



HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, DECEMBER 16, 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.*

**This agenda was updated to provide more specificity to the personnel agenda.**

1. Call to Order by President
2. Roll Call

_____ Mr. R. Baltazar-Lopez	_____ Mr. D. Vezmar
_____ Mr. J. Miller	_____ Mrs. R. Wiley
_____ Mrs. J. Purcell	_____ Mrs. J. Wylie
_____ Mr. K. 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.
4. Introduction of Visitors
5. Pledge of Allegiance
6. Approval of Minutes
  - A. Regular Meeting Minutes for November 18, 2019 ***Action Item*** (Attachment 1)
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. **Superintendent Reports – Dr. Kevin Dickerson**
  - A. Reports from School Administrators
  - B. Upcoming Events
  - C. Current School Enrollments
  
11. **Administrative Services**
  - A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
    1. Recommend Approval for Ross Elementary Abatement **Action Item** (Attachment 2)
    2. Ross Elementary Classroom Flooring Discussion
  
12. **Business – Mrs. Sara Croce**
  - A. Revenue and Expenditure Report as of November 30, 2019 **Action Item** (Attachment 3)
  
13. **Personnel – Dr. Jason Peel**
  - A. Personnel **Action Item** (Attachment 4)
  - B. Administrator Contracts **Action Item** (Attachment 4)
  - C. Recommend Approval of Board Policy 4101A Title IX Rights and Responsibilities **Action Item** (Attachment 5)
  - D. Recommend Approval of Board Policy 4219 Sexual Harassment **Action Item** (Attachment 6)
  
14. **Instruction and Student Programs**
  - A. **Director of Student Learning – Dr. Bridget Amory**
    1. Field Trips **Action Item** (Attachment 7)
    2. First Read – 2020-2021 School Year Calendar (Attachment 8)
  - B. **Director of Student Services – Ms. Laura Manges**
  
15. **Policy Discussion**
  - A. First Read – 8th Grade MHS Athletic Participation Pilot Policy
  
16. **Adjournment**

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING – NOVEMBER 18, 2019  
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

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

Admin. Present

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

Public

S. Whaley  
R. Winkleblech  
G. Mason  
B. Baylis  
E. Rust

*Media: Brooke Schultz, DE State News*

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The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:30 PM on Monday evening, November 18, 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)

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. MILLER** to adjourn into Executive Session at 6:31 PM. **Motion carried unanimously.**

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. MILLER** to adjourn Executive Session at 7:01 PM. **Motion carried unanimously.**

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MR. MILLER/SECONDED BY MR. VEZMAR** to approve the minutes for the October 21, 2019 Regular Board Meeting with amendment. **Motion carried unanimously.**

**RECOGNITIONS AND ACCOMPLISHMENTS**

Dr. Dickerson recognized and expressed thanks to the vendors and donors who participated in the We Are Milford Day held on November 2, 2019. Included were Abbotts Mill & Nature Center, HELP Initiative, Delaware 4-H, Bayhealth Wellness Center, Bayhealth My Chart, Food Bank, Boys and Girls Club, Delaware State Education Association (DSEA), Milford Pop Warner, Downtown Milford Incorporated (DMI), Music School of Delaware, Carlisle Fire Company, Milford Police Department, Sharp Energy & Hill's Bus Service, Milford Elks Lodge, BSN Sports, City of Milford, Delaware State Police, Jostens, and Chic Fil-A. Donations and support were received from Bayhealth, Atlantic Concrete, Greene Turtle, Jerry's Paving, Milford Rent-All, Grottos Pizza, Pilottown Engineering, Tetra Tech, and IG Burton.

Thank you to The Rotary Club for presenting dictionaries to all third grade students within the district.

November is Psychology Awareness Month and Dr. Dickerson praised all the school psychologists in the district for their excellence and dedication to the students.

Milford School District will have their annual Thanksgiving Lunch on Thursday, November 21, in all the schools.

### **ADMINISTRATIVE SERVICES**

Dr. Dickerson reported the carpet removal project for Ross Elementary and the HVAC project in the high school gym are in the planning stage.

### **SUPERINTENDENT REPORTS**

#### ***Upcoming Events***

Milford Central Academy will host Thanksgiving Dinner for local community members on Tuesday, November 26, in the Central Academy cafeteria. Student organizations, ministries, and volunteers will help prepare and serve the meal. Mrs. Dukes is the organizer of this event. Milford Central Academy Winter Chorus performance will be Wednesday, December 11, and the Band will perform on Thursday, December 12, at 6:30 PM in the high school auditorium. Mr. Zoll reported that Milford Central Academy students and advisors participated in the Girls on the Run event on Saturday, November 16.

