

HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, MAY 20, 2019 AT 5:45 PM
PUBLIC SCHOOL BOARD MEETING
MILFORD CENTRAL ACADEMY**

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

1. **Call to Order by President**
2. **Roll Call**

<input type="checkbox"/> Mrs. Dennehy	<input type="checkbox"/> Mr. Schelhouse
<input type="checkbox"/> Mr. Miller	<input type="checkbox"/> Mr. Vezmar
<input type="checkbox"/> Mrs. Purcell	<input type="checkbox"/> Mrs. Wiley
3. **Adjournment to Executive Session**
 - A. **Personnel Matters – See 29 Del. C § 10004(b)(9)**
 1. **Discussion of the personnel report and the competencies of staff recommended for hire.**
 - B. **Student Matters – See 29 Del. C § 810004(b)(6)**
4. **Introduction of Visitors**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
 - A. Regular Meeting Minutes for April 15, 2019 **Action Item** (Attachment)
 - B. Regular Meeting Minutes for May 10, 2019 **Action Item** (Attachment)
7. **Changes and Additions to Agenda (items that arose after posting and cannot be deferred, if any)**
8. **Recognition and Accomplishments**
 - A. Sue Smith, Mispillion Elementary School – Delaware School Nurse of the Year

9. **Milford Middle School (Lakeview Avenue) Committee Recommendation** *Action Item*
 - A. Introduction of Committee Members
 - B. Work of the Committee
 - C. Recommendation from the Committee
 - D. Public Input-Comment
 - E. Board Discussion
10. **New School Board Member Appointment Process Discussion**
11. **Public Comment**
12. **Superintendent Reports – Dr. Kevin Dickerson**
 - A. Reports from School Administrators
 1. Evelyn I. Morris Early Childhood Center
 2. Benjamin Banneker Elementary School
 3. Lulu M. Ross Elementary School
 4. Mispillion Elementary School
 5. Milford Central Academy
 6. Milford High School
 7. Athletics
 - B. Upcoming Events
 - C. Eighth Grade Eligibility for High School Interscholastic Athletics
13. **Business – Mrs. Sara Croce**
 - A. Revenue and Expenditure Report as of April 30, 2019 *Action Item* (Attachment)
 - B. Milford High School Steamer *Action Item* (Attachment)
 - C. Milford High School Kettle *Action Item* (Attachment)
 - D. Legislative Issues
 - E. Preliminary FY 2020 Tax Rate Projection
14. **Personnel – Dr. Jason Peel**
 - A. Personnel *Action Item* (Attachment)
15. **Instruction and Student Programs**
 - A. **Director of Student Learning – Dr. Bridget Amory**
 1. Field Trips *Action Item* (Attachment)
 - B. **Director of Student Services – Ms. Laura Manges**
16. **Administrative Services**
 - A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
 - B. **Transportation – Jon LoBiondo**
 1. Recommendation to Award New Bus Route/Contract to Hill’s Bus Service, Inc. *Action Item* (Attachment)
18. **Adjournment**

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – APRIL 15, 2019
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

Mrs. Wiley – President
Mrs. Dennehy –V. President
Mr. Miller – entered 6:25PM
Mrs. Purcell
Mr, Vezmar – absent
Mr. Schelhouse
Dr. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel
Dr. Amory
Mrs. Croce
Dr. Stevenson
Ms. Manges
Mr. Snyder
Mrs. Wallace
Mrs. Alfaro
Mrs. McKenzie
Mrs. Hallman
Mr. Zoll

Public

S. Whaley A. Curtis
E. Severino Ortiz
T. Chilton S. Wilt
C. Brownstein W. Rosario
M. Brownstein A. Brownstein
M. Chamberlin K. Thompson
S. Buford E. Lang
R. Evans-Keesler
I. Evans-Keesler
M. Dillon O. Arias
E. Heredia Rodriguez
J. Woods S. Pasmore
T. Pasmore D. Pasmore
K. Wilson R. Johnson
E. Bryan S. Zheng
L. Perez B. Ba
A. Mendes E. Rust

The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:05 PM on Monday evening, April 15, 2019 in the Milford Central Academy Cafeteria.

MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. SCHELHOUSE to adjourn into Executive Session at 6:07 PM. **Motion carried unanimously.**

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

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

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

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

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

PUBLIC COMMENT

Shannon Wilt, MHS 12th grade student, proposed the option of learning how to drive a manual transmission in Driver's Education.

RECOGNITIONS AND ACCOMPLISHMENTS

Dr. Dickerson asked Ethan Lang to share his decision on his choice of Ivy League colleges. Congratulations to Ethan for choosing Dartmouth College.

Boys and Girls Club Youth of the Year

Tod Van Eyken, Director, introduced Rachael Stevens, Banneker 5th grade student, and Paulino Rivera, Mispillion 5th grade student, for being selected as the Greater Milford Boys and Girls Club's Youth of the Year. Dr. Dickerson expressed his congratulations to the students and appreciation for the partnership with Mr. Van Eyken and the Boys and Girls Club.

MHS Student Volunteers at MCA in Support of EL Students

Erin Bryan, MCA ESL teacher, recognized Stephanie De La Cruz Diaz (11th), Ximena Flores-Chimalpopoca (10th), Elianna Heredia-Reodriguez (11th), Perla Mendoza Mendez (8th), Roxana Roblero (10th), Ennes Severino-Ortiz (10th), Shuhong Zheng (12th), Brenda Ba, Lisdey Perez, and Mark Chamberlain for their time volunteering to assist MCA's EL students. Dr. Dickerson expressed the appreciation for the students, volunteers, and Ms. Bryan.

