

HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR TUESDAY, FEBRUARY 20, 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	_____ Mrs. Purcell
_____ Mr. Emory	_____ Mr. Schelhouse
_____ Mr. Evans	_____ Mrs. Wiley
_____ Ms. Kirby	
3. **Adjournment to Executive Session**
  - A. **Personnel Matters – See 29 Del. C § 10004(b)(9)**
    1. **Discussion of the personnel report and the competencies of staff recommended for hire.**
  - B. **Student Matters – See 29 Del. C § 810004(b)(6)**
4. **Introduction of Visitors**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
  - A. **Regular Meeting Minutes for January 22, 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**
  - A. **Banneker Elementary recognized by the American Heart Association**

10. **Superintendent Reports – Dr. Kevin Dickerson**
  - A. Reports from School Administrators
    1. Evelyn I. Morris Early Childhood Center
    2. Benjamin Banneker Elementary School
    3. Lulu M. Ross Elementary School
    4. Mispillion Elementary School
    5. Milford Central Academy
    6. Milford High School
    7. Athletics
  - B. Upcoming Events
  - C. Buccaneer Logo **Action Item** (Attachment 2)
11. **Personnel – Dr. Jason Peel**
  - A. Personnel **Action Item** (Attachment 3)
  - B. Request approval of Board Policy 4101A Title IX Rights and Responsibilities **Action Item** (Attachment 4)
12. **Instruction and Student Programs**
  - A. **Director of Student Learning – Dr. Bridget Amory**
    1. Request approval of 2018-2019 Calendar Draft **Action Item** (Attachment 5)
    2. School Choice **Action Item** (Attachment 6)
  - B. **Director of Student Services – Ms. Laura Manges**
    1. Request approval of New Board Policy 4101B Section 504 Student and Parents Rights **Action Item** (Attachment 7)
13. **Business – Mrs. Sara Croce**
  - A. Revenue and Expenditure Report as of January 31, 2018 **Action Item** (Attachment 8)
  - B. State Budget Update
14. **Administrative Services**
  - A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
    1. MHS Gymnasium
  - B. **Transportation – Mr. Harold Walters**
    1. Transfer of Bus Route #35 from Bowman Bus to Joel Peterman **Action Item** (Attachment 9)
15. **Adjournment**

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING – JANUARY 22, 2018  
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

Mrs. Wiley – President  
Mrs. Dennehy - Absent  
Mr. Emory  
Mr. Evans  
Ms. Kirby –left at 8:30pm  
Mrs. Purcell  
Mr. Schelhouse  
Dr. Dickerson, Exec. Secretary

Admin. Present

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

Public

S. Whaley  
S. Geesaman  
B. Cooper  
S. Whaley  
J. Simpson  
M. Robbins  
E. Rust

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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, January 22, 2018 in the Milford Central Academy Cafeteria.

**ROLL CALL**

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

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

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

**MOTION MADE BY MR. SCHELHOUSE/SECONDED BY MRS. PURCELL** to adjourn Executive Session at 7:09 PM. **Motion carried unanimously.**

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**MOTION MADE BY MR. EVANS/SECONDED BY MRS. PURCELL** to approve the minutes of the December 18, 2017 Regular Board Meeting. **Motion carried unanimously.**

**RECOGNITION AND ACCOMPLISHMENTS**

***Mispillion Elementary Recognized***

Mispillion Elementary School was one of fifteen schools named by the Delaware Department of Education as a 2017 Recognition School. Mispillion will receive an \$8,000 award to benefit

their students and school, and will be able to proudly display a banner recognizing their great accomplishment.

Secretary of Education Susan Bunting said, "I congratulate the students, educators and families whose hard work and support led to these achievements. These school communities have provided educational programs and created school cultures that allow students to thrive. We must learn from what is working well in these buildings and replicate these successes across our state."

Recognition Schools are chosen for exceptional performance and/or closing the achievement gap. Mispillion was chosen for exceptional student performance. Congratulations to the entire Mispillion school-community for this great accomplishment. The district thanks Mispillion Elementary for their excellent work and outstanding representation of the Milford School District.

***Alpha Kappa Alpha Sorority, Inc., Epsilon Iota Omega Chapter***

Thank you to Shavonne Bailey for coordinating the Stuff the Bus event to benefit MSD students and families in need. The event was held on January 15th in the Milford Shopping Plaza. Donations included new coats, hats, scarves, gloves, backpacks, school supplies and non-perishable food items for students and families.

***Dr. Martin Luther King, Jr. Event***

Banneker hosted the community's Dr. Martin Luther King Jr. Celebration on January 15th. Thank you to the community for such a wonderful event.

***Board Elections***

Milford School Board has two seats open for election this spring - Area A and At-Large. The filing deadline is Friday, March 2, 2018 and the election date is Tuesday, May 8, 2018. More information can be found at [www.electionskc.delaware.gov](http://www.electionskc.delaware.gov).

**SUPERINTENDENT REPORTS**

***Morris Early Childhood Center***

Mrs. Hallman, Principal, reported Morris students are participating in the Great Kindness Challenge by earning rewards for deeds of kindness.

