

HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, MAY 15, 2023 AT 6:00 PM  
REGULAR SCHOOL BOARD MEETING**

*The Milford Board of Education will hold this meeting in-person in the Milford High School Auditorium. Public comment will be held in-person only.*

Public may access this meeting at the following link:

<https://milford.webex.com/milford/j.php?MTID=m775f6356d12b3078f2e2288ef2610865>

Webinar Number: 2623 446 7695

Webinar Password: NnKZ3piXD43 (66593749 from phones and video systems)

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

Dial in: +1-415-655-0001 US Toll

Access Code: 262 344 67695

*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**

\_\_\_\_\_ Dr. Adam Brownstein  
\_\_\_\_\_ Mr. Matt Bucher  
\_\_\_\_\_ Mr. Scott Fitzgerald

\_\_\_\_\_ Mr. David Vezmar  
\_\_\_\_\_ Mrs. Jean Wylie  
\_\_\_\_\_ Mr. Jason Miller

**3. Pledge of Allegiance**

**4. Approval of Minutes**

A. Regular Meeting Minutes for April 17, 2023 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.

B. Strategy Session – See 29 Del. C § 10004(b)(4)

1. Discussion of collective bargaining.

C. Legal Matters – See 29 Del. C § 10004(b)(4)

1. Discussion of Social Media Litigation

6. **Return to Open Session (anticipated at 7:00 pm) Action Item**
7. **Changes to Agenda**
8. **Personnel – Dr. Jason Peel**
  - A. Personnel Action Item
9. **Public Comment**
10. **Superintendent’s Report**
  - A. Agreements Between the Milford School District Board of Education and the Milford Education Association, DSEA/NEA
    1. Teachers Contract 2023-2025 Action Item
    2. Paraprofessionals Contract 2023-2025 Action Item
    3. Custodial/Maintenance Contract 2023-2025 Action Item
    4. Secretaries Contract 2023-2025 Action Item
  - B. Social Media Litigation Action Item
  - C. Ms. Ashley Lockwood, Milford School District Teacher of the Year, in Washington DC
11. **MMS Project Update**
  - A. Update
  - B. Plans and Specifications for the Design Development Phase Action Item
12. **Strategic Plan – First Read**
13. **Business – Dr. Sara Hale**
  - A. Monthly Revenue and Expenditure Reports as of April 30, 2023 Action Item
  - B. FY 2023-2024 Preliminary Tax Rates
  - C. Community Eligibility Program
14. **Building and Grounds – Mr. Mike Sharp**
  - A. District Projects
    1. MHS HVAC Project Phase II Bid Approval Action Item
  - B. Lead Testing Update
15. **Instruction and Student Programs – Dr. Bridget Amory**
  - A. Field Trip Approvals Action Item
16. **Board Discussion**
  - A. DSBA Updates
  - B. Proposed FY 2023-2024 Schedule of Board Meetings – Read Only
  - C. Introduction of Recommended New Board Policy
    1. Draft Board Policy 4305 Constable Market Analysis – Read Only
  - D. Recommended Revised Draft Board Policies for Action
    1. Revised Board Policy 4205 School Closing or Delay Due to Inclement Weather or Emergency Action Item
17. **Adjournment Action Item**



MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
APRIL 17, 2023

Board Members in Attendance	
Mr. Jason Miller, President	Mr. Matt Bucher
Mr. Scott Fitzgerald, Vice President	Mrs. Jean Wylie
Dr. Adam Brownstein	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, April 17, 2023.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MR. BUCHER/SECONDED BY MRS. WYLIE** to approve the Regular Meeting Minutes for March 20, 2023. **Motion passed unanimously.**

**ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION MADE BY MR. FITZGERALD/SECONDED BY MRS. WYLIE** to adjourn into Executive Session at 6:02 PM. **Motion passed unanimously.**

**RETURN TO OPEN SESSION**

**MOTION MADE BY MR. BUCHER/SECONDED BY DR. BROWNSTEIN** to adjourn Executive Session at 7:00 PM. **Motion passed unanimously.**

**MOMENT OF SILENCE FOR DIANNE MARCOLINI**

**CHANGES TO AGENDA** - None

**PERSONNEL – Dr. Peel**

***Personnel Report***

**MOTION MADE BY MRS. WYLIE/SECONDED BY MR. FITZGERALD** to accept the Personnel Report as presented during Executive Session. **Motion passed unanimously.**

***Year-Long Residency Grants***

Milford School District has Year-Long Residency Grants with Wilmington University and Relay. Through the Grants, the District will have resident teachers for one school year as they work to earn Delaware certification.

**PUBLIC COMMENT** - None

**SUPERINTENDENT’S REPORT**

***Updated MMS Project Design to be Presented During May Meeting***

At the May board meeting, the updated project design and updated projected cost of the new Middle School will be presented. The Strategic Plan, preliminary tax rates and the Community Eligibility Program status for all six schools will be presented too.



***Secretary of Education Scholar Awards Event***

The recipients of the Secretary of Education Scholar Awards for the Class of 2023 are Layna Reynolds and Brendan Slonacher.

***Employee Recognitions***

Milford School District Teachers of the Year are: Taylor Ohrwashel, Morris Early Childhood Center; Vicki Hudson, Banneker Elementary; Carly Phillips, Lulu Ross Elementary; Emily Schrock, Mispillion Elementary; Emily Coverdale, Milford Central Academy and Shae Parks, Milford High School. The Behavioral Health Professional of the Year is Ally Zanks, School Counselor, Lulu Ross Elementary.

