

906 Lakeview Avenue Milford, DE 19963  
Phone: (302) 422-1600

**AGENDA FOR MONDAY, NOVEMBER 19, 2018 AT 6:15 PM  
PUBLIC SCHOOL BOARD MEETING  
MILFORD CENTRAL ACADEMY**

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

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

_____ 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. **Legal Matters – See 29 Del. C § 10004(b)(4)**
4. **Introduction of Visitors**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
  - A. **Regular Meeting Minutes for October 15, 2018 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. **Milford Middle School (Lakeview Property) Committee**
  - A. Presentation and Discussion of Steering Committee's Recommendation **Action Item**
  - B. Future Committee Work
11. **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
12. **Child Nutrition Presentation – Mrs. Sharon Forrest**
13. **Business – Mrs. Sara Croce**
  - A. Revenue and Expenditure Report as of October 31, 2018 **Action Item** (Attachment 2)
  - B. Class Size and 98% Division I Staffing Waiver **Action Item** (Attachment 3)
  - C. First Read of Board Policy 1009 Athletic Booster Clubs (Attachment 4)
14. **Personnel – Dr. Jason Peel**
  - A. Personnel **Action Item** (Attachment 5)
  - B. First Read of Board Policy 4227 Use of Force (Attachment 6)
  - C. First Read of Board Policy 4308 Salary Schedule: Substitutes (Attachment 7)
  - D. First Read of Board Policy 4110 Reduction in Force (Attachment 8)
15. **Instruction and Student Programs**
  - A. **Director of Student Learning – Dr. Bridget Amory**
    1. Delaware School Success Framework
    2. Erin's Law
  - B. **Director of Student Services – Ms. Laura Manges**
    1. Delaware Positive Behavior Support Project
16. **Administrative Services**
  - A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
    1. High School Gymnasium HVAC
17. **Adjournment**

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING – OCTOBER 15, 2018  
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

Mrs. Wiley – President  
Mrs. Dennehy –V. President  
Mr. Evans – 6:35 PM  
Mr. Miller  
Mrs. Purcell  
Mr. Vezmar - absent  
Mr. Schelhouse  
Dr. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel  
Dr. Amory  
Mrs. Croce  
Dr. Stevenson  
Mrs. Messick  
Mr. Zoll  
Mrs. Wallace  
Mrs. McKenzie  
Mr. Snyder

Public

S. Whaley  
S. Buford  
S. Forrest  
R. Winkleblech  
G. Mason  
M. Forsberg-Davis  
E. Lang  
E. Rust

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The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:31 PM on Monday evening, October 15, 2018 in the Milford Central Academy Cafeteria.

**MOTION MADE BY MR. SCHELHOUSE/SECONDED BY MRS. DENNEHY** to adjourn into Executive Session at 6:32 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 MRS. DENNEHY/SECONDED BY MR. EVANS** to adjourn Executive Session at 7:02 PM. **Motion carried unanimously.**

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MR. SCHELHOUSE/SECONDED BY MRS. DENNEHY** to approve the minutes of the September 17, 2018 Regular Board Meeting. **Motion carried unanimously.**

**CHANGES AND ADDITIONS TO THE AGENDA**

Dr. Dickerson welcomed Ethan Lang, student representative from Milford High School, to the meeting.

## **RECOGNITION AND ACCOMPLISHMENTS**

Appreciation was expressed to the custodians for the work throughout the district. The district is celebrating National Principal's month in October. In addition the week of October 15<sup>th</sup>-19<sup>th</sup> is National School Week, and the week of October 22<sup>nd</sup> is School Bus Safety Week.

## **SUPERINTENDENT REPORTS**

### ***School Counselor Presentation***

Ms. Maude Forsberg-Davis is the Lead Counselor for the Milford School District. She presented regarding the district's counselors teams ASCA Model and organizing an advisory council.

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

Mrs. Jodi Messick, Morris Early Childhood Assistant Principal, stated students will be going to Fifer's Orchard this week. The Fall Family Night will be held Wednesday, October 24<sup>th</sup>, from 6:00-7:30PM will focus on math and science. Spirit Week will be celebrated starting October 23<sup>rd</sup>. Morris will have a float in the Homecoming Parade. Mrs. Messick expressed thanks to the very active Morris PTP and the MSD Technology Department. She invited everyone to come and see the mural in the Morris cafeteria.

Dr. Bobbie Kilgore, Banneker Elementary Principal, stated that 29 students were inducted on October 3<sup>rd</sup> as Safety Patrollers. The Book Fair is going on this week. On Thursday, October 18<sup>th</sup>, Banneker will host a Family Math Night at 5:30PM. Students will be allowed to wear pink on Friday, October 19<sup>th</sup> for a Go Pink event. Next week is Spirit Week.

Mrs. Cindy McKenzie, Ross Elementary Principal, was pleased with the attendance for their Technology Night. The second day of EL Clinics was held on October 9th. Family Night is scheduled for Thursday, October 18<sup>th</sup>, starting at 5:30PM. She was very proud to announce that Ross and Banneker were recognized as Unified Champion Schools.

Mrs. Teresa Wallace, Mispillion Elementary Principal, stated students and staff enjoyed a Dance-A-Thon on October 15th. Staff is having good success with Illuminate. Fifth grade students are using Chromebooks. The Student Council and Honor Society will be participating in the Community and Homecoming Parades. Mispillion Elementary is excited to have First Lady Tracy Carney visit on Thursday, October 18<sup>th</sup>. Mrs. Wallace expressed appreciation to recognize the child nutrition staff's outstanding work to Sharon Forrest and Melissa Bradford for the success of getting students through the breakfast and lunch lines quicker. Students are enjoying the new cafeteria options.

Mr. Gary Zoll, Central Academy Principal, shared that Fifth grade parent night will be November 5th. On November 13th there will be an Honors/Academic Challenge night at 6:00PM in the Library. A Halloween Dance will be held on Friday, October 19<sup>th</sup>, at 6:00PM. MCA will be represented in the Community and Homecoming Parades. Formation of a parent/volunteer group is on the horizon. A new bullying program will be implemented during RTI classes. Mr. Zoll is very excited to have a partnership with Delaware Guidance for mental health services. Chromebook carts are accessible for student use. Several students will be attending the National FFA Convention in Indiana the week of October 22<sup>nd</sup>. The MCA Band will be performing at a Blue Rocks Game in the spring of 2019. Mr. Scott Welch, Mohawk Electrical Systems, Inc., will be partnering with Mr. Zoll as Principal of the Day on Tuesday, October 23rd.

Mr. Shawn Snyder, High School Principal, reported the MHS Band will perform in the Community Parade. The PSAT was given to the junior class on Wednesday, October 10<sup>th</sup>. Mr. Snyder felt the attendance at the Haunted Hallways was the largest with almost 2,500 attending. The Homecoming theme is Night at the Movies. Mrs. Veronica Evans will represent MSD on Tuesday, October 16<sup>th</sup>, at the Teacher of the Year Banquet. Mrs. Chorman is diligently placing the Teacher Academy students throughout the schools. On Friday, October 26<sup>th</sup>, Ms. Jo Schmeiser, Director of Milford Chamber of Commerce, will serve as Principal of the Day for MHS. Eighth grade open house is scheduled for Thursday, November 15<sup>th</sup> at 6:00PM.