***Benjamin Banneker Elementary***

Ms. Alfaro, Assistant Principal, stated students are competing in the Banneker Winter Olympics. Donuts for Dads is scheduled for February 1, 2018 at 7:00 am. Star students will be recognized at the PTP meeting on Monday, January 29, 2018.

***Lulu M. Ross Elementary***

Mrs. McKenzie, Principal, reported the fourth and fifth grade band concerts were well attended. The Fuel Up to Play 60 kickoff is February 5, 2018. The Imagine Delaware Literacy Festival had lots of activities and demonstrations for parents and students. Mrs. Tracey Carney, the State's First Lady, attended and read to the students.

***Mispillion Elementary***

Mrs. Wallace, Principal, stated the fourth and fifth grade band concerts were wonderful as well as the third, fourth, and fifth grade chorus concert that was held in the high school auditorium. The first and second grade chorus concert held at Mispillion had standing room only.

***Central Academy***

Dr. Carnevale, Principal, reported the Science Fair held on Friday, January 19, 2108 had many excellent projects on display. A Geography Bee will be held on Tuesday, January 23, 2018. Milford Central Academy will be hosting "We The People" state competition on February 16, 2018. The MCA "We The People" team is the first middle school team in Delaware to participate in May's National "We The People" competition in Washington, D.C.

***Milford High School***

Mr. Snyder, Principal, reported that the first semester has ended. The MHS Band and Chorus was very busy before the holidays touring the Senior Center and participating in several parades. Governor Carney and Secretary Bunting will be visiting MHS for the second time this year on February 13, 2018 at 9:30 am to recognize the Readiness with a Purpose initiative. Eighth grade students will be visiting MHS for scheduling during Freshman Night in February.

***Upcoming Events***

Dr. Dickerson noted the upcoming events for the rest of January and February.

***Buccaneer Logo***

After a brief discussion on the buccaneer logos currently in use, it was decided that a revised draft of Policy 1014 will be brought to the February board meeting.

**PERSONNEL**

***Personnel Reports***

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\*

JEFFERSON, Nicholas  
High School – Science Teacher  
Effective: January 23, 2018 and ending June 30, 2018

RESIGNATION

BREWER, Ronald  
Banneker – P/T Paraprofessional (27.5 hrs.)  
Effective: January 28, 2018  
Years of Service to MSD: 3 mos.

BROWN, Carole  
Banneker – Child Nutrition General Worker  
Effective: January 19, 2018  
Years of Service to MSD: 5

TRIPP, Shawniece  
High School – Child Nutrition General Worker  
Effective: December 21, 2017  
Years of Service to MSD: 1 mo.

RETIREMENT

SOUCEK, Sandra  
Banneker – Grade 2 Teacher  
Effective: June 30, 2018  
Years of Service to MSD: 25

STUBBOLO, Garth  
High School – Science Teacher  
Effective: January 19, 2018  
Years of Service to MSD: 1

TRANSFER

RIDDICK, Sherry  
Transfer from Mispillion Child Nutrition (3 hrs.) to Banneker Child Nutrition (3 hrs.)  
Effective: February 5, 2018

RECOMMEND FOR EMPLOYMENT\*

O’HEA, Rebecca  
District – School Psychologist Intern  
Effective: 2018-2019 School Year

RESCIND EMPLOYMENT – LIMITED CONTRACTS FOR PERSONAL SERVICES

High	Track Coach, Head	Helmick, Patrick (21B)
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RECOMMEND EMPLOYMENT – LIMITED CONTRACTS FOR PERSONAL SERVICES\*

Central	Softball Coach, Asst.	McKee, Jerry (21B)
Central	Baseball Coach, Asst.	Rodgers, John

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

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

***First Read of Board Policy 4101A Title IX Rights and Responsibilities***

Dr. Peel discussed the revisions to Board Policy 4101A Title IX Rights and Responsibilities.

## **INSTRUCTION AND STUDENT PROGRAMS**

### ***Director of Student Learning 21<sup>st</sup> Century Grant Proposal***

The 21<sup>st</sup> Century Grant is a community partnership for summer and after school programs for the elementary students. MSD has submitted an elementary proposal and a secondary proposal.

### ***Board Policy 6303 Diploma Requirements***

**MOTION MADE BY MR. EVANS/SECONDED BY MR. SCHELHOUSE** to approve the revisions to Board Policy 6303 Diploma Requirements. **Motion carried unanimously.**

### ***Request Approval for Field Trips***

Mr. Emory requested to have more timely notice of upcoming field trip forms.

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. EMORY** to approve the Field Trip requests. **Motion carried unanimously.**

### ***First Read of 2018-2019 Calendar Draft***

Dr. Amory presented the calendar drafted from the committee and thanked all the committee members. Mr. Evans asked about the last staff day being Monday, June 17, 2018.

### ***Supervisor of Technology***

Mr. Whaley discussed the quotes received for the server/storage refresh. He explained that the committee recommended SHI International. Funding for the project will come from State Technology Block grant funds. Mr. Whaley was commended for working on the bids to get the price reduced.