**ROSS ELEMENTARY SCHOOL PRESENTATION**

Mrs. McKenzie, Principal, Ms. Webb, Assistant Principal and their school leadership team gave a comprehensive presentation about Lulu Ross Elementary's student enrollment; curriculum and academic programs; ways Ross supports their students academically and emotionally; positive behavior supports; activities; clubs; community service; field trips; and upcoming events.

**BUSINESS – Dr. Croce**

***Revenue and Expenditure Report***

**MOTION MADE BY MR. BUCHER/SECONDED BY DR. BROWNSTEIN** to approve the Revenue and Expenditure Reports as of March 31, 2023. **Motion passed unanimously.**

***DDOE Financial Position Report***

**MOTION MADE BY MRS. WYLIE/SECONDED BY MR. BUCHER** to approve the DDOE Financial Position Report as of March 31, 2023. **Motion passed unanimously.**

***Fiscal Year 2023 Revenue and Expenditure Budget Adjustments***

**MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MRS. WYLIE** to approve the Final Fiscal Year 2023 Revenue and Expenditure Reports. **Motion passed unanimously.**

**BUILDINGS AND GROUNDS – Mr. Sharp**

***MMS Project Update***

The Middle School project is on schedule to begin the abatement work on April 24. The District is waiting for the final contract from the vendor. RYJ is currently clearing out the Lakeview wing so the abatement work can begin.

***District Projects***

**MOTION MADE BY MR. BUCHER/SECONDED BY DR. BROWNSTEIN** to approve the award of the District Building Automation Services Contract. **Motion passed unanimously.**

**MOTION MADE BY MR. BUCHER/SECONDED BY MRS. WYLIE** to approve the purchase of a replacement mower and gator. **Motion passed unanimously.**

**INSTRUCTION AND STUDENT PROGRAMS – Dr. Amory**

***Curriculum and Instruction***

We were approached by Jason James with Milford City Council with regard to consideration of offering an Emergency Medical Technician (EMT) program given the growing need in our community. We have explored the idea, interests, and costs and have agreed to partner with the State of Delaware Fire School, Milford City Council, and Carlisle Fire Company to bring this program to our high school next year. We anticipate having a formal flyer to promote the program soon. We would like to thank Patricia Fox,

Brennan Fountain, Jason James, and Sean Hinton for their collaboration. We are excited about this opportunity for not only our students but also our Greater Milford Community.

While we intend to provide the Board with a more thorough update regarding our plans for summer programming this summer, we did want to inform you that we are well on our way with planning. We have been able to secure staffing for our required special education programming, credit recovery program, HOLA program, Beginning Buccaneers and limited programming for academically at-risk elementary students. We will additionally be offering Summer Backpacks to elementary and early childhood aged students to support learning at home throughout the summer.

The Delaware Department of Education has offered us a partnership position to provide a Dual Language Immersion Program Support position next year. This position will be fully funded by the Delaware Department of Education and shared with a neighboring school district. The intent of the position is to provide additional support to our immersion program in the form of instructional coaching and to serve as a liaison between immersion programs and the districts.

#### ***Strategic Planning Update***

We have hosted our final Strategic Planning Steering Committee meeting and are excited to bring you our final strategic plan at our May School Board Meeting. We are incredibly appreciative of our Steering Committee members and have a printed draft for you to preview before final edits and content are brought forth in May.

#### ***Field Trip Approvals***

**MOTION MADE BY MR. FITZGERALD/SECONDED BY MR. BUCHER** to approve the field trips as presented. **Motion passed unanimously.**

#### ***Revised 2023-2024 Academic Calendar***

**MOTION MADE BY MR. FITZGERALD/SECONDED BY DR. BROWNSTEIN** to approve the Revised 2023-2024 Academic Calendar. The revision is necessary because schools are required to be closed for the Primary Election scheduled in April 2024. **Motion passed unanimously.**

#### **BOARD DISCUSSION**

***DSBA Updates*** - None

#### ***Introduction of Recommended Draft Revisions of Board Policies***

Revised Draft Policy 4205 School Closing or Delay Due to Inclement Weather or Emergency was presented. The draft will be brought back to the board in May for approval.

Revised Draft Policy 5414 Student Code of Conduct Elementary Schools Grades K through 5 was presented. Dr. Brownstein, Ms. Wylie and Mr. Bucher expressed concerns with the draft policy.

**MOTION MADE BY MR. BUCHER/SECONDED BY DR. BROWNSTEIN** to form a committee comprised of a teacher, administrator and board members of undetermined size to investigate or to repair any changes or look at any data that will inform the board on the elementary school policy and the middle school/high school policy. **Motion passed unanimously.**

**ADJOURNMENT**

**MOTION MADE BY MR. FITZGERALD/SECONDED BY DR. BROWNSTEIN** that the Regular Meeting of the Milford Board of Education held on Monday, April 17, 2023, adjourned 8:57 PM. **Motion passed unanimously.**

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Kevin Dickerson, Executive Secretary

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Peggy Short, Recording Secretary

DRAFT



**Ashley Lockwood, Milford School District's Teacher of the Year, shared this great photo with other Teachers of the Year in Washington D.C. at the National Teacher of the Year program**

In addition to getting a special introduction as Delaware's Teacher of the Year by President Biden at the White House Rose Garden Recognition Ceremony on April 24, here are the other events Ashley participated in during her week in Washington DC.

- Day 1: Teacher Talk Showcase—5 of the 2022 Teachers of the Year shared inspirational messages through TED talks. The 2022 DE TOY was one of them!
- Day 2: White House Day! We attended a Teacher Town Hall with Dr. Biden and Secretary Cardona before attending the Recognition Ceremony in the Rose Garden.
- Day 3: Smithsonian Day: We spent the day learning about and providing feedback on the Smithsonian's Education Initiatives.
- Day 4: The International Summit on the Teaching Profession--Ministers of Education from around the world met to discuss issues in education.
- Day 5: Maryland TOY and I met with our state representatives on Capitol Hill and ended the week with a beautiful recognition gala!