Dr. Dickerson stated the Thanksgiving meal will be served on November 15<sup>th</sup> and invited the Board Members to help serve. Congratulations to Ryan Winkleblech for being recognized by The National Interscholastic Athletic Administrators Association (NIAAA) for athletic administration certification.

### ***Athletics***

Mr. Ryan Winkleblech stated it has been very challenging with the sports activities due to the weather. A Volleyball Tournament with staff was held to raise funds for the Cancer Support Community Delaware. The Cross Country team placed 7<sup>th</sup> at the Salisbury meet. Student participation numbers in sports have increased this year.

### ***Milford Middle School Committee Update***

Dr. Dickerson reported there are three options for the Middle School grounds:

- Sell the property
- Lease the property
- Utilize and maintain the property

The committee will be meeting on October 30, 2018 at 6:00 PM in the Central Academy Cafeteria and hopes to have a recommendation at that meeting for the property.

### ***Inclement Weather PD Bank***

Dr. Dickerson stated the district is working with the Milford Education Association in regards to piloting a professional development accrual plan to utilize for inclement weather during the school year.

## **BUSINESS**

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

**MOTION MADE BY MRS. PRUCCELL/SECONDED BY MRS. DENNEHY** to approve the Revenue and Expenditure Report as of September 30, 2018. **Motion carried unanimously.**

### ***Approval of Board Policy 5103 Milford School District Fundraising***

**MOTION MADE BY MRS. DENNEHY/ SECONDED BY MR. EVANS** to approve Board Policy 5103 Milford School District Fundraising. **Motion carried unanimously.**

## **PERSONNEL**

### ***Personnel Report***

AMEND EFFECTIVE DATE – RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\*

DEEVEY, Michael

Central Academy – Special Education Teacher

Effective: October 8, 2018 (from October 10, 2018)

AMEND EFFECTIVE DATE – RECOMMEND FOR EMPLOYMENT

LOUIS, Marise

Central Academy – world Language Part-Time Paraprofessional (27.5 hrs.)

Effective: October 1, 2018 (from September 18, 2018)

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\*

ROCKWELL, Elizabeth

Ross – Music Teacher

Effective: October 16, 2018

RECOMMEND FOR EMPLOYMENT\*

Kendzierski, Keith, Sr.

High School – Night Custodian

Effective: October 18, 2018

MURPHY, Rose

Ross – Child Nutrition (3 hrs.)

Effective: October 23, 2018

GOOCH, James

Banneker – Safety Monitor

Effective: October 16, 2018

RETIREMENT

MCDUGALL, Cynthia

High School – Special Education Teacher

Effective: June 30, 2018

Years of Service to MSD: 21

TRANSFER

NEEMAN, Frank

Transfer from High School Night Custodian to Morris Night Custodian

Effective: October 3, 2018

TIMM, Christopher

Transfer from Central Academy Full-Time Paraprofessional to High School Full-Time Paraprofessional

Effective: August 27, 2018

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

High	Advisor, Math League	Gorlich, Suzanna
High	Advisor, Technology Student Assoc. (TSA)	Streck, Michael
High	Cheerleading Coach – Basketball	Shockley, Myrna
High	Basketball Girls Coach, Asst.	Barkley, Kevin (21B)
High	Basketball Boys Coach, Freshman	Faulkner, Matthew
High	Basketball Boys Coach, Asst.	Jones, Kyle
	Basketball Boys, Volunteer	Coleman, Antonio
		King, Derek

High	Wrestling Coach, Asst.	Masten, Arthur
High	Wrestling, Volunteer	Savage, Mike
		Worley, Keegan
		Strickland, Shawn
		Deevey, Mike
		Reid, Will
Central	Advisor, National Honor Society	Moore, Joshua
		Hamilton, Michele/
Central	Cheerleading Coach – Basketball	Cilano, Jennifer
Central	Basketball, Boys Coach, Head	Dukes, Stephanie
Central	Basketball, Boys Coach, Asst.	Hazzard, Tony (21B)
		Dukes, Jaron (21B)/
		Hazzard, Troy (21B)
Central	Basketball Boys, Volunteer	Savage, Mike
Central	Wrestling Coach, Asst.	Mills, Judd (21B)
Central	Wrestling, Volunteer	Deevey, Mike

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

#### ***Constable Positions***

The Department of Safety and Homeland Security approved the district's request for constable positions. The Safety Monitors will be actively engaged at Banneker Elementary and Morris Early Childhood Center.

#### **ADMINISTRATIVE SERVICES**

Dr. Stevenson narrated a video of the Milford Middle School in its present condition.

#### **ADJOURNMENT**

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. EVANS** that the Regular Meeting of the Milford Board of Education held on Monday, October 15, 2018 adjourn at 8:11 PM. **Motion carried unanimously.**

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Kevin Dickerson, Executive Secretary

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Edna Rust, Recording Secretary





# National School Lunch & Breakfast Programs





Milford School District

Presented by:  
Sharon Forrest RD, LDN  
Child Nutrition Supervisor





# Objectives

- Healthy Hunger-Free Kids Act
  - Federal Program Requirements
  - NSBP, NSLP
    - Offer vs. Serve
  - After School Snacks
  - CACFP
  - FFVP
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# Milford school District is 100% CEP

The Community Eligibility Provision allows for schools with 40% or more of students qualifying for free and reduced meals to provide free meals for all students, regardless of status, to receive free meals.

The Milford Child Nutrition department is reimbursed at 74% at the free reimbursement rate and 26% at the paid reimbursement rate.

CEP has increased meal participation in the school district

We will remain CEP through June 2020, at which time we will re-apply.



# MSD Program Stats

- Six cafeterias- approximately 8 to10 staff members per school; FT and PT
- Meals Served in 2017/2018

	Breakfast	Lunch	Total
Academy	54819	136854	191673
Banneker	70001	71434	141435
E.I. Morris	36971	37867	74838
High	51206	109192	160398
Misphillion	69617	76737	146354
Ross	63734	87487	151221
Total include S/S	346348	519571	865919

# MSD Program Stats (cont.)

- Meals served in October 2018





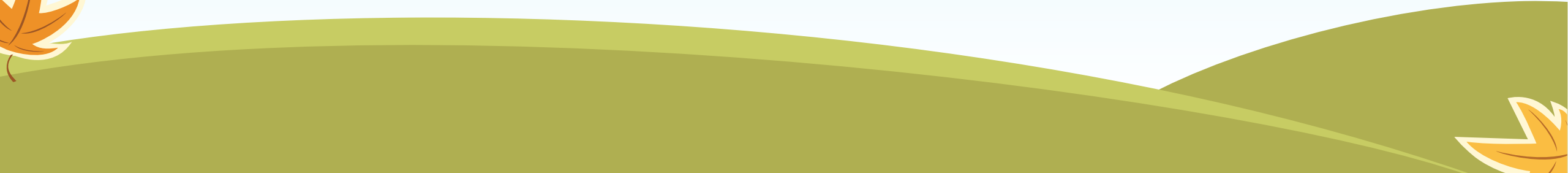
2018/2019	October Reimbursable Meals		
	Breakfast	Lunch	Total
Academy	10555	17967	28522
Banneker	9210	9635	18845
E.I. Morris	5344	5352	10696
High	7271	15625	22896
Misphillion	11082	9112	20194
Ross	9931	11919	21850
Total	53393	69610	123003



