

HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, APRIL 16, 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.
4. **Introduction of Visitors**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
  - A. Regular Meeting Minutes for March 19, 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. 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. Personnel – Dr. Jason Peel**

- A. Personnel ***Action Item*** (Attachment 2)

**13. Instruction and Student Programs**

- A. **Director of Student Learning – Dr. Bridget Amory**
  - 1. 21<sup>st</sup> Century Grant
  - 2. Taskforce Updates
- B. **Director of Student Services – Ms. Laura Manges**
  - 1. Autism Program Environment Rating Results
  - 2. Special Education Staffing

**14. Business – Mrs. Sara Croce**

- A. Revenue and Expenditure Report as of March 31, 2018 ***Action Item*** (Attachment 3)
- B. District Financial Report as of 3-31-18 ***Action Item*** (Attachment 4)
- C. Preliminary Tax Figures

**15. Administrative Services**

- A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
  - 1. Facilities Management Board Policy 3101 Discussion

**16. Adjournment**

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING – MARCH 19, 2018  
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

Mrs. Wiley – President  
Mrs. Dennehy –V. President  
Mr. Emory - Absent  
Mr. Evans  
Ms. Kirby  
Mrs. Purcell  
Mr. Schelhouse  
Dr. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel  
Dr. Amory  
Mrs. Croce  
Dr. Stevenson  
Mr. Snyder  
Mrs. Hallman  
Dr. Carnevale  
Mrs. McKenzie  
Mrs. Wallace  
Dr. Kilgore

Public

S. Whaley  
K. Stahl  
J. Simpson  
C. Mason  
G. Mason  
D. Vezmar  
B. Jackson  
L. Jackson  
L. Garcia  
T. Nuygiro  
E. Rust

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The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:07 PM on Monday evening, March 19, 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)
- B. Student Matters – See 29 Del. C § 810004(b)(6)

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

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. EVANS** to adjourn Executive Session at 7:14 PM. **Motion carried unanimously.**

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**MOTION MADE BY MR. SCHELHOUSE/SECONDED BY MRS. PURCELL** to approve the minutes of the February 20, 2018 Regular Board Meeting. **Motion carried unanimously.**

**RECOGNITION AND ACCOMPLISHMENTS**

***MHS Odyssey of the Mind***

The Milford High School Odyssey of the Mind team took first place for their division at the Ocean Regional competition on March 3, 2018. They also claimed the prestigious Renatra Fusca, an honor awarded to teams showing exceptional creativity in the solution of their problem. Team

members include: Caleb Brownstein, Bethany Pasmore, Donald Pasmore, Delaney Dillon, Ry'Ana Johnson and Welinton Rosario and coaches Mrs. Molly Brownstein and Dr. Adam Brownstein. They are hopeful their placement at the State tournament on March 24, 2018 at William Henry Middle School will afford them the opportunity to travel to the Odyssey of the Mind world finals at Iowa State University in Ames, Iowa on May 23-26, 2018.

***Project Search Spotlight Student of the Month***

Congratulations to Lion Jackson for working diligently and demonstrating exceptional growth with Project SEARCH. Lion is a 2017 MHS graduate wanting to be a Physical Therapist. His first internship was in Diagnostic Imaging and was later recommended for an internship in Outpatient Physical Therapy.

***MHS – Superstars in Education Award***

The 2018 Superstars in Education Selection Committee selected ***The Will to Skill Program*** to join the prestigious list of Superstars in Education Award recipients. MHS will be honored at the 2018 Superstars in Education Awards Ceremony on Monday, May 14, 2018 at Wilmington University's Doberstein Admissions Center Auditorium in New Castle, Delaware.

***Lions Club***

Dr. Dickerson thanked the Lions Club for their on-going support to the Milford School District students.

**SUPERINTENDENT REPORTS**

***Morris Early Childhood Center***

Mrs. Hallman, Principal, reported that Morris earned almost \$400 from the Chick-Fil-A Spirit Night. She also shared that more than one hundred families attended the Family Reading Night.

***Benjamin Banneker Elementary***

Dr. Kilgore, Principal, reported that Girls on the Run has 16 participants. PI Day activities at Banneker earned \$260 for Relay for Life. Multi-Cultural Night was coupled with the 1st and 2nd grade chorus performance and had more than 400 attend the event. A dance is scheduled for 1<sup>st</sup> – 3<sup>rd</sup> grade students on Friday, March 23, 2018 at the Central Academy for all three elementary schools.

***Lulu M. Ross Elementary***

Mrs. McKenzie, Principal, reported the Jump Rope for Heart raised \$1,746 for the American Heart Association. The Science Fair is scheduled for March 22, 2018 from 5:30-7:00 pm. More than one hundred families attended the Multi-Cultural Night. The Ross National Elementary Honor Society inducted 13 new members including Cheyenne Branham, Lucy Chorman, Jovani Cortez-Galindo, Anna Coverdale, Adroinna Fountain, Paige Guittari, Tyjeen LaGuerre, Michael McKain, Avery Richard, Daniel Rivera, Iris Sisson, Sara Wilkinson and Alyssa Wolhar. The Unified Olympics program and students were highlighted by Delmarva Life on March 5, 2018.

***Mispillion Elementary***

Mrs. Wallace, Principal, reported Mispillion's strategic plan will be presented to the PTP committee on April 9, 2018. Student Appreciation Week starts March 26, 2018. Mispillion will display a big banner, students will have ice cream and extra recess and there will be prizes given away.

**Central Academy**

Dr. Carnevale, Principal, reported that the Black History Program held in conjunction with Milford High School showcased tremendous student talent. She was very pleased to report the 100% completion for the ACCESS test.

**Milford High School**

Mr. Snyder, Principal, stated the spring musical was truly awesome and attendance to the shows increased. Melina Hudson is a National Finalist for the Elks Lodge Scholarship. Melina was also honored for placing 6 out of 500 in the Poetry Out Loud contest. PBS consistently recognizes students. College signings will be March 21, 2018. Congratulations to Mrs. Kerry Stahl for being selected to represent Kent County at the NEA LGBTQ+ Conference. Mr. Seth Buford and Mrs. Stahl were given Presidential Citations. Congratulation to Educators Rising Members for their great success! Magaly Tijerino, Leah Barnett, Allie Davis, Cassandra Schreiber, Kaitlyn Davies, Kally Bennett, Christina Kimmel, Tyniah Bagley, Grace Secscinski, Haley Pagden and Morgan Abbott scored in the gold medal bracket under the leadership of Mrs. Molly Chorman. Ty'Yonna Murray earned a silver medal and Kyleigh Wright earned a bronze medal in their categories. The Prom will be held at the Rehoboth Beach Country Club on Saturday, April 14, 2018.

**Upcoming Events**

Dr. Dickerson noted the upcoming events for the rest of March and April.

