



HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, SEPTEMBER 17, 2018 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.**
  - B. **Student Matters – See 29 Del. C § 810004(b)(6)**
    1. **Case # 2018-09-1. Student Discipline Matter.**
  - C. **Legal Matters – See 29 Del. C § 10004(b)(4)**
    1. **Discussion of strategy pertinent to active litigation.**
4. **Introduction of Visitors**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
  - A. **Regular Meeting Minutes for August 20, 2018 Action Item (Attachment 1)**
  - B. **Regular Meeting Minutes for August 30, 2018 Action Item (Attachment 2)**
7. **Changes and Additions to the Agenda (items that arose after posting and cannot be deferred, if any)**
  - A. **Student Matter 2018-09-1. Action Item \***

- 8. **Public Comment**
- 9. **Recognition and Accomplishments**
- 10. **Superintendent Reports – Dr. Kevin Dickerson**
  - A. Delaware School Boards Association (DSBA) Membership **Action Item**
  - B. Milford Middle School Committee Update
  - C. 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
  - D. Upcoming Events
- 11. **Business – Mrs. Sara Croce**
  - A. Revenue and Expenditure Report as of August 31, 2018 **Action Item** (Attachment 3)
  - B. Approval of Board Policy 5103 Milford School District Fund Raising (Attachment 4)
  - C. Approval of Board Policy 4303(a) Local Salary Supplement: Custodians **Action Item** (Attachment 5)
  - D. Approval of Board Policy 4306 Local Salary Supplement: Teachers **Action Item** (Attachment 6)
  - E. Approval to delete Board Policy 4305 Local Salary Supplement: Secretaries **Action Item**. (Attachment 7)
  - F. Approval to delete Board Policy 4307 Preparation Salary Supplement **Action Item** (Attachment 8)
- 12. **Personnel – Dr. Jason Peel**
  - A. Personnel **Action Item** (Attachment 9)
- 13. **Instruction and Student Programs**
  - A. **Director of Student Learning – Dr. Bridget Amory**
    - 1. Field Trips **Action Item** (Attachment 10)
    - 2. In-Service Review
  - B. **Director of Student Services – Ms. Laura Manges**
    - 1. Special Programs Update for 2018-2019 SY
- 14. **Administrative Services**
  - A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
- 15. **Adjournment**

\*Item #7(a) was posted at approximately 3:25 pm on September 17, 2018. The District realized that Student Matter 2018-09-1 was posted as an executive session discussion item, but not as an action item. Therefore, the agenda was changed to include the corollary action item. This issue arose on the afternoon of September 17, 2018 and could not be deferred due to State-mandated discipline timelines. Original posting was on September 10, 2018 at 7:34 a.m.

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING – AUGUST 20, 2018  
MILFORD CENTRAL ACADEMY CAFETERIA

<u>Board Members</u>	<u>Admin. Present</u>	<u>Public</u>	
Mrs. Wiley – President	Dr. Peel	S. Whaley	J. Adams
Mrs. Dennehy –V. President	Dr. Amory	S. Buford	H. Lardner
Mr. Evans	Mrs. Croce	N. Rossiter	C. Stahl
Mr. Miller	Dr. Stevenson	J. Marinucci	A. Rill
Mrs. Purcell - Absent	Mr. Snyder	G. Mason	C. Walton
Mr. Vezmar	Mrs. Hallman	V. Donovan	J. Lardner
Mr. Schelhouse	Mr. Zoll	H. Sapp	R. Lardner
Dr. Dickerson, Exec. Secretary	Dr. Kilgore	A. Welch	
	Mrs. McKenzie	M. Walker	
	Mrs. Wallace	J. Smith	

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The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:30 PM on Monday evening, August 20, 2018 in the Milford Central Academy Cafeteria.

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

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

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

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

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. VEZMAR** to approve the minutes of the July 30, 2018 Regular Board Meeting. **Motion carried unanimously.**

**CHANGES AND ADDITIONS TO THE AGENDA**

Superintendent Reports B.6 Milford High School will be moved to Superintendent Reports B.1.

**RECOGNITION AND ACCOMPLISHMENTS**

Dr. Dickerson thanked the custodial staff for their outstanding job of getting the schools ready for the new school year. Appreciation was stated for teachers and support staff for working over the

summer with students, professional development and other tasks. There will be a Middle School Community Meeting on August 27, 2018 in the Central Academy Cafeteria at 6PM.

***Delaware School Board Association***

Dr. John Marinucci, Executive Director, stated the Delaware School Board Association currently represents 15 of the 19 districts and the state board. Dr. Marinucci presented regarding DSBA membership and answered questions from the Board. The funds to join the organization would come from local funds. Mrs. Wiley thanked Dr. Marinucci for his presentation.

**MOTION MADE BY MR. EVANS/SECONDED BY MR. MILLER** to table the decision to join the Delaware School Board Association until the September meeting. **Motion carried unanimously.**

***Reports from School Administrators***

FFA Advisors, Mr. Chris Stahl, Mr. Aaron Rill, and Ms. Caitlin Walton accompanied Milford High School FFA officers as the officers presented FFA's involvement at the Fair and recognition earned as well as FFA activities during the school year. FFA officers presenting were President Victoria Donovan, Vice President Harley Lardner, Secretary Hali Sapp, Treasurer Jacob Smith, Reporter Ashlyn Welch, Sentinel Miranda Walker and Historian Julia Adams.