**MOTION MADE BY MR. EMORY/SECONDED BY MR. EVANS** to approve SHI International Corp. for their quote on the server/storage refresh in the amount of \$62,633.39. **Motion carried unanimously.**

### ***E-Rate Updates***

Mr. Whaley applied for funding to replace the wireless at MHS, MCA and Morris. This installation is tentatively scheduled for the week of February 5, 2018. A recommendation for upgrading fiber cabling and network drops in three schools will be presented at a future meeting.

### ***Director of Student Services***

#### ***Board Policy 4101B Section 504 Student and Parents Rights***

Ms. Manges presented the first read of the new Board Policy 4101B Section 504 Student and Parent Rights.

## **BUSINESS**

**MOTION MADE BY MR. EMORY/SECONDED BY MR. EVANS** to approve the Revenue and Expenditure Reports as of December 31, 2017. **Motion carried unanimously.**

***Financial Position Report***

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

***Fiscal Year 2016 School District Expenditure Inspection Report***

Mrs. Croce presented the Fiscal Year 2016 School District Expenditure Inspection Report.

***Final FY 2018 Budget***

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. EVANS** to approve the Final FY 2018 Budget. **Motion carried unanimously.**

***Operations Purchasing Thresholds***

**MOTION MADE BY MR. EMORY/SECONDED BY MR. EVANS** to approve the Operations Purchasing Threshold of \$15,000. **Motion carried unanimously.**

**ADMINISTRATIVE SERVICES**

***BUILDING, GROUNDS, OPERATIONS***

***Building Automation***

Building automation upgrades will be done for all schools within the district. Funding for the project will come from Minor Capital Improvement funds.

**MOTION MADE BY MR. EMORY/SECONDED BY MR. EVANS** to approve Modern Controls for the building automation upgrades for \$119,448. **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 Monday, January 22, 2018 adjourn at 8:54PM. **Motion carried unanimously.**

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Kevin Dickerson, Executive Secretary

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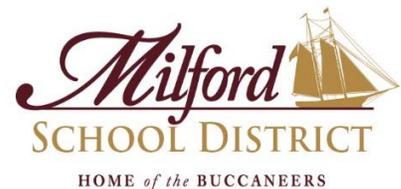
Edna Rust, Recording Secretary

MILFORD SCHOOL DISTRICT  
Buccaneer Logo Policy 1014

These official Milford School District Buccaneer logos may appear on all Web pages, publications, presentations, clothing, and other material viewed by external audiences. The Buccaneer logos are intended to be a representation of school spirit. Logos may not be altered in any way. The Buccaneer logos should not be used in any way that discriminates or implies discrimination against any persons or groups based on age, ancestry, belief, color, creed, disability, national origin, race, religion, sex, sexual orientation or veteran status, or in any other way that would be a violation of the Milford School District's anti-discrimination policy.

**General Rules**

- Do not alter the logos in any way, other than proportional enlargement or reduction.
- Do not add elements to the logos. This includes but is not restricted to surrounded boxes, shadows, outlines or embellishments.



**Adopted: 11/24/14**

**Amended: 2/20/18**

## **PERSONNEL REPORT – Action Item**

### **RESIGNATION**

HOLMES, Helen

Misphillion – Child Nutrition (3 hrs.)

Effective: February 9, 2018

Years of Service to MSD: 6 mos.

FITLER, Lisa

Morris – School Nurse

Effective: February 23, 2018

Years of Service to MSD: 7½

### **RETIREMENT**

CALDWELL, Laura

Morris – Reading Specialist

Effective: June 30, 2018

Years of Service to MSD: 31

BEIDEMAN, William

Morris – Chief Custodian

Effective: September 30, 2018

Years of Service to MSD: 25

FARMER, Dennis

Central Academy – Custodian

Effective: June 30, 2018

Years of Service to MSD: 13

ENGELSIEPEN, Michele

Morris – Kindergarten Teacher

Effective: June 30, 2018

Years of Service to MSD: 31

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

DEAN, Colleen

Morris – School Nurse

Effective: February 21, 2018 and ending June 30, 2018

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

ANDERSON, Keyana

Misphillion – Child Nutrition (3 hrs.)

Effective: February 21, 2018

CASPER, Rachel

Banneker – Part-Time Education Support Paraprofessional (27.5 hrs.)

Effective: February 12, 2018

TIMM, Christopher  
 Central Academy – Full-Time One-on-One Paraprofessional  
 Effective: February 21, 2018