Odyssey of the Mind

Congratulations to Caleb Brownstein (12th), Bella Keesler-Evans (10th), Welinton Rosario (11th), Ry'ana Johnson (11th), Delaney Dillon, Bethany Pasmore, and Donny Pasmore for their success in qualifying for their 4th trip to the World Finals in May. Thank you to Adam and Molly Brownstein for their coaching the team and Judith Woods for serving as coordinator.

City of Milford

Keith Short, City of Milford Recreation Superintendent, sent a memo expressing thanks to Ms. Michelle Hamilton, MCA teacher, Mason Foxwell (7th), Ben Hamilton (10th), Cecelia Kewer (8th), Connor Knotts (7th), Emmerson Lefever (8th), Delaney Mitchell (7th), Julia Popelas (7th), Layna Reynolds (8th), Austin Smith (7th) and Matthew Winkleblech (8th) for volunteering at the Community Egg Hunt on Saturday, March 30.

MP3 Honor Roll

Congratulations to all the students making honor roll for the third marking period. Banneker Elementary had 301 students, Mispillion Elementary had 338 students, Ross Elementary had 387 students, Central Academy had 454 students, and High School had 425 students.

Applebees Teacher of the Month

Congratulations to Chris Johnson (MHS teacher) for being selected as Applebees April Teacher of the Month.

SUPERINTENDENT REPORTS

Reports from School Administrators

Mrs. Jennifer Hallman, Morris Early Childhood Principal, stated the students really enjoyed attending the dedication for the Slaughter Beach Overlook. Morris will host their Spring Festival on May 18, 2019 from 10 am to 1 pm.

Mrs. Lisa Alfaro, Banneker Elementary Assistant Principal, reported the mural in the Bulldog Café looks awesome! Thank you to United Church for providing bagels and coffee to the staff. Congratulation to Katherine Pavlik, 4th grade teacher, for being Banneker's Teacher of the Year. Muffins for Moms will be held on Thursday, May 9, at 7 am.

Mrs. Cindy McKenzie, Ross Elementary Principal, stated the Talent Show was well attended. The mentoring program is progressing. The annual Ross Carnival had many families attend on April 13. Thank you to Ms. McKenzie Ivory, MCA teacher, and students for showcasing the farm animals. Congratulations to Karen Fitzpatrick for being Ross's Teacher of the Year. Bagels and coffee will be provided by United Church on Tuesday, April 16, for the staff.

Mrs. Teresa Wallace, Mispillion Elementary Principal, reported a video was made to kick off testing week. United Church provided bagels and coffee to the staff on April 4. Congratulations to Heather Craig-Evans and Lauren Rieley for obtaining a \$5,000 grant from the Lions Club for resources to use for their students. On May 8 Mispillion will compete with Ross in a flag football game. Congratulations to Kristine Blizzard for being Mispillion's Teacher of the Year. The Science Fair will be held on April 17 from 4:30-6:00 pm.

Mr. Gary Zoll, Central Academy Principal, reported MCA will host a Family Night on April 15 from 5:30-7:30 pm. All parents of 5th-8th grade students are invited; teachers have planned some amazing activities for this event. The PTP held a successful Quarter Auction on April 12 and MCA is excited for the parental support received this year. Congratulation to Ms. Jessica Rash, 6th grade teacher, for being MCA's Teacher of the Year. The Technology Student Association team had success in earning 1st place in website and a 3rd place in solar vehicle project. Del Tech Lunch and Learn events have been successful. The schools of Allied Health, Education, and Agriculture have made presentations to interested 7th and 8th grade students. Town Council honored the JDG Club for their community service at a recent meeting. MCA will have a six period schedule next school year; classes will be 58 minutes long. Students will have math, science, social studies, and English Language Arts with two expressive classes every day.

Mr. Shawn Snyder, High School Principal, stated Taylor Hogan and Cindy Lin, MHS's top students for the Class of 2019, were recognized at the Delaware Scholars Dinner. Congratulations to Mrs. Molly Chorman for being the Teacher of the year. The Jazz Band performed for the students at Morris Early Childhood. Students are taking advantage of the TeenSHARP program offered at MHS. This program helps students access colleges and ensures they are ready to lead in all settings. Forty students attended the Summit for Pathways to Success. A senior signing day is scheduled for May 8 at 8 am.

Dr. Dickerson stated anyone interested in applying for the School Board Vacancy needs to apply by May 10, 2019. This temporary term is for one year for the 2019-2020 school year.

DSBA – Delaware School Board Association

MOTION MADE BY MRS. DENNEHY/SECONDED BY MRS. PURCELL to join Delaware School Board Association (DSBA) for the 2019-2020 school year. **Motion carried unanimously.**

Milford Middle School (Lakeview Property) Committee Update

Dr. Dickerson and Mrs. Croce reviewed the information presented at the April 2 Milford Middle School meeting. The Committee will present a recommendation for the Lakeview Avenue site at the May 20 Board Meeting.

BUSINESS

Revenue and Expenditure Report

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

DOE Financial Position Report

MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. SCHELHOUSE to approve the DOE Financial Position Report. **Motion carried unanimously.**

Legislative Issues

Mrs. Croce provided updates on recent legislation relating to education. The updates included the recent passage of House Bill 11, which changes the school election start time from 10:00 am to 7:00 am. Other legislation discussed included House Bill 48 that seeks to add funding for Basic Special Education students in Kindergarten through third grade, House Bill 100 that seeks to add units to schools for mental health supports, and House Bill 101 that seeks to establish school based wellness centers in high-needs elementary schools.

