



HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, MARCH 18, 2019 AT 6:00 PM  
PUBLIC SCHOOL BOARD MEETING  
MILFORD CENTRAL ACADEMY**

*It is anticipated that the board will open a regular session meeting and adjourn into executive session during the beginning portion of the meeting for the reasons identified below, then return to a regular session meeting at approximately 7:00 pm.*

**1. Call to Order by President**

**2. Roll Call**

\_\_\_\_\_ Mrs. Dennehy

\_\_\_\_\_ Mr. Schelhouse

\_\_\_\_\_ Mr. Evans

\_\_\_\_\_ Mr. Vezmar

\_\_\_\_\_ Mr. Miller

\_\_\_\_\_ Mrs. Wiley

\_\_\_\_\_ Mrs. Purcell

**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 February 19, 2019 ***Action Item*** (Attachment 1)

**7. Changes and Additions to the Agenda (items that arose after posting and cannot be deferred, if any)**

**8. Public Comment**

**9. Recognition and Accomplishments**

**10. Superintendent Reports – Dr. Kevin Dickerson**

- A. Reports from School Administrators
  - 1. Evelyn I. Morris Early Childhood Center
  - 2. Benjamin Banneker Elementary School
  - 3. Lulu M. Ross Elementary School
  - 4. Mispillion Elementary School
  - 5. Milford Central Academy
  - 6. Milford High School
  - 7. Athletics
- B. Upcoming Events
- C. Eighth Grade Athletic Eligibility **Action Item**
- D. DSBA
- E. Milford Middle School (Lakeview Property) Committee Update
  - 1. Technical Assistance Presentations (Attachment 2)
  - 2. Committee Discussion

**11. Business – Mrs. Sara Croce**

- A. Revenue and Expenditure Report as of February 28, 2019 **Action Item** (Attachment 3)
- B. Summer Feeding Program
- C. Legislative Issues
  - 1. Referendum Reform
  - 2. Budget Bill
  - 3. Opportunity Funds
  - 4. Other

**12. Personnel – Dr. Jason Peel**

- A. Personnel **Action Item** (Attachment 4)
- B. Request Approval of Board Policy 4309A Employment Procedure: Limited Contracts **Action Item** (Attachment 5)
- C. Request Approval of Board Policy 4109 Employment Procedures: Summer Program **Action Item** (Attachment 6)
- D. First Read of Board Policy 4309F Limited Contract for Instruction Scope of Services (Attachment 7)

**13. Instruction and Student Programs**

- A. **Director of Student Learning – Dr. Bridget Amory**
  - 1. Field Trips **Action Item** (Attachment 8)
  - 2. Elympics
  - 3. Proposed 2019-2020 Academic Calendar **Action Item** (Attachment 9)
  - 4. English Language Arts Curriculum Review Process
- B. **Director of Student Services – Ms. Laura Manges**

**14. Administrative Services**

- A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
  - 1. Request Approval of Board Policy 5201 Elementary School Assignments **Action Item** (Attachment 10)
  - 2. MCA Boilers **Action Item** (Attachment 11)
  - 3. MMS Roof Repair **Action Item** (Attachment 12)

**15. Adjournment**

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING – FEBRUARY 19, 2019  
MILFORD CENTRAL ACADEMY CAFETERIA

<u>Board Members</u>	<u>Admin. Present</u>	<u>Public</u>	
Mrs. Wiley – President	Dr. Peel	S. Whaley	L. Robinson
Mrs. Dennehy –V. President 6:20PM	Dr. Amory	S. Schwartz	J. Dukes
Mr. Evans	Mrs. Croce	S. Buford	L. Hubbard
Mr. Miller	Dr. Stevenson	E. Lang	J. Dukes
Mrs. Purcell	Ms. Manges	P. Seibel	A. Hinmon
Mr. Vezmar	Mr. Snyder	C. Kimmel	T. Riddick
Mr. Schelhouse	Mrs. Wallace	B. Cooper	N. Vickers
Dr. Dickerson, Exec. Secretary	Dr. Kilgore	D. Brewington	E. Rust
	Mrs. McKenzie	S. Dukes	
	Mrs. Hallman	S. Mele	
	Mr. Zoll	A. Tilghman	

---

The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:15 PM on Tuesday evening, February 19, 2019 in the Milford Central Academy Cafeteria.

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

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

- A. Personnel Matters – See 29 Del. C. § 10004(b)(9)
- B. Student Matters – See 29 Del. C § 10004(b)(6)

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. VEZMAR** to adjourn Executive Session at 7:07 PM. **Motion carried unanimously.**

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MR. EVANS /SECONDED BY MRS. DENNEHY** to approve the minutes of the January 22, 2019 and January 28, 2019 Regular Board Meetings. **Motion carried unanimously.**

**RECOGNITION AND ACCOMPLISHMENTS**

***MCA Gospel Choir***

Mrs. Stephanie Dukes, teacher and advisor, led the Gospel Choir in singing two songs. The students gave a phenomenal performance! Members of the Choir are Ajalon Ayres (6<sup>th</sup>), Sa’Raiah Ayres (8<sup>th</sup>), Olivia Benton (8<sup>th</sup>), Ivory Conway (9<sup>th</sup>), Kristina Cunningham (6<sup>th</sup>) Tyquan

Daniels (9<sup>th</sup>), Jamiah Dukes (7<sup>th</sup>), Janiyah Dukes (7<sup>th</sup>), Rikiya Dukes (8<sup>th</sup>), Tariana Frith-Taylor (7<sup>th</sup>), Tawanda Hickman (7<sup>th</sup>), Aniya Hinmon (7<sup>th</sup>), Ariana Hinmon (8<sup>th</sup>), E'nyja McGlotten (8<sup>th</sup>), Sabta Mele (8<sup>th</sup>), Jasmine Neal (7<sup>th</sup>), Tavon Newman (10<sup>th</sup>), Takayla Riddick (8<sup>th</sup>), Laneja Robinson (8<sup>th</sup>), Laniya Robinson (8<sup>th</sup>), Ja'Yia Scott (8<sup>th</sup>), I'nai Sterile (7<sup>th</sup>), Aaliyah Tilghman (8<sup>th</sup>), Nate Vickers (6<sup>th</sup>), and Carolos Villanneva (8<sup>th</sup>). Advisors of the Choir include Casandra Burton, Ashley Dukes, Dee Dukes, Jonathan Dukes, Ricky Hicks, Aries Hinmon, Renee Jones, Lynette Robinson-Hall, Veronica Sakik, Marquia Tilghman, and Carolyn Watson.

### ***Delaware Foundation for Science and Math Education***

Dr. Steve Schwartz, representing the Delaware Foundation for Science and Math Education, recognized Brandy Cooper, MCA math teacher, as a state runner up for the Presidential Award for Math Teaching.

### ***Capital Classic Basketball***

Congratulations to the MCA Basketball Team for winning the Capital Classic Basketball Tournament and finish with an 11-2 record for the season. The head coach is Tony Hazzard and Assistant Coach is Jawon Sivels. Students on the team are Matthew Adams (6<sup>th</sup>), Desmond Aladuge (8<sup>th</sup>), Xavier Brewington (8<sup>th</sup>), Daiymir Collins (6<sup>th</sup>), Jayden Dukes (6<sup>th</sup>), Xevian Green (6<sup>th</sup>), Norquan Heath \*6<sup>th</sup>), Cortez Jenkins (6<sup>th</sup>), Andrew Kravitz (7<sup>th</sup>), Neysen Legros (7<sup>th</sup>), Jayden Norman (7<sup>th</sup>), Detrick Piper (8<sup>th</sup>), Jawuan Satirin (8<sup>th</sup>), Jordan Savage (7<sup>th</sup>), Javier Scott (8<sup>th</sup>), Ethan Wilkins (8<sup>th</sup>), and Kashmir Wise (7<sup>th</sup>).