FMLA  
 Board Only

RECOMMEND EMPLOYMENT – LIMITED CONTRACTS FOR PERSONAL SERVICES\*

High	Baseball Coach, Asst.	Kimmel, Dan (21B)/Jefferson, Nicholas
High	Baseball Coach, Asst.	Casale, Michael
High	Baseball, Volunteer	Berry, John
		McNulty, Ryan
		Reed, Devon (21B)
High	Lacrosse Coach, Asst.	Boyd, Bryan/Edwards, Thomas (21B)
High	Lacrosse, Volunteer	Deeney, Ryan
		Betts, Kyle (21B)
High	Softball, Girls Coach, Asst.	O'Neal, Brittany (21B)
High	Softball, Girls Coach, Asst.	Barkley, Kevin (21B)
High	Softball, Volunteer	Andrews, Amber
		Andrews, Richard (21B)
		Masten, Rob (21B)
		Rogers, Brian (21B)
High	Track Coach, Head	Frampton, Amanda
High	Track Coach, Asst.	Rivera, Elias/Venette, Steve (21B)
High	Track Coach, Asst.	Jumper, Jason
High	Track, Volunteer	Skinner, Lance (21B)
High	Golf, Volunteer	Morse, John (21B)
		Strassle, Phillip (21B)
High	Tennis, Volunteer	Williamson, John (21B)
		Williamson, Paul (21B)
Central	Track, Volunteer	Willey, Richard Scott (21B)
		Phillips, Doug (21B)
Central	Soccer, Girls Volunteer	Albright, Jenna
		Jennie, Britini (21B)
Central	Baseball, Volunteer	Roberts, Justice

\*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.

## **TITLE IX RIGHTS AND RESPONSIBILITIES**

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

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

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

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

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

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

The District’s Title IX Coordinator is:

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

The Office of Civil Rights is located:

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

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

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

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

### **Steps to Resolution**

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

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

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

The letter should contain:

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

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

**Step 3:** The complainant or respondent may appeal the decision of the District Title IX Coordinator to the Superintendent (or designee) within 10 days of receiving the Title IX Coordinator's decision. The Superintendent (or designee) shall review all statements and evidence as well as the Coordinator's report, gather such additional evidence as deemed necessary, and then issue a written decision in response to the

appeal no later than 30 days after its filing. The District must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to a student victim.

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

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

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

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

ADOPTED: 9/27/10

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



## Milford School District Calendar 2018 - 2019 DRAFT for board approval

### August 2018

			Su	M	Tu	W	Th	F	Sa	
						1	2	3	4	
			5	6	7	8	9	10	11	
			12	13	14	15	16	17	18	22-23 New Staff Orientation
Stdnt	FdSvs	Tchr	19	20	21	22	23	24	25	27-29 Staff PD
1	1	4	26	27	28	29	30	31		Student Day for K, 1, 6, 9

### February 2019

			Su	M	Tu	W	Th	F	Sa	
								1	2	
			3	4	5	6	7	8	9	
Stdnt	FdSvs	Tchr	10	11	12	13	14	15	16	
19	19	19	17	18	19	20	21	22	23	18-Presidents' Day
111	111	118	24	25	26	27	28			28-Mid Marking

### September 2018

			Su	M	Tu	W	Th	F	Sa	
									1	3 Labor Day
			2	3	4	5	6	7	8	4 First K-12 Student Day
Stdnt	FdSvs	Tchr	9	10	11	12	13	14	15	6 Primary Election
18	18	19	16	17	18	19	20	21	22	6 Staff PD
19	19	23	23/30	24	25	26	27	28	29	

### March 2019

			Su	M	Tu	W	Th	F	Sa	
								1	2	
			3	4	5	6	7	8	9	8 Staff PD
Stdnt	FdSvs	Tchr	10	11	12	13	14	15	16	8 Weather Contingency
20	20	21	17	18	19	20	21	22	23	
131	131	139	24/31	25	26	27	28	29	30	

### October 2018

			Su	M	Tu	W	Th	F	Sa	
				1	2	3	4	5	6	3 Mid Marking
			7	8	9	10	11	12	13	22 Staff PD
Stdnt	FdSvs	Tchr	14	15	16	17	18	19	20	
22	22	23	21	22	23	24	25	26	27	
41	41	46	28	29	30	31				

### April 2019

			Su	M	Tu	W	Th	F	Sa	
				1	2	3	4	5	6	5 End of MP3
			7	8	9	10	11	12	13	5 Staff PD
Stdnt	FdSvs	Tchr	14	15	16	17	18	19	20	5 Weather Contingency
15	15	16	21	22	23	24	25	26	27	19-26 Spring Break
146	146	155	28	29	30					

### November 2018

			Su	M	Tu	W	Th	F	Sa	
							1	2	3	5 End of MP1
			4	5	6	7	8	9	10	6 Election Day
Stdnt	FdSvs	Tchr	11	12	13	14	15	16	17	8 Staff PD AM
16	16	17	18	19	20	21	22	23	24	8 Closed PM
57	57	63	25	26	27	28	29	30		12 Veterans Day Recognized
										21-23 Thanksgiving

### May 2019

			Su	M	Tu	W	Th	F	Sa	
						1	2	3	4	
			5	6	7	8	9	10	11	13 Mid Marking
Stdnt	FdSvs	Tchr	12	13	14	15	16	17	18	23 Last Senior Day
22	22	22	19	20	21	22	23	24	25	27 Memorial Day
168	168	177	26	27	28	29	30	31		30 Graduation

