of Accounts
<b>DOE</b>	Department of Education
<b>K-3</b>	Kindergarten through third grade
<b>The Ratio</b>	Maximum student/teacher ratio

### ***The mission of the Delaware Office of Auditor of Accounts***

The Delaware Auditor of Accounts serves Delawareans by ensuring accountability in the use of taxpayer dollars through independent assessments of financial operations, performance management and statutory compliance of state government.

For further information on this release please contact:

**Kathleen K. McGuiness, RPh, CFE**

kathleen.mcguiness@delaware.gov  
(302) 739-5055

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## Report Details

### Background

In accordance with 14 Del. C. §1705A, “The ratio of students to instructors in any class in kindergarten or grade 1-3 in a Delaware public school shall not exceed 22 students as of the last school day of October. In calculating such ratio, a classroom instructional aide shall count as equal to half a teacher. This ratio shall only apply to a class within which students are instructed in the core academic subjects of English/Language Arts, mathematics, science and social studies.<sup>1</sup> The local school board may vote to waive the maximum student-instructor ratio at a public meeting noticed for that purpose. Any local school board vote on such a waiver shall occur on or before December 1 of each year, and the notice for such shall be placed in the local newspaper for two (2) consecutive weeks before the meeting. This notice shall be posted on the door of any school affected for the same two (2) consecutive weeks before the meeting. The notice shall be posted on the door of any school affected for the same period, a copy shall be sent to the principal, teacher association building representative and Parent Teacher Organization/Parent Teacher Association parent leader of any affected school.<sup>2</sup> The State Auditor shall, in cooperation with the Department of Education, monitor compliance with this section in the audits of the boards of education of the schools district conducted.<sup>3</sup>”

Essentially, no kindergarten through third grade (K-3) classroom should exceed the one teacher per 22 student ratio. If a classroom does exceed the maximum student/teacher ratio (the ratio), there should be at least one additional teacher or paraprofessional present or a waiver of this requirement must be approved by the School Board on or before December 1st.

### What We Found

There are 15 school districts and 14 charter schools that service grades K-3. For the classrooms that exceeded the ratio and did not have adequate staff support, we obtained and reviewed Board meeting minutes to confirm the Board approved to waive this requirement on or before December 1st (see Table 1 below).

Table 1: Board Approved Waiver Obtained			
Districts/Charter Schools	# of K-3 Classrooms	# of K-3 Classrooms Exceeding 22 Students	Did the District/Charter School have an approved Waiver
Academia Antonia Alonso	21	10	Yes
Appoquinimink	147	51	Yes

<sup>1</sup> 14 Del. C. §1705(A)(a)

<sup>2</sup> 14 Del. C. §1705(A)(c)

<sup>3</sup> 14 Del. C. §1705(A)(d)

Charter School of New Castle	16	7	Yes
Colonial	174	37	Yes
Indian River	182	38	Yes
Lake Forest	67	8	Yes
Laurel	40	23	Yes
Milford	78	8	Yes
Newark Charter School	33	32	Yes
Odyssey Charter School	32	26	Yes
Providence Creek Academy	14	6	Yes
Smyrna	83	25	Yes
Woodbridge	37	24	Yes

AOA found that thirteen districts/charter schools exceeded the ratio and were required to obtain a Board approved waiver. Two of the districts that were selected (Appoquinimink and Indian River) obtained a Board approved waiver; however, the waiver did not include all schools within the district. AOA selected classrooms for additional review (see table 2 below) that were not included in the waiver. All districts/charter schools did obtain the required Board approved waiver and no concerns were noted.

Additionally, we performed a review for the districts/charter schools that had classrooms that exceeded the ratio but indicated having adequate staff. If a district/charter school did not obtain a Board approved waiver to exceed the ratio, one classroom within that district/charter school was randomly selected and the classroom roster, teacher name, and name of any additional teacher(s) or paraprofessional(s), was requested, to ensure adequate staff support was present (see Table 2 below).

Table 2: Maximum Student/Teacher Ratio Testing				
Districts/Charter Schools	# of K-3 Classrooms	# of K-3 Classrooms Exceeding 22 Students	# of Students in Selected Classroom	Did the selected Classroom have appropriate support
Academy of Dover	9	2	24	Yes
Appoquinimink	147	51	29	Yes
Brandywine	164	20	23	Yes
Caesar Rodney	132	37	23	Yes
Campus Community School	8	1	23	Yes
Cape Henlopen	97	25	24	Yes
Capital	114	18	23	Yes
Christina	305	47	25	Yes
Indian River	182	38	24	Yes
Kuumba Academy Charter School	15	9	24	Yes
Las Americas Aspira Academy	16	16	24	Yes

MOT Charter School	12	12	25	Yes
Red Clay	262	25	23	Yes
Seaford	53	29	23	Yes
Thomas Edison Charter School	16	13	23	Yes

During our review, we determined there were fifteen districts/charter schools exceeded the ratio. Further review found the classrooms had adequate staff support to meet the ratio.

