

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

**AGENDA FOR MONDAY, NOVEMBER 15, 2021 AT 6:00 PM
REGULAR SCHOOL BOARD MEETING**

The Milford Board of Education will hold this meeting electronically and in-person in the Milford High School Auditorium. Social distancing and mask wearing is required for all of those attending in-person.

Public may access this electronic meeting at the following link:

<https://milford.webex.com/milford/j.php?MTID=mcef9b88b287218ff44a3a00b9c6ead64>

Event password: board

Event Number: 2623 471 8186

To access the meeting via audio conference, members of the public may use the following information:

Dial in: +1-415-655-0001

Access code: 2623 471 8186

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

1. Call to Order by President

2. Roll Call

_____ Mr. Rony Baltazar-Lopez

_____ Dr. Adam Brownstein

_____ Mr. Scott Fitzgerald

_____ Mr. Kristopher Thompson

_____ Mr. David Vezmar

_____ Mrs. Jean Wylie

_____ Mr. Jason Miller

3. Pledge of Allegiance

4. Approval of Minutes

A. Regular Meeting Minutes for October 18, 2021 Action Item

5. Adjournment to Executive Session Action Item

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

1. Discussion of the personnel report and the competencies of staff recommended for hire

2. Discussion of Tax Exemption Request Case 2021-8

6. **Return to Open Session (anticipated at 7:00 pm) Action Item**
7. **Moment of Silence for Governor Ruth Ann Minner**
8. **Personnel – Dr. Jason Peel**
 - A. Personnel Action Item
 - B. MEA, DSEA/NEA and MSD MOU for MHS IEP Teacher Coverage During Planning Action Item
9. **Changes to Agenda**
10. **Public Comment**
11. **Superintendent's Report**
 - A. MHS FFA Highlights
 - B. Recognitions
 - C. Upcoming Events
12. **Business – Dr. Sara Croce**
 - A. Monthly Revenue and Expenditure Reports as of October 31, 2021 Action Item
 - B. Class Size and 98% Division I Staffing Waiver Action Item
 - C. Tax Exemption Request Case 2021-8 Action Item
13. **Buildings and Grounds – Mr. Mike Sharp**
 - A. RFP for Construction Management Services Action Item
 - B. District Building and Grounds Mower Purchase Action Item
14. **Equity and Support Services – Dr. Brittany Hazzard**
 - A. Mental Health Resources
15. **Board Discussion**
 - A. DSBA Updates
 - B. Response to NSBA Letter Introduced by Dr. Brownstein Action Item
 - C. Draft Board Policy 6307 Honors and Dual Enrollment Policy Action Item
 - D. Revised Draft Board Policy 4309C Game Attendant Stipends Action Item
 - E. Men's Health Awareness Month Statement Introduced by Mr. Miller
16. **Adjournment Action Item**



MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
OCTOBER 18, 2021

Board Members in Attendance	
Mr. Jason Miller, President	Dr. Adam Brownstein
Mr. Scott Fitzgerald	Mr. David Vezmar
Dr. Kevin Dickerson, Executive Secretary	

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Miller at 6:00 PM on Monday evening, October 18, 2021. Please note that there are enough board members present for a quorum.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MR. VEZMAR/SECONDED BY DR. BROWNSTEIN to approve the Regular Meeting Minutes for September 20, 2021. **Motion passed unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MR. VEZMAR to adjourn into Executive Session at 6:03 PM. **Motion passed unanimously.**

MOTION MADE BY MR. VEZMAR/SECONDED BY FITZGERALD to adjourn Executive Session. **Motion passed unanimously.**

PERSONNEL

Personnel Updates

MOTION MADE BY MR. FITZGERALD//SECONDED BY MR. VEZMAR to accept the Personnel Report as presented during Executive Session.

CHANGES TO AGENDA

The following agenda items were moved to the November 15th board meeting:

11B Vote for Tax Exemption Request – 2021-8

13A Presentation by Dr. Hazzard on Mental Health Resources

PUBLIC COMMENT - None

SUPERINTENDENT'S REPORT

Recognitions

- ❖ October is National School Principals Month
- ❖ Saturday, October 2nd was National Custodian Appreciation Day
- ❖ Thank you to the district team members for their preparation and work on the September 30th count
- ❖ Marcy McKee (MCA) Winner of the 2021 SHAPE Delaware Middle School Physical Education Teacher of the Year Award
- ❖ Congratulations Lulu Ross 2021 Safety Patrol Inductees:
Zoey Blum, Ethan Brittingham, Vinny Brown, Rylee Bullock, Kara Calvert, Evelyn Graver-Everitt, Jake Jackson, Teagan Kneifl, Hezekiah Mack, John McBroom, Janiels McNamara, Aubree Messick, Ava Morson, Giavanni Moyer, Ethan Murphy, Emily Potter, Kenleigh Rodriguez, Cole Roswell, Jose Santizo Velasquez, Austin Scott, Isaac Shinholt, Delaney Weissberg