### December 2018

			Su	M	Tu	W	Th	F	Sa	
									1	
			2	3	4	5	6	7	8	
			9	10	11	12	13	14	15	13 Mid Marking
Stdnt	FdSvs	Tchr	16	17	18	19	20	21	22	
15	15	15	23	24	25	26	27	28	29	22-31 Winter Break
72	72	78	30	31						

### June 2019

			Su	M	Tu	W	Th	F	Sa	
									1	
			2	3	4	5	6	7	8	13 Last Day Students (1/2 Day)
Stdnt	FdSvs	Tchr	9	10	11	12	13	14	15	13 End of MP4
9	9	11	16	17	18	19	20	21	22	14-17 Staff PD
177	177	188	23/30	24	25	26	27	28	29	

### January 2019

			Su	M	Tu	W	Th	F	Sa	
					1	2	3	4	5	1 New Year
			6	7	8	9	10	11	12	
Stdnt	FdSvs	Tchr	13	14	15	16	17	18	19	21 M L King Jr Day
20	20	21	20	21	22	23	24	25	26	24 End of MP2
92	92	99	27	28	29	30	31			25 Staff PD

177 Student days / 185 ParaProfessional days / 188 Teacher days

185 Para days: Non work days for Para's - 9/6/2018, 1/25/2019, 3/8/19

Professional Development / Inclement weather days will be adjusted as necessary

MILFORD SCHOOL DISTRICT  
MILFORD, DELAWARE 19963

**SCHOOL CHOICE  
SCHOOL YEAR 2018-2019**

We currently have (53) applicants. Of the (53), there are (8) who are residents of the Milford School District requesting a transfer for another school in the Milford School District. Of the (45) remaining non-residents requesting to attend our schools (25) were enrolled in the Milford School District during the 2017-2018 school year, (13) are new applicants to the district and (7) are kindergarten applications.

**Recommendations:**

1. The administration recommends:

Milford High School – 14 applicants

Accept	6 - 9 <sup>th</sup> graders
Accept	1 – 10 <sup>th</sup> grader
Accept	2 - 11 <sup>th</sup> graders
Waitlist	4 – 9 <sup>th</sup> graders
Waitlist	1 – 11 <sup>th</sup> grader

Milford Central Academy - 11 applicants

Accept	9 - 6 <sup>th</sup> graders
Accept	1 – 8 <sup>th</sup> grader
Waitlist	1 – 6 <sup>th</sup> grader

Banneker Elementary School - 8 applicants

Accept	4 - 1 <sup>st</sup> graders
Accept	1 – 2 <sup>nd</sup> grader
Accept	1 – 4 <sup>th</sup> grader
Accept	1 – 5 <sup>th</sup> grader
Waitlist	1 – 5 <sup>th</sup> grader

Lulu M. Ross Elementary School - 6 applicants

Accept	5 – 1 <sup>st</sup> graders
Accept	1 - 4 <sup>th</sup> grader

Misphillion Elementary School – 7 applicants

Accept	6 – 1 <sup>st</sup> grader
Waitlist	1 - 2 <sup>nd</sup> grader

Morris Early Childhood Center - 7 applicants

Accept	7 – Kindergarten
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2. That all Milford School District resident school choice applications be approved as of this date.
3. That the administration be permitted to act on "Good Cause" applications as they arise. Consideration will be given to school enrollments as well as the circumstances causing the late application.

## **SECTION 504 PARENT AND STUDENT RIGHTS**

### **(Section 504 of the Rehabilitation Act of 1973)**

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal funds from the US Department of Education. It applies to ensure that eligible students are provided with educational benefits and opportunities equal to those provided to non-disabled students. The purpose of this notice is to inform parents and students of the rights granted them under the law and to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

Under Section 504 you have the right to:

1. Have your child reasonably take part in and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law upon request;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with other students without disabilities to the maximum extent appropriate.
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities whenever reasonable;
6. Have your child be given a reasonable equal opportunity to participate in non-academic and extracurricular activities offered by the school district;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, by a group of persons who know the student, the evaluation data, and placement options;

8. Have your child receive reasonable accommodations and related services if they are needed in order for the child to receive a free appropriate public education;
9. Examine all relevant Education Records relating to decisions regarding your child's identification, evaluation, educational program, and placement; and
10. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's record.

Disabled parents/guardians will be afforded reasonable accommodation if required to allow participation in their child's education.

The person in the Milford School District who is responsible for assuring that the District complies with Section 504 is the Director of Student Services:

Section 504 Coordinator  
Milford School District  
906 Lakeview Avenue  
Milford, DE 19963  
302-422-1600

### **Grievance Policy to Address Disability-Based Discrimination**

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

## **Steps to Resolution**

**Step 1:** The best solutions to parent concerns often occur at the school level. Therefore, the District encourages parents to attempt to resolve concerns by working with the building principal or other appropriate building staff to reach a joint resolution of the issue. Contact the building principal to arrange a meeting or to discuss the complaint.