Milford High School National Honor Society Induction will be held on Wednesday, November 20. The Fall Play, *Aesop's Fables*, will be performed on Friday, November 22, and Saturday, November 23, in the high school auditorium. The Milford High School Kelly Tyrrell Gill Night of the Arts is Wednesday, December 18, at 6:30 PM in the auditorium.

#### ***Athletics***

Mr. Winkleblech reported the following information. Luke Bogan (11<sup>th</sup>) made 2<sup>nd</sup> team All-State soccer and Faith Mitchell (8<sup>th</sup>) made 2<sup>nd</sup> team All-State cross country. Congratulations to Faith Mitchell for being 8<sup>th</sup> overall at the cross country state meet. All Conference Fall 2019 recipients are: **Volleyball** – Charlee McDowell (11<sup>th</sup>) -Honorable Mention; **Soccer** – Luke Bogan (11<sup>th</sup>) - 1<sup>st</sup> team, Samuel Dominquez (11<sup>th</sup>) - 1<sup>st</sup> team, Aaron Sollie (11<sup>th</sup>) - 2<sup>nd</sup> team, Emanuelle Carranza (11<sup>th</sup>) – Honorable Mention; **Field Hockey** – Summer Davis (11<sup>th</sup>) - 1<sup>st</sup> team midfielder, Sara Wallace (12<sup>th</sup>) - 2<sup>nd</sup> team defense, Olivia Muir (10<sup>th</sup>) –Honorable Mention; **Cross Country** – Faith Mitchell (8<sup>th</sup>) - 1<sup>st</sup> team, Brianna Thompson (9<sup>th</sup>) - 2<sup>nd</sup> team, Alexandria Herber (10<sup>th</sup>) – Honorable Mention, Jorja Willey (8<sup>th</sup>) – Honorable Mention, Conor Sylvester (11<sup>th</sup>) – Honorable Mention; and **Football** – Anthony Diaz (12<sup>th</sup>) - 1<sup>st</sup> team defensive line and 2<sup>nd</sup> team offensive guard, Zyair Toledo (12<sup>th</sup>) - 2<sup>nd</sup> team offensive tackle, Anthony Diaz (12<sup>th</sup>) - 2<sup>nd</sup> team offensive guard, Marquis Gillis (11<sup>th</sup>) - 2<sup>nd</sup> team fullback, Mason Sauers (11<sup>th</sup>) – 2<sup>nd</sup> team punter, Bevensky Augustin (12<sup>th</sup>) - 2<sup>nd</sup> team defensive end, Isais Tilghman (12<sup>th</sup>) - 2<sup>nd</sup> team linebacker, Jabraih Luke (12<sup>th</sup>) - 2<sup>nd</sup> team defensive back, and Ricky Mercado-Diaz (11<sup>th</sup>) – Honorable mention.

### **BUSINESS**

#### ***Revenue and Expenditure Report***

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

#### ***Child Nutrition Equipment Purchases***

**MOTION MADE BY MR. THOMPSON/SECONDED BY MR. VEZMAR** to award Singer for 4 Combi-Ovens; 2 for Ross and 2 for MHS for a total of \$59,767.50. **Motion carried unanimously.**

#### ***Board Policy 4323(a) Local salary Supplement: Cafeteria Workers***

**MOTION MADE BY MR. MILLER/SECONDED BY MR. VEZMAR** to approve Board Policy 4323(a) Local Salary Supplement: Cafeteria Workers. **Motion carried unanimously.**

***Board Policy 4302(b) Local Salary Supplement: Technology Assistants***

**MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. J. WYLIE** to approve Board Policy 4302(b) Local Salary Supplement: Technology Assistants. **Motion carried unanimously.**

***Board Policy 4302(c) Local Salary Supplement: Technology Specialists***

**MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. J. WYLIE** to approve Board Policy 4302(c) Local Salary Supplement: Technology Specialists. **Motion carried unanimously.**

***Board Policy 4303(b) Local Salary Supplement: Chief Custodian***

**MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. MILLER** to approve Board Policy 4303(b) Local Salary Supplement: Chief Custodian. **Motion carried unanimously.**

***Board Policy 4304 Local Salary Supplement: Food Service Manager***

**MOTION MADE BY MR. THOMPSON/SECONDED BY MRS. J. WYLIE** to approve Board Policy 4304 Local Salary Supplement: Food Service Manager. **Motion carried unanimously.**

***Board Policy 4328 Local Salary Supplement: Bus Driver/Bus Aide on District Owned Buses***

**MOTION MADE BY MR. MILLER/SECONDED BY MR. VEZMAR** to approve Board Policy 4328 Local Salary Supplement: Bus Driver/Bus Aide on District Owned Buses. **Motion carried unanimously.**

***Class Size and 98% Division I Staffing Waiver***

**MOTION MADE BY MRS. J. WYLIE/SECONDED BY MR. MILLER** to approve the Class Size and 98% Division I Staffing Waiver. **Motion carried unanimously.**

**PERSONNEL**

***Personnel Report***

RECOMMEND FOR EMPLOYMENT\*

HALL, Melanie

Mispillion – Child Nutrition (4 hrs.)