PERSONNEL

Personnel Report

RESIGNATION

WALTERS, Harold

District – Secondary School Climate and Truancy Specialist

Effective: April 18, 2019

EVANS-KEESLER, Rebecca

Mispillion – Grade 4 Teacher

Effective: June 30, 2019

BORQUA-DOHENY, Carmen

Ross – Spanish Immersion Teacher

Effective: June 30, 2019

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT*

ALICEA, Cindy

Ross – Spanish Immersion Teacher

Effective: August 14, 2019

ABBOTT, Quinn

Central Academy – Physical Education Teacher

Effective: August 14, 2019

LOVENGUTH, Amber

District – Speech Language Pathologist

Effective: August 20, 2019

MYERS, Christopher
Central Academy – Music Teacher
Effective: August 14, 2019

FAULKNER, Matthew
High School – Social Studies Teacher
Effective: August 14, 2019

RECOMMEND FOR EMPLOYMENT*

MILLER, Brad
High School – Night Custodian
Effective: April 16, 2019

CARTWRIGHT, Bryson
High School – Chief Custodian
Effective: April 16, 2019

TRANSFER

ARTIST, Charity
Transfer from High School Child Nutrition 5 hrs. to High School Child Nutrition 3 hrs.
Effective: April 1, 2019

RESCIND RETIREMENT

GEORGE, Diane
Central Academy – F/T Paraprofessional

RECOMMEND EMPLOYMENT – LIMITED CONTRACTS FOR PERSONAL SERVICES*

Central Academy	Softball, Volunteer	Eskridge, Shane (NE)
High School	Softball, Volunteer	Petty, Richard (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 MRS. DENNEHY/SECONDED BY MRS. PURCELL that the Board approve the Personnel Report as written. **Motion carried unanimously.**

Board Policy 4309F Limited Contract for Instruction Scope of Services

MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. MILLER to delete Board Policy 4309F Limited Contract for Instruction Scope of Services. **Motion carried unanimously.**

University of Delaware Education Majors Visit

Dr. Peel reported Milford School District recently hosted a group of University of Delaware education majors. These students toured Milford School District's schools and community.

INSTRUCTION AND STUDENT PROGRAMS

Director of Student Learning

English Language Arts Adoption

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. MILLER to approve the 2019-2020 Draft B Academic Calendar. **Motion carried unanimously.**

English Language Arts Curriculum Review Process

MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. SCHELHOUSE to approve Bookworms and Open Ed Resources for grades K – 5, Amplify – Core Knowledge – for grades 6 - 8, and My Perspectives – Pearson – for grades 9 – 12. **Motion carried unanimously.**

Field Trips

MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. SCHELHOUSE to approve the field trip requests. **Motion carried unanimously.**

ADMINISTRATIVE SERVICES

Dr. Stevenson stated that the district is planning for additional lockers at Central Academy to support next school year's increased student enrollment.

ADJOURNMENT

MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. DENNEHY that the Regular Meeting of the Milford Board of Education held on Monday, April 15, 2019 adjourn at 8:45 PM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Edna Rust, Recording Secretary

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – APRIL 15, 2019
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

Mrs. Wiley – President
Mrs. Dennehy –V. President - absent
Mr. Miller
Mrs. Purcell
Mr, Vezmar – left 9:48 AM
Mr. Schelhouse
Dr. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel
Mrs. Croce

Public

E. Rust

The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 8:00 AM on Friday morning, May 10, 2019 in the Milford District Office Conference Room.

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

MOTION MADE BY MRS. PURCELL/SECONDED BY MR. SCHELHOUSE to adjourn into Executive Session at 8:03 AM. **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 § 810004(b)(6)

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. MILLER to adjourn Executive Session at 9:03 AM. **Motion carried unanimously.**

BUSINESS

Milford High School Steamer and Kettle

These items were tabled until additional information is received.

Morris Early Childhood Center Oven

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. PURCELL to approve the purchase of an oven for Morris Early Childhood Center from Clark Food Service Equipment for \$16,113.16. Payment is from Child Nutrition funds. **Motion carried unanimously.**

PERSONNEL

Personnel Report

RECOMMEND FOR EMPLOYMENT – ADMINISTRATIVE CONTRACT

DIAZ, Rene

High School – Assistant Principal with one-year contract ending June 30, 2020

Effective: July 1, 2019

RETIREMENT

GLADDEN, Brenda

Central Academy – Science Teacher

Effective: June 30, 2019

Service to MSD: 26 years

AMEND RETIREMENT DATE

DEHEL, Dawn

High School – English Teacher

Amend Effective Date: November 30, 2019 (from June 30, 2019)

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT*

ADAMS, Erin

High School – Spanish Teacher

Effective: August 14, 2019

POWELL, Shanita

High School – English Teacher

Effective: August 14, 2019

KING, Matthew

High School – Math Teacher

Effective: August 14, 2019

CARPENTER, Jason

High School – Special Education Teacher

Effective: August 14, 2019

ROVERANO, Elizabeth

Ross – Elementary Spanish Immersion Teacher

Effective: August 14, 2019

WISE, Carly

Ross – Special Education/Autism Teacher

Effective: August 14, 2019

AYLLON-TAPIA, Liliana

Banneker – Spanish Immersion

Effective: August 14, 2019

DEEVEY, Michael
Central Academy – Social Studies Teacher
Effective: August 14, 2019

GIBBS, Kayleigh
Morris – Kindergarten Teacher
Effective: August 14, 2019

DEEB, Elyssa
District – School Psychologist (11 mo.)
Effective: August 14, 2019

TRANSFER

LUFF, Elizabeth
Transfer from Misplion Elementary School Counselor to High School Secondary Counselor
Effective: August 20, 2019

LEAVE OF ABSENCE

DANJOLELL, Jennifer
High School – Special Education Teacher
Effective: July 18, 2019 and ending July 31, 2019

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

New Board Member Appointment Process

Eight letters of interest for the Board Vacancy have been received to date. The Board and Dr. Dickerson discussed ideas for a fair process used to select the new Board member.