### ***MP2 Honor Roll***

Congratulations to all the students making honor roll for the second marking period. Banneker Elementary had 65 1<sup>st</sup> grade students, 74 2<sup>nd</sup> grade students, 60 3<sup>rd</sup> grade students, 64 4<sup>th</sup> grade students and 74 5<sup>th</sup> grade students totaling 337. Mispillion Elementary had 51 1<sup>st</sup> grade students, 75 2<sup>nd</sup> grade students, 73 3<sup>rd</sup> grade students, 69 4<sup>th</sup> grade students and 67 5<sup>th</sup> grade students totaling 335 students. Ross Elementary had 77 1<sup>st</sup> grade students, 89 2<sup>nd</sup> grade students, 70 3<sup>rd</sup> grade students, 49 4<sup>th</sup> grade students and 75 5<sup>th</sup> grade students totaling 360 students. Central Academy had 157 6<sup>th</sup> grade students, 182 7<sup>th</sup> grade students, and 134 8<sup>th</sup> grade students totaling 473 students. High School had 97 9<sup>th</sup> grade students, 84 10<sup>th</sup> grade, 88 11<sup>th</sup> grade, and 123 12<sup>th</sup> grade students totaling 392 students.

### ***MHS Wrestling Team***

Congratulations to Coach Don Parsley and the MHS Wrestling Team for winning their 6<sup>th</sup> consecutive State Championship. The team will be honored at Legislative Hall on Tuesday, March 19, in both the House and the Senate beginning at 2:00 PM. A visit with the Governor will be at 3:00 PM.

### ***Mispillion Elementary***

Congratulations to Mispillion Elementary for being one of two schools in the state earning the Continued Excellence Award from the Delaware Department of Education for exceptional student performance.

## **SUPERINTENDENT REPORTS**

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

Mr. Gary Zoll, Central Academy Principal, reported Jack Rodgers, MCA teacher, won a journalism award for the sports category from the Delaware Press Association. A Spelling Bee will take place

March 1, 2019 at 9 AM in the high school auditorium. MCA partnered with the state office of Volunteerism and received a large donation of clothes for the clothing closet. More than 500 honor roll and perfect attendance students were recognized at a pep rally. Congratulations to the sixteen students going to the

State FFA Convention, 6 students to the BPA Conference, and 5 students to the TSA Conference. Nine staff members were recognized with perfect attendance for the 2<sup>nd</sup> marking period, 4 of whom had perfect attendance for the first semester.

Mr. Shawn Snyder, High School Principal, stated the 2019-2020 Course Catalogs are printed and ready for the 8<sup>th</sup> Grade Scheduling Night on March 7. Congratulations to MHS Athlete Summer Davis and Field Hockey Coach Andrea McPike for joining Governor Carney in declaring February 6 as Girls and Women in Sports Day. DECA students advancing to the Nationals in Orlando, FL, are Trey Lodge – 1<sup>st</sup> Place Entrepreneurship, Team of Alex Mergner and James Stangle – 1<sup>st</sup> Place Finance, Natalie Zelano – 2<sup>nd</sup> Place Marketing Communications, and Cannon Cline – 1<sup>st</sup> Place Sports and Entertainment Marketing. Congratulations to Tanya Schuler-Koltuk, MHS World Language Teacher, for being selected as Applebee's Teacher of the Month for February.

***Milford Middle School (Lakeview Property) Committee Update***

A public meeting will be held in the Central Academy cafeteria on Tuesday, February 26, 2019 at 6 PM.

**BUSINESS**

***Revenue and Expenditure Report***

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

***Board Policy 3404 – High School/Home Activity Buses***

**MOTION MADE BY MRS. DENNEHY/ SECONDED BY MR. Evans** to delete Board Policy 3404 – High School/Home Activity Buses. **Motion carried unanimously.**

***Board Policy 4332 – Federal Family and Medical Leave***

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. VEZMAR** to approve Board Policy 4332 – Federal Family and Medical Leave. **Motion carried unanimously.**

***Board Policy 4339 – Paid Leave for Birth or Adoption of a Child***

**MOTION MADE BY MR. EVANS/SECONDED BY MRS. DENNEHY** to approve Board Policy 4339 – Paid Leave for Birth or Adoption of a Child. **Motion carried unanimously.**

Mrs. Croce informed the Board of current legislative discussion pertaining to SB50 and Parental Leave legislation.

Legislative Issues will be added as an agenda item for future meetings.

**PERSONNEL**

***Personnel Report***

**RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\***

ABBOTT, Quinn

Central Academy – Physical Education Teacher

Effective: February 20, 2019 and ending June 30, 2019

WISE, Carly

Ross – Special Education Teacher

Effective: March 6, 2019 and ending June 30, 2019

**RECOMMEND EMPLOYMENT – 2018-2019 LIMITED CONTRACTS FOR PERSONAL SERVICES\***

Central Baseball Coach, Asst.

Abbott, Quinn

Central Lacrosse, Asst.

Frederick, Jack (21B)

Central Softball Coach, Asst.

Eskridge, Tori (21B)

High Lacrosse Coach, Asst.

Boyd, Bryan/

Edwards, Thomas (21B)/

Deeney, Ryan

High Golf, Volunteer

Morse, John

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

**MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. DENNEHY** that the Board approve the Personnel Report as written. **Motion carried unanimously.**

***Board Policy 4309A Employment Procedure: Limited Contracts***

***Board Policy 4109 Employment Procedures: Summer Program***

Dr. Peel presented Board Policy 4309A Employment Procedure: Limited Contracts and 4109 Employment Procedures: Summer Program for a first read.

**INSTRUCTION AND STUDENT PROGRAMS**

**Director of Student Learning**

**Supervisor of Technology**

**MOTION MADE BY MR. EVANS/SECONDED BY MR. MILLER** to approve CDWG the award for E-Rate Switches. **Motion carried unanimously.**

**ADMINISTRATIVE SERVICES**

***Board Policy 5201 Elementary School Assignments***

Dr. Stevenson presented oard Policy 5201 Elementary School Assignments for a first read.

***MCA HVAC Units***

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. VEZMAR** to approve Havtech for an additional 4 HVAC units for MCA. **Motion carried unanimously.** Minor cap funds will pay for the units. Mr. Miller requested a copy of the quote to be complete when projects are presented at the meetings.

**ADJOURNMENT**

**MOTION MADE BY MR. DENNEHY/SECONDED BY MR. MILLER** that the Regular Meeting of the Milford Board of Education held on Tuesday, February 19, 2019 adjourn at 8:30 PM. **Motion carried unanimously.**

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

\_\_\_\_\_  
Edna Rust, Recording Secretary

DRAFT

# Milford Middle School (Lakeview Property) Committee Meeting

---

MARCH 12, 2019

# Key Takeaways from February Meeting

---

## **School Capacities**

- Over 85% program capacity in all schools except Morris Early Childhood Center *(not counting some Pre-K students)*
- Current enrollment has grown to 4,260 since current school year September 30<sup>th</sup> count (4,227)

## **Enrollment Projections**

- City of Milford and University of Delaware showed moderate growth through 2030
- City of Milford explained “boom scenario” which is likely to occur
- Projected school enrollment will grow by 337 students
- Estimates were conservative based on past enrollment and area growth
- No consideration given to growth due to economic changes (i.e. Hospital)



# Growth Projections

*Table 1. Milford Population Projection Scenarios*

<b>Scenario</b>	<b>2010</b>	<b>2020</b>	<b>2030</b>	<b>2040</b>	<b>2050</b>
1 – Recent Growth Boom Continues	9559	11,662	14,228	17,359	21,179
2 – Historic 30-Year Growth Rate	9559	11,160	13,029	15,211	17,758
3 – Growth Follows Kent County Projections	9559	10,655	11,369	11,940	12,383
4 – Growth Follows Sussex County Projections	9559	11,127	12,064	12,547	12,867