Effective: November 19, 2019

MESSICK, Allison

Central Academy – Child Nutrition (3 hr. floater)

Effective: November 19, 2019

SMITH, Sharone

Morris – Part-Time Paraprofessional 5.5 hrs. (Educational Support)

Effective: November 19, 2019

EMORY, Hilary

Morris – Full-Time Paraprofessional (Educational Support)

Effective: November 19, 2019

LEAVE OF ABSENCE

STRETT, Alicia

Ross - Special Education Coordinator

Effective: November 25 and ending December 15, 2019

RESIGNATION

SHORTS, Mercedes

Ross – Full-Time Paraprofessional

Effective: December 20, 2019

Service to MSD: 3 yrs.

WILLIAMS, Joanna  
Mispillion – Child Nutrition (4 hrs.)  
Effective: October 25, 2019  
Service to MSD: 1 month

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\*

SCHLUETER, Keri  
Morris – Pre-K Teacher  
Effective: November 19, 2019 and ending June 30, 2020

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

Ross	Instructional Coach, Special Education	Brumbley, Danielle
Central	Soccer, Girls Coach, Asst.	Albright, Jena
Central	Wrestling Coach, Asst.	Duffy, Emmanuel (NE)
Central	Softball Coach, Head	Barkley, Kevin (NE)
Central	Softball Coach, Asst.	Todd, Haley
High	Track Coach, Asst.	Crenshaw, Joe (NE)
High	Track Coach, Asst.	Jumper, Jason
High	Track Coach, Asst.	Cartwright, Bryson
High	Basketball Boys Coach, Asst.	Coleman, Antonio (NE)
High	Basketball Boys Coach, Freshmen	King, Derek (NE)
High	Basketball Girls Coach, Asst.	Fitzwater, Mark
High	Softball, Girls Coach, Asst.	Andrews, Amber
High	Softball, Girls Coach, Asst.	McKee, Marcy
High	Weightroom Coordinator Winter/Spring	Strickland, Shaun

RECOMMEND VOLUNTEER COACH – 2019-2020

High	Basketball Boys Coach, Volunteer	Masten, Robert (NE)
High	Basketball Boys Coach, Volunteer	Green, Wenndalon (NE)
High	Basketball Girls Coach, Volunteer	Ivory, McKenzie
High	Basketball Girls Coach, Volunteer	Dennis, Lendon (NE)
High	Swim Coach, Volunteer	Hague, Sara (NE)
Central	Softball Coach, Volunteer	Andrews, Rick (NE)

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

***Board Policy 4101A Title IX Rights and Responsibilities***

***Board Policy 4219 Sexual Harassment***

Dr. Peel discussed the changes to these polices.

***We Are Milford Day***

Dr, Peel was very pleased with the event and the day's activities. He expressed thanks to the committee, vendors, and all those who participated.

**INSTRUCTION AND STUDENT PROGRAMS**

***Student Services***

Ms. Manges reported Milford School District triggered for Disproportionate Representation in Special Education based on September 30, 2018 and December 1, 2018 Child Count Data. Milford School District

is conducting a self-assessment of policies, practices, and procedures to ensure compliance with child find, evaluation, and special education eligibility requirements. Milford School District will report findings to DOE.

***MHS Dress Code Pilot***

**MOTION MADE BY MR. VEZMAR/SECONDED BY MR. THOMPSON** to approve the Milford High School Dress Code Pilot for January 6, 2020 through June 12, 2020.

<b>Roll Call:</b>	<b>Mr. Baltazar-Lopez</b>	<b>Abstain</b>	<b>Mr. Vezmar</b>	<b>Yes</b>
	<b>Mr. Miller</b>	<b>Yes</b>	<b>Mrs. R. Wiley</b>	<b>Yes</b>
	<b>Mrs. Purcell</b>	<b>Abstain</b>	<b>Mrs. J. Wylie</b>	<b>Yes</b>
	<b>Mr. Thompson</b>	<b>Yes</b>		

**Motion passed with 5 yes, 0 no, and 2 abstain.**

***Policy Discussion***

***Immigration and Customs Enforcement (ICE) and Schools***

Mr. Baltazar-Lopez would like a policy assuring that students and their information are protected in the event that Federal ICE visits schools. After much discussion, a policy, following provisions within FERPA, (Family Educational and Privacy Act), will be drafted for protecting the privacy of all the student information across the district.