- ❖ Congratulations Mispillion 2021-2022 Safety Patrol Inductees:
Ce'Onna Cason, Leana Cherazad, Lucas Fibiger, Madison Finley, George Hernandez Leon, Jared Laz, Tenley Lord, Daniel Ramos-Velasquez, Sadie Washington, Shelby Webb
- ❖ Special thank you to Honorable Judge John Adams for officiating the Mispillion Safety Patrol Pledge
- ❖ Thank you to the American Automobile Association (AAA) and Milford Police Department for their continued support of our Safety Patrol Programs
- ❖ 2021-2022 MHS Homecoming Court:
Aaron Sivels – Football Homecoming King, Camille Jones – Class of 2022 Homecoming Queen, Alexander Nash – Soccer, Amiere Sudler – Choir, Beau Davis – Field Hockey, Brandon Zelaya – Class of 2022, Giavonna Dorell – Varsity Club, Jack Thode – Wrestling, Jacob Muir – Tennis, Jayvon Laguerre – Spring Track and Field, Kassidy Willey – Spring Track and Field, Kayla Jefferson – Volleyball, Marlie McMillan – SGA, Natalie Cromer – Lacrosse, Olivia Muir – Soccer, Precyous Waters – Basketball, Shawn Saxon – Baseball, Trent Lofland – National Honor Society, Vanessa Johnson – Winter Track and Field, Xavier Green – Band
- ❖ Thank you, Milford Police Department and Carlisle Fire Department, for their assistance and support with the Homecoming Parade

Upcoming Events

Referendum	Thursday, October 19 th 6:30 pm	Morris Early Childhood Center Cafeteria
Meetings	Monday, October 25 th 6:30 pm	MHS Auditorium and Livestreamed
Referendum	Wednesday, October 27 th 7:00 am – 8:00 pm	<u>Polling Places:</u> Benjamin Banneker Elementary School Lulu Ross Elementary School Milford High School Morris Early Childhood Center
District	End of the 1 st marking period is Friday, November 5 th . Report cards will be sent home on Wednesday, November 17 th	

BUSINESS

Revenue and Expenditure Report

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. FITZGERALD to approve the Revenue and Expenditure Reports as of September 30, 2021. **Motion passed unanimously.**

INSTRUCTION AND STUDENT PROGRAMS

Ms. Manges provided an DESSA-ALT update.

BOARD DISCUSSION

DSBA Updates

Discussion was held about the letter that was sent from the National School Board Association to President Biden without consent from the Delaware School Board Association and other State Board Associations.

Revised Board Policy 6303 Diploma Requirements

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. FITZGERALD to approve revised Board Policy 6303 Diploma Requirements. **Motion passed unanimously.**

Draft Board Policy 6307 Honors Dual Enrollment was reviewed and discussed as read only.

Revised Board Policy 4215 Work Rules for Non-Certificated Personnel

MOTION MADE BY MR. VEZMAR/SECONDED BY DR. BROWNSTEIN to approve revised Board Policy 4215 Work Rules for Non-Certificated Personnel. **Motion passed unanimously.**

Delete Board Policy 4222 Milford School District Driver Minimum Duties

MOTION MADE BY MR. VEZMAR/SECONDED BY DR. BROWNSTEIN to delete Board Policy 4222 Milford School District Driver Minimum Duties. **Motion passed unanimously.**

Delete Board Policy 4302(b) Local Salary Supplement: Technology Assistants

MOTION MADE BY MR. FIRTZGERALD/SECONDED BY DR. BROWNSTEIN to delete Board Policy 4302(b) Local Salary Supplement: Technology Assistants. **Motion passed unanimously.**

MOTION MADE BY MR. VEZMAR/SECONDED BY DR. BROWNSTEIN to approve the following policies:

Revised Board Policy 4302(c) Local Salary Supplement: Technology Specialists

Revised Board Policy 4303(b) Local Salary Supplement: Chief Custodian

Revised Board Policy 4304 Local Salary Supplement: Food Service Manager

Revised Board Policy 4323(a) Local Salary Supplement: Cafeteria Worker

Revised Board Policy 4328 Local Salary Supplement: Bus Driver/Bus Aide on District Owned Buses

Motion passed unanimously.

Draft Board Policy 4309C Game Attendant Stipends was reviewed and discussed as read only.