**Recommendations**

During this engagement there were some issues related to the timing of requesting classroom rosters and the system roll-over to the new school year. It is our recommendation that districts/charter schools consider retaining a copy of classroom rosters, as of October 31st, when the information is collected for annual reporting to DOE.

**Next Steps**

We are taking the timing of this review into consideration for future maximum student/teacher ratio inspections. For example, the timing of the review may occur closer to December 1st, when waivers, should they be necessary, are required to be approved by the Board.



**MILFORD SCHOOL DISTRICT**  
**Milford, Delaware 19963**

**POLICY**

**4339**

**PAID LEAVE FOR BIRTH OR ADOPTION OF A CHILD**

**I. Purpose**

The purpose of this policy is to provide guidelines under which full-time employees may exercise their right to take paid leave upon the birth or adoption of a child pursuant to Section 1333 of Title 14 of the Delaware ("Section 1333").

**II. Definitions**

A. **Full-time employee** means a full-time State pension eligible employee employed by a reorganized school district, charter school, or vocational school district for at least 12 consecutive months in a 9 month, 10 month, 11 month, or 12 month position requiring 30 or more hours of work during a standard workweek.

B. **12 weeks of paid leave** means 12 workweeks, **interpreted as 60 work days**, ~~The fact that a holiday may occur within a week of paid leave has no effect in that the week counts as a week of paid leave. If, however, an employee is not expected to work for an entire week (e.g. school closing for Winter Holiday, Spring Break, or Summer Break), the week does not count against the employee's paid leave entitlement.~~

C. **The District** refers to the Milford School District.

D. **Intermittent leave** is leave taken in separate blocks of time due to a single qualifying reason. If an employee works less than 12 months in a year, paid leave taken

for a period ending at the end of a school year, and resuming at the beginning of the following school year, is leave taken consecutively rather than intermittently.

E. **Reduced leave schedule** is a leave schedule that reduces an employee's usual number of working hours per workweek, or per workday.

F. **Paid leave** refers to the paid leave taken pursuant to Section 1333(a).

G. **Parent** means legal parent as evidenced by birth certificate, adoption documents, court order, or other legal documents.

H. **Multiple births/adoptions** means more than one child is born from the same pregnancy, or more than 1 child who is 6 years old or younger adopted through the same adoption process, or on the same date.

I. **FMLA** refers to the Family Medical Leave Act.

J. **STD** refers to Short Term Disability.

K. **Written notice** means written notice to the District's Human Resources Department.

### III. **Paid Leave Entitlement**

A. A full-time employee employed by a reorganized school district, charter school, or vocational school district for at least 12 consecutive months immediately prior to the date of birth or adoption (see definition of "full-time employee" in Section II.A.) shall be entitled to ~~12 weeks~~ **60 work days** of paid leave upon the birth of a child of the employee, or upon adoption by the employee of a child who is 6 years old or younger. The birth of a child, or adoption of a child, must occur on or after April 1, 2019. Multiple births/adoptions do not increase the length of paid leave.

B. Paid leave is for the purpose of caring for and bonding with the child. If the employee is not caring for and bonding with the child, the employee is not eligible for paid leave. If, for whatever reason, the child is no longer in the care of the employee, the paid leave shall terminate.

C. The entitlement to paid leave shall expire at the end of the 12-month period beginning on the date of the birth or adoption creating the entitlement to paid leave. If, for example, an employee entitled to paid leave takes 6 weeks of paid leave during this 12-month period, there will be no entitlement to take the remaining 6 weeks of paid leave subsequent to the expiration of the 12-month period following the birth or adoption creating the entitlement to paid leave. If an employee receiving paid leave terminates employment prior to the end of the 12-month period, there shall be no payment for unused paid leave.

D. Paid leave cannot be taken on an intermittent basis, or be used to create a reduced leave schedule. Paid leave must be taken for a continuous block of time up to a maximum of ~~12 weeks~~ 60 work days.

E. If two District employees are eligible for paid leave for the same birth or adoption, each of the employees is eligible for ~~12 weeks~~ 60 work days of paid leave. Paid leave for the employees ends at the expiration of the 12-month period beginning on the date of the birth or adoption.

