

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

**AGENDA FOR MONDAY, SEPTEMBER 18, 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=mf4639d947804b1c537d67222953d25b5>

Webinar Number: 2621 780 3532

Webinar Password: zRmWredw833 (97697339 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: 262 178 03532

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

_____ Mrs. Ashlee Connell

_____ Mr. Victor "Butch" Elzey

_____ Mr. Scott Fitzgerald

_____ Mrs. Jennifer Massotti

_____ Mrs. Jean Wylie

3. Pledge of Allegiance

4. Approval of Minutes

A. Regular Meeting Minutes for August 11, 2023 Action Item

B. Regular Meeting Minutes for August 30, 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. Collective Bargaining
- 6. **Return to Open Session (anticipated at 7:00 pm) Action Item**
- 7. **Changes to Agenda**
- 8. **Public Comment**
- 9. **Superintendent's Report**
 - A. Mission and Vision of Milford School District
 - B. School Opening Update
 - C. Dress Code Policy
- 10. **Academic Excellence: Instruction and Student Programs – Dr. Kilgore**
 - A. Field Trip Approvals Action Item
- 11. **Building Our Future: Business – Dr. Sara Hale**
 - A. Monthly Revenue and Expenditure Reports as of August 31, 2023, Action Item
 - B. Approval to purchase replacement freezer for Ross School Action Item
 - C. Sussex County Voluntary School Assessment Action Item
- 12. **Empowering and Investing in our People: Personnel – Ms. Laura Manges**
 - A. Personnel Action Item
 - B. Memorandum of Understanding between the Milford School District Board of Education and the Milford Education Association Action Item *action required immediately and cannot be deferred to a later meeting
- 13. **Supporting the Whole Student: MHS and Mrs. Hallman**
 - A. Milford High School FFA Presentation
 - B. Review of 2023 Autism Program Assessments (APERS) with Philip Concors- ABC Consultants
- 14. **Board Discussion**
 - A. DSBA Updates
 - B. Recommended Revised Draft Board Policies for Action
 - 1. Revised Board Policy 3303 Student Fees – Child Nutrition Program Action Item
 - 2. Revised Board Policy 6201 Promotion Action Item
 - 3. Revised Board Policy 1014 Buccaneer Logo Action Item
 - C. Introduction of Recommended Draft Revision of Board Policies
 - 1. Revised Board Policy 3107 Naming of School Facilities – First Read
 - 2. Revised Board Policy 4201 Report Employee Absences – First Read
 - D. Introduction of New Draft Board Policy
 - 1. Board Policy 5314 Use of Video and Audio Recording Devices – First Read *action required immediately and cannot be deferred to a later meeting
- 15. **Adjournment Action Item**



MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
AUGUST 21, 2023

Board Members in Attendance	
Mr. Scott Fitzgerald President	Mr. Victor "Butch" Elzey 6:02 PM
Mr. Matt Bucher, Vice President	Mrs. Jean Wylie
Dr. Adam Brownstein	Dr. Bridget Amory, Executive Secretary
Mrs. Ashlee Connell	

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Fitzgerald at 6:00 PM on Monday evening, August 21, 2023.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL to approve the Regular Meeting Minutes for July 31, 2023. **Motion passed unanimously.**

APPROVAL OF MINUTES

MOTION MADE BY MRS. CONNELL/SECONDED BY DR. BROWNSTEIN to approve the Regular Meeting Minutes for August 11, 2023. **Motion passed unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL to adjourn into Executive Session at 6:03 PM. **Motion passed unanimously.**

RETURN TO OPEN SESSION

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL to adjourn Executive Session at 7:10 PM.

CHANGES TO AGENDA - NONE

PERSONNEL – Ms. Manges

Personnel Report

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

PUBLIC COMMENT

Mr. & Mrs. Christie expressed their concerns for a student returning to MHS. Ms. Deinert expressed concerns for student safety.

SUPERINTENDENT'S REPORT

Welcome to 2023-2024 Academic Year

University of Delaware Extension Office renewed the 21st Century Grant

City of Milford donated \$5,000 to purchase consumable materials for the EMT program

Dr. Danny Braswell will present to staff at the August 23rd district orientation

BUSINESS – Dr. Hale

Revenue and Expenditure Report

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

Certificate of Necessity for Major Renovations and Expansion of Milford High School

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. WILEY to submit a Certificate of Necessity for major renovations and expansion of Milford High School to the Delaware Department of Education. **Motion passed unanimously.**

BOARD DISCUSSION

RECOMMENDED DRAFT REVISIONS OF BOARD POLICIES FOR READ ONLY

- Dr. Kilgore presented revised Board Policy 6201 Promotion
- Dr. Amory presented revised Board Policy 1014 Buccaneer Logo

ADJOURNMENT

MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MRS. CONNELL that the Regular Meeting of the Milford Board of Education held on Monday, August 21, 2023, adjourn @ 7:38 PM. **Motion passed unanimously.**

Bridget Amory, Ed.D., Executive Secretary

Theresa Blocker, Recording Secretary

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
AUGUST 30, 2023

Board Members in Attendance	
Mr. Scott Fitzgerald President	Mrs. Jennifer Massotti
Mr. Matt Bucher, Vice President	Mrs. Jean Wylie
Mrs. Ashlee Connell	Dr. Bridget Amory, Executive Secretary
Mr. Victor "Butch" Elzey	

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Fitzgerald at 7:41 AM on Wednesday morning, August 30, 2023.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - None

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI to adjourn into Executive Session at 7:43 AM. **Motion passed unanimously.**

RETURN TO OPEN SESSION

MOTION MADE BY MRS. CONNELL/SECONDED BY MR. ELZEY to adjourn Executive Session at 8:04 AM.

PERSONNEL – Ms. Manges

Personnel Report

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

ADJOURNMENT

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. WYLIE that the Regular Meeting of the Milford Board of Education held on Wednesday, August 30, 2023, adjourn @ 8:05 AM. **Motion passed unanimously.**

Bridget Amory, Ed.D., Executive Secretary

Theresa Blocker, Recording Secretary

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

DATE(S) OF TRIP: Spring break 2024 # of School Days missed & times of trip: 2 none		TRIP DESTINATION: Costa Rica	TEACHER(S): Alma Diaz
NUMBER OF STUDENTS: 6 or more (may still sign up for)		CONTENT AREAS: International travel, Spanish language, cultural engagement	GRADE(S): 9-12
1. Instructional Unit Title: Class instruction will not be missed due to trip scheduled for spring break 2. Dates of Instructional Unit: From: _____ To: _____ 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): Students will travel to Costa Rica to explore culture, demographics, culinary cuisine, international traveling experience, practice and learn Spanish language.			Field Trip Cost:- Must be filled out for approval Transportation: May use school van Meals: Included in trip Other expenses (explain): personal expenses Funding Used: personal finances Individual student expense: 3,309 Total Cost * Fundraising will help cover cost.
Closest Medical Facility (with address & phone #): Nurse Initials: _____ Date: _____			
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:			
PRINCIPAL'S SIGNATURE: _____ Date: 7/31/23 DIRECTOR'S SIGNATURE: _____ Date: 8/31/2023 SUPT'S SIGNATURE: _____ Date: 8/31/2023			