**Step 2:** If the issue is not resolved at the school level, a formal written grievance form shall be submitted to the District Section 504 Coordinator, within 30 calendar days of the alleged 504 violation to request a hearing. The Coordinator will be independent and impartial. If he or she has prior knowledge of the situation, an independent and impartial designee shall be appointed. He or she will thoroughly and diligently investigate the circumstances of the concern, obtain information as to relevant witnesses and evidence, obtain all relevant evidence, hear equally from the grievant's witnesses, accused(s)'s witnesses and other witnesses, equally review all evidence from the grievant and accused and interview and obtain statements from all relevant witnesses, and then present a report of his or her findings of fact and conclusions within 30 business days. The investigation will be adequate and reliable. The report of his or her findings shall be sent to the parties upon completion. The complaint should be sent to:

Milford School District  
Attention- Section 504 Coordinator  
906 Lakeview Avenue  
Milford, DE 19963  
302-422-1600

Your letter should contain:

- the child's name, date of birth, address and the school he or she attends;
- your name, address and phone number;
- your relationship to the child (parent, guardian, surrogate);
- name, address and phone number of the person representing you (if you have someone);
- decision of the school with which you disagree and the reason;
- date you received this decision;
- your signature; and
- the following form, completed.

**Step 3:** The person filing the grievance may appeal the decision of the District Section 504 Coordinator to the Superintendent (or designee) within 10 days of receiving the Section 504 Coordinator's decision. The Superintendent (or designee) shall review all statements and evidence as well as the Coordinator's (or his or her designee's) report, gather such additional evidence as deemed necessary, and then issue a written decision in response to the appeal no later than 30 days after its filing.

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

In the event there is a finding of discrimination, the District shall take remedial efforts and efforts to prevent recurrence and shall make all reasonable efforts to correct the discriminatory effects of a prohibited action.

Any party aggrieved shall have the right to file a formal complaint after the Superintendent's (or designee) decision with the U.S. Department of Education, Office of Civil Rights.

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

**Milford School District  
Section 504 Grievance Form**

Date: \_\_\_\_\_ School: \_\_\_\_\_  
Child's Name: \_\_\_\_\_ Child's D.O.B.: \_\_\_\_\_  
Complainant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Please describe your concerns and why you believe they raise an issue under Section 504. Include a description of what happened, when and where it happened, and who was involved. (Feel free to attach additional pages if necessary.)

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Explain the steps you have already taken to resolve the issue, if any.

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Describe what resolution to your concerns you would like to see.

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Please attach any documents or other information you think will help with the investigation of your complaint.

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

**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2018 Monthly Revenue Report**  
**As of January 31, 2017**  
**58.33% of the Fiscal Year completed**

REVENUE SOURCE	Final FY 2018 Budget	Actual to date	% received
<b>STATE FUNDS</b>			
Formula Salaries	25,175,105	24,098,053	95.72%
Cafeteria Salaries	485,872	485,872	100.00%
Delaware Sustainment Fund	785,596	785,596	100.00%
Academic Excellence Cash Option	-	-	
Related Services Cash Option	141,821	116,160	81.91%
Division II, All Other Costs	851,086	851,086	100.00%
Division II, All Other Costs - VOC	99,443	99,443	100.00%
Division II, Energy	737,822	737,822	100.00%
Division III, Equalization	5,339,016	5,339,016	100.00%
State Transportation	2,739,236	2,739,236	100.00%
Homeless Transportation	447,895	447,895	100.00%
Foster Care Transportation	82,851	82,851	100.00%
Transportation Supply	1,000	1,000	100.00%
Unique Alternatives Transportation	268,930	268,930	100.00%
Drivers' Education	15,545	15,545	100.00%
Professional Development	-	-	
Technology Block Grant	63,068	63,068	100.00%
Educator Accountability (CPR)	1,091	1,091	100.00%
Professional Instruction - State Grant(s)	35,481	35,481	100.00%
World Language Expansion	30,000	30,000	100.00%
Readiness with a Purpose Grant	21,682	21,682	100.00%
Minor Capital Improvements	291,143	247,471	85.00%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>37,613,682</b>	<b>36,467,296</b>	<b>96.95%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	7,480,925	7,595,036	101.53%
Current Expense (capitations)	500	253	50.58%
Athletics	40,000	36,707	91.77%
Interest	85,000	45,140	53.11%
Building Rental	15,000	12,608	84.05%
Other Local Revenue	18,500	15,226	82.30%
Sol - Systems	1,500	1,029	68.63%
Energy Curtailment	15,000	14,867	99.11%
CSCR	15,000	25,939	172.92%
Indirect Costs	190,000	39,561	20.82%
Cafeteria	2,070,000	892,966	43.14%
Net Choice Billings	(117,391)	(117,391)	100.00%
Net Charter Billings	(119,049)	(119,049)	100.00%
Social Studies Coalition/Donations	107,000	74,807	69.91%
Debt Service	1,275,000	1,225,729	96.14%
Debt Service - County Impact Fees	235,241	38,903	16.54%
Tuition	2,875,000	2,756,695	95.89%
Minor Capital Improvements	194,095	186,106	95.88%
E-Rate	26,500	26,493	99.97%
Extra Time Local Match	-	-	
Reading and Match Specialist Match Tax	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>14,407,820</b>	<b>12,751,623</b>	<b>88.50%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,065,421	1,065,421	100.00%
IDEA - Preschool	45,979	45,979	100.00%
IDEA - Preschool (Morris Grant)	-	-	
Title I	1,665,001	1,665,001	100.00%
Title II	333,718	333,718	100.00%
Title III English Acquisition	48,104	48,104	100.00%
Education for the Homeless	10,000	10,000	100.00%
School Based HIV/STD Prevention	-	-	
Perkins	140,022	140,022	100.00%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,308,245</b>	<b>3,308,245</b>	<b>100.00%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>55,329,748</b>	<b>52,527,164</b>	<b>94.93%</b>