**PERSONNEL**

**Personnel Reports**

RESIGNATION

MORENO JAEN, Jorge  
Morris – Kindergarten Spanish Immersion Teacher  
Effective: June 30, 2018  
Years of Service to MSD: 2

PASSWATERS, Albert  
District – Maintenance  
Effective: April 14, 2018  
Years of Service to MSD: 7 ½

CALLAWAY, Melanie  
Ross – Child Nutrition  
Effective: March 13, 2018  
Years of Service to MSD: 2 ½

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT\*

DIPIAZZA, Rosa  
District – School Psychologist  
Effective: August 22, 2018

ARIAS WHITE, Karina  
Morris – Immersion Teacher  
Effective: August 22, 2018

DOHENY, Carmen  
Ross- Immersion Teacher  
Effective: August 22, 2018

RECOMMEND FOR EMPLOYMENT\*

DEEB, Elyssa  
District – School Psychologist Intern  
Effective: 201802019 School Year

RETIREMENT

CLARK, John  
High School – Custodian  
Effective: March 31, 2018  
Years of Service to MSD: 34

AMEND EFFECTIVE DATE – RECOMMEND FOR EMPLOYMENT\*

ANDERSON, Keyana  
Mispillion – Child Nutrition (3 hrs.)  
Amend Effective Date: March 12, 2018 (from February 21, 2018)

RESCIND EMPLOYMENT – LIMITED CONTRACTS FOR PERSONAL SERVICES

High	Track Coach, Asst.	Rivera, Elias/Venett, Steve (21B)
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RECOMMEND EMPLOYMENT – LIMITED CONTRACTS FOR PERSONAL SERVICES\*

High	Tennis, Boys Coach, Head	Powers, Jacqueline
High	Track Coach, Asst.	Rivera, Elias
High	Track Coach, Volunteer	Venett, Steve (21B)

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

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

**INSTRUCTION AND STUDENT PROGRAMS**

***Director of Student Learning***

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

***Electronic Assessment Platform***

Dr. Amory reported that the implementation of district wide quarterly data reviews has resulted in identifying the need to ensure the ability to manage the curriculum based assessments in an effective and efficient way. A team of district staff came together to research and review a variety of resources to help select the best tool to meet the district needs. The outcome of the teams' efforts resulted in the selection of Illuminate Education. Illuminate Education Inc. provides web-based software and services to the kindergarten-grade 12 (K-12) education

market intending to assist with making real-time, data-informed decisions to positively impact student success.

***Supervisor of Technology***

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. SCHELHOUSE** to approve Undercomm for the E-Rate Cabling for \$52,418.07. The district's share of the project is \$10,483.61. **Motion carried unanimously.**

**BUSINESS**

**MOTION MADE BY MR. EVANS/SECONDED BY MR. SCHELHOUSE** to approve the Revenue and Expenditure Reports as of February 28, 2018. **Motion carried unanimously.**

**ADMINISTRATIVE SERVICES**

***Buildings, Grounds and Operations***

***MHS Gymnasium***

Dr. Stevenson discussed the proposed updates to the MHS gym.

***Building Use Facilities***

Board Policy 3101 Facilities Management will be reviewed for updates.

**ADJOURNMENT**

**MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. DENNEHY** that the Regular Meeting of the Milford Board of Education held on Monday, March 19, 2018 adjourn at 8:13 PM. **Motion carried unanimously.**

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Kevin Dickerson, Executive Secretary

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Edna Rust, Recording Secretary

## PERSONNEL REPORT – Action Item

### RESIGNATION

BROWNING, Kurt

High - Spanish Teacher

Effective: April 27, 2018

Years of Service to MSD: 2

COOPER, Mariel

District – Speech/Language Pathologist

Effective: August 8, 2018

Years of Service to MSD: 2

RIVERA, Elias

High – Spanish Teacher

Effective: June 30, 2018

Years of Service to MSD: 2

### RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT\*

JEFFERSON, Nicholas

High School – Science Teacher

Effective: August 22, 2018

ZOBEL, Angela

Morris – Special Education/Autism Teacher

Effective: August 22, 2018

### RECOMMEND FOR EMPLOYMENT

BAILEY, Lorenza

High School – Night Custodian

Effective: April 18, 2018

### TRANSFER

BRATTEN, Courtney

Transfer from Mispillion Child Nutrition 3 hrs. to Mispillion Child Nutrition 5 hrs.

Effective: February 12, 2018

BELL, Rowena

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

Effective: February 12, 2018

### FMLA

Board Only

### RECOMMEND EMPLOYMENT – LIMITED CONTRACTS FOR PERSONAL SERVICES\*

Central Academy

Softball, Volunteer

Masten, Rob (21B)



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

**MILFORD SCHOOL DISTRICT  
PROGRAM DEVELOPMENT & SUPPORT**

**Autism Program Environment Rating Scale  
(APERS) Summary:**



Presented by

**Association of Behavior & Curriculum  
Consultants, LLC**

**Pennsylvania ~ Delaware ~ New Jersey**

# APERS

## AUTISM PROGRAM ENVIRONMENT RATING SCALE

- Developed by National Professional Development Center on Autism Spectrum Disorders.
- Latest revision in 2011
- Widely utilized and accepted to assess Best-Practice supports for Autism Support Programs
- Direct Observation, Interviews, Records Reviews
- Versions for Preschool/Elementary (APERS-PE) and Middle/High School (APERS-MHS)
- 64 Items within 11 Domains
- Scored on 1-5 scale: 1.0 is *Poor Implementation* and 5.0 is *Exemplary Implementation*. Year 1 expectations at 3.0 or above.

# APERS

SELECTED DOMAINS RELEVANT FOR **YEAR 1** OF  
IMPLEMENTATION/DEVELOPMENT IN **BOLD**

1. **Learning Environments A** – *Safety, Organization, Materials*
2. **Learning Environments B** – *Structure, Schedules, Transitions*
3. **Positive Learning Climate (Ecology)** – *Staff/Student Interactions*
4. *Assessment & IEP Development – Student Progress, Goals*
5. **Curriculum & Instruction** – *Evidence-Based Interventions*
6. **Communication** – *Systems, Enriched Environment, Opportunities*
7. *Social Competence – Social Skills Instruction, Peer Networks*
8. *Personal Independence/Competence – Self-Management*
9. **Functional Behavior (Interfering/Adaptive)** – *Implementation*
10. *Family Involvement – Parent Training, Communication, Meetings*
11. *Teaming – Trainings, Meetings, Team Membership*

# APERS

## RATIONALE FOR SELECTION/EXCLUSION OF DOMAINS

### Assessment & IEP Development – *Student Progress, Goals*

- ✓ *Evidence-Based Skills Assessments to inform program goals is on-going as part of Year 1 program development. ABLLS-R and VB-MAPP have been, or will be completed for all supported students.*

### Social Competence – *Social Skills Instruction, Peer Networks*

### Personal Independence/Competence – *Self-Management*

- ✓ *Social Competence & Personal Independence typically prioritized in Year 2 program development. Social Skills Training and Self-Management informed by Year 1 Assessments*



# APERS

## RATIONALE FOR SELECTION/EXCLUSION OF DOMAINS

### Family Involvement – *Parent Training, Communication, Meetings*

- ✓ *Monthly Parent Clinics including training and meetings with staff already included as part of the Year 1 program development, so no assessment required at this time*

### Teaming – *Trainings, Meetings, Team Membership*

- ✓ *Monthly Team Meetings, including training, progress updates, forum for feedback/questions/concerns and problem-solving already included as part of the Year 1 program development, so no assessment required at this time*

# LEARNING ENVIRONMENTS A

*SAFETY, ORGANIZATION, MATERIALS*

School	Classroom	Score (1.0 – 5.0)
Lulu M. Ross Elementary	1	4.6
	2	4.8
Morris Early Childhood Center	3	4.6
	4	4.5
	5	3.8
	6	4.9
	<b>Mean Program Score</b>	<b>4.5</b>