Mr. Shawn Snyder, MHS Principal, stated the Open House will be held on Tuesday, August 28, 2018 from 6:00-7:30PM. Freshman Orientation will be held on Thursday, August 30, 2018 and will consist of team building and getting to know the school. The High School Band has more students involved and the Color Guard group has increased significantly. Mr. Snyder is very proud of the teacher participation with the school's student activities.

Mrs. Jenn Hallman, Morris Early Childhood Principal, is very pleased with the painting of the cafeteria and the gym. Kindergarten Orientation is Thursday, August 30, 2018.

Dr. Bobbie Kilgore, Banneker Elementary Principal, expressed appreciation to the custodial staff for their work during the summer. A creative schedule will take place this year. Dr. Kilgore was excited to have Fuel Up to Play 60 (FUTP60) begin this school year at Banneker. The staff will be ready for August 30<sup>th</sup>, the first grade transition day.

Mrs. Cindy McKenzie, Ross Elementary Principal, mentioned that Ross was represented at the FUTP60 Summit in Atlanta, GA during the summer and was awarded \$500. She was grateful for being eligible for the Opportunity Grant to provide additional English Learner support to Ross. A Reading Interventionist will be a great asset to the school this year and the Immersion Program will extend to first and second grade. The autism program is expanding. The cafeteria looks awesome with the new painting.

Mrs. Teresa Wallace, Mispillion Elementary Principal, sent representation to the FUTP60 Summit with Ross Elementary. As with the other elementary schools, Open House will be held on August 30<sup>th</sup> for the first grade transition students. Mrs. Wallace expressed thanks to the custodians, secretarial staff, and the technology department for ongoing work during the summer.

Mr. Gary Zoll, Central Academy Principal, stated their FFA group sent twenty students to the State Fair. Emma Simpson (7<sup>th</sup>) and Hannah Haigh (8<sup>th</sup>) designed an animal science research project and won 1<sup>st</sup> place at the Delaware FFA Agriscience Fair competition. This project was selected as

one of three to represent Delaware at The Big E, the Eastern Regional Exposition in Springfield, MA. This project was also selected as one of the national finalists which will allow them to compete at the National FFA Convention in Indianapolis, IN in October. Monica Becton, JDG teacher, earned the Master JDG Specialist award. MCA Meet and Greet will be held on Wednesday, August 29, 2018 at 5:00PM for 6<sup>th</sup> grade students and 6:30PM for 7<sup>th</sup> and 8<sup>th</sup> grade students. The 6<sup>th</sup> grade orientation day is Thursday, August 30<sup>th</sup>. MCA will be implementing an alternative breakfast moded this year to increase the number of students eating breakfast in school.

***Upcoming Events***

August 27<sup>th</sup> – Milford Middle School Public Meeting @ 6:00PM in the Central Academy Cafeteria  
August 30<sup>th</sup> – K, 1<sup>st</sup>, 6<sup>th</sup>, and 9<sup>th</sup> grade Orientations  
September 4<sup>th</sup> – 1<sup>st</sup> day of school for all students  
September 6<sup>th</sup> – Primary Election Day – Staff PD Day – closed for students  
September 12<sup>th</sup> – High School Honor Roll Breakfast

**BUSINESS**

Mrs. Croce expressed gratitude to Mrs. Sharon Forrest and her department for their creativity, and new programs to increase the number of students eating breakfast and lunch.

***Revenue and Expenditure Report***

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. VEZMAR** to approve the Revenue and Expenditure Report as of July 31, 2018. **Motion carried unanimously.**

***Review of Board Policy 5103 Milford School District Fundraising***

Mrs. Croce presented the first read of Board Policy 5103 Milford School District Fundraising.

***Board Policy 3303 Student Fees – Child Nutrition Program***

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. EVANS** to approve Board Policy 3303 Student Fees – Child Nutrition Program. **Motion carried unanimously.**

***Board Policy 4302a Local Salary Supplement: Teacher Assistants, Classroom and Library***

***Board Policy 4309B Limited Contracts for Personal Services Payment Scale***

***Board Policy 4311 Working Hours: Teacher Assistants***

***Board Policy 4312 Working Hours: Custodians***

***Board Policy 4313 Working Hours: Secretaries***

***Board Policy 4314 Regular Part Time Employees***

***Board Policy 4315 Tax Sheltered Annuities***

**MOTION MADE BY MRS. DENNEHY/ SECONDED BY MR. MILLER** to delete Board Policy 4302a Local Salary Supplement: Teacher Assistants, Classroom and Library; Board Policy 4309B Limited Contracts for Personal Services Payment Scale; Board Policy 4311 Working Hours: Teacher Assistants; Board Policy 4312 Working Hours: Custodians; Board Policy 4313 Working Hours: Secretaries; Board Policy 4314 Regular Part Time Employees; and Board Policy 4315 Tax Sheltered Annuities. **Motion carried unanimously.**

**PERSONNEL**

***Personnel Report***

RESCIND EMPLOYMENT

REYES MATUZ, Francisco  
Central Academy – Spanish Teacher

RESIGNATION

BREASURE, Elizabeth  
Morris – Kindergarten Teacher  
Effective: August 8, 2018  
Years of Service to MSD: 6

MCDANIEL, Kathryn  
Mispillion – Child Nutrition  
Effective: August 17, 2018  
Years of Service to MSD: 1