School Administrator Salary Discussion

There was a preliminary discussion with the board about reviewing current administrator salaries and the best way to ensure continued competitiveness with surrounding districts.

ADJOURNMENT

MOTION MADE BY MRS. PURCELL/SECONDED BY MR. MILLER that the Regular Meeting of the Milford Board of Education held on Friday, May 10, 2019 adjourn at 9:52 AM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Edna Rust, Recording Secretary

New School Board Member Appointment Process*
Milford School District
One-Year Temporary At-Large Seat: July 1, 2019 – June 30, 2020

- I. Kevin Dickerson Contacts Candidates with Next Steps by May 22, 2019
 1. Follow-up email from Mrs. Rust
 - Thank you letter from Board with appointment process and next steps included

- II. Candidates Provide Written Responses to the Listed Questions Below to the Milford Board of Education – May 30, 2019 Deadline
 1. Why would you like to be part of the Milford Board of Education?
 2. What background, experiences and/or qualifications would you add to the Milford Board of Education?
 3. Describe what you believe a School Board member's role should be within a district-community.

- III. Candidates Address the Milford Board of Education – June 3, 2019 School Board Meeting at 7 p.m. in the Milford Central Academy Cafeteria
 - Candidates will be able to address the Milford Board of Education regarding why they would like to be part of the Milford School Board and the background, experiences and/or qualifications that they would add to the Milford Board of Education. There will be a maximum time limit of seven minutes for candidates to address the Board. The order in which candidates are called to address the Board will be randomly selected through a drawing.

- IV. Milford Board of Education Discussion & Vote on School Board Member Appointment – June 17, 2019 Milford Board of Education Meeting in the Milford Central Academy Cafeteria

- V. Communication with the Appointed School Board Member – June 18, 2019

- VI. Communication with Candidates Who were Not Appointed – Following Appointed Member's Acceptance of Temporary At-Large Seat
 - Thank you to the candidates and inform the candidates of the regular Board filing and election process for the final two years of this At-Large Seat's term

- VII. Communication of Appointed School Board Member to the Public – Following Appointed Member's Acceptance of Temporary At-Large Seat and Notification of Candidates Not Appointed

* Letters of interest were submitted by candidates to the Milford Board of Education by May 10, 2019

MILFORD SCHOOL DISTRICT
Fiscal Year 2019 Monthly Revenue Report
As of April 30, 2019
83.33% of the Fiscal Year completed

REVENUE SOURCE	Final FY 2019 Budget	Actual to date	%
			received
STATE FUNDS			
Formula Salaries	26,147,461.67	26,788,857.84	102.45%
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	452,000.00	132.16%
Foster Care Transportation	49,300.00	84,300.00	170.99%
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	366,259.86	114.56%
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	1,027.61	94.20%
World Language Expansion	48,395.08	48,395.08	100.00%
Odyssey of the Mind		1,512.50	
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%
Professional Accountability	-	27,000.00	
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	-	-	
TOTAL STATE FUNDS	39,571,341.39	40,458,273.68	102.24%
LOCAL FUNDS			
Current Expense (tax rate)	7,892,375.88	7,877,262.06	99.81%
Current Expense (capitations)	250.00	18.90	7.56%
Athletics	40,000.00	39,324.00	98.31%
Interest	85,000.00	218,197.73	256.70%
Building Rental	15,000.00	15,172.50	101.15%
Other Local Revenue	18,500.00	5,123.91	27.70%
Sol - Systems	1,500.00	832.56	55.50%
Energy Curtailment	15,000.00	18,831.49	125.54%
CSCRCP	20,000.00	26,421.72	132.11%
Indirect Costs	175,000.00	53,866.58	30.78%
Cafeteria	2,070,000.00	1,761,520.26	85.10%
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)	(1,547,175.70)	78.74%
Social Studies Coalition/Donations	107,000.00	64,615.27	60.39%
Debt Service	1,270,000.00	1,238,080.56	97.49%
Debt Service - County Impact Fees	194,041.07	61,737.08	31.82%
Tuition	2,825,000.00	2,733,853.66	96.77%
Minor Capital Improvements	193,305.00	186,880.01	96.68%
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	-	-	
TOTAL LOCAL FUNDS	12,770,981.99	12,552,595.60	98.29%
FEDERAL FUNDS			
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	1,836,030.00	100.06%
Title II	370,471.00	370,980.00	100.14%
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	147,365.00	100.83%
TOTAL FEDERAL/OTHER FUNDS	3,514,925.00	3,517,663.00	100.08%
GRAND TOTAL ALL FUNDS	55,857,248.38	56,528,532.28	101.20%