# MDS Program Stats (cont.)





## Comparison of October 2017 to October 2018 Breakfast

Alternative Breakfast Models and CEP resulted in the following breakfast trends:

- Banneker- Decrease of 8%
  - Morris-Increase of 13.6%
  - Ross-Increase of 19%
  - Mispillion-Increase of 27%
  - Central Academy-Increase of 41.6%
  - High School- Increase of 13.7%
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# Healthy, Hunger-Free Kids Act

- Signed on December 13<sup>th</sup> 2010
  - Law specifies that the nutrition standards shall apply to all foods sold:
    - Outside the school meal programs
    - On the school campus
    - At any time during the school day
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# Reimbursable Meals

- 100% of meals need to be reimbursable
  - **Breakfast:** All 3 components at their minimum amounts make up a reimbursable meal
    - ½ cup Fruit (must have)
    - 1 cup Milk
    - 1 oz Grains
  - **Lunch:** 3 out of 5 components make up a reimbursable meal
    - Must take ½ cup of fruit or vegetable
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# Breakfast



Breakfast Calories  
**350-600**  
Calorie range limit is age based



 **rethink**  
SCHOOL MEALS  
One Bite at a Time

[rethinkschoolmeals.com](http://rethinkschoolmeals.com)



# Offered at Breakfast

Grades	Fruit per day	Grain per day	Milk per day
K-5	1 cup	1oz 7 oz/week	1 cup
6-8	1 cup	1oz 8 oz/week	1 cup
9-12	1cup	1oz 9 oz/week	1 cup

# Breakfast

- Need 3 Components: 1 of the 3 must be  $\frac{1}{2}$  cup of fruit



# Comparisons

Pop-Tart		Cinnamon Roll	
School	Store Bought*	School	Store Bought*
180 Calories	210 Calories	230 Calories	300 Calories
37.5 grams of carbs	34 grams of carbs	38 grams of carbs	56 grams carbs
15 grams of sugar	16 grams of sugar	12 grams of sugar	24 grams of sugar

\*Information based on Cinnamon Pop-tart

\*Information based on Pillsbury Grands Original Cinnamon Roll

## Comparisons Cont'd

Cinnamon Donut		Powdered Donut Package	
School	Store Bought *	School	Store Bought*
285 Calories	310 Calories	310 Calories	340 Calories
31 grams of carbs	32 grams carbs	45 grams of carbs	44 gram of carbs
8 grams of sugar	13 grams of sugar	19 grams of sugar	21 grams of sugar

\*Information based on Dunkin Donut Cinnamon Donut

\*Information based on Hostess Donettes

## Comparisons Cont'd

Eggo Mini Pancakes		Appleway Breakfast Bar	
School	Store Bought*	School	Store Bought*
210 Calories	232 Calories	270 Calories	283 Calories
35 grams carbs	43 grams carbs	48 grams carbs	48 grams carbs
11 grams sugar	18 grams of sugar	20 grams sugar	20 grams sugar

\*Information based on Eggo Mini Pancakes in a box, also based on weight

\*Information based on Quaker Oats Choc. Chip Granola Bar, also based on weight



# Lunch



Lunch Calories  
**550-850**  
Calorie range limit is age based



 **rethink**  
SCHOOL MEALS  
One Bite at a Time

[rethinkschoolmeals.com](http://rethinkschoolmeals.com)





# Offered at Lunch

Grades	Meat/Meat Alternatives min per day/wk	Milk per day	Fruit per day	Vegetables per day	Grains Min per day/wk
K-5	1 oz/8 oz	1 cup	½ cup	¾ cup	1 oz/8 oz
6-8	1 oz/9 oz	1 cup	½ cup	¾ cup	1 oz/8oz
9-12	1 oz/10 oz	1 cup	1 cup	1 cup	1oz/10oz

# Lunch

- Need 3 of the 5 components: 1 of the 5 must be  $\frac{1}{2}$  cup of fruit



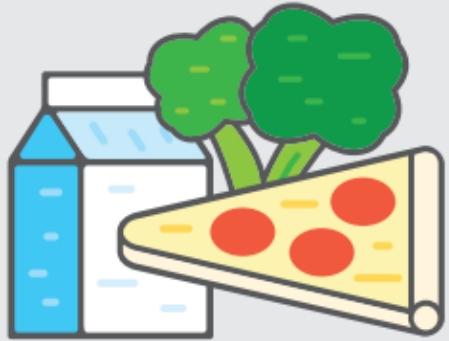
# Sodium

Grades	Breakfast	Lunch
K-5	$\leq 540$	$\leq 1230$
6-8	$\leq 600$	$\leq 1360$
9-12	$\leq 640$	$\leq 1420$

# School Meals

Weekly average  
for school meals

Less than  
**10%** Saturated Fat  
**0g** Trans Fat



rethinkschoolmeals.com

**3<sup>3</sup>/<sub>4</sub>-5**  
Cups of Vegetables



Schools must offer 3-3/4 to 5 cups of vegetables per week for lunch, including vegetables that are dark orange/red, dark green and beans/legumes.



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Schools must offer milk  
**DAILY**

Offerings consist of low-fat (1% milk fat or less, unflavored) or fat-free (unflavored or flavored)



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Products made with  
**51%** Whole Grain\*  
are offered daily  
for breakfast  
& lunch





\*All grains must be whole grain-rich



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# After School Snacks

- **Total Calories:**  $\leq 200$  per item
  - **Total Fat:**  $\leq 35\%$
  - **Saturated Fat:**  $< 10\%$  calories per item served
  - **Trans Fat:** 0 grams
  - **Sodium:**  $\leq 230$  mg
  - **Sugars:**  $\leq 35\%$  of serving size **weight**
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# CACFP- Child and Adult Care Food Program

- After school snack program
- Milk, Fruit, Grain
- Need to be registered to participate
- After school program examples
  - Tutoring
  - Girls on the run
  - Student council



# FFVP- Fresh Fruit and Vegetable Program

- Each school is allotted grant money to buy fresh fruits and vegetables
- Children receive them after breakfast or lunch
- Runs 3-4 days per week
- Encourages children to try new fruits and vegetables
- Must Have an educational component





Thank you!!  
Happy  
Thanksgiving



**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2019 Monthly Revenue Report**  
**As of October 31, 2018**  
**33.33% of the Fiscal Year completed**