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT\*

WEBB, Blakely  
Morris – Kindergarten Teacher  
Effective: August 22, 2018

REYNA, Yaritza  
Banneker- Elementary/Spanish Immersion Teacher  
Effective: August 22, 2018

BROOKS, Montessa  
Ross – English Learner Teacher  
Effective: August 22, 2018

YOUNG, Devon  
High School – English Teacher  
Effective: August 22, 2018

RECOMMEND FOR EMPLOYMENT\*

CHRISTIE, Donald  
Morris – Safety Monitor  
Effective: August 27, 2018

TRANSFER

BUFORD, Seth  
Transfer from High School English Teacher to District Student Learning Specialist  
Effective: August 27, 2018

MORGAN, Teresa  
Transfer from Banneker Child Nutrition 5 hrs. to Banneker Child Nutrition 5.5 hrs.  
Effective: August 30, 2018

JACKSON-SAMPLE, Wanda

Transfer from Ross Child Nutrition 6 hrs. to Ross Child Nutrition 6.5 hrs.

Effective: August 30, 2018

SALTIEL, John

Transfer from Mispillion Child Nutrition 6 hrs. to Mispillion Child Nutrition 6.5 hrs.

Effective: August 30, 2018

SMITH, Emma

Transfer from Banneker Child Nutrition 3 hrs. to Child Nutrition 4.5 hrs. (Banneker 3 hrs. and High School 1.5 hrs.)

Effective: August 30, 2018

BELL, Rowena

Transfer from Mispillion Child Nutrition 4 hrs. to Mispillion Child Nutrition 5 hrs.

Effective: August 30, 2018

ELLIOTT, Jeanna

Transfer from Mispillion Child Nutrition 3 hrs. to Mispillion Child Nutrition 4 hrs.

Effective: August 30, 2018

RETURN FROM RIF

Board Only

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

High	Instructional	Instructional Coach, English	Buford, Seth
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RECOMMEND EMPLOYMENT – 2018-2019 LIMITED CONTRACTS FOR PERSONAL SERVICES\*

Mispillion	Supt. Disc	Advisor, Student Council	Kerpen, Shannon
High	Athletics	Baseball Coach, Head	Brannan, Nicholas
High	Athletics	Golf Coach, Head	French, Nathan
High	Athletics	Lacrosse Coach, Head	Faulkner, Blake
High	Athletics	Soccer, Girls Coach, Head	Howard, Donovan
High	Athletics	Softball, Girls Coach, Head	Brennan, Sean
High	Athletics	Tennis, Girls Coach, Head	Powers, Jacqueline
High	Athletics	Track Coach, Head	Helmick, Patrick (21B)
High	Instructional	Instructional Coach, English	Stahl, Kerry

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

***Board Policy 4309E Sports Program Volunteer Coaching Assistant***

**MOTION MADE BY MRS. DENNEHY/ SECONDED BY MR. MILLER** to approve Board Policy 4309E Sports Program Volunteer Coaching Assistant. **Motion carried unanimously.**

## **INSTRUCTION AND STUDENT PROGRAMS**

### ***Director of Student Learning***

#### ***Field Trips***

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. VEZMAR** to approve the field trips.

**Motion carried unanimously.**

#### ***Upcoming Year Highlights***

Dr. Amory talked about the numerous partnerships the district has with community agencies including:

- Parents as Teachers, 21<sup>st</sup> Century Grant providing after school opportunities for secondary students
- Delaware Nature Society
- Polytech Adult Education
- Dual Enrollment courses
- CTE State Model Programs
- Pathways to Success.

Major curriculum initiatives include:

- Implementation of illuminate to assist with district wide assessments and data management
- Expansion of World Language Spanish Immersion to two Kindergarten classes and our first cohort growing to 2<sup>nd</sup> grade
- Begin researching English/language arts curriculum resources K-12
- State is working on a re-write of the recommended social studies curriculum at the elementary level
- New science curriculum for grades 6-8 at MCA with a transition to electronic resources with support of chrome books
- State required 502 Curriculum Alignment for Visual and Performing Arts Standards
- State required 502 Curriculum Alignment for World Languages
- All curriculum task force teams have been established and dates have been set. Each task force identified goals last spring that will allow for the teams to take ready action.

## **ADMINISTRATIVE SERVICES**

### ***Board Policy 3101 Facilities Management***

**MOTION MADE BY MR. VEZMAR/ SECONDED BY MRS. DENNEHY** to approve Board Policy 3101 Facilities Management. **Motion carried unanimously.**

## **ADJOURNMENT**

**MOTION MADE BY MR. SCHELHOUSE/SECONDED BY MR. EVANS** that the Regular Meeting of the Milford Board of Education held on Monday, August 20, 2018 adjourn at 8:41 PM. **Motion carried unanimously.**



MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING – AUGUST 30, 2018  
DISTRICT OFFICE CONFERENCE ROOM

Board Members

Mrs. Wiley – President  
Mrs. Dennehy – Absent  
Mr. Evans  
Mr. Miller - Absent  
Mrs. Purcell  
Mr. Vezmar - Absent  
Mr. Schelhouse  
Dr. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel

Public

E. Rust

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The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 8:30 AM on Thursday morning, August 30, 2018 in the District Office Conference Room.

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

***Safety Monitor Discussion***

Dr. Dickerson asked the Board's discretion regarding the possibility of hiring an additional Safety Monitor to be located at Banneker Elementary. The Board members were supportive.