# Housing Pipeline

*Table 6. Existing and Planned Milford Residential Units*

Unit Types	Census	2010–Present	Approved to build	Total Existing or Proposed	% at build out
Single-Family Detached	2,701	191	1596	4,488	44.5%
Single-Family Attached	201	42	1274	1,517	15.0%
Duplex	183	20	146	349	3.5%
Multiple-Dwelling Units	892	12	2770	3,674	36.4%
Manufactured, Mobile	65	0	0	65	0.6%
<b>Total Housing Units</b>	<b>4,042</b>	<b>265</b>	<b>5786</b>	<b>10,093</b>	

*Source: 2010 American Community Survey and City of Milford*

# School Construction Process

---

## **Dictated by Delaware Code and Regulation**

- Title 14 – Education
- Title 29 – State Government

## **Certificate of Necessity**

- Reviewed by DDOE to determine necessity of construction projects
- Ranked by Priority
  - Priority 1 – capacity and future enrollment issues
  - Priority 2 – life, health, and safety
  - Priority 3 – aesthetics and programmatic changes
- Construction formula dictates cost per square foot for new construction

# School Construction Process Cont'd

---

- No funds allocated for PreK or Adult Education
- State funding only applies to K-12 facilities
- Current construction funding split State 74% Local 26%

# Other Key Takeaways

---

## **Zoning**

- Parcel is zoned R-1

## **Historical Preservation**

- Plaque held by State Department of Historical and Cultural Affairs and replaced when project is complete

## **Environmental Evaluation**

- Asbestos abatement is necessary

# Milford Middle School Feasibility Study

---

## **Architectural Recommendations:**

- Renovate the original 1929 building and the large gym with associated classrooms
- Replace existing windows and wall infill with new thermal windows
- Replace all interior finishes
- Reconfigure interior spaces to support the new program requirements
- Replace all exterior and interior doors
- Refurnish or replace the existing elevator

# Milford Middle School Feasibility Study

---

## **Architectural Recommendations:**

- Install ramps, stairlifts or platforms at level changes to create accessible paths of travel throughout the building
- Develop a fire separation strategy between the existing and new building that will meet the 2012 IBC code requirements
- Construct new building spaces to support the new program requirements
- Repair the roof over the 1929 section and gymnasium

# Milford Middle School Feasibility Study

---

## System Recommendations:

- Replace existing systems with new, efficient, state-of-the-art code compliant systems:
  - HVAC
  - Electrical
  - Lighting
  - Fire alarms
  - Plumbing
- Install new automatic sprinkler and fire protection system to meet current building and fire codes

# Milford Middle School Feasibility Study

---

## **Site Improvement Recommendations:**

- Address stormwater facilities for the entire site
- Redevelop vehicular circulation
- Replace sanitary sewer piping, water service and gas piping
- Replace electrical service with new lines and a transformer

# Milford Middle School Feasibility Study

---

## **Core Findings:**

- Site is ideally suited for an elementary or middle school facility
- Reuse of the 1929 original high school section and large gymnasium, combined with new building additions, is viable option
- Selectively demolishing building areas that are not historically significant and replacing/reconfiguring them with new additions would be able to create a school facility preserving important features of Milford's past while providing a 21<sup>st</sup> century learning environment





MILFORD SCHOOL







# Milford Middle School Renovation

---

- Delaware DOE generally recommends that if renovating an existing school costs more than 50% of the cost of constructing a new replacement school, then the district should construct a new school
- Recently, DDOE has made exceptions where the entire school, or portions of the school, are historically significant
- Current MSD construction funding split State 74% Local 26%

# Cost Estimates

---

## **Renovation 800 Student Elementary:**

- Square Feet: 111,230
- Cost per Sq. Ft.: \$379.23
- Estimated 2021 Cost: \$46,505,995
  
- Estimated State Share: \$34,414,436
- Estimated Local Share: \$12,091,559

## **Renovation 900 Student Elementary:**

- Square Feet: 118,359
- Cost per Sq. Ft.: \$374.28
- Estimated 2021 Cost: \$48,839,813
  
- Estimated State Share: \$36,141,462
- Estimated Local Share: \$12,698,351

# Cost Estimates

---

## **Renovation 800 Student Middle:**

- Square Feet: 114,543
- Cost per Sq. Ft.: \$379.66
- Estimated 2021 Cost: \$47,944,630
  
- Estimated State Share: \$35,479,026
- Estimated Local Share: \$12,465,604

## **Renovation 900 Student Middle:**

- Square Feet: 122,865
- Cost per Sq. Ft.: \$374.06
- Estimated 2021 Cost: \$50,669,001
  
- Estimated State Share: \$37,495,061
- Estimated Local Share: \$13,173,940

# Escalation Estimates\*

---

## **800 Student Elementary School:**

- Estimated 2021 Cost: \$46,505,995
- Estimated 2022 Cost: \$48,831,295
- Estimated 2023 Cost: \$51,272,860

## **900 Student Elementary School:**

- Estimated 2021 Cost: \$48,839,813
- Estimated 2022 Cost: \$51,281,804
- Estimated 2023 Cost: \$53,845,894

*\* Assumes 5% Growth in Costs Each Year*

# Escalation Estimates\*

---

## **800 Student Middle School:**

- Estimated 2021 Cost: \$47,944,630
- Estimated 2022 Cost: \$50,341,862
- Estimated 2023 Cost: \$52,858,955

## **900 Student Middle School:**

- Estimated 2021 Cost: \$50,669,002
- Estimated 2022 Cost: \$53,202,452
- Estimated 2023 Cost: \$55,862,575

*\* Assumes 5% Growth in Costs Each Year*

# Public Input

---

# Committee Discussion

---

# Thank You for Your Attendance

---

**NEXT MEETING – APRIL 2, 2019**

**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2019 Monthly Revenue Report**  
**As of February 28, 2019**  
**66.67% of the Fiscal Year completed**

REVENUE SOURCE	Final FY 2019 Budget	Actual to date	% received
<b>STATE FUNDS</b>			
Formula Salaries	26,147,461.67	24,260,341.70	92.78%
Cafeteria Salaries	558,887.00	558,887.00	100.00%
Division II, All Other Costs	879,584.00	879,584.00	100.00%
Division II, All Other Costs - VOC	105,381.00	105,381.00	100.00%
Division II, Energy	764,150.00	764,150.00	100.00%
Division III, Equalization	5,519,527.00	5,519,527.00	100.00%
State Transportation	2,994,921.23	3,020,458.56	100.85%
Homeless Transportation	342,000.00	342,000.00	100.00%
Foster Care Transportation	49,300.00	49,300.00	100.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	58,633.26	58,633.26	100.00%
Drivers' Education	14,414.00	14,414.00	100.00%
Unique Alternatives	319,710.30	319,710.30	100.00%
Professional Development	-	-	
Delaware Sustainment Fund	801,942.00	801,942.00	100.00%
Academic Excellence Cash Option	-	-	
Technology Block Grant	107,326.00	107,326.00	100.00%
Educator Accountability (CPR)	1,090.88	-	0.00%
World Language Expansion	48,395.08	48,395.08	100.00%
Odyssey of the Mind			
Education Opportunity Grant	142,014.00	142,014.00	100.00%
Recognition School (Mispillion)	8,000.00	8,000.00	100.00%
Student Success Block Grant - K-3	62,936.91	62,936.91	100.00%
Student Success Block Grant - Reading (Ross)	79,365.77	79,365.77	100.00%
School Safety and Security	140,421.29	140,421.29	100.00%
Minor Capital Improvements	399,880.00	399,880.00	100.00%
Milford Career and Technical Fund	25,000.00	25,000.00	100.00%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>39,571,341.39</b>	<b>37,708,667.87</b>	<b>95.29%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	7,892,375.88	7,760,910.65	98.33%
Current Expense (capitations)	250.00	18.90	7.56%
Athletics	40,000.00	38,349.00	95.87%
Interest	85,000.00	131,486.03	154.69%
Building Rental	15,000.00	13,617.50	90.78%
Other Local Revenue	18,500.00	4,913.91	26.56%
Sol - Systems	1,500.00	521.37	34.76%
Energy Curtailment	15,000.00	18,831.49	125.54%
CSCRCP	20,000.00	7,486.29	37.43%
Indirect Costs	175,000.00	49,254.75	28.15%
Cafeteria	2,070,000.00	1,267,981.76	61.26%
Net Choice Billings	(102,585.39)	(102,214.99)	99.64%
Net Charter Billings	(108,404.57)	(108,404.56)	100.00%
Tuition Billings	(1,965,000.00)	(1,055,115.80)	53.70%
Social Studies Coalition/Donations	107,000.00	64,265.27	60.06%
Debt Service	1,270,000.00	1,216,664.70	95.80%
Debt Service - County Impact Fees	194,041.07	61,737.08	31.82%
Tuition	2,825,000.00	2,693,473.16	95.34%
Minor Capital Improvements	193,305.00	184,119.79	95.25%
E-Rate	25,000.00	8,652.56	34.61%
Extra Time Local Match	-	-	
Reading and Match Specialist Match Tax	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>12,770,981.99</b>	<b>12,256,548.86</b>	<b>95.97%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,064,130.00	1,064,130.00	100.00%
IDEA - Preschool	47,165.00	47,165.00	100.00%
Title I	1,835,010.00	1,835,010.00	100.00%
Title II	370,471.00	370,471.00	100.00%
Title III English Acquisition	51,993.00	51,993.00	100.00%
Education for the Homeless	-	-	
School Based HIV/STD Prevention	-	-	
Perkins	146,156.00	146,156.00	100.00%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,514,925.00</b>	<b>3,514,925.00</b>	<b>100.00%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>55,857,248.38</b>	<b>53,480,141.73</b>	<b>95.74%</b>