ADJOURNMENT

MOTION MADE BY MR. VEZMAR/SECONDED BY DR. BROWNSTEIN for the Regular Meeting of the Milford Board of Education held on Monday, October 18, 2021 to adjourn. **Motion passed unanimously.**

Kevin Dickerson, Executive Secretary

Theresa Blocker, Recording Secretary

Milford High School FFA



Thank you to the Milford School District
Board of Education



Delaware FFA State Awards

- 43 members competed in state CDE/LDEs this year
- 8 students were awarded FFA Jackets from the Delaware Farm Bureau
- 3 members received state proficiency awards
- 4 Delaware FFA State Degree Recipients
- Living to Serve Grant Recipient
- 1st place National Chapter Award in the State



Milford FFA Chapter Community Events

- Since February 2021, Milford FFA has hosted/
participated in multiple community service projects!
 - Riverwalk “Freedom” Festival
 - Tales and Tails Library Event
 - Carlisle Fire Company Crab Feast
 - Milford Little League Clean Up
 - Ag Literacy Project
 - Community Food Drive



Delaware State Fair

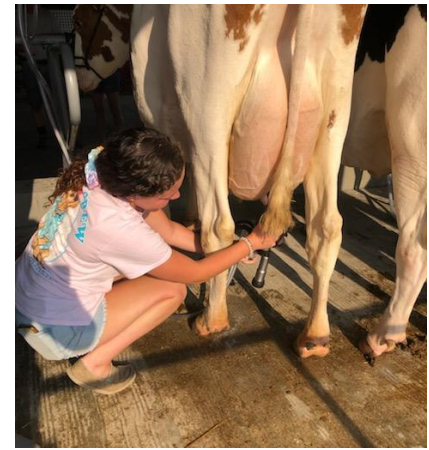
- Over 80 awards were presented to our FFA members
- Milford FFA was awarded the Delaware State Fair Fantastic Fair Award
- Anya Phillips was awarded the William H. Abbott Memorial Plaque Award
- 13 members participated in the Livestock Showteam and showed 17 animals





State Fair





Livestock Showteam



National FFA Convention

- 8 students attended National Convention
- Marketing Plan Team - Silver Medal
- Food Science Team - Bronze Medal
- 2 American Degree Recipients
- National FFA 3-Star ranked Chapter





National FFA Convention



Thank you!



We would like to thank the
board for all of your support
over the years.
It means so much to us.



MILFORD SCHOOL DISTRICT
Fiscal Year 2021 Monthly Revenue Report
As of October 31, 2021
33% of the Fiscal Year completed

	Preliminary		
	FY 2022	Actual	%
REVENUE SOURCE	Budget	to date	received
STATE FUNDS			
Formula Salaries	23,788,494.08	27,815,735.00	116.93%
Cafeteria Salaries	475,416.80	534,844.00	112.50%
Division II, All Other Costs	902,811.00	147,181.00	16.30%
Division II, All Other Costs - VOC	113,042.00	84,782.00	75.00%
Division II, Energy	788,951.00	710,056.00	90.00%
Division III, Equalization	5,675,768.00	5,050,297.00	88.98%
State Transportation	2,933,384.57	1,544,201.00	52.64%
Homeless Transportation	196,566.00	98,283.00	50.00%
Foster Care Transportation	55,121.70	27,561.00	50.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	52,604.28	94,688.00	180.00%
Drivers' Education	19,113.00	17,202.00	90.00%
Unique Alternatives	238,232.26	238,232.00	100.00%
Professional Development	-	41,196.00	
Delaware Sustainment Fund	811,121.00	730,009.00	90.00%
Academic Excellence Cash Option	-	-	
Technology Block Grant	108,554.00	97,700.00	90.00%
Educator Accountability (CPR)	-	2,500.00	
World Language Expansion	38,451.21	-	
Education Opportunity Grant	659,612.50	1,231,277.00	186.67%
Education Opportunity Grant - Mental Health	208,147.50	286,203.00	137.50%
Student Success Block Grant - K-3	119,274.00	-	0.00%
Student Success Block Grant - Reading	162,134.00	330,148.00	203.63%
Child Safety Awareness	5,062.00	5,062.00	100.00%
Minor Capital Improvements	409,948.00	-	
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	37,762,808.90	39,088,157.00	103.51%
LOCAL FUNDS			
Current Expense (tax rate)	8,884,200.00	7,501,673.35	84.44%
Current Expense (capitations)	200.00	23.54	11.77%
Athletics	10,000.00	20,116.61	
Interest	285,000.00	-	0.00%
Building Rental	4,500.00	-	0.00%
Other Local Revenue	18,500.00	1,093.56	5.91%
Sol - Systems	1,500.00	-	0.00%
Energy Curtailment	15,000.00	-	0.00%
CSCR	15,000.00	-	0.00%
Indirect Costs	75,000.00	39,151.95	52.20%
Cafeteria	1,250,000.00	695,873.41	55.67%
Net Choice Billings	(164,893.80)	-	0.00%
Net Charter Billings	(165,738.77)	-	0.00%
Tuition Billings	(2,100,000.00)	-	0.00%
Social Studies Coalition/Donations	107,000.00	48,138.28	44.99%
Debt Service	1,250,000.00	1,067,500.56	85.40%
Debt Service - County Impact Fees	78,343.00	-	0.00%
Tuition	2,800,000.00	2,390,883.89	85.39%
Minor Capital Improvements	273,299.00	233,237.91	85.34%
E-Rate	5,500.00	-	0.00%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	12,642,409.43	11,997,693.06	94.90%
FEDERAL FUNDS			
IDEA Part B	1,126,652.00	1,167,712.00	103.64%
IDEA - Preschool	55,709.00	56,109.00	100.72%
Title I	1,973,009.00	2,014,619.00	102.11%
Title II	353,387.00	374,980.00	106.11%
Title III English Acquisition	64,917.00	69,643.00	107.28%
School Emergency Relief (ESSERF)	-	-	
Perkins	125,895.00	141,416.00	112.33%
TOTAL FEDERAL/OTHER FUNDS	3,699,569.00	3,824,479.00	103.38%
GRAND TOTAL ALL FUNDS	54,104,787.33	54,910,329.06	101.49%