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

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

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

DATE(S) OF TRIP: Oct 18 <small># of School Days missed & times of trip:</small>	TRIP DESTINATION: Rowan University	TEACHER(S): Keefer
NUMBER OF STUDENTS: 8	CONTENT AREAS: Chorus	GRADE(S): 9-12
1 Instructional Unit Title: Tenor and Bass Festival 2 Dates of Instructional Unit: From: Oct 18 To: Dec 14 3 Will technology be used in preparation for this trip? (Check One) Internet <input type="checkbox"/> Virtual Tour <input type="checkbox"/> Research <input type="checkbox"/> Video <input type="checkbox"/> Software <input type="checkbox"/> Other (specify) 4 Relationship of trip to instructional objective(s) (purpose of the trip): Male students will be have the opportunity to develop vocal skills while singing with 500 other male voices.		Field Trip Cost - <input type="checkbox"/> (to be approved) Transportation: 0 Meals: \$5 Other expenses (explain): \$15 - registration & music Funding Used: Student pay Individual student expense: \$20 Total Cost
Closest Medical Facility (with address & phone #): Inspira Health Center Glassboro 200 Rowan Blvd. Glassboro, NJ 08028 Nurse Initials: <i>CK</i> Date: 9/11/23		
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:		
PRINCIPAL'S SIGNATURE: <i>[Signature]</i> Date: 9-12-23 DIRECTOR'S SIGNATURE: <i>[Signature]</i> Date: 9-13-23 SUPT'S SIGNATURE: <i>[Signature]</i> Date: 9/13/2023		

MILFORD SCHOOL DISTRICT
Fiscal Year 2024 Monthly Revenue Report
As of August 31, 2023
16.7% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2024 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	33,481,865.29	32,150,363.86	96.02%
Cafeteria Salaries	691,988.00	622,773.00	90.00%
Division II, All Other Costs	943,588.00	163,630.00	17.34%
Division II, All Other Costs - VOC	128,887.00	96,278.00	74.70%
Division II, Energy	838,004.00	754,204.00	90.00%
Division III, Equalization	5,987,867.00	5,347,309.00	89.30%
State Transportation	3,710,772.37	1,893,372.00	51.02%
Homeless Transportation	529,967.00	264,984.00	50.00%
Foster Care Transportation	114,781.00	92,391.00	80.49%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	196,990.50	177,291.00	90.00%
Drivers' Education	19,495.00	17,546.00	90.00%
Unique Alternatives	598,188.14	309,264.00	51.70%
Professional Development	-	43,039.00	
Delaware Sustainment Fund	743,045.00	734,653.00	98.87%
Technology Block Grant	109,245.00	98,321.00	90.00%
World Language Expansion	10,000.00	-	0.00%
Education Opportunity Grant	1,316,524.00	1,970,924.40	149.71%
Education Opportunity Grant - Mental Health	732,527.00	436,848.00	59.64%
Student Success Block Grant - Reading	334,648.00	344,620.00	102.98%
Child Safety Awareness	-	8,940.00	
Substitute Reimbursement- Paid Parental Leave	68,979.47	41,214.00	59.75%
School Safety and Security	263,950.51	-	0.00%
Minor Capital Improvements	417,339.00	-	0.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	51,239,651.28	45,568,965.26	88.93%
LOCAL FUNDS			
Current Expense (tax rate)	9,767,863.00	61,214.30	0.63%
Current Expense (capitations)	200.00		0.00%
Athletics	32,500.00		0.00%
Interest	200,000.00	231,928.03	115.96%
Building Rental	1,500.00	1,240.00	82.67%
Other Local Revenue	35,000.00	9,302.13	26.58%
CSCR	45,000.00		0.00%
Indirect Costs	75,000.00	460.16	0.61%
Cafeteria	2,700,000.00	96,440.55	3.57%
Net Choice Billings	(184,007.37)		0.00%
Net Charter Billings	(162,529.37)		0.00%
Tuition Billings	(1,500,000.00)		0.00%
Social Studies Coalition/Donations	107,000.00	12,298.58	11.49%
Debt Service	2,100,000.00	15,159.55	0.72%
Debt Service - County Impact Fees	92,500.00		0.00%
Tuition	1,800,000.00	16,665.43	0.93%
Minor Capital Improvements	278,226.00	1,857.98	0.67%
E-Rate	-	2,689.20	
Education Opportunity Match	-		
Extra Time Local Match	-		
Reading and Match Specialist Match	-		
Technology Maintenance Match	-		
Major Capital Improvements	-		
TOTAL LOCAL FUNDS	15,388,252.26	449,255.91	2.92%
FEDERAL FUNDS			
IDEA Part B	1,207,533.00		0.00%
IDEA - Preschool	57,566.00		0.00%
Title I	1,812,394.00		0.00%
Title II	345,307.00		0.00%
Title III English Acquisition	85,388.00		0.00%
Title IV	212,439.00		0.00%
Education for the Homeless	10,000.00		0.00%
Perkins	124,470.00		0.00%
TOTAL FEDERAL/OTHER FUNDS	3,855,097.00	-	0.00%
GRAND TOTAL ALL FUNDS	70,483,000.54	46,018,221.17	65.29%

Milford School District
Monthly Report of Expenditures
For the month ended August 31, 2023