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. SCHELHOUSE** to adjourn into Executive Session at 8:41 AM. **Motion carried unanimously.**

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

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

**MOTION MADE BY MR. EVANS/SECONDED BY MRS. PURCELL** to adjourn Executive Session at 8:55 AM. **Motion carried unanimously.**

**PERSONNEL**

***Personnel Report***

RESIGNATION

KEEFER, Julie

Central Academy – Music Teacher

Effective: August 30, 2018

Years of Service to MSD: 2

ROBINSON HUBBARD, Lynette  
Ross – Child Nutrition (3 hrs.)  
Effective: August 22, 2018  
Years of Service to MSD: 1

FAIR, Amy  
Ross – Child Nutrition (3 hrs.)  
Effective: September 7, 2018  
Years of Service to MSD: 1

CRENSHAW, Karli  
Central Academy – Special Education Teacher  
Effective: August 28, 2018  
Years of Service to MSD: 8

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT\*

AYERS, Patricia  
Central Academy – Health Sciences Teacher  
Effective: September 13, 2018

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\*

MYERS, Christopher  
Central Academy – Music Teacher  
Effective: August 30, 2018

RECOMMEND FOR EMPLOYMENT\*

HAUG, Laura  
Central Academy – Clerk (4.5 hrs.)  
Effective: August 30, 2018

TRANSFER

CHORMAN, Brittany  
Transfer from Morris Part-Time Paraprofessional to Morris Full-Time Paraprofessional  
Effective: August 31, 2018

SMITH, Emma  
Transfer from Banneker/High School Child Nutrition 4.5 hrs. to Banneker/High School 6.5 hrs.  
Effective: August 30, 2018

STUMP, Lane  
Transfer from Ross Child Nutrition 5.5 hrs. to Ross 6 hrs.  
Effective: August 30, 2018

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

Central Academy	Chorus Director	Keefer, Julie
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RECOMMEND EMPLOYMENT – 2018-2019 LIMITED CONTRACTS FOR PERSONAL SERVICES\*

Central Academy	Cheerleading, Football	Ivory, McKenzie
Central Academy	Advisor, FFA	Ivory, McKenzie
Central Academy	Advisor, Technology Student Assoc. (TSA	March, Alexandra
Central Academy	Football Coach, Asst.	Brennan, Nicholas/ Kendzierski, Kris
Central Academy	Football Coach, Asst.	Jumper, Jason
Central Academy	Chorus Director	Myers, Christopher
High	Advisor, Freshman Class	Shockley, Peyton

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

**ADJOURNMENT**

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. EVANS** that the Regular Meeting of the Milford Board of Education held on Thursday, August 30, 2018 adjourn at 8:57 AM. **Motion carried unanimously.**

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Kevin Dickerson, Executive Secretary

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Edna Rust, Recording Secretary

**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2019 Monthly Revenue Report**  
**As of August 31, 2018**  
**16.67% of the Fiscal Year completed**

REVENUE SOURCE	Preliminary FY 2019 Budget	Actual to date	% received
<b>STATE FUNDS</b>			
Formula Salaries	26,147,462	24,637,682	94.23%
Cafeteria Salaries	485,872	437,285	90.00%
Delaware Sustainment Fund	785,596	323,869	41.23%
Academic Excellence Cash Option	-		
Related Services Cash Option	55,000	127,639	232.07%
Division II, All Other Costs	851,086	838,321	98.50%
Division II, All Other Costs - VOC	99,443	74,582	75.00%
Division II, Energy	737,822	664,040	90.00%
Division III, Equalization	5,339,016	4,748,100	88.93%
State Transportation	2,739,236	1,364,993	49.83%
Homeless Transportation	447,895	192,000	42.87%
Foster Care Transportation	82,851	49,300	59.50%
Transportation Supply	1,000	1,000	100.00%
Unique Alternatives Transportation	268,930	328,406	122.12%
Drivers' Education	15,545	13,991	90.00%
Professional Development	-	-	
Technology Block Grant	63,068	95,044	150.70%
Educator Accountability (CPR)	1,091	-	0.00%
World Language Expansion	30,000	40,000	133.33%
Odyssey of the Mind		71,007	
Education Opportunity Grant		62,937	
Student Success Block Grant - K-3		79,366	
Student Success Block Grant - Reading (Ross)		-	
Minor Capital Improvements	289,957	138,388	47.73%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>38,440,869</b>	<b>34,287,950</b>	<b>89.20%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	7,892,376	95,763	1.21%
Current Expense (capitations)	250	-	0.00%
Athletics	40,000	240	0.60%
Interest	85,000	8,105	9.54%
Building Rental	15,000	2,845	18.97%
Other Local Revenue	18,500	1,577	8.52%
Sol - Systems	1,500	-	0.00%
Energy Curtailment	15,000	-	0.00%
CSCR	20,000	-	0.00%
Indirect Costs	175,000	13,572	7.76%
Cafeteria	2,070,000	92,453	4.47%
Net Choice Billings	(117,391)	-	0.00%
Net Charter Billings	(119,049)	-	0.00%
Tuition Billings	(1,955,000)	-	0.00%
Social Studies Coalition/Donations	107,000	10,906	10.19%
Debt Service	1,270,000	15,323	1.21%
Debt Service - County Impact Fees	194,041	-	0.00%
Tuition	2,825,000	33,235	1.18%
Minor Capital Improvements	193,305	2,272	1.18%
E-Rate	25,000	-	0.00%
Extra Time Local Match	-	-	
Reading and Match Specialist Match Tax	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>12,755,531</b>	<b>276,291</b>	<b>2.17%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,065,421	-	0.00%
IDEA - Preschool	45,979	-	0.00%
Title I	1,665,001	-	0.00%
Title II	333,718	-	0.00%
Title III English Acquisition	48,104	-	0.00%
Education for the Homeless	10,000	-	0.00%
School Based HIV/STD Prevention	-	-	
Perkins	140,022	-	0.00%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,308,245</b>	<b>-</b>	<b>0.00%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>54,504,644.93</b>	<b>34,564,240.84</b>	<b>63.42%</b>