# LEARNING ENVIRONMENTS B

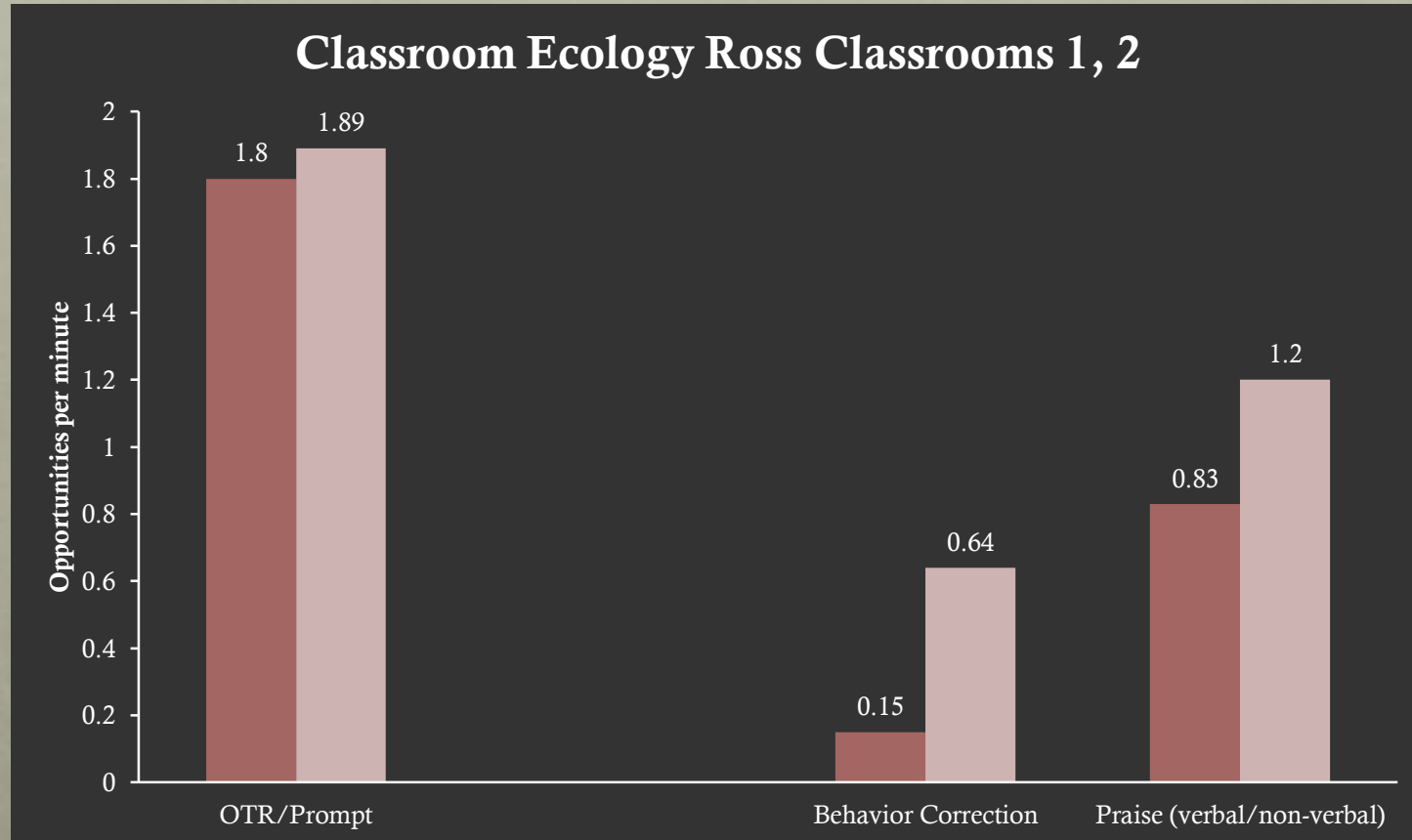
## *STRUCTURE, SCHEDULES, TRANSITIONS*

School	Classroom	Score (1.0 – 5.0)
Lulu M. Ross Elementary	1	3.5
	2	3.0
Morris Early Childhood Center	3	5.0
	4	3.5
	5	2.5
	6	4.0
	<b>Mean Program Score</b>	<b>3.6</b>



# POSITIVE LEARNING CLIMATE

## *CLASSROOM ECOLOGY: STAFF/STUDENT INTERACTIONS*

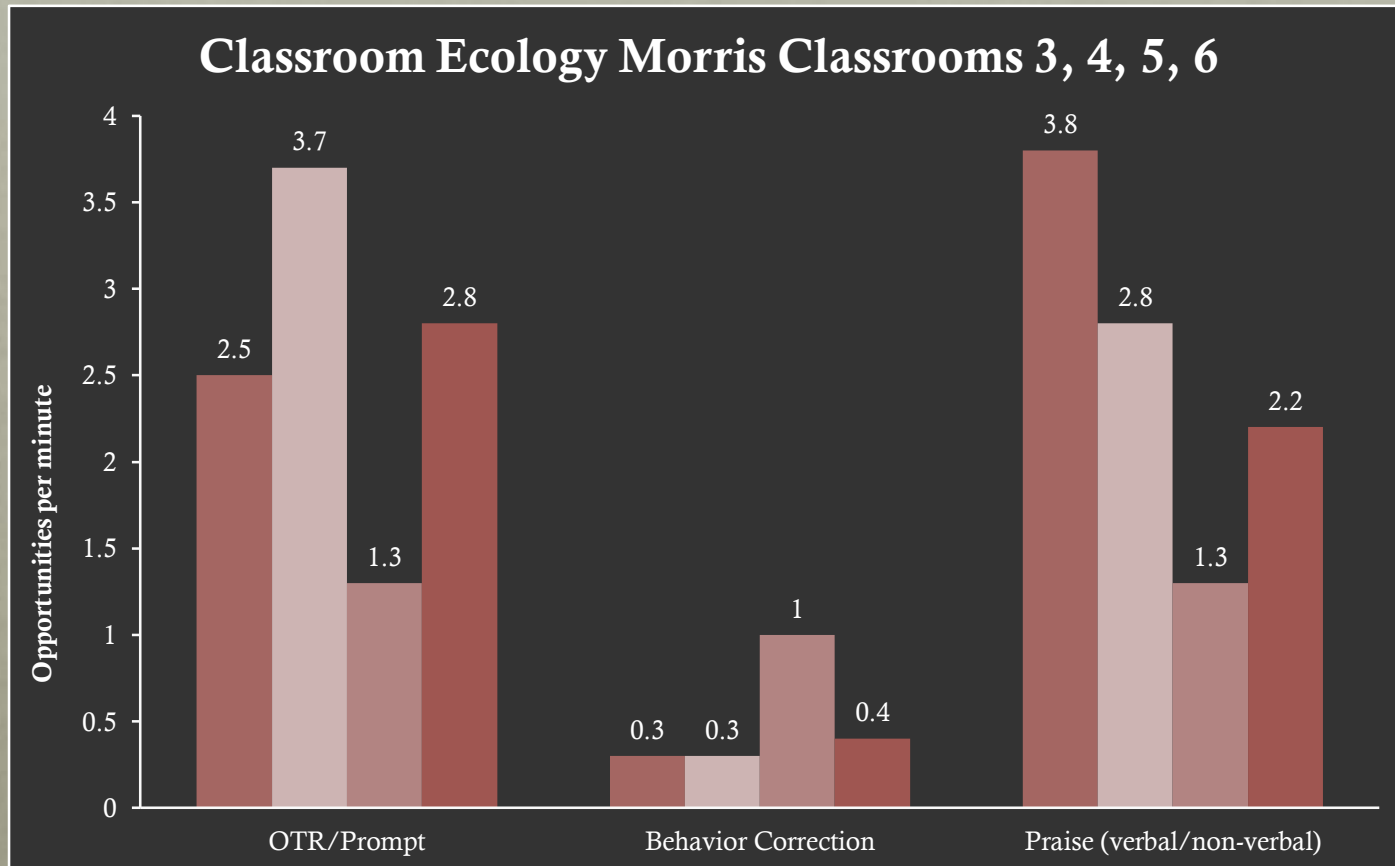


**Year 1 Goals: Opportunities-to-Respond 1.5, Praise-to-Correction Ratio 5:1**

**Current Mean: Opportunities-to-Respond 1.8, Praise-to-Correction Ratio 3:1**

# POSITIVE LEARNING CLIMATE

## *CLASSROOM ECOLOGY: STAFF/STUDENT INTERACTIONS*



**Year 1 Goals:** Opportunities-to-Respond 1.5, Praise-to-Correction Ratio 5:1

**Current Mean:** Opportunities-to-Respond 2.6, Praise-to-Correction Ratio 5:1

# CURRICULUM & INSTRUCTION

## *EVIDENCE-BASED INTERVENTIONS*

<b>School</b>	<b>Classroom</b>	<b>Score (1.0 – 5.0)</b>
<b>Lulu M. Ross Elementary</b>	<b>1</b>	<b>4.0</b>
	<b>2</b>	<b>4.3</b>
<b>Morris Early Childhood Center</b>	<b>3</b>	<b>3.0</b>
	<b>4</b>	<b>3.9</b>
	<b>5</b>	<b>3.9</b>
	<b>6</b>	<b>3.0</b>
	<b>Mean Program Score</b>	<b>3.7</b>