***Protecting Students When Known Students Are Unable to Return Home After School***

Mr. Baltazar-Lopez requested the district's policy and procedures relating to students being protected and safe when emergency situations arise at home and there is not someone home to care for the student. School administrators assured that procedures are in place. From discussion, the district will draft a guidance document for schools.

**ADJOURNMENT**

**MOTION MADE BY MR. THOMPSON/SECONDED BY MRS. PURCELL** that the Regular Meeting of the Milford Board of Education held on Monday, November 18, 2019 adjourn at 8:37 PM. **Motion carried unanimously.**

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Kevin Dickerson, Executive Secretary

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Edna Rust, Recording Secretary







**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2020 Monthly Revenue Report**  
**As of November 30, 2019**  
**42% of the Fiscal Year completed**

REVENUE SOURCE	Preliminary FY 2020 Budget	Actual to date	% received
<b>STATE FUNDS</b>			
Formula Salaries	26,645,486.52	25,457,433.38	95.54%
Cafeteria Salaries	558,887.00	502,998.00	90.00%
Division II, All Other Costs	879,584.00	892,180.00	101.43%
Division II, All Other Costs - VOC	105,381.00	103,868.00	98.56%
Division II, Energy	764,150.00	777,159.00	101.70%
Division III, Equalization	5,519,527.00	5,605,906.00	101.56%
State Transportation	2,994,921.23	1,454,914.79	48.58%
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	16,172.00	104.03%
Unique Alternatives	319,710.30	184,263.00	57.63%
Professional Development	-	391.34	
Delaware Sustainment Fund	801,942.00	723,153.00	90.18%
Academic Excellence Cash Option	-	-	
Technology Block Grant	107,326.00	106,916.00	99.62%
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	246,913.27	79.27%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>40,656,369.90</b>	<b>37,784,362.44</b>	<b>92.94%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	7,971,299.63	7,850,580.20	98.49%
Current Expense (capitations)	150.00	170.10	113.40%
Athletics	40,000.00	24,466.00	61.17%
Interest	125,000.00	229,529.24	183.62%
Building Rental	18,500.00	22,970.00	124.16%
Other Local Revenue	18,500.00	8,704.55	47.05%
Sol - Systems	1,500.00	181.25	12.08%
Energy Curtailment	15,000.00	11,505.02	76.70%
CSCRIP	20,000.00	18,478.25	92.39%
Indirect Costs	85,000.00	32,113.26	37.78%
Cafeteria	2,070,000.00	688,312.57	33.25%
Net Choice Billings	(102,585.39)	(104,143.58)	101.52%
Net Charter Billings	(108,404.57)	(130,070.63)	119.99%
Tuition Billings	(1,960,000.00)	(1,345,188.15)	68.63%
Social Studies Coalition/Donations	107,000.00	67,654.98	63.23%
Debt Service	1,270,000.00	1,209,237.89	95.22%
Debt Service - County Impact Fees	147,841.37	44,426.50	30.05%
Tuition	2,825,000.00	2,618,633.51	92.69%
Minor Capital Improvements	207,663.00	257,792.66	124.14%
E-Rate	8,500.00	9,359.06	110.11%
Education Opportunity Match	-	-	
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>11,514,712.68</b>	<b>90.24%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,064,130.00	1,086,566.00	102.11%
IDEA - Preschool	47,165.00	53,718.00	113.89%
Title I	1,835,010.00	1,909,792.00	104.08%
Title II	370,471.00	351,701.00	94.93%
Title III English Acquisition	51,993.00	54,120.00	104.09%
Education for the Homeless	-	-	
Perkins	146,156.00	162,937.21	111.48%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,514,925.00</b>	<b>3,618,834.21</b>	<b>102.96%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>56,931,258.94</b>	<b>52,917,909.33</b>	<b>92.95%</b>