**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended August 31, 2018**

Operating Unit	Budget Line	Final Budget		Expended	Budget Remaining	% Remaining
		Amount	Encumbered			
9180668A	Benjamin Banneker Elementary School	\$ 60,347.00	9,263.50	575.54	\$ 50,507.96	83.70%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 45,441.50	4,547.87	3,843.78	\$ 37,049.85	81.53%
9180672A	Lulu M. Ross Elementary School	\$ 73,395.00	4,013.55	487.90	\$ 68,893.55	93.87%
9180673A	Misphillion Elementary School	\$ 64,424.50	875.15	3,574.05	\$ 59,975.30	93.09%
9180675A	Milford Central Academy	\$ 121,155.00	12,887.92	15,946.21	\$ 92,320.87	76.20%
9180678A	Milford Senior High School	\$ 149,437.50	26,789.66	7,457.51	\$ 115,190.33	77.08%
99900000	Board Of Ed/District Expenses	\$ 2,000.00		31.98	\$ 1,968.02	98.40%
	School Resource Officer	\$ 165,000.00	162,000.00		\$ 3,000.00	1.82%
99900100	Legal Services, Audit and Insurance Premiums	\$ 89,459.00	15,695.00	4,305.00	\$ 69,459.00	77.64%
99900300	District Expenditures	\$ 20,000.00		1,157.42	\$ 18,842.58	94.21%
	Public Relations and Communication	\$ 1,000.00			\$ 1,000.00	100.00%
	Copy Center (District Wide)	\$ 95,000.00	81,247.94	15,930.58	\$ (2,178.52)	-2.29%
	Student Emergency Fund	\$ 4,000.00	4,000.00		\$ -	0.00%
99910100	Superintendent	\$ 1,500.00	451.07	327.99	\$ 720.94	48.06%
99920000	World Language Immersion (State Grant)	\$ 30,000.00			\$ 30,000.00	100.00%
	Educator Accountability (State Grant)	\$ 1,090.88			\$ 1,090.88	100.00%
	Summer School	\$ 25,000.00		20,132.06	\$ 4,867.94	19.47%
	Translators	\$ 20,000.00		135.13	\$ 19,864.87	99.32%
	Extra Time Programs	\$ 20,000.00		87.99	\$ 19,912.01	99.56%
	Curriculum and Instruction	\$ 200,600.00	60,887.67	17,043.00	\$ 122,669.33	61.15%
99920500	State Professional Development	\$ -			\$ -	
99920700	Athletics - High School	\$ 156,500.00	86,691.08	11,744.29	\$ 58,064.63	37.10%
	Athletics - Milford Central Academy	\$ 26,500.00	20,661.13	2,729.36	\$ 3,109.51	11.73%
99920800	Driver's Education	\$ 15,545.00	1,200.00	7,190.76	\$ 7,154.24	46.02%
99930200	Tuition - Special Services	\$ 574,500.00		3,030.00	\$ 571,470.00	99.47%
	Tuition - Special Services - ILC	\$ 295,500.00	3,684.02	65,421.17	\$ 226,394.81	76.61%
	Unique Alternatives (State Funds)	\$ 268,929.50			\$ 268,929.50	91.01%
99930300	Special Services	\$ 49,000.00	7,195.15	8,099.58	\$ 33,705.27	68.79%
	Special Services - State Related Services	\$ 55,000.00			\$ 55,000.00	100.00%
99940100	Contingencies and One-Time Items	\$ 200,000.00			\$ 200,000.00	100.00%
99940100	Milford Middle School Evaluation	\$ 50,000.00	1,381.82		\$ 48,618.18	97.24%
99940200	Division I/Formula Salaries	\$ 26,147,461.67		5,209,745.86	\$ 20,937,715.81	80.08%
99940300	Division II - Vocational	\$ 99,443.00			\$ 99,443.00	100.00%
99940400	Division III/Local Salaries	\$ 10,300,000.00		1,753,410.08	\$ 8,546,589.92	82.98%
	Union agreed Limited Contracts	\$ 340,000.00		1,320.47	\$ 338,679.53	99.61%
99940500	Title I	\$ 1,665,001.00			\$ 1,665,001.00	100.00%
	Title II	\$ 333,718.00			\$ 333,718.00	100.00%
	Title III	\$ 48,104.00			\$ 48,104.00	100.00%
	IDEA Part B	\$ 1,065,421.00			\$ 1,065,421.00	100.00%
	IDEA Preschool	\$ 45,979.00			\$ 45,979.00	100.00%
	Perkins	\$ 140,022.00			\$ 140,022.00	100.00%
	Homeless	\$ 10,000.00			\$ 10,000.00	100.00%
	Other Federal Grants	\$ -			\$ -	
99940600	Insurance Expense	\$ 83,000.00		13,931.00	\$ 69,069.00	83.22%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	24.24	2,910.46	\$ 104,065.30	97.26%
99940810	Technology Equipment & Repair	\$ 270,000.00	27,645.67	33,482.79	\$ 208,871.54	77.36%
	Technology Block Grant	\$ 63,068.00	76,684.88		\$ (13,616.88)	-21.59%
99940900	Tuition Reimbursement	\$ 60,000.00			\$ 60,000.00	100.00%
99950000	Personnel/Human Resources	\$ 8,000.00	927.08	1,309.79	\$ 5,763.13	72.04%
99960000	Child Nutrition Operations	\$ 2,070,000.00	467,294.19	204,095.63	\$ 1,398,610.18	67.57%
	Cafeteria Salaries	\$ 485,872.00		88,796.05	\$ 397,075.95	81.72%
99960100	Facilities Maintenance	\$ 90,000.00	37,137.04	6,222.79	\$ 46,640.17	51.82%
	Custodial Services and Supplies	\$ 90,000.00	38,546.76	22,083.59	\$ 29,369.65	32.63%
99960200	Operations and Utilities	\$ 327,340.00	69,596.43	40,576.45	\$ 217,167.12	66.34%
	Energy Division II	\$ 737,822.00	73,821.93	95,828.07	\$ 568,172.00	77.01%
99960300	State Transportation	\$ 2,739,235.56	1,106,534.74	26,015.00	\$ 1,606,685.82	58.65%
	State Homeless Transportation	\$ 447,895.00	180,000.00		\$ 267,895.00	59.81%
	State Foster Transportation	\$ 82,851.00	40,000.00		\$ 42,851.00	51.72%
	Transportation Supplies	\$ 1,000.00			\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	951.61	12,939.16	\$ 9,109.23	39.61%
	Local Activities Transportation	\$ 3,000.00			\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 60,000.00	20,000.00		\$ 40,000.00	66.67%
	Local Transportation Match	\$ 315,000.00	122,948.30		\$ 192,051.70	60.97%
<b>Total Operating Budget</b>		<b>\$ 51,139,558.11</b>	<b>\$ 2,765,585.40</b>	<b>\$ 7,701,918.49</b>	<b>\$ 40,672,054.22</b>	<b>79.53%</b>
99970000	Local Debt Service	\$ 1,464,041.07		256,859.48	\$ 1,207,181.59	82.46%
99970200	Minor Capital Improvements	\$ 483,262.00	18,899.65	8,815.35	\$ 455,547.00	94.27%
<b>Total Capital Budget</b>		<b>\$ 1,947,303.07</b>	<b>\$ 18,899.65</b>	<b>\$ 265,674.83</b>	<b>\$ 1,662,728.59</b>	<b>85.39%</b>
<b>Grand Total</b>		<b>\$ 53,086,861.18</b>	<b>\$ 2,784,485.05</b>	<b>\$ 7,967,593.32</b>	<b>\$ 42,334,782.81</b>	<b>79.75%</b>