Thank you Ashley for representing Milford School District and the State of Delaware at the National Teacher of the Year program!  
We are all very proud of you!





MILFORD MIDDLE SCHOOL





# FIRST LEVEL



FIRST FLOOR  
TOTAL SF = 74,889 SF



## SECOND LEVEL



SECOND FLOOR  
TOTAL SF = 45,423 SF



# THIRD LEVEL

## DEPARTMENTS LEGEND

- ADMINISTRATION
- CIRCULATION
- GENERAL EDUCATION
- SERVICES

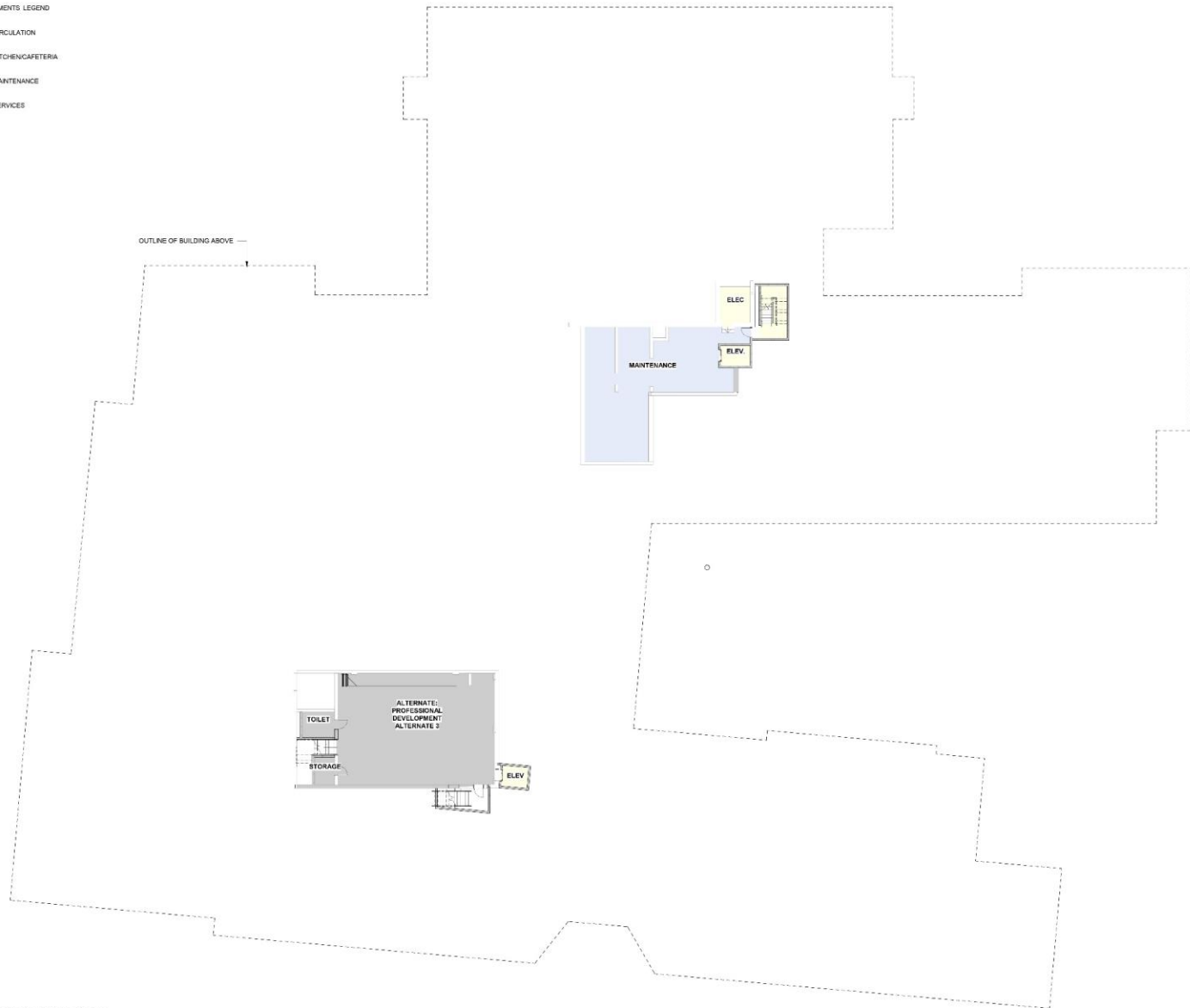


THIRD FLOOR  
TOTAL SF = 11,869 SF

# LOWER LEVEL

## DEPARTMENTS LEGEND

- CIRCULATION
- KITCHEN/CAFETERIA
- MAINTENANCE
- SERVICES



LOWER LEVEL  
TOTAL SF = 4,940 SF















MILFORD  
MIDDLE  
SCHOOL









# ENTRY LOBBY



# GYMNASIUM LOBBY





# CENTER STAIR & EXISTING WALL



# MEDIA CENTER





# MEDIA CENTER



# CENTER STAIR

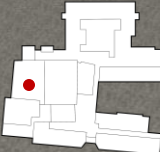




# GYM



# CAFETERIA





# CAFETERIA



# CORRIDOR





# CORRIDOR



# CORRIDOR





# AUDITORIUM





# AUDITORIUM

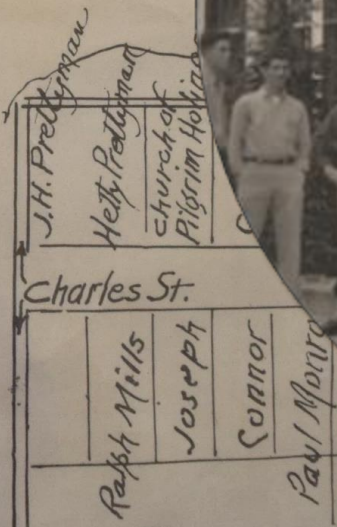




# Preserve the School's History and...



## MILFORD HIGH-SCHOOL





...keep the history alive  
for future generations

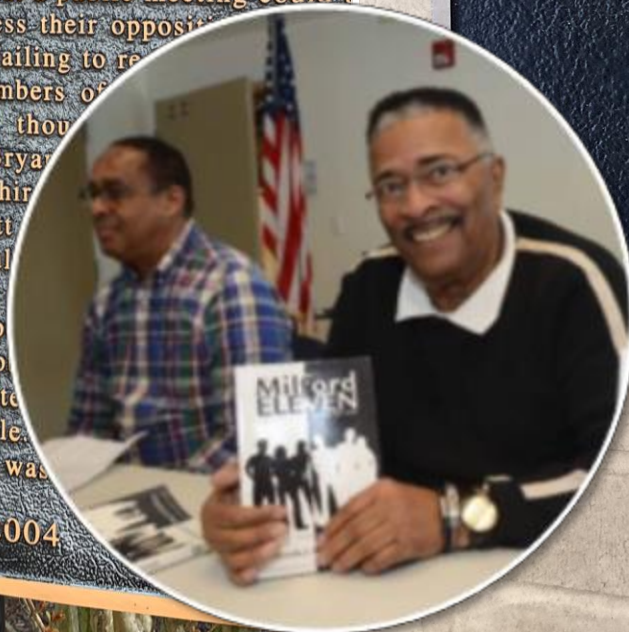
## MILFORD'S STRUGGLE FOR EDUCATIONAL EQUALITY

On May 17, 1954, the U.S. Supreme Court ruled in the case of *Brown v. Board of Education*, declaring racially segregated public schools unconstitutional. In August 1954, a petition was submitted to the Milford Board of Education requesting integration. A plan for gradual desegregation was adopted, and on September 8, eleven African-American 10th grade students were admitted to the district's High School at this location. On September 17, approximately 1500 persons met to discuss the situation. Many signed a petition opposing the action. This was the first open public resistance to integration since the *Brown* ruling. The school was closed the following