		Preliminary Budget				%
Operating Unit	Budget Line	Amount	Encumbered	Expended	Budget Remaining	Remaining
9180668A	Benjamin Banneker Elementary School	\$ 49,835.50	3,397.56	1,742.30	\$ 44,695.64	89.69%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 50,107.50	3,504.78	7,254.91	\$ 39,347.81	78.53%
9180672A	Lulu M. Ross Elementary School	\$ 67,796.00	7,646.00	4,139.58	\$ 56,010.42	82.62%
9180673A	Mispillion Elementary School	\$ 56,754.50	1,242.22	4,951.69	\$ 50,560.59	89.09%
9180675A	Milford Central Academy	\$ 105,485.00	9,199.48	9,806.65	\$ 86,478.87	81.98%
9180678A	Milford Senior High School	\$ 149,634.50	24,726.75	9,878.48	\$ 115,029.27	76.87%
99900000	Board Of Ed/District Expenses	\$ 15,000.00	-	87.50	\$ 14,912.50	99.42%
	School Resource Officer	\$ 9,000.00	-	-	\$ 9,000.00	100.00%
99900100	Legal Services, Audit and Insurance Premiums	\$ 130,000.00	9,900.00	2,215.00	\$ 117,885.00	90.68%
99900300	District Expenditures	\$ 50,000.00	1,065.37	2,461.88	\$ 46,472.75	92.95%
	School Safety and Security	\$ 263,950.51	-	-	\$ 263,950.51	100.00%
	Public Relations and Communication	\$ 40,000.00		5,872.76	\$ 34,127.24	85.32%
	Copy Center (District Wide)	\$ 120,000.00	102,785.67	19,319.25	\$ (2,104.92)	-1.75%
99910100	Superintendent	\$ 1,500.00	408.34	291.66	\$ 800.00	53.33%
99920000	World Language Immersion (State Grant)	\$ 10,000.00	-	-	\$ 10,000.00	100.00%
	Student Success Block Grant (Reading)	\$ 334,648.00	-	-	\$ 334,648.00	100.00%
	Opportunity Grant Mental Health	\$ 732,527.00	-	133.95	\$ 732,393.05	99.98%
	Education Opportunity Grant	\$ 1,316,524.00	-	240.87	\$ 1,316,283.13	99.98%
	School Improvement	\$ 70,000.00	-	-	\$ 70,000.00	100.00%
	Summer School	\$ 30,000.00	-	56,392.29	\$ (26,392.29)	-87.97%
	Translators	\$ 20,000.00	-	-	\$ 20,000.00	100.00%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 100,000.00	1,040.66	906.03	\$ 98,053.31	98.05%
99920700	Athletics - High School	\$ 170,000.00	14,989.23	4,663.02	\$ 150,347.75	88.44%
	Athletics - Milford Central Academy	\$ 30,000.00	1,000.00	1,416.99	\$ 27,583.01	91.94%
99920800	Driver's Education	\$ 19,495.00	-	-	\$ 19,495.00	100.00%
99930200	Tuition - Special Services	\$ 330,000.00	-	34,432.08	\$ 295,567.92	89.57%
	Tuition - Special Services - ILC	\$ 275,000.00	1,378.11	62,215.46	\$ 211,406.43	76.88%
	Unique Alternatives (State Funds)	\$ 598,188.14	-	47,631.64	\$ 550,556.50	92.04%
99930300	Special Services	\$ 57,000.00	33,485.39	7,933.21	\$ 15,581.40	27.34%
	Special Services - State Related Services	\$ 196,990.50	15,000.00	2,733.70	\$ 179,256.80	91.00%
99940100	Contingencies and One-Time Items	\$ 425,000.00	20,749.50	-	\$ 404,250.50	95.12%
99940200	Division I/Formula Salaries	\$ 33,550,844.75	-	5,439,801.05	\$ 28,111,043.70	83.79%
99940300	Division II - Vocational	\$ 128,887.00	786.24	13.46	\$ 128,087.30	99.38%
99940400	Division III/Local Salaries	\$ 12,678,750.00		1,821,433.73	\$ 10,857,316.27	85.63%
	Union agreed Limited Contracts	\$ 385,000.00		3,737.52	\$ 381,262.48	99.03%
99940500	Title I	\$ 1,812,394.00			\$ 1,812,394.00	100.00%
	Title II	\$ 345,307.00			\$ 345,307.00	100.00%
	Title III	\$ 85,388.00			\$ 85,388.00	100.00%
	Title IV	\$ 212,439.00			\$ 212,439.00	100.00%
	IDEA Part B	\$ 1,207,533.00			\$ 1,207,533.00	100.00%
	IDEA Preschool	\$ 57,566.00			\$ 57,566.00	100.00%
	Perkins	\$ 124,470.00			\$ 124,470.00	100.00%
	Homeless	\$ 10,000.00			\$ 10,000.00	100.00%
99940600	Insurance Expense	\$ 127,520.50	15,010.00		\$ 112,510.50	88.23%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	1,732.00	30,907.25	\$ 74,360.75	69.50%
99940810	Technology Equipment & Repair	\$ 272,800.00	1,177.52	90,236.04	\$ 181,386.44	66.49%
	Technology Block Grant	\$ 109,245.00		17,493.42	\$ 91,751.58	83.99%
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	430.37	69.63	\$ 9,500.00	95.00%
99960000	Child Nutrition Operations	\$ 2,700,000.00	724,021.29	273,451.45	\$ 1,702,527.26	63.06%
	Cafeteria Salaries	\$ 691,988.00	-	105,368.15	\$ 586,619.85	84.77%
99960100	Facilities Maintenance	\$ 90,000.00		10,722.04	\$ 79,277.96	88.09%
	Custodial Services and Supplies	\$ 90,000.00		38,783.88	\$ 51,216.12	56.91%
99960200	Operations and Utilities	\$ 361,500.00	26,815.34	60,231.38	\$ 274,453.28	75.92%
	Energy Division II	\$ 838,004.00	250,000.00	4,489.98	\$ 583,514.02	69.63%
99960300	State Transportation	\$ 3,710,772.37			\$ 3,710,772.37	100.00%
	State Homeless Transportation	\$ 529,967.00			\$ 529,967.00	100.00%
	State Foster Transportation	\$ 114,781.00			\$ 114,781.00	100.00%
	Transportation Supplies	\$ 1,000.00			\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	575.72	1,224.28	\$ 21,200.00	92.17%
	Local Activities Transportation	\$ 3,000.00			\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 58,885.22		10,208.70	\$ 48,676.52	82.66%
	Local Transportation Match	\$ 411,309.37			\$ 411,309.37	100.00%
Total Operating Budget		\$ 66,788,787.36	\$ 1,272,067.54	\$ 8,194,892.86	\$ 57,321,826.96	85.83%
99970000	Local Debt Service	\$ 2,162,746.41			\$ 2,162,746.41	100.00%
99970200	Minor Capital Improvements	\$ 695,565.00			\$ 695,565.00	100.00%
Total Capital Budget		\$ 2,858,311.41	\$ -	\$ -	\$ 2,858,311.41	100.00%
Grand Total		\$ 69,647,098.77	\$ 1,272,067.54	\$ 8,194,892.86	\$ 60,180,138.37	86.41%

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.