<b>REVENUE SOURCE</b>	<b>Preliminary FY 2019 Budget</b>	<b>Actual to date</b>	<b>% received</b>
<b>STATE FUNDS</b>			
Formula Salaries	26,147,462	24,637,682	94.23%
Cafeteria Salaries	485,872	437,285	90.00%
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%
Related Services Cash Option	55,000	127,639	232.07%
Drivers' Education	15,545	13,991	90.00%
Unique Alternatives Transportation	268,930	328,406	122.12%
Professional Development	-	-	
Delaware Sustainment Fund	785,596	323,869	41.23%
Academic Excellence Cash Option	-		
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			
Education Opportunity Grant		142,014	
Student Success Block Grant - K-3		62,937	
Student Success Block Grant - Reading (Ross)		79,366	
Minor Capital Improvements	289,957	138,388	47.73%
Milford Career and Technical Fund		25,000	
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>38,440,869</b>	<b>34,383,957</b>	<b>89.45%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	7,892,376	6,864,423	86.98%
Current Expense (capitations)	250	-	0.00%
Athletics	40,000	18,833	47.08%
Interest	85,000	24,788	29.16%
Building Rental	15,000	4,110	27.40%
Other Local Revenue	18,500	1,901	10.28%
Sol - Systems	1,500	521	34.76%
Energy Curtailment	15,000		0.00%
CSCR	20,000	-	0.00%
Indirect Costs	175,000	24,956	14.26%
Cafeteria	2,070,000	329,002	15.89%
Net Choice Billings	(117,391)		0.00%
Net Charter Billings	(119,049)	(40,197)	33.77%
Tuition Billings	(1,955,000)		0.00%
Social Studies Coalition/Donations	107,000	47,975	44.84%
Debt Service	1,270,000	1,071,960	84.41%
Debt Service - County Impact Fees	194,041	61,737	31.82%
Tuition	2,825,000	2,382,342	84.33%
Minor Capital Improvements	193,305	162,846	84.24%
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>10,955,198</b>	<b>85.89%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,065,421	1,064,130	99.88%
IDEA - Preschool	45,979	47,165	102.58%
Title I	1,665,001	1,835,135	110.22%
Title II	333,718	370,471	111.01%
Title III English Acquisition	48,104	51,993	108.08%
Education for the Homeless	10,000	-	0.00%
School Based HIV/STD Prevention	-	-	
Perkins	140,022	136,156	97.24%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,308,245</b>	<b>3,505,050</b>	<b>105.95%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>54,504,645</b>	<b>48,844,205</b>	<b>89.61%</b>

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

		Final Budget				
Operating Unit	Budget Line	Amount	Encumbered	Expended	Budget Remaining	% Remaining
9180668A	Benjamin Banneker Elementary School	\$ 60,347.00	8,583.74	4,413.07	\$ 47,350.19	78.46%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 45,441.50	3,528.17	9,638.10	\$ 32,275.23	71.03%
9180672A	Lulu M. Ross Elementary School	\$ 73,395.00	4,686.30	6,135.97	\$ 62,572.73	85.25%
9180673A	Misphillion Elementary School	\$ 64,424.50	1,851.84	7,875.89	\$ 54,696.77	84.90%
9180675A	Milford Central Academy	\$ 121,155.00	10,699.42	37,624.36	\$ 72,831.22	60.11%
9180678A	Milford Senior High School	\$ 149,437.50	9,568.62	53,380.48	\$ 86,488.40	57.88%
99900000	Board Of Ed/District Expenses	\$ 2,000.00	-	116.46	\$ 1,883.54	94.18%
	School Resource Officer	\$ 165,000.00	9,332.00	152,668.00	\$ 3,000.00	1.82%
99900100	Legal Services, Audit and Insurance Premiums	\$ 89,459.00	13,845.00	7,908.75	\$ 67,705.25	75.68%
99900300	District Expenditures	\$ 20,000.00	3,904.42	733.97	\$ 15,361.61	76.81%
	Public Relations and Communication	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
	Copy Center (District Wide)	\$ 95,000.00	65,051.52	32,127.00	\$ (2,178.52)	-2.29%
	Student Emergency Fund	\$ 4,000.00	2,000.00	2,000.00	\$ -	0.00%
99910100	Superintendent	\$ 1,500.00	399.21	602.52	\$ 498.27	33.22%
99920000	World Language Immersion (State Grant)	\$ 30,000.00	32.33	27,062.30	\$ 2,905.37	9.68%
	Educator Accountability (State Grant)	\$ 1,090.88	-	-	\$ 1,090.88	100.00%
	Milford Career and Technical (State Grant)		11,072.10	-	\$ (11,072.10)	
	Student Success Block Grant (Reading)		-	9,267.36	\$ (9,267.36)	
	Education Opportunity Grant - Ross		-	7,762.53	\$ (7,762.53)	
	Summer School	\$ 25,000.00	-	20,132.06	\$ 4,867.94	19.47%
	Translators	\$ 20,000.00	-	227.62	\$ 19,772.38	98.86%
	Extra Time Programs	\$ 20,000.00	-	2,821.20	\$ 17,178.80	85.89%
	Curriculum and Instruction	\$ 200,600.00	652.01	68,613.82	\$ 131,334.17	65.47%
99920500	State Professional Development	\$ -	-	-	\$ -	
99920700	Athletics - High School	\$ 156,500.00	82,767.67	41,867.28	\$ 31,865.05	20.36%
	Athletics - Milford Central Academy	\$ 26,500.00	16,523.74	8,038.46	\$ 1,937.80	7.31%
99920800	Driver's Education	\$ 15,545.00	1,018.12	12,972.88	\$ 1,554.00	10.00%
99930200	Tuition - Special Services	\$ 574,500.00	92,310.00	64,515.08	\$ 417,674.92	72.70%
	Tuition - Special Services - ILC	\$ 295,500.00	2,900.35	69,686.92	\$ 222,912.73	75.44%
	Unique Alternatives (State Funds)	\$ 268,929.50	220,839.50	68,752.60	\$ (20,662.60)	-6.99%
99930300	Special Services	\$ 49,000.00	21,193.41	16,965.91	\$ 10,840.68	22.12%
	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	-	9,671,911.29	\$ 16,475,550.38	63.01%
99940300	Division II - Vocational	\$ 99,443.00	245.72	6,631.72	\$ 92,565.56	93.08%
99940400	Division III/Local Salaries	\$ 10,300,000.00	-	3,236,235.69	\$ 7,063,764.31	68.58%
	Union agreed Limited Contracts	\$ 340,000.00	-	33,716.65	\$ 306,283.35	90.08%
99940500	Title I	\$ 1,665,001.00	-	72,663.73	\$ 1,592,337.27	95.64%
	Title II	\$ 333,718.00	-	-	\$ 333,718.00	100.00%
	Title III	\$ 48,104.00	3,753.00	45.36	\$ 44,305.64	92.10%
	IDEA Part B	\$ 1,065,421.00	-	9,936.00	\$ 1,055,485.00	99.07%
	IDEA Preschool	\$ 45,979.00	-	-	\$ 45,979.00	100.00%
	Perkins	\$ 140,022.00	59,262.45	435.19	\$ 80,324.36	57.37%
	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	738.37	9,349.35	\$ 96,912.28	90.57%
99940810	Technology Equipment & Repair	\$ 270,000.00	43,993.44	105,372.67	\$ 120,633.89	44.68%
	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	1,265.32	2,636.51	\$ 4,098.17	51.23%
99960000	Child Nutrition Operations	\$ 2,070,000.00	283,018.88	614,063.11	\$ 1,172,918.01	56.66%
	Cafeteria Salaries	\$ 485,872.00	-	164,062.48	\$ 321,809.52	66.23%
99960100	Facilities Maintenance	\$ 90,000.00	33,617.43	23,419.90	\$ 32,962.67	36.63%
	Custodial Services and Supplies	\$ 90,000.00	36,952.63	32,268.22	\$ 20,779.15	23.09%
99960200	Operations and Utilities	\$ 327,340.00	72,366.94	83,033.92	\$ 171,939.14	52.53%
	Energy Division II	\$ 737,822.00	212,952.21	211,697.79	\$ 313,172.00	42.45%
99960300	State Transportation	\$ 2,739,235.56	535,791.81	595,717.93	\$ 1,607,725.82	58.69%
	State Homeless Transportation	\$ 447,895.00	142,336.80	37,663.20	\$ 267,895.00	59.81%
	State Foster Transportation	\$ 82,851.00	37,316.00	2,684.00	\$ 42,851.00	51.72%
	Transportation Supplies	\$ 1,000.00			\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	827.89	15,626.52	\$ 6,545.59	28.46%
	Local Activities Transportation	\$ 3,000.00	-	101.54	\$ 2,898.46	96.62%
	Local Homeless Transportation Match	\$ 60,000.00	15,815.20	4,184.80	\$ 40,000.00	66.67%
	Local Transportation Match	\$ 315,000.00	59,532.40	63,415.90	\$ 192,051.70	60.97%
Total Operating Budget		\$ 51,139,558.11	\$ 2,122,545.96	\$ 15,822,781.76	\$ 33,194,230.39	64.91%
99970000	Local Debt Service	\$ 1,464,041.07	-	710,122.20	\$ 753,918.87	51.50%
99970200	Minor Capital Improvements	\$ 483,262.00	74,891.50	44,761.98	\$ 363,608.52	75.24%
Total Capital Budget		\$ 1,947,303.07	\$ 74,891.50	\$ 754,884.18	\$ 1,117,527.39	57.39%
Grand Total		\$ 53,086,861.18	\$ 2,197,437.46	\$ 16,577,665.94	\$ 34,311,757.78	64.63%