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

Operating Unit	Budget Line	Final Budget		Expended	Budget Remaining	% Remaining
		Amount	Encumbered			
9180668A	Benjamin Banneker Elementary School	\$ 60,347.00	9,340.44	11,400.95	\$ 39,605.61	65.63%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 45,441.50	2,801.19	13,303.01	\$ 29,337.30	64.56%
9180672A	Lulu M. Ross Elementary School	\$ 73,395.00	9,982.35	17,291.91	\$ 46,120.74	62.84%
9180673A	Mispillion Elementary School	\$ 64,424.50	8,573.07	16,651.59	\$ 39,199.84	60.85%
9180675A	Milford Central Academy	\$ 121,155.00	15,739.83	60,806.61	\$ 44,608.56	36.82%
9180678A	Milford Senior High School	\$ 149,437.50	8,856.64	72,050.92	\$ 68,529.94	45.86%
99900000	Board Of Ed/District Expenses	\$ 2,000.00	-	1,350.99	\$ 649.01	32.45%
	School Resource Officer	\$ 160,000.00	2,735.50	157,264.50	\$ -	0.00%
99900100	Legal Services, Audit and Insurance Premiums	\$ 89,459.00	12,334.33	28,295.26	\$ 48,829.41	54.58%
99900300	District Expenditures	\$ 15,000.00	59.99	1,057.83	\$ 13,882.18	92.55%
	Public Relations and Communication	\$ 1,000.00	-	727.40	\$ 272.60	27.26%
	Copy Center (District Wide)	\$ 95,000.00	30,712.42	63,567.42	\$ 720.16	0.76%
	Student Emergency Fund	\$ 4,000.00	500.00	2,900.00	\$ 600.00	15.00%
99910100	Superintendent	\$ 1,500.00	-	1,030.85	\$ 469.15	31.28%
99920000	World Language Immersion (State Grant)	\$ 30,000.00	-	18,772.52	\$ 11,227.48	37.42%
	Readiness with a Purpose (State Grant)	\$ 21,681.67	-	21,681.67	\$ -	0.00%
	Educator Accountability (State Grant)	\$ 1,090.88	-	-	\$ 1,090.88	100.00%
	Instructional Advancement (State Grant)	\$ 35,481.00	-	34,935.91	\$ 545.09	1.54%
	Summer School	\$ 25,000.00	-	11,880.70	\$ 13,119.30	52.48%
	Translators	\$ 20,000.00	-	1,650.25	\$ 18,349.75	91.75%
	Extra Time Programs	\$ 15,000.00	-	9,521.62	\$ 5,478.38	36.52%
	Curriculum and Instruction	\$ 168,600.00	2,100.00	71,160.73	\$ 95,339.27	56.55%
99920500	State Professional Development	\$ -	-	-	\$ -	
99920700	Athletics - High School	\$ 151,050.00	37,344.65	73,807.92	\$ 39,897.43	26.41%
	Athletics - Milford Central Academy	\$ 24,500.00	3,008.92	14,628.08	\$ 6,863.00	28.01%
99920800	Driver's Education	\$ 15,545.00	470.37	12,962.29	\$ 2,112.34	13.59%
99930200	Tuition - Special Services	\$ 2,579,500.00	21,986.00	1,442,524.23	\$ 1,114,989.77	43.23%
	Tuition - Special Services - ILC	\$ 295,500.00	4,544.56	62,475.78	\$ 228,479.66	77.32%
	Unique Alternatives (State Funds)	\$ 268,929.50	111,814.50	111,910.40	\$ 45,204.60	15.30%
99930300	Special Services	\$ 49,000.00	14,539.03	14,773.92	\$ 19,687.05	40.18%
	Special Services - State Related Services	\$ 141,821.42	56,222.50	38,535.00	\$ 47,063.92	33.19%
99940200	Division I/Formula Salaries	\$ 25,175,105.40	-	15,751,221.52	\$ 9,423,883.88	37.43%
99940300	Division II - Vocational	\$ 99,443.00	9,698.03	21,967.05	\$ 67,777.92	68.16%
99940400	Division III/Local Salaries	\$ 9,983,600.00	-	5,241,554.66	\$ 4,742,045.34	47.50%
	Union agreed Limited Contracts	\$ 340,000.00	-	157,154.88	\$ 182,845.12	53.78%
99940500	Title I	\$ 1,665,001.00	22,627.45	290,583.51	\$ 1,351,790.04	81.19%
	Title II	\$ 333,718.00	-	45,178.34	\$ 288,539.66	86.46%
	Title III	\$ 48,104.00	-	-	\$ 48,104.00	100.00%
	IDEA Part B	\$ 1,065,421.00	76,009.92	90,938.57	\$ 898,472.51	84.33%
	IDEA Preschool	\$ 45,979.00	-	-	\$ 45,979.00	100.00%
	Perkins	\$ 140,022.00	6,669.00	39,982.92	\$ 93,370.08	66.68%