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

Operating Unit	Budget Line	Final Budget		Expended	Budget Remaining	% Remaining
		Amount	Encumbered			
9180668A	Benjamin Banneker Elementary School	\$ 62,560.50	13,272.45	28,238.67	\$ 21,049.38	33.65%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 47,368.00	6,560.99	30,820.63	\$ 9,986.38	21.08%
9180672A	Lulu M. Ross Elementary School	\$ 77,822.00	6,200.30	44,917.40	\$ 26,704.30	34.31%
9180673A	Misplillon Elementary School	\$ 64,424.50	2,281.70	31,371.11	\$ 30,771.69	47.76%
9180675A	Milford Central Academy	\$ 121,750.00	2,201.02	83,836.42	\$ 35,712.56	29.33%
9180678A	Milford Senior High School	\$ 154,387.50	21,203.56	116,409.82	\$ 16,774.12	10.86%
99900000	Board Of Ed/District Expenses	\$ 2,000.00	-	1,445.11	\$ 554.89	27.74%
	School Resource Officer	\$ 165,000.00	23.00	162,072.00	\$ 2,905.00	1.76%
99900100	Legal Services, Audit and Insurance Premiums	\$ 109,459.00	3,872.81	17,880.94	\$ 87,705.25	80.13%
99900300	District Expenditures	\$ 20,000.00	4,494.13	20,228.08	\$ (4,722.21)	-23.61%
	School Safety and Security	\$ 140,421.29	9,200.00	131,221.29	\$ -	0.00%
	Public Relations and Communication	\$ 1,000.00	-	871.96	\$ 128.04	12.80%
	Copy Center (District Wide)	\$ 98,500.00	16,462.26	80,216.26	\$ 1,821.48	1.85%
	Student Emergency Fund	\$ 4,000.00	-	2,000.00	\$ 2,000.00	50.00%
99910100	Superintendent	\$ 1,500.00	124.82	1,255.80	\$ 119.38	7.96%
99920000	World Language Immersion (State Grant)	\$ 48,395.08	-	34,671.72	\$ 13,723.36	28.36%
	Educator Accountability (State Grant)	\$ 1,090.88	-	-	\$ 1,090.88	100.00%
	Milford Career and Technical (State Grant)	\$ 25,000.00	20,125.00	4,875.00	\$ -	0.00%
	Student Success Block Grant (Reading)	\$ 79,365.77	-	45,869.77	\$ 33,496.00	42.20%
	Education Opportunity Grant - Ross	\$ 142,014.00	-	48,963.57	\$ 93,050.43	65.52%
	Recognition School - Misplillon	\$ 8,000.00	-	8,000.00	\$ -	0.00%
	Summer School	\$ 25,000.00	-	20,132.06	\$ 4,867.94	19.47%
	Translators	\$ 20,000.00	250.00	10,178.33	\$ 9,571.67	47.86%
	Extra Time Programs	\$ 25,000.00	-	20,521.67	\$ 4,478.33	17.91%
	Curriculum and Instruction	\$ 200,600.00	31,326.24	105,292.07	\$ 63,981.69	31.90%
99920500	State Professional Development	\$ -	-	-	\$ -	-
99920700	Athletics - High School	\$ 156,500.00	26,463.18	130,448.09	\$ (411.27)	-0.26%
	Athletics - Milford Central Academy	\$ 26,500.00	5,257.52	22,414.91	\$ (1,172.43)	-4.42%
99920800	Driver's Education	\$ 14,414.00	451.61	13,962.39	\$ -	0.00%
99930200	Tuition - Special Services	\$ 574,500.00	33,549.10	189,023.42	\$ 351,927.48	61.26%
	Tuition - Special Services - ILC	\$ 285,500.00	1,278.96	177,169.64	\$ 107,051.40	37.50%
	Unique Alternatives (State Funds)	\$ 319,710.30	85,852.20	233,858.10	\$ -	0.00%
99930300	Special Services	\$ 49,000.00	6,760.68	35,189.95	\$ 7,049.37	14.39%
	Student Success Block Grant (K-3 Basic)	\$ 62,936.91	-	30,940.78	\$ 31,996.13	-
	Special Services - State Related Services	\$ 58,633.26	24,696.80	33,936.46	\$ -	0.00%
99940100	Contingencies and One-Time Items	\$ 200,000.00	3,984.39	-	\$ 196,015.61	98.01%
99940100	Milford Middle School Evaluation	\$ 50,000.00	-	21,032.79	\$ 28,967.21	57.93%
99940200	Division I/Formula Salaries	\$ 26,147,461.67	-	24,113,519.44	\$ 2,033,942.23	7.78%
99940300	Division II - Vocational	\$ 105,381.00	6,286.09	65,083.08	\$ 34,011.83	32.28%
99940400	Division III/Local Salaries	\$ 10,300,000.00	-	8,015,760.51	\$ 2,284,239.49	22.18%
	Union agreed Limited Contracts	\$ 340,000.00	-	215,611.33	\$ 124,388.67	36.58%
99940500	Title I	\$ 1,835,010.00	20,627.37	734,938.04	\$ 1,079,444.59	58.82%
	Title II	\$ 370,471.00	-	107,272.59	\$ 263,198.41	71.04%
	Title III	\$ 51,993.00	-	13,229.36	\$ 38,763.64	74.56%
	IDEA Part B	\$ 1,064,130.00	67,577.65	506,580.12	\$ 489,972.23	46.04%
	IDEA Preschool	\$ 47,165.00	-	-	\$ 47,165.00	100.00%
	Perkins	\$ 146,156.00	18,224.85	70,449.86	\$ 57,481.29	39.33%
	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	2,176.23	35,368.28	\$ 69,455.49	64.91%
99940810	Technology Equipment & Repair	\$ 272,800.00	23,022.52	189,115.43	\$ 60,662.05	22.24%
	Technology Block Grant	\$ 107,326.00	-	76,684.88	\$ 30,641.12	28.55%
99940900	Tuition Reimbursement	\$ 60,000.00	-	30,000.00	\$ 30,000.00	50.00%
99950000	Personnel/Human Resources	\$ 8,000.00	409.55	8,002.08	\$ (411.63)	-5.15%
99960000	Child Nutrition Operations	\$ 2,070,000.00	154,856.61	1,969,595.33	\$ (54,451.94)	-2.63%
	Cafeteria Salaries	\$ 558,887.00	-	419,775.26	\$ 139,111.74	24.89%
99960100	Facilities Maintenance	\$ 90,000.00	18,184.61	69,276.48	\$ 2,538.91	2.82%
	Custodial Services and Supplies	\$ 90,000.00	20,480.57	69,136.82	\$ 382.61	0.43%
99960200	Operations and Utilities	\$ 314,100.00	27,372.07	205,073.54	\$ 81,654.39	26.00%
	Energy Division II	\$ 764,150.00	94,686.08	625,738.17	\$ 43,725.75	5.72%
99960300	State Transportation	\$ 2,994,921.23	588,924.73	2,354,040.22	\$ 51,956.28	1.73%
	State Homeless Transportation	\$ 342,000.00	20,548.90	320,052.60	\$ 1,398.50	0.41%
	State Foster Transportation	\$ 49,300.00	25,282.00	57,531.00	\$ (33,513.00)	-67.98%
	Transportation Supplies	\$ 1,000.00	-	1,000.00	\$ -	0.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	455.35	19,457.59	\$ 3,087.06	13.42%
	Local Activities Transportation	\$ 3,000.00	-	2,093.20	\$ 906.80	30.23%
	Local Homeless Transportation Match	\$ 38,000.00	1,396.60	35,561.40	\$ 1,042.00	2.74%
	Local Transportation Match	\$ 332,769.03	65,643.81	258,785.08	\$ 8,340.14	2.51%
Total Operating Budget		\$ 52,163,873.92	\$ 1,482,048.31	\$ 42,614,192.90	\$ 8,067,632.71	15.47%
99970000	Local Debt Service	\$ 1,464,041.07	-	1,464,041.07	\$ -	0.00%
99970200	Minor Capital Improvements	\$ 666,467.00	172,209.42	258,688.66	\$ 235,568.92	35.35%
Total Capital Budget		\$ 2,130,508.07	\$ 172,209.42	\$ 1,722,729.73	\$ 235,568.92	11.06%
Grand Total		\$ 54,294,381.99	\$ 1,654,257.73	\$ 44,336,922.63	\$ 8,303,201.63	15.29%