**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended February 28, 2019**

Operating Unit	Budget Line	Final Budget				
		Amount	Encumbered	Expended	Budget Remaining	% Remaining
9180668A	Benjamin Banneker Elementary School	\$ 62,560.50	12,568.38	16,803.10	\$ 33,189.02	53.05%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 47,368.00	5,557.45	21,113.99	\$ 20,696.56	43.69%
9180672A	Lulu M. Ross Elementary School	\$ 77,822.00	18,292.34	21,936.80	\$ 37,592.86	48.31%
9180673A	Misplillon Elementary School	\$ 64,424.50	1,986.09	21,541.53	\$ 40,896.88	63.48%
9180675A	Milford Central Academy	\$ 121,750.00	10,807.13	61,494.65	\$ 49,448.22	40.61%
9180678A	Milford Senior High School	\$ 154,387.50	18,974.29	90,757.61	\$ 44,655.60	28.92%
99900000	Board Of Ed/District Expenses	\$ 2,000.00	-	1,342.71	\$ 657.29	32.86%
	School Resource Officer	\$ 165,000.00	2,357.50	159,737.50	\$ 2,905.00	1.76%
99900100	Legal Services, Audit and Insurance Premiums	\$ 109,459.00	6,862.22	14,891.53	\$ 87,705.25	80.13%
99900300	District Expenditures	\$ 20,000.00	1,778.86	(1,454.15)	\$ 19,675.29	98.38%
	School Safety and Security	\$ 140,421.29	87,415.00	53,006.29	\$ -	0.00%
	Public Relations and Communication	\$ 1,000.00	-	871.96	\$ 128.04	12.80%
	Copy Center (District Wide)	\$ 98,500.00	32,658.68	64,019.84	\$ 1,821.48	1.85%
	Student Emergency Fund	\$ 4,000.00	2,000.00	2,000.00	\$ -	0.00%
99910100	Superintendent	\$ 1,500.00	205.06	1,069.86	\$ 225.08	15.01%
99920000	World Language Immersion (State Grant)	\$ 48,395.08	-	33,529.34	\$ 14,865.74	30.72%
	Educator Accountability (State Grant)	\$ 1,090.88	-	-	\$ 1,090.88	100.00%
	Milford Career and Technical (State Grant)	\$ 25,000.00	-	-	\$ 25,000.00	100.00%
	Student Success Block Grant (Reading)	\$ 79,365.77	-	31,018.02	\$ 48,347.75	60.92%
	Education Opportunity Grant - Ross	\$ 142,014.00	-	33,023.23	\$ 108,990.77	76.75%
	Recognition School - Misplillon	\$ 8,000.00	-	6,589.00	\$ 1,411.00	17.64%
	Summer School	\$ 25,000.00	-	20,132.06	\$ 4,867.94	19.47%
	Translators	\$ 20,000.00	-	7,119.99	\$ 12,880.01	64.40%
	Extra Time Programs	\$ 25,000.00	-	11,726.29	\$ 13,273.71	53.09%
	Curriculum and Instruction	\$ 200,600.00	5,110.00	89,396.51	\$ 106,093.49	52.89%
99920500	State Professional Development	\$ -	-	-	\$ -	-
99920700	Athletics - High School	\$ 156,500.00	51,209.72	94,411.14	\$ 10,879.14	6.95%
	Athletics - Milford Central Academy	\$ 26,500.00	8,467.00	19,647.43	\$ (1,614.43)	-6.09%
99920800	Driver's Education	\$ 14,414.00	664.19	13,749.81	\$ -	0.00%
99930200	Tuition - Special Services	\$ 574,500.00	61,366.60	178,970.70	\$ 334,162.70	58.17%
	Tuition - Special Services - ILC	\$ 285,500.00	5,393.27	134,377.78	\$ 145,728.95	51.04%
	Unique Alternatives (State Funds)	\$ 319,710.30	148,638.70	150,285.80	\$ 20,785.80	7.28%
99930300	Special Services	\$ 49,000.00	13,382.35	28,152.30	\$ 7,465.35	15.24%
	Student Success Block Grant (K-3 Basic)	\$ 62,936.91	-	8,577.62	\$ 54,359.29	-
	Special Services - State Related Services	\$ 58,633.26	4,000.00	11,542.50	\$ 43,090.76	73.49%
99940100	Contingencies and One-Time Items	\$ 200,000.00	-	-	\$ 200,000.00	100.00%
99940100	Milford Middle School Evaluation	\$ 50,000.00	3,827.40	9,454.42	\$ 36,718.18	73.44%
99940200	Division I/Formula Salaries	\$ 26,147,461.67	-	18,683,689.38	\$ 7,463,772.29	28.54%
99940300	Division II - Vocational	\$ 105,381.00	1,584.27	43,438.65	\$ 60,358.08	57.28%
99940400	Division III/Local Salaries	\$ 10,300,000.00	-	6,179,188.90	\$ 4,120,811.10	40.01%
	Union agreed Limited Contracts	\$ 340,000.00	-	164,711.23	\$ 175,288.77	51.56%
99940500	Title I	\$ 1,835,010.00	10,111.83	541,847.54	\$ 1,283,050.63	69.92%
	Title II	\$ 370,471.00	-	39,636.37	\$ 330,834.63	89.30%
	Title III	\$ 51,993.00	692.43	6,444.36	\$ 44,856.21	86.27%
	IDEA Part B	\$ 1,064,130.00	104,734.80	294,603.79	\$ 664,791.41	62.47%
	IDEA Preschool	\$ 47,165.00	-	-	\$ 47,165.00	100.00%
	Perkins	\$ 146,156.00	19,196.22	61,739.86	\$ 65,219.92	44.62%
	Homeless	\$ -	-	-	\$ -	-
	Other Federal Grants	\$ -	-	-	\$ -	-
99940600	Insurance Expense	\$ 87,500.00	-	86,195.00	\$ 1,305.00	1.49%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	513.94	22,138.94	\$ 84,347.12	78.83%
99940810	Technology Equipment & Repair	\$ 272,800.00	24,104.19	163,381.88	\$ 85,313.93	31.27%
	Technology Block Grant	\$ 107,326.00	-	79,461.84	\$ 27,864.16	25.96%
99940900	Tuition Reimbursement	\$ 60,000.00	-	30,000.00	\$ 30,000.00	50.00%
99950000	Personnel/Human Resources	\$ 8,000.00	1,476.17	6,594.74	\$ (70.91)	-0.89%
99960000	Child Nutrition Operations	\$ 2,070,000.00	295,303.21	1,470,471.93	\$ 304,224.86	14.70%
	Cafeteria Salaries	\$ 558,887.00	-	318,474.85	\$ 240,412.15	43.02%
99960100	Facilities Maintenance	\$ 90,000.00	30,138.98	53,477.41	\$ 6,383.61	7.09%
	Custodial Services and Supplies	\$ 90,000.00	28,422.53	58,482.10	\$ 3,095.37	3.44%
99960200	Operations and Utilities	\$ 314,100.00	59,677.62	159,736.47	\$ 94,685.91	30.15%
	Energy Division II	\$ 764,150.00	214,609.71	482,812.64	\$ 66,727.65	8.73%
99960300	State Transportation	\$ 2,994,921.23	609,453.11	1,770,481.18	\$ 614,986.94	20.53%
	State Homeless Transportation	\$ 342,000.00	108,701.20	216,298.80	\$ 17,000.00	4.97%
	State Foster Transportation	\$ 49,300.00	6,765.00	37,046.00	\$ 5,489.00	11.13%
	Transportation Supplies	\$ 1,000.00	-	1,000.00	\$ -	0.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	579.59	18,741.53	\$ 3,678.88	16.00%
	Local Activities Transportation	\$ 3,000.00	-	1,563.20	\$ 1,436.80	47.89%
	Local Homeless Transportation Match	\$ 38,000.00	10,716.80	24,033.20	\$ 3,250.00	8.55%
	Local Transportation Match	\$ 332,769.03	74,281.39	193,945.19	\$ 64,542.45	19.40%
<b>Total Operating Budget</b>		<b>\$ 52,163,873.92</b>	<b>\$ 2,104,585.22</b>	<b>\$ 32,620,474.14</b>	<b>\$ 17,438,814.56</b>	<b>33.43%</b>
99970000	Local Debt Service	\$ 1,464,041.07	-	1,068,172.38	\$ 395,868.69	27.04%
99970200	Minor Capital Improvements	\$ 666,467.00	62,333.19	195,484.17	\$ 408,649.64	61.32%
<b>Total Capital Budget</b>		<b>\$ 2,130,508.07</b>	<b>\$ 62,333.19</b>	<b>\$ 1,263,656.55</b>	<b>\$ 804,518.33</b>	<b>37.76%</b>
<b>Grand Total</b>		<b>\$ 54,294,381.99</b>	<b>\$ 2,166,918.41</b>	<b>\$ 33,884,130.69</b>	<b>\$ 18,243,332.89</b>	<b>33.60%</b>