Monday so that a public meeting could be held. A large crowd gathered to express their opposition. The closure of the schools was extended. Failing to receive approval from the State Board of Education, members of the board resigned. On September 26, several thousand people participated in rallies organized by segregationist Bryant Turner Sharp, leading to a boycott of the schools. Less than one third of the schools reopened. The boycott of County schools was closed as a result of events in Delaware, two of the Board resumed their positions and approved the plan. The Board reconvened on September 27 to remove the eleven students "in the interest of the children and the community as a whole." The boycott ended before integration of Milford's schools was achieved.

Delaware Public Archives - 2004

In honor of the eleven African American  
students who integrated Milford High School  
at this site on September 8, 1954.

Kenneth Baynard  
Leo Blue  
Orlando Camp  
Charles Fleming Jr.  
Eugene Harris  
Irene Pettyjohn  
Lillian Simmons  
Madalene Staten  
Annie Ruth Thompson  
Edna Turner Sharp  
Ronald Vann







MILFORD MIDDLE SCHOOL





# Milford

## SCHOOL DISTRICT

HOME *of the* BUCCANEERS

*Charting the Course to Excellence*

STRATEGIC PLAN  
**2023-2028**

[milfordschooldistrict.org](http://milfordschooldistrict.org)

## Priorities



Our four priorities are the four quadrants on our compass

### Supporting the Whole Student

- Supporting each student's social, emotional, and behavioral well being

### Academic Excellence

- Equitable access to academic excellence and high-quality instruction

### Empowering and Investing in Our People

- Recognizing that the people who work in Milford are the driving force behind its success

### Building Our Future

- Evaluation, planning, and future development of district facilities and systems of engagement