Milford School District
Monthly Report of Expenditures
For the month ended October 31, 2021

Operating Unit	Budget Line	Preliminary			% Remaining	
		Budget Amount	Encumbered	Expended	Budget Remaining	
9180668A	Benjamin Banneker Elementary School	\$ 46,526.40	1,283.14	5,874.03	\$ 39,369.23	84.62%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 48,971.80	4,043.44	16,251.86	\$ 28,676.50	58.56%
9180672A	Lulu M. Ross Elementary School	\$ 65,144.00	4,270.27	9,469.55	\$ 51,404.18	78.91%
9180673A	Mispillion Elementary School	\$ 50,747.20	4,824.52	9,412.17	\$ 36,510.51	71.95%
9180675A	Milford Central Academy	\$ 102,334.00	6,002.74	30,358.37	\$ 65,972.89	64.47%
9180678A	Milford Senior High School	\$ 131,384.00	8,985.86	26,503.28	\$ 95,894.86	72.99%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	6,650.00	\$ 2,350.00	26.11%
	School Resource Officer	\$ 165,000.00	-	126,528.00	\$ 38,472.00	23.32%
99900100	Legal Services, Audit and Insurance Premiums	\$ 180,000.00	1,688.00	-	\$ 178,312.00	99.06%
99900300	District Expenditures	\$ 35,000.00	721.00	5,822.76	\$ 28,456.24	81.30%
	Public Relations and Communication	\$ 10,000.00	-	8,154.92	\$ 1,845.08	18.45%
	Copy Center (District Wide)	\$ 98,500.00	64,533.46	29,039.06	\$ 4,927.48	5.00%
	Student Emergency Fund	\$ 4,000.00	-	-	\$ 4,000.00	100.00%
99910100	Superintendent	\$ 1,500.00	300.98	355.74	\$ 843.28	56.22%
99920000	World Language Immersion (State Grant)	\$ 38,451.21	-	-	\$ 38,451.21	100.00%
	Educator Accountability (State Grant)	\$ 1,200.00	-	-	\$ 1,200.00	
	Student Success Block Grant (Reading)	\$ 162,134.00	-	143,058.20	\$ 19,075.80	11.77%
	Opportunity Grant Mental Health	\$ 208,147.50	-	3,331.70	\$ 204,815.80	98.40%
	Education Opportunity Grant	\$ 659,612.50	-	274.06	\$ 659,338.44	99.96%
	Summer School	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Translators	\$ 20,000.00	-	1,011.23	\$ 18,988.77	94.94%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 267,200.00	972.30	32,287.11	\$ 233,940.59	87.55%
99920700	Athletics - High School	\$ 170,000.00	39,786.47	32,799.04	\$ 97,414.49	57.30%
	Athletics - Milford Central Academy	\$ 30,000.00	-	1,819.96	\$ 28,180.04	93.93%
99920800	Driver's Education	\$ 19,113.00	-	14,205.33	\$ 4,907.67	25.68%
99930200	Tuition - Special Services	\$ 584,500.00	-	64,574.87	\$ 519,925.13	88.95%
	Tuition - Special Services - ILC	\$ 315,000.00	913.87	155,063.87	\$ 159,022.26	50.48%
	Unique Alternatives (State Funds)	\$ 238,232.26	-	127,255.15	\$ 110,977.11	35.23%
99930300	Special Services	\$ 49,000.00	243.61	17,655.26	\$ 31,101.13	63.47%
	Student Success Block Grant (K-3 Basic)	\$ 119,274.00	-	-	\$ 119,274.00	100.00%
	Special Services - State Related Services	\$ 52,604.28	-	-	\$ 52,604.28	100.00%
99940100	Contingencies and One-Time Items	\$ 500,000.00	215,723.95	2,197.20	\$ 282,078.85	56.42%
99940200	Division I/Formula Salaries	\$ 23,788,494.08	-	10,742,681.08	\$ 13,045,813.00	54.84%
99940300	Division II - Vocational	\$ 113,042.00	-	1,147.41	\$ 111,894.59	98.98%
99940400	Division III/Local Salaries	\$ 11,072,500.00	-	3,707,178.05	\$ 7,365,321.95	66.52%
	Union agreed Limited Contracts	\$ 385,000.00	-	37,667.43	\$ 347,332.57	90.22%
99940500	Title I	\$ 1,973,009.00	19,027.30	4,532.93	\$ 1,949,448.77	98.81%
	Title II	\$ 353,387.00	-	-	\$ 353,387.00	100.00%