*Note: Budgets are based on the final budget allocations as voted by the MSD Board of Education  
Items highlighted in blue are restricted expenditures. Funds must be used for specific purpose per funding guidelines.*

**PERSONNEL REPORT – Action Item**

**AMEND HIRE DATE - RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\***

WISE, Carly

Ross – Special Education Teacher

Effective: March 12, 2019 (from March 6, 2019) and ending June 30, 2019

**RESIGNATION**

CARTWRIGHT, Bryson

High School – Night Custodian

Effective: March 8, 2019

Service to MSD: 1 yr. 5 mos.

DRUMMOND, Thomas

High School – Chief Custodian

Effective: February 26, 2019

Service to MSD: 7 yrs. 7 mos.

**RECOMMEND EMPLOYMENT – 2018-2019 LIMITED CONTRACTS FOR PERSONAL SERVICES\***

Central

Soccer, Girls Volunteer

Miller, Jason (21B)

\*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.

## EMPLOYMENT PROCEDURE: LIMITED CONTRACTS

The following procedures will be used to employ personnel for Limited Contracts

**Limited Contracts - Instruction** are defined as additional responsibilities that require significant time beyond the regularly scheduled school day. Compensation shall be paid to staff performing the approved Limited Contract based upon the following categories 1,2,3,4,5. The Limited Contract of compensation categories **shall be** based upon the number of hours required and the position's level of responsibility.

1. All Limited Contracts - Instruction **terminate at the end of each school year.**
2. **Those staff members that were employed under a Limited Contract – Instruction the previous school year may be recommended by administration, without posting or advertising the position, to the Board if they received a satisfactory rating. Each staff member holding a Limited Contract - Instruction shall receive an evaluation by June 30 of each year.**
3. **The district reserves the right not to renew any contract regardless of the proficiency rating.**

**Limited Contracts - Athletics** assignments are defined as additional responsibilities involving coaching, training, and monitoring student athletes in various sporting activities which require significant time beyond the regularly scheduled school day. Compensation shall be paid to staff performing approved Limited Contract - **Athletics** based upon the following categories A,B,C,D,E. The assignment of compensation categories **shall be** based upon the number of after-school hours required, the position's level of administrative responsibility, the number of students involved in the sport, the number of days in the season, the liability of the sport due to injury risks, number of events, number of staff supervised and the general exposure of the sport.

1. All Limited Contracts **terminate at the end of each school year.**
2. Those staff members that were employed under a Limited Contract - **Athletics** the previous school year **may** be recommended by administration, **without posting or advertising the position,** to the Board for that position if they received a satisfactory rating. Each staff member holding a Limited Contract - **Athletics** shall receive an evaluation by June 30 of each year.
3. The district reserves the right not to renew any coaching contract regardless of the proficiency rating. **Coaching positions** held by a person **who is not an employee of the school district** hired under **Delaware Interscholastic Athletic Association regulation 14 DE**

Admin. Code 1008/1009 7.2 Emergency Coaches may not be renewed if a qualified district employee applicant becomes available to assume that position.

Limited Contract Employment Procedures:

- A. If a vacancy exists, the Principal or Athletic Director shall post the position.
- B. The Principal or Athletic Director will first attempt to fill the vacancy from within the same building.
- C. If a position cannot be filled from within the same building, the Principal or Athletic Director shall consider other district employees.
- D. If a position cannot be filled from within the school district, the Principal or Athletic Director shall consider outside applicants who are at least 21 years of age. For Limited Contracts - Athletics outside candidates must meet conditions of 14 DE Admin. Code 1008/1009 7.2 Emergency Coaches.
- E. If interviews are required, the committee shall consist of at least three people.
  - a. Limited Contract – Instruction: Administrator, Teacher, one additional employee
  - b. Limited Contract – Athletics: Administrator, Athletic Director, one additional employee
- F. The committee shall recommend one candidate to the Superintendent, who may also interview the candidate.

REVISED: 3/22/10; 6/7/10; 7/12/10; 11/25/13

## EMPLOYMENT PROCEDURE: LIMITED CONTRACTS

The following procedures will be used to employ personnel for Limited Contracts ~~for Personal Services.~~

**Limited Contracts for - Instruction** are defined as additional responsibilities which require significant time beyond the regularly scheduled school day. Compensation shall be paid to staff performing the approved Limited Contract based upon the following categories 1,2,3,4,5 ~~for Limited Contracts for instruction.~~ The Limited Contract of compensation categories is **shall be** based upon the number of hours required and the position's level of responsibility. ~~In addition to the base compensation categories, staff shall earn an additional amount of \$50 per each year served in that particular Limited Contract assignment.~~

1. All Limited Contracts ~~for - Instruction~~ **terminate at the end of each school year.** ~~are for duration of one (1) year.~~
2. ~~Those staff members that were employed under a Limited Contract for instruction shall complete a Scope of Services report by June 30. If the holder of the Limited Contract for - Instruction has completed the Scope of Services~~ **performed the duties of the contract** to the satisfaction of the principal, he/she may recommend that person for renewal without posting or advertising the position. **Limited Contracts – Instruction may be posted at the end of each school year at the discretion of the principal.** ~~The principal will make a recommendation to the Board.~~

**Limited Contracts - Athletics for athletic** assignments are defined as additional responsibilities involving coaching, training, and monitoring student athletes in various sporting activities which require significant time beyond the regularly scheduled school day. Compensation shall be paid to staff performing approved Limited Contract **- Athletics** based upon the following categories A,B,C,D,E. ~~for athletic assignments.~~ The assignment of compensation categories is **shall be** based upon the number of after-school hours required, the position's level of administrative responsibility, the number of students involved in the sport, the number of days in the season, the liability of the sport due to injury risks, number of events, number of staff supervised and the general exposure of the sport.