**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended April 30, 2023**

Operating Unit	Budget Line	Final Budget			%	
		Amount	Encumbered	Expended	Budget Remaining	Remaining
9180668A	Benjamin Banneker Elementary School	\$ 58,630.00	4,267.44	36,154.35	\$ 18,208.21	31.06%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 58,950.00	4,022.56	44,249.91	\$ 10,677.53	18.11%
9180672A	Lulu M. Ross Elementary School	\$ 79,760.00	5,231.70	58,871.99	\$ 15,656.31	19.63%
9180673A	Mispillion Elementary School	\$ 66,770.00	4,856.47	54,757.53	\$ 7,156.00	10.72%
9180675A	Milford Central Academy	\$ 124,100.00	8,982.38	93,141.53	\$ 21,976.09	17.71%
9180678A	Milford Senior High School	\$ 175,070.00	12,541.14	115,621.52	\$ 46,907.34	26.79%
99900000	Board Of Ed/District Expenses	\$ 15,000.00	909.50	7,090.50	\$ 7,000.00	46.67%
	School Resource Officer	\$ 9,000.00		6,785.00	\$ 2,215.00	24.61%
99900100	Legal Services, Audit and Insurance Premiums	\$ 130,000.00	9,961.12	61,827.15	\$ 58,211.73	44.78%
99900300	District Expenditures	\$ 55,000.00	26.58	34,772.32	\$ 20,201.10	36.73%
	School Safety and Security	\$ 263,950.51	59,825.50	157,934.50	\$ 46,190.51	17.50%
	Public Relations and Communication	\$ 40,000.00	-	15,841.62	\$ 24,158.38	60.40%
	Copy Center (District Wide)	\$ 120,000.00	21,382.39	94,842.28	\$ 3,775.33	3.15%
99910100	Superintendent	\$ 1,500.00	119.55	1,035.21	\$ 345.24	23.02%
99920000	World Language Immersion (State Grant)	\$ 10,000.00	149.59	172.60	\$ 9,677.81	96.78%
	Educator Accountability (State Grant)	\$ 11,699.92	-	3,690.03	\$ 8,009.89	68.46%
	Student Success Block Grant (Reading)	\$ 334,648.00	-	317,832.51	\$ 16,815.49	5.02%
	Opportunity Grant Mental Health	\$ 732,527.00	-	104,032.87	\$ 628,494.13	85.80%
	Education Opportunity Grant	\$ 1,316,524.00	-	-	\$ 1,316,524.00	100.00%
	School Improvement - SSIP Grant	\$ 70,670.00	55,044.40	14,905.12	\$ 720.48	1.02%
	Summer School	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Translators	\$ 20,000.00	-	1,202.87	\$ 18,797.13	93.99%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 150,000.00	-	48,439.50	\$ 101,560.50	67.71%
99920700	Athletics - High School	\$ 170,000.00	27,196.86	166,522.41	\$ (23,719.27)	-13.95%
	Athletics - Milford Central Academy	\$ 30,000.00	7,298.11	33,694.52	\$ (10,992.63)	-36.64%
99920800	Driver's Education	\$ 19,495.00	-	9,851.26	\$ 9,643.74	49.47%
99930200	Tuition - Special Services	\$ 380,000.00	-	238,899.83	\$ 141,100.17	37.13%
	Tuition - Special Services - ILC	\$ 315,000.00	1,176.46	184,516.03	\$ 129,307.51	41.05%
	Unique Alternatives (State Funds)	\$ 598,188.14	-	307,455.21	\$ 290,732.93	48.60%
99930300	Special Services	\$ 57,000.00	5,083.46	40,496.25	\$ 11,420.29	20.04%
	Special Services - State Related Services	\$ 196,990.50	38,900.00	157,319.00	\$ 771.50	0.39%
99940100	Contingencies and One-Time Items	\$ 462,500.00	229,757.82	34,220.32	\$ 198,521.86	42.92%
99940200	Division I/Formula Salaries	\$ 32,557,698.43	-	27,924,038.49	\$ 4,633,659.94	14.23%
99940300	Division II - Vocational	\$ 128,887.00	16,814.31	54,599.18	\$ 57,473.51	44.59%
99940400	Division III/Local Salaries	\$ 12,250,000.00	-	9,562,758.80	\$ 2,687,241.20	21.94%
	Union agreed Limited Contracts	\$ 385,000.00	-	253,451.66	\$ 131,548.34	34.17%
99940500	Title I	\$ 1,812,394.00	80,695.87	253,965.32	\$ 1,477,732.81	81.53%
	Title II	\$ 345,307.00	-	38,576.00	\$ 306,731.00	88.83%
	Title III	\$ 85,388.00	286.83	23,464.75	\$ 61,636.42	72.18%
	Title IV	\$ 212,439.00	8,913.86	28,637.65	\$ 174,887.49	82.32%
	IDEA Part B	\$ 1,207,533.00	89,432.30	18,995.20	\$ 1,099,105.50	91.02%
	IDEA Preschool	\$ 57,566.00	-	19,538.99	\$ 38,027.01	66.06%
	Perkins	\$ 124,470.00	7,877.35	53,961.59	\$ 62,631.06	50.32%
	Homeless	\$ 10,000.00	-	-	\$ 10,000.00	100.00%
99940600	Insurance Expense	\$ 127,520.50	-	127,520.50	\$ -	0.00%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	15.13	33,309.82	\$ 73,675.05	68.86%
99940810	Technology Equipment & Repair	\$ 272,800.00	594.20	263,134.19	\$ 9,071.61	3.33%
	Technology Block Grant	\$ 109,245.00	46,567.32	32,090.04	\$ 30,587.64	28.00%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	7,389.00	\$ 7,611.00	50.74%
	Tuition Reimbursement	\$ 70,000.00	-	34,999.98	\$ 35,000.02	50.00%
99950000	Personnel/Human Resources	\$ 10,000.00	199.12	12,627.25	\$ (2,826.37)	-28.26%
99960000	Child Nutrition Operations	\$ 2,700,000.00	314,966.43	2,453,471.68	\$ (68,438.11)	-2.53%
	Cafeteria Salaries	\$ 691,988.00	-	598,044.84	\$ 93,943.16	13.58%
99960100	Facilities Maintenance	\$ 90,000.00	520.73	45,682.16	\$ 43,797.11	48.66%
	Custodial Services and Supplies	\$ 90,000.00	170.40	85,711.95	\$ 4,117.65	4.58%
99960200	Operations and Utilities	\$ 388,974.00	54,751.75	282,934.76	\$ 51,287.49	13.19%
	Energy Division II	\$ 810,530.00	253,620.35	291,353.15	\$ 265,556.50	32.76%
99960300	State Transportation	\$ 3,710,772.37	631,346.13	3,059,971.14	\$ 19,455.10	0.52%
	State Homeless Transportation	\$ 529,967.00	79,548.30	398,579.40	\$ 51,839.30	9.78%
	State Foster Transportation	\$ 114,781.00	12,404.00	99,268.00	\$ 3,109.00	2.71%
	Transportation Supplies	\$ 1,000.00	-	955.25	\$ 44.75	4.48%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	360.36	4,396.61	\$ 18,243.03	79.32%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 58,885.22	8,838.70	44,286.60	\$ 5,759.92	9.78%
	Local Transportation Match	\$ 411,309.38	70,149.56	339,950.15	\$ 1,209.67	0.29%
<b>Total Operating Budget</b>		<b>\$ 65,645,427.97</b>	<b>\$ 2,174,806.03</b>	<b>\$ 48,893,839.84</b>	<b>\$ 14,576,782.10</b>	<b>22.21%</b>
99970000	Local Debt Service	\$ 1,156,081.49	-	1,156,081.44	\$ 0.05	0.00%
99970200	Minor Capital Improvements	\$ 693,295.00	-	-	\$ 693,295.00	100.00%
<b>Total Capital Budget</b>		<b>\$ 1,849,376.49</b>	<b>\$ -</b>	<b>\$ 1,156,081.44</b>	<b>\$ 693,295.05</b>	<b>37.49%</b>
<b>Grand Total</b>		<b>\$ 67,494,804.46</b>	<b>\$ 2,174,806.03</b>	<b>\$ 50,049,921.28</b>	<b>\$ 15,270,077.15</b>	<b>22.62%</b>