- ☒ School Nutrition Programs
☐ Summer Food Service Program
☐ Child and Adult Care Food Program

Ross Freezer
2023

INFORMAL PROCUREMENT "QUOTES" LOG AND EVALUATION MATRIX

Replacement

(Purchases costing more than \$10,000 and less than \$50,000)

I. <u>Ross Outside Freezer</u>		Supplier Name:			Bidder 1: <u>Singer</u>			Bidder 2: <u>11400, Inc</u>			Bidder 3: <u>PJP</u>		
II. Items to be Purchased:		Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)		
(a) Delivery Frequency: <u>1</u>													
(b) Bid will be honored for: <u>9/10/23</u>													
(c) Special Requirements/Specifications (i.e. delivery):													
III. Product name & specification:													
<u>Walkin Box - Bully</u>		<u>1</u>		<u>\$22658.00</u>	<input type="checkbox"/>		<u>\$18,189.00</u>	<input checked="" type="checkbox"/>		<u>\$22694.02</u>	<input type="checkbox"/>		
Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Total:		\$		\$		\$							
*Bidder Selected (BS)			<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>						
*Bidder Selected (BS); school can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). School need to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Schools can state that either option may be used by the school to award the purchase.													
IV. Method of contact (Email/Fax/Mail/In person/Phone)		<u>Matthew Baker</u>			<u>Danielle Cargille</u>			<u>Steve Kauf</u>					
V. Name of person quoting pricing:													
VI. Date contacted:		<u>7/28/23</u>			<u>7/28/23</u>			<u>7/28/23</u>					
VII. Additional Notes:		<u>Box only - Install is separate</u>											
VIII. Signature and title of person completing this form: <u>Sharon R. Forest</u>										IX. Date: <u>8/2/23</u>			
X. (a) Name of bidder selected: <u>11400, Inc</u>													
(b) Bidder selected was notified on: _____ (If notification was in writing attach document to the procurement log/evaluation matrix)													
(c) Method of notification: <u>Email</u> (Email/Fax/Mail/In person/Phone)													



**MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
VOLUNTARY SCHOOL ASSESSMENT**

ADMINISTRATION

Bridget R. Amory, Ed.D.
Interim Superintendent

Kelly Carvajal Hageman, Ed.D.
Chief Academic Officer

Sara E. Hale, DBA
Chief Operating Officer

Laura L. Manges, M.Ed.
Director of Human Resources

Jennifer Hallman, M.Ed.
Director of Student Services

BOARD OF EDUCATION

Scott L. Fitzgerald
President

Matt Bucher
Vice President

Adam S. Brownstein

Ashlee N. Connell

Victor C. Elzey

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Website

www.milfordschooldistrict.org

WHEREAS, planning for land development must take into account all of the public services necessitated by new development; and

WHEREAS, impacts to the Milford School District from new developments are substantial; and

WHEREAS, Sussex County has not historically been authorized to collect fees from residential developers associated with such impacts on local school districts; and

WHEREAS, the 152nd General Assembly passed Senate Bill 186 on June 30, 2023, which enables Sussex County to use the Voluntary School Assessment to address the impact of residential development on school capacity;

NOW, THEREFORE, upon Governor Carney signing Senate Bill 186, we, the Milford School District Board of Education, do hereby request the Sussex County Council to adopt the Voluntary School Assessment process to provide relief to the local school districts related to increased development.

Scott L. Fitzgerald
Milford Board of Education, President
September 18, 2023

The Milford School District is an Equal Opportunity Employer and does not discriminate in employment or in educational programs, services, or activities on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry age, disability, marital status, veteran status, genetic information, sexual orientation, gender identity, or upon any other categories protected by federal, state, or local law. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Personnel, 906 Lakeview Avenue, Milford, DE 19963, telephone 302-422-1600.

Milford High School FFA



Thank you to the Milford School District
Board of Education



What is FFA?

- FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education.
- FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success.



Milford FFA

- Currently over 600 chapter members
- Coordinate over 30 events every year
- Ranked Nationally as a 3-Star Chapter



Delaware FFA State Awards

- 43 members competed in state CDE/LDEs this year
- 4 students were awarded FFA Jackets from the Delaware Farm Bureau
- 3 members received state proficiency awards
- 8 Delaware FFA State Degree Recipients



Milford FFA Chapter Community Events

- In 2023, Milford FFA has hosted/ participated in multiple community service projects!
 - Haunted Hallways
 - Prom Pledge
 - Cherry Blossom Festival
 - Carlisle Fire Company Crab Feast
 - Santa's Workshop



Delaware State Fair

- Over 80 awards were presented to our FFA members
- Milford FFA was awarded the Delaware State Fair Fantastic Fair Award (3rd year in a row)
- Mason Foxwell was awarded the William H. Abbott Memorial Plaque Award
- 8 members participated in the Livestock Showteam and showed 18 animals





Delaware State Fair





Livestock Showteam



Fall Regional/National Competitions

- 4 students will be attending Big E (regionals)
- 17 students attended National Convention
- Our chapter will be competing for a National Chapter Award
- 1 American Degree Recipient



Thank you!

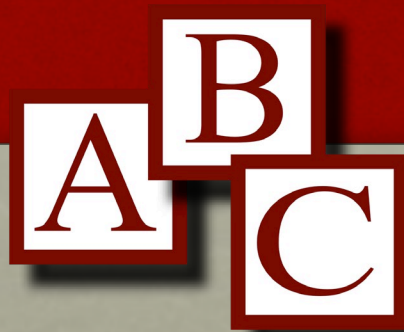


We would like to thank the
board for all of your
support over the years.
It means so much to us.