*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

**MEMORANDUM**

TO: Kevin Dickerson, Ed. D., Superintendent

FROM: Sara Croce, Chief Financial Officer

RE: K-3 Student-Instructor Ratio Requirements and 98% Rule

DATE: October 31, 2018

Title 14 Section 1705A of Delaware Code states in part, “The ratio of students to instructors in any class in kindergarten or grades 1-3 in a Delaware public school shall not exceed 22 students as of the last school day of October.” While most of the district’s K-3 class sizes meet this requirement, some do not. Delaware Code provides a waiver provision in which the Milford School District Board of Education can waive this requirement at their discretion.

Also, Section 1704, Title 14 of Delaware Code states in part “Each local school board shall allocate Division I units to schools in its district such that as of the last school day of October each school receives not less than 98% of the Division I units it generates as a result of the actual unit count.” Final unit count will not be not certified until late November, and in order to utilize earned units to offset state budget reductions per Section 361 of the Fiscal Year 2019 Appropriations Bill (Senate Bill 235), the board should waive this requirement.

The following schools have not met the criteria for Section 1705A, Title 14:

Lulu M. Ross Elementary  
Homeroom(s):

1 – 23 Students  
3 – 24 Students  
4 – 23 Students  
5 – 23 Students  
6 – 23 Students  
12 – 23 Students

Mispillion Elementary  
Homeroom(s):

2034 – 23 Students  
2038 – 24 Students

## **Milford School District 2018 – 2019 School Year**

### **Waiver of Student – Instructor Ratio Requirements and Division I Unit Staffing Requirements**

Section 1705A, Title 14 of the Delaware Code states in part “The ratio of students to instructors in any class in kindergarten or grades 1-3 in a Delaware public school shall not exceed 22 students as of the last school day of October.” Section 1704, Title 14 of the Delaware Code further states “Each local school board shall allocate Division I units to schools in its district such that as of the last school day of October each school receives not less than 98% of the Division I units it generates as a result of the actual unit count.”

While most district classrooms meet the class size requirement and the district strives to fully staff each building based upon units earned, facility constraints, budgetary constraints, and an objective of maintaining consistency in student class assignments will require the Board of Education to consider a waiver provision to these requirements at the November 19, 2018 Board Meeting. Public comments regarding this potential waiver provision may be made in accordance with Board Policy 8503 Public and Employee Participation at Board of Education Meetings. Written comments should be directed to the Superintendent no later than five days prior to the November 19, 2018 Board Meeting.

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

1009

**PROGRAM AND ATHLETIC BOOSTER CLUBS**

**I. ~~ROLE OF THE CLUB~~**

The Milford School District **recognizes that Program** and Athletic Booster Clubs exist as organizations of parents and community persons dedicated to:

A. ~~Supporting~~, encouraging and advancing the various **academic, arts, and** athletic programs and related activities of the Milford School District, ~~thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.~~

B. ~~The club shall promote projects to improve facilities and equipment necessary to provide an adequate athletic program for the school district.~~

C. The club shall not seek to influence or direct the technical activities or policies of the school administration, school officials, or coaches who are charged with the responsibility of conducting the ~~athletic program of the schools of the district.~~

D. The club shall do nothing ~~which~~ **that** violates the rules of the Delaware Secondary School Interscholastic Athletic Association or **other regulatory body for the affiliated organization that would in any way** jeopardize the student eligibility or school district membership in the **organization**, athletic association or the Henlopen Conference.