*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.*



## MAJOR CAPITAL PROJECTS

As of April 30, 2023

### REVENUE

FISCAL YEAR	BOND NO.	DATE OF ISSUANCE	PROJECT	STATE	LOCAL	TOTAL REVENUE
2022	Local Bond 239	3/2/2022	Milford Middle School	\$ 4,963,300.00	\$ 1,743,900.00	\$ 6,707,200.00
TOTAL REVENUE BUDGET				\$ 4,963,300.00	\$ 1,743,900.00	\$ 6,707,200.00

### EXPENDITURE

FISCAL YEAR	OPERATING UNIT	PROGRAM CODE	PROJECT	PROGRAM CODE DESCRIPTION	BUDGET	EXPENDITURES TO DATE	BUDGET REMAINING
2022	99970100	99585	Milford Middle School	Construction Management Fees	\$ 2,004,465.00	\$ 195,302.57	\$ 1,809,162.43
2022	99970100	99586	Milford Middle School	Architectual Fees	\$ 2,236,614.50	\$ 1,233,044.52	\$ 1,003,569.98
TOTAL EXPENDITURE BUDGET					\$ 4,241,079.50	\$ 1,428,347.09	\$ 2,812,732.41

**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2023 Monthly Revenue Report**  
**As of April 30, 2023**  
**83% of the Fiscal Year completed**

REVENUE SOURCE	Final FY 2023 Budget	Actual to date	% received
<b>STATE FUNDS</b>			
Formula Salaries	32,488,718.96	28,241,887.01	86.93%
Cafeteria Salaries	691,988.00	691,988.00	100.00%
Division II, All Other Costs	943,588.00	947,357.00	100.40%
Division II, All Other Costs - VOC	128,887.00	128,371.00	99.60%
Division II, Energy	838,004.00	838,004.00	100.00%
Division III, Equalization	5,987,867.00	6,007,283.00	100.32%
State Transportation	3,710,772.37	3,811,787.75	102.72%
Homeless Transportation	529,967.00	529,967.00	100.00%
Foster Care Transportation	114,781.00	114,781.00	100.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	196,990.50	196,990.50	100.00%
Drivers' Education	19,495.00	19,495.00	100.00%
Unique Alternatives	598,188.14	618,528.74	103.40%
Delaware Sustainment Fund	743,045.00	816,281.00	109.86%
Academic Excellence Cash Option	29,400.00	29,400.00	100.00%
Technology Block Grant	109,245.00	109,245.00	100.00%
College Access	10,509.22	10,509.22	100.00%
World Language Expansion	10,000.00	10,000.00	100.00%
Education Opportunity Grant	1,316,524.00	1,316,524.00	100.00%
Education Opportunity Grant - Mental Health	732,527.00	742,677.00	101.39%
Student Success Block Grant - Reading	334,648.00	334,648.00	100.00%
Child Safety Awareness/CPR	1,190.70	6,190.70	519.92%
Substitute Reimbursement- Paid Parental Leave	68,979.47	74,071.70	107.38%
School Safety and Security	263,950.51	263,950.51	100.00%
State Safe and Supportive Improvement Practices	70,670.00	70,670.00	100.00%
Teacher of the Year	5,000.00	5,000.00	100.00%
Minor Capital Improvements	415,977.00	415,977.00	100.00%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>50,361,912.87</b>	<b>46,352,584.13</b>	<b>92.04%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	9,302,726.67	9,013,858.29	96.89%
Current Expense (capitations)	200.00	40.86	20.43%
Athletics	28,000.00	45,989.00	164.25%
Interest	75,000.00	138,336.52	184.45%
Building Rental	1,500.00	4,385.00	292.33%
Other Local Revenue	18,500.00	14,116.96	76.31%
Sol - Systems	1,500.00	-	0.00%
Energy Curtailment	15,000.00	-	0.00%
CSCR	40,000.00	52,988.09	132.47%
Indirect Costs	75,000.00	43,270.62	57.69%
Cafeteria	2,700,000.00	2,377,159.37	88.04%
Net Choice Billings	(184,007.37)	(179,341.97)	97.46%
Net Charter Billings	(162,529.37)	(162,529.37)	100.00%
Tuition Billings	(2,100,000.00)	(684,958.49)	32.62%
Social Studies Coalition/Donations	107,000.00	62,077.24	58.02%
Debt Service	1,100,000.00	1,082,980.76	98.45%
Debt Service - County Impact Fees	78,343.00	93,374.06	119.19%
Tuition	2,800,000.00	2,781,733.19	99.35%
Minor Capital Improvements	277,318.00	275,520.82	99.35%
E-Rate	-	-	
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>14,173,550.93</b>	<b>14,959,000.95</b>	<b>105.54%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,207,533.00	1,207,533.00	100.00%
IDEA - Preschool	57,566.00	57,566.00	100.00%
Title I	1,812,394.00	1,812,394.00	100.00%
Title II	345,307.00	345,307.00	100.00%
Title III English Acquisition	85,388.00	85,388.00	100.00%
Title IV	212,439.00	212,439.00	100.00%
Education for the Homeless	10,000.00	-	0.00%
Perkins	124,470.00	124,470.00	100.00%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,855,097.00</b>	<b>3,845,097.00</b>	<b>99.74%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>68,390,560.80</b>	<b>65,156,682.08</b>	<b>95.27%</b>