	Title III	\$ 64,917.00	-	-	\$ 64,917.00	100.00%
	IDEA Part B	\$ 1,126,652.00	-	-	\$ 1,126,652.00	100.00%
	IDEA Preschool	\$ 55,709.00	-	-	\$ 55,709.00	100.00%
	Perkins	\$ 125,895.00	-	-	\$ 125,895.00	100.00%
	Homeless	\$ -	-	-	\$ -	
	Other Federal Grants	\$ -	-	-	\$ -	
99940600	Insurance Expense	\$ 105,153.00	-	-	\$ 105,153.00	100.00%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	-	1,338.00	\$ 105,662.00	98.75%
99940810	Technology Equipment & Repair	\$ 272,800.00	2,222.23	118,106.54	\$ 152,471.23	55.89%
	Technology Block Grant	\$ 108,554.00	2,788.00	1,197.00	\$ 104,569.00	96.33%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	-	\$ 15,000.00	100.00%
	Tuition Reimbursement	\$ 70,000.00	-	-	\$ 70,000.00	100.00%
99950000	Personnel/Human Resources	\$ 10,000.00	300.98	4,622.39	\$ 5,076.63	50.77%
99960000	Child Nutrition Operations	\$ 1,190,572.80	285,827.50	780,980.95	\$ 123,764.35	10.40%
	Cafeteria Salaries	\$ 534,844.00	-	210,587.05	\$ 324,256.95	60.63%
99960100	Facilities Maintenance	\$ 90,000.00	-	6,898.53	\$ 83,101.47	92.33%
	Custodial Services and Supplies	\$ 90,000.00	1,212.90	29,386.37	\$ 59,400.73	66.00%
99960200	Operations and Utilities	\$ 385,395.00	17,610.03	76,530.77	\$ 291,254.20	75.57%
	Energy Division II	\$ 710,056.00	-	-	\$ 710,056.00	100.00%
99960300	State Transportation	\$ 2,933,384.57	443,800.49	604,832.51	\$ 1,884,751.57	64.25%
	State Homeless Transportation	\$ 196,566.00	64,233.00	25,767.00	\$ 106,566.00	54.21%
	State Foster Transportation	\$ 55,121.70	18,000.00	-	\$ 37,121.70	67.34%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	1,450.90	1,098.06	\$ 20,451.04	88.92%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 21,840.67	7,137.00	2,863.00	\$ 11,840.67	54.21%
	Local Transportation Match	\$ 325,510.63	49,311.17	71,556.26	\$ 204,643.20	62.87%
Total Operating Budget		\$ 50,749,979.60	\$ 1,267,215.11	\$ 17,298,924.05	\$ 32,183,840.44	63.42%
99970000	Local Debt Service	\$ 1,187,584.61	-	396,609.34	\$ 790,975.27	66.60%
99970200	Minor Capital Improvements	\$ 683,247.00	-	-	\$ 683,247.00	100.00%
Total Capital Budget		\$ 1,870,831.61	\$ -	\$ 396,609.34	\$ 1,474,222.27	78.80%

Grand Total	\$ 52,620,811.21	\$ 1,267,215.11	\$ 17,695,533.39	\$ 33,658,062.71	63.96%
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Note: Budgets are based on the 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, DBA, Chief Financial Officer

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

DATE: October 30, 2021

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 certified until late November or early December. In order to finalize building staffing plans and utilize earned units to offset state budget reductions per Section 364 of the Fiscal Year 2022 Appropriations Bill (House Bill 250), the board should waive this requirement.

Milford School District
2021 – 2022 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, the unique circumstances caused by the global COVID-19 pandemic, facility constraints, budgetary constraints, and an objective of maintaining consistency in student class assignments will require the Board of Education to waive these requirements at the November 15, 2021 Board Meeting. Public comments regarding this 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 15, 2021 Board Meeting.