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

Operating Unit	Budget Line	Final Budget				
		Amount	Encumbered	Expended	Budget Remaining	% Remaining
9180668A	Benjamin Banneker Elementary School	\$ 61,309.29	11,757.40	9,259.20	\$ 40,292.69	65.72%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 46,420.64	1,784.65	14,932.91	\$ 29,703.08	63.99%
9180672A	Lulu M. Ross Elementary School	\$ 76,265.56	2,929.22	12,290.64	\$ 61,045.70	80.04%
9180673A	Misplion Elementary School	\$ 63,136.01	998.38	16,906.45	\$ 45,231.18	71.64%
9180675A	Milford Central Academy	\$ 119,315.00	2,925.47	43,082.69	\$ 73,306.84	61.44%
9180678A	Milford Senior High School	\$ 151,359.75	20,752.41	35,204.89	\$ 95,402.45	63.03%
99900000	Board Of Ed/District Expenses	\$ 10,100.00	-	8,044.00	\$ 2,056.00	20.36%
	School Resource Officer	\$ 165,000.00	11,346.00	153,654.00	\$ -	0.00%
99900100	Legal Services, Audit and Insurance Premiums	\$ 104,459.00	40,000.00	11,297.57	\$ 53,161.43	50.89%
99900300	District Expenditures	\$ 35,000.00	2,600.00	3,532.08	\$ 28,867.92	82.48%
	School Safety and Security	\$ 140,421.29	24,958.00	109,256.34	\$ 6,206.95	4.42%
	Public Relations and Communication	\$ 1,500.00	592.79	887.60	\$ 19.61	1.31%
	Copy Center (District Wide)	\$ 98,500.00	55,102.74	39,611.35	\$ 3,785.91	3.84%
	Student Emergency Fund	\$ 4,000.00	2,000.00	2,000.00	\$ -	0.00%
99910100	Superintendent	\$ 1,500.00	368.26	430.14	\$ 701.60	46.77%
99920000	World Language Immersion (State Grant)	\$ 35,000.00	-	4,448.44	\$ 30,551.56	87.29%
	Educator Accountability (State Grant)	\$ 1,090.88	-	-	\$ 1,090.88	100.00%
	Student Success Block Grant (Reading)	\$ 79,365.77	-	16,534.36	\$ 62,831.41	79.17%
	Opportunity Grant Mental Health - Ross	\$ -	-	29,857.89	\$ (29,857.89)	
	Education Opportunity Grant	\$ 871,300.00	812.00	112,846.33	\$ 757,641.67	86.96%
	Summer School	\$ 25,000.00	-	36,187.39	\$ (11,187.39)	-44.75%
	Translators	\$ 20,000.00	-	2,051.68	\$ 17,948.32	89.74%
	Extra Time Programs	\$ 25,000.00	-	3,728.41	\$ 21,271.59	85.09%
	Curriculum and Instruction	\$ 220,600.00	444.00	53,514.89	\$ 166,641.11	75.54%
99920500	State Professional Development	\$ -	-	-	\$ -	
99920700	Athletics - High School	\$ 164,325.00	30,835.07	73,380.82	\$ 60,109.11	36.58%
	Athletics - Milford Central Academy	\$ 27,825.00	6,446.24	16,622.15	\$ 4,756.61	17.09%
99920800	Driver's Education	\$ 15,545.00	-	10,673.36	\$ 4,871.64	31.34%
99930200	Tuition - Special Services	\$ 569,500.00	22,335.05	106,857.36	\$ 440,307.59	77.31%
	Tuition - Special Services - ILC	\$ 295,500.00	5,347.72	86,131.97	\$ 204,020.31	69.04%
	Unique Alternatives (State Funds)	\$ 319,710.30	50,950.43	85,123.94	\$ 183,635.93	62.14%
99930300	Special Services	\$ 49,000.00	15,440.49	19,355.71	\$ 14,203.80	28.99%
	Student Success Block Grant (K-3 Basic)	\$ 62,936.91	-	14,502.93	\$ 48,433.98	
	Special Services - State Related Services	\$ 50,000.00	14,358.00	23,409.50	\$ 12,232.50	24.47%
99940100	Contingencies and One-Time Items	\$ 300,000.00	15,492.05	30,706.66	\$ 253,801.29	84.60%
99940200	Division I/Formula Salaries	\$ 26,645,486.52	-	12,477,489.03	\$ 14,167,997.49	53.17%
99940300	Division II - Vocational	\$ 105,381.00	-	8,975.76	\$ 96,405.24	91.48%
99940400	Division III/Local Salaries	\$ 10,660,500.00	-	4,213,576.38	\$ 6,446,923.62	60.47%
	Union agreed Limited Contracts	\$ 340,000.00	-	34,360.79	\$ 305,639.21	89.89%
99940500	Title I	\$ 1,835,010.00	623.24	170,190.84	\$ 1,664,195.92	90.69%
	Title II	\$ 370,471.00	-	-	\$ 370,471.00	100.00%
	Title III	\$ 51,993.00	-	558.45	\$ 51,434.55	98.93%
	IDEA Part B	\$ 1,064,130.00	29,394.43	59,437.43	\$ 975,298.14	91.65%
	IDEA Preschool	\$ 47,165.00	34,408.00	10,592.00	\$ 2,165.00	4.59%
	Perkins	\$ 146,156.00	7,340.70	26,978.04	\$ 111,837.26	76.52%
	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	82.96	17,770.08	\$ 89,146.96	83.31%
99940810	Technology Equipment & Repair	\$ 272,800.00	3,073.92	154,353.08	\$ 115,373.00	42.29%
	Technology Block Grant	\$ 107,326.00	65,130.39	8,103.41	\$ 34,092.20	31.77%
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	368.26	2,119.69	\$ 7,512.05	75.12%
99960000	Child Nutrition Operations	\$ 2,070,000.00	328,481.04	954,750.69	\$ 786,768.27	38.01%
	Cafeteria Salaries	\$ 558,887.00	-	234,803.58	\$ 324,083.42	57.99%
99960100	Facilities Maintenance	\$ 90,000.00	12,089.52	40,280.49	\$ 37,629.99	41.81%
	Custodial Services and Supplies	\$ 90,000.00	15,159.70	47,105.98	\$ 27,734.32	30.82%
99960200	Operations and Utilities	\$ 294,100.00	38,141.33	132,360.49	\$ 123,598.18	42.03%
	Energy Division II	\$ 764,150.00	84,214.80	251,435.20	\$ 428,500.00	56.08%
99960300	State Transportation	\$ 2,994,921.23	409,530.79	918,275.69	\$ 1,667,114.75	55.66%
	State Homeless Transportation	\$ 342,000.00	114,887.90	85,112.10	\$ 142,000.00	41.52%
	State Foster Transportation	\$ 49,300.00	16,551.00	8,449.00	\$ 24,300.00	49.29%
	Transportation Supplies	\$ 1,000.00	587.22	182.85	\$ 229.93	22.99%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	-	20,676.26	\$ 2,323.74	10.10%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 34,200.00	10,543.10	9,462.90	\$ 14,194.00	41.50%
	Local Transportation Match	\$ 299,492.12	31,081.20	102,030.64	\$ 166,380.28	55.55%
<b>Total Operating Budget</b>		<b>\$ 53,749,954.27</b>	<b>\$ 1,542,265.87</b>	<b>\$ 21,189,685.50</b>	<b>\$ 31,018,002.90</b>	<b>57.71%</b>
99970000	Local Debt Service	\$ 1,417,841.37	-	687,022.35	\$ 730,819.02	51.54%
99970200	Minor Capital Improvements	\$ 519,158.00	10,700.00	45,450.65	\$ 463,007.35	89.18%
<b>Total Capital Budget</b>		<b>\$ 1,936,999.37</b>	<b>\$ 10,700.00</b>	<b>\$ 732,473.00</b>	<b>\$ 1,193,826.37</b>	<b>61.63%</b>
<b>Grand Total</b>		<b>\$ 55,686,953.64</b>	<b>\$ 1,552,965.87</b>	<b>\$ 21,922,158.50</b>	<b>\$ 32,211,829.27</b>	<b>57.84%</b>