**MILFORD SCHOOL DISTRICT
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

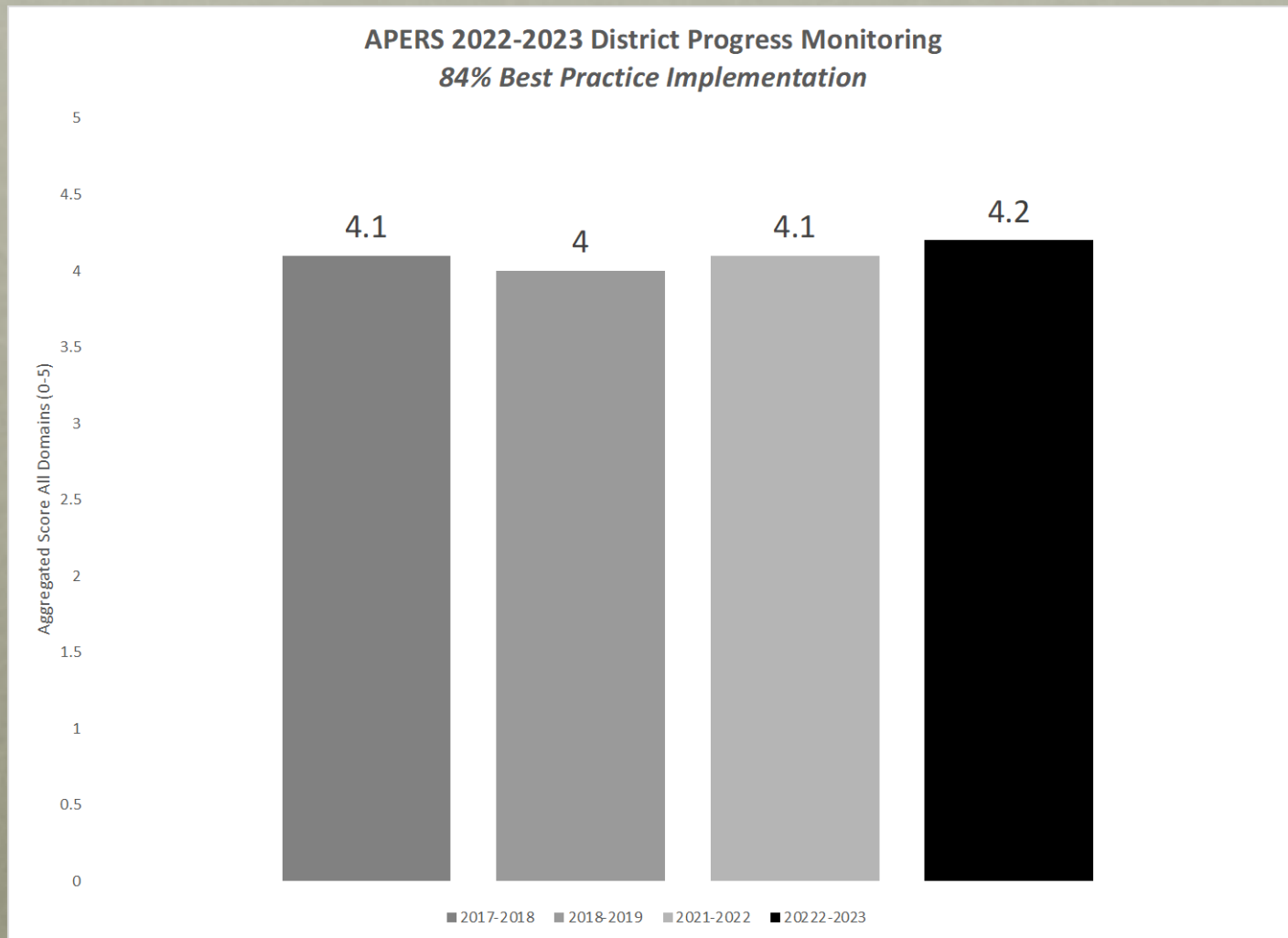
- Developed by National Professional Development Center on Autism Spectrum Disorders.
- Widely utilized and accepted to assess Best-Practice supports for Autism Support Programs
- Direct Observation, Interviews, Records Reviews
- Versions for Preschool/Elementary (APERS-PE) and Middle/High School (APERS-MHS)
- 64 Items within 11 Domains
- Scored on 1-5 scale: 1.0 is *Poor Implementation* and 5.0 is *Exemplary Implementation*.
- **Expectations this year 3.9 at or above for schools & district mean**

APERS

**PANDEMIC INFLUENCES NOTABLY AFFECTED COMMUNICATION, SOCIAL COMPETENCE, AND BEHAVIOR FOR MANY STUDENTS*

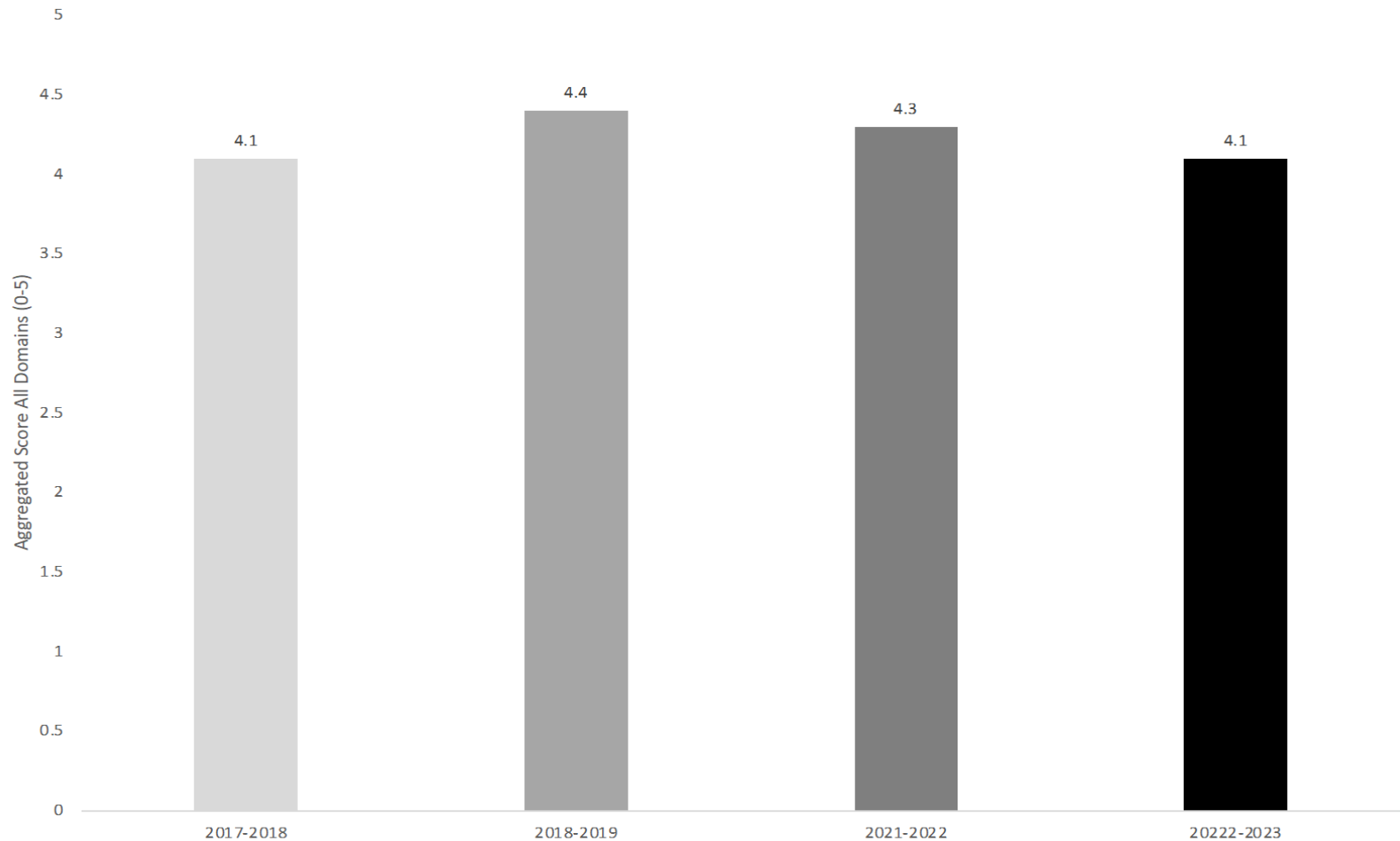
- 1. Learning Environments A** – *Safety, Organization, Materials*
- 2. Learning Environments B** – *Structure, Schedules, Transitions*
- 3. Positive Learning Climate (Ecology)** – *Staff/Student Interactions*
- 4. Assessment & IEP Development** – *Student Progress, Goals*
- 5. Curriculum & Instruction** – *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, Meeting*
- 11. Teaming** – *Trainings, Meetings, Team Membership*

MORRIS PROGRESS MONITORING



ROSS PROGRESS MONITORING

APERS 2022-2023 District Progress Monitoring *82% Best Practice Implementation*



MIDDLE/HIGH...