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
CONSTRUCTION MANAGEMENT SERVICES
ISSUED BY MILFORD SCHOOL DISTRICT
CONTRACT NUMBER MSD – 2021-0001-CONST_MANAGEMENT**

Contents:

- I. Overview
- II. Scope of Services
- III. Required Information
- IV. Professional Services RFP Administrative Information
- V. Contract Terms and Conditions
- VI. RFP Miscellaneous Information
- VII. Attachments
- Appendix A - MINIMUM MANDATORY SUBMISSION REQUIREMENTS
- Appendix B - SCOPE OF WORK AND TECHNICAL REQUIREMENTS

**** Ctrl+Click on the headings above will take you directly to the section.**

I. Overview

The Milford School District, seeks professional services for Construction Management for construction of one school and multiple capital projects and/or renovations throughout our school district. Projects are listed in the Scope of Services for projects. Awards will be contingent on project funding from State/Bond Bill/Local/ and or Federal Elementary and Secondary School Emergency Relief Funds (ESSER). This request for proposals ("RFP") is issued pursuant to 29 *Del. C.* §§ 6981 and 6982.

The proposed schedule of events subject to the RFP is outlined below:

Public Notice	Date: <u>11/22/2021</u>
Deadline for Questions	Date: <u>12/2/2021</u>
Mandatory Pre-Bid Meeting	Date: <u>12/8/2021</u> at 3:00 PM (Local Time)
Response to Questions Posted by:	Date: <u>12/9/2021</u>
Deadline for Receipt of Proposals	Date: <u>12/14/2021</u> at 3:00 PM (Local Time)
Vendor Interviews (if necessary)	Date: TBD
Estimated Notification of Award	Date: <u>12/21/2021</u>

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Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm's interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal. (Applicant exceptions must also be recorded on Attachment 3).

Furthermore, the transmittal letter must attest to the fact, at a minimum, that the Vendor shall not store or transfer non-public State of Delaware data outside of the United States. For technology related solicitations, Vendors may refer to the Delaware Department of Technology and Information identified terms and conditions included in this solicitation.

The Milford School District reserves the right to deny any and all exceptions taken to the RFP requirements.

MANDATORY PREBID MEETING

A mandatory pre-bid meeting has been scheduled for December 9, 2021 at 3:00 PM, to be held at Milford High School Auditorium (1019 N. Walnut St., Milford, DE 19963). **This is a mandatory meeting.** If a Vendor does not attend this meeting, they shall be disqualified and shall not be considered for further evaluation. **Mandatory submissions of letters of interest are due at the pre-bid meeting.**

II. Scope of Services

Construction management/administration services for construction and renovations to include, but not limited to, the following projects:

- Planning, Pre-renovation, Demolition, Renovation and construction of Milford Middle School that will hold approximately 1,000 students located at 912 Lakeview Avenue, Milford DE, 19963
- HVAC Renovation/replacement/upgrades at Milford Senior High School
- HVAC Renovation/repair/upgrade at Banneker Elementary School
- Coordination and services for storage/maintenance building design and construction
- Coordination and services for renovations/upgrades of modular classrooms – on secondary campus

Basic services during multiple projects should cover the pre-renovation/demolition/renovation/repair/upgrade/new construction phases. May include but are not limited to: review of design, making relevant recommendations in the best interest of the District, value engineering, presentation of a detailed estimate of construction cost, development of a construction schedule based on the funding availability, assisting in development of scope of work for publicly bid solicitations, representation at pre-bid meetings, and interfacing with architects and engineers as necessary. Basic services during the construction phase include but are not limited to: cooperation with engineer, coordination of the contractors with the various phases of the project, conducting pre-construction and progress meetings, receiving and reviewing shop drawings and related submittals before forwarding to the engineer, assuring compliance with contract drawings and specifications, maintaining current cost data and reporting to the Owner on a regular basis in order to maintain accountability for project cost, maintaining and updating the current project

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schedule, coordination of commissioning activities, project completion and closeout, post construction activities will include warranty responsibilities, project training and coordination of move-in activities.

III. Required Information

The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the State.

A. Minimum Requirements

1. Cover Letter including the following:
 - a. Name, address, size and description of firm.
 - b. Name, title, phone, fax and email address for the principal contact.
 - c. Sub-consultant usage, if anticipated. Indicate the percentage of work estimated to be performed by the sub-consultant versus the prime consultant.
 - d. Brief history of the firm.
2. Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work.

Prior to the execution of an award document, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required.

3. Vendor shall provide responses to the Request for Proposal (RFP) scope of work and clearly identify capabilities as presented in the General Evaluation Requirements below.
4. Complete all appropriate attachments and forms as identified within the RFP.
5. Proof of insurance and amount of insurance shall be furnished to the Agency prior to the start of the contract period and shall be no less than as identified in the bid solicitation, Section V, Item 8, subsection g (insurance).