*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.*

INFORMAL PROCUREMENT "QUOTES" LOG AND EVALUATION MATRIX

(Purchases costing more than \$3,500 and less than \$25,000)

I. Supplier Name:	Bidder 1: <u>Singer</u>				Bidder 2: <u>Clark</u>			Bidder 3: <u>PJP</u>		
II. Items to be Purchased:	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
(a) Delivery Frequency: <u>1 time</u>										
(b) Bid will be honored for: <u>30 days</u>										
(c) Special Requirements/Specifications (i.e. delivery): <u>Loading Dock</u> <u>uncrushed, set in place</u>										
III. Product name & specification: <u>Combi Oven, Gas - Rationale</u>	<u>2</u>	<u>10,377.185</u>	<u>20,754.37</u>	<input type="checkbox"/>		<u>21235.55</u>	<input type="checkbox"/>		<u>21,911.87</u>	<input type="checkbox"/>
Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Product name & specification: <u>Kettle, Gas Tilting - Cleveland</u>	<u>1</u>		<u>24,235.40</u>	<input type="checkbox"/>		<u>23920.80</u>	<input type="checkbox"/>		<u>23,950.88</u>	<input type="checkbox"/>
Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Total:		<u>\$ 44,989.77</u>			<u>\$ 45,156.35</u>			<u>\$ 45,862.75</u>		
*Bidder Selected (BS)			<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
*Bidder Selected (BS); school can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). School need to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Schools can state that either option may be used by the school to award the purchase.										
IV. Method of contact: <u>Email/Fax/Mail/In person/Phone</u>										
V. Name of person quoting pricing: <u>Rob Sgro</u> <u>Samantha Nocheck</u> <u>Paul Harmon</u>										
VI. Date contacted: <u>Final contact</u> <u>5/19/19</u> <u>5/19/19</u> <u>5/17/19</u>										
VII. Additional Notes:										
VIII. Signature and title of person completing this form: <u>Sharon R Jones</u>									IX. Date: <u>5/19/19</u>	
X. (a) Name of bidder selected: <u>Singer</u>										
(b) Bidder selected was notified on: _____ (If notification was in writing attach document to the procurement log/evaluation matrix)										
(c) Method of notification: <u>Email</u> (<u>Email</u> /Fax/Mail/In person/Phone)										

School Tax Rate Components

- **Current Expense:** This tax rate provides revenue to cover operating costs, such as teaching materials, textbooks, technology, insurance, athletic and academic programs, and local salary expenditures, etc. *(Current Expense Referendum set rate on October 6, 2015)*
- **Debt Service:** This tax rate provides revenue to pay principal and interest payments associated with bonds sold for major capital improvements, such as new construction, additions and renovations. The rate fluctuates annually depending on bond payment schedule.
- **Match:** **Minor Capital Improvement only** - Matches State Bond Bill funding for building and grounds repairs and maintenance. *(Other match taxes available but not assessed include: Reading Specialist, Math Specialist, Technology, Extra Time)*
- **Tuition:** Costs of Milford School District students with special needs who require specialized services within the district or who must attend special schools within and outside of the State of Delaware.
- **Capitation:** Do not assess.

PERSONNEL REPORT – Action Item

RESIGNATION

ARTIST, Charity

High School – Child Nutrition

Effective: May 13, 2019

Service to MSD: 1 yr. 7 mos.