*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.*

## **TITLE IX RIGHTS AND RESPONSIBILITIES**

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public schools, like Milford School District, hereinafter referred to as the “District”, that receive any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

The District has a responsibility to respond promptly and effectively. If the District knows or reasonably should know about sex discrimination, sexual harassment or sexual violence that creates a hostile environment, the District will take immediate action to eliminate the sex discrimination, sexual harassment or sexual violence, prevent its recurrence, and address its effects.

If the District knows or reasonably should know about possible sex discrimination, sexual harassment or sexual violence, it will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation. This will occur even if the complainant does not want to file a complaint or does not request action be taken by the District.

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

The District does not discriminate on the basis of sex, nor does it tolerate discrimination on the basis of sex in its education programs and activities.

Inquiries concerning potential discrimination on the basis of sex can be directed to the District’s Title IX Coordinator or to the Office of Civil Rights.

The District’s Title IX Coordinator is:

Director of Human Resources and School Climate  
Milford School District  
906 Lakeview Avenue  
Milford, DE 19963  
302-422-1600

The Office of Civil Rights is located:

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

The Title IX Coordinator’s responsibilities include overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The District strives to provide an environment free from sex discrimination. The District encourages students, parents and staff to identify barriers to a discrimination-free environment in all schools. Any employee, parent/guardian of a student enrolled in the District, or student eighteen years of age or older may file a grievance if they believe they or their child has been subjected to discrimination on the basis of sex by students, employees or third parties. All grievances will be received and investigated in a fair and expeditious manner.

Violation of the prohibition against sex discrimination will result in formal action taken by the District.