B. General Evaluation Requirements

1. Experience and Reputation
2. Expertise in Construction Management
3. Capacity to meet requirements (size, financial condition, etc.)
4. Demonstrated ability
5. Familiarity with public work and its requirements
6. Distribution of work to individuals and firms or economic considerations
7. Other criteria necessary for a quality cost-effective project

IV. Professional Services RFP Administrative Information

A. RFP Issuance

<i>School</i>	<i>Internal Mental Health Supports</i>	<i>External Mental Health Supports</i>	<i>Mental Health Training</i>
Morris	School Psychologist School Counselor Behavior Support Paraprofessional School Nurse Visiting Teacher	Family Crisis Therapist Delaware Guidance Services Contracted Services for BCBA	<ul style="list-style-type: none"> • Suicide Risk Training- Risk Identification Suicide Kit2 (RISK2)- Dr. Rob Schmidt (Fall 2021) • Trauma-Informed Training – Dr. Julius Mullen and Jessica Begley - Office of Child Advocate • Applied Behavior Analysis Training (ABA) • Compassionate Schools <ul style="list-style-type: none"> ○ Compassionate Schools Goal Team • Trauma-Informed Train-the-Trainer • Individual Presentations <ul style="list-style-type: none"> ○ Family Crisis Therapist ○ People's Place Counselors ○ School Counselors • Beau Biden Foundation Training: Fall 2020 <ul style="list-style-type: none"> ○ Protecting Students in a Virtual Learning Environment
Banneker	School Psychologist School Counselor Student & Family Interventionist Behavior Support School Nurse Visiting Teacher	Family Crisis Therapist – Shanika White People's Place Contracted Services – Mental Health Therapist	
Mispillion	School Psychologist School Counselors (2) Student & Family Interventionist Behavior Support Paraprofessional School Nurse Visiting Teacher	People's Place	
Ross	School Psychologist School Counselors (2) Student & Family Interventionist Behavior Support Paraprofessional School Nurse Visiting Teacher	People's Place	
MCA	School Psychologist School Counselors (3) Student & Family Interventionist Behavior Support Paras (2) School Nurse Visiting Teacher	People's Place Wellness Center (8 th grade only) – Nancy Boone, LPCMH	
MHS	School Psychologist School Counselors (4) Student & Family Interventionist Behavior Support Paras (2) School Nurse Visiting Teacher	Delaware Guidance Services Wellness Center – 9-12 th grade –Nancy Boone, LPCMH Lifelines – Bianca Ranger (Trauma and Sexual Assault) People's Place Courageous Hearts LLC	

On September 29th, the National School Board Association (NSBA) wrote a letter to President Biden seeking federal assistance regarding protests that have taken place at school board meetings across the country. This letter stated:

“As these acts of malice, violence, and threats against public school officials have increased, the classification of these heinous actions could be the equivalent to a form of domestic terrorism and hate crimes.”

The Attorney General, Merrick Garland, speaking on behalf of the Department of Justice, responded to the NSBA request on October 4th, 2021, stating that:

“While spirited debate about policy matters is protected under our Constitution, that protection does not extend to threats of violence or efforts to intimidate individuals based on their views. While spirited debate about policy matters is protected under our Constitution, that protection does not extend to threats of violence or efforts to intimidate individuals based on their views.”

He then went on to add:

“To this end, I am directing the Federal Bureau of Investigation, working with each United States Attorney, to convene meetings with federal, state, local, Tribal, and territorial leaders in each federal judicial district within 30 days of the issuance of this memorandum.”

Finally, on Oct 6th, the Delaware School Board Association (DSBA) issued a statement in response to the NSBA’s original letter, stating that:

“The letter indicated that it was on behalf of the member state associations, school board members, and local school districts, however, the Delaware School Board Association was not consulted prior to the release of this letter, nor do we agree with the letter. The comments and representations contained within the letter do not reflect the position of our organization. The public education system in Delaware is established on the fundamental principle of local authority.”

We, the members of the Milford School Board have taken an oath to uphold the Constitution, and as such, we fully support the First Amendment which includes community members’ right to address their locally elected officials. We acknowledge that many school boards across the nation are presently facing controversial and divisive issues. However, despite those facts, the members of the Milford School Board will continue to encourage active and even passionate debate on these topics.

We, the members of the Milford School Board, would like to thank the DSBA for acknowledging that free speech is “essential to successful school board governance”. Thanks to their courage as well as that of other state school boards, the NSBA was compelled to release a memorandum on October 22nd, stating that:

“On behalf of the NSBA, we regret and apologize for the letter. There was no justification for some of the language included in the letter. We should have had a better process in place to allow for consultation on a communication of this significance.”