RILL, Aaron

High School – AgriScience Teacher

Effective: August 16, 2019

Service to MSD: 3 years

STEINWEDEL, Sean

High School – Special Education

Effective: June 7, 2019

Service to MSD: 15 years

BOYER, Alyssa

Mispillion – Grade 5 Teacher

Effective: June 30, 2019

Service to MSD: 6 years

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT*

DEENEY, Ryan

High School – Special Education Teacher

Effective: August 14, 2019

MCWILLIAMS, Griffin

Central Academy – Science Teacher

Effective: August 14, 2019

ZAMBITO, Anthony

Central Academy – Special Education Teacher

Effective: August 14, 2019

CRAPPS, Amanda

High School – Special Education

Effective: August 14, 2019

MARINO, Daniel

Central Academy – Science

Effective: August 14, 2019

RECOMMEND FOR EMPLOYMENT*

WILLIAMS, Tyrel

High School – Paraprofessional – School Climate

Effective: August 19, 2019

TRANSFER

BURKE, Sheree

Transfer from Ross Speech Pathologist 10 mo. to Ross Speech Pathologist 11 mo.

Effective: August 20, 2019

EMMETT, Patricia

Transfer from Morris Kindergarten Teacher to Central Academy Special Education Teacher

Effective: August 20, 2019

LEAVE OF ABSENCE

STAHL, Kerry

High School – English Teacher

Effective: August 20, 2019 and ending June 30, 2020

THOMPSON, Maggie

Central Academy – Special Education Teacher

Effective: May 8, 2019 and ending May 29, 2019

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

Central Academy	Boys Soccer, Head	Holloway, Samuel
Central Academy	Boys Soccer, Asst.	Kemmerlin, Prince (NE)
Central Academy	Field Hockey, Head	Pepper, Rebecca
Central Academy	Field Hockey, Asst.	McKee, Marcy
Central Academy	Football, Head	McNulty, Ryan
Central Academy	Football, Asst.	Jumper, Jason
Central Academy	Football, Asst.	Kendzierski, Kris
Central Academy	Volleyball, Head	Howard, Donovan
High School	Cheerleading	Geesaman, Sherrise
High School	Field Hockey, Head	McPike, Andrea
High School	Football, Head	Strickland, Shaun
High School	Football, Asst.	Boyd, Bryan
High School	Football, Asst.	Harris, Joshua
High School	Football, Asst.	Abbott, Quinn
High School	Football, Asst.	Deeney, Ryan
High School	Football, Asst.	Faulkner, Matthew
High School	Football, Asst.	Brannan, Nicholas
High School	Football, Asst.	Jefferson, Nicholas
High School	Soccer, Head	French, Nathan
High School	Soccer, Asst.	Evans, Edward
High School	Volleyball, Head	Motter, Heather
High School	Volleyball, Asst.	Rieley, Lauren
High School	Cross Country, Head	Helmick, Patrick
High School	Cross Country, Asst.	Skinner, Lance (NE)

RECOMMEND FOR EMPLOYMENT – SUMMER SCHOOL

Recommend for employment in summer school, contingent upon funding and enrollment:

Teacher

Parsley, Don
Jefferson, Nicholas
Young, Devon
Gilbert, Sharlitta
Deevey, Michael
Paquette, Alex
Bryan, Erin
Davis, Courtney
Hamilton, Michele
Brooks, Montessa
Silva, Mary
Campbell, Brittney
Lee, Courtney

NURSE

Smith, Sue
Nash, Ann Marie
White, Yvonne

PARAPROFESSIONAL

Tijerino, Melida
Heredia, Ileana
Perez, Lisette
Robinson, Yesenia

*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.

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

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

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

DATE(S) OF TRIP: May 29, 2020 # of School Days missed: 1	TRIP DESTINATION: 100 Hersheypark Dr. Hershey, PA 17033	TEACHER(S): Thompson
NUMBER OF STUDENTS: 90-100	CONTENT AREAS: Music	GRADE(S): 8
1. Instructional Unit Title: Performance and Analysis 2. Dates of Instructional Unit: From: April 1, 2020 To: May 29, 2020 3. Will technology be used in preparation for this trip? (Check One) Internet Virtual Tour Research Video Software Other (specify) _____ 4. Relationship of trip to instructional objective(s) (purpose of the trip): This trip will serve as a way for students to have an outside opinion on their performance level by a college level music judge. The judges will listen to the band and chorus perform three different songs that the students have been preparing for the competition. The band and chorus will be graded off of a 100 point rubric and then classified into one of five different categories: poor, fair, good, excellent and superior. The adjudicators will also give recommendations on what the teachers can do in the future to improve the performance of their ensembles. I use this information to improve my teaching methods and get ideas on different methods that can be used in the music classroom with the goal of improving the overall quality of the music program in the future.		<u>Field Trip Cost</u> Transportation: Approx. \$3,000 Meals: Student expense(at park) Other expenses (explain): \$60 Registration fee per student Funding Used: Music Student Account Individual student expense: \$100 <div style="text-align: right;">Approx. \$9,000.00 Total Cost</div>
Closest Medical Facility (with address & phone #): Penn State Hershey Medical Center (717) 531-0003 500 University Dr, Hershey, PA 17033 Nurse Initials: <i>XCC</i>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments: Correct prices will be known after student count and bus costs are given.		
PRINCIPAL'S SIGNATURE: <i>John Brus</i> DIRECTOR'S SIGNATURE: <i>[Signature]</i> SUPT'S SIGNATURE: <i>R. A. Dil</i> <small>For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</small>		
12/19/16		