1. All Limited Contracts **terminate at the end of each school year.** ~~are for duration of one (1) year.~~
2. Those staff members that were employed under a Limited Contract **- Athletics** ~~for athletics~~ the previous school year ~~will~~ **may** be recommended to the Board by the administration for that activity if they received a satisfactory rating. Each staff member holding a Limited Contract **- Athletics** ~~for athletics~~ shall receive an evaluation by June 30 of each year. ~~The district believes it to be in the best interest of students and the athletic program for all coaching positions to be filled by qualified persons who are under full-time employment contracts with the Milford School District. The district reserves the right not to renew any coaching contract, regardless of the proficiency rating.~~ **Coaching positions** held by a

person who is not an employee of the school district hired under Delaware Interscholastic Athletic Association regulation 14 Del.C. §1000 7.2 Emergency Coaches Rule 21B, Emergency Coaches, Delaware Secondary School Athletic Association's Official Handbook, may not be renewed if a qualified full-time district employee applicant becomes available to assume that position.

4309A

### Limited Contract Employment Procedures

- A. If a vacancy exists, the Principal or Athletic Director shall post the position.
- B. The Principal or Athletic Director will attempt to fill the vacancy from within the same building. The principal shall post the position in his/her building for a period of seven calendar days.
- C. If a position cannot be filled from within the same building, the Principal or Athletic Director shall consider teachers from other district employees buildings.
- D. If coaches' a position cannot be filled from within the school district, the Principal or Athletic Director shall consider outside applicants who are at least 21 years of age based upon 14 Del.C. §1000 7.2 Emergency Coaches.
- E. If interviews are required, the committee shall consist of at least three people.
  - a. Limited Contract – Instruction: Administrator, Teacher, one additional employee
  - b. Limited Contract – Athletics: Administrator, Athletic Director, one additional employee
- F. The committee shall recommend one candidate to the Superintendent, who may also interview the candidate.

### 3. Criteria for employment:

- B. ~~Prior approval of that teacher's principal shall be obtained before recommending employment.~~
  1. ~~The principal shall post the position in all school buildings for a period of seven calendar days.~~
  2. ~~The Head Coach shall be interviewed by a committee. The Committee shall include the Principal, Athletic Director, the Personnel Director and a minimum of one additional person.~~
  3.
- C., ~~the principal may recommend for employment under the provisions of Rule 21, Certified Coaches, and Delaware Secondary School Athletic Associations Official Handbook.~~
  1. ~~Procedure for The Employment Of Rule 21 Coaches. (See Handbook)~~
  2. ~~District Procedure: Emergency Coaches~~
    - a. ~~Interested candidates file an application with the Athletic Director.~~
      1. ~~Applicant must be at least 21 years of age.~~
      2. ~~Applicant must demonstrate proficiency in sport.~~
      3. ~~Applicant must be of sound moral character including the absence of a criminal record.~~
      4. ~~Applicant must demonstrate an understanding of the relationship of the program to the athlete, total athletic program and the total school program.~~

- ~~b. The Head Coach will review the applications and recommend to the Athletic Director those candidates that are to be interviewed.~~
- ~~c. The recommended candidates will be interviewed by a committee which shall include the Head Coach, Athletic Director, the Personnel Director, and a minimum of one additional person assigned by the principal or his/her designee.~~
- ~~D. Demonstrated ability for positive interaction with administration, staff and student personnel.~~
- ~~E. Demonstrated ability in and understanding of:
  - ~~1. Program evaluation~~
  - ~~2. Skills required~~
  - ~~3. Organizational techniques~~
  - ~~4. Students involved~~~~
- ~~F. Performance as a teacher
  - ~~1. Instructional responsibilities~~
  - ~~2. Administrative responsibilities~~~~
- ~~d. The committee will recommend one (1) candidate to the Principal.~~
- ~~4. The principal shall submit to the Superintendent his/her recommendations prior to the commencement of the activity.~~
- ~~5. The Superintendent shall submit the names to the Board of Education for their consideration.~~

~~3~~

~~G. Possess the following characteristics:~~

- ~~1. Positive attitude~~
- ~~2. Responsibility~~
- ~~3. Self-motivation~~
- ~~4. Cooperation~~
- ~~5. Leadership~~
- ~~6. Concern for public relations~~
- ~~7. Self-control~~
- ~~8. Tact~~
- ~~9. Stability~~
- ~~10. Empathy~~

REVISED: 3/22/10; 6/7/10; 7/12/10; 11/25/13

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4109

**EMPLOYMENT PROCEDURES: SUMMER PROGRAM**

The following procedures will be used to employ personnel for the summer program:

1. Summer program vacancies will be advertised and posted on a yearly basis to all current employees of the Milford School District.
2. If positions cannot be filled from current district employees, the positions will be open to any qualified applicant.

ADOPTED: May 22, 1972

AMENDED: January 12, 1976; 7/18/77

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4109

**EMPLOYMENT PROCEDURES: SUMMER PROGRAM**

The following procedures will be used to employ personnel for the summer program:

1. ~~Summer program vacancies will be advertised and posted on a yearly basis to all current employees of the Milford School District.~~

~~Those people that were employed in the program the previous summer will be asked to return to the program if they received a rating of satisfactory or better.~~

2. ~~If any vacancies exist, these vacancies will be advertised to present employees of the Milford School District. An employee shall be defined as that person who will continue employment or will be employed as of September.~~

3. ~~If professional staff positions cannot be filled from our present current employees, either because of lack of certification or qualification at a given grade level, then the positions will be open to any persons certified and qualified applicant. who reside within the Milford School District but are employed in other school districts.~~

4. ~~If nonprofessional positions such as instructional aide, custodial, cafeteria or clerical positions cannot be filled by present employees, then applications will be accepted from residents of the Milford School District.~~

5. ~~If any of the above positions cannot be filled by personnel either working for or residing in the Milford School District, then applications will be accepted from any qualified applicant.~~

ADOPTED: May 22, 1972

AMENDED: January 12, 1976; 7/18/77

**Limited Contract for Instruction Scope of Services**

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

Limited Contract Title: \_\_\_\_\_

For the year: \_\_\_\_\_

The Milford School District uses Limited Contracts to provide focused support to the Milford School District and school-based initiatives. The Limited Contract expires on June 30 of each year, and may be re-issued upon the discretion of the superintendent/principal pending available funds and Board Policy. To substantiate the value of this Limited Contract, and its contribution to the overall school culture and student achievement, please complete the following information:

**Goals:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evidence of impact:** (Share how this Limited Contract has improved the school culture and/or student achievement.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number of persons impacted:** Students \_\_\_\_\_ Adults \_\_\_\_\_

**Indicate number of meetings/activities/events conducted within the scope of this Limited Contract.**

- Number of meetings: \_\_\_\_\_
- Number of activities: \_\_\_\_\_
- Number of events: \_\_\_\_\_

Attach sample agendas, programs, or other marketing documents.

**Recommendations for improvement:** (indicate how the scope of services could be improved)

---



---



---



---



---

Please submit this form to the principal on or before June 1.