### **Steps to Resolution**

**Step 1:** The best solutions to parent/student concerns often occur at the school level. Therefore, the District encourages parents to attempt to resolve concerns by working **immediately** with the building principal or other appropriate building staff to reach a joint resolution of the issue. Contact the building principal to arrange a meeting or to discuss the complaint. Mediation is also encouraged, though not required.

**Step 2:** If the issue is not resolved at the school level, a formal written grievance form filed by the complainant or respondent shall be submitted to the District Title IX Coordinator (Director of Human Resources), ~~within 10 business days of~~ **immediately after** the alleged violation (**or promptly after Step 1**) to request a hearing. The Coordinator will be independent and impartial. If the Coordinator has prior knowledge of the situation, an independent and impartial designee shall be appointed. The Coordinator will investigate the circumstances of the concern, hear evidence and statements from witnesses, and then transmit a report of their findings of fact and conclusions within 30 business days using a preponderance of the evidence standard. The complaint should be sent to:

Milford School District  
Attention: Director of Human Resources and School Climate  
906 Lakeview Avenue  
Milford, DE 19963  
302-422-1600

The letter should contain:

- the complainant's name, date of birth, address and the relevant school or building;
- your name, address and phone number;
- your relationship to the complainant (parent, guardian, etc. if applicable);
- name, address and phone number of the person representing you (if you have someone);
- decision of the school with which you disagree and the reason;
- date you received this decision; and
- your signature.

Similar relevant information shall be provided by the accused if the accused is the one making the request.

**Step 3:** The complainant or respondent may appeal the decision of the District Title IX Coordinator to the Superintendent (or designee) within 10 days of receiving the Title IX Coordinator's decision. The Superintendent (or designee) shall review all statements and evidence as well as the Coordinator's report,



gather such additional evidence as deemed necessary, and then issue a written decision in response to the appeal no later than 30 days after its filing. The District must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to a student victim.

**Step 4:** The complainant or respondent may appeal the decision of the Superintendent to the President of the Board within 10 days of receiving the Superintendent's (or designee's) decision. The complainant or respondent may request a meeting with the Board. The Board has the option of meeting with the complainant or respondent to discuss the appeal. A decision will be rendered by the Board at their next regularly scheduled meeting. The complainant or respondent will be notified in writing of the decision within 10 working days after Board action.

In the event there is a finding of discrimination, the District shall take remedial efforts and efforts to prevent recurrence.

Any party aggrieved shall have the right to file a formal complaint after the Milford Board of Education's decision with the U.S. Department of Education, Office of Civil Rights.

Office for Civil Rights, Philadelphia  
U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107  
Tel: (215) 656-8541  
Fax: (215) 656-8605  
E-mail: [ocr@ed.gov](mailto:ocr@ed.gov)  
OCR Electronic Complaint Form:  
<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

ADOPTED: 9/27/10

REVISED: 11/28/11; 2/20/18; 11/18/19

## HARASSMENT

All Milford School District employees should enjoy a non-hostile, non-intimidating and non-offensive work environment free from unlawful harassment. Unlawful harassment in the workplace is a form of employment discrimination. It is the policy of the District that unlawful harassment, in any form, is unacceptable conduct which will not be tolerated. Under this policy, all employees share responsibility for assuring that the workplace is free from all forms of harassment. Unlawful harassment is any form of harassment based on an individual's religious affiliation or belief, gender, veteran status, national origin, race, marital status, disability, sexual orientation, gender identity, color, creed, age, genetic information, that the individual was the victim of domestic violence, a sexual offense, or stalking, or other category protected by law.

Specifically as to sexual harassment- Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and/or other verbal, visual or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such an individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Such conduct has the purpose or effect of offering, promising or granting preferential treatment to any employee or applicant for employment as a result of the individual engaging in or agreeing to engage in sexual conduct.

The following are specific examples of behaviors that are prohibited:

- Physical assaults of a sexual nature.
- Other unwanted and unnecessary physical contact with another employee.
- Unwelcome advances, propositions or sexual flirtations.
- Subtle pressure or requests for sexual activities.
- Verbal abuse of a sexual nature including, but not limited to, inappropriate verbal comments about an individual's body or sexual activities.
- Inappropriate use of sexually explicit or offensive language in discussions with or which describe an individual.
- Sexually explicit or sexually offensive jokes.
- Display in the workplace of sexually suggestive objects or pictures, graffiti or cartoons.

The purpose of this policy is to establish a method by which complaints regarding alleged or suspected harassment can be processed.