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

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

5103

**MILFORD SCHOOL DISTRICT FUNDRAISING**

The Milford School District recognizes the need for fundraising activities to support various student groups. No commitments to fundraisers shall be made until they are approved through the appropriate process. All fundraiser proposals must be submitted to the building administrator for approval. The building administrator will review and approve or deny the fundraiser proposal. If the fundraiser is approved, the building administrator will submit the approved fundraiser form to the District Office for final review and approval. A calendar of approved fundraisers will be maintained by District Office staff to minimize overlapping fundraisers throughout the district. If consideration is given to a fundraiser that encourages students to sell items in exchange for a reward or sell items door to door within the community, the district will review the fundraiser with the Milford Board of Education prior to any district approval. **Under no circumstances will a fundraiser supporting the use of alcohol or tobacco products be approved.**

All money raised through fundraising activities shall be deposited in the student activity account of each school and shall be handled according to the accounting procedures established by the district. Under no circumstances shall funds be deposited into a personal bank account of an employee or advisor.

Fundraisers that sell food and beverage items, whether sold in school or the community, shall meet the nutritional standards set forth in the district Wellness Policy (Board Policy 3304a) in compliance with USDA Federal Standards.

Concession sales at school activities outside school hours may continue the sale of items previously included (i.e. candy, baked goods, pizza, soda), but must include healthy alternatives (fruit juices, bottled water, fruit, vegetables, whole grain baked goods) that meet the "Guidelines for Healthy Fund Raisers." Healthy items must be prominently displayed and equally promoted with the other items.

ADOPTED: October 18, 1976  
AMENDED: March 21, 1977  
REVISED: February 23, 2009

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4303(a)

**LOCAL SALARY SUPPLEMENT: CUSTODIAN- MAINTENANCE**  
**TWELVE MONTH EMPLOYEES**

<u>EXPERIENCE</u>	<u>CUSTODIAN</u>	<u>GUSTODIAN FIREMAN</u>	<u>MAINTENANCE</u>
0	6995	7118	10386
1	7086	7241	10509
2	7179	7333	10601
3	7241	7396	10663
4	7333	7457	10724
5	7426	7549	10817
6	7488	7672	10910
7	7580	7703	11002
8	7672	7827	11094
9	7733	7889	11156
10	7827	7980	11250
11	7919	8073	11341
12	8012	8135	11403
13	8135	8258	11526
14	8166	8290	11557
15	8227	8352	11618
16	8290	8413	11743
17	8352	8475	11804
18	8413	8536	11927
19	8505	8628	11989
20	8597	8720	12050
21	8659	8783	12112
22	8689	8813	12172
23	8720	8844	12235
24	8751	8876	12297
25	8783	8906	12358
26	8813	8937	12420
27	8844	8967	12482
28	8876	9029	12544
29	8906	9090	12605
30	8967	9213	12730