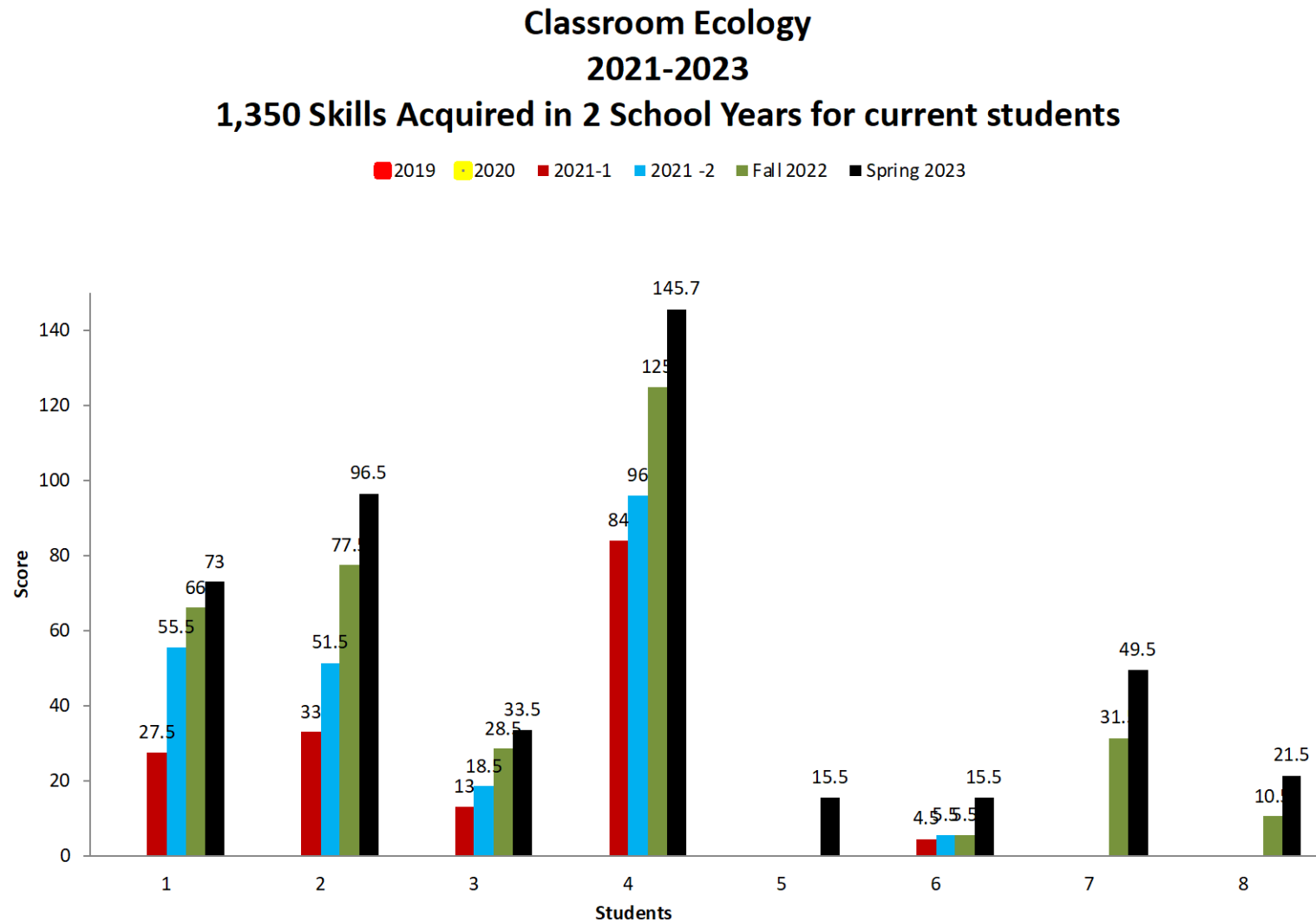
Domain	MCA	MHS
2021-2022	4.4	
2022-2023	3.3	4.4

MILFORD YEAR 6 (5) APERS

SUMMARY & RECOMMENDATIONS

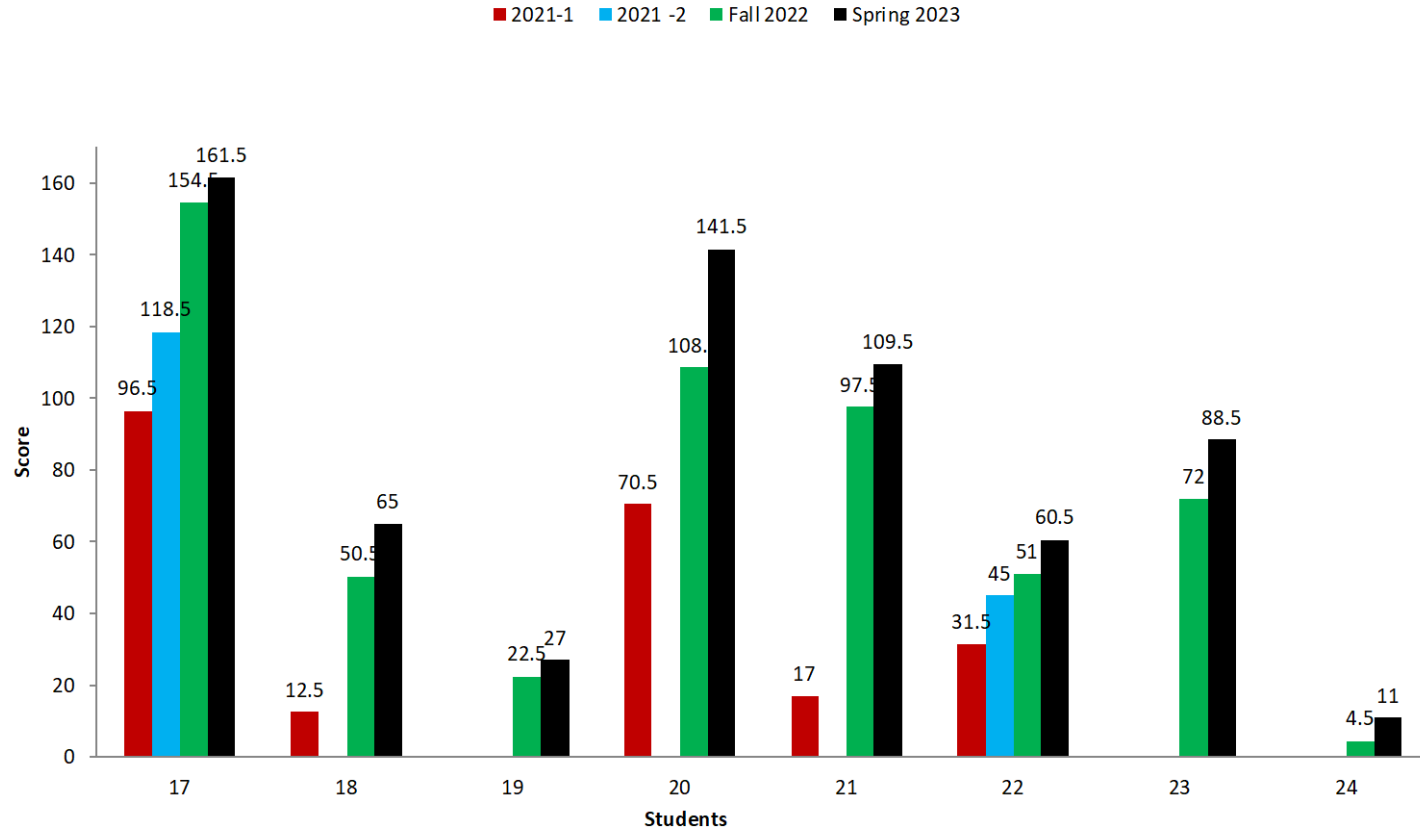
- Overall Program Score exceeded expectations, although did not follow the previous increasing trend due primarily to poor implementation fidelity in specific classrooms..
- *Discrete-Trial Teaching (Intensive Instruction) increased across schools. Increased dosage is an on-going goal since this technique is considered the most-effective form of instruction for ASD learners.*
- *Communication program components, which were severely impacted by the pandemic period, require specific focus in the upcoming 2023-2024 year*
- Social Skills Instruction is in-place at all schools, and should increase in dosage
- High School roll-out was highly successful and the program will be expanded with additional students during the 2023-2024 school year