E. By August 1 **each year**, the **program or athletic**-boosters club shall present the names, addresses and telephone numbers of the officers to the ~~Athletic Director~~ **District Office**. **If the group holds an outside bank account on behalf of the booster organization, the Tax ID number shall be kept on record with the District Office. Under no circumstances should a district employee be the guarantor on an outside bank account for an organization.**

**II. ~~FINANCIAL~~**

The Booster Clubs ~~each year~~ **may** contributes financially to the ~~athletic district organizations and programs department~~ for the needs of each **group** sport that otherwise ~~would~~ **may** not be available from the ~~district~~ athletic department. ~~Primarily, the monies of the Booster Club will be expended for (1) minor capital improvements of the athletic facilities, (2) minor purchases of sport equipment, (3) warm-ups, T-shirts, travel bags, (5) awards and related activities.~~



- ~~All financial activities must conform with DSSAA regulations and be approved by Milford High School's Athletic Director.~~
- ~~Final say on major changes to the building and facilities rests with the Milford School District Board of Education.~~

### ~~III. TRANSPORTATION~~

- ~~Milford High School will arrange and follow all Milford School District procedures regarding the transportation of team members and coaches. Any requests for other means of transportation provided to team members and coaches must be submitted to Milford High School before transportation schedules are arranged for the next school year.~~
- ~~Other prearranged means of transportation for the year will remain in effect and all contracts honored.~~

### ~~IV. RELATIONSHIP WITH COACHES~~

- ~~Coaches are encouraged to take advantage of every opportunity to work with the Booster Club in their many fund-raising projects during the course of the school year. The more coaches become involved in booster projects, the more it will strengthen goodwill between the club and the athletic department. In the event a booster club asks a coach about athletic needs, the coach can discuss it in general with the members but must remind them to make the request officially through the Athletic Director's office.~~

### ~~V. RELATIONSHIP WITH THE ATHLETIC DIRECTOR~~

- ~~The High School Athletic Director is the official liaison between the school district and the **athletic** booster club. All contact should be between the club's duly elected officers and the Athletic Director.~~

ADOPTED: 6/24/96



MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

1009

**PROGRAM AND ATHLETIC BOOSTER CLUBS**

The Milford School District recognizes that Program and Athletic Booster Clubs exist as organizations of parents and community persons dedicated to supporting, encouraging and advancing the various academic, arts, and athletic programs and related activities of the Milford School District.

The club shall not seek to influence or direct the technical activities or policies of the school administration, school officials, or coaches who are charged with the responsibility of conducting the program.

The club shall do nothing that violates the rules of the Delaware Interscholastic Athletic Association or other regulatory body for the affiliated organization that would jeopardize the student eligibility or school district membership in the organization, athletic association or the Henlopen Conference.

By August 1 each year, the program or athletic booster club shall present the names, addresses, and telephone numbers of the officers to the District Office. If the group holds an outside bank account on behalf of the booster organization, the Tax ID number shall be kept on record with the District Office. Under no circumstances should a district employee be the guarantor on an outside bank account for an organization.

Booster Clubs may contribute financially to district organizations and programs for the needs of each group that otherwise may not be available from the district.—

The Athletic Director is the official liaison between the school district and the athletic booster clubs.

ADOPTED: 6/24/96

## **PERSONNEL REPORT – *Action Item***

### **RESIGNATION**

MESSICK, Courtney  
District - Maintenance  
Effective: December 17, 2018  
Service to MSD: 9 years

KREMPASKY, Melissa  
Morris Early Childhood Center  
Effective: December 21, 2018  
Service to MSD: 4 months

SALTIEL, John  
Mispillion – Child Nutrition (6.5 hrs.)  
Effective: November 30, 2018  
Service to MSD: 2 years

ROCKWELL, Elizabeth Jo  
Ross – Music Teacher  
Effective: October 26, 2018  
Service to MSD: 10 days

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

DUFFY, Michelle  
Central Academy – Part-Time Paraprofessional  
Effective: December 3, 2018

### **AMEND RETIREMENT DATE**

MCDUGALL, Cynthia  
Effective: June 30, 2019 (from June 30, 2018)

### **RETIREMENT**

DEHEL, Dawn  
High School – English Teacher  
Effective: June 30, 2019  
Service to MSD: 19 years

KEMMERLIN, Dulcena  
Ross – Grade 5 Teacher  
Effective: June 30, 2019  
Service to MSD: 25 years

### **TRANSFER**

NICHOLS, Kim  
Transfer from Milford High School Part-Time Paraprofessional to Morris Early Childhood Center Part-Time Paraprofessional  
Effective: January 2, 2018

WHIDBEE, Cleveland

Transfer from Central Academy Child Nutrition 6 hrs. to Mispillion Child Nutrition 6.5 hrs.  
Effective: December 3, 2018

KENDZIERSKI, Kristofer

Transfer from Central Academy Part-Time Paraprofessional to High School Full-Time Paraprofessional  
Effective: December 3, 2018

ANDERSON-DICKERSON, Keyana

Transfer from Mispillion Child Nutrition 3 hrs. to Mispillion Child Nutrition 4 hrs.  
Effective: October 18, 2018

WEBB, Brittany

Transfer from Mispillion Child Nutrition 3 hrs. to Mispillion Child Nutrition 4 hrs.  
Effective: October 18, 2018

PASSWATERS, Sandy

Transfer from High School Child Nutrition Manager 7 hrs. to Child Nutrition Manager 7.5 hrs.  
Effective: November 12, 2018

THOMPSON, Tammy

Transfer from Central Academy Child Nutrition Manager 7 hrs. to Child Nutrition Manager 7.5 hrs.  
Effective: November 12, 2018

MORTON, Mariann

Transfer from Ross Child Nutrition Manager 7 hrs. to Child Nutrition Manager 7.5 hrs.  
Effective: November 12, 2018

BRADFORD, Melissa

Transfer from Mispillion Child Nutrition Manager 7 hrs. to Child Nutrition Manager 7.5 hrs.  
Effective: November 12, 2018

ZABEL, Patty

Transfer from Banneker Child Nutrition Manager 7 hrs. to Child Nutrition Manager 7.5 hrs.  
Effective: November 12, 2018

NAILOR, Laura

Transfer from Morris Child Nutrition Manager 7 hrs. to Child Nutrition Manager 7.5 hrs.  
Effective: November 12, 2018

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

Central	Wrestling Coach, Asst.	Mills, Judd
High	Golf Coach, Head	French, Nathan

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

High	Softball, Girls Coach, Asst.	Barkley, Kevin (21B)
High	Softball, Volunteer	Andrews, Rick (21B)
		Masten, Rob (21B)
High	Softball (JV), Volunteer	Rogers, Brian (21B)
High	Soccer, Girls Coach, Asst.	Evans, Ed
High	Baseball Coach, Asst. (JV)	Jefferson, Nick
High	Baseball Coach, Asst.	Casale, Mike
High	Baseball, Volunteer	Kimmel, Dan (21B)
		Reed, Devon (21B)
		Berry, John
High	Lacrosse Coach, Asst.	Bryan Boyd/
		Edwards, Thomas (21B)
High	Lacrosse, Volunteer	Betts, Kyle (21B)
		Deeney, Ryan
High	Swim, Volunteer	Wells, Kelly
High	Unified Basketball, Volunteer	Jefferson, Nick
Central	Advisor, We The People	Holloway, Sam
Central	Wrestling Coach, Asst.	Duffy, Emmanuel (21B)
Central	Wrestling, Volunteer	Mills, Judd (21B)
Central	Baseball Coach, Head	Faulkner, Matthew

\*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

Milford, Delaware 19963

## POLICY

4227

### **USE OF FORCE**

#### **Purpose**

The Milford School District has a paramount duty to take all reasonable steps to protect the safety of students. To this end, and in light of the tragic incidents involving active shooters at schools, the District will employ safety monitors who possess the training and experience to be commissioned as constables by the Delaware Board of Examiners of Constables.