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

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

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

DATE(S) OF TRIP: July 16-July 19th # of School Days missed:	TRIP DESTINATION: 2018 Student Ambassador Summit - Case Western Reserve University 10900 Farhol Ave Cleveland, OH	TEACHER(S): McKee
NUMBER OF STUDENTS: 1	CONTENT AREA/COURSE: FUTP60	GRADE(S): 6
1. Instructional Unit Title: Physical Activity and Nutrition 2. Dates of Instructional Unit: From: Sept. 2018 To: June 2019 3. Will technology be used in preparation for this trip? (Check One) <input checked="" type="checkbox"/> Internet Virtual Tour Research Video Software Other (specify)		<u>Field Trip Cost</u> Transportation: Airfare Provided by FUTP60 Meals: Provided by FUTP60 Other expenses (explain): Funding Used: <small>No District Funding Used- All Funding through FUTP60</small> Individual student expense: \$0
4. Relationship of trip to instructional objective(s) (purpose of trip): Standard 2: Demonstrates understanding of movement concepts, principles, strategies, and tactics as they apply to the learning and performance of physical activities Standard 6: Creates opportunities for health, enjoyment, challenge, self-expression, and/or social interaction through physical activity 1. Students will understand essential health concepts in order to transfer knowledge into healthy actions for life.		\$0 Total Cost
Closest Medical Facility (with address & phone #): UH Cleveland Medical Center 11100 Euclid Ave, Cleveland, OH 44106 (216)-844-8447		
Nurse Initials: KKC		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).		
Comments: This Trip was qualified for by FYTP60 since Hannah Zimmerman was selected as a State Ambassador for Fuel Up To Play 60. Daily Schedule of events has not been provided yet. Transportation booking will take place through Fuel Up To Play 60.		
PRINCIPAL'S SIGNATURE: <i>Judith Brunst</i>	DIRECTOR'S SIGNATURE: <i>[Signature]</i>	SUPP'S SIGNATURE: <i>W. A. Dill</i>
<small>For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</small>		
12/19/16		

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

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

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

DATE(S) OF TRIP: # of School Days missed: <u>0</u>	TRIP DESTINATION: <u>Cleveland, OH</u>	TEACHER(S): <u>Vicki Campbell</u>
NUMBER OF STUDENTS: <u>1</u>	CONTENT AREAS: <u>Leadership, health, FUTP60 program</u>	GRADE(S): <u>Beginning 6th</u>
1. Instructional Unit Title: <u>Fuel Up to Play 60 Ambassador Summit</u> 2. Dates of Instructional Unit: From: <u>7/16/19</u> To: <u>7/19/19</u> 3. Will technology be used in preparation for this trip? (Check One) <u>No</u> Internet Virtual Tour Research Video Software Other (specify)		Field Trip Cost Transportation: <u>0</u> Meals: <u>0</u> Other expenses (explain): <u>0</u> Funding Used: <u>0</u> Individual student expense: <u>0</u> <div style="text-align: right;">Total Cost <u>0</u></div>
4. Relationship of trip to instructional objective(s) (purpose of the trip): <u>The purpose of the trip is build leadership qualities and create avenues for the implementation of Fuel Up to Play 60 within schools/districts.</u>		
Closest Medical Facility (with address & phone #): <u>University Hospitals Cleveland Medical Center</u> <u>11100 Euclid Ave</u> Nurse Initials: <u>SS</u> <u>Cleveland, OH 44106</u> <u>(216) 844-1000</u>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).		
Comments:		
PRINCIPAL'S SIGNATURE: <u>[Signature]</u> DIRECTOR'S SIGNATURE: <u>[Signature]</u> SUPT'S SIGNATURE: <u>[Signature]</u>		
<small>For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</small>		
12/19/16		

circled T. Wallace 5/16/19

**Marvin and Tina Hill
Hill's Bus Service, Inc.
2007 School Street
Houston DE 19954**

February 26, 2019

Secretary, Milford Board of Education
Milford Delaware 19963

Dear Secretary, Milford Board of Education:

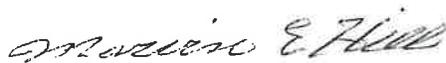
This letter is to inform you of our interest in the additional special needs school bus route that has been approved by the Delaware Department of Education for the Milford School District. Hill's Bus Service, Inc. has been servicing the parents and students of the Milford School District since 1991. We started with one bus route and today operate 8 school bus routes, 3 of which specialize in special education transportation within the Milford School District.

Our experience in special education transportation began in the 2012- 2013 school year, helping take over the special education bussing for this district. Since 2012, we have successfully transported 3 year old pre-k Morris students, Elementary, Middle and up to and including the MHS ILC students. We have a staff of professional drivers and monitors which take their daily responsibilities seriously, as well as many family members who can fill in as necessary. We service only the Milford School District, which we believe helps us focus on the needs of our Milford students, parents and teachers.

We understand the sensitive nature of transporting special education students and are equipped to add to our fleet if given this opportunity. If awarded this contract our intent would be to order a new 72 passenger special education school bus equipped with wheel chair lift and air conditioning meeting all Delaware standards. We have a working relationship with our lender, Hebron Savings Bank and have attached a letter of prequalification to provide financing for this purchase. Due to the present time restraint, it is not possible to obtain a formal letter of approval. Also, attached is a letter of insurability from our insurance carrier, Selective Insurance. K, T & D Insurance would offer insurance for the additional bus, through Selective Insurance.

We are very aware of the need for this additional school bus route and wish to thank you for this opportunity to provide reliable and competent bus service for your special needs students.

Best Regards,



Marvin Hill, Pres. Hill's Bus Service, Inc



Tina L. Hill, Sec, Hill's Bus Service, Inc