# COMMUNICATION

*SYSTEMS, ENRICHED ENVIRONMENT, OPPORTUNITIES*

School	Classroom	Score (1.0 – 5.0)
Lulu M. Ross Elementary	1	3.6
	2	3.8
Morris Early Childhood Center	3	4.2
	4	3.8
	5	3.2
	6	5.0
	<b>Mean Program Score</b>	<b>3.9</b>

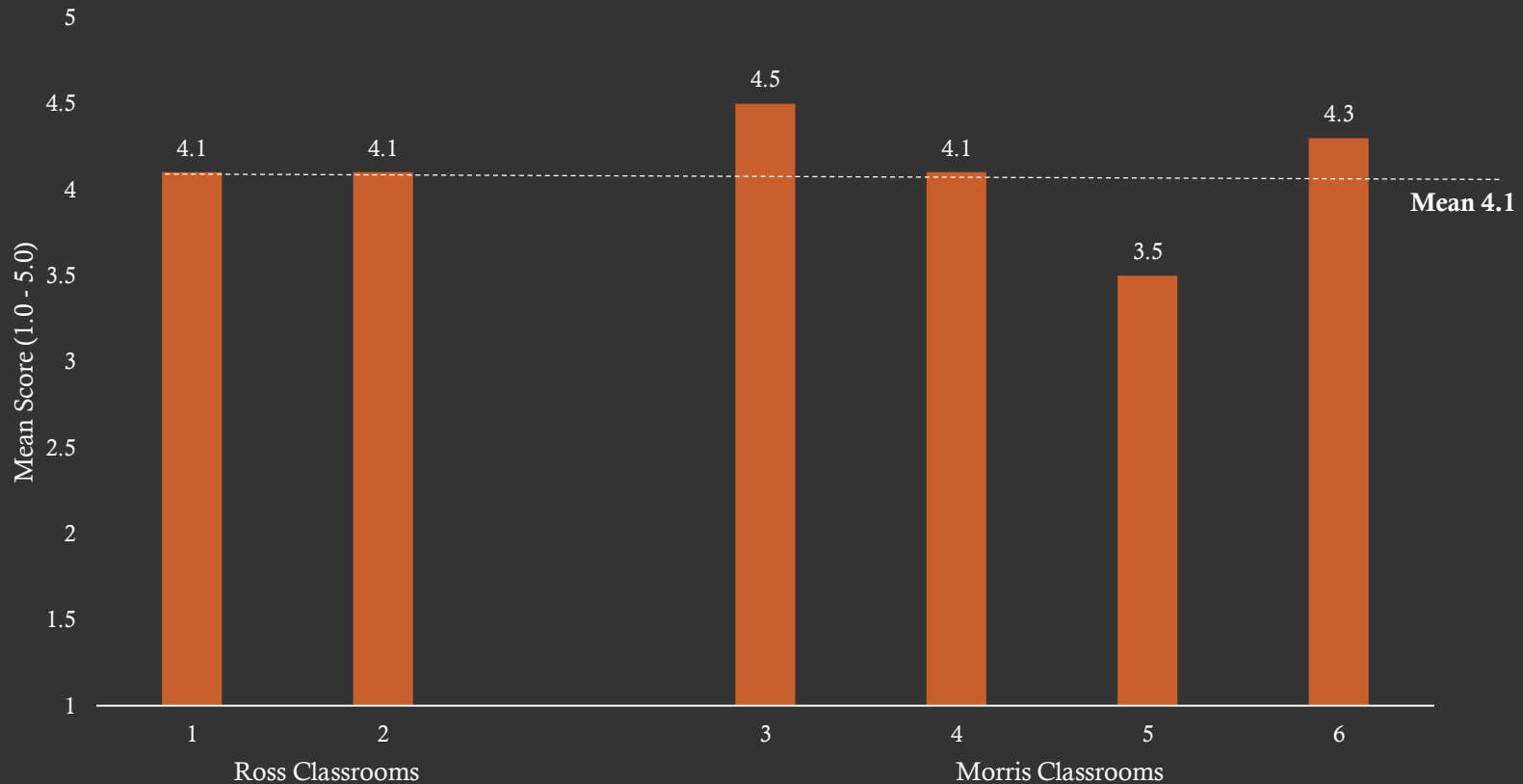
# FUNCTIONAL BEHAVIOR

## *PROACTIVE SUPPORTS/INTERVENTION IMPLEMENTATION*

<b>School</b>	<b>Classroom</b>	<b>Score (1.0 – 5.0)</b>
<b>Lulu M. Ross Elementary</b>	<b>1</b>	<b>4.4</b>
	<b>2</b>	<b>4.4</b>
<b>Morris Early Childhood Center</b>	<b>3</b>	<b>4.2</b>
	<b>4</b>	<b>4.4</b>
	<b>5</b>	<b>4.4</b>
	<b>6</b>	<b>5.0</b>
	<b>Mean Program Score</b>	<b>4.5</b>

# COMBINED DOMAIN MEAN SCORE 4.1 / 5.0

Ross & Morris APERS Spring 2018 (Year 1)  
Aggregated Domains



# MILFORD YEAR 1 APERS

## SUMMARY & RECOMMENDATIONS

- Mean Program Score exceeded expectations for Year 1 of Program Development
- *Classroom Structure & Schedules* is an identified program target for increased and continued success for Year 2
- *Curriculum & Instruction* is an identified program target for increased and continued success for Year 2
- *Communication* is an identified program target for increased and continued success for Year 2
- Specific classroom data should be analyzed to inform needed supports in regard to increased training, consultation, staffing or other environmental and program modifications