#### **Use of Deadly Force**

1. Constables may use deadly force in self-defense, or defense of others, from imminent death or serious bodily injury. Constables shall not use deadly force to protect property.
2. Prior to discharging a firearm, constables shall, where safely possible, identify themselves and state their intent to shoot.
3. Constables shall not draw or exhibit their firearms unless there is reasonable cause to believe it may be necessary to use the weapon consistent with this policy.
4. Constables shall not fire into crowds.

#### **Use of Non-Deadly Force**

Where deadly force is not appropriate, constables shall use that level of force reasonably necessary to de-escalate the situation, and bring it under control.

## **Custodial Detention**

If a person engages in criminal activity, constables may exercise custodial detention over the person and notify the Delaware State Police or the Milford Police Department. It shall be responsibility of the Delaware State Police or the Milford Police Department to undertake any necessary investigation, and to comply with the reporting requirements of State Bureau of Identification.

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4308

**SALARY SCHEDULE: SUBSTITUTES**

Persons employed as substitutes shall be paid as follows:

1. Teachers - Substitute teachers will be compensated in accordance with the individual's classification as a Class A, Class B, or Class C substitute on the salary scale found in 14 Delaware Code, Chapter 13, Section 1326. **Substitute teachers serving in a long-term capacity shall receive, at a minimum, an increase of 1.25 times their Class (A, B or C) rate after 10 consecutive days of service in the same teaching assignment.**
2. Paraprofessionals – **Substitute paraprofessionals will** be compensated in accordance with the Class C Substitute rate found in 14 Delaware Code, Chapter 13, Section 1326. **Milford School District may approve a paraprofessional substitute serving in a critical needs capacity to be compensated at the substitute teacher rate for which they qualify.**
3. Custodian – **Substitute custodians will** be compensated in accordance with the hourly rate calculated at 0 years' experience for salary scales found in 14 Delaware Code, Chapter 13, Section 1311, Custodian and MSD Board Policy 4303(a) Custodian. (The annual salary shall be divided by 261 days and then further divided by 8 hours.)
4. Child Nutrition – **Substitute child nutrition workers will** be compensated in accordance with the hourly rate identified at 0 years' experience.
5. Secretaries – **Substitute secretaries will** be compensated in accordance with the hourly rate calculated at 0 years' experience for salary scales found in 14 Delaware Code, Chapter 13, Section 1308, Senior Secretary and the MSD Board Policy 4305 Senior and Financial Secretary. (The annual salary shall be divided by 261 days and then further divided by 7.5 hours)  
Hourly rate is used for personnel working less than a full workday.
6. School Nurse                      \$160.00 per day

ADOPTED: 7/18/77; 12/19/78; 1/21/80; 1/19/81; 10/23/89; 2/25/91; 6/21/93; 7/1/97;  
5/24/99; 10/1/2000; 9/23/02; 12/16/02; 2/24/03; 7/8/13; 12/25/16; 6/19/17

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4308

**SALARY SCHEDULE: SUBSTITUTES**

Persons employed as substitutes shall be paid as follows:

1. Teachers: Substitute teachers will be compensated in accordance with the individual's classification as a Class A, Class B, or Class C substitute on the salary scale found in 14 Delaware Code, Chapter 13, Section 1326.
2. ~~Nonprofessional Personnel:~~
  - a. Paraprofessionals – to be compensated in accordance with the Class Substitute rate found in 14 Delaware Code, Chapter 13, Section 1326.
  - b. Custodian – to be compensated in accordance with the hourly rate calculated at 0 years' experience for salary scales found in 14 Delaware Code, Chapter 13, Section 1311, Custodian and MSD Board Policy 4303(a) Custodian. (The annual salary shall be divided by 261 days and then further divided by 8 hours.)
  - c. Child Nutrition – to be compensated in accordance with the hourly rate identified at 0 years' experience.
  - d. Secretaries – to be compensated in accordance with the hourly rate calculated at 0 years' experience for salary scales found in 14 Delaware Code, Chapter 13, Section 1308, Senior Secretary and the MSD Board Policy 4305 Senior and Financial Secretary. (the annual salary shall be divided by 261 days and then further divided by 7.5 hours)

Hourly rate is used for personnel working less than a full work day.

3. School Nurse                      \$160.00 per day

ADOPTED: 7/18/77; 12/19/78; 1/21/80; 1/19/81; 10/23/89; 2/25/91; 6/21/93; 7/1/97; 5/24/99; 10/1/2000; 9/23/02; 12/16/02; 2/24/03; 7/8/13; 12/25/16; 6/19/17



MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4110

**REDUCTION IN FORCE**

A. INTRODUCTION

1. Maintenance of professional employees appropriate to effectively carry on the educational programs of the district is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of those professional employees will be accomplished.
2. Suspension and dismissal of professional employees shall be in accordance with the Laws of Delaware (Chapter 14, Title 14, Section 1411) and the rules and regulations of the Board of Education.
3. RIF Policy for Professional Employees -- Reduction in Force (RIF) shall be just cause for dismissal. When a Reduction in Force is necessary because of a decrease in student enrollment, changes in curriculum, shortage of funds, or changes in the use of professional employees, the superintendent shall identify the area, subject level, or programs that will lose professional employee positions, as well as the date that such reductions are necessary, and make such recommendations to the Board.
4. Prior to the "RIFing" of tenured professional employees, the Board shall attempt to reduce staff in the affected area through voluntary retirement(s), administrative transfers, voluntary leaves of absence, and non-renewal of temporary contracts.
5. When a Reduction in Force is necessary, the superintendent will make his/her recommendations in accordance with the following procedures which recognize the rights of tenured teachers of long service and also the need for the Board to provide qualified professional employees for all programs.
  - a. Non-tenured professional employees in affected area(s) will be terminated first, beginning with teachers holding limited standard

certificates and not having passed the required components of the PRAXIS exam.

- b. Professional employees on Board-approved leaves of absence shall be subject to all provisions of this policy.
- c. Professional employees who have been dismissed for any reason other than reduction in force are not subject to the provisions of this policy. If a professional employee resigns voluntarily and is subsequently rehired, he/she shall regain his/her years of previous service after serving the number of years equal to the number of years of separation.
- d. Date of employment shall mean the first day for which the professional employee is paid. To receive credit for a month of service, the employee must be employed for sixteen (16) or more calendar days.
- e. A professional employee newly hired after the first required working day of the school year, and whose employment begins during that school year, shall receive a temporary contract. Such professional employee shall be placed on the ranked list in accordance with the date of such employment, but not until such time as having secured a regular contract through the normal procedures for new hires and provided there has been no break in employment.
- f. A professional employee who has successfully taught for at least two (2) years in the district in a field in which he/she is fully certified and who transfers (voluntarily or involuntarily) into an additional area for which he/she is fully certified shall remain on the ranked list for the first field of proven expertise. If the Department of Education has not established certification requirements for a specific component, the professional employee shall meet the minimum requirements as set by the district. At such time as the Department of Education established specific requirements, the state requirements will supersede local requisites. After an additional successful two (2) year period in the additional field,

the professional employee shall qualify for placement on the ranked lists for each department with his/her total point accumulation.