\_\_\_\_\_  
Signature Date

**Office Use Only**

I have reviewed this form and recommend the following:

**Check one:**

- Discontinue this Limited Contract
- Continue this Limited Contract

**Check one:**

- Reassign this person to the Limited Contract
- Do not reassign this person to the Limited Contract

\_\_\_\_\_  
Print Name/Signature

\_\_\_\_\_  
Date

# Milford School District Calendar 2019-2020 - DRAFT

## Student Day Calendar

## Teacher Day Calendar

177 student days / 185 ParaProfessional Days / 188 Teacher Days

### August 2019

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	23	24
25	26	27	28	29	30	31

14/15 New staff orientation  
20/21/22/23 Flexible Staff PD  
26/27/28 Staff PD with Para's  
29 - Student Day for grades K, 1, 6, 9

### September 2019

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	23	24	25	26	27	28
29	30					

2 - Schools Closed  
3 - K-12 Student Day

### October 2019

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	23	24	25	26
27	28	29	30	31		

1 - mid-marking period  
16 - Staff PD with Para's

### November 2019

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	23
24	25	26	27	28	29	30

1 - end of 1st marking period  
4 - Staff PD  
11 - Schools Closed  
27/28/29 - Schools Closed

### December 2019

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	23	24	25	26	27	28
29	30	31				

10 - mid-marking period  
23 - 31 Schools Closed

### January 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	23	24	25
26	27	28	29	30	31	

1 - 3 - Schools Closed  
20 - Schools Closed  
23 - end of 2nd marking period  
24 - Staff PD

### February 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
23	24	25	26	27	28	29

17 - Schools Closed  
26 - mid-marking period

### March 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	23	24	25	26	27	28
29	30	31				

26 - end of 3rd marking period  
27 - Staff PD

### April 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	23	24	25
26	27	28	29	30		

10 - Schools Closed  
13/14/15/16/17 Spring Break  
28 - Schools Closed/Primary Day/PD

### May 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	23
24	25	26	27	28	29	30
31						

7 - mid-marking period  
25 - Memorial Day  
28 - Graduation

### June 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	23	24	25	26	27
28	29	30				

11 - end of 4th marking period  
12 - last day of school 1/2 day  
15/16 Staff PD

**ParaProfessional non-work days include:** November 4th, January 24th, and March 27th

**Report Card Dates include:** November 12th, January 30th, April 6th, and June 17th

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

5201

**ELEMENTARY SCHOOL ASSIGNMENTS**

The Superintendent will recommend elementary school attendance areas to the Board of Education no later than the regularly scheduled August Board meeting of each school year.

Students residing in specific attendance areas will attend the elementary school approved by the Board for that area. The Superintendent shall establish attendance areas for the elementary schools using the following criteria:

1. Student enrollment in relation to capacity
2. Class size
3. Racial Student demographic distribution
4. Efficiency of transportation
5. Academic program

Exceptions to this policy are to be considered by the Superintendent only when a specific program not available in the specified school is available in another elementary school and a student is determined to be in need of such program; when racial demographic balance is to be achieved; when the transfer of students is necessary to achieve reasonable balance of class loads; and when the student's physical health necessitates a specific school situation.

~~Since kindergarten is a half-day program, the Superintendent may consider exceptions to this policy when before-school and after-school child custody arrangements necessitate a different school. Such exceptions made shall not imply a commitment for school bus transportation.~~

- A. ~~First grade~~, Kindergarten and pre-K students shall attend Morris Early Childhood Center.
- B. Students who live in the following areas shall attend **Benjamin Banneker**

**Elementary School:**

1. Mispillion River from Delaware Bay to Mullet Run tributary (Kent/Sussex border).
2. From the intersection of Mullet Run tributary and the Mispillion River north along the Mullet Run tributary to a point on DuPont Blvd (Hwy) just north of 700 DuPont Blvd (Hwy).
3. Mullet Run tributary winds from SE to NW between 310 and 314 NW Front St. (east of Mill St.), east of Silver Hill Apartments, behind The Apartments at Saw Mill, Valley Run Apartments and Silver Lake Estates Apartments to the point on DuPont Blvd as described above.
4. SW from point north of 700 DuPont Blvd to RR tracks (.5 mi)
5. Slightly NW on RR tracks until intersection with Williamsville Rd
6. SW on Williamsville Rd until School district boundary (intersection of Williamsville Rd, Mesibov Rd and Hunting Quarter Rd)
  - a. ~~The boundary includes all area within Milford School District (MSD) north of the Mispillion River from the Delaware Bay to the mouth of Swan Creek.~~
    - 1) ~~It then includes all area within MSD north of Swan Creek from the Mispillion River to the U.S. 1/113 Bridge near Tub Mill Pond.~~
  - b. ~~The Boundary then includes all area within MSD West of U.S. 113 from the U.S. 113 Bridge at Swan Creek to the U.S. 113/N. Walnut Street Intersection.~~
    - 1) ~~It then includes all area within MSD west of N. Walnut Street from the U.S. 113/N. Walnut Street Intersection to the N. Walnut Street/Rehoboth Boulevard Intersection.~~
    - 2) ~~It then includes all area within MSD west of Rehoboth Boulevard from the N. Walnut St/Rehoboth Boulevard Intersection to the Rehoboth Boulevard/NE Front Street Intersection.~~
  - c. ~~The boundary then includes all area within MSD north of NE Front Street from the Rehoboth Boulevard/NE Front Street Intersection to the NE Front Street/N. Walnut Street Intersection.~~
    - 1) ~~It then includes all area within MSD West of Walnut Street from the NE Front Street/N. Walnut Street Intersection south to the end of S. Walnut Street at the Southern Boundary of Milford City Limits.~~
  - d. ~~The boundary continues to include all area within MSD West of N. Old~~

~~State Road from the Milford City Limit on N. Old State Road to the N. Old State Road/Johnson Road Intersection in Lincoln.~~

- e. ~~The Boundary then includes all area within MSD north of Johnson Road from the N. Old State Road/Johnson Road Intersection to the Rt. 113/Johnson Road Intersection.~~
  - 1) ~~It then includes all area within MSD West of Rt. 113 from the Rt. 113/Johnson Rd. Intersection to a point approximately 4/10 miles south of the said intersection on Rt. 113 at which point it includes all area within MSD south of a line running due east to a point at the intersection of N. Old State and Lofland Avenue in Lincoln.~~
- f. ~~The Boundary then includes all area within MSD West of N. Old State Road from the N. Old State Rd./Lofland Avenue Intersection to the N. Old State Rd./Milton-Ellendale Hwy. (Rt. 16) Intersection.~~
  - 1) ~~It then includes all area within MSD south of Milton-Ellendale Hwy. (Rt. 16) from the N. Old State Rd./Milton-Ellendale Hwy. Intersection to the Railroad Track Crossing on Milton-Ellendale Hwy (Rt. 16) in Ellendale.~~
- g. ~~The boundary then includes all area within MSD West of the Railroad Tracks from the Crossing on Milton-Ellendale Hwy. (Rt. 16) south approximately  $\frac{3}{4}$  miles to point on the railroad tracks.~~
- h. ~~The boundary then includes all area within MSD south of a line running due east to the intersection of Spicer Road and the Milford School District and Cape Henlopen School District Boundary lines.~~

C. Students who live in the following areas shall attend the **Lulu M. Ross Elementary School:**

1. Mispillion River from Delaware Bay to Railroad Bridge at Silver Lake (Kent/Sussex Border)
2. From the Railroad Bridge at Silver Lake and the Mispillion River S on the RR tracks until School District Boundary (.6 mi S of Robbins Rd) with the exception of the town limits of Lincoln (as described within Mispillion Elementary boundary), and the corporate limits of Ellendale (as described within the Mispillion Elementary boundary).