Finally, we the members of the Milford School Board implore all involved parties to exercise restraint when making representative statements, without thoroughly engaging those that are being represented. Our leaders must have the humility to speak on behalf of the people, not for the people.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6307

HONORS DUAL ENROLLMENT

The goal of the Milford School District's Honors/AP/Dual Enrollment Program is to provide an opportunity for enrichment and advancement to all students providing them with the highest academic challenge available in the Milford School District. The process begins at the end of fifth grade. All students will be evaluated on a yearly basis for placement in the Honors/AP/Dual Enrollment program. Selection will be based upon various data gathered throughout the year.

Selection: Qualified students need to meet all established requirements for acceptance into one or more of the Honors/AP/Dual Enrollment courses. Academic Challenge (AC) students may qualify for Honors content area(s) in which they are not enrolled in at Delaware Tech. Criteria for acceptance into an Honors/AP/Dual Enrollment course includes, but is not limited to, state assessments results, district assessments scores, grades, and content specific placement test scores.

Program Requirements: Student performance is reviewed on an annual basis. Students enrolled in AP courses are required to complete the coursework and any designated seminars. Students must also take the corresponding AP exams to receive a weighted grade. Students who meet the program requirements for financial aid may be eligible for assistance with the cost of the AP exam(s). All Honors, AP, and Dual Enrollment courses at the High School level will be weighted for their GPA.

Description of different academic levels:

- **Honors Courses:** *Honors courses are first offered in grade 6 for ELA and Math and in grade 8 for Science and Social Studies, with additional Honors courses offered throughout High School. These courses move at an accelerated pace and often have more outside reading and homework requirements.*
- **Advanced Placement (AP):** *Advanced Placement courses prepare students for college work and are equivalent to freshman courses at a university. These courses teach students to think more deeply about complex college concepts. Successful completion of the course offers students the opportunity to sit for the Advanced Placement exam for college credits. Most exams are worth 3 college credits but can count for up to 8 college credits. While the acceptance of these scores varies from school to school, all colleges consider strength of schedule in the admissions process. AP courses help distinguish a student in this process. Students who take AP courses are required to take the exam to receive the weighted credit for the course in their cumulative GPA. Tests are in May and financial aid is available for those who qualify.*

- **Dual Enrollment:** *Dual Enrollment courses are college courses taught by Milford High School faculty. MHS faculty act as adjunct professor and teach the college course during the school day. Students taking Dual Enrollment courses earn high school and college credit at the same time. Students receive a transcript from the partnering college once credit is earned.*

ADOPTED:

DRAFT

MILFORD SCHOOL DISTRICT
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POLICY

4309C

GAME ATTENDANT STIPENDS

The following payments shall be made for game attendants for all sporting contests. Each payment is per contest.

Game Attendant	\$40.00
Football Game Manager	\$80.00
Nurses	\$35 per event State approved hourly rate.

ADOPTED: 11/24/03; 12/22/03; 6/28/04; 12/12/05; 5/21/07; 6/30/08
REVISED: 7/12/10; 2/25/13; 11/25/13;

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POLICY

4309C

LIMITED CONTRACTS FOR PERSONAL SERVICES-GAME ATTENDANTS

In addition to the Limited Contracts enumerated in Policy 4309D, the following payments shall be made for game attendants.

Football

Scoreboard Operator \$40.00 per event date
Ticket Taker \$10.00 per quarter
Ticket Seller \$10.00 per quarter
Gate Keeper \$30.00 per event date
Announcer \$30.00 per event date

Soccer

Scoreboard Operator \$40.00 per event date
Ticket Taker \$30.00 per event date
Ticket Seller \$30.00 per event date
Announcer \$20.00 per event date

Field Hockey

Timer/Scoreboard Operator \$40.00 per event date
Basketball
Scoreboard Operator \$40.00 per event date
Ticket Taker \$30.00 per event date
Ticket Seller \$30.00 per event date
Scorebook \$40.00 per event date

Wrestling

Scoreboard Operator \$40.00 per event date
Ticket Taker \$30.00 per event date
Ticket Seller \$30.00 per event date
Scorebook \$40.00 per event date
Lacrosse

Scoreboard Operator \$40.00 per event date

Track
Scoreboard Operator \$40.00 per event date
Timer \$40.00 per event date
Event Monitors \$20.00 per event date

Volleyball

Scoreboard Operator \$40.00 per event date
Ticket Taker \$30.00 per event date
Ticket Seller \$30.00 per event date

Game Manager \$40.00 per event date
Trainers are compensated at \$20 per hour
Nurses are compensated at \$35 per event

ADOPTED: 11/24/03; 12/22/03; 6/28/04; 12/12/05; 5/21/07; 6/30/08
REVISED: 7/12/10; 2/25/13; 11/25/13