A maintenance employee who qualifies for the state 'skilled craftsman' designation shall receive an additional local annual stipend of \$1,000

ADOPTED: 12/21/74; 8/22/77; 6/19/78; 8/20/79; 8/18/80; 6/21/82; 8/20/84; 8/19/85; 8/25/86; 7/11/88; 8/28/89;  
10/23/89; 12/16/91; 6/21/93; 7/1/97; 7/1/99; 7/1/00; 7/1/01; 11/24/03; 5/24/04; 5/23/05; 5/22/06;  
5/21/07; 4/21/08

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18, 9/17/18



MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4306

**LOCAL SALARY SUPPLEMENT – TEACHERS CRITICAL NEED POSITIONS**

EXPER	NO	B	B15	B30	M	M15	M30	M45	D
0	-10,556	-12,892	-13,016	-13,203	-13,950	-14,510	-15,132	-15,943	-17,313
4	-10,774	-12,954	-13,078	-13,327	-14,200	-14,884	-15,538	-16,379	-17,562
2	-11,023	-13,016	-13,108	-13,451	-14,386	-15,258	-15,943	-16,627	-18,185
3	-11,241	-13,046	-13,140	-13,576	-14,729	-15,631	-16,348	-17,064	-18,684
4	-11,459	-13,078	-13,203	-13,763	-15,070	-16,005	-16,752	-17,500	-19,244
5	-11,676	-13,108	-13,514	-14,075	-15,413	-16,379	-17,156	-17,935	-19,741
6	-11,895	-13,140	-13,763	-14,448	-15,757	-16,752	-17,562	-18,372	-20,365
7	-12,113	-13,327	-14,013	-14,698	-16,098	-17,126	-17,967	-18,808	-20,862
8	-12,331	-13,514	-14,262	-14,946	-16,441	-17,500	-18,372	-19,244	-21,424
9	-12,548	-13,763	-14,448	-15,196	-16,784	-17,873	-18,776	-19,679	-21,983
10	-12,767	-13,950	-14,698	-15,445	-17,126	-18,247	-19,182	-20,115	-22,543
11	-13,016	-14,200	-14,946	-15,757	-17,468	-18,621	-19,586	-20,551	-23,104
12	-13,203	-14,386	-15,196	-16,005	-17,811	-18,994	-19,991	-20,987	-23,665
13	-13,451	-14,572	-15,445	-16,317	-18,153	-19,368	-20,395	-21,424	-24,226
14	-13,669	-14,822	-15,695	-16,565	-18,496	-19,741	-20,800	-21,859	-24,786
15	-13,887	-15,008	-15,943	-16,814	-18,838	-20,115	-21,206	-22,295	-25,346
16	-13,887	-15,070	-16,005	-16,846	-19,182	-20,489	-21,424	-22,357	-25,533
17	-13,887	-15,132	-16,067	-16,878	-19,524	-20,862	-21,828	-22,605	-25,783
18	-13,887	-15,196	-16,129	-16,908	-19,867	-21,237	-22,045	-22,856	-26,157
19	-13,887	-15,258	-16,192	-16,940	-20,209	-21,610	-22,171	-22,918	-26,405
20	-14,698	-15,819	-16,752	-17,562	-20,427	-21,828	-22,419	-24,537	-27,900
24	-14,698	-15,849	-16,814	-17,687	-20,645	-22,045	-23,042	-24,662	-28,024
22	-14,698	-15,881	-16,846	-17,719	-20,862	-22,265	-23,168	-24,786	-28,149
23	-14,698	-15,911	-16,878	-17,749	-21,080	-22,481	-23,292	-24,911	-28,273
24	-14,698	-15,943	-16,908	-17,781	-21,299	-22,700	-23,665	-25,035	-28,522
25	-14,698	-15,973	-16,940	-17,811	-21,516	-22,918	-24,537	-25,721	-28,897
26	-14,698	-16,005	-16,970	-17,873	-21,735	-23,135	-24,662	-25,783	-29,146
27	-14,698	-16,035	-17,002	-17,935	-21,952	-23,354	-24,786	-25,907	-29,270
28	-14,698	-16,067	-17,032	-17,997	-22,171	-23,572	-24,911	-26,157	-29,394
29	-14,698	-16,098	-17,064	-18,059	-22,389	-23,790	-25,035	-26,405	-29,519
30	-14,946	-16,129	-17,126	-18,372	-22,605	-24,007	-25,160	-26,779	-29,892
34	-14,946	-16,129	-17,126	-18,372	-22,605	-24,007	-25,160	-26,779	-29,892
32	-14,946	-16,129	-17,126	-18,372	-22,605	-24,007	-25,160	-26,779	-29,892

The District administration is authorized to offer a local supplement, up to 20% of the local scale amount, to critical need positions (such as psychologists and speech therapists).