	Homeless	\$ 10,000.00	300.00	300.00	\$ 9,400.00	94.00%
	Other Federal Grants	\$ -	-	-	\$ -	
99940600	Insurance Expense	\$ 83,000.00	-	82,816.00	\$ 184.00	0.22%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	127.00	46,734.79	\$ 60,138.21	56.20%
99940810	Technology Equipment & Repair	\$ 270,000.00	5,171.30	131,946.30	\$ 132,882.40	49.22%
	Technology Block Grant	\$ 63,068.00	62,633.39	-	\$ 434.61	0.69%
99940900	Tuition Reimbursement	\$ 60,000.00	-	30,000.03	\$ 29,999.97	50.00%
99950000	Personnel/Human Resources	\$ 6,500.00	-	2,064.84	\$ 4,435.16	68.23%
99960000	Child Nutrition Operations	\$ 2,070,000.00	253,933.54	1,231,145.87	\$ 584,920.59	28.26%
	Cafeteria Salaries	\$ 485,872.00	-	235,031.02	\$ 250,840.98	51.63%
99960100	Facilities Maintenance	\$ 90,000.00	24,265.45	32,657.75	\$ 33,076.80	36.75%
	Custodial Services and Supplies	\$ 90,000.00	24,683.80	48,634.55	\$ 16,681.65	18.54%
99960200	Operations and Utilities	\$ 342,340.00	69,826.28	150,817.50	\$ 121,696.22	35.55%
	Energy Division II	\$ 737,822.00	144,169.71	388,630.29	\$ 205,022.00	27.79%
99960300	State Transportation	\$ 2,739,235.56	1,332,363.27	1,356,976.25	\$ 49,896.04	1.82%
	State Homeless Transportation	\$ 447,895.00	288,666.40	131,137.20	\$ 28,091.40	6.27%
	State Foster Transportation	\$ 82,851.00	45,368.00	27,099.00	\$ 10,384.00	12.53%
	Transportation Supplies	\$ 1,000.00	-	1,000.00	\$ -	0.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	1,684.86	19,842.12	\$ 1,473.02	6.40%
	Local Activities Transportation	\$ 3,000.00	-	195.07	\$ 2,804.93	93.50%
	Local Homeless Transportation Match	\$ 60,000.00	29,519.60	14,570.80	\$ 15,909.60	26.52%
	Local Transportation Match	\$ 300,000.00	148,657.04	149,286.88	\$ 2,056.08	0.69%
<b>Total Operating Budget</b>		<b>\$ 51,693,835.93</b>	<b>\$ 2,900,040.33</b>	<b>\$ 28,108,387.97</b>	<b>\$ 20,685,407.63</b>	<b>40.02%</b>
99970000	Local Debt Service	\$ 1,510,240.78	-	1,088,926.92	\$ 421,313.86	27.90%
99970200	Minor Capital Improvements	\$ 485,238.00	168,510.95	43,094.48	\$ 273,632.57	56.39%
<b>Total Capital Budget</b>		<b>\$ 1,995,478.78</b>	<b>\$ 168,510.95</b>	<b>\$ 1,132,021.40</b>	<b>\$ 694,946.43</b>	<b>34.83%</b>
<b>Grand Total</b>		<b>\$ 53,689,314.71</b>	<b>\$ 3,068,551.28</b>	<b>\$ 29,240,409.37</b>	<b>\$ 21,380,354.06</b>	<b>39.82%</b>

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

January 30, 2018

Milford School District  
906 Lakeview Avenue  
Milford, DE 19963

ATTN: Harold Walters  
Transportation Supervisor

Bowman Bus Service would like to request that Bus Route #35 be transferred to Joel Peterman a present bus driver in the Milford School District. We would like this to take effect March 1,2018. Thank you for your consideration of this request.

Bowman Bus Service will continue to provide transportation for the Homeless ad Foster kids program, Academic Challenge and field and athletic trips.

  
James Bowman

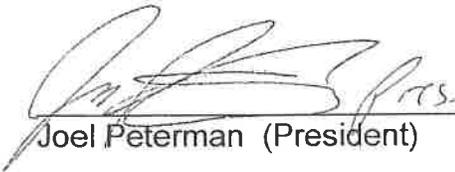
Date: 2/2/18

Milford School District  
906 Lakeview Avenue  
Milford, DE 19963

ATTN: Harold Walters  
Transportation Supervisor

I am writing you to request the transfer of Route #35 currently with Bowman Bus Service to Peterman's Bus Service. I am prepared to assume all terms and conditions associated with this contract. We would like this to take effect March 1, 2018.

Thank you for your consideration of this request.

  
Joel Peterman (President)