~~a. The boundary includes all area within Milford School District (MSD) south of the Mispillion River from the Delaware Bay to the mouth of Swan Creek.~~

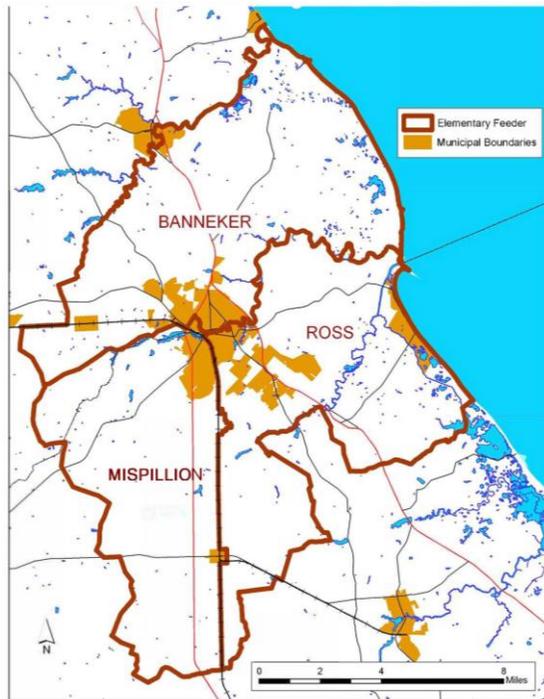
~~1) It then includes all area within MSD south of Swan Creek from the Mispillion River to the U.S. 1/113 Bridge near Tub Mill Pond.~~

~~b. The Boundary then includes all area within MSD East of U.S. 113 from~~

- ~~the U.S. 113 Bridge at Swan Creek to the U.S. 113/N. Walnut Street Intersection.~~
- ~~1) It then includes all area within MSD East of N. Walnut Street from the U.S. 113/N. Walnut Street Intersection to the N. Walnut Street/Rehoboth Boulevard Intersection.~~
  - ~~2) It then includes all area within MSD East of Rehoboth Boulevard from the N. Walnut St/Rehoboth Boulevard Intersection to the Rehoboth Boulevard/NE Front Street Intersection.~~
- ~~c. The boundary then includes all area within MSD South of NE Front Street from the Rehoboth Boulevard/NE Front Street Intersection to the NE Front Street/N. Walnut Street Intersection.~~
- ~~1) It then includes all area within MSD East of Walnut Street from the NE Front Street/N. Walnut Street Intersection south to the end of S. Walnut Street at the Southern Boundary of Milford City Limits.~~
- ~~d. The boundary continues to include all area within MSD East of N. Old State Road from the Milford City Limit on N. Old State Road to the N. Old State Road/Johnson Road Intersection in Lincoln.~~
- ~~e. The Boundary then includes all area within MSD South of Johnson Road from the N. Old State Road/Johnson Road Intersection to the Rt. 113/Johnson Road Intersection.~~
- ~~1) It then includes all area within MSD East of Rt. 113 from the Rt. 113/Johnson Rd. Intersection to a point approximately 4/10 miles south of the said intersection on Rt. 113 at which point it includes all area within MSD North of a line running due east to a point at the intersection of N. Old State and Lofland Avenue in Lincoln.~~
- ~~f. The Boundary then includes all area within MSD East of N. Old State Road from the N. Old State Rd./Lofland Avenue Intersection to the N. Old State Rd./Milton-Ellendale Hwy. (Rt. 16) Intersection.~~
- ~~1) It then includes all area within MSD North of Milton-Ellendale Hwy. (Rt. 16) from the N. Old State Rd./Milton-Ellendale Hwy. Intersection to the Railroad Track Crossing on Milton-Ellendale Hwy (Rt. 16) in Ellendale.~~
- ~~g. The boundary then includes all area within MSD East of the Railroad Tracks from the Crossing on Milton-Ellendale Hwy. (Rt. 16) south approximately  $\frac{3}{4}$  miles to point on the railroad tracks.~~
- ~~h. The boundary then includes all area within MSD North of a line running due east to the intersection of Spicer Road and the Milford School District and Cape Henlopen School District Boundary lines.~~

Students who live in the following area shall attend Mispillion Elementary School:

1. From the intersection of Williamsville Rd, Mesibov Rd and Hunting Quarter Rd NE along Williamsville Road to the RR intersection.
2. Slightly SE on RR tracks until intersection with Rt 113.
3. North on RT 113 to the intersection of Mullet Run tributary
4. SW on the Mullet Run Tributary until the intersection with the Mispillion River.
5. SE on the Mispillion River to the RR tracks
6. Follows the RR tracks until the area of Lincoln.
7. Streets East of RR tracks in Lincoln that will attend Mispillion Elementary School:
  - a. 2<sup>nd</sup> Street
  - b. Loblolly Ave
  - c. 3<sup>rd</sup> Street
  - d. Small Ave
  - e. Butler Ave
  - f. Washington St
  - g. Front St
  - h. Greely Ave
  - i. Johnson Rd (last even/odd addresses on East are respectively 18532 and 18549) at 3<sup>rd</sup> St
8. Continuing S on RR tracks until Town of Ellendale.
9. Entire Town of Ellendale will go to Mispillion Elementary School.
10. Continuing S on RR tracks until School District Boundary (.6 mi S of Robbins Rd).



ADOPTED: 17/20/70; 8/72; 8/11/75; 3/21/77; 4/27/87; 7/9/90; 6/20/05

# Academy Heat Pump Replacement Summary

Vendor	R.E. Michel Company, LLC	HAVTECH	Modern Controls	Ferguson
	Recommended for Award			
<b>Manufacturer</b>	Bosch	Bosch	Geo Comfort	No Bid
<b>Description</b>	10 Ton 2 Stage Water Source Heat Pump	10 Ton 2 Stage Water Source Heat Pump	10 Ton 2 Stage Water Source Heat Pump	No Bid
<b>Quantity</b>	4	4	4	
<b>Lead time</b>	4 Weeks	4-5 weeks	4-6 Weeks	No Bid
<b>Warranty</b>	Compressor - 5 Years Unit - 10 Years	Compressor - 5 Years Unit - 10 Years	Compressor - 5 Years Unit - 10 Years	No Bid
<b>Total Price</b>	\$40,301.92	\$42,589.00	\$107,980.00	No Bid

# QUALITY EXTERIORS, INC.

60 HOPKINS CEMETERY RD.  
HARRINGTON, DELWARE 19952

Telephone 302-398-9283  
Fax 302-398-9290

February 12, 2019

Milford School District  
Milford, DE 19963

Dear Glen:

We hereby submit our proposal for the roofing repair work to be performed at the Milford Middle School. The work we propose includes the following, and is based on a time and material basis assessed at \$75.00 per man hour plus materials with 15%:

## **High Roof Area Repairs**

1. Repair blown up / delaminated membrane at parapet walls and in the field of the roof as necessary, all work to be completed per the current standard EPDM details.
2. Inspect the entire roof area and repair all obvious defects first.
3. Identify other areas of concern and any preventative maintenance items to be addressed.

Our price for this work is not to exceed: **\$10,250.00**

It is always our intention to supply the best service and make every attempt to find the source of a leak, however, additional trips may be necessary to find defects that are not as obvious.

## **Low Roof Area Repairs**

1. Inspect the entire roof area and repair all obvious defects first.
2. Identify other areas of concern and any preventative maintenance items to be addressed.

Our price for this work is not to exceed: \$9,250.00

It is always our intention to supply the best service and make every attempt to find the source of a leak, however, additional trips may be necessary to find defects that are not as obvious.

**Note:** We are estimating 2 men x 5 days for both the High and Low areas.

Any alteration or deviation from the above specifications involving extra costs, not herein specified, will be executed only upon written orders, and will become an extra charge over and above the base bid. Workmen's Compensation and Public Liability Insurance on this work is covered by Montgomery Mutual Insurance Company.

Due to rapidly escalating prices and extreme volatility in the pricing of metal and petroleum-based construction products, the prices set forth in this proposal applies only to orders that are placed within 30-days of the date of this proposal. All other orders shall be subject to change based upon changes in material costs.

We appreciate the opportunity to provide you with a quotation for this work. If you have any questions or require additional information regarding this matter, please feel free to contact Jason Stallings.

---

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment terms are Net 30 days with a 1.5% Late Charge per month added to any open balance over 30 days.

If Quality Exteriors, Inc must initiate proceedings of any kind to enforce its rights under this Agreement; the customers shall be responsible for all costs, including attorney's fees.

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

Signature: \_\_\_\_\_  
Jason Stallings

Dated: \_\_\_\_\_