# 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. *(Other match taxes available but not assessed include: Reading Specialist, Math Specialist, Technology, Extra Time)*
- **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.



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

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Milford School District put out a bid for Phase 2 HVAC renovations for Milford High School.

Project Scope:

Project involves HVAC upgrades and miscellaneous renovations at Milford High School.

Bids are to be for the following contracts:

- Contract A-1: Carpentry and General Work
- Contract A-2: Roofing Work
- Contract A-3: Mechanical
- Contract A-4: Electrical

Public Notice was sent out by the State of Delaware Contracting Office on April 7, 2023.

The Pre-Bid Meeting was held at Milford High School Auditorium on April 12, 2023.

All sealed bids were received on May 3, 2023 and opened at a public bid meeting at Milford High School Auditorium that same day at 3:00 pm. The bid tabulation is attached for review. The lowest bidder is recommended to be awarded each contract in accordance with State of Delaware law.

Project will be funded through ESSER Funding and contingency funds.

The estimated total:

Basic Building Cost	\$3,682,760.00
Contingency Estimate	\$368,276.00
Soft Fees Estimate	<u>\$674,455.16</u>
Total Estimated Cost	\$4,725,491.16

The District Recommends awarding the contracts for work to the following companies based on Delaware Contracting Law:

- Contract A-1 Carpentry and General Work – Brandywine Contractors
- Contract A-2 Roofing Work – Quality Exteriors
- Contract A-3 Mechanical – Ralph Degli Obizzi and Sons
- Contract A-4 Electrical – Superior Electric



# MILFORD SCHOOL DISTRICT

## FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 10<sup>th</sup> for School Board approval for the following school year)


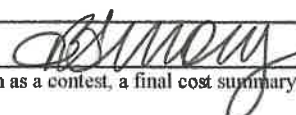

Morris ☐
 Banneker ☐
 Central Academy ☐
 High School ☒
 Mispillion ☐
 Ross ☐  
 In-State ☒
 Out-of-State ☐
 Overnight ☒

<b>DATE(S) OF TRIP:</b> 8/16-17/23 (Tentative- calendar not out yet) <b># of School Days missed:</b> 0	<b>TRIP DESTINATION:</b> Lincoln, DE (Subject to change)	<b>TEACHER(S):</b> Rozell, Bethard, Stump, J
<b>NUMBER OF STUDENTS:</b> 9	<b>CONTENT AREAS:</b> FFA Leadership	<b>GRADE(S):</b> 9-12
1. Instructional Unit Title: FFA  2. Dates of Instructional Unit: From: 8-30-22 To: 6-13-23  3. Will technology be used in preparation for this trip? (Check One) Internet    Virtual Tour    Research <input checked="" type="checkbox"/> Video    Software    Other (specify) _____  4. Relationship of trip to instructional objective(s) (purpose of the trip): Milford FFA Chapter Officers attend workshops to increase their leadership skills such as public speaking, parliamentary procedures, team building, and resolving conflict. Officers also participate in a teamwork building activity called "ropes" where students are taught to rely upon others and work cooperatively in order to accomplish a common goal.		<u>Field Trip Cost</u>  Transportation:        \$0- District Van  Meals:                        \$400  Other expenses (explain):        \$0  Funding Used:                        FFA  Individual student expense:        \$0  <div style="text-align: right; background-color: yellow;">\$400 Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Bayhealth Hospital, 100 Wellness Way, Milford, DE 19963  <b>Nurse Initials:</b> <u>CR</u>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).  Comments:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>PRINCIPAL'S SIGNATURE:</b> <u>[Signature]</u> </div> <div style="width: 30%;"> <b>DIRECTOR'S SIGNATURE:</b> <u>[Signature]</u> </div> <div style="width: 30%;"> <b>SUPT'S SIGNATURE:</b> <u>[Signature]</u> </div> </div> <p style="font-size: small;">For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</p>		
12/19/16		

# MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 10<sup>th</sup> for School Board approval for the following school year)

Morris ☐    Banneker ☐    Central Academy ☐    High School ☒    Mispillion ☐    Ross ☐  
 In-State ☐    Out-of-State ☒    Overnight ☒