- g. By February 15 of each school year, the Personnel Office shall assign points to each professional employee, tenured and non-tenured, based upon designated categories. The professional employee with the lowest point total among each district-wide department or "component" is the first professional employee to be laid off. A "component" is a teaching area within a department that requires special preparation. In order to teach in a particular component at the secondary level (grades 7-12), the professional employee must meet certification requirements by the State Department of Education for that specific component.
- h. A ranked list of professional employees in each department/component indicating point totals shall be posted in each school office by March 1 of each school year, with a copy sent to the president of the MEA. Any professional employee who desires to challenge his/her ranking on the list shall notify the District Director of Personnel in writing prior to March 15. A professional employee's appeal of his/her seniority or classification must set forth the basis for the appeal. A final ranked list shall be posted in each school office and sent to the President of the MEA by March 31 of each school year. If a professional employee's seniority or classification is different on the second list as compared to the first list, such an employee has seven (7) school days from the posting of the second list to appeal the change. Rankings not challenged as provided above shall be regarded as correct by the professional employee and no further appeals shall be honored.
- i. By November 1, the Association President shall be informed, in writing, if the superintendent intends to make a change in the existing classifications. The Association President shall be provided, in writing, with the rationale for any change in the classifications. Prior to December 15, the Association President or designee and the

superintendent will meet to discuss any proposed changes in the classifications. The Association may comment upon any changes the superintendent proposes to make in the seniority classifications and make suggestions for additions and/or deletions of seniority classifications. The superintendent will consider all suggestions from the Association prior to making any changes. The superintendent shall make the final determination as to the seniority classifications which shall be used in preparing the seniority list. The superintendent shall notify the Association President, in writing, by January 15 of any changes in classifications with the rationale for such changes.

**B. CATEGORIES**

**1. Category I. Teacher Experience**

- a. Two (2) points for each year of full-time employment in the Milford School District. A full-time professional employee is defined as one who works in accordance with the workday set in the board policy.
- b. One (1) point for each year of half-time employment in the Milford School District. A half-time professional employee is defined as one who works for the Milford School District for a minimum of one-half of the day as described by board policy, but not working full time.
- c. No points for each year of part-time employment in the Milford School District for professional employees working less than one-half of the defined day.
- d. One-half (1/2) point for each year of full-time teaching experience outside the Milford School District.
- e. Two-tenths (2/10) of a point will be given for each month of service within the district for segments of a school year.

**2. Category II. Preparation**

- a. Four (4) points for a bachelor's degree on the salary schedule.
- b. Five (5) points for a bachelor's degree + 15 on the salary schedule.

- c. Six (6) points for a bachelor's degree + 30 on the salary schedule.
  - d. Seven (7) points for a master's degree on the salary schedule.
  - e. Eight (8) points for a master's degree + 15 on the salary schedule.
  - f. Nine (9) points for a master's degree + 30 on the salary schedule.
  - g. Ten (10) points for a master's degree + 45 on the salary schedule.
  - h. Eleven (11) points for a master's degree + 60.
  - i. Twelve (12) points for a doctorate on the salary schedule.
3. Category III. Breadth of Preparation
- A point is awarded for each additional area of teaching certification as verified by the Department of Education. (It is the professional employee's responsibility to have all verification of certification in the district office prior to January 15.)
4. Points awarded in each category above are weighted as follows:
- |              |    |
|--------------|----|
| Category I   | x5 |
| Category II  | x4 |
| Category III | x3 |
5. In case of a tie, the first tie-breaker will be the total number of points in Category I; the second tie-breaker will be the total number of points in Category II; and the third tie-breaker will be the total number of points in Category III. If a tie still exists at this point, the superintendent will recommend to the Board of Education the individual to be retained, taking into consideration extracurricular activities and school committee work.

### C. RECALL PROCEDURE

1. Professional employees dismissed by way of the RIF procedures will be placed on a recall list, maintained by the Director of Personnel, for a period of one (1) year. Professional employees will be offered reemployment in any previous employment fields for which they held certification in reverse order of their dismissal. Professional employees who have been "RIFed" and subsequently recalled by the district shall maintain all accumulated seniority

- that they had established at the time of their "RIFing." "RIFed" employees with multiple certifications will be considered for positions for which they are certified.
2. When a vacancy occurs in the area of the professional employee's last employment field for which he/she holds certification, the appropriate professional employee on the recall list will be notified by certified mail. When recall notification takes place prior to August 1, a professional employee on the recall list shall have ten (10) working days from the date of delivery or attempted delivery of the superintendent's letter to respond by registered mail, return receipt requested. The superintendent shall interpret no response as a refusal. When notification takes place subsequent to August 1, it shall be by telephone to the professional employee, and the professional employee will be expected to respond within forty-eight (48) hours of the call. Failure to accept the offer shall result in removal from the recall list. If employed when recalled, the professional employee will be expected to assume the teaching position within two weeks (14 calendar days) after the acceptance of the recall.
  3. It is the responsibility of the employee to keep the Personnel Office informed of any change of address, telephone, and new areas of certification. Failure to do so absolves the Board of Education of any responsibility to the employee.
  4. Individuals who are on the recall list shall, upon written request to the Personnel Office, be given consideration as substitute teachers within the District. An employee on the recall list shall receive the State approved salary for substitutes for those days worked in place of an employee receiving sick leave benefits for the same days.
  5. Individuals who have been laid off and who are on the recall list may continue fringe benefits where the company/carrier permits if the employee agrees to pay the premium(s). Information regarding fringe benefits and

- responsibilities of the "RIFed" personnel will be distributed to all "RIFed" personnel by the district office by May 30.
6. The Board shall provide MEA and each building principal a copy of the recall list by May 15 of each year.
  7. Appeal of the RIF procedure is covered under Due Process Procedures as found in Delaware Code.

D. DEPARTMENTS AND COMPONENTS

Pre K

Primary (K-4)

Middle Level (5-8)

Secondary Teachers

Agriculture

Athletic Director

Business Education

Marketing

Driver Education

English

Spanish

French

Auto Service

Health Education

Technology Education

Mathematics

Natural Sciences

Biology (Life Sciences)

Chemistry

Earth Sciences

Physics

Social Studies

Art

Elementary

Integrated Arts

Secondary

Basic Skills Teacher

Behavior Specialist

Computer Technology

Guidance

Elementary

Secondary

Librarian/Media Specialist



Music  
Nurse  
Physical Education  
Psychologist  
Teachers of Exceptional Children  
    Early Childhood  
    Educable Mentally Disabled  
    Gifted/Talented  
    Hearing Impaired  
    Learning Disabilities  
    Physically Impaired  
    Seriously Emotionally Disturbed  
    Visually Impaired  
Speech Therapist  
Visiting Teacher  
Discipline Dean

ADOPTED: April 18, 1977  
AMENDED: 7/18/77; 7/1/00