Employees who believe they have been subjected to harassment or any other unlawful employment discrimination should immediately report the basis of such belief to their principal, administrative supervisor, HR and/or the District's Equal Employment Opportunity/Affirmative Action Officer (EEO/AA). The complaint should be in writing, stating completely the basis for the complaint and listing the names of the persons involved and the dates of any specific incidents.



If the complaint involves someone in the employee's direct line of supervision, the employee is uncomfortable discussing the complaint with the individuals designated, or is not satisfied with the resolution, that employee should report the matter promptly to the EEO/AA officer and/or the Director of Human Resources.

If the employee remains uncomfortable with these individuals, he or she should bring the issue to the Superintendent.

The District will investigate all allegations of harassment in a prompt and confidential manner and will take appropriate corrective action when warranted.

Any employee who is found to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

Retaliation in any form against an employee or applicant who exercises his or her right to make a complaint under this policy is strictly prohibited and will in itself be cause for appropriate disciplinary action. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

Adopted: 9/28/92

Revised: 4/18/11; 11/25/13; 11/18/19

# Milford School District Calendar 2020-2021

176 Student Day Calendar

188 Teacher Day Calendar

185 Para Day Calendar

Draft 2

## 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		
Stdnt	Tchr	23	24	25	26	27	28	29
Aug	2	6	30	31				

18-19 New Hire Orientation  
24-27 District PD Opening  
28 Student Transition Day  
31 First Day K-12

## February 2021

Su	M	Tu	W	Th	F	Sa			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
Stdnt	Tchr	14	15	16	17	18	19	20	
Feb	19	19	21	22	23	24	25	26	27
Total	110	118	28						

15 District Closed

## September 2020

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

4 Schools Closed  
7 Labor Day/District Closed  
15 Primary Election/PD

## March 2021

Su	M	Tu	W	Th	F	Sa			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
Stdnt	Tchr	14	15	16	17	18	19	20	
Mar	22	23	21	22	23	24	25	26	27
Total	132	141	28	29	30	31			

12 PD  
29 End of MP3

## October 2020

Su	M	Tu	W	Th	F	Sa			
				1	2	3			
4	5	6	7	8	9	10			
Stdnt	Tchr	11	12	13	14	15	16	17	
Oct	21	22	18	19	20	21	22	23	24
Total	42	48	25	26	27	28	29	30	31

1-Mid Marking Period  
9 State PD

## April 2021

Su	M	Tu	W	Th	F	Sa			
				1	2	3			
4	5	6	7	8	9	10			
Stdnt	Tchr	11	12	13	14	15	16	17	
Apr	15	16	18	19	20	21	22	23	24
Total	147	157	25	26	27	28	29	30	

1 PD  
2/5 District Closed  
6/9 Spring Break/Schools Closed

## November 2020

Su	M	Tu	W	Th	F	Sa			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
Stdnt	Tchr	15	16	17	18	19	20	21	
Nov	15	16	22	23	24	25	26	27	28
Total	57	64	29	30					

4 End of MP1  
3 Election Day/District Closed  
5 Return Day/PD/District  
11 Veterans Day/District Closed  
25 Schools Closed  
26-27 Thanksgiving/District

## May 2021

Su	M	Tu	W	Th	F	Sa			
						1			
2	3	4	5	6	7	8			
Stdnt	Tchr	9	10	11	12	13	14	15	
May	20	20	16	17	18	19	20	21	22
Total	167	177	23	24	25	26	27	28	29
	30	31							

27-Graduation  
31 District Closed

## December 2020

Su	M	Tu	W	Th	F	Sa			
		1	2	3	4	5			
6	7	8	9	10	11	12			
Stdnt	Tchr	13	14	15	16	17	18	19	
Dec	16	16	20	21	22	23	24	25	26
Total	73	80	27	28	29	30	31		

7-Mid Marking Period  
23/24 Schools Closed  
25/31 District Closed

## June 2021

Su	M	Tu	W	Th	F	Sa			
		1	2	3	4	5			
6	7	8	9	10	11	12			
Stdnt	Tchr	13	14	15	16	17	18	19	
Jun	9	11	20	21	22	23	24	25	26
Total	176	188	27	28	29	30			

11 End of MP4

## January 2021

Su	M	Tu	W	Th	F	Sa			
					1	2			
3	4	5	6	7	8	9			
Stdnt	Tchr	10	11	12	13	14	15	16	
Jan	18	19	17	18	19	20	21	22	23
Total	91	99	24	25	26	27	28	29	30
		31							

1 - District Closed  
18 District Closed  
22 End of MP2  
25 PD

Non work days for ParaProfessional Staff 11/5, 1/25, 4/1

Calendar Notes: Green = Student Day, Gray = District Closed, Pink = Staff PD, PD = Professional Development, White = District Open with no students / staff