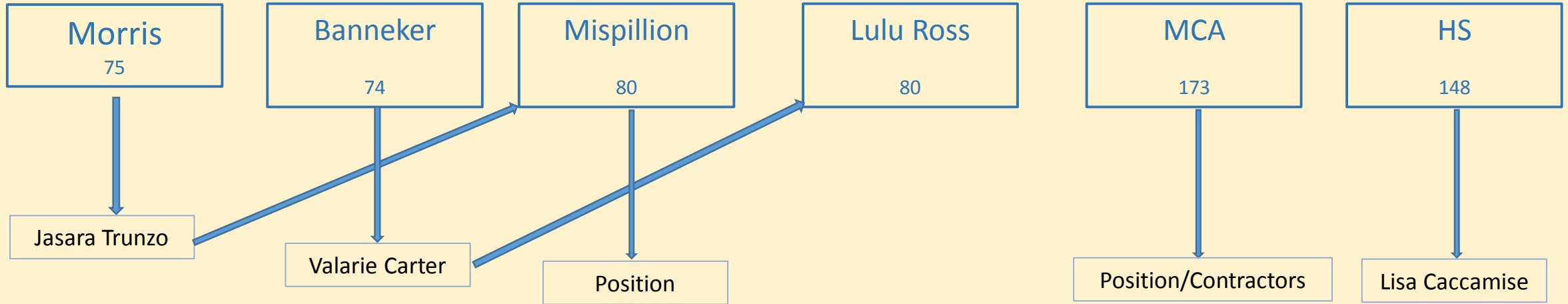
# MILFORD YEAR 1 APERS

## SUMMARY & RECOMMENDATIONS....

- Staff/Team Reinforcement should occur to celebrate success and maximize on-going high-level performance into Year 2
- Continue Team Meetings and Parent Clinics for Year 2
- Program Supports in Year 2 should focus on analyzing ABLLS-R and VB-MAPP Assessment results into enhancing evidence-based ABA Curricular and Instructional Programs, including Intensive-Teaching Techniques (e.g. Discrete-Trial Instruction), Natural Environment Training, Pivotal Response Treatment, and Curriculum-Based Measurement Models
- Continued enhancement of Functional Communication, Positive Behavior Support, and Social Skills programs in Year 2
- Complete APERS should be conducted in January 2019

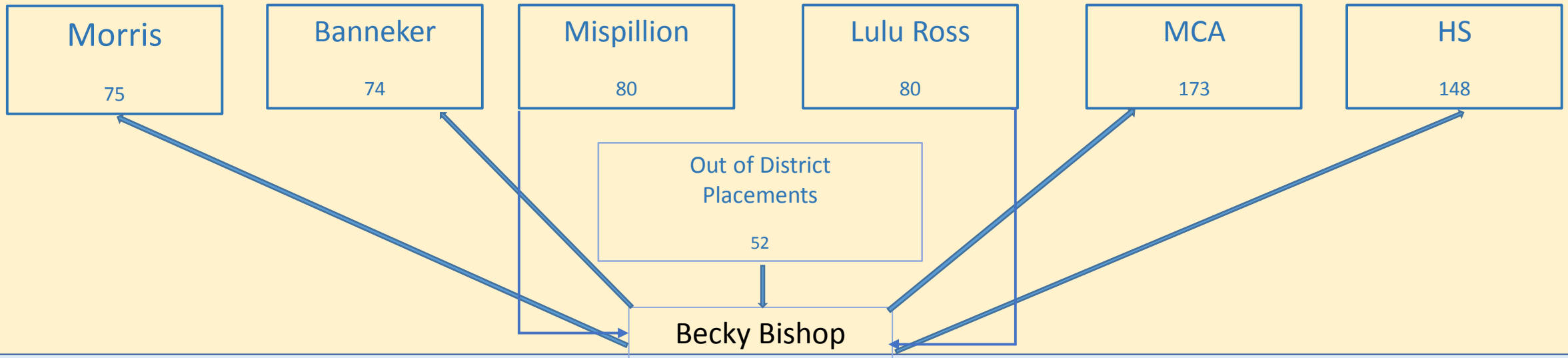


# School Psychologist



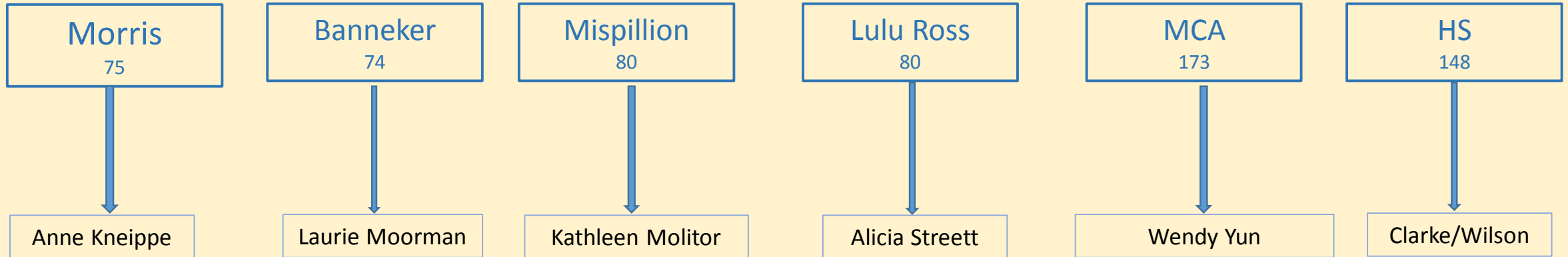
- New Evaluations
  - Cognitive, Academic, Behavioral, Autism, Social/Emotional
- Triennial Re-Evaluations
  - Cognitive, Academic, Behavioral, Autism, Social/Emotional
- MDT Member
- Behavioral/Academic Screenings
- Develop classroom based interventions
- Create BIP's
- Building & District Crisis Response
- Threat Assessments
- Develop behavioral goals on IEP's
- Support teams in homebound determinations
- Conduct Manifestation Determinations
- Work with families to provide consistent interventions across settings
- Mentor new school psychologists/supervise interns
- Create Supply request
- Conduct social groups/anger management groups
- Professional Development/Autism and Behavior Program Support
- Summer Program/ESY planning

# Educational Diagnostician



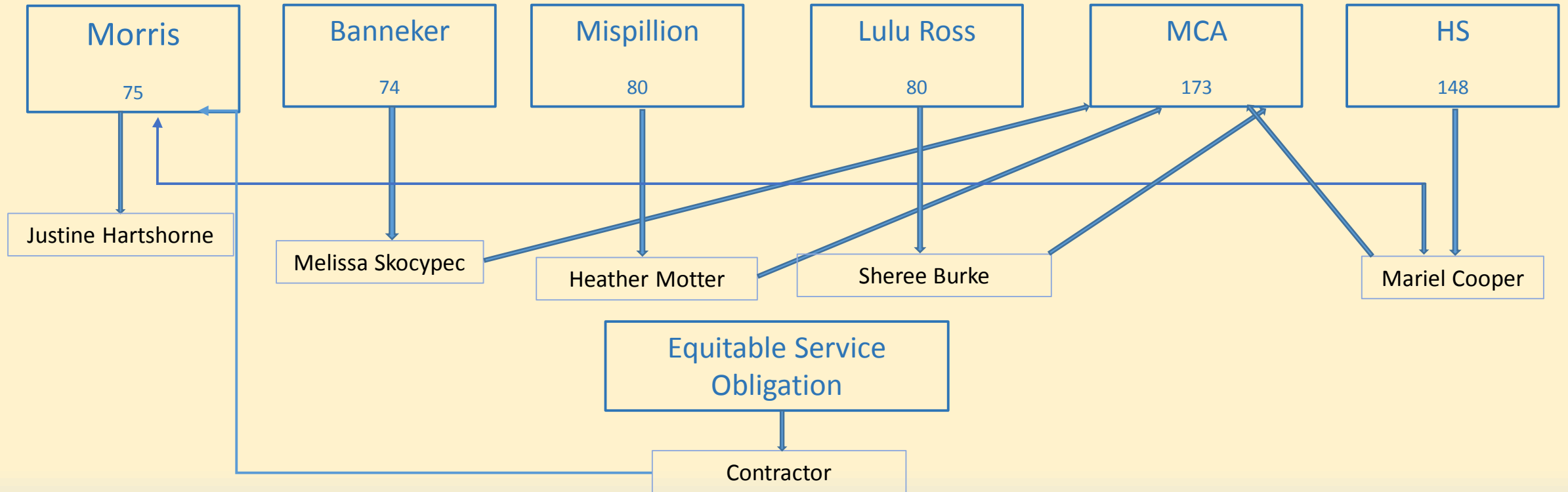
- Creates achievement files for all new and triennial referrals
- Conducts all student observations and achievement testing
- Toddler ADOS assessments
- Creation of FBA's & BIP's
- Compliance monitor IEP's district-wide
- Participation of out of district IEP's per federal and state regulations
- Coordinate AIM identification & service needs
- Autism Program support
- Statewide PLC's (AIM)
- ICT Support
- Assist with Indicator 13 audit review