#### **IV. Right to Use Accumulated Sick Leave**

A. Employees who are not eligible for paid **parental** leave may use accumulated sick leave upon the birth or adoption of a child pursuant to Section 1333(c). Employees eligible for paid **parental** leave cannot use accumulated sick leave to extend

paid leave upon the birth or adoption of a child beyond the ~~12 weeks~~ 60 work days of paid parental leave provided by Section 1333(a), ~~unless otherwise approved by the District's Board of Education~~

~~B. The right to use accumulated sick leave pursuant to Section 1333(c) is without regard to length of employment.~~

## **V. Impact on FMLA Leave Entitlement and STD**

The use of paid leave, or the use of accumulated sick leave under § 1333(c), shall run concurrently with FMLA leave, and STD. If, for example, a full-time employee uses ~~12 weeks~~ 60 work days of paid leave, the use of the ~~12 weeks~~ 60 work days of paid leave will also result in the use of ~~12 weeks~~ 60 work days of FMLA leave. When the use of paid leave runs concurrently with STD, STD shall pay 75% of the employee's salary, and paid leave shall pay 25% of the employee's salary.

## **VI. Notice and Certification**

A. If an employee intends to take paid leave upon the birth of the employee's child, the employee shall provide the District written notice of intent to take paid leave at least 30 days' in advance of the expected date of birth. If an employee intends to take paid leave based upon the adoption of a child, the employee must provide written notice of intent to take paid leave at least 30 days' in advance of the adoption if the date of the adoption is foreseeable. If the date of the adoption is not foreseeable, the employee shall provide the District written notice of the date of adoption as soon as practicable.

B. If an employee requests paid leave based upon the birth or adoption of a child, the employee shall provide documentation of the birth or adoption within 30 days of the birth or adoption, or as soon as documentation is available. The name of a legal

parent must appear on the birth certificate, a legal document establishing paternity, or a legal document establishing adoption. Situations where a legal document cannot be provided at the time of birth or adoption, or within a reasonable time thereafter, will be considered on a case-by-case basis. Legal documents considered include a report of birth, a birth certificate, and an adoption order. The documents provided shall show the date of the birth or adoption age of the adopted child, and name of the parent(s). An employee's stepchild is not the child of the employee, unless the employee adopts the stepchild.

#### **VII. Amendment or Repeal of Section 1333**

The Board reserves the right to revise or rescind this policy. If Section 1333 is amended, the policy will be revised to conform the policy to the amendment. If Section 1333 is repealed, this policy is null and void.

#### **VIII. Effective Date**

This policy takes effect on April 1, 2019.

ADOPTED: 2/19/19

REVISED: 10/21/19

# MILFORD SCHOOL DISTRICT

## FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 10<sup>th</sup> for School Board approval for the following school year)

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

<b>DATE(S) OF TRIP:</b> May 2020 <b># of School Days missed:</b> 1		<b>TRIP DESTINATION:</b> Perdue Stadium		<b>TEACHER(S):</b> M. Davis, Lopez, Condit, Paarmann, Raymond, Knudsen, Bard
<b>NUMBER OF STUDENTS:</b> 125		<b>CONTENT AREAS:</b> Behavioral Supports/ School Community and Citizenship		<b>GRADE(S):</b> 5
1. Instructional Unit Title: <u>PBIS Schoolwide Programming - End of Year Transition Award</u>		Field Trip Cost Transportation: \$915.00 Meals: Other expenses (explain): \$1125.00 Funding Used: Individual student expense: \$16.32		Total Cost \$2040.00
2. Dates of Instructional Unit: From: Sept 2019 To: June 2020		3. Will technology be used in preparation for this trip? (Check One) Internet    Virtual Tour    Research    Video    Software    Other (specify)		
4. Relationship of trip to instructional objective(s) (purpose of the trip): Shorebirds at Perdue Stadium is the culminating PBS activity for 5th graders. If students have met behavior standards, and have used the S.S. knowledge from the Banking standards to save their "money" (PAW tickets) they may enjoy a day at the baseball game.				
<b>Closest Medical Facility (with address &amp; phone #):</b> Easters Shore Medical Center, 914 Eastern Shore Dr, Salisbury, MD 21804(410) 546-1331				
<b>Nurse Initials:</b> <u>Jan</u>				
<b>APPROVAL SEQUENCE</b> (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).				
<b>Comments:</b>				
<b>PRINCIPAL'S SIGNATURE:</b> <u>Cynthia M. Hester</u>		<b>DIRECTOR'S SIGNATURE:</b> <u>Danbury</u>		<b>SUPT'S SIGNATURE:</b> <u>W. Hester</u>
For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.				
12/19/16				