Exemplars of Success



Exemplars of Success

**Classroom Ecology
2021-2023**
1,350 Skills Acquired in 2 School Years for current students



MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3303

STUDENT FEES – CHILD NUTRITION PROGRAM

MEAL PRICE – DAILY

	Lunch	Breakfast
High School	\$0.00	\$0.00
Central Academy	\$0.00	\$0.00
Elementary School	\$0.00	\$0.00

ADULT FEES – DAILY

	Lunch	Breakfast
All Schools	\$4.75	\$3. 00 10

Ala carte prices are subject to change based on market prices.

Students purchasing a second breakfast will be charged \$2.50, and
Students purchasing a second complete lunch meal will be charged \$3.90.

APPROVED: 8/18/75; 9/20/76; 3/21/77; 7/24/78; 2/26/79; 2/23/81; 8/17/81; 8/16/82; 8/15/83;
8/9/85; 8/24/87; 7/10/89; 4/13/92; 4/26/93; 7/1/98; 4/26/04; 4/21/08

AMENDED: 8/22/11; 6/24/13; 7/15/13, 9/9/16, 11/20/17, 8/20/18, 9/21/20, 9/19/22; 9/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6201

PROMOTION POLICY

I. KINDERGARTEN THROUGH GRADE 2 STUDENT PLACEMENT AND/OR PROMOTION

Promotion will follow the procedure stated below:

Students are expected to perform in the regular curriculum on grade level.

The fundamental purpose of standards-based grading is to compare student performance to established levels of proficiency in knowledge, understanding and skills. The intent is to evaluate student work in relation to pre-established learning standards as indicated by the achievement scale listed below. The promotion of each student will be determined individually, and the decision to promote a student is made on the basis of multiple factors including progress toward meeting English language arts, math, social studies, science standards and school attendance. When a student does not meet the promotion criteria, the student will be retained or assigned remediation through interventions at the school administration's discretion. The school administration, in consultation with a student support team, may retain/place/promote a student under certain circumstances, including excessive absences.

1	2	3	4
Limited Progress Towards the Standard	Approaching the Standard	Meets the Standard	Exceeds the Standard
Attempts with minimal success	Can do but inconsistently	Can do consistently	Can do consistently above grade level

Promotion Requirements:

Demonstrate evidence of consistent progress towards meeting grade level standards in English Language Arts, Mathematics, Science, and Social Studies.

II. GRADE 3 THROUGH GRADE 5 STUDENT PLACEMENT AND/OR PROMOTION

Students are expected to perform in the regular curriculum on grade level. There are grading standards for reading, math and writing at each grade level. The final grade is determined by an average of marking period report card grades. When a student does not meet the promotion criteria, he/she will be retained or assigned remediation through interventions such as summer school, Multi-Tiered System of Supports (MTSS) or school tutoring, at the administration's

discretion. The administration, in

consultation with a student support team, may promote or place a student under certain circumstances (i.e., IEP recommendation) and/or develop special unique alternative programs which are deemed to be in the best interest of the child, except where this is not allowed by state law. Likewise, the administration, in consultation with a student support team may retain a student who has been processed during the school year for truancy court due to excessive absences.

Promotion Requirements:

Demonstrate evidence of consistent progress towards meeting grade level standards in English Language Arts, Mathematics, Science, and Social Studies

From 3rd to 4th, 4th to 5th, and 5th to 6th Grade:

Criteria:

- a) English Language Arts: Final grade of "R" or higher or at the administration's discretion
- b) Final grade of "D" or higher in core content courses: Mathematics, Science and Social Studies, or at administration's discretion.

III. GRADE 6 THROUGH GRADE 8 STUDENT PLACEMENT OR PROMOTION

Promotion will follow the procedure stated below:

Students are expected to perform in the regular curriculum on grade level. There are grading standards for English language arts, mathematics, science, and social studies at each grade level. The final grade is determined by an average of marking period report card grades. When a student does not meet the promotion criteria, the student will be retained or assigned remediation through interventions at the school administration's discretion. The school administration, in consultation with a student support team, may retain/place/promote a student under certain circumstances, including excessive absences.

Promotion Requirements:

Demonstrate evidence of consistent progress towards meeting grade level standards in English Language Arts, Mathematics, Science, and Social Studies:

From 6th to 7th, 7th to 8th and 8th to 9th Grade

Criteria:

- (a) Final grade of "D" or higher in four core content courses: English Language Arts, Mathematics, Science and Social Studies, or at administration's discretion.

IV. SPECIAL POPULATIONS

Any student with an IEP, 504, or Multilingual Learner needs will continue to receive the accommodations for which they are eligible.

Teachers will continue to provide appropriate instructional supports and interventions.

Students will continue to receive quarterly progress updates which provide information pertaining to the progress made by students towards achieving their individual goals and objectives.