# Special Education Coordinator



- Create master schedule for all IEP's, evaluations, triennial evaluations
- Coordinate related service provider attendance in IEPs/Services
- Transfer students from eSchool to IEP Plus
- Serve as Administrative Designee
- Create PWN at all meetings
- Coordinate transitions
- Prep and distribute pre-referral packets/PTE
- Attach all documents in IEP Plus
- Input Smarter accommodations
- Distribute information and provide PD on all info shared at Special Education Council meeting
- Plan meeting agendas w/district, admin, related service team, legal council
- Review/audit IEP folders, verify needs based count verification
- Assist teachers with trouble shooting IEP development and implementation
- Send notices and contact parents
- Identify summer program and ESY needs
- Coordinate with interpreters
- Coordinate special transportation
- Coordinate Smarter accommodations
- Offer Tier 3 interventions, run small groups, provide homebound services, push in support when available
- Support for Special Olympics, Project Unify
- Oversee 504
- 619 (Early Childhood screenings, evaluations, CDW transitions, Statewide PLC)
- Transition( goals, coordination of DVR/service providers, Indicator 13 audit, senior grades, DESOP, graduation PWN, paperwork for all graduating seniors, Statewide PLC)

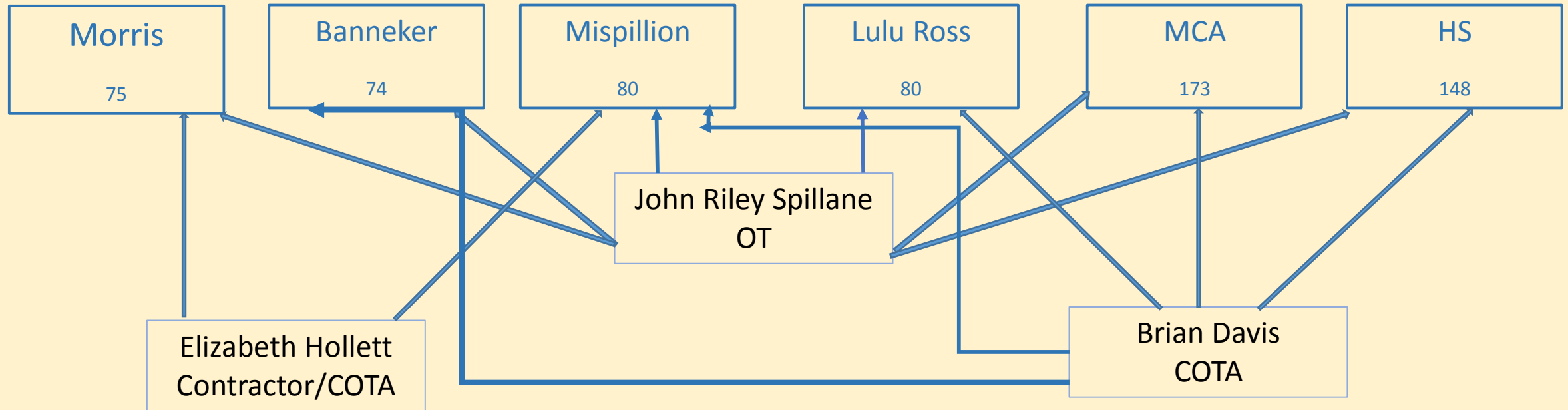
# Speech Pathologist



- Develop therapy schedule for all schools
- Direct & consultative therapy
- Triennial evaluations
- New Evaluations
- Report Writing
- Speech RTI/Screenings
- IEP Development/Meeting participation
- Data Collection for quarterly progress updates

- Report and submit for cost recovery
- Create Supply request
- Conduct social groups
- Professional Development/Autism Program Support
- Summer Program/ESY planning

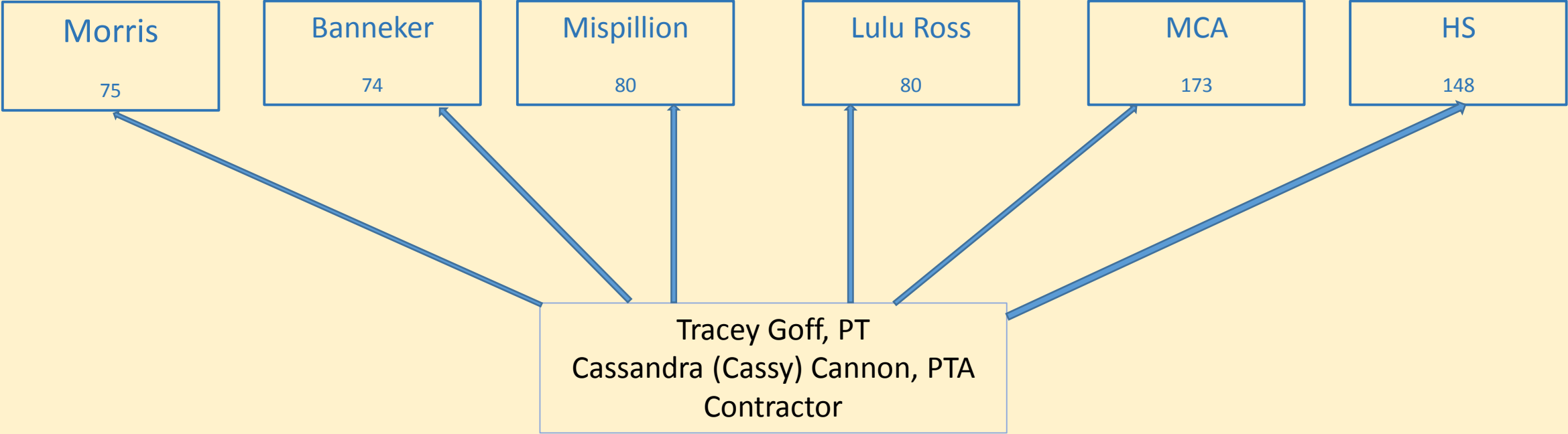
# Occupational Therapist & Certified Occupational Therapist Assistant



- Develop therapy schedule for all schools
- Direct & consultative therapy
- Triennial evaluations
- New evaluations
- Report writing
- OT screenings
- IEP development /meeting participation