<b>DATE(S) OF TRIP:</b> 6/20 to 6/25, 2023 <b># of School Days missed:</b> None	<b>TRIP DESTINATION:</b> Dallas Convention Center Dallas, TX	<b>TEACHER(S):</b> McMillan
<b>NUMBER OF STUDENTS:</b> 3	<b>CONTENT AREAS:</b> Health Science	<b>GRADE(S):</b> 11-12
1. Instructional Unit Title: HOSA- International Leadership Conference  2. Dates of Instructional Unit: From: 6/20/23      To: 6/25/23  3. Will technology be used in preparation for this trip? (Check One) Internet <input checked="" type="checkbox"/> Virtual Tour    Research    Video    Software    Other (specify)  4. Relationship of trip to instructional objective(s) (purpose of the trip): HOSA- Health Occupations Students Of America. Students are eligible to attend International Leadership Conference in Dallas after placing in the top 3 in the state. The competitors are Sofia Lopez, Owen Peel, and Dalton Cleveland.		<b>Field Trip Cost</b>  Transportation: Air-Approx \$2500  Meals: \$30/day x 4 X 5 days = \$600  Other expenses (explain): Registration - \$90/student x 3 = \$270 \$90 Advisor Perkins Hotel - 2 rooms X 5 nights = \$2240 Funding Used: 509/Perkins  Individual student expense: 0  <div style="text-align: right;"> <b>Total Cost</b>          Rough estimate: \$5608       </div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Baylor University Medical Center 3500 Gaston Ave Dallas, TX 75246  <b>Nurse Initials:</b> _____		
<b>APPROVAL SEQUENCE</b> (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).  <b>Comments:</b>		
<b>PRINCIPAL'S SIGNATURE:</b>  <b>DIRECTOR'S SIGNATURE:</b>  <b>SUPT'S SIGNATURE:</b> 		
For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.		
12/19/16		



## **Proposed FY 2023-2024 SCHEDULE OF BOARD MEETINGS**

<b>July 10, 2023</b>	<b>6:00 pm</b>	<b>Reorganization Meeting/Regular Meeting</b>
<b>July 31, 2023</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>August 21, 2023</b>	<b>8:00 am</b>	<b>Public Meeting</b>
<b>September 18, 2023</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>October 16, 2023</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>November 20, 2023</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>December 18, 2023</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>January 22, 2024</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>February 26, 2024</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>March 18, 2024</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>April 15, 2024</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>May 20, 2024</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>
<b>June 17, 2024</b>	<b>6:00 pm</b>	<b>Regular Meeting</b>

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

**POLICY 4305**

**NEW**

**CONSTABLE MARKET ANALYSIS**

To maintain a fiscally responsible constable compensation scale that is competitive with select districts in Kent and Sussex Counties, the district will evaluate the constable pay structure annually.

The Chief Financial Officer shall establish a market value for the constable position by averaging salary data from select comparable and/or neighboring districts in Kent and Sussex Counties where applicable. The market-range shall be evaluated and adjusted accordingly. If upon evaluation for adjustment, the market value decreases for the position, no adjustment shall be made.

ADOPTED:



MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

POLICY 4205

SCHOOL CLOSING OR DELAY DUE TO INCLEMENT WEATHER OR EMERGENCY

I. INCLEMENT WEATHER, EMERGENCY CONDITIONS, AND LEVELS:

A. Inclement Weather is defined as any weather condition that affects or impacts the established instructional/work calendar and/or schedule. It is defined but not limited to snow, ice, flooding, hurricanes, cold and wind chill which pose a threat to life, and fog.

B. Emergency Conditions are defined as any condition not expected or planned requiring immediate and critical response in order to protect life and assets.

C. Essential Employees: All maintenance employees, building systems managers, custodial staff, the maintenance supervisor, and Child nutrition staff. Essential employees must report as directed by the superintendent or designee.

D. Administrative Employees: All other 12-month staff (including administrators, secretarial, and technology staff members). Administrative employees must report unless directed to the contrary by the superintendent or designee and are expected to report for duty within the scheduled delay, but no later than the scheduled delay. Administrative employees are encouraged to report for duty before the scheduled delay when conditions permit safe travel and school parking is available.

E. Instructional Employees: All instructional 10-month staff (teachers and paraprofessional staff members). Instructional employees must report unless directed to the contrary by the superintendent or designee and are expected to report for duty within the scheduled delay, but no later than the scheduled delay. Instructional employees are encouraged to report for duty before the scheduled delay when conditions permit safe travel and school parking is available.

F. School Delays: School delays shall be as directed by the superintendent or designee. For two or more hour delays, staff may not report more than one hour earlier than the official start time of the assigned school.

G. Employee Not Reporting: An employee not reporting to work as directed, reasonable travel delays notwithstanding, will have time not worked charged against accrued vacation, or as otherwise provided in a Collective Bargaining Agreement. In the event the employee's vacation leave balance is insufficient, time not worked will be charged in the following order: 1) sick leave/personal days, or 2) leave without pay. H. Right to Transport: During inclement weather or emergency, the district reserves right to transport to and from work essential and administrative employees who are not otherwise able to get to work.

H. Road and Development Access: Bus transportation may not be provided on roads determined to be unsafe. The district transportation staff and bus contractors will review the district's roads as required until all roads are safe. When excessive snow and ice on some of the district's roadways make them

dangerous and not accessible for district buses, the district will implement an inclement weather bus pickup procedure. Children will be picked up in designated areas when the roadways are safe for bus traffic. In inaccessible areas, parents may be requested to bring their children to school and pick up their children from school or the district will understand if they choose to keep their children home until after their road is cleared.

I. Delaware Code: Delaware Code will be applied as applicable to the condition including state of emergency and other contingencies.

## II. PUBLIC AND EMPLOYEE NOTIFICATION:

District email, website, phone trees and/or the district's automated phone calling system will be utilized to notify affected employees when to report for duty during inclement weather or emergency conditions. The superintendent or designee is authorized and responsible to communicate delay and closing information to the media. Employees who cannot report for duty as required are responsible to communicate tardiness or absence to their immediate supervisor prior to the scheduled report time.

ADOPTED: 4/26/76; 7/18/77; 1/22/01

REVISED: 4/26/10; 4/18/11; 5/15/23