V. MINIMUM ENROLLMENT TIME

A. Kindergarten to Grade 5 - 6 years

B. 6 to 8 - 3 years

ADOPTED: 8/25/86; 7/20/87; 7/11/88; 6/26/89; 7/9/90; 7/1/91; 6/22/92; 7/12/93; 6/27/94; 6/26/95; 6/24/96; 6/24/97; 6/29/98; 6/14/99; 1/24/00; 11/26/01; 12/17/01; 11/18/02; 11/24/03; 5/24/04; 6/20/05; 8/28/06; 6/30/08; 1/26/09

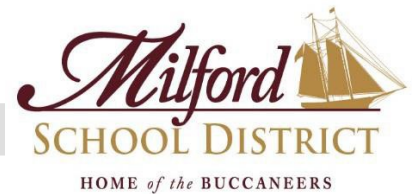
REVISED: 4/26/10; 8/23/10, 4/29/14, 4/20/15, 8/22/22, 9/18/23

MILFORD SCHOOL DISTRICT Buccaneer Logo Policy 1014

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

General Rules

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



Adopted: 11/24/14

Amended: 2/20/18; 9/18/23

**Milford School District
Milford, Delaware 19963**

Policy 3107

NAMING OF SCHOOL FACILITIES

A. Purpose

To establish an equitable process by which the Board of Education can assume its responsibility for naming or renaming school facilities. In addition, naming in this policy also refers to placing a plaque, planting a tree, or placing any other symbol or object that names or honors an individual, group, or entity of any kind on district-owned property.

B. Policy

It is the responsibility of the School Board to select names of all schools and facilities. In fulfilling this responsibility, the School Board shall carefully consider and respect community recommendations in the naming process. The School Board shall also have the responsibility to authorize naming rights for portions of school facilities in order to provide recognition for private or corporate entities that make an exceptional contribution or significant financial contribution to benefit the District.

C. New Schools

Before a new school is opened, the Superintendent shall recommend the appointment of a committee for the purpose of naming a school within the Milford School District.

- a. The committee shall be charged with the responsibility of proposing three (3) school names to be presented to the School Board, who will make the final choice.
- b. The committee membership shall consist of a minimum of three (3) community members who live in the area, in which the site is located, two (2) students ~~who attend or are likely to attend the school~~, two (2) staff members ~~from the building~~, and one (1) district administrator.
- c. The committee is encouraged in the naming of schools to use historical figures, the history, general location or features of the area, or goals of the school. Names of existing schools or combinations thereof shall not be used except in those cases where existing schools are being discontinued as public schools.
- d. If a geographic name is not appropriate, schools may be named for distinguished persons, retired, who have made an outstanding contribution to the community, county, state, or nation. The person's name should be widely known and easily recognized.

D. Existing Schools and Related School Facilities.

The School Board may name or rename a school and/or other facilities for a variety of reasons, including its use for a new purpose or the desire to recognize contributions to the School District.

- a. *Schools*. The renaming of schools shall follow the same requirements of *Ancillary Facilities*. A committee of at least one (1) department head and six (6) other stakeholders shall make a recommendation to the Superintendent.
- b. *Buildings*. The naming or renaming of any building in honor of a person, living or deceased, as a result of a private gift or other significant non-financial or financial contribution, must be approved by the Milford School District Board of Education.
- c. *Components of Facilities*. The Milford School Board may name significant building components, including classrooms, media centers, athletic fields, conference rooms, common areas and other components which are part of a building or site.
- d. *Financial Contributions*. The Milford School Board may vote to recognize exceptional or significant non-financial or financial contributions of private individuals or corporate entities. Such naming shall specify any donor request by private individuals or corporate entities for a specific name and shall be reported to the Board as an information item.

ADOPTED: 8/18/14; 10/16/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4201

REPORTING EMPLOYEE ABSENCES

I. General

An employee who is to be absent from his/her duties must report the absence ~~in the appropriate leave system to their immediate supervisor or his/her designee~~ as far in advance ~~of their starting time~~ as possible. If an employee fails to ~~notify their supervisor before their starting time,~~ submit the absence request in a timely manner, the employee's absence ~~will~~ may be unexcused ~~and their salary will be reduced-resulting in a reduction of pay.~~ Those responsible for the maintenance of attendance records may make reasonable rules to administer this policy. ~~Failure to submit appropriate leave forms request absences in a timely manner may also result in an absence being considered unexcused and subject to having salary reduced.~~ Exceptions to this policy may only be approved by an employee's immediate supervisor in writing.

II. Record of Absences ~~-Proof~~

The Milford Board of Education delegates ~~to~~ the Superintendent, or ~~his or her~~ designee, the right to require a physician's certificate from an employee when absent if, ~~in his/her judgment, (s) he so~~ deemed necessary. In addition, the Milford Board of Education requires that an employee absent ~~because of~~ due to illness for four (4) or more consecutive days present a physician's certificate upon returning to work. Each leave eligible employee receives the option of using ~~three~~ five (5) personal days per year from their leave balance. Personal days need to be approved ~~in the leave system~~ in advance by the ~~direct~~ immediate supervisor. If additional sick days are taken adjacent to any approved personal day(s), the Superintendent or ~~his or her~~ designee will require a physician's certificate from an employee when absent if, ~~in his/her judgment, (s) he so~~ deemed necessary.

Failure to produce a doctor's note will result in a reduction of pay for the missed sick day(s) and the sick day(s) will be returned to the employee. Approval of the sick day(s) in the substitute leave management system does not indicate that the employee will not receive a reduction in pay upon further examination. The Superintendent shall develop procedures to implement this policy.

III. Responsibility for Maintenance of Attendance Records

The principal is responsible for maintaining a record of absences of all personnel assigned to his/her building. All itinerant personnel are assigned to a specific building for the purpose of teachers' meetings, inter-school mail, reporting, etc. Therefore, the principal of the "home base" building will be responsible for absence reports.

~~The building principal will forward all leave forms and attendance records to the payroll department at the district office. The payroll department shall be responsible for the maintenance of all official leave records.~~

IV. Reporting Procedures

All leave reporting will be maintained in the appropriate leave management system and maintained in employee personnel files as required at district office. ~~a central database at the district office.~~

- ~~1. Employees will be provided with a detailed listing of their leave balances, leave accruals, and leave usage at least once each year for review and verification.~~

ADOPTED: 10/1/71

AMENDED: 1/12/76; 7/18/77; 6/20/83; 6/28/04; 4/18/11; 6/20/11; 1/19/16; 10/16/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

5314

USE OF VIDEO AND AUDIO RECORDING DEVICES

In furtherance of the orderly administration of schools, avoiding disruptions, protecting privacy and not inadvertently or intentionally recording teachers in violation of the law, students may not record in Milford School District schools using video or audio without the express consent of the school principal or designee.

ADOPTED: 10/16/23