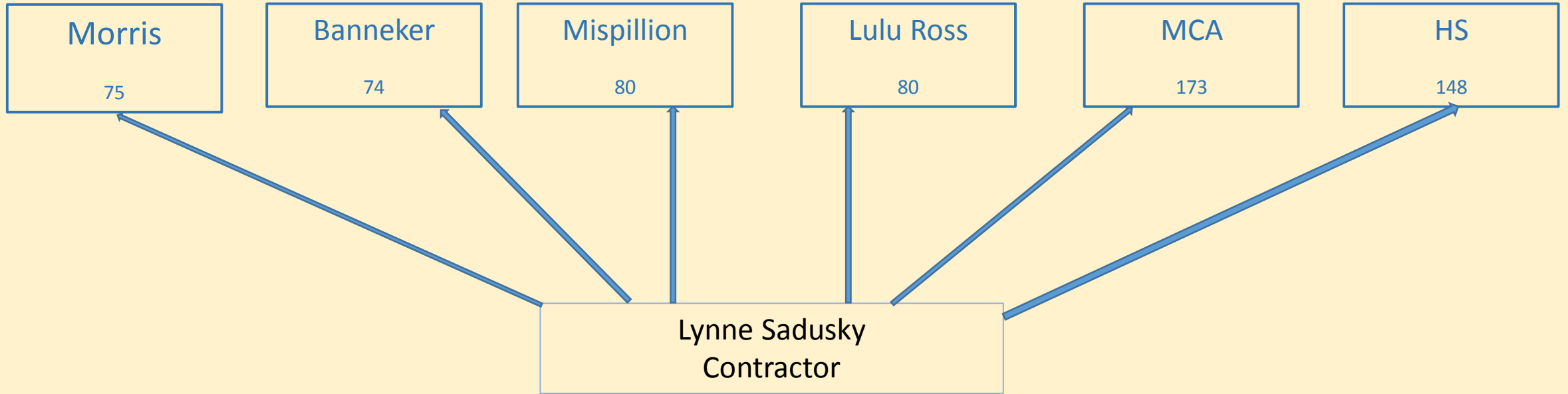
- Collect data for and submit for cost recovery (monthly)
- Supervise COTA's
- Create supply request
- Professional Development /Autism Program/ Summer program/ESY planning

# Physical Therapist



- Develop therapy schedule for all schools
- Direct & consultative therapy
- Triennial evaluations
- New evaluations
- Report writing
- PT screenings
- IEP development /meeting participation
- Collect data for and submit for cost recovery (monthly)

# Hearing Itinerant



- Develop therapy schedule for all schools
- Direct & consultative therapy
- Triennial evaluations
- New evaluations
- Report writing
- Screenings
- IEP development /meeting participation

- Collect data for and submit for cost recovery (monthly)

**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2018 Monthly Revenue Report**  
**As of March 31, 2018**  
**75% 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	141,821	100.00%
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	291,143	100.00%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>37,613,682</b>	<b>36,536,629</b>	<b>97.14%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	7,480,925	7,771,800	103.89%
Current Expense (capitations)	500	253	50.58%
Athletics	40,000	41,397	103.49%
Interest	85,000	54,724	64.38%
Building Rental	15,000	14,353	95.68%
Other Local Revenue	18,500	15,364	83.05%
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	51,784	27.25%
Cafeteria	2,070,000	1,308,393	63.21%
Net Choice Billings	(117,391)	(117,391)	100.00%
Net Charter Billings	(119,049)	(119,049)	100.00%
Social Studies Coalition/Donations	107,000	84,757	79.21%
Debt Service	1,275,000	1,254,738	98.41%
Debt Service - County Impact Fees	235,241	38,903	16.54%
Tuition	2,875,000	2,820,853	98.12%
Minor Capital Improvements	194,095	190,438	98.12%
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>13,479,642</b>	<b>93.56%</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	-	10,000	
Perkins	140,022	140,022	100.00%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,308,245</b>	<b>3,318,245</b>	<b>100.30%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>55,329,748</b>	<b>53,334,516</b>	<b>96.39%</b>



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

Operating Unit	Budget Line	Final Budget					% Remaining
		Amount	Encumbered	Expended	Budget Remaining		
9180668A	Benjamin Banneker Elementary School	\$ 60,347.00	5,868.44	20,252.88	\$ 34,225.68	56.71%	
9180670A	Evelyn I. Morris Early Childhood Center	\$ 45,441.50	5,918.98	24,215.54	\$ 15,306.98	33.69%	
9180672A	Lulu M. Ross Elementary School	\$ 73,395.00	8,939.67	34,340.12	\$ 30,115.21	41.03%	
9180673A	Mispillion Elementary School	\$ 64,424.50	6,361.23	35,976.74	\$ 22,086.53	34.28%	
9180675A	Milford Central Academy	\$ 121,155.00	8,777.58	90,561.24	\$ 21,816.18	18.01%	
9180678A	Milford Senior High School	\$ 149,437.50	12,882.78	88,876.25	\$ 47,678.47	31.91%	
99900000	Board Of Ed/District Expenses	\$ 2,000.00	-	2,097.99	\$ (97.99)	-4.90%	
	School Resource Officer	\$ 160,000.00	-	161,511.00	\$ (1,511.00)	-0.94%	
99900100	Legal Services, Audit and Insurance Premiums	\$ 89,459.00	6,744.04	33,885.55	\$ 48,829.41	54.58%	
99900300	District Expenditures	\$ 15,000.00	-	5,107.14	\$ 9,892.86	65.95%	
	Public Relations and Communication	\$ 1,000.00	-	727.40	\$ 272.60	27.26%	
	Copy Center (District Wide)	\$ 95,000.00	15,047.68	79,232.16	\$ 720.16	0.76%	
	Student Emergency Fund	\$ 4,000.00	500.00	2,900.00	\$ 600.00	15.00%	
99910100	Superintendent	\$ 1,500.00	-	1,391.15	\$ 108.85	7.26%	
99920000	World Language Immersion (State Grant)	\$ 30,000.00	-	19,672.43	\$ 10,327.57	34.43%	
	Readiness with a Purpose (State Grant)	\$ 21,681.67	-	21,681.67	\$ -	0.00%	
	Educator Accountability (State Grant)	\$ 1,090.88	618.13	-	\$ 472.75	43.34%	
	Instructional Advancement (State Grant)	\$ 35,481.00	-	35,481.00	\$ -	0.00%	
	Summer School	\$ 25,000.00	-	11,880.70	\$ 13,119.30	52.48%	
	Translators	\$ 20,000.00	-	2,957.74	\$ 17,042.26	85.21%	
	Extra Time Programs	\$ 15,000.00	-	13,705.90	\$ 1,294.10	8.63%	
	Curriculum and Instruction	\$ 168,600.00	-	80,073.98	\$ 88,526.02	52.51%	
99920500	State Professional Development	\$ -	-	-	\$ -		
99920700	Athletics - High School	\$ 151,050.00	42,115.05	104,976.86	\$ 3,958.09	2.62%	
	Athletics - Milford Central Academy	\$ 24,500.00	5,841.00	18,332.98	\$ 326.02	1.33%	
99920800	Driver's Education	\$ 15,545.00	316.07	13,144.49	\$ 2,084.44	13.41%	
99930200	Tuition - Special Services	\$ 2,579,500.00	2,653.70	120,391.97	\$ 2,456,454.33	95.23%	
	Tuition - Special Services - ILC	\$ 295,500.00	1,785.16	95,137.28	\$ 198,577.56	67.20%	
	Unique Alternatives (State Funds)	\$ 268,929.50	66,705.80	157,019.10	\$ 45,204.60	15.30%	
99930300	Special Services	\$ 49,000.00	8,812.05	25,382.07	\$ 14,805.88	30.22%	
	Special Services - State Related Services	\$ 141,821.42	28,827.50	65,930.00	\$ 47,063.92	33.19%	
99940200	Division I/Formula Salaries	\$ 25,175,105.40	-	20,884,437.55	\$ 4,290,667.85	17.04%	
99940300	Division II - Vocational	\$ 99,443.00	4,214.97	55,904.89	\$ 39,323.14	39.54%	
99940400	Division III/Local Salaries	\$ 9,983,600.00	-	6,974,513.07	\$ 3,009,086.93	30.14%	
	Union agreed Limited Contracts	\$ 340,000.00	-	176,809.63	\$ 163,190.37	48.00%	
99940500	Title I	\$ 1,665,001.00	35,185.23	485,258.11	\$ 1,144,557.66	68.74%	
	Title II	\$ 333,718.00	5,000.00	70,580.99	\$ 258,137.01	77.35%	
	Title III	\$ 48,104.00	-	515.25	\$ 47,588.75	98.93%	
	IDEA Part B	\$ 1,065,421.00	63,761.80	105,669.43	\$ 895,989.77	84.10%	
	IDEA Preschool	\$ 45,979.00	-	-	\$ 45,979.00	100.00%	
	Perkins	\$ 140,022.00	9,130.61	49,278.23	\$ 81,613.16	58.29%	
	Homeless	\$ 10,000.00	197.43	402.57	\$ 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	523.95	64,318.16	\$ 42,157.89	39.40%	
99940810	Technology Equipment & Repair	\$ 270,000.00	33,004.68	211,292.06	\$ 25,703.26	9.52%	
	Technology Block Grant	\$ 63,068.00	-	63,068.00	\$ -	0.00%	
99940900	Tuition Reimbursement	\$ 60,000.00	-	30,000.03	\$ 29,999.97	50.00%	
99950000	Personnel/Human Resources	\$ 6,500.00	6.51	4,698.88	\$ 1,794.61	27.61%	
99960000	Child Nutrition Operations	\$ 2,070,000.00	403,373.75	1,648,499.39	\$ 18,126.86	0.88%	
	Cafeteria Salaries	\$ 485,872.00	-	297,577.07	\$ 188,294.93	38.75%	
99960100	Facilities Maintenance	\$ 90,000.00	19,970.29	45,305.37	\$ 24,724.34	27.47%	
	Custodial Services and Supplies	\$ 90,000.00	17,697.71	58,722.54	\$ 13,579.75	15.09%	
99960200	Operations and Utilities	\$ 342,340.00	40,864.66	201,024.13	\$ 100,451.21	29.34%	
	Energy Division II	\$ 737,822.00	193,615.59	533,834.41	\$ 10,372.00	1.41%	
99960300	State Transportation	\$ 2,739,235.56	818,955.39	1,903,939.50	\$ 16,340.67	0.60%	
	State Homeless Transportation	\$ 447,895.00	223,443.20	223,808.40	\$ 643.40	0.14%	
	State Foster Transportation	\$ 82,851.00	43,762.00	38,705.00	\$ 384.00	0.46%	
	Transportation Supplies	\$ 1,000.00	-	1,000.00	\$ -	0.00%	
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	184.86	21,346.15	\$ 1,468.99	6.39%	
	Local Activities Transportation	\$ 3,000.00	-	701.98	\$ 2,298.02	76.60%	
	Local Homeless Transportation Match	\$ 60,000.00	24,494.80	24,867.60	\$ 10,637.60	17.73%	
	Local Transportation Match	\$ 300,000.00	91,145.62	210,060.54	\$ (1,206.16)	-0.40%	
<b>Total Operating Budget</b>		<b>\$ 51,693,835.93</b>	<b>\$ 2,257,247.91</b>	<b>\$ 35,835,798.26</b>	<b>\$ 13,600,789.76</b>	<b>26.31%</b>	
99970000	Local Debt Service	\$ 1,510,240.78	-	1,257,955.97	\$ 252,284.81	16.70%	
99970200	Minor Capital Improvements	\$ 485,238.00	175,847.71	82,828.62	\$ 226,561.67	46.69%	
<b>Total Capital Budget</b>		<b>\$ 1,995,478.78</b>	<b>\$ 175,847.71</b>	<b>\$ 1,340,784.59</b>	<b>\$ 478,846.48</b>	<b>24.00%</b>	
<b>Grand Total</b>		<b>\$ 53,689,314.71</b>	<b>\$ 2,433,095.62</b>	<b>\$ 37,176,582.85</b>	<b>\$ 14,079,636.24</b>	<b>26.22%</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.*