ADOPTED: 12/21/74; 8/22/77; 6/19/78; 8/20/79; 8/18/80; 6/21/82; 8/15/83; 8/29/84; 8/19/85; 8/25/86; 1/23/89; 10/23/89; 12/16/91; 6/21/93; 7/1/97; 7/1/99; 7/1/00; 7/1/01; 11/24/03; 5/24/04; 5/23/05; 5/22/06; 5/21/07; 4/21/08

REVISED: 3/22/10, 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18, 9/17/18



MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4305

**LOCAL SALARY SUPPLEMENT: SECRETARIAL**

EXPER	05 Clerk	10 Secretary	15 Senior	20 Financial	25 Administrative
0	8535	8996	9611	9918	10225
1	8618	9084	9705	10016	10326
2	8703	9174	9800	10113	10426
3	8786	9261	9895	10210	10527
4	8871	9350	9990	10309	10629
5	8955	9439	10083	10406	10728
6	9039	9528	10178	10504	10830
7	9123	9615	10272	10601	10930
8	9207	9705	10368	10699	11031
9	9291	9793	10462	10798	11132
10	9373	9880	10556	10894	11232
11	9459	9970	10651	10992	11333
12	9541	10058	10746	11090	11435
13	9626	10146	10841	11187	11534
14	9709	10235	10935	11286	11636
15	9794	10324	11031	11384	11736
16	9877	10411	11125	11480	11837
17	9961	10500	11218	11578	11938
18	10045	10589	11314	11677	12039
19	10129	10676	11408	11774	12139
20	10213	10766	11503	11872	12241
21	10297	10854	11597	11969	12340
22	10382	10943	11692	12066	12442
23	10464	11031	11787	12165	12542
24	10549	11120	11881	12262	12643
25	10632	11208	11976	12360	12744
26	10715	11296	12071	12457	12845
27	10800	11385	12165	12555	12945
28	10883	11473	12260	12653	13046
29	10968	11562	12355	12751	13147
30	11051	11650	12448	12848	13248

The district administration shall determine the appropriate state and local position classification for each secretarial position and shall establish an annual training program to enable classification advancement and/or training compensation supplements. An additional local stipend may also be provided to positions classified as 'Executive Assistant' to provide a minimum annual salary of \$35,000.

ADOPTED: 8/22/77; 6/19/78; 8/20/79; 8/18/80; 6/21/82; 8/20/84; 8/19/85; 8/25/86; 1/23/89; 10/23/89; 2/25/91; 6/21/93; 7/1/97; 7/1/99; 3/1/00; 7/1/01; 11/24/03; 5/24/04; 8/23/04; 5/23/05; 5/22/06; 5/21/07

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18

**PREPARATION SALARY SUPPLEMENT: TEACHER**

The Milford School District shall follow Delaware Department of Education policies in granting supplements if such guidelines exist for that preparation category.

If the Delaware Department of Education does not have policies for a particular preparation category, the Superintendent shall develop regulations to administer the salary supplement program.

ADOPTED: June 15, 1970

AMENDED: 6/18/77; 6/22/15

## **PERSONNEL REPORT – Action Item**

### **RESIGNATION**

SOSA, Erin

High School - Spanish Teacher

Effective: September 19, 2018

Years of Service to MSD: 8

ANDERSEN, Patricia

Morris – Part-Time Paraprofessional (27.5 hrs.)

Effective: September 21, 2018

Years of Service to MSD: 8

PIKUS, Gretchen

High School – Social Studies Teacher

Effective: August 30, 2018

Years of Service to MSD: 21

HARRIS, Michelle

Ross – Library Media Specialist

Effective: September 21, 2018

Years of Service to MSD: 3

### **AMEND EFFECTIVE DATE – RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT\***

YOUNG, Devon

High School – English Teacher

Effective: September 17, 2018 (from August 22, 2018)

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

FAULKNER, Matthew

High School – Social Studies Teacher

Effective: October 8, 2018

DEEVEY, Michael

Central Academy – Special Education Teacher

Effective: October 10, 2018

SCHULER-KOLTUK, Tanya

High School – Spanish Teacher

Effective: September 20, 2018

### **RECOMMEND FOR EMPLOYMENT\***

SCHMIDT, Melissa

Morris – Educational Support Part-Time Paraprofessional (27.5 hrs.)

Effective: September 18, 2018

WEBB, Brittany

Mispillion – Child Nutrition (3 hr.)

Effective: September 18, 2018

BUNTING, Derek  
Ross – Child Nutrition (3 hrs.)  
Effective: September 18, 2018

FIRCH, Mackenzie  
Morris – Educational Support Part-Time Paraprofessional (27.5 hrs.)  
Effective: September 24, 2018

LOUIS, Marise  
Central Academy –World Language Part-Time Paraprofessional (27.5 hrs.)  
Effective: September 18, 2018

TRANSFER

REYNOLDS, Norman  
Transfer from Ross Chief Custodian to Morris Chief Custodian  
Effective: October 1, 2018

HAUG, Laura  
Transfer from Central Academy 11 mo. Clerk (4.5 hrs.) to Central Academy 12 mo. Clerk  
(4.5 hrs.)  
Effective: August 30, 2018

KENDZIERSKI, Keith  
Transfer from Morris Night Custodian to Ross Chief Custodian  
Effective: October 1, 2018

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

High	Instructional Coach, Special Education	Hurd, Amy
High	Instructional Coach, Science	Grobinski, David
High	Advisor, Homecoming	Lynch, Kate
Central	Wrestling Coach, Head	Newsome, Wayne
Central	Basketball, Girls Coach, Head	White, Leona
Central	Basketball, Girls Coach, Asst.	Kemmerlin, Prince (21B)
Central	Football, Volunteer	Tilghman, Dontae

\*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.