# Financial Position Report

as of 31-March-2018

Forecast Period: Q4-2018

District: Milford School District

Description	Actual Unencumbered	Encumbered	Projected Income 4/1 to 6/30	Projected Available Income for Quarter 4	Projected Salary 4/1 to 6/30	Projected Non-Salary 4/1 to 6/30	Total Projected Expenditures for Quarter 4	Projected Available Balance 6/30	Projected 1 month Local Payroll
Local Expenses	\$11,915,835.37	\$240,848.81	\$1,750,433.00	\$13,907,117.18	\$2,220,000.00	\$1,906,933.00	\$4,126,933.00	\$9,780,184.18	\$780,000.00
Div II	\$234,269.34	\$309,194.41	\$0.00	\$543,463.75	\$0.00	\$524,463.75	\$524,463.75	\$19,000.00	
Div III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cash Option	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Tax Relief/Ed Sustainment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Discretionary Fund Revenue</b>	<b>\$12,150,104.71</b>	<b>\$550,043.22</b>	<b>\$1,750,433.00</b>	<b>\$14,450,580.93</b>	<b>\$2,220,000.00</b>	<b>\$2,431,396.75</b>	<b>\$4,651,396.75</b>	<b>\$9,799,184.18</b>	

Approved by Superintendent: \_\_\_\_\_

Approved by Board President: \_\_\_\_\_

Preparer: \_\_\_\_\_

# Milford School District

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## Preliminary Tax Rate Discussion

The purpose of this presentation is to provide information and projections related to the Fiscal Year 2019 tax rates.

The figures presented are subject to change.



# School Tax Rate Components

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

## Fiscal Year 2018 (Current) Tax Rates by County

### Sussex County

CATEGORY	FY 2018
CURRENT EXPENSE	\$ 3.2188
TUITION	\$ 1.1683
DEBT SERVICE	\$ 0.5181
MATCH TAX - MCI	\$ 0.0789
MATCH TAX - EXTRA-TIME	\$ -
MATCH TAX - TECHNOLOGY	\$ -
MATCH TAX - READING SPECIALISTS	\$ -
MATCH TAX - MATH SPECIALISTS	\$ -
<b>TOTAL TAX RATE</b>	<b>\$ 4.9841</b>

### Kent County

CATEGORY	FY 2018
CURRENT EXPENSE	\$ 1.1390
TUITION	\$ 0.4134
DEBT SERVICE	\$ 0.1833
MATCH TAX - MCI	\$ 0.0279
MATCH TAX - EXTRA-TIME	\$ -
MATCH TAX - TECHNOLOGY	\$ -
MATCH TAX - READING SPECIALISTS	\$ -
MATCH TAX - MATH SPECIALISTS	\$ -
<b>TOTAL TAX RATE</b>	<b>\$ 1.7636</b>

# Preliminary Projections for Fiscal Year 2019 Tax Rates by County

## Sussex County

CATEGORY	FY 2019
CURRENT EXPENSE	\$ 3.2188
TUITION	\$ 1.1486
DEBT SERVICE	\$ 0.5163
MATCH TAX - MCI	\$ 0.0786
MATCH TAX - EXTRA-TIME	
MATCH TAX - TECHNOLOGY	
MATCH TAX - READING SPECIALISTS	
MATCH TAX - MATH SPECIALISTS	
<b>TOTAL TAX RATE</b>	<b>\$ 4.9623</b>

## Kent County

CATEGORY	FY 2019
CURRENT EXPENSE	\$ 1.1390
TUITION	\$ 0.4064
DEBT SERVICE	\$ 0.1827
MATCH TAX - MCI	\$ 0.0278
MATCH TAX - EXTRA-TIME	
MATCH TAX - TECHNOLOGY	
MATCH TAX - READING SPECIALISTS	
MATCH TAX - MATH SPECIALISTS	
<b>TOTAL TAX RATE</b>	<b>\$ 1.7559</b>

*The purpose of this presentation is to provide information and projections related to the Fiscal Year 2019 tax rates. The figures presented are subject to change.*



# Questions and Feedback

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The purpose of this presentation is to provide information and projections related to the Fiscal Year 2019 tax rates.  
